



# The Varlet

OF KAPPA ALPHA ORDER









# THE VARLET OF KAPPA ALPHA ORDER



13<sup>TH</sup> EDITION

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and the Kappa Alpha Pledge Manual (*published in 1957, 1946, 1937 and 1926*).

## **Dedication**

### SESQUICENTENNIAL TOAST

On the cold afternoon of December 21st, eighteen hundred sixty-five, a band of young men, called by the leadership of James Ward Wood, our Chief Founder, gathered near the handsome, columned buildings on the campus of Washington College in Lexington, in the beautiful Shenandoah Valley of Virginia. On that December day those students founded a fraternity they would call KA, and swore their bonds of brotherhood. James Ward Wood, William Archibald Walsh, William Nelson Scott, and Stanhope McClelland Scott, our Founders, thus began the splendid one and a half centuries of a fraternity that within two years was transformed into an Order of Knights by another member, the gifted, cultured and profound thinker, our Practical Founder, Samuel Zenas Ammen. These knights had the great fortune to be influenced by living in the daily presence of the president of the College, that towering figure of a chivalrous gentleman, great leader, military hero, educator, and both a Southern and an American patriot, Kappa Alpha Order's Spiritual Founder, Robert Edward Lee.



The lofty influences motivating these men, particularly Samuel Zenas Ammen, resulted in Ammen's brilliant concept of modern knighthood, revealed in the matchless, deeply moving and inspirational initiation ceremony. In this experience a young man is given a rich guide to mental and spiritual growth, is challenged to become a leader of men, to be all that he can be, for himself and for others and for God and country. It is asked of the initiate that when his earthly journey ends he has made a positive difference, that he has lived, and lived well.

The six Founders, in those early, harsh years of the 1860's, could not truly have envisioned that what they accomplished, the difference that they would make to the more than 160,000 knights who have been inspired by the philosophy of Ammen's magnificent drama. Nor could they truly have envisioned that the Kappa Alpha Order would expand from the South to the North, from the Atlantic shores to the waters of the Pacific as a national Order, and that it would become an acknowledged leader of the splendid, uniquely American, college fraternity system. 150 years of growth and adapting to changing times, while never departing from the Order's timeless philosophy. In this Sesquicentennial Year Kappa Alpha Order, and all KAs, may take boundless pride.

### **Brothers, Knights of the Kappa Alpha Order, please rise.**

Brothers, let us lift our glasses of pristine water and salute, honor and proudly proclaim our gratitude to our Founders:

- Chief Founder James Ward Wood,
- William Nelson Scott,
- William Archibald Walsh, and
- Stanhope McClelland Scott.

To our Practical Founder, the brilliant Samuel Zenas Ammen.

To our Spiritual Founder, the insurmountable Robert Edward Lee.

To all those brother knights who, over one and a half centuries, have carried forward to charge to aim for excellence in our Order.

And, to our beloved Kappa Alpha Order.

Brothers, drink.

— written by *Former Knight Commander*  
*Dr. Idris R. Traylor, Jr. (Gamma Chi-Texas Tech 1970)*

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KAPPA ALPHA ORDER

# An Introduction

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Welcome to our proud and time-honored organization. It is an honor to be chosen for membership in Kappa Alpha and we hope that your experience will enrich your life as it has for over one hundred and forty five thousand brothers across the country and around the world. Since 1865, Kappa Alpha Order has provided the foundation for an elevated way of life and made a significant impact in the development of young men. Emulating chivalric ideals and genteel ethics, KA translates these timeless philosophies into the culture of American colleges and universities. These gentlemanly traits are the hallmark of men who, like yourself, have chosen our unique organization.

## ***Philosophy***

The philosophy of our Order is that the acquisition of knowledge and the development of character are the great goals of life. Our primary values include gentility and chivalry, respect for the lady and pure womanhood, honor, integrity and reverence to God. You may refer to our fraternity as “KA” or “the Order,” an important designation that will be more fully explored later in this book.

## ***Purpose***

The purpose of *The Varlet*, the Order’s membership handbook, is to provide you with a resource to cherish throughout your undergraduate and alumni years. It is our hope that you will value the information and teachings of this book, while making a firm commitment to KA with your time and talents. Your level of

involvement and dedication to the Order will determine the rewards you gain from membership, which is lifelong. *The Varlet* is one of many resources to supplement member education.

## ***Membership***

Your membership in Kappa Alpha begins formally with the induction ceremony found on the next page. During this important and sacred ceremony, you will be introduced to the values, symbols and goals of Kappa Alpha Order. The ceremony is our way of welcoming you into our beloved Order and will hopefully prove to be an inspiration to you and your commitment to our values, aims and way of life.

## ***New Member Education***

The purpose of your new member education is to prepare you for your initiation, which will undoubtedly be an important and meaningful day for you and your fellow brothers. This period, coupled with ongoing member education, will prepare you for your lifelong membership in KA.

## ***Levels of Membership and the format of The Varlet***

This Kappa Alpha membership manual is designed with the three types or levels of KA membership in mind. As you progress through these levels of membership, the corresponding sections of this manual will support and greatly enhance your KA experience.

**“The whole purpose is to build better men ... men who are responsible citizens that are of benefit and use to their community.”**

*– William E. Forester, KA legend  
who served the Order from 1952-2000*

#### MEMBER AWAITING INITIATION

The first level of membership is the member awaiting initiation, new member or pre-initiate. This brother is at the beginning of his Kappa Alpha experience and has a lifetime of brotherhood ahead of him. He is, of course, unknowledgeable about the true meaning of Kappa Alpha, but that does not make him any less of a brother. In fact, as the induction ceremony points out, except for the formal initiation, "...we are now your brothers."

#### ACTIVE MEMBER

The second level of membership is that of the Active member. This is the initiated chapter member who has not yet graduated or left college. He is the driving force of the Active chapter and the Order. While an Active member has the privilege of being a KA, he also has the responsibility to uphold the values of Kappa Alpha and see that the chapter continues to grow and thrive.

#### ALUMNUS

The final level of membership is the alumnus. This man has finished school or has otherwise left the chapter. Alumni are an important part of the Order: they comprise a large part of the voting body at Convention, they advise and assist local chapters on their operations, and they donate time and money to the local chapter and to the national organization. Each Active member must realize that he will one day be an alumnus, and that his obligations to the Order and his chapter do not end on graduation day.

You will notice that there is no such thing as an "inactive" member. Once you have decided to become a Kappa Alpha, and have pledged to uphold the ideals of the Order, there is no release from your obligations except by expulsion. No matter what your level of membership, Kappa Alpha presents a wealth of opportunities and experiences for you, and your memories will last as long as your membership, a life time.

Remember always — Excellence is Our Aim.

# Kappa Alpha Order Induction Ceremony

The induction ceremony, not intended to be a secret ceremony, provides a public dedication to Kappa Alpha principles. Most chapters hold this ceremony either in the chapter house or a nearby chapel and invite parents and alumni. Immediately following the ceremony, some chapters hold informational sessions for the parents to address chapter finances and new member education. An open house for invited guests, chapter members and the new inductees can follow the parent briefings.

*As part of the ceremony, the new members are led into a room that has been arranged for the ceremony. At one end of the room is a long table covered with a white tablecloth. (The official flag or the supplemental flag of KA should NOT be used as a tablecloth or frontispiece stretched across the front of the table.) A large vase of crimson roses on the center of the table is flanked by two tall, yellow or golden candles. The three highest officers of the chapter stand behind the table, wearing the official jewel of their office. On the table is a new member badge and a crimson rose bud for each new member.*

**NUMBER I:** “This day is one of particular significance to you and to us. To you, it represents the occasion when you have voluntarily and definitely decided to dedicate your future life and service to the high principles and ideals of an organization into which you will shortly be initiated. To us it represents the acquisition of new material for our brotherhood and the reception of new brothers into our hearts. In being invited to unite with our fraternity, you have received a unanimous vote of election. That you may be better informed as to the purpose and administration of Kappa Alpha, we take this opportunity to advise you of our symbols and teachings by this brief ceremony.”

**NUMBER II:** “The insignia of a new member, with which we shall shortly invest you, is the outward and visible sign of your acceptance of our invitation and indicates to the public that you will subscribe to our principles and strive to be worthy of our confidence and trust. Therefore, the wearing of it imposes upon you to lead your life—both privately and publicly—in keeping with those fine ideals of character and achievement for which Kappa Alpha Order has been noted since its inception in 1865. It further admonishes you to commit no act which would reflect unfavorably in any manner upon yourself and upon the organization which has so singularly honored you.

“You will also remember that the acceptance of this insignia signifies your agreement to comply with the regulations of our organization and to conform to the conditions lawfully laid upon you during the period of your education. This emblem should be worn by you on appropriate occasions until your initiation.”

**NUMBER III:** “The colors of Kappa Alpha Order are crimson and old gold. Our flowers are the magnolia and the crimson rose. These things are symbolic and will later be explained to you. For the present we give you the crimson rose. Its color is emblematic of the blood shed in the defense of right and Christianity by the knights of old. It also signifies courage and fortitude — to withstand not only the onslaught of our enemies from without, but to conquer and overcome our enemies from within: false pride, jealousy, deceit and passion. It also represents a firm allegiance to the high ideals of character and purpose in Kappa Alpha Order. Last, but far from least, its beauty and fragrance are symbolic of the real affection and strong abiding friendship

which characterize us as sworn brothers, striving together for one common objective and purpose, the promulgation of the philosophy of Kappa Alpha Order—a spirit which will make men better and the world a brighter place in which to work and live.”

**NUMBER I:** “On behalf of \_\_\_\_\_ chapter of Kappa Alpha Order, I formally extend to you an invitation to join our membership and to become members awaiting initiation in our organization. You will signify your acceptance by raising your right hand and repeating after me the following obligation:

“I do hereby accept the invitation ... to membership in Kappa Alpha Order ... and do solemnly swear and pledge myself ... to join Kappa Alpha Order ... at such time as I may become eligible for initiation ... in accordance with the rules and regulations ... of Kappa Alpha and of the university [or college] ... I do further pledge myself ... to exert every effort, ... through study and diligent application, ... to become eligible for initiation ... and always to work for the interest and ideals ... of Kappa Alpha Order. ... So help me God.

“As your name is called, you will step forward and be vested with your KA insignia.”

*As each new member's name is called, he steps forward for the Number II to place a new member pin on his shirt over his heart in the same manner that the official badge is worn; thereafter the Number III invests him with a crimson rose bud. Each new member is then congratulated by the Number III, Number II and Number I, in that order.*

**NUMBER I:** “It is a pleasure for me to welcome you as the new members of \_\_\_\_\_ chapter of Kappa Alpha Order. I congratulate you on the wisdom of your choice and the chapter on its good judgment in your selection. I trust you will find the same joys in the fraternity that we ourselves have found. This is now your chapter and your fraternity; give both the consideration that they deserve. Except for your formal initiation, we are now your brothers. Treat us accordingly. Brothers (addressing the members of the entire chapter who are in the room during this ceremony), please give a hearty welcome to our new brothers.”

*All initiated brothers clap enthusiastically and welcome the new members into the chapter.*

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KAPPA ALPHA ORDER

# Individual Record

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I receive this manual as a guide in the acquisition of knowledge about Kappa Alpha Order, and shall keep it so that in later years it remains a source of inspiration and information to stimulate continued loyalty to my fraternity and its ideals.

**NAME:** \_\_\_\_\_

I entered \_\_\_\_\_ in \_\_\_\_\_  
*(school)* *(year)*

and was formally inducted on \_\_\_\_\_ into the \_\_\_\_\_  
*(date)* *(Greek designation)*

chapter of Kappa Alpha Order. I was initiated into this brotherhood on \_\_\_\_\_  
*(date)*

and received the badge number \_\_\_\_\_.  
*(badge number)*

---

When I was initiated, the chapter officers were:

NUMBER I: \_\_\_\_\_ NUMBER VI: \_\_\_\_\_

NUMBER II: \_\_\_\_\_ NUMBER VII: \_\_\_\_\_

NUMBER III: \_\_\_\_\_ NUMBER VIII: \_\_\_\_\_

NUMBER IV: \_\_\_\_\_ NUMBER IX: \_\_\_\_\_

NUMBER V: \_\_\_\_\_



**I held these offices/committees in my chapter:**

\_\_\_\_\_

\_\_\_\_\_

**Kappa Alpha Order honors and awards I received:**

\_\_\_\_\_

\_\_\_\_\_

**Kappa Alpha Order leadership training and conferences attended:**

\_\_\_\_\_

\_\_\_\_\_

**College honors and awards I received:**

\_\_\_\_\_

\_\_\_\_\_

**I graduated on \_\_\_\_\_ with the degree of \_\_\_\_\_**  
(date)

**My graduate degrees:** \_\_\_\_\_

**Upon graduation, I went to the Kappa Alpha Order website to update my information as an alumnus**

**My Loyal Order Number is \_\_\_\_\_**

**As an alumnus, I plan to support Kappa Alpha Order by:**

**My first gift to support the Kappa Alpha Order Educational Foundation was**

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**My participation in Forever KA began on**

\_\_\_\_\_

**I am a member of the**

**I am a member of the following Court(s) of Honor:**

\_\_\_\_\_ **Alumni Chapter**

\_\_\_\_\_

**LEGACIES:**

*Name*

*Chapter / School*

*Relationship*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION A: Chapter One

# What is Fraternity?

*Opposite: Fraternity membership compliments the instruction received in the classroom. A fraternity helps a member understand more about human relations and working with others toward a common goal.*

Young men have been joining college fraternities in the United States for nearly two centuries. A college fraternity exists on the premise that man is by nature a social being and wants to associate with his fellow man. A fraternity provides structure, an environment in which intimate friendships can flourish and lead to true brotherhood.

Though they come from very different backgrounds, fraternity members are drawn together by shared goals and common experiences. Learning to live in close relationships with members of a group is a highly valuable experience. Social interaction requires organization, and fraternities are effective promoters of group activity because of their organization.

Students created them, and they will survive and thrive as long as they serve the needs of undergraduates. Joining a fraternity involves making a commitment to something larger than you. It is mostly a commitment to friends.

As students make their commitment to others, a fraternity provides a structure within which this commitment can be carried out. Their dedication may be formalized in rituals of orientation and initiation, as well as during a renewal of these vows in formal meetings from week to week. A ritual that is well done and seriously approached makes a profound

impact upon those who participate in it.

Ritual is but one way of expressing a fraternity's ideals and aspirations. Closely associated with ritual is symbolism. A fraternity's name, badge, coat of arms, songs and publications are symbolic and can have great value if a member is willing to permit his life to be touched by them.

Fraternities provide abundant opportunities for self-development. Upon examination, members of the same fraternity may prove to be remarkably diverse in tastes and talents, in thought and behavior. It is indeed advantageous to the fraternity as a whole, if members are encouraged to exercise their talents, and make their unique contributions. Each of them can find ways to empower the chapter and to develop their own potential as a member of the group. That is the road to self-realization. Moreover, the structure of fraternity provides many opportunities for leadership.

From a fraternity, the member can learn much that complements the instruction he receives in the classroom. In addition to ensuring good scholarship, a fraternity helps the member understand more about human relations and about him self. The lessons learned in this laboratory of social education can serve a man for a lifetime.

Friendship and brotherhood are what fraternity is all about. It should come as no surprise to anyone that a fraternity's

KAPPA ALPHA ORDER

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**“The mystic bond of brotherhood  
makes all men one.”**

*– Thomas Carlyle, (Dec. 3 1795-Feb. 5 1881) was a Scottish philosopher, satirical writer, essayist, historian and teacher during the Victorian era.*

remarkable capacity to foster the creation of enduring friendships is the chief reason for its existence and the best assurance for its survival.

## ALL AMERICAN

Fraternities are a uniquely American institution. While comparable student organizations exist abroad, the college fraternity in the United States has grown up as a response to real needs among students in American institutions of higher education.



## THE FIRST FRATERNITY

In Williamsburg, Va. (above), in 1750, a small group of students from The College of William and Mary began to meet on a regular basis. Eventually, they called themselves the Flat Hat Club. These students did not know it, but they had organized the first college fraternity. Many great men of the time, including Thomas Jefferson, were part of this organization. Lasting 22 years, it dissolved in 1772.

## PHI BETA KAPPA'S EVOLUTION

As time went on, Phi Beta Kappa became purely intellectual in its aims, though the original cardinal principals were “literature, morality and friendship.”

## The Greek Movement

American college fraternities are as old as the nation itself. They arose in response to a need for close personal relationships among students, and they have provided an opportunity for supplemental education beyond the formal curriculum of college.

In the early days, university studies centered around Greek and Latin. Electives were unknown, and the classics, rather than current events, dominated the classroom discussions. It was a trying time for a teenager – having been sent to college by parents to acquire discipline as much as learning. Dress and deportment were strictly defined, travel was difficult and athletic and social events were few.

It was indeed all work and little play. But students, then as now, found a way when there was a need. They needed to be able to enjoy the friendships and camaraderie that make life bearable, and to learn those things that cannot be taught in the classroom.

Other groups appeared at William and Mary, but they were social only to a limited extent. They were concerned with faculty approval and that meant being more like literary societies: meeting to debate or critique compositions or staging oratorical contests. Evidence of this can be found in many of their names: Ciceronian, Calliopian and Philoepethion.

### THE IMPETUS: PHI BETA KAPPA

One of these intellectual societies rejected the membership of a student who was a superior Greek scholar. That student, John Heath, selected three Greek letters for the name of a new group. On December 5, 1776, just five months after the signing of the Declaration of Independence, Heath held the first meeting of Phi Beta Kappa. In doing so, he organized the first Greek letter society or fraternity.

Not only can today's fraternities trace their roots back to Phi Beta Kappa, but also some of their traditions. The reason that “secrecy” exists in and among fraternities can be attributed to the founding of Phi Beta Kappa. The William and Mary faculty did not approve of its students discussing the pressing issues of the day, such as freedom and taxation, so Phi Beta Kappa developed secret signals of challenge and recognition for their meetings which were held in the Raleigh Tavern's Apollo Room. A secret grip, motto, ritual and badge were used by Phi Beta Kappa and later adopted by subsequent Greek letter fraternities.

Phi Beta Kappa felt that other campuses would share its idea that higher education should also prepare a student for his future social responsibilities. In 1780, the Alpha of Connecticut was started at Yale, and in 1781, the Alpha of Massachusetts was founded at Harvard, with more to follow.

During the anti-secret society movement of the 1830's, Phi Beta Kappa realized that they no longer needed to hide from short-sighted administrators and thus voluntarily revealed that its name meant “Philosophy, the Guide (or Helmsman) of Life.” Since that time it has been strictly an honorary organization and today recognizes undergraduate men and women who show superior academic achievement on more than 250 American campuses.





*The Raleigh Tavern in Williamsburg, Va. was the first meeting place of Phi Beta Kappa*



***The American college fraternity, as we know it today, came into being in 1825, when Kappa Alpha Society (not to be confused with either the old K.A. or our Kappa Alpha Order) was formed at Union College in Schenectady, N.Y.***

#### GROWTH OF THE SYSTEM

In 1812, four Phi Beta Kappa men at the University of North Carolina organized Kappa Alpha (which is now known as the old K.A., or Kuklos Adelphton of the Southern States), which expanded in informal fashion to more than 20 college campuses and townships throughout the South. It would later dissolve during the American Civil War. This organization is not related to our Kappa Alpha Order.

The American college fraternity, as we know it today, came into being in 1825, when Kappa Alpha Society (not to be confused with either the old K.A. or our Kappa Alpha Order) was formed at Union College in Schenectady, N.Y. On campus, the decline of a military marching club left a void in student life, so a group of students, including several members of Phi Beta Kappa, organized the new organization. Unlike Phi Beta Kappa, their intent was social rather than literary. Kappa Alpha Society enjoys the distinction of being the first Greek letter general college fraternity with continuous existence to date.

Due to its secrecy, many opposed Kappa Alpha Society. But there were some who admired the organization and wished to proliferate the concept. Thus, the fraternities of Sigma Phi and Delta Phi were born in 1827. Together these three fraternities are known as the Union Triad. Eventually, students founded three other fraternities, which is why Union College is recognized today as the “Mother of Fraternities.”

Sigma Phi expanded to Hamilton College. A rival group, Alpha Delta Phi, sprang up there in 1832. The growth at Union, and then Hamilton, set a pattern for future growth throughout the nation as existing fraternities expanded and others were formed.

Alpha Delta Phi established a second chapter at Miami University. This installation was important because it laid the groundwork for the founding of Beta Theta Pi, Phi Delta Theta, and Sigma Chi. These three are called the “Miami Triad.”

Fraternity expansion continued at various campuses until the American Civil War erupted. Only one fraternity, Theta Xi, was established during the war. Even though the war ended fraternity expansion, fraternity bonds accounted for many prisoners being exchanged or given better treatment.

At the University of Virginia in Charlottesville, Pi Kappa Alpha was founded in 1868 and Kappa Sigma one year later. These groups, along with the members of the Lexington Triad, are known as the Virginia Circle.

#### FINDING OUR NICHE

In the early days, most educational institutions existed primarily to prepare young men for the learned professions. Emphasis was placed on the classical studies, especially Greek and Latin. When fraternities came along, it was natural for them to draw on those teachings. Literary exercises were a common part of all chapter meetings, where the presentation of essays and debates were customary. At first, meetings were held in rented rooms, but soon the chapters acquired halls which they furnished as club rooms. Eventually, chapter houses became common sights on college campuses.

As more and more men began to enter college, the curriculum expanded and many colleges became universities. New institutions, along with the private and state-supported institutions, grew to fill the mass need for mass education.

Those organizations which lacked sufficient leadership soon passed out of existence; those which had it, expanded at a rapid rate. The 20th century began with the realization of the importance of fraternity and interfraternal endeavors. However, the growth enjoyed by the institutions and the fraternities didn't mean that fraternities were unstoppable. In fact, it was and continues to be a "roller-coaster" ride for fraternities. There was a brief lull in growth during World War I and then, just when numbers started to rise, the Great Depression caused many national fraternities to fold or merge with others in the 1930s.

During the 1940s, World War II caused many fraternity chapters to close. In some cases, entire chapters were drafted or volunteered and many of their houses were used by the government for military housing. The end of the fraternity system was feared by many and predicted by some.

However, the storage of ritualistic equipment did not mean the end of fraternal spirit. Brothers met on battlefields, in faraway camps and on ships at sea. They recognized each other by badges, rings, and insignia or in the exchange of experiences "back in the states."

When peace prevailed, men flocked back to campus to resume their studies and fraternity life as well. Matured by the war, they had a serious approach toward academics, impatience with juvenile hazing practices, and openness to social change. The growth of the huge, impersonal education complex resulted in an increased need for fraternities and their personal contact and relationships within a smaller group. The cycle of growth began again and the "golden age" of fraternity was in full-swing.

The late 1960s and early 1970s was a period of "do your own thing" in America and students challenged all that was traditional. Fraternities, highly visible and identifiable, were considered to be part of the "establishment" and not germane to the era.

In fact, membership began to decline and many chapters closed in the early 1970s. However, the Greek system responded – adopting national philanthropies, encouraging civic involvement and taking measures against alcohol and drug abuse. Students again responded by recognizing fraternities as a means for personal development and achievement. As a result, fraternities once again began to flourish. Today, there are more than 750,000 undergraduates belonging to more than 12,000 chapters of 122 national fraternities and sororities.

*During the 1940s, World War II caused many fraternity chapters to close. In some cases, entire chapters were drafted or volunteered and many of their houses were used by the government for military housing.*



#### THE LEXINGTON TRIAD

The first fraternity to be established after Civil War hostilities ceased was Alpha Tau Omega, which was founded at the Virginia Military Institute (VMI) in Lexington, Virginia, in September 1865. On December 21 of that same year, our Kappa Alpha Order was born at Washington College, now Washington and Lee University (W&L) in Lexington (the university is geographically situated directly beside VMI). In 1869, Sigma Nu was founded at VMI, thus rounding out the Lexington Triad.

## The Greek Community

The Greek Community has positively affected countless numbers of men and women. Thousands of friendships and families have developed because of the Greek system.

As mentioned previously, America's higher education complex has expanded at a rapid rate, and fraternities and sororities have grown right along with them. The Greek system, which is only comprised of social fraternities and sororities, is just one part of the overall Greek community. The Greek community is comprised of social, academic and professional societies along with administrators, campus and national organizations. Just as national fraternities developed infrastructures to assist their chapters, colleges and universities developed their own infrastructure to work with the various organizations that exist on their campuses. Greek-wide organizations were also developed to assist the entire Greek system or community on an interfraternal level.

Since Kappa Alpha Order is part of this community, it is important to learn about these various groups, administrators, organizations and the terminology used when discussing Greek affairs.

### GREEK

Fraternities have drawn heavily upon the Greek language for terminology in their designations for national organizations, individual chapters, offices, publications and other special programs.

Because Greek letters are prominently used, the term "Greek" is commonly applied to members of all general college fraternities and sororities. However, a number of fraternities, such as Farmhouse, Triangle and Acacia, do not use Greek letters for their names, and other groups use Greek letters in their names but are not based on Grecian principles.

Adding to the peculiarity of the fraternity language is the fact that a few Greek letters, particularly Xi and Phi, have several pronunciations. After a consonant, they are pronounced "z-eye" and "f-eye." After a vowel the pronunciation changes to "z-ee" and "f-ee." For example, Alpha Xi Delta is pronounced, "Alpha Z-ee Delta," and Theta Xi is pronounced "Theta Z-eye." (A complete glossary of Greek terms can be found in the appendix.)

### WOMEN'S ORGANIZATIONS

In the mid-1800s, colleges and universities began to admit women in large numbers. Following their desire to affiliate in a social nature, young women on various campuses began to organize themselves into groups patterned after the men's fraternities.

There are two firsts among women's groups. The first sisterhood was founded in 1851 as the Adelphean Society in Macon, Georgia at Wesleyan College. In 1904, this society changed its name to Alpha Delta Pi. However, Kappa Alpha Theta was the first national women's fraternity to be founded using Greek letters. This group began in 1870, at Indiana's DePauw University.

In the beginning, the women's groups were called fraternities because the word "sorority" did not exist. In 1884, when Gamma Phi Beta was founded, the word "sorority" was coined by a professor of Latin who thought the word "fraternity" was ill-advised for a group of young women. So, Gamma Phi Beta may properly be credited with the honor of giving the word "sorority" to the English language.

## GREEK ALPHABET

Greek Letter	Name	English Letter
Α	Alpha	A
Β	Beta	B
Γ	Gamma	G
Δ	Delta	D
Ε	Epsilon	E
Ζ	Zeta	Z
Η	Eta	H
Θ	Theta	Th
Ι	Iota	I
Κ	Kappa	K
Λ	Lambda	L
Μ	Mu	M
Ν	Nu	N
Ξ	Xi	X
Ο	Omicron	O
Π	Pi	P
Ρ	Rho	R
Σ	Sigma	S
Τ	Tau	T
Υ	Upsilon	U
Φ	Phi	Ph
Χ	Chi	Ch
Ψ	Psi	Ps
Ω	Omega	O



Due to the fact that men's organizations and fraternities had been around for many years, the founders of women's groups would often enlist the aid of a brother or friend, who had a fraternal experience, to assist them in founding their organization. Such was the case with the founding of Zeta Tau Alpha in 1898. Founded at Longwood College in Farmville, Virginia, Zeta Tau Alpha relied heavily on the brother of one of its founders to help them. Plummer Jones, an 1893 initiate of KA's Alpha Zeta Chapter at the College of William and Mary, assisted his sister, Maud Jones, and her friends in forming Zeta Tau Alpha. Plummer was the author of the sorority's first pledge ceremony, their constitution, by-laws and ritual. Today, he is remembered and honored nationally by the sisters of Zeta Tau Alpha.



*Plummer Jones (above), an 1893 initiate of KA's Alpha Zeta Chapter at the College of William and Mary, assisted his sister, Maud Jones, and her friends in forming Zeta Tau Alpha.*

### PSI OMEGA DENTAL FRATERNITY

The Psi Omega Dental Fraternity was founded by Former Knight Commander William Sprigg Hamilton (Alpha-Washington & Lee 1886)

### PROPER PRONUNCIATION?

The name for graduates of colleges and universities, as well as the graduated initiated members of fraternities and sororities, uses Latin terminology:

	<b>Singular</b>	<b>Plural</b>
<b>Men</b>	alumnus ( <i>ah-lum-nus</i> )	alumni ( <i>ah-lum-nye</i> )
<b>Women</b>	alumna ( <i>ah-lum-nuh</i> )	alumnae ( <i>ah-lum-nee</i> )
<b>Mixed Group</b>	alumnus ( <i>ah-lum-nus</i> )	alumni ( <i>ah-lum-nye</i> )

### OTHER GREEK LETTER SOCIETIES

Not all fraternities and sororities are social in nature. Hundreds of other specialized collegiate Greek letter organizations exist as honor societies, professional fraternities and recognition societies. Many Kappa Alpha members are involved in these societies according to their respective qualifications. Honor societies like the Order of Omega, Phi Beta Kappa, Phi Kappa Phi, and Omicron Delta Kappa, as well as professional societies such as Delta Sigma Pi (business) are only a few examples of the many opportunities available on college campuses. All of these groups admit men and women and initiate members of social Greek letter societies.

### AFRICAN-AMERICAN ORGANIZATIONS

Another group of Greek letter societies that exist on college and university campuses are those that are "historically" comprised of African-Americans.

The African-American Greek letter movement commenced in 1906 with the founding of Alpha Phi Alpha fraternity at Cornell University. Two years later, the first African-American sorority, Alpha Kappa Alpha, was formed at Howard University in Washington, D.C. Over the next 14 years, seven other organizations sprung to life to fill the needs of African-American students. Each of these nine organizations, five fraternities and four sororities, was formed when African-Americans were being denied essential rights and services afforded to the other students.

These groups are social fraternities and sororities in nature, but on the campuses where they exist, they form their own Greek systems and may not be part of local Interfraternity or Panhellenic Councils.

### FRIENDSHIP

Within the ranks of each chapter, let friendship unalloyed prevail. I do not mean that there be simply no disputes and bickerings, but let the bond of Kappa Alpha weave a cable of fraternal love and friendship impervious to everything save want of worth. To some, I am aware, the idea of a true close friendship is repugnant, yet I envy not the condition of that infusible soul which can maintain its arctic temperature amid the vernal sunshine of social brotherhood. Let Chimborazo's ice-bound peak sleep on in eternal winter far from the flow of fountains, the song of birds, and the blush of flowers, but give me the softer, balmy air, where virgin snowflakes melt at the glance of spring and the warm earth teems with happy life under an ascendant sun. I may be an extremist, my brothers, but I tell you — "If there is one law above the rest written in reason; if there is a word that I would trace as with a pen of fire upon the unsunned temper of a child; if there is anything that keeps the mind open to angels' visits and repels the ministry of ill — tis human friendship."

– Author Unknown

### THE NORTH-AMERICAN INTERFRATERNITY CONFERENCE

The North-American Interfraternity Conference (NIC) is a confederation of 74 fraternities and sororities with more than 5,500 chapters on more than 800 campuses throughout the United States and Canada. The NIC represents approximately 350,000 collegiate members and nine million alumni. Its volunteer leadership is chosen from the member fraternities and employs a professional staff based in Indianapolis. The NIC serves fraternities in university, government and media relations and promotes scholarship, leadership, service and friendship among Greeks.

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In 1968, with the support of the College Fraternity Secretaries Association, now the Fraternity Executives Association (FEA), the NIC House of Delegates amended the constitution and bylaws to simplify the organizational structure which made the NIC more service-oriented, with the emphasis placed on research and prompt dissemination of information.

From the NIC Standards:

*Estes was instrumental in developing standards for all NIC fraternities to meet on an annual basis. The standards consist of the following: 1) NIC fraternities report their chapter statistics 2) Support for open expansion 3) Organizations insured with liability coverage 4) Academic Standards for incoming freshman must maintain a cumulative 2.5 GPA each academic year 5) New member program shall not last longer than twelve weeks 6) Fraternity-chapter women's auxiliary groups (i.e. "little sisters") are not allowed 7) Risk Management policies address alcohol use, fire safety, hazing, and sexual abuse 8) Alcohol free at all recruitment activities 9) Alcohol-free new member programs 10) Each member communicates values through its ritual 11) Chapters communicate the importance of educational programming.*

**It is customary to say "fraternity" and never "frat."**

### THE INTERFRATERNITY COUNCIL AND THE GREEK ADVISOR

Interfraternity Councils (IFC) exist on various American campuses as an association of local chapters of national fraternities. The membership of IFC is comprised of elected or appointed officers of each national fraternity chapter on a particular campus, which usually includes one or two individuals per fraternity.

The exact role of the IFC varies from campus to campus but its basic mission is to promote Greek unity and to be the governing board for the fraternities on campus. Also, the Interfraternity Councils set policy, create programming, coordinate Greek-wide events and promote the Greek system. However, it is important to note that IFC policy can not be in conflict with university, state or federal law.

Most colleges and universities have a Greek advisor. The Greek advisor is a professional administrator who is hired by the university to advise the fraternity and sorority chapters on his or her campus. This person also serves as a liaison between the school's faculty, administration and the Greeks. He or she can be a tremendous resource for each fraternity or sorority by assisting chapters with special problems and helping the Interfraternity Council to confront chapters that do not comply with IFC policies and/or regulations. It is important that the leadership of each of our chapters makes the effort to establish a positive relationship with the Greek advisor.



### KA AND THE NIC

Over the years, Kappa Alpha has had the good fortune to have many of its prominent members involved with the NIC. Frank Myers (Alpha Nu-George Washington 1904), Hubert M. Poteat (Tau-Wake Forest 1904), and Former Knight Commanders Howard P. Locke (Alpha Nu-George Washington 1918), W. McLeod Frampton (Beta Pi-Presbyterian 1929), Dr. Idris R. Traylor, Jr. (Gamma Chi-Texas Tech 1970), James R. Estes (Alpha Kappa-Missouri 1960), and David M. Warren (Tau-Wake Forest 1978) have each served on the NIC Board of Directors. Myers as well as Former Knight Commanders Traylor and Estes have each served as Chairman of the NIC.

**AMBASSADORS**

The fraternity system and the Greek community are not only comprised of material goods such as houses, t-shirts and letters. It is made up of people who, throughout their daily lives, cast either a positive or negative light on all Greeks. Like most things in life, fraternities have had and will continue to have their faults. But we are ambassadors to the wider world, and as KAs, we hold ourselves to a higher standard. We must always remember this duty. Each individual person is an ambassador, whether positive or negative, for their fraternity, their university and the Greek system in general.

**Insignia**

Every fraternity has a unique set of symbols and insignia. Most notable is the coats of arms and the badge.

They constitute a language within themselves. They reveal mystic significance; they are a figurative representation, a visible sign of something invisible.

People are often viewed by the symbols that they wear or use, and an organization, which uses symbols, is measured by the people who display them. If the ideals and teachings of Kappa Alpha Order have a place in this world, it is because brothers take their obligations seriously and thus, add value to their new member pin or membership badge. Taken alone, no insignia can add value to a life unless one realizes its meaning and acts further that meaning.

**THE BADGES**

The most meaningful and personal symbol of the Order is our badge. The badge owes its origin to founder James Ward Wood. Wood's original design consisted of a single sheet of gold, shield-shaped and slightly convex. In the center was a circular disc in black enamel in which was displayed a Latin cross in gold. Above this was a black enamel scroll or arch upon which appeared letters "K.A." in gold.

In Wood's description of the badge, he indicates the intention to use the shield as the primary shape. "We have chosen this (the shield) because of its original use as a protection or a means of defense, and we hope that all our brethren may find this badge and the men it identifies, will protect them from danger within and without," wrote wood. "The outer thread of enamel represents the outer world of darkness that totally surrounds us... and the golden cross. Why have we chosen it? Is it not symbolic of all that is just and good and great?"

The original design was changed to its present form by William W. Ammen, the son of Samuel Zenas Ammen. It was adopted as the official badge by the 24th Convention in 1907. The differences between the versions are marginal: the original badge was wider and today's badge has a Greek cross instead of a Latin cross.

Each member is issued an official badge when initiated. The badge is worn only by members and their wives. Other forms of the badge, such as pins and pendants in the shape of a small badge, may be worn by the mother, sister, wife, daughter or fiancée of a member.

The Order's badge of a member awaiting initiation was adopted by the 21st Convention in 1901. This badge is slightly smaller than the official badge, but is of a same shape. The same scroll and letters are emblazoned on the badge, but a quartered circle with the official KA colors replaces the encircled cross. It is made of silver instead of gold.



*Kappa Alpha Order's Greek letters*



*An original badge from 1866*



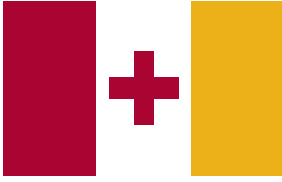
*The official badge of a Kappa Alpha Order member*



*Blood / Crimson  
PMS 201  
CMYK: 7, 100 68, 32  
RGB: 157, 34, 53  
Web: #9d2235*



*Treasure / Old Gold  
PMS 124  
CMYK: 0, 27, 100, 8  
RGB: 234, 170, 0  
Web: #eaa00*



*The official flag*



*The supplemental, or chapter house flag*



*The red rose symbolizes love, masculine might and moral and physical incorruptibility*



*The magnolia represents purity*

**COLORS**

In 1885, the delegates of the 13th Convention approved the official fraternity colors – the magnolia and the crimson rose. Kappa Alpha’s colors represent the blood (crimson) and treasure (old gold) spent by our forefathers in defense of our country.

**FLAGS**

Kappa Alpha has two flags which are displayed to show pride in our organization. These flags are known as the official and supplemental flags of the Order.

The official flag, adopted in 1893, is divided into three equal vertical bands of color: crimson, white and old gold (in that order, left to right). A crimson Greek cross is centered in the white band.

The supplemental flag, or chapter house flag, adopted by the 52nd Convention in 1967, is a field divided by the colors crimson and old gold with a white shield bearing a Greek cross and letters “KA” in crimson.

Either of these flags can be used to mark a gathering of brothers, whether at the chapter house or an official KA function.

**FLOWERS**

The flowers, which first appeared as decoration on the Order’s active chapter charters in 1894, are used as decorations for formal chapter events and as gifts to ladies. The red rose symbolizes love, masculine might and moral and physical incorruptibility. The magnolia represents purity.

**COAT OF ARMS**

The Order’s coat of arms is the most visible and recognizable symbol for our members. In 1895, the Convention authorized then Knight Commander Ammen to arrange a coat of arms, with the assembly of the symbols of the Order, into a proper “achievement” conforming to the rules of heraldry, for Kappa Alpha’s use.

In 1896, however, Charles Kirby King, a Beta Chapter initiate, prepared a design of a coat of arms, consisting of a shield, supported by two lions with a crown resting upon the shield. This work was the basis for the development of the official coat of arms. Between 1895 and 1897, Ammen formulated our coat of arms from many sources and with the use of common imagery with the Order. The 19th Convention of 1897, held in Nashville, Tennessee, formally adopted the official coat of arms.



*Charles Kirby King's (Beta Commission-VMI 1892) 1896 coat of arms design*



*The official coat of arms adopted at the 19th Convention in 1897*

# Components making up Kappa Alpha Order's coat of arms

**Crest:**

A crest was worn on the helmet of a knight to designate him the leader. Our crest is an arm wielding a battle-ax in the act of striking. This was taken from a portion of the Knight Commander's seal, which was devised by Ammen in 1893. The seal, shown below, was inspired by a picture Ammen had seen of an equestrian statue of Edward III, King of England, 1327-1377. When learning our symbols, remember the crest is only what is depicted here. The coat of arms is the entire image.



*Knight Commander's seal*

**Sunburst:**

The backgrounds of other "achievements" may be a flowing scarf or cloak. In our coat of arms, however, beams of light radiate in every direction from the coronet. These rays of light with shadows were more appropriate for the Order's purposes.

**Knight's Helmet and Crown:**

Crowns, or coronets, were used in coat of arms of truly great men. The helmet is that of a knight, properly befitting our Order. The source for these items is well known to our brothers. Ammen introduced these symbols to the official coat of arms.

**Badge:**

The shield is the modernized version of the badge, initially designed by James Ward Wood. Our badge includes the shield surrounded by pearls, and its background, collectively known as a escutcheon. Used on our badge is the Greek cross. In 1897, then future Knight Commander William Sprigg Hamilton proposed (and passed) a resolution regarding the badge, "that the Knight Commander instruct our jewelers that the Greek, not the Latin, cross is the only legitimate form."



**Scroll and Motto:**

The scroll bears our motto, "Dieu et les Dames" which is French for "God and Women" or "God and the Ladies." This public motto reminds us of our duty and objective as knights of Kappa Alpha Order. This portion of the coat of arms also originated with Ammen.

**Lions:**

These are common property in heraldry and may have different meanings according to their posture. They are the supporters of our "achievement," placed on either side. For our purpose, the lion on the right is in a rampant pose, meaning magnanimous or nobility in mind. The lion on the left is regardant, with sense of being circumspect, cautious, watchful. These were concepts taken from Kirby's design.

**Flowers:**

Beneath the shield are the Order's flowers, the magnolia and crimson rose, with leaves. They first appeared in the Order's official charter, which was designed in 1894. This led to their inclusion in our coat of arms. Knight Commander Horace H. White is credited with making the suggestion to the 1894 Convention, which immediately adopted these as the official flowers of the Order.

SECTION A: *Chapter Two*

# Our Kappa Alpha Heritage

*Opposite: This is an image of an Active Chapter's charter. There are many allegorical and beautiful scenes portrayed within each. Charters are solely issued by the Knight Commander.*

Much rich history has been sown in the fertile soil of Virginia's famed Shenandoah Valley. While many towns of this valley have laid claim to immortality, many people consider the tiny, Blue Ridge Mountain town of Lexington a small piece of heaven. This town, that witnessed much of the Civil War, is the epitome of heritage and tradition. It serves as the final resting place of Generals T. J. "Stonewall" Jackson and Robert E. Lee; it is the birthplace of famed Texas revolutionary Sam Houston; and it is the home of two great universities — Washington & Lee University and the Virginia Military Institute. It also neighbors Natural Bridge, one of the Seven Natural Wonders of the World, which was surveyed by George Washington and once owned by Thomas Jefferson.

Lexington was a college town even before the United States became a country. Founded in 1749, Augusta Academy would become Liberty Hall Academy in 1776. The school was renamed Washington College in George Washington's honor after he contributed \$50,000 worth of stock to the school in 1796. After the death of the school's most illustrious president,

Robert E. Lee, the college became known as Washington & Lee University.

## ***Robert E. Lee: College President***

In 1865, at the end of the bloodiest war our nation has ever seen, the two institutions were but shadows of their former selves. VMI had been burned nearly to the ground, and Washington College was severely damaged when it was used as Union barracks. With no money and no president, Washington College had somehow remained open throughout the war. During this time it served primarily as a preparatory school, with four professors teaching about forty boys who were too young to serve in the Confederate army.

However, the school's trustees were determined to save their desperate college. On August 4, 1865, they met to discuss applying for a loan and the prospects for the college's presidency. At that meeting, a board member rose and said that he had heard that General Lee was looking for a position that would allow him to earn a living for his family. The trustees immediately elected Lee as president — contingent on his acceptance, of course.





# Kappa Alpha Order

## 1865



Be it known by these presents,  
 that I hereby charter sanction and recognize the Company  
 of Knights *Benedictine* ~~as~~ *as* ~~legally~~ established and  
 constituted into a Chapter under the name and title of  
 Zeta Chapter of the Kappa Alpha Order,  
 and that the brethren whom this charter is granted do  
 pledge themselves and their successors to observe and preserve  
 unaltered the Ritual and Constitution as received from the  
 Knight Commander, to recognize and fraternize with  
 no society or pretended Chapter not working under a charter  
 received from the Knight Commander of this Order, to  
 maintain peace and unity with all Chapters of this Order,  
 to recognize the authority of its General Officer and return  
 this charter to him when demanded according to law.  
 Granted this *twelfth* ~~with~~ day of November, 1869  
 to the Worthy Knights:

F. M. Peterson  
 Bernard Bush,  
 C. S. Johnson  
 P. R. Anderson  
 J. J. Ammen, & C.

Received  
 Nov 26 1869  
 John S. Harwood  
 Knight Commander of the Kappa Alpha Order



**“Let us be just, charitable  
and good.**

**Let us be great by the prayers of  
widows and orphans rather than  
by their tears and lamentations.**

**Let us be of one mind and faith,  
let us banish all that is evil and  
cling to all that is good.**

**Let us pull together and pull hard,  
but above all things let there  
be no doubt that we are pulling  
right.”**

*– James Ward Wood, Chief Founder; 1866 essay read  
to Alpha Chapter, giving insight into his thoughts on  
the purpose of his young KA Fraternity*



They offered him an annual salary of \$1,500, and the use of a house and garden and a small percentage of the tuition.

Everyone in the country knew that Lee could lead soldiers, but few remembered that he also had served as superintendent of the United States Military Academy at West Point. For Lee, the position in tiny Lexington was an opportunity to lead his people, not into battle, but into recovery. "I think it is the duty of every citizen, in the present condition of the country, to do all in his power to aid in the restoration of peace and harmony," he wrote to the trustees in his letter of acceptance. "It is particularly incumbent of those charged with the instruction of the young to set them an example of submission to authority."

Beset by the war's legacy of poverty, only 50 students were enrolled at the time of Lee's inauguration. As word of his presence spread, others arrived, until finally, 146 young men had registered for the college's first post-war session. Among those first students were three of KA's four founders, James Ward Wood, William Nelson Scott, and William Archibald Walsh. Founder Stanhope McClelland Scott, brother of William Nelson Scott, entered the college's second post-war session in the spring semester of 1866.

***On August 31, 1865, Robert E. Lee became the president of a school named for his mentor and his wife's grandfather, George Washington.***

*Historic painting of Shenandoah, Lexington, Virginia, Kappa Alpha Order's historic birthplace*



### ***The Founders of Kappa Alpha Order***

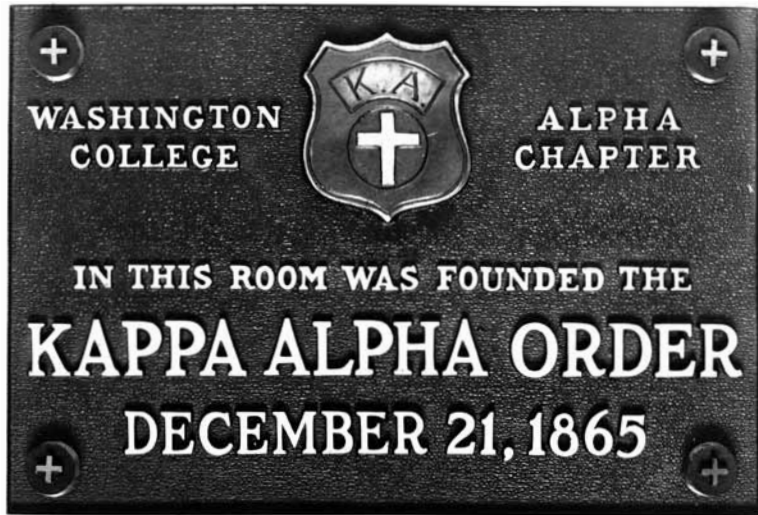
#### **JAMES WARD WOOD**

James Ward Wood was born on December 26, 1845, in rural Hardy County, Virginia (now West Virginia). He was the fifth generation of Woods to farm the land near Lost River and his grandson Bill Wood, who continues his KA legacy as an Alpha Chapter initiate, occupies the family land and the Woodlawn home today. Wood was apparently studying law when his part of Virginia entered the Civil War. He was blessed with a fantastic home library which was wide and varied. While his education was not formal as we know today, he had a rich and broad base of learning. This was accomplished by his intense reading and study of all types of literature. As a young man, Wood was very dignified and deferential, engaging and friendly. In 1864, Wood joined the Company F of the 7th Virginia Cavalry.



*James Ward Wood*

*The plaque found on the 2nd floor of the east wing of Washington Hall, connecting to Robinson Hall, denote's Wood's room where first meetings were held in spring 1866, after the 1865 toast, in Walsh's room, establishing our fraternity.*



*Wood quickly became a member of the esteemed Washington Literary Society and was known for his poems and essays that appeared in the campus paper. He soon became known as the "College Bard" on campus.*

## Who is Samuel Zenas Ammen?

Samuel Zenas Ammen was born in Fincastle, Va., in 1843 and was initiated by Alpha Chapter on October 17, 1866. Known as the Order's Practical Founder because of his seminal influence on the organization, he is credited with developing the ritual, the office of the Knight Commander, and various other sections of the Order's operations and history. During Ammen's six terms as Knight Commander, he installed or reestablished twenty-two active chapters and four alumni chapters. He died on January 5, 1929, in Daytona Beach, FL., and is buried in Stonewall Jackson Cemetery in Lexington, Va.

It was, in part, Lee's acceptance of the presidency of Washington College, and a new job as the head master of the Ann Smith Academy for girls that caused the well-respected Reverend John A. Scott to move his family to Lexington in 1865. Rev. Scott's family had once lived in Hardy County and was intimate with the Woods for two generations. Wood's father recognized his son's natural intellect and high moral character and sought to formalize his education. He also believed that his son would profit under the influence of the Rev. Scott, a Presbyterian minister esteemed throughout Virginia.

Wood made his way to Lexington and arrived on campus on October 10, 1865. He wrote home several days later, advising his brother that he "lodged in the College ... in Room No. 4 of 'Paradise'" (the name given by the students residing there to the building now known as Robinson Hall). Wood quickly became a member of the esteemed Washington Literary Society and was known for his poems and essays that appeared in the campus paper. He soon became known as the "College Bard" on campus. He also was known to enrich his conversations by quoting Biblical scripture and lines from literature. He was impressed with phrases that he had not heard before and sounded unique. Sometime before the close of the spring semester, Wood received permission from his father to leave campus and board about a mile away at Sunnyside, the residence of Will Scott's aunt. It was while Wood was walking to school in the fall of 1866 that Samuel Zenas Ammen actually first met him. Ammen overheard Wood repeating a Latin phrase (which was the motto of Wood's first ritual) and translated it for him. It was this phrase that Ammen later drew inspiration from to develop the great theme of Kappa Alpha Order.

Because of the manner of his upbringing, Wood had a preference for activity and doing things that he enjoyed, at his own pace. Wood was not used to organized study. Ammen perceived Wood as "seeing the allegorical; the deep meaning; and, the symbolism" of things. Unfortunately, Wood did not take to the environment of a formal education that Robert E. Lee was shaping as the new president of Washington College. In January of 1867, Lee contacted Wood's father and advised him that his son

was not benefiting from the academic environment. Accordingly, Wood was called home by his father and resigned his chapter office as Number III on January 25, 1867. On February 1, Wood called his brothers together at the main building of Washington College and made a departing speech and a small presentation to the fraternity that he helped create. Wood remained at home at Woodlawn until 1871, becoming a Master Mason in his local lodge in 1869. He then began travels in the West and migrated to Missouri where he took part in the Grange Movement. In 1875, he returned to Woodlawn where he raised blooded stock. He married at the age of 40 and eventually had eight children. In addition to being a farmer and rancher, Wood became a justice of the peace, school board president, county judge, surveyor, and notary public and representative in the West Virginia State Assembly. He died on January 7, 1926, and is buried in the Ivanhoe Presbyterian Church Cemetery in Lost River, West Virginia.

#### WILLIAM NELSON SCOTT

William Nelson Scott was born in Houston, Virginia, on September 25, 1848. He was introduced to Wood by Rev. Scott, and the two young men became fast friends. He joined in Wood's evolving effort during the fall of 1865 to form a new society on campus. When the group formally organized, Will Scott, because of his impressive personality, was personally selected by Wood to be the fraternity's first president. He worked with Wood to guide the fledgling "lodge" through its trying first year. While it was Wood who first met S. Z. Ammen, it was Will Scott who convinced him to join the group of seven in October of 1866. Ammen said of Scott, "I have never seen any in equal to him in charm of voice, in solemnity of manner, in dignity of demeanor, or in general impressiveness in the initiatory customs." Will Scott presided over Ammen's initiation. After departing Washington College, Scott entered Union Theological Seminary, where he completed his study and became a Presbyterian minister in 1872. After heading a parish in Richmond, Virginia, for a few years, Scott moved to Galveston, Texas, where he led the First Presbyterian Church for nineteen years. During that time, he also served as a member of the Board of Trustees at Austin College. After surviving the Great Hurricane and Flood of 1900 that decimated the island and killed thousands, he returned to Staunton, Virginia, where he served as pastor of the Second Presbyterian Church until his death on June 3, 1919. Like Wood and the other founders, he also became a Freemason. He is buried in Hollywood Cemetery in Richmond, Virginia.



William Nelson Scott

#### WILLIAM ARCHIBALD WALSH

William Archibald Walsh was born in Richmond, Virginia, on September 11, 1849. Although Walsh was not present when Will Scott first joined in Wood's idea of forming a new society, he soon was made aware of the idea and joined the effort. It was in Walsh's dorm room that Wood and Scott spent time between classes. The friendship that was cemented focused the group. On December 21, 1865, Wood proposed a toast to the "two Williams" upon which they "swore together" to form a society. Wood wrote, "The principal work of the first year was done in Walsh's room. Walsh was bright and capable, and he helped me a great deal, especially in connection with the badge." Because Walsh's family had resources, it is likely that he financed the first seven badges from Lexington jeweler D.M. Riley. The first document revealing



William Archibald Walsh

## What is a "Mason?"

Freemasonry, with over 4.7 million members worldwide, is the oldest fraternal organization in existence. It traces its origins to the local guilds of stonemasons, which from the end of the fourteenth century regulated the qualifications of masons. Today, Masonic organizations in North America alone collectively contribute well over 2.7 million dollars every day to charities.

*Ammen said of Scott, "I have never seen any in equal to him in charm of voice, in solemnity of manner, in dignity of demeanor, or in general impressiveness in the initiatory customs."*

*After one year at Washington College, Walsh left in June of 1866 to take up his family's business as a merchant. As such, he is considered our first alumnus.*

the name of the group as “KA” was issued to Walsh as a fees receipt in April of 1866. After one year at Washington College, Walsh left in June of 1866 to take up his family’s business as a merchant. As such, he is considered our first alumnus. Walsh continued to correspond with Alpha Chapter, even after his departure, and is generally considered to be our first alumnus member. In 1874, Walsh became a Master Mason in Temple Lodge No. 9. Later that year, he traveled in Africa and returned home to Richmond in impaired health. He died in 1876 and is also buried in the Hollywood Cemetery.

#### STANHOPE McCLELLAND SCOTT

Stanhope McClelland Scott, the younger brother of Will, was not enrolled in school during the fall of 1865. However, he was “soon enlisted as he would enter Washington College in January.” He was 15 years old at the time of our founding, making him the youngest founder. This occurrence set the minimum age for eligibility for membership in KA, which endures to this day. Stanhope graduated from Washington and Lee in 1871 and went on to study medicine at the University of Virginia. After receiving his medical license, he returned to his hometown to practice. Dr. Scott practiced medicine in western Maryland and northern West Virginia for over 50 years. He was the last of the four original founders to survive. He passed away on September 4, 1933, and is buried at Terra Alta, West Virginia. A leading member of the community, Stanhope was made a Mason in 1871, helped organize a lodge in Terra Alta and was elected its first Master.



Stanhope McClelland Scott

### *The Beginning*

The story of how Kappa Alpha Order began revolves around James Ward Wood’s life experiences and influences. Wood planted the seed that Ammen cultivated into our Order.

While Wood was born and raised in what is now West Virginia, his family aligned with the sentiments of Virginia, as Hardy County was actually only fifteen miles or so from the newly created state line. Since young Wood was familiar with the countryside, he was assigned to patrol the borderland and to scout for the westward advance of the Federal Army. Ammen related that Wood’s “service was limited, but useful.” He believed that the military experience “made [Wood] confident.” While at home on leave near the end of the war, Wood decided to ride out and visit a local girl. He prudently stuck his cavalry pistol into his boot as he was aware of dangers on mountain roads during wartime. As he mounted his horse, the pistol inadvertently discharged, wounding Wood’s foot. The wound was so severe that it ended Wood’s military service.

As he recuperated during the spring and summer of 1865, Wood spent his time at the Lost River General Store. This country store, which still stands today, was a community center and a county office. There was a man at the store who was an incumbent in an important local office in Hardy County – he was apparently a great storyteller. He was also a Mason and a member of the Odd Fellows and a half dozen other secret societies. He fascinated young Wood with his stories of the lodge room. Ammen was convinced that “...every proceeding of these secret societies were unfolded” to Wood without scruple, so that the summer’s recitals were equivalent to a course of lectures on the esoteric.” Wood was captivated by secret societies and searched for more information about these brotherhoods. He had to look no further than his own father’s library, and the Masonic

*It is apparent that Wood was given the ritual of Epsilon Alpha, a small fraternity, founded at the University of Virginia in 1855, which had perished during the Civil War ... he reviewed their content and was struck by a core theme which mirrored his own life experience. From this concept, and rudimentary familiarity with ritualistic intent, Wood constructed a brief ceremony that was soon put to use.*

book given to him by his Uncle Frank in 1861. In it, he found materials that likely fueled the fire of fraternalism within him.

#### "MUTAL PLEDGE OF FAITH AND LOYALTY"

On October 10, 1865, Wood arrived in Lexington and took up his residence on campus. Once enrolled in school, he soon discovered that two fraternities, Phi Kappa Psi and Beta Theta Pi, had reopened their chapters at Washington College. Ammen relates that Wood, drawing on his recent summer education, may have attempted to "petition" Phi Kappa Psi, as is the custom in Freemasonry. This may have caused him to be "criticized and even rejected by the aloof fraternity." Whatever occurred, Wood decided to form his own group. Since he was unfamiliar with fraternal organizations at the college level, Wood had nothing to draw from as a model. It is apparent that Wood was given the ritual of Epsilon Alpha, a small fraternity, founded at the University of Virginia in 1855, which had perished during the recent war. It had chapters "in at least five prominent Southern schools before the War" including Washington College. It is unknown when, or from whom, Wood received the "papers" of this fraternity; however, it is apparent that he reviewed their content and was struck by a core theme which mirrored his own life experience. From this concept, and rudimentary familiarity with ritualistic intent, Wood constructed a brief ceremony that was soon put to use. It is uncertain as to the exact date that Wood completed the first ritual. He later wrote that, "there were many conferences in October and November while preliminary plans were made." However, it is well-established that on December 21, 1865, three of our founders met and formally bound their friendship by a "mutual pledge of faith and loyalty" as Wood made his "toast to the two Williams" standing before a warm fireplace in William Walsh's small room at the "southernmost end" of the "Old South Dorm."

*It is well-established that on December 21, 1865, three of our founders met and formally bound their friendship by a "mutual pledge of faith and loyalty" as Wood made his "toast to the two Williams" standing before a warm fireplace in William Walsh's small room at the "southernmost end" of the "Old South Dorm."*

*Wood chose the name for the new group and called it Phi Kappa Chi. The name had no meaning and it is likely that Wood merely chose it to rival the popular Phi Kappa Psi.*

*Phi Kappa Psi was especially perturbed at Wood's choice of a name for the group. Wood soon realized that his brotherhood was growing and needed a separate identity. By April of 1866, Wood chose the letters "KA" for his "Lodge."*

#### PHI KAPPA CHI

Wood chose the name for the new group and called it Phi Kappa Chi. The name had no meaning and it is likely that Wood merely chose it to rival the popular Phi Kappa Psi, whose members had been rude to him. Though Will Scott may have assisted somewhat, the ritual of the first fraternity was primarily drafted by Wood. The ceremony he penned was brief but contained a great theme which endures even today. The ritual never mentioned the name Phi Kappa Chi, nor made any allusion to it. In fact, the ceremony communicated a life philosophy more than identity with a name. Wood organized the group and selected his friend Will Scott as the first Number I; Walsh, Number II; and Wood, Number III. Wood reported that "Christmas delayed the group somewhat," but they became known as a fraternity in the spring of 1866.

#### KA

The other societies at Washington College resented the appearance of a new secret society on campus. Phi Kappa Psi was especially perturbed at Wood's choice of a name for the group. Wood soon realized that his brotherhood was growing and needed a separate identity. By April of 1866, Wood chose the letters "KA" for his "Lodge." Like Phi Kappa Chi, "KA" initially had no meaning but the obvious one. Private letters written by early members of Alpha Chapter indicate that Wood likely selected KA for its immediate recognition.



*Wood created the Phi Kappa Chi seal for his young fraternity*



The popular old antebellum society, Kuklos Adelpnon, founded at the University of North Carolina in 1812, had all but perished during the recent war, but its reputation was well known in the South. Kuklos Adelpnon was more than a mere college fraternity. Its "Circles" met in communities long after its members left college campuses. Wood was aware of this and the concept of a lifelong "Circle of Brothers" had great appeal to him.

The new organization began to grow and it had initiated seven additional members by the end of the 1866 spring term. The other fraternities were obviously intimidated by the presence of KA.

In May of 1866, Wood was approached by a senior professor at the college, a member of Phi Kappa Psi, who urged him to abandon his efforts. Wood respectfully declined that offer.

### ***Transformation: Samuel Zenas Ammen***

The 1866-67 school year brought promise to Washington College and KA largely because of Lee's presidency at the school, the enrollment more than doubled to nearly 400 students. KA initiated seven more members into its group that fall. On the evening of October 17, 1866, twenty-two year-old Samuel Zenas Ammen of Fincastle, Virginia became a member of KA.

Ammen was no ordinary student; because of his intellect, he was given advance standing when he arrived at Washington College, and he was a veteran of the Army of Northern Virginia and its Navy, as well. Ammen was a serious student, immaculate in appearance and precise in manner. He was very confident, and Will Scott, who bestowed nicknames on his brothers, dubbed him "Lord."

Ammen's initiation into this early group was conducted with a revised version of the ritual first penned by Wood. It is clear from his own writings that while Ammen was certainly moved by certain parts of the ceremony, he felt that it was too brief and uninspiring.

Ammen had significant fraternal experience. He had been made a Master Mason in his hometown lodge in Fincastle in 1865. As a Mason, he was well versed in organized ritual which had been refined over hundreds of years. Ammen would later say that this first ritual had "nothing to touch the imagination of initiates nor stir their fancy." However, Ammen was inspired by the possibilities of this young fraternity and its members whom he greatly respected. He urged the society to enhance its initiation ceremonies and was soon selected by his chapter brothers to take an active role in those efforts.

#### **A NEW RITUAL**

In Wood's room at Sunnyside in November 1866, Ammen and Wood discussed possibilities for a new ritual, and it was agreed that Ammen should continue the work. At Ammen's suggestion, the chapter approved a new meaning for KA on November 23, 1866. The chapter placed its confidence in Ammen and he, along with Wood and Will Scott, were appointed to a committee to review the ritual in its entirety.

In order to gather material, Ammen received Wood's ritual, observed the chapter's activities and listened to their collective ideals and beliefs. He was particularly impressed by an essay presented to the chapter by Wood on November 30, 1866, wherein the life of the ancient Order of Knights Templar was detailed as a model of inspiration for the group's purpose.



Samuel Zenas Ammen

***On the evening of October 17, 1866, twenty-two year-old Samuel Zenas Ammen of Fincastle, Virginia became a member of KA.***

Ammen, Scott, and Wood conferred on several occasions, many times late into the night. Wood presented Ammen with the “papers” that he had written and Ammen preserved a few of its impressive parts and began construction of a new ritual, with a new vehicle for communicating the great theme of KA.

Nearly two decades later, Will Scott would write to Ammen, “The Ritual was all so altered, changed and improved upon, mainly by you, that we can say it underwent a complete regeneration, or new birth.” Ammen later related that Wood was completely deferential to his advanced experience with the esoteric. Indeed, Wood’s departure from school was only a few weeks away. Wood’s own correspondence with the Order over the remainder of his life indicates that he confidently left the fraternity he began under the stewardship of Ammen.

Wood never hesitated to credit Ammen with transforming his KA “Lodge” into the Order of national prominence that it remains today. Ammen’s constant refinement of the ritual and creation of the constitution, by-laws, grip, symbols and regalia of the Order, along with his lifelong commitment ultimately earned him the title of Practical Founder of Kappa Alpha Order.

Ammen later revealed, “Material for my work was gathered from many sources – books, chapter experience and essays read at chapter meetings. During this formative period, the ruling ideas were suggested mainly by the ideas and aspirations expressed in essays of leading members. The present ritual, in fact, was not made; it grew.” It grew from a seed planted by Wood. The new ritual transformed KA into Kappa Alpha Order, an order of Christian knights (first inspired by Wood’s November 1866 essay to Alpha Chapter and set to work by Ammen) pledged to the highest ideals of character and personal achievement. Ammen and his Alpha Chapter brothers sought to preserve the virtues of chivalry, respect for others, honor, duty, integrity and reverence for God and woman.

#### CHALLENGES

Despite the milestone of establishing a solid identity and presence at Washington College, the young Order was not without the startup problems typical with most new organizations. Indeed, the brothers of Old Alpha stood at a crossroads. The chapter expelled members who violated their obligations and were not strong enough to endure growing pains. Will Scott, the chapter’s first Number 1, was preparing to leave Lexington to attend seminary, and the chapter brothers had to decide whether they should keep up the effort.

One starry night in May 1867, Ammen and Jo Lane Stern, a recent initiate with whom he had become fast friends, were taking one of many walks they enjoyed together throughout their lives. This particular evening, they were discussing the future of their young fraternity. They paused along the way, and sat on the steps of White’s General Store, on the corner of Lexington’s Main and Nelson streets. There, they seriously contemplated the viability of Kappa Alpha and whether or not they should continue the chapter. They asked, “Shall we let the Lodge die?” Ammen well-remembered that conversation and later recalled, “The outcome was a decision to keep up the fight, and from that time on our prospects improved.” Clearly, Ammen and Stern spearheaded that effort. For that reason, Stern is appropriately given a status on par with our founders.



*Sunnyside, where Wood had a room on the upper floor. Much of KA’s ritual was written here by Wood and Ammen*



*The first known photograph of Alpha Chapter, taken in 1867*

### Early Growth

With the fortitude to forge ahead, the chapter began the 1867-1868 school year with Ammen as the new Number I.

They began looking beyond Washington College to establish KA's second chapter; their first prospect was naturally the school's neighbor, the Virginia Military Institute. An invitation for membership was extended to John E. Hollingsworth, a VMI cadet, and by spring 1868, three more cadets were initiated. Subsequently, Beta Chapter was formed March 8, 1868.



*The 1897 Convention in Richmond, Va., was an historic one in many ways, but in this photo we find James Ward Wood to the left of the centered man in the light colored suit. To that man's right is Samuel Zenas Ammen. It is the only known photograph of both men together*

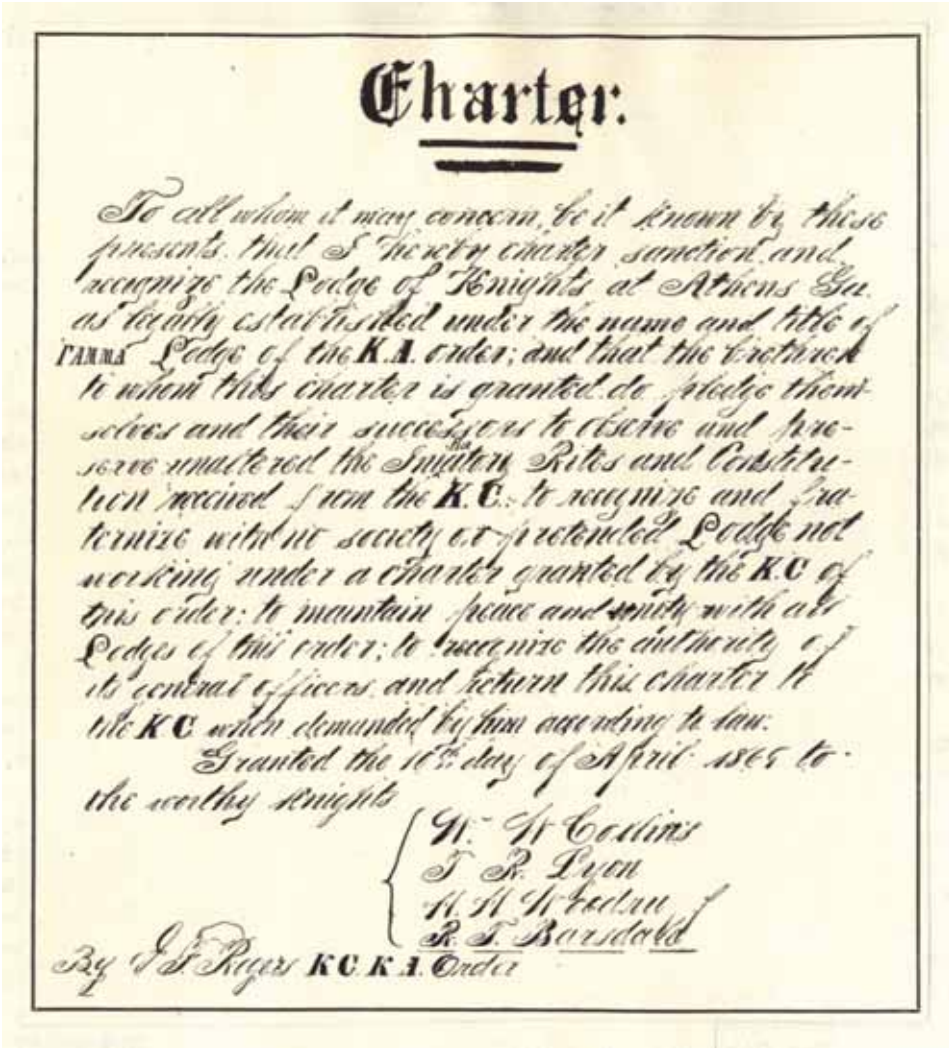
Transfers from Washington College established chapters at the University of Georgia (Gamma) in 1868 and at Wofford College (Delta) in Spartanburg, South Carolina, in 1869. Epsilon also was established in 1869 at Emory University in Atlanta by members of Gamma. Stern recalled that that Lee permitted him to miss class and travel to Ashland, Virginia, in 1869 to found Zeta at Randolph-Macon College. Although Lee was known for only permitting absences because of illness, it is believed that he approved Stern's journey to Randolph-Macon and then again to Richmond College in 1870.

Stern stated that he arrived in Richmond amid little enthusiasm for fraternities, but that he brought with him a letter of introduction from Lee to J.L.M. Curry, an influential law professor, which explained his mission. Allegedly, Curry called a faculty meeting and announced, "If General Lee will let a man come away to establish a chapter, I vote for it. If he thinks a fraternity is a good thing, I think so, too." Thus, Eta was born. Theta (prime) was also established in 1870 at Atlanta's Oglethorpe University by members of Gamma and Epsilon chapters. By the close of 1870, five years after KA's founding, the Order's ranks had grown to eight chapters.

### Organization

In 1870, Ammen's efforts finally achieved the permanence of ink in Kappa Alpha's first publication. A copy of the 46 page booklet, which contained the Order's constitution, ritual and bylaws, was sent to each chapter. Called the "Green Book" because of its green paper cover, the publication established the "General Council," now called Convention. The first Convention was held that same year in Richmond, Virginia, where Ammen presided





in a dual capacity as Number I of Alpha Chapter and as Knight Commander (our national president).

Initially, the chapters that were assembled at the General Council had limited power, and Alpha retained control of the fraternity. However, by 1873, with the close of Alpha, sovereignty had been relinquished to the General Council or Convention, as it was now known. Since then, the Convention has been regularly convened, eventually meeting in odd-numbered years, with special Conventions called from time to time in order to address extraordinary matters.

**GROWTH**

With organization, KA continued to grow. Over the next twenty-five years, the Order expanded across the south, then to the west coast in 1895 with chapters at the University of California-Berkeley and Stanford University, and to the north, reaching Johns Hopkins University, George Washington University, and even a small dental college in Philadelphia.

*The original charter of Gamma Chapter, founded in 1868*

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## **The Mission of Kappa Alpha Order**

Kappa Alpha Order seeks to create a lifetime experience which centers on reverence to God, duty, honor, character and gentlemanly conduct as inspired by Robert E. Lee, our spiritual founder.

*– Adopted by the Advisory Council on August 11, 1994*

By the turn of the century, the number of active chapters had increased to 44.

#### ALUMNI CHAPTERS

As the Order matured, our chapters began graduating more and more men that longed to continue their KA association after college. These men began to search out fellow brothers in their local areas and, before long, alumni chapters were springing up all over the country.

The rapid growth of the Order, from coast to coast, necessitated a re-organization of our chapters, and in 1891, the Convention established guidelines for organizing alumni chapters. The main restriction placed on alumni chapters was that they could not initiate new members.

#### PROVINCE SYSTEM

At the 1911 Convention, the province system was created, and the Knight Commander appointed seven brothers to establish an organizational structure for the growing national fraternity. The brothers selected were the personal representatives of the Knight Commander and evolved into the first province commanders.

The province commander, appointed as the representative of the Knight Commander, manages his province and appoints Alumni Advisory Committees for his chapters. A province commander may enlist the aid of other alumni, including specific deputy province commanders, to assist him in carrying out his duties.

#### PROVINCE COUNCILS

Province councils were first convened in the fall of 1912 and today, serve several functions. Province councils exist for brothers to discuss the business of the Order and of the province. However, the most important aspect of province councils is the educational component.

#### KNIGHT COMMANDER AND EXECUTIVE COUNCIL

By 1933, KA's growth necessitated a restructuring of the Order's national government. There were 72 undergraduate chapters and the national hierarchy was laden with outdated positions. Delegates to the 38th Convention in 1935 adopted a new constitution and governmental structure consisting of the Knight Commander and Executive Council, which constituted a board of directors.

#### NATIONAL ADMINISTRATIVE OFFICE

As a part of the reorganization, the first National Administrative Office was opened in New Orleans in 1934. After brief stints there, in Atlanta and Louisville, the Order's National Office returned to Atlanta in 1954. For the next 32 years, the National Office would remain there until the fulfillment of KA's long-time dream of owning its own national headquarters would come to fruition.

In 1986, the National Administrative Office returned the Order to its roots by moving home to Lexington, Virginia. The move marked a progressive change for Kappa Alpha as it became fully computerized for the first time in its existence. The first office in Lexington operated out of temporary space until a suitable structure could be purchased.

In 1990, the Order purchased the old Rockbridge County Jail, which had been vacant for two years, and began the massive task of transforming it into a beautiful, modern functioning office.



## The Grand Old Man of KA

William Sprigg Hamilton (above), known as "The Grand Old Man of KA," made significant contributions to Kappa Alpha Order. When Samuel Zenas Ammen was too ill to continue as Knight Commander, Hamilton was selected to fill his position from 1897-1898. He also was credited with designing the general officers' and chapter officers' jewels. He helped organize Alpha Zeta, Beta Beta, and Beta Upsilon and founded Alpha Rho and Beta Chi, earning him the accolade "The Father of West Virginia Kappa Alpha." He was presented the James Ward Wood Province's first Provincial Cross upon institution of its Court of Honor. Perhaps his greatest legacy is his painstaking work as the Order's official archivist. He left a law practice to become a dental surgeon and founded the Psi Omega Dental Fraternity. He was a 33rd degree Scottish Rite Mason and helped revise the 1892 and 1924 editions of the custom of the Order. He is responsible for most of the symbolism and philosophy contained within the ritual. Hamilton died on February 19, 1954, and was buried next to the grave of Samuel Zenas Ammen in Lexington, Virginia.

## Province

A province is a specific region of the country that contains active and alumni chapters.

The United States is currently divided into 21 provinces, 19 of which are active, meaning there are active chapters within its boundaries.

Each province is named for a founder, former Knight Commander or former national officer.



*Mulberry Hill – home to the Order's National Administrative Office*

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## **Mulberry Hill and Robert E. Lee**

On September 18, 1865, Robert E. Lee arrived at Mulberry Hill as a guest of Colonel Reid to begin preparations for assuming the presidency of Washington College and to meet with the trustees. Lee would spend four nights at Mulberry Hill in the days prior to his inauguration as president.

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After two years of painstaking restoration, the office moved into the federal-style building, located on the courthouse square in Lexington's historic downtown district, in April 1992.

After 12 years in the old Rockbridge County Jail, the Order was forced to relocate in 2004 when the office property was ascertained by the county for expanding the courthouse and its facilities. After extensive efforts to find a suitable replacement, the Order purchased Mulberry Hill, one of the great manor houses of the region. Now the home of Kappa Alpha Order and the Kappa Alpha Order Educational Foundation is one of the town's chief historic houses and forms a scenic backdrop for the Lexington Historic District and Washington and Lee University. It is scenically sited on a ridge and surrounded by nearly eight acres of rolling lawns and stately trees.



James Ward Wood



Samuel Zenas Amen



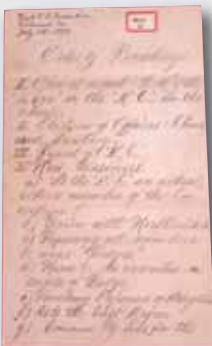
Joe Lane Stern



John Francis Rogers



The Green Book



Notes from the first convention.

# History Timeline

## 1865

- ➔ Aug. 2: James Ward Wood arrives in Lexington, Virginia to attend Washington College
- ➔ Dec. 21: Kappa Alpha Order is born when three of four founders meet and pledge their friendship by a “mutual pledge of faith and loyalty”

## 1866

- ➔ Early in the year, James Ward Wood fashions the first badge
- ➔ Stanhope McClelland Scott arrives on campus
- ➔ April: Phi Kappa Chi changed to KA
- ➔ KA becomes Kappa Alpha Order as the first draft of the ritual is adopted
- ➔ Oct. 17: Samuel Zenas Ammen is initiated
- ➔ Nov.: James Ward Wood presents an essay inspired by the ancient Knights Templar

## 1867

- ➔ May: Ammen and recent initiate Joe Lane Stern decide to not let the “lodge” die and thus Kappa Alpha continues

## 1868

- ➔ Spring: John Hollingsworth becomes the Order’s first initiate outside of Washington College. A VMI cadet, his initiation marks the beginning of Beta and KAs expansion into a national fraternity
- ➔ March 8: Beta Chapter at VMI is officially formed
- ➔ John Francis Rogers is elected as the Order’s first Knight Commander

## 1869

- ➔ Feb. 8: Samuel Zenas Ammen assumes duties as Knight Commander when Rogers withdraws from school
- ➔ Dec. 18: KA’s first alumni chapter is established in Macon, Georgia

## 1870

- ➔ Ammen produces Kappa Alpha’s first publication, the *Green Book*, containing the constitution, bylaws, and initiation ceremonies
- ➔ July 11-13: First Convention held in Richmond, Virginia





### 1873

- ↪ Alpha Chapter is closed and sovereignty is relinquished to the Convention

### 1878

- ↪ July 5-6: Convention decides to make the event biennial

### 1879

- ↪ Feb.: Volume 1, Issue 1 of *The Kappa Alpha Journal* is published

### 1883

- ↪ Convention divides the Order's territory into four "Commanderies", the first attempt at a regional or province system

### 1885

- ↪ Crimson and old gold adopted as KA's official colors by the 13th Convention in Nashville, Tennessee

### 1893

- ↪ Official flag and official flowers (red rose and magnolia blossom) adopted by the 17th Convention in Richmond, Virginia
- ↪ Knight Commander seal is authorized

### 1897

- ↪ The coat of arms currently in use is adopted from the basis of Charles Kirby King's (Beta Commission – VMI 1892) earlier versions

### 1903

- ↪ Prohibition of hazing included in constitution

### 1907

- ↪ Standard design of the KA badge adopted by Convention
- ↪ Kappa Alpha Order incorporated as a Virginia corporation

### 1911

- ↪ The 26th Convention adopts province system in New Orleans, Louisiana

### 1912

- ↪ Province Councils first convened in the fall

### 1921

- ↪ Official ring and hat band are adopted by the 31st Convention in Dallas, Texas



*Charles Kirby King's coat of arms*



*Official hat band and essay medals*



*First Court of Honor*

**1923**

- Dec. 29: Former Knight Commander John Temple Graves delivers his immortal toast at the Hotel Washington (Lee is mentioned as KA's spiritual founder and Ammen as the practical founder)

**1927**

- Convention authorizes the making and wearing of suitable jewels of office by national, province, and chapter officers



*The first administrative office in New Orleans, Louisiana*

**1929**

- Samuel Zenas Ammen dies in Daytona Beach, Florida
- Convention adopts January 19, Robert E. Lee's birthday, as the founding anniversary for the Order's annual Convivium

**1930**

- The James Ward Wood Province institutes the first Court of Honor in October

**1934**

- The first National administrative office opens in New Orleans, Louisiana

**1936**

- Jan. 1: The Order's government is restructured and the Executive Council is put into place.

**1940**

- New administrative office opens in April in downtown Atlanta



*Atlanta administrative offices*

**1941**

- National Administrative Office moves to Louisville, Kentucky

**1942-1945**

- Twenty-one chapters become inactive and Conventions are suspended during World War II

**1946**

- The first Officer's Training School (later named National Leadership Institute) was held in Louisville, Kentucky

**1948**

- First KA Distinguished Achievement Award presented to General George C. Marshall



*General George C. Marshall received the first Distinguished Achievement Award.*





Members are the first RoundTable Experience for The Crusade in Lexington, VA.

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## 1954

- ➔ Aug.: National Administrative Office moves back to Atlanta

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## 1967

- ➔ Aug. 21: KA's supplemental flag is adopted by the 52nd Convention in Atlanta, Georgia

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## 1971

- ➔ Council of Honor program is developed by Former Knight Commander Dr. Idris R. Traylor, Jr.

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## 1972

- ➔ The National Training School for Chapter Officers renamed the National Leadership Institute

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## 1975

- ➔ Muscular Dystrophy Association is adopted as national philanthropy

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## 1976

- ➔ *The Varlet* authorized as designation of the official new member education manual by the Executive Council

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## 1981

- ➔ Kappa Alpha Order Educational Foundation founded

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## 1986

- ➔ Jan.: The National Administrative Office move to Lexington, Virginia

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## 1990

- ➔ The Kappa Alpha Order Educational Foundation acquires the historic Rockbridge County Jail at a public auction, which later becomes the first permanent National Administrative Office in 1992 and serves as such till 2004.

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## 1993

- ➔ Project Outreach established to include all Kappa Alpha service and philanthropic efforts

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## 1999

- ➔ Kappa Alpha Order launches *The Crusade*, Kappa Alpha Order's total membership development program

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## 2000

- ➔ June 14: The first *RoundTable* for *The Crusade* is held in Lexington, Virginia



*First Emerging Leaders Academy*



*Knight Commander's medal*



**2001**

- ➔ Leadership KA, an alumni-training program, is developed

**2002**

- ➔ Operation Crimson Gift, a nationwide blood drive begins

**2003**

- ➔ Jan. 3: Number I's Leadership Institute begins
- ➔ The Loyal Order is launched

**2004**

- ➔ Oct.: National Administrative Office moves to its current location at Mulberry Hill

**2006**

- ➔ July 13: The first Emerging Leaders Academy is held in Lexington, Virginia
- ➔ Oct. 14: Stewards of the Order first held in Dallas, Texas

**2007**

- ➔ The Knight Commander's Medal is established by the Executive Council

**2008**

- ➔ The Theta Commission at The Citadel is established

**2009**

- ➔ The Military Division of Kappa Alpha Order is established
- ➔ The Order initiates 150,000th member
- ➔ The Order completes the largest capital campaign in its history, raising over \$11 million

**2010**

- ➔ New guesthouse building completed on the grounds of Mulberry Hill to house field staff and national archives
- ➔ Sigma Alpha Commission established for graduates of the United States Military Academy

**2014**

- ➔ Sigma Beta Commission established for graduates of the United State Naval Academy

**2015**

- ➔ The Order Celebrates its Sesquicentennial, 150 years in existence

# Memorials and Historic Sites

## LEXINGTON



Washington and Lee University, the birthplace of Kappa Alpha Order and our Alpha Chapter. KA was founded in William Archibald Walsh's room in a dormitory that no longer exists, but would have been on the far left side of this photo. Early Kappa Alpha meetings were held in Robinson Hall, the building connected to the right of the center building, Washington Hall.



The current southwest corner of Main and Nelson Streets where William White and Sons store was located. It was here that Samuel Zenas Ammen and Jo Lane Stern had their famous talk "under the starry night", ultimately deciding to "keep up the fight" and move forward with their then fledgling fraternity.



The Lexington Triad marker, situated on the institutional border of Washington and Lee University and Virginia Military Institute. It denotes the founding of Sigma Nu (VMI - 1869), Alpha Tau Omega (VMI - 1865), and Kappa Alpha Order (WLU - 1865).



*The statue of George C. Marshall (Beta Commission – VMI 1901) on the grounds of VMI, of which a working model on load sits in the foyer of the National Administrative Office at Mulberry Hill.*



*The parade grounds and barracks of Virginia Military Institute, where Beta Chapter was established and where the Beta Commission continues that legacy today.*



*The George C. Marshall Museum on the grounds of VMI contains a War Memorial dedicated in 1965 to George C. Marshall and KAs who served with him in all conflicts up to the Korean War. It features a gold plated Coat of Arms. Two such exist, the second is found in the foyer of the National Administrative Office at Mulberry Hill.*



*Lee Chapel on the campus of Washington and Lee University is a most popular destination for visiting KA brothers.*



# Memorials and Historic Sites (continued)

## LEXINGTON (continued)



Stonewall Jackson cemetery in Lexington, Virginia is found on Main Street at the south end of town.



Samuel Zenas Ammen is buried at Jackson Cemetery.



The Virginia Highway Historical Marker stands on VA Rt. 60 near the turn to Liberty Hall Road, which leads to the National Administrative Office at Mulberry Hill. The marker was dedicated in 2014 in honor of ten years spent at Mulberry Hill and in preparation for the Sesquicentennial Celebration in 2015.



Former Knight Commander Henry J. Foresman (Beta Commission – VMI 1941) is buried at Jackson Cemetery.



Former Knight Commander William Spring Hamilton (Alpha – Washington & Lee 1886) is buried at Jackson Cemetery next to Ammen.



William E. Forester (Gamma Gamma – Memphis 1949), a former traveling advisor, Executive Secretary, Executive Director, Executive Vice President Emeritus, and Archivist is buried at Jackson Cemetery.



The old Rockbridge County Jail on Main Street in Lexington, home to the National Administrative Office from 1992 to 2004.

All gravesites of founders have been properly marked and dedicated as such.

## Founders' Graves



Gravesite of Chief Founder James Ward Wood at Ivanhoe Presbyterian Church Cemetery, Lost River, West Virginia.



Gravesite of Founder Stanhope McClelland Scott, Terra Alta Cemetery, Terra Alta, West Virginia.



Gravesite of Founder William Archibald Walsh, Hollywood Cemetery, Richmond, Virginia.



Gravesite of Founder William Nelson Scott, Hollywood Cemetery, Richmond, Virginia.



## Memorials and Historic Sites (continued)

### WASHINGTON, DC & ARLINGTON NATIONAL CEMETERY



The gravesite of Captain David S. McCampbell (Alpha Sigma – Georgia Tech 1929), Medal of Honor recipient, located in Arlington National Cemetery.



The gravesite of Rear Admiral Richard E. Byrd (Beta Commission – VMI 1906) Medal of Honor Recipient, located in Arlington National Cemetery in site of the Historic Lee House. (visited by then Senior Councilor William E. Dreyer and Knight Commander J. Michael Duncan, July 2009).

The gravesite of General George C. Marshall, the Order's first Distinguished Achievement Award recipient, at Arlington National Cemetery. (visited by his grandson James J. Winn V (Omega Commission '11) and great-grandson James J. Winn VI (Beta Omega – Washington College '06), along with then Senior Councilor Dreyer and Former Knight Commander Duncan, July 2009).



The Washington National Cathedral in Washington, D.C. where Former Knight Commander Richard T. Feller served as Canon Clerk of the Works and oversaw its construction.



The gravesite of Brigadier General Ernest E. Garlington (Gamma – Georgia 1870), the Order's first Medal of Honor recipient, located at Arlington National Cemetery.



## Additional



*Woodlawn, the ancestral home of the Woods, in Lost River, West Virginia. Built in 1848 by Angus Wood, his son, James Ward Wood, would eventually come to Lexington and spark the founding of Kappa Alpha Order, earning the title, Chief Founder. Wood's son, Jonathan Ward Wood (Alpha Rho – West Virginia 1963), would live there, as would his son, William A. "Bill" Wood (Alpha – Washington & Lee 2003). Bill and his wife Edna live there today.*



*The Lost River General Store, still standing as it did when James Ward Wood spent time there while recovering from his wounded leg in the summer of 1865. The store is located at 6993 State Road 259, Lost River, West Virginia.*

## SECTION A: Chapter Three

# Responsibilities of Membership

*Opposite: From the time you accept your bid, and for the rest of your life, you have multiple obligations to Kappa Alpha Order. Most importantly, never forget your time at your chapter.*

Since 1865, more than 160,000 men have enjoyed the benefits of membership in Kappa Alpha Order. It is your responsibility to perpetuate the Order's ideals for future generations. Much of the fun enjoyed with the fraternity can come to a halt if you lose sight of these responsibilities. We owe the men who started our chapters the same kind of commitment they maintained for us. We must deliver the KA experience for current and future members. It's up to you to make sure your charter remains intact for those who come after you.

There are many responsibilities, obligations, and commitments when joining any organization. Kappa Alpha Order is a unique fraternity that can provide members a journey of a lifetime. In order for our chapters to be successful, it takes every member doing his part. This chapter explores several responsibilities that are expected of every member to help the chapter be the very best it can be.

## Brotherhood

Many people experience brotherhood through sports, clubs, friendships, etc. It is the fraternity, however, where we learn the true nature of Kappa Alpha Order brotherhood. Through obligations and commitments made in our initiation ceremony, a bond is formed that can never be broken. Our experience of brotherhood exists only through committed brothers

who fully embrace our customs of the Order. Without our initiation ceremony that binds us together, we would be no different than any other organization on campus.

Brotherhood in Kappa Alpha Order goes much deeper than relationships built from our youth. A sense of unwavering pride develops out of a commitment to our ritual, which reinforces our shared morals and values among our membership. Members also benefit from relying on each other in good times and bad. Because of a mutual trust, we can share our most sacred thoughts and fears in confidence. It would be difficult to find a better support network than the one your chapter brothers can provide.

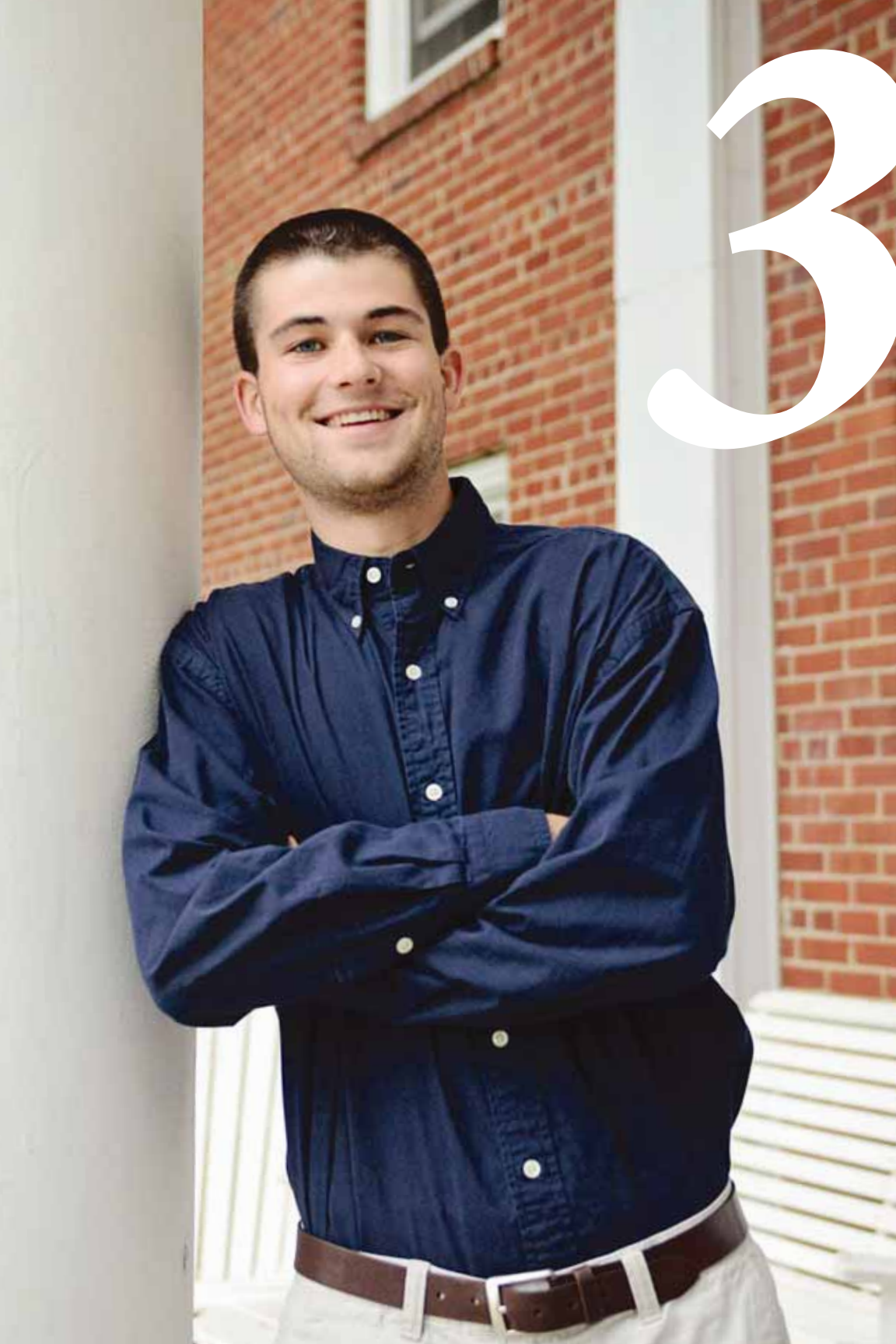
## RESPONSIBILITY

In order for this brotherhood and support network to function, you must understand that you are now responsible for more than just your actions. The entire chapter is responsible to one another. You are your brother's keeper.

This responsibility of brotherhood does not end at the chapter level, but encompasses all that Kappa Alpha strives to be in the community and on the national level. We have an increased responsibility to take the advice given by our brothers and to obey the leadership of the chapter and the Order. You have an obligation, as a new member of your chapter, to

## Definition

[broth•er•hood] n.  
1. The state or relationship of being brothers. 2. Fellowship. 3. An association of men, such as a fraternity or union, united for common purposes.



**“Action springs not from  
thought, but from  
a readiness  
for responsibility.”**

*– Dietrich Bonhoeffer (Feb. 4, 1906 - April 9, 1945) was  
a German Lutheran pastor, theologian, anti-Nazi dissident,  
and key founding member of the Confessing Church.*

participate in chapter activities. Your attendance at chapter meetings, philanthropy events, leadership training, intramurals, social events, province council and recruitment events is necessary to strengthening your chapter. Your involvement in the leadership training and development of chapter officers, the new member education process, risk management education, alcohol awareness, and financial responsibility are all necessary to a fully functioning chapter. None of this exists without a responsible, dedicated brotherhood.

Brotherhood does not end when you graduate from college. Brotherhood in Kappa Alpha lasts for a lifetime. It starts the instant you accept your bid for membership. The chapter that you have joined is bound to you in all that you are bound to them. They are responsible for educating you in the ways of Kappa Alpha and your chapter. They will befriend and assist you in the affairs pertaining to the chapter and the Order.

## The Chapter Charter

The charter that hangs in your chapter house gives the chapter the honor and privilege of being a part of Kappa Alpha Order. Each charter, issued under laws adopted by the Convention, is signed by the Knight Commander. This document symbolizes the chapter's acceptance of the duties and obligations associated with membership. All Kappa Alphas are bound together by the same bond of brotherhood, and in this aspect, all of our chapters are the same.

*Below: Supporting your brothers' academic performance enhances their education, your experience, and KA's standing in the community.*



## Academic Performance

The fundamental reason for attending college is to gain knowledge and experience. Guests at the very first fraternity gatherings were not inclined to wear togas. Rather, they shared essays and debated topics pertinent to the educated man. From the outset, the foremost purpose of the college fraternity was to promote academic achievement and engage in scholarly activities.

Today, KA reinforces this mission through educational programs that focus on academics throughout your time in college, not just during your new member experience. A good chapter scholarship program focuses on helping every member make the grade through incentives and rewards, scholarships, awards, and competitions. The Order should compliment your undergraduate educational experience while providing you with the resources and assistance to succeed academically. As a result,

## 2.7 Grade Point Average Requirement

- Any member whose recently completed term GPA falls below 2.7 is on automatic social probation for the entire semester.
- Anyone wishing to serve as an officer in the chapter must maintain a minimum 2.7 GPA.
- If a chapter falls below the minimum 2.7 GPA, the entire chapter is placed on social probation for the semester.
- Our chapters are also expected to maintain a 3.0 GPA.



members of KA should perform better academically than they would if they were not members.

Any claim that one's individual academic performance is of no concern to the Order could not be further from the truth. A member's academic performance reflects upon KA, just like his day-to-day behavior does. We have a responsibility to help each man develop his potential and we have a duty to see that his performance upholds the standards of the Order.

Any member whose recently completed term GPA falls below 2.7 is on automatic social probation for the entire semester. Anyone wishing to serve as an officer in the chapter must maintain a minimum 2.7 GPA. Our chapters are also required to maintain a standard 2.9 GPA, and if a chapter falls below the minimum 2.7 GPA, the entire chapter is placed on social probation for the semester.

## Creating a Personal Budget

Your budget will be divided into two categories: income and expenses.

### MONTHLY INCOME:

Job	\$ _____
Parents	\$ _____
Scholarship	\$ _____
Other	\$ _____

**TOTAL:** \$ \_\_\_\_\_

### MONTHLY EXPENSES:

Housing (Mortgage/Rent)	\$ _____
Utilities (Electric/Gas/Water)	\$ _____
Cable and Internet	\$ _____
Auto Loan	\$ _____
Auto Expenses (Gas/Repairs/Maintenance)	\$ _____
Credit Card Payments	\$ _____
Food	\$ _____
Clothing and Laundry	\$ _____
Household Items/Supplies	\$ _____
Educational Expenses (Tuition/Books/Other)	\$ _____
Insurance (Home/Renter)	\$ _____
Insurance (Auto)	\$ _____
Insurance (Medical/Dental)	\$ _____
Entertainment and Dining	\$ _____
Fraternity and Club Dues	\$ _____
Gifts	\$ _____
Savings	\$ _____
Other	\$ _____

**TOTAL:** \$ \_\_\_\_\_

## Personal Finance

Financial responsibility is something college students sometimes struggle with. This may be the first time many individuals experience the freedom and responsibility of managing their own finances. Some college students rely on their parents for a steady source of income, others rely on savings and many students have part-time or full-time jobs while enrolled.

Whether you are paying for your education, room and board and other living expenses or simply your entertainment, there are several keys to being successful financially while attending college.

### BUDGET

The first key to financial stability and success – now and throughout life – is developing and maintaining a monthly budget. As you mature in life, your budget will likely expand to include things such as a mortgage payment, life insurance, investments, etc. For now it is important to focus on the basics to ensure you are able to cover your necessary expenses without incurring unnecessary debt.

### RECONCILE YOUR ACCOUNTS

You also need to reconcile your checking account. Whether you use pen and paper, your check register or a computer program, it is important to reconcile your accounts at least once every two weeks. Once you have recorded your transactions, you can categorize them and compare your actual expenses to your budget.

### CREDIT CARDS AND DEBT

Recent studies estimate that more than half of all college graduates will graduate with student loan debt. The estimated average student debt for these graduates is \$10,000. In addition, it is estimated that graduates are also carrying an average of \$2,200 or more in credit card debt. If you are able to develop and adhere to a monthly budget, you can limit the amount of debt you graduate with.

### FRATERNITY DUES

Kappa Alpha Laws require that you remain an active member for at least seven active semesters or eleven quarters:

*8-212. Obligation of active membership. An initiated member is obligated to remain an active member of an Active Chapter for at least seven regular semesters or*



*Left: Chapter operations keep the lights on. The Order rewards high performing chapters; we can intervene if operations are remedial.*

eleven regular quarters, or the equivalent, whether or not consecutive.

When you joined KA, your chapter should have given you a copy of the chapter budget and a detail of your financial obligations. It is important to include these amounts in your personal budget to ensure you are able to continue your membership. Once initiated, you cannot “quit” KA because of an inability to pay. Members who cannot pay have the choice of working out a payment plan with the chapter, or facing expulsion. This may seem harsh, but the chapter has to operate like a business and cannot afford to have members in arrears.

### Participation

You have selected Kappa Alpha Order as your fraternal organization. Selection however, is a double-sided process. The members of your chapter also selected you to join their chapter and our brotherhood. Undoubtedly, the chapter has high expectations of your active chapter participation. You expect KA to be a source of good times, educational experiences and lifelong friendships. You want positive social opportunities that will be enhanced through close friends and good fellowship, and you desire your time with KA to be rewarding and worthwhile. However, none of these benefits can be obtained if you are not willing to fully participate in the KA experience.

Members are expected to fully participate in chapter meetings, service and philanthropy events, membership education, leadership conferences, social activities, and intramurals. It is also understandable that college students have many responsibilities during their undergraduate experience from a challenging course load, studying, involvement in campus organizations, and some work to help pay their way through school. You are expected to fully participate in as many events and activities as possible.

### Join Another Student Organization?

You have already made the decision to join a student organization on your respective campus by becoming a part of Kappa Alpha. Fraternities are just one type of organization you can join on your college campus. KA encourages you to get involved with other student organizations. If there is not an organization that appeals

## Why Do Intelligent Students Sometimes Fail in College?

**Lack of motivation:** Motivation is the key to success. It’s what keeps you from giving up when faced with difficulties.

**Poor time management:** Managing your time effectively is crucial as you attempt to balance multiple responsibilities, (i.e. school, work, leisure and family obligations). It is important not to become so overcommitted that you can’t devote the necessary time to your studies.

**Lack of perseverance – giving up too easily:** Don’t be too quick to give up. Learning a new skill or a new subject is seldom easy. It usually requires much repetition and an expenditure of significant mental energy.

**Inability to apply concepts to different situations:** Learning something new requires going beyond the facts. College-level work calls for the application of concepts in new situations.

**Inability to complete tasks:** Everyone gets “stuck” sometimes. The wise person seeks assistance. Work through the task and identify the area that is giving you problems, then seek appropriate assistance.

**Fear of failure:** Failure is a fact of life. Do not become discouraged when things don’t work out. It is important to learn from your mistakes and move on.

**Procrastination:** No one does his best work at the last minute. Procrastination can lead to stress, substandard or marginal work, and poor performance on exams. College-level work calls for pre-reading material for lectures and frequent review of material. This requires planned study times each day, not last-minute cramming.



to your particular interests, then consider starting one. As you become more involved, the opportunities for you and the chapter to excel are increased.

Joining a campus organization provides many benefits.

- **Leadership** – Many leadership opportunities are available within an organization that can help one become a better-established leader while promoting the ideals of Kappa Alpha Order.
- **Recruitment** – Can you think of a better place to recruit potential members than an organization of like-minded college students who already possess leadership skills? Recruiting in a campus organization is a great opportunity to introduce Kappa Alpha to your peers and more importantly recruit them into our organization.
- **Campus Connection** – Involvement in an organization that is improving campus life will in turn give one a better connection and a sense of pride to his college/university.
- **Time Management** – Involvement in another organization can only help an individual become a better time manager, while helping him to prioritize his responsibilities.
- **Personal growth and development** – This is yet another experience for one to learn new skills and develop to grow as a person.
- **Resume Builder** – Involvement in numerous clubs and organizations shows a potential employer that you are a leader, a good time manager, and one that has been heavily involved on campus.

## Effective Time Management and Organization

Accomplishing your goals as a student and as a member of Kappa Alpha requires good management of your time and resources. Preparation and advance planning are the keys to good time management. In other words, you must manage yourself in the time that is available.

Solid time management will help you become a responsible and trusted leader in your chapter and on campus. When you are confident in your ability to tackle the toughest or most time-consuming tasks, you will be able to complete them with pride.

## Recruitment

Recruitment is the lifeblood of our Order. But what exactly does that mean? Let's take you for example: you are enjoying your time as a member-awaiting-initiation; you cannot wait to be initiated and become an engaged, active brother. You will then graduate and become a dedicated alumnus for the rest of your life. That is the plan for everyone, right?

If so, then the answer is simple. If they hadn't recruited you, would you have ever joined Kappa Alpha? Your chapter and the Order would not likely have you as a brother. Now enlarge the scale. Without chapter-wide recruitment success, NO ONE would be joining, which would ultimately result in chapters ceasing to exist. Therefore, whenever you hear recruitment deemed as "lifeblood," remember that it is effectively what keeps our organization alive.

## Intelligent Students Fail? (cont.)

**Excessive dependency:** Depending upon your professor to tell you everything you need to know for an exam is a recipe for failure. Take responsibility for your own learning, cover the material required, and seek out needed help and resources.

**Too little or too much self-confidence:** Self-confidence is a wonderful thing, but over-confidence can be detrimental to your college career. An accurate appraisal of your abilities is key to success in college. Recognizing areas that require further development also is the key to your success as a student and as a person.

**Inability to delay gratification:** Some classes will have some graded activities that require you to wait for feedback on your progress. Stay motivated by creating milestones for yourself to measure your progress.

**Lack of balance between critical, analytical and creative thinking:** College-level work requires several types of thinking beyond rote memory. Critical, analytical and creative thinking are not automatic, but are skills that can be learned.

**Not enough reading:** Academic success at the college level requires reading, reading, and more reading.

Source: Wayne State University, Academic Advisement Center

## Extracurricular Activity = Job?

Jack Swanson writes in the *Resume Solution* that if a potential employer has any doubt about you as a possible candidate, your accomplishments in extracurricular activities, community and social life may be the very thing that will tilt the odds in your favor. A study of corporate personnel representatives who recruit graduating seniors on college campuses showed that participation in activities, offices, and organizations indicated that leadership potential was the #1 reason for choosing final candidates.



#### HOW DO I RECRUIT NEW MEMBERS?

Next you may ask, “How?” First, reexamine why you joined. Did you like the brothers you met? Did they carry themselves as gentlemen? Was KA explained to you – the values, the history? All of these are successful components of “selling” KA. Ask yourself, “Why did I join?” Then capitalize on that sentiment and use it as you begin your membership.

Now it’s your turn. Look up and down your hall, remember faces in your classroom, and look for stand out gentlemen in your clubs and organizations. Ask yourself, would he make a great “KA”? If the answer is yes, or even, maybe, then work up a plan to recruit him. Your chapter should utilize KA’s five step model for recruitment and chapter growth. First, set a goal for chapter growth and have the chapter vote on it for approval and buy-in. Then follow this general process:

1. **Name Generation:** Generate a list of men who may be interested in joining. You may compile names many ways including using Facebook, referrals and name-drives such as hosting a table on campus. This list is shared with the chapter and continuously updates, all year.
2. **Marketing:** Your names list becomes your target market. You do this through many ways, including mass emails, cold calls, social media and of course, face to face interaction. This is how you schedule a One-to-One meeting with a potential member.
3. **One-on-One Meetings:** These are 10-15 minute meetings that establish rapport between you and a potential member. Through conversation, you learn about his values and interests and then educate him on KA. Plan these in common areas on campus such as lounges or the cafeteria to take pressure off a potential member. During these meetings, ask the potential member to attend an event.
4. **Events:** Events are not only planned cookouts or open houses; they are what you do every day. If chapter members

*Above: Recruitment for a fraternity chapter is simply making friends. Be yourself, live what you believe, and find others who want to do the same.*

## Alcohol-Free Recruitment

Recruitment should be alcohol-free. Social events and other benefits of fraternity life are well-known. They do not have to be the center of getting a young man to join. If someone were to join solely due to parties, then that will be the extent of their expectations and understanding of membership in KA.

are going out to eat or bowling, invite potential members along. Events let you get to know a potential member while having fun at the same time. Continue to invite potential members to events until you decide to give them a bid.

5. **The Close:** The final step is to ask a man to join. Each campus has different rules pertaining to recruitment, but chances are you can actually give a bid whenever you want. In order to do this, your chapter needs to be following these 5 steps not only during formal recruitment, but continuously throughout the semester.

One of the basic responsibilities of membership is the simple act of perpetuating Kappa Alpha Order. This ensures future generations of young men at your school the same great opportunity you now have. It also ensures that your chapter will exist when you return for homecoming and other events, for many years to come. If you like this area of chapter operations, tell your Number IV and get involved on the recruitment committee as soon as possible!

### **Risk Management**

One of the most recognized aspects of college life is the freedom connected with being away from home for the first time. Without the structure of high school, parents or a working environment, many students become engrossed in the party atmosphere associated with college life. As with any college student, you anticipate the freedom afforded to you by coming to school. In reality, however, you came to college to receive an education, not to join a fraternity. Kappa Alpha recognizes that fact and seeks to build well-rounded individuals. But, we also recognize and understand that there is a social side to one's education. For this reason, it is important to discuss social responsibility.

There are many aspects to risk management. The goal of this section is to provide an overview of what a chapter's risk management program should entail. What is important for you to understand is that your actions have an effect on the chapter and Kappa Alpha as a whole. That effect can be positive or negative — it's up to you. As a new member of Kappa Alpha Order, it is now your duty to see to it that Kappa Alpha continues to exist and succeed at your school. To do this, we must manage our risk well.

#### **THE KAPPA ALPHA ORDER RISK MANAGEMENT POLICY**

The Kappa Alpha Order Risk Management Policy (KAORMP) is divided into six sections. Each portion of the policy is designed to reduce or prevent risky behavior. The following provides simple explanations for each portion of the policy. The actual policy can be found in the Appendix of the *Kappa Alpha Laws*. Members often claim to be confused as to whether a social event would be considered a chapter event. A simple rule of thumb is that if an "observer" would consider the event to be a chapter event then the KAORMP applies. Jurors and campus administrators are "observers." This rule holds true both on and off campus. When members are gathered, you want to provide for their safety, and following the policy will help manage the risks of the chapter and individuals. All sections of the KAORMP also apply to any event the chapter hosts with any club, organization, team or group of individuals.

***The primary responsibility of active members is to prepare you for initiation and to make sure that you become a loyal member of the Order. If the activities of the new member education program do not meet that objective, or do not coincide with KA philosophies, it is every brother's (initiate or non-initiate) duty and obligation to object.***

***What is important for you to understand is that your actions have an effect on the chapter and Kappa Alpha as a whole. That effect can be positive or negative — it's up to you.***



## ALCOHOL AND DRUGS

There are many members of our organization that choose not to drink. If you choose to consume alcohol, you should do so responsibly. Kappa Alpha Order encourages all new members to complete online education that discusses the dangers of irresponsible drinking. Pay close attention to the information presented; alcohol, like any drug, can have effects on your health and well-being. If you or any of your brothers are struggling with alcohol consumption, seek help.

All applicable national, state, province, county/parish, city and college/university laws must be followed with regard to alcohol and drugs. Simply put, follow the law first and foremost. If you are not of the legal age to purchase and consume alcohol, then do not attempt either. Further, it is illegal to provide alcohol to someone who is not of legal drinking age. If your college/university prohibits alcohol on campus or restricts the amount persons of age may have, then you must abide by these policies.

Most new members are not of legal drinking age. Therefore, alcohol is not permitted at any new member activity including bid day, big/little brother nights, induction, initiation, retreats and new member mixers/social events. For some of the same reasons, alcohol is prohibited at all rush and recruitment events.

Kappa Alpha Order chapters are not permitted to provide alcohol. The chapter and its members may not, under any circumstance, provide alcohol to anyone. The risk associated with providing alcohol is too great; you or the chapter can be held responsible for the actions of a person to whom you supplied with alcohol. The chapter is also not permitted to purchase alcohol for its members or guests. Members of the chapter may not pool their money or "pass the hat" to purchase alcohol for members or guests. If your friends or guests will not attend your events if you don't provide them alcohol, you may need to find better friends.

Since the chapter cannot provide alcohol to members or guests, the chapter may not have bulk quantities of any kind at social events. This would include any common source such as kegs, coolers, trash cans or any other container that is available for consumption by members and guests.

Due to the nature of risk associated with rapid consumption of alcohol, drinking games are not permitted at chapter facilities or events. Members should not participate in drinking games prior to, during or after chapter events and activities.

Members of Kappa Alpha Order are not permitted to use illegal drugs. If you are not legally prescribed a drug by a licensed physician, then you should not take that drug.

## HAZING

Hazing, like some forms of assault, is about power. Who has it, and how they wield it, will tell you a lot about a brother. There are many benefits to a strong new member education program, and the benefit of any activity that is included in that program should be evident to the new member; if not, it should be explained to him. If an active member can't adequately explain the benefit of a certain activity, then it probably shouldn't be a part of the new member education program.

The primary responsibility of active members is to prepare you for initiation and to make sure that you become a loyal member of the Order. If the activities of the new member education program do not meet that objective, or do not coincide with KA philosophies, it is every brother's (initiate or non-initiate) duty and obligation to object.

## "Is this hazing?"

There are several questions you can ask to determine if an activity should be conducted.

1. Is the activity expected of all members and does it aid in your development as a member?
2. Would the chapter conduct the activity if your parents were present?
3. Would the chapter conduct the activity if the college/university Greek life professional, dean or president were present?
4. Can the activity be conducted in a prominent place on campus during the day time?
5. Is the activity something you would do to make friends with others?

*From the outset, the foremost purpose of the college fraternity was to promote academic achievement and engage in scholarly activities.*

*Today, KA reinforces this mission through educational programs that focus on academics throughout your time in college, not just during your new member experience.*



As a new member you have a responsibility to refuse to participate in hazing activities. When you signed your membership agreement (induction report) you agreed not to participate in or conduct hazing activities. By participating in these prohibited activities you are contributing to the problem and jeopardizing your chapter's future.

Kappa Alpha Order has zero tolerance for hazing activities. Hazing is defined in the KAORMP. All chapter activities, events and expectations should be things you would do with your family or friends.

#### SEXUAL ABUSE

As the gentlemen of the fraternity world, we are called to guard the honor of woman. Unfortunately, sexual abuse, assault and harassment occur on college and university campuses. The following are tips from the FIPG Risk Management Manual you can use to prevent sexual abuse:

- Understand that you are responsible for your own actions as an individual and as a member of a group.
- Understand your own sexuality and be aware of social pressures.
- Don't assume that previous permission for sexual activity applies to the current situation.
- Don't assume that just because someone dresses in a "sexy" manner and flirts that she/he wants to engage in sexual activity. Understand that these actions may be misinterpreted.
- Don't get into a vulnerable situation with someone you don't know or trust.
- Don't participate in or allow sexist behavior to occur. Verbal harassment of women, whistles, snide comments and stares are assaults on any woman's or man's sense of well-being. The underlying intention is to intimidate the person.
- Reject sexual stereotypes that define women as passive, weak and irrational, and men as aggressive, macho and dominating.

#### FIRE, HEALTH AND SAFETY

Risk management also is about safety during normal chapter operations. It includes personal safety, structural safety, fire safety, protection from theft, burglary, assault and other crimes against chapter members or guests. Ensuring the safety of the brothers and guests of KA also should be a primary goal of the chapter's risk management program. This particular section of the KAORMP is discussed more at length in the active member section.

#### SPECIAL EVENTS

At times, the chapter may wish to host events that are larger than normal or activities such as athletic events that may carry a greater chance of participant injury. Sixty days prior to these types of events, the chapter is required to request special events insurance through the Order's insurance broker. Like the Fire, Health and Safety section, this section of the KAORMP is discussed more at length in the active member section.

#### EDUCATION

The last section of the KAORMP is a no-brainer. At every national conference or program, risk management is discussed to better educate our members. This equips all members with



the skills and understanding necessary to reduce and prevent risky behavior. The KAORMP will be reviewed on an annual basis with the chapter's officers and members by a member of the national staff, volunteer or both.



#### GUARDING YOUR IMAGE

Another area not often considered a risk management issue is the chapter's public image. Flyers, recruitment materials, T-shirts and party favors reflect a chapter's image. Be sure that your materials do not portray the organization in the wrong light. Be considerate and protect your image. The chapter must manage its risk by watching what it does publicly, in printed material, on websites or in its actions.

To protect the image of KA, members should only use products produced by officially licensed vendors. To learn more please visit [www.KappaAlphaOrder.org](http://www.KappaAlphaOrder.org).

#### Support KA for Life

And lastly, the most important responsibility of being a KA is the one that calls us to lifelong support, involvement and devotion to this unique organization. KA is not just a four-year trip. It is a lifetime experience and as brothers, we have a solemn duty to give back to KA as actives and alumni. We have a sacred tradition of giving back to KA. We understand that when we join KA, we're making a commitment that will long outlive our undergraduate days. Our strength as an organization is based on this culture of giving back. And the best way to engage in this culture is by participating in Forever KA, an initiative that provides an opportunity to establish this important relationship of giving back. Learn more about Forever KA in Chapter 10.

Another great way to ensure this lifelong commitment is to become a member of the Loyal Order. The Loyal Order is an elite group of KA brothers committed to the enduring bonds of our brotherhood and to the future success of Kappa Alpha Order.

*Above: Your image is KA's image. KA's image is your image.*

## Online Regulations

Each chapter must abide by the following regulation for online postings as contained in the *Kappa Alpha Laws*:

*Members and chapters shall refrain from using the name Kappa Alpha Order or any name meant to refer to the Order, any of its chapters or the member's membership in any content, pictures or graphics used in any electronic media that are offensive, that reflect poorly on Kappa Alpha Order, or that are in a manner that is inconsistent with the Constitution, Bylaws, Regulations or customs of the Order. This includes, but is not limited to, the following electronic media outlets: web sites or web pages, internet postings, blogs, online web communities and online compilations of photographs.*





There is no better way to stay connected and involved in KA after college. Learn more about the Loyal Order in chapters nine and 10. You can also find more information about both of these important initiatives online at [www.KappaAlphaOrder.org](http://www.KappaAlphaOrder.org).

### ***Your Responsibility***

First and foremost you are responsible for yourself. You owe it to yourself to have a strong physical, spiritual, mental, and academic state of mind. Take care of yourself first, but without neglecting the responsibilities to which you have committed.

Each active chapter offers encouragement and provides personal direction and assistance, and this must be accompanied by individual initiative, positive attitudes, self-discipline, and exercise of mature judgment. You have a two-fold obligation to do your best academically: first to yourself and your family, and second to the Order.

The true value of your fraternity membership will be determined by the sincerity of your approach to, and your understanding of, the real meaning of Kappa Alpha. After your initiation, you will have access to the customs of the Order. Diligent study of them is encouraged to maximize the lifetime experience of brotherhood. If given your earnest thought and consideration, Kappa Alpha's ideals will complement your education, faith and beliefs.

As you accepted your invitation into Kappa Alpha Order, you also accepted the responsibilities just described. Just like a winning sports team, everyone has responsibilities that have to be executed in order to be successful. You are now a part of the team and must work hard to help your chapter have the best possible experience.

***Your involvement in the leadership training and development of chapter officers, the new member education process, risk management education, alcohol awareness, and financial responsibility are all necessary to a fully functioning chapter. None of this exists without a responsible, dedicated brotherhood.***

**“Except for your formal initiation,  
we are now your brothers.  
Treat us accordingly.”**

*– from the Kappa Alpha Order Induction Ceremony*

## SECTION A: Chapter Four

# Chivalry & Gentility

*Opposite: This image, romantically depicting the concept of KA chivalry, once appeared on the cover of the November, 1888 issue of The Kappa Alpha Journal*

The age of chivalry constitutes one of the most remarkable periods in history. Even though chivalry, as an institution, began almost a thousand years ago, it still has far reaching effects and practical implications for the gentleman in modern society. Chivalry continues to influence our opinions, habits, morality, behavior, and manners. Chivalry, as it has been characterized, consists of: genuine spirituality, a passion for competition, the spirit of enterprise, the honor of knighthood, the rewards of valor, a firm desire for justice, a passion for adventure, an eagerness to run to the aid of the distressed, high regard for women and affability. In short, chivalry is the code of behavior expected of a knight who is devoted to a set of ideals. To understand how chivalry is translated into our modern era, you must first understand its history.

## *Chivalry's Origins*

It is known that knighthood and the concept of chivalry date back to the early centuries of Medieval Europe. The concept and ceremony of knighthood and chivalry probably originated from the interaction and combination of very early military customs, and the nature of Medieval warfare with its emphasis on cavalry and the impact of Christian influences. It is reasonably evident that the principles of chivalry are of Gothic origin, influenced by the strong religious character of the early Middle Ages.

It is evident that religious character distinguished ancient chivalry, while the feudal system, although it did not actually give birth to chivalry, was instrumental in bringing it to maturity. The feudal system was a structured system of defense and governance whereby knights were rewarded with land and privileges in return for fighting and governing.

Early in the 11th century, the rudiments of the laws of chivalry were defined by the Council of Clermont in France. Several archbishops authored a set of laws for the maintenance of order and protection of the weak and submitted these to the Council of Clermont, which confirmed them.

This chivalric code compelled a knight to be brave, courageous, honorable, true to his word, loyal to his feudal overlord, to defend the Church, protect the weak, aid the poor, seek justice and revere pure womanhood. This set of high standards of conduct significantly refined the character of Medieval civilization and later had a profound impact on the shape of modern life. The conduct and ideals of the knightly class of the Middle Ages came to be standardized and referred to as "chivalry," a term derived from the French word "chevalier," meaning knight.

## *Becoming a Knight*

A lengthy period of training was required to attain knighthood. During the training, a candidate was prepared in the arts and techniques of war and was familiarized

*The term "chivalry" is derived from the French word "chevalier," meaning knight.*



# A



EXCELS

FRATRES  
USQUE  
AD ARAB

KA

# Excalibur

When you're alone Sir Knight and weary of battle,  
And your steed has been branded and driven like cattle;  
When the proud castle walls around you seem bare,  
And your lance has been broken and you don't seem to care.

When the cross that you carry seems too heavy to hold,  
And the knights that surround you seem nameless and old;  
When your armor is rusted and creaks in the mist,  
And your palm of brotherhood returns in a fist.

When each morning light refuses to shine,  
And the vows that you made walk too fine a line;  
When your bridge over pain grows feeble and weak,  
And you fear our ideals are not what you seek.

Well, then, you must rest Sir Knight and begin once more,  
Your heart can open as it closed before;  
You must varnish your shield and sharpen your sword,  
Yet respect the gentle and honor your Lord.

Remember each failure and conquest you've made,  
And the knights who have fallen and given you aid;  
Be bold and confident in what lies ahead,  
Lead others behind you as you have been led.

Finally young man, as you begin your task,  
You must search for the answers to the questions you ask;  
The journey is eternal and surpasses each border,  
And so must a Knight of the Kappa Alpha Order.

— *Paul W. Michalko (Delta Xi–McNeese State 1975)*

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with the code of chivalry. Each aspect of the training was directed towards a positive educational goal.

#### VARLET

The process began at the age of seven when the son of a noble started his 14-year education with others of like age. This first stage of training, which took place in a nobleman's castle, lasted for seven years, during which time the candidates were known as pages or varlets. The title of this book, Kappa Alpha Order's membership education manual, is taken from this initial stage of learning on the path to knighthood.

As a varlet, these young men were taught honor, bravery, a reverence for chivalry, devotion to womanhood, skill and courage in warfare, and love of deity. At the age of 12, the varlet was obliged to submit himself to the code of Clermont, by swearing to its observance before a bishop.

#### SQUIRE

At the age of 14, the varlet passed to the rank of squire, and at the same time, was formally assigned to a knight. A ceremony marked this occasion, which included a priestly benediction and the bestowing of a weapon in recognition that the squire had gained the privilege of bearing arms. For another seven years, the squire passed through several degrees. He was constantly instructed by the knight and he attended to the knight's needs by caring for his weapons and horse, as well as accompanying him into battle. The squire was knighted at the termination of this period, when he was 21 and had demonstrated his competence and worth, either by successful completion of his training, or on the field of battle.

#### KNIGHT

The ritual by which knighthood was conferred began as early as the sixth century. Descriptions of the ceremonies, which varied in time and place, can be found in the records of the Middle Ages. Documents relate how Charlemagne girded his son, Louis the Pious, with a knight's sword in 791, and how Louis bestowed the honor upon his heir, Charles the Bald, in 838. The ceremony by which a man is made a knight could be quick and simple if performed in time of war, especially if the event took place on a battlefield. In a time of peace, the ceremonies were often solemn and splendid. The squire would prepare himself for the honor by fasting and passing the night in prayer alone in a church where his arms were hung. He would often clothe himself in a pure white garment, after having performed his ablutions in a bath. During the first stages of the ceremony, a number of questions would be put to the squire and if his replies were satisfactory, the final ceremonies would commence. If a squire was being inducted into one of the Orders of Knighthood, the ceremonies would take place in a commandery, a preceptory, or a chapter of that particular order. Often, the Order would have its own temple, sanctuary, or church in which these sacred initiatory rites would be conferred. The ceremony would be presided over by the local preceptor, master, commander, or ranking knight. On some occasions, the grand master of the Order of Knights, himself, would conduct the ceremonies.

The newly made knight received all the insignia of chivalry during the ceremony, but the last thing conferred was the sword. This usually consisted of three taps with the flat side of a sword on the shoulder, neck, or head (or a combination thereof). When

*The title of this book, The Varlet, is taken from this initial stage of learning on the path to knighthood.*

*In a time of peace, the ceremonies were often solemn and splendid. The squire would prepare himself for the honor by fasting and passing the night in prayer alone in a church where his arms were hung. He would often clothe himself in a pure white garment, after having performed his ablutions in a bath. During the first stages of the ceremony, a number of questions would be put to the squire and if his replies were satisfactory, the final ceremonies would commence.*





The Knight Templars were the source of inspiration to Wood's pivotal speech in 1866.

## Knights Templar and Kappa Alpha Order

James Ward Wood introduced emulation of the Knights Templar in an essay that he read to his Alpha Chapter brothers on November 30, 1866. At this particular time, the first members of Kappa Alpha were searching for an identity and something to stir their membership to accomplish more. They had changed the meaning of the name of their brotherhood just a week before. Many of the men meeting in the Lexington Hotel that night, including Ammen, were greatly inspired by Wood's essay and its comparison of their group to the Knights Templar. It inspired the members to continue moving forward and to begin referring to themselves as a fraternity.

the accolade was bestowed, the person conferring the order pronounced him a knight in the name of God, St. George and St. Michael, and counseled him to be brave, undaunted and loyal.

The taking of knightly vows brought privileges of class, including a particular style of dress, marks of deference and a coat of arms. The vows also entailed a renewal of religious faith and acceptance of obligations and responsibilities of knighthood and the code of chivalry. A serious violation of these vows could result in a knight being classed as an undignified knight, or with the Orders of Knighthood, outright expulsion from the Brotherhood and divestiture of the garments and emblems of membership therein.

The virtues and endowments necessary to constitute an accomplished knight in the golden age of chivalry were physical strength, agility of body and the ability to hunt, hawk, ride and perform other manly exercises. The oaths taken included precepts of honor, truth and courage. Gallantry, hospitality, humanity, courtesy and gratitude always were the distinguishing virtues of the true knight.

### Knights Templar

*"We have all probably read about the origins of the Knights Templar, so conspicuous in the Crusades, with Richard of the lion heart. How these knights, at first in comparative poverty, went forth to battle, mounted two to a horse, and were for a time the scorn of other older, better-equipped bands; and how by indomitable perseverance, and a proper adaptation of means in hand to the end proposed, they finally came out very far ahead of their competitors... Begging a considerable share of your patience, I should like to revert to these same Knights Templar. They have taught a lesson we, as well as others, may profit by. What have they taught? Perseverance under apparently insurmountable difficulties..." – James Ward Wood, November 30, 1866*

Within two decades of the victory of the First Crusade (1095-1099), a group of knights led by Hugh de Payens offered themselves to the Patriarch of Jerusalem to serve as a military force. This group – often said to be nine in number – had the mandate of protecting Christian pilgrims who were en route to the Holy Land to visit the shrines sacred to their faith.

Somewhere between the years of AD 1118 – 1120, King Baldwin II granted the group quarters in a wing of the Royal Palace on the Temple Mount (the Al Aqsa Mosque), a structure said to have been built on the site of the original Temple of Solomon. It was from this headquarters location that the group ultimately took its name, the Poor Fellow Soldiers of Christ and the Temple of Solomon. The members became known as the Knights of the Temple and later, by the name most popular, the Knights Templar.

Men accepted the call to protect Jerusalem by becoming warrior monks taking vows of poverty, chastity, and obedience. They also called for regulations of diet, extensive daily prayers, and time alone in meditation and devotions in an atmosphere deliberately separated from the world of non-members.

Templar initiations and chapter meetings were conducted in total secrecy in buildings constructed as preceptories for use by members of the Order. The meetings were guarded by knights who stood outside the door with their swords already drawn. Although there is no documentation, legend has it that several

times spies, cowans, or perhaps the merely curious, met death the moment they were caught trying to eavesdrop on these sacred rites.

The Templar Knight could not have personal possessions and had to content himself with what the new Templar Rule gave to him: three horses, clothing, a white robe (with the crimson cross), chain mail, a helmet, and equipment for his horses, with the requisite sword, shield, lance, knife, battle-ax and a mace, not to mention a list of personal gear, such as bedding and eating utensils.

A secular knight would stop fighting and surrender if he found himself outnumbered or wounded. He let himself be taken prisoner because he could be redeemed by way of ransom. Not so with a Knight Templar. The Templar Rule strictly prohibited the use of the Order's funds for the ransom of Templars taken prisoner. As a result, captured Templars were usually killed. For the Templar on the battlefield, the prohibition against ransom meant fighting to the bitter end, even if he was wounded and overpowered. Nor could he retreat under any circumstances except in response to a direct order, an order that was never to be given unless the Templars were outnumbered by at least three to one.

The Knights Templar flourished for two centuries, expanding to other countries, growing in number to 20,000, and acquiring vast wealth and property. By 1304, false rumors made them the target of persecution. In 1307 Philip IV of France and Pope Clement V commenced a heinous offensive that culminated in the Templars' final suppression in 1312, including the confiscation of all their property and the imprisonment or execution of many members. Their last Grand Master, Jacques DeMolay (1243 – 1314), along with Geoffroi de Charney, the Templar Preceptor of Normandy, was burned at the stake on Friday, March 13, 1314. In 2002, a search of the Vatican Secret Archives revealed a document known as the Chinon Parchment in which it is related that in 1308, six years before the execution, the Pope had personally absolved DeMolay and the leaders of the Templars of the false crimes that Philip, in his greed, had accused them.

The Knights Templar have been forever immortalized for their courage, determination, loyalty and power. Some four hundred years after the deaths of the Templar leaders, Freemasonry began to emerge in northern Europe. Like the Templars, they drew their inspiration from Solomon's Temple, causing many to speculate that the speculative Freemasons were the direct heirs and successors to the Templars.

### ***The Decline of Feudalism***

Many things contributed to the rise and popularity of chivalry and knighthood, one of which, and maybe the most vital, was the feudalistic society which allowed it to flourish. However, beginning in the 14th century, this type of society began to die. As European society began to evolve, so too did the concept of chivalry and knighthood. The decline of feudalism and its characteristic institutions resulted from numerous interrelated factors, including the development of changed methods of warfare, the end of the crusades, a new era of commerce stimulated by the reopening of trade with the East and the gradual creation of centralized national monarchies.

Although feudalism disappeared, the concepts of knighthood and chivalry evolved and survived into modern times.



### **DeMolay**

The modern day young men's organization, DeMolay, takes its namesake from Jacques DeMolay (above), the last Grand Master of the Knights Templar.

## The KA Military?

According to the *Kappa Alpha Laws*, KA is military in organization and religious in feeling. In essence, the Knight Commander (our national president) has the ruling authority of a top military officer. The members of the Executive Council assist him in setting policy and directing the movements of the brotherhood under his command. Province commanders (regional advisors) and members of the national administrative staff are all members of the Knight Commander's staff with varying roles.

Chapter Number I's are the next in line of command. They are all sworn to obey this chain of command and the policies set forth by those above him. Indeed all Kappa Alphas are subject to the supreme law of knightly courtesy which requires politeness and gentlemanly conduct. A member of a chapter is always assumed by his officers to be desirous of doing what is just, right and dutiful. The chapter member holds himself ready to do his duty, so that a suggestion suffices. The chapter officers are also assumed by their members to do what is just, right and dutiful for Kappa Alpha and the chapter.

## The "Order" in Kappa Alpha Order

An order is a society of persons united by the possession of traits of mutual distinction, the recognition of something previously acquired. In relation to KA, it is a group of men aspiring to the qualities of the true gentleman.

Outstanding accomplishments and actions were rewarded as sovereigns continued to create exalted orders of knights. For example, the English Order of the Garter, the French Order of the Holy Spirit, and the Austrian and Spanish Orders of the Golden Fleece are distinctions currently conferred by heads of state.

In the new world, fraternal orders and brotherhoods emerged as another variation of the original type of knighthood. As a result, knighthood and the spirit of chivalry continue to exist in the concept of the gentleman, with attributes of honor, faith, justice, regard for truth, consideration of others, reverence for pure womanhood, and courtesy and good judgment in everyday actions. These qualities are still admired, and they remain as applicable in today's world as they did when the knights of old rode under the banner of the crimson cross.

## Kappa Alpha's Knights

We are the knights of Kappa Alpha Order. This is a special dignity conferred upon worthy individuals. A man is chosen for membership in our Order because his conduct reflects the true chivalric code, a code modified only slightly to suit contemporary society.

As previously explained, Kappa Alpha is an order which is similar to a fraternity in its brotherhood and structure. However, it is vastly different from a fraternal organization on all other accounts. KA is an order because its members are bound by the same ideal and philosophy of life — the epitome of the chivalric knight of the Middle Ages, especially the Knights Templar. Kappa Alpha Order then, is a contemporary order of knights. It is composed of men who have been deemed worthy of the designation of knighthood and are pledged to the ideals of modern chivalry.

## The KA Gentleman

The men of Kappa Alpha Order are known as the gentlemen of the fraternity world. This title was not self chosen and it was not given to us. It has, however, been earned by men who have chosen to let Kappa Alpha be an adjunct to their faith, morals, opinions and beliefs.

Although some of our precepts are derived from Southern tradition and custom, Kappa Alpha is not sectional. We are a national fraternity. In fact, Kappa Alpha gentlemen are common to all areas of the country and in all walks of life. A KA, through his gentility, should always be distinguished by his modern chivalric characteristics.

The founders of the Order sought to preserve the ideals of the courtly gentleman of their time. Stress is laid upon the fact that Kappa Alpha is an order rooted in the tenet of high personal achievement. An order is a society of persons united by the possession of traits of mutual distinction, the recognition of something previously acquired. In relation to KA, it is a group of men aspiring to the qualities of the true gentleman. Only those who possess those qualities, and those who care to develop them, can fully enjoy KA and grow in character in its membership.

## ETIQUETTE

One manner in which a gentleman distinguishes himself is through the proper use of etiquette and his knowledge of acceptable dress no matter the occasion. To this end, the development and refinement of social skills are the aim of our

educational process. These skills are important, not only for situations you will encounter in college, but also for later in life where they will serve you well in professional and social settings. We must realize that for KA members, social etiquette is the convention and never the exception, though this does not hold for society at large.

#### GOOD MANNERS AND GOOD TASTE

By the time a young man reaches college and pledges a fraternity, he is presumed to be familiar with the amenities of social life, including refinements of good manners and good taste. Because good manners and good taste often affect the atmosphere and reputation of the fraternity, a member's compliance with generally accepted standards is imperative.

#### PERSONAL APPEARANCE

General appearance and dress are usually the first indicators noticed by others. Carelessness in dress or slouchiness in appearance de-tract from the respect of a person. No hard and fast rule can be offered regarding the formality or informality of attire. Local customs usually determine acceptable standards.

#### LANGUAGE

A gentleman not only acts and looks the part, but his conversation and use of appropriate language must also be gentlemanly. This is especially true when ladies are present. Respect for womanhood is a responsibility of all gentlemen. As each new member learns more of the noble ideals and purposes of KA, he will understand more fully and realize the special significance of true gentility. If a chapter has a housemother, special consideration should be accorded her every day.

#### CHAPTER HOUSE

The chapter house has, from time to time, many guests — particularly faculty, parents, alumni and national officers. The extension of sincere and genuine hospitality to these guests is every member's duty.

The chapter house is also the member's college home. An atmosphere of courtesy and respect for the privacy of others should prevail at all times. Every member must feel obligated to do his part in keeping the house in good condition. Each member should clean up after himself and should keep his possessions in a regular place. It is always courteous to knock on a study room or bedroom door before entering. In consideration of others, quiet should prevail during study hours. Another man's possessions should never be borrowed without his consent, and any damage to a borrowed article should be repaired before returned.

#### CONDUCT

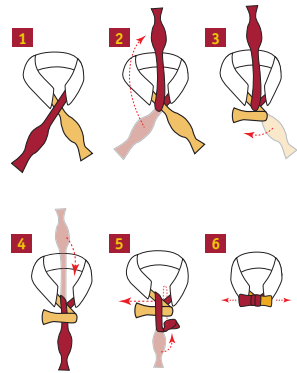
The constant application of common courtesy is never to be overlooked. It is considered a good practice to speak with casual acquaintances at all times. A member's relations with classmates are as important to the chapter as to himself. A good member makes friends everywhere — in the classroom, on campus, in town and with other fraternity and sorority members.

It is also important to remember that each member's actions on campus, and elsewhere, reflect on the entire organization, and especially on his particular chapter. A new member is no less obligated than an active member to represent KA well and to always bring credit to the good name of the Order.

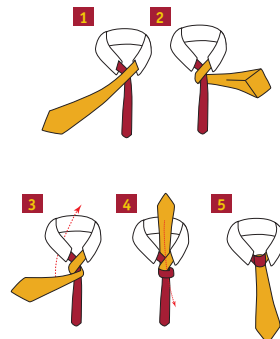
## Etiquette Guide

Please refer to the KA publication, *To Manners Born, To Manners Bred — A Hip-pocket Guide to Etiquette for the Kappa Alpha Gentleman* to familiarize yourself with the etiquette of a gentleman.

## Bow Tie



## Four-In-Hand Knot



# My Kappa Alpha Rose

The Kappa Alpha Rose is arguably the best known official KA song. It is normally sung as a serenade to members of sororities, friends, or even at a KA brother's wedding rehearsal dinner or reception. Thousands of KA brothers have made their own "KA Rose" feel like a sunny southern sweetheart in singing this song.

by  
CHARLES E. GRIFFIN  
Gamma Kappa

An Arrangement by  
GEORGE H. MADDEN  
Beta Epsilon

She has two dream - y eyes of a blue, A  
col - lege days have passed a - way, Our

smile be - yond com - pare, Two  
paths may lead a - part, But, I'll

ru - by lips to greet you, And a wealth of  
hold you in my mem - ories for - ev - er

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gold - en hair. She's the sweet - est girl in  
dear sweet - heart. And some - day when we

all the world, The fair - est flower that grows, She's my  
meet a - gain, I'll keep you at my side, And

sun - ny south - ern sweet - heart, She's my Kap - pa Al - pha  
make my K - A sweet - heart, my Kap - pa Al - pha

Rose. When Bride.



SECTION A: *Chapter Five*

# A True Gentleman, the Last Gentle Knight

*Opposite: Taken by Michael Miley in January of 1870, this is one of the last images taken of Lee and served as the model for the famous Robert Kerr portrait painted in 1932 – the original of which hangs in the National Administrative Office.*

Kappa Alpha Order and its members are widely known for their association with Robert E. Lee. Kappa Alphas have never claimed that Lee was an initiated member of the Order, but they do rejoice that KA was born under the white light of his noble life. Members are immensely proud and honored that his ideals were woven into KA's soul, and that he is, in a profoundly real sense, our spiritual founder.

It is difficult to define greatness, but a great man is easily recognized. Kappa Alphas have no trouble seeing that Lee was indeed a great man. He was great in heart, mind, will and character. Just as he once trained and educated men at the United States Military Academy, in the U.S. Army and at Washington College, his legacy continues this work today. Death has only added to his stature; he molds men now more than ever. His fingerprints are on our motto, his ethics are the focus of our service and his ideals are in our blood. He is forever woven into the fabric of our conduct and conscience.

Much more information on the life and character of Robert E. Lee could be

included here. Indeed, Lee captivates historians, scholars and authors to this day. This is not intended to be a comprehensive summary of Lee's life. Instead, we choose to recognize Lee as he relates to KA and to recommend other resources helpful in rounding out a member's understanding of his life and worthy example.

## ***Setting the Example***

After Lee surrendered to Grant ending the Civil War in April 1865, Lee could easily have become an embittered man and disappeared into seclusion. He was not happy, of course, with the outcome of the war, but he knew that man must progress and move forward. He bore malice towards none. The example he set was that the war was over, and that Americans must reunite and become the best citizens they could be. Lee often said, "Let the past be but the past. Let us move forward and bear no malice."

Even so, the end of the war brought a dramatic change to Lee's life. The Custis-Lee fortune was greatly reduced



5

**It is important that we,  
as Kappa Alphas, remember  
Robert E. Lee's legacy  
and how it grows dark  
each time that we lie,  
haze, insult another, cheat,  
or spread rumors.**

and Arlington House was lost. His military career terminated, he lost the right to vote and he was barred from serving in public office for which he was eminently qualified. Worse, he had suffered the premature death of a daughter, a daughter-in-law, two grandchildren and countless colleagues and friends. However, Lee held no bitterness or animosity, nor did he indulge in self-pity.

Lee was determined to set an example for fellow Southerners, and he hoped the emotions of the war years would soon be forgotten; that the work of rebuilding Virginia, the South and the United States into a great, unified America could be accomplished. The day after the surrender, he told Gen. Ulysses S. Grant that he “should devote his whole efforts to pacifying the country and bringing the people back to the Union.” Lee was at once criticized by fellow Confederate generals and politicians for taking a reconciliatory stance. Lee replied, “I need not tell you that true patriotism sometimes requires a man to act exactly contrary at one period to that which he does at another, and the motive which impels him, the desire to do right, is precisely the same.” His superb dignity, courage, and noble character in the difficult post-war years intensified admiration for him, earning him the respect of even his former enemies. In defeat, Lee achieved his highest level of greatness.

### ***A New Career in Higher Education***

Even though he was broken physically and financially, he turned down numerous offers that would have brought immediate fortune to his family for little or no work. He refused offers of stock in return for endorsements. He even turned down an estate in England that an English lord offered to give him for his family’s private use. Instead, he hoped for the opportunity to earn a respectable wage for his family and to do all that he could to rebuild America. That opportunity came in the summer of 1865, when the Board of Trustees of Washington College voted unanimously to offer the college presidency to Lee. Although he could have accepted many other lucrative positions, the college presidency most appealed to him. The offer combined the opportunity to serve others, to guide young men in rebuilding the South, and to educate them for the purpose, as he said, “of being good Americans.” Accepting the trustees’ offer, Lee and his family moved to the small hamlet of Lexington, Virginia in October 1865. Thus, the final phase of his career began — that of a gifted and innovative educator and inspirational leader of youth.

In this capacity, Lee became an academic revolutionary. He looked ahead to see what the needs of the nation were going to be. He knew that a new era had arrived, one that dictated a new person. So, he trained his students for the needs of rebuilding and reconstruction. He did this not only in the classroom, but also through personal example.

Lee preserved the traditional style of education, but he also added a liberal arts curriculum and technical subjects such as agriculture and mechanical and civil engineering. In fact, his was the first college to establish a School of Journalism and a School of Commerce and Business Administration. In addition, he established scholarships and began the practice of offering summer courses. But, most important of all, was Lee’s ability to inspire his faculty and students to excel. “Excellence” applied not only to academics, but also to general conduct, as illustrated by Lee’s statement, “We have but one rule here and that is that every student must be a gentleman.”

***The opportunity to serve others, to guide young men in rebuilding the South, and to educate them for the purpose, as Lee said, “of being good Americans.”***



*Robert E. Lee in a rare image taken about 1869.*

### ***U.S. Citizenship***

*It wasn’t until 1975 that Robert E. Lee’s citizenship was restored by President Gerald Ford.*

Not only did Lee bring new ideas to the field of education and insist on excellence, but he also used his position to practice what he preached — reconciliation and the healing of old wounds. Lee knew that the futures of Virginia and the South, if they were to grow and succeed, were tied to the North. So, the spirit of unity and the enrollment of northern students was a must if Washington College was to accomplish its mission of training young men to rebuild the Union. Lee knew the healing process would begin with the students' interaction and he knew that they would teach and learn from each other.

Though his impact on that little college and the nation at large was immeasurable, his time there was paradoxically short. Lee died of a stroke in October of 1870 at the age of 63, just five years after coming to Lexington. Though his tenure was brief, his legacy in the hearts of young men and his influence on the future had just begun.

***Each student at the college was greatly influenced by Lee. His sense of duty and honor and his vision for rebuilding the nation were permeating. It is then easy to understand why Ammen and our founders were so affected by Lee and his lessons of life.***

### ***Designation as KA's Spiritual Founder***

How Lee came to be associated with Kappa Alpha can be traced back through four notable events.

The first was the event just described — Lee's coming to a war torn Washington College to serve as its president. This is what really began his connection with our organization. Each student at the college was greatly influenced by Lee. His sense of duty and honor and his vision for rebuilding the nation were permeating. It is then easy to understand why Ammen and our founders were so affected by Lee and his lessons of life. To them, he personified the heroic knights of the past, representing their noblest ideals and traditions of chivalrous behavior. Indeed, even before his death, Lee was referred to as the "Knight of America" and "The Last Gentle Knight."

The second event occurred in 1915 at the Convention in Richmond, Virginia, where three of the early members of Alpha Chapter were present. Reverend William Nelson Scott, Dr. Stanhope McClelland Scott and Colonel Joe Lane Stern all testified to the influence that Lee had over KA students at Washington College. A resolution was passed to present and place a wreath at the base of the Lee statue there in Richmond, honoring his life, and signifying their undying sentiment towards his influence on our founders.

The third event occurred at the 1923 Convention in Washington, D.C., when noted southern orator, journalist, and Former Knight Commander John Temple Graves rose to make one of his highly romanticized banquet toasts. In a few moments, his eloquence had not only raised the glass of every man in the room, but also captured the attention of the entire Order. Graves' Convention toast heralded Robert E. Lee and first designated him as the "spiritual founder" of Kappa Alpha Order. Since then, KAs have referred to Lee as such. The designation that Graves coined in 1923 expressed the feeling that KAs had held for Lee for almost six decades. The four students who founded KA, and a fifth who essentially authored our ritual, were profoundly influenced by Lee. He exemplified for them the highest standards, the most chivalrous conduct and the finest traits of manliness.

The final link connecting Lee with Kappa Alpha was forged at the 1929 Convention in Louisville, Kentucky. It was this body of brothers who adopted January 19 as the official date for Convivium, a celebration to commemorate the founding of

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the Order and to honor Lee's birthday and his spiritual ties to the Order on a single occasion. Ever since, active and alumni chapters have continued to gather for Convivium on or around January 19.

Graves' toast, now recited as a part of Convivium, examined Lee's influence and noted that it was indeed his example that was the driving force behind the formation of our philosophy and ideals. "The spirit of Lee inspired the spirit of Ammen; the life of Lee had fired the heart of Ammen," said Graves. "For when Lee was born, the creed was born, or the inspiration of the creed."

It is in our philosophy that Lee is so apparent, and that is why Graves was able to state that Lee was, "the proof and indication" of something that is higher. Lee, in his daily actions, letters and conversations, represented the perfect example of what the best in man can attain. He was a living example of what the founders and the first Kappa Alphas were aspiring to emulate. Ammen wrote that the ideal of the gentleman, "is that of the chivalrous warrior of Christ, the knight who loves God and country, honors and protects pure womanhood, practices self-respect to ill-gotten wealth." To Ammen and others, Lee in his daily walk, was this perfect gentleman. Therefore, we can look to Lee and examine his philosophy and characteristics to learn more about our own set of ideals.

### **Robert E. Lee's Character Traits**

Of all of Lee's attributes, seven stand out as the most noteworthy: sincerity, moral strength, dignity, humbleness, courtesy, sympathy and faith.

The world continues to honor Lee after his death because he was a sincere and genuine person. He was a complex man to understand, because he was so simple in his being. His motives were exactly what they seemed. Honesty was not merely a policy with him, it was his very being.

#### **MORAL STRENGTH**

Lee's moral strength was just as impressive and demonstrated by his mastery of circumstances. Weak men are often the slaves of things which happen to them; they are molded by their environment. A strong man may not be able to change the circumstances, but he compels them to contribute to his life. He cannot change the direction of the wind, but he can set his sails so it will carry him toward his destination. Lee never allowed conditions to mar or overcome him. He did things when he did not feel like doing them because he knew he should do them. It was his duty. One of the best examples of his moral strength is the often-told story of a lady in Virginia who gave him a bottle of whiskey before the Mexican war. "She thought I could not get on without," he commented. "I carried that bottle all through the war without having the slightest occasion to use it, and on my return home, I sent it back to my good friend, that she might be convinced that I could get on without liquor."

#### **PRIDE**

Lee thought highly of himself, but he did not think he was better than any other. He had pride without vanity. He was high-minded and conscious of his dignity. Lee was proud of his good fortunes, his character, his accomplishments and his family, but his pride was for himself and not for mention to others. He did not boast.



*Lee Chapel ca. 1868-69  
when Lee worshiped  
there with his students.*





Right: The Lee family coat of arms. The Latin phrase means "be not unmindful of the future."

#### HUMILITY

Paradoxical as it may seem, Lee was also extremely humble. An example of Lee's humility is found in the story of his gentle discipline of a sophomore. He warned that failure in college and through life was inevitable unless the lad exercised more patience and industry. "But General, you failed," remarked the student. And Lee's humble reply, "Indeed, I hope that you may be more fortunate than I."

#### COURTEOUS

Lee was also as courteous as he was humble. He had the instincts and manners of a gentleman. Lee always had the sense of his mission, but he never forgot his manners. He was as courteous to strangers as to friends. Good men are often rude, and those who are rich in deeds may be deficient in good manners. Some are so intent on the development of the virtues that they forget the graces. But, courtesy is an indispensable feature of a noble character.

#### SYMPATHETIC

Another mark of Lee's greatness was his sympathy. He was always putting himself in the other man's place. Through his sympathy, he became a man of power. Because he sympathized with men, he was able to understand and lead them. Men were drawn to him because they knew he sympathized with them. The great Winston Churchill once dubbed Lee as "the noblest American who ever lived."

#### RELIGIOUS

To some men, religion is something to be used when needed and then forgotten, to be used for place in society or something that they simply endure. With Lee, it was his whole existence.

***At the 1923 Convention in Washington, D.C., noted southern orator, journalist, and Former Knight Commander John Temple Graves made one of his highly romanticized banquet toasts ... heralded Robert E. Lee and first designated him as the "spiritual founder" of Kappa Alpha Order. Since then, KAs have referred to Lee as such.***

# Sir, You are a KA

Sir, you are a Kappa Alpha. You are not just another fraternity man. You are a knight of the most unique organization among Greek letter societies. You have been made familiar with tradition and values which emanated – not by accident, but by device – from the most noble qualities of the Knights of Old.

Into the heritage you have been presented are incorporated the highest ideals of fidelity to God and esteem of women. You are a KA. You can never be anything else and cannot do less than aspire to excellence. You cannot be petty, cowardly, unfair, unfaithful; you are a KA.

You have a serious challenge, indeed a direct obligation incumbent upon you as a KA. As you are the recipient of so rich a heritage, you are conscience-bound to be ever-anxious to preserve, strengthen, and pass on the heritage to those brothers your Order chooses to entrust with it in the future.

You will never grow taller than when you stoop to help a brother. And you cannot desert him when others do. You can never become wiser by disregarding the sterling ideals of your Order. You can never worship your God more intimately than when you utilize the tools Kappa Alpha has given you.

And if you will do these things, you cannot but realize for yourself the respect of your fellow man, the wealth of mortal happiness, and the salvation by a generous God.

– *Former Councilor Roy Parsons (Alpha Kappa-Missouri 1946)*



*Lee's recumbent statue, carved from Vermont marble by Edward Valentine, is a focal point of Lee Chapel.*

He once wrote, "If it is true as taught by history, that greatness rests upon virtue, it is equally true, that religion is the fountain and support of virtue." It was indeed the benchmark of his character and conduct, and the source of his power. All the traits of his character were illuminated by his faith and hope in God. He once wrote, "We are all in the hands of our merciful God, whom I know will order all things for our good . . . upon Him is my whole faith and reliance." Religion brought Lee peace, kindness, love and joy. Because of the stream of comfort that flowed through his heart in the midst of all of his tribulations, he knew that God is the God of comfort.

It is important that we, as Kappa Alphas, remember Lee's legacy and how it grows dark each time that we lie, haze, insult another, cheat, or spread rumors. Lee knew that mistakes such as these were forgivable and that life and destiny do not have to be weighed down with such things. He knew that there is always a tomorrow and that there is hope as long as man tries to learn from the past and to better himself.

## Additional Resources Recommended to Study Robert E. Lee

- *Lee the Last Years*  
by Charles Bracelen Flood  
(Delta Mu-Eastern Kentucky 1983)
- *Lee on Leadership*  
by Harry Crocker
- *The Character and Faith  
of R.E. Lee*  
by Curt Steger  
(Gamma Eta-Florida State 2003)
- *The Maxims of Robert E. Lee  
for Young Gentleman*  
by Richard G. Williams, Jr.
- *Leadership Lessons of  
Robert E. Lee*  
by Bil Holton
- *Biography of Robert E. Lee*  
by Douglas Southall Freeman

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## Definition of a Gentleman

The forbearing use of power does not only form a touchstone, but the manner in which an individual enjoys certain advantages over others is a test of a true gentleman.

The power which the strong have over the weak, the employer over the employed, the educated over the unlettered, the experienced over the confiding, even the clever over the silly — the forbearing or inoffensive use of all of this power or authority, or a total abstinence from it when the case admits it, will show the gentleman in a plain light.

The gentleman does not needlessly and unnecessarily remind an offender of a wrong he may have committed against him. He cannot only forgive, he can forget; and he strives for that nobleness of self and mildness of character which impart sufficient strength to let the past be but the past. A true man of honor feels humbled when he cannot help humbling others.

*— From Robert E. Lee's own handwriting found in his well-worn military satchel by Rev. J. William Jones after he died.*

SECTION A: *Chapter Six*

# Ritual: A New Vision

*Opposite: An interior view of Robert E. Lee Episcopal Church in Lexington, Va.*

As you approach your initiation into Kappa Alpha Order, it is natural that you should wonder about it. First of all, be assured that our initiation ceremony is impressive and dignified. Accepting this statement at face value, you may suppose that the ritual that you participate in will be some dreary diatribe perpetuated for the sake of an outmoded tradition. However, nothing could be farther from the truth. Our members, whether initiated fifty years ago, or fifty days ago, all will agree that initiation into our Order is a life-changing event. KA's ritual has endured for almost 150 years in constant rendition by men of intellect and achievement. Any ritual, if indifferently practiced, can indeed become "rigmarole," but something far deeper than repetitive performances makes a ritual both vital and enduring. A good ritual is a distillation of wisdom from ages past. Ours is exactly that.

## ***The Appeal***

The appeal of any ritual is its universal communication. It penetrates the mind and heart of the initiate. It deals with the fundamental character of personal growth and life challenges with which all men must deal. Society is in constant change, but human beings remain basically the same. Herein lies the value of ritualism; the initiate of today can relate to the initiate of other generations because both have reacted to an identical, personal experience. A new initiate can feel vaguely

akin to the glory of the past, yet to him the ritual is as fresh as the sunrise. It is our ritual that makes men lifetime brothers even though they have never met. It binds each initiate by a private, but meaningful, tie to all other members of the brotherhood.

## ***The Secrecy***

The creators of the great rituals in history, for the most part, remain anonymous. Ancient ritualists, no less capable of keen insight into human character than those of today, may have created their work before there were even written records to perpetuate them. Or they may have chosen to remain unidentified for reasons of secrecy. Kappa Alpha, however, is fortunate to know the principal authors of its ritual and the kind of men they were; to know why they spent so much of their time fostering character development through the fraternity, and how they went about the task of devising the symbolic path now followed by over 160,000 Kappa Alpha brothers.

## ***The Ritual of Kappa Alpha Order***

Kappa Alpha Order has grown from the seed of brotherhood first sown by a young farmer from Lost River, West Virginia, on December 21, 1865. James Ward Wood and the two men who stood by his side warmed by their mutual affection for each other and a fireplace in the Old South Dorm at Washington College would



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**“I once heard a distinguished Kappa Alpha say that but three books are needed for the formation of the perfect man – Shakespeare, the Bible, and the Kappa Alpha Ritual. Shakespeare imparts general culture, the Bible forms the Christian, but the KA ritual creates the chivalrous Christian gentleman, the noblest product of the civilization of the world’s most enlightened age.”**

*– Samuel Zenas Ammen, Practical Founder, Kappa Alpha Order*

*Ammen later related to Jo Lane Stern, "I can still remember how thrilled I was with some of its eloquent passages." However, he also recognized that other than a core theme, there was "nothing to touch the imagination of initiates nor stir their fancy."*



*Samuel Z. Ammen (left) and William S. Hamilton*

likely agree, however, that the Order really began the following autumn. On October 17, 1866, Samuel Zenas Ammen was initiated into what was then the "K.A. Council." Ammen was a young man of deep and diverse intellect, and a profound student with a brilliance of mind that exceeded most of his classmates at Washington College. He was well versed in religion, literature and the arts, and he possessed an understanding of ritualistic procedures because of his recent membership in Freemasonry. Ammen later related to Jo Lane Stern, "I can still remember how thrilled I was with some of its eloquent passages." However, he also recognized that other than a core theme, there was "nothing to touch the imagination of initiates nor stir their fancy." Ammen discovered what he was searching for when he heard an essay delivered by Wood on November 30, 1866, and heard our founder compare the struggling group with the Knights Templar. Almost immediately, Ammen urged the necessity for enhancement of the ceremonies, "particularly since an increased enrollment at Washington College that fall pointed up the need for a powerful initiatory ritual which would hold those selected for membership." Before the end of the first semester of that school year, James Ward Wood, William Nelson Scott and Samuel Zenas Ammen together created a new ritual, complete with regalia. However, for Ammen, this first effort was not good enough. He knew that to be effective, a ritual must tell a story and touch the heart, with appropriate action.

The time and circumstance of Kappa Alpha's creation determined its nature. It was conceived by serious-minded men who faced an uncertain world with the conviction that moral courage and a detestation of mediocrity would improve their personal destinies. Kappa Alpha was first nurtured at the college of which Robert E. Lee was then president, so it was natural that it embrace as its aim the cultivation of those virtues and graces which had made Lee a great man, eminent in character, in peace, in war and after defeat. The new young fraternity sought to preserve those attributes for men in years to come. Because those first founders were men who knew the history of the world in which they lived and were facing struggle and uncertainty, it was natural that they were drawn to the military-religious model of the Knight Templar.

#### ITS CREATION

The Kappa Alpha ritual, as we know it today, was not created in one writing. Perhaps Ammen himself said it best, "Material for my work was gathered from many sources – books, chapter experience and essays read at chapter meetings. The ruling ideas were suggested mainly, during this formative period, by the ideas and aspirations, expressed in essays of leading members. The present ritual, in fact, was not made; it grew."

Although it follows the original theme as developed by the first committee in 1866, it came into its present state through a continuous process of elaboration and refinement over five decades wisely directed by Ammen; Former Knight Commander Dr. William Sprigg Hamilton assisted Ammen with this process. In the concept of the new ritual, KA changed from a fraternity to an Order of Christian Knights pledged to the highest ideals of character and achievement. Over 145 years later, Kappa Alpha believes its ritual is a work of art — a masterpiece.

Ammen, as well as other formulators of the Order, conceived the organization to be, first and foremost, a moral force for the intellectual and ethical uplifting of the membership. In seeking

## Perpetuate the Ideal of Gentleman

In 1922, Dr. Ammen wrote, "Kappa Alpha's mission in the academic world is to withstand sordid materialistic tendencies by insisting upon the value of the spiritual aspirations and lofty ideals which are our people's best inheritance. Wealth is to be sought as means to [attain] comfort, education, and broad culture, but regard must be had, above all, for the intangibles, the possession of which dignifies life and gives it real value. This quest is our perennial mission ... We aim to perpetuate the ... ideal of the gentleman, of which Lee is the perfect 'expression.'"

*The Kappa Alpha ritual, as we know it today, was not created in one writing. Perhaps Ammen himself said it best, "Material for my work was gathered from many sources – books, chapter experience and essays read at chapter meetings. The ruling ideas were suggested mainly, during this formative period, by the ideas and aspirations, expressed in essays of leading members. The present ritual, in fact, was not made; it grew."*

a model from which to derive Kappa Alpha's principles of ideal manhood, Ammen utilized the image closest to his own experience: the idea of the Christian gentleman. By formalizing that image into a secret ritual, Ammen helped create the social and moral ideas and values for subsequent generations. Thus, Kappa Alpha carries the values of a former age.

### WHAT IT IS

Even when presented falteringly by young men untrained in drama and ritual, its noble concepts shine through. The ritual is a system of values designed to assist the initiate in defining his beliefs and ideals. The main purpose of the ritual is not to create a fraternity man, but to present a set of principles common to every Kappa Alpha brother. These timeless principles of the Order's ritual take on new and different meanings and interpretations throughout one's life; yet, no matter his age or situation, each brother incorporates the principles of the ritual into the essence of his being.

### Your Personal Commitment

As you have learned from your prior study, Kappa Alpha Order draws its inspiration from early Orders of Knighthood like the Knights Templar. Fighting together as brothers in arms, they shared a Christian faith that was central to their brotherhood. In like manner, spiritual commitment is central to the existence of Kappa Alpha Order. Our initiation ceremony requires a personal commitment from you which will create a special relationship between you and all members of the Order throughout the world. Your personal declaration and initiation will seal a lifetime bond.

At the core of our philosophy is the belief in God, who is not only superior to man, but who governs in the affairs of men and in whose hands lies our destiny. How your personal faith recognizes this belief is not a requirement for initiation into the Order.

Without a personal declaration on your part, there can be no bond. If you seek further information in this regard, please consult with the Number I of your chapter at any time.





*Above: The National Cathedral in Washington D.C.*

**SECTION B: Chapter Seven**

# Leaders Among Men

*Opposite: KAs have a duty to lead. You can lead from the front of the room or the back. Regardless of your role, each member must lead by word and deed.*

The initiation of Kappa Alpha Order provides you a lifetime journey to learn and apply our ideals. Simply wearing or decorating a vehicle with KA memorabilia does not make you a KA. A full understanding of Kappa Alpha Order will only occur if you totally embrace the customs of the Order. It is hard to live up to our ideals every day; however, you must remember our obligations of membership and strive to be a leader in all that you do. It is a privilege to be a member of this fraternity and you owe your fellow chapter brothers and future members your commitment to act accordingly and promote a positive image of your chapter.

The college experience is a relatively short period in your life and active membership may seem brief. Only in an active chapter can you extend a bid of membership, vote in chapter meetings, and become an elected officer. Kappa Alpha Order is an undergraduate organization supported by many alumni who give back to our fraternity each year to perpetuate our Order. The responsibility is left up to you to take advantage of your time in college.

If we are truly “leaders among men,” it is your duty to provide leadership. Not everyone can be the chapter’s Number I. In fact, during your chapter experience, there may be only four to five Number

I’s elected to office, but every member must serve the chapter in some capacity. That service may manifest itself as a chapter officer, through participation in recruitment, new member education, or adhering to proper risk management and the *Kappa Alpha Laws*. Regardless of the role, each member has the responsibility to live up to our values and lead by example to honor our fraternity.

### **Chapter Leadership**

The powers of the Number I are extensive and this is due to his responsibilities. For instance, he is commanded by the Knight Commander to prevent or stop hazing, follow our policies and uphold our laws. Number I’s have the power to appoint or remove officers (IV-IX), discipline members, enforce the risk management policy, and oversee chapter property. His leadership is crucial to producing positive results during his term.

Each office is vital to the success of the chapter. Chapter officers are elected or appointed for a term of one year, and their successors must take office no later than thirty days following their election or appointment. To assist in this transition, the National Administrative Office has published a set of officer transition guides. These how-to guides should be reviewed before each new set of officers takes over.





KAPPA ALPHA ORDER

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If we are truly “leaders among men,” it is your duty to provide leadership. Not everyone can be the chapter’s Number I ... but every member must serve the chapter in some capacity. Each member has the responsibility to live up to our values and lead by example to honor our fraternity.

A proper transition will ensure that the work done by the outgoing officers will not be lost on the incoming officers.

As outlined in the Kappa Alpha Laws, the chapter officers are designated by Roman numerals I through IX. The first three officers are elected by the chapter between November 1 and December 1. The remaining six are appointed by the Number I (chapter president). Upon taking office, each officer is invested with a jewel that represents his position. The jewels of the active chapter officers are silver and suspended from a crimson cord. They may be worn at any KA gathering including Conventions, province councils, meetings, banquets, formals, etc.



#### NUMBER I – PRESIDENT

*Elected.* The Number I jewel is the encircled cross. It represents his position as the chapter's leader. The Number I enforces the laws of the Order, presides at all chapter meetings, maintains order and decorum, observes parliamentary rules and submits questions to a vote. He also advises and counsels other officers concerning the discharge of their duties, complies with the customs of the Order and is responsible for all chapter property. He also chairs the prudential committee.



#### NUMBER II – VICE PRESIDENT

*Elected.* The Number II jewel bears the banner with the inscription Excelsior. This reminds KAs to strive for excellence in all things and to not settle for mediocrity. The Number II assumes the duties of the Number I in his absence or inability to act, counts the votes on questions submitted to the chapter, reports to the chapter violation of the KA laws that are not reported by the Number VII. He replaces the Number I if he becomes ineligible to serve. The Number I typically appoints the Number II to serve as the chapter's new member educator.



#### NUMBER III – RECORDING SECRETARY

*Elected.* The Number III jewel is the anchor and symbolizes strength and hope. The Number III keeps full minutes of chapter meetings in a permanently-bound minute book, calls roll at each chapter meeting, reads minutes from the previous chapter meeting, supervises the Number IV in keeping files of chapter correspondence and is responsible for the national reporting system. He shall be the primary scholarship officer.



#### NUMBER IV – CORRESPONDING SECRETARY

*Appointed by Number I.* The jewel of the Number IV is the scroll and pen. It represents this officer's duty of correspondence. The Number IV files correspondence to and from the chapter, supervises writing of all correspondence and is generally regarded as the public relations chairman for the chapter. He shall also be the primary recruitment officer.



#### NUMBER V – HISTORIAN

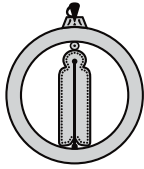
*Appointed by Number I.* The Number V jewel is two crossed pens that symbolize this officer's responsibility of recording the history of the chapter. The Number V maintains the chapter register, facilitates alumni activities, edits and publishes the chapter newsletter, keeps alumni addresses up to date, records historical data and is responsible for the chapter library, pictures and other properties of historical nature. Since many of the Number V's duties center on alumni, he is generally regarded as the chapter's alumni relations chairman.

*As outlined in the Kappa Alpha Laws ... The first three officers are elected by the chapter between November 1 and December 1. The remaining six are appointed by the Number I (chapter president).*



#### NUMBER VI – PURSER

*Appointed by Number I.* The jewel of the Number VI is two crossed keys that represent the keys to the chapter's purse or responsibility for the chapter's finances. The purser, who is also called treasurer in many chapters, collects all dues, fees, fines and assessments; he also maintains financial records and disburses all funds. He will work closely with the Number I, the chairman of the prudential committee, in maintaining the chapter's budget and making sure all brothers stay current in their fiscal responsibility.



#### NUMBER VII – PARLIAMENTARIAN

*Appointed by Number I.* The Number VII jewel is the carpenter's plumb which is used to plot a straight line. The Number VII does this through his knowledge of the KA Laws, the chapter's bylaws and the rules for parliamentary procedure. He reports to the chapter the failure of any officer to perform any required duty or the non-compliance of any member to the laws or customs of the Order. The Number VII also helps keep the chapter meetings running smoothly and efficiently. He often serves as the commander of the chapter's Council of Honor program.



#### NUMBER VIII – SERGEANT-AT-ARMS

*Appointed by Number I.* The jewel of the Number VIII is the crossed sword and key representing the Number VIII's role of protecting formal chapter meetings from unlawful entry by uninitiated persons. He shall also serve as the primary risk management officer for the active chapter. In this capacity he shall be responsible for the education and enforcement of the Order's risk management policy.



#### NUMBER IX – MARSHAL

*Appointed by Number I.* The Number IX jewel is crossed batons. These represent batons a marshal would carry to oversee a parade or ceremony. Just as a marshal would be a director, the Number IX is the director of the chapter's initiation. This officer also introduces alumni and visiting national officers at chapter meetings and is responsible for the preservation of initiation paraphernalia, chapter room equipment and properties. The marshal, who is also called the ritualist in many chapters, oversees the practice and production of the chapter's initiation. The marshal could also serve as the chapter chaplain.

### ***Executive Committee***

The dissemination of information often takes place in the executive committee, which is comprised of the chapter's officers and select committee chairs. Together they function as the board of directors for the chapter. Effective executive committees usually meet during the week prior to the chapter meeting to discuss their agenda and plot the direction of the chapter.

The Number I oversees this committee to make sure all are performing their duties. This committee allows the Number I to follow up and make sure the work of the chapter is being completed. The chapter meeting is not the time to have an executive committee meeting. The chapter meeting is a business meeting and officers are expected to report their work to the membership.

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*In order for the chapter to be productive and efficient, it must organize its officers and committees into a detailed structure. Since Kappa Alpha is military in organization, a military hierarchy is adopted.*

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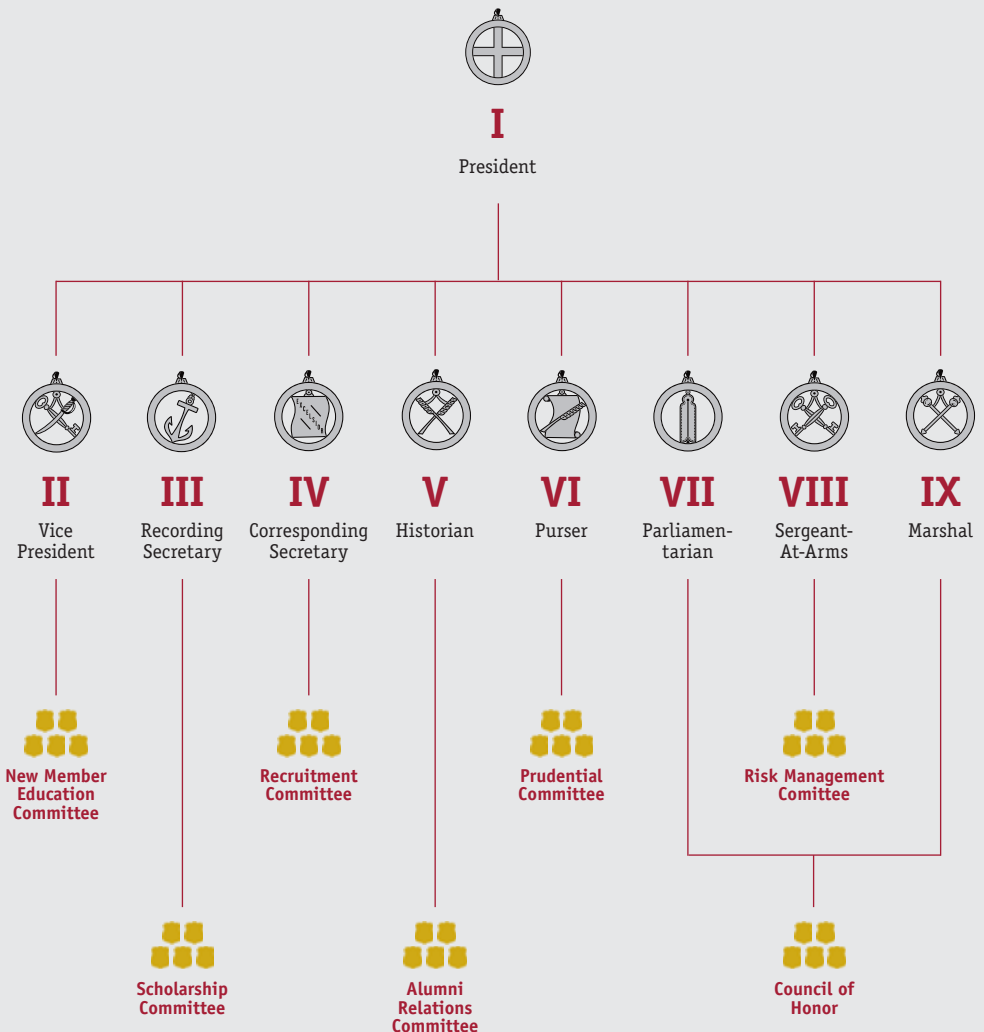
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## Chapter Organization

One important thing we learn from Kappa Alpha is that we should never submit to mediocrity. Whether we are competing in the championship intramural game, fund-raising for our national philanthropy, studying hard for our final exams, or working hard to win an award for recognition, we should always strive for excellence. The active chapter must work hard as a team and be highly organized to reach its goals; in return, it will have a more enjoyable chapter experience.

The daily operations of an active chapter resemble those of a small business. Chapter sizes range from 30 members to 300 members and budgets of \$10,000 to \$1.3 million annually. By becoming an active member of a fraternity, you quickly learn leadership and management techniques to keep your business (chapter) afloat and prospering. One of the best ways to become involved and reap the benefits of your involvement in the Order is to become a chapter officer and/or committee chairman.

In order for the chapter to be productive and efficient, it must organize its officers and committees into a detailed structure. Since Kappa Alpha is military in organization, a military hierarchy is adopted.







*Above: Holding an Officer Induction Ceremony is an important and appropriate way to establish the authority of new chapter leadership.*

### **Committees**

Even though our chapters have nine officers, it is impossible for these men to govern and operate a successful chapter by themselves. Just as a company's board of directors directs employees to carry out policy or accomplish tasks, the officers must have others who are willing to work diligently for the chapter. To assist in the daily operations, a successful chapter will incorporate a strong committee system. Committees are groups which focus on a particular area of chapter operations. Committees not only support chapter officers, but they also provide a way for other members to be involved. By delegating responsibilities through committees, chapter members know that they are making an important contribution. It is advisable to incorporate all members, initiates and new members, into the committee structure. This can only make your brothers more knowledgeable and capable, and the end result will be a stronger chapter.

The only committee that is required by KA Law is the prudential committee, which oversees the financial procedures of the active chapter (*Kappa Alpha Laws 9-225*). Therefore, it is up to the individual chapters to decide which committees they will need. The following are a few common committees that you will find in almost any chapter:

**ALUMNI RELATIONS:** Publishes the alumni newsletter and coordinates alumni participation in chapter events. The Number V usually chairs this committee.

**AWARDS & RECOGNITION:** Responsible for completing award applications for local and national recognition.

**COUNCIL OF HONOR:** The Council of Honor Commander educates the active members on the laws and customs of the Order. This committee is usually chaired by the Number IX, VII, or another

***The only committee that is required by Kappa Alpha Law is the Prudential committee, which oversees the financial procedures of the active chapter.***

***New Member Education committee directs and plans the chapter's new member education program and ensures no hazing occurs.***

***The Council of Honor Commander educates the active members on the laws and customs of the Order. This committee is usually chaired by the Number IX, VII, or another member of the chapter who is knowledgeable about the laws and the ritual.***



member of the chapter who is knowledgeable about the laws and the ritual.

**HOUSING:** Oversees the management and care for the chapter house. Typically works with a local housing corporation.

**INTRAMURALS:** Prepares schedules, conducts practices and coordinates athletic events for the chapter.

**NEW MEMBER EDUCATION:** Directs and plans the chapter's new member education program and ensures no hazing occurs.

**PROJECT OUTREACH:** Coordinates all charity, philanthropic and community service events for the chapter.

**PUBLIC RELATIONS:** Effectively communicates with the campus and community concerning chapter events and activities. This is often chaired by the Number IV.

**RECRUITMENT:** By Kappa Alpha Law the IV serves as the chair of this committee. Prepares and implements member recruitment programs. This should be a very active committee that operates year round, yet still directs formal weeks of recruitment.

**RITUAL:** Arranges and oversees preparations for the chapter's initiation. The Number IX will chair this committee.

**SCHOLARSHIP:** Reports directly to the Number III. This committee plans and implements programs to develop higher scholarship among actives and members awaiting initiation.

Each committee is headed by a chairman who delegates the committee's responsibilities to its members, making sure all are involved and accomplishing their tasks. The chairman then reports to a chapter officer in accordance with the chapter's organizational structure.

*Above: Service to others is a direct obligation for KAs. Furthermore, it can be beneficial to you personally and professionally.*

***By Kappa Alpha Law the IV serves as the chair of the recruitment committee. He prepares and implements member recruitment programs. This should be a very active committee that operates year round, yet still directs formal weeks of recruitment.***

***Scholarship committee reports directly to the Number III. This committee plans and implements programs to develop higher scholarship among actives and members awaiting initiation.***

## Chapter Business Meetings

### AGENDA

Active chapters are required to meet regularly to discuss items and activities for the upcoming weeks. *Kappa Alpha Laws* requires that a chapter have at least one formal meeting, with members in coat and tie and using the customs of the Order, every two weeks. For each meeting, there is a set agenda to help expedite the items that need to be covered. Each item of business falls into one of these categories and is discussed at that time. The agenda is as follows:

#### I. Call to Order

The Number I begins the meeting.

#### II. Roll Call and Reading of the Minutes

Roll is called by the Number III to determine if a quorum is present. He then reads the minutes from the last meeting.

#### III. Reports of Correspondence

Letters to and from the chapter are read, usually by the Number IV or corresponding secretary.

#### IV. Reports of Officers

The chapter officers report on matters for which they are responsible. An officer should have a report to the chapter at every meeting if he is doing his job.

#### V. Reports of Committees

Committee chairs report on matters for which they are responsible.

#### VI. Special Orders of Business

Important business previously designated for consideration at this meeting, e.g., the major offense trial of a member.

#### VII. Unfinished Business

Old business that is left over from a previous meeting.

#### VIII. New Business

Introduction of new topics for discussion.

#### IX. Voluntary Remarks

An opportunity for open floor discussion by the membership.

#### X. Parliamentary Report and Decisions

The Number VII, or Parliamentarian reports any violations of parliamentary procedure and the Number I assesses fines.

#### XII. Adjournment

Second roll call; dismissal from the meeting.

### PARLIAMENTARY PROCEDURE

Chapter meetings are run according to parliamentary procedure. This allows everyone to be heard in an organized manner and decisions to be made without confusion. It is important that everyone understand the basics of parliamentary procedure in order to be an effective contributor to the chapter. Robert's Rules of Order is the parliamentary procedure handbook to which the Order has chosen to subscribe.

### MAIN MOTION

Robert's Rules of Order utilizes several motions to transact business during the meeting. Although there are several motions, the most important for your chapter is the "main motion," which introduces subjects to the chapter for consideration and cannot be made while another motion is "on the floor" or being considered. A motion goes through the following four steps during the course of a meeting:

- 1. Presented:** The motion is brought to the floor for consideration by saying "I move that . . ."
- 2. Seconded:** Someone other than the presenter of the motion must then show support for the motion by saying, "I second the motion" or simply "second." If there is no "second," the motion dies, or fails.
- 3. Debated:** In an organized manner, members voice their opinion on the motion.
- 4. Vote:** Members vote on the motion that is being considered - sometimes called a "question."

#### Other Types of Motions:

**Subsidiary** – This changes or affects how the main motion is handled or worded, e.g., an amendment

**Privileged** – This would be used when special, important or urgent matters not related to the pending motion and are most important, e.g., adjournment

**Incidental** – Questions of procedure from other motions, e.g., suspension of the rules

### VOTING

Different motions require different votes and members can vote on a motion in one of several ways. Be sure to check the *Kappa Alpha Laws* and your chapter's bylaws for these requirements. Motions can be voted on by:

#### Voice:

This is allowed only for votes that require majority opinion.

#### Show of Hands:

This provides sight verification to a voice vote.

#### Roll Call:

When recording a voice vote for each member is necessary.

#### Secret ballot:

To be used only when secrecy is desired or mandated.

#### General Consent:

When it is clearly obvious that no objection will be stated.



*A highly performing chapter should meet at least of 4 of the 5 Active Chapter Minimum Expectations.*

Communication works best if the committee chairman types a summary of his committee's work each month and presents it to the appropriate officer. Committee chairs should also report their progress to the chapter periodically at chapter meetings.

### **Advisors**

Even though the guides and manuals for chapter operations located on the KA Web site ([www.KappaAlphaOrder.org](http://www.KappaAlphaOrder.org)) and the Kappa Alpha Laws are great resources for chapters, the greatest immediate resource lies in our own brothers and their experiences. Throughout your term as an active, you will face many difficult situations that you are unfamiliar with, but from which you will learn. When searching for advice, it is wise to consult with an advisor.

#### **ALUMNI ADVISORY COMMITTEE/ALUMNUS ADVISOR**

Many alumni choose to stay involved with a chapter and KA through a local alumni chapter or as a member of an alumni advisory committee (AAC). The AAC is appointed by the province commander and is composed of at least three alumni who counsel the chapter on financial matters and other pertinent areas of chapter operations. Kappa Alpha Laws dictates that every active chapter must have an alumnus advisor and Alumni Advisory Committee.

#### **FACULTY ADVISOR**

The faculty advisor, usually employed by the university where the chapter is located, aids the chapter in matters related to the campus, particularly scholarship. Faculty advisors can be extremely helpful to the chapter and instrumental in its success. The chapter, who appoints its own faculty advisor, should choose one that is enthusiastic and is in a position to help when needed. The chapter should always make sure to include this person in activities and keep them informed of chapter events. This person should also be involved with the chapter's scholarship committee.

## **Active Chapter Minimum Expectations**

In an effort to continue our pursuit of excellence, Kappa Alpha Order has developed a set of "expectations" for active chapter operations. The Active Chapter Minimum Expectations provide chapters of Kappa Alpha Order with operational expectations. Chapters are expected to improve upon five core areas of operations: Ritual, Academic Performance, Membership Growth, Finance, and Membership Education.

#### **Initiation Ceremony Proficiency and Usage**

An Active Chapter will maintain a proper set of regalia, read and explain some portion of the ritual at each chapter meeting, and perform the initiation ceremony with a minimum of 75% memorizations.

#### **Academic Performance**

An Active Chapter will achieve an overall term GPA no less than a 3.0.

#### **Membership Growth**

An Active Chapter will have a minimum membership of 30 or have a membership level higher than that of the average size of an IFC chapter on their campus, whichever is greater.

#### **National Financial Status**

An Active Chapter will remain solvent by maintaining a zero account balance with the National Administrative Office and all other creditors shall annually file the appropriate IRS Form 990.

#### **Membership Education**

An Active Chapter will have a minimum of 70% of its total membership attend no less than two educational programs during each term.

Acceptable areas of personal development and/or Kappa Alpha education are but are not limited to: alcohol and drug abuse awareness, hazing prevention, fire-health-safety, risk management, time management, personal finance, ritual, Kappa Alpha Laws, leadership, and career development. Attendance at Province Council may satisfy one required program. A Council of Honor program may satisfy one required program.



## Active Chapter Procedural Guide

This guide was originally prepared at the suggestion of the Number I's in attendance at the 1948 National Training School for Chapter Officers (once changed to the National Leadership Institute and now known as the Number I's Leadership Institute) and has been revised through the years to comply with changes in the *Kappa Alpha Laws*. A revision was prepared in August 1997 of work done by Former Knight Commander Howard P. Locke in cooperation with then Senior Councilor, later Knight Commander Loren Q. Hanson, Chairman of the Laws Committee.



**Members:** The members of an Active Chapter consist of those active members of the chapter reported to the Executive Director of the Order at the beginning of each year, plus any initiates between the date of that report and the date of the particular meeting, excluding any member who, after the date of said report and before the date of the particular meeting, is no longer a student at the college or university or one who has been transferred to the alumni roles of the Order pursuant to Section 8-213 of Kappa Alpha Laws, and further excluding any member who has been suspended (Section 12-312) or expelled (Section 12-311) from the Order.

**Voting and Quorum:** Chapter business may not, of course, be transacted, and a vote on any motion may not be taken if a quorum is not present at the meeting.

A quorum for any meeting of a chapter is a majority of its members (*Section 9-214 of Kappa Alpha Laws*) at the date of the particular meeting. A majority of the members is one more than one-half of the members of the chapter roll at the date of the meeting.

For example, if your chapter has 50 members, 26 members must be present at a meeting to constitute a quorum for the transaction of business. If your chapter has 35 members, 18 members constitute a quorum.

Ordinarily, a simple majority vote of a quorum is sufficient to carry (adopt) a motion.

For example, if 26 members constitute a quorum and only a quorum is present, 14 votes will carry a motion, and if

15 members constitute a quorum and only 15 are present, eight votes are required to carry a motion.

However, some matters require, under Kappa Alpha Laws, more than a simple majority vote for adoption. These matters are indicated in the Tabular Voting Guide found on the opposite page.

*Note: Members "not in good standing" under 8-218 are not counted to determine a quorum. See 8-219 regarding the rights of members "not in good standing" for other restrictions on their right to participate in Chapter business.*

**Exceptions to Quorum:** Although a quorum for any meeting is a majority of the members of a chapter, there are some matters which require a vote which cannot be achieved with only a simple quorum of members.

For example, the vote required to grant alumni status to an Active Member who has been an Active Member for seven regular semesters or eleven regular quarters, or the equivalent, is two-thirds of the Active Chapter.

So if a chapter has 50 members, a quorum is 26 for the transaction of business, but the vote required to grant alumni status is 34. There are other similar votes required. When the required vote in the Laws is said to be a certain fraction "of the Active Chapter," or words of similar import, the fraction is applied to the entire membership of the chapter as defined in paragraph 2 above.

**TABULAR VOTING GUIDE:**

The following constitutes the tabulation of the vote required and the necessary quorum required by *Kappa Alpha Laws*. At the risk of being repetitious, it is important to note that the quorum required to hold a meeting and transact business may NOT provide a sufficient number present to secure the vote needed to pass a particular matter.

For example, in the United States Senate, a quorum is a majority, yet the adoption of a Constitutional amendment requires a two-thirds vote: thus more than a quorum may

be required to take particular action in an otherwise legitimately held meeting.

When no specified section of the Kappa Alpha Laws is involved in any vote on a motion relating to the general chapter administration or miscellaneous matters, the vote required to adopt such a motion is a majority of those present and voting, a quorum being present.

There are other means by which some of the events enumerated at right may take place, but since they do not involve chapter voting, they are not included in the chapter Tabular Voting Guide.

Section of The Law	Purpose Of Vote	Quorum Required	Vote Required to Adopt	Vote Required Larger Than Quorum
1-325	<b>Establishment of provisional Chapter</b>			
	(a) Province Vote	N/A	2/3 of Active Chapters in Province	N/A
	(b) Vote in chapter	Majority	Majority	No
1-413 8-113	<b>Election to Membership</b> <i>See also 1-414 &amp; 8-112</i>	Majority	Unanimous by Secret Ballot	Yes. All votes must be cast within 24 hours
8-115**	<b>Procedure to Override Opposition to Chapter Growth (Open Vote)</b>	Majority	3/4 of Active Members to Invoke procedure	Yes
8-124 8-131***	<b>Action on Pre-initiation Report</b>			
	(a) Favorable report for initiation	Majority	No vote required	N/A
	(b) Recommendation for deferral of initiation	Majority	1/3 of Active Members	No
8-132	<b>Involuntary Termination of Membership of Member Awaiting initiation</b> <i>See also 8-133 &amp; 8-134</i>	Majority	2/3 of Active Members	Yes
8-213(c)	<b>Acquisition of Alumni Status by Active Member after Seven Semesters / Eleven Quarters</b>	Majority	2/3 of Active Members	Yes
8-215	<b>Procedure for Reinstating Alumnus to Active Membership</b>	Majority	Majority of Active Chapter granting alumni status and approval of Knight Commanders or his designee if 8-213 involved	Yes
8-216	<b>Approve Transfer of Active Member from Another Chapter</b>	Majority	Majority of Active Members and approval of Knight Commander or his designee if 8-213(d) involved	Yes
8-217	<b>Excuse Active Member from Payment of Financial Obligation to Chapter</b>	Majority	2/3 of Active Members	Yes
9-112	<b>Election of Chapter Officers I, II &amp; III</b>	4 / 5	Majority of Active Members	No
9-124	<b>Removal of:</b>			
	(a) Elected Chapter Officer	Majority	3/4 of Active Members	Yes
	(b) Appointed Chapter Officer		By the Number I	No
9-222	<b>Establishing / Revisions of Chapter Initiation Fees, Dues and Assessments</b>	Majority	Majority of Active Members	Yes
12-115	<b>Repeal Conviction of Minor offense</b>	Majority	3/4 of Active Members	Yes
12-128	<b>Major Offense:</b>			
	(a) Conviction	Majority	Majority of Active Members	Yes
12-129	(b) Impose Penalty of Suspension	Majority	Majority of Active Members	Yes
1-421	(c) Impose Penalty of Expulsion (ref. 1-921)	Majority	3/4 of Active Members	Yes
12-313	<b>Reinstatement of Member Suspended for Longer than Three Months</b>	Majority	3/4 of Active Members	Yes

\* See 8-113 for requirement regarding necessary vote of members of chapter unavoidably absent from meeting for election of new members.

\*\* CAUTION: Use the "open ballot" only under the circumstances set forth in 8-115.

\*\*\* A motion to defer initiation is not in order until the "Report for initiation" provided for in 8-124 has been made.



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SECTION B: *Chapter Eight*

# Onward. Upward. Preparing Leaders for Tomorrow

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*Opposite: Attending national conferences, such as the Emerging Leaders Academy seen here, broadens your brotherhood across campuses and provides training to help you tackle your chapter's future.*

Kappa Alpha Order's timeless principles remind us to move forward by learning from our mistakes and to adapt to change in order to be successful. Our initiation ceremony reinforces this by instructing members to strive for excellence by overcoming difficult barriers to succeed in life. We hold our teachings in high regard and it is our duty to instill them to others.

Our Varlet provides an enormous amount of information to aid you throughout your new member, active member, and alumnus experience. However, we learn from our first initiation experience that there is much more to learn about the philosophy, symbolism,

and our obligations. A chapter must make every effort to prepare members, not only to lead their chapter, but to influence them to hold to these values for life. Membership education is essential in perpetuating our ideals so that we can effectively lead our chapters. A good membership education program empowers us to recruit effectively, improve academically, provide educational training for members, develop emerging leaders, prepare members for graduation, and enhance risk management programs. These educational programs are critical to making our fraternity the best it can be and to prepare you for tomorrow.



8

**“The education of a man is never completed until he dies.”**

*– Robert E. Lee, Spiritual Founder, Kappa Alpha Order*

## New Member Education

The first process we go through is new member education, which introduces us to Kappa Alpha by learning about our history and preparing us to become active members. The educational period, which is a maximum of eight weeks, consists of learning exercises, team-building experiences, and the development of new friendships. Every new member deserves to have a positive experience. Your new member education period is not a time for meaningless tasks and activities, nor does it permit members to physically humiliate or degrade you. Kappa Alpha Order strictly prohibits hazing, or activities defined as, “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule . . .”

The purpose of new member education is to learn about our organization and to prepare you to become an active member.

## Active Member Education

The purpose of member education is to prepare future leaders for service inside and outside of the fraternity. It should consist of laws and ritual training, risk management, values and ethics, time management, study skills, career-based skills (resume writing, interview skills, job search, etc.), and leadership development. Our member education opportunities include the Number 1’s Leadership Institute, province councils, the Emerging Leaders Academy, *The Crusade RoundTable*, campus workshops and presentations, as well as visits by associate directors for chapter services.

### THE CRUSADE

*The Crusade* is Kappa Alpha Order’s total membership development program designed to provide our undergraduates with educational opportunities throughout their college experience. Based on the customs of the Order, the program emphasizes academic excellence, values and ethics, community service, team building, and leadership that is beneficial to the active participant during his undergraduate years, but also throughout life.

Since its inception in 1998, the program has been adopted successfully by forty-eight chapters whose members are excelling scholastically, increasing their philanthropic service, managing their finances more effectively, and recruiting and retaining more members. A member begins *The Crusade* immediately after he is inducted into a Crusade chapter. He begins with the first phase, Voyage for Brotherhood, and moves sequentially through the remaining three phases, Honor Bound, Quest for Leadership and The Journey Beyond, which may correspond to the members’ freshman, sophomore, junior and senior years respectively.

Utilizing different methods of learning, *The Crusade* aims to present interesting topics relating to the fraternal experience and personal development through a varied array of mediums. Some of these learning methods include experiential learning, service learning, team building, scenario-based learning, peer education, and other traditional methods of instruction.

Unique to other membership development programs around the Greek world, *The Crusade* aims to strengthen the active chapter and the undergraduate member through a variety of learning styles and support mechanisms. With the foundation of the program rooted in the customs of the Order, the program

***Every new member deserves to have a positive experience. Your new member education period is not a time for meaningless tasks and activities, nor does it permit members to physically humiliate or degrade you. Kappa Alpha Order strictly prohibits hazing.***



## Ongoing Education

Kappa Alpha Order provides us with a structure to operate as a chapter, a rich history, laws to govern ourselves, and a beautiful ritual. Every member has to go through an educational process to acquire knowledge about our Order. New member education is essential to educate and prepare new members for our initiation and active membership. Once members are initiated, they should not stop learning. Members need to continue their education every year. Kappa Alpha Order is an in-depth organization and there is much to learn.

strives to teach responsibility and self-governance while creating an interfraternal atmosphere. *The Crusade* is not mandatory; chapters participate of their own free will. Consequently, *The Crusade* is changing the landscape of KA through self-imposed responsibilities and standards rather than by mandates and rules.

- **PHASE I:** *The first phase encompasses the new member education program. It begins with the induction ceremony, and its purpose is to help the new member establish high standards in all areas relevant to his college career. Through a well-planned program involving team building activities, community service projects, and outside sources, the new member will learn time management skills, personal finance, etiquette, successful scholarship, the responsibility of brotherhood, and the history of Kappa Alpha. The new member's formal initiation into Kappa Alpha Order will signify the completion of The Voyage for Brotherhood.*
- **PHASE II:** *The second phase is intended to help the member, through in-depth study, gain a good understanding of the Kappa Alpha Laws and the customs of the Order, and to help foster an appreciation of values and ethics. The understanding of the philosophical framework of Kappa Alpha Order is vital to the principle of self-governance and ethical leadership. The Council of Honor and related workshops serve as the backbone for this phase and are accompanied by group exercises, case studies, and guest speakers.*
- **PHASE III:** *The chief purposes of the third phase are to provide members with leadership skills that will benefit them in the future and to educate them on social issues. Members will have the opportunity to further develop both their leadership and organizational skills by actively holding leadership roles on campus and within the chapter. This phase will last approximately one year and will involve a leadership retreat, case study scenarios, presentation of educational modules, speaking opportunities, leadership evaluation and development, and continued service to the community. Increasing the member's knowledge of campus government and social issues affecting him and his chapter are also part of Quest for Leadership.*
- **PHASE IV:** *The final phase of The Crusade has been designed to allow members to focus on activities that will prepare them for life experiences after college. Its main purposes are to prepare members for a career, emphasize the importance of KA involvement as an alumnus and to enhance community awareness. Resume writing, interview skills, dressing for success, career research, volunteer work, and emphasis on alumni activities and involvement will be addressed during this phase which will last approximately one year. Graduation from college will complete The Journey Beyond.*

**Based on the customs of the Order, The Crusade emphasizes academic excellence, values and ethics, community service, team building, and leadership that is beneficial to the active participant during his undergraduate years, but also throughout life.**

**A good membership education program empowers us to recruit effectively, improve academically, provide educational training for members, develop emerging leaders, prepare members for graduation, and enhance risk management programs.**





## Recruitment

Education, as with ritual, laws, and all other operations, is key to the recruitment success. The Order conducts recruitment education at our Emerging Leaders Academy, province councils, the Number 1's Leadership Institute, online and during staff chapter visits. The Certified Chapter Recruiter Course, hosted at province councils, is a great multi-class course to delve into rush, recruitment, values, and the basics of the Order. Also, seek out your Greek advisor to get resources including IFC rules, campus speakers, regional conferences, and advice from campus representatives. Finally, there are a number of reputable and successful professional recruitment companies that work with campuses on education and success. If they come to your campus, seek out their help as much as possible.

Your Number IV is your recruitment officer. He should coordinate a committee responsible for a year-round plan that encompasses the following:

- *Building a list of potential names*
- *Staying in touch with and recruiting potential members*
- *Organizing a joining period (formal recruitment) that “closes the deal” with future members and gets them to join your chapter.*

Remember, you are recruiting the next chapter leaders and future alumni – not the next best “new member.” Seek potential members throughout the year, choose great men in your bid sessions, give them a healthy education during new membership, and then provide them with a worthwhile initiation ceremony. Your chapter will be better for it and you’ll see the true meaning when recruitment is the “lifblood of the Order.”

*Recruitment is the “lifblood of the Order.”*

## Recruitment: Things to Remember

- Recruitment is about making friends. Making friends involves meeting people and building trust with them.
- However, recruitment for your fraternity is more than just making friends in class. You want the right person to uphold your values, be someone you can trust, and become the brother you can count on to continue your legacy.
- Recruitment needs to be fun, enjoyable, and a clear and fair glimpse into the chapter’s life. Tell the truth about obligations, finances, and operations.
- Remember the ritual. Imagine your recruits hearing the words and seeing the images. Will they be excited and emboldened? If so, these are the men you want. Go out and get them.

## Good Standing of Active Members

An Active Member shall also be in good standing with his Active Chapter and with the order if he meets the Scholarship Standards as set forth by the Executive Council for the immediate preceding college semester or quarter; an Active Member not meeting those standards may enter into and fully execute a detailed personal scholarship improvement plan with the Number III and/or chapter scholarship committee in order to retain the rights suspended in the *Kappa Alpha Laws 8-219* (a), (b), (e), and (f). See *Kappa Alpha Laws 8-218*.

### TAKING IT TO THE NEXT LEVEL

In chapter three, you were introduced to the basics of recruitment. But how do you take it to the next level? First, a distinction should be made between “rush” and “recruitment.” Rush, also known as formal recruitment, is an antiquated term you’ll hear from alumni and others. In the past, chapters relied solely on rush to bring new members to their house. This is an outdated system that simply does not work on most campuses today. If recruitment is the “lifblood” of the Order, then “rush” is life support! There might be a place for “formal recruitment” in today’s KA chapter, but it should be a small part of a comprehensive recruitment plan.

### RECRUITMENT IS A YEAR-ROUND EFFORT.

Making friends, establishing relationships, gathering names of incoming freshmen, inviting recruits (potential members) to intramural games, introducing KA to your Student Government Association or campus organization—all of these are examples of recruitment. Further, recruitment is something to keep in mind with all chapter decisions. Public image, party themes, attendance at on-campus events, and campus involvement can all positively OR negatively impact recruitment success for a chapter.

A chapter may also choose to ramp up efforts prior to a formal recruitment period on campus. During the summer, chapters can send letters to freshmen, advertise on Facebook, host summer recruitment events, utilize the Order’s innovative “Brasstacks” program, or have members become orientation counselors for your campus.

### DEFERRED RECRUITMENT

Some chapters have campus requirements that disallow freshmen from joining a fraternity until they have a certain number of hours completed (typically 12 hours) and a certain GPA. This is called “deferred” recruitment, but it really should be called deferred “joining.” Any chapter with campus rules like this should make an extra effort throughout the fall to meet and recruit as many freshmen men as possible.

### NO ALCOHOL

One of the most important aspects of recruitment AND rush that needs to be reiterated is that these activities should be DRY! That’s right, no alcohol should be involved. You may ask why or how. There are many judicious reasons (the law, risk management, safety), but an equally critical angle is to consider what it is that you are selling. KA is an Order — a society of persons united by possession of a mutual distinction, the recognition of something previously acquired.

You are selling a lifetime experience based on the values of our Order. Sure, there is room for appropriate social activity, but in these situations, you are investigating potential members for their values base, while selling KA’s principles and making sure that recruits will truly be a great fit with your chapter. Can this be done while inebriated? Think big, just for a moment. Can you sell your chapter without alcohol? Are you “cool” without it? Do parties define your experience? Or are they merely a part of the experience?



### ***Making and sustaining the grade***

Kappa Alpha Order expects its members to make their academic performance a priority, even over the fraternity. Academic excellence enriches the lives of all members of the chapter and promotes the chapter's image on campus and in the community. It strengthens the overall Greek system, stimulates interest and approval of parents and alumni, attracts the most outstanding men for recruitment, and ensures that the chapter will continue to grow through the continued initiation of its new members. Academic success benefits everyone.

Your contribution to the fraternity's overall GPA is very important on campus and at a national level. Are you reflecting academic excellence in the classroom?

#### **SCHOLARSHIP PROGRAM**

In order to achieve outstanding academic achievement, a chapter must implement an effective scholarship program for its membership. A new member scholarship program is not a chapter scholarship program. The scholarship program must have the same standards and policies for every member.

Most scholarship programs are planned around grades, which are the end results. They are a measurement of what preceded them. Too much emphasis is placed on grades and not enough given to the path that leads to the grades. The focus should be on incentives and encouragement, rather than punishment and disapproval.

#### **NATIONAL RECOGNITION**

The National Scholarship Trophy is presented annually to the active chapter that achieves the highest collective GPA for the academic year. The name of the winning chapter is engraved on the trophy and permanently displayed in the National Administrative Office.

*Above: A proper scholarship program can reward high performers, engage low performers, and connect to two in order to improve overall.*

### **Positive Reinforcement**

Instead of disciplining members who miss a class, promote attendance and recognize those who never miss a class. Rather than dwelling on lack of accomplishment or below-standard grades, emphasize each member's potential to achieve a goal and provide methods for reaching those goals. While punishment may play a part of an effective scholarship program, incentives are the key. They are essential for every chapter that values scholarship.

## Chapter Academics

The Order is committed to the academic achievement of our chapters as evidenced by our standards:

- The Number III serves his chapter as the Scholarship Officer.
- If a chapter's GPA falls below the scholarship standards of the Order, the chapter may be placed on probation by the Knight Commander, the Province Commander, or Executive Director (*Kappa Alpha Laws 9-271*).
- One of the five Active Chapter Minimum Expectations is to achieve an overall term GPA of no less than 3.0.
- An incoming freshman must have achieved a high school GPA of 2.7 to receive a bid of membership.
- If an undergraduate has earned academic credits, he must have achieved a 2.7 to join.
- An active member or member awaiting initiation failing to maintain a 2.7 for the immediate preceding semester or quarter is ineligible to serve, attend or participate in any social function.
- An officer failing to maintain a 2.7 for the immediate preceding semester or quarter is ineligible to serve.

## The 3.0 GPA Chapter Standard

Kappa Alpha Order's standard is for chapters to achieve above a 3.0 GPA every semester/quarter. Chapters failing to achieve a 3.0 GPA are required to submit a written academic enhancement plan to the Province Commander and Executive Director.

An active chapter failing to achieve a 2.7 GPA for the immediate preceding semester or quarter is placed on social probation for the following semester or quarter.

## OUTSTANDING ACADEMIC ACHIEVEMENT AWARDS

Outstanding Academic Achievement Awards are given each semester/quarter to recognize chapters that achieved a 2.8 GPA or higher. Scholastic Achievement Awards are awarded on a term basis to every Active Chapter that achieves a 3.0 GPA or higher than both the All-Men's and All-Fraternity average, or that is academically ranked in the top 25 percent of fraternities, and is higher than the Order's National Average at their respective institutions. The Scholastic Excellence Award is for chapters who achieve a term GPA above a 3.25. Individually, the Citation of Academic Excellence is given to any applying full-time Active Member who achieve a 4.0 term GPA.

## Additional KA Programs

Two of the Order's primary goals are the acquisition of knowledge and the development of character. To that end, KA has numerous programs and services. From the Number I's Leadership Institute to Project Outreach and from Council of Honor to province councils, Kappa Alpha is committed to the educational development of our members. From its inception, Kappa Alpha was designed to be an adjunct to, and a promoter of, the higher education system. Its primary focus, therefore, must be to provide programs to ensure the academic and personal achievement of our members and chapters.

## Project Outreach

KA recognizes the personal growth potential and Educational value of performing volunteer service. Project Outreach, the philanthropic program of Kappa Alpha Order, educates members about serving their communities. It also helps to further educate our members on societal and personal responsibility, and the benefit of performing service to others. Project Outreach also increases the amount of hands-on service and recognizes chapters that excel in their efforts.

## MUSCULAR DYSTROPHY ASSOCIATION (MDA)

In addition to working in their own community, every KA chapter is expected to make significant contributions to the MDA, Kappa Alpha's national philanthropy. As a national organization, KA has raised over \$2.7 million for the Muscular Dystrophy Association since 1975.

## OPERATION CRIMSON GIFT

Blood donation is a critical element of the Kappa Alpha Order call to community service, as it saves thousands of lives each year. Operation Crimson Gift, held annually throughout the year, is an opportunity for all KA members to recognize the importance of donating blood. Chapters with exceptionally high levels of participation in this program are recognized annually at province councils.

## OTHER

KA also suggests that chapters consider the following alternate focuses for their service and fundraising, in excess of what is done for MDA: sexual assault prevention and education and/or women's safety support; U.S. Armed Forces, their families, and wounded warriors; prostate cancer research and funding; Zac Brown's Camp Southern Ground. Each of these areas of support are specifically related to our values and history.

## Council of Honor

After a member is initiated, he discovers that there is much more to learn about Kappa Alpha. The ritual provides many themes, obligations, and expectations for each member. One way to learn more about the ritual is through a solid Council of Honor program.

Council of Honor involves an intense study of the laws and customs of the Order. It was established in 1986 by then Knight Commander Dr. Idris R. Traylor, Jr. while he was faculty advisor to Gamma Chi Chapter.

The program seeks to provide members with greater insight into the *Kappa Alpha Laws* and chapter bylaws, parliamentary procedure, and the ritual. It helps members understand the symbolism and recurring themes not often understood or noticed.

Each Council of Honor program is administered by an undergraduate who is the Council of Honor commander for his chapter. The Council of Honor Guidebook offers suggestions for programming, and the National Administrative Office provides membership certificates to the inductees.

## Certified Chapter Recruiter Course (CCRC)

The mission of this program is to educate and energize our advisors, undergraduates, and alumni members on the core principles of rush and recruitment. Through energized discussions, innovative teaching methods, and certification tests, our chapter recruiters are properly trained to motivate their chapter in the recruitment and acquisition of quality members. The CCRC is held jointly through province councils.

## Academic Resources:

- National Scholarship Officer
- Deputy Province Commander for Academic Affairs
- Faculty advisor
- Greek advisor
- [www.KappaAlphaOrder/academics.org](http://www.KappaAlphaOrder/academics.org)

*Below: Muscular Dystrophy Association has been KA's national philanthropy since 1975.*







### ***The E. Fleming Mason Memorial Internship Program***

This program provides undergraduates with an opportunity to gain professional work experience while living in the Washington, D.C., area. Past interns have been placed with lobbyists, congressmen, think tanks, and other impressive placements depending on the applicant's interests. The Kappa Alpha Order Educational Foundation funds this program through alumni donations.



### ***Leadership Education Conferences***

#### **NATIONAL LEADERSHIP INSTITUTE (NLI)**

The second oldest fraternity leadership school in the nation, NLI began as the Officer Training School in 1946 and has provided training to chapter officers every year since. In 2003, the Order redeveloped this training program more specifically for chapter presidents, and renamed it accordingly. This intensive, informational and educational retreat is held at the Caraway Conference Center, a Christian meeting place in the mountains of North Carolina, each year during the first week of January. The facility and premises are alcohol free which provides a suitable learning atmosphere for this two and a half day conference. The focus of NLI is to educate and empower the Number 1's to understand their role and responsibility as the chapter's highest elected officer, to recognize the tools and support systems provided, and to understand the standards and policies of operating an active chapter of Kappa Alpha Order. The educational format is designed for large group sessions that lead to facilitated small group council discussions. The topics include the *Kappa Alpha Laws*, leadership, risk management, values and ethics, confrontation, and goal setting.



**KAPPA ALPHA ORDER  
Number 1's  
Leadership  
Institute**

***Every Number 1  
is required to  
attend NLI.***

**PROVINCE COUNCIL**

Every spring, regional meetings across the country take place to educate our members, elect province commanders and province undergraduate chairmen, and to discuss the business of each province. One-third of our undergraduate members participate in this training, which covers leadership, risk management, recruitment, *The Crusade*, No. VI Track, ritual, scholarship, member education, and personal development. KA Laws 7-215 state that all nine officers are required to attend unless excused by the province commander. It is also a *Crusade* Guideline for *The Crusade* Commander to attend.

**THE CRUSADE ROUNDTABLE**

A unique aspect of *The Crusade* is the *RoundTable* experience, which is an intensive educational immersion into *The Crusade* program. Held in Lexington, Virginia, the program is designed to educate and motivate *The Crusade* Commanders, undergraduate brothers who are responsible for overseeing and ensuring the success of the program in their chapters. Conducted in similar fashion to the actual *Crusade* program, The *RoundTable* provides an opportunity for brothers from around the country to live through a well-executed *Crusade* experience.

**THE EMERGING LEADERS ACADEMY**

This conference takes place in Lexington, Virginia, on campus at Washington and Lee University and is intended to provide a different learning experience by taking participants out of the classroom and into the streets and locations while gaining a historical perspective of our founding. The Academy provides our future leaders the opportunity to increase their knowledge base about basic chapter operations, leadership, and how to implement a positive change in their chapter. The Academy also provides training for our No. IIs, offering the best and most innovative ways to improve our new member education programs. The program offers three unique experiences to learn more about Kappa Alpha Order, General Sessions, Mock Chapter Experience, and Track Sessions.

**STEWARDS OF THE ORDER**

This conference is an interactive ritual-based workshop that focuses on the symbolism and philosophy of the ritual, production of the initiation ceremony, and the origins of our fraternity. In order to become a "Steward" of the Order, participants must pass an oral exam to receive a certificate, lapel pin, and wallet card.

## ***North-American Interfraternity Leadership Conference Programs***

**UNDERGRADUATE INTERFRATERNITY INSTITUTE (UIFI)**

The UIFI experience is a five-day journey that offers participants the opportunity to explore, define, and enhance their leadership skills, personal awareness, commitment to their fraternity; and grow to expect values-based action from themselves and those they lead.

**FUTURES QUEST**

This program takes place in December and January and provides leadership training to men who have joined a fraternity in the last year. The focus of the weekend is identifying personal strength and limitations, developing leadership and communication skills, exploring personal values and making a commitment to fraternal ideals.



KAPPA ALPHA ORDER

## **Province Council**



KAPPA ALPHA ORDER

## **Emerging Leaders Academy**



KAPPA ALPHA ORDER

## **Stewards of the Order**



## ***Risk Management here and now***

Risk management is just what you think it is: limiting your chapter's exposure to potential losses and penalties or, simply put, managing your risk. The potential losses your chapter or KA could incur are immeasurable. Losses could be as simple as the chapter losing the right to participate in a campus event or there could be a multi-million dollar lawsuit that names the Order, chapter and even individual members. These penalties could come from a minor accident or a major tragedy. Regardless of the penalties, managing its risk should always be at the forefront of the chapter's decision-making process.

### **A BRIEF HISTORY**

Fraternities have long been associated with high moral ideals and standards. Recently though, they have also been associated with parties, alcohol and drug abuse, sexual assault and hazing. Since 1980, there has been a large and steady upswing in the number of lawsuits filed against individual members, local chapters and national fraternities. Millions of dollars have been paid out in settlement for claims from incidents that occurred at fraternity houses or fraternity functions. Kappa Alpha Order, like other national organizations, has adopted a set of risk management guidelines to oversee active chapter functions. Kappa Alpha's risk management guidelines stem from a set of standards written in 1987 by a group of fraternities called the Fraternity Insurance Purchasing Group, now known as the Fraternity Information and Programming Group (FIPG), of which KA was a founding member. FIPG provides risk management guidelines and educational resources to help member fraternities and sororities be more effective in their risk management efforts. Kappa Alpha was also a founding member of FRMT, Ltd., which is a reinsurance company. FRMT is dedicated to providing cost effective general liability insurance coverage for its member organizations and risk management resources and education to improve the undergraduate experience of its members.

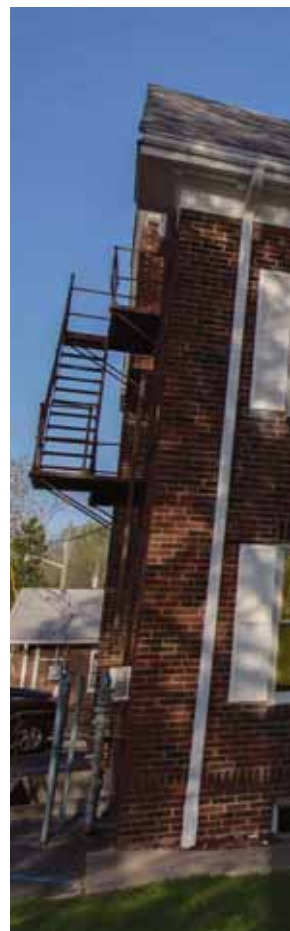
You were instructed on the Kappa Alpha Order Risk Management Policy (KAORMP) during new member education. In addition, there are multiple opportunities each year for you to receive additional education on this policy and ways to manage your risks. The active members and leaders of the chapter are charged with implementing procedures and safety measures to ensure that your members and guests are as safe as possible. Accidents do happen, but the steps you take to prevent these accidents and your actions following them may be key to limiting the severity of the results.

This section will further examine a few aspects of the KAORMP so as an active member, you can better understand the policy and how to prevent risky behavior.

### **ALCOHOL AND DRUGS**

There are two ways that alcohol may be present at chapter events: bring your own beverage (BYOB) or supplied by a third-party vendor. Neither members nor the chapter are permitted to provide alcohol to any member or guest.

With BYOB, a member or guest who is of legal drinking age may bring his own alcohol to events within the aforementioned guidelines. At a BYOB event, a person must meet both of these criteria to be able to drink and should not be permitted to bring more alcohol than he could reasonably consume during the event.



***Risk Management education is crucial to limit your chapter's exposure to potential losses and penalties.***

***Millions of dollars have been paid out in settlement for claims from incidents that occurred at fraternity houses or fraternity functions. Kappa Alpha Order, like other national organizations, has adopted a set of risk management guidelines to oversee active chapter functions.***



*A chapter house is the place where memories are made. Ensure risk management is utilized to ensure all memories are positive.*

The recommended method for BYOB is to develop a tag-ticket system. Those members who bring alcohol are asked to check it in and receive tickets to retrieve their drinks. This limits the ability for persons who are not of age or who did not bring alcohol from taking from those who did. A full description on how to effectively implement a tag-ticket system is available from the national administrative office. Many campuses do not allow alcohol on campus or have a limited amount of alcohol that can be brought to events. If these rules exist, the chapter must comply.

A third-party vendor is a vendor who is licensed to sell alcohol by the drink. Persons who are of legal drinking age may purchase alcohol from the vendor during the event. If available, the chapter should explore using a third-party vendor at events.

At events where alcohol is present, each member of the chapter who attends is permitted to bring three guests per the KAORMP. The names of each guest should be submitted prior to the event by a deadline and method determined by the chapter. In most cases, the chapter is aware of the age of its members. These members will often have knowledge of the age of their guests. This is important to note so the chapter can properly monitor and enforce applicable drinking laws.

***At events where alcohol is present, each member of the chapter who attends is permitted to bring three guests. The names of each guest should be submitted prior to the event by a deadline and method determined by the chapter.***





*Above: Each year at NLI, Number 1's take an oath from the Knight Commander that includes the enforcement of the Risk Management Policy.*

Drugs are a whole different ballgame when it comes to your chapter life. No matter what is accepted on campus, within your Greek system, or within your chapter current, there is simply no place for any kind of illegal drug use. This includes marijuana, misuse/abuse of prescription medicine, and other drugs. The risk management policy strictly forbids the use of drugs but more importantly, it is completely contrary to our values as members and likely, to what you really stand for as a person. Talk about this with you chapter members and know that you can receive assistance. However, to be clear, the Order will take necessary actions to remove drug-using members from our chapters, including reserving the right to administer drug tests.

#### HAZING

One of the reasons men join a fraternity is for camaraderie and brotherhood. For many, the fraternity becomes a family away from home. Hazing, in any form, has no place in a brotherhood or family. As you know by now, Kappa Alpha Order has a zero tolerance for hazing. In addition, your state has established anti-hazing laws. Most members understand that hazing is wrong and has no place in our fraternity. These members need to speak up, as they are not alone. Remaining a bystander only perpetuates the problem. Our spiritual founder, Robert E. Lee, developed his definition of a gentleman. In that definition he writes about how a gentleman should act when he enjoys certain privileges and advantages over another. As an active member, one of the ways





you should measure yourself as a gentleman is by exploring how you use your advantage of full membership over those brothers who are awaiting initiation.

In the new member section, there are questions that can be asked to determine if an activity is hazing (*see page 61*). You can ask yourself those same questions. As a college student, you are fully capable of making intelligent choices when you stop and think. Hazing is a lazy attempt at educating members. It takes thoughtful planning and dedication to develop better members. Challenge yourself and your members to take an interest in the education of each new member. The future of your chapter and the Order is in their hands. Get to know members as brothers and guide them in the disciplines that will make them good students, members, citizens and some day, husbands and fathers.

#### FIRE, HEALTH AND SAFETY

Each active chapter should take an interest in the safety of its members and guests. There are certain steps you can take to prevent risks and ensure safety at your chapter house, lodge and/or at chapter events.

- *Educate your members on rules and regulations that are in place to keep them safe.*
- *If you have a facility, partner with your local house corporation or college/university to have annual inspections and comply with local fire and safety codes. Place a responsible member in charge of being the chapter's contact person who can follow-up on any outstanding issues. Conduct regular fire and applicable emergency drills.*
- *Post emergency numbers in public places.*
- *Create and distribute a written crisis management plan for emergency situations. Doing so will help cooler heads prevail during crisis situations.*
- *Ask members to participate in programs and activities that increase their knowledge and skills with respect to member safety (i.e. First Aid, CPR, etc.).*

***It is essential to have a crisis communications plan in place before you need it.***

#### SPECIAL EVENTS

At times your chapter may wish to host special events. These events may present more risk than normal circumstances and require additional insurance coverage. The special events portion of the KAORMP allows chapters to host these events, when approved, by purchasing additional insurance coverage. If your chapter desires to host an athletic tournament, large fundraiser, an event with alcohol present that exceeds the member-to-guest ratio, or other events that may present greater risks, you need to send a written description to the Executive Director for consideration. This description must be submitted at least 60 days prior to the event. A member of the national staff will work with you and the insurance company to secure a quote if the event is approved. Please just ask if you are not sure whether or not an event needs special events coverage.

#### A FINAL WORD ON RISK MANAGEMENT

The safety of its members is the primary focus of the chapter's risk management. Preventing lawsuits and guarding the image of KA is also a major concern of risk management. As a member of Kappa Alpha Order, it is your duty to see to it that Kappa Alpha continues to exist and succeed at your school.

SECTION B: *Chapter Nine*

# The National Organization

*Opposite: Mulberry Hill, home of the Kappa Alpha Order Educational Foundation and the Order's National Administrative Office.*

Kappa Alpha Order is very similar to a corporation. We have a corporate identity (Kappa Alpha Order, Inc.), a president and chairman of the board (Knight Commander), a board of directors (Executive Council), a chief executive officer (Executive Director), regional directors (Province Commanders), a professional staff (National Administrative Staff), national and regional meetings (Convention, Number 1's Leadership Institute, the Emerging Leaders Academy, the *RoundTable* and Province Councils) and a uniform national product (the Kappa Alpha ritual) which is marketed by local franchises (active chapters). Future franchises, or chapters in training, are called provisional chapters. These distinct entities combine to form KA, a national collegiate men's fraternity which has been in operation for more than 140 years. Even though the Order is operated like a corporation, it is comprised of men who are brothers and work together for the good of the organization.

The Order has continuously operated for subordinate units, designated as Active Chapters, chartered by it, in accordance with its Constitution and Bylaws on campuses of colleges and universities in the United States. It is military in organization and government, religious in feeling, dedicated to the principles of Judeo-Christian tradition, and pledged to

the preservation of the highest ideals of gentlemanly conduct among its members.

In pursuit of its concept and dedication, duly constituted representatives of Kappa Alpha Order in Convention assembled do hereby and herein ordain and establish this Constitution, which together with the Bylaws, shall constitute the corporate Bylaws of the Order and be known as the Kappa Alpha Laws.

## *Kappa Alpha's Structure*

### CONVENTION

As dictated in the Kappa Alpha Laws, the "sovereignty and legislative authority of Kappa Alpha Order shall be and is vested in the Convention." The Convention is composed of former Knight Commanders, general officers (Knight Commander, Senior Councilor and five Councilors), province commanders, the National Undergraduate Chairman, Chief Alumnus, and one delegate from each qualified Active and Alumni chapter.)

Regular sessions of Convention are held biennially in odd-numbered years, though special sessions of Convention may also be called by the Executive Council.

The purpose of Convention is to elect the General Officers, pass resolutions, amend the Constitution and bylaws and assist in determining the future direction of the Order.

***Kappa Alpha was incorporated as a Virginia corporation in 1907.***



**“Kappa Alpha Order  
was founded at Washington  
College in Lexington, Virginia,  
on December 21, 1865,  
and was chartered with  
that name and title as  
a non-stock organization  
by the Commonwealth of  
Virginia on March 18, 1907.  
It may be properly referred  
to as ‘the Order.’”**

*– From the Preamble of the  
Kappa Alpha Order Constitution*



#### KNIGHT COMMANDER

The Knight Commander is the national president and chairman of the board for the Order, and in this capacity, he is vested with full authority and responsibility for the organization.

His numerous responsibilities include presiding over all meetings of the Executive and Advisory Councils and the Convention, interpreting provisions of the Constitution and bylaws of the Order and resolutions of the Convention when it is not in session, and developing/enforcing policies, rulings and directions of the Executive Council. The Knight Commander also has the power to suspend charters of active chapters.

This position of Knight Commander is voluntary and he receives no compensation for his service, except for reimbursement of expenses incurred during performance of his duties.

#### EXECUTIVE COUNCIL

While the Convention is the sovereign body of the Order, it is our board of directors, known as the Executive Council, who make most of the major decisions that affect the future of KA. The Executive Council is comprised of eight individuals – the Knight Commander, the senior councilor, five councilors and the national undergraduate chairman (NUC), who serves as a non-voting member. With the exception of the NUC, members of the Executive Council are elected at Convention and may serve an indefinite number of two-year terms. Each member of the Executive Council serves voluntarily and receives no compensation, except for reimbursement of expenses incurred while conducting business for the Order.

The Executive Council has many functions, including consulting and advising the Knight Commander in the performance and discharge of his duties, approving the Order's budget and prescribing rules, policies and regulations for the operation of the Order. The Council meets as a group three times each year to carry out these functions.

The NUC, who serves as an ex-officio member of the Executive Council, is elected annually by the Undergraduate Conference. He is the primary liaison between the Executive Council and undergraduate members.



*The Convention is the sovereign governing body of the Order.*

***General officers must be at least 25 years old and a member of KA for at least five years.***

***The Executive Council was formed by the 1935 Convention.***





#### ADVISORY COUNCIL

The Advisory Council is composed of the general officers, province commanders, the chief alumnus and the NUC. The purpose of the Advisory Council is to perform the functions and duties as prescribed in the Constitution and to act on matters referred to it by the Executive Council and the Convention. The Advisory Council meets at least once a year. The granting and removing of active charters and the reinstatement of expelled members are among the items for which the Advisory Council is solely responsible.

*Above: Alumni volunteerism is the driving force behind the success of our chapters, consistently, and collectively.*

*The national staff is headed by the executive director, who is the chief executive of KA and the KAOEF.*

#### PROVINCE COMMANDERS

Province commanders serve in a voluntary role similar to that of the Executive Council. Just as members of the Executive Council oversee the operation of KA nationally, province commanders maintain operations on a regional level. Kappa Alpha is divided into twenty-two provinces, of which twenty are active (see the appendix). Province commanders are responsible to the Knight Commander and are first in the chain of command for chapters. They are charged with assisting and guiding their province's active and alumni chapters in strengthening and improving their activities. Because of their direct contact with members, province commanders have valuable insight as members of the Order's Advisory Council.

#### PROVINCE UNDERGRADUATE CHAIRMAN

The undergraduates of each province also elect a province undergraduate chairman (PUC), to serve in a capacity similar to the national undergraduate chairman at the province level. These individuals are not members of the Advisory Council.

#### CHIEF ALUMNUS AND DEPUTY CHIEF ALUMNUS

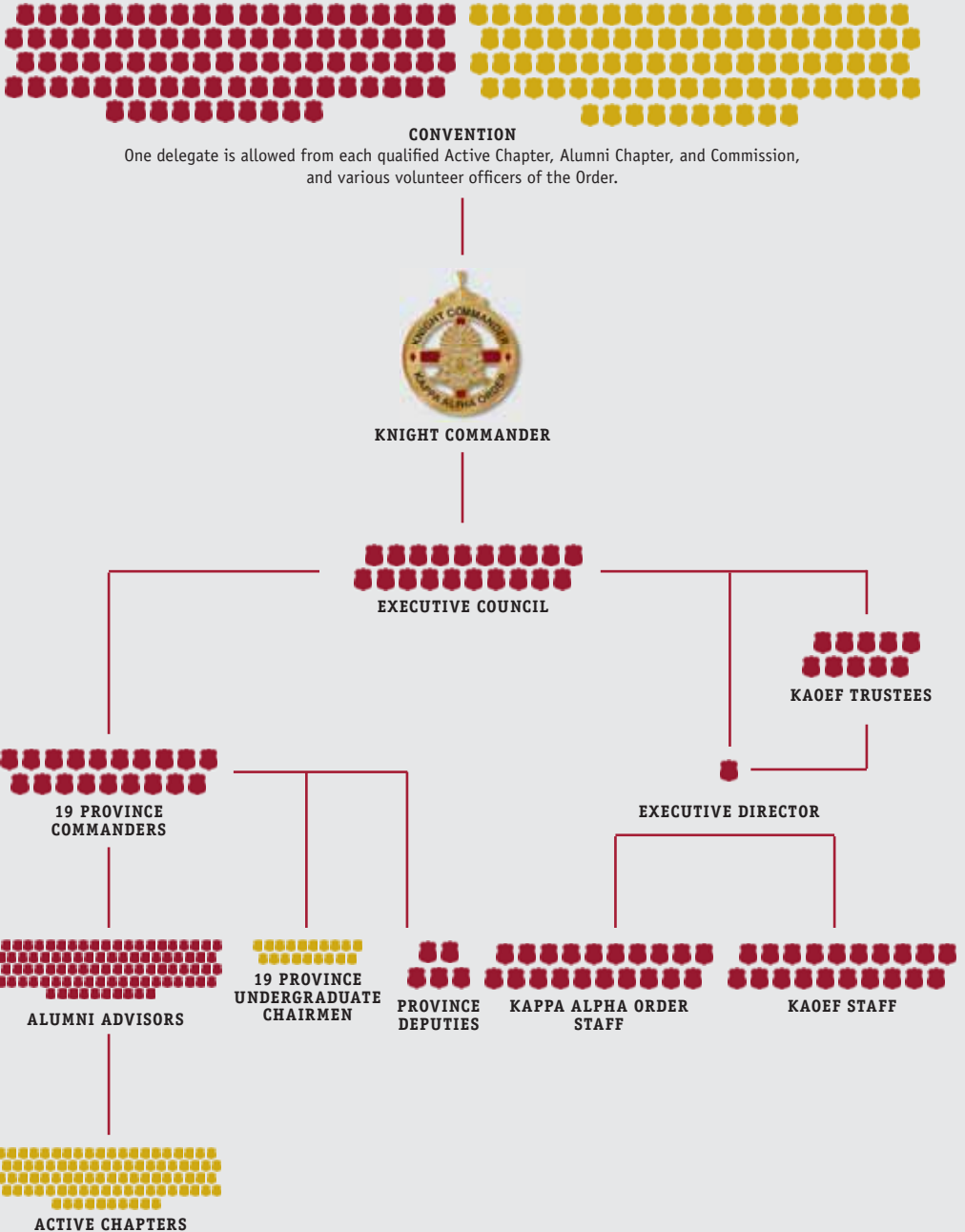
These two men are elected biennially at the Alumni Conference held during Convention and serve as the principal liaisons between the alumni chapters and the Executive Council.

#### OTHER VOLUNTEERS

A third group of national volunteer leaders are occasionally appointed by the Knight Commander normally in accordance with some expertise they may have. They serve on committees or task forces and can include the National Scholarship Officer or National Chaplain.

## Structure

The support and services offered by the national office to active and alumni chapters, as well as to individual members, are of great importance. However, the framework and the structure of Kappa Alpha Order as a viable national organization is what ensures the Order's continued success. Without such a comprehensive national structure, Kappa Alpha Order would not thrive or survive. It is this structure that allows for the continued existence of Kappa Alpha Order, both on a national level and on your campus.





*The national staff is made up of brothers from around the country who are dedicated to bringing you the best KA experience possible.*

## Available Resources from the National Administrative Office

### Manuals:

- Awards for National Recognition
- Brains, Books, and Brotherhood
- Chapter Communications
- Chapter Finance
- Chapter Judicial
- Chapter Meeting
- Chapter Scholarship
- Council of Honor
- New Member Education
- Officer Transition
- Project Outreach
- Recruitment
- Risk Management

### Guides:

- Chapter Advising: A Guide for Alumni Advisory Committees
- A Lifetime Experience: A Guide for Alumni Chapters
- Omega Financial Materials
- Recruitment Journal
- The Talisman
- The Varlet
- To Manners Born To Manners Bred
- Writing with Style
- Court of Honor
- Developing Positive Brotherhood: Alternatives to Hazing
- The Apprentice: A Guide for Provisional Chapters
- The Convivium

## The National Staff

Like any corporation, Kappa Alpha has paid professionals to administer the daily operations of the fraternity. These staff members work in the National Administrative Office at Mulberry Hill in Lexington, Virginia, where they handle the administration and educational programming needs of undergraduate and alumni members.

Assisting the following men in the completion of their duties are a number of individuals who serve as the support staff. These include the receptionist, press operator and various administrative assistants.

### EXECUTIVE DIRECTOR

The national staff is headed by the executive director, who is a full-time employee of the Order and an initiated KA. He is the chief executive of KA and the KADEF and receives and disburses all funds, requests all reports and carries out duties specifically assigned by the Executive Council. He assists with meeting planning and supervises all members of the national staff.

### ASSISTANT EXECUTIVE DIRECTOR FOR ADVANCEMENT

The assistant executive director for advancement leads the Order's comprehensive communications and marketing efforts. He is in charge of public relations activities, including brand management, publication creation, and digital media, along with the national website, for both internal and external audiences. He serves as primary spokesperson for the Order, unless circumstances demand the Executive Director, managing all media relations. He also oversees the Loyal Order and is the Editor of *The Kappa Alpha Journal*.

### ASSISTANT EXECUTIVE DIRECTOR FOR ALUMNI AFFAIRS

The assistant executive director for alumni affairs supports all alumni activities of the Order. He cultivates local volunteers, oversees the development of alumni advisory boards for every chapter and is the primary contact for alumni chapters, courts of honor and commissions. He also assists with the Loyal Order program and Forever KA. Finally, he supports chapters as they execute their alumni relations programs, leveraging their efforts alongside those of Kappa Alpha Order.

### ASSISTANT EXECUTIVE DIRECTOR FOR CHAPTER SERVICES

The assistant executive director for chapter services oversees the entire chapter services department which consists of the director of leadership education, director of chapter development, associate directors for chapter services and chapter development. He provides supervision and guidance of all of the Order's chapter-related programs. His primary role is to oversee and coordinate the chapter services of the Order to ensure they are functioning at an optimal level. He also assists the executive director in risk management matters.

### DIRECTOR OF LEADERSHIP EDUCATION

The director of leadership education formulates and implements a plan of educational programs that best serves undergraduate needs in areas such as scholarship, risk management and leadership. He also plans the Number 1's Leadership Institute, *The Crusade RoundTable*, the Emerging Leaders Academy, Stewards of the Order, province councils, and the E. Fleming Mason Memorial Internship Program.

**DIRECTOR OF CHAPTER DEVELOPMENT**

This position oversees the Order's expansion and recruitment programs. He investigates campuses for possible expansion and oversees and assists KA's provisional chapters. He also coordinates on-site recruitment consultations and programs for active chapters.

**DIRECTOR OF FINANCIAL OPERATIONS**

This person is in charge of all accounting functions. He/she prepares financial statements, payroll, tax reports, collections and disbursements, and most chapter reports.

**ASSOCIATE DIRECTORS FOR CHAPTER SERVICES (ADCS)**

The ADCSs regularly visit the Order's active chapters during the school year to promote scholarship and leadership. They assist the chapter in identifying possible areas for improvement and offer ideas for efficient chapter operations.

**ASSOCIATE DIRECTORS FOR CHAPTER DEVELOPMENT (ADCD)**

The ADCDs assist the Director of Chapter Development with recruitment, expansion, and *The Crusade*.

**Publications**

Like all organizations, clear communication is key to survival and effective management. Since 1870, the Order has been publishing a variety of materials to make sure that the various segments of KA stay in touch and are knowledgeable. Over time, publications have been added while others have been eliminated as their need was dictated by the era. The following is a list of current publications:

**THE KAPPA ALPHA JOURNAL**

*The Kappa Alpha Journal* is our premier publication. This alumni magazine is one of the oldest continuously-published fraternity magazines in the country. The first issue of *The Journal* was printed in February 1879. Members receive the quarterly magazine upon initiation and throughout their time in school. Then, upon graduating, members can continue receiving it by subscription or by joining the Loyal Order.

**KAPPA ALPHA LAWS**

*Kappa Alpha Laws* is the Order's volume that contains Kappa alpha's Constitution, bylaws and regulations, which govern active chapters, alumni, the Convention and officers.

**THE VARLET**

*The Varlet* is our membership manual. This book is studied by members who are awaiting initiation, but is also kept and cherished by active and alumni members throughout their lives. It contains information on all aspects of KA and the fraternity system.

**THE SHIELD**

The Shield is our risk management e-newsletter, which is published two to four times a year. It provides alternative social programming ideas, educates members on risk management issues and creates a forum for the sharing of techniques and procedures by chapters to ensure safe social activities.

**Social Media**

To learn about and plug into our complete offering of social media outlets, please visit [www.KappaAlphaOrder.org](http://www.KappaAlphaOrder.org).



#### THE SPECIAL MESSENGER

The Special Messenger is the personal publication of the Knight Commander and is used to disseminate important information to officers and chapters.

#### THE TALISMAN

The Talisman is an educational publication for undergraduate chapters. It addresses issues facing the undergraduate fraternity members including scholarship, alcohol abuse, hazing, and fiscal responsibility.

#### TO MANNERS BORN TO MANNERS BRED

To Manners Born To Manners Bred is our pocket handbook on etiquette and manners. Each new member receives a copy of this publication.

#### SONGS OF KAPPA ALPHA ORDER

Songs of Kappa Alpha Order is a music CD that contains songs that have become Kappa Alpha traditions.

*Below: You can only be recognized if you apply. National awards are the reward for your hard work and effort all year long.*



### ***National Awards Program***

Each year at province councils, national awards are given to the top chapters in the nation. Kappa Alpha Order recognizes chapters who excel in specific areas of programming as well as those who excel in all areas of chapter operations.

#### GEORGE C. MARSHALL AWARD FOR CHAPTER EXCELLENCE

The Marshall Award honors the top one to three chapters in the nation.

#### SAMUEL Z. AMMEN AWARD FOR CHAPTER EXCELLENCE

The Ammen Award goes to chapters scoring in the top 10-15 percent in the country.

#### CARL ALBERT MOST IMPROVED CHAPTER AWARD.

The Albert Award recognizes chapters who have made considerable progress during the past calendar year.



*The George C. Marshall Award for Chapter Excellence.*



**SCHOLARSHIP TROPHY**

The Scholarship Trophy recognizes the chapter with the highest grade point average among all chapters. The chapter that wins this award is presented with a certificate and has its designation engraved on the trophy which is on display in the National Administrative Office.

In addition to these, numerous awards for excellence in specific areas of operation are bestowed. Chapters are recognized for outstanding communications, finances, membership education, community service, recruitment and scholarship.

**National Finances**

The financial status of Kappa Alpha Order should be of interest to you. Where does Kappa Alpha Order get the money to operate, and what expenses does it have? With an annual budget of over \$2 million, a detailed answer could be rather lengthy. By looking at the charts presented here, you can get an idea of the types of income and expenses that are involved. Also, the following “Questions and Answers” should be helpful.

**Q: What portion of the money to run Kappa Alpha comes from undergraduates?**

**A:** Annual dues, and new member and initiation fees paid by undergraduate members account for approximately 49% of the current annual operating income for Kappa Alpha. (Insurance assessments account for an additional 32%)

**Q: Does the fraternity have other sources of income?**

**A:** Yes, three percent comes from the Order’s investments. Program registrations contribute a small percentage. Other sources include grant support from KAOEF, royalties, the sale of gift items and miscellaneous areas of income.

**Q: Just what do chapters get for their money?**

**A:** It’s a fair question, and one that can be answered in several ways. First, it is virtually impossible to place a monetary value on something intangible.

**Q: What’s the monetary value of friendship? Or, for that matter, what is the value of belonging to a prestigious national organization? From a chapter standpoint, what’s the value of the national charter?**

**A:** There is always a temptation to answer by providing a list of every single program and publication available from the National Administrative Office. However, the answer really lies in the national organization’s commitment of support, service and structure to its members.

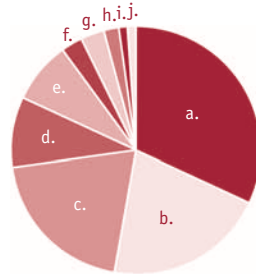
**Support**

The primary reason for the existence of the National Administrative Office is to support our active and provisional chapters. Its goal is to make the undergraduate experience a positive one. An example of the national office’s commitment to support the active chapters is the Associate Director for Chapter Services (ADCS) program. Each ADCS visits more than thirty chapters each year. Their visits are designed to help the chapter enhance current programs, such as recruitment and Council of Honor, and to begin new educational programs.

*The Order has an annual budget of over \$2 million.*

**Kappa Alpha Order Revenue**

a. Insurance Assessments	32%
b. Chapter Dues	20%
c. Initiation Fees	21%
d. KAOEF Support	9%
e. New Member Fees	8%
f. Other	3%
g. Royalty Income	2%
h. Sales	1%
i. Programs	1%



**Kappa Alpha Order Expenses**

a. Personnel	37%
b. Liability Insurance	23%
c. Administrative	14%
d. Chapter Services	10%
e. Educational Programming	7%
f. Communications and Publications	5%
g. Chapter Development	4%



*Leadership education programs are just one way the national organization supports undergraduates.*



New programs are continuously being developed to offer the tools needed for success to our active members and to our chapters. *The Crusade* program provides undergraduates with a unique, four-year total membership development program. The development of the Number 1's Leadership Institute brings new chapter presidents together to focus on the skills needed to be successful leaders of their chapters. In addition, annual province councils provide chapter members with useful information about chapter operations and personal development. Finally, a valuable but often overlooked aspect of support provided by the National Administrative Office is the effort to establish and to maintain rapport between each chapter and its respective university administration.

### **Service**

The National Administrative Office produces and distributes numerous manuals dealing with all aspects of chapter operations. A service that benefits both alumni and undergraduates is the identification as a member, signified by the official badge and shingle. *The Kappa Alpha Journal* and the national website are means of communicating and networking with KAs across the country. Computer records maintenance, constant updating of alumni addresses, and access to alumni address listings are provided for both alumni and active chapters.



### **The Loyal Order**

One of the first and easiest ways to ensure a life long commitment to the Order is to become a member of the Loyal Order. The Loyal Order is an elite group of KA brothers committed to the enduring bonds of our brotherhood and to the future success of Kappa Alpha Order.

You may have heard the phrase, "Once a KA, always a KA." The principle purpose of The Loyal Order is to provide members a more tangible way to commit to a lifetime of brotherhood. Joining the Loyal Order is the best way to stay connected to KA. It also provides you a wonderful opportunity to help shape the future of KA.

The Loyal Order helps secure the future of one of the oldest fraternity magazines in the world — our *Kappa Alpha Journal* — which has been published since 1879. In fact, the Loyal Order's primary objective is to fully endow *The Journal* in order to free up more resources for our undergraduate programs.

Learn more about the Loyal Order in Section C (see page 132) and online at [www.LoyalOrder.org](http://www.LoyalOrder.org).

## ***Kappa Alpha Order Educational Foundation***

The Kappa Alpha Order Educational Foundation (KAOEF) was established in 1982 with a single \$100 donation by then Knight Commander Loren Q. Hanson. KAOEF set out with a single mission: “To raise funds for the benefit of the Order.” Its purpose was to assist the Order in solving its most difficult challenges. In many ways, KA was at a crossroads. We would either begin making strides onward and upward, or face the possibility of decline. It’s hard to imagine, but KA, even as recent as 1975, had no permanent home, and was renting office space on Peachtree Avenue in downtown Atlanta, Georgia. To combat this issue alone, the Order had a mere \$15,000 in its treasury.

Since its inception, the KAOEF has worked tirelessly to meet this challenge and many others. In 1989 the Foundation purchased an historic building in Lexington to provide KA its first permanent home. Since most brothers view KA based on their active chapter experiences, the goal is to provide each undergraduate member with some type of educational opportunity and the additional possibility of financial assistance every year. In return for all of the opportunities given to each undergraduate brother, the KAOEF simply asks that each member participate in the Foundation Chapter program.

### **KAOEF FOUNDATION CHAPTERS**

At the beginning of each calendar year, every undergraduate KA is encouraged to make a single \$18.65 donation to the KAOEF through their active chapter. The KAOEF coordinates this effort with each Number I, and all chapters with 100 percent participation from its members are given the title “KAOEF Foundation Chapter.”

### **E. FLEMING MASON MEMORIAL INTERNSHIP PROGRAM**

Each year, the KAOEF provides funding for KA undergraduates to live and work in Washington, D.C., for eight weeks during the summer. The Foundation is proud to provide this unique educational and professional opportunity to KA members — the only one of its kind in the fraternal world. To read more about this program, please see page 114.

### **SCHOLARSHIPS**

Each year, the KAOEF provides need and merit-based scholarships for KA brothers so they can continue to live out their dreams of pursuing a college degree, while still maintaining their membership in Kappa Alpha Order. Some of the scholarship recipients are the first members of their family to obtain a college degree. Others will have the ability to achieve lifelong dreams of attending business school, medical school, or law school. Scholarship applications are available online beginning in September through the first week of February, and are awarded each May. Learn more at [www.KAOEF.org](http://www.KAOEF.org).

### **KAOEF SPONSORED LEADERSHIP EDUCATION**

All Foundation training and educational opportunities are made possible by a grant from the KAOEF to Kappa Alpha Order based on the level of support needed for these programs each year. KAOEF sponsored programs include the Number I’s Leadership Institute (NLI), Province Councils, and *The Crusade*. All programs are designed to assist in improving KA chapter operations, and to provide leadership training and skills that will benefit our KA brothers for life. To read more about each individual KA sponsored program, please see pages 114-115.



***The KAOEF was established in 1982 for the sole purpose of raising funds for the benefit of the Order.***



***The KAOEF supports the Number I’s Leadership Institute, Province Councils, and The Crusade program.***

SECTION C: *Chapter Ten*

# A Lifetime Experience

*Opposite: A lifetime experience means you remember your vows and consider yourself a KA your entire life. You never “were” a KA.*

It is impossible to overemphasize the importance of your role as an alumnus and your continued involvement with the Order. Without active, engaged and enthused alumni, Kappa Alpha Order ceases to exist. If recruitment is the lifeblood of KA, then our alumni are the oxygen that keeps us vibrant and moving towards excellence.

Your time as an active member during your college years is intended to serve as the foundation of your KA experience, not merely as a short-lived adventure soon forgotten after graduation.

In fact, our obligations to the Order, and to our chapter, do not end upon graduation day. The only thing that changes is our level of membership.

According to our *Kappa Alpha Laws*, “Alumni members of the Order are expected to collaborate with the Order, and its active chapters, to further its objectives, intention and purposes and to preserve and maintain its traditions and national reputation, and are urged to participate as much as possible in chapter activities to manifest their continuing interest in the Order.”

There is a reason that our membership certificate, commonly referred to as our “shingle,” boasts the Latin phrase, “Fratres Usque Ad Aram Fideles” or “brothers faithful until death.” The spirit of this concept is also of course enshrined in our

customs of the Order.

Today, the Order has over 160,000 living alumni in all 50 states and throughout the world. How do these brothers choose to stay connected, and have they honored their obligations as lifelong members?

## *Staying Connected and Involved*

### THE LOYAL ORDER

As mentioned in the active chapter section, the Loyal Order is one of the first and easiest ways to stay connected to KA. Through unrestricted (and not tax-deductible) dollars, the Loyal Order provides an opportunity to assist in the funding of alumni programs, services and benefits — one of which is *The Kappa Alpha Journal*. These dollars will endow *The Journal* and free up funds needed to support our undergraduate chapters.

Loyal Order members gain exclusive benefits, not just for a few years, but for the rest of their lives. These include a lifetime subscription to *The Kappa Alpha Journal*, a handsome lapel pin, a wallet card to distinguish them as a member of the Loyal Order, and a host of discounts and upgrades on a wide assortment of shopping and entertainment venues.

For more information, or to sign up as a member of the Loyal Order, please visit [www.LoyalOrder.org](http://www.LoyalOrder.org).

*The only thing that changes on graduation day is our level of membership.*

# 10





**“Alumni members of the Order are expected to collaborate with the Order, and its active chapters, to further its objectives, intention and purposes and to preserve and maintain its traditions and national reputation, and are urged to participate as much as possible in chapter activities to manifest their continuing interest in the Order.”**

*– From the Kappa Alpha Laws*

**Today, the Order has over 160,000 living alumni in all 50 states and throughout the world.**

#### ALUMNI CHAPTERS

One of the best ways to stay connected is to join a local alumni chapter upon graduation. There are about 60 active alumni chapters across the country that involve nearly 1,000 brothers. Alumni chapters, the first of which was established in 1869, exist to extend the KA experience far past the undergraduate years. They are there to ensure that brothers get the most out of their membership as alumni and continue to contribute their time and talents.

#### CONVIVIUM

Participating in Convivium each January is another wonderful way to stay connected. Across the country, actives and alumni brothers often join together to celebrate this special occasion, which honors the founding of the Order and the birthday of our spiritual founder.

#### LEADERSHIP KA

Leadership KA, an alumni-training program, is designed to recruit, educate and retain alumni volunteers. Held biennially at the Order's Convention, this program provides in-depth workshops covering all aspects of the Order's operations and the various issues facing the organization today. Since its inception in 2001, over 100 brothers have participated in the program. Similar training programs are also offered at province council.

#### STEWARDS OF THE ORDER

Established in 2006, Stewards of the Order is an educational program created to standardize the education on the customs of the Order for alumni and undergraduates. It is a workshop focused on the symbolism and philosophy of the ritual, production of the initiation ceremony, and origins of Kappa Alpha. Upon passing an oral exam, participants become official "Stewards of the Order" who are then authorized to instruct others on the esoteric work and direct initiations.

#### CONNECTING ONLINE

There are many ways to connect with fellow alumni online. First, you should register your goKA account on the national website. There you can search for chapter alumni, get exclusive resources and news, and keep connected to all your fellow brothers. Second, join the "Kappa Alpha Order (Official)" group on LinkedIn. Membership is verified so you can rest assured you are professionally networking with only initiated members of the Order. Post jobs, opportunities, or look for your own employment. Finally, do not neglect the Order's presence on Facebook, Twitter (@kappalphaorder), YouTube or other popular social media outlets.

#### BID FOR BROTHERHOOD

Started in 1998 as the brainchild of former Knight Commander Jim Estes, the Bid for Brotherhood auction is an annual alumni fundraising event that serves as one of the KAOEF's main fundraising vehicles to achieve its mission of raising funds to benefit the Order. Its primary focus is funding an endowment account to cover the cost of the Order's educational training programs so that one day all undergraduate KAs can attend our conferences and programs at no cost to themselves. To date, Bid for Brotherhood has raised over \$600,000. It is held in conjunction with the KA National Convention in odd years and the KA Advisory Council in even years.

**Loyal Order members gain exclusive benefits ... including a lifetime subscription to The Kappa Alpha Journal, a handsome lapel pin, a wallet card to distinguish them as a member of the Loyal Order, and a host of discounts and upgrades on a wide assortment of shopping and entertainment venues.**

### COURTS OF HONOR

One of the ways we honor loyal brothers who have stayed connected and served the Order is through a Court of Honor, a province organization started in 1930. Dedicated alumni, who have given their time, energy and service to KA, or who have brought credit to themselves and to the Order in their public or private life (per the *Kappa Alpha Laws*) are inducted and recognized at formal ceremonies. Today, each of the Order's 19 provinces has its own distinctive Court of Honor. Over 1,500 brothers have been inducted into the Court of Honor since its inception.

### *Giving Back*

It is common to hear an alumnus who has had a positive KA experience share the feeling that there is no way he can give back to KA all that KA has given to him. There are, however, a number of ways that brothers can give back to enhance the KA experience for present and future brothers.

As an undergraduate member of Kappa Alpha, we all gained something valuable from our experiences. Whether it was at a national educational program, professional development opportunity, KA scholarship, or mentoring by a member of KA's leadership, we all learned something that will stay with us for the rest of our lives. All of these programs and opportunities were made possible for us by the generous support and dedication of loyal KA alumni. This is because every KA alumnus understands his obligation to remain loyal to KA throughout life by devoting his time, toil, and treasure for the betterment of the Order.

*It is common to hear an alumnus who has had a positive KA experience share the feeling that there is no way he can give back to KA all that KA has given to him.*

### *The Kappa Alpha Order Educational Foundation (KAOEF)*

KAOEF is a 501(c)(3) tax-exempt organization created with one mission: "To raise funds for the benefit of the Order." Each year, through generous support from KA alumni, the KAOEF fulfills a grants request by the Order so that it can continue to meet the demands of educational programming and professional development opportunities for KA undergraduates. Currently, over 40 percent of KA undergraduates attend at least one educational program each year or receive a KA scholarship. Additionally, at the beginning of each calendar year, every KA Number I attends the Number I's Leadership Institute (NLI), free of charge to the chapter. To read more about educational programming provided by the KAOEF please see pages 114-115. To learn more about the KAOEF, please visit [www.KAOEF.org](http://www.KAOEF.org).

### FOREVER KA

"Forever KA" is not a giving society of membership or program of any type; it is simply the understanding that support for Kappa Alpha Order is a lifelong commitment. To facilitate this commitment, the Order provides every alumnus a vehicle to directly support the Order and your preferred chapter automatically each month with a donation of \$18.65. Through Forever KA, you automatically join the Loyal Order, and as a result, receive *The Kappa Alpha Journal* for life. You are also able to provide funding for your chapter by contributing to a restricted chapter endowment account. Your preferred chapter can then use the funds in this account for educational purposes each year. All educational programming (KAOEF scholarships, province councils, The E. Fleming Mason Internship Program, Crusade

Roundtable, and the Number 1's Leadership Institute) are also powered through Forever KA, and reach 40 percent of our active chapter brothers. Please visit [foreverka.com](http://foreverka.com) to read more about how our alumni, through Forever KA, drive our Order onward and upward.

## Volunteer

### JOIN AN ALUMNI ADVISORY COMMITTEE (AAC)

An AAC is composed of at least three alumni, one of which serves as the alumnus advisor and chairman of the AAC. Per KA Law, each active chapter must have a functioning AAC in place. The AAC's main objective is to offer consistent support and advice to the undergraduate chapter. To do so, committee members attend chapter meetings periodically and counsel the chapter on various areas of chapter operations. This successful initiative has proven to be one of the most effective external influences on our undergraduates. An ideal committee includes alumni with a strong sense of servant leadership, and those who represent diverse career fields who use their professional skills to mentor chapter officers, i.e.: an accountant could mentor the chapter treasurer.

### JOIN A CHAPTER HOUSE CORPORATION

Brothers with experience or interest in housing, mortgage banking, real estate, construction, accounting or law, can serve a local house corporation, which serves as a chapter's nonprofit landlord, leasing or owning the chapter house. These volunteers are crucial and offer much needed continuity in providing, preserving and protecting a home for the chapter. These positions, if properly filled, do not require a lot of time and provide an avenue for volunteer service for even the busiest of professionals. Per KA Law, each active chapter that occupies a chapter house, or other property, must be represented by a house corporation.

### BE A SPEAKER, PRESENTER OR FACILITATOR

Speaking and facilitating at province councils, Conviviums, the Number 1's Leadership Institute, the Emerging Leaders Academy, and other educational opportunities is a wonderful way for brothers to give back. By sharing their professional experience, alumni can educate, mentor and inspire our young men. Most importantly, they can lead by example. Undergraduates need to see Kappa Alpha's tenets in action. They need to see brothers with life experience living out our principles. Reinforcing the value of our beliefs throughout life will help them put more into their undergraduate experience.

### NATIONAL VOLUNTEER

There are several ways to serve at the national level, too. After serving at the local level with an undergraduate chapter, a brother could serve as a province commander, or as a member of the Executive Council. Additional roles include the Order's chief alumnus, and his deputy.

Finally, brothers can be involved on a national level by serving on the Kappa Alpha Order Educational Foundation's Board of Trustees. These alumni serve as the board of directors for the KAOEF, the entity responsible for raising tax-deductible funds for the benefit of undergraduates. This board oversees fundraising for the upkeep of the Order's headquarters at Mulberry Hill, which it



*Above: Speaking on a topic or facilitating a KA leadership education conference is an easy way to give back. Here is U.S. Olympian Kenny Davis (Beta Delta - Georgetown 1968), who captained the 1972 U.S. Mens' Basketball team.*

owns; grant making for undergraduate leadership programming such as NLI, The Crusade, and province councils; as well as awards scholarships and internships each year. Participation in this organization can be a rewarding experience for any volunteer.



### ***The Order's Commissions***

The Commission system of the Order is unique to all college fraternity and sororities. Its is a source of pride for all of our members and a vehicle to give the KA lifetime experience to men who otherwise couldn't have join due to their selection of fine institutions.

#### **BETA COMMISSION: Graduates of Virginia Military Institute**

The Beta Commission is one of Kappa Alpha Order's oldest and most celebrated traditions - a unique partnership that has produced some of the most ardent supporters of Kappa Alpha. VMI has produced two Knight Commanders and Beta has initiated more members than any chapter of the Order.

The Beta Commission was authorized by Samuel Z. Ammen in 1895 after years of operating "sub-rosa" as a result of the Institute's ban on fraternities in 1885. Our young fraternity wanted to keep its relationship going with its neighbor who had been so important to its early years. Unlike other KA chapters, the commission would operate as an alumni operation for the most part, initiating members following their graduation. This practice was formalized around 1915, and ever since has operated in much the same manner.

A few weeks before graduation, the commission's governing board selects members of the senior class and informs them of Kappa Alpha's association with VMI. They are invited to join the Order, and they come together a few hours after commencement at R.E. Lee Memorial Episcopal Church, where they are initiated and placed on the roles of the fraternity. According to the head

*Above: Commissions are an equivalent substitute for campuses where fraternities are disallowed for undergraduate members. Graduates are initiated and are full members of the Order.*

***In 2010, the first Commission was established to initiate graduates of the United States Military Academy at West Point.***

***In 2014, the Sigma Beta Commission was established to initiate graduates from the United States Naval Academy.***



## Alumni Recognition

Kappa Alpha recognizes alumni through a number of various awards and honors, the highest of which is the Distinguished Achievement Award, presented by the Executive Council. This award recognizes those alumni who have made outstanding contributions in their profession and to their country. Only 19 have been bestowed since the first one was given to George C. Marshall in 1948.

ALUMNI AWARD	PURPOSE	GIVEN BY
<b>Distinguished Achievement Award</b>	To honor outstanding KA's in public life	Executive Council
<b>Distinguished Public Service Award</b>	To honor members who have pursued the KA tenet of excellence through a life of service to others	Executive Council
<b>Knight Commander's Accolade</b>	To recognize excellence in service to Kappa Alpha Order	Knight Commander
<b>Certificate of Honor</b>	To honor alumni who have made outstanding contributions to chapters	Knight Commander
<b>Certificate of Service</b>	To recognize service to the Order by National Staff, former officers and province commanders	Knight Commander
<b>Alumnus Advisor of the Year</b>	To recognize individual service to an active chapter	Executive Council
<b>Faculty Advisor of the Year</b>	To recognize individual service to an active chapter	Executive Council
<b>Anniversary Certificate</b>	To recognize 25 and 50 year anniversaries of initiation	Knight Commander
<b>Accolade for Interfraternal Service</b>	To recognize individuals who have demonstrated outstanding service to the Greek or fraternity community	Executive Council



**KNIGHT COMMANDER'S ACCOLADE**



**DISTINGUISHED ACHIEVEMENT AWARD**



**KNIGHT COMMANDER'S MEDAL**



*Above: The Beta Commission was founded officially in 1915 to continue the legacy of initiating men from the Virginia Military Institute, which began with Beta Chapter, in 1868.*

of the commission board, George Mercer Brooke, III, “the people who join are the cream of the crop - class officers, Jackson Hope and Society of the Cincinnati medalists, high-ranking members of the Corps and those with academic stars...it’s an honor and a distinction.”

Beta commission initiates are the most loyal contributors to the Order and they make financial gifts to the Kappa Alpha Order Educational Foundation in greater numbers than any other chapter. Additionally, five of the 19 recipients of the Distinguished Achievement Award have been Beta initiates. Beta Chapter and Beta Commission have produced two Knight Commanders and more initiated members than any other chapter in the Order.

#### **THETA COMMISSION: Graduates of The Citadel**

Under the direction of then Knight Commander John S. Candler, Theta (Second) was issued a charter establishing a chapter at the South Carolina Military Academy in 1883. Shortly after its establishment, Theta (Second) became inactive in 1885, interestingly the same year that fraternities were banned at the Virginia Military Institute. In 1887 the chapter resumed operations and reported initiates until 1890 when the chapter surrendered its charter citing faculty and administration opposition.

During the early 1920s, Beta Gamma Chapter at the College of Charleston initiated an additional 19 members into Kappa Alpha Order from what we know today as The Citadel, The Military College of South Carolina. In recent years, KA had sought to re-establish the Theta Commission at the Citadel and to model it after the successful Beta Commission. After reviewing the historical evidence, Knight Commander J. Michael Duncan was convinced that the Order, acting through its General Officers at the time in approving the initiations of Citadel men through Beta Gamma Chapter, was attempting the formation of a Commission much like Beta Commission at Virginia Military Institute, which was very active during this period. As a result, five men who graduated from The Citadel were initiated in 2008 by Beta

Gamma Chapter in Charleston, South Carolina. Shortly after, the Advisory Council unanimously supported the re-activation of Theta (Second) Commission to be known as Theta Commission.

#### COMMISSIONS FOR THE MILITARY ACADEMIES

In 2010, the first Commission was established to initiate graduates of the United States Military Academy at West Point. The Sigma Alpha Commission has existed every since, holding an annual initiation and banquet each year. In 2014, the Sigma Beta Commission was established and initiated their first class of graduates of the United States Naval Academy in Annapolis, Maryland. As with any chapter, if you know of men who are eligible, which include: graduating seniors, prior graduates, faculty, staff, or administrators of any of these aforementioned institutions, contact the National Administrative Office to recommend them for membership.



#### ***Our Legacy: How will you be remembered?***

The need to honor our lifelong commitment as alumni goes far beyond the Order. We must look to the future of our great nation and consider our opportunity to have an impact on it. We have an urgent need in our country for strong, principled servant-leaders. All areas and levels of our society are desperate for courageous leaders who stand on conviction and who can be followed with confidence. Our very future and survival as Americans could depend on the kind of leaders we develop in our chapters. Can the Order play a critical role in developing the next class of servant leaders and statesman in our country? With the Order's purpose to build leaders among men, our actions should speak in the affirmative. You have an awesome opportunity before you as an alumnus of Kappa Alpha Order. What kind of legacy do you want to leave behind as such? When the dusty pages of our history are turned, how do you want to be remembered in the honor-rich annals of Kappa Alpha Order?

*Above: Dedication of flowers at the grave of George C. Marshall (Beta Commission - VMI 1901) in 2009.*

## Recipients of the Distinguished Achievement Award

The award was established for distinguished achievement to be made to a member of the Order based upon the following: Outstanding service to the United States in the Army, the Navy, the Marine Corps, the Air Force or the Coast Guard, and previously recognized by the United States Government; or outstanding service in public work for the United States Government, or for one of the states and such services result in national prominence



**1901:**  
**George C. Marshall**  
*(Beta Commission-VMI 1901)*  
 General of the Army; Chief of Staff, WW II; Secretary of State; Secretary of Defense



**1976**  
**Ovid Williams Pierce**  
*(Alpha Phi-Duke 1929)*  
 Noted author, novelist on Southern life; distinguished North Carolina educator



**1951**  
**H. Carl Vinson**  
*(Kappa-Mercer 1901)*  
 Distinguished Congressman from Georgia, 50 years



**1977**  
**Dean Rusk**  
*(Sigma-Davidson 1928)*  
 U.S. Secretary of State



**1966**  
**J. Edgar Hoover**  
*(Alpha Nu-George Washington 1914)*  
 Director of the Federal Bureau of Investigation



**1981**  
**Carl Albert**  
*(Beta Eta-Oklahoma 1928)*  
 Speaker of the House of Representative of the Congress of the United States



**1970**  
**Lemuel C. Shepherd, Jr.**  
*(Beta Commission-VMI 1917)*  
 Four-Star General, Commandant, U.S. Marine Corps



**1983**  
**J. Caleb Boggs**  
*(Beta Epsilon-Delaware 1928)*  
 U.S. Senator; Governor of Delaware; Member of Congress



**1974**  
**Robert W. Woodruff**  
*(Epsilon-Emory 1909)*  
 Chairman of the Board of the Coca-Cola Company



**1985**  
**John D. deButts**  
*(Beta Commission-VMI 1936)*  
 President and Chairman of American Telephone and Telegraph

and recognition; or outstanding service to mankind in literary, professional, scientific, or educational fields, resulting in national public acknowledgement of and praise for such service. The Executive Council grants this award at its discretion and only upon a unanimous vote by secret ballot.



**1987**

**Richard E. Byrd**

*(Beta Commission-VMI 1906)*

Rear Admiral; Antarctic Explorer and Pilot  
*(Awarded posthumously)*



**1994**

**George S. Patton, Jr.**

*(Beta Commission-VMI 1904)*

Four-Star General, U.S. Army; Outstanding Combat Officer, WW II *(Awarded posthumously)*



**1987**

**Clark M. Clifford**

*(Beta Theta-Washington 1924)*

U.S. Secretary of Defense; diplomat



**1996**

**Gillespie V. "Sonny" Montgomery**

*(Beta Tau-Mississippi State 1940)*

U.S. Congressman from Mississippi



**1989**

**Frank A. Rose**

*(Alpha Theta-Transylvania 1940)*

President of Transylvania Univ.; President of Univ. of Alabama



**1998**

**Dr. James Irvin Robertson, Jr.**

*(Zeta-Randolph-Macon 1949)*

Noted author and historian



**1991**

**Richard H. Truly**

*(Alpha Sigma-Georgia Tech 1956)*

Vice Admiral; Administrator of National Aeronautics and Space Administration



**2001**

**Dr. Ferrol A. Sams, Jr.**

*(Kappa-Mercer 1938)*

Acclaimed author



**1992**

**John P. Fishwick**

*(Beta Rho-Roanoke 1934)*

Chairman and CEO of Norfolk and Western Railway



## A Selected Listing of Notable Kappa Alphas

### Business & Industry

#### Clyde B. Anderson

(Alpha Beta-Alabama 1979)  
Executive Chairman and former President  
and CEO, Books-A-Million

#### John H. Bryan, Jr.

(Alpha Epsilon-Rhodes 1955)  
Former Chairman and CEO,  
Sara Lee Corporation

#### Ely R. Callaway, Jr.

(Epsilon-Emory 1937)  
Former Chairman and CEO, Callaway Golf

#### Joie Chitwood

(Beta Zeta-Florida 1988)  
President, Daytona International  
Speedway; former President, International  
Speedway Corp.; former President and COO,  
Indianapolis Motor Speedway

#### Roger Cleveland

(Beta Sigma-Southern California 1963)  
Founder, Cleveland Golf Company;  
Chief club designer, Callaway Golf

#### Robert Crandall

(Alpha Zeta-William & Mary 1954)  
Former President, Chairman and CEO,  
American Airlines

#### John D. DeButts

(Beta Commission-VMI 1936)  
Former Chairman, AT&T

#### William E. Dreyer

(Alpha Delta-William Jewell 1957)  
Former Senior Executive Vice president,  
Southwestern Bell Telephone Company

#### Ken May

(Gamma Gamma-Memphis 1981)  
Former CEO, FedEx Kinkos

#### Paul McIlhenny

(Alpha Alpha-Univ. of the South 1965)  
Former President and Chairman,  
McIlhenny Company, Tabasco producer

#### Michael O'Donnell

(Alpha Psi-Rollins 1976)  
CEO, Ruth Chris Steakhouse

#### Jerry Richardson

(Delta-Wofford 1957)  
Owner, NFL Carolina Panthers

#### Bill Samuels

(Beta Omicron-Louisville 1929)  
Founder, former President and CEO,  
Maker's Mark Distillery



Roger Cleveland



Dr. Robert W. Pearigen



Dr. Terry P. Roark

#### Julian Van Winkle

(Zeta-Randolph-Macon 1970)  
President, Old Rip Van Winkle Distillery

#### Ted Weise

(Beta Alpha-Missouri S&T 1964)  
Former CEO, FedEx

#### Robert Woodruff

(Epsilon-Emory 1909)  
Former CEO, Coca Cola

### Education

#### Dr. William R. Baldt

(Beta Epsilon-Delaware 1954)  
Former President, Goldey-Beacom College

#### Dr. Robert Bottoms

(Phi-Birmingham-Southern 1965)  
Former President, DePauw University

#### Dr. Benjamin Bernard Dunlap

(Alpha Alpha-Univ. of the South 1956)  
Former President, Wofford College

#### MG John S. Grinalds

(Delta Theta-Georgia Southern 2002)  
Former President, The Citadel

#### Dr. E. Douglas Hodo

(Alpha Upsilon-Mississippi 1965)  
Former President,  
Houston Baptist University

#### Dr. John E. Johns

(Iota-Furman 1941)  
Former President, Furman University

#### MG John Knapp, USA

(Beta Commission-VMI 1954)  
Former Superintendent,  
Virginia Military Institute

#### Dr. Harold J. Lassiter, Jr.

(Gamma Upsilon-Texas A&M-Commerce 1965)  
Former President, University of  
Arkansas at Monticello

#### Dr. Robert W. Pearigen

(Alpha Alpha-Univ. of the South 1973)  
President, Millsaps College

#### MG Roger C. Poole, USA

(Theta Commission-Citadel 2010)  
Former Interim President, The Citadel

#### Dr. Terry P. Roark

(Gamma Kappa-Oklahoma City 1957)  
Former President, University of Wyoming

#### Dr. Frank A. Rose

(Alpha Theta-Transylvania 1940)  
Former President, Transylvania University;  
Former President, University of Alabama

**Dr. Bruce A. Samson**

(Alpha Alpha-Univ. of the South 1956)  
Former President, University of Tampa

**Dr. Forest Kent Wyatt**

(Delta Beta-Delta State 1964)  
Former President, Delta State University

**Entertainment****Pat Boone**

(Gamma Lambda-North Texas 1955)  
Singer, actor, and writer

**Zac Brown**

(Zeta Kappa-West Georgia 1998)  
Grammy award-winning lead singer  
of Zac Brown Band

**Sam Champion**

(Delta Mu-Eastern Kentucky 1980)  
Anchor and managing editor, The Weather  
Channel; former weather anchor,  
Good Morning America

**Bill Engvall**

(Xi-Southwestern 1976)  
Grammy-nominated actor, comedian,  
and recording artist

**Taylor Hackford**

(Beta Sigma-Southern California 1964)  
Academy Award-winning film director  
and producer

**Page McConnell**

(Beta Lambda-Southern Methodist 1983)  
Grammy-nominated Multi-instrumentalist;  
member of music group "Phish"

**Anthony Perkins**

(Alpha Psi-Rollins 1953)  
Academy Award-nominated actor; best  
known for role in thriller "Psycho"

**Charlie Rose**

(Alpha Phi-Duke 1961)  
Grammy and Peabody Award-winning  
journalist and talk show host

**Randolph Scott**

(Alpha Sigma-Davidson 1919)  
Award-winning actor and  
"Western" movie star

**Mark Walberg**

(Delta Tau-Francis Marion 1981)  
Popular network and cable TV host



Charlie Rose



Zac Brown



Bill Owens

**Government****Robert Aderholt**

(Phi-Birmingham Southern 1986)  
U.S. Congressman, Alabama

**Carl Albert**

(Beta Eta-Oklahoma 1928)  
Former U.S. Congressman, Oklahoma;  
Speaker of the U.S. House of  
Representatives

**Roy Blunt**

(Alpha Eta-Westminster 1989)  
U.S. Congressman, Missouri

**J. Caleb Boggs**

(Beta Epsilon-Delaware 1993)  
Former Governor, Delaware;  
Former U.S. Senator, Delaware

**Charles Boustany Jr., MD**

(Gamma Phi-Louisiana-Lafayette 1974)  
U.S. Congressman, Louisiana

**William Clements**

(Beta Lambda-Southern Methodist 1936)  
Former Governor, Texas

**J. Edgar Hoover**

(Alpha Nu-George Washington 1914)  
Former Director, Federal Bureau  
of Investigation

**Richard Hudson**

(Epsilon Xi-North Carolina-Charlotte 1990)  
U.S. Congressman, North Carolina

**Joe Kennedy**

(Alpha Pi-Stanford 2001)  
U.S. Congressman, Massachusetts

**G.V. "Sonny" Montgomery**

(Beta Tau-Mississippi State 1940)  
Former U.S. Congressman, Mississippi;  
Author Montgomery G.I. Bill

**Bill Owens**

(Delta Kappa-Stephen F. Austin State 1970)  
Former Governor, Colorado

**Austin Peay**

(Omega-Centre 1919)  
Former Governor, Tennessee

**Robert Pittenger**

(Omicron-Texas 1967)  
U.S. Congressman, North Carolina

**Warren Tichenor**

(Beta Sigma-Southern California 1979)  
Former U.S. Ambassador, United Nations

**Earl Ray Tomblin**

(Alpha Rho-West Virginia 1971)  
Governor, West Virginia

## A Selected Listing of Notable Kappa Alphas (continued)

### VADM Richard Truly

(Alpha Sigma-Georgia Tech 1956)  
NASA Astronaut; Former Director of NASA

### Steve Womack

(Epsilon Zeta-Arkansas Tech 1978)  
U.S. Congressman, Arkansas

## Military

### RADM Richard E. Byrd, Jr., USN

(Beta Commission-VMI 1906)  
Medal of Honor Recipient; Antarctic explorer

### MG Donald R. Gardner, USMC

(Gamma Gamma-Memphis 1959)  
President Emeritus, U.S. Marine Corps  
University

### BG Ernest A. Garlington, USA

(Gamma-Georgia 1870)  
Medal of Honor Recipient; the  
Order's first U.S. Army General

### RADM Richmond P. Hobson, USN

(Phi-Birmingham-Southern 1884)  
Medal of Honor Recipient; former  
U.S. Congressman

### GEN George C. Marshall, USA

(Beta Commission-VMI 1901)  
Four-star general; former U.S. Secretary of  
State; former U.S. Secretary of Defense;  
former General of the U.S. Army; author of  
the "Marshall Plan"; Nobel Peace  
Price Recipient

### CAPT David S. McCampbell, USN

(Alpha Sigma-Georgia Tech 1929)  
Medal of Honor Recipient; top U.S. Navy  
fighter pilot of all time, known as the  
"Ace of Aces"

### GEN Jack N. Merritt, USA

(Beta Eta-Oklahoma 1949)  
Four-star general; U.S. military  
representative to the NATO  
military committee

### GEN George S. Patton, USA

(Beta Commission-VMI 1904)  
Four-star general; former Commander  
of the 7th and 3rd U.S. Army

### GEN J.H. Binford Peay II, USA

(Beta Commission-VMI 1962)  
Four-star general; Vice Chief of Staff,  
U.S. Army; Superintendent,  
Virginia Military Institute



CAPT. David  
McCampbell



GEN. Jack N. Merritt



Henry J. Mikell

### COL Robert S. Scott, USA

(Beta Phi-New Mexico 1932)  
Medal of Honor Recipient

### GEN Lemuel C. Shepherd, Jr., USMC

(Beta Commission-VMI 1917)  
Former Commandant, U.S. Marine Corps

### GEN Sam Walker, USA

(Beta Commission-VMI 1982)  
Four-star general; Commander, Allied Forces  
South East Europe; former Superintendent,  
Virginia Military Institute

## Religion

### Dr. Ric Cannada

(Chi-Vanderbilt 1967)  
President, Reformed Theological Seminary;  
Presbyterian Minister

### Rt. Reverend James L. Duncan

(Kappa-Mercer 1931)  
Former Knight Commander; Former Bishop,  
Episcopal Diocese of Florida

### Dr. Richard T. Feller

(Alpha Rho-West Virginia 1937)  
Former Knight Commander; Former Canon  
Clerk of the Works, Washington National  
Cathedral, Washington, D.C.

### W. McLeod Frampton, Jr.

(Beta Pi-Presbyterian 1929)  
Former Knight Commander; Retired  
Presbyterian Minister

### Marshall L. Meaders

(Delta-Wofford 1952)  
Retired Bishop, United Methodist Church

### Henry J. Mikell

(Alpha Alpha-Univ. of the South 1891)  
Former Knight Commander; Former Episcopal  
Bishop, Diocese of Atlanta; Former  
Chancellor, Univ. of the South

### Robert C. Morgan

(Phi-Birmingham-Southern 1952)  
Former President, Council of Bishops  
of the United Methodist Church

### Rt. Rev. William J. Skilton

(Theta Commission-Citadel 2010)  
Assistant Bishop, Dominican Episcopal  
Church in the Dominican Republic; past  
Bishop Suffragan, Episcopal Diocese of  
South Carolina; Past President, South  
Carolina Christian Action Council

## Sports & Sports Industry

### Tony Azevedo

(Alpha Pi-Stanford 2002)

Former Captain, 2012 U.S. Olympic water polo team

### Dave Baker

(Beta Delta-Georgetown 1979)

Sports anchor and TV broadcaster; SEC Network basketball anchor

### Marty Brennaman

(Zeta-Randolph-Macon 1961)

Radio broadcaster, National Radio Hall of Fame

### Jason Collins

(Alpha Pi-Stanford 2001)

Former American professional basketball player

### Jarron Collins

(Alpha Pi-Stanford 2001)

Former American professional basketball player; NBA player development coach

### Ben D. Crenshaw

(Omicron-Texas 1971)

Professional golfer

### Kenny Davis

(Beta Delta-Georgetown 1968)

Captain, 1972 U.S. Olympic basketball team

### A. King Dixon II

(Rho-South Carolina 1956)

Prominent athletics coach and athlete in military academies; Armed Forces Trophy for Player of the Year

### James C. France

(Gamma Pi-Florida Southern 1966)

CEO, International Speedway Corp.

### George Grand

(Beta Sigma-Southern California 1966)

Radio and TV broadcaster

### Al Geiberger

(Beta Sigma-Southern California 1958)

Professional golfer

### Tom Hammond

(Theta-Kentucky 1963)

Sports broadcaster and network TV host

### Tom House

(Beta Sigma-Southern California 1966)

Former American professional and college baseball player, coach; author; sports consultant



Tony Azevedo



Paul Johnson



Brandt Snedeker

### Sonny Jergensen

(Alpha Phi-Duke 1956)

Former American professional football player; professional Football Hall of Fame, TV broadcaster

### Paul Johnson

(Delta Lambda-Western Carolina 1977)

American college football coach

### Joe Kapp

(Alpha Xi-California 1957)

Former American and Canadian professional football player, former American college football coach, professional Football Hall of Fame

### Tim McCarver

(Gamma Gamma-Memphis 1962)

American professional baseball player and TV broadcaster

### Hal Mumme

(Delta Rho-Valdosta State 1999)

American college football coach and former player

### Will Muschamp

(Gamma-Georgia 1992)

American college football coach and former player

### Ernie Nevers

(Alpha Pi-Stanford 1923)

Former American professional football player, professional Football Hall of Fame

### Brandt Snedeker

(Chi-Vanderbilt 2000)

Professional golfer

### Melvin Stewart

(Pi-Tennessee 1992)

Gold Medalist, Olympic swimming competition

### Dave Stockton

(Beta Sigma-Southern California 1961)

Professional golfer

### Chris Vargas

(Zeta Delta-Nevada 1991)

Former Canadian professional and college football quarterback

### Sam Wyche

(Iota-Furman 1966)

Former American professional football quarterback and head coach, NFL analyst

## The Knight Commanders of the Kappa Alpha Order



**1. John F. Rogers**  
*(Alpha-Washington & Lee 1868)*  
**1868-69**



**6. Joseph Lane Stern**  
*(Alpha-Washington & Lee 1867)*  
**1875-76**



**2. Samuel Z. Ammen**  
*(Alpha-Washington & Lee 1866)*  
**1869-71; 1891-97**



**7. William H. Wallace**  
*(Delta-Wofford 1869)*  
**1876-77**



**3. William W. Collins**  
*(Alpha-Washington & Lee 1867)*  
**1871-73**



**8. Daniel R. Neal, Jr.**  
*(Beta-VMI 1876)*  
**1877-81**



**4. John L. Hardeman**  
*(Gamma-Georgia 1868)*  
**1873-75; 1898-1901**



**9. John Temple Graves**  
*(Gamma-Georgia 1871)*  
**1881**



**5. W.W. Wadsworth**  
*(Epsilon-Emory 1879)*  
**1875**



**10. John S. Candler**  
*(Epsilon-Emory 1877)*  
**1881-85**



*black and white photo indicates deceased*

**11. John L. Witworth**  
*(Lambda–Virginia 1873)*  
**1885-87**



**16. Sanford C. Fullilove**  
*(Alpha Iota–Centenary 1892)*  
**1912-15**



**12. Philip B. Hamer**  
*(Delta-Wofford 1878)*  
**1887-89**



**17. Henry C. Chiles**  
*(Alpha Delta–William Jewell 1903)*  
**1916-26**



**13. Horace H. White**  
*(Chi–Vanderbilt 1883)*  
**1889-91**



**18. Henry J. Mikell**  
*(Alpha Alpha–Univ. of the South 1891)*  
**1926-34**



**14. William S. Hamilton**  
*(Alpha-Washington & Lee 1886), Lambda*  
**1897-98**



**19. Emmett L. Irwin**  
*(Alpha Gamma–Louisiana State 1909), Psi*  
**1934-40**



**15. Edward C. Smith**  
*(Sigma–Davidson 1880), Upsilon*  
**1901-12; 1915-16**



**20. John R. Berryman**  
*(Alpha Pi–Stanford 1889)*  
**1940-46**

## The Knight Commanders of the Kappa Alpha Order (continued)



**21. W. Elliott Dunwody**  
*(Kappa-Mercer 1909),  
Alpha Sigma*  
**1946-51**



**26. Henry J. Foresman**  
*(Beta Commission-  
VMI 1941)*  
**1965-67**



**22. Howard P. Locke**  
*(Alpha Nu-George  
Washington 1918)*  
**1951-55**



**27. Giles J. Patterson, Jr.**  
*(Alpha Alpha-Univ.  
of the South 1934)*  
**1967-71**



**23. James L. Duncan**  
*(Kappa-Mercer 1931),  
Epsilon, Alpha Alpha*  
**1955-57**



**28. Richard T. Feller**  
*(Alpha Rho-West  
Virginia 1937)*  
**1970-73**



**24. W.M. Frampton, Jr.**  
*(Beta Gamma-  
Charleston 1929),  
Beta Pi*  
**1957-61**



**29. Reynolds S. Cheney**  
*(Alpha Mu-Millsaps  
1928)*  
**1973-77**



**25. John W. Nowell**  
*(Tau-Wake Forest  
1937)*  
**1961-65**



**30. Loren Q. Hanson**  
*(Alpha Kappa-  
Missouri 1950),  
Omicron*  
**1977-81**

*black and white photo indicates deceased*



**31. Jack R. Taylor**  
*(Beta Iota–Drury 1950), Alpha Kappa*  
**1981-85**



**36. David M. Warren**  
*(Tau–Wake Forest 1978)*  
**2001-03**



**32. Idris R. Traylor, Jr.**  
*(Gamma Chi–Texas Tech 1970)*  
**1985-89**



**37. Ben W. Satcher, Jr.**  
*(Delta Omicron–Clemson 1979)*  
**2003-07**



**33. Julian A. Pardini**  
*(Alpha Xi–California 1952)*  
**1989-93**



**38. J. Michael Duncan**  
*(Delta Kappa–Stephen F. Austin State 1969)*  
**2007-11**



**34. Thomas G. Paulson II**  
*(Alpha Xi–California 1949)*  
**1993-97**



**39. William E. Dreyer**  
*(Alpha Delta–William Jewell 1957)*  
**2011-15**



**35. James R. Estes**  
*(Alpha Kappa–Missouri 1960)*  
**1997-2001**

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SECTION D: *Chapter Eleven*

# The Kappa Alpha Laws

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*Current as of July 28, 2014*

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Kappa Alpha Order  
115 Liberty Hall Road  
Post Office Box 1865  
Lexington, Virginia 24450





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## Foreword to the 2013 Edition

The 75th Convention was held in San Antonio, Texas. This was the seventy-fifth regular meeting and thus is regarded as our Diamond Convention. The assembled delegates amended the Kappa Alpha Laws, and I was retained by the Convention for a second term as the 39th Knight Commander.

Two proposals were made to amend the Constitution and both received unanimous approval.

First, Commissions were granted the right to elect to membership any faculty, staff, and administrators at the particular institution for which they exist. Prior to the 74th Convention, Active Chapters could elect to membership faculty at the institution at which they exist. The right for Active Chapters to elect to membership staff and administrators was granted by the 74th Convention. A similar right for Commissions codifies a previously established practice. This action will aid in the development of our Sigma Alpha Commission for graduates of the United States Military Academy and of future Commissions established for other military academies.

The second proposal included three grammatical or consistency corrections to Article 1, Sections 232, 411, and 423.

Three proposals were presented to amend the Bylaws and these were passed unanimously by the Convention.

First, a restriction was added for members not in good standing under Article 8, Section 219. Membership in good standing is now required to be an Active Chapter delegate or alternate delegate to the Convention.

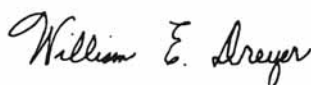
Article 7, Section 212, was divided into Composition and Voting. The only business vote that is allowed at a Province Council is the election of the Province Undergraduate Chairman. Alumni Chapter voting delegates do not vote for this office, but alumni attendance is still warranted. Thus, alumni are now specified in Composition. The number of Province Council primary voting delegates from Active Chapters was reduced for efficiency from two to one. Province Council voting credentials for Alumni Chapter officers were eliminated. A correction was made in Article 7, Section 225, along with setting a deadline for the Province Council report.

Finally, a Constitutional reference in Article 11, Section 126, was amended to reflect the correct section.

The Executive Council Regulations are reviewed and amended regularly, and those regulations will be amended due to some actions of this Convention.

It has been my pleasure to serve as the 39th Knight Commander during the last two years, and I look forward to both my second term and the close of our first one hundred and fifty years of excellence.

Fraternally yours,



William E. Dreyer  
Knight Commander

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# PREAMBLE

**KAPPA ALPHA ORDER** was founded at Washington College in Lexington, Virginia, on December 21, 1865, and was chartered with that name and title as a non-stock organization by the Commonwealth of Virginia on March 18, 1907. It may properly be referred to as “the Order.” The Order has continuously operated for subordinate units, designated as Active Chapters, chartered by it, in accordance with its Constitution and Bylaws on campuses of colleges and universities in the United States. It is military in organization and government, religious in feeling, dedicated to the principles of the Judaeo-Christian tradition, and pledged to the preservation of the highest ideals of gentlemanly conduct among its members.

In pursuit of its concept and dedication, duly constituted representatives of Kappa Alpha Order in Convention assembled do hereby and herein ordain and establish this Constitution, which together with the Bylaws, shall constitute the corporate Bylaws of the Order and be known as the Kappa Alpha Laws.

# Title 1: Constitution of Kappa Alpha Order

## Article 1-1: Sovereignty and Legislative Authority

### Part 1. The Convention

#### 1-111. Plenary powers of the Convention.

The sovereignty and legislative authority of Kappa Alpha Order shall be and is vested in the Convention.

### Part 2. Convention Composition, Quorum and Delegates

**1-121. Composition and voting.** The Convention shall be composed of the Former Knight Commanders, the General Officers, the Province Commanders, the National Undergraduate Chairman, the Chief Alumnus and one delegate from each qualified Active Chapter, Alumni Chapter and Commission in attendance as members of the Convention. Each member of the Convention shall vote in person and shall be entitled to one vote only. An employee of the Order shall not be qualified to vote in any capacity. *Amended by the 69th Convention, 2001 and by the 73rd Convention, 2009.*

**1-122. Constitutional quorum.** Duly qualified delegates representing at least two-thirds of the Active Chapters of the Order shall be in attendance to constitute a quorum for the Convention and any meeting thereof irrespective of other members present at the Convention or a meeting thereof.

**1-123. Chapter and Commission delegates.** Delegates to the Convention shall be enrolled members of the Active Chapter, Alumni Chapter or Commission they represent. Each delegate to the Convention from an Active Chapter, an Alumni Chapter or Commission of the Order shall be entitled to have one or more alternate delegates named in the order of their priority, and alternate delegates shall have the same qualifications as those of the principal delegate. An alternate delegate shall only be entitled to act at the Convention in the absence of the principal, or a prior alternate delegate, of the Chapter or Commission which he alternately represents. *Amended by the 73rd Convention, 2009.*

### Part 3. Sessions of Convention

**1-131. Regular Sessions.** The Convention shall meet in regular Session biennially in the odd-numbered calendar years at the place and upon the date selected and designated by the Executive Council.

**1-132. Special Sessions.** The Convention may also be convened in special session by the Executive Council, or within sixty days after written demand of a majority of the Active Chapters, at a time and place designated by the Knight Commander. *Amended by 67th Convention, 1997.*

**1-133. Cancellation or postponement and holdover of General Officers.** The Executive Council may, with no more than two dissenting votes, cancel or postpone a regular or special session of the Convention by written notice to the Province Commanders and to the Active Chapters, Alumni Chapters and Commissions not more than thirty days after its decision thereon. In the event that a regular session of the Convention is so canceled or postponed, the incumbent General Officers of the

Order shall remain in office until the conclusion of the next succeeding regular session of the Convention.

*Amended by the 73th Convention, 2009.*

### Part 4. Credentials and Voting at Convention

**1-141. Credentials Committee.** The Executive Council shall serve as the Credentials Committee of the Convention and shall make a formal report at each meeting of the Convention for inclusion in its Minutes, setting forth the enrolled members of the Convention for the meeting.

**1-142. Convention voting requirements.** A majority of the enrolled members of the Convention, including the constitutional quorum of Active Chapter delegates specified in Section 1-122, shall be in attendance at any meeting of the Convention. The voting requirements for the transaction of business shall be a majority vote of those present and voting except that

- (a) a three-fourths vote of those present and voting shall be required by roll call for adoption of an amendment of or to the Constitution of the Order and
- (b) a two-thirds vote of those present and voting shall be required
  1. to amend the Bylaws when the proposed amendment was presented at a meeting of the Convention less than twenty-four hours prior to the date and time of the vote thereon,
  2. to appropriate unobligated funds of the Order or
  3. to rescind or set aside action taken by the Executive Council.

*Amended by the 69th Convention, 2001.*

## Article 1-2: Officers and Operations

### Part 1. General Officers

**1-211. Designation.** The General Officers of the Order shall be the Knight Commander, the Senior Councilor and five Councilors. *Amended by 67th Convention, 1997.*

**1-212. Election of General Officers.** The General Officers shall be elected at a regular session of the Convention. A majority vote of those present and voting at the meeting of the Convention at which the election of General Officers takes place, exclusive of the incumbent Senior Councilor and Councilors, who shall abstain in all balloting in the election, shall be required for election, and, subject to the limitations hereof, the election shall be conducted in the manner prescribed in the Bylaws. The Knight Commander shall be elected by majority vote; thereafter, the Senior Councilor shall be elected by majority vote; finally, the remaining Councilors shall be elected by majority vote. *Amended by the 69th Convention, 2001.*

**1-213. Qualifications for election.** Each candidate proposed at the Convention for election as a General Officer shall have been a member of Kappa Alpha Order for at least five years and shall be twenty-five

years of age or older. A member of the Order who has been elected to, and served in the office of Knight Commander, shall not be eligible to serve thereafter as a General Officer. A Knight Commander may be elected to a second term by a majority vote of the Convention on a motion to retain him in office. A member of the Order who has been a part or full time employee of the Order shall not be eligible to be a candidate for office until three years have elapsed after his employment has terminated. *Amended by the 69th Convention, 2001 and the 70th Convention, 2003.*

**1-214. Installation of General Officers.** The General Officers may be sworn in at the closing meeting of the Convention at which they were elected or at a later designated time and place and shall take office within thirty days following the session of the Convention at which the election was conducted unless some other date be fixed by majority vote of the Convention. The General Officers so installed shall hold office until their successors are elected and have qualified.

**1-215. Duties of the Knight Commander.** The Knight Commander shall be elected by the Convention. The Knight Commander shall be vested with full authority and responsibility for the Order and shall preside at all meetings of the Executive and Advisory Councils and at the Convention except that he may designate a voting member of the Convention to preside in his place for the period of time designated by him. He shall interpret the provisions of this Constitution, the Bylaws of the Order and resolutions and enactments of the Convention when it is not in session, and he shall implement and enforce policies, rulings and directions of the Executive Council. The Knight Commander may delegate his authority to the Executive Director or to any other officer of the Order to act in his place and stead in specified duties. *Amended by the 70th Convention, 2003.*

**1-216. Election of Senior Councilor.** The Senior Councilor shall be elected by the Convention. A Senior Councilor may be elected to a second term by a majority vote of the Convention on a motion to retain him in office. In case of a vacancy in the office of Senior Councilor for any reason, the Executive Council shall elect, as soon as practicable, an acting Senior Councilor from among its members elected at the last preceding session of the Convention at which General officers were elected. *Amended by the 69th Convention, 2001, the 70th Convention, 2003, and the 71st Convention, 2005.*

**1-217. Duties of Senior Councilor.** The Senior Councilor shall be the second officer of the Order, and in the event of a vacancy in the office of Knight Commander the Senior Councilor shall forthwith be and become the Knight Commander of the Order.

**1-218. Resignation or removal of a General Officer.** A General Officer may resign by submitting his resignation in writing to the Executive Council. Any General Officer may be removed from office for cause by a three-fourths vote of the Advisory Council, exclusive of the vote of the General Officer whose removal has been requested, in accordance with the Bylaws.

**1-219. Replacement of Councilor.** Any vacancy among the Councilors created by death, resignation, removal or the Senior Councilor acceding to the office of Knight Commander because of a vacancy in that office shall be filled by majority vote of the Advisory Council. The Executive Director shall conduct the balloting among

the members of the Advisory Council in the manner prescribed in the Bylaws. *Amended by 64th Convention, 1991 and the 69th Convention, 2001.*

## Part 2. The National Undergraduate Chairman

**1-221. Election.** A National Undergraduate Chairman shall be elected annually by representatives of the Active Chapters as provided in the Bylaws.

## Part 3. Province Officers

**1-231. Designation.** The Province Officers shall be a Province Commander appointed by the Knight Commander as provided in the Bylaws, one or more Deputy Province Commanders, a Province Undergraduate Chairman and such other officers as may be provided for in the Bylaws. Province Officers shall be selected or elected as provided in the Bylaws. *Amended by 69th Convention, 1997 and by the 74th Convention, 2011.*

**1-232. Term and qualifications of Province Commander.** The Province Commander shall serve for the term of the Knight Commander by whom he is appointed and until his successor is elected appointed and qualified. A member of the Order who has been a part or full time employee of the Order shall not be eligible to become a Province Commander until three full years have elapsed after his employment has terminated. The Province Commander shall not be eligible to serve as Alumnus Advisor of an Active Chapter except as allowed by the Knight Commander. *Amended by 66th Convention, 1995 (final sentence added) and by 67th Convention, 1997, the 74th Convention, 2011, and the 75th Convention, 2013.*

**1-233. Duties of Province Commander.** A Province Commander shall advise the Active Chapters in his Province and shall perform such other duties as may be prescribed in this Constitution or the Bylaws of the Order. *Amended by 61st Convention, 1985.*

**1-234. Resignation or removal of a Province Commander.** A Province Commander may resign by submitting his resignation in writing to the Knight Commander. Any Province Commander may be removed from office by the Knight Commander for cause with the consent of the majority of the Executive Council. Any Province Commander removed for cause may not thereafter be a candidate for Province Commander. *Amended by the 70th Convention, 2003 and the 74th Convention, 2011.*

**1-235. Replacement of a Province Commander.** Any vacancy in any office of Province Commander created by removal shall be filled as provided for in the Bylaws. *Amended by the 74th Convention, 2011.*

## Part 4. The Executive Council

**1-241. Constituency.** The General Officers as a body shall constitute the Executive Council and it shall be the Board of Directors of Kappa Alpha Order under its Articles of Incorporation. The Knight Commander shall be the Chairman of the Board of Directors and the President of the corporation, the Senior Councilor shall be the Vice Chairman of the Board and the Vice President of the corporation and those two officers and the five Councilors, all elected biennially at each regular session of the Convention for terms of two years, shall be directors of the corporation. The Executive Director shall be the Secretary and Treasurer of the corporation

and shall serve as the Secretary of the Executive Council. The National Undergraduate Chairman shall regularly attend meetings of the Executive Council, with full authority to participate in its discussions, as a non-voting member of the Executive Council.

**1-242. Functions.** The Executive Council shall consult with and advise the Knight Commander in the performance and discharge of the duties of his office. It may prescribe rules and regulations for operation of the Order. It shall have authority to act in any matter for which there is no provision in this Constitution, the Bylaws of the Order or the actions of the Convention, including the appropriation, upon a five-sevenths vote, of available monies in the general fund of the Order, and action so taken shall have indefinite continuance unless or until canceled or rescinded by the Convention under Section 1-142(b)(3).

## Part 5. The Advisory Council

**1-251. Constituency and functions.** The General Officers, the Province Commanders, the National Undergraduate Chairman and the Chief Alumnus shall constitute the Advisory Council of the Order. It shall perform the functions and duties prescribed for it by this Constitution and the Convention and shall act upon matters referred to it by the Executive Council or by the Convention. The Advisory Council shall meet at least once each year, and at the annual meeting the Province Commanders may, upon request, meet separately. *Amended by 63rd Convention, 1989.*

## Part 6. The Executive Director

**1-261. Appointment, service and compensation.** The Executive Council shall appoint a member of the Order as the Executive Director of the Order for such period and compensation as fixed by it. The Executive Director shall be the principal operation, executive, administrative and management officer of the Order serving full time directly under the supervision and direction of the Executive Council. He shall serve as Clerk of the Appellate Council and Secretary of the Advisory Council, as well as those offices designated in Section 1-241 hereof, but shall hold no other office in the Order.

**1-262. Delegation of duties by the Executive Director.** The Executive Director may delegate any of his duties to another employee of the Order for stipulated or indefinite periods of time.

## Part 7. The Chief Alumnus

**1-271. Election.** A Chief Alumnus shall be elected by representatives of the Alumni Chapters as provided in the Bylaws. *Adopted by the 63rd Convention, 1989.*

**1-272. Deputy Chief Alumnus.** A Deputy Chief Alumnus shall be elected by representatives of the Alumni Chapters as provided in the Bylaws. *Adopted by the 63rd Convention, 1989; amended by 66th Convention, 1995 and by 67th Convention, 1997, and by the 73rd Convention, 2009.*

# Article 1-3: Constituency of the Order

## Part 1. Provinces

**1-311. Composition.** The Active and Alumni Chapters of the Order shall be divided into geographical areas

designated as provinces composed of those provinces in existence at the date of the adoption of this Constitution and those thereafter created. An Alumni Chapter existing outside the boundaries of a province shall be assigned to the province closest to it by the Knight Commander. Provinces may be created or reconstituted by the Advisory Council, as appropriate, except that additional provinces may not be created or reconstituted in the calendar year in which a regular Convention is scheduled. The names of new or reconstituted provinces shall be assigned by the Knight Commander. *Amended by 67th Convention, 1997.*

**1-312. Province Councils.** A Province Council, composed of the Province Officers and representatives from each qualified Active Chapter in the province, and from each Alumni Chapter in the province shall be held at a place within the area of the province or at such other place as may be approved by the Knight Commander, by each province of the Order during each calendar year. A Province Council shall have no power to legislate or act with binding effect upon the Order or any chapter thereof. Upon failure of the Province Commander to hold the regular Province Council during the first five months of each calendar year, the Knight Commander shall call and fix the date and place for the Province Council and designate a Councilor to preside at and conduct its sessions. *Amended by the 70th Convention, 2003 and by the 71st Convention, 2005.*

## Part 2. Active and Alumni Chapters

**1-321. Active Chapters.** An Active Chapter shall be comprised of a group of students of a particular college or university who are members of the Order named in the charter issued to the group by the Order and those students who have successively become members of the Order through affiliation with the original group or their successors. An Active Chapter shall be classified as in good standing or not in good standing. *Amended by the Advisory Council and Active Chapters, 2014.*

**1-322. Operation of Active Chapters.** Active Chapters shall conduct their operations, activities, and business affairs in accordance with the Charter, Constitution, Bylaws, Regulations, oaths, obligations, policies and their bylaws. An Active Chapter's bylaws shall not be inconsistent with this section. An Active Chapter and its members shall not sell, assign, dispose of or transfer substantially all of its assets, accounts or property to another organization without prior written approval by the Executive Council. *Amended by the 70th Convention, 2003, and the Advisory Council and Active Chapters, 2014.*

**1-323. Order relationship to Active Chapters.** The Knight Commander, the Executive Council, the Advisory Council, the Province Commander or the Executive Director may require an Active Chapter, or individual officers thereof, to perform any duty which is necessary to the successful performance of any officer's duties or in the interest of the Order. *Amended by 61st Convention, 1985.*

**1-324. Suspension or withdrawal of Active Chapter charters, imposition of fines and appeals, financial delinquency of Active Chapter.** For failure to perform its duties and obligations, an Active Chapter may be fined, suspended, or placed on probation by the Knight Commander, the Province Commander or the Executive Director, or its charter may be withdrawn by the

Knight Commander with the consent of the Advisory Council. A suspension shall be for a specified period of time and a fine, probation or a suspension may be canceled, extended or reduced by the Executive Council upon appeal by the Active Chapter. *Amended by 67th Convention, 1997, and by the Advisory Council and Active Chapters, 2014.*

**1-325. Effect of suspension or withdrawal of Active Chapter Charter.** An Active Chapter that has had its Charter suspended or withdrawn shall be classified as not in good standing and shall conduct no business or operations as an Active Chapter. Upon suspension or withdrawal of the charter, or if an attempt is made by a chapter to withdraw from the Order, the Knight Commander or his designee shall immediately be vested with the sole right of possession, custody, and control of all assets of the Active Chapter, including, without limitation, personal property, regalia, real property, cash, deposit accounts, and other investment property. These assets shall be held in trust for the use and benefit of the Active Chapter. The Knight Commander or his designee shall control, manage and govern the Active Chapter until its return to good standing. Immediately upon suspension or withdrawal of an Active Chapter's Charter, the officers and members of the Active Chapter shall transfer to the Knight Commander, or his designee, all assets of the Active Chapter. *Adopted by the Advisory Council and Active Chapters, 2014.*

**1-326. Establishment of Active Chapters.** Unless otherwise limited in the Bylaws, Active Chapters may be established or reestablished by the Knight Commander upon the recommendation of two-thirds of the Active Chapters in the Province embracing or nearest to the proposed new chapter and with the approval of three-fourths of the Advisory Council.

**1-327. Alumni Chapters and other alumni groups.** Alumni Chapters and other Alumni groups may be established as provided in the Bylaws. For failure to meet financial obligations to the Order, an Alumni Chapter shall automatically cease to be in good standing and may not vote at a Convention or a Province Council. *Amended by 67th Convention, 1997.*

**1-328. Commissions.** The Knight Commander may, with not more than one dissenting vote of the Advisory Council, commission a group of not less than five alumni to operate as a Commission at a four-year military service academy such as the United States Military Academy, United States Air Force Academy, United States Naval Academy, United States Coast Guard Academy, United States Merchant Marine Academy, or at an academic institution where the Order previously had a chapter. *Amended by the 73rd Convention, 2009.*

## Article 1-4: Membership

### Part 1. Qualifications and election

**1-411. Members of the Order.** Members of the Order shall be (a) those who have been initiated, and (b) those who have been elected to membership and are awaiting initiation. Initiated members shall be in good standing or not in good standing. Membership of those initiated is for life except that a member may be expelled for cause. All members who are not in good standing or former members who have been expelled, shall have no right to use or enjoy any real or personal

property of any Active Chapter, Alumni Chapter, chapter housing corporation, or the Order. *Amended by the 75th Convention, 2013, and by the Advisory Council and Active Chapters, 2014.*

**1-412. Qualifications for membership.** Members of the Order shall be elected solely on the basis of each individual's moral, educational and personal attributes except that no person under the age of fifteen, no female and no person who is or has ever been an initiated member of a rival organization shall be eligible for membership. *Amended by 67th Convention, 1997.*

**1-413. Election to membership in the Order.** Membership in the Order may be obtained by (a) election by an Active Chapter; (b) election by a Commission; or (c) being named in the charter of an Active Chapter. A student or member of the faculty, staff, or administration of a college or university upon the campus of which an Active Chapter exists, or may be installed, or the father, step-father, or grandfather of an Active Member may be elected to membership by the particular chapter upon the unanimous approval of all of the initiated members of that chapter. Individuals so elected to membership shall be entitled to initiation by the electing Active Chapter after a period of qualification for initiation during which they shall enjoy all of the privileges of Active Chapter affiliation except participation in business and restricted activities of Active Chapter operations. Students of institutions for which there is a Commission established under Section 1-327 hereof who are current year graduates, prior graduates, and members of the faculty, staff, or administration for which there is a Commission established, may be elected to membership by the particular Commission. Other individuals who enjoy a meritorious relationship with the Order, provided those persons are otherwise eligible for membership, may be elected to membership by an Active Chapter or a Commission and shall be initiated as prescribed by regulations of the Executive Council. No other group or entity shall have the privilege of electing any person to membership in the Order. *Amended by the 70th Convention, 2003, the 74th Convention, 2011, and the 75th Convention 2013.*

**1-414. Exception to unanimous election rule.** In any instance in which any one or more of the rules, regulations, policies or requirements of a particular college or university upon the campus of which a duly chartered Active Chapter exists, or may be installed, are in conflict with the unanimous approval requirement for election to membership in Section 1-413 of this Constitution, the Active Chapter may, upon a three-fourths vote of its duly enrolled members who are eligible to vote, apply to the Executive Council for authority to be exempted from the provisions of Section 1-413 requiring unanimous approval of all members of the Active Chapter for election to membership. The Executive Council, upon approval of the application by a five-sevenths vote, may authorize the Active Chapter to elect new members for the ensuing twelve months by a vote of not less than eighty percent of the duly enrolled members of the chapter in accordance with the directions of the Executive Council. Any Active Chapter receiving authorization to be exempted from the unanimous vote requirement remains subject to all other duties, obligations, responsibilities and requirements prescribed by this Constitution and the Bylaws.



**1-415. [Repealed].** *Repealed by the 74th Convention, 2011. (Combined with 1-413).*

## Part 2. Expulsion and Suspension

**1-421. Expulsion from membership.** A member of the Order may be expelled for cause, as specified in the Bylaws, by a three-fourths vote of all initiated members of an Active Chapter or by a five-sevenths vote of the Executive Council. Cause sufficient for expulsion shall be determined in a trial, by a majority vote of the Active Chapter or the Executive Council, as the case may be, or a trial may be dispensed with if the accused admits the charges against him or pleads no contest of the offense with which he is charged. *Amended by 59th Convention, 1981 and by 67th Convention, 1997.*

**1-422. Appeal from expulsion.** An individual who has been expelled from membership shall have the right of appeal to the Knight Commander by filing such appeal in writing with the Executive Director within 90 days of the date of his being sent notice of his expulsion to his last known address. The Knight Commander shall submit the appeal to a Board of Review consisting of three consenting Former Knight Commanders. In the event there be fewer than three consenting Former Knight Commanders, he shall designate consenting former General Officers as the remaining members. *Amended by 61st Convention, 1985, by 67th Convention, 1997 and by the 69th Convention, 2001, and by the 73rd Convention, 2009.*

**1-423. Suspension of Members.** Membership may be temporarily suspended as provided in the Bylaws. *Amended by the 75th Convention, 2013.*

**1-424. Non-participation in trial.** A member of the Order on trial for any reason shall not vote as a member of the trial body.

**1-425. Reinstatement.** An individual who has been expelled from membership may be reinstated, upon application to the Executive Director, by the unanimous vote of the Advisory Council.

## Article 1-5: Finances And Publications

### Part 1. Finances

**1-511. Income and funds.** The income of the Order shall consist of dues, fees, fines, penalties and assessments paid by members and chapters in accordance with provisions in the Bylaws or as required by direction of the Executive Council or the Convention. The Order may also receive and collect bequests, devises, legacies and contributions, together with income on its investments. All monies and receipts paid to or received by the Order shall be used for payment of operating and related expenses of the Order not inconsistent with the directives of the Convention or the Executive Council. *Amended by the 69th Convention, 2001.*

**1-512. Management of funds.** The management and control of all funds of the Order shall be vested in the Executive Council subject to the directions and uses thereof by the Convention.

**1-513. Disbursement of Order funds. [Repealed]** *Repealed by the 71st Convention, 2005.*

**1-514. Limit of financial responsibility of the Order.** The Order shall, under no circumstances, be responsible

or liable for the debts or obligations of individual Active Chapters, and no Active Chapter, member, officer, other person or individual, or group, except the Executive Council, may or shall be authorized to obligate the Order for the disbursement or payment of any monies or funds whatever except as provided in this Constitution.

**1-515. Bonds of Order and Chapter Officers.** Officers and employees of the Order who handle funds or monies of the Order and the I, II, III and VI of each Active Chapter of the Order, shall be bonded in the amount fixed by the Executive Council and the premium or cost of bonds so placed shall be paid out of funds of the Order. *Amended by 58th Convention, 1979.*

**1-516. Service of officers without compensation.** General Officers and Province Commanders shall not be paid any salaries or other remuneration except traveling and other expenses incurred in the performance of official duties.

### Part 2. Publications

**1-521. Publications Prescribed by Executive Council.** The Executive Council shall prescribe publications of the Order and make changes therein from time to time as it deems appropriate, subject to the directions of the Convention. *Amended by 67th Convention, 1997*

## Article 1-6: Interpretations and Appeals

### Part 1. Interpretations

**1-611. General.** The headings and captions used in the Constitution and Bylaws are for convenience only and do not necessarily describe the content thereof and, therefore, shall not be given any significance whatever in the interpretation of the Constitution and the Bylaws. References to those provisions shall be by section number only.

**1-612. Interpretations by Knight Commander.** The Knight Commander shall, as hereinabove provided in Section 1-215 of this Constitution, interpret the provisions of this Constitution, the Bylaws of the Order, the resolutions and enactments of the Convention and the rules and regulations of the Order, during the period between Sessions of the Convention. An interpretation by the Knight Commander shall be recorded officially in the office of the Executive Director and shall promptly be mailed by that officer to the members of the Advisory Council, the Active and Alumni Chapters, Commissions, and the former Knight Commanders. *Amended by the 74th Convention, 2011.*

### Part 2. Appeals

**1-621. Appeals from interpretations by Knight Commander.** An interpretation of the laws of the Order by the Knight Commander may be appealed by an affected officer, member or body of the Order to the Appellate Council of the Order, as hereinafter designated, within ten days after mailing of the decision by the Executive Director, except that a ruling made by any presiding officer of the Convention shall be subject forthwith to appeal to the Convention and failure to so appeal precludes any later appeal or review.

**1-622. Procedure.** An appeal from an interpretation by the Knight Commander shall be filed with the Executive

Director, who shall serve it upon the Chairman of the Appellate Council, and the procedure thereafter shall be in accordance with the Bylaws.

**1-623. The Appellate Council.** The Appellate Council shall consist of three Former Knight Commanders and the Executive Director shall serve as the Clerk of the Appellate Council. The consenting Former Knight Commander last holding that office shall be the Chairman of the Appellate Council. In the event there be no consenting Former Knight Commander, the Chairman shall be a consenting Former General Officer designated by the Knight Commander. The Chairman shall, when an appeal is served upon him by the Executive Director, designate two other Former Knight Commanders to serve with him as members of the Appellate Council in the determination of the particular appeal. In the event there be no consenting Former Knight Commanders, the remaining members shall be consenting former General Officers designated by the Chairman.

**1-624. Action on an appeal.** An appeal may be sustained by unanimous vote of the Appellate Council or the decision of the Knight Commander may be modified by majority vote of the Appellate Council as it may decide in its own discretion. The Appellate Council shall limit its decision to questions of interpretations only and shall not interfere with decisions of the Knight Commander which are primarily and principally the exercise of proper authority or discretion within the powers or duties of the Knight Commander. The decision of the Appellate Council shall be final.

National Undergraduate Chairman, and to each General Officer, each Province Commander and each Former Knight Commander at least thirty days prior to the opening date fixed for the Convention. In any year in which the Convention is to be held during the month of June, July, August or September a proposed amendment to this Constitution shall be filed with the Executive Director not later than March 15 of that year and the Executive Director shall, not later than April 15 of that year, transmit copies of any proposed amendments, properly filed, to the recipients enumerated herein. *Amended by 67th Convention, 1997, by the 72nd Convention, 2007, and by the 73rd Convention, 2009.*

**1-712. Action upon proposed amendments.** The Convention may, in accordance with the voting requirements specified in Section 1-142 hereof, amend this Constitution upon a proposal submitted to it by a three-fourths vote of those members present at the Convention, including the constitutional quorum specified in Section 1-122 of this Constitution, and those members voting thereon at a session at which the proposed amendment is called up for action. The Convention, before acting upon any amendment, shall have the right to make amendments to the submitted proposal not inconsistent with the purposes of the proposal. This Constitution may also be amended by unanimous vote of the Advisory Council at a meeting thereof especially called by the Executive Council for the purpose of consideration of a proposed amendment, and the subsequent ratification within six months by three-fourths of the Active Chapters.

## Article 1-7: Amendments

### Part 1. Proposals for and action upon amendments

**1-711. Proposed amendments.** A proposal to be presented to the Convention to amend this Constitution shall be filed with the Executive Director of the Order at least sixty days prior to the opening date fixed for the Convention and the Executive Director shall mail copies of any proposed amendments, properly filed, to each Active Chapter, Alumni Chapter and Commission, to the

## Title 2: The Convention

### Article 2-1: Legislative Authority

#### Part 1. General authority

**2-111. Plenary powers.** The Convention may, under the plenary authority vested in it by the Constitution, act for the Order in all matters including, but not limited to, all appropriation of funds necessary for operation of the Order.

### Article 2-2: Organization and Procedure

#### Part 1. Convention organization

**2-211. Membership.** The Convention shall be composed of the officers and delegates specified in the Constitution. A member of the Order who is not a delegate to the Convention shall be entitled to all privileges of the Convention except the right to vote.

**2-212. Delegates and alternates.** Delegates and alternate delegates from each Active and Alumni Chapter shall be elected at a meeting of the chapter. *Amended by 72nd Convention, 2007.*

**2-213. Credentials.** Upon the election or designation of delegates and alternate delegates to any Convention, the I and III of each Active Chapter, any two officers of an Alumni Chapter, and any two appointed members of a Commission, shall execute Convention credentials provided by the Executive Director. For Active Chapters such credentials shall be filed prior to the opening meeting of the Convention. For Alumni Chapters and Commissions such credentials shall be filed at least 10 days prior to the opening meeting of the Convention. Each delegate and alternate delegate shall present a copy of his credentials to the Credentials Committee of the Convention. *Amended by the 69th Convention, 2001 and the 74th Convention, 2011.*

**2-214. Registration of other Convention members.**

The National Undergraduate Chairman and each General Officer, Province Commander and Former Knight Commander present at the Convention shall file written evidence of his attendance at the Convention.

**2-215. Voting membership of the Convention.**

The Executive Council shall, as the Credentials Committee of the Convention, report to the Convention at each meeting (a) the enrolled members entitled to vote at the meeting to which the report is made and (b) those members of the Convention who were excused therefrom by the presiding officer at or after its last meeting. The roll of the members of the Convention as thus reported shall thereupon be called and be recorded in the minutes of the Convention. All voting members of the Convention shall attend all meetings thereof unless excused by the presiding officer.

**2-216. Officers of the Convention.** The Knight Commander shall preside at the Convention in the capacity only as a presiding officer, except that he may appoint any other voting member of the Convention to preside in his place for such length of time as he may designate. In the case of an unavoidable absence of the Knight Commander from the Convention, the Senior Councilor, or some other voting member of the Convention as the Executive Council may designate in the absence of the Senior Councilor, shall preside at the meeting. Any voting member of the Convention sitting as a presiding officer shall have the same power and authority as the Knight Commander to appoint another voting member of the convention to preside at meetings of the Convention. The presiding officer shall not take part in debate while in the chair, but he shall maintain order and decorum in the Convention at all times. He may appoint a sergeant-at-arms and other assistants, including tellers, as may be necessary. The Executive Director or a voting member of the Convention designated by the presiding officer shall serve as secretary of the Convention performing the usual duties incident to that office and shall cause a verbatim account of the proceedings of the Convention to be taken except those conducted in executive session. A summary of the affirmative actions of the Convention shall be mailed to the Officers, the Active and Alumni Chapters, Commissions of the Order and to the affiliates of the Order. *Amended by the 63rd Convention, 1989 and by the 74th Convention, 2011.*

**2-217. Committees of the Convention.** The committees of the Convention shall be the Legislative Committee, the Finance Committee, the Resolutions Committee and other special committees which the Convention may authorize by majority vote. The Knight Commander shall appoint the members of each committee and shall designate the chairmen, all of whom shall be voting members of the Convention or alternate delegates. All proposals by motion, resolution, or otherwise made to the Convention, unless made by any committee or authorized by the Convention, shall be referred by the presiding officer to appropriate committees for recommendation to the Convention. Upon a two-thirds vote of the Convention, any matter in committee may be considered without committee report or be referred to another committee. Committees shall meet only while the Convention is in recess unless otherwise authorized by the Convention. Members of any committee meeting

during a Convention meeting shall be notified of any vote about to be taken by the Convention and be given an opportunity to cast their votes.

**2-218. Determination of quorum.** When a constitutional quorum for a meeting is challenged, the presiding officer shall cause all absent voting members to be called to the Convention floor. The presiding officer may order a roll call at any time to determine the presence of a quorum.

**Part 2. Convention procedure**

**2-221. Order of business.** The order of business of the Convention shall be as follows:

- (a) call to order and introductory remarks;
- (b) roll call;
- (c) report of the Credentials Committee;
- (d) reports of officers;
- (e) the appointment of committees;
- (f) the presentation of legislation and other proposals and the referral of matters to committees;
- (g) committee meetings;
- (h) Undergraduate Conference;
- (i) Alumni Conference;
- (j) reports of committees and Undergraduate Conference;
- (k) Convention business, including action on committee reports;
- (l) election of officers; and
- (m) adjournment.

The Convention may proceed, out of order, to any order of business by a majority vote. *Amended by 56th Convention, 1975 and 64th Convention, 1991.*

**2-222. Control of parliamentary procedure.** Robert's Rules of Order shall govern as to parliamentary procedure at the Convention except as otherwise provided in the Kappa Alpha Laws or rules of the Convention. An appeal from any decision of a presiding officer concerning parliamentary procedure at a Convention shall forthwith be made to the Convention and may be overruled only by a two-thirds vote of the Convention. Unless so made, an appeal from the decision shall not thereafter be valid or timely.

**2-223. Voting procedure for Convention action.**

All questions voted upon by the Convention shall, unless otherwise provided in the Kappa Alpha Laws, be by voice vote unless five or more voting members of the Convention request, or the presiding officer orders, a roll call vote with recorded "yeas" and "nays." All votes on amendments to the Constitution shall be by roll call with recorded "yeas" and "nays." In all roll call votes the Active Chapter delegates shall be polled first, followed by Alumni Chapter delegates, followed then by the Commission delegates, then by the National Undergraduate Chairman, Chief Alumnus, Province Commanders, Former Knight Commanders and the General Officers, in that order, and the Knight Commander shall, if necessary, be polled last. *Amended by the 73rd Convention, 2009 and the 74th Convention, 2011.*

### Part 3. Election of General Officers

**2-231. Election of the Knight Commander and Senior Councilor.** The Knight Commander shall be elected by majority vote upon nomination from the floor. Upon a vacancy in the office of Knight Commander (for any reason, including the expiration of his term) the Senior Councilor shall be deemed elected and will automatically ascend to the position of Knight Commander. The election of the Knight Commander among the General Officers shall be first conducted separately by secret ballot upon nominations made from the floor. Thereafter, the election of the Senior Councilor shall be conducted in the same manner. *Amended by the 69th Convention, 2001 and the 70th Convention 2003.*

**2-232. Election of Councilors.** The Councilors shall be elected by secret single ballot upon nominations from the floor. The candidates receiving the largest number of votes constituting the required majority for election shall be elected according to the number of Councilors to be elected.

**2-233. General rules in the elections.** When there is a single nominee for the election of any General Officer, the election may be by acclamation. When a roll call ballot is required, the roll of voting members eligible to vote shall be called and each voting member shall personally cast his vote by secret ballot.

When votes are cast for three or more persons for any office and no one has a majority, the name of the candidate having the smallest number of votes shall be dropped after the second and each succeeding ballot and the votes thereafter cast for that candidate shall not be counted.

**2-234. Term of office of General Officers.** The term of office of each General Officer elected at a Convention shall commence upon the adjournment of the Convention and shall continue until a successor has been elected, unless the term shall be terminated because of death, resignation, removal from office or otherwise. The term of office of a Councilor elected by the Advisory Council to fill a vacancy shall commence upon his election and shall continue as if he had been elected at a Convention. *Adopted by the 69th Convention, 2001 and amended by the 74th Convention, 2011.*

## Title 3: The Knight Commander

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### Article 3-1: General Duties and Responsibilities

#### Part 1. Duties and responsibilities

**3-111. Primary duty.** The Knight Commander shall activate and pursue general supervision of the several units, bodies, officers and members of the Order, advising them with respect to their operations and activities and assisting them in development and cultivation of the intentions and purposes of the Order.

**3-112. Promotion of cooperation within the Order.** The Knight Commander shall take all steps as necessary to promote and develop cooperation and cordial relations within the Order and with authorities of colleges and universities on the campuses of which its Active Chapters are located.

**3-113. Enforcement of Kappa Alpha Laws.** The Knight Commander shall enforce the *Kappa Alpha Laws*, Convention enactments and resolutions, and Executive Council Regulations.

**3-114. Protection of property.** The Knight Commander shall be responsible for the care and protection of the property of the Order. He shall take all necessary and timely action and follow appropriate legal and other steps and procedures to protect and preserve the badge, coat-of-arms and other insignia of the Order through patents, copyrights and other governmental laws and regulations and from improper, illegal or unlawful use or abuse thereof.

**3-115. Execution of documents and contracts.** The Knight Commander, with the approval of the Executive Council, may enter into and execute contracts or other documents on behalf of the Order including those pertaining to the purchase, sale or lease of real property for and on behalf of the Order. Such authority may be delegated with the approval of the Executive Council to the Executive Director. *Amended by the 69th Convention, 2001 and the 74th Convention, 2011.*

**3-116. Biennial report.** The Knight Commander shall make a biennial report and shall cause his report to be published as he deems appropriate. *Amended by the 69th Convention, 2001.*

**3-117. Representation in interfraternity relations.** The Knight Commander shall encourage and promote a spirit of cooperation for advancement of the fraternity system in general and shall cooperate with other recognized college fraternities and sororities to that end. The Knight Commander and such other members of the Order as he may designate are authorized to represent the Order in representative organizations of college fraternities and sororities, provided that those representatives of the Order shall have no authority to bind the Order to any compact or other agreement in connection therewith without the approval or ratification of the Executive Council.

# Title 4: Undergraduate Conference, National And Province Undergraduate Chairmen

## Article 4-1: Undergraduate Conference

### Part 1. Purpose and organization

**4-111. Call of Conference.** An Undergraduate Conference composed of all Active Chapter members at a Convention and I's Leadership Institute shall be called by the Knight Commander during each Convention and I's Leadership Institute for the purpose of discussing the operations and activities of the Order and other selected matters as the Conference may decide. The Undergraduate Conference shall conduct its discussions and proceedings under Robert's Rules of Order. *Amended by the 71st Convention, 2005.*

**4-112. Organization.** The Conference shall be organized by the National Undergraduate Chairman. The Chairman shall preside over the Conference. He shall be entitled to participate in discussion from the chair but he may designate other members of the Conference to preside in his place. The Chairman may, upon majority vote of all members of the Conference, invite other members of the Order to participate at the Conference, but such invitees shall not be entitled to voting privileges.

**4-113. Minutes of the Conference.** The Executive Director of the Order shall cause a verbatim record of the proceedings of the Undergraduate Conference to be kept under the direction of the Chairman of the Conference.

**4-114. The Undergraduate Advisory Council.** The National Undergraduate Chairman and the Province Undergraduate Chairmen shall constitute the Undergraduate Advisory Council of the Order. It shall perform the functions and duties prescribed for it by the Constitution and the Convention. It shall act on matters referred to it by the Executive Council, Advisory Council, and the Undergraduate Conference. The Undergraduate Advisory Council may meet as necessary. An appointed member of the National Administrative Office shall serve as an ex officio member to coordinate the activities and workings of the Undergraduate Advisory Council. *Adopted 67th Convention, 1997; amended by the 69th Convention, 2001.*

## Article 4-2: National Undergraduate Chairman

### Part 1. Elections, qualifications and successors

**4-211. Election and term of National Undergraduate Chairman.** The National Undergraduate Chairman shall be elected at the Undergraduate Conference held at the I's Leadership Institute and shall hold the office for the ensuing twelve months, or until his successor is elected. The Undergraduate Conference shall also elect the National Undergraduate Vice Chairman who shall, in the event of a vacancy in the office of National Undergraduate Chairman, hold that office and complete the unexpired term under the provisions of these Bylaws. Election of the National Undergraduate Chairman shall first be conducted followed by the election of the National Undergraduate Vice Chairman.

When there is a single nominee for either office, the election may be by acclamation. When a roll call ballot is required, the roll of voting members eligible to vote shall be called, and each voting member shall personally cast his vote by secret ballot. When votes are cast for three or more persons and no one has a majority, the name of the candidate having the smallest number of votes shall be dropped after the second and each succeeding ballot, and the votes thereafter cast for that candidate shall not be counted. *Amended by 62nd Convention, 1987, the 71st Convention, 2005, the 72nd Convention, 2007, and the 74th Convention, 2011.*

**4-212. Qualifications.** Both the National Undergraduate Chairman and the National Undergraduate Vice Chairman shall be Active Members of the Order who at the time of their election, have not received a bachelor's degree and intend to continue to be Active Members for at least one calendar year. Each candidate shall be present at the Undergraduate Conference held at the I's Leadership Institute. The National Undergraduate Chairman or the National Undergraduate Vice Chairman shall immediately vacate his office if he fails to continue as a full time undergraduate student at any regular term of the institution at which he is a student. The National Undergraduate Chairman and National Undergraduate Vice Chairman shall meet the qualifications specified for an elected Active Chapter officer. *Amended by the 67th Convention, 1997; the 68th Convention, 1999; the 69th Convention, 2001; the 70th Convention, 2003, the 71st Convention, 2005; and the 72nd Convention, 2007.*

**4-213. Vacancy.** In the event of a vacancy in the office of National Undergraduate Vice-Chairman, the Knight Commander shall appoint a successor to complete any unexpired term. *Amended by the 69th Convention, 2001, and the 71st Convention, 2005.*

**4-214. Resignation or Removal.** A National Undergraduate Chairman or National Undergraduate Vice Chairman may resign by submitting his resignation in writing to the Knight Commander. A National Undergraduate Chairman or National Undergraduate Vice Chairman may be removed from office by the Knight Commander for cause with the consent of a majority of the Executive Council. Any National Undergraduate Chairman or National Undergraduate Vice Chairman removed for cause may not thereafter be a candidate for re-election as National Undergraduate Chairman or National Undergraduate Vice Chairman. *Adopted by the 72nd Convention, 2007.*

## Article 4-3: Province Undergraduate Chairman

### Part 1. In general.

**4-311. Qualifications and term of office.** A Province Undergraduate Chairman elected at a Province Council shall meet the qualification requirements specified hereinabove for the National Undergraduate Chairman and shall hold office under the provisions of these Bylaws relating to his election. *Amended 67th Convention, 1997 and by the 73rd Convention, 2009.*

**4-312. Vacancy.** The Province Commander shall appoint a successor in the event of a vacancy in the office of Province Undergraduate Chairman to complete an unexpired term.

**4-313. Resignation or Removal.** A Province Undergraduate Chairman may resign by submitting his resignation to the Province Commander. Any Province Undergraduate Chairman may be removed from office by the Knight Commander for cause with the advice of the Commander of the Province. *Adopted by the 64th Convention, 1991.*

**4-314. Purpose.** A Province Undergraduate Chairman shall serve as a conduit of information, relaying to the National Undergraduate Chairman and the Undergraduate Advisory Council the views and opinions of the Active Members in his province. A Province Undergraduate Chairman shall also assist his Province Commander in such matters as he may be requested by the Province Commander. *Adopted by 67th Convention, 1997.*

**4-315. Requirements of Province Undergraduate Chairmen.** A Province Undergraduate Chairman shall submit quarterly reports to the National Undergraduate Chairman on forms provided by the National Administrative Office. *Adopted by 67th Convention, 1997.*

**4-316. Expenses of Province Undergraduate Chairman; Reimbursement.** A Province Undergraduate Chairman shall submit expense vouchers directly to his Province Commander for approval and forwarding to the National Administrative Office for reimbursement of travel, correspondence and telephone expenses. Chapter visitations shall be made by a Province Undergraduate Chairman when approved in advance by the appropriate Province Commander. Expense vouchers for reimbursement of such expenses shall be submitted directly to his Province Commander for approval and forwarding to the National Administrative Office. *Adopted by 67th Convention, 1997.*

**4-317. Correspondence.** A Province Undergraduate Chairman shall send copies of all correspondence initiated by him to the National Administrative Office which shall in turn distribute copies to the Councilors and to the appropriate Province Commander, and the National Undergraduate Chairman. The National Administrative Office shall send to each Province Undergraduate Chairman copies of all relevant correspondence and bulletins, and shall inform each Province Undergraduate Chairman of the names and addresses of the officers of the Active Chapters in his Province. *Adopted by 67th Convention, 1997.*

## Title 5: Executive and Advisory Councils

### Article 5-1: Procedures And Operations

#### Part 1. Procedure

**5-111. Meetings.** Meetings of the Executive and Advisory Councils shall be held upon the call of the Knight Commander at such time and place as may be designated by that officer. A quorum for the meeting of either council shall be a majority of members called into meeting. A majority of that quorum shall be necessary to transact any business.

**5-112. Non-assembled meetings.** The Executive or Advisory Council shall have authority to transact business by mail, telephone conference, or electronic mail or in other similar manner as the Knight Commander may decide and except as the Constitution may otherwise direct or indicate, and when business of either council is so conducted a majority of either shall be required to complete any business. *Amended by the 74th Convention, 2011.*

**5-113. Unanimous written consent.** Action taken by the Executive Council without a meeting is nevertheless Executive Council action if written consent to the action in question is approved in writing by each of the General Officers, whether done before or after the action so taken. Such approval may be evidenced by signature or electronic indicia of assent, and shall be filed with the minutes of the proceedings of the Executive Council. *Adopted by the 74th Convention, 2011.*

**5-114. Officers.** The Knight Commander shall preside at all meetings of either the Executive or Advisory Council and shall act as chairman of all deliberations and the transaction of any business in non-assembled meetings. *Renumbered by the 74th Convention.*

#### Part 2. Specific Council action

**5-121. Notice of Executive Council Regulations.** The Executive Director, as soon as practicable, shall send notice of any Regulations adopted or amended to each Active Chapter, Alumni Chapter, and Commission, each Province Commander, the Chief Alumnus and each Former Knight Commander. Such action shall be effective 10 days after the date of the notice. *Amended by the 69th Convention, 2001 and the 74th Convention, 2011.*

**5-122. Election by Advisory Council to replace a Councilor.** In any instance in which a Councilor is to be elected by the Advisory Council, the Executive Director shall notify each member of the Advisory Council of the vacancy. The members of the Advisory Council shall have 10 days from the date of the notice of vacancy in which to make nominations for replacement to the Executive Director. The Executive Director shall within five days after the expiration of the time allowed for nominations advise the members of the Advisory Council of the nominations timely made to him. Each member of the Advisory Council shall mail his ballot for election to the Executive Director within 10 days after the date of the notice of nominations. A majority of the members of the Advisory Council shall be required to elect, and balloting shall continue under the provisions of the last sentence of Section 2-233 until that majority is obtained. The Executive Director shall certify the election result to the Executive Council for notification to the selected candidate. *Amended by 67th Convention, 1997.*

**5-123. Jewels for officers, insignia and seals of the Order.** The Executive Council shall adopt, revise, modify or change:

- (a) Jewels for General Officers, Province Commanders, the Executive Director and his



assistants, as appropriate, other officers and members of the Order, including specifically those who have previously served in designated offices. The Executive Council shall designate the form of jewels adopted by it and prescribe rules governing the wearing and use of jewels by members;

- (b) Insignia of the Order including badges, coat-of-arms and other devices and symbolic paraphernalia used in or by the Order; and
- (c) Seals of the Order for official use in or by the Order.

The jewels, insignia, symbolic paraphernalia and seals, as hereinabove described, adopted and in use in and

by the Order prior to the effective date of this section of the Bylaws are hereby adopted as the jewels for the designated officers and members of the Order, the insignia and other devices and symbolic paraphernalia for use in or by the Order, and the seals of the Order and are as reproduced or described in the Appendix to the Kappa Alpha Laws. *Amended by 67th Convention, 1997.*

**5-124. Service by Members of Advisory Council to Chapter House Corporations and as Advisers.**

No member of the Advisory Council and no employee of the Order shall serve as an officer, director or trustee of a chapter house corporation, an Alumnus Adviser, member of Alumni Advisory Committee or faculty advisor. *Adopted by 67th Convention, 1997; amended by the 69th Convention, 2001.*

## Title 6: Executive Director and Other Officers and Employees of the Order

### Article 6-1: The Executive Director

#### Part 1. Authority, powers and duties

**6-111. General.** The Executive Director shall, in the performance of his executive, administrative and management duties, have full power and authority to originate and formulate operations, activities, functions and programs which he, in the exercise of independent and informed judgment, considers appropriate and necessary or advantageous to the Order, to its purposes or to its subordinate units. That power and authority shall be exercised to expedite operation and business affairs of the Order, except that the Executive Director shall have individual authority to consult with the Knight Commander or the Executive Council in any matters he may deem appropriate and shall do so in novel, unusual or extraordinary matters where the determination of executive policy shall be of prime continuing importance in service of the best interests of the Order.

**6-112. General management functions.** The Executive Director shall have complete authority to manage, direct, supervise and execute the business operations and activities of the Order's National Administrative Office and, with approval of the Executive Council, shall engage and employ secretarial, clerical and other assistants as may be necessary to implement and effectuate those operations and activities. Employees so engaged by the Executive Director may be dismissed by that officer. *Amended by 67th Convention, 1997.*

**6-113. Records, publications and archives.** The Executive Director shall maintain in the Order's Administrative Office records, archives and files of the Order, including individual records of its members and historical data pertaining to the Order. That officer shall have available in the Administrative Office or under his supervision miscellaneous supplies, forms and reports which may be needed by Active or Alumni Chapters or officers of the Order, or aid them in the maintenance of those records or data. Publications of the Order, including periodic magazines, laws and esoteric and other material, shall be published under the supervision

and direction of the Executive Director. He is authorized to request, obtain and receive periodic or special reports and data from Active or Alumni Chapters and Commissions or their officers and from Order officers and to compile data therefrom incident to Order activities and the maintenance of its archives. He shall collect books, records, historical data and miscellaneous property of extinct chapters for preservation, as appropriate in the Order's archives. The records and archives of the Order shall be kept in a safe, permanent place except that written reports, printed matter and correspondence which ceases to be useful or of any value may be destroyed by that officer with the approval of the Knight Commander. *Amended by 67th Convention, 1997 and the 74th Convention, 2011.*

**6-114. Principal fiscal officer of the Order.** The Executive Director shall be the principal fiscal officer of the Order and shall collect, deposit and disburse funds of the Order in accordance with the Kappa Alpha Laws and shall make periodic reports as called for by the Executive Council. He shall be bonded in the amount fixed by that body. The Executive Director shall, prior to the beginning of each fiscal year, prepare and submit to the Executive Council a budget setting forth the funds and monies needed for the operation and conduct of the business of the Order for the next succeeding fiscal year and shall be governed and controlled in his function and duties by the budget approved by the Executive Council.

**6-115. Active Chapter financial matters.** The Executive Director shall consult with and advise Province Commanders regarding the financial operation of Active Chapters under their supervision periodically, as necessary, reports to them and to the Active Chapters respecting their financial status with the Order.

**6-116. Annual report.** The Executive Director shall file a written report with the Executive Council by December 31 of each year setting forth such financial and other matters relating to his operations and those of the Active Chapters as will apprise that body of the general condition of the Order for the preceding fiscal year. *Amended by the 70th Convention, 2003.*

**6-117. General powers with respect to Active Chapters; approval of Active Chapter contracts.**

The Executive Director shall possess, and exercise as appropriate, all of the powers and authority with regard to Active Chapters as are vested in and exercised by a Province Commander, including the power and authority to remove Active Chapter officers and to delegate such powers and authority to his assistants who are initiated members of the Order, under his supervision when and as necessary in his judgment, subject, however, to veto by the particular Province Commander of the exercise of any such power by the Executive Director or his delegate after inquiry to and consultation with the Executive Director. The Executive Director shall not approve any contract submitted to him relating to housing for an Active Chapter unless the contract complies with all provisions of Kappa Alpha Law and regulations of the Executive Council and the contract affirmatively provides that under no circumstances shall the Order be liable thereunder. *Amended by 67th Convention, 1997 and the 72nd Convention, 2007.*

**6-118. Secretary and Treasurer of the Corporation.**

The Executive Director, as the Secretary and Treasurer of the corporation under its charter, shall discharge and fulfill in that capacity the duties and responsibilities, and the requirements of law, incident to or arising out of that office. He shall also prepare and properly and timely file such reports and other documents for the corporation as are required by pertinent laws of the Commonwealth of Virginia. The Executive Director shall be the keeper of the seal of the corporation and the seal and other official insignia of the Order. He shall supply insignia, as appropriate, to officers of the Order.

**6-119. Clerk of the Appellate Council.** The Executive Director shall serve as the Clerk of the Appellate Council in any instance of an appeal to that body under the provisions of Section 1-621 of the Constitution of the Order and in that capacity shall enforce compliance with the rules of procedures in appeals.

**Article 6-2: Other Officers and Employees****Part 1. [Repealed].** *Repealed by the 70th Convention, 2003.*

**6-211. [Repealed].** *Repealed by the 70th Convention, 2003.*

**6-212. [Repealed].** *Repealed by the 70th Convention, 2003.*

**6-213. [Repealed].** *Repealed by the 67th Convention, 1997.*

**Part 2. Other officers.**

**6-221. Scholarship Officer.** The Knight Commander, with the advice and consent of the Executive Council, is authorized to appoint a Scholarship Officer, and a deputy to that officer, to stimulate superior scholarship among the Active Chapters of the Order and their members.

**6-222. Archivist.** [Repealed]. *Repealed by the 74th Convention, 2011.*

**6-223. Additional Officers.** The Knight Commander shall appoint such other officers and committees as may be authorized and created by resolution of the Executive Council. *Adopted by 67th Convention, 1997.*

## Title 7: Province Officers and Province Councils

**Article 7-1: Province Officers****Part 1. Province Commanders**

**7-111. Duties and responsibilities.** Province Commanders shall perform such duties as are directed by the Knight Commander, the Executive Council or the Convention. The Province Commander shall serve in an advisory capacity to the Province Undergraduate Chairman in his province. They shall perform such duties for Active and Alumni Chapters in their province as will, in their judgment, strengthen or improve the operations and activities of those chapters. *Amended by the 64th Convention, 1991.*

**7-112. Active Chapter visits.** A Province Commander or his deputy may visit the Active Chapters in his province at least annually and may require that a chapter meeting be held. *Amended by the 73rd Convention, 2009.*

**7-113. Reports of Province Commanders.** Each Province Commander shall report to the Knight Commander, the Executive Director or the Executive Council regarding the activities in his province.

**7-114. Delegation of duties by the Province Commander.** The Province Commander may delegate any of his duties to any other province officer.

**7-115. Qualifications for appointment.** A Province Commander shall be an initiated member of the Order and shall not be an Active Member of an Active Chapter of the Order. *Adopted by 56th Convention, 1975 and amended by the 74th Convention, 2011.*

**7-116. Appointment.** Upon any vacancy in the office of Province Commander, including the expiration of his term of service, the Knight Commander shall appoint a successor. The Knight Commander shall select an appointment for Province Commander from nominations submitted to the Executive Director by the qualified Active and Alumni Chapters within the province for which the successor shall serve. Should two-thirds of the qualified Active Chapters reject the Knight Commander's appointment by filing written notice to the Executive Director within thirty days, the appointment process shall begin again as previously set forth herein. *Adopted by the 74th Convention, 2011.*

**Part 2. Other province officers**

**7-121. Deputy Province Commander.** One or more Deputy Province Commanders shall be appointed by the Province Commander and shall serve at his pleasure except that the term of service of a Deputy Province Commander shall terminate with that of the Province

Commander by whom he was appointed. A Deputy Province Commander shall perform those duties which are assigned by the Province Commander. *Amended by 67th Convention, 1997.*

**7-122. Province Undergraduate Chairman.** Each Province Undergraduate Chairman shall be an active member of a chapter in the province who, at the time of his election, intends to continue to be an active member for the full term of his office. He shall be elected at a Province Council by the Active Chapter delegates by secret ballot upon nominations made from the floor. A majority of the delegates to the Province Council present and voting shall be required to elect. When votes are cast for three or more persons and no one has a majority, the name of the one person having the fewest number of votes shall be dropped after the second ballot, and the votes thereafter cast for such person shall not be counted. He shall hold office until his successor is selected. Any vacancy in the office shall be filled by the Province Commander. He shall represent the province at any meeting of the Undergraduate Chairmen. *Amended by the 57th Convention, 1977 and the 60th Convention, 1983 and the 74th Convention, 2011.*

**7-123. Additional Province Officers.** Each Province Commander may appoint additional province officers. Such additional province officers shall serve at the pleasure of the Province Commander.

## Article 7-2: Province Councils

### Part 1. Purpose and organization

**7-211. Purpose.** Each Province Council shall discuss the affairs and problems of the Order and shall promote uniformity, cooperation, and good feeling among the chapters within the province. It shall discuss matters of interest to alumni of the Order in the province. It shall act upon matters referred to it by the Convention, the Executive Council, the Knight Commander, and the Executive Director. A Province Council may make recommendations to its chapters, to the Convention, and to officers of the Order.

#### 7-212. Membership.

- (a) **Composition.** Each Province Council shall be composed of the province officers, representatives from each qualified Active Chapter and Alumni Chapter as specified in the Constitution, and any initiated member or member awaiting initiation in attendance.
- (b) **Voting.** Each Active Chapter shall have one voting delegate. The delegate from each Active Chapter shall be duly certified as the voting member and shall cast the vote of the chapter he represents as the chapter may direct. If the chapter gives no voting direction, the delegate may vote at his discretion but in the best interests of the chapter. *Amended by the 57th Convention, 1977, and the 75th Convention, 2013.*

**7-213. Credentials.** Upon election or designation of a delegate and alternate delegates to any Province Council, the I and III of each Active Chapter shall execute credentials provided by the Executive Director. Credentials shall be filed with the Province Commander prior to the opening meeting of the Province Council. *Amended by the 70th Convention, 2003, and the 75th Convention, 2013.*

**7-214. Officers.** The Province Commander or his designee shall preside at Province Council. The Province Commander shall appoint a Secretary of the Province Council who shall keep minutes of the Council.

**7-215. Attendance Requirement.** All Active Chapter officers shall attend and participate in the Province Council. They may be excused from attendance at the Province Council in advance by the Province Commander only if the Province Commander determines that unavoidable circumstances exist which prevent them from attending. If one of these officers fails to attend without excuse, he shall be subject to a fine or removal by the Province Commander. If an Active Chapter is not represented at a Province Council, without prior excuse by the Province Commander, the Chapter may be fined or placed on probation, or both. The I shall encourage the members of his Chapter to attend and participate in the Province Council. *Adopted by 67th Convention, 1997. Amended by the 70th Convention, 2003, and by the 71st Convention, 2005.*

### Part 2. Province Council procedure

**7-221. Call and notice.** The Province Commander shall call a Province Council meeting and give four weeks notice thereof in writing to each Active and Alumni Chapter in his province and to the National Administrative Office of the date, time and place set for each Province Council. The National Administrative Office shall also notify, in writing, each Active and Alumni Chapter in the province of the date, time and place set for the Province Council, which notice shall be mailed at least two weeks prior to the date set. Such notice will be waived by the attendance of a duly accredited delegate of such chapter or may be waived in writing by such chapter. *Amended by the 69th Convention, 2001.*

**7-222. Parliamentary procedure.** The business of the Council shall be conducted in accordance with Robert's Rules of Order.

**7-223. Program.** The program for the Province Council shall be arranged by the Province Commander, or as ordered by the Executive Council.

**7-224. Election of Province Commander.** [Repealed]. *Repealed by the 74th Convention, 2011.*

**7-225. Minutes of a Province Council.** The Province Commander shall cause the minutes of the Province Council to be filed with the Executive Director within 60 days following the conclusion of the Province Council. *Amended at the 74th Convention, 2011, and the 75th Convention, 2013.*

# Title 8: Membership

## Article 8-1: New Members

### Part 1. Election of new members

**8-111. Chapter duty to elect new members.** Each Active Chapter has a duty to elect to membership persons who appear to be worthy of membership in the Order to preserve its continued successful existence, operation and reputation.

**8-112. Investigation of new members.** An Active Chapter, through designated officers or members, shall contact all possible sources of information regarding the eligibility of any individual for membership prior to presentation of his name to the Active Chapter for consideration. It shall acknowledge all recommendations made by alumni members and contact every individual so recommended for purposes of his consideration by the chapter. An Active Chapter shall, in considering an individual who has attended another institution where there is an Active Chapter of the Order, make appropriate inquiries of that chapter as to his eligibility. *Amended by 67th Convention, 1997.*

**8-113. Balloting.** Election of new members shall be by secret ballot of the active members and shall be conducted in the manner prescribed by the Active Chapter. An active member who anticipates that he may be absent from a meeting at which balloting upon candidates for membership may be conducted may privately request the I to cast his ballot at the meeting. The I, by private individual conference, shall receive the ballots of all active members who were absent from a meeting at which the chapter favorably considered candidates for membership. The I shall not disclose to any person the vote of any absent active member on any candidate. He shall report any negative vote to the chapter and record it. Subject to compliance with any applicable rushing regulations under which the Active Chapter operates, an active member, having had adequate advance written or oral notice of a meeting of his Active Chapter at which the election of new members occurred, who was absent from the meeting and fails, within 24 hours after the adjournment of the meeting, to indicate his vote to the I on each candidate favorably voted upon, shall be recorded as voting in the affirmative. *Amended by 58th Convention 1979.*

**8-114. Reconsideration of a candidate.** Except as may be further limited in the Active Chapter bylaws, any candidate for membership who is not elected may be reconsidered by the Active Chapter, but no candidate may be considered more than four times in any period of 24 hours. This Bylaw may be suspended by the Active Chapter by unanimous consent.

**8-115. Opposition to chapter growth and open ballots thereon.** No member of an Active Chapter may lawfully oppose the necessary growth of his chapter acting upon his individual opinion as to its limit in membership. Whenever it may appear that any member is obstructing the growth of the chapter, in an Active Chapter in which election to membership is by unanimous vote, the chapter may, by a three-fourths vote of its active members, order an open ballot upon any candidate for membership apparently rejected without valid reason. Upon any open ballot, reasons for opposition to any

candidate by any member shall be stated privately to the I, and if, in the opinion of the I, the reasons be insufficient, the ballot in opposition to the candidate shall be declared to be a favorable ballot. The opposing member may then appeal, and state his reason, to the chapter and if either more than five active members or more than one-fourth of the active members of the chapter, whichever is lesser, shall sustain the sufficiency of the reason, the I shall be overruled and the ballot shall be considered to be in opposition to the candidate as originally cast. If the I be the objector, the II shall determine the sufficiency of the reason. Should the candidate be an old acquaintance known to be unfriendly or offensive to the objecting member, the objection shall be deemed valid and sufficient. When the existence of an Active Chapter is threatened by the capricious and willful inertia of its members, such members or chapter shall be dealt with by the Knight Commander for activity detrimental to the best interest of the Order.

**8-116. Invitation to membership and acceptance.** The I of the chapter shall designate a member or members of the chapter to extend an invitation to membership to a candidate who has been elected to membership. An individual who accepts an invitation to membership shall be inducted as a member awaiting initiation by the induction ceremony of the Order and shall be presented with and shall wear the insignia of the Order manifesting his acceptance of the membership invitation extended to him. *Amended by 72nd Convention, 2007.*

### Part 2. Preparation for initiation

**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. Supervision of pre-initiation education.** The I of each Active Chapter shall designate an active member to supervise and conduct complete pre-initiation education. From time to time during the period of education and at its conclusion, the supervisor shall report the development, interest, activities and conduct of the member awaiting initiation to the active members of the chapter and make whatever recommendations he deems appropriate. *Amended by 72nd Convention, 2007.*

**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.*

### Part 4. Academic requirements for initiation.

**8-141. College or University Average.** [Repealed]. *Adopted by 67th Convention, 1997; repealed by 68th Convention, 1999.*

**8-142. Provisional Chapter.** *Adopted by 67th Convention, 1997; repealed by the 69th Convention, 2001.*

## Article 8-2: Initiated Members

### Part 1. Active members.

**8-211. Chapter association.** Active members of the Order are those initiated members who are associated with an Active Chapter.

**8-212. Obligation of active membership.** An initiated member is obligated to remain an active member of an Active Chapter for at least seven regular semesters or eleven regular quarters, or the equivalent, whether or not consecutive. *Amended by 65th Convention, 1993.*

#### **8-213. Termination of Active membership.**

A member shall cease to be an Active member upon the termination of his association with an Active Chapter. The association of an Active member with an Active Chapter shall terminate and except as otherwise indicated, he shall become an Alumnus member in good standing as follows:

- (a) he ceases to be a student at the institution where the Active Chapter is located, or
- (b) at the election of the member, he is graduated and continues to be a student at the institution where the Active Chapter is located, or
- (c) at the election of the member and the consent of two-thirds of the Active Chapter, he has been an active member for seven regular semesters or eleven regular quarters, or the equivalent, whether or not consecutive, or
- (d) the Knight Commander or his designee, in the exercise of his discretion, directs that such association shall terminate, having found that the continuance of such association is undesirable to the member, the Active Chapter, or to the Order. Termination of Active Membership under this sub-section may result in the member becoming an Alumnus member not in good standing.

*Amended by 60th Convention, 1983; 61st Convention, 1985; 65th Convention, 1993; and by the Advisory Council and Active Chapters, 2014.*

#### **8-214. Report upon termination of active membership.**

Upon the termination of active membership for any reason, the Active Chapter shall transfer the name of the member to its alumni roll and promptly notify the Executive Director of the transfer, giving the name of the member, his membership record and his permanent address insofar as it is known. If the Knight Commander or his designee terminates active membership, he shall promptly notify the Executive Director. *Amended by the 70th Convention, 2003.*

#### **8-215. Reinstatement to active membership.**

A member whose active membership has terminated may be reinstated in the Active Chapter from which his membership was terminated by a majority vote of that chapter; provided, however, that if the termination was effected under Section 8-213(d) hereinabove, the Knight Commander or his designee consents to the reinstatement.

**8-216. Transfer of an active member.** A member whose active membership in an Active Chapter has terminated

under the provisions of Section 8-213 may become an active member of another Active Chapter by transfer. A transfer of active membership may be accomplished if

- (a) the transferring member enrolls in an institution at which an Active Chapter of the Order is located, and
- (b) that transferring member applies to that chapter for membership, and
- (c) that Active Chapter consents to the transfer by a majority vote of its active members, and
- (d) the Knight Commander, or his designee, consents to the transfer in an instance when membership in an Active Chapter was terminated under Section 8-213(d).

The transfer shall not, however, be accomplished, and the transferring member shall enjoy none of the privileges of membership in the chapter to which he has applied for transfer, until that chapter ascertains from the prior chapter that all of the transferring member's financial obligations have been satisfied. The Active Chapter to which transfer is made shall thereupon notify the Executive Director of the transfer. *Amended by the 64th Convention, 1991.*

**8-217. Inability of active member to meet financial obligations to Active Chapter.** An Active Chapter, after thorough investigation to determine the inability of a member to meet his financial obligations to the chapter, may, upon a two-thirds vote of all the active members of the Active Chapter, excuse an active member from all or any part of his financial obligations to the chapter for such a period of time as the chapter deems appropriate. No chapter shall have the authority to alter a member's financial obligation to the Order. *Amended by 58th Convention, 1979.*

**8-218. Active members not in good standing.** An Active Member shall cease to be in good standing with his Active Chapter and with the Order when:

- (a) his associated Active Chapter has its Charter suspended or withdrawn;
- (b) he is not current in all financial obligations to the Active Chapter and to the Order. A member is not current in his financial obligations if he is thirty days or more delinquent in the payment of any amount owed to his Active Chapter or the Order, provided however, that if an Active Member has entered into a deferred payment plan approved by the Prudential Committee of his Active Chapter and he is current in performing all of the terms, of the plan, he shall be considered to be in good standing.
- (c) he fails to meet the Scholarship Standards as set forth by the Executive Council for the immediate preceding college semester or quarter; an Active Member not meeting those standards may enter into and fully execute a detailed personal scholarship improvement plan with the Number III and/or chapter scholarship committee in order to retain the rights suspended in 8-219 (a), (b), (e), and (f); or,
- (d) he is suspended.

*Adopted by 67th Convention, 1997. Amended by the 70th Convention, 2003, the 73rd Convention, 2009, and by the Advisory Council and Active Chapters, 2014.*

**8-219. Restrictions of Active members not in good standing.** An Active member who is not in good standing shall not have the following rights and privileges:

- (a) to propose new members nor to vote on the proposal of new members;
- (b) to be counted to determine the absence or presence of a quorum for any meeting of his Active Chapter;
- (c) to serve or continue to serve as an officer or committee chairman of his Active Chapter;
- (d) to serve as national or province undergraduate chairman;
- (e) not have the right to vote on any matter related to the Order or the Active Chapter including, without limitation, with respect to any business or operation of the Active Chapter, and in the trial of any major offense, nor in the appeal of any minor offense;
- (f) to become an Active Member of any other Active Chapter by transfer so long as he remains not in good standing. With the exception of social events, an Active Member not in good standing may attend Active Chapter functions at the discretion of the I of his Active Chapter if his Active Chapter is in good standing, and the member's lack of good standing shall not cause him to be excused therefrom; and,
- (g) to serve as a delegate or alternate delegate to a Convention.

*Adopted by 67th Convention, 1997, the 75th Convention, 2013, and by the Advisory Council and Active Chapters, 2014.*

## Part 2. Alumni members

**8-221. Alumni members.** Alumni members of the Order are those members who have been initiated and who are not associated with an Active Chapter.

**8-222. Relations between Active Chapters and Alumni members.** Alumni shall comply with the Constitution, Bylaws, Regulations, their oaths and obligations, rules, policies and interpretations of the Knight Commander. Such alumni are committed to guide the Active Chapter in the ideals of the Order and shall take no action or votes to allow or assist in the transfer of an Active Chapter's property, accounts or assets to another organization or individual. These alumni shall preserve the Active Chapter as a subordinate unit of the Order. The Knight Commander or his designee or the Executive Council may prescribe rules governing the relationship of an Active Chapter with any Alumnus member. *Amended by the 73rd Convention, 2009, and by the Advisory Council and Active Chapters, 2014.*



# Title 9: Active Chapters

## Article 9-1: Active Chapter Officers

### Part 1. Designation, election and appointment

**9-111. Designation of chapter officers.** The officers of an Active Chapter, ranking in the following order, shall be the I, II, III, IV, V, VI, VII, VIII and IX. Additional officers may be established by the Executive Council or by each Active Chapter according to its needs. The I, II and III shall be elected by the active members of the chapter, and the I shall appoint all other Active Chapter officers. If an Active Chapter has fewer than nine active members, the I shall designate the combining of officers below III within the chapter. The absence of any officer or upon his inability to act, the I shall designate an active member of the chapter to perform the duties of such officer temporarily. All Active Chapter officers shall be active members of that chapter. *Amended by 67th Convention, 1997.*

**9-112. Election of I, II and III.** The I, II and III shall be elected annually between November 1 and December 1 or at such interval in time as the Executive Director may approve in writing. Election for each office shall be by secret ballot without nominations. Four-fifths of the active members of the chapter must be present for an election, and a majority of the active members of the chapter is required to elect. After each ballot, if no candidate receives the requisite majority, the names of all active members receiving votes shall be announced, but the number of votes received by each shall not be announced. When votes are cast for three or more candidates and no one has the requisite majority, the name of the candidate or candidates having the smallest number of votes shall be dropped after the third and each succeeding ballot. Any votes cast for a candidate

- (a) whose name has been dropped or
- (b) who did not receive any votes on the first, second or third ballot shall not be counted.

*Amended by the 70th Convention, 2003.*

**9-113. Ineligibility for chapter office.** A member is ineligible for the office of I, II or III if he is indebted to the Order or one of its chapters. A member is ineligible for the office of I if he has prior knowledge that he will be unavailable for the I's Leadership Institute. *Amended by the 70th Convention, 2003; the 71st Convention, 2005; and the 72nd Convention, 2007.*

**9-114.** [Repealed]. *Repealed by the 70th Convention, 2003.*

### Part 2. Term of office and vacancies

**9-121. Term of office.** Active Chapter officers shall serve terms of one year or until their successors are elected or appointed and have qualified, and shall take office not later than 30 days after the I, II and III are elected. An officer may be re-elected or reappointed for any number of terms.

**9-122. Resignation.** An elected Active Chapter officer may resign by submitting his resignation to the chapter. An appointed Active Chapter officer may resign with the consent of the I.

**9-123. Automatic vacancy in Active Chapter office.** The suspension of any officer of an Active Chapter for a period of 30 days or more or the neglect of any Active Chapter officer to meet his financial obligations to the Order or to the chapter during a period of three months automatically vacates his office.

**9-124. Removal from office.** For cause, the I, II or III of an Active Chapter may be removed by a three-fourths Vote of all of the active members of the chapter or by the Knight Commander, the Province Commander or the Executive Director. For cause, any appointed officer in an Active Chapter may be removed by the I, the Executive Director, the Province Commander or the Knight Commander. Any elected Active Chapter officer removed from office shall not be eligible to hold office in that chapter without the approval of the officer who removed him.

**9-125. Vacancy in Active Chapter office.** If any Active Chapter office becomes vacant, a successor shall be elected by the chapter or appointed by the I for the unexpired term in the same manner provided for original elections and appointments.

### Part 3. Duties of Active Chapter officers

**9-131. The I - President.** The I 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.

**9-132. The II - Vice President.** The II 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. The II shall become the I if the office of the I becomes vacant, or due to the I's ineligibility to hold office, until an election can be held at a chapter meeting. *Amended by the 73rd Convention, 2009 to take effect December 1, 2009.*

**9-133. The III - Recording Secretary.** The III 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. *Amended by the 72nd Convention, 2007 to take effect on December 1, 2007.*

**9-134. The IV - Corresponding Secretary.** The IV 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 membership recruitment officer for the Active Chapter. *Amended by the 72nd Convention, 2007 to take effect on December 1, 2007.*

**9-135. The V - Historian.** The V 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.

**9-136. The VI - Purser.** The VI 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.

**9-137. The VII - Parliamentarian.** The VII 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.

**9-138. The VIII - Sergeant-at-Arms.** The VIII 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. *Amended by the 70th Convention, 2003.*

**9-139. The IX - Marshal.** The IX 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.

## Article 9-2: Chapter Operations

### Part 1. Chapter bylaws and meetings

**9-211. Chapter bylaws.** Each Active Chapter shall prescribe for its own government a set of bylaws which shall not conflict with the laws or customs of the Order.

**9-212. Regular Active Chapter meetings.** Regular meetings of the active members of each Active Chapter shall be held at least once in each two weeks of each college or university term or session, at a regular time and place designated by the chapter.

**9-213. Special Active Chapter meetings.** Special meetings of the active members of an Active Chapter may be held without notice if ordered by a majority vote of the chapter at any regular meeting or upon call of the I by posting a notice thereof at the regular meeting place at least 24 hours, or such lesser time which may be prescribed by the chapter bylaws, prior to the holding of such special meetings.

**9-214. Quorum.** A majority of the active members of an Active Chapter shall constitute a quorum, and a quorum must be present for the transaction of business.

**9-215. Program and Order of Business.** The program of each regular meeting of an Active Chapter shall include the reading and explanation of some portion of the customs and the Kappa Alpha Laws by the VII or some other designated member. The order of business for any Active Chapter meeting shall be:

- (a) Call to Order;
- (b) Roll Call and Reading of the Minutes;
- (c) Report of Correspondence;
- (d) Report of Officers;
- (e) Reports of Committees;
- (f) Special Orders of Business;
- (g) Unfinished Business;
- (h) New Business;
- (i) Voluntary Remarks;
- (j) Parliamentarian Report and Decision;
- (k) Closing Ceremony; and
- (l) Adjournment.

**9-216. Records of Active Chapters.** Each Active Chapter shall keep a minute book, chapter register, and financial records in such form as may be prescribed by the Executive Director. *Adopted by 67th Convention, 1997.*

## Part 2. Chapter Finances

**9-221. Chapter revenue.** The revenue of an Active Chapter shall be derived from dues, initiation fees, fines, assessments, gifts and such other income as may be obtained.

**9-222. Chapter initiation fees, dues and assessments.** In addition to the initiation fee paid to the Order pursuant to Section 13-111 of the Kappa Alpha Laws, each Active Chapter may collect from each member prior to his initiation, an initiation fee for the chapter. Each Active Chapter shall prescribe dues and special assessments of its members. Upon all questions of the fixing of initiation fees, dues and assessments, any action taken by the Active Chapter shall require a majority vote of all of the active members, present and absent, of such Active Chapter. An Active Chapter may, in its bylaws, provide that all of its members shall vote on all questions of fixing dues and assessments.

**9-223. Chapter depositories and disbursements.** The funds of an Active Chapter shall be deposited by the VI in such depositories as may be determined by the chapter, and shall be disbursed by the VI in accord with such procedures as may be prescribed by the

chapter. All drafts and checks drawn on the deposited funds of an Active Chapter shall be signed by the VI or his assistant and countersigned by the I, II or III.

**9-224. Funds of the Order.** The Active Chapter shall collect from the member the member awaiting initiation fee and the initiation fee prescribed by the Executive Council and forward such fee immediately to the Executive Director. All funds of the Order shall be held by the chapter and its officers as trustees for the benefit of the Order. In any case where an Active Chapter is delinquent by more than 60 days in the remittance of any payment due to the Order, the Executive Director shall notify such Active Chapter in writing directed to the I that the matter of the delinquency in payment will be referred to the Executive Council for action against the appropriate chapter member or against the Active Chapter itself 30 days from the date of the letter. *Amended by 67th Convention, 1997; amended by the 69th Convention, 2001 and by the 73rd Convention, 2009.*

**9-225. Prudential Committee.** Each Active Chapter of more than five members shall have a Prudential Committee composed of active members of the chapter excluding the VI. The I shall appoint and be chairman of the Prudential Committee. The Prudential Committee shall supervise the financial affairs of the chapter so that expenditures shall not exceed income, prepare an annual chapter budget, consult with the VI and inspect his books, and advise then chapter on all financial matters. The Prudential Committee shall procure from each member at the end of each school year written evidence, as in its discretion may be necessary and proper, of his indebtedness to the chapter or to the Order at that time.

**9-226. Excessive financial obligations.** Upon complaint of any member or officer of an Active Chapter, or of any officer of the Order, or upon his own motion, the Knight Commander may declare void the action of any Active Chapter which he determines places an unreasonably high financial obligation upon the individual members of the chapter or which may tend to the insolvency of the chapter.

**9-227. Monthly billing of members.** On or before the first day of each calendar month of the school year, the VI of each Active Chapter shall render a statement to each member thereof showing his indebtedness to the chapter. Each statement shall show accurately the balance due at the beginning of the previous month, an itemized list of charges for the current month, the dates and amounts of all payments made during the previous month and the balance due as of the first day of the calendar month for which the statement is prepared. The VI shall further cause a copy of each such statement to be sent to the parent, guardian, scholarship committee or other person primarily furnishing the funds in support of any member named in a statement who is 30 days in arrears.

**9-228. Delinquencies of alumni.** The VI shall report to the Executive Director any delinquent financial obligations of any member who becomes an alumnus member. The Executive Director shall advise any alumnus member so reported of the authority of the Active Chapter under Kappa Alpha Laws to require payment of his account.

**9-229. Financial delinquency of an Active Chapter.** For failure to meet financial obligations to the Order, an Active Chapter shall automatically cease to be in

good standing and may not vote at a Convention or a Province Council; upon paying all amounts for which it is in arrears, the Active Chapter shall automatically be in good standing. If an Active Chapter has entered into a deferred payment plan which has been approved by the Executive Council, and it is current in performing all of the terms, including payment, of such deferred payment plan, the Active Chapter shall be considered to be in good standing for the purposes stated herein. *Adopted by the Advisory Council and Active Chapters, 2014.*

**9-230 Insolvency of Active Chapter.** So long as an Active Chapter shall remain solvent and have paid up all of its obligations to the Order, such chapter shall have full powers to manage its own internal financial affairs; but when such a chapter shall be in arrears with its obligations to the Order or shall be insolvent, the Executive Council, acting through or upon the recommendation of the Province Commander of the province in which such chapter is located, shall have full power to direct, control and adjust the financial affairs of such chapter, setting the amount of dues and assessments upon members for all purposes, the expenditures for all purposes, and the conditions of operating the chapter, the chapter house, or the dining room so as to pay all of its obligations and become solvent. The Executive Council, except in cases of gross negligence or willful mismanagement, shall first give reasonable notice to the offending chapter and its Province Commander before executing this direction and control over a chapter. *Adopted by 67th Convention, 1997.*

### Part 3. Alumnus Adviser and Alumni Advisory Committee

**9-231. Appointment.** Each Province Commander shall appoint for each Active Chapter in his province an alumnus member to be Alumnus Adviser. The Alumnus Adviser shall periodically attend the meetings of the chapter and advise the chapter officer and members upon matters of chapter affairs when he deems such advice to be in the best interest of the chapter or the Order, or when requested to do so by the chapter, the Province Commander or any other officer of the Order.

**9-232. Visits and reports.** The Alumnus Adviser shall report from time to time, in his discretion or upon request, to the Province Commander of the province in which his Active Chapter may be located with respect to the affairs of the chapter, its officers, its members or its activities.

**9-233. Call of special meetings.** The Alumnus Adviser shall have the authority to call special meetings of the Active Chapter or of its Prudential Committee.

**9-234. Audit of chapter books.** The Alumnus Adviser shall have authority to audit the chapter books monthly or at any time he deems such action is necessary.

**9-235. Province Commander's representative.** The Alumnus Adviser shall be the Province Commander's personal representative and may exercise such of the Province Commander's authority over the chapter as the Province Commander may expressly delegate to him in writing. A copy of the writing delegating such authority shall be filed with the Executive Director and given to the chapter.

**9-236. Alumni Advisory Committee.** The Province Commander shall annually appoint for each Active Chapter in his province an Alumni Advisory Committee

consisting of not less than three (3) alumni members. Members of the Alumni Advisory Committee shall periodically attend the meetings of the chapter and advise the chapter officers and members upon matters of chapter affairs when they deem such advice to be in the best interest of the chapter or the Order, or when requested to do so by the chapter, the Province Commander, Executive Director, or by a General Officer of the Order. The Alumnus Adviser shall serve as chairman of this Alumni Advisory Committee. *Adopted by 67th Convention, 1997; amended by the 69th Convention, 2001 and the 70th Convention, 2003.*

#### Part 4. Chapter residence facilities

**9-241. Chapter housing corporations.** Each Active Chapter that occupies a chapter house or other property must be represented by a chapter housing corporation, and under no circumstances shall a chapter enter into a housing contract in the name of the Order. Each chapter housing corporation shall comply with the Constitution, Bylaws, Regulations, and policies. Each chapter housing corporation shall utilize and preserve its assets, including the chapter house by all reasonable means, exclusively and irrevocably in trust for the purposes of providing housing to the associated chapter. If the Active Chapter has its Charter withdrawn or ceases to function for any reason and does not return to good standing within ten (10) years, the associated chapter housing corporation's assets shall be transferred in trust to the Order.

Chapter housing corporations shall be organized as non-stock, non-profit organizations under the laws of the particular state where the associated Active Chapter is located and shall have a slate of directors and officers who are Alumni members in good standing. The I and VI of the associated Active Chapter may serve as non-voting, non-office holding directors.

The bylaws and articles of incorporation of each chapter housing corporation shall not be inconsistent with this provision and shall be filed with the Executive Director. A chapter housing corporation shall not alter, amend or repeal its bylaws or articles of incorporation without prior written consent from the Executive Council. *Adopted by 61st Convention, 1985; amended by 64th Convention, 1991 (final sentence added) and by 67th Convention, 1997. The original Section 9-241 was repealed by the 61st Convention, 1985; the substance of this section was revived as regulation, R9-241. Amended by 71st Convention, 2005. Amended by the Advisory Council and Active Chapters, 2014.*

**9-242. Approval of Housing Contracts.** No Active Chapter shall enter into any contract involving a consideration in excess of \$5,000 for the purchase, mortgage, lease, ownership, use, occupancy, improvement or repair of a chapter house, real estate or other premises unless such contract and all of the terms thereof shall be approved in writing by the Commander of the province in which the Active Chapter is located and by the Executive Director. *Adopted by 67th Convention, 1997.*

#### Part 5. Community relations

**9-251. College or university relationships.** Each Active Chapter shall comply with the rules and regulations of the institution in which it exists relative to its conduct, rushing, initiation of new members, entertainment and other activities as a chapter.

**9-252. Interfraternity matters.** Where an Active Chapter is a member of a local interfraternity council or other similar organization of campus fraternities, it shall abide by all rules and regulations established by such organization. Every Active Chapter is charged with the duty of cooperating with other fraternities on its campus for the betterment of fraternities in general.

**9-253. Conflict with Kappa Alpha Laws.** In any case where there appears to be a conflict between the Kappa Alpha Laws and the applicable rules and regulations of any institution in which is located an Active Chapter, or the rules and regulations of any interfraternity council of which an Active Chapter is a member, the Active Chapter shall consult with its Province Commander before committing itself to any definite course of compliance in conflict with the Kappa Alpha Laws.

#### Part 6. Prohibitions in chapter operations

**9-261. Prohibition against hazing.** The practice of hazing in any form is forbidden. Hazing is any conduct, activities or action by a member, by members of the Kappa Alpha Order or by an Active Chapter as a unit, performed or carried out on or off chapter premises which:

- (a) causes, is likely to cause or is intended to cause physical or mental discomfort, chagrin, embarrassment, ridicule or personal displeasure to another person upon imposed or
- (b) is otherwise prohibited by any applicable governmental or institutional law or regulation.

*Amended under Section 15-212, February 3, 1981.*

**9-262. Penalties for Violation of Hazing Prohibition.**

The charter of a chapter which participates in or condones hazing may be suspended or be withdrawn under the provisions of Section 1-324 of the Constitution. A member who is guilty of hazing, or of condoning or otherwise disregarding the prohibition, shall be penalized by expulsion or by suspension for more than three months. *Amended by 60th Convention, 1983.*

**9-263. Concealed weapons.** Each Active Chapter shall comply with all laws of the State in which it is located (and any subdivision thereof) to prevent concealed weapons from being brought into any chapter house or onto property occupied by an Active Chapter. *Adopted by 67th Convention, 1997.*

**9-264. Display of Confederate Battle Flag.** The display of the Confederate Battle Flag shall be prohibited from any chapter house, lodge, or meeting place: a "display" shall mean a visible presence from the exterior of said property and from the common areas within. The Confederate Battle Flag shall not be displayed at any fraternity function or gathering, on or off property associated with Kappa Alpha Order. The Confederate Battle Flag shall not be associated with Kappa Alpha Order by any medium including, but not limited to, fabric pattern, printed material, painted or stenciled

surfaces, or computer Web sites. The Confederate Battle Flag shall not be incorporated into the design of clothing or any other items bearing symbolism of Kappa Alpha Order. *Adopted by the 69th Convention, 2001.*

## Part 7. Maintenance of scholarship standards by Active Chapters

**9-271. Scholarship standards.** Each Active Chapter of the Order is expected to and shall maintain the highest possible scholarship standards. An Active Chapter that does not pursue appropriate efforts to preserve acceptable scholastic standards and which falls below the scholarship standards of the Order may be placed upon probation by the Knight Commander, the Province Commander, or the Executive Director. *Adopted by 67th Convention, 1997. Amended by the 70th Convention, 2003.*

## Article 9-3: Probation, Suspension, Withdrawal, and Reinstatement of Charter of Active Chapter

### Part 1. In general

**9-311. Probation of Active Chapter.** An Active Chapter may be placed on probation, with or without restrictions, by the Knight Commander, the Province Commander or the Executive Director for failure to perform its duties and obligations. When an Active Chapter fails to comply with such specified operational provisions, designed to put that chapter in compliance with the standards of the Order under Kappa Alpha Laws, the chapter may be suspended forthwith as prescribed in Section 1-324. *Adopted by 67th Convention, 1997.*

**9-312. Alumni Receivership Committee.** The Knight Commander or his designee shall have the power to place full authority of the charter of an Active Chapter in the hands of an Alumni Receivership Committee for deficiency in chapter operations or a violation of the constitution, bylaws, regulations or policies of the Order. The committee shall control, manage and govern an Active Chapter until the Knight Commander or his designee determines the deficiencies are corrected, and the Active Chapter is in good standing. *Adopted by 67th Convention, 1997. Amended by the 70th Convention, 2003, and by the Advisory Council and Active Chapters, 2014.*

**9-313. Term of suspension of Active Chapter Charter.** Suspension of an Active Chapter charter shall be for a period not longer than one year, but a charter suspension may be extended for an additional year when recommended by the institution where the chapter is located. All charter suspensions shall be reviewed annually by the Executive Council, and withdrawal of the charter of any suspended chapter may be recommended to the Knight Commander. *Adopted by 67th Convention, 1997.*

**9-314. Restrictions upon an Active Chapter under suspension.** The charter, chapter register, officer jewels and customs shall be returned to the National Administrative Office. A suspended chapter may not, during the period of its suspension, elect or initiate new members or otherwise conduct business as an Active Chapter, nor participate as a unit in the affairs of the Order, except as may be recommended by the institution

where that chapter is chartered. *Adopted by 67th Convention, 1997; amended by the 69th Convention, 2001, the 74th Convention, 2011, and by the Advisory Council and Active Chapters, 2014.*

**9-315. Reinstatement of suspended charter.** A suspended charter may be reinstated at any time within one year or the extended period of suspension. At the conclusion of the period, the charter of the chapter shall automatically be reinstated unless charter withdrawal has been recommended to the Knight Commander. *Adopted by 67th Convention, 1997, and amended by the Advisory Council and Active Chapters, 2014.*

## Article 9-4: I's Leadership Institute

**Part 1. [Repealed].** *Repealed by the 70th Convention, 2003.*

**9-411. I's Leadership Institute.** The I's Leadership Institute shall meet at least once each year. *Adopted by 67th Convention, 1997; amended by the 69th Convention, 2001, the 70th Convention, 2003, and the 71st Convention, 2005.*

**9-412. Attendance requirement.** The I of each Active Chapter shall attend and participate in the I's Leadership Institute and shall satisfactorily complete the prescribed examination. In the event the I is unable to attend the I's Leadership Institute for acceptable reasons, the II, III, or VI, in that order, may be approved by the Executive Director as his chapter's representative. The Knight Commander may, in his discretion, and with the approval of the Executive Council, require an additional officer or officers from any Active Chapter to attend the I's Leadership Institute. *Adopted by 67th Convention, 1997; amended by 68th Convention, 1999, the 70th Convention, 2003, and the 71st Convention, 2005.*

**9-413. Failure of I to attend.** Any I failing to attend the I's Leadership Institute without an excuse approved in advance by the Executive Director may be removed by the Knight Commander. Any I who is excused from attending the I's Leadership Institute shall satisfactorily complete the prescribed examination within 30 days after the I's Leadership Institute, or the Knight Commander shall remove him from office. *Adopted by 67th Convention, 1997. Amended by the 70th Convention, 2003, the 71st Convention, 2005, and the 72nd Convention, 2007.*

**9-414. Failure of Active Chapter to attend.** [Repealed] *Adopted by 67th Convention, 1997, and the 70th Convention, 2003. Repealed by the 71st Convention, 2005.*



# Title 10: Establishment of Active Chapters

## Article 10-1: Provisional Chapters

### Part 1. Creation of Provisional Chapters.

**10-111. Process.** Establishment of an Active Chapter of the Order shall be accomplished by a two-step process. The first step shall be the creation of a Provisional Chapter and the second shall be the installation and chartering of the Provisional Chapter as an Active Chapter of the Order. *Adopted by 67th Convention, 1997.*

**10-112. Application for issuance of a provisional certificate.** A provisional certificate of Kappa Alpha Order may be issued to a group of students at a college or university upon their petition to the Executive Council, filed with the Executive Director. Such a group shall consist of not less than 15 individuals, provided, however, the Executive Council by unanimous vote may authorize the issuance of a provisional certificate to a lesser number of qualified students. *Adopted by 67th Convention, 1997.*

**10-113. Issuance.** A provisional certificate authorizing a group of petitioning students at a college or university to operate as a provisional chapter of Kappa Alpha Order may be issued and signed by the Executive Director at any time subsequent to approval by a three-fourths vote of the Advisory Council and two-thirds of the Active Chapters in the Province embracing or nearest to the petitioning new chapter, as required pursuant of Section 1-325 of Kappa Alpha Laws. If the Advisory Council votes on the issuance of a provisional certificate by mail, any member of the Advisory Council who does not respond and cast his ballot after two notices (receipt of notice being confirmed) shall be deemed to have resigned his office, unless he is excused for his dereliction by the Knight Commander. *Adopted by 67th Convention, 1997; amended by the 70th Convention, 2003.*

**10-114. Withdrawal or suspension.** The provisional certificate may be withdrawn or suspended by the Executive Director or upon a two-thirds vote of the Active Chapters in the province embracing or nearest to the provisional chapter at any time, with or without cause or notice, providing such action is taken at least thirty days prior to the provisional chapter's scheduled chartering. *Adopted by 67th Convention, 1997.*

### Part 2. Operation under a provisional certificate.

**10-121. Limitation of provisional certificate.** Upon authorization from the Advisory Council, the Executive Director shall issue a provisional certificate for a term of two years. The Executive Council may for cause, by a five-sevenths vote, extend the provisional certificate for a term not exceeding one year. *Adopted by 67th Convention, 1997.*

**10-122. Operation pursuant to provisional certificate.** A provisional chapter shall operate under its own name which shall include the words a provisional chapter of Kappa Alpha Order. A provisional chapter shall elect its own officers, be the judge of its own members, conduct its business in accord with its bylaws, and generally follow the provisions of Kappa Alpha Laws to the extent

the same are applicable. A provisional chapter shall be represented at Convention, Province Council and I's Leadership Institute, but it shall have no vote at any of them. *Adopted by 67th Convention, 1997. Amended by 72nd Convention, 2007.*

### Part 3. Creation of Active Chapter.

**10-131. Approval by Advisory Council and Active Chapters.** A provisional chapter, after having operated under a provisional certificate for an appropriate period of time to comply with all requirements of it, may apply for the issuance of a charter as an Active Chapter of Kappa Alpha Order. Such a charter shall be issued after a majority of the members of the Advisory Council vote certifying that the provisional chapter has complied with all requirements of it. Approval shall be in the form of written certification to the Executive Director prior to a deadline established by the Executive Director. If the Advisory Council votes on the granting of a charter by mail, any member of the Advisory Council who does not respond and cast his ballot after two notices (receipt of notice being confirmed), shall be deemed to have resigned his office, unless he is excused for his dereliction by the Knight Commander. *Adopted by 67th Convention, 1997; amended by the 70th Convention, 2003.*

**10-132. Charter Fees.** Any Active Chapter established pursuant hereto shall pay such reasonable amounts as charter fees as may be determined by the Executive Council and stated in a regulation. *Adopted by 67th Convention, 1997.*

## Article 10-2: Active Chapter Charters and Installation

### Part 1. Official requirement

**10-211. Issuance or replacement.** Upon the establishment of a new Active Chapter a charter in the form regularly prescribed shall be issued to that chapter by the Knight Commander and shall be signed by that officer and bear the seal of the Knight Commander. Upon satisfactory proof of the loss or destruction of a charter for any Active Chapter of the Order, the Knight Commander may issue a new charter which shall be a duplicate of the original. It shall be marked as reissued and carry the date of the reissuance and the signature and seal of the officiating Knight Commander. *Amended by the Advisory Council and Active Chapters, 2014.*

**10-212. Installation of new Active Chapter.** When a petition for a new Active Chapter shall have been approved as provided in the Constitution and Bylaws, the Knight Commander may cause the new Active Chapter to be installed in accordance with the official ceremony approved by the Executive Council for that purpose. In the event the petitioners have been a well established local fraternity, the Knight Commander, in his discretion, may permit the new Active Chapter to initiate as members of the Order any of the alumni members of the local fraternity in accordance with any arrangements or procedure the Executive Council may approve.



# Title 11: Alumni of the Order and Alumni Chapters

## Article 11-1: Identification with the Order

### Part 1. Cooperation with the Order

**11-111. Duties of alumni members.** Alumni members of the Order are expected to collaborate with the Order, and its Active Chapters, to further its objectives, intention and purposes and to preserve and maintain its traditions and national reputation, and are urged to participate as much as possible in chapter activities to manifest their continuing interest in the Order. They are also expected to furnish to Active Chapters for their consideration the names of young men they deem eligible for membership who are matriculating in colleges and universities at which the Order has Active Chapters and otherwise to assist them in rushing activities.

**11-112. Maintenance of personal records.** All members of the Order are charged with the continuing duty of keeping the Executive Director informed of changes of address, occupation and other personal data of value for the archives of the Order and in reporting to that officer information and data coming to their knowledge regarding other members of the Order.

### Part 2. Alumni Chapters and other alumni organizations

**11-121. Alumni Chapters.** Alumni Chapters may be established upon the application by 10 or more alumni members of the Order and the issuance of a charter by the Knight Commander to the applying group. Alumni Chapters shall have no power or authority to elect or initiate new members.

**11-122. Qualification for Convention and Province Council representation.** Every Alumni Chapter to be recognized as a unit of the Order and to be qualified for representation at Province Council or Convention shall from year to year comply with requirements as follows:

- (a) Hold at least one meeting in each calendar year,
- (b) Elect officers annually and report their election to National Administrative Office,
- (c) File an Annual Report of the activities of the Alumni Chapter in the prescribed form, on or before June 1, which Annual Report shall contain the names and current addresses of the officers of the Alumni Chapter and the names and current mailing addresses of all enrolled members of the Alumni Chapter,
- (d) Pay Biennial Alumni Chapter dues in the amount set by the Executive Council, which dues shall be assessed due and payable between May 1 and June 1, the payment of which shall commence a biennium of recognition for the Alumni Chapter,
- (e) Maintain a membership of at least ten enrolled members who have currently paid dues to the chapter, and
- (f) Comply annually with all IRS, federal, and state guidelines regarding non-profit organizations.

An Alumni Chapter which has accomplished all of the foregoing requirements by June 1 shall be entitled to representation at Convention and Province Councils held during the Alumni Chapter's biennium of recognition. An Alumnus may be a member of more than one Alumni Chapter, but only one Alumni Chapter may count him as an enrolled member for the purpose of meeting the requirements of (5) above and Section 1-123. Delegates of an Alumni Chapter to Province Council shall meet the same requirements imposed on delegates from Alumni Chapters to Convention. *Amended by 62nd Convention, 1987, 67th Convention, 1997, 68th Convention, 1999, the 69th Convention, 2001 and by the 73rd Convention, 2009.*

**11-123. Officers and operations.** The officers of an Alumni Chapter shall be a President and a Secretary and such other officers as the chapter may prescribe. The Officers shall perform such duties as may be prescribed by the chapter except that the chapter Secretary shall review all bulletins and communications from the Administrative Office at least one meeting each year. Alumni Chapters may enact such bylaws and rules for their own internal government as are not in conflict with the laws and customs of the Order and may engage in social and other activities and in general in matters of business as they may decide. Any bylaws or rules so enacted shall be filed with the Executive Director. Alumni Chapters are expected to collaborate with Province Commanders as requested and Province Commanders and their deputies shall cooperate with the Alumni Chapters within their provinces as may be appropriate or as requested. *Amended by the 71st Convention, 2005.*

**11-124. Withdrawal and reactivation of charter.** For cause, the Knight Commander may withdraw the charter of an Alumni Chapter with the consent of the Executive Council. Alumni Chapters which have been inactive for a period of one year or more may petition for reactivation of their charter by remitting the regular charter fee to the Executive Director.

**11-125. Other alumni organizations.** A group of less than 10 alumni members of the Order may associate themselves together as recognized units of the Order under regulations promulgated by the Executive Council and, under conditions specified therein, may develop into Alumni Chapters. Charters will not be issued to such units, they shall have no power or authority to elect or initiate new members and they will not be entitled to voting representation at the Convention. Alumni of a particular Active Chapter may organize themselves into associations for the assistance of an Active Chapter in its activities. Members of the Order attending colleges or universities where there is no Active Chapter of the Order may organize themselves into associations for social purposes and for other activities not inconsistent with the laws and customs of the Order. Members of the Order, Alumni Chapters and Active Chapters located in one state may organize themselves into state organizations.

**11-126. Commissions.** In addition to the alumni organizations specified hereinabove in this Title, any

group of not fewer than five alumni may, in accordance with the provisions of Section 1-327 of the Constitution, be authorized to operate as a Commission. Any group of alumni desiring to be so commissioned may file a petition, in duplicate, for that purpose with the Executive Director to be forwarded to the Knight Commander. The approval of the petition by the Advisory Council shall enable the Knight Commander to issue a letter of authorization to the petitioning group of alumni who will then be entitled to elect new members of the Order as specified in Section 1-413 of the Constitution. *Amended by the 73rd Convention, 2009, and the 75th Convention, 2013.*

#### **11-127. Convention and Alumni Conference.**

A conference of representatives of the Alumni Chapters shall be held at each regular Convention to review activities of the Order affecting Alumni and may make recommendations to the Convention. The Chief Alumnus shall preside, or in his absence, the Deputy Chief Alumnus shall preside, over the Conference and he may invite other members of the Order to participate in the discussions of the Conference, but such invitees shall not be entitled to voting privileges. *Adopted by the 63rd Convention, 1989; amended by 67th Convention, 1997.*

**11-128. Chief Alumnus.** The Convention Alumni Conference shall be by a majority vote of the delegates of qualified Alumni Chapters participating in the Convention elect the Chief Alumnus for a two-year term to serve until the next Convention. In the event of a vacancy in the position of Chief Alumnus during the elected two-year term, the position shall be assumed by the Deputy Chief Alumnus. In the event both the Chief Alumnus and Deputy Chief Alumnus are unable to fulfill the duties of the office, the Knight Commander shall fill the position by appointment, which appointment shall be good for the remainder of that term. Any candidate for Chief Alumnus shall be an alumnus of not less than four years, and he may serve in the position for two elected terms. Duties and responsibilities of the Chief Alumnus, outside presiding in the Convention Alumni Conference, may be prescribed by the Executive Council. The Chief Alumnus and Deputy Chief Alumnus may be removed, for cause, by the Knight Commander with the consent of a majority of the Executive Council. Any Chief Alumnus or Deputy Chief Alumnus removed for cause may not thereafter be a candidate for re-election as Chief Alumnus or Deputy Chief Alumnus. *Adopted by the 63rd Convention, 1989; amended by 67th Convention, 1997, and the 72nd Convention, 2007.*

**11-129. Deputy Chief Alumnus.** The Convention Alumni Conference shall by majority vote of the delegates of qualified Alumni Chapters participating in Convention elect the Deputy Chief Alumnus for a 2-year term to serve until the next Convention. Any candidate shall be an alumnus of not less than four years, and he may serve in the position for two elected terms. Duties and responsibilities may be prescribed by the Executive Council. *Adopted by the 73rd Convention, 2009.*

## **Article 11-2: Courts of Honor**

### **Part 1. Establishment.**

**11-211. Creation.** The Commander of each province may petition the Executive Council to establish a Court of Honor in their respective province, which shall be

designated the Court of Honor of such province. Any Court of Honor heretofore existing in any province may continue to exist, but it may not use the designation "Court of Honor" of such province of Kappa Alpha Order, or words of similar import, unless it conforms to the provisions of this Article. *Adopted by 67th Convention, 1997.*

**11-212. Purpose.** The purpose of the Court of Honor is to recognize and honor alumni for their continuing interest, support and participation in the Order, in its Active Chapters or in its Alumni Chapters, and to stimulate the growth and strength of the Order, its chapters and members. *Adopted by 67th Convention, 1997.*

**11-213. Qualification for Membership.** The members of the Court shall be loyal, interested alumni of the Order who shall have been alumni out of undergraduate school and not affiliated with an Active Chapter for more than three years, who have distinguished themselves by continuing service to and interest in the Order, its Active Chapters or its Alumni Chapters, or who have brought credit to themselves and to the Order in their public or private life. *Adopted by 67th Convention, 1997.*

### **Part 2. Operation and Officers.**

**11-221. Preceptor.** The Preceptor shall be the executive officer of the Court and preside at all meetings and functions of the Court; provided, however, that the Province Commander shall be primarily responsible to the Knight Commander for proper and effective functioning of the Court. The Preceptor shall be appointed by the Province Commander or elected by the Court, according to the bylaws or traditions of the Court. *Adopted by 67th Convention, 1997.*

**11-222. Registrar.** The Registrar shall be appointed by the Preceptor; he shall keep the records of the Court and assist the Preceptor in the discharge of his duties. *Adopted by 67th Convention, 1997.*

**11-223. Election to Membership.** A Court of Honor may elect new members annually. The number of new members elected in any year shall be set by the active members of the Court. *Adopted by 67th Convention, 1997.*

**11-224. Nominations.** Each member of the Court, each Active Chapter, each Commission, and each qualified Alumni Chapter within the province shall be entitled to nominate one person for election to the Court. *Adopted by 67th Convention, 1997.*

**11-225. Election Process.** All nominations shall be submitted to a Membership Committee of the Court for its review of each nominee's qualifications. The Membership Committee shall submit a report of its determination to the Preceptor; and the Preceptor shall advise the Active Members of the Court of its action in each such case. The Active members of the Court shall elect, by secret written ballot, or by mail ballot, the new members of the Court. The vote required shall be prescribed by the bylaws of the Court or by its customary usage. *Adopted by 67th Convention, 1997.*

**11-226. Induction.** The investiture shall be at a meeting of the Court, at a Convivium or a meeting of the Province Council, in a simple, dignified induction ceremony conducted by the Preceptor. *Adopted by 67th Convention, 1997.*

**11-227. Insignia.** The insignia shall be known as the Provincial Cross and its form shall be prescribed by the Executive Council. *Adopted by 67th Convention, 1997.*

**11-228. Bylaws.** The Court if it so elects may adopt bylaws not to conflict with this section for its governance; provided, however, that any Court in existence on August 1, 1997, which has written bylaws that conflict with one or more provisions herein, may petition the Executive Council for permission to continue to operate under its existing bylaws, and the Executive Council may grant such permission by

majority vote. Any petition filed pursuant hereto must have attached to a complete set of the bylaws for which approval is sought. Any amendments adopted by a non-conforming Court to its bylaws after August 1, 1997 must, however, be in conformity with this Article 11-2. If a Court adopts bylaws, that document shall be filed with the Executive Director. *Adopted by 67th Convention, 1997; Amended by 68th Convention, 1999, and the 71st Convention, 2005.*

## Title 12: Offenses of Members

### Article 12-1: Classes Of Offenses

#### Part 1. Minor offenses

**12-111. Definition.** Minor offenses are those which are committed by a member of an Active Chapter against his chapter or its members and are informally tried before, and are subject to imposition of penalty by, the I of his chapter.

**12-112. Enumeration of offenses.** Minor offenses are:

- (a) Absence of a member from any regular or special meeting of his Active Chapter;
- (b) Improper conduct or language at a chapter meeting;
- (c) Failure to meet any financial obligations of the Order or to a chapter within 10 days after due;
- (d) Attempting to influence other members to miss chapter meetings or to commit any other offense;
- (e) Mutilation or destruction of or damage to any chapter property;
- (f) Commission of any act contrary to the provisions of the Constitution, Bylaws or customs of the Order;
- (g) Conduct contrary to the best interest of the Order or of the chapter;
- (h) Neglect or abuse of authority in performing the duties of any office; and
- (i) Drunkenness, swearing, obscene language, gambling, or any other act contrary to any federal, state, municipal, college or university law, ordinance, rule or regulation applicable thereto, in, about or upon the premises occupied or used by the Active Chapter as a chapter house, meeting place or residence.

An Active Chapter may provide in its bylaws for other minor offenses not inconsistent with the Kappa Alpha Laws or customs of the Order.

**12-113. Trials for minor offenses.** A member shall not be twice tried for a single minor offense. Charges for minor offenses may be made orally or in writing before the I by any active member and, for failure to meet financial obligations, may be made by a Province Commander, the Executive Director or any of his assistants who are initiated members of the Order. The VII or other active member designated by the I shall prosecute all trials for minor offenses before the I. In the event the I is the accused member, the II shall

become the trial officer. An accused member on trial shall have the right to be represented by any other active member of his selection. The I shall inquire into the facts of any charge and determine the guilt or innocence of the accused member and may consider any extenuating circumstances. *Amended by 72nd Convention, 2007.*

**12-114. Penalties for minor offenses.** Upon conviction of any minor offense, the I may assess a fine not in excess of \$100.00 or may suspend the offending member for a period not in excess of three months, or both, and a violation of a bylaw of an Active Chapter, which is not otherwise an offense under the Kappa Alpha Laws or customs of the Order, shall be punishable by a fine not in excess of \$50.00. *Amended by the 64th Convention, 1991.*

**12-115. Appeals from conviction of a minor offense.** A member convicted of a minor offense may appeal to the chapter and the chapter may, by a three-fourths vote of its active members, reverse the decision of the I or reduce the penalty fixed by the I. A member convicted of a major offense but penalized for a minor offense may appeal to the Executive Council if penalized by the Knight Commander or appeal to the Active Chapter if penalized by the I within 30 days and the decision of said body will be final. *Amended by 60th Convention, 1983.*

#### Part 2. Major offenses

**12-121. Definition.** Major offenses are those committed by, a member which are formally tried before his Active Chapter or the Executive Council. A member may be tried by an Active Chapter for a major offense committed while he was associated with the Active Chapter within six months after his association with his Active Chapter has terminated, but a major offense charged, under Section 12-122 (a) committed while he was associated with the Active Chapter, may be tried by the Active Chapter within two years after his association with his Active Chapter has terminated. All offenses which are not minor offenses are major offenses. Any offense penalized as set forth in 12-114 shall be a minor offense regardless of the original charge. *Amended by 59th Convention, 1981 and by 60th Convention, 1983.*

**12-122. Enumeration of offenses.** Major offenses-include:

- (a) Willful and persistent neglect to meet financial obligations to the Order or to an Active Chapter or to comply with the lawful requirements made

- in accordance with the Kappa Alpha Laws or customs of the Order;
- (b) Disparagement or defamation of the Order, a member or a chapter of the Order, or damage to Order property;
  - (c) Drunkenness at a chapter meeting;
  - (d) Hazing;
  - (e) Pawning any badge, insignia or other jewelry bearing the name, initials or coat-of-arms of the Order;
  - (f) Unnecessary or ill-advised conversation about the affairs of the Order with a person who has been suspended or expelled from the Order;
  - (g) Discussing unnecessarily any affairs of the Order or of a chapter with persons not members of the Order;
  - (h) Criminal or ungentlemanly conduct;
  - (i) Failure of the I and VI to remit to the Executive Director an initiation fee within seven days prior to initiation or an uninitiated member fee within 30 days of its payment to the Active Chapter; and
  - (j) Conduct which is vitally against the best interest of the Order, including commission of any act contrary to the provisions of the Constitution, Bylaws or customs of the Order.

*Amended by 67th Convention, 1997.*

**12-123. Rights of the accused.** A member shall not be twice tried for a single major offense. Any member accused of a major offense shall be given a trial, unless he waives such trial in writing. An immediate trial may be ordered for any offense committed in an Active Chapter meeting or in the presence of a majority of the members of the Executive Council, upon personal notice to the offending member.

**12-124. Preferment of charges against accused.** A member may be tried for a major offense, except in cases where an immediate trial is authorized, only upon charges preferred against him by one or more members of the Order, including, in the case of willful and persistent neglect to meet financial obligations to the Order or to an Active Chapter, those made by a Province Commander, the Executive Director or any of his assistants who are initiated members of the Order. The charges shall be preferred in writing and be signed by the member or members making the charge. *Amended by 72nd Convention, 2007.*

**12-125. Prosecution and counsel for accused.** For trials before the active members of an Active Chapter, the VII or such other active member of the chapter as may be designated by the I shall act as prosecutor. For trials before the Executive Council a member of the Order designated by the Knight Commander shall act as prosecutor. The accused member shall always be entitled to be represented at any trial by an initiated member of his selection.

**12-126. Submission to trial body and presiding member.** The charge shall be referred to the trial body which shall set a date, time and place for the trial. Notice clearly stating the charges and the date, time and place of trial shall be served upon the accused in person or by certified mail to his last known address, with return receipt requested, at least 10 days prior to the trial. The II shall preside if the I is the accused

before his Active Chapter. The Senior Councilor shall preside if the Knight Commander is the accused before the Executive Council.

**12-127. Order of trial.** Evidence at the trial may be either oral testimony or affidavits or depositions, and the procedure for the trial shall be:

- (a) Submission of evidence by the prosecutor;
- (b) Submission of evidence by the accused;
- (c) Submission of rebuttal evidence by the prosecutor (any new facts to be excluded);
- (d) Argument for the prosecution;
- (e) Argument for the accused; and
- (f) Rebuttal argument for the prosecution.

The members of the trial body, exclusive of the member on trial, shall, upon the conclusion of the evidence and arguments, proceed to deliberate and determine, in secret ballot by majority vote, the guilt or innocence of the accused; however, should the accused member admit the charges or decline to contest them, such admission or failure to contest the charges shall operate as an adjudication that the accused member is guilty of the charges, whereupon the only question for determination by the trial body shall be the question of the penalty to be imposed. A majority vote that the accused member is guilty which does not specify the penalty to be imposed shall require a second secret ballot to determine the penalty. An accurate and complete record of the trial shall be kept. No expulsion shall be effective until the record is filed with the Executive Director. If a member shall admit in writing or orally in the presence of the trial body any one or more of the charges preferred against him, it shall not be necessary to conduct a trial and the trial body may proceed to impose such penalty or penalties as it might impose as if it had tried the member and found him guilty of the charges preferred. *Amended by 56th Convention, 1975 and by 67th Convention, 1997 and by the 73rd Convention, 2009.*

**12-128. Penalties for Major Offenses.** A member found guilty of a major offense may be expelled upon a vote as provided in Section 1-421. A member found guilty of a major offense may be suspended for a period not less than three months by majority vote of the trial body by secret ballot. If the member is not expelled or suspended, his penalty may be fixed by the Knight Commander or the I as for a minor offense except for the offense of hazing. As to hazing, if the above set forth required votes of the trial body cannot be obtained a penalty of suspension for at least three months shall be fixed by the Knight Commander or the I. *Amended by 57th Convention, 1977; 60th Convention, 1983; 66th Convention, 1995; and 68th Convention, 1999.*

**12-129. Appeal of Suspension After Conviction of Major Offense.** A member suspended for more than three months may appeal within 30 days after the date of the suspension to the Executive Director. The Executive Director shall refer the appeal to a Former Knight Commander for review and his decision shall be final. *Amended by 60th Convention, 1983.*

## Article 12-2: Appeal in the Case of Expulsion

### Part 1. Review by independent board

**12-211. Origin of an appeal.** An individual who has been expelled from membership in the Order may appeal that action to the Knight Commander as provided in Section 1-422. Notice of the expulsion shall be given in writing to the expelled member, which writing shall include a copy of this section. Action shall be deemed completed 10 days after mailing the notice with a copy of this section to his last known address by certified mail, whether or not accepted by him. Upon receipt of an appeal, the Executive Director shall notify the Knight Commander who shall designate three Former Knight Commanders to sit as a Board of Review to consider the appeal and, upon consent of three Former Knight Commanders to serve, shall designate the Chairman of that Board. *Amended by 61st Convention, 1985 and 69th Convention, 2001.*

**12-212. Consideration and action by the Board.** The Knight Commander shall, promptly after designation of the Chairman of the Board, direct the trial body by which the member was expelled to file the record of the trial forthwith with the Chairman. The Chairman shall thereupon make all necessary arrangements for consideration of the appeal by the full Board. The Board shall reach its decision on the appeal, in the exercise of its independent judgment, within 30 days after receipt of the trial records. The Board may either (a) approve the expulsion or (b) direct a new trial or reverse, for errors in procedure in the trial that create a substantial injustice. *Amended by 61st Convention, 1985.*

**12-213. Action upon decision of the Board.** The Board shall promptly communicate its decision to the Executive Director and the trial record shall thereupon be forwarded to him. The Executive Director shall notify the individual who filed the appeal of the Board's decision, shall so endorse the trial record and return it to the trial body with instructions to be governed thereby and to conduct a new trial if that be the decision of the Board of Review.

## Article 12-3: Status Upon Expulsion or Suspension

### Part 1. Status upon expulsion or suspension

**12-311. Expulsion.** An expelled individual shall have no identification with the Order, to include electronic

references, and shall not be entitled to any of its privileges unless he be reinstated. He shall deliver to the Executive Director his official badge, membership certificate, directory and other possessions pertaining to the Order. Any jeweled badge or other jewelry bearing the Order's name, initials or coat-of-arms owned by an expelled individual shall be sold to the Order for the value thereof as determined by the Executive Director. *Amended by the 73rd Convention, 2009.*

**12-312. Suspension.** A member who is suspended shall be carried on the rolls of the chapter of which he may be a member during such suspension and shall pay all financial obligations which, as a member, would be charged against him during the period, except that no assessments made by a chapter for purposes of social entertainment shall be charged against him. A suspended member shall have none of the privileges of membership in a chapter during the period of his suspension. He shall not be considered as a voting member of a chapter upon any question upon which any vote may be taken. He shall not attend any meetings or social functions of any unit or organization of the Order except upon express invitation of such unit. A suspended member who fails to meet financial obligations during the period of his suspension shall be deemed to have committed a major offense.

**12-313. Reinstatement of suspended member.** A member suspended for a period of three months or less may be reinstated at any time during the period of the suspension by the I or the Knight Commander ordering the suspension or his successor in office. A member suspended for a period of three months or longer may be reinstated upon a three-fourths vote of the trial body which ordered his suspension.

**12-314. Reinstatement of expelled individual.** An individual who has been expelled from the Order may be reinstated in accordance with the provisions of the Constitution.

## Article 12-4: Risk Management

### Part 1. In general

**12-411. Risk management policy.** Every member of the Advisory Council and their deputy, every member of an Active Chapter, or an Alumni Chapter, or appointed member of a Commission and all employees of the Order shall comply with the risk management policies and procedures adopted by the Executive Council from time to time. *Adopted by 67th Convention, 1997; and amended by the 74th Convention, 2011.*

# Title 13: Finances of the Order

## Article 13-1: Dues, Initiation Fees and Assessments

### Part 1. Active Chapter dues and fees

**13-111. Initiation fees.** Each new member of the Order shall pay the initiation fee for membership in the amount and in the installments prescribed by the Executive Council.

**13-112. Membership dues.** Active Chapters shall pay dues at such rate and at such time during the academic year as determined by the Executive Council.

**13-113. Fines or assessments.** Active Chapters shall promptly pay any fines or assessments imposed upon them or their members. *Amended by the 74th Convention, 2011.*

## Part 2. Alumni dues and assessments

**13-121. Membership dues.** Alumni Chapters shall pay annual dues in such amounts as the Executive Council may prescribe from time to time.

**13-122. Contributions and other payments.** The Executive Director is authorized to solicit and collect from alumni members contributions and other payments as may be requested by the Executive Council. *Amended by the 69th Convention, 2001.*

## Article 13-2: Fiscal Year and Annual Audit

### Part 1. Determination of fiscal year and annual audit

**13-211. Fiscal year.** The fiscal year of the Order shall be fixed by the Executive Council and may be changed by it as deemed necessary or appropriate in the operation of the Order.

**13-212. Audit.** An annual audit of the books of accounts and other financial records of the Order shall be made by a certified public accountant approved by the Executive Council, as soon as practicable after the close of each fiscal year, and complete financial statements for that year shall be included in the annual report of the Executive Director.

## Article 13-3: Appropriations

### Part 1. General

**13-311. Source.** Appropriations made by the Convention or by the Executive Council shall be paid out of the funds of the Order. The annual budget approved by the

Executive Council shall constitute an appropriation of the funds allocated therein. *Amended by the 69th Convention, 2001.*

**13-312. Annual budget.** The annual budget shall include, but not be limited to, funds to provide

- (a) badges and official insignia for new members;
- (b) salaries and expenses of officers, staff and Former Knight Commanders;
- (c) travel expenses for active members and province officers to province meetings; and
- (d) expenses for conventions and other national meetings. *Amended by the 69th Convention, 2001.*

## Article 13-4: Conflict Of Interest.

### Part 1. General

**13-411. Avoidance of Financial Conflicts of Interest.** Every General Officer, Province Commander or employee of the Order shall refrain from being a party to any financial transaction that results in a conflict of interest occurring regarding the officer's duties and responsibilities or gives the outward appearance of such; provided however, the Executive Council, upon request and after appropriate review, may approve a General Officer, Province Commander or employee of the Order being a party to such a transaction. Such waiver must be specific and be in writing. The Executive Council may adopt a Conflicts of Interest policy to comply with the general standards and regulations of non-profit organizations. *Adopted by 67th Convention, 1997. Amended by 72nd Convention, 2007.*

# Title 14: Appeal from an Interpretation of Laws of the Order

## Article 14-1: Procedure In An Appeal

### Part 1. Origin of an appeal

**14-111. Filing and nature of appeal document.** An appeal from an interpretation of the laws of the Order, taken under provisions of the Constitution, shall be filed with the Executive Director of the Order. The appeal document, which may be informal and in the form of a letter addressed to the Chairman of the Appellate Council, shall be filed in triplicate within 10 days after the date of the mailing by the Executive Director of the decision in connection with which an appeal is filed. Failure to file the appeal document within the specified time will defeat the appeal and preclude further challenge to the particular interpretation.

**14-112. Original processing of the appeal document.** The Executive Director shall indicate the date of receipt on the original and each copy of the appeal document and forthwith ascertain whether the Knight Commander last holding that office consents to serve as Chairman of the Appellate Council. In the event that he does not so consent, the Executive Director shall promptly

contact other available Former Knight Commanders, or others, if necessary, as provided for in the Constitution, until consent to serve as Chairman is obtained. The Executive Director shall thereupon transmit the original of the appeal document, by certified mail, return receipt requested, to the Chairman of the Appellate Council and a copy thereof, by similar mailing, to the Knight Commander or other officer of the Order who made the interpretation, review of which is sought. The triplicate copy shall be retained by the Executive Director in his office.

### Part 2. Response in an appeal

**14-121. Reply to appeal document.** The Knight Commander or other officer whose interpretation is sought to be reviewed shall, within 21 days after the date on which the appeal document, according to the date indicated thereon, was received by the Executive Director, file with that officer, in triplicate, a reply to the appeal document in his own behalf or through another member of the Order as counsel selected by him to represent him in the proceedings. The reply may contain any statements or comments or supporting



documents considered by the filing officer to be pertinent or material in response to the appeal.

**14-122. Processing of response.** The Executive Director shall indicate the date of receipt upon the reply filed, and each copy thereof, and serve the original on the Chairman of the Appellate Council and a copy upon the member, officer or body filing the appeal document.

## Article 14-2: Consideration of an Appeal

### Part 1. Proceedings before Appellate Council

**14-211. Preliminary consideration.** The Appellate Council shall, upon receipt of the reply to an appeal document, consult as to the merits of the appeal and act thereon forthwith or determine, as it may independently decide, whether or not further proceedings before it may be appropriate, meritorious or important in acting upon the appeal.

### 14-212. Nature of further proceedings.

A determination of further proceedings by the Appellate Council may include, as it may decide, intervention by other parties, motions, briefs and hearings as might be deemed by it to be important in decision of the matter, provided that it shall decide the appeal within not more than 90 days after the date on which it was filed. The filing of documents subsequent to the reply shall be made, in triplicate, through the Executive Director and he shall serve additional documents filed upon all then appropriate parties to the proceeding, retaining a copy for the files of his office.

### 14-213. Decision of the Appellate Council.

The Appellate Council shall act upon the appeal, after or without proceedings before it, in accordance with the provisions of the Constitution and its decision shall be filed with the Executive Director. That officer shall forthwith serve a copy of the decision upon all parties to the appeal and shall publish the decision in the manner the Executive Council may decide. He shall retain the original of the decision in the file in his office.

# Title 15: Amendment of Kappa Alpha Laws

## Article 15-1: Constitutional Amendments

### Part 1. Procedures for presentation to the Convention

**15-111. Advance proposals.** Proposals for amendment of or to the Constitution filed with and distributed by the Executive Director in accordance with the provisions of the Constitution shall be read by the Executive Director into the record of the Convention only by reference to sections proposed to be amended or added and in full only upon majority vote of the Convention.

**15-112. Submission of proposals to committee.** Proposed amendments so presented by the Executive Director shall be submitted to the Legislative Committee for consideration and later report to the Convention. Any proposed amendment which includes matters under the jurisdiction of another Convention committee shall first be referred to that committee for consideration and report. The report of the other committee shall be made to the Convention as promptly as possible and shall be referred to the Legislative Committee with the report of any action taken thereon by the Convention.

**15-113. Action upon proposed amendments.** Each proposed amendment shall be reported by the Legislative Committee back to the Convention with a report for its consideration and the report shall be made a part of the Convention minutes. Majority and minority reports of the Legislative Committee may be made to the Convention, as the Committee may decide, for Convention consideration in action upon proposed amendments.

### 15-114. Other authority for constitutional amendment.

The Constitution may also be amended, as therein provided, by unanimous vote of the Advisory Council, in action arising out of its deliberations, and the subsequent ratification within six months by three-fourths of the Active Chapters of the Order by reference thereto by the Advisory Council.

## Article 15-2: Amendments to the Bylaws

### Part 1. Procedure and action

#### 15-211. Amendment by the Convention.

The Bylaws of the Order may be amended:

- (a) By majority vote of the Convention if the proposed amendment was submitted at least 24 hours in advance of the date and time of the vote thereon, or
- (b) By a two-thirds vote of the Convention on a proposal presented less than 24 hours prior to the Convention vote thereon.

#### 15-212. Other authority for amendment of Bylaws.

The Bylaws may also be amended by unanimous vote of the Advisory Council and subsequent ratification within six months by three-fourths of the Active Chapters.

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SECTION D: *Chapter Twelve*

# Executive Council Regulations

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*Current as of July 28, 2014*

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115 Liberty Hall Road  
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Lexington, Virginia 24450



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## Regulation 1: Constitution

### R1-242. Rules And Regulations

**(a) Adoption.** Rules and Regulations relating to the operations of the Order adopted pursuant to Section 1-242 of the Kappa Alpha Laws shall be adopted by majority vote of the Executive Council and shall not conflict with any specific provision of the Kappa Alpha Laws. *Adopted October 5, 1974. (Reference: 1-242, 5-121)*

**(b) Promulgation.** Rules and Regulations adopted by the Executive Council, and any changes, revisions, additions or revocations therein, shall be promulgated by the Executive Director in accordance with the provisions of Section 5-121 of the Kappa Alpha Laws. *Adopted August 16, 1972; amended October 5, 1974. (Reference: 1-242, 5-121)*

**(c) Effective Date.** The Executive Director shall specify the effective date of every promulgation made pursuant to the provisions of paragraph (b) of this Regulation. *Adopted October 5, 1974. (Reference: 1-242, 5-121)*

### R1-324. Criteria for Reinstatement of Charter of Active Chapter Previously Closed

No less than 48 hours prior to the opening session of the Convention or Province Council, an Active Chapter with a financial delinquency may request that the Knight Commander review an existing deferred payment plan as defined in Section 1-324 for substantial compliance. If the Active Chapter has substantially complied with such deferred payment plan, then the Active Chapter may be returned to good standing. No plans, payments, or reconsiderations will be accepted after 48 hours prior to the opening session of the Convention or Province Council. *Adopted May 17, 2000; amended April 6, 2001.*

### R1-327. Commissions

**(a) Existing Commissions.** The Beta Commission which has been heretofore established and is recognized by the Order shall be governed by the regulations for commissions as adopted by the Executive Council. *(Reference: 1-327, 1-415; see also 11-126)*

**(b) Commission Constituency.** In addition to the Knight Commander, who shall be an ex-officio member, each commission shall consist of five initiated members of the Order, who shall be appointed by the Knight Commander within 90 days after the annual initiation of that commission and shall serve for one year or until their successors are appointed. Any vacancy occurring within a commission shall be filled by appointment of an initiated member for the unexpired term by the Knight Commander. *(Reference: 1-327, 1-415; see also 11-126)*

**(c) Election of Chairman.** At the first meeting of a newly appointed commission, a chairman, a vice-chairman and a secretary shall be elected by the members of the commission from their membership to serve for that year and until their successors be elected or qualify. *Adopted April 17, 1973; amended October 5, 1974. (Reference: 1-327, 1-415; see also 11-126)*

**(d) Bylaws.** Each Commission shall adopt for itself a set of governing bylaws, not inconsistent with the Kappa Alpha Laws, for its own operation. *Adopted November 14, 2009.*

### R1-415. Election and Initiation Under Section 1-415.

**(a) Initiation.** All persons elected to membership under Section 1-415 of the Constitution shall be initiated in the same manner and subject to the same provisions and conditions established for the initiation of other members. *Adopted April 17, 1973; amended October 5, 1974. (Reference: 1-415; see also 1-3271, 11-126).*

**(b) Special Election of Former Uninitiated Members.** Any person not barred from membership by reason of the limitations enumerated in Section 1-412, who is not a student in a college or university where is located an Active Chapter of the Order or where a special commission has been created under the provisions of Section 1-327 and who was formerly an uninitiated member of any Active Chapter of the Order, may be initiated by an Active Chapter provided that:

- (1) he is elected by the unanimous vote of the initiating chapter and
- (2) consent to the initiation be granted by the unanimous vote of the Active Chapter to which he was formerly an uninitiated member and
- (3) at the time such uninitiated member left college, he had been eligible for initiation under local college or university rules or he has since received a college degree and
- (4) he has performed meritorious service to the initiating Active Chapter or Kappa Alpha Order and
- (5) the initiation be approved by the Executive Director.

*Adopted October 5, 1974. (Reference: 1-415)*

**(c) Special Initiates.** Other individuals who are not otherwise ineligible for membership and who enjoy a special and/or meritorious relationship with the Order, may be elected to membership by the unanimous approval of the Executive Council on a written petition from an Active Chapter or a Commission. This action may be posthumous. In the event that the petition is made by an Active Chapter, it shall include an explanation of that individual's relationship to Kappa Alpha Order, the favorable recommendations of the Alumnus Advisor of the chapter, the Commander of the Province where the chapter is located, and at least one other KA Alumnus who is personally acquainted with the individual proposed for initiation. In the event that the petition is made by a Commission, it shall include an explanation of that individual's relationship to Kappa Alpha Order, the favorable recommendation of the Chairman of the Commission, the Commander of the Province where the Commission is located, and at least one other alumnus who is personally acquainted with the individual proposed for initiation. Such petition shall be submitted to the Executive Director for distribution to the Executive Council for consideration and action. Upon initiation, a person elected to membership in this manner becomes an alumnus of the Order. In a posthumous situation, the person shall be declared and listed as an alumnus thereafter. *Adopted April 9, 1988; amended Sept. 20, 1990 and April 23, 1993 and November 14, 2009.*

**(d) Commission initiates.** Commissions may elect and initiate students who are current year graduates of the institution for which they are assigned, in accordance with 1-415. Commissions may also elect and initiate graduates of the institution for which they are assigned. *Adopted November 14, 2009.*

**(e) Initiates of Provisional Chapter.** A member awaiting initiation of a provisional chapter may be elected to membership by the unanimous approval of the Executive Council, provided that such member has met the individual requirements for initiation as provided in the Constitution, Bylaws, and Regulations. *Adopted May 17, 2000.*

**(f) Fees.** Those members initiated under Section 1-415 of the Constitution shall pay the same fees required of all other persons who are not undergraduates at the time of initiation. *Adopted April 17, 1973; amended October 5, 1974; April 9, 1988; and May 17, 2000. (Reference: 1-415; see also 1-327, 11-126, R13-111)*

#### **R1-521. Publications of The Order**

**(a) General.** Official publications of the Order shall be distributed to each member of the Advisory Council, all Active and Alumni Chapters, and Former Knight Commanders. A copy of all general communications affecting the operation of the Active Chapters and notice of any change in the status of any Active Chapter shall be sent to each member of the Advisory Council and to each Active Chapter and to the president and the secretary of each Alumni Chapter. *Adopted August 16, 1972; amended October 5, 1974. (Reference: 1-521, 6-113, R1-521)*

**(b) The Kappa Alpha Laws.** The *Kappa Alpha Laws*, which includes the Constitution and the Bylaws of the Order, enactments and directions of the Convention as appropriate or required, and the Regulations of the Executive Council shall be published from time to time by the Executive Director, as directed by the Executive Council, and shall be distributed as directed in R1-242. *Adopted August 16, 1972; amended October 5, 1974 (Reference: 1-521, R1-242)*

**(c) Editor of Kappa Alpha Laws.** The Executive Director, or such initiated member as may be designated by the Executive Council, shall be Editor of *Kappa Alpha Laws*, and the editing shall be performed under the supervision of the Knight Commander. *Adopted August 16, 1972; amended October 5, 1974. (Reference: 1-521)*

**(d) The Kappa Alpha Journal.** The *Kappa Alpha Journal* shall be prepared by the editor, who shall have been selected and designated by the Executive Director, and shall be published by the Executive Director at such intervals as the Executive Council shall direct. It shall contain news of interest to the members and chapters of the Order and articles of literary merit. *Adopted August 16, 1972; amended October 5, 1974; amended April 6, 2001. (Reference: 1-521)*

**(e) The Special Messenger.** The Special Messenger shall be the personal publication of the Knight Commander and shall be published as needed. *Adopted August 16, 1972; amended October 5, 1974; amended April 6, 2001. (Reference: 1-521)*

#### **(f) Other Publications**

- (1) The Executive Council, in its discretion, may direct and authorize the publication of such manuals, handbooks and other similar guidebooks as may be of aid to the Active Chapters and officers in the performance of their duties and functions.
- (2) The Executive Council may, from time to time, authorize and direct the publication of a directory of the Order which shall be sold or otherwise distributed as the Executive Council shall determine. Any directory published shall, unless the Executive Council otherwise directs, contain historical data of the Order as it deems appropriate.
- (3) The Executive Director shall after each Convention publish and distribute verbatim Minutes thereof to each of the General Officers, Former Knight Commanders and Province Commanders of the Order. A copy of the Minutes of a Convention may also be distributed to delegates and alternate delegates in attendance at the Convention who specifically request a copy at the conclusion of the Convention. *Adopted August 16, 1972; amended October 5, 1974. (Reference: 1-521)*

## **Regulation 2: The Convention**

#### **R2-212 Registration Fee.**

Each delegate and alternate delegate to the Convention shall pay a registration fee set by the Executive Council. *Adopted July 19, 2007 to codify a policy existing since 1997.*

#### **R2-213 Filing Credentials for Convention.**

- (a) Credentials addressed to the Executive Director and delivered to the United States Postal Service or an express mail or package service (e.g. Federal Express, United Parcel Service, Airborne Express, etc.) on or before that date which is 10 days prior to the convening date of the Convention shall be considered filed with the Executive Director, although actually received by the Executive Director after said date. Credentials received by the Executive Director within 10 days of the convening date of the Convention shall qualify under this Regulation only if they bear a legible postmark, or if a receipt for their delivery to the express mail or package service showing the date of delivery thereto is furnished.
- (b) Credentials received by the Executive Director by facsimile on or before that date which is 10 days prior to the convening date of the Convention shall be considered filed with the Executive Director provided the original executed credential is received by the Executive Director on or before the convening date of the Convention.

*Adopted October 2, 1997.*

**R2-232 Election of Councilors  
(In Convention).**

Each chapter delegate qualified to vote in the Convention and each Province Commander, the National Undergraduate Chairman and each Former Knight Commander present in the Convention may cast votes for the election of Councilors. The candidate receiving the largest number of votes constituting the required majority for election shall be elected according to the number of Councilors to be elected. A chapter delegate, Province Commander, National Undergraduate Chairman, or Former Knight Commander may vote for no more than six Councilors on a single ballot, but must cast a vote for each available vacancy. Any ballot that does not have a vote cast for each vacancy will be disqualified. *Adopted January 7, 1989; amended October 22, 1993.*

**Regulation 3:****R3-111. Former Knight Commanders.**

The Knight Commander may invite Former Knight Commanders to attend and participate in the Advisory Council meetings and may also utilize the Former Knight Commanders in an advisory capacity to him and the Executive Council. *Adopted August 5, 2010.*

**Regulation 4: Undergraduate Conference,  
National and Province Undergraduate  
Chairmen****R4-211. National Undergraduate Chairman.**

*Repealed October 2, 1997.*

**R4-311. Province Undergraduate Chairmen.**

*Repealed October 2, 1997.*

**Regulation 5: [Reserved]****Regulation 6: Executive Director  
and Other Officers****R6-113. Records Of The Order.**

*Repealed October 2, 1997.*

**R6-214. Prohibition Against Chapter Employees.**

An Active Chapter shall not have employees. Any employees intended to support the operations of an Active Chapter or chapter house shall be employed by a properly organized Chapter Housing Corporation. An Active Chapter may engage an independent contractor for various services, but may not pay that contractor a regular salary, provide or participate in benefits for the contractor, or direct the execution of work assignments tasked to the contractor. *Adopted December 4-5, 2011 to take effect December 23, 2011.*

**R6-221. Maintenance Of Scholarship Standards  
By Active Chapters.**

*Repealed October 2, 1997.*

**Regulation 7: Province Officers and  
Province Councils****R7-111. Province Commander Duties  
and Responsibilities.**

A Province Commander serves as the personal representative of the Knight Commander in his province. His duties and responsibilities include, but are not limited to, the following:

- (a) Submit any required reports; *Amended November 14, 2009.*
- (b) Serve as an advisor to the Province Undergraduate Chairman in his province;
- (c) Appoint a minimum of a three-man alumni advisory committee for each Active Chapter in his province and inform the National Administrative Office of the appointments and any changes;
- (d) Establish or maintain an active Court of Honor for the recognition, promotion, recruitment and retention of alumni volunteers in the province;
- (e) Conduct an annual Province Council before May of each year for all the alumni and active chapters in the province, report the date, time and location of the Province Council to the National Administrative Office before November 15th of each preceding year, and timely file minutes of the Province Council after it has occurred; *Amended November 14, 2009.*
- (f) Serve as a member of the Advisory Council, participating in meetings, discussion, and votes when appropriate;
- (g) Assist the Knight Commander and the Executive Director as well and the Executive Council and National Administrative Office in advancing the mission of the Order and perform duties that strengthen the over-all operation of Active and Alumni Chapters in the province; *Amended November 14, 2009.*
- (h) Work to identify and establish relationships with the various alumni and alumni constituencies in the province for the purpose of identifying future alumni volunteers on a local, regional, and national basis; and
- (i) Support the Kappa Alpha Order Educational Foundation with monetary contributions annually in an amount determined by the Knight Commander. *Adopted August 6, 2003. Amended August 2, 2005.*

**R7-113. Province Commander Reports.**

*Adopted August 16, 1972; amended October 5, 1974. (Reference: 7-113) Amended November 14, 2009; Amended May 22, 2010; Amended August 5, 2010, and Repealed November 15-16, 2013.*

**R7-211. Chapter Attendance at Province Council.**

*Repealed October 2, 1997.*

**R7-212. Province Council Attendance Required By I.**

*Repealed October 2, 1997.*

## Regulation 8: Membership

### R8-121. Pre-Initiation Period and Initiation.

(a) **General Rule.** The pre-initiation education period for members awaiting initiation shall be no more than eight 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 Sept. 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.
  - (i) 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.
  - (ii) Limit of exception. The exception to the requirement of R8-121 shall be limited to the specific pre-initiation 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.*

### R8-123. Scholarship Average Required for Initiation.

*Repealed October 2, 1997.*

### R8-124. Initiation of Members Awaiting Initiation.

(a) **General Rule.** *Amended August 5, 2000; amended November 4-5, 2011 to take effect December 23, 2011; and repealed and combined with R8-121 on May 10, 2014 to take effect July 28, 2014.*

(b) **Exceptional Cases.** *Repealed November 4-5, 2011.*

(c) **Scholastic Average Required for Initiation.** *Repealed October 24, 2002.*

(d) **Initiations not Affected.** *Adopted May 27, 1997; and repealed and combined with R8-121 on May 10, 2014 to take effect July 28, 2014.*

(e) **Publicity.** *Adopted November 4, 1978; amended May 27, 1997 May 17, 2000; repealed and combined with R8-121 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

### R9-111. Chapter Risk Management Specialist.

*Repealed February 18, 2004.*

### R9-114. The National Leadership Institute Required Attendance By I.

*Repealed October 2, 1997.*

### R9-211. Chapter Bylaws.

Active Chapter bylaws shall include the following provisions, which provisions may not be altered, amended or repealed without the prior written consent from the Executive Council of the Order:

"Hierarchical Governance. This Chapter exists for the sole purpose of operating under the Charter granted to the Chapter by Kappa Alpha Order ("Order"). This Chapter and its members further expressly agree to be bound by the Charter, and the Order's Constitution, Bylaws, Regulations, policies, Oaths and Obligations. To the extent any provision of these Chapter bylaws is determined to conflict with any provision of the Charter, and the Order's Constitution, Bylaws, Regulations, policies, Oaths and Obligations, that provision of the Chapter bylaws is hereby automatically repealed."

"Trust. All assets and property of the Chapter are held exclusively and irrevocably in trust for benefit of the chapter."

"Dissolution. In the event of the termination, dissolution or winding up of the affairs of the Chapter in any manner or for any reason, the Chapter shall, after paying or making provision for payment of all liabilities

of the Chapter, distribute all of the remaining assets and property of the Chapter to the Order to be held for the benefit of the chapter upon its return to good standing.”

“Amendments. Neither the name nor the purpose of the Chapter, nor any of the provisions herein captioned Hierarchical Governance, Trust or Dissolution, may be altered, amended or repealed without the prior written consent from the Executive Council of the Order.”

*Adopted by July 25, 2014.*

**R9-223. Chapter Depositories and Disbursements.**

All monies collected by an Active Chapter, including those held in trust as funds of the Order to pay national dues and fees, may not be disbursed via check card, debit card, credit card or any other method not consistent with 9-223. *Adopted November 4-5, 2011 to take effect December 23, 2011.*

**R9-224. Failure to Remit Initiation Fees — Major Offense.**

*Repealed October 2, 1997.*

**R9-225. Failure to Remit Chapter Dues.**

*Repealed October 2, 1997.*

**R9-226. Insolvency of an Active Chapter.**

*Repealed October 2, 1997.*

**R9-227. Chapter Housing Loans.**

*Repealed October 2, 1997.*

**R9-231. Alumni Advisory Committee.**

*Repealed October 2, 1997.*

**R9-241. Chapter Housing Corporation Governance.**

Each chapter housing corporation shall prescribe for its own government articles of incorporation and bylaws that shall not conflict with the Constitution, Bylaws, these Regulations, or policies. Such articles of incorporation and bylaws shall include the following provisions, which may not be altered, amended or repealed without the prior written consent from the Executive Council of the Order:

“Hierarchical Governance. This corporation exists for the sole purpose of providing housing for the associated chapter of the Order. This corporation and its officers further expressly agree to be bound by the Order’s Constitution, Bylaws, Regulations, policies, Oaths and Obligations. To the extent any provision of these articles of incorporation is determined to conflict with any provision of the Order’s Constitution, Bylaws, Regulations, policies, Oaths and Obligations, that provision is hereby automatically repealed.”

“Trust. All assets of the corporation, including, without limitation, the chapter house, shall be utilized exclusively and irrevocably in trust for providing housing to the associated chapter of the Order.

“Dissolution. In the event of the termination, dissolution or winding up of the affairs of the corporation in any manner or for any reason, the corporation shall, after paying or making provision for payment of all its liabilities, distribute all of the remaining assets and property of the corporation to the Order to be held for the benefit of the chapter upon its return to good standing.”

“Amendments. Neither the name nor the purpose of the corporation, nor any of the provisions herein captioned Hierarchical Governance, Trust or Dissolution, may be

altered, amended or repealed without the prior written consent from the Executive Council of the Order.”

No chapter housing corporation shall sell, assign, dispose of or otherwise transfer substantially all of its assets without prior written approval by the Executive Council.

*Adopted July 25, 2014.*

**R9-242. Approval of Housing Contracts.**

*Repealed October 2, 1997.*

**R9-243. Advisory Housing Committee.**

*Repealed May 27, 1996.*

**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

(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
- (10) Requiring a member to dress in a manner causing ridicule or humiliation; or
- (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.*

**R9-262. Procedure for Handling Incidents Of Hazing.**

(a) The Executive Director shall investigate alleged incidents of hazing. Where appropriate, the Executive Director shall advise the Province Commander and may direct a member of the Staff to go to the chapter and meet with the chapter officers, the person or persons allegedly hazed, the entire chapter, and the appropriate school official. *Adopted October 16, 1982; amended November 4, 1995 and April 6, 2001.*

(b) *Repealed April 6, 2001.*

(c) *Repealed November 4-5, 2011.*

(d) Such advisory action shall be directed to the Knight Commander, Province Commander, or the Executive Director, as is appropriate, to take any of the possible courses of action against the Active Chapter as each is directed to take under the provisions of 1-234 and 9-262 of the Kappa Alpha Laws.

(e) The Knight Commander, Province Commander or Executive Director may suspend the chapter for a period of time necessary to compile the above information and allow the Executive Council to take its advisory action. *Adopted October 16 1982; amended October 31, 1986.*

**R9-264. Prohibition Against Filming Chapter Activities or Events.**

No chapter shall permit the filming or recording of any chapter ceremony, activity, event, premises, or property without written permission of the Knight Commander or Executive Director. The chapter may film or record, for personal uses only, a non-esoteric activity or event without such prior permission. Under no circumstances may any filming or recording be done for commercial purposes, exploitation, or media distribution. *Adopted October 24, 2002.*

**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 2.90 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 (Increased GPA requirement to be applied to completed academic performance of the spring 2013 semester).*

(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.*

## Regulation 10: Establishment of Active Chapters

**R10-211. Establishment of an Active Chapter.**

*Repealed October 2, 1997.*

**R10-212. Provisional Certificates.**

*Repealed October 2, 1997.*

**R10-213. Operation Under A Provisional Certificate - Two Year Limitation.**

*Repealed October 2, 1997.*

**R10-214. Issuance of Active Chapter Charter.**

*Repealed April 23, 1993.*

**R10-215. Content and Disposition of Petition for an Active Chapter.**

*Repealed April 23, 1993.*

**R10-216. Action Upon Petition for Establishment of an Active Chapter.**

*Repealed April 23, 1993.*

**R10-217. Final Approval.**

*Repealed April 23, 1993.*

**R10-218. Charter Fees.**

(a) **Active Chapters.** The following charter fees shall be paid by Active Chapters:

- (1) Each new active Chapter shall pay to the Order the sum of \$1,000.00 for installation expenses and, if needed, a sufficient amount to purchase

a set of initiation regalia. *Adopted January 17, 1974; amended October 5, 1974; January 8, 1989; April 23, 1993 and April 6, 2001.*

- (2) A duplicate Charter for an Active Chapter shall be provided at cost. *Adopted January 17, 1974; amended October 5, 1974; January 8, 1989; April 23, 1993 and April 6, 2001.*

(3) *Repealed April 6, 2001*

**(b) Alumni Chapters.** The following charter fees shall be paid by Alumni Chapters:

- (1) The original Charter for an Alumni Chapter shall cost \$500.00. *Amended May 22, 2009.*
- (2) Each duplicate Charter for an Alumni Chapter shall cost \$25.00. *Adopted April 17, 1973; amended October 5, 1974; November 12, 1977; and April 23, 1993.*

## Regulation 11: Alumni Chapters

### R11-121. Requirements of Alumni Chapters.

**(a) Application.** Alumni members of the Order seeking to establish an Alumni Chapter shall fully comply with the provisions of the application form for the establishment of an Alumni Chapter as specified by the Executive Council. The commander of the province in which the proposed Alumni Chapter shall be located or assigned to by the Knight Commander shall be notified by the Executive Director of the receipt of an application for a charter by the Alumni Chapter. *Amended October 2, 1997.*

**(b) Naming.** The name of an Alumni Chapter established under provisions in Title 11 shall not include the name of a dormant or Active Chapter, or full name of any college or university. *Adopted April 24, 2009.*

**(c) Reactivation.** Any Alumni Chapter which has been inactive for the period of one year or more, must petition for reactivation with a new name of they formerly included in their name that of a dormant or Active Chapter, or the full name of any college or university. *Adopted April 24, 2009.*

### R11-122. Convention Travel Expenses.

*Repealed October 2, 1997.*

## Regulation 12: Offenses of Members

### R12-121. Trial Bodies For Major Offenses.

In each instance wherein an alumni member is charged with a major offense enumerated in 12-122 of the Bylaws and is to be tried by the Executive Council, the Executive Council, by and through the Executive Director, may designate a Commission of not less than three initiated members, with one named as Chairman. Such Commission, after notice given by the Executive Director as provided in Section 12-126, shall hear evidence, summarize the evidence and any testimony in writing and make findings of fact. The findings of fact, together with the summary of the evidence, shall be signed by the members of the Commission and delivered to the Executive Council for that body's final determination of the guilt or innocence of the accused and the determination and imposition of any penalty to be imposed. *Adopted June 8, 1974; amended October 5, 1974. (Reference: 12-12 1, et seq.)*

### R12-211. Limitations On Appeal Of Expulsion.

*Repealed October 2, 1997.*

## Regulation 13: Finances of the Order

### R13-111. Membership Fees.

**(a) Initiation Fees.** Each new member of an Active Chapter shall pay the following initiation fees:

- (1) A member awaiting initiation, \$100.00 to be paid within 48 hours of the induction ceremony, and
- (2) A member upon initiation, \$265.00 to be paid no later than 14 days prior to the date of the initiation.

*Adopted June 9, 1974; amended October 5, 1974; April 21, 1979; May 2, 1982; April 22, 1989; April 15, 1991; April 23, 1993; May 27, 1996; April 6, 2001; March 16, 2002 (R13-111(a)(2) shall be effective as of July 1, 2002); April 23, 2003; April 27, 2005; May 18, 2006; May 22, 2010; April 28, 2012 to take effect August 15, 2012; and May 10, 2014 to take effect July 28, 2014.*

**(b) Special Fees.** Each new member elected by Commission under Section 1-415 of the Laws of Kappa Alpha shall pay the fee in the amount of \$100 upon initiation. *Adopted June 9, 1974; amended August 6, 1997 and April 6, 2001 and May 22, 2010.*

**(c) Repealed April 6, 2001.**

**(d) Delinquent Membership Fees.** Fees for members awaiting initiation and fees for initiated members shall be charged at the rates in effect, as prescribed by the Executive Council, at the time the members are reported to the National Administrative Office, regardless of when those members were inducted or initiated. *Adopted April 22, 1989.*

### R13-112. Membership Dues for Members of Active Chapters.

- (1) *Repealed March 16, 2002.*
- (2) Each Active Chapter shall pay dues as follows: \$130.00 per member payable on or before Sept. 30.
- (3) Each Active Chapter shall pay dues for each member as of December 31 for whom dues were not remitted in the fall as follows: \$65.00 per member payable on or before February 15.
- (4) The officers of Active Chapters shall be responsible for the prompt collection and transmittal of such dues, assessments, initiation fees, or other fees to the Executive Director of the Order.

*Adopted June 9, 1974; amended October 5, 1974; June 8, 1975; April 22, 1989; April 23, 1993; May 27, 1996; August 6, 1997; March 16, 2002; April 23, 2003; April 27, 2005. (Reference: 13-112; see also R9-227); adopted May 17, 2008, to be effective July 1, 2008; amended May 22, 2010; April 28, 2012 to take effect August 15, 2012; and May 10, 2014 to take effect July 28, 2014.*

### R13-113. Reimbursement Of Expenses.

All expenses incurred on behalf of Kappa Alpha Order must be reimbursed by filing a standard form as determined by the Executive Director within 60 days of the event, or June 30th, whichever comes first. Failure to submit expense reports within this time frame will result in denial of reimbursement. *Adopted October 20, 2001*

**R13-114. Travel Policy**

The Executive Council shall provide for reimbursement of travel expenses incurred on behalf of Kappa Alpha Order in a written Travel Reimbursement Policy, and shall include such policy, as it may exist from time to time, in the Appendix to the Kappa Alpha Laws. *Adopted October 20, 2001.*

**R13-115. Investment Policy**

The Executive Council shall provide for the investment of funds of the Order pursuant to a written Investment of Funds Policy, and shall include such policy, as it may exist from time to time, in the Appendix to the Kappa Alpha Laws. *Adopted October 20, 2001.*

**Regulation 14: [Reserved]****Regulation 15: [Reserved]****Regulation 16: Miscellaneous Regulations****R16-111. Active Chapter Reports.**

(a) **Imposition of fine.** The Executive Director is authorized to impose a fine on an Active Chapter which fails to submit a required report within the specified time or, if no time be specified, within ten days after the Executive Director shall have notified the Active Chapter that the report is due. Such fine shall not exceed \$25.00 per member reported for a membership report of \$200.00 for a non-membership report. *Adopted August 16, 1972; amended October 5, 1974 and April 6, 2001. (See 1-324, 13-113)*

(b) **Imposition of fine upon Chapter Officers.** The Active Chapter may, upon a majority vote, require the chapter officer chargeable with delay in the submission of a required report to the Executive Director to pay any fine imposed upon it. The VI of the Chapter shall, in that event, collect the fine and remit it to the Executive Director. *Adopted August 16, 1972; amended October 5, 1974.*

**R16-112. Joint Chapter Social Functions.**

(a) **Same Province.** Joint chapter social functions among Active Chapters of the same Province shall not be conducted without at least 60 days advance notice to the Executive Director and Commander of the Province. *Amended November 15-16, 2013.*

(b) **Different Provinces.** Joint chapter social functions among Active Chapters of two or more different Provinces shall not be conducted without at least 60 days advance notice to the Executive Director and Commander of each of the Provinces. *Amended November 15-16, 2013.*

(c) **In Another Province.** A chapter shall not conduct a social function in another Province without at least 60 days prior notice to the Executive Director, the Commander of the Province to which the chapter belongs, and the Commander of the Province in which the event is to be held. *Adopted August 16, 1972; amended October 5, 1974, and amended November 15-16, 2013.*

(d) **At Province Council.** *Adopted April 27, 2005, and repealed November 15-16, 2013.*

**R16-113. Old South and/or Dixie Balls, Chapter Cannons, Confederate Uniforms, And Parades**

(a) **The Confederate Battle Flag.** *Adopted June 8, 1972; amended November 5, 1978 and April 6, 2001; Rescinded October 20, 2001.*

(b) **Old South Ball and/or Dixie Ball.** The Old South Ball and/or Dixie Ball has evolved since 1920 as a traditional social function of the Active Chapters of the Order with the purpose to celebrate and to perpetuate the social attributes of courtesy, graciousness, and open hospitality, which are values of the Old South and were prominent in Virginia when our Order was founded in 1865. These chapter functions have never been prescribed or recommended by the Order. The chapters have been admonished by the Order since 1951 that if they sponsor an Old South Ball and/or Dixie Ball, the event must be conducted with restraint and dignity and without displays of trappings and symbols which might be misinterpreted and objectionable to the general public, and further, the Old South Ball and/or Dixie Ball and all activities connected therewith shall be conducted in accord with the regulations and policies of the institution where each chapter is located. *Adopted November 4, 1984.*

(c) **Chapter Cannons.** No chapter may own, rent, or use an operable cannon. If a chapter chooses to own a cannon for decorative purposes, the cannon must be made permanently inoperative by filling the barrel with cement or like substance to preclude any projectile from being shot from the barrel. *Adopted April 9, 1988.*

(d) **Confederate Uniforms.** Consistent with the language of section (b) above, "trappings and symbols" includes, but is not limited to, Confederate uniforms. *Adopted January 7, 2010.*

(e) **Parades.** Further consistent with section (b), chapters shall not sponsor, conduct, nor participate in parades where members wear Confederate uniforms. *Adopted January 7, 2010.*

**R16-114. Records Of Active Chapters.**

*Repealed October 2, 1997.*

**R16-115. Awards.****(a) Individual Awards.**

(1) **Award for Distinguished Achievement.** There is hereby established an award for distinguished achievement to be made to an outstanding member of the Order based upon the following: Outstanding service to the United States in the Army, the Navy, the Marine Corps, the Air Force, or the Coast Guard, and previously recognized by the United States Government; or outstanding service in public work for the United States Government, or for one of the states and such services result in national prominence and recognition; or outstanding service to mankind in literary, professional, scientific, or educational fields, resulting in national public acknowledgment of and praise for such service.

(i) The name of the candidate recommended for the award shall be submitted in writing on a form prescribed by the Executive Council to the Executive Director prior to

a meeting of the Executive Council with a complete list of the qualifications as set forth in (iii) hereof;

- (ii) This award may be given annually at the discretion of the Executive Council, and a unanimous vote of the Executive Council by secret ballot is required to grant the award;
- (iii) The presentation of this award shall be made at a time and place designated by the Executive Council.

*Adopted October 5, 1974; amended May 17, 2000.*

**(2) Distinguished Public Service Award.** There is hereby established an award to recognize members who have demonstrated public service by serving in local, state or federal government. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council.*

**(3) Knight Commander's Accolade.** There is hereby established an award to recognize excellence in leadership and service to Kappa Alpha Order. The Knight Commander may grant no more than eight (8) such awards per year at his sole discretion. *Adopted October 5, 1974; amended April 26, 1998; April 25, 1999; and May 17, 2000.*

**(4) Certificate of Honor.** There is hereby established an award to honor alumni who have made outstanding contributions to Active Chapters. The award is granted by the Knight Commander at his sole discretion. *Adopted October 5, 1974; amended May 17, 2000.*

**(5) Certificate of Service.** There is hereby established an award to recognize service performed for Kappa Alpha Order by officers and members of the National Administrative Staff. The award is granted by the Knight Commander at his sole discretion. *Adopted October 5, 1974; amended May 17, 2000.*

**(6) Alumnus Advisor of the Year.** There is hereby established an award to annually recognize an alumnus advisor for excellence and achievement. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council since August, 1997.*

**(7) Faculty Advisor of the Year.** There is hereby established an award to annually recognize a faculty advisor for excellence and achievement. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council since August, 1997.*

**(8) Accolade for Interfraternal Service.** There is hereby established an award to recognize individuals who have demonstrated outstanding service to the Greek or fraternity community. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council.*

**(9) Robert E. Lee Appreciation Award.** There is hereby established an award to recognize persons who have credibly interpreted the life of Robert E. Lee to the American people

in contemporary times. The award shall be approved by a majority vote of the Executive Council. *Adopted October 27, 2006 to be effective January 19, 2007 to reflect customary action by the Executive Council since 1988.*

**(10) Breithaupt New Member Scholarship**

**Citation.** There is hereby established an award given in the name of Harry Breithaupt, Jr. to recognize annually the new member in each Active Chapter who has achieved the highest grade point average for the academic year. The award is granted by a majority vote of the Executive Council. *Adopted May 19, 2007 to reinstate the Freshman Scholarship Citation formerly given by the Kappa Alpha Scholarship Fund.*

**(11) Knight Commander's Medal.** There is hereby established an award to recognize those members who exhibit exceptional character and courage in the face of adversity. The Knight Commander may grant this award at his sole discretion. *Adopted August 12, 2007 and Amended June 30, 2009.*

**(b) Active Chapter Awards.**

**(1) George C. Marshall Award.** There is hereby established an award given in the name of General George C. Marshall for Active Chapter achievement and excellence. No more than three awards shall be given for any single academic year. The award shall be granted by a majority vote of the Executive Council. This award is the successor to the J. Edgar Hoover Award that was granted from 1974 until 1993. *Adopted October 5, 1974; amended May 27, 1996 to reflect action decided upon by 27th Executive Council at Charlotte, North Carolina at a meeting held October 22, 1993 and acted upon subsequently, but not incorporated in the regulations officially at that time. Amended May 17, 2000.*

**(2) Samuel Z. Ammen Award.** There is hereby established an award given in the name of Samuel Z. Ammen to recognize Active Chapter achievement in overall operations. This award is presented annually based upon an application process prescribed by the Executive Director and recognizes the top fifteen to twenty percent of Active Chapters based on applications received. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council; amended August 6, 2001; October 19, 2001; and May 19, 2006.*

**(3) Carl Albert Most Improved Chapter.** There is hereby established an award given in the name of Carl Albert to recognize remarkable improvement in overall Active Chapter operations. No more than three awards shall be given each academic year, and the award shall be granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council and amended October 15, 2005.*

**(4) Scholarship Trophy.** There is hereby established an award to recognize the Active Chapter that achieves the highest collective grade point average for the academic year. The name of

the winning Active Chapter each year shall be engraved upon the trophy permanently displayed in the National Administrative Office. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council.*

- (5) **Scholastic Achievement Award.** There is hereby established an award to recognize active chapters that achieve a collective grade point average that is either higher than both the all men's and all fraternity average at their respective institution for an academic year or are academically ranked in the top 25% of fraternities, or has achieved above a 3.0 grade point average for both semesters, and which grade point average is higher than the Kappa Alpha Order national average. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council; Amended October 20, 2001. Amended April 27, 2005; Amended May 17, 2008.*
- (6) **Cross & Rose Award.** There is hereby established an annual award to recognize the Active Chapter making the greatest contribution to philanthropy. The award is based on the social impact of the program, the number of service hours and dollars contributed, the percent of the chapter involved, the potential and ease of continuation, adaptability to other campuses, and magnitude and quality of interaction with others. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council.*
- (7) **Awards for Specific Areas of Active Chapter Operation.** Awards for specific areas of active chapter operation. There are hereby established awards for specific areas of active chapter operation to recognize active chapters which have excelled in recruitment, finances, public relations, communications, fundraising for the Kappa Alpha Order Educational Foundation, and other areas of chapter operation. The awards shall be approved by majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council. Amended April 27, 2005.*
- (8) **Knight Commander's Cup.** There is hereby established an annual award to recognize the Active Chapter that displays the most outstanding participation in Operation Crimson Gift. No more than one award shall be given on any single academic year. The name of the recipient shall be engraved upon the cup permanently displayed in the National Administrative Office. *Adopted August 6, 2003.*
- (9) **Service to the Order.** There is hereby established an award to recognize active chapter(s) for extraordinary acts of service to the Order. The award(s) shall be approved by a majority vote of the Executive Council. *Adopted April 27, 2005.*
- (10) **Presence Required to Receive Award.** Any chapter eligible to receive one of the

forementioned awards shall be in attendance at the session of the Province Council where such award is to be presented. *Adopted May 19, 2006.*

- (11) **Citation of Academic Excellence.** Any undergraduate brother, who maintains full-time enrollment status on his respective campus and achieves a 4.0 semester or quarterly grade point average, will be awarded a citation of Academic Excellence at province council. The submission of individual eligibility will be the responsibility of each undergraduate chapter at the completion of each academic term. *Adopted November 4-5, 2011.*

- (12) **Scholastic Excellence Awards.** Each chapter that achieves a semester or quarterly grade point average of at least a 3.25 shall receive a Scholastic Excellence Award. The Scholastic Excellence Awards will be presented at province council for the immediate past spring and fall terms. *Adopted November 4-5, 2011.*

(c) **William E. Forester Alumni Chapter Award.** There is hereby established an award, given in memory of William E. Forester, Executive Vice President Emeritus and Archivist, to recognize the most outstanding Alumni Chapter. The award shall be presented biennially at the Convention and is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect action by the 29th Executive Council at Cocoa Beach, Florida at a meeting held April 22-25, 1999, and acted upon subsequently, but not incorporated in the regulations officially at that time.*

**R16-116. Province Courts of Honor.**

*Repealed October 2, 1997.*

**R16-117. Avoidance of Financial Conflicts Of Interest.**

*Repealed October 2, 1997.*

**R16-118. Risk Management Policy.**

Each Active Chapter, Alumni Chapter and Commission, and any Convention, Province Council, National Leadership Institute or any other constituent of Kappa Alpha Order or meeting of a group under the sponsorship of the Order is subject to the Kappa Alpha Order Risk Management Policy adopted by the Executive Council pursuant to the membership of the Order in FRMT, Ltd. and FIPG, Inc. To that end, the Risk Management Policy prescribed by FRMT, Ltd. and FIPG, Inc., as set out in the Appendix to these Laws, is hereby adopted as the official Risk Management Policy of Kappa Alpha Order and a copy thereof in substantially the form that appears in the Appendix shall be provided every Active and Alumni Chapter of the Order, every Commission, and every member of the Advisory Council, and a copy shall be posted conspicuously in the quarters occupied by every Active Chapter. *Adopted April 4, 1997.*

**R16-119. Electronic Media Publication Guidelines.**

Members and chapters shall refrain from using the name "Kappa Alpha Order" or any name meant to refer to the Order, any of its chapters or his membership in any content, pictures or graphics used in any electronic media that are offensive, that reflect poorly on Kappa Alpha Order, or that are inconsistent with the Constitution, Bylaws, Regulations or customs of the Order. This includes but is not limited to the following electronic media outlets: websites or web pages,



internet postings, blogs, online web communities (i.e. facebook.com or myspace.com) and online compilations of photographs.

Examples of offensive material include, but are not limited to the display of alcohol, drugs or drug paraphernalia, nudity, lewd behavior, offensive language, prejudiced or discriminatory statements against individuals or groups or any acts which violate any and all applicable laws or regulations of the state, county, city or institution of higher education. *Adopted April 6, 2001 and amended May 19, 2006.*

#### **R16-120. Document Retention Policy.**

**(a) General.** It is the policy of Kappa Alpha Order and Kappa Alpha Order Educational Foundation, respectively ("KA") to retain all records:

- (i) required to be retained by law or governmental regulation, or
- (ii) necessary for the business of KA, including historical reference.

Because of the significant costs associated with storing, preserving, and reviewing records that KA has no duty or need to retain, KA may discard or delete records in accordance with KA's Record Retention Schedule. The term "records" in this policy refers to all information in the possession of and relating to KA's business, whether in paper or electronic format, including e-mail.

**(b) Administration and Compliance.** The Executive Director shall be the officer charged with administering this policy and instituting processes and procedures to ensure that the Record Retention Schedule is followed. The [insert applicable officer] shall monitor local, state and federal laws affecting record retention, to annually review the record retention and disposal program to ensure that the policy complies with applicable laws, and to monitor KA's compliance with this policy. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against KA and its employees and possible disciplinary action against responsible individuals.

The Executive Director shall be responsible for the ongoing process of identifying records that have met the required retention period as set forth in the Record Retention Schedule and overseeing their destruction periodically and preferably at least annually. Destruction of financial and personnel-related documents generally shall be accomplished by shredding.

**(c) Litigation and Investigations.** Documents (including all copies, whether identical or not, and including all electronic and physical copies) relevant or potentially relevant to any dispute that might give rise to litigation, any pending litigation, or any potential or pending governmental investigation must be retained whether or not any such documents fall within the retention categories set forth in this policy, even if

- (1) such documents are not subject to any subpoena or document request or
- (2) the retention period for such documents has expired.

Legal counsel should be consulted promptly about identifying and preserving documents that are relevant or potentially relevant to any dispute that might give rise to litigation, any pending litigation, or any potential or pending governmental investigation.

**(d) Electronic Documents and Records.** Electronic documents shall be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the Record Retention Schedule shall be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.

**(e) Records Not Addressed.** Questions about the retention of records not specifically addressed in this policy should be directed to the Executive Director.

The National Administrative Office will retain the following types of records and documents for Five (5) Years:

- (i) Chapter related correspondence and records, to include reports and non-historical items;
- (ii) General correspondence;
- (iii) Employee personnel records (after termination) and employment applications; and
- (iv) Financial records, including bank statements and reconciliations, cancelled checks, report and non-membership records;

The following types of documents and records shall be retained permanently;

- (i) Membership records including Form 2 Cards, initiation reports, special initiation files; and expulsion files;
- (ii) Historical archival documents, photos and other items;
- (iii) Audited financial statements, annual information and tax returns, and IRS determinations and rulings;
- (iv) Contracts and leases in effect;
- (v) Minutes of the Convention, Executive Council, Advisory Council and Undergraduate Conference;
- (vi) Trademark registrations and other intellectual property records;
- (vii) Property records;
- (viii) Contribution records and documents evidencing terms, conditions and restrictions on gifts;
- (ix) Litigation files, claim files, related records, and insurance policies (including expired policies);
- (x) Articles of Incorporation, Constitution, bylaws and regulations; and
- (xi) Issues of The Kappa Alpha Journal and membership directories.

*Adopted October 20, 2001; Amended March 16, 2002; August 9, 2007; and August 3, 2012.*

#### **R16-121. Cemetery Policy**

The Order has reserved several funeral spaces in the Stonewall Jackson Cemetery in Lexington, Virginia, to serve as the official burial site for prominent members and spouses. Founders, Former Knight Commanders, Executive Directors and their spouses may choose to be interred in these spaces. Spouses may only be interred in the same space as the deceased member. The family will bare the cost of the space and the cost for opening and closing the grave site. No headstone or other marker will be placed in the funeral spaces without prior approval from the Executive Director. The Executive



Director may determine the size of the markers to be placed. *Adopted October 20, 2001.*

**R16-122. Little Sister Organizations**

“Little Sister” organizations have never been a part of Kappa Alpha Order. Any group of women connected with the Order, whereby an organizational structure exists (i.e., officers, meetings, bylaws, and the like); dues are collected; and/or initiatory observances are held is expressly prohibited. This regulation does not prohibit the individual special recognition of a lady or ladies by an active or alumni chapter, nor does it prohibit clubs composed of parents of members of active chapters organized to assist the particular active chapter. *Adopted October 20, 2001 to codify a policy existing since 1987 and growing out of serious insurance issues existing both then and at the time of adoption.*

**R16-123. Compliance Standards and Requirements for Chapters and Chapter House Corporations.**

Each Active Chapter and chapter house corporation associated with an Active Chapter shall comply with all federal, state and local tax laws, regulations and ordinances and shall be required to provide to the National Administrative Office a conformed copy of its annual Form 990 and any associated state returns on or before the due date prescribed by taking authorities for filing those returns.

- (a) **Active Chapters.** Active Chapters and provisional chapters shall be organized as unincorporated associations that are taxable as corporations under federal law. All chapters are exempt from most federal and state corporate income taxes under the Internal Revenue Code Section 501(c)(7) under the Order’s group exemption.
- (b) **House Corporations.** Chapter house corporations shall be organized as exempt organizations under Internal Revenue Code Section 501(c)(2), a title holding company, or a 501(c)(7) fraternal organization. Activities of the house corporation shall generally be limited to holding title to real estate, collecting rents, paying mortgages, paying property insurance, paying real estate taxes, paying for major repairs and paying utility bills. Treasury and accounting activities of the house corporation shall not be commingled with those of the chapter.
- (c) **Exceptions.** Chapters or chapter house corporations that do not conform to the standards prescribed herein shall disclose any unique local circumstances and seek an exception from the Executive Director. Absent an exception, any chapter or chapter house corporation not in compliance shall develop and present to the Executive Director a remedial action plan designed to meet compliance.

*Adopted August 6, 2003. Amended May 19, 2007.*

**R16-124. National Badge Day.**

*Repealed April 27, 2005*

**R16-125. Protection of Trademarks, Copyrights and Other Intellectual Property.**

Any commercial reproduction or use of the Orders name, or insignia must be authorized by the Executive Council or the Executive Director. This includes, but

is not limited to, the use of the words “KA,” “Kappa Alpha,” “Kappa Alpha Order,” “The Order,” “Dieu Et Les Dames.” “Fratres Fideles,” any design, derivation, or representation of the same, the official badge, pin of the Member-awaiting Initiation, Coat of Arms, graduate charm, Court of Honor Provincial Cross, official ring, jewelry of the current, or former Knight Commander, seal of the Knight Commander, seal of the Order, jewel of Councilors of the Order, jewel of Province Commanders, or any other jewel of the Order, and flags. The Executive Director is directed and empowered to take all necessary steps to register and maintain current registration of these marks with the appropriate government authorities and to enforce and avoid infringement of all of the above.

Any party desiring to acquire any item bearing the above listed marks, or other representation thereof, shall obtain those items only from vendors who are currently licensed and approved to market official merchandise as approved by the Executive Council or Executive Director.

Active or Alumni Chapters or Commissions may utilize local commercial firms to produce items for their chapter from time to time with prior approval from the Executive Director. No party shall approve any commercial endeavor, text, or design, which casts the Order in a negative light and is otherwise contrary to the ideals or customs of the Order, including, but not limited to, any materials or designs which glorify alcohol, other illegal substances, or any other materials which may be construed as sexist, racist, or demeaning to woman or any other person. *Adopted November 6, 2003.*

**R16-126. Military Division.**

There is hereby established the Military Division to recognize members who have served in the United States Armed Forces. Any member who is serving or has served on active duty or in the reserves, has been honorably discharged or is retired from any branch of the United States Armed Forces shall be eligible to receive this recognition. *Adopted June 30, 2009.*

**R16-127. Liability for College or University Negligence.**

Kappa Alpha Order will not defend or indemnify any host college or university against the institution’s negligence. Also, no chapter, chapter member, alumni advisory committee member, or chapter housing corporation officer has the authority to sign a college or university document on behalf of Kappa Alpha Order that would bind it. Additionally, pursuant to the Federal Volunteer Protection Act, college or university host institutions may not hold Kappa Alpha Order’s volunteers at any level liable for harm caused by a negligent act or omission of a volunteer who was acting within the scope of his/her responsibilities as a Kappa Alpha Order volunteer. *Adopted August 5, 2010.*

**R16-126. Indemnification.**

Any person who at any time serves or has served

- (1) as a General Officer or the Executive Director of the corporation, or
- (2) at the request of the corporation, in an officer, director or executive director for any other corporation, partnership, joint venture, trust or other enterprise (each, an “Indemnified Party”),

shall have a right to be indemnified by the corporation to the fullest extent permitted by law against

- (a) reasonable expenses, including attorney's fees, actually and necessarily incurred by him in connection with any threatened pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative, brought by a third party seeking to hold him liable by reason of the fact that he is or was acting in such capacity, and
- (b) reasonable payments made by him in satisfaction of any judgment, money decree, fine, penalty or settlement for which he may have become liable in any such action, suit, or proceeding.

Such Indemnified Party shall not be indemnified by the corporation against suits brought by or on behalf of the corporation seeking to hold him liable by reason of the fact that he was acting in such capacity, unless such person is found blameless by a court of law or other properly constituted tribunal.

The Executive Council shall take all such action as may be necessary and appropriate to authorize the corporation to pay the indemnification required by this Part, including without limitation, to the extent needed, making a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him.

Expenses incurred in defending a civil or criminal action, suit or proceeding, shall be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, as authorized by the Executive Council in the specific case, upon receipt of an undertaking by or on behalf of the Indemnified Party to repay such amount if it shall ultimately be determined that he is not entitled to be indemnified by the corporation as authorized in this Part.

Any person who at any time after the adoption of this Part serves or has served in any of the aforesaid capacities for or on behalf of the corporation shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such Indemnified Party and shall not be exclusive of any other rights to which such person may be entitled apart from the provision of this Part.

In addition to the foregoing, the Executive Council shall have the right and power to purchase and maintain insurance on behalf of any person who is or was a General Officer, other officer, employee or agent of the corporation, or is or was serving at the request of the corporation as director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him and incurred by him in any capacity, or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability. *Adopted November 4-5, 2011 to take effect December 23, 2011.*

# Kappa Alpha Order Claim and Dispute Resolution Plan

## 1. Purpose and Construction

The Plan is designed to provide for the quick, fair, accessible, and inexpensive resolution of legal disputes between the Fraternity, and between any parent, affiliate, or successor of the Fraternity, or any of their officers, directors, new members, alumni, or members, and the Fraternity's present and former members, related to or arising out of a membership relationship with the Fraternity or participation in a Fraternity activity, expressly including, but not limited to, any legal disputes in which any present or former Kappa Alpha Order member asserts a claim or dispute against the Fraternity, any parent, affiliate, or successor of the Fraternity, or any of their officers, directors, or members, and the Fraternity's present and former members. The Plan is intended to create an exclusive procedural mechanism for the final resolution of all disputes falling within its terms. It is not intended either to reduce or enlarge substantive rights available under existing law. The Plan should be interpreted in accordance with these purposes.

## 2. Definitions

- A. "AA" means any federal or state-recognized Arbitration Association or a similar, local group of arbitrators selected by Sponsor to hear the member's claim or dispute in the area of the Chapter's location.
- B. "Sponsor" means Kappa Alpha Order.
- C. The "Act" means the Arbitration Act of the state in which the claim or dispute arises, or the Federal Arbitration Act if applicable.
- D. "Fraternity" means Kappa Alpha Order, house corporations, and every student chapter or alumni organization of Kappa Alpha Order and all of their officers, directors, members, and agents. "Fraternity" also includes every plan of benefits or foundation, whether or not tax-exempt, established or maintained by any such entity, and the fiduciaries, agents and members of all such entities. "Fraternity" also includes the successors and assigns or all such persons and entities.
- E. "Claim" means any legal or equitable claim, demand or controversy for any personal injury, equitable relief or property damage arising out of any tort, statute (local, state or federal) or breach of contract involving the Fraternity. This includes but is not limited to any type of allegation of negligence, intentional acts, defamation, discrimination, contribution or indemnity.
- F. "Dispute" means a claim, demand or controversy to which this Plan applies, between persons bound by the Plan or by an agreement to resolve disputes under the Plan, or between a person bound by the Plan and a person or entity otherwise entitled to its benefits.
- G. "Member" means any new member, pledge, initiate, existing member, alumni, or former member of Kappa Alpha Order.
- H. "Party" means a person bound by this Plan.
- I. "Plan" means this Kappa Alpha Order Claim and Dispute Resolution Plan, as amended from time to time.
- J. "Referee" means a person selected under this Plan to decide or mediate a Claim or Dispute, such as an

arbitrator or mediator. "Decision by Referee" means resolution of a Claim or Dispute by arbitration or any other method selected by the Parties under this Plan.

K. "Rules" means the Kappa Alpha Order Claim and Dispute Resolution Rules, as amended from time to time.

## 3. Application and Coverage

- A. Until revoked by Sponsor pursuant to this Plan, this Plan applies to and binds the Fraternity and each Member on or after the effective date of this Plan, and the heirs, beneficiaries and assigns of any such person. All such persons shall be deemed Parties to this Plan.
- B. Except as provided for herein, this Plan applies to any legal or equitable Claim, Dispute, demand or controversy, in tort, in contract, under statute (local, state or federal), or alleging violation of any legal obligation, between persons bound by the Plan, or between a person bound by the Plan and any person or entity entitled to its benefits, which relates to, arises from, concerns or involves in any way any Claim or Dispute as defined, herein, arising out of or involving the Fraternity or any Fraternity activity. This includes any direct or indirect claims for contribution or indemnity.
- C. Notwithstanding anything to the contrary in this Plan, the Plan does not apply to claims for workers compensation benefits or unemployment compensation benefits.

## 4. Resolution of Disputes

All disputes not otherwise settled by the Parties shall be finally and conclusively resolved under this Plan and the Rules.

## 5. Amendment

- A. This Plan may be amended by Sponsor at any time with thirty (30) days notice. However, no amendment shall apply to a Dispute of which Sponsor had actual notice on the date of amendment.
- B. Sponsor may amend the Rules at any time with thirty (30) days notice. However, no amendment will be effective:

1. until reasonable notice and acceptance of the amendments are made available on the Kappa Alpha Order website to all members, or
2. as to a Claim or Dispute of which Sponsor had actual notice (by notice of intent to arbitrate or otherwise) on the date of amendment.

## 6. Termination

This Plan may be terminated by Sponsor at any time. However, termination shall not be effective:

- A. until 10 days after reasonable notice and acceptance of termination is given to Members; or
- B. as to Claims or Disputes which arose prior to the date of termination.

## 7. Applicable Law

A. The Act shall apply to this Plan, the Rules, and any proceedings under the Plan or the Rules, including any actions to compel, enforce, vacate or confirm proceedings, awards, orders of a Referee, or settlements under the Plan or the Rules.

B. Other than as expressly provided herein, or in the Rules, the substantive legal rights, remedies and defenses of all Parties are preserved. In the case of arbitration, the arbitrator shall have the authority to determine and implement the applicable law and to order any and all relief, legal or equitable, including punitive damages, which a Party could obtain from a court of competent jurisdiction on the basis of the claims made in the Dispute.

C. Other than as expressly provided herein, or in the Rules, the Plan shall not be construed to grant additional substantive legal or contractual rights, remedies or defenses which would not be applied by a court of competent jurisdiction in the absence of the Plan.

#### **8. Administrative Proceeding**

A. This Plan shall apply to a Dispute pending before any local, state or federal administrative body unless prohibited by law.

B. Participation in any administrative proceeding by the Fraternity shall not affect the applicability of the Plan to any such dispute upon termination of the administrative proceedings. A finding, recommendation or decision by an administrative body on the merits of a dispute subject to this Plan shall have the same legal weight or effect under the Plan as it would in a court of competent jurisdiction.

#### **9. Exclusive Remedy**

Proceedings under the Plan shall be the exclusive, final and binding method by which Disputes are resolved. Consequently, the institution of a proceeding under this Plan shall be a condition precedent to the initiation of any legal action (including action before an administrative tribunal with adjudicatory powers) against the Fraternity arising out of the membership or participation in Fraternity activities of a member by the Fraternity and any such legal action shall be limited to those under the Act.

#### **10. Effective Date**

The effective date of this Plan is August 1, 2006.

#### **11. Severability**

The terms of this Plan and the Rules are severable. The invalidity or unenforceability of any provision therein shall not affect the application of any other provision. Where possible, consistent with the purposes of the Plan, any otherwise invalid provision of the Plan or the Rules may be reformed and, as reformed, enforced.

#### **12. Assent**

Accepting membership, becoming a new member or continued membership after the Effective Date of this Plan and any amendments constitutes consent by both the Member and the Fraternity to be bound by this Plan, both during the membership and after termination of membership.

# Kappa Alpha Order Claim and Dispute Resolution Rules

## 1. Definitions

All definitions included in the Kappa Alpha Order Claim and Dispute Resolution Plan apply to these Rules.

## 2. Application

These Rules apply in the form existing at the time proceedings are initiated under them.

## 3. Initiation of the Process

A. A Party may initiate proceedings under these Rules at any time, subject to any defenses applicable to the timeliness of the claim, including limitations and laches.

B. Proceedings may be initiated by a Member against the Fraternity and/or its Members by serving the Fraternity Dispute Resolution Program Administrator. In such a case, the Fraternity shall promptly forward any properly served notice it has received to an arbitrator. The Sponsor shall, within ten (10) days of receiving notice, select the AA.

C. Parties on whom notice is served shall file an answering statement within 21 days of receiving notice of intent to arbitrate or a specification of claims, which shall include any counter-claims.

## 4. Administrative Conference

As soon as possible after receipt of the answering statement, if any, the AA shall convene an administrative conference. The conference may be held in person or by telephone. At the conference, the AA will determine whether the Parties are in agreement on a method to resolve the dispute. If the Parties agree on a procedure, including agreement on an Arbitrator, the AA will implement this agreement to the extent consistent with the AA's rules upon payment of any applicable fee. If the Parties cannot agree, or if the Parties have previously attempted and failed to resolve the Claim or Dispute, the Claim or Dispute shall be arbitrated under these Rules.

## 5. Appointment of Arbitrator

Immediately after payment of the arbitration fee, the AA shall send simultaneously to each Party an identical list of names of persons chosen from a panel of qualified arbitrators which the AA shall select and maintain. Each Party to the Claim or Dispute shall have fourteen (14) days from the transmittal date to strike any names objected to, number the remaining names in order of preference, and return the list to the AA. If a Party does not return the list within the time specified, all persons therein shall be deemed acceptable. From among the persons who have been approved on both lists, and in accordance with the order of mutual preference, the AA shall invite the acceptance of the single arbitrator to serve.

## 6. Qualifications of the Arbitrator

No person shall serve as an arbitrator in any matter in which that person has any financial or personal interest in the result of the proceeding. Prior to accepting appointment, the prospective arbitrator shall disclose any circumstance likely to prevent a prompt hearing or create a presumption of bias. Upon receipt of such information from the arbitrator or any other source, the AA will either replace that person or communicate the

information to the Parties for comment. Thereafter, the AA may disqualify that person and its decision shall be conclusive.

## 7. Vacancies

If a vacancy occurs for any reason or if an appointed arbitrator is unable to serve promptly, the appointment procedure in Section 5 shall apply to the selection of a substitute arbitrator.

## 8. Date, Time and Place of Hearings

A. The arbitrator shall set the date, time and place of the hearing in the county where the Fraternity has a local chapter to which the member belongs or where the involved Chapter was located at the time of the event in question.

B. Notice of any hearing shall be given at least ten (10) days in advance, unless the arbitrator determines or the Parties agree that a shorter time is necessary.

C. If one Party is a Member, the arbitrator shall make reasonable efforts, without unduly incurring expense, to accommodate the Member in the selection of a hearing location.

## 9. Mode of Hearings and Conferences

In the discretion of the arbitrator or by agreement of the Parties, conferences and hearings may be conducted by telephone or by written submission as well as in person.

## 10. Prehearing Discovery

A. On any schedule determined by the arbitrator, each Party shall submit in advance, the names and addresses of the witnesses it intends to produce and any documents it intends to present.

B. The arbitrator shall have discretion to determine the form, amount and frequency of discovery by the Parties. However, the arbitrator cannot allow more than 20 hours per side of depositions, or more than 20 interrogatories, requests for production, and requests for admission per side, unless good cause is shown.

## 11. Representation

Any Party may be represented by counsel or by any other authorized representative.

## 12. Attendance at Hearings

The arbitrator shall maintain the privacy of the hearings to the extent permitted by law. Any person having a direct interest in the matter is entitled to attend the hearings.

The arbitrator shall otherwise have the power to require the exclusion of any witness, other than a Party or other essential person, during the testimony of any other witness. The arbitrator shall determine whether any other person may attend the hearing. Upon the request of any Party, the arbitrator shall exclude any witness during the testimony of any other witness.

## 13. Postponement

A. The arbitrator, for good cause shown by a Party, or on agreement of the Parties, may postpone any hearing or conference.

B. The pendency of court proceedings related to the same matter is not good cause for postponement.

**14. Oaths**

Before proceeding with the first hearing, each arbitrator may take an oath of office and, if required by law, shall do so. The arbitrator may require witnesses to testify under oath administered by any duly qualified person and if required by law or requested by any Party, shall do so.

**15. Stenographic Record**

There shall be no stenographic record, tape recorded, or videotape record of the proceedings unless either requested by one of the Parties or the arbitrator rules otherwise. The Party requesting the record shall bear the entire cost of producing the same. Copies of the record shall be furnished to all other Parties on request and payment of the cost of reproduction.

**16. Procedure**

The hearings shall be conducted by the arbitrator in whatever order and manner will most expeditiously permit full presentation of the evidence and arguments of the Parties.

**17. Arbitration in the Absence of a Party**

The arbitrator may proceed in the absence of Parties or representatives who, after due notice, fail to be present or fail to obtain a postponement. An award shall not be made solely on the default of a Party. The arbitrator shall require any Party who is present to submit such evidence as the arbitrator may require for the making of an award.

**18. Evidence**

A. The arbitrator shall be the sole judge of the relevance, materiality and admissibility of evidence offered. Conformity to legal rules shall not be necessary.

B. The arbitrator may subpoena witnesses or documents at the request of a Party or on the arbitrator's own initiative.

C. The arbitrator may consider the evidence of witnesses by affidavit or declaration, but shall give it only such weight as the arbitrator deems it entitled to after consideration of any objection made to its admission.

**19. Post-Hearing Submissions**

All documentary evidence to be considered by the arbitrator shall be filed at the hearing, unless the arbitrator finds good cause to permit a post-hearing submission. All Parties shall be afforded an opportunity to examine and comment on any post-hearing evidence. The arbitrator shall permit the filing of post-hearing briefs at the request of a Party and shall determine the procedure and timing of such filings.

**20. Closing and Reopening of Hearing**

A. When the arbitrator is satisfied that the record is complete, including the submission of any post-hearing briefs or documents permitted by the arbitrator, the arbitrator shall declare the hearing closed.

B. The hearing may be reopened on the arbitrator's initiative or upon application of a Party, at any time before the award is made.

**21. Waiver of Procedures**

Any Party who fails to object in writing after knowledge that any provision or requirements of these procedures has not been complied with, shall be deemed to have waived the right to object.

**22. Service of Notices and Papers**

Any papers, notices, or process necessary or proper for the initiation of continuation of any proceeding under these Rules (including the award of the arbitrator; for any court action in connection therewith; or for the entry of judgment on an award made under these procedures) may be served on a Party by mail addressed to the Party or his representative at the last known address or by personal service. Service may be made at any place, provided that the Party served has had a reasonable opportunity to be heard with regard to service. The AA, the Parties, and the arbitrator may also use facsimile transmission, telex, telegram, or other written forms of electronic communication to give any notices required by these procedures.

**23. Communications with the AA and the Fraternity**

A. Any Party may notice, serve or communicate with the Fraternity by contacting:

Director of Chapter Services  
(Program Administrator)  
Kappa Alpha Order  
P.O. Box 1865  
115 Liberty Hall Road  
Lexington, VA 24450  
(540) 463-1865  
Fax: (540) 463-2140

**24. Communications with the Arbitrator**

There shall be no communication between the Parties and the arbitrator other than at any oral hearings or conferences. Any other oral or written communications from the Parties to the arbitrator shall be directed to the AA (and copied to the Parties) for transmission to the arbitrator, unless the Parties and the arbitrator agree otherwise.

**25. Time of Award**

The award shall be promptly made by the arbitrator and, unless otherwise agreed by the Parties or specified by applicable law, no later than thirty (30) days from the date of the closing of the hearing or the closing of a reopened hearing, whichever is later.

**26. Form of Award**

The award shall be in writing and shall be signed by the arbitrator. If any Party requests in its Notice or Answering Statement, the arbitrator shall write a summary of reasons for the decision. The award shall be executed in any manner required by applicable law.

**27. Modification of Award**

On order of a court of competent jurisdiction, or on agreement of the Parties, the arbitrator shall modify any award. The arbitrator may modify an award on the motion of a Party if the arbitrator finds that the award as rendered is ambiguous or defective in form, or if the award requires an illegal or impossible act. These are the only circumstances under which an arbitrator shall have jurisdiction to withdraw or modify an award.

**28. Settlement**

If the Parties settle their dispute during the course of the arbitration, the arbitrator may set out the terms of the settlement in a consent award.



**29. Scope of Arbitrator's Authority**

The arbitrator's authority shall be limited to the resolution of legal disputes between the Parties. As such, the arbitrator shall be bound by and shall apply applicable law including that related to the allocation of the burden of proof as well as substantive law. The arbitrator shall not have the authority either to reduce or enlarge substantive rights available under existing law. The arbitrator may also grant emergency or temporary relief which is or would be authorized by applicable law.

**30. Judicial Proceedings and Exclusion of Liability**

- A. No arbitrator is a necessary Party in any judicial proceedings relating to proceedings under these Rules.
- B. No arbitrator shall be liable to any Party for any act or omission in connection with any proceedings within the scope of these Rules.
- C. Any court with jurisdiction over the Parties may compel a Party to proceed under these Rules at any place and may enforce any award made.
- D. Parties to these Rules shall be deemed to have consented that judgment upon the award of the arbitrator may be entered and enforced in any federal or state court having jurisdiction of the Parties.
- E. Initiation of, participation in, or removal of a legal proceeding shall not constitute waiver of the right to proceed under these Rules.
- F. Any court with jurisdiction over the Parties may issue any injunctive orders (including temporary restraining orders and preliminary injunctions) if the necessary legal and equitable requirements under applicable law are met pending the institution of proceedings under these Rules.

**31. Fees and Expenses**

- A. The expenses of witnesses shall be borne by the Party producing such witnesses, except as otherwise provided by law or in the award of the arbitrator.
- B. All attorney's fees shall be borne by the Party incurring them except as otherwise provided by law, by the Plan, or in the award of the arbitrator.
- C. Member Parties: Except as provided in this Rule, Member parties shall not be responsible for payment of fees and expenses of proceedings under these Rules including required travel of an arbitrator, expenses of an arbitrator and the cost of any proof produced at the discretion of an arbitrator. If proceedings are initiated by a Member, the Member shall be responsible for the following fees:
  - (i.) \$100 if the Parties go to mediation or other non-binding means to resolve the Claim or Dispute requiring one neutral; and
  - (ii) \$100 for arbitration initiated by a Member. All other fees for mediation or arbitration shall be paid by the National Fraternity.
- D. If the demand for mediation or arbitration is initiated by the Fraternity, all fees will be paid by the Fraternity.

**32. Interpretation and Application of These Rules**

The arbitrator shall interpret and apply these Rules insofar as they relate to the arbitrator's powers and duties.

**33. Applicable Law**

- A. These proceedings and any judicial review of awards under these Rules shall be governed by the The Act.
- B. Except where otherwise expressly provided in these Rules, the substantive law applied shall be state or federal substantive law which would be applied by the Federal Circuit Court of Appeals for the state where the event occurred.

## Appendix to the *Kappa Alpha Laws*

### Part 1. Insignia of the Order

The insignia prescribed by the Executive Council pursuant to Section 5-123 of the Bylaws shall be as follows:

**App. 101. The badge of the Order.** The official badge shall be a gold shield of the size and form adopted by resolution of the Convention of 1907. The letters "K A" in gold upon a black enamel background, and the Greek cross, also of gold within a black enamel circular field, are emblazoned upon a shield or escutcheon mounted upon a larger shield of similar outline.

#### App. 102. Display of the badge.

- (a) The official badge shall be worn only by members or their wives.
- (b) Other forms of the badge, jeweled or otherwise, may be worn by members or by the mother, sister, wife, daughter or fiancée of a member.

**App. 103. Wearing of the badge in mourning.** Upon the death of a member, the members of his Active Chapter may wear a small piece of black ribbon ( $\frac{1}{2}$ " wide and  $\frac{3}{4}$ " long) behind their badges for a period of 30 days. Upon the death of a General Officer, a Former Knight Commander, the Executive Director, or a member formerly holding such an office, all members of the Order may wear the crepe for a like period. Upon the death of a Province Commander or former Province Commander, the members of the Order within the appropriate province may wear the crepe for a like period.

#### App. 104. The badge of a member awaiting initiation.

- (a) A member awaiting initiation shall wear a badge of the same size and general outline as the official badge and similar thereto except that it shall be made of silver instead of gold and consist of a small quartered circle with the colors, crimson and old gold, alternately arranged therein in substitution for the gold cross and circular background of the badge.
- (b) That badge shall be worn only by members awaiting initiation.

**App. 105. Recognition button.** The official recognition button shall be a small gold coat-of-arms and may be worn only by initiated members upon the coat lapel.

#### App. 106. Graduate charm.

- (a) The graduate charm shall be a replica of the original Kappa Alpha badge encircled with a wreath of gold.

- (b) The graduate charm may be worn only by members who have received a college or university degree and shall be worn as the member shall decide is appropriate. It may be purchased from the official Jeweler.

#### App. 107. Coat-of-arms.

- (a) The achievement or coat-of-arms, in accord with heraldic rules, is as follows: The badge is the escutcheon; the motto, "Dieu et les Dames," adorns the scroll; the foliage is represented by the flowers, the red rose and magnolia; the coronet is one bearing a cross and stars; the crest is from the Knight Commander's seal, battle-axe in the right hand, in the act of striking; the supporters are lions, representing courage; and the background is formed by streams of light radiating from the coronet.
- (b) The coat-of-arms, the crest placed on a wreath, or replicas of the badge may be used by initiated members or by the Order upon stationery, novelties or jewelry, and in publications in accord with the usages of the Order.

#### App. 108. Supplying of badges and other material.

Badges and recognition buttons, as described, membership certificates, graduate charms, rings, song books, directories, chapter registers, chapter financial records, official stationery, jewels, manuals for the education of new members and other supplies shall be furnished to initiated members or chapters only by the Executive Director at prices therefore established by that officer with the approval of the Executive Council. *Amended May 27, 1996.*

### MISCELLANEOUS INSIGNIA

#### Part 2. Jewels for Officers of the Order

The jewels prescribed by the Executive Council pursuant to Section 5-123 of the Bylaws shall be as follows:

**App. 201. Jewel of the Knight Commander.** The jewel of the Knight Commander shall be of gold, with crimson enameled cross and black enameled lettering, as shown in Figure A hereinafter.

#### App. 202. Jewel of a Former Knight Commander.

- (a) Each Former Knight Commander of the Order shall be furnished by the Order with a Former Knight Commander's jewel which shall be a gift from the Order in recognition of services performed by him.



Official Badge



Badge of Member  
Awaiting Initiation



Official Ring



Coat of Arms



Graduate Charm

- (b) The jewel of a Former Knight Commander shall be of gold, as appears in Figure B hereinafter, and shall be engraved on the reverse side with the full name of the Former Knight Commander, the title "Knight Commander" and the years of his service to the Order in that capacity.

**App. 203. Jewels of Councilors of the Order.** The jewel of a Councilor shall be of gold, with crimson enameled cross and black enameled lettering, as appears in Figure D hereinafter. The lettering for the jewel of the Senior Councilor shall be "Senior Councilor" instead of "Councilor" as appears in Figure C.

**App. 204. Jewel of the Province Commanders.** The jewel of a Province Commander shall be of silver as appears in Figure E hereinafter, having the appropriate name of the Province thereon lettered in black on the face of the badge.

**App. 205. Jewel of the National Undergraduate Chairman.** The jewel of the National Undergraduate Chairman shall be of silver, with a red enamel field behind a silver cross and black enamel lettering, as shown in Figure F hereinafter.

**App. 206. Jewels of the Executive Director, Executive Vice President, and other staff officers.**

- (a) The jewel of the Executive Director shall be gold, five sided, with fasces saltire on a quill, and black enamel lettering as shown in Figure G hereinafter. *Amended October 19, 2007*
- (b) The jewels of the of the other staff officers shall be five sided with designs and black enamel lettering appropriate for each particular office, as shown in Figure H hereinafter.

**App. 207. Display of jewels of the Order.** The jewels of the Knight Commander and Former Knight Commander shall be worn on ribbons one and one-half inches wide. The jewels of the officers and staff shall be worn on neck cords. Colors of the neck cords or ribbons shall be royal purple for General Officers and Former Knight Commanders. Neck cords for the Province Commanders shall be crimson, the neck cord for the Executive Director shall be crimson and gold, and the neck cords for the other staff officers shall be gold. *Amended October 17, 2004.*

**App. 208. Supply of jewels of the Order.** Jewels for the General Officers, the Province Commanders and the Administrative Staff shall be furnished to them by the Order, but such jewels shall remain the property of the Order and shall be returned by the holder thereof when his services in a particular office are concluded.

**App. 209. Jewels of Active Chapter Officers.**

- (a) The jewels of Active Chapter officers, except that of a Former No. I, shall be of silver, as shown in Figure K hereinafter. The jewel of a Former I of an Active Chapter shall be of gold.
- (b) Chapter Officers' jewels shall be worn upon the breast, suspended from a crimson neck cord or ribbon one inch wide around the neck. They may be worn at any gathering of members of the Order including Conventions, meetings, banquets, formal dances, etc. Greek letter(s) denoting chapter shall be engraved upon reverse side of each jewel.

**App. 210. Other devices of the Order.**

- (a) The flowers of the Order are a red rose and magnolia blossom.
- (b) The colors of the Order are crimson and old gold to be represented with PMS 201 for crimson and PMS 124 for old gold. *Amended November 3, 2004.*
- (c) The traditional flag of the Order is composed of three bars of equal width, crimson next to the staff, white in the middle, and old gold at the flowing end, with a crimson cross of Greek design placed in the center of the white bar.
- (d) The house flag of the Order is composed of crimson and gold bars of equal width, crimson next to the staff and gold at the flowing end, with a white shield in the center of the flag, having thereon a crimson cross of Greek design and letters "KA" in crimson above the crest.
- (e) The official ring of the Order shall be of the design adopted by the New Orleans Convention in 1931, as shown herein illustrating miscellaneous insignia of the Order.
- (f) The Provincial Cross shall be the design specified by the Executive Council as insignia of a Court of Honor when established in the respective Provinces, as shown on the foregoing page illustrating miscellaneous insignia of the Order.
- (g) The membership certificate shall be engraved over the Coat-of-Arms; shall be signed by the Knight Commander, the Executive Director and the I of the initiating chapter; and the seal of the Order shall be affixed thereto.
- (h) A certificate of greetings may be issued to alumni of the Order on the occasion of the 25th and 50th anniversary of their initiation, as prescribed by the Executive Council



Court of Honor  
Provincial Cross



Fig. A. - Jewel of  
Knight Commander



Fig. B. - Jewel of  
Former Knight  
Commander



Fig. C. - Jewel of  
Senior Councilor



Fig. D. - Jewel of  
Councilor

- (f) The Knight Commander's Ring shall be worn by the Knight Commander or a Former Knight Commander. Its design shall consist of the Knight Commander's seal as shown herein illustrating miscellaneous insignia of the Order. Each ring shall be numbered and shall be available through the Order's official jeweler upon approval of the Executive Director. The Knight Commander and the Former Knight Commanders shall have a lifetime ownership of the Knight Commander's Ring; however, at their death, the ring shall become property of the Order.
- (j) The Knight Commander's Accolade Jewel shall be the design specified by the Executive Council as shown on the foregoing page illustrating miscellaneous insignia of the Order. *Adopted June 30, 2009.*
- (k) The Knight Commander's Medal shall be the design specified by the Executive Council as shown on the foregoing page illustrating miscellaneous insignia of the Order. *Adopted June 30, 2009.*
- (l) The Military Division recognition pin features the Maltese Cross, utilizing the Order's colors crimson and old gold, has 8 points in the cross, which symbolize the chivalric virtues of loyalty, piety, frankness, bravery, glory and honor, contempt of death, helpfulness towards the poor and sick, and respect for the church. *Adopted June 30, 2009.*
- (m) A certificate may be issued to members of the Military Division as prescribed by the Executive Council. *Adopted June 30, 2009.*

**Part 3. Seals of the Order**

The seals of the Order prescribed by the Executive Council pursuant to Section 5-123 of the Bylaws shall be as follows:

**App. 301. Seal of the Order.**

- (a) The seal of the Order shall be one and one-quarter inches in diameter and shall bear in the center the coat-of- arms of the Order with an encircling band bearing the words "Kappa Alpha Order" at the top, and "Seal" at the bottom.
- (b) The seal shall be kept by the Executive Director and be placed by him upon all membership certificates and other documents requiring the seal of the Order or requiring the attest of the Executive Director.

**App. 302. Seal of the Knight Commander.**

- (a) The seal of office of the Knight Commander shall be one and three-quarter inches in diameter and shall bear in the center a knight, mounted, with battle-axe in the right hand, in the act of striking, with an encircling band bearing the words, "Knight Commander, Kappa Alpha Order," at the top and the figures, "1865," at the bottom. The word "Excelsior" shall be above the mounted knight.
- (b) The Knight Commander shall impress his seal upon charters and other documents requiring his seal of office.

**Part. 4. Risk Management**

**App. 401. Risk Management Policy.**

The Risk Management Policy of Kappa Alpha Order, adopted by the Executive Council pursuant to R16-118, mirrors that of FIPG, Inc. and shall apply to all entities and all levels of fraternity member-ship. All members of Kappa Alpha Order are expected to follow all applicable laws of the state, county, parish, city and institution of higher education. It includes the following provisions:

**ALCOHOL AND DRUGS**

1. The possession, sale, use and/or consumption of alcoholic beverages while on chapter premises, or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, county, parish, city and institution of higher education, and must comply with either BYOB or Third Party Vendor guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name or on behalf of the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, for example kegs, or cases are prohibited.
3. Open parties, without specific invitation, where alcohol is present are prohibited. Open parties have been defined as those functions at which the guest to member ratio exceeds three-to-one.
4. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age").
5. The possession, sale and/or use of any illegal drugs or controlled substances by a member are strictly prohibited.



Fig. E. – Jewel of Province Commander



Fig. F. – Jewel of National Undergraduate Chairman



Fig. G. – Jewel of Executive Director



Fig. H. – Jewel of Associate Director of Chapter Services



Fig. I. – Knight Commander's Medal

6. No chapter may co-sponsor an event with a distributor of alcohol, charitable organization or tavern (tavern defined as an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at, or on the property of tavern, as defined above, for the purposes of fund-raising. However, a chapter may rent or use a room or area in a tavern, as defined above, for an event held within the provisions of this policy, including the use of a third party vendor and guest list.

7. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge/associate/new member/novice shall permit, tolerate, encourage or participate in "drinking games."

10. No alcohol shall be present at any member awaiting initiation/pledge/new member program or activity of the chapter. This includes, but is not limited to, activities associated with "bid night", "big brothers - little brother" events or activities, "family" events or activities and initiation.

#### HAZING

No chapter, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; calisthenics, physical and psychological shocks; use of pledge books or signature books, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

#### SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which is demeaning to women or men, including but not limited to verbal harassment and sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

#### FIRE, HEALTH, AND SAFETY

1. All chapter houses shall, prior to, during and following occupancy, meet all local fire and health codes and standards.

2. All chapters must have posted by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

3. All chapters shall comply with engineering recommendations as reported by the insurance company or municipal authorities.

4. The possession and/or use of firearms, archery equipment, incendiary devices such as fire-works or explosive devices of any kind within the confines and premises of the chapter house are prohibited.

5. Pets are not permitted in any chapter house, lodge or facility.

#### SPECIAL EVENTS

Special events are defined as any event/function

- (1) where alcohol will be present, and the guest to member ration exceeds three-to-one;
- (2) involving athletic events or competitions; or
- (3) that involves any activity that is deemed to be potentially hazardous by the Alumnus Adviser, the Alumni Advisory Committee, the Province Commander, the Executive Director, or the Order's insurance broker. Any chapter wishing to host a special event must do the following:

1. Complete a comprehensive, written description of the event and forward it to the Province Commander and the Executive Director for review and approval. This information must be received by the Executive Director at least 60 days prior to the event; and



Fig. J. – Military  
Division Recognition  
Pin



Fig. K. – Number I  
(Cross)



Fig. K. – Number II  
(Banner)



Fig. K. – Number III  
(Anchor)



Fig. K. – Number IV  
(Scroll and Pen)

- Secure a Special Events Insurance Policy ("Policy") or pay a risk management assessment fee in an amount to be determined by the Order's insurance broker. If the Policy option is selected, the Policy shall be in the amount of \$1,000,000 available through the Order's insurance broker and shall name Kappa Alpha Order, a Virginia Corporation, as an additional insured.

## EDUCATION

Each student member, associate member and pledge shall be instructed annually on the Kappa Alpha Order Risk Management Policy. A copy of the Risk Management Policy shall be available on the fraternity website. Amended October 24, 2007 and April 24, 2009 and November 4-5, 2011.

## Part. 5. Ceremonies

**App. 501. Induction of New Members.** Upon the election of a New Member or New Members pursuant to Sections 8-111 through 8-116, he or they shall be inducted into membership as a Member Awaiting Initiation by the use of the following ceremony:

### INDUCTION OF NEW MEMBERS

The induction ceremony, not intended to be a secret ceremony, provides a public dedication to Kappa Alpha principles. Most chapters hold this ceremony either in the chapter house or a nearby chapel and invite parents and alumni. Immediately following the ceremony, some chapters hold a mothers club meeting and a concurrent session for fathers to address chapter finances and new member education. An open house for invited guests, chapter members and the new inductees can follow the parent briefings.

As part of the ceremony, the new members are led into a room that has been arranged for the ceremony. At one end of the room is a long table covered with a white table cloth. An official or supplemental flag shall NOT be used as a table cloth, but rather hung appropriately nearby. A large vase of crimson roses on the center of the table is flanked by two tall, yellow or golden candles. The three highest officers of the chapter stand behind the table, wearing the official jewel of their office. On the table is a new member badge and a crimson rose bud for each new member.

**Number I:** "This day is one of particular significance to you and to us. To you, it represents the occasion when you have voluntarily and definitely decided to dedicate your future life and service to the high principles and ideals of an organization into which you will shortly

be initiated. To us it represents the acquisition of new material for our brotherhood and the reception of new brothers into our hearts. In being invited to unite with our fraternity you have received a unanimous vote of election. That you may be better informed as to the purpose and administration of Kappa Alpha, we take this opportunity to advise you of certain of our symbols and teachings by this brief ceremony."

**Number II:** "The insignia of a new member, with which we shall shortly invest you, is the outward and visible sign of your acceptance of our invitation and indicates to the public that you will subscribe to our principles and strive to be worthy of our confidence and trust. Therefore, the wearing of it imposes upon you to lead your life—both privately and publicly—in keeping with those fine ideals of character and achievement for which Kappa Alpha Order has been noted since its inception in 1865. It further admonishes you to commit no act which would reflect unfavorably in any manner upon yourself and upon the organization which has so singularly honored you. You will also remember that the acceptance of this insignia signifies your agreement to comply with the regulations of our organization and to conform to the conditions lawfully laid upon you during the period of your education. This emblem should be worn by you on appropriate occasions until your initiation." Amended April 27, 2005.

**Number III:** "The colors of Kappa Alpha Order are crimson and old gold. Our flowers are the magnolia and the crimson rose. These things are symbolic and will later be explained to you. For the present we give you the crimson rose. Its color is emblematic of the blood shed in the defense of right and Christianity by the knights of old. It also signifies courage and fortitude — to withstand not only the onslaught of our enemies from without, but to conquer and overcome our enemies from within: false pride, jealousy, deceit and passion. It also represents a firm allegiance to the high ideals of character and purpose in Kappa Alpha Order. Last, but far from least, its beauty and fragrance are symbolic of the real affection and strong abiding friendship which characterize us as sworn brothers, striving together for one common objective and purpose, the promulgation of philosophy of Kappa Alpha Order — a spirit which will make men better and the world a brighter place in which to work and live."

**Number I:** "On behalf of \_\_\_\_\_ chapter of Kappa Alpha Order, I formally extend to you an invitation to join our membership and to become members awaiting initiation in our organization. You will signify your acceptance by raising your right hand and repeating after me the following obligation:"



Fig. K. – Number V  
(Crossed Pens)



Fig. K. – Number VI  
(Crossed Keys)



Fig. K. – Number VII  
(Plumb)



Fig. K. – Number VIII  
(Sword and Key)



Fig. K. – Number IX  
(Crossed Batons)



*All new members rise and the Number I administers the following obligation:*

"I do hereby accept the invitation | to membership in Kappa Alpha Order | and do solemnly swear and pledge myself | to join Kappa Alpha Order | at such time as I may become eligible for initiation | in accordance with the rules and regulations | of Kappa Alpha and of the university [or college]. | I do further pledge myself | to exert every effort, | through study and diligent application, | to become eligible for initiation | and always to work for the interest and ideals | of Kappa Alpha Order. | So help me God."

"As your name is called, you will step forward and be vested with your KA insignia."

*As each new member's name is called, he steps forward for the Number II to place a new member pin on his shirt over his heart in the same manner that the official badge is worn; thereafter the Number III invests him with a crimson rose bud. Each new member is then congratulated by the Number III, Number II and Number I, in that order.*

Number I: "It is a pleasure for me to welcome you as the new members of \_\_\_\_\_ chapter of Kappa Alpha Order. I congratulate you on the wisdom of your choice and the chapter on its good judgement in your selection. I trust you will find the same joys in the fraternity that we ourselves have found. This is now your chapter and your fraternity; give them the consideration that they deserve. Except for your formal initiation, we are now your brothers. Treat us accordingly.

"Brothers (*addressing the members of the entire chapter who are in the room during this ceremony*), please give a hearty welcome to our new brothers."

**App. 502. Installation of Knight Commander.** A Knight Commander may be installed by the retiring Knight Commander a former Knight Commander, a Councilor or as the Executive Council may direct.

**Administering Officer:** "Brother (given name) \_\_\_\_\_ escort the Knight Commander-elect before me."

**Administering Officer:** "Sir (any brother selected by the Administering Officer), by the will of this Convention, the sovereign body of this Order of Knights, you have been elected to the highest office your brothers can bestow on you. That you merited this honor is evident from your past service and devotion to the principles and ideals on which our Order stands. The office of Knight Commander is arduous. It will require every hour and day you can devote to it. There will be times of joy and times of distress and disappointment. In times of disappointment remember that good and evil compose the fabric of all men's lives. In times of shadow look to the light which casts that shadow, remembering that the light always overcomes the darkness."

"You will be called upon to make difficult decisions, not always welcome by those affected by your decisions. In hours of travail turn to our ritual and read it for strength and consolation, remembering ever that the good of the Order must always take precedence over individual concern. May your term of office be filled with pride and inspiration, true leadership, wise counsel, and genuine growth of our beloved Order."

**Administering Officer:** "Please repeat after me: I swear that I will maintain the dignity of the Laws and of my Office; that I will discharge my duty with loyalty and

dedication; and that I will uphold the Customs in letter and spirit, conforming strictly to the provisions of the Constitution, the decrees of the Convention, and traditional usage."

**Administering Officer:** "I declare you duly installed and pledge to you the loyalty of every member of the Order."

**App. 503. Oaths of Other officers.** The following oath shall be used to install a Councilor, a Province Commander, an Undergraduate Chairman, or any other officer who may appropriately be installed in a formal fashion and as to whom no other Oath is prescribed. The oath of a Councilor or the National Undergraduate Chairman should be administered by the Knight Commander, but it may be administered by another Councilor. The oath of a Province Commander shall be administered by an elected officer of the Order or the I of a chapter and shall be administered as soon as possible after his election or appointment. The oath of a Province Undergraduate Chairman shall be administered by the Province Commander.

**Officer-elect or Officer-designate:** "I swear that I will maintain the dignity of the Laws and of my Office, will discharge my duties to the best of my ability and will conform to the Laws and Customs of the Order, as I understand them or as they are lawfully interpreted."

**Response of Administering Officer:** "I declare you duly installed and pledge you the loyalty of every member of the Order."

**App. 504. Alumni Chapter Installation Ceremony.** The Alumni Chapter Installation Ceremony provides for a public installation of an alumni chapter. It is typically held in a banquet hall, country club, or other similar location. The Knight Commander, Province Commander, or a member of the staff, should serve as the presiding officer. It is customary for a dinner to be held during an Alumni Chapter Installation. There are no special room arrangements or regalia necessary for the presentation of the Alumni Chapter Charter.

**Knight Commander:** (*If another individual is contacting the ceremony there should replace "I" with "on behalf of Knight Commander \_\_\_\_\_" indicating his full name*): "Be it known that I hereby charter, sanction and recognize this company of Knights as a legally established and constitute an Alumni Chapter of the Kappa Alpha Order. The brothers to whom this charter is granted do pledge themselves and their successors to observe and preserve unaltered the customs and constitution, to recognize and fraternize with no society or pretended chapter not working under a charter received from the Knight Commander of this Order, to maintain peace and unity with all chapters of this Order, to recognize the authority of the general officers, and to surrender this charter to the Knight Commander according to the Kappa Alpha Laws. It is with great pleasure that I hereby grant this charter to the worthy Knights of \_\_\_\_\_ Alumni Chapter."  
*Adopted November 6, 2003.*

## TRAVEL REIMBURSEMENT

### App. 601. Travel Reimbursement Policy

Members of the Advisory Council, staff and other approved persons will be reimbursed for all travel while on the Order's business. Reimbursement will be made for reasonable meals, hotel costs, auto-mobile and air travel.

**Mileage reimbursement.** Kappa Alpha Order will provide mileage reimbursement of \$.45 (forty-five cents) per mile for use of a personal auto on the business of the Order, provided that the requirements below are met and provisions are understood:

- (1) Auto must be properly maintained and kept in good working condition.
- (2) Driver must maintain personal auto insurance with the limits equal to or greater than those required by the state in which he or she is licensed. It must be understood that the liability protection purchased by an officer for the operation of the officer's auto is the only protection afforded to the officer should an accident occur.
- (3) Kappa Alpha Order provides no physical damage protection for an auto rented while traveling on behalf of the Order. If the traveler is unable or unwilling to insure the physical damage exposure under his personal auto coverage, or through his credit card protection, coverage should be purchased through the rental car company.

**Airfare reimbursement.** Travelers on the Order's business are strongly encouraged to use the Order's official travel agent as designated by the Executive Council. The official travel agent knows that fares are to be booked using the lowest possible fare regardless of airline. A traveler may use a preferred airline to purchase a more expensive ticket only if the difference is reimbursed to the National Administrative Office or not reported as an expense. Should a traveler choose to make his own reservations for air travel, the National Administrative Office will only reimburse at a rate equal to the lowest available fare with a twenty-one day advance purchase unless prior approval has been given by the Executive Director. If a traveler purchases a ticket from a travel agent other than the Order's official travel agent, the cost of that ticket will not be reimbursed if for some reason it is not used. The cost will be reimbursed if that ticket is later exchanged for a ticket for use on the Order's business.

**Convention.** Members of the Advisory Council, Former Knight Commanders and staff, along with their spouses, will be reimbursed for air travel or for mileage accrued to attend the Convention. Additionally, hotel room and associated taxes along with the official meal functions will also be included for each member of the Advisory Council or staff and spouses. Costs associated with a child's travel will not be reimbursed. With appropriate notice, the Executive Director may include the cost of children's meals at official meal functions. Hotel room and taxes will be charged to the Order's master account and each individual will be responsible for any incidentals or other room charges. Any early arrivals or late departures will not be charged to the master account or reimbursed. Additional meals, rental cars, and personal telephone calls will not be reimbursed.

**Expense Reimbursement.** Expense reimbursement requests will be submitted upon a report form approved by the Executive Director within 30 days for reimbursement. No expense reports will be reimbursed if not received during the fiscal year in which the expenses were incurred. For expense incurred in June expense reports may be submitted in July and be reimbursed.

*Amended May 19, 2006; Amended July 2, 2008; Amended April 24, 2009.*

## INVESTMENT OF FUNDS

### App. 701. Investment Policy.

The Order has seen tremendous growth in its investment portfolio over the last several years. Given that growth, the Knight Commander and Executive Council encouraged the development of this Investment Policy. Because of the growth and lack heretofore of a structured Investment Policy, the Order's investments do not conform to the criteria stated herein. Given the potential tax consequences of a total or near total liquidation, the Executive Council and the Investment Committee will be deliberate, but cautious, in bringing the Order's total investments into compliance with this Investment Policy.

The investments of Kappa Alpha Order provide income that supplements its operating funds on an annual basis. As such it is the responsibility of the Knight Commander and the Executive Council to preserve and enhance these assets. It is the responsibility of the Investment Committee to choose the proper investment managers in accordance with structured guidelines and follow those guidelines, as approved by the Executive Council.

## INVESTMENT GOALS

- (1) Investments should be made in a systematic manner with a view toward their long-term benefit. To preserve long-term the annual contribution of the investment portfolio to the Order's operating budget, a total return (appreciation plus earnings) should equal or exceed the sum of inflation and withdrawals (spending).
- (2) The Order will seek to achieve an annual minimum increase in its corpus, in a direct relationship to existing indexes (inflation adjusted) on an annualized basis. The indexes utilized to effectively evaluate these increases will be correlated to nationally recognized indexes, such as the Dow Jones, S&P, NASDAQ, and Russell Small cap. Such increase will be measured on a total return basis (dividend and interest income +/- realized gains and losses +/- unrealized gains and losses) less expenses and distributions to the Order.
- (3) The Executive Council will approve a distribution annually with advice from the Investment Committee considering the needs of the Order and the performance of the portfolio in achieving its goals. As a general guideline, the amount distributed will equal 5% of the 3 year moving average of the corpus of the Investment portfolio.

## INVESTMENT ALLOCATION

- (1) A minimum of 20% of the investment portfolio's market value shall be invested in debt convertible preferred and/or convertible securities and/or interest bearing deposits, all with appropriately diverse maturities, in order to provide stability of principal and to meet the investment portfolio's yield requirements. The remainder of the investment portfolio shall be invested in stocks. From time to time,

funds invested as commingled funds will be permissible and satisfactory if approved by the Investment Committee.

- (2) The Executive Council will determine at least annually (and more often if deemed necessary, or at the request of the Investment Committee) the allocation of assets to the fixed income sector and the equity sector of the investment portfolio with the respective fund managers. The Investment Committee may, at its option, utilize mutual funds to achieve its investment goals.

#### **FIXED INCOME INVESTMENTS**

- (1) The minimum block size for fixed income investment will be \$100,000 with no maximum (individual or cumulative investment) in Treasury or Government Agency securities. The maximum block size investment in corporate securities shall be \$250,000 face value or 5% of the value of the portfolio under each manager's guidance. Convertible securities and bonds may be utilized for fixed investment strategies.
- (2) The maximum effective maturity of any fixed income investment shall not exceed ten years. (Mortgage backed securities' effective maturity shall be determined by the actual rate of repayment of principal over the most recent twelve-month period.) Convertible securities may carry a longer maturity as deemed proper by the fund manager.
- (3) Any corporate bonds shall have a minimum rating of BAA from Moody's or Standard & Poor's.

#### **EQUITY INVESTMENTS**

The Investment Committee may appoint one or more equity fund managers. Such managers may invest in individual stocks registered in the name of the Order or its nominee or may invest funds in units/shares of commingled funds whereby the Order is an owner/participant in the commingled fund rather than the owner of record in individual stocks.

Commingled funds will be chosen based on the Investment Committee's determination that the investment policy of the fund and the abilities of fund managers are consistent with the investment goals of the Order. The Investment Committee will monitor performance and portfolio makeup to determine that the conduct of the commingled fund is consistent with the basis for its being chosen as an investment vehicle for the Order.

An equity portfolio consisting of individual stocks shall meet the following criteria:

- (1) The market value of any portfolio investment shall not exceed 5% of the total market value of the portfolio in order to insure proper diversification.
- (2) Portfolio investments in companies with respective market capitalization below \$100,000,000 shall not in the aggregate exceed 20% of the market value of the portfolio.
- (3) No unregistered security and none subject to any transfer restriction may be purchased without prior written approval of the

Investment Committee.

- (4) Neither short sales nor naked options transactions will be undertaken.
- (5) Portfolio cash balances shall be invested in interest bearing securities or accounts.

Due to existing positions currently held by the Order, the Investment Committee shall coordinate with the independent auditors of the Order and executive staff to minimize the tax consequences in achieving the stated guidelines and objectives.

#### **CONFLICT OF INTEREST**

It is the policy of the Order to avoid any conflict of interest in the selection of investment managers or funds. In the event that any officer or Investment Committee member has a financial interest in any manager or fund being considered, this interest will be disclosed and the persons involved will not participate in decisions to appoint, continue or terminate such managers or funds.

#### **PERFORMANCE MEASUREMENT**

For consistency and measurement of performance against the total return objectives, measurements will be reflected net of management fees and transaction costs. These calculations should be evaluated against all existing indices which coordinate with the individual managers stated guidelines and objectives.

#### **ASSET ALLOCATION**

Asset allocation will be carefully considered and periodically reviewed. The objective is to obtain a mix of asset classes best calculated to meet total return objectives while incurring risks of prudent fiduciaries. Asset allocations will be periodically balanced to reflect adherence to Investment Policy objectives and market conditions at the discretion of the Investment Committee with the approval of the Executive Council.

#### **STOCK VOTING**

The voting of stock will be the responsibility of the managers or the fund(s), unless otherwise directed by the Order.

#### **CUSTODIAN**

A master custodian bank, national banking firm or major brokerage firm will be employed separately from the manager to manage the flow of funds, provide for proper accounting of transactions and the short-term investment of residual cash.

#### **EVALUATION OF MANAGERS**

- (1) Performance Objectives For Asset Management
  - (a) Equity managers/funds(s) will be expected to achieve an annualized total rate of return over a three to five year period which exceeds a market index rate of return by 1 ½ to 2 percentage points compounded annually, net of costs and fees. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation. Fixed income managers will be expected to exceed market indices by .75 percent.
  - (b) The managers/fund(s) will also be expected to consistently achieve a total rate of return which is equal to or above the

median return in a universe of peers with comparable investment styles or portfolio objectives.

- (c) Where index funds are used, the return should closely match the appropriate index.

(2) Investment Style

The managers/fund(s) will maintain a portfolio for the Order characterized by its traditional management style. Since the account is to be managed consistent with the manager's historical management style, the manager will be asked to notify the Investment Committee if and when a change in such style is proposed. A change in style may reduce or eliminate the effect of diversification, and therefore, may result in a change of managers.

(3) Change In Objectives Or Asset Allocation

A change in objectives or asset allocation strategy may require that funds be transferred between asset classes, to new asset classes, or among styles with asset classes. These changes may result in increases, decreases, or elimination of funds under management by a specific manager.

#### RESPONSIBILITIES OF THE INVESTMENT ADVISOR/FUND MANAGERS

The Investment Advisors/Fund Managers shall be responsible for:

- (1) Determining the composition of the portfolio and any changes therein;
- (2) Recommending the several portfolio securities that should be purchased and/or sold and the portfolio funds deposited and/or withdrawn within the parameters of the Investment Policy as set forth above;
- (3) All necessary orders to implement the current Investment Policy; and
- (4) Obtaining the "best execution" therefore. The Investment Advisors/Fund Managers will be given the necessary discretion to manage within the constraints of the Investment Policy.

Promptly following the end of each calendar quarter, the Investment Advisors/Fund Managers will deliver to the Executive Council and Executive Director an analysis of the portfolio which shall consist of a schedule of investments (including cost, market values, income, yield and other relevant data) and a schedule reflecting all purchases, sales, deposits and withdrawals transacted during such quarter.

The Investment Advisors/Fund Managers will meet with the Investment Committee at least annually to discuss performance and policy for the past, present and future investment environments. Other meetings with the Investment Advisors/Fund Managers will be held at the direction of the Investment Committee. In the absence of the Order's specific directions or authorizations to the contrary, the Investment Advisors/Fund Managers shall be responsible for managing the portfolio consistent with the investment policy as theretofore approved by the Order.

#### App. 801. Membership Position Statement.

Kappa Alpha Order elects its members solely on the basis of each individual's moral, educational, and

personal attributes. Kappa Alpha Order will not tolerate, nor condone, any form of behavior from its members, which is demeaning, abusive, or harassing to any person. Kappa Alpha Order shall only discriminate on the basis of gender in its membership selection. *Adopted November 6, 2003.*

#### Part 9. Description of Relationship

##### App. 901. Description of Relationship between national organization and collegiate or Active and Provisional Chapters.

**1. Corporate Organization.** Kappa Alpha Order is a non-profit corporation incorporated under the laws of the Commonwealth of Virginia. Its offices are located in Lexington, Virginia.

**2. Purpose.** Kappa Alpha Order is a non-profit corporation formed to foster fraternity and to provide educational and service resources for collegiate chapters of Kappa Alpha Order and those persons associated with the chapters. As with most non-profit organizations, Kappa Alpha Order operates on a limited budget and minimal staffing.

**3. Administration.** Kappa Alpha Order maintains and processes membership and records for its collegiate chapters. With total membership exceeding 4,000 undergraduates, the chapters are located throughout the United States.

**4. Educational and Service Resources.** Kappa Alpha Order also provides educational and services resources to collegiate alumni chapters, members associated with those chapters, and to local alumni who volunteer their time on an independent basis to assist a collegiate chapter and its associated collegiate members. Kappa Alpha Order provides education through conferences, written materials, and periodic consultant visits to collegiate chapters. Consultant visits result in advisory recommendations for chapter operations. Kappa Alpha Order strives through these educational efforts to enhance life skills, leadership skills and ethics traits for its members. Further, Kappa Alpha Order lends assistance to its chapters by providing educational opportunities and consultant recommendations.

**5. Restriction on Agency.** No chapter or member of Kappa Alpha Order is an agent for Kappa Alpha Order, nor shall any chapter or member be, expressly or implied, be appointed as an agent for Kappa Alpha Order.

**6. Chapter Governance and Operation.** Kappa Alpha Order is not involved in the day-to-day activities of its chapters and does not control or supervise those operations or activities. Each collegiate chapter of Kappa Alpha Order is a self-governing, financially self-sufficient association comprised of students of the institution at which they are enrolled. Each alumni chapter of Kappa Alpha Order is a self-governing, financially self-sufficient association comprised of alumni members residing in a specific geographic location. Under the Kappa Alpha Laws (Constitution, Bylaws and Regulations of Kappa Alpha Order), each collegiate chapter of Kappa Alpha Order selects and initiates its own members, elects its own officers, establishes its own rules, operates and determines its methods of operation, and governs its own affairs, subject only to those rules and operations being consistent with the policies, Constitution, Bylaws and Regulations of Kappa Alpha Order. The autonomy of

a collegiate chapter in organizing, determining and conducting its own operations through a democracy is part of an educational process. A member's association with a collegiate chapter adds to collegiate life and to the development and refining of life skills.

**7. Failure of Chapters to Follow Policies.** If a collegiate chapter's operations are not consistent with the policies, Constitution, Bylaws and Regulations of Kappa Alpha Order, Kappa Alpha Order has the right after the fact to determine whether that chapter will continue to be recognized by Kappa Alpha Order as a chapter associated with it. In some situations, after an action by a chapter has occurred that is inconsistent with the policies, Constitution, Bylaws and Regulations, a probationary status may be implemented for the chapter by Kappa Alpha Order. In probationary situations, the chapter continues to be a self-governing, financially self-sufficient association of collegiate students. If a chapter ceases to be recognized by or associated with Kappa Alpha Order and that group of collegiate students nonetheless continues its operations in disregard of the lack of recognition or association of Kappa Alpha Order, then that group operates without authority by and without any affiliation with Kappa Alpha Order.

**8. Sanctions.** Kappa Alpha Order may undertake actions, including suspension and expulsion, of its membership as specifically provided in the Constitution, Bylaws and Regulations of Kappa Alpha Order.

#### **Part. 10. Conflict of Interest Policy**

**App. 1001. Conflict Of Interest Policy.** Any director or councilor, officer, member of a committee with Executive Council or Board delegated powers or key employee who has a direct or indirect financial interest in a contract or other transaction presented to the Executive Council or Board or a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of the material facts of the proposed contract or other transaction and his or her interest or relationship therein to the Executive Council or Board or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such person about the contract or transaction which might reasonably be construed to be adverse to the Order's or Corporation's interest.

The body to which such disclosure is made shall thereupon determine, in good faith, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist, and whether the contract or other transaction should be authorized, approved or ratified. Such authorization, approval or ratification shall require an affirmative vote of a majority of the disinterested votes entitled to vote. If a conflict is deemed to exist, or reasonably be construed to exist, such interested person shall not vote on, nor use his or her personal influence on, nor participate in, the discussions or deliberations with respect to such contract or transaction. Such person may be counted in determining whether a quorum is present, but may NOT be counted when the Executive Council or Board of Directors or a committee thereof takes action on such contract or transaction. The minutes of the meeting shall reflect the disclosure made, the vote thereon, and where applicable, the abstention from voting and participation, and whether a quorum was present.

A contract or transaction shall not be authorized, approved or ratified under this paragraph by a single councilor or director.

For purposes of this policy, a director or councilor, officer, member of a committee with Executive Council or Board delegated powers or key employee is "indirectly" a party to a transaction if the other party to the transaction is an entity in which the director or councilor, officer, member of a committee with Executive Council or Board delegated powers or key employee has a financial interest or of which the director or councilor, officer, member of a committee with Executive Council or Board delegated powers or key employee is a managerial official or a member.

Each director or councilor, officer, member of a committee with Executive Council or Board delegated powers and key employee shall annually sign a statement which affirms that such person

- a. has received a copy of this conflict of interest policy;
- b. has read and understands the conflict of interest policy;
- c. has agreed to comply with the conflict of interest policy;
- d. understands that Kappa Alpha Order and its related entities are tax-exempt organization(s) and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes; and
- e. has disclosed all matters requiring disclosure pursuant to the conflict of interest policy.

To ensure that this organization, as an exempt organization, operates in a manner consistent with its purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted by the Executive Council.

## Index: *Kappa Alpha Laws*, Executive Council Regulations, and Appendix

### ACTIVE CHAPTERS

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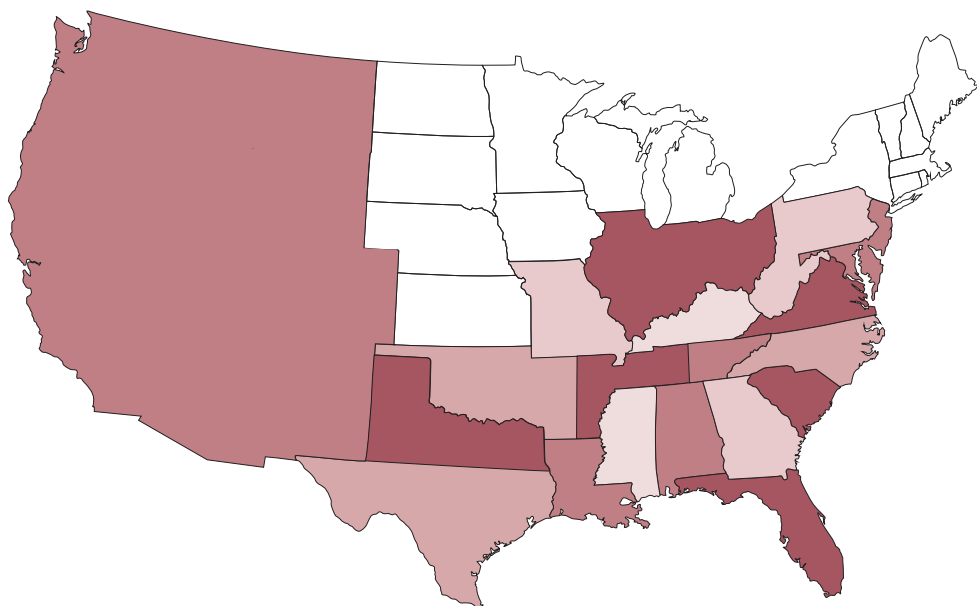
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■ Chiles	Missouri
■ Crawford	Florida
■ Dunwody	Alabama
■ Feller	Eastern Tennessee
■ Forester	Western Tennessee, Eastern Arkansas
■ Frampton	Illinois, Indiana, Ohio
■ Graves	South Carolina
■ Hamilton	West Virginia, Pennsylvania
■ Hardeman	Georgia

Province Name	Location
■ Irwin	Mississippi
■ Locke	Oklahoma, Western Arkansas
■ Mikell	Northern Texas
■ Neal	California, Oregon, Washington, Idaho, Montana, Nevada, Utah, Arizona, New Mexico, Colorado, Wyoming
■ Smith	North Carolina
■ Walsh	Southern Texas
■ White	Louisiana
■ Wood	Maryland, D.C., Delaware, New Jersey



## Chapter and Commission Listing

(as of November 8, 2014)

Chapter Name/ Commission	College/University	Status	Charter/ Est. Date	City	State	Province
Alpha	Washington and Lee University	Active	Est. Dec. 21, 1865	Lexington	VA	Ammen
Beta	Virginia Military Institute	Dormant	Est. March 8, 1868	Lexington	VA	Ammen
Beta Commission	Virginia Military Institute	Commission	Est. Dec. 30, 1915	Lexington	VA	Ammen
Gamma	University of Georgia	Active	March 10, 1869	Athens	GA	Hardeman
Delta	Wofford College	Active	Est. Feb. 23, 1869	Spartanburg	SC	Graves
Epsilon	Emory University	Active	Est. June 4, 1869	Atlanta	GA	Hardeman
Zeta	Randolph-Macon College	Closed	Est. Nov. 26, 1869	Ashland	VA	Ammen
Eta	University of Richmond	Active	Est. March 18, 1870	Richmond	VA	Ammen
Theta Prime	Oglethorpe University <i>(see Beta Nu)</i>	Dormant	Est. Dec. 25, 1870	Atlanta	GA	Hardeman
Theta Second	The Citadel	Dormant	Oct. 1, 1883	Charleston	SC	Graves
Theta Commission	The Citadel	Commission	Est. Oct. 3, 2008	Charleston	SC	Graves
Theta	University of Kentucky	Active	Feb. 21, 1893	Lexington	KY	Candler
Iota	Furman University	Active	May 8, 1872	Greenville	SC	Graves
Iota Commission	Furman University	Dormant	Est. May 1, 1964	Greenville	SC	Graves
Kappa	Mercer University	Active	Nov. 8, 1873	Macon	GA	Hardeman
Lambda	University of Virginia	Active	Nov. 18, 1873	Charlottesville	VA	Ammen
Mu Prime	Newberry College <i>(see Delta Epsilon)</i>	Dormant	Nov. 26, 1873	Walhalla	SC	Graves
Mu Second	Erskine College	Closed	Nov. 14, 1883	Due West	SC	Graves
Mu Third	Emory & Henry College	Closed	Dec. 21, 1893	Emory	VA	Ammen
Mu	University of Tulsa	Active	May 8, 1937	Tulsa	OK	Locke
Nu Prime	Philadelphia Dental College	Closed	Nov. 22, 1877	Philadelphia	PA	Hamilton
Nu	Auburn University	Active	Nov. 24, 1883	Auburn	AL	Dunwoody
Xi Prime	Virginia A&M <i>(see Epsilon Eta)</i>	Dormant	April 8, 1878	Blacksburg	VA	Ammen
Xi	Southwestern University	Active	Nov. 28, 1883	Georgetown	TX	Walsh

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## Chapter and Commission Listing (continued)

Chapter Name/ Commission	College/University	Status	Charter/ Est. Date	City	State	Province
Omicron Prime	Bethel Military Academy	Closed	Oct. 1878	Farquier County	VA	Ammen
Omicron	University of Texas at Austin	Provisional	Oct. 5, 1883	Austin	TX	Walsh
Pi Prime	Gordon Institute	Closed	April 18, 1879	Barnesville	GA	Hardeman
Pi	University of Tennessee at Knoxville	Active	Dec. 1, 1883	Knoxville	TN	Feller
Rho	University of South Carolina	Active	Dec. 20, 1880	Columbia	SC	Graves
Sigma	Davidson College	Active	Feb. 18, 1880	Davidson	NC	Smith
Tau	Wake Forest University	Active	Jan. 8, 1881	Winston-Salem	NC	Smith
Upsilon	University of North Carolina at Chapel Hill	Active	Nov. 25, 1881	Chapel Hill	NC	Smith
Phi	Birmingham-Southern College	Active	Jan. 17, 1882	Birmingham	AL	Dunwody
Chi	Vanderbilt University	Closed	April 9, 1883	Nashville	TN	Feller
Psi	Tulane University	Active	Jan. 14, 1882	New Orleans	LA	White
Omega	Centre College	Dormant	Sept. 12, 1883	Danville	KY	Candler
Omega Commission	Centre College	Commission	Est. Oct. 30, 2010	Danville	KY	Candler
Alpha Alpha	University of the South	Active	Dec. 1, 1883	Sewanee	TN	Feller
Alpha Beta	University of Alabama	Active	June 17, 1885	Tuscaloosa	AL	Dunwody
Alpha Gamma	Louisiana State University	Active	July 14, 1885	Baton Rouge	LA	White
Alpha Delta	William Jewell College	Active	Jan. 26, 1887	Liberty	MO	Chiles
Alpha Epsilon	Rhodes College	Active	Nov. 16, 1887	Memphis	TN	Forester
Alpha Zeta	College of William & Mary	Active	Jan. 3, 1890	Williamsburg	VA	Ammen
Alpha Eta	Westminster College	Active	Jan. 28, 1890	Fulton	MO	Chiles
Alpha Theta	Transylvania University	Active	April 9, 1891	Lexington	KY	Candler
Alpha Iota	Centenary College	Active	Sept. 14, 1891	Shreveport	LA	White
Alpha Kappa	University of Missouri	Active	Sept. 30, 1891	Columbia	MO	Chiles
Alpha Lambda	Johns Hopkins University	Closed	Oct. 21, 1891	Baltimore	MD	Wood

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Chapter Name/ Commission	College/University	Status	Charter/ Est. Date	City	State	Province
Alpha Mu	Millsaps College	Active	Oct. 1, 1893	Jackson	MS	Irwin
Alpha Nu	The George Washington University	Active	Nov. 18, 1894	Washington	DC	Wood
Alpha Xi	University of California, Berkeley	Active	March 6, 1895	Berkeley	CA	Neal
Alpha Omicron	University of Arkansas	Active	April 27, 1895	Fayetteville	AR	Locke
Alpha Pi	Stanford University	Active	Oct. 27, 1895	Stanford	CA	Neal
Alpha Rho	West Virginia University	Active	March 10, 1897	Morgantown	WV	Hamilton
Alpha Sigma	Georgia Institute of Technology	Active	Oct. 21, 1899	Atlanta	GA	Hardeman
Alpha Tau	Hampden-Sydney College	Active	Dec. 6, 1899	Hampden- Sydney	VA	Ammen
Alpha Upsilon	University of Mississippi	Active	Jan. 12, 1900	University	MS	Irwin
Alpha Phi	Duke University	Active	Oct. 18, 1901	Durham	NC	Smith
Alpha Chi	Kentucky Wesleyan College	Closed	March 28, 1902	Winchester	KY	Candler
Alpha Psi Prime	Florida State College (See <i>Gamma Eta</i> )	Dormant	Feb. 11, 1903	Tallahassee	FL	Crawford
Alpha Psi	Rollins College	Closed	Dec. 12, 1927	Winter Park	FL	Crawford
Alpha Omega	North Carolina State University	Active	Jan. 30, 1903	Raleigh	NC	Smith
Beta Alpha	Missouri University of Science & Technology	Active	April 28, 1903	Rolla	MO	Chiles
Beta Beta	Bethany College	Closed	June 12, 1903	Bethany	WV	Hamilton
Beta Gamma	College of Charleston	Active	Jan. 15, 1904	Charleston	SC	Graves
Beta Delta	Georgetown College	Active	Feb. 11, 1904	Georgetown	KY	Candler
Beta Epsilon	University of Delaware	Active	April 23, 1904	Newark	DE	Wood
Beta Zeta	University of Florida	Active	Oct. 22, 1904	Gainesville	FL	Crawford
Beta Eta	University of Oklahoma	Active	Nov. 17, 1905	Norman	OK	Locke
Beta Theta	Washington University	Closed	May 7, 1906	St. Louis	MO	Chiles
Beta Iota	Drury University	Active	April 27, 1907	Springfield	MO	Chiles
Beta Kappa	University of Maryland	Active	Sept. 12, 1914	College Park	MD	Wood

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## Chapter and Commission Listing (continued)

Chapter Name/ Commission	College/University	Status	Charter/ Est. Date	City	State	Province
Beta Lambda	<b>Southern Methodist University</b>	Active	Dec. 6, 1915	Dallas	TX	Mikell
Beta Mu	<b>St. John's College</b>	Closed	Dec. 16, 1915	Annapolis	MD	Wood
Beta Nu	<b>Oglethorpe University</b>	Closed	Dec. 1, 1918	Atlanta	GA	Hardeman
Beta Xi	<b>Oklahoma State University</b>	Active	March 16, 1920	Stillwater	OK	Locke
Beta Omicron	<b>University of Louisville</b>	Active	June 25, 1921	Louisville	KY	Candler
Beta Pi	<b>Presbyterian College</b>	Active	Dec. 29, 1923	Clinton	SC	Graves
Beta Rho	<b>Roanoke College</b>	Active	Feb. 1, 1924	Salem	VA	Ammen
Beta Sigma	<b>University of Southern California</b>	Active	May 21, 1926	Los Angeles	CA	Neal
Beta Tau	<b>Mississippi State University</b>	Active	Dec. 3, 1927	Starkville	MS	Irwin
Beta Upsilon	<b>Marshall University</b>	Active	Sept. 13, 1927	Huntington	WV	Hamilton
Beta Phi	<b>University of New Mexico</b>	Closed	Sept. 27, 1929	Albuquerque	NM	Neal
Beta Chi	<b>West Virginia Wesleyan College</b>	Active	Dec. 18, 1929	Buckhannon	WV	Hamilton
Beta Psi	<b>University of California, Los Angeles</b>	Closed	May 22, 1931	Los Angeles	CA	Neal
Beta Omega	<b>Washington College</b>	Active	March 7, 1936	Chestertown	MD	Wood
Gamma Alpha	<b>Louisiana Tech University</b>	Active	Oct. 5, 1947	Ruston	LA	White
Gamma Beta	<b>Missouri State University</b>	Active	Nov. 5, 1947	Springfield	MO	Chiles
Gamma Gamma	<b>University of Memphis</b>	Active	Oct. 2, 1948	Memphis	TN	Forester
Gamma Delta	<b>San Jose State University</b>	Closed	Oct. 16, 1948	San Jose	CA	Neal
Gamma Epsilon	<b>University of Arizona</b>	Active	Jan. 8, 1949	Tucson	AZ	Neal
Gamma Zeta	<b>University of Southern Mississippi</b>	Closed	Jan. 9, 1949	Hattiesburg	MS	Irwin
Gamma Eta	<b>Florida State University</b>	Active	March 5, 1949	Tallahassee	FL	Crawford
Gamma Theta	<b>University of Miami</b>	Closed	May 6, 1950	Coral Gables	FL	Crawford
Gamma Iota	<b>San Diego State University</b>	Active	Oct. 15, 1950	San Diego	CA	Neal
Gamma Kappa	<b>Oklahoma City University</b>	Closed	May 18, 1952	Oklahoma City	OK	Locke

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Chapter Name/ Commission	College/University	Status	Charter/ Est. Date	City	State	Province
Gamma Lambda	University of North Texas	Closed	Oct. 4, 1953	Denton	TX	Mikell
Gamma Mu	University of Houston	Active	Feb. 5, 1956	Houston	TX	Walsh
Gamma Nu	University of Louisiana at Monroe	Active	Dec. 9, 1957	Monroe	LA	White
Gamma Xi	Lamar University	Active	March 10, 1957	Beaumont	TX	Walsh
Gamma Omicron	Lambuth University	Closed	Nov. 8, 1957	Jackson	TN	Forester
Gamma Pi	Florida Southern College	Closed	May 11, 1958	Lakeland	FL	Crawford
Gamma Rho	East Carolina University	Active	Sept. 25, 1958	Greenville	NC	Smith
Gamma Sigma	West Texas A&M University	Active	Oct. 23, 1959	Canyon	TX	Mikell
Gamma Tau	Sam Houston State University	Provisional	March 5, 1960	Huntsville	TX	Walsh
Gamma Upsilon	Texas A&M University-Commerce	Active	Dec. 18, 1960	Commerce	TX	Mikell
Gamma Phi	University of Louisiana at Lafayette	Active	Dec. 2, 1960	Lafayette	LA	White
Gamma Chi	Texas Tech University	Active	Sept. 22, 1961	Lubbock	TX	Mikell
Gamma Psi	Northwestern State University	Active	March 15, 1963	Natchitoches	LA	White
Gamma Omega	Midwestern State University	Active	March 6, 1964	Wichita Falls	TX	Mikell
Delta Alpha	Western Carolina University	Active	Oct. 2, 1964	Cullowhee	NC	Smith
Delta Beta	Delta State University	Active	Nov. 14, 1964	Cleveland	MS	Irwin
Delta Gamma	Old Dominion University	Provisional	March 12, 1965	Norfolk	VA	Ammen
Delta Delta	East Tennessee State University	Closed	April 26, 1966	Johnson City	TN	Feller
Delta Epsilon	Newberry College	Active	May 14, 1966	Newberry	SC	Graves
Delta Zeta	Spring Hill College	Closed	May 14, 1966	Mobile	AL	Dunwody
Delta Eta	Arkansas State University	Active	Oct. 13, 1967	State University	AR	Forester
Delta Theta	Georgia Southern University	Active	March 29, 1968	Statesboro	GA	Hardeman
Delta Iota	University of Texas at Arlington	Active	April 26, 1968	Arlington	TX	Mikell
Delta Kappa	Stephen F. Austin State University	Active	Sept. 20, 1968	Nacogdoches	TX	Walsh

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## Chapter and Commission Listing (continued)

Chapter Name/ Commission	College/University	Status	Charter/ Est. Date	City	State	Province
Delta Lambda	Middle Tennessee State University	Closed	Feb. 15, 1969	Murfreesboro	TN	Feller
Delta Mu	Eastern Kentucky University	Active	Feb. 14, 1969	Richmond	KY	Candler
Delta Nu	Murray State University	Closed	March 14, 1969	Murray	KY	Candler
Delta Xi	McNeese State University	Active	Oct. 24, 1969	Lake Charles	LA	White
Delta Omicron	Clemson University	Active	Feb. 21, 1970	Clemson	SC	Graves
Delta Pi	Missouri Southern State University	Active	Oct. 15, 1971	Joplin	MO	Chiles
Delta Rho	Valdosta State University	Active	Nov. 20, 1971	Valdosta	GA	Hardeman
Delta Sigma	Houston Baptist University	Active	April 29, 1972	Houston	TX	Walsh
Delta Tau	Francis Marion College	Active	March 22, 1974	Florence	SC	Graves
Delta Upsilon	University of Tennessee at Martin	Active	Jan. 31, 1975	Martin	TN	Forester
Delta Phi	Jacksonville State University	Active	Jan. 23, 1976	Jacksonville	AL	Dunwody
Delta Chi	Louisiana State University at Shreveport	Closed	Feb. 7, 1976	Shreveport	LA	White
Delta Psi	Appalachian State University	Closed	April 25, 1976	Boone	NC	Smith
Delta Omega	Baylor University	Closed	Sept. 18, 1976	Waco	TX	Mikell
Epsilon Alpha	University of South Alabama	Active	Jan. 15, 1977	Mobile	AL	Dunwody
Epsilon Beta	Nicholls State University	Active	Feb. 4, 1977	Thibodaux	LA	White
Epsilon Gamma	University of California, Davis	Closed	April 15, 1977	Davis	CA	Neal
Epsilon Delta	Texas A&M University	Active	Jan. 27, 1978	College Station	TX	Walsh
Epsilon Epsilon	University of California, Riverside	Closed	March 3, 1978	Riverside	CA	Neal
Epsilon Zeta	Arkansas Tech University	Closed	April 7, 1978	Russellville	AR	Locke
Epsilon Eta	Virginia Polytechnic Institute and State University	Active	Oct. 7, 1978	Blacksburg	VA	Ammen
Epsilon Theta	Western Kentucky University	Active	Jan. 12, 1979	Bowling Green	KY	Candler
Epsilon Iota	Texas State University	Active	Dec. 7, 1979	San Marcos	TX	Walsh
Epsilon Kappa	Southeastern Louisiana University	Active	Jan. 18, 1980	Hammond	LA	White

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Epsilon Lambda	<b>Miami University</b>	Active	April 10, 1981	Oxford	OH	Frampton
Epsilon Mu	<b>Elon University</b>	Active	Jan. 22, 1982	Elon	NC	Smith
Epsilon Nu	<b>Georgia College &amp; State University</b>	Active	Sept. 18, 1982	Milledgeville	GA	Hardeman
Epsilon Xi	<b>University of North Carolina at Charlotte</b>	Active	Jan. 28, 1984	Charlotte	NC	Smith
Epsilon Omicron	<b>Virginia Wesleyan College</b>	Active	Oct. 5, 1984	Norfolk	VA	Ammen
Epsilon Pi	<b>Tarleton State University</b>	Closed	Jan. 24, 1986	Stephenville	TX	Mikell
Epsilon Rho	<b>Purdue University</b>	Active	April 11, 1986	West Lafayette	IN	Frampton
Epsilon Sigma	<b>University of West Florida</b>	Active	April 18, 1986	Pensacola	FL	Crawford
Epsilon Tau	<b>Northern Arizona University</b>	Active	April 29, 1988	Flagstaff	AZ	Neal
Epsilon Upsilon	<b>California State University, Bakersfield</b>	Closed	April 7, 1989	Bakersfield	CA	Neal
Epsilon Phi	<b>George Mason University</b>	Active	Nov. 11, 1989	Fairfax	VA	Ammen
Epsilon Chi	<b>University of Arkansas at Monticello</b>	Active	Dec. 1, 1989	Monticello	AR	Forester
Epsilon Psi	<b>University of North Carolina at Wilmington</b>	Active	Sept. 22, 1990	Wilmington	NC	Smith
Epsilon Omega	<b>Arizona State University</b>	Active	Oct. 20, 1990	Tempe	AZ	Neal
Zeta Alpha	<b>University of Colorado Boulder</b>	Closed	Nov. 3, 1990	Boulder	CO	Neal
Zeta Beta	<b>Princeton University</b>	Active	March 2, 1991	Princeton	NJ	Wood
Zeta Gamma	<b>Goldey-Beacom College</b>	Closed	March 3, 1991	Wilmington	DE	Wood
Zeta Delta	<b>University of Nevada, Reno</b>	Provisional	April 6, 1991	Reno	NV	Neal
Zeta Epsilon	<b>Tennessee Technological University</b>	Active	March 12, 1993	Cookeville	TN	Feller
Zeta Zeta	<b>Wingate University</b>	Active	Oct., 22 1993	Wingate	NC	Smith
Zeta Eta	<b>Pennsylvania State University</b>	Closed	Oct. 6, 1994	State College	PA	Hamilton
Zeta Theta	<b>James Madison University</b>	Active	April 22, 1995	Harrisonburg	VA	Ammen
Zeta Iota	<b>Indiana State University</b>	Active	Jan. 20, 1996	Terre Haute	IN	Frampton
Zeta Kappa	<b>University of West Georgia</b>	Active	Sept. 21, 1996	Carrollton	GA	Hardeman

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## Chapter and Commission Listing (continued)

Chapter Name/ Commission	College/University	Status	Charter/ Est. Date	City	State	Province
Zeta Lambda	<b>Bowling Green State University</b>	Closed	Feb. 7, 1997	Bowling Green	OH	Frampton
Zeta Mu	<b>University of Washington</b>	Active	April 19, 1997	Seattle	WA	Neal
Zeta Nu	<b>University of North Florida</b>	Active	Jan. 18, 2002	Jacksonville	FL	Crawford
Zeta Xi	<b>Texas Wesleyan University</b>	Active	Dec. 5, 2003	Fort Worth	TX	Mikell
Zeta Omicron	<b>University of Southern Indiana</b>	Active	Dec. 6, 2003	Evansville	IN	Frampton
Zeta Pi	<b>Florida Gulf Coast University</b>	Active	April 10, 2005	Naples	FL	Crawford
Zeta Rho	<b>University of Arkansas-Fort Smith</b>	Active	May 7, 2009	Fort Smith	AR	Locke
Zeta Sigma	<b>Southern Illinois University Carbondale</b>	Active	May 1, 2011	Carbondale	IL	Frampton
Sigma Alpha Commission	<b>United States Military Academy</b>	Commission	Est. May 16, 2011	West Point	NY	Wood
Zeta Tau	<b>Austin Peay State University</b>	Active	Nov. 19, 2011	Clarksville	TN	Forester
Zeta Upsilon	<b>University of Tennessee at Chattanooga</b>	Active	Oct. 27, 2012	Chattanooga	TN	Feller
Sigma Beta Commission	<b>United States Naval Academy</b>	Commission	Est. May 16, 2014	Annapolis	MD	Wood
Zeta Phi	<b>High Point University</b>	Active	Sept. 14, 2014	High Point	NC	Smith

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## Convivium Toast to Robert E. Lee

On January 19 of each year, Robert Edward Lee's birthday, our active and alumni chapter meet at banquets, balls or meetings to celebrate what is termed "The Convivium."

Although December 21, 1865, is acceptable as the founding date, the time for these celebrations was changed by the 1923 Convention to honor Lee and the founding of the Order on one occasion.

Ofentimes at Convivium a toast (with water) is offered to the memory of Robert E. Lee. Inspiring thoughts have been spoken of Lee's relationship to Kappa Alpha Order in connection with this tradition but probably the most prominent in our records is this toast by Former Knight Commander John Temple Graves.

"With unbroken regularity and with unfailing reverent tenderness Kappa Alpha Order celebrates the nineteenth day of January. Upon that day was born Robert Edward Lee of Virginia.

"Upon that day was really born the creed and matchless ritual of Kappa Alpha Order. For when Lee was born, the inspiration for the creed was born.

"Lee himself, living, loving, laboring perfectly in daily sight of those young men, was the proof and indication of the belief that it was possible for a living man to live up to the loftiest level of all human ideals. And in Lee was proved to Ammen's eyes the ideals and realization of flawless manhood. The ideal and the example of a perfect creed met and mingled in one man.

"Samuel Z. Ammen wrote almost alone the initiatory observances of Kappa Alpha Order, and his name will abide in its annals while the Order lives.

"Robert E. Lee inspired and visualized in actual living the matchless customs of our fraternity, and his name will live in our hearts and in human history forever. Ammen was the practical founder, and for more than half a century has held the heart of Kappa Alpha; Lee was the spiritual founder. The real toast to the real founder has never been written or spoken. Let us speak it here tonight. It will not pluck one leaf from the laurels of Ammen. There is neither need nor room for another star on the diadem which history has fashioned for Lee: But the spirit of Lee inspired the spirit of Ammen; the life of Lee had fired the heart of Ammen; the fingers of Lee had touched the fingers of Ammen who wrote the Creed.

"Knights, Gentleman, Brethren: Lift high your glasses here tonight, and, in the liquid spotless as his fame, let us pledge for all time the spiritual founder of Kappa Alpha Order – Robert Edward Lee of old Virginia!

"Robert E. Lee"

## Alternative Convivium Toast to Robert E. Lee and Samuel Z. Ammen

**SPEAKER:** "When Lee was born as also was the inspiration for our Customs. Just as he achieved fame on the field of battle, he rose to greatness after the war with his quiet discipline and unassuming dignity as President of Washington College in Lexington, Virginia.

In December, 1865, four of Lee's students resolved to found a new society of brothers. Within a few months they took into membership Samuel Zenas Ammen.

Lee himself, laboring perfectly in the daily sight of those young men, was proof of the belief that it was possible for a living man to attain the loftiest level of human ideals. The ideal and the example of the perfect Christian Knight were met and mingled in this one man. By his life, he inspired the matchless Customs of our Order. His name will live in our hearts forever, for 'twas Lee who inspired Ammen, the composer of our Creed — a Creed that even now binds us one to another.

Brothers, will you please rise."

*All rise.*

**SPEAKER:** "Fellow Knights and Brothers of the Kappa Alpha Order, lift high your glasses and in liquid clear and spotless as his fame, let us pledge again our devotion to the undying memory of that noble leader of men — Robert Edward Lee of Old Virginia."

**EVERYONE:** "Robert Edward Lee"

*All remain standing.*

**SPEAKER:** "Kappa Alphas never gather but they turn to the words of Samuel Zenas Ammen. 'Twas he that wrote, then perfected our Customs. He gave meaning and value to our most treasured rites. 'Twas he who gave life to Kappa Alpha. Without his hand and his perseverance we might have perished aborning. He created our Coat-of-Arms. He saw and made provision for our greatest needs.

"Robert Edward Lee placed on the firmament the star, to whose beauty and brilliance we aspire.

"Samuel Zenas Ammen marked the path and built the steps that help us reach that star.

"A flawless scholar, an intrepid warrior, an unmatched leader, a gracious gentleman, the perfect Knight, a brother faithful for his life long.

"Brother Knights, Let us together stand and do honor to Samuel Zenas Ammen!"

**EVERYONE:** "Samuel Zenas Ammen"

## Glossary of Greek Terms

**Active** – a person who has been initiated into a lifelong membership in a Greek organization. Traditionally, it has designated a member who is currently an undergraduate.

**Active Chapter** – an individual, chartered campus-based subordinate unit of a national Greek organization.

**Alumna** – a sorority member who is a non-student.  
Plural: Alumnae.

**Alumnus** – a fraternity member who is a non-student.  
Plural: Alumni (which is also used to describe a mixed group).

**Alumni Chapter** – an organization of Greek alumni from an individual fraternity or sorority; usually related or representing a geographical area or city.

**Alumni Advisory Committee** – a committee or group of alumni sharing chapter advising responsibilities, usually with each alumnus assigned to a specific area of chapter operations (such as finances).

**Badge** – the symbol worn by the initiated member of a Greek organization.

**Bid** – an invitation to a rushee to join a Greek organization.

**Brother** – an initiated member of a fraternity. It is used as a term of address when an initiated member refers to another member.

**Chapter/Alumnus Advisor** – an alumnus who establishes and maintains a close advisory relationship with a chapter and serves as a teacher, counselor and friend. Relating to Kappa Alpha these are the faculty advisor and the alumnus advisor, chairman of the AAC.

**Chapter Housing Corporation** – a legal entity holding title to any real property (land and buildings) for a chapter's living/meeting purposes. This alumni body has basic responsibilities relative to property ownership, maintenance and management or acting as an agent on behalf of the chapter.

**Colony or provisional chapter** – a student organization in the final stage prior to being installed as a chartered chapter of a Greek organization.

**De-pledge** – the termination of an associate member's relationship with a Greek organization.

**Dry Recruitment** – the requirement that all recruitment functions be alcohol free and prohibited from serving alcoholic beverages.

**Exchange (Mixer)** – an activity where the members of one Greek organization visit the chapter of another Greek organization for a social event.

**Faculty Advisor** – a member of the faculty or administration who establishes and maintains a close advisory relationship with a chapter and its scholarship program. The Faculty Advisor is not necessarily an initiate of the particular Greek organization.

**Faculty Initiate** – a member of the faculty or governing board of a college or university who is initiated into full membership, as is possible by some fraternities, including Kappa Alpha.

**Formal Recruitment** – the major rush period of the year with specific scheduled events. The most concentrated period within formal rush for entertaining and selecting associate members is sometimes known as "Rush Week."

**Fraternity** – an individual men's Greek organization, especially a general college fraternity (as distinguished from an honor, professional, or recognition fraternity or society) and the term applies to all Greek organizations. Some sororities are identified as a fraternity in their official name; others describe themselves as being a "women's fraternity."

**Hazing** – any willful act of practice by a member or associate member, directed against a member or associate member, which, with or without intent, is likely to: cause bodily harm or danger, offensive punishment, or disturbing pain, compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological harm or substantial emotional strain; and impair academic efforts. In addition, hazing is any requirement which compels a member or associate member to participate in any activity which is illegal, is contrary to a member's or associate member's moral or religious beliefs, or is contrary to the rules and regulations of the fraternity, institution of learning, and civil authorities. Hazing in any and all forms is prohibited by Kappa Alpha.

**House** – a chapter's physical facility, which serves as its home.

**Housemother** – a woman, residing in a chapter house, who is a friend, adviser, hostess, and chaperon in every way a "house" mother.

**Informal Recruitment** – a year-round period of continuous, open rush with no specific, scheduled, system-wide activities of rushing and pledging. Bids may be extended and accepted at any time. This is also known as "Open Rush."

**In-House Adviser** – a housemother, housefather, house director, resident scholar, or any other person serving a chapter as its live-in adviser.

**Initiation** – a ritualistic ceremony in which an associated member becomes an initiated lifelong member of a Greek organization. Please note that a member is initiated, never “activated” nor “Brotherized.”

**Interest Group** – an individual campus membership unit in the first stage of the process leading to installation as a chapter of a Greek organization.

**Legacy** – an undergraduate relative of a Greek organization member who is extended full consideration during the rush and pledging process.

**Local** – a Greek-letter group which exists on a campus but which has no affiliation with a national Greek organization.

**Open House** – a time free of specific, scheduled activities when a rushee can visit any Greek organization chapter. An “Open House” is also an individual chapter’s reception or similar event to honor a person, celebrate a milestone, etc.

**Open Party** – an open-to-the-public social function. Such parties are outlawed by Kappa Alpha and most other fraternities and sororities as being the single greatest source of damage to chapter houses and disruptive behavior, which reflects unfavorably upon the sponsoring group, in particular, and all fraternities, in general.

**Open Rush** – see Informal Recruitment.

**Pinning** – the practice of a fraternity member giving his member’s badge to a woman.

**Preferential Bidding** – a system used (primarily by sororities) to conclude rush with the organizations and rushees indicating their choices, following which there is a procedure for an individual’s ultimate association with one organization.

**Recruitment** – a program (or period of time) of membership recruitment by Greek organizations.

**Risk Management** – involves analyzing all exposures to the possibility of loss and determining how to handle these exposures, reduce or transfer the risk.

**Recruits or Potential Member** – a non-member or potential member who is eligible to participate in the recruitment program, visiting Greek organizations with an interest in possibly affiliating with one organization.

**Sister** – an initiated member of a sorority.

**Sorority** – an individual women’s Greek organization. This is the term commonly used to distinguish between men’s (fraternities) and women’s (sororities) organizations. As noted previously, some sororities are identified as a fraternity in their official name.









