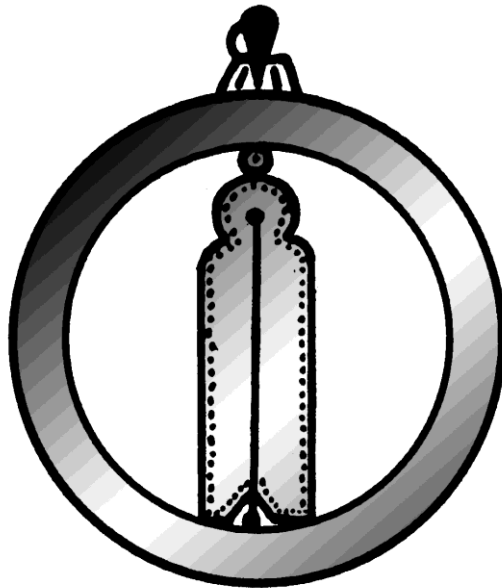


KAPPA ALPHA ORDER

Officer Transition Guide



Number VII

Former Number VII: _____

Number VII: _____

Date of Transition: _____

DUTIES OF YOUR OFFICE

The Number VII

Kappa Alpha Laws – 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.

THINGS TO DO

- Introduce yourself to the Alumnus Advisor
- Introduce yourself to the Faculty Advisor
- Introduce yourself to the Greek Advisor
- Know parliamentary procedure before your first meeting
- Read and become familiar with the *Kappa Alpha Laws*
- Ensure meetings are running according to the *Kappa Alpha Laws*, the customs of the Order and parliamentary procedure
- Review chapter by-laws and ensure they are updated and relevant
- Double all fines for chapter officers in order to maintain a higher expectation
- Enforce *KA Laws* and chapter by-laws
- Review the latest Report 7 from the Associate Director for Chapter Services
- Set up meetings for your chapter's Council of Honor program. If you do not have one refer to the Council of Honor Manual
- Create a by-law – must complete the Council of Honor Program in order to become an officer
- Arrange for a guest speaker for your Council of Honor program to speak on the laws, customs, or parliamentary procedure
- Have a formal Council of Honor induction (Order COH certificates)
- Create or edit your chapter's Council of Honor Program
- Encourage all new members to take COH

THINGS YOU WILL NEED

- A copy of the *Kappa Alpha Laws**
- Current copy of chapter by-laws
- ABC'S of Parliamentary Procedure*
- Chapter Judicial Manual – An outline for minor and major offenses, sample paperwork for a major offense trial
- A copy of Robert's Rules of Order
- A record book in order to keep a record of all chapter fines
- A copy of your chapter's Council of Honor program
- A copy of the White Papers*(found in COH Manual)
- Council of Honor Manual
- A good monthly calendar or planner

*If you are missing any of the items supplied by the National Administrative Office (marked by a *) please call (540) 463-1865.*

MINOR AND MAJOR OFFENSES

The Kappa Alpha Order judicial system is not only a means in which we charge and/or fine those who have broken our laws. The judicial system also serves as a black and white view of our guidelines. This system lets us do our job while holding our members to a certain standard. It gives our enforcers, if you will, an avenue to enforce the rules. Doing so often earns the “bad guy” title, but ultimately if your duty is carried out correctly, you will earn a great deal of respect from the chapter. Whether they mean to or not, our brothers often force us to take certain actions, such as major and minor offence charges/trials. In the end, hopefully they will understand that they have only themselves to blame for being in a particular situation that provokes a major or minor offense.

Part 1. Minor offenses

12-111. Definition. Minor offenses are those that are committed by a member of an active chapter against his chapter or its members and are informally tried before, and are subject to imposition of penalty by the I of his chapter.

12-112. Enumeration of offenses. Minor offenses are:

- (a) Absence of a member from any regular of special meeting of his active chapter;
- (b) Improper conduct or language at a chapter meeting.
- (c) Failure to meet any financial obligations of the Order or to a chapter within 10 days after due;
- (d) Attempting to influence other members to miss chapter meetings or to commit any other offense;
- (e) Mutilation or destruction of, or damage to, any chapter property;
- (f) Commission of any act contrary to the provisions of the constitution, bylaws or customs of the Order;
- (g) Conduct contrary to the best interest of the Order or of the chapter;
- (h) Neglect or abuse of authority in performing the duties of any office;
- (i) Drunkenness, swearing, obscene language, gambling, or any other act contrary to any federal, state, municipal, college or university law, ordinance, rule or regulation applicable thereto, in, about or upon the premises occupied or used by the active chapter as a chapter house, meeting place or residence.

An active chapter may provide in its bylaws for other minor offenses not inconsistent with the Kappa Alpha Laws or customs of the Order.

Part 2. Major offenses

12-121. Definition. Major offenses are those committed by a member which are formally tried before his active chapter or the executive council. A member may be tried by an active chapter for a major offense committed while he was associated with the active chapter within six months after his association with his active chapter has terminated, but a major offense charged, under Section 12-122 (a) committed while he was associated with the active chapter, may be tried by the active chapter has terminated. All offenses which are not minor offenses are major offenses. Any offense penalized as set forth in 12-114 shall be a minor offense regardless of the original charge. *Amended by 59th Convention, 1981 and by 60th Convention, 1983.*

12-122. Enumeration of offenses. Major offenses-include:

- (a) Willful and persistent neglect to meet financial obligations to the Order or to an active chapter or to comply with the lawful requirements made in accordance with the Kappa Alpha Laws or customs of the Order.
- (b) Disparagement or defamation of the Order, a member or a chapter of the Order, or damage to Order property;
- (c) Drunkenness at a chapter meeting;
- (d) Hazing;
- (e) Pawning any badge, insignia or other jewelry bearing the name, initials or coat-of-arms of the Order;
- (f) Unnecessary or ill-advised conversation about the affairs of the Order with a person who has been suspended or expelled from the Order;
- (g) Discussing unnecessarily any affairs of the Order or of a chapter with persons not members of the Order;
- (h) Criminal or ungentlemanly conduct;
- (i) Failure of the I and VI to remit to the executive director an initiation fee within seven days prior to initiation or an uninitiated member fee within 30 days of its payment to the active chapter; and
- (j) Conduct which is vitally against the best interest of the Order, including commission of any act contrary to the provisions of the Constitution, Bylaws or customs of the Order. *Amended by 67th Convention, 1997.*

NO. VII GOAL SETTING

Chapter Meetings

Are meetings properly run? _____

Current decorum in chapter meetings: _____
(acceptable/not acceptable according to *KA Laws*)
Goal decorum in chapter meetings: _____
(100%)

Bylaws

Does the chapter have bylaws? _____
Do your bylaws need to be updated? _____

Council of Honor

Current level of participation in your COH Program: _____

Goal level of participation in your COH Program: _____

Do you have training on the *KA Laws* and chapter bylaws for those not going through your chapter's Council of Honor Program: _____

Do you currently have a formal induction for your Council of Honor Program? _____

“A leader focuses his subordinates on their common goal and inspires them by his own devotion to achieving it.”

“A leader has the integrity to face facts – and the courage not to be intimidated by them.”

“A leader should always conduct himself so that he might enjoy the satisfaction that proceeds from the consciousness of duty faithfully performed.”

Points to Remember Concerning Major Offense Trials:

- Can only be tried once
- Accused automatically given a trial, unless he waives his trial in writing
- Any member can charge another
- Charges can be verbal or written to the trial body
- Number VII or another designated member by the Number I will prosecute
- The accused can be represented by any initiated member
- The Number I is the judge in a trial before the active chapter
- The Knight Commander is judge in a trial before the Executive Council

Order of a Major Offense Trial:

- (1) Submission of evidence by the prosecutor
- (2) Submission of evidence by the accused
- (3) Submission of rebuttal evidence by the prosecutor (any new facts to be excluded)
- (4) Argument for the prosecution
- (5) Argument for the accused
- (6) Rebuttal argument for the prosecution
 - Evidence at the trial may be either oral testimony or affidavits or depositions

Penalties for a Major Offense:

- Expulsion from the Order
- Suspension for a period no less than 3 months
- Fine

(Please consult the Chapter Judicial Manual for more information)

TRANSITION NOTES: