

**KAPPA ALPHA ORDER  
NATIONAL ADMINISTRATIVE OFFICE**



**ACTIVE CHAPTER  
MINIMUM EXPECTATIONS**

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# **INTRODUCTION**

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In an effort to continue our pursuit of excellence, the Kappa Alpha Order Executive Council adopted the Active Chapter Minimum Expectations in 2004. These expectations were modified in 2005 to take their current form and the National Administrative Office was tasked with monitoring each chapter's progress towards meeting them. The Active Chapter Minimum Expectations are designed to provide each and every chapter of Kappa Alpha Order with operational expectations for which they can strive, complete, and exceed. By meeting and exceeding the Active Chapter Minimum Expectations, chapter operations will be expected to break free and leave behind "mediocrity" and once again reaffirm a commitment to "excellence". Through the years to come, chapters can continuously raise the bar on their own achievements, thereby fully embracing the concept of the Active Chapter Minimum Expectations.

These five areas of chapter operations make up the Active Chapter Minimum Expectations:

## **RITUAL PROFICIENCY AND USE**

## **ACADEMIC PERFORMANCE**

## **MEMBERSHIP GROWTH**

## **NATIONAL FINANCIAL STATUS**

## **MEMBERSHIP EDUCATION PROGRAMMING**

Each expectation has further been narrowed into one or two specific areas of focus as is defined in the specific sections of this guide. These facets of chapter operations and their subsequent quantitative expectations create the Active Chapter Minimum Expectations.

The purpose of this guide is to provide your chapter with a resource to monitor your progress towards meeting and exceeding the active chapter minimum expectations. Please feel free to make copies of each section as needed. If you have questions about any of the expectations or need ideas on how your chapter can better meet and exceed these expectations please contact the National Administrative Office by phone at (540) 463-1865 or log onto to our website at [www.kappaalphaorder.org](http://www.kappaalphaorder.org).

## RITUAL PROFICIENCY AND USE

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*The active chapter will **acquire and maintain** a complete set of regalia, **read and explain** some portion of the customs of the Order at each chapter meeting, and perform the initiation ceremony with a minimum of 75% **memorization**.*

### **Acquiring Regalia...**

The company we currently ask chapters to use for purchasing regalia is:

Collegiate Regalia  
1-888-748-8251  
[www.greekmarketplace.net/cr/](http://www.greekmarketplace.net/cr/)  
ritualstuff@aol.com

The following is a price list provided by Collegiate Regalia, it can also be used as a checklist to ensure your chapter has all the necessary items, please make copies. (If you would descriptions of each item contact the National Administrative Office.) **PLEASE ALLOW 6-8 WEEKS FOR DELIVERY**

#### **Number I**

- TUNIC \$117.00
- CAPE \$110.00
- CROWN \$110.00
- BELT \$ 27.00
- EXCALIBER SWORD \$135.00

#### **Number II**

- TUNIC \$117.00
- CAPE \$110.00
- CROWN \$110.00
- BELT \$ 27.00

#### **Number III**

- TUNIC \$117.00
- CAPE \$110.00
- CROWN \$110.00
- BELT \$ 27.00

#### **Number VIII**

- TUNIC \$104.00
- BELT \$ 27.00
- KNIGHT SWORD \$ 79.00

#### **Number IX**

- TUNIC \$104.00
- CAPE \$ 73.00
- BELT \$ 27.00
- BANNER \$ 78.00
- BANNER ROD \$ 80.00

**Other**

<input type="checkbox"/> MEMBER ROBE	\$ 55.00	<input type="checkbox"/> URN	\$ 65.00
<input type="checkbox"/> NOVICE ROBE	\$ 55.00	<input type="checkbox"/> ALTER COVER	\$ 78.00
<input type="checkbox"/> ATTENDANT ROBE	\$ 55.00	<input type="checkbox"/> MEMBER ROBE	\$ 55.00
<input type="checkbox"/> NOVICE SWORD	\$ 79.00	<input type="checkbox"/> NOVICE ROBE	\$ 55.00
<input type="checkbox"/> SPUR (SET OF TWO)	\$ 43.00	<input type="checkbox"/> ATTENDANT ROBE	\$ 55.00
<input type="checkbox"/> CARPET	\$190.00	<input type="checkbox"/> BLINDFOLDS	\$ 12.00

*The following items can be purchased from the National Administrative Office*

<input type="checkbox"/> OFFICER JEWELS (SET)	\$198.00
<input type="checkbox"/> CHAPTER REGISTER	\$ 12.00
<input type="checkbox"/> GAVEL	\$ 35.00
<input type="checkbox"/> INITIATION CD	\$ 15.00
<input type="checkbox"/> OFFICIAL FLAG	\$ 75.00
<input type="checkbox"/> SUPPLEMENTAL FLAG	\$110.00

*The following items can be purchased at a local store*

- FIRE-PROOF LOCK BOX, to store customs of the Order
- WHITE TABLE CLOTH, if desired
- BIBLE, to be laid on the alter
- BIBLE (up to four), to be used for initiates (may be available on location)
- FLAG POLES AND STANDS, to be used with flags or banners if desired

If your chapter needs to purchase items develop a plan to budget for those purchases. This can be done in phases if necessary. The chapter can plan fund raisers or solicit donations for specific items to raise the necessary money to complete your set. From time to time the National Administrative Office has used items that you can purchase please call with your needs. If you are replacing items that can still be used and would like to donate them to the National Administrative Office or a specific chapter we would love to assist you.

***Maintaining Regalia...***

Ensure that your chapter is properly storing and maintaining the items used in the initiatory observances. These items should be stored in a safe dry place such as a closet; items may be hung in a closet or folded and stored in plastic bins or luggage. To have items cleaned or steamed when necessary they may be sent to local dry cleaners. The chapter's Number I and Number IX are responsible for the safe keeping of the aforementioned items. If your chapter does not have a

secure location you might check with members of you Alumni Advisory Committee to see if they would be willing to store the items in between uses.

***Read and Explain...***

As prescribed by the customs of the Order at each chapter meeting you should pick a passage that is relevant to the activities surrounding the chapter and have it read and explained. Have the Number I, Number IX or another member of the chapter perform this task at the proper time.

***Memorization...***

The minimum expectation for your chapter is to have those members performing parts of the initiatory observance memorizes at least 75% of the performance. This takes the dedication of your members and the planning and monitoring of your Number IX to ensure that your chapter's goal is achieved.

Memorization cannot be achieved overnight and will take practice both as an individual performer and as an initiation team. Begin planning practices early in the semester and set deadlines for members' memorization to progress. The following is an example that can be used as a guide for your planning, it is only an example and can be modified to fit your chapter's schedule and needs. Following the example are pages you can copy and use for your chapter's planning, again feel free to modify to fit your needs. To obtain the level of proficiency required by the Active Chapter Minimum Expectations you must hold multiple practices as a group to ensure timing and flow. Reciting lines in the mirror alone is much different than being able to recite them in front of other members. A minimum of ten practices are suggested.

(Example)

Omega Omega chapter's plan for meeting the Ritual Proficiency and Use, the chapter has a full set of regalia that is stored in a locked closet inside their chapter room at the chapter house. (They are a Crusade chapter and have a third copy of the customs.) The chapter's Number I, Number IX, and a member of the chapter's Alumni Advisory Committee all have keys to the closet. Omega Omega calls for mandatory attendance by every members, \$150 fine and loss of social privileges for 1 month for those who do not attend and did not receive prior approval from the Number I and Number IX. Excuses must be submitted at least three weeks prior to the initiation. The Number IX has kept the following log with items to complete, practice schedule, and monitoring of memorization:

- Beginning of fall 2007 semester August 20, 2007
- Induction of new members September 08, 2007
- Initiation scheduled for November 2-3, 2007
- Memorization goals fall 2007 75%, spring 2008 90%, fall 2008 100%

08/21/07 Contact John Smith (555) 463-1865 about use of the university chapel for the desired dates of induction September 8<sup>th</sup> and initiation November 2<sup>nd</sup> and 3<sup>rd</sup>. Schedule a date and time to drop off deposit for the use of the chapel Aug 27<sup>th</sup>.

08/27/07 Inventory regalia items

08/27/07 Drop off deposit check at John Smith's office for use of the chapel.

✓

- 08/28/07 Place order for items needing to be replaced  
(Items) No Items Needed

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09/09/07 Inform the chapter at meeting of the semester's practice schedule and seek volunteers to assist with the ceremony. Announce that a ritual workshop will be conducted by Frank Morris a member of the chapter's Alumni Advisory Committee on 09/15/07 from 10:00am-2:00pm in the chapter room. Those involved with initiation are required to attend, everyone else is welcome to attend and the chapter will be providing pizza. This will also serve as the first Council of Honor meeting of the semester.

09/15/07 Ritual workshop

09/16/07 FIRST PRACTICE Number I, II, III, VIII, and IX will read through the ceremony in the chapter room following weekly meeting. Number I, II, and III will be given copies of the customs following the practice to begin memorization.

(Memorization)	Personal Goal	Completed
Number I	100%	5%
Number II	100%	0%
Number III	75%	5%
Number VIII	75%	5%
Number IX	100%	25%

09/23/07 SECOND PRACTICE Number I, II, III, VIII, and IX will read through the ceremony in the chapter room following weekly meeting. Number I, II, and III will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	20%
Number II	100%	25%
Number III	75%	10%
Number VIII	75%	5%
Number IX	100%	40%

09/30/07 THIRD PRACTICE Number I, II, III, VIII, and IX will read through the ceremony in the chapter room following weekly meeting. Number I, III, and VIII will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	35%
Number II	100%	40%
Number III	75%	15%
Number VIII	75%	5%
Number IX	100%	50%

✓ 10/07/07 FORTH PRACTICE Number I, II, III, VIII, IX, and ushers will read through the ceremony while beginning to act it out in the chapter room following weekly meeting. Number I, III, and IX will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	45%
Number II	100%	40%
Number III	75%	35%
Number VIII	75%	40%
Number IX	100%	75%

✓ 10/10/07 FIFTH PRACTICE Number I, II, III, VIII, IX, and ushers will read through the ceremony while acting it out in the chapter room. Number I, III, and IX will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	60%
Number II	100%	50%
Number III	75%	45%
Number VIII	75%	75%
Number IX	100%	85%

✓ 10/14/07 SIXTH PRACTICE Number I, II, III, VIII, IX, and ushers will read through the ceremony while acting out the ceremony in the chapter room following weekly meeting. Number I, II, and III will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	70%
Number II	100%	50%
Number III	75%	60%
Number VIII	75%	80%
Number IX	100%	100%

✓ 10/17/07 SEVENTH PRACTICE Number I, II, III, VIII, IX, and ushers will read through the ceremony while acting out the ceremony at Frank Morris's house, pizza will be provided. Number I, II, and III will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	75%
Number II	100%	85%
Number III	75%	70%
Number VIII	75%	80%
Number IX	100%	100%



✓ 10/17/07 Confirm with John Smith's office that the chapel is still reserved and request a time the week of to do a walk through.

✓ 10/22/07 EIGHTH PRACTICE Number I, II, III, VIII, IX, ushers, and those operating music and lights will read through the ceremony while acting out the ceremony in the chapter room following weekly meeting, which was delayed due to Fall Break. Number I, III, and VIII will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	80%
Number II	100%	95%
Number III	75%	70%
Number VIII	75%	80%
Number IX	100%	100%

✓ 10/25/07 NINTH PRACTICE Number I, II, III, VIII, IX, ushers, and those operating music and lights will read through the ceremony while acting out the ceremony at Frank Morris's house, food will be provided. Number I, II, and III will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	85%
Number II	100%	100%
Number III	75%	70%
Number VIII	75%	95%
Number IX	100%	100%

✓ 10/28/07 TENTH PRACTICE Number I, II, III, VIII, IX, ushers, and those operating music and lights will read through the ceremony while acting out the ceremony in the chapter room following weekly meeting. Number I, III, and VIII will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	85%
Number II	100%	100%
Number III	75%	75%
Number VIII	75%	95%
Number IX	100%	100%

✓ 10/29/07 ELEVENTH PRACTICE Number I, II, III, VIII, IX, ushers, and those operating music and lights will act out the ceremony 2 times in the chapter room. Number I, III, and IX will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	90%
Number II	100%	100%

Number III	75%	80%
Number VIII	75%	100%
Number IX	100%	100%

✓ 10/30/07 TWELTH PRACTICE Number I, II, III, VIII, IX, ushers, and those operating music and lights will act out the ceremony 3 times in the chapter room. Number I, II, and III will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	95%
Number II	100%	100%
Number III	75%	85%
Number VIII	75%	100%
Number IX	100%	100%

✓ 11/01/07 TWELTH PRACTICE Number I, II, III, VIII, IX, ushers, and those operating music and lights will do a dress rehearsal in the chapel. Number I, II, and III will be given copies of the customs following the practice to continue memorization during the week.

(Memorization)	Personal Goal	Completed
Number I	100%	95%
Number II	100%	100%
Number III	75%	90%
Number VIII	75%	100%
Number IX	100%	100%

✓ 11/02/07 – 11/03/07 INITIATION *Great job*

As you can see the chapter exceeded their goal and should consider increasing the goals for the semester to come.

Use the following sheets to create your schedule and keep track of your progress. You are also encouraged to use a calendar to map it out, be sure to check for conflicts and post it so no other plans are made for those days.

\_\_\_\_\_  
**CHAPTER**

\_\_\_\_\_  
**NUMBER IX**

\_\_\_\_\_  
**SEMESTER**

\_\_\_\_\_  
**YEAR**

\_\_\_\_\_  
**CHAPTER MEMORIZATION GOAL** %

**OFFICER GOALS**

Number I \_\_\_\_\_ %  
Number II \_\_\_\_\_ %  
Number III \_\_\_\_\_ %  
Number VIII \_\_\_\_\_ %  
Number IX \_\_\_\_\_ %

**Other members who will assist with the ceremony:**

**Punishment for members who do not attend initiation:** \_\_\_\_\_  
(Consider making this a chapter bylaw) \_\_\_\_\_

**Excuses must be submitted by:** \_\_\_\_\_  
(Consider making this a chapter bylaw) \_\_\_\_\_

**First Day of Classes** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**First Chapter Meeting** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Induction** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Initiation** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(If desired)

**Location of Initiation** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Date Contacted** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Cost to use the facilities \$** \_\_\_\_\_  
(A donation is appropriate if no fee is charge)

**Regalia Items Needed:**

**Order Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Initiation Practice Schedule

1st Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- |                                      |                                    |                                     |
|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Number I    | <input type="checkbox"/> Number II | <input type="checkbox"/> Number III |
| <input type="checkbox"/> Number VIII | <input type="checkbox"/> Number IX | <input type="checkbox"/> Ushers     |
| <input type="checkbox"/> Music       | <input type="checkbox"/> Lights    | <input type="checkbox"/> _____      |

Memorization Assessment (following practice)

Number I	_____%
Number II	_____%
Number III	_____%
Number VIII	_____%
Number IX	_____%

Goal

Number I	_____%
Number II	_____%
Number III	_____%
Number VIII	_____%
Number IX	_____%

Notes:

2nd Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- |                                      |                                    |                                     |
|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Number I    | <input type="checkbox"/> Number II | <input type="checkbox"/> Number III |
| <input type="checkbox"/> Number VIII | <input type="checkbox"/> Number IX | <input type="checkbox"/> Ushers     |
| <input type="checkbox"/> Music       | <input type="checkbox"/> Lights    | <input type="checkbox"/> _____      |

Memorization Assessment (following practice)

Number I	_____%
Number II	_____%
Number III	_____%
Number VIII	_____%
Number IX	_____%

Goal

Number I	_____%
Number II	_____%
Number III	_____%
Number VIII	_____%
Number IX	_____%

Notes:

3rd Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- |                                      |                                    |                                     |
|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Number I    | <input type="checkbox"/> Number II | <input type="checkbox"/> Number III |
| <input type="checkbox"/> Number VIII | <input type="checkbox"/> Number IX | <input type="checkbox"/> Ushers     |
| <input type="checkbox"/> Music       | <input type="checkbox"/> Lights    | <input type="checkbox"/> _____      |

Memorization Assessment (following practice)	Goal
Number I _____ %	Number I _____ %
Number II _____ %	Number II _____ %
Number III _____ %	Number III _____ %
Number VIII _____ %	Number VIII _____ %
Number IX _____ %	Number IX _____ %

Notes:

4th Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- |                                      |                                    |                                     |
|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Number I    | <input type="checkbox"/> Number II | <input type="checkbox"/> Number III |
| <input type="checkbox"/> Number VIII | <input type="checkbox"/> Number IX | <input type="checkbox"/> Ushers     |
| <input type="checkbox"/> Music       | <input type="checkbox"/> Lights    | <input type="checkbox"/> _____      |

Memorization Assessment (following practice)	Goal
Number I _____ %	Number I _____ %
Number II _____ %	Number II _____ %
Number III _____ %	Number III _____ %
Number VIII _____ %	Number VIII _____ %
Number IX _____ %	Number IX _____ %

Notes:

5th Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- |                                      |                                    |                                     |
|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Number I    | <input type="checkbox"/> Number II | <input type="checkbox"/> Number III |
| <input type="checkbox"/> Number VIII | <input type="checkbox"/> Number IX | <input type="checkbox"/> Ushers     |
| <input type="checkbox"/> Music       | <input type="checkbox"/> Lights    | <input type="checkbox"/> _____      |

Memorization Assessment (following practice)	Goal
Number I _____ %	Number I _____ %
Number II _____ %	Number II _____ %
Number III _____ %	Number III _____ %
Number VIII _____ %	Number VIII _____ %
Number IX _____ %	Number IX _____ %

Notes:

6th Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- Number I                       Number II                       Number III
- Number VIII                       Number IX                       Ushers
- Music                                       Lights                                       \_\_\_\_\_

Memorization Assessment (following practice)

Number I	_____	%
Number II	_____	%
Number III	_____	%
Number VIII	_____	%
Number IX	_____	%

Goal

Number I	_____	%
Number II	_____	%
Number III	_____	%
Number VIII	_____	%
Number IX	_____	%

Notes:

7th Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- Number I                       Number II                       Number III
- Number VIII                       Number IX                       Ushers
- Music                                       Lights                                       \_\_\_\_\_

Memorization Assessment (following practice)

Number I	_____	%
Number II	_____	%
Number III	_____	%
Number VIII	_____	%
Number IX	_____	%

Goal

Number I	_____	%
Number II	_____	%
Number III	_____	%
Number VIII	_____	%
Number IX	_____	%

Notes:

8th Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

- Number I                       Number II                       Number III
- Number VIII                       Number IX                       Ushers
- Music                                       Lights                                       \_\_\_\_\_

Memorization Assessment (following practice)	Goal
Number I _____%	Number I _____%
Number II _____%	Number II _____%
Number III _____%	Number III _____%
Number VIII _____%	Number VIII _____%
Number IX _____%	Number IX _____%

Notes:

9th Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

<input type="checkbox"/> Number I	<input type="checkbox"/> Number II	<input type="checkbox"/> Number III
<input type="checkbox"/> Number VIII	<input type="checkbox"/> Number IX	<input type="checkbox"/> Ushers
<input type="checkbox"/> Music	<input type="checkbox"/> Lights	<input type="checkbox"/> _____

Memorization Assessment (following practice)	Goal
Number I _____%	Number I _____%
Number II _____%	Number II _____%
Number III _____%	Number III _____%
Number VIII _____%	Number VIII _____%
Number IX _____%	Number IX _____%

Notes:

10th Practice \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Members required to attend:

<input type="checkbox"/> Number I	<input type="checkbox"/> Number II	<input type="checkbox"/> Number III
<input type="checkbox"/> Number VIII	<input type="checkbox"/> Number IX	<input type="checkbox"/> Ushers
<input type="checkbox"/> Music	<input type="checkbox"/> Lights	<input type="checkbox"/> _____

Memorization Assessment (following practice)	Goal
Number I _____%	Number I _____%
Number II _____%	Number II _____%
Number III _____%	Number III _____%
Number VIII _____%	Number VIII _____%
Number IX _____%	Number IX _____%

Notes:

## ACADEMIC PERFORMANCE

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*The active chapter's overall GPA from the most recently completed term will be above the institution's all-men and/or all-fraternity average.*

### **Active Chapter...**

This includes all members of the chapter both active and members awaiting initiation or new member. The chapter should focus on both levels of membership to ensure that the overall chapter grade point average is where you want it to be.

Kappa Alpha Order already has a guide to assist you in preparing a chapter scholarship plan. (You may request a copy or log onto [www.kappaalphaorder.org](http://www.kappaalphaorder.org) to obtain an electronic version.) An ideal scholarship plan is tailored to fit each chapter's specific needs at their host institution. Much like every university or college is slightly different so is each student, you cannot expect the same components of your plan to work for every member so be innovative to achieve your goals.

Every scholarship plan should include the following:

- A goal for the overall chapter grade point average.
- A goal for the grade point average of active members.
- A goal for the grade point average of members awaiting initiation.
- Incentives to reward members who achieve high scholastic marks.
- Deterrents to drive members to try the hardest to avoid losing privileges.
- Study hours; more for members with lower grades.
- List of on campus resources.
- Other components that would benefit your members.

Here are some *Kappa Alpha Laws* that are applicable to individual and chapter scholarship:

**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, if he has failed to maintain a grade point average of 2.25 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter, or if his cumulative grade point average is below a 2.25 on a 4.0 grading scale or its equivalent. 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, and the 71st Convention, 2005.*

### **R9-271. Scholarship Standards.**

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 2.25 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter. *Adopted August 6, 2003.*

Please use the following page to track your chapter's academic progress.



---

**CHAPTER**

---

**SCHOLARSHIP CHAIRMAN**

---

**SEMESTER OR QUARTER**

---

**YEAR**

*IMMEDIATE PAST SEMESTER*

*GOALS FOR CURRENT SEMESTER*

---

CHAPTER GPA

---

CHAPTER GPA

---

ACTIVE MEMBERS GPA

---

ACTIVE MEMBER GPA

---

MEMBERS AWAITING INITIATION GPA

---

MEMBERS AWAITING INITIATION GPA

---

ALL MEN'S CAMPUS AVERAGE

---

IFC CAMPUS AVERAGE

---

# of members with above a 3.5 GPA last semester/quarter

---

# of members with above a 3.0 GPA last semester/quarter

---

# of members with above a 2.75 GPA last semester/quarter

---

# of members with above a 2.5 GPA last semester/quarter

---

# of members who fail to achieve a 2.25 last semester/quarter and are not eligible to attend social functions or hold an elected office

(Attach a copy of the previous semester/quarter's grade report for the chapter and all members)

For grade release and progress forms see the scholarship manual provided by the National Administrative Office.

## MEMBERSHIP GROWTH

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*The active chapter shall have a membership level of **30** or have a membership level **higher than that of the average size of an IFC chapter** on their campus, whichever is greater.*

### **30...**

The first stipulation of this expectation is that your chapter's membership be at least 30 men each and every semester. 30 men is the minimum expectation for all chapters, you should strive to recruit every man on campus that possess the characteristics of Kappa Alpha Order. 30 men can include new members, but to ensure that your chapter meets the expectation do not plan on new members helping you reach this goal. It should be the duty of every member to replace himself prior to graduation or leaving the chapter, this can ensure you continue to meet this expectation.

### ***Higher than that of the average size of an IFC chapter...***

The second stipulation is that if your campus's IFC average is more than 30 men then the expectation is that you are equal to or above that average. This portion of the expectation only applies if the average is higher not lower. Meaning if the IFC average on your campus is 45, then your chapter should maintain a membership level of at least 45. Please be sure to note that this does not apply if the average on campus is lower than 30 men. Again the expectation is for you to be at 30 men or the IFC average, which ever is **higher**.

Kappa Alpha Order already has a guide to assist you in preparing a chapter recruitment plan. (You may request a copy or log onto [www.kappaalphaorder.org](http://www.kappaalphaorder.org) to obtain an electronic version.) An ideal recruitment plan is tailored to fit each chapter's specific needs at their host institution.

It is often stated that "recruitment is the lifeblood of the Order." The Greek community has moved beyond the idea that we should only seek out potential members during an organized time on campus known as "rush". While that time is important and we encourage every chapter to take full advantage of rush periods on campus, you must be actively recruiting 365 days a year. The analogy of a football coach is often used. Think of rush week as signing day, how successful would a college football coach be if he put up a few signs advertising some events during signing week. Do you think he would field a successful team? To be successful a coach needs to be recruiting year round so that when signing day comes his hard work pays off. The same goes for your chapter, the more effort you put into recruitment the more success your "signing" or bid day will be. (Encourage members of your chapter to attend a Certified Chapter Recruiter Course (CCRC) at Province Council or other Kappa Alpha Order national program.)

Every recruitment plan should include the following:

- Goal for number of new men desired
- Recruitment committee with a chosen chairman to drive recruitment efforts
- Detailed plan including dates, locations, and themes of events for the entire year
- Workshop for the chapter to discuss strategy and get everyone on the same page
- Consistent message for your recruiting efforts, often referred to as "branding"
- Alumni involvement as guest speakers, locations to host events, advice, and donations
- Involvement of every member

Please use the following page to track your chapter's membership strength.

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**CHAPTER**

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**RECRUITMENT CHAIRMAN**

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**SEMESTER OR QUARTER**

---

**YEAR**

---

**IFC AVERAGE ON CAMPUS**

**ARE YOU CURRENTLY ABOVE 30 MEN:**

---

**YES**

---

**NO**

**ARE YOU CURRENTLY ABOVE IFC AVG:**

---

**YES**

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**NO**

*IMMEDIATE PAST SEMESTER*

*GOALS FOR CURRENT SEMESTER*

---

# OF ACTIVE MEMBERS

---

# OF ACTIVE MEMBERS

---

# OF NEW MEMBERS

---

# OF NEW MEMBERS

---

# OF RECRUITMENT EVENTS

---

# OF RECRUITMENT EVENTS

---

# OF RUSH EVENTS

---

# OF RUSH EVENTS

**MAILINGS SENT TO CANDIDATES:**

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**YES**

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**NO**

**ALUMNI WERE INVITED TO EVENTS:**

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**YES**

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**NO**

**ALL EVENTS WERE ALCOHOL FREE:**

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**YES**

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**NO**

## NATIONAL FINANCIAL STATUS

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*The active chapter will **remain solvent, submit a budget, and maintain a zero account balance** with the Kappa Alpha Order National Administrative Office and all other creditors.*

### ***Remain solvent...***

The definition of solvent is “able to pay all just debts.” Simply put the first portion of this expectation calls for you to be able to pay debts owed by the chapter. This calls you to be fiscally responsible in budgeting, collecting accounts receivable, and maintaining accounts payable.

### ***Submit a budget...***

Whether your chapter chooses to hire an accountant, use a computer program such as Quicken or Microsoft Money, take advantage of Kappa Alpha Order’s Excel based program, you must maintain a working budget. The budget should be developed and submitted to the chapter for consideration and adoption according to your chapter’s bylaws. This component of the expectation requests you submit a budget to the National Administrative Office either annually or by semester depending on how far in advance you do your budgeting.

### ***Maintain a zero balance...***

After you have created a budget you know exactly how much your chapter expects to pay to the National Administrative Office and other creditors. You should put measures in place to ensure that the chapter has the available income to satisfy these debts when they become due. A separate checking account should be maintained as required by *Kappa Alpha Laws* known as the Funds of the Order (FOTO) account. The money collected from members for national dues, insurance, induction, and initiation should be deposited in this account and subsequently sent to the National Administrative Office. A chapter that cannot show consistent ability to properly maintain its own finances will lose the right to do so. Ultimately this could lead to the suspension of your chapter’s charter if it persists. Teachings your members sound financial habits will benefit them throughout life. Hold your members and chapter accountable to making payments on time. All payments are due to the National Administrative Office 10 days after submission of reports or the placing of orders.

Kappa Alpha Order already has a guide to assist you in preparing a chapter financial plan. In addition an Excel based program has been developed for your use complete with instructions.

(You may request a copy or log onto [www.kappaalphaorder.org](http://www.kappaalphaorder.org) to obtain an electronic version.)

Every sound financial plan should include the following:

- Prudential Committee
- Chapter Budget
- Income/Disbursement and Member Ledgers
- Check Register
- Weekly or Monthly Reconciliation of checking accounts
- Signed membership agreement forms
- Past bank statements, ledgers, check registers, 990 tax form, and budgets

Please use the following page to track your chapter’s progress towards meeting this expectation



## MEMBER EDUCATION PROGRAMMING

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*The active chapter must attend or conduct **4** educational programs during the academic year for a minimum of 70% of its membership (actives and members-awaiting-initiation.)*

### **Attend or Conduct 4 educational programs...**

Education in the fraternity is not just for the members-awaiting-initiation or new members. It is the duty of every undergraduate chapter to ensure its members are getting more out of the fraternity experience than just the social aspect. This expectation is geared at doing just that calling for every chapter to attend or conduct at least 4 educational sessions during the academic year. These should be worthwhile programs from which your membership will benefit. Don't go at it alone this is the perfect time to exploit the phrase, "more bang for your buck." Guest presenters can often be expensive to bring to your campus, look for ways to share the cost or piggyback off of other campus organization. Check with neighboring institutions often you can reduce the cost if the speaker is booked for more than program in the same area. By taking advantage of presentations on campus, at Province Council, in the community, or co-sponsoring events with other organizations you can ensure a well planned and organized program. Some tips when choosing a speaker or program: 1) Ask around, others may have experienced it first hand and can give you valuable insight. 2) Experience the program yourself or have members do so. This way you now have a good perspective on whether it will be effective for your membership, and someone just fulfilled one of their programs for the year. 3) Choose programs that are interactive, avoid speakers who talk at you and not to you. 4) Poll your members on what topics they are most interested in learning more about. If they are interested and have some input, they are more likely to enjoy the presentation. 5) Create several opportunities, don't plan only 4 sessions and expect everyone to be interested in the topic and available to attend. 6) Following a session get feedback, it will help the future officers make wise decisions on programming. Now what are some areas this education should focus on?

**Alcohol**, it is probably no secret that many college students from time to time will enjoy an alcohol beverage. Bringing in or attending programs that are targeted at teaching your members to make smart choices can be a great benefit to your chapter and that individual.

**Drugs**, unfortunately some college campus, chapters, or individuals struggle with drug use. As members of Kappa Alpha Order we have an obligation to our brothers, if they have problems with drugs get them help. Education on the topic of drugs may be beneficial to those who might use, but more importantly it can help members identify the signs of use in case a brother is in trouble.

**Fire**, there have been countless deaths through the years due to fire on campus and in fraternity houses. Knowing how to prevent your chapter or members from putting themselves at risk may save a life. Look at bringing someone in to talk about preventive measures and steps you need to take if caught in a fire. Consider asking the local fire department to assist in fire drills and development of an escape plan.

**Health**, whether it is the foods we eat, smoking, sexual wellness, or simple exercise routines everyone could benefit from healthy tips to living. If your members start making healthy choices while in college they can continue them throughout life.

**Safety**, like with health there are number of topics that can be addressed under safety. This could be about driving safety (certain courses could save your members money on insurance). Maybe your members would like to learn more about self-defense, bring in an expert to teach some classes. Does your chapter have members that hunt, why not take a hunter's safety course together? The National Administrative Office has videos about survival situations that your chapter can check out complete with a facilitation guide. Find topics your members are interested in, some of the information could save their lives.

**Sexual assault/harassment**, help your members learn the do's and don'ts about sexual encounters. Maybe some of your members have had a close friend or family member who has experience an unwanted sexual advance or worse, would it not have been beneficial if they had learned how to deal with a situation like that prior to its occurrence? Every Kappa Alpha should treat women and men with respect, these types of programs can help build on the foundation that our parents or churches built.

**Time management**, what was it like when you arrived at college with added freedom and the need to study? Throw in a job, fraternity, athletics, clubs, and a social life and it can be easy for anyone to become overwhelmed. Sessions on time management can be geared towards new members or those about to graduate. The responsibilities of the "real world" can be even more challenging; work, a spouse, children, volunteer work, how will your members make the adjustment?

**Personal finance**, the average college student graduates with larger amounts owed in student loans and credit card debts. Others enter society with no credit history at all and have trouble finding a place to live or getting a loan for a car. Bring in an expert to talk to your members about good debt, bad debt, the dangers of credit cards, creating a personal budget, or investing. Your members pocket book will thank you.

**Leadership**, what makes a great leader? Who should we choose as role models to emulate their leadership skills? Not only will your members benefit from learning how to become a more effective leader, but think of what it can do for your chapter, the Order, and our country. We could always use the next Marshall or Patton.

**Career Development**, how many of your members attended college with the expectation that it will help them land a better job? Why not use the fraternity to help them as well, bring in someone to talk about resumes, interview skills, or how to dress for success. Tap into your career office on campus or bring in an outside professional to help your members land that better job and have a leg up on the competition.

**Giving back**, it is important for our members to give back. This includes giving back to the community, the school, church, family and friends, and of course Kappa Alpha. Your members need to know the benefit of giving back and supporting the programs of the organizations to which they belong or have benefited from.

**Kappa Alpha related topics**, *Kappa Alpha Laws*, the Order or your chapter's history, the ritual these are all topics that relate to our fraternity. Choose a knowledgeable speaker who can teach your members so to improve your chapter experience. How do we know who we are if we know not the principles which we were founded upon or the laws that govern us?

These suggestions are a only few of many, contact the National Administrative Office or services on campus for additional ideas.

***Minimum of 70% of its membership...***

This stipulation is that 70% of your entire membership should attend at least 4 or more of these educational programs. This is the minimum expectation, so please feel free to exceed it by encouraging all members to attend programs that will be beneficial. In this section you will find a sheet that will help you keep track of the programs your members attend, someone should be assigned to monitor this and help schedule and plan opportunities for members to achieve your goal. It is important to note that these educational opportunities can be achieved as individuals or as a group. The chapter does not have to plan every event for your membership, be sure to take advantage of opportunities and programming that already exist on campus, in the community, or that are put on by the National Administrative Office such Province Council and other national programs. *Remember this expectation includes all members active and new member.*



