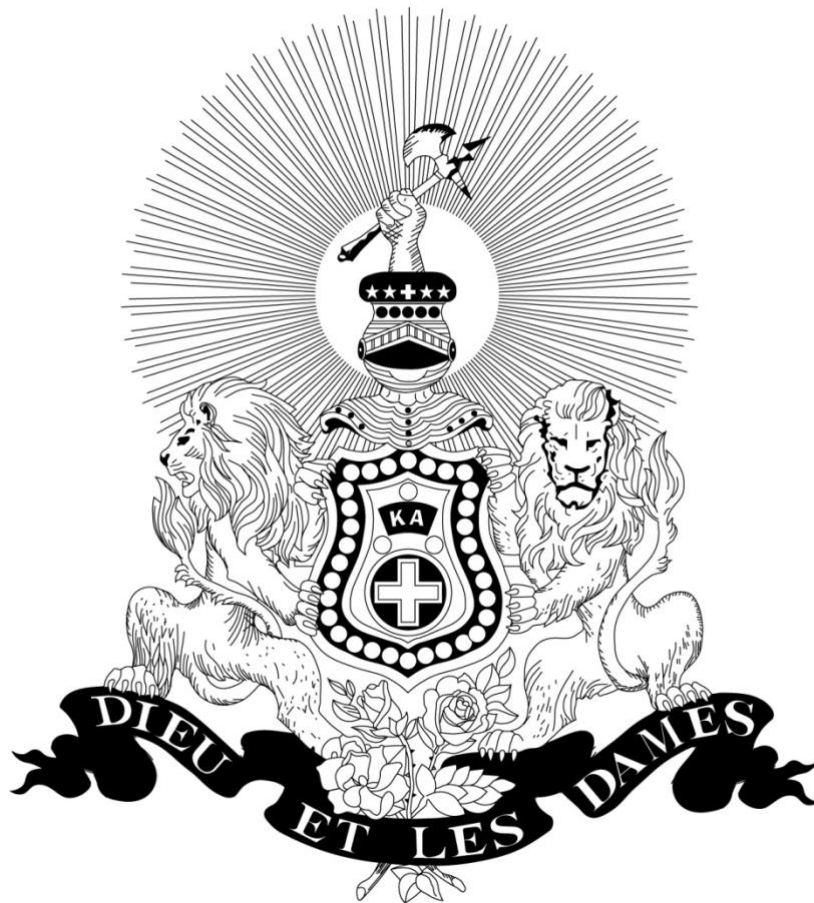


**KAPPA ALPHA ORDER
NATIONAL ADMINISTRATIVE OFFICE**



NEW MEMBER EDUCATION

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INTRODUCTION

It could be argued that new member education is the most important aspect of a chapters' operations. The education of your future officers, committee chairmen, committee members and general members will define your chapter over the next three to four years. You, the chosen New Member Educator, have a duty to your chapter and the Order to ensure the thorough and proper education of the men your chapter has invited to join. It is your responsibility to follow the rules and guidelines defined by the *Kappa Alpha Laws*, chapter bylaws and of your host university or college. This guide should aid you in your education of these new members and should provide you a roadmap for planning the education period.

It was the duty of every member of your chapter to investigate potential new members before extending them a bid of membership. As an Order, we look for individuals who previously possess the same qualities and ideals as ourselves. It is through recruitment that you examine a man's qualities to make a determination on whether he can become a valuable member to your chapter and to Kappa Alpha Order. It is also the duty of each member of the chapter to aid in the education of these men. The purpose of new member education is to educate young men on the manners, principles, history and traditions of both Kappa Alpha Order and the Greek community. From the very first public induction, new members are welcomed as brothers and should be treated accordingly throughout their education and preparation for initiation. As the new member educator, you are responsible for not only the education of the new members, but also their assimilation into the active chapter. Become their teacher, mentor, brother and friend. No man should use his power or privilege over another. Treat every member regardless of status with the same spirit of sincerity and respect.

INDUCTION CEREMONY

Following formal recruitment the first opportunity for us to show our commitment to making better students, citizens, fathers and men of our members is at the induction ceremony. The induction ceremony can be found in *The Varlet*, the Appendix of the *Kappa Alpha Laws* and at www.kappaalphorder.org. Our induction ceremony is public, and therefore, it is open to anyone who would like to attend. The following are tips for a successful induction of your new members:

- ❑ Schedule your induction ceremony well in advance and place it on your chapter's calendar.
- ❑ The induction ceremony should take place in a room or setting that is reverent in nature. Examples include: university chapel, a church, a Masonic lodge or a formal room in your chapter house.
- ❑ Invite:
 - Faculty and Staff members
 - All chapter advisors (Alumnus, Faculty and Greek)
 - Chapter and local Alumni
 - Province Commander and other volunteers of the Order in the area.
 - Parents, family members, and friends of inductees
- ❑ Materials needed for the ceremony:
 - Table
 - White table cloth
 - Kappa Alpha Order Flag (not to be used as a tablecloth)
 - Large vase
 - Crimson roses
 - Two tall candles
 - New Member Pins
 - Officer Jewels
 - 3 *Varlets*
- ❑ All members should be present and dressed appropriately in coat and tie.
- ❑ Immediately following induction is a great time for all new members to file Report 2 (Induction Report) online. If necessary bring them to a computer lab so they can all complete their goKA log in information and agreements simultaneously.

There are some key phrases/symbols that should be examined in the induction ceremony. It is the responsibility of the New Member Educator to examine and discuss the following with the active and new members following the induction ceremony at the next chapter meeting.

The reception of new brothers into our hearts.....

Text: “To us it represents the acquisition of new material for our brotherhood and the reception of new brothers into our hearts.”

Translation: From the very beginning, we call each New Member a brother and welcome them into our fraternity and our hearts. They should be treated as such.

The insignia of a new member....

Action: By bestowing upon each member awaiting initiation a public symbol (Member Awaiting Initiation Pin) we are confirming that they shall be held to our standards and principles.

Translation: The actions of New Members now reflect, positively or negatively, upon the chapter and Kappa Alpha Order as a whole. Therefore, each New Member should live up to the standards and values of Kappa Alpha.

Crimson Rose.....

Action: Each New Member receives a rose at the Induction Ceremony.

Translation: This rose, and more importantly its color, symbolizes the bloodshed of the knights of old. While our bloodshed today is more metaphoric, we are challenged to continue to defend what is right and to battle both our enemies outwardly and within. It is the duty of every brother to aid our fellow brothers with attending class, eliminating alcohol misuse and abuse and drug abuse, cleaning up our language, and calming our jealousy, deceit or passions.

This is now your chapter and your fraternity....

This key phrase gives us insight into new member education. We decided to extend to them a bid and by doing so welcomed them into the Order. The decision was made for them to join our chapter when **100%** of the chapter voted to extend them a bid. The purpose of new member education is to teach them the responsibilities of being a **member** of the Greek system and Kappa Alpha Order. We are not teaching them to be great pledges but rather great members. New member education lasts a maximum of 6 weeks, whereas active membership lasts 7 semesters. Hold new members to the same standards that your active members are held.

SCHOLARSHIP

New members enrolled in college to get an education. When planning new member education, social events, philanthropic events, intramurals and all the other aspects of the fraternity, keep this in mind. Scholarship should be the **top** priority. Each chapter should have a scholarship plan that details requirements for all members regardless of status. This scholarship plan should be included in the chapter bylaws.

Chapters often design specific scholarship programs to further assist the members awaiting initiation. This section details tips for creating an effective plan for those members. The plan should include:

1. **Collection of class syllabi from all the new members.** Use this information to make a master calendar of the new members' tests and paper due dates. This will allow you as the educator to schedule events around heavy test taking times, excuse new members with heavy workloads from Kappa Alpha activities so that they may study, and follow up and inquire about the new members' academic performance.
2. **Ensure proper study habits for new members.** For some of your new members, this is their first time away from home. That being said, having them develop good study habits and skills is vital to their success not only within Kappa Alpha Order, but in College as a whole. Resources such as tutoring services, study labs, writing centers, mentoring programs, and other academic advising facilities is an easy way to utilize free resources often provided by your local campus. The chapter's Faculty Advisor should also be included to develop a comprehensive Scholarship Plan that is full with incentives and deterrents to keep young men on focus during the school year.

Ideas for places to study:

- Campus library
- Campus computer lab
- Campus tutoring program
- Study group
- With other members of the chapter
- With big brother
- Writing center/lab on campus
- Chapter house
- Campus coffee shop

Be Creative on where Members Awaiting Initiation can study. Allow for them to set their own schedules, and have the scholarship chairman check in on them weekly to see how their progress is going. This is the time period where the focus should be placed on how to develop effective study habits, not sending them to a "detention" like study hall twice a week.

3. **Have a speaker talk with the new members about time management and study skills.** This should take place immediately after the pledging period starts (within the first or second week). Certainly the students you select have strong enough academic credentials to be able to attend your school; however, that does not mean they know how to study in a collegiate environment. By providing them information and techniques on these topics, you will ultimately be building a stronger chapter member. Speakers can be obtained free of charge from the school's academic advising office. Talk with your Greek Life Professional if you are still uncertain where to find a speaker.
4. **Provide tutoring for the new members if needed.** Not all schools provide the students with free tutoring services. If this is true at your school, see if the chapter can work out a way to help pay for at least some of the tutoring program for its members.
5. **Incentivize academic achievement incentive for the new member with the highest semester GPA.** These prizes could be free initiation fees, one semester's dues waived, a \$10 gift certificate or plaque with his name on it. The idea is to reward strong academic performances and to encourage the new members to excel academically. If funds don't allow for monetary prizes to be given, use other incentives, like excused absences from required events. Utilize the chapter's big brother program to create a competition between big and little brother teams. Provide an award for the highest combined GPA.

Kappa Alpha Order Phase I Instructions

- 1) We highly recommend using the Google Chrome browser.
- 2) Be sure that your browser allows cookies.
- 3) In order to complete courses, you must turn off your pop-up blocker or allow pop-ups from beingplaid.com and cloud.scorm.com.
- 4) Login to your **goKA** account.
- 5) Click the **E-Learning** link. You will automatically be logged into Plaid's Learning Management System.
- 6) Accept Plaid's Terms of Service, click the box next to the phrase "I'm not a robot," and then click "Create Account."
- 7) Upon entering the system, you will be viewing your learning dashboard. At the bottom of the page, the "Course Catalog" section lists the programs in which you're eligible to enroll and the "Your Enrollments" section lists any programs in which you're already enrolled.
- 8) Under "Course Catalog", click "Enroll" next to "KA: Crusade - Phase 1 (New Member Education) (2019-2020)", which will then move the program to "Your Enrollments".
- 9) To complete a program, click the Green play button next to the name of the program in the "Your Enrollments" section. The "Course Information" page will appear. Click the "Launch Course" button to start the course.
- 10) Email ehanna@ka-order.org if you have trouble logging in to your goKA account.
- 11) Email support@beingplaid.com if you have trouble enrolling in programs or completing a course.

SYLLABUS

It is your duty to develop a syllabus or roadmap for your education period. Your syllabus should be handed out to each new member and made available to members of the chapter, your advisors, and any guest speakers you are hosting. This section of the manual will provide you with suggestions and an example syllabus that can be used.

When creating your syllabus consider the following:

- ❑ Academic calendar including exam schedule and holidays.
- ❑ College/University Greek Life policy on formal bid day(s) and when to extend bids of membership.
- ❑ Under the *Kappa Alpha Laws* (R8-121) and upon the recommendation from the Knight Commander, no new member education period may extend **past six consecutive weeks and initiation must occur at the end of the six weeks**. This period begins when a man accepts his bid of membership.
- ❑ It is important to bring in individuals to speak with the new members who offer expertise in various fields.

Possible Speakers & Topics

- ❑ Alumnus Advisor..... KA as a “lifetime experience”, chapter history
- ❑ Area Service Coordinators.....Community Projects that could use support
- ❑ Attorney.....Legal implications of a DUI, civil liberties, your rights
- ❑ Campus Safety Officer.... Consequences of violating campus policy / state and local laws
- ❑ Career Development... Resumes, Interviewing skills, campus resources, life after college
- ❑ Chapter Officers.....Chapter operations, role of officers / active members
- ❑ Chief Diversity Officer..... Diversity, Equity, & Inclusion Initiatives
- ❑ Faculty Advisor.....Study habits, adjusting to college life, campus involvement
- ❑ Financial Advisor.....Personal budgets, saving / investing, credit card debt, taxes
- ❑ Fire Department.....Fire safety tips in the house and in the dorm
- ❑ Greek Life Professional..... Greek community, campus involvement, role of IFC
- ❑ History Professor..... General George C. Marshall on Leadership
- ❑ Men’s Clothing Rep..... Dressing appropriately for all types of occasions
- ❑ Politician.... Registering to vote, civic duty, community awareness, political involvement
- ❑ Province Commander.....National organization, risk management, KA history

Chapter Name 6-Week New Member Syllabus

(Enter Semester and Year)

(Insert Date)

Induction Ceremony

OmegaFi and goKA (Explanation and Log In)

(Insert Date)

Weekly Meeting 1

“What is Fraternity?”

- Opening Prayer
- Roll Call
- Discussion on responsibilities of membership
- Distribute items
 - o *The Varlet*
 - o *The Talisman*
 - o *To Manners Born To Manner Bred*
 - o New Member Supplement
- Discussion on *The Varlet* assignments and quizzes
 - o **Objectives for next week...Chapter 1 (pages 14-25)**
 - The Greek Movement / Community, the Interfraternity Council, Greek Life Professional, The North-American Interfraternity Conference, NIC Standards, Insignia, the Badges, Flags, Colors, Flowers, and Coat of Arms
- **New Member / Active Member Expectations (Guest Speaker _____)**
- Online New Member Education modules to complete for week 1
 - o The Crusade – Week 1- lessons 1-3 & Week 2 - lesson 1
 - o Tightrope – Alcohol and Drugs, & Culture of Drinking
- Discussion on the history of the Greek system
- Review Kappa Alpha Order Risk Management Policy
- Other Assignment
 - o *To Manners Born To Manners Bred* (pages 5-15)
- Introduction of New Member Class Offices, Committees and Duties
- Introduction of Big Brother Program
- Closing Prayer

(Insert Date)

Weekly Meeting 2

“Our Kappa Alpha Heritage”

- Opening Prayer
- Roll Call
- **Quiz on Chapters 1**
 - o Discussion of *The Varlet* assignment
 - o **Objectives for next week...Chapter 2: (pages 26-51)**
 - The Founders, The beginning, Early Growth of KA, The Grand Old Man of KA, Organizational Structure, To Mulberry Hill, KA History Timeline

- Other Assignment - *To Manners Born To Manners Bred* (pages 16-32)
- **Kappa Alpha Order History (Guest Speaker _____)**
- Online New Member Education modules to complete for week 2
 - The Crusade – Week 2 - lessons 2-3 & Week 3 - Lessons 1-2
 - Tightrope – Hazing
- Chapter Officers (Have each officer explain their position)
- Election of New Member Class Officers
- Installation of New Member Class Officers
- Discussion of proper business meetings
- New members submit Big Brother preferences
- Closing Prayer

(Insert Date)

Weekly Meeting 3

“Responsibilities of Membership”

- Opening Prayer
- Roll Call
- Reports of Correspondence
- New Member Officer Reports
- New Member Committee Reports
- **Quiz on Chapters 2**
 - Discussion of *The Varlet* assignment
 - **Objectives for next week...Chapter 3 (pages 52-64)**
 - Academic Performance, Personal Finance, Participation, Campus Involvement, Recruitment, Risk Management, The Kappa Alpha Order Risk Management Policy, Guarding Your Image, Support KA for Life, Your Responsibility
- **Time Management and Study Skills (Guest Speaker _____)**
- **Campus Involvement and Leadership (Guest Speaker _____)**
- Online New Member Education modules to complete for week 3
 - The Crusade – Week 3 - lesson 3, Week 4 - lessons 1-2, Week 5- lesson 1
 - Tightrope – Sexual Misconduct
- Voluntary Remarks
- Censor's Reports and Decisions
- Roll Call
- **Big Brother Ceremony**
- Closing Prayer

(Insert Date)

Brotherhood Activity*

(Insert Date)

Sorority Mixer, if permitted by your host institution.

(Insert Date)

Weekly Meeting 4 ***“Chivalry & Gentility”***

- Opening Prayer
- Roll Call
- Reports of Correspondence
- New Member Officer Reports
- New Member Committee Reports
- **Quiz on Chapters 3**
 - o Discussion of *The Varlet* assignment
 - o **Objectives for next week...Chapter 4 & 5 (pages 66-85)**
 - Chivalry's Origins, Becoming a Knight, Knights Templar, Kappa Alpha's Knights, The KA Gentleman, Good Manners and Good Taste, Designation as KA's Spiritual Founder, Lee's Character Traits
- **Supporting Diversity, Equity, & Inclusion (Guest Speaker _____)**
- Online New Member Education modules to complete for week 3
 - o The Crusade –Week 5 - lessons 2-3 & Week 6 - lessons 1-3
 - o Tightrope – Mental Health
- Other Assignment
 - o *To Manners Born To Manners Bred* (pages 33-58)
- Voluntary Remarks
- Censor's Reports and Decisions
- Roll Call
- Closing Prayer

(Insert Date)

Etiquette Dinner/Lesson **(Guest Speaker)**

(Insert Date)

Weekly Meeting 5 ***“Ritual: A New Vision / A Lifetime Experience”***

- Opening Prayer
- Roll Call
- Reports of Correspondence
- New Member Officer Reports
- New Member Committee Reports
- **Quiz on Chapters 4 & 5**
- Discussion of *The Varlet* assignment
 - o **Objectives for next week...Chapter 6 (pages 86-91)**
 - Your Personal Commitment
 - o **Discussion on Chapter 10 (pages 132-151)**
 - Staying Connected and Involved, Giving Back, ForeverKA, KAOEF, Alumni Recognition, The Order's Commissions, Our Legacy
- **ForeverKA / Keeping the Connection (Guest Speaker _____)**
- Other Assignments
 - o *Secret Thoughts of a Ritual*, Edward M. King

- *A Psalm of Life*, Henry Wadsworth Longfellow
- Voluntary Remarks
- Censor's Reports and Decisions
- Roll Call
- Closing Prayer

Weekly Meeting 6

“Initiation Observances: What to Expect and what’s next”

(Informal Meeting)

- Opening Prayer
- Roll Call
- Reports of Correspondence
- New Member Officer Reports
- New Member Committee Reports
- Discussion of *The Varlet*
 - **Chapters 7, 8, & 9 (pages 92-131)**
 - Discussion of Active Membership Expectations, Chapter and Campus Leadership, Chapter Business Meetings, Ongoing Education, Leadership Development Programs
- **National Exam**
- Discussion of Pre-Initiation Week
- Pre-Initiation Activity
- Voluntary Remarks
- Censor's Reports and Decisions
- Roll Call
- Closing Prayer

(Insert Date)

Pre-Initiation Activity

(Insert Date)

Pre-Initiation Activity

(Insert Date)

Pre-Initiation Activity

*Examples of brotherhood activities can be found in the “Positive Guide to Brotherhood Development.” These activities should follow the guidelines found in the Kappa Alpha Order Risk Management Policy.

(Insert Date)

INITIATION

The initiation date should be known by all members of the chapter at the *beginning* of each semester. A location should be reserved as soon as possible. The new member educator should work with the Number IX to find and reserve a location for a specific date that complies with the *Kappa Alpha Laws*. All members awaiting initiation should be informed of their initiation date upon accepting a bid. If a member awaiting initiation does not know his date of initiation, then he cannot plan to be in town and available for the ceremony.

SUPPLEMENT

The following is a checklist of items that need to be included in the chapter's New Member Supplement. Offered below are examples of how the materials should be compiled. When creating your own supplement, make sure that this checklist is completed.

Be sure to explore resources that can be used during your education as a supplement to the Varlet and other materials provided with each induction packet. This can be anything from print media to videos, books to lectures, guest speakers to internet based learning, case studies to team building activities. Remember that everyone learns differently and in order to keep everyone engaged, you must try out new ideas and methods of teaching.

Each new member should be given a supplement. This supplement should contain additional resources and items pertinent to a member awaiting initiation. This supplement should complement *The Varlet*, *The Talisman*, and *To Manners Born To Manners Bred*. This section of the manual will cover some of the materials that should be found in your supplement. Feel free to include additional materials that pertain to the development of your new members as college students and members of Kappa Alpha Order.

☐ Welcome Letter

As the new member educator you should draft a letter welcoming the new members *and* their parents. It should include the goals you have for the education period. The letter should be mailed to the parents of each new member. Contact information for the chapter officers should be included in the letter.

Example:

There are many reasons for joining a fraternity – one benefit of fraternity membership is the opportunity to live and work together as a team and as brothers. This program is designed to guide you through the new member period and prepare you for initiation. Throughout the next six weeks, you will read and study about various topics such as:

- Chapter Operations
- Time Management
- Scholarship
- Personal Finance
- Professionalism and Etiquette
- History of Kappa Alpha and Our Chapter
- *Kappa Alpha Laws*, Chapter By-Laws and Parliamentary Procedure
- Brotherhood - Responsibility

We hope that you will enjoy the next several weeks as you learn about Kappa Alpha Order. Before you begin the new member program, it is important to familiarize yourself with some basic expectations of membership.

☐ Regularly Scheduled Meetings

It will be important for you as a class to meet regularly during this educational period. Usually one or two meetings per week are expected. Meetings are a time to ask questions, work together, and accomplish goals. Remember these key tips to meetings, (the new member meetings should be reflective of the active chapter meetings in dress and decorum):

- ✓ Always be on time.
- ✓ Dress appropriately - This usually means khakis and a collared shirt. When people dress appropriately, they tend to have more productive meetings.
- ✓ Bring paper, pen, and a day planner to every meeting.
- ✓ Be prepared to discuss items designated for that particular meeting. Use a syllabus to inform new members on what is to be covered.

Below is a space for you to fill in the day, time and location of your new member meetings. Fill in this information now:

DAY	TIME	LOCATION
-----	------	----------

☐ Academic Responsibility

As you know, the first priority while in school is to earn good grades. Kappa Alpha takes academic responsibility very seriously. Resources you may consider are:

- Academic services on campus
- The chapter's faculty advisor
- Campus tutoring services
- Study groups

Our chapter offers additional help with scholarship as well. We have assigned study hall and will provide tutors for members who need extra help with classes. Again scholarship is something our chapter takes very seriously. If at any time during the next six weeks you need help with school or extra time to study please come and see someone on the New Member Education Committee.

☐ Social Events

One benefit of the college experience is the social opportunities that fraternity membership provides. These events are often called swaps, mixers, exchanges, and various other names. These are great opportunities for members to meet members of sororities and other fraternities on campus. After all, Kappa Alpha is part of a larger fraternal system and it is important that members get to know all of their peers. Remember that you are a Kappa Alpha and KAs are known as the gentlemen of the fraternity world...always. If your chapter has some upcoming social events, make sure you record those events in your day planner.

❑ Intramurals

There are many intramural activities that Kappa Alphas participate in. This is a great time of brotherhood for the chapter. All new members are encouraged to participate. Record which sports your chapter participates in and how new members can become involved.

❑ Calendar

A monthly calendar should be provided that has certain activities filled in and space for new members to write additional activities. It should include:

- Exam schedules (Mid-Terms, Finals, etc)
- Academic Add/Drop Dates
- Class Registration
- University Sponsored Speakers/Presentations
- Academic/Holiday Breaks
- Induction
- Initiation
- Weekly Meetings
- Philanthropic Events
- Chapter Social Events
- Brotherhood Events (Including the New Member Retreat)
- Deadline for Dues and other Fees to be paid
- Intramurals (If Available)
- Other Chapter-Specific Events

❑ Recruitment

Recruitment is the lifeblood of Kappa Alpha. Hundreds of young men join Kappa Alpha Order every year, and now is the time for you to help in this process. Since your class is new to the Order, you are the most familiar with the benefits of joining a fraternity. You can help the chapter in its recruitment by listing five people you know on campus or in high school (that may be coming to school here). Write their addresses and phone numbers on a sheet of paper and give them to your recruitment chairman.

❑ Campus Activities

As Kappa Alphas, it is our responsibility and duty to be leaders among men - in our chapter, on our campus, and in our communities. Membership in other campus organizations will help to broaden your horizons in the campus community, develop leadership abilities, and promote the ideals of Kappa Alpha. Each new member is expected to join at least one other campus organization. Locate a list of the organizations on your campus from the material the school provided to you when you registered.

☐ Financial Obligations

Along with the benefits of fraternity membership come financial responsibilities. Fraternity men are unique in that we are “paying volunteers.” As a new member, you should have already paid your induction fee to the National Administrative Office. Prior to initiation, there will be an initiation fee due. These are one-time fees that cover the administrative and personal costs associated with lifetime membership in Kappa Alpha Order. Your initiation fee covers the cost of your badge, shingle and services from National Administrative Office while an undergraduate. Chapter dues and fees are a necessary part of fraternity life. Without them, the chapter would cease to exist. In Kappa Alpha, as in life, it is very important that every member keep current with his financial obligations to the chapter and the Order. Record the financial responsibilities of membership in the spaces provided below and make certain to fill out your OmegaFi membership contract.

FINANCIAL RESPONSIBILITIES OF MEMBERSHIP

New Member Induction Fee	Fee Amount_____	Due date_____
Kappa Alpha Initiation Fee	Fee Amount_____	Due date_____

Chapter Dues per Month	\$_____	due the _____	day of each month.
Rent (for chapter house)	\$_____	due the _____	day of each month.
Other (List types i.e. car,	\$_____	due the _____	day of each month.
rent, etc...)	\$_____	due the _____	day of each month.
	\$_____	due the _____	day of each month.
	\$_____	due the _____	day of each month.

Total Amount Due Each Month = \$ _____

☐ Philanthropy Event

Before initiation, the new member class will be required to complete a philanthropy project as a class. Whether this project is raising money for MDA, Independence Fund, or working for the local soup kitchen, the new member class must complete at least one event. Time has been built into your schedule to accomplish this goal. There are plenty of activities for you to do as a new member class; find something that is fun and meaningful. Community service is an important part of membership in Kappa Alpha, whether you're a new member, active, or an alumnus. Each year, members of Kappa Alpha donate thousands of hours and hundreds of thousands of dollars to local and national charities.

❑ New Member Officers

During your second week of education your new member class will be asked to hold elections for class officers. We have provided for you a description of each officer so that you can better determine who in your class would be most qualified for each position.

Number I

- + Meets regularly with the Number I and/or the New Member Educator to discuss the activities of the new member class with regards to the chapter.
- + Presides over meetings of the new member class.
- + Appoints committees and oversees their functions.
- + Sees that the other new member class officers are performing their duties.
- + Provides a positive model for the rest of the class in scholarship, personality, behavior, responsibility, worthwhile activities, integrity, being a gentleman.
- + Delegates: it is not the new member president's job to do everything. However, it is his job to make sure that everything gets done.

Number II

- + Meets with the Number II on a regular basis to discuss the job of the vice-president.
- + Presides and conducts the new member class meetings in the absence of the President.
- + Provides support and any assistance to the President.

Number III

- + Meets with the Number III to discuss his responsibilities.
- + Keeps complete and accurate minutes of all new member meetings.
- + Calls roll for meetings and keeps an attendance log in the minutes.
- + Serves as a member of the Scholarship committee.
- + Responsible for helping the Number III track the progress of new member grades.

Number IV

- + Meets with the Number IV to discuss his responsibilities.
- + Serves as a member of the recruitment committee.
- + Assists in organizing recruitment events for the chapter.
- + Generates a names list among the new member class to be given to the Number I
- + Responsible for all correspondence for the new member class including all invitations, thank you notes, etc.
- + Responsible for assisting the Number IV in writing press releases to local publications on the positive happenings of the chapter.

Number V

- + Meets with the Number V to discuss his responsibilities.
- + Serves as a member of the alumni affairs committee.
- + Responsible for helping the Number V compile photographs for the website, social media publications, and chapter scrapbook.
- + Assists the Number V in developing quarterly Alumni Newsletter.
- + Helps schedule times for new member class to take pictures for composite.

Number VI

- + Meets with the Number VI to discuss his responsibilities.
- + Assists the Number VI in collecting new member dues and initiation fees.
- + Assists the Number VI in signing all new members to OmegaFi contracts.

Number VII

- + Meets with the Number VII to discuss his responsibilities.
- + Attends all new member meetings and enforces parliamentary procedure.
- + Assess fines as defined by the chapter bylaws for improper conduct during new member meetings.
- + Assists the Number VII in educating new members on chapter bylaws.

Number VIII

- + Meets with the Number VIII to discuss his responsibilities.
- + Works with the Number VIII to ensure all new members are aware of, educated on and are following the Kappa Alpha Order Risk Management Policy.
- + Assists the Social Chairman in compiling names for the guest list for invited guests of the new members.
- + Coordinates with the Number II to ensure all new members have completed the Tightrope course and Phase I of The Crusade in a timely manner.

Number IX

- + Meets with the Number IX to discuss his responsibilities.
- + Assists the Number IX in procuring a venue for initiation.
- + Assists the Number IX and chapter Chaplain in organizing weekly attendance at church service with active and new members.

Additional items for Supplement

- ☐ All expectations, rules, guidelines and responsibilities for new members.
- ☐ Kappa Alpha Order Risk Management Policy and Financial Agreement.
- ☐ Kappa Alpha Order Claim and Dispute Resolution Plan
- ☐ Chapter roster and list of chapter officers.
- ☐ Chapter history and information specific to your chapter, i.e. history of your chapter house.
- ☐ Chapter chain of command and chapter by-laws.
- ☐ Motivational quotes and thoughts about KA

Articles and Resources

It is beneficial to include supplemental articles on topics covered during new member education. Some are included in the Appendix, but you may do your own research or work with your Greek Life Professional to locate additional resources. Consider the following topics:

- ☐ Study Habits and Skills
- ☐ Leadership
- ☐ Diversity, Equity, and Inclusion
- ☐ Etiquette
- ☐ Money Management
- ☐ Healthy Living
- ☐ Resumes and Job Interviews
- ☐ Drugs and Alcohol Misuse and Abuse Prevention
- ☐ Driving While Intoxicated Prevention
- ☐ Tobacco Use
- ☐ Gambling and Other Addictive Behavior Prevention
- ☐ Sexually Transmitted Diseases
- ☐ Sexual Misconduct Prevention
- ☐ Hazing Prevention
- ☐ Kappa Alpha History
- ☐ Chivalry
- ☐ George C. Marshall
- ☐ Public passages pertinent to Initiation

New Member Expectations

Members Awaiting Initiation should be held to the same standard as active members of the chapter. *Kappa Alpha Laws* and chapter bylaws are applicable and should be studied and followed by all members of your chapter regardless of status.

Chapter Roster and Contact Information Listed above...

A complete roster of all members should be included. You can break it down by year in school, hometown or academic majors. It should identify officers and active members of the chapter. Phone numbers and email addresses should be included for all members.

Important Contact Information

- National Administrative Office (540) 463-1865
- Associate Director for Chapter Services
- Province Commander
- Greek Life Professional
- Alumnus Advisor
- Faculty Advisor
- Housing Corporation President (if applicable)

Chapter Crisis Management Plan***Chapter Financial Information******Time Management Tips/Tools******Personal Budgeting Tools******List of Campus Organizations***

Consider listing each active that is an officer or member of each organization.

List of Academic Resources***Chapter Bylaws******Chapter Scholarship Program******Chapter History***

If your chapter has a written chapter history, you should include it in the supplement, if not work with the Number V to coordinate the creation of one with chapter alumni and the National Administrative Office. Be sure to include important dates in chapter history and any accomplished alumni.

BIG BROTHER PROGRAM

Think of all the mentors one has throughout life. In the early stages of life, this perhaps was a parent, sibling, grandparent, teacher, or maybe even a close friend. A big brother program is a fraternity's opportunity for each new member to have a mentor or a role model within your chapter. A little brother should develop a similar relationship with his big brother by studying his habits as a member of the chapter. A chapter big brother program is something that should be defined and well explained to the members of the chapter and the new members.

Choosing a Big Brother:

- ❑ Set requirements to be eligible to become a big brother.
 - ❑ \$0.00 owed to the chapter.
 - ❑ Minimum GPA – _____ or higher.
 - ❑ Limited disciplinary issues within campus or community.
 - ❑ Certain amount of community service hours completed.
 - ❑ A big brother who has time for a little brother.
- ❑ Determine the method by which a big brother will be chosen.
 - ❑ New members should be given a list of eligible members based on your chapter's criteria.
 - ❑ Have each of the new members rank their top 3 choices.
 - ❑ Have the eligible active members rank their top 3 choices.
 - ❑ New member educator and his committee should pair new members with big brothers keeping these criteria in mind. Major, Minor, GPA, Hometown, Hobbies/Interest, Club/Organization Involvement, Church Affiliation, Intramural/Sport Interests, Career Goals, etc.

Some of the big brothers' responsibilities include:

- ❑ Attending appropriate new member meetings and events.
- ❑ Helping the new member get acclimated with school.
- ❑ Making sure the little brother is doing well with his academics.
- ❑ Provide support for the member throughout his experience as an active member of the chapter.

(Sample Big/Little Brother Contract)

_____ and _____ agree to
(Big Brother) (Little Brother)
adhere to the following responsibilities and obligations in regards to their Big/Little Brother relationship:

As the Big Brother:

1. I will be mindful of my actions, as I am now a mentor and responsible for displaying the ideals and beliefs of our organization to one of its newest members.
2. I will meet with my little brother at least once a week.
3. I will take an active interest in my little brother's academic performance and will aid and encourage him to strive for excellence in the classroom.
4. I will aid in my little brother's adjustment to the social environments available to him.
5. I will reach out to the parents of my little brother via email and telephone to introduce myself.
6. I will be there if my little brother needs to share things about his personal life, school work, accomplishments and struggles.
7. I will reach out for help if my little brother is in need.
8. I will ensure that my little brother understands and is capable of meeting the requirements of the fraternity.
9. I will see to it that my little brother becomes involved in not only the fraternity, but also the campus and community.
10. I will be in attendance at all events geared towards the promotion of brotherhood between big and little brothers.
11. I will speak with my little brother leading up to and after his formal initiation to answer any questions and provide guidance as he learns more about our organization.

As the Little Brother:

1. I will meet with my big brother at least once a week.
2. I will demand constant involvement from my big brother.
3. I will share things about my personal life, school work, accomplishments and struggles with my big brother.
4. I will follow the positive example set by my big brother.
5. I will reach out for help if my big brother is in need.
6. I will hold my big brother accountable for the responsibilities listed above.

Big Brother

Little Brother

New Member Educator

Number I

(Example Big Brother Ceremony)

This ceremony should be performed in a sanctuary, chapter room or other dignified place. The ceremony should begin with the lights dimmed. All members should be in attendance and dressed appropriately. All officers should adorn their jewels and stand behind the Number I, New Member Educator and alumnus who are positioned at the front of the room. The member(s) awaiting initiation should be kneeling (on pillows or other padding before the Number I, New Member Educator, alumnus and other officers of the chapter.) A bible should be placed on an altar or table and opened to Titus 1:7-9 with a crimson rose and or white magnolia placed over it. The big brother of each member awaiting initiation should be standing directly behind him. Each remaining active member should stand behind his little brother (who is an active member) if possible. All remaining members should fill in behind the members awaiting initiation or should be seated in chairs or pews behind the members awaiting initiation.

Number I: Squires, we knights of Kappa Alpha Order are gathered here as members of (insert chapter name) for the purpose of continuing your development as a knight and gentleman of our beloved Order. From the book of Romans; Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love. Honor one another above yourselves.

Alumnus: Since our inception brothers have been taught by brothers. Our friends and peers have also been our mentors and champions. Tonight you shall learn the identity of the knight who has been chosen to lead you on your journey from squire to knighthood. A squire learned to become a knight by diligent study of the actions and words of the knight to whom he had been assigned. This too shall be your charge, to study and learn from your fellow brothers and knights and to seek guidance from the one to whom you have been assigned.

New Member Educator: When you accepted the badge of member awaiting initiation you made a public affirmation of your acceptance to become a member of our Order. Each time you place that symbol upon your breast you re-affirm your commitment to lead a life consistent with our fine ideals of character and achievement. On that same eve you began your education that will conclude with your initiation into our Order placing you among the elite men you have come before you. I have been chosen as your educator, but your education is the duty of every member and knight of Kappa Alpha. Learn from their courage, character and leadership. Ignore not their faults as those too shall serve as lessons on your journey to becoming a complete knight.

Alumnus: Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. Knights hold this passage close to your hearts and minds, let it guide you as you seek to guide these squires in the path of virtue.

New Member Educator: Excellence is our aim and applies to all aspects of life. You chose an institution of higher education prior to entering the next phase of your life. It is therefore your duty to apply yourself through study to achieve excellence in the classroom. Likewise, you chose to become a member of our Order it is therefore your duty to apply yourself throughout your education and more importantly throughout your life to our high ideals and principles which lead to excellence of mind and soul.

Number I: Brother knights, some of you have been chosen to mentor a squire on his path to knighthood. I charge you to make a commitment to that squire and this brotherhood to be diligent in your teachings and just in your guidance. Raise your right hand a repeat after me; (*only the brothers who are becoming a big brother will respond*) I do solemnly promise to be mindful of my actions... of my words...and of my responsibilities to this squire...I will seek to guide him on the path of righteousness...and am committed to staying by his side until initiation...and throughout life.

New Member Educator: Brother squires, you have chosen Kappa Alpha Order as your fraternity, brotherhood and family. The identity of the knight chosen to guide you is about to be revealed. Raise your right hand and repeat after me; I do solemnly promise to be mindful of my actions...of my words...and of my responsibilities to this Order...I will go to my knight for guidance and wisdom...and will receive kindly advice given...I will be earnest with him and share my thoughts...I reaffirm my commitment to labor diligently to become eligible for initiation...and a good knight from this day until my last.

Number I: Brother squires rise and greet your brother knight (*each member awaiting initiation should stand and turn towards his big brother to be greeted appropriately, the lights of the room should be raised and the other members applaud*).

(Additional Example Big Brother Ceremony)

Number I: Now that your induction is complete, it is important for you to begin your journey towards knighthood: a journey that will be forever life changing. Before beginning your journey, you must know where you are going and from whence you came; for Kappa Alpha is not merely a fraternity, but an Order. A fraternity is a group of persons associated together for some common purpose; the fulfillment together of mutual interest in time to come. An Order is a society of persons united together by mutual distinction; the recognition of something previously acquired.... Kappa Alpha is an Order of college men who possess the qualities of a gentleman.

To aid you throughout your journey, a brother Knight will assist you and counsel you in times of need.

Number II: The knight and squire relationship is one built on trust and brotherhood. You should be kindly affectionate to one another with brotherly love; in honor preferring each other; and of the same mind. Be not wise in your own conceits. Repay to no man evil for evil. Provide things honest in the sight of all men (Romans 12). True brotherhood is built on trust - trust that must be earned. Not through words of praise or gifts of worldly treasures, but through honesty, respect and gentlemanly conduct. Once a squire has received the gift of trust, he will find there is no gift that will ever reward him as much.

Number III: Squires who wish to enter the Order of Chivalry, beware what you do. For if you are a knight, you are receiving the honor and service due to true friends of chivalry. Just as you are honored with knighthood, by that same token you are more bound to be good and pleasing to God and also to the people. And if you act wickedly, you make yourself into an enemy of chivalry and behave contrary to its laws and rites (*The Book of the Order of Chivalry*).

Number I: Brother squires, a brother knight has chosen to guide each of you throughout your journey and to assist you in time of trouble and celebration. As your name is called, please step forward to receive your brother keeper.

At this point, all new members step forward with his big brother facing him. He is presented with the Book of the Order of Chivalry and a golden rose and says the portion dubbed: Brother Knight (this may be written on a note card if needed).

Number IX: Brother, the rule and Order of Chivalry is written in this book held in my brothers' hands here; I read and meditate sometimes on it in order to recall and savor the grace and favor that God has given me in this world as a reward for my having honored and defended with all my strength the Order of Chivalry. For just as chivalry leads to a knight his entire identity, so ought he to give all of his strength for the honor of chivalry (*The Book of the Order of Chivalry*).

Brother Knight: I also present the golden rose, as its color reflects the treasures of man, so too do I hope you find treasure in your membership in the Order of Knights.

Number I: Brother squires, welcome into our brotherhood and may your journey be filled with excitement and reward.

POSITIVE PRE-INITIATION ACTIVITIES

The Kappa Alpha Order initiation ceremony should be one of the most memorable fraternity moments. Your entire new member education period should be consistent with our values, teachings and beliefs to prepare your members awaiting initiation to be formally received into our brotherhood through this sacred ceremony. Just as the first several weeks of education should be valuable so should the pre-initiation activities. Do not overwhelm new members with too many activities. You want each of them to be well rested to absorb as much of the initiation ceremony as possible. These activities should not take away from any academic responsibilities, as often the new member education period concludes late in the semester when assignments and exams are very important to maintain or improve grades. The following are suggestions of positive activities your chapter can do to prepare yourselves and the members awaiting initiation for the initiation ceremony (these activities can be done at any point during your new member education period).

1. **Mock Initiation** - Have the new members spend some time creating what they think the initiation ceremony will be like. Instruct them that after the time given they will be asked to present their “mock initiation” to members of the chapter or new member education period. Not only will this encourage the new member class to begin thinking about what they will experience, but it should also serve as a good tool for you to assess the success of the new member education period. If the new members do not develop a portrayal that is at least consistent with the types of messages conveyed in the ceremony, you must re-evaluate your program and make changes in the future.
2. **Watch the movie *Kingdom of Heaven*, *First Knight* or *Ivanhoe*.**
Discuss the following questions:
 - How does this film reflect on knighthood?
 - Do you feel this is an accurate portrayal of ancient knighthood?
 - What virtues of knighthood and chivalry did our founders desire to perpetuate.
 - Do you feel chivalry exists today, if so in what form?
3. **Watch the movie *Braveheart*, *We Were Soldiers* or *Gladiator*.**
Discuss the following questions:
 - What does the film say about duty, honor and sacrifice?
 - Do you feel people today are as committed to a cause as were the main characters?
 - What leadership styles were portrayed?
4. **Take the new member class to a church or worship service.** Discuss our values and whether your chapter portrays any of those values.
5. **Charter Examination** - Examine your chapter’s charter. Ask the new members to describe what they say. Ask specific questions such as:
 - What does this piece of paper mean to you?

- How long ago was it given to our chapter?
 - What are you going to do to ensure that others get the chance to have the Kappa Alpha experience on our campus?
 - What surrounds the images? Why do you think a connected chain was chosen? How does that apply to our chapter?
 - Go through each image displayed and ask the new members what they think it means.
6. **Candle Pass** - Schedule a candle pass where all the members of the chapter can be present. The event should also be scheduled somewhere where it is completely dark. Begin by putting all the actives in an outside circle and all the new members on the inside circle. Then have one member light his candle and explain to the chapter why they joined KA, why KA is important to them, or what they have gotten out of KA. When he is done, he lights another brother's candle. This continues until all the actives' candles are lit, and then each new member gets his turn and joins the circle when finished. Once everyone has lit their candles, the leader of the pass should point out the significance behind the brightening of the light. Now ask the seniors who are active to distinguish their candles, then the juniors, then the sophomores. When only the new members' candles are lit explain that it is now their duty to spread the light and seek out others who can help spread our message.
 7. **Have the new members read *Secret Thoughts of a Ritual* and discuss as a group.**
 8. **Get the new members together and read *Psalm of Life*** (found in the Appendix). Facilitate a discussion on what the poem means and how it can relate to Kappa Alpha Order and our teachings, but also to each individual member.
 9. **Get the new members together and read *Ecclesiastes 11:7 – 12:14*.** Facilitate a discussion on what the verses mean and how they relate to Kappa Alpha Order and our teachings, and also to each individual member. Other verses to explore; *Joshua 1:5, Psalm 37:25, Isaiah 42:16, Psalm 9:17-18*.
 10. **Gavel Pass** - Conduct a final meeting and at the conclusion bringing in the members of the active chapter. Replace voluntary comments with a gavel pass. While holding the gavel have each member share what KA and the chapter means to them, why they joined or why they think others should desire to become KAs, they would then pass the gavel to the next member and so on until everyone had shared.
 11. **Guest Speakers** - Bring in alumni or older members of the chapter to discuss what KA has meant to them and what they hope each new member will gain from his experience. Look for persons who have had good experiences and understand the intent of having them speak leading up to initiation.

THE KAPPA ALPHA LAWS PERTAINING TO NEW MEMBER EDUCATION

Title 8

8-121. Initial preparation. A member preparing for initiation shall familiarize himself with the manners, principles, history, tradition, organization and institutions of the Order, as well as the general history and present status of the American College Fraternity System and the relation of the Order to other college fraternities.

8-122. Pre-initiation education. The I of each Active Chapter shall designate one or more Active Members to organize pre-initiation education. During the period of education and at its conclusion, those designated are expected to report regularly on the development, interest, activities and conduct of the member awaiting initiation to the Active Chapter and make appropriate recommendations. *Amended by 72nd Convention, 2007; and, the 78th Convention, 2019.*

8-123. Conclusion of pre-initiation education. At the conclusion of pre-initiation education, each member preparing for initiation shall be given an examination covering his familiarity with the manners, principles, history, tradition, organization and institutions of the Order, as well as his familiarity with the American College Fraternity System. No member may be initiated unless he shall pass such examination.

8-124. Report for initiation. A report that a member preparing for initiation has met all of the requirements prescribed by the Kappa Alpha Laws, the Executive Council, the bylaws of the particular Active Chapter and the rules and regulations of the institution upon the campus of which the chapter exists shall entitle that member to be initiated at the next regular initiation meeting of the Active Chapter unless his initiation is deferred or his membership is terminated.

Part 3. Deferral of initiation and termination of membership

8-131. Deferral of initiation. The initiation of any member otherwise eligible for initiation may, upon a one-third vote of all of the active members of the Active Chapter, be deferred until such time as the Active Chapter shall determine his initiation is in order for any cause the active members of the chapter may at that time determine to be sufficient for that action.

8-132. Involuntary termination of membership. The active members of an Active Chapter or the members awaiting initiation of a provisional chapter may terminate the membership of a member awaiting initiation at any time by a vote of two-thirds of the active members of the active chapter or by a vote of two-thirds of the members of the provisional chapter. Additionally, the Knight Commander or his designee, in the exercise of his discretion, may terminate the membership of a member awaiting initiation, having found that the continuance of such association is undesirable to the member or to the Order. *Amended by the 69th Convention, 2001.*

8-133. Automatic termination of membership. When a member awaiting initiation (a) shall cease to be a student at the institution at which is located the Active Chapter by which he was elected to membership; or (b) shall have remained unqualified for initiation for one year after the

date he accepted the invitation to membership, by reason of (1) failure to meet the requirements of the pre-initiation examination, or (2) failure to meet the financial requirements for initiation, his membership shall be automatically terminated. Any member whose membership is terminated for reasons stated in (b) above may be forthwith re-elected to membership. Nothing herein, however, shall prohibit any Active Chapter, at its option, from initiating any person whose membership terminates pursuant to (a) above, provided (i) such person otherwise meets all of the requirements for initiation and (ii) the Province Commander consents to such initiation. *Amended by 57th Convention, 1977, the 72nd Convention, 2007, and the 74th Convention, 2011.*

8-134. Voluntary termination of membership. Any member awaiting initiation may voluntarily relinquish his membership by letter to the Active Chapter of which he is a member or by any other method reasonably calculated to indicate his intention to terminate his membership. *Amended by 72nd Convention, 2007.*

Regulation 8: Membership

R8-121. PRE-INITIATION PERIOD AND INITIATION.

(a) General Rule. The Knight Commander strongly recommends that pre-initiation education period for members awaiting initiation shall be no more than six consecutive weeks during the semester or quarter and shall commence upon the acceptance of the invitation to membership as provided in Section 8-116. An induction ceremony must be held for any candidate accepting an invitation to membership within seven days of the extension of the invitation. *Adopted May 17, 2000 to be effective September 1, 2000; amended August 2, 2006 to be effective January 1, 2007; and amended and combined with R8-124 on May 10, 2014 to take effect July 28, 2014.*

(b) Exceptions requiring approval. An exception to the requirement of R8-121 may be granted by the Executive Director upon timely written petition from an Active Chapter, supported by the Province Commander, for one of the following reasons:

- (1) Conflicting requirements of the College or University;
- (2) Compliance with the pre-initiation education period will conflict with the College or University's examination schedule;
- (3) Emergencies or circumstances arising over which the Active Chapter had no control and could not reasonably anticipate; or,
- (4) Scheduled or rescheduled initiations made for the convenience of an initiate who would have otherwise been initiated within the prescribed period.

(c) Exceptions not requiring approval. When an invitation to membership is extended outside of a regular term or semester, or near the end of a regular term or semester, an induction ceremony satisfying the requirement in Section 8-116 must be held within the 10 days of the beginning of the classes for the immediate next regular term or semester.

(d) Limit of exception. The exception to the requirement of R8-121 shall be limited to the specific preinitiation period for which the exception requiring approval or the exception not requiring approval applies. *Adopted August 5, 2000; amended November 4-5, 2011 to take effect December 23, 2011; and amended and combined with R8-124 on May 10, 2014 to take effect July 28, 2014.*

R8-129. MEMBERS-AWAITING INITIATION UNDER THE AGE OF SEVENTEEN.

Any active chapter that inducts a member-awaiting initiation under the age of seventeen shall be required to do the following within ten days after the induction: (a) notify the province commander, alumnus advisor and the National Administrative Office that the active chapter has pledged a member-awaiting initiation under the age of seventeen; and (b) contact the parent, or legal guardian, of the member-awaiting initiation and provide a list of the chapters officers and contact numbers, a copy of the Varlet, a copy of the Parents Guide to KA, and the active chapters New Members Education Program. *Adopted November 6, 2003.*

R8-133. DEFERRAL OF INITIATION. The initiation of any member may not be deferred due solely to his academic performance. *Adopted November 4-5, 2011 to take effect December 23, 2011.*

R8-133. AUTOMATIC TERMINATION OF MEMBERSHIP. Upon the suspension or withdrawal of the charter of an active chapter, the membership of all members awaiting initiation shall be terminated. *Adopted August 7, 2002.*

Regulation 9: Active Chapters

R9-261. PROHIBITION AGAINST HAZING.

(a) Hazing as that term is used in the Kappa Alpha Laws shall be further defined as any act or omission by any member of the Kappa Alpha Order directed against any other member which with or without intent:

- (1) Is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment or disturbing pain;
- (2) Is likely to compromise the dignity of a member, cause embarrassment or shame to a member to be the object of malicious amusement or ridicule, or cause any psychological harm or substantial emotional strain; or
- (3) Will, unreasonably or unusually impair a member's academic efforts.

(b) This definition of "hazing" includes any requirement by a member which compels a member to participate in any activity which is illegal, which is known by the compelling person to be contrary to a member's moral or religious beliefs or which is contrary to the rules or regulations of the member's institution of learning 54

(c) Consistent with the above definition, the following specific examples of "hazing" are prohibited, but not limited to, the following:

- (1) Transporting a member against his will;
- (2) Marking or branding of a member;

- (3) Preventing a member from attending class;
- (4) Forcing a member to eat or drink against his will, and requiring or encouraging a member to participate in any activity which is involved with consumption of prescribed quantities of alcoholic beverages;
- (5) Requiring a member to perform personal service or acts of servitude to include serving as a designated driver as part of a chapter organized designated driver program.

Amended October 19, 2007.

- (6) Conducting any and all forms of lineups;
- (7) Paddling and/or striking in any manner;
- (8) Preventing a member from practicing personal hygiene;
- (9) Causing a member to be indecently exposed; or
- (10) Requiring a member to dress in a manner causing ridicule or humiliation.
- (11) Pledge books or signature books, including any compilation of names and/or of personal data related to active members, or members awaiting initiation, that is required of a member awaiting initiation as a component of his pre-initiation education. *Adopted October 24, 2002.*

(d) Furthermore, participation in or condonation by an Active Chapter as a unit, a member of an Active Chapter, or any other member of the Kappa Alpha Order involving any member of the Order in any activity which does not have an independent immediate, positive purpose shall constitute an act of hazing.

(e) Members as herein mentioned shall include all initiated and uninitiated members of the Order. Adopted August 6, 1980.

R9-271. SCHOLARSHIP STANDARDS.

(a) If an individual to be elected to membership is classified as a freshman and has not earned any university grades, he must have achieved a high school grade point average of a 2.70 on a 4.0 scale, or its equivalent, to join. If an individual to be elected to membership has earned any prior university/college academic credits, he must have achieved a grade point average of a 2.70 on a 4.0 scale or its equivalent to join. *Amended August 7, 2008, November 4- 5, 2011, and November 15-16, 2013 (Increased GPA requirement to be applied to completed academic performance of the spring 2013 semester).*

(b) No active member or member awaiting initiation shall be eligible to attend or participate in any social function sponsored by an Active or Alumni Chapter if he has failed to maintain a grade point average of 2.70 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter. *Amended November 4-5, 2011, and November 15-16, 2013 (Increased GPA requirement to be applied to completed academic performance of the spring 2013 semester).*

(c) A member is ineligible to serve in any office of an Active Chapter if he has failed to maintain a grade point average of 2.70 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter. *Adopted August 6, 2003, amended May 19, 2007, October 19, 2007, November 4-5, 2011, and November 15-16, 2013 (Increased GPA requirement to be applied to completed academic performance of the spring 2013 semester).*

(d) An Active Chapter which fails to achieve a 3.0 grade point average on a 4.0 scale, or its equivalent, for college semester or quarter, shall submit a written scholastic plan to the Province Commander and Executive Director to address its academic deficiencies. An Active Chapter which fails to achieve a 2.70 grade point average on a 4.0 scale, or its equivalent, for the college semester or quarter, shall be placed on social probation by the Knight Commander, Province Commander, or the Executive Director with no social functions allowed for the following semester or quarter. *Adopted on August 7, 2008, amended November 4-5, 2011, and November 15-16, 2013 (Chapter GPA requirement was incrementally increased to take effect upon a chapter's completed academic performance at the conclusion of the following: spring 2013 semester (2.80), spring 2014 semester (2.9), and spring 2015 semester (3.0)).*

(e) An Active Chapter which fails to submit their academic report(s) by the deadline of February 15 or June 15, shall be placed on social probation by the Knight Commander, Province Commander, or Executive Director with no social functions allowed until such time the required reports are submitted. *Adopted November 15-16, 2013.*

(f) In case of extraordinary circumstances, the Knight Commander may grant an exception to this standard. Any such request for an exception shall be made in writing to the Executive Director. *Adopted April 24, 2009, amended November 4-5, 2011.*

The Varlet Quiz Questions

Chapter 1

1. What is the name of the first college fraternity? What institution was it founded? In what year?
2. What is the name of the first Greek letter society or fraternity? What year was it founded?
3. Where and when was Kappa Alpha Order founded?
4. What fraternities make up the Lexington Triad? The Virginia Circle?
5. T or F: It is customary to say "frat" in place of fraternity?
6. The first sisterhood, the Adelphean Society, was founded in 1851 in Macon, Georgia at Wesleyan College. This society changed its name into what Greek letter society in 1904?
7. What KA from Alpha Zeta Chapter at the College of William and Mary was instrumental in founding Zeta Tau Alpha in 1898?
8. T or F: Kappa Alphas are prohibited from joining honor, professional, or recognition societies?

9. What does NIC stand for? What does IFC stand for?
10. What were the names of the first historically African American Fraternity and Sorority?
11. Who is your institution's Greek Advisor?
12. Why did James Ward Wood choose the shield as the primary shape of our badge?
13. What are KA's official colors? More particularly what do the colors represent?
14. What are KA's official flowers? More particularly what do the flowers represent?
15. Name the components of KA's Coat of Arms?
16. What is KA's official public motto? What does it mean?

The Varlet Quiz Questions (Key)

Chapter 1

1. What is the name of the first college fraternity? What institution was it founded? In what year? **Flat Hat Club, The College of William and Mary, 1750**
2. What is the name of the first Greek letter society or fraternity? What year was it founded? **Phi Beta Kappa, 1776**
3. What institution, city, and state was Kappa Alpha Order founded? On what day, month, and year? **Washington College in Lexington, Virginia on December 21, 1865.**
4. What fraternities make up the Lexington Triad? **Alpha Tau Omega, Kappa Alpha Order, and Sigma Nu.**
5. T or F: It is customary to say "frat" in place of fraternity? **False**
6. The first sisterhood, the Adelphean Society, was founded in 1851 in Macon, Georgia at Wesleyan College. This society changed its name into what Greek letter society in 1904? **Alpha Delta Pi**
7. What KA from Alpha Zeta Chapter at the College of William and Mary was instrumental in founding Zeta Tau Alpha in 1898? **Plummer Jones**
8. T or F: Kappa Alphas are prohibited from joining honor, professional, or recognition societies? **False**
9. What does NIC stand for? What does IFC stand for? **North-American Interfraternity Conference, Interfraternity Council**
10. What were the names of the first historically African American Fraternity and Sorority? **Alpha Phi Alpha Fraternity, Incorporated & Alpha Kappa Alpha Sorority, Incorporated.**
11. Who is your institution's Greek Advisor?

12. Why did James Ward Wood choose the shield as the primary shape of our badge?

“We have chosen this shield because of its original use as a protection or a means of defense, and we hope that all our brethren may find that this badge and the men it identifies, will protect them from danger within and without.”

13. What are KA's official colors? More particularly what do the colors represent? **Crimson (blood) and Old Gold (treasure) spent by our forefathers in defense of country.**

14. What are KA's official flowers? More particularly what do the flowers represent? **The red rose (love, masculine might, and moral and physical incorruptibility) and magnolia (purity).**

15. Name the components of KA's Coat of Arms? **Crest, Knight's Helmet & Crown, Sunburst, Badge, Lions, Scroll and Motto, Flowers.**

16. What is KA's official public motto? What does it mean? **“Dieu et les Dames” meaning “God and the Ladies”**

The Varlet Quiz Questions

Chapter 2

1. What is the institution where Kappa Alpha Order was founded called today?
2. What position did Robert E. Lee hold at Washington College?
3. List the four founders of Kappa Alpha Order:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
4. Where on campus was Kappa Alpha Order founded? _____
5. The founders of officially established KA through a:
 - a. Written proclamation
 - b. Mutual pledge of faith and loyalty
 - c. Hosting their first social event
 - d. Recruiting more members
6. The name of KA when it was first established was: _____
7. List the first officers of Kappa Alpha Order's Alpha Chapter:
 - a. Number I: _____
 - b. Number II: _____
 - c. Number III: _____
8. The Practical Founder of Kappa Alpha Order is: _____
9. _____ was the name of the home where James Ward Wood and Samuel Zenas Ammen discussed the possibility of designing a new ritual for Kappa Alpha Order.
10. James Ward Wood felt that the _____ should serve as the model of inspiration for KA's purpose.

11. In May 1867, Samuel Zenas Ammen and _____ met to discuss the future of the fraternity. It was at this meeting they decided to not “let the lodge die.”
12. True or False: William Sprigg Hamilton was known as “The Grand Old Man of KA.”
13. Kappa Alpha’s first publication was called:
- a. The Kappa Alpha Journal
 - b. The “Green Book”
 - c. To Manners Born and Manners Bred
 - d. The Varlet
14. Kappa Alpha Convention is held in _____ numbered years.
15. There are _____ active provinces in Kappa Alpha Order.
16. In 1986, the National Administrative Office moved from Atlanta to _____, where it remains today.
17. The name of the National Administrative Office’s home is _____, a Georgian style manor and plantation originally constructed in 1777.

The Varlet Quiz Questions (Key)

Chapter 2

1. What is the institution where Kappa Alpha Order was founded called today?
 - a. **Washington and Lee University**
2. What position did Robert E. Lee hold at Washington College? **President of the College**
3. List the four founders of Kappa Alpha Order:
 - a. **James Ward Wood**
 - b. **William Nelson Scott**
 - c. **William Archibald Walsh**
 - d. **Stanhope McClelland Scott**
4. When and where on campus was Kappa Alpha Order founded? **December 21, 1865 in William Walsh's dorm room**
5. The founders of officially established KA through a:
 - a. Written proclamation
 - b. **Mutual pledge of faith and loyalty**
 - c. Hosting their first social event
 - d. Recruiting more members
6. The name of KA when it was first established was: **Phi Kappa Chi**
7. List the first officers of Kappa Alpha Order's Alpha Chapter:
 - a. **Number I: William Nelson Scott**
 - b. **Number II: William Archibald Walsh**
 - c. **Number III: James Ward Wood**
8. The Practical Founder of Kappa Alpha Order is: **Samuel Zenas Ammen**
9. **Sunnyside** was the name of the home where James Ward Wood and Samuel Zenas Ammen discussed the possibility of designing a new ritual for Kappa Alpha Order.
10. James Ward Wood felt that the **Knights Templar** should serve as the model of inspiration for KA's purpose.

11. In May 1867, Samuel Zenas Ammen and **Jo Lane Stern** met to discuss the future of the fraternity. It was at this meeting they decided to not “let the lodge die.”
12. **True** or False: William Sprigg Hamilton was known as “The Grand Old Man of KA.”
13. Kappa Alpha’s first publication was entitled:
- a. The Kappa Alpha Journal
 - b. The “Green Book”**
 - c. To Manners Born and Manners Bred
 - d. The Varlet
14. Kappa Alpha Convention is held in **odd** numbered years.
15. There are **19** active provinces in Kappa Alpha Order.
16. In 1986, the National Administrative Office moved from Atlanta to **Lexington, Virginia**, where it remains today.
17. The name of the National Administrative Office’s home is **Mulberry Hill**, a Georgian style manor and plantation originally constructed in 1777.

The Varlet Quiz Questions

Chapter 3

- 1.) True or False: KA is a collegiate activity that ends upon graduation
- 2.) The leading aim of the first college fraternities was to...
 - A.) Promote academic achievement through scholarly activities
 - B.) Develop young men into better leaders
 - C.) Create a social outlet for its members
 - D.) Bring together men to establish a strong brotherhood
- 3.) What GPA must members maintain in order to attend social events? _____
- 4.) What is the first key to successful personal finance _____
- 5.) True or False: There is no minimum amount of time a member is obligated to remain an active member of KA and may "quit" at any time.
- 6.) What is considered the "lifeblood" of fraternities?
 - A.) Social events
 - B.) Scholastic achievement
 - C.) Recruitment
 - D.) Paying dues
- 7.) What are the six sections of the Kappa Alpha Order Risk Management Policy?

- 8.) True or False: Alcohol is permitted at new member activities
- 9.) True or False: Only members and guests over the age of 21 may participate in drinking games during social functions.
- 10.) What is the primary responsibility of active members to new members?
 - A.) Treat them as less than full members
 - B.) Educate them on the history of Kappa Alpha Order
 - C.) Make them earn their membership in the chapter
 - D.) Prepare them for initiation and make sure they become loyal members of the Order

11.) How far in advance should a chapter request special event insurance?

12.) True or False: Member should only use products produced by officially licensed vendors.

The Varlet Quiz Questions (Key)

Chapter 3

1. True or False: KA is a collegiate activity that ends upon graduation?
False
2. The leading aim of the first college fraternities was to...
 - a. **Promote academic achievement through scholarly activities**
 - b. Develop young men into better leaders
 - c. Create a social outlet for its members
 - d. Bring together men to establish a strong brotherhood
3. What GPA must members maintain in order to attend social events? **2.7**
4. What is the first key to successful personal finance? **A personal budget**
5. True or False: There is no minimum amount of time a member is obligated to remain an active member of KA and may "quit" at any time. **False: A member must remain active for at least 7 semesters or 11 quarters.**
6. What is considered the "lifeblood" of fraternities?
 - a. Social events
 - b. Scholastic achievement
 - c. **Recruitment**
 - d. Paying dues
7. What are the six sections of the Kappa Alpha Order Risk Management Policy? **Alcohol and drugs, Hazing, Sexual Abuse and Harassment, Fire Health and Safety, Special Events, Education**
8. True or False: Alcohol is permitted at new member activities?
False: All recruitment activities must be alcohol free.
9. True or False: Only members and guest over the age of 21 may participate in drinking games during social functions.
False: No members or guests may participate in drinking games during KA events.
10. What is the primary responsibility of active members to new members?

- a. Treat them as less than full members
- b. Educate them on the history of Kappa Alpha Order
- c. Make them earn their membership in the chapter
- d. **Prepare them for initiation and make sure they become loyal members of the Order**

11. How far in advance should a chapter request special event insurance?

60 days

12. True or False: Member should only use products produced by officially licensed vendors.

True

The Varlet Quiz Questions

Chapter 4

1. True or False: Chivalry is a thing of the past and has no practical application today.
2. The term chivalry is derived from the French word "chevalier" meaning

3. What was the title given to young men in their initial stage of learning on the path to knighthood?

4. What was the title given to a knight in training at age 14 when he was formally assigned to a knight? _____
5. What would a Squire cloth himself in while preparing for the honor of being Knighted?
 - a. _____
 - _____
6. What was the last thing a knight was conferred with during the knighting ceremony?
 - a. Helmet
 - b. Sword
 - c. Shield
 - d. Chainmaille
7. True or False: The early members of KA were inspired by the Knight Templers to continue moving forward as a fraternity.
8. KA is _____ in organization and _____ in feeling.
9. True or False: The statement "each members actions on campus, and elsewhere, reflect on the entire organization" only applies to active members not members awaiting initiation.

The Varlet Quiz Questions (Key)

Chapter 4

1. True or False: Chivalry is a thing of the past and has no practical application today

False: Chivalry is applicable today in the demonstration of gentlemanly conduct and values.

2. The term chivalry is derived from the French word "chevalier" meaning.... **Knight**

3. What was the title given to young men in their initial stage of learning on the path to knighthood?

Varlet

4. What was the title given to a knight in training at age 14 when he was formally assigned to a knight? **Squire**

5. What would a Squire cloth himself in while preparing for the honor of being knighted?

White cloth

6. What was the last thing a knight was conferred with during the knighting ceremony?

a. Helmet

b. Sword

c. Shield

d. Chainmaille

7. True or False: The early members of KA were inspired by the Knight Templers to continue moving forward as a fraternity. **True**

8. KA is **military** in organization and **religious** in feeling.

9. True or False: Each members actions on campus, and elsewhere, reflect on the entire organization only applies to active members not new members.

False: All members' actions, including new members awaiting initiation, reflect upon KA as a whole and more particularly the individual chapter

The Varlet Quiz Questions

Chapter 5

1. List the four events that associate Robert E. Lee to Kappa Alpha Order.

- a. _____
- b. _____
- c. _____
- d. _____

2. What was Lee's primary goal after the war ended?

3. What was Robert E. Lee's one rule he had for his students?

4. What two events does Convivium commemorate?

5. Was Robert E. Lee a KA?

The Varlet Quiz Questions (Key)

Chapter 5

1. List the four events that associate Robert E. Lee to Kappa Alpha Order.
 - a. **Serving as president of Washington College**
 - b. **1915 Convention in Richmond, VA- 3 early members of Alpha testified of Lee's influence over KA students at Washington College**
 - c. **Lee was officially designated as our "spiritual founder" during a toast at the 1923 Convention in Washington, D.C.**
 - d. **1929 Convention in Louisville, Kentucky- January 19th was adopted as the official date for Convivium.**
2. What was Lee's primary mission after the war ended?

Training young men to rebuild the Union. Also acceptable: Reconciliation and healing of old wounds; Pacifying the country and bringing the people back to the Union
4. What was Robert E. Lee's one rule he had for his students?

"We have but one rule here and that is that every student must be a gentleman."
5. What two events does Convivium commemorate?

Lee's birth and the birth of the Order
6. Was Robert E. Lee a KA?

No

Kappa Alpha Order



2024 – 2025 NATIONAL EXAM FOR MEMBERS AWAITING INITIATION

Kappa Alpha Laws 8-123. Conclusion of pre-initiation education. At the conclusion of pre-initiation education, each member awaiting initiation shall be given an examination covering his familiarity with the manners, principles, history, tradition, organization, and institutions of the Order, as well as his familiarity with the American College Fraternity System. No member may be initiated unless he shall pass such examination.

There are 112 questions on the exam and a score of 90% or better is required to pass (**no more than** 12 questions may be missed). The exam is designed to serve as the standard for basic knowledge for all members awaiting initiation prior to their initiation into Kappa Alpha Order. Members awaiting initiation may take the exam multiple times until a 90% score is achieved. As a reminder, education in Kappa Alpha Order never ends, this only serves as the launching point for a lifetime experience.

Name

Date

Greek Societies

For multiple choice circle or highlight the correct answer.

1. The first fraternity was the and it began in .

2. What was the first Greek letter fraternity?

- a. Phi Beta Kappa
- b. Flat Hat Club
- c. Kappa Alpha Order
- d. Alpha Tau Omega

3. What year was it founded?

- a. 1750
- b. 1776
- c. 1865
- d. 1869

4. At what college was it founded?

- a. Washington College
- b. Virginia Military Institute
- c. College of William and Mary
- d. Union College

5. Who is not a member of the Lexington Triad?

- a. Sigma Nu
- b. Kappa Sigma
- c. Alpha Tau Omega
- d. Kappa Alpha Order

List all 24 letters of the Greek alphabet. Include symbols and English spelling.

- | | | | | | |
|--------------------------|----------------------|--------------------------|----------------------|--------------------------|----------------------|
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| 7. <input type="text"/> | <input type="text"/> | 15. <input type="text"/> | <input type="text"/> | 23. <input type="text"/> | <input type="text"/> |
| 8. <input type="text"/> | <input type="text"/> | 16. <input type="text"/> | <input type="text"/> | 24. <input type="text"/> | <input type="text"/> |
| 9. <input type="text"/> | <input type="text"/> | 17. <input type="text"/> | <input type="text"/> | 25. <input type="text"/> | <input type="text"/> |
| 10. <input type="text"/> | <input type="text"/> | 18. <input type="text"/> | <input type="text"/> | 26. <input type="text"/> | <input type="text"/> |
| 11. <input type="text"/> | <input type="text"/> | 19. <input type="text"/> | <input type="text"/> | 27. <input type="text"/> | <input type="text"/> |
| 12. <input type="text"/> | <input type="text"/> | 20. <input type="text"/> | <input type="text"/> | 28. <input type="text"/> | <input type="text"/> |
| 13. <input type="text"/> | <input type="text"/> | 21. <input type="text"/> | <input type="text"/> | 29. <input type="text"/> | <input type="text"/> |

30. What is an “Order”

31. What is the difference between an “Order” and a fraternity?

Kappa Alpha History and General Information

32. The official colors of the Order are and .

33. The official flowers of the Order are the and the .

34. What is the Order’s motto inscribed at the bottom of the Coat of Arms?

35. What does that motto mean?

36. Kappa Alpha Order is in organization.

37. Kappa Alpha Order is in feeling.

38. At what institution was Kappa Alpha Order founded?

39. What is that institution’s current name?

40. What was the month, day, and year KA was founded?

For 41-44, give the full names of the four founding fathers of Kappa Alpha Order.

41.

43.

42.

44.

45. What specific order of knights did James Ward Wood introduce to Kappa Alpha Order?

46. Who is the Practical Founder of Kappa Alpha Order?

47. Who is the “Grand Old Man” of Kappa Alpha Order?

48. Who is the Spiritual Founder of Kappa Alpha Order?

Kappa Alpha Order National Organization

49. What is the sovereign body of Kappa Alpha Order?

50. What is the title of Kappa Alpha Order's National President?

51. Executive Councilors are at Convention.

For 52-58, list the name of the person holding each general officer position.

52. Knight Commander Name:

53. Senior Councilor Name:

54. Councilor Name:

55. Councilor Name:

56. Councilor Name:

57. Councilor Name:

58. Councilor Name:

59. General officers serve - year terms.

60. What bodies make up the Advisory Council?

61. Where is the Kappa Alpha Order National Administrative Office located?

62. What is the primary reason for the National Administrative Office?

63. What is the website for Kappa Alpha Order?

64. Who is the KAO & KAOEF Executive Director?

65. What is the role of an Associate Director for Chapter Services?

66. The geographic regions that KA is divided into are called?

67. How many of those regions are there in the United States?

68. How much are national dues per year? \$

69. How much is insurance per man per year? \$

70. How much is the induction fee? \$

71. How much is the initiation fee? \$

72. How much are local chapter dues per year? \$

73. What is one of Kappa Alpha's national philanthropic partnerships?

74. How are the Numbers I, II, and III selected for their offices?

75. How are the Numbers IV – IX selected for their offices?

For 76-84, match the officer with the letter that shows his title, jewel, and job description.

76. Number I

81. Number VI

77. Number II

82. Number VII

78. Number III

83. Number VIII

79. Number IV

84. Number IX

80. Number V

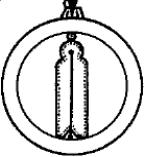
a. Vice President. He shall perform any of the duties of the I in his absence or inability to act and generally assist the I in the discharge of his duties; count the votes on questions submitted to the chapter; report to the chapter violations of the laws of the Order when the same are not reported by the VII; and privately counsel with and advise the I concerning the discharge of his duties.



b. Corresponding Secretary. He shall have charge of and be responsible to the I for the safekeeping of all of the files and correspondence of the chapter and shall write or supervise the writing of all correspondence in behalf of the chapter as the I or the chapter shall direct. He shall also serve as the recruitment officer for the Active Chapter.



c. Parliamentarian. He shall master the laws of the Order and the chapter with respect to duties of officers and members; report to the chapter the failure of any officer of the chapter to perform any duty required of him; and report to the chapter all violations of or failure to comply with the laws or the customs of the Order or the chapter for appropriate action to be taken.



d. President. He shall cause the chapter to obey the laws of the Order and the lawful requirements of its officers; preside at all meetings of the chapter; maintain good order and decorum; secure in discussion the observance of parliamentary rules; submit questions to vote at the proper stage; cause meetings to be held as prescribed; privately counsel with and advise the chapter officers concerning the discharge of their duties; require respect for and compliance with the customs of the Order; and exercise, in a fraternal spirit, a general supervision and control over all of the business and workings of the Active Chapter. The I shall be responsible for all of the property of his chapter of whatever nature and shall provide for its safekeeping during all vacations.



e. Recording Secretary. He shall keep full minutes of the chapter proceedings in a permanent minute book; call the roll at the opening and closing of each meeting of the chapter or the active members thereof; furnish the VII during the progress of each meeting with a list of absentees upon all roll calls not theretofore presented to him; read the minutes of the previous meeting; submit his minutes to the I for his approval and signature; supervise the IV in keeping the files of chapter correspondence; and be responsible to the I for the minute book and other records of the chapter used directly in connection with chapter meetings. He shall also serve as the scholarship officer for the Active Chapter.



f. Purser. He shall collect all fees, dues, fines and assessments; keep the financial records of the chapter; have custody of the funds of the chapter; be responsible to the I for the safekeeping of all property of the chapter for which another officer of the chapter, exclusive of the I, is not responsible; and report to the chapter as often and in such detail as may be required by the chapter or the I, at least once a month, the status of each member's account with the chapter or with the Order, the accounts of the chapter, and such other matters as may be disclosed from the chapter's financial records.



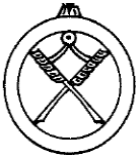
g. Sergeant-at-Arms. He shall act as the sergeant-at-arms for all chapter meetings and shall admit only persons lawfully permitted to be present at a chapter meeting. He shall also serve as the primary risk management officer for the Active Chapter. In this capacity he shall be responsible for education and enforcement of the Order's risk management policy.



h. Marshal. He shall be responsible to the I for the safekeeping and preservation of the paraphernalia and chapter room properties of the chapter and shall introduce to the chapter at each chapter meeting any alumni or other visiting brothers present.



i. Historian. He shall accumulate material for the history of the chapter and its members, past and present; keep the prescribed chapter register up to date; act as contact officer between the chapter and its alumni, performing such duties in this regard as may be required of him by the chapter or by the Executive Director; and be responsible to the I for the safekeeping of the chapter register, records of historical data, chapter library, pictures and other properties of a historical nature.



85. What is the only committee required by *Kappa Alpha Laws* and what does this committee do?

86. Who is your chapter's alumnus advisor?

87. What does AAC stand for and who serves on your chapter's AAC?

88. Who is your chapter's Greek Life Professional?

89. Who is your chapter's faculty advisor?

90. Who is your chapter's province commander?

91. What is the name of your Province?

92. List the active chapters in your province (Greek letters and university names).

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93. List any provisional chapters in your province

94. Minor offenses are tried before the

95. The maximum penalty for a minor offense is a fine of \$ **, or**
suspension of **months or both.**

96. Major offenses are tried before the **or**

97. The maximum penalty for a major offense is

For multiple choice circle or highlight the correct answer

98. Name the 6 sections of the Risk Management Policy?

99. In the case of a crisis, if the media approaches you for comment, what is the proper response?

100. What is the Anti-hazing hotline phone number?

True or False

For 101 - 112 circle or highlight the correct answer.

- 101. **T F** A member must maintain at least a 2.8 GPA each semester to attend chapter social events.
- 102. **T F** Robert E. Lee was never initiated into Kappa Alpha Order.
- 103. **T F** Kappa Alpha Order does not have a national stance on hazing.
- 104. **T F** A member may choose to become inactive.
- 105. **T F** An open party is when there are more than 3 guests per member present.
- 106. **T F** Convention is held annually.
- 107. **T F** New member induction is the same as initiation.
- 108. **T F** The three levels of membership in Kappa Alpha Order are new member, active, and alumnus
- 109. **T F** In order to be elected Number I, you are required to attend the Number I's Leadership Institute
- 110. **T F** The Emerging Leaders Academy is a program intended to develop leadership in chapters through four tracks including Member Education, Certified Chapter Recruiter, Stewards of the Order, and Chapter Leadership.
- 111. **T F** The Loyal Order is for Kappa Alpha Order alumni only.
- 112. **T F** Joining Kappa Alpha Order is a lifetime commitment.

ADDITIONAL RESOURCES

❑ NEW MEMBER EDUCATOR CHECKLIST

When the college/university or chapter determines the date bids will be extended

- Reserve the location for the chapter's induction ceremony.
- Reserve the location for the chapter's initiation ceremony.

Suggested two months, but at least one month prior to the new member education period

- Create your calendar.
- Create your syllabus.
- Create your supplement.
- Contact desired guest speakers for availability.
- Contact other Greek, campus and community organization with whom you desire to do social, philanthropic and other types of events.
- Make any necessary reservations for brotherhood activities.
- Introduce yourself as the new member educator to the campus life professionals who oversee the Greek system if you have not already done so. It is suggested to take the members of your committee as well.
- Request an extension if your academic calendar is going to prohibit you from completing your education in less than 6-Weeks. (*Immediately following the acceptance of bids*)
- Conduct formal induction.

Within 48 hours of induction

- File Report 2s on OmegaFi and coordinate with your Number VI to collect induction fees from each member awaiting initiation and submit payment to the National Administrative Office.

Within the first week of new member education

- Conduct a recruitment event where all new members are required to bring 1-2 friends who are not Greek but would make a good member of your chapter.
- Send a letter to each member awaiting initiation's parents.

Two weeks prior to initiation

- File Report 4 online and coordinate with your Number VI to collect initiation fees from each member awaiting initiation and submit payment to the National Administrative Office.
- Send out notice to alumni about the time, date and location of initiation (if you have not previously done so).

Prior to initiation

- Administer the national exam.

6 weeks or less after members awaiting initiation accept their bids

- Conduct initiation.

Does your program include?

- ☐ A Committee
- ☐ Alumni involvement
- ☐ A set date and location for initiation
- ☐ A Budget
- ☐ A Calendar
- ☐ Syllabus
- ☐ New Member Supplement
- ☐ Expectations
- ☐ Formal Induction
- ☐ Alcohol-Free Retreat
- ☐ Structured New Member Meetings
- ☐ Guest Speakers
- ☐ Outside Educational Opportunities
- ☐ Community Service Projects
- ☐ Philanthropic Fundraisers
- ☐ Brotherhood Building Activities
- ☐ Big Brother Program
- ☐ Education on Time, Money and Risk Management
- ☐ Education on Study Skills
- ☐ A New Member Scholarship Program
- ☐ Leadership Training
- ☐ Values and Ethics Exercises
- ☐ Education on Manners and Etiquette
- ☐ Explanation of proper Business Meeting Format
- ☐ Explanation/Practice of Robert's Rules of Order
- ☐ Education on the history of the Greek system
- ☐ Education on Campus Policies and Procedures
- ☐ Education on KA History
- ☐ Education on KA's organizational structure
- ☐ Education on Chapter History
- ☐ Education on *Kappa Alpha Laws* and Chapter Bylaws
- ☐ Events/Activities with other Greek or campus organizations
- ☐ Written Examinations
- ☐ Activities or Interaction with Parents
- ☐ Activities or Interaction with Alumni
- ☐ Explanation of Dues and other Fees
- ☐ A New Member Recruitment Event
- ☐ Positive Pre-Initiation Activities

Member Personal and Emergency Contact Info

NAME: _____
Last First Middle

CELL PHONE NUMBER: (____) _____ - _____

HOME PHONE NUMBER: (____) _____ - _____

EMAIL ADDRESS: _____ @ _____

CAMPUS ADDRESS: _____

HOME ADDRESS: _____

EMERGENCY CONTACT: _____
Name

Phone Number

EMERGENCY CONTACT: _____
Name

Phone Number

PHYSICIAN: _____
Name

Phone Number

ALLERGIES: _____

MEDICATIONS: _____

MEDICAL CONDITIONS: _____

(Letter to Professor)

Preferably on Chapter Letterhead

(Insert Date)

Dear Professor (insert name),

On behalf of the (insert Greek designation) chapter of Kappa Alpha Order, we wanted to extend to you this letter to demonstrate our commitment to excellence in all aspects of campus life. The academic performance and development of our members is very important, not only to them as individuals, but to us an organization. It is our goal to make better students and men of each and every member of our chapter.

(Insert name of student) is currently enrolled in your (insert name of class) which meets on (insert days the class meets) at (insert time(s) the class meets). In addition to being a student in your class, he is also currently participating in our new member education. He has been instructed that his academic responsibilities take priority over fraternity activities. In an effort to ensure he is living up to his academic commitments to the institution, his parents and more importantly himself, I would ask that you please alert myself or other chapter leaders if his attendance, attitude or academic performances are failing to live up to the standards set by both you and this institution. In addition, from time to time we may ask for (insert student's name) to obtain a progress report for which he will be provided a form. If you could please complete it at your convenience, it will allow us to monitor his efforts and afford us the opportunity to better advise him on study habits and time management if necessary.

Thank you so much for your consideration and education of the students here at (insert name of school). I hope that (insert student's name) will be as much of a pleasure to have in the classroom as he is to have in our fraternity.

Sincerely,

(Insert signature)

(Insert proper name)

Kappa Alpha Order

(Insert Greek designation), New Member Educator

(Books to consider incorporating into your education)

Time Management

First Things First

Stephen R. Covey

The 7 Habits of Highly Effective People

Stephen R. Covey

Career

Confessions of a Recruiting Director

Brad Karsh

What Color is Your Parachute?

Richard Nelson Bolles

The Elements of Style

William Strunk, Jr. and E.B. White

Leadership

Leadership and the One Minute Manager

Ken Blanchard

Soldier, Statesman, Peacemaker

Jack Uldrich

The 21 Irrefutable Laws of Leadership

John C. Maxwell

Risk Management

The Hazing Reader

Hank Nuwer

Making the Team

Jay Johnson and Margery Holman

Student Body of Law for TEXAS

Scot Courtney

Chivalry, Knighthood and Kappa Alpha

Ivanhoe

Sir Walter Scott

The Compleat Gentleman

Brad Miner

To Manners Born, To Manner Bred

Thomas Shomo

Robert E. Lee

Lee the Last Years

Charles B. Flood (ΔM - Eastern Kentucky '83)

The Maxims of Robert E. Lee for Young Gentlemen

Richard G. Williams, Jr.

Duty Faithfully Performed

John M. Taylor

The Character and Faith of Robert E. Lee

Curt Steger (ΓE - Florida State '03)

(Time Management Resource)

Time Management Tips

These tips can help you to better manage your time and become a stronger student. Time management can be a daunting task, but with some hard work anyone can master their schedule. Some things will work better than others, so feel free to try new methods to ensure you are the most effective student you can be.

1. Make a "To Do" List Every Day.

Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments.

2. Rest up and work out.

Sufficient sleep and exercise will lead to improved focus and concentration which can help you get your work done in less time.

3. It's Okay to Say "No."

If your boss asks you to work on a Thursday night and you have a final exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

4. Find the Right Time.

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

5. Keep Things in Perspective.

Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

6. Break things up.

Break large, time-consuming tasks into smaller tasks. Work on them a few minutes at a time until you have completed them.

7. Practice the 10 minute rule.

Tackle dreaded tasks over time by putting in 10 minutes of work at a time. By breaking down the task you may find it easier to get through.

8. Don't Waste Time Agonizing

Dwelling on a task never accomplished anything. Instead of agonizing and procrastinating, just get it done.

<div>Kappa Alpha Order</div> <div>Personal Budget</div> <div>Dates: (to)</div>					
Income	# of Months/Weeks	\$/Month/Week	Expected	Actual	Difference
Job 1					
Job 2					
Loan Disbursement					
Grants					
Parental Allowance					
Beginning Balance					
Total Income					
Expenses	# Months/Weeks	\$/Month/Week	Expected	Actual	Difference
Tuition Payment					
KA chapter and National Dues					
Rent/Utilities					
KA Educational Programming Reg.					
Debt (Remaining from previous Year)					
Total Fixed Expenses					
Other Possible Expenses	# Months/Weeks	\$/Month/Week	Expected	Actual	Difference
Credit Card Payment					
Car Payment					
Car Insurance					
Groceries					
KAOEF Donation					
Social (dinners, leisure activities, etc.)					
Savings Deposit					
Clothing					
Gasoline					
Miscellaneous/Other					
Total Budgeted Expenditures					
Total Budgeted					
			Expected	Actual	Difference
Difference Between Income and Expenses					

Psalm of Life

Tell me not, in mournful numbers,
Life is but an empty dream!-
For the soul is dead that slumbers
And things are not what they seem.

Life is real! Life is earnest!
And the grave is not its goal;
Dust thou art, to dust returnest,
Was not spoken of the soul.

Not enjoyment, and no sorrow,
Is our destined end or way;
But to act, that each tomorrow
Find us farther than today.

Art is long, and Time is fleeting,
And our hearts, though stout and brave,
Still, like muffled drums, are beating
Funeral marches to the grave.

In the world's broad field of battle
In the bivouac of life,
Be not like dumb, driven cattle!
Be a hero in the strife!

Trust no Future, howe'er pleasant!
Let the dead Past bury its dead!
Act,-act in the living Present!
Heart within, and God o'erhead!

Lives of great men all remind us
We can make our lives sublime,
And, departing, leave behind us
Footprints on the sands of time.

Footprints, that perhaps another,
Sailing o'er life's solemn main,
A forlorn and shipwrecked brother,
Seeing, shall take heart again.

Let us then be up and doing,
With a heart for any fate;
Still achieving, still pursuing
Learn to labor and to wait.

Henry Wadsworth Longfellow

Resources

Kappa Alpha Order National Administrative Office
(800) 526-1865 or (540) 463-1865
www.kappaalphaorder.org

FRMT, Ltd
(800) 736-4327
www.frmtltd.org

Hazing Prevent
www.hazingprevention.org

National Institute on Alcohol Abuse and Alcoholism (NIAAA)
www.collegedrinkingsprevention.gov

The Century Council (Preventing Drunk Driving and Underage Drinking)
<http://centurycouncil.org>

Partnership for a Drug Free America
www.drugfree.org

Take Back the Night
www.takebackthenight.org

Hazing Hotline
(888) NOT-HAZE, (888) 668-4293

Province Commander
Alumni Advisory Committee
Greek Life Staff
Faculty Advisor