

# ***Council of Honor Manual***

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# Introduction to Council of Honor

*The Council of Honor and its members provide a zeal for Ritual perfection, and adherence to consistent interpretation of Kappa Alpha Laws and chapter by-laws. It provides within a chapter character and knowledge, and the desire for continuous efforts of pursuing Kappa Alpha excellence.*

- Former Executive Director Richard A. Barnes



The Council of Honor (COH), a program of intense study of the laws and customs of the Order, is one of Kappa Alpha's many unique contributions to the fraternity world. The COH program, conceived at Gamma Chi Chapter (Texas Tech University), was mainly originated by Former Knight Commander Dr. Idris R. Traylor, Jr.. The Council seeks to provide KA's with greater insight into the *KA Laws* and our Ritual.

The Council is led by a Commander, appointed by the Number I. The Council of Honor Commander is responsible for the overall direction of the Council, including all organization and coordination. The Council should meet once a week in a quiet, serious place. During the meeting, details of the *Kappa Alpha Laws* or the Ritual may be explored, either through directed discussion or as an open question and answer and discussion session.

The laws, which include the Constitution, the by-laws, Executive Council regulations, and various appendices, constitute the judicial code for the entire Order. Through study of the laws, the Council of Honor student will not only learn about the daily operation of the Order from a chapter, province, and national perspective, but he will also be exposed to pressing legal issues now confronting all fraternities. The aim of COH is not to require memorization, but rather to show how the laws can be a tool in chapter operations, and to show how to effectively make use of this resource.

The portion on the Ritual, which should consume most of the time, attention, and efforts of the COH members, seeks to expose facets of the Ritual that are not normally discussed or understood. The symbolism, the themes, and applications of the Ritual comprise the main areas of emphasis of COH. Through study and discussion of the Ritual, members may come to better understand the work of literary and philosophical genius which so distinguishes us as sworn brothers of Kappa Alpha Order.

During the COH program, each member must pass a written examination on the *Kappa Alpha Laws* and an oral examination on the Ritual. Following the course, usually 10 to 12 weeks long, the members that have met all the requirements are inducted into COH using a formal induction ceremony.

While "zeal for Ritual perfection" is important, there are a large number of practical reasons for a well-executed COH program. Mainly, a chapter that has members better educated about the laws will find that chapter meetings are shorter, disputes are fewer, and overall operations are more responsible and efficient. Study of the Ritual will benefit chapter members in significant, yet often subtle ways: better initiations, better new member education programming, and ultimately a better chapter as well as enormous personal satisfaction and fulfillment.

This Council of Honor Manual provides detailed information about setting up a successful Council of Honor program. The manual offers suggestions on how to set up the Council to setting up a week-by week-syllabus to laws and ritual discussion questions. A good program should focus on the laws (mainly titles 8, 9, and 12), ritual, parliamentary procedure, and chapter by-laws. In short, this manual contains everything a chapter needs to start a well-organized and meaningful Council of Honor program.

## ***Aims of the Council of Honor***

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The Council of Honor program seeks to:

1. Help Council members remain ever mindful of the lofty maxims of our Order through diligent application to everyday life.
2. Expose Council members to the customs of the Order, and at every opportunity, to measure themselves and their chapters by them.
3. Rekindle in each member the dedication to pride, honor, and chivalry to which we strive as Kappa Alphas.
4. Provide inspiration to others that seek the path that leads to excellence in all endeavors, individually, and as a chapter.
5. Provide association and intellectual companionship for men of the very highest caliber.
6. Perpetuate the ideals, philosophy, religion, and principles of Kappa Alpha Order through the study and application of the laws and customs of the Order.
7. Help insure that every brother realizes his potential in all areas of his life.

# I. Setting up the Program

## **THE COUNCIL OF HONOR COMMANDER**

The Council Commander, appointed by the Number I, will be responsible for setting up the meeting schedule, leading the COH discussions, administering the exams and organizing the induction ceremony. The Commander should generally be someone who is very familiar with the laws and the customs of the Order. It is often convenient to appoint either a former or current officer, particularly the I, II, III, VIII, or IX because of their work on the ritual team. However, anyone who has a genuine interest in the laws and customs of the Order can make a fine Council of Honor Commander.

## **INITIAL PREPARATIONS**

Before getting chapter members involved in the program, the COH Commander, with the help of the Number I, IX, or other former officers if necessary, should begin to plan the program. It is important that the program be well planned - even before the class begins.

## **SCHEDULE**

The Council is designed to be an 8-10 week course. The Council Commander should designate a weekly meeting time and place that will be used for the entire length of the program. Make sure that the meetings do not conflict with important university or KA dates. A room either in the chapter house or on campus should be reserved well in advance of the start of COH. Meeting in a quiet, serious place will help members understand the importance of COH.

## **SYLLABUS**

Once a schedule has been established, the Commander should set up a COH syllabus that details the information that the Council will study each week. This syllabus should be detailed enough to give the Council members an understanding of the scope of the COH program. A well-planned syllabus will also aid the COH Commander by making him better prepared for the upcoming class and by insuring that the class is kept on schedule throughout the program.

## **HANDBOOK**

It is very important that members of the Council of Honor have a handbook for use with the program. The handbook should contain all the material that COH members will need to help them study and understand the material covered. Generally, the COH handbook should contain the following:

- General information about the Council of Honor
- Syllabus
- Complete copy of the *Kappa Alpha Laws (found in the Varlet)*
- Chapter by-laws
- Parliamentary procedure information
- Related discussion topics

## **MEMBERSHIP**

The Council of Honor Commander should use a chapter meeting to make brothers aware that a new class is being formed. The Commander should tell the chapter members why he thinks COH is important, what he thinks members will gain from COH, and how the knowledge gained in COH will benefit Council members and the chapter. The COH program should not be an elitist club, but rather a forum for those that are genuinely interested in learning more about the purpose, operation, and heritage of the Order.

It is often recommended that the number of applicants to COH be limited to around 10-12 members to reap maximum benefit from the round-table discussions. This is up to the Commander, but often more than 15 members can make for confusing and troublesome meetings. Since knowledge of the material covered in COH is essential to effective chapter leadership, many chapters require membership as a prerequisite to election or appointment to offices. This practice is highly recommended, especially for the I, II, III, VII, and IX.

Once members have signed up to join COH, it is a good idea to let them know exactly how COH will operate. Cover the specific rules and requirements of the Council and discuss the material that will be studied by the Council class.

## ***Pledge Card***

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Council of Honor  
Kappa Alpha Order

### Pledge Card

I, \_\_\_\_\_, do understand that the Council of Honor program is a strenuous undertaking. Much will be required of me, and the program will require my attention and interest. The Council Commander will receive my cooperation at all times. I understand that it is imperative I attend each and every meeting during the program. Failure to attend even one meeting will be reason for my termination in the program, no questions asked. I realize I will need to pass any written examination(s) with a score of 90% or better on the first attempt to continue with the course. I further understand I will be responsible for the successful completion of an oral examination before the Council Commander. All of these requirements, in addition to any others deemed to be for my own good, the Council's good, or the good of the Order, will be followed and fulfilled to the utmost of my ability. The Council Commander's decision regarding my progress in Council will be taken in good faith and will be accepted without argument.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved- Council Commander \_\_\_\_\_ Date \_\_\_\_\_

**Dieu Et Les Dames**

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# ***Council Meetings***

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Each meeting of the Council of Honor should be conducted in a professional, serious, yet informal manner. It is important to remember that the main point of the meetings is in the *discussion*, not in listening to the Commander or one or two members. A suggested meeting agenda is as follows:

## **Agenda**

(1) Opening: (optional)

*This Council of Honor of \_\_\_\_\_ Chapter being duly assembled is hereby called to order. We meet for the purpose of studying and perpetuating the laws and the laudable manners and customs of the Order. With this being the object of our meeting, let it be remembered throughout.*

(2) Attendance taken

(3) Questions over previously covered material

(4) Discussion of current material

(5) Questions over new material

(6) Assignments given

(7) Quiz given

(8) Closing: (optional)

*Leave here today with the knowledge you have gained and forever strive to reach our goals of honor and excellence. This meeting is adjourned.*



## **LAWS PORTION**

For the portion on the laws, the Commander should focus mainly on Titles 8, 9, and 12 that explain the role of the active member. The rest of the time should focus on a brief discussion of the rest of the laws. At the meeting following a discussion on the laws, an appropriate written quiz should be given. Use the answer key in the laws section to generate discussion over the laws. The Commander may use the given organization or select questions as needed. For a complete discussion on the quiz and exam requirements, see the section on the laws.

## **RITUAL PORTION**

The discussion on the ritual may involve a number of different formats. To lead the discussion, the Commander should consult the ritual section. Other esoteric information and additional sources may also be consulted. See "Suggested Reading" for ideas on sources.

# **Syllabus**

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<b>Meeting</b>	<b>Date*</b>	<b>Topic **</b>
1		Introduction <b>Title 8</b> Discussion on Titles 1, 2, 3, 4, 5,
2		<b>Title 9</b> Discussion on Titles 6, 7, 10, 11 Quiz 1
3		<b>Title 12</b> Discussion on Titles 13, 14, 15, Appendix, R16 Quiz 2
4		Discussion on Chapter By-laws and Parliamentary Procedure Quiz 3
5		Exam on Kappa Alpha Laws
6		Discussion on customs of the Order
7		Discussion on customs of the Order
8		Discussion on customs of the Order
9		Discussion on customs of the Order
10		Discussion on customs of the Order
11		Exam on customs of the Order
12		Induction into the Council of Honor

\* All dates subject to change

\*\* All meeting topics subject to change

# ***Suggested Schedule***

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## **SUGGESTED SCHEDULE**

Following the syllabus and the quizzes provided with this guide, suggested activities for the COH meetings are outlined as follows. Meetings 1-5 should be conducted with the help of the discussion material in laws section. For meetings 6-11, consult the discussion material in ritual section.

### **Meeting 1 – Introduction, Title 8, and discussion of titles 1, 2, 3, 4, 5**

- Go over the Council program to make sure everyone is clear on the expectations of the program.
- Distribute copies of Council of Honor handbook and other material as needed.
- Explain and discuss Title 8 with the class
- Discussion on Titles 1, 2, 3, 4, 5. This information covers the following topics:
  - \* Constitution
  - \* The Convention
  - \* The Knight Commander
  - \* Undergraduate Conference
  - \* National and Province Undergraduate Chairmen
  - \* Executive Council
  - \* Advisory Council

### **Meeting 2 – Title 9 and discussion of titles 6, 7, 10, 11**

- Give Quiz 1 - Title 8
- Explain and discuss Title 9 with the class
- Discussion on Titles 6, 7, 8, 10, 11. This information covers the following topics:
  - \* Executive Director
  - \* Other Officers and Employees of the Order
  - \* Province Officers
  - \* Province Councils
  - \* Establishment of Active Chapters
  - \* Alumni of the Order
  - \* Alumni Chapters

### **Meeting 3 – Title 12 and discussion of titles 13, 14, 15, Appendix, Reg.**

- Give Quiz 2 – Title 9
- Explain and discuss Title 12 with the class
- Discussion on Titles 13, 14 15, Appendix, and Regulations. This information covers the following topics:
  - \* Finances of the Order
  - \* Appeal from an interpretations of Laws of the Order
  - \* Amendment of Kappa Alpha Laws
  - \* Appendix to the Laws
  - \* Executive Council Regulations

### **Meeting 4 – Chapter By-Laws and Parliamentary Procedure**

- Give Quiz 3 – Title 12
- Bring a copy of chapter by-laws to the meeting and discuss in detail the by-laws in their entirety. Most chapter by-laws are short so this should not take very long; however, this is a very important activity since these by-laws are made solely by the chapter, and can be changed at any time by the chapter.
- Discuss and explain main motions, discussions, voting, and other fine points of Robert's Rules of Order. Note also that at the end of the *Kappa Alpha Laws* there is a tabular voting guide that summarizes the votes outlined in the laws.
- This meeting may also be used for any other topics that the chapter wishes to include in its Council of Honor program. For a complete discussion of additional topics, see "Advanced Topics." Some suggested topics for consideration are as follows:
  - \* Risk management discussion.
  - \* Detailed history of chapter.
  - \* Discussion of university or local regulations, laws.
  - \* Discussion on paraphernalia (see Appendix to the *Laws*).
  - \* Discussion of operation of National Office.
  - \* Any other topic relevant to Kappa Alpha.

### **Meeting 5 – Exam on Kappa Alpha Laws**

- Give FINAL EXAM on KA Laws

## **Meeting 6 – Ritual I**

- Introduction to the study of the Ritual.
- Discuss rituals in general, historical role of rituals, and fraternity rituals. Specifically, see "Secret Thoughts of a Ritual" in Related Discussion topics.
- Discuss Samuel Z. Ammen's background, education, personality, and character.
- Discuss early history of the Ritual.
- Review "Table of Contents."
- Read "Preface," pg. 5.
- Review and discuss "Rules."
- Review "Chapter Officers," pg. 9.

## **Meeting 7 – Ritual II**

- Discuss in depth the Middle Ages, chivalry, orders of knighthood, and the crusades from a historical perspective.
- Review and discuss "Introductory Lecture."
- Review and discuss "The Initiation- Its Rationale," pg. 82-85.

## **Meeting 8 – Ritual III**

- Review and discuss "Production Notes."
- Discuss the meaning, symbolism, personal interpretations, and importance of the first part of the initiation ceremony. (Note: A recommended activity is to do a complete run through of the first part of the initiation ceremony. Roles should be assigned but equipment need not be used. This will make the meeting significantly longer, but will greatly aid in understanding.)

## **Meeting 9 – Ritual IV**

- Discuss the meaning, symbolism, personal interpretations, and importance of the second part of the initiation ceremony. (Note: A recommended activity is to do a complete run through of the second part of the initiation ceremony. Roles should be assigned but equipment need not be used. This will make the meeting significantly longer, but will greatly aid in understanding.)
- Review and discuss "Explanation of Symbols," pg. 64-69.
- Discuss the paraphernalia equipment.

## **Meeting 10 – Ritual V**

- Continue discussion on literary symbolism, themes, interpretations, and meaning of Ritual and its passages. Should include both scholarly, researched opinions as well as discussions on personal feelings and inspirations. Themes for consideration are as follows:
  - \* Goal of Man's Life
  - \* Morality
  - \* Light vs. Dark and Good vs. Evil
  - \* Excellence (Lecture I, Lecture III)
  - \* "Excelsior"
  - \* What it means to be a KA

## **Meeting 11 – Ritual Exam**

- Give oral exam consisting of reciting and interpretation of a passage, all secret work, general questions about the initiation, and specific questions about material discussed during the Council of Honor program.

## **Meeting 12 – Induction into the Council of Honor**

INDUCTION CEREMONY – contact the National Administrative Office to order COH certificates

## ***Requirements of COH and Induction***

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While the program should be very informal, the Council obviously has expectations and standards, which should be dutifully observed. There are two methods of passing the requirement for knowledge of the laws. At least one of these options must be satisfactorily met for a member to continue with the Council of Honor:

- Quizzes over the past week's material are given weekly. In order to satisfy the requirement for the KA *Laws* exam, every quiz must be passed with a grade of 90% or better.

- or -

- A final exam covering the entire materials on the laws is given at the end of the study of the laws. This exam must be passed with a grade of 90% or better.

For the ritual, each member must memorize a passage and present it to the other council members or to the active chapter, and discuss the background and meaning of the passage. The passages may be chosen by either the members or by the Council Commander; passages used should be of sufficient length to require some effort.

The exam on the ritual must be oral. It may consist of questions from previous discussions or it may be an original test determined by the Council Commander. The Council Commander shall administer this test individually to every member and set up a standard for a passing performance.

The following requirements must be met to the satisfaction of the Council Commander for members to be eligible for induction:

1. Attendance at every meeting of the Council.
2. A grade of 90% or above on the first attempt on a written test or on each written quiz over the Council material.
3. Memorization of assigned passages and other knowledge on the customs of the Order through an oral exam to the satisfaction of the Council Commander.
4. Assist in all pledge inductions and initiation ceremonies.
5. Assist in instructing all new initiates on the secret work of the Order.
6. Labor diligently to upgrade the performance of the chapter in every aspect of its operation.

7. Work to keep the customs of the Order before the chapter at all times.
8. Serve as an inspiration to others to aspire to the level of accomplishment attained as a member of the Council of Honor.

Once the members have met the above requirements, they should be inducted in the Council of Honor using the formal ceremony. Shingles should be ordered from the National Administrative Office for those members being inducted.



## ***Council of Honor Induction***

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The Induction of members into the Council of Honor can take place in a number of different settings. Many chapters perform the induction, which takes very little time to perform, during a formal chapter meeting. Others induct new members in a church immediately following the Initiation. Then the Council instructs the new initiates in the secret works, symbols, etc.

The No. 1 is seated in the center of a table, and is flanked by the Chairman (or another member) of the Alumni Advisory Committee and the Council Commander, to his right and left, respectively. They wear white carnations in their lapels. Each inductee will be presented with a red carnation.

The Kappa Alpha flag should be present. An opened Bible (preferably bound in red) lies on the table in front of the seated officers. A single long-stemmed red rose is placed on the opened Bible. Before the Bible lies an unsheathed sword. Tall candlesticks, preferably of brass, flank each side of the table and contain red or gold-colored candles.

Thus, displayed to the inductees is the Kappa Alpha flag and the colors of the Order--crimson and gold. The Bible symbolizes the principles and truths of Judeo-Christian faith that we adhere. The unsheathed sword represents the weapon with which we are pledged to defend those truths and the Chivalric Code that we subscribe. The red rose, the flower of the Order, symbolizes the bloodshed in the defense of Christendom by the Knights of Old.

Appropriate music may be played softly during the lecture by the Council Commander.

## **Council of Honor Induction**

NO. I:

Brother Knights, you have been summoned here this day for induction into the Council of Honor. This Council consists of those brothers who have sought and achieved superior knowledge and understanding of the Laws and customs of the Order, and of this chapter.

Each of you diligently labored to attain this goal, through a course of formal instruction with oral and written examinations. You are to be congratulated on your achievement. By this induction, you enter into a companionship with those brothers of similar desire and achievement.

This Council derives its purpose and its principles from the Knights of old. We reassert their lofty ideals of honor and excellence. In their time, Knights who displayed superior desire and service to their Order were recognized for their efforts. In like manner, we would so honor you.

Thou has sought admission to this Council. Hear now, worthy Knights, what I say to thee. I would know the verity of thy desire to reaffirm thy knightly vows and to accept the responsibilities inherent in membership in this Council.

Therefore, with thy hand upon thy heart, answer the truth to my questions:

- (1) Dost thou solemnly swear thy continued allegiance and obedience to the Order, its officers, its Laws, and its customs? (Answer: "I do, so help me God.")
- (2) Dost thou solemnly swear to continue thy efforts in defending the right, protecting the weak, and guarding the honor of women? (Answer: "I do so help me God.")
- (3) Dost thou solemnly swear ever to pursue the upward course in striving to gain the honor and excellence by which you may afford an example of virtue to our Brother Knights? (Answer: "I do so help me God.")
- (4) And finally, dost thou solemnly swear to uphold the ideals and principles of the Council of Honor and ever to work for its perpetuation by conveying its goals and teachings to those who would likewise become members thereof? (Answer: I do so help me God.)

I pray thee, Master, adorn our companions with the symbol of our faith and aspirations, and instruct them as to our teachings.

ALUMNUS ADVISER: (The symbol is bestowed individually. As each man's name is called, he steps forward.)

Bear this symbol as evidence of thy faith and truthfulness to thy vows. (After all men have received the symbol, Alumnus Adviser continues. . .) I am directed to communicate to you the motto of the Council: Honoris Et Virtutis Semper Nixus, which has as its meaning, "Let us ever strive for Honor and Excellence."

COUNCIL COMMANDER:

No man can reveal to you anything but that which already lies half asleep in the dawning of your own knowledge. The teacher who walks in the shadow of the temple, among his followers, gives not of his wisdom but rather of his faith and his lovingness. If he is indeed wise, he does not bid you enter the house of his wisdom, but rather leads you to the threshold of your own mind.

Then a rich man said, "Speak to us of Giving."  
And the Prophet answered:

You give but little when you give of your possessions. It is when you give of yourself that you truly give. For what are your possessions but things you keep and guard for fear you may need them tomorrow? And tomorrow, what shall tomorrow bring to the overprudent dog burying bones in trackless sand as he follows the pilgrims to the holy city? And what is fear of need but need itself? Is not dread of thirst when your Well is full, the thirst that is unquenchable? There are those who give little of the much which they have and they give it for recognition and their hidden desire makes their gifts unwholesome. And there are those who have little and give it all. These are the believers in life and the bounty of life, and their coffer is never empty. There are those who give with Joy, and that joy is their reward. And there are those who give in pain, and that pain is their baptism.

And a youth said, "Speak to us of Friendship."  
And the Prophet answered, saying:

Your friend is your needs answered. He is your field which you sow with love and reap with thanksgiving. And he is your board and your fireside. For you come to him with your hunger, and you seek him for peace. When you part from your friend, you grieve not; for that which you love most in him may be clearer in his absence, as the mountain to the climber is clearer from the plain.

And a priestess spoke and said: "Speak to us of Reason and Passion." And he answered, saying:

Your reason and your passion are the rudder and the sails of your seafaring soul. If either your sails or your rudder be broken, you can but toss and drift, or else be held at a standstill in mid-seas. For reason, ruling alone, is a force confining; and passion, unattended, is a

flame that burns to its own destruction. Therefore let your soul exalt your reason to the height of passion, that it may sing; and let it direct your passion with reason, that your passion may live through its own daily resurrection, and like the phoenix rise above its own ashes.

And an old priest asked, "Speak to us of Religion."  
And he said:

Have I spoken this day of anything else? Is not religion of all deeds and all reflection. Who can separate his faith from his actions, or his belief from his occupations? Who can spread his hours before him, saying, "This for God and this for myself?"

Your daily life is your temple and your religion. Whenever you enter into it, take with you everything . . .

(Adopted from Kahlin Gibran's "The Prophet")

If the Council Commander is retiring, he continues with the following:

Brother Knights, the time has come for me to transfer to my successor my position as Council Commander. Be therefore respectful and obedient to him. To his hands we entrust the good name of the Council of Honor and its teachings.

No. I:

Your induction into the Council of Honor is now complete. Be ever mindful of the vows thou this day hath made. Brothers, salute your brothers!

## ***Advanced Topics***

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This section presents a number of ideas that can be incorporated into any COH program. With the help of this list, Council Commanders can generate activities that will be of interest to the members. These activities will not only make the COH material more interesting, but more meaningful as well. By seeking out new ideas and a new program, the COH will grow in importance; and, it will be a lot more fun.

### **Book Reports**

Have the members of the Council of Honor research specific topics related to the history of Kappa Alpha, the Ritual, KA symbolism, or the laws. Members can present the information one at a time at successive meetings and serve as "experts" on a given field. Suggested topics for research are as follows:

- Robert E. Lee's relationship with the Order
- early history of the Order
- early governance of Order
- expansion of the Order
- inter-fraternity history
- biography of Samuel Z. Ammen
- the writing of the Ritual
- changes to the Ritual
- general KA symbolism: colors, flag, etc.
- initiations and rituals
- the Crusades and the orders of knighthood
- knighthood and chivalry in fact and fiction

### **Secret Work 101**

As the members of COH are committed to perpetuating the glorious mysteries of the Order, have the group prepare a class on the secret work for the members of the active chapter. It can be short, for instance done during chapter, or lengthier, including historical and philosophical analysis of key Ritual points. This is an excellent way for the entire chapter to refresh their memory on not only the secret work, but the vows as well.

### **Initiation Week Project**

One of the most difficult jobs in the life of an active chapter is somehow preparing the pledges for the Ritual. A logical, meaningful, rich experience preceding the formal initiation ceremony is crucial in the overall impact of the Ritual on the initiate. Have the members of the COH class prepare a pre-initiation activity related to the Ritual. Examples are a historical, literary, or philosophical presentation, directed discussion, showing and discussion of an appropriate movie or play, or personal reflections on chivalry, grace, and Kappa Alpha virtues.

### **Mock Trial**

A very quick, but quite effective activity can be to stage a mock trial for a major offense. Assign the members of the COH class roles as accused, defense, prosecution, and so on. Hold the trial exactly as it would be played out in the chapter room and hold a lengthy discussion afterwards.

### **Risk Management Task Force**

Have the COH class evaluate the Kappa Alpha Order Risk Management Policy and the chapter's compliance. Following evaluation, the group should point out areas of non-compliance, discuss alternatives, and present a proposal to the chapter for better compliance. Activity should emphasize interpretation of the policy and the *Kappa Alpha Laws* in regard to this sensitive issue.

### **Chapter History Project**

COH members can reconstruct the early history of the active chapter from records, minutes, and other archives. A nicely written, typed report would make a popular conversation item for rush functions, alumni gatherings, and other social events.

### **Laws Readings**

Have the members of the Council class take turns reading from the *Kappa Alpha Laws* or the Ritual during the chapter meeting. Members should choose portions discussed during the class and present a summary of points discussed in COH.

### **Retreats, Presentations, and Other Programs**

Have the COH members plan a brotherhood building retreat, emphasizing the customs of the Order. Or, have the class give presentations to the chapter regarding the laws or the ritual. Other programs for those outside the Order can make for excellent public relations, be useful for rush, help build positive relationships with community members, and help relations with other fraternities and sororities.

### **Mock Initiation**

This is a unique opportunity for the COH members to actually perform the ritual. This will cause some excitement, as members will want to perform a certain part in the initiation. The idea is that when one performs and walks through the initiation they will in turn learn more about the ritual. Assign different parts to the members and have them walk through the initiation ceremony. Once they have learned their parts, have the class do a dress rehearsal for the active chapter.

## II. Laws Discussion Questions and Answer Keys

The following discussion questions are intended to help the Council Commander lead discussion on the *Kappa Alpha Laws*. These questions follow the same format and order as the quizzes as does the numbering scheme. Citations are given in the left margin; the answers are set off in a different typeface (answer).

Where a question requires only several of the possible responses (i.e.-"name three duties of the Knight Commander"), all possible answers from the laws are indicated in this document. Scoring for all questions should be based on the point total of the question, not the number of answers given here.

The total number of points and the passing grade for each quiz is as follows:

<u>Quiz</u>	<u>Total Questions</u>	<u>90% (Passing)</u>
1	10	9 correct
2	20	18 correct
3	27	25 correct

The laws exam is not meant to be rigorous or complex. This should be open book or group designated. Keep in mind that Council of Honor should not be a college course.

The following abbreviations are used in the answers provided:

GO	General Officers
KC	Knight Commander
FKC	Former Knight Commander
SC	Senior Councilor
EC	Executive Council
PC	Province Commander
AC	Advisory Council
NUC	National Undergraduate Chairman
PUC	Province Undergraduate Chairman
ED	Executive Director
ADCS	Associate Director for Chapter Services





- 1-213 10. What is the restriction regarding an employee of the Order who desires to be General Officer or Province Commander?  
**must have employment with Order at least 3 years ago**
- 1-215 11. Who interprets the *Kappa Alpha Laws*?  
**KC**
- 1-216 12. How is the Senior Councilor elected?  
**Convention**
- 1-221.1 13. How and how often is the National Undergraduate Chairman elected?  
**Representatives of active chapter (No. 1); annually**
- 1-231 14. How and how often is the Province Commander elected?  
**delegates to Province Council; annually**
- 1-242 15. Who prescribes rules and regulations for which there is no provision in the *Kappa Alpha Laws*?  
**EC**
- 1-251 16. Who constitutes the Advisory Council?  
**GO, PC, NUC**
- 1-251 17. How often does the Advisory Council meet?  
**at least once a year**
- 1-261 18. Who is Order's chief administrative, fiscal, and operational officer?  
**ED**
- 1-311 19. Who may create or reconstitute provinces?  
**AC**
- 1-311 20. Who names new or reorganized provinces?  
**KC**

- 1-312 21. How often are Province Councils held?  
**annually**
- 1-323 22. Who may require an Active Chapter or one of its officers to perform any duty in the best interest of the Order?  
**KC, EC, AC, PC, ED**
- 1-324 23. Who may fine or suspend the charter of an Active Chapter?  
**KC, PC, ED (3)**
- 1-324 24. To whom would an Active Chapter appeal a suspension or fine?  
**EC**
- 1-324 25. Who may remove the charter of an Active Chapter?  
**KC with consent of the AC**
- 1-412 26. What are the criteria for election to membership?  
**moral, educational, and personal attributes**
- 1-412 27. What are the three specific qualifications for membership?  
**male; at least age 15; not a member of a rival organization**
- 1-512 28. Who controls all of the funds of the Order?  
**EC**
- 1-515 29. Which members of the Order are bonded?  
**officers and employees of Order; I; II; III; VI**

**THE EXECUTIVE COUNCIL**

- 3-111 30. **Please name three** of the responsibilities of the Knight **Commander** as outlined in 3-111 through 3-117:

**supervise units and members of Order; promote cooperation of outside officials with the Order; enforce Kappa Alpha laws; protect property; execute documents and contracts; prepare an annual report; represent the Order in inter-fraternity relations**

5-121 31. What is the formal name for the specific actions **and mandates** from the Executive Council?

**regulations**

#### **NATIONAL AND PROVINCE UNDERGRADUATE CHAIRMEN**

4-111 32. How often is the Undergraduate Conference held?

**annually at the I's Leadership Institute and also held at Convention in odd numbered years**

4-212 33. **Name the** two qualifications for NUC:  
has not received bachelor's degree and **intend to remain active for 1 full year remaining a full time student at their respective university/college; can be the Number I**

4-311 34. How is a vacancy in PUC filled?

**appointment by PC**

#### **OFFICERS AND EMPLOYEES OF THE ORDER**

1-261 35. Who engages individuals to serve on the national administrative staff?

**EC**

6-111..9 36. **Name three of the** responsibilities of the Executive Director as outlined in 6-111 through 6-119:

**carry out operations, management, programs and activities for all units of the Order; manage National Administrative Office and all of its business activities; engage employees as needed; maintain records and archives; originate, request and compile reports for chapters; serve as principal fiscal officer of the Order; supervise financial operations of chapters; prepare an annual report; exercise administrative control over active chapters; serve as Secretary and Treasurer of the Corporation; serve as clerk of the Appellate Council**

6-212 37. Who employs the Associate Directors for Chapter Services?

**ED**

6-112 38. Which officers of the Order are paid for their services?

**only members of the administrative staff: ED, ADCS, and other office personnel**

# Quiz #1

## Titles 1, 2, 3, 4, 5, 6

1. What is the sovereign body of the Order?
2. Who makes up the voting body of the Convention?
3. When are regular sessions of the Convention held?
4. Name the General Officers of the Order by title:
5. How are the General Officers elected?
6. Who interprets the *Kappa Alpha Laws*?
7. Who is the Order's chief administrative, fiscal, and operational officer?
8. Who may fine or suspend the charter of an Active Chapter?
9. Please name three of the responsibilities of the Knight Commander as outlined in 3-111 through 3-117:
10. What is the formal name for the specific actions and mandates from the Executive Council?



## MEMBERSHIP

- 8-112 10. What is an Active Chapter's responsibility in investigating and electing new members?
- apply to all sources of information regarding eligibility for membership (1)**
- 8-112 11. What is the responsibility of an Active Chapter upon receiving a rush recommendation from an alumni member?
- acknowledge recommendation and contact person recommended**
- 8-113 12. What is the procedure for a chapter member anticipating an absence from a balloting session on new members?
- cast ballot with No. 1**
- 8-113 13. Brothers unexpectedly absent from a balloting session on new members have how long to cast their vote?
- 24 hours**
- 8-113 14. How is an un-cast vote counted after that time?
- affirmative**
- 8-114 15. How many times may a candidate for membership be reconsidered within a period of 24 hours?
- 4**
- 8-115 16. Briefly explain why 8-115, Opposition to chapter growth, is in place, and what it works to prevent?
- no member may lawfully oppose the necessary growth of his chapter; for opposition to chapter growth to be confirmed, it must be obvious that the member is opposed to chapter growth, not to one particular candidate, and the action must adversely affect the size of the chapter; this is not designed to circumvent the unanimous vote system; also note that if the candidate is "an old acquaintance known to be unfriendly or offensive to the objecting member, the objection shall be deemed valid and sufficient"**
- 8-123 17. What requirement must each member awaiting initiation fulfill regarding the history, operation, principles, **and** organization of the Order and of the fraternity system in general?
- must pass a written examination**

- R9-271 18. What scholastic semester grade point average is required to remain active in the chapter?  
**2.5 GPA**
- 8-131 19. How may the initiation of a member awaiting initiation **be** deferred?  
**1/3 vote of active chapter**
- 8-132 20. How may the membership of a member awaiting initiation **be** terminated?  
**2/3 vote of active chapter**
- 8-133 21. Name the four reasons that would cause the membership of a member awaiting initiation to be automatically terminated (be specific):  
**leaves school; fails to pass written final examination for 1 year; fails to attain C average for 1 year; fails to meet financial obligations for 1 year**
- 8-212 22. Active **members are** obligated to remain active for how many **semesters**?  
**7**
- 8-213 23. Name four ways that an active member of the Order may have his membership terminated:  
**leaves school; graduates from school; has been active for seven semesters with consent of 2/3 vote of active chapter; KC or designee terminates active membership; *Note that this is not the same as being expelled, but rather, following termination of active membership by any of these four ways, the member would be on alumni status in good standing.***
- 8-215 24. How can a terminated membership be reinstated?  
**by majority vote of active chapter; if KC terminated, KC must consent**
- 8-217 25. How can a member's financial obligation to an active chapter be waived or lowered?  
**2/3 of active chapter**
- 8-217 26. How can a member's financial obligation to the Order be waived or lowered?  
**it cannot be changed by the chapter**
- 8-222 27. Alumni members at an active chapter meeting or chapter premises shall comply with what two sets of guidelines?  
**all laws of the Order; all laws of the active chapter**

**ESTABLISHMENT OF ACTIVE CHAPTERS**

R10-111 28. What is a new chapter that has not fully met the requirements for chartering called?

**provisional chapter**

**ALUMNI OF THE ORDER AND ALUMNI CHAPTERS**

11-111..2 29. Aside from supporting the Order in general, the *Kappa Alpha Laws* specifically state responsibilities of alumni. Name two:

**support and collaborate with the Order and its chapters to further its objectives and maintain its reputation; make recommendations for membership; keep personal data current with ED**

11-121 30. How many alumni members are required for the formation of an alumni chapter?

**10**

11-122 31. Name the four requirements of an alumni chapter to receive representation at Convention:

**meet at least once a year; elect and report officers annually to ED; submit complete and accurate membership list to ED; pay annual dues as established by EC**

11-126 32. An alumni group operating where an active chapter once did is referred to as:

**Commission**

**FINANCES OF THE ORDER**

13-312 33. Name three items that funds from the annual budget of the Order may be used to pay for:

**badges and insignia for new members; salaries and expenses of officers, staff, and FKC; travel expenses for active members to conventions, national meetings, and province councils; expenses for conventions and national meetings; general operating budget for National Administrative Office**

**APPEAL FROM AN INTERPRETAION OF THE LAWS OF THE ORDER**

14-111 34. To whom is an appeal of an interpretation of the *Kappa Alpha Laws* filed with?

**ED**

14-112 35. Who serves as the Chairman of the Appellate Council?

**FKC**

**ADMENDMENT OF KAPPA ALPHA LAWS**

15-111 36. Proposals for amendments to the *Kappa Alpha Laws* should be filed with whom?

**ED**



# Quiz #2

## Titles 7, 8,10,11,13, 14, 15

**Province Organization, Membership, Establishment of New Chapters, Alumni, Finances, Appeals, Amendments**

### **PROVINCE OFFICERS AND PROVINCE COUNCILS**

1. How often is the Province Commander expected to visit each chapter in the province?
2. Each active chapter has how many votes at a Province Council?
3. Each alumni chapter has how many votes at a Province Council?
4. What is an Active Chapter's responsibility in investigating and electing new members?
5. What is the responsibility of an Active Chapter upon receiving a rush recommendation from an alumni member?
6. How many times may a candidate for membership be reconsidered within a period of 24 hours?
7. Briefly explain why 8-115, Opposition to chapter growth, is in place, and what it works to prevent?
8. What semester scholastic grade point average is required to remain active in the chapter?
9. How may the initiation of a member awaiting initiation be deferred?

10. How may the membership of a member awaiting initiation be terminated?
  
11. Name the four reasons that would cause the membership of a member awaiting initiation to be automatically terminated (be specific):
  
12. Active members are obligated to remain active for how many semesters?
  
13. Name four ways that an active member of the Order may have his membership terminated:
  
14. Aside from supporting the Order in general, the *Kappa Alpha Laws* specifically state responsibilities of alumni. Name two:
  
15. How many alumni members are required for the formation of an alumni chapter?
  
16. Name the four requirements of an alumni chapter to receive representation at Convention:
  
17. Name three items that funds from the annual budget of the Order may be used to pay for:
  
18. To whom is an appeal of an interpretation of the *Kappa Alpha Laws* filed with?
  
19. Who serves as the Chairman of the Appellate Council?
  
20. Proposals for amendments to the *Kappa Alpha Laws* should be filed with whom?

**Laws Discussion Questions  
Titles 9, 12, Appendix, R16**

**Active Chapter Operations, Offenses of Members, Appendix, Miscellaneous Regulations**

**ACTIVE CHAPTER OFFICERS AND OPERATIONS**

- 9-112            1. What is the quorum required for chapter elections?  
  
**4/5 of active chapter**
- 9-112            2. What vote is required to elect chapter officers?  
  
**majority of active chapter**
- 9-112            3. What happens if no candidate has the required majority after three ballots?  
  
**name with least ballots is dropped after the third and succeeding ballots**
- 9-113/R9-113   4. Under what circumstances would an Active Chapter member not be eligible for election for the I, II, and III?  
  
**Failed to maintain a semester and cumulative GPA of a 2.5, if he is indebted to the Order or one of its chapters, No. I is ineligible for office if he has prior knowledge that he will not attend the I's Leadership Institute**
- 9-123            5. Under what two circumstances could an officer automatically be removed from office?  
  
**suspension or 30 days or more; failure to meet financial obligations to the Order or to the chapter for 3 months.**
- 9-124            6. Name the four ways an elected Active Chapter officer may be removed from office:  
  
**3/4 vote of active chapter; KC; PC; ED**
- 9-124            7. What four people may remove an appointed officer?  
  
**No. I; KC; PC; ED**
- 9-125            8. How is a vacancy in a chapter office filled?  
  
**special election for I, II, III or appointed by No. I for all others**

9-131..9

9. Please list the title and duties of the following officers:

<b>No.</b>	<b>Title</b>	<b>Duties</b>
I	President	enforce KA laws; preside at meetings; maintain order and parliamentary procedure at meetings; counsel other officers; require respect for and compliance with the customs of the Order; exercise general supervision and control; responsible for all chapter property
II	Vice-President	perform duties of No. I case of absence; assist No. I in discharge of his duties; count votes in chapter; report violations of the laws when not reported by the VII; privately counsel and advise the No. I
III	Recording Secretary	Serves as Scholarship Officer, keep minutes of chapter meetings; take roll at chapter meetings; read minutes at chapter meetings; submit minutes for approval; supervise IV in keeping of chapter correspondence; be responsible to I for chapter minutes and other records pertaining to chapter meetings
IV	Corr. Secretary	Serves as Recruitment Officer, will be responsible for all files of correspondence; supervise writing of all correspondence on behalf of the chapter or as the I or the chapter may direct
V	Historian	keep chapter history and archives; keep chapter register; alumni liaison; be responsible to I for all historical records, the chapter register, library materials, and pictures
VI	Purser	collect all fees, dues, fines; keep chapter financial records; have custody of the funds of the chapter; be responsible to I for safekeeping of chapter property for which another officer, except the I, is not responsible for; report to the chapter and individuals on chapter and individual accounts
VII	Parliamentarian	master the laws of the Order; report to the chapter any officer that fails to complete his duties; report to the chapter all violations of the laws and the customs
VIII	Sergeant-at-Arms	Serves as Risk Management Officer, acts as sergeant-only those persons lawfully permitted into the chapter room
IX	Marshal	responsible to the I for all paraphernalia; introduce alumni and other visitors in chapter meetings (2)

- 9-211 10. What is the restriction regarding chapter by-laws?  
**may not conflict with laws or customs of the Order**
- 9-214 11. What is the quorum necessary to conduct business at a chapter meeting?  
**majority of active chapter members**
- 9-213 12. Name the two ways a special Active Chapter meeting be called:  
**majority vote of the chapter; No. I must post notice at regular meeting at least 24 hours in advance**
- 9-215 13. What is required at each Active Chapter meeting?  
**reading and explanation of some portion of the laws and the customs**
- 9-225 14. What committee is required by the Kappa Alpha Laws?  
**Prudential**
- 9-225 15. What is the purpose of this committee?  
**general supervision of the financial affairs of the chapter and audit the VI**
- 9-226 16. What action can be taken if unreasonably high financial obligations are placed on the members of an ActiveChapter?  
**may appeal KC who may void the obligation**
- 9-227 17. What action should the No. VI take if an active member's financial obligations are 30 days in arrears or more?  
**notify parent or guardian in writing**
- 9-228 18. What action should the No. VI take if an alumni member owes money to the Chapter or the Order?  
**notify ED**
- 9-231 19. How is the Alumnus Advisor selected?  
**appointed by Province Commander**

- 9-232..5      20. Name two duties/authorities of the Alumnus Advisor:
- visit chapter; report on affairs of chapter; call special meetings; audit chapter financial records; serve as personal representative of PC**
- 9-235      21. The Alumnus Advisor may serve as the personal representative of what KA officer?
- PC**
- 9-241      22. What is the stipulation regarding chapters that occupy, own, lease, or rent a chapter house?
- must be represented by a housing corporation**
- 9-251      23. What stipulation is made about the Active Chapter's compliance with the rules and regulations of the university and the interfraternity organization?
- must comply with all rules and regulations**
- 9-253      24. What course of action should be taken if the rules and regulations of the university or the interfraternity organization conflict with the *Kappa Alpha Laws*?
- consult with PC before determining a course of action**
- 9-261      25. Define hazing:
- 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 carded 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**
- 9-261      26. What is Kappa Alpha's position on hazing?
- strictly forbidden**
- 9-262      27. What is the punishment for a chapter that participates in hazing?
- charter may be suspended or withdrawn**
- 9-262      28. What is the punishment for a member of the Order that participates in or condones hazing?
- expulsion or suspension for more than three months**

9-264

29. What does the law state about the Confederate Battle Flag?

**The display of the battle flag shall be prohibited from any chapter house, lodge, or meeting place: a display means a visible presence from the exterior of said property and common areas. The confederate battle flag shall not be displayed at any fraternity function or gathering on or off property associated with Kappa Alpha Order. The flag shall not be painted or stenciled surfaces, or computer websites. The flag shall not be incorporated into the design of clothing or any other items bearing symbolism to Kappa Alpha Order.**

#### **OFFENSES OF MEMBERS**

12-111 30. Who tries minor offenses?

**No. I**

12-112 31. Name three minor offenses:

**absence from a chapter meeting; improper conduct or language at a chapter meeting; failure to meet financial obligations within 10 days; attempting to influence other members to miss chapter meetings or to commit any other offenses; damaging chapter property; commission of any act contrary to the provisions of the Constitution, Bylaws, or customs of the Order; neglect or abuse of authority in performing the duties of any officer; drunkenness, swearing, obscene language, gambling, or any other act contrary to any federal, state, municipal, college or university law, ordinance, rule, or regulation in, about, or upon the premises occupied or used by the active chapter; other minor offenses as specified by chapter bylaws**

12-114 32. What is the maximum penalty for a minor offense?

**\$25 or suspension for three months or less, or both**

12-114 33. What is the maximum penalty for a violation of chapter by-laws that is not otherwise an offense under the Kappa Alpha Laws?

**\$10**

12-115 34. Who may a conviction of a minor offense be appealed to?

**active chapter**

12-115 35. What vote is required to change the ruling of the #I in a trial for a minor offense?

**¾ of active chapter**

12-121 36. Who tries major offenses?

**active chapter or EC**

- 12-122 37. Name three major offenses:
- willful and persistent neglect to meet financial obligations or to comply with the lawful requirements made in accordance with the laws or customs of the Order; disparagement or defamation of the Order, a member or chapter of the Order, or damage or Order property; drunkenness at a chapter meeting; hazing; pawning any badge, insignia, or other jewelry bearing the name, initials, or coat-of-arms of the Order; unnecessary or ill-advised conversation about the affairs of the Order or of a chapter with persons not members of the Order; criminal or ungentlemanly conduct; 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**
- 12-124 38. How are charges preferred in the case of a major offense?
- in writing**
- 12-125 39. The accused in a major offense trial may be represented by whom?
- any initiated member of the Order**
- 12-126 40. How should charges, date, time and place of trial be communicated to the accused?
- in writing by certified mail with return receipt requested to last known address**
- 12-127 41. What is the vote required for conviction of a major offense?
- majority vote**
- 12-128 42. What vote is required to expel a person found guilty of a major offense?
- 3/4 vote of trial body**
- 12-128 43. What vote is required to suspend for a period of not less than three months a person found guilty of a major offense?
- majority vote of trial body**
- 12-128 44. What if the vote requirement for fixing a penalty is not reached?
- penalty fixed by KC or I as if a minor offense, except in the case of hazing where KC or I shall suspend member for at least three months**



12-129 45. Who may appeals be filed with?

**ED**

12-129 46. Who are the appeal be referred to?

**FKC**

12-311 47. What is the status of a member who has been expelled?

**no identification with the Order and enjoy no privileges of membership**

12-313 48. How may a person suspended for less than three months be reinstated?

**I or KC or successor**

12-313 49. How may a person suspended for more than three months be reinstated?

**3/4 vote of the trial body**

#### **APPENDIX TO THE KAPPA ALPHA LAWS**

Appendix 50. What does the Appendix contain?

**Description and details about insignia, jewels, and seals of the Order**

Appendix 51. Upon the death of a member, members of his Active chapter, Province Commander, former General Officer, Former Knight Commander, and Executive Director, or a member formerly holding such an office, what is the appropriate display of a badge in mourning?

**Wear a small piece of black ribbon (1/2" wide and 3/4" long) behind their badges for a period of 30 days.**

#### **MISCELLANEOUS REGULATIONS**

R16-111 52. A chapter may be fined how much for failing to submit required reports?

**\$25**

R16-113 53. What is the Order's position regarding the Confederate Battle Flag?

**the Confederate Battle Flag is not and never has been an official flag of Kappa Alpha Order and the use and display of this flag is left to the individual discretion of active chapters so long as the display is in good taste and is not expressly prohibited by the administration of the respective educational institution**

R16-115 54. Name and describe the awards mentioned in R16-115:

Individual awards

**Award for Distinguished Achievement**- outstanding service in chosen profession

**Distinguished Public Service Award** – recognizes outstanding service in local, state or federal government

**Knight Commander’s Accolade** – recognizes excellence in leadership and service to Kappa Alpha Order

**Certificate of Honor**- for alumni who make significant contributions to active chapters

**Certificate of Service**- recognizes officers and employees of the Order

**Alumnus Advisor of the Year Award** – outstanding advisor

**Faculty Advisor of the Year** – outstanding advisor

**Accolade for Interfraternal Service** – recognizes individuals who have demonstrated outstanding service to the Greek community

Active Chapter Awards - \*Presence required to receive award – must be present to be awarded

**George C. Marshall Award**- highest award for an active chapter; no more than 3 can be given

**Samuel Zenas Ammen Award** – overall excellence in chapter operations; recognizes top 15-25% of active chapters.

**Carl Albert Most Improved Chapter** – remarkable improvement in overall operations

**Scholarship Trophy** – highest collective GPA for year

**Scholastic Achievement Award** – GPA higher than both the all men’s and all fraternity average or ranked in top 25%

**Cross & Rose Award** – Greatest contribution to philanthropy

**Awards for Specific Areas of Active Chapter Operations** – recognizes chapters that have excelled in recruitment, finances, public relations, communications, and other areas of operations.

**Knight Commander’s Cup** – recognizing active chapter displaying outstanding participation in nation-wide blood drive.

**Service to the Order**- recognizing active chapters for extraordinary acts of service to the Order

Alumni

**William E. Forester Alumni Chapter Award** – most outstanding alumni chapter

R16-116 55. What is a Court of Honor?

**a form of recognition for alumni for their continuing support of the Order**

R16-116 56. What is the requirement for membership in a Court of Honor?

**alumni not affiliated with an active chapter for more than 3 years**

R16-116 57. What is the title given to the executive officer, or president, of a Court of Honor?

**Preceptor**

R16-119 58. What are the guidelines for any electronic media publications?

**Members and chapters shall refrain 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 and graphics used in any electronic media that are offensive, that reflect poorly on Kappa Alpha 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.**

# Quiz #3

## Titles 9, 12, Appendix, and Regulations

Active Chapter Operations, Offenses of Members, Appendix, Executive Council Regulations

### ACTIVE CHAPTER OFFICERS AND OPERATIONS

1. What is the quorum required for chapter elections?
2. What vote is required to elect chapter officers?
3. What happens if no candidate has the required majority after three ballots?
4. How is a vacancy in a chapter office filled?
5. Please list the title and duties of the following officers:
  - I
  - II
  - III
  - IV
  - V
  - VI
  - VII
  - VIII
  - IX
6. What is the quorum necessary to conduct business at a chapter meeting?
7. Name the two ways a special Active Chapter meeting be called:

8. What is required at each Active Chapter meeting?
9. What committee is required by the Kappa Alpha Laws?
10. How is the Alumnus Advisor selected?
11. Name two duties/authorities of the Alumnus Advisor:
12. What is the punishment for a member of the Order that participates in or condones hazing?
13. What does the law state about the Confederate Battle Flag?
14. Who tries minor offenses?
15. Name three minor offenses:
16. What is the maximum penalty for a minor offense?
17. Who tries major offenses?
18. Name three major offenses:
19. How are charges preferred in the case of a major offense?

20. How should charges, date, time and place of trial be communicated to the accused?
  
21. What is the vote required for conviction of a major offense?
  
22. What vote is required to expel a person found guilty of a major offense?
  
23. What is the vote requirement for fixing a penalty is not reached?
  
24. Who may appeals be filed with?
  
25. What does the Appendix contain?
  
26. What is the Order's position regarding the Confederate Battle Flag?
  
27. What are the guidelines for any electronic media publications?

# *White Papers*

The White Papers are a collection of essays that analyze and provide clarity to seven separate issues in the *Kappa Alpha Laws*

Richard B. Wilson, Jr., an initiate of Alpha Upsilon wrote the White Papers in 1995 and revised them for publication after the Convention of 1997. Mr. Wilson has served the Order as Chairman of the Ritual Committee, a member of the Laws Committee, and as the Commander of Irwin Province, Alumnus Advisor to Alpha Upsilon chapter and as a member of the KAOEF Board of Trustees.

*If you have any questions about the Kappa Alpha Laws and their interpretation, please do not hesitate to contact your Associate Director for Chapter Services or any member of the initiated staff for assistance.*

## ***White Paper 1 - Voting***

There are several ways in which the requisite vote on a matter is stated in the laws. In some instances the laws speak of a vote of a certain percentage or fraction of the active members of the chapter-or some similar language. In those cases, the percentage or fraction is of the total active membership of the chapter-without regard to the number present and voting. So, for example, in the case of election of officers, a majority of the active membership of the chapter is required for election. Thus when there are 50 members, in order for a I, II or III to be elected, a candidate must receive 26 votes. A quorum for an election is 80% or 40 members. So it is very possible for only two candidates to be in the running and one receive a plurality, but neither receive a majority.

By the same token, to break a pledge requires two-thirds vote of the active membership. A quorum for a regular meeting of the chapter is usually a majority, so in a chapter with 50 active members, if 26 are present and that constitutes a quorum, it is not possible to get the 34 (two thirds of the active members) votes necessary to break a pledge.

On the other hand, when the vote required is not stated, or is stated to be a majority or two thirds without stating that it is a majority (or two thirds) of a particular group; it is taken to be a majority or two thirds of those present and voting, a quorum being present. Thus conviction of a major offense is by a majority of those present and voting, but expulsion is by a three fourths vote of the trial body-which in the case of an active chapter would mean three fourths of the active membership of the chapter.

In 1997 the 67<sup>th</sup> Convention adopted amendments to the Kappa Alpha Laws providing that for failure to pay bills currently, an active member of would cease to be in “good standing” and would, therefore, forfeit his right to vote on certain matters. The “good standing” requirement is treated in another paper.

Richard B. Wilson, Jr.  
October 31, 1995  
Revised March 2, 1998

## ***White Paper 2 – Good Standing***

In August 1997, the 67<sup>th</sup> Convention adopted amendments to the Kappa Alpha Laws providing that an active member loses certain rights and privileges if he ceases to be in “good standing” with his chapter. However, he is not excused from any of the obligations he has to the chapter during the time he is not in “good standing.”

Basically, a member is in good standing when he is current in meeting his financial obligations to the chapter OR he and the chapter have entered into an agreement for deferred payment and he is current on that agreement. The new sections of Kappa Alpha Laws are 8-218 & 8-219.

By 8-218 a member is deemed not to be current if he is thirty days or more delinquent in making any payment owed his chapter. Therefore, when chapter bills come out the twentieth of the month, payable by the first, if a member does not pay by the first, he is delinquent; if he fails to pay within thirty days of becoming delinquent, he loses his “good standing” and his rights are AUTOMATICALLY curtailed pursuant to 8-219, of which more discussion follows.

The application of 8-218 may be avoided if the delinquent member has and abides by an agreement with his chapter providing for deferred payments. Therefore, if a member owes \$250 and has an agreement with his chapter providing for the payment of \$50 per month, so long as he pays the \$50 in a timely fashion, he does not lose his “good standing.” The agreement MUST be approved by the Prudential Committee and should-as all action of that committee-be reported to the chapter at a chapter meeting. An agreement may cover amounts already owed-as in example above-or amounts owed and to become owed-so if the monthly bill is \$100, but a member can only pay \$50 until he works during the summer, the agreement may cover amounts not yet coming due, and would continue to protect him so long as he makes the payments in a timely fashion.

Previously in order to collect a bill from a recalcitrant member, the chapter had the various major and minor offense provisions, but really nothing else to use as a sanction on a delinquent member. And a problem with the use of an offense to enforce a bill was that it required the commencement of “legal” proceedings against a member. The “good standing” section operates automatically: if a member is not in “good standing” he automatically loses certain rights and a Number I who does not enforce these provisions may be subject to sanctions himself for failure to enforce the laws.

A member who is NOT in “good standing” (1) may not propose new members, (2) NOR may he vote on new members; (3) he is not counted to determine a quorum; (4) he may not serve or continue to serve as an officer or committee chairman; (5) he may not serve as a National or Province Undergraduate Chairman; (6) he may not vote in any trial or appeal of an offense; (7) he may not vote for officers; and (8) he may not transfer to another active chapters.



A member who is NOT in “good standing” may vote on ordinary business coming before the chapter and he is NOT excused from attending chapter meetings. He may NOT, however, attend social events. The Number I may, however, determine that the member not in “good standing” should not attend certain meetings where, as for example, the sole business may be the election of officers or new members. The sanctions against a member NOT in “good standing” are set out in 8-219.

**Since these provisions operate automatically, so, for example, if an officer or committee chairman is not in “good standing,” his office or committee chairmanship is automatically vacated. Therefore the Number VI and the Prudential Committee have an important roll in making sure the information about all members and their performance of financial obligations is available at all times so that if a determination must be made, the information is at hand.**

These sections are very new and should present an active chapter a powerful means to enforce the collection of bills owed it.

Similar provisions regarding “good standing” as it applies to active and alumni chapters were also adopted: an active or alumni chapter who owes an indebtedness to the Order and is not working to pay it off also will lose its right to vote in Convention and Province Council.

Richard B. Wilson, Jr.  
March 9, 1998

### ***White Paper 3 – Active Members with Financial Difficulties***

What happens when an active members gets into financially difficulty and is no longer able-or willing-to meet his financial obligation to the active chapter? Many times, the member, who may be embarrassed, and the Number I or Number VI work out an ad hoc arrangement whereby the member “fades away” and for practical purposes leaves the chapter. In another memorandum the procedures whereby an active member may become an alumnus are discussed, and inability to meet financial obligations is not a grounds for termination of active membership and the rights and privileges belonging to active membership. What should happen?

Section 8-217 provides, in general terms, that by two thirds voted of all its active members, an active chapter may excuse one of its members from all or part of his financial obligations **to the chapter** for such time as the active chapter may determine to excuse him. **No financial obligations of the member to the Order may be affected.**

This is a very sweeping power in the hands of the active chapter. First, there are no standards set out in 8-217, but the requirement of a two thirds vote and an investigation should mean that this authority will not be abused. In any event, the active chapter itself is the one to suffer if it abuses this power by over use. Second, a member who receives the benefits of this section does **not lose any of his rights and privileges as an active member**. To put it another way, he may vote on all matters, hold office, participate in social activities and do anything else any other active member can do. Presumably a chapter might even excuse a member from paying board bills.

In case an active chapter does not grant some sort of waiver to a member who is in financial difficulty, he may then seek relief from the Knight Commander or his designee under 8-213 (d).

As an aside, an active chapter should evaluate the lifestyle of an active member seeking a waiver under 8-217 for if he lives well, drives a car, dates, lives in an apartment, etc., one might reasonably infer that his financial difficulty is of his own making, or that he is making a choice regarding the allocation of his financial resources without regard to his obligation of membership imposed in 8-212 under which an active member is obligated to remain an active member for seven regular semesters or eleven regular quarters. This obligation should clearly be explained to new members awaiting initiation so they will not be able to claim they were unaware of it at the end of their second year when the blush might have gone off the bloom.

No changes were made to these sections by the 67<sup>th</sup> Convention in 1997, but an entire new concept of “good standing” based upon financial matters was introduced and will be treated in another paper.

Richard B. Wilson, Jr.  
October 6, 1995  
Revised March 2, 1998

## ***White Paper 4 – Active Members Going “Inactive”***

One of the most vexing problems faced by chapters is that of members “going inactive.” Actually, the matter is simply dealt with in the laws-although the application of the laws is not necessarily easy.

First, one needs to recognize that there are only two types of members of Kappa Alpha Order:

- 1) Initiated members, who may be either (a) active members or (b) alumni
- 2) Members awaiting initiation (commonly referred to as pledges). Section 1-411 of the Kappa Alpha Laws.

The difference between an active member and an alumnus is that an active member is associated with an active chapter (8-211) and an alumnus is not (8-221). Therefore, any active member whose association with an active chapter ceases, *ipso facto* becomes an alumnus.

The question, then, very simply is “how does an active member-associated with an active chapter- cease to be associated with an active chapter?” The answers are in 8-213 and there are four ways in which association with an active chapter may be ended.

- 1) The first is obvious. When an active member ceases to be a student at the school which is the host of his active chapter, his association with the chapter terminates (8-213 (a)). This should need no explanation. In case there should be any question, this provision means that it is essential for an active member to be a student in a school at which an active chapter is located in order for him to be an active member. To put it another way, one cannot drop out of school for a while AND remain an active member.
- 2) The second way is almost obvious. When an active member graduates (i.e. receives a diploma) he **may** elect to terminate his association with his active chapter even though he remains in school (e.g. graduate school or law school), but he **may** also elect to continue his association with his active chapter (8-213 (b)).
- 3) The third method is frequently misapplied. When an active member has been an active member for seven regular semester (or eleven regular quarters) or the equivalent, he may end his association with his active chapter with the consent of two thirds of the active chapter. Consent is not implied and the chapter is not obligated to grant it (8-213 (c)). Many chapters have read-or misread-this provision to impose automatically alumni status upon any fifth year man. Remember: in all cases under this section **a vote of the chapter is required.**
- 4) Finally, in extraordinary cases, the Knight Commander, or his designee, may terminate the association of an active member with his active chapter having found that the termination of association is in the best interest of the member or the chapter (8-213 (d)). This provision may be used in at least two cases: one in which an active member does not qualify under any of the first three methods of becoming an alumnus; the second is to protect the chapter against an active member whose continued status as an active member is no longer desirable to the chapter-but as to whom there may be no actual offense with which he can be charged or of which he might be convicted.

Note carefully: there is no provision whereby an active member might decide on his own to stop paying bills and “go inactive.” If an active member does so, he may well become guilty of an offense and be subject to fine, suspension or expulsion.

## ***White Paper 5 – Removal of Chapter Officers***

Section 9-124 of *Kappa Alpha Laws* governs the removal of chapter officers. The text is:

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 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 his office shall not be eligible to hold office in that chapter without the approval of the officer who removed him.

The first two sentences deal, respectively, with elected then appointed officers of active chapters. Basically the two sentences are identical in substance except for the person or group which may exercise the authority to remove an officer: in the case of an elected officer, he may be “impeached” by a vote of the chapter or removed by the Knight Commander, the province commander or the executive director; in the case of an appointed officer, the authority to remove is placed in the I as well as the Knight Commander, the province commander or the executive director.

Appointed officers may not be “impeached:” if an appointed officer were so bad as to require impeachment, it is probable that the I-who did NOT act to remove him-would also be a candidate for impeachment since the action or inaction of an appointed officer is the responsibility of the I.

Some chapters may, for their own reasons, follow a procedure whereby officers or committee chairmen other than the I, II or III are elected. Only the I, II, and III are “elected officers” within the meaning of 9-124 so any other officer or chairmen is an “appointed officer” and is subject to removal pursuant to 9-124 by the I as well as other officers mentioned.

Regardless of the procedure for removing an officer, the removal must be “for cause.” What constitutes cause? Basically, “cause” is whatever the person exercising the authority to remove an officer determines it to be. If the I were to remove the IV, it would be inappropriate for the IV to appeal to the province commander since the I is on the scene and has made determinations based upon his observations and other sources. Likewise, if the executive director removes an elected or appointed officer, there is no appeal of the removal to the province commander or the Knight Commander-again because it is presumed that the executive director (or Knight Commander or province commander) acted responsibly on information brought to his attention.

Removal from office is not a penalty imposed for the commission of an offense, although the commission of an offense might constitute “cause” for removal. There is a procedure for appealing the determination of guilt of an offense. “Cause” for removal may be ineptitude or inability to perform which would not necessarily be an offense; refusal to perform a job would also be “cause,” but it would constitute an offense.

If an elected officer is removed, the last sentence provides that he is ineligible to hold any “office in that chapter without the approval of the officer who removed him.” Thus there is no appeal from removal from office by the Knight Commander, province commander, executive director, or, where applicable, the I.

If one who has been removed from office believes that the removing officer did so without “cause,” the officer removed might petition the Knight Commander or the province commander to remove the removing officer and the “cause” would be abuse of discretion in removing the aggrieved former officer. However, such a petition does not constitute an appeal from the removal of office, and the remedy of restoring the removed officer to office does not exist.

The 67<sup>th</sup> Convention in 1997 made no changes in these sections.

Richard B. Wilson, Jr.  
October 6, 1995  
Revised March 2, 1998

## ***White Paper 6 – Open Vote on Election of New Members***

One of the most divisive matters that can bedevil a chapter is the so-called open vote for new members provided in limited circumstances by 8-115 of *Kappa Alpha Laws*. The problems caused by this section relate primarily to its over-use and abuse.

Section 8-115 provides, in relevant part:

**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 were insufficient, the ballot in opposition to the candidate shall be declared to be a favorable ballot . . . [provision relating to appeal to chapter omitted]. When the existence of an active chapter is threatened by the capricious and willful inertia of its members, such members of chapter shall be dealt with by the Knight Commander for activity detrimental to the best interest of the Order.

The most important thing to note about 8-115 is that it deals with the action of a single member who opposes chapter growth based on his notion as to the appropriate size of the chapter. By its very terms, 8-115 does not apply in any chapter acting under 1-414 which permits election to membership by less than a unanimous vote in certain cases. Therefore, the first question to be asked is whether the chapter has a 1-414 waiver; if it does, 8-115 does not apply.

If 8-115 is available, the next question must be-and here is where there is much abuse of this section-how many negative votes did a particular candidate for membership receive? If he received more than one negative vote, it is apparent that you are dealing with members who oppose someone rather than a single member. Section 8-115 deals with the narrow situation in which a single member acts on his own to control the size of the chapter; two or more acting in concert render 8-115 inapplicable insofar as the first provisions are concerned; however, the last sentence of this section may apply and require action by the Knight Commander.

If 8-115 is to apply, it must appear that one member is acting to restrict the size of the chapter. This cannot be made to appear from one negative vote on one candidate for membership-regardless of how popular that prospect may be. Remember, we are dealing with the rights of a member; a prospect has no rights. Other members do have rights under our laws to be protected against the capricious acts of a single member-but not against a single capricious act of a member.

The principle to be remembered here is that each member has rights for himself and responsibilities to his brothers. Only when a member abdicates his responsibilities to his brother to such an extent that there is no question of his doing so do we take from him his right that is the correlative of the responsibility that he has shirked.

One frequently hears the expression "I call for an open vote." Even though the term "open vote" is used in 8-115, it is not a public vote before the chapter; it is open only to the I and he must take steps to insure that it is not published to the chapter until the member voting negatively makes the decision to express his reasons for the vote if he must appeal the decision of the I to the chapter.

## ***White Paper 7 – Deferral of Initiation***

At the beginning we should note that Kappa Alpha has no such thing as a “pledge;” in 1972 the term “pledge” was removed from the Kappa Alpha Laws and the term “member awaiting initiation” substituted in its place. There are many reasons for this step but the principal one was to make it quite clear that what used to be called a “pledge” is in fact a “member” of Kappa Alpha Order. Now the term “pledge” continues in use colloquially and it will be used in this paper BUT when “pledge” appears, one must understand that “member awaiting initiation” actually describes the relationship between the individual who is not yet initiated and his chapter.

What does one do with recalcitrant pledges? Frequently some chapters routinely “defer” a pledge’s initiation for some infraction of rules and the vote on deferral may occur at any time during the period of pledge ship. This is not supported by 8-131 which states:

**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.

On its face, 8-131 applies to only members who are *otherwise eligible for initiation*. If a member awaiting initiation has received a report under 8-124 that he has met all the requirements for initiation imposed by the Order, the chapter and the college he is then-and only then eligible for initiation. It is then-and only then that a motion to defer is in order. To put it more succinctly, when a pledge has made his grades, passed his pre-initiation exam, and paid his fees (plus whatever else may be required), then-and *only then* is he subject to deferral.

Some chapters have the misguided notion that deferral of initiation may act as a sort of breaking of the pledge on the theory that if initiation is deferred beyond one year from pledging, the pledge is broken. Not so. If a pledge is deferred, that means that he has met all the objectively stated requirements for initiation that appear in 8-133 (b)), *viz.* he passed the pledge examination, made his grades and has met-or is able and willing to meet-his financial obligations for initiation. Only if a pledge fails to qualify for initiation within the space of one year for one of the reasons stated in 8-133(b) is the pledge automatically broken.

No changes were made in these provisions by the 67<sup>th</sup> Convention in 1997.

Richard B. Wilson, Jr.  
October 31, 1995  
Revised March 11, 1998



### **III. Ritual**

#### **Ritual Discussion Questions –**

**\*Available upon Request (Contact the National Administrative Office)**

## ***What Does The Ritual Say About That?***

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How can we relate our ritual to common every day situations or perhaps unsuspecting problems? Choose 8 of the 12 situations that could happen in a chapter. Challenge the men to find out what the Kappa Alpha ritual has to say.

- 1) One of the seniors owes the chapter \$1,000 and has publicly stated that he has no intention of paying and since it is his last year he will attend Old South as his blowout before graduation.
- 2) One of the brothers and his date were returning from a concert in a nearby city and were in an automobile accident. One was killed and the other seriously injured.
- 3) Chapter meetings are not being well attended.
- 4) New members awaiting initiation are going through the pledge education program but due to rifts between the pledge educator and his assistants there is no individual leader.
- 5) You find out that one of your chapter brothers has been abusing his girlfriend.
- 6) Several of the active members decided to call some new members to come over late at night to clean the chapter house.
- 7) One of the brothers finds out that another chapter brother is dating his ex-girlfriend of two years.
- 8) The pledges are required to not look active members in the eyes when they are at the chapter house.
- 9) Pledges are not allowed to have cell phones, hats, sunglasses, and watches while they are going through pledgship. Of course, once initiated they can have these things once they have earned their way in the active chapter.
- 10) The Number I told the chapter not to buy a keg for the Super Bowl party taking place off campus. One of the active members ignored him and bought one anyway.
- 11) One of the newly initiated brothers showed his girlfriend the secret handshake.
- 12) A potential member, who is a legacy of the chapter, is being balled in bid session by only one brother. This brother states that his reason for black balling the legacy is because he messed around with his girlfriend in high school.

## IV. Chapter By-Laws

### **Chapter Bylaws** (*Kappa Alpha Laws*, Title 9-211)

Each undergraduate chapter shall prescribe for its own government a set of bylaws, which shall not conflict with the laws or customs of the Order.

It is a good idea for the class to examine and familiarize the chapter bylaws, to see if any amendments need to be proposed. In some chapters, bylaws are not written down, which causes confusion. They are either distorted, as they are orally passed-down from year to year or made-up as the chapter needs them. The Number VII should be responsible for updating and maintaining chapter by-laws.

### **BY-LAWS**

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## ***Article 1 – Chapter Meetings***

**1.1 Regular Meetings.** Chapter Meetings shall be held every Sunday evening while school is in session with a regular time and location designated by the Number I.

**1.2 Attendance Requirements; Excused Absence.** Each member of the Chapter shall attend each and every regular or special meeting of the Chapter. Except when unavoidable circumstances (of which the Number I shall be judge) prevent, a member shall notify the Number I in advance and state his reason when he knows that he will be absent from a meeting.

**1.3 Parliamentary Procedure.** Except as otherwise provided by the laws or customs of the Order, *Robert's Rules of Order*, shall govern the parliamentary procedures. Every member shall observe the parliamentary procedure and proper decorum at all times. The Number VII or the Number I may warn, fine or dismiss, leading to an immediate

unexcused absence, any member from a meeting due to improper procedure or disruption or excessive disruption of procedure.

**1.4 Fines.** Fines will be enforced for a chapter member who attends a chapter meeting and does not conform to proper procedure or decorum. The fines shall be \$1.00 per infraction. The fine for missing a chapter meeting shall be \$10.00.

## ***Article 2 – Officers***

**2.1 Responsibilities.** In addition to any responsibilities of officers imposed by any provision of the *Kappa Alpha Laws*, the officers shall enforce these by-laws and any other rule or regulation imposed on the chapter. The officers shall be held as examples for any of their actions to the rest of the Chapter. The officers of the chapter shall also see, to the best of their ability, that all applicable regulations of the university, the Interfraternity Council, and any other person or entity having supervisory authority over the chapter are observed.

**2.2 Residence.** The Number I, II, III, and VI shall live in the chapter house during their term of office.

**2.3 Interfraternity Council Representatives; Designation.** The Number I, or such other member (s) of the chapter designated by him, shall represent the chapter in the Interfraternity Council (IFC) of the university. Alternative representatives in order of priority shall also be appointed by the Number I.

## ***Article 3 – Committees***

**3.1 Committees; General.** Each standing committee shall report of its activities to the Chapter at every Regular Meeting. The Number I may change the personnel of any standing committee at any time. Each committee shall make pertinent recommendations and shall act with respect to its purpose. The Number III will maintain the structure of all committees.

**3.2 Special Committees.** Special Committees shall be appointed or elected for such purposes as the Number I deems appropriate or as the Chapter shall direct. A special committee shall not be established for any matter for which there is a standing committee.

**3.3 Executive Committee.** The Executive Committee shall be composed of all officers of the chapter and such committee chairmen and other members as may be designated by the Number I. The Executive Committee shall meet weekly to advise the Number I concerning matters on which he requests advice. Although the Executive Committee

may, as a matter of course, vote on matters before it, its determinations are strictly advisory and are not in derogation of the authority and responsibility of the Number I.

**3.4 Prudential Committee.** The Prudential Committee shall meet every week to discuss the finances of the chapter and delinquent members.

**3.5 Scholarship Committee.** The Scholarship Committee shall be appointed by the Number I and shall consist of a number of members appropriate for the size of the Chapter. The Scholarship Committee shall record and track the grades of every member and provide help and suggestions when a member needs to improve their grades.

**3.6 Recruitment Committee.** The Recruitment Committee shall carry on a year-round rushing program, searching out and recommending worthy candidates for membership, investigating persons recommended, and to schedule recruiting events throughout the year.

**3.7 Additional Committee's.** New Member Education, Project Outreach, Crusade, Social, Brotherhood, House Manager, Intramural, Fundraising, IFC, Ammen Award

## ***Article 4 – Finances***

**4.1 Dues.** Every member, awaiting initiation or initiated, shall pay dues of \$75.00 every calendar month of the scholastic year. Dues shall be paid by the first Regular Meeting of every month. If the member chooses to pay a full semester dues, they will receive 10% reduction in dues.

**4.2 National Dues and Insurance.** Every active member shall pay the National Dues and Insurance by the time specified by the Number I.

**4.3 Summer dues.** Every member shall pay a sum of \$150 for summer dues that are to be paid before leaving for summer break.

**4.4. Rent.** Rent and a deposit for the semester is due to the Number VI before any active takes residence in the chapter house.

## ***Article 5 – Disciplinary Rules***

**5.1 Priority for vacancies in Chapter House.** Any vacancies in the Chapter house shall be filled according to the following priority: Chapter Officers (in accordance with their respective rank), seniors, juniors, sophomores and freshmen (if qualified to live in the

Chapter House). No member shall be required to move out of the Chapter House solely for the purpose of creating a vacancy.

**5.2 Filling of vacancies in Chapter House.** If there are any vacancies in the house, they will be filled by members who have not previously lived in the house for at least two semester. The members will be selected in the order of sophomores, juniors, then seniors. If the house is still not full, the assessment for the vacancies will be divided equally among those eligible to live in the house. Exceptions to this rule will be determined by the executive committee. The only exceptions should be people such as dormitory managers, athletes, etc.

**5.3 Damages to chapter house.** Any person who intentionally damages the Chapter House, its furnishings or its grounds will be punished by the action of the Number I. The Number I will fine the person \$25.00 for any damages.

**5.4 Fines.** The following fines will be enforces:

Improper procedure	\$2.00
Cussing in a chapter meeting	\$2.00
Unexcused absence from chapter meeting	\$25.00
Improper dress (shirt, tie, and dress shoes Is appropriate for chapter)	\$5.00

## ***Article 6 – Academic Standards***

**6.1 Grade Release.** Every member awaiting initiation shall sign a grade release to allow the Scholarship Committee access to his Academic Record during his tenure at the University.

**6.2 Grade Point Average below 2.3.** Any initiated member who makes below a 2.3 Grade Point Average (“GPA”) shall be brought up for academic review. Academic review will consist of a meeting with the Number the Scholarship Chair and I and will be required to turn in a complete class schedule.

**6.3 Officer Standards.** All officers shall be expected to maintain a GPA of 2.5 or higher. Officers with a semester GPA under 2.4 shall be brought up for academic review by the Number the Scholarship Chair and I. He shall also obtain a Progress Report for all classes at least one time during the middle of the semester.

### **6.4 Maintaining a Study Environment**

#### A) Courtesy Hours

- a. It is the primary responsibility of each active to provide a good study atmosphere.
- b. During the week of finals, quiet hours are in affect 23 hours a day except from 8:00-9:00 pm on weekdays (MTWRF).
- c. No unnecessary noises will be allowed during quiet hours.

B) Computer Room

- a. The computer room will be used as a study lab from 9:00-11:00 pm on weekdays (MTWFR) and from 10:00 am – 4:00 pm on weekends.
- b. No unnecessary noises will be allowed during these hours.

C) File System

- a. All files are under supervision of the Scholarship Chairman.
- b. Brothers are encouraged to contribute materials to the file cabinet. For class files, turn in tests, homework, and any class notes to the Scholarship Chairman.
- c. Files are to be used for class assistance. University rules are in affect.

## 6.5 Academic Review

A) GPA Requirements

- a. The Chapter will comply with all the requirements and standards of the CRUSADE program. All brothers will be expected to maintain a minimum GPA of 2.3 or better during both spring and fall semesters and to remain in good standing.
- b. Any member not meeting the 2.3 GPA standard will be brought up for academic review. This will consist of a meeting with the Number I, Crusade Commander, and Phase Commander of the said brother to determine the reasons for the academic deficiency. Adequate measures will then be taken to increase that brother's scholarship as determined by the Number I, Crusade Commander, and Phase Commander with the advise of the scholarship committee.
- c. Any member acquiring a semester GPA less than 2.3 shall be placed on social probation until he meets with the Number Crusade Commander, Phase Commander, and I.
- d. All brothers must turn in weekly study hours to the Scholarship Chairman.

B) Academic Probation

- a. All brothers with a semester GPA between 2.0 and 2.2499 must:
  - Turn in class schedule to the Scholarship Chairman.
  - Obtain a Progress Report for all classes to be turned in to the Scholarship Chairman prior to the mid-semester break and meet with the Number I, Crusade Commander, and Phase Commander of the said brother to evaluate semester progress.
  - Attend four hours of study tables per week as outlined in 5-4.
- b. All brothers with a semester GPA between 1.5 and 1.9999 must:
  - Turn in class schedule to the Scholarship Chairman.
  - Obtain a Progress Report for all classes to be turned in to the scholarship chairman prior to the mid-semester break and meet with the Number I, Crusade Commander, and Phase Commander of the said brother to evaluate semester progress.
  - Attend six hours of study tables per week as outlined in 5-4.
- c. All brothers with a semester GPA between 0 and 1.4999 must:
  - Turn in class schedule to the Scholarship Chairman.



- Obtain a Progress Report for all classes to be turned in to the scholarship chairman prior to the mid-semester break and meet with the Number I, Crusade Commander, and Phase Commander of the said brother to evaluate semester progress.
- Attend eight hours of study tables per week as outlined in 5-4.
- Be in charge of study tables each week and report attendance to the Scholarship Chairman.

### **6.6 Study Tables or Professional Tutoring**

- A) The brother has the option of attending study tables or seeking university-tutoring services. The following applies to both.
- B) A minimum of eight hours of study tables will be set up throughout the week. Those brothers with a GPA below 1.5 will monitor study tables. If no brothers fall into this category, the study tables will be monitored by the scholarship committee.
- C) Any brother that has achieved a semester GPA of 2.25, the preceding semester, or has over a 3.0 cumulative GPA, is not required to attend study tables.
- D) Study tables are mandatory unless excused by the Scholarship Chairman. The brother must phone or email the Scholarship Chairman at least 24 hours prior to the study table before he can be excused. Exceptions can be made in some circumstances.
- E) Study table hours can be decreased by receiving an A or a B on a test or paper. Receiving an A on a test or paper is worth two hours of study hours off and receiving a B on a test or paper is worth one hour of study hours off.
- F) If these hours are not met, a minor offense will be charged and the brother will be prohibited from attending any social functions until he attends study tables regularly.
- G) If a brother feels that study tables are not enhancing his academic performance, an alternative approach may be set up between the brother and the scholarship committee.

### **6.7 Incentives and Rewards**

- A) The active member, new member, and Big-Little pair with the highest GPA will have their names affixed to the given scholarship plaques.
- B) Academic Football League
  - a. The Scholarship Chairman will choose team captains for the AFL.
  - b. The captains will pick their members in a draft like situation.
  - c. Each member of the team will report every test score he receives to his respective team captain.
  - d. Each A will be worth 1 touchdown, B worth 1 field goal.
  - e. The team captain will be responsible for tallying their respective scores and reporting them to the scholarship committee.
  - f. The results of the competition will be announced at each Chapter meeting.

- g. Each member of the team with the highest score at the end of the semester will receive a meal, which will be provided by the team with the lowest score.

C) GPA Rewards

- a. Brothers with a semester GPA of 4.0 will receive \$30;
- b. Brothers with a semester GPA between 3.5 and 3.99 will receive \$15;
- c. And brothers with a semester GPA between 3.0 and 3.49 will receive \$10.

## ***Article 7 – Special Awards***

**7.1 Academic Rewards.** The member with the highest GPA shall receive recognition and an award determined by the Scholarship chair. The member with the largest improved semester GPA shall receive recognition and an award determined by the Scholarship chair. From time to time the Scholarship chair may at his discretion establish other reward programs.

**7.2 Old South Awards.** The following awards will be voted on by the active chapter by a majority vote. The following awards are Mr. KA, Robert E. Lee, Best Brother, Best New Member, and the KA Rose.

## ***Article 8 – Chapter By-Laws***

**8.1 Interpretation.** These by-laws shall be interpreted by the Number I, subject to an appeal, which may be sustained by a three fourth vote.

**8.2 Amendment.** The by-laws may be amended by a majority vote of all of the members but an amendment shall not take effect until it has been recorded and the record of the amendment has been read and approved at a subsequent meeting. The Number VII shall make necessary changes after the amendment has been passed.

**8.3 Repealing Clause.** All rules, regulations, resolutions, or by-laws heretofore adopted which are in conflict with these by-laws or with the provisions of Kappa Alpha Laws are hereby repealed.

**8.4 Citations to Kappa Alpha Laws.** Citations of sections herein refer to the respective sections of *Kappa Alpha Laws*.

## V. Parliamentary Procedure

**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.

**9-131. 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.

**9-137. 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.

### **Robert's Rules of Order**

Robert's Rules of Order can be very complicated--but almost always unnecessarily. Occasionally, all that complexity is required, but for most of us it comes down to some fairly simple ground rules that are based on common sense and courtesy. These will get you through ninety-nine percent of the situations you are likely to face.

### **The Board Member's Book**

Other rule books have been written but Robert's is still the basic text. If your own bylaws or rules don't stipulate otherwise, it is standard practice that Robert's Rules shall be used in the resolution of inter-differences.

Here are some of the most common parliamentary procedures you are likely to need. In fact, once you are through this section, you'll have covered most of what you'll ever need to know and probably more than you want to know.

Starting at the most elementary level, this is the way a group formally makes a decision:

- \* One of the members will move that a decision be made (this is proposing that the board go on record in favor of a certain action.)
- \* Another member of the group will second the motion which means "support" for the action proposed. (The second is necessary to be certain that the issue is of interest to more than one person.)
- \* Once the motion has been made and seconded, there is discussion, clarification, and debate.
- \* When the subject has been covered fully, there is the vote.
- \* Prior to both discussion and vote, the chairperson should restate the motion to be certain everyone knows what is being discussed and decided.

It may strike you as an enormous simplification, but for most committee boards that's all you need to know: a motion, second, discussion and vote. Keep in mind that if a motion is made but no one seconds the motion, the motion is automatically defeated.

The next level involves a situation in which the group believes that it may want to make some changes in the motion as originally offered. In the course of the discussion it may become obvious that the motion doesn't quite say what the board now has in mind. This is the way that a scenario would unfold:

- \* The motion.
- \* The second.
- \* The chairperson restates the motion.
- \* Discussion, clarification, and debate.
- \* Someone suggests that the original motion be amended and another person seconds the idea. If no one offers objection to the amendment, no vote is needed.
- \* If the persons who moved and seconded the original motion do not agree to the amendment, or anyone voices objection to the motion, then there is discussion, clarification and debate on the amendment itself.
- \* After the group has adequately considered the amendment, the chairperson restates the motion to amend and the group votes on the amendment.

\* Once the amendment has been accepted or rejected, the group returns its attention to the original motion.

\* If the amendment passed, the main motion would now be known as "the original motion as amended". If the amendment had been defeated, it would simply be the original motion.

\* When the amendments have been disposed of, the board returns to discussion and voting on the original motion (as amended, if that's the case). Although that is slightly more complicated, it is simply the group's way of deciding whether the original motion needed some changes before it reflected the combined view of what should be done.

\* If the main motion is defeated, the same basic proposal cannot be brought forward again at the same meeting. That's to keep the losers from filibustering by bringing the same motion up again and again. (There is an exception. If one person who was on the winning side of the vote realizes that he or she may have made a mistake, such as misunderstanding what the motion called for, he or she can move for reconsideration, at which point the board decides whether to allow reconsideration.)

**Figure 1. Basic Chart of Motions**

	Second	Debate	Amend	Vote	Recon- sider	Inter- upts
<b>PRIVILEGED MOTIONS (high privilege motions)*</b>						
Fix a time to which to adjourn.....	S	-	A	M	R	-
Adjourn	S	-	-	M	-	-
Recess	S	-	A	M	-	-
Raise a question of privilege	-	-	-	Ch.	-	I.S.
Call for orders of the day (Takes a 2/3 negative vote to prevent return)	-	-	-	Ch.	-	I.S.
<b>SUBSIDIARY MOTIONS (assisting motions)*</b>						
Lay on the table	S	-	-	M	-	-
Previous question (close debate)	S	-	-	2/3	R*	-
Limit or extend debate	S	-	A	2/3	R	-
Postpone to a set time (definite) (To make Special Order 2/3 vote)	S	D	A	M	R	-
commit (refer to a committee)	S	D	A	M	R	-
Amend	S	D	Aa*	M	R	-
Postpone indefinitely	S	D	-	M	R-a	-
<b>MAIN (or Principal) MOTION OR RESOLUTION*</b>						
	S	D	A	M	R	-
<b>RESORATORY MOSTIONS (main motions)</b>						
Reconsider (the vote)	S	D*	-	M	I.P.	-
Rescind (repeal)	S	D	A	2/3*	R'n	-
Ratify (approve)	S	D	A	M	-	-
Take form the table	S	-	-	M	-	-
<b>SPECIAL MAIN MOTIONS</b>						
Bylaws (amending or revising)	S	D	A	2/3	R'n	-
Accepting or adopting reports of committees	S	D	A	M	R	-
<b>INCEDENTAL MOTIONS (incidental to the pending question)</b>						
Demands or Requests (decided by chair)	-	-	-	Ch.	-	I.S.
Point of Order	-	-	-	Ch.	-	I.P.
Parliamentary Inquiry	-	-	-	Ch.	-	I.P.
Miscellaneous Information or Requests	-	-	-	Ch.	-	I.P.
Division of Assembly	-	-	-	Ch.	-	I.P.
Withdraw a Motion (by motion S.M. R'n)	-	-	-	Ch.	-	I.P.
Withdraw a second	-	-	-	Ch.	-	I.P.
Question Quorum	-	-	-	Ch.	-	I.S.
<b>Objections</b>						
Objection to General Consent	S	-	-	M	R'n	I.P.
Object to Consideration of a Question	-	-	-	2/3	R'n	I.P.
Appeal Decision of the Chair	S	D*	-	M	R	I.P.
Reading Papers-Object o	S	-	-	M	R'n	I.P.
<b>Expeditors</b>						
Suspend Rules	S	-	-	2/3	-	I.P.
Choose Method of Voting	S	-	A	M	-	I.P.
Close Nominations or Polls	S	-	A	2/3	-	I.P.
Reopen Nominations or Polls	S	-	A	M	R'n	I.P.
Division of Question or Motion	S	-	A	M	-	I.P.

\*NOTE: These motions hold the rank indicated with the main motion lowest in rank.

**LEGEND**

“S”	indicates a second is required	“I.S.”	indicates may interrupt a speaker
“D”	indicates debateable	“I.P.”	indicates may interrupt a proceeding and usually a speaker with consent.
“A”	indicates amendable	(*)	indicates there are one or more exceptions, but these can be considered minor as basically the rule indicated applies.
“Aa”	under Amend indicates only two amendments can be pending at one time	(-)	indicates a “NO” under that particular heading.
“M”	(Majority) or “2/3” indicates vote required	“Ch.”	Chair decides or rules
“R”	that vote on motion may be reconsidered-if followed by an “n,” only negative vote, and if followed by an “a,” only the affirmative vote.		

**Figure 2. Parliamentary Procedure...at a Glance**

To do this:	You Say this:	May you Interrupt the Speaker?	Do you Need a Second?	Is it Debatable?	Can It Be Amended?	What vote Is Needed?	Can It Be Reconsidered
AJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege."	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion."	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question."	NO	YES	NO	NO	2/3	NO
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee..."	NO	YES	YES	YES	MAJORITY	YES
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

**The motions listed above are in order of Precedence. Below there is no order**

To do this:	You Say this:	May you Interrupt the Speaker?	Do you Need a Second?	Is it Debatable?	Can It Be Amended?	What vote Is Needed?	Can It Be Reconsidered
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision."	YES	YES	YES	NO	MAJORITY	YES

SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion."	YES	NO	NO	NO	2/3 <sup>6</sup>	___ <sup>7</sup>
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division." Or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUET INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	___ <sup>8</sup>	NO	MAJORITY	NO

**NOTES:**

1. Unless vote on question is not yet taken.
2. Unless the committee has already taken up the subject.
3. Only if the motion to be amended is debatable.
4. Except in doubtful cases.
5. A majority vote in negative needed to reverse the ruling of chair.
6. A 2/3 vote in negative needed to prevent consideration of main motion.
7. Only if the main question or motion was not, in fact, considered.
8. Only is motion to be reconsidered is debatable.



## VI. Suggested Reading

### **The Middle Ages, Chivalry and the Crusades**

The Book of the Order of Chivalry  
– Caxton

King Arthur in Legend and History  
The Knight and Chivalry  
The Reign of Chivalry  
The Arthurian Legends: Anthology  
Barber, Richard, Ed.

The Origin of the Idea of Crusade  
Erdmann, Carl

The Monks of War  
Seward, Desmond

### **Robert E. Lee**

Robert E. Lee on Leadership  
– Harry Crocker (Leadership)

Lee, The Last Years  
Flood, Charles Bracelen

The Marble Man: Robert E. Lee and His Image in American Society  
Connelly, Thomas L.

R.E. Lee. 4 Vols.  
Freeman, Douglas Southall

Lee, West Point and Lexington  
Preston, Walter C.

### **George C. Marshall**

George C. Marshall – Interviews and Reminiscences  
Forest Pogue

George C. Marshall: Soldier-Statesman of the American Century  
Mark Stoler

## **Kappa Alpha Order**

The History of Kappa Alpha Order  
Mary Westheimer

Kappa Alpha Laws  
The Varlet  
Publications of Kappa Alpha Order

The Whisper of the River  
Ferrol Sams

## **Lexington, Virginia**

Lexington in Old Virginia  
Boley, Henry

General Lee's College: The Rise and Growth of Washington and Lee University  
Crenshaw, Ollinger

## **Secret Societies and Mysteries of Initiation**

Secret Societies and the Mysteries of Initiation  
Secret Societies  
Daraul, Arkon

Rites of Passage  
Gennep, Arnold Vann

Baird's Manual of American College Fraternities  
Lasher, George Starr

The Mythology of Secret Societies  
Roberts, J.M.

## **Symbolism**

A Dictionary of Symbols. New York: Philosophical Library, 1962  
Cirlot, J.E.

Signs and Symbols in Christian Art  
Ferguson, George

## **VII. Related Discussion Topics**

The Kappa Alpha Coat of Arms- A Three-tier Philosophical Message

The Kappa Alpha Order Coat of Arms: The meaning of our symbols

The Design and Adoption of our Coat of Arms

The Escutcheon: A History of the Badge

A Brief Sketch on KA's Primary Founder: James Ward Wood

Kappa Alpha Order and the Knights of Old

Why does Kappa Alpha Call Itself an Order? By Gary Scott

My Ritual Experience

Secret Thoughts of a Ritual

Fraternity

Crosses and Crowns by Dr. W. S. Hamilton

The Greatest Gift

Renewing the light with Mr. Bill

A Psalm of Life

Ecclesiastes 12 1-9

Dies Irae