

**KAPPA ALPHA ORDER  
NATIONAL ADMINISTRATIVE OFFICE**



**THE CONVIVIUM  
MANUAL (Third Edition)**

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## FOREWORD TO THE FIRST EDITION

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This *Convivium Guide* has been prepared for use in the Order's alumni and undergraduate chapters. Its express purpose is to assist the Convivium Committee in its planning and to lend continuity throughout the Order to this event.

Behind any successful event, the Convivium being no exception, there has to be a great deal of planning, giving attention to the minor details as well as the major ones. You will find both covered in this guide.

The Convivium is one of the Order's most important events each year. The event can be a meaningful one to all Kappa Alphas if a great deal of thought has been given to details. The smoothness with which the program progresses leads to success.

Appreciation is extended to Knight Commander Richard T. Feller and Senior Councilor Reynolds S. Cheney for their contributions to this the Order's first Convivium Guideline.

It is hoped this guide will be of benefit to you in planning for this all important event, and the suggestions outlined herein will add to the success of your future Conviviums.

Richard A. Barnes  
Former Executive Director

## Introduction

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On January 19 of each year, Robert Edward Lee's birthday, our active and alumni chapters meet at banquets, smokers, or balls to celebrate what is termed "The Convivium."

Although December 21, 1865, is accepted as the founding date, the time for these celebrations was changed by the Convention in 1929 to honor Lee and the founding of the Order on one occasion.

In most instances, active and alumni chapters plan The Convivium around the traditional time of January 19. However, the event may take place at anytime and still be effective. If your chapter finds it is impossible to hold the Convivium in January, then make plans for the event in February or even March.

This Convivium manual has been written to assist you, the active and alumni chapters of the Order, to better prepare you for one of the true highlights of any year in Kappa Alpha. Realizing that many situations exist when it comes to planning, an attempt has been made to give general guidelines, as well as some specifics, to help you with your planning.

May the tradition of honoring our Spiritual Founder and the founding of Kappa Alpha Order be continued for future generations as a result of your careful planning.

## **FACILITIES AND LOCATIONS**

The physical facility in which the Convivium is held can have a great to do with the success, or lack of success, of the event. A Convivium held in a facility that is too small for the number of people attending will detract greatly from the desired results. Conversely, when you have a facility that is much too large for the group assembled, it will appear that the group is much smaller than it really is. It is important that comments to those who were not in attendance made by those who were state that a good turnout was experienced.

The Convivium may be held in many different surroundings, depending again on the size of the function. It is suggested that if the event is going to be a sizeable one that the facilities of a commercial establishment be used. Local hotels, country clubs, private lodges of other organizations (i.e. Elks Lodge, American Legion, VFW, etc.), university or college dining rooms, etc. have all proved to be adequate for hosting a Convivium. When a meal is served in these establishments, there is typically no charge for the use of the room. For the smaller groups, the Convivium may be held in the chapter house or even at the property of an alumni brother.

It should also be stressed that when hosting any event at any of these facilities that it is very important that plans and reservations be mad well in advance. Many of these establishments are booked several months in advance by other organizations, therefore last-minute planning and reservations are difficult to administer.

The location of the Convivium is just as important as the facility because the location can determine the number of people in attendance. It is totally acceptable to host the event in a town not where your chapter is located. This is more typical for a chapter that is located in a smaller town. It is even acceptable to move the town location each year in order to get a larger and sometimes more diverse population of alumni in attendance. Many alumni can more easily travel to some cities than others.

## INVITATIONS AND COMMITTEES

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Along with advanced planning comes the responsibility of issuing invitations in advance. In order to effectively plan the event, invitations should be sent out in as far as advance as possible. Without sufficient notice of the occasion the turnout will not be as great as desired, therefore the event will likely be less successful.

It is suggested that invitations be mailed at least two (2) months in advance of the date of the event. An initial advertisement should also be placed in the alumni newsletter and/or on the chapter website at least six (6) months in advance. Once the invitations are sent out, it would then be a good idea to supplement them with e-mail invitations/reminders on a weekly basis. Invitations should be done professionally. Contact your university printing service for potential reduced rates on printing.

The undergraduate chapter or the local alumni chapter can be in charge of planning the Convivium, or a combination of the two. The main focus should be to appoint a committee or multiple committees to serve as the planners of the event. An example of multiple committees and their delegations follow: one committee of five to be in charge of finding a facility to host the event and all relations between the facility and the chapter, one committee of five in charge of planning, placing phone calls and sending out invitations and one committee of three in charge of collecting registration fees from attendees.

The committee in charge of invitations should be tasked with locating the addresses (physical and e-mail) of all alumni and other potential attendees. The National Administrative Office can assist with names and addresses for alumni as well as the local university/college alumni office. The invitation should include and RSVP for attendees to respond in order to effectively estimate the number in attendance. Make sure the invitation list includes wives, dates of brothers, National Officers and university officials. The committee and all chapter members should make an effort to hand-deliver in person as many invitations as possible.

## MASTER OF CEREMONIES

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The chapter that hosts the Convivium or one of the appointed committees should appoint a Master of Ceremonies. This person can be an alumni chapter officer, advisor to the chapter, or another alumnus who has contributed actively to either the active or alumni chapter. Active members can also be appointed as Master of Ceremonies. In either case, make sure the individual is capable of handling the duties. The individual selected to be the Master of Ceremonies should be given as much advance notice as possible and should be given a Convivium program as soon as it can be provided to him.

It is vital that the Master of Ceremonies have a list of all special guests present and that he be informed of the correct pronunciation of each name. This is a matter of courtesy to all guests and goes hand-in-hand with hosting a professional event.

Make sure biographical information for any guest speakers or important guests is gathered well in advance of the event and provided to the Master of Ceremonies. When the speaker is the Knight Commander, Former Knight Commander, a member of the Executive Council, a Province Commander, current or former officer of the Order, the biographical information can be provided by the National Administrative Office upon request.

Just prior to the conclusion of the Convivium, the Master of Ceremonies should express appreciation to the committee(s) for their efforts for the planning and execution of the evening. Have the committee(s) stand in order to be recognized.

## **GUEST SPEAKER AND SPECIAL GUESTS**

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The host chapter may invite nationally known Kappa Alphas to speak to their chapters at formal banquets such as Convivium.

The host chapter is expected to make arrangements for the lodging, entertainment and transportation of the speaker. The host chapter should assume the cost of food and lodging for the speaker.

Members of the Executive Council, Province Commanders, Former Knight Commanders, and members of the National Administrative Staff are available if their time will permit. In order to extend invitations to the Knight Commander and members of the Executive Council, the host chapter should contact the Executive Director by letter or e-mail. Contact the Associate Director for Chapter Services in your area for assistance with locating and identifying speakers.

Special attention should be given to the special guests when issuing invitations. Special guests may be invited for a presentation during the Convivium such as the 50 Year or 25 Year Certificates, induction into a Court of Honor, or for special awards of recognition by the alumni or undergraduate chapters. Special guests should be notified in advance that they will be recognized before the group and presented with a special award. This holds true unless the effect of the presentation would be lost through giving advance notice.

When a guest speaker accepts your invitation, a representative of the host chapter should contact him to discuss speech topics. Contrary to popular belief, the speaker does not have to speak on Robert E. Lee. It can be on Kappa Alpha in general or any number of subjects that relate to the Order (i.e. chapter history, province history, chivalry, etc.).

## **PRESENTATION OF SPECIAL AWARDS**

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There are a number of special awards given annually during the Convivium, several of which have already been mentioned in the section of this guide having to do with guest speakers.

Nothing helps to keep the interest of alumni more than to be recognized personally for outstanding work and contributions to Kappa Alpha or to be presented with one of the Order's 25 or 50 Year Certificates. There is no better time for a presentation of this type than at the Convivium when it can be presented before members of the active chapter and alumni. This also reflects well on the host chapter for alumni relations.

A Court of Honor induction of the new member for the year can be most effective at this time. The induction must be very formal and impressive. Consult the Court of Honor guide provided by the National Administrative Office for proper procedures of the Court of Honor.

The National Administrative Office can also supply the host chapter with a list of those active KAs in your area or from a specific chapter who are eligible for a 25 or 50 Year Certificate. If the Office is informed of those men who have been invited and have accepted the invitation, then these certificates can be printed with the individuals' names on them and sent to the chapter at no charge.

Convivium may be an excellent opportunity to recognize active and alumni brothers into the Military Division of Kappa Alpha Order. To learn more about this distinction and its membership, refer to [www.kappaalphaorder.org](http://www.kappaalphaorder.org).

Alumni chapters, and especially undergraduate chapters, are in a position to award or give special recognition to alumni who have been of assistance to their chapter. This is the time to present "The Most Outstanding Alumnus Award" or "Distinguished Service Award". Create an award specific to your chapter, name it after someone and only award to a worthy individual who has really contributed to the chapter.

# INSTRUCTIONS FOR TOAST TO ROBERT E. LEE AND SAMUEL Z. AMMEN

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On the following pages you will find that there are three toasts, two to Robert E. Lee and one to Samuel Zenas Ammen.

It has become customary during most Conviviums to toast both Robert E. Lee and Samuel Zenas Ammen. If your chapter chooses to toast both men, then the toast to Lee (the one designated for use when Ammen toast is used) should be given, followed by the toast to Ammen.

Should only one toast be given, the customary toast to Lee should be the one used.

Regardless of the toast(s) being given, all brothers in the room remain seated until they are instructed to rise. Wives and dates who are present remain seated and do not participate in the toast. When the brother giving the toast states, "Brothers, will you please rise," each brother present will rise, lifting his water glass while the toast is being given. When the brother giving the toast gives the last line, "Robert Edward Lee of Old Virginia," each brother will then respond to the toast by saying, "Robert Edward Lee" and then drink.

The toast to Samuel Zenas Ammen is given in the same manner. When the brother is giving the Prologue, all remain seated. Upon hearing the last line of the toast, "Brother Knights, let us stand together and do honor to Samuel Zenas Ammen," and then drink.

## A TOAST TO ROBERT E. LEE

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With unbroken regularity and with unfailing reverent tenderness Kappa Alpha Order celebrates the Nineteenth Day of January.

Upon that day Robert Edward Lee was born in 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 in the ideal and the 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 the 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 a half century has held the heart of Kappa Alpha; Lee was the spiritual Founder. 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 in 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 that wrote the Creed.

Brothers, will you please rise.

Knights, Gentlemen, Brethren:           The Toast – water only

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!

Everyone together: ROBERT EDWARD LEE – Drink!

## **AN ALTERNATE TOAST TO ROBERT E. LEE**

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This toast is to be used when the Ammen toast is used as well.

THE PROLOGUE – (All seated)

When Lee was born so 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 big 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 to one another.

Brothers, will you please rise.

THE TOAST – (Given with water only)

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 TOGETHER: ROBERT EDWARD LEE – Drink!

## **TOAST TO SAMUEL ZENAS AMMEN**

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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, and 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. Drink!

# **SAMPLE CONVIVIUM PROGRAM**

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## **Kappa Alpha Order**

### **Convivium**

MASTER OF CEREMONIES: \_\_\_\_\_

- I. Invocation: \_\_\_\_\_
- II. Introductory remarks, welcome, introduction of special guests
- III. Presentations (Examples of Alumni Recognition)
  - a. 25 or 50 Year Certificates
  - b. Alumni Chapter Charter
  - c. Military Division Recognition
  - d. Court of Honor
- IV. Toast to Robert E. Lee
- V. Alternate toast to Lee (if Ammen toast is used)
- VI. Introduction of Guest Speaker
- VII. Adjournment

# HELPFUL HINTS FOR A SUCCESSFUL EVENT

## Seating:

The Master of Ceremonies, Guest Speaker, National Officers and Special Guests and their wives or dates should be seated at the head table. The head table should be limited and should not become too large. Other special guests can be seated near the head table and it is suggested that place cards be used to lend “importance” to the seating. Other than for the head table and Special Guests with special seating, it is not necessary to use place cards.

## Decorations:

Decorations need not be elaborate. The head table usually has a flower arrangement in the center of the table and in some cases candles are used on the head table as well as other tables being used. If finances permit, arrangements can be used throughout the room.

It is customary to use a picture of Robert E. Lee in the room and in most instances it is hung centered and behind the head table.

All decorations are optional, but if done in good taste they add a great deal to the occasion.

## Dutch Bar:

It is general practice during most Conviviums that a social hour precede the meal. All drinks should be paid for by the individual.

\*Social events must comply with the Kappa Alpha Order Risk Management Policy (See the back of this manual)

\*\*As a reminder, the toast to Robert E. Lee is given with water. Therefore, some Conviviums are alcohol-free.

## Price of the Meal:

The meal should be reasonable in price, but should be a good, well prepared one. In the case of the state-wide Convivium where alumni as well as undergraduate brothers are in attendance, it is suggested that the price of the meal be somewhat less for the undergraduates than for the alumni. The host alumni chapter generally picks up the tab for the difference.

If the undergraduate chapter is the host, the chapter may place a price on the meal or include the expenses of the Convivium in the chapter’s budget.

## Dress:

Many chapters host formal dress Conviviums. Formal dress is fine, but the dress is up to the chapter. In most instances the occasion is dark suit, with the Master of Ceremonies and Guest

Speaker in formal attire. In issuing invitations it is very important that the invitation read “Formal” or “Dark Suit Preferred”, whichever is the case.

#### Publicity:

It is highly recommended that pictures be taken of the Convivium, for use in your local newspapers and newsletters, the Kappa Alpha Journal, your chapter’s website or to send to the KA archives.

A brother should be chosen to write an article giving the details of the occasion. The article should be written as soon as possible after the Convivium and should be submitted, along with pictures, to local newspapers as well as the editor of the Kappa Alpha Journal. Also be sure to post the pictures on the chapter’s website.

#### Conduct:

Conduct is an issue that should not have to be addressed when speaking about a Kappa Alpha Order function; however reports from hotels, resorts, and other business patrons necessitate the stressing of the issue.

When hosting a Convivium event, especially in a facility other than the chapter house, it is important for all members to conduct themselves as gentlemen at all times. If at a hotel or banquet facility, be sure to thank the staff for all their hard work and preparation of the meal. Follow up with thank you notes once the event has concluded. If brothers are staying in the hotel, be sure to not trash the hotel rooms or the common areas of the hotel or party in the hotel all night. These are all ways in which to defame the Order, your chapter and the name of Robert E. Lee.

Show people in the outside world the courtesy and gentlemanly behavior of a true Kappa Alpha gentleman.

# The Kappa Alpha Tradition of Convivium

by WILLIAM E. FORESTER  
Executive Vice President

Each year, thousands of fraternity alumni gather in cities throughout the nation to celebrate the founding of their respective fraternities and to honor their founders. A member of a national fraternity has the privilege of being a brother with distinguished alumni from various colleges and universities throughout the country. These men do not always have a college identification in common, but they do participate in these celebrations because of the bond they share through their national fraternity.

These gatherings are fraternity founders celebrations. Kappa Alpha Order's founders celebration has always been termed "Convivium." The first KA fraternal gathering, called Convivium, was June 16, 1868. It was a banquet for Alpha and Beta Chapters at the Ann Smith Academy in Lexington, Virginia, and was arranged by William Nelson Scott, whose father was headmaster of the women's school. It was Samuel Zenas Ammen who dubbed the June 1868 celebration as Convivium and reported, "... Convivium of June 1868 will never be surpassed in jollity and fraternal bliss. It marked the arrival of our period of felicity, of triumph, of success after a long ordeal of gloom and painful endeavor. We were now well-equipped, internally, for battle with our college rivals. ..."

The Constitution of the Order from the beginning made provisions for the "Anniversary Celebration" of the Order to be held in December, and subsequently it provided the following:

#### The Anniversary

The 21st of December, the Anniversary of the Order, shall be celebrated by a Convivium which shall have, as one of its events, an address by an active or alumnus member.

That provision remained in the Constitution until 1929 when the 35th Convention in Louisville, Kentucky, acted unanimously to adopt a motion that, "The 19th of January shall be celebrated by a Convivium which shall have as one of its events an address by an active or alumnus member." The Constitution of the Order, par-

ticularly Section 265, was so amended. Active and alumni chapters had much earlier begun to meet on January 19 honoring Robert E. Lee and recognizing his spiritual connection with Kappa Alpha. From the beginning, Lee was held by KAs as the ideal expression of the Christian gentleman — which is a way of life KA members still strive for today. The Convention in Richmond in 1915 focused on identification of Lee with the Order. At the Convention were three of the early members of Alpha Chapter, the Reverend William Nelson Scott, Dr. Stanhope McClelland Scott, and Colonel Jo Lane Stern, who appeared to attest to the influence that Lee had had over KA students at Washington College.

The Toast to Robert E. Lee is by a noted southern orator, journalist, and Former Knight Commander John Temple Graves. It was first presented at the 1923 Convention in Washington, D.C., and it designated Robert E. Lee as the "Spiritual Founder" of Kappa Alpha Order.

Again in January and February of 1988, members of our Order will be gathering from coast to coast for the Convivium to celebrate the founding of KA and to honor our Spiritual Founder. Many thousands of KAs have attended such affairs in the past, which have been held by our alumni and active chapters. The Convivium of Kappa Alpha is unique among fraternity founders day celebrations because it honors a human example — a man whose life mirrored our customs. Our founders adopted Lee as a model of character for the fraternity. The character of Robert E. Lee is, therefore, truly Kappa Alpha's heritage.

In the January 1901 issue of the *Kappa Alpha Journal*, Robert E. Pritchard (Pi, 1896, University of Tennessee), then the *Journal's* editor, called for the entire fraternity to celebrate Lee's birthday on January 19 with annual banquets by printing these words:

It was during Lee's presidency of Washington College that Kappa Alpha Order was founded. It has been handed down to us as a beautiful tradition that this great man took a particular interest in KA. We do not claim him as our founder, nor even as a member, though we wish we could do

so, but we do claim him to be our ideal of the man. And it is to the reaching of this ideal that all the teachings of the Order tend. You cannot take a better example for your life than that of the man of whom not the slightest word of reproach can be truthfully spoken. ... Let every member of our Order then honor his birthday.

A major distinguishing feature of a national college fraternity is the loyalty and devotion of alumni to a lifetime brotherhood. Fraternity membership should not end with graduation. College years should be only the beginning of the Kappa Alpha experience.

An important benefit of continued association with our Order is the opportunity each year to refresh ourselves at Convivium with the inspiration of the KA ideals and principles. The lessons of the customs must be as meaningful to alumni as to undergraduates. We would urge all alumni, along with active members of the Order, to take advantage of any opportunity to participate in Convivium 1988.



Members of the KA Southern Club of New York gathered at the city's University Club for Convivium in the late 1960's.

# **KAPPA ALPHA ORDER**

## **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 membership. It may be found as Appendix 401 of the *Kappa Alpha Laws* and 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, province, county, 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 at any chapter house, sponsored event or at any event that an observer would associate with the fraternity, is strictly prohibited.
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 fundraising. 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; 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 fireworks or explosive devices of any kind within the confines and premises of the chapter house are prohibited.

### **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
2. 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.

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