

## MU ALPHA THETA DESIGN SELECTION PROCESS

### 1.0 PURPOSE

This process will establish a uniform method for soliciting design submission, acquiring design submissions, selecting recipients, and maintaining records in accordance with requirements and guidelines set forth by the IRS.

### 2.0 SCOPE

- 2.1 Procedure. This procedure applies only to amounts awarded under Mu Alpha Theta's graphic design contest, where the Mu Alpha Theta's Governing Council has complete decision-making authority to choose the winning graphic design.
- 2.2 Decision Making Authority. Any award decision made by the Governing Council will be final.

### 3.0 PROCESS

- 3.1 General. Mu Alpha Theta will collect graphic design submissions and the Governing Council will review the top 10 design submissions and select a design submission pursuant to this Process. Mu Alpha Theta will own all designs submitted in their entirety and will provide the winning submitting chapter with a monetary prize in the amount of \$1,000.00.
- 3.2 Public Announcements and Design submissions. Notice of the availability of graphic design submissions will be placed on Mu Alpha Theta's website and social media.
- 3.3 Design Submission Process. Graphic design submissions will be made available online. Incomplete design submissions will not be reviewed. Any changes in any design submission must be approved by the Governing Council. Mu Alpha Theta reserves the right to alter any design submission.
- 3.4 Personal Information. Mu Alpha Theta staff or volunteers will remove all identifying information before the National Office determines the top 10 finalists.
- 3.6 Screening Process. Design submissions will be narrowed down to the top 10 by the National Office based on how closely the design conforms to the theme, how relatable to Mu Alpha Theta members the message is, how accurately it represents Mu Alpha Theta, and the general quality of the artwork.
- 3.7 Review and Selection Process. The Governing Council will review the design submissions provided by the National Office and select the winning design. Mu Alpha Theta Staff may not have any decision making authority in the review of the top 10 designs or selection of the finalist; however, Mu Alpha Theta Staff may participate in the screening process as set forth in Section 3.6.
- 3.8 Use of Funds. Awards will be made to the Mu Alpha Theta Chapter as an organization, and not to individual artists.
- 3.9 Obligation to Provide Award. Awards will be based on merit. Mu Alpha Theta is under no obligation to continue this contest in any given year.

## 4.0 PROCEDURE

The following procedures will be utilized in choosing the winning design:

- 4.1 Design submissions. Mu Alpha Theta Staff will manage the design submission process up to providing the top 10 design submissions to the Governing Council for review.
  - 4.1.1 Public Announcements and Design submissions. Mu Alpha Theta Staff will direct applicants to Mu Alpha Theta website to acquire design submissions.
  - 4.1.2 Due Diligence. Each design submission received will be reviewed by Mu Alpha Theta Staff to ensure the design submission is complete. Mu Alpha Theta Staff may research any issue where the Governing Council may need or want additional information or where there may be a question as to the validity of the information.
- 4.2 Review and Selection by the Governing Council . The Governing Council shall be responsible for reviewing design submissions as provided by the National Office.
  - 4.2.1 Conflict of Interest. Conflicts of Interest are not anticipated since all personal information will be removed from the design submission prior to going to the National Office or the Governing Council .

Mu Alpha Theta Staff will conduct due diligence to ensure Council members are independent in that they do not have any private interest in the selection of the applicants prior to providing the design submissions to the Council members. If a private interest is found, the interested Council member(s) will not participate in the screening or review of any design submissions for that specific award type.

Should the initial screening process by Mu Alpha Theta Staff fail, and any member of the Council recognizes an applicant or the applicant's family by the information given in the design submission, such Council member will immediately notify all other Council members of the conflict and will not participate in the screening or review of any design submissions for that specific award type. The remaining Council members will have the authority to act without the Council member with the conflict. Failure to notify the Council of a conflict will result in removal from the committee and/or the Governing Council of Mu Alpha Theta.
  - 4.2.2 Notification. The finalist will be announced on Mu Alpha Theta's website and announced on social media within two weeks of the contest's final deadline..
- 4.3 Oversight of Awards. Mu Alpha Theta Staff will be responsible for monitoring all awards and ensuring the appropriate reports are being provided by the award recipient in a timely manner.
  - 4.3.1 Mu Alpha Theta Staff will report concerns to the Governing Council. Mu Alpha Theta Staff may request that any award be terminated by the Governing Council, or the Governing Council may make the decision to terminate without a recommendation from Mu Alpha Theta Staff.
  - 4.3.2 Mu Alpha Theta Staff may recommend the continuance of an award for outstanding performance or in unusual circumstances or the Governing Council may make the decision to continue the award without a recommendation from Mu Alpha Theta Staff.