

**Kappa Alpha Order
National Administrative Office**



CONVIVIUM GUIDE

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INTRODUCTION & HISTORICAL TIMELINE

On or around January 19 of each year, Robert Edward Lee's birthday, our Active Chapters, Alumni Chapters, Commissions, and other groups of KAs meet at banquets, smokers, or balls to celebrate what is known as "The Convivium." How did this tradition begin and grow? What has been its role in the Order's history? What is required today? A review of the past is necessary to understand the present:

Fall, 1865 – Robert E. Lee becomes president of Washington College in the war-torn town of Lexington, Virginia. Approximately forty young men are students and only a handful of professors remain. James Ward Wood arrives in Lexington to begin classes.

December 21, 1865 – James Ward Wood, at a dinner with friends during the Christmas holidays at Washington College, offers a "toast to the two Williams," meaning to William Archibald Walsh and William Nelson Scott. This is the founding date of what becomes Kappa Alpha Order.

Spring, 1866 – Phi Kappa Chi becomes the name of the nascent fraternity, but is altered to become K.A. or Kappa Alpha thereafter. Stanhope McClelland Scott joins, along with a small group of other men.

Fall, 1866 – Samuel Zenas Ammen joins Kappa Alpha at Washington College and will eventually develop and transform the organization into a national Order.

April 12, 1867 – First "anniversary meeting" held as a celebration. Often called the first Convivium, but that event title was not used in the 1867 minutes.

November 8, 1867 – From original minutes, "*Under the head of New Business. Mr Collins moved, seconded by Scott, 'That the time of our Anniversary be changed from the 9th day of April to some day, during the Christmas week, to be determined by the Society.'*"

December 23, 1867 – From the original minutes, "*Society convened on this the 23rd day of December to celebrate its Anniversary*"

March 8, 1868 – Beta Chapter is formed at VMI and the Order grows for the first time.

June 16, 1868 – This is the date of the first celebration with the name "*Convivium*," which then was an end of year joint banquet for Alpha and Beta Chapter brothers. The first Convivium was arranged by William Nelson Scott and held at the women's school, Ann Smith Academy, where Scott's father was headmaster. Alpha Chapter held early meetings there.

Ammen says, "*Convivium of June 1868 will never be surpassed in jollity and fraternal bliss. It marked the arrival of our period of felicity, of triumph, of success after a long ordeal of gloom and painful endeavor. We were now well-equipped internally for battle with our college rivals.*"

1870 – The first Constitution of the Order is published. Article VIII reads:

“Section 1. The Anniversary Celebration of the Order shall be held during the Christmas Holidays, and shall consist, essentially, in the delivery of an Oration by a brother.

Sec. 2. Not more than three Convivia shall occur in one year. They are not required by law.

Sec. 3. No spiritous liquor stronger than wine shall be used at any anniversary, or meeting of any kind held by members of the Order.

Sec. 4. The Committee of Arrangements appointed to prepare for Convivia, will publish for the benefit of the members the following Programme:

- I. Society Business*
- II. The Oration*
- III. The Convivium*
- IV. Set Toasts by the [Number I], and Responses*
- V. A set Speech by the [Number I]”*

1923 – John Temple Graves, then a Former Knight Commander, first gave a formal toast to Lee at the 32nd Convention in Washington, D.C. In it he deemed Lee the “Spiritual Founder” and Ammen the “Practical Founder.”

1929 – Until this year, the laws had continued the tradition of the 1870 Constitution with the following text:

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

Then, the 35th Convention in Louisville, Kentucky, acted unanimously to adopt a motion that replaced that portion with:

“The 19th of January shall be celebrated by a Convivium which shall have, as one of its events an address by an active or alumnus member.”

Today, in most instances, active and Alumni Chapters plan Convivium around the traditional time of January 19. However, the event may take place at any time and still be effective. The foregoing language is no longer in the laws, thus the procedure for Convivium is not explained or prescribed in the Constitution or Bylaws. It remains a traditional event for the Order.

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

FACILITIES AND LOCATIONS

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

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

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

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

Each organizer of a Convivium is reminded to plan the event with dignity and formality such that attendees, guests, event/venue/hotel staff, and observers would gain only the highest impression about Kappa Alpha Order, our values, our history, and our present goals and aims.

INVITATIONS AND COMMITTEES

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

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

Further, an online ticketing system and email invitations should be sent at the same time. Services such as Eventbrite, and other successors to these easy systems allow for applicable charges and collection of fees, information collection, and, will ease with your meal counts and overall costs.

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

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

MASTER OF CEREMONIES

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

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

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

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

GUEST SPEAKER AND SPECIAL GUESTS

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

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

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

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

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

SEE APPENDIX FOR INFORMATION ON FOUNDERS AND GEORGE C. MARSHALL

PRESENTATION OF SPECIAL AWARDS

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

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

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

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

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

There are additional awards granted by the Executive Council, and solely by the Knight Commander. Familiarize yourself with these at the national website and consider recognizing alumni in attendance as appropriate. Send any nominations or suggestions for award recipients to the Executive Director. Examples include:

Knight Commander's Accolade
Knight Commander's Medal
Distinguished Public Service Award

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

INSTRUCTIONS FOR TOASTS

On the following pages you will find that there are two toasts, the Convivium Toast, and the alternate Sesquicentennial Toast.

It has become customary during most Conviviums to toast all Founders, including Robert E. Lee, Samuel Zenas Ammen, James Ward Wood, Willian Nelson Scott, Stanhope McClelland Scott, and William Archibald Walsh. Your chapter may choose either toast or craft your own toast to the Order.

Regardless, all brothers in the room should remain seated until they are instructed to rise. Wives and dates who are present remain seated and do not participate in the toast. When the brother giving the toast states, "Brothers, will you please rise," each brother present will rise, lifting his water glass while the toast is being given. When the brother giving the toast gives the last line, each brother will then respond to the toast accordingly, and then drink.

CONVIVIUM TOAST

Authored by Former Knight Commander Dr. Idris R. Traylor (Gamma Chi–Texas Tech '70)

Ladies and Brothers. Each year the active and alumni brothers of the Kappa Alpha Order assemble in Convivium, a traditional feast and evening of brotherhood and celebration. The first Convivium was founded by Samuel Zenas Ammen in 1868 to celebrate the founding and the great success of KA after the new structure and ritual provided for the perpetuity and growth of the Order. We are gathered here this evening to honor those great men who, more than a century and a half ago, in 1865 founded our Order at Washington College, now Washington and Lee University. These men inspired and created the richness of our ritual, the philosophy, values and ideals that make us brothers, and which provide a compass to guide us through a life well lived.

Brothers, please rise. Let us raise our glasses of pure water and toast our Founders: James Ward Wood, Stanhope McCelland Scott, William Nelson Scott and William Archibald Walsh. Samuel Zenas Ammen, author of our matchless ritual, selector of our symbols, and architect of the structure of Kappa Alpha Order. And, Robert Edward Lee, an incomparable gentleman, innovative educator, leader of men, and great American, who, during his Presidency of Washington College during our founding awed and inspired all of his students to greater character and achievement.

Brothers, will you please rise.

Brothers, lift your glasses high in toast to these gentlemen and mentors, creators of our Kappa Alpha Order. TO OUR FOUNDERS.

EVERYONE TOGETHER – “TO OUR FOUNDERS”

SESQUICENTENNIAL TOAST

Authored by Former Knight Commander Dr. Idris R. Traylor, Jr. (Gamma Chi–Texas Tech '70), the following toast was given at any event or gathering of members in 2015 during our Sesquicentennial and constituted holding a Sesquicentennial Convivium. It is in and of itself a speech on the founding and founders and could be used at any Convivium today.

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

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

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

philosophy. In this Sesquicentennial Year Kappa Alpha Order, and all KAs, many take boundless pride.

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

Brothers, let us lift our glasses of pristine water and salute, honor and proudly proclaim our gratitude to our Founders, Chief Founder James Ward Wood, William Archibald Walsh, William Nelson Scott, and Stanhope McClland Scott. To our Practical Founder, the brilliant Samuel Zenas Ammen. To our Spiritual Founder, the insurmountable Robert Edward Lee. To all those brother knights who, over one and a half centuries, have carried forward the charge to aim for excellence in our Order. And, to our beloved Kappa Alpha Order.

EVERYONE TOGETHER – “TO KAPPA ALPHA ORDER”

Brothers, drink.

SAMPLE CONVIVIUM PROGRAM

Kappa Alpha Order

Convivium

MASTER OF CEREMONIES: _____

- I. Invocation: _____
- II. Introductory remarks, welcome, introduction of special guests
- III. Presentations (Examples of Alumni Recognition)
 - a. 25- or 50-Year Certificates
 - b. Alumni Chapter Charter
 - c. Military Division Recognition
 - d. Court of Honor
- IV. Introduction of Guest Speaker
- V. Convivium Toast, Sesquicentennial Toast, or similar Toast
- VI. SPECIAL national awards if applicable
- VII. Adjournment

*If the Knight Commander is attending, he should be the final speaker.

HELPFUL HINTS FOR A SUCCESSFUL EVENT

Seating:

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

Decorations:

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

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

Prohibitions against the display of confederate imagery are reinforced. The U.S. Flag, the Kappa Alpha Order Official or Supplemental Flag, and KA memorabilia are certainly appropriate. These and other items are available for loan or purchase through the Order.

Alcohol Free vs. Cash Bar:

The two prevailing traditions are that a Convivium is an alcohol-free event, or, a social hour will precede the meal.

*Social events must comply with the Kappa Alpha Order Risk Management Policy (SEE THE APPENDIX)

**As a reminder, the Convivium toast to our Founders is given only with water.

Price of the Meal:

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

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

Dress:

Many chapters host KA Formal dress (black tie/tuxedo) Conviviums. KA Formal dress is fine, but the dress is up to the chapter. In most instances the occasion is dark suit or KA Business formal dress (dark suit and/or coat and tie), with the Master of Ceremonies and Guest Speaker in formal

attire. In issuing invitations, it is very important that the invitation read “Black tie optional” or “Business formal”, whichever is the case.

Publicity:

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

A brother should be chosen to write an article giving the details of the occasion. The article should be written as soon as possible after the Convivium and should be submitted, along with pictures, to local newspapers as well as the editor of *The Kappa Alpha Journal*.

Conduct:

Conduct is an issue that should not have to be addressed when speaking about a Kappa Alpha Order function.

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

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

The below article written in 1985 by then 30-year Executive Director, William E. Forester, shows the tradition of Convivium as the celebration of the founding, the founders including Lee, and above all else, Kappa Alpha Order.

The Kappa Alpha Tradition of Convivium

by WILLIAM E. FORESTER
Executive Vice President

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

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

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

The Anniversary

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

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

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

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

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

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

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

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

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

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



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

KAPPA ALPHA ORDER

RISK MANAGEMENT POLICY

The Risk Management Policy of Kappa Alpha Order, adopted by the Executive Council pursuant to R16-118, mirrors that of FIPG, Inc., and shall apply to all entities and all levels of fraternity membership. It may be found as Appendix 401 of the *Kappa Alpha Laws* and includes the following provisions:

ALCOHOL AND DRUGS

1. The possession, sale, use and/or consumption of alcoholic beverages while on chapter premises, or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, county, parish, city and institution of higher education, and must comply with either BYOB or Third Party Vendor guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name or on behalf of the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, for example kegs or cases are prohibited.
3. Open parties, without specific invitation, where alcohol is present are prohibited. Open parties have been defined as those functions at which the guest to member ratio exceeds three-to-one.
4. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age").
5. The possession, sale and/or use of any illegal drugs or controlled substances by a member are strictly prohibited.
6. No chapter may co-sponsor an event with a distributor of alcohol, charitable organization or tavern (tavern defined as an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of tavern, as defined above, for the purposes of fundraising. However, a chapter may rent or use a room or area in a tavern, as defined above, for an event held within the provisions of this policy, including the use of a third party vendor and guest list.
7. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge/associate/new member/novice shall permit, tolerate, encourage or participate in "drinking games".
10. No alcohol shall be present at any member awaiting initiation/pledge/new member program or activity of the chapter. This includes, but is not limited to, activities associated with "bid night", "big brothers - little brother" events or activities, "family" events or activities and initiation.

HAZING

No chapter, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; calisthenics, physical and psychological shocks; use of pledge books or signature books, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which is demeaning to women or men, including but not limited to verbal harassment and sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH, AND SAFETY

1. All chapter houses shall, prior to, during and following occupancy, meet all local fire and health codes and standards.
2. All chapters must have posted by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

3. All chapters shall comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms, archery equipment, incendiary devices such as fireworks or explosive devices of any kind within the confines and premises of the chapter house are prohibited.
5. Pets are not permitted in any chapter house, lodge or facility.
6. Permanent or make-shift pools are not permitted at any chapter house, lodge or facility.
7. Make-shift or temporary builds or structures are prohibited, provided, however, that they may be approved if the procedures are followed in the Special Events section, Part 3.

SPECIAL EVENTS

Special events are defined as any event/function (1) where alcohol will be present, and the guest to member ration exceeds three-to-one; (2) involving athletic events or competitions; or (3) that involves any activity that is deemed to be potentially hazardous by the Alumnus Adviser, the Alumni Advisory Committee, the Province Commander, the Executive Director, or the Order's insurance broker. Any chapter wishing to host a special event must do the following:

1. Complete a comprehensive, written description of the event and forward it to the Province Commander and the Executive Director for review and approval. This information must be received by the Executive Director at least 60 days prior to the event; and
2. Secure a Special Events Insurance Policy ("Policy") or pay a risk management assessment fee in an amount to be determined by the Order's insurance broker. If the Policy option is selected, the Policy shall be in the amount of \$1,000,000 available through the Order's insurance broker and shall name Kappa Alpha Order, a Virginia Corporation, as an additional insured.

EDUCATION

Each student member, associate member and pledge shall be instructed annually on the Kappa Alpha Order Risk Management Policy. A copy of the Risk Management Policy shall be available on the fraternity website.

ROBERT E. LEE

*Authorized and endorsed by the Executive Council and Advisory Council, 2018.
This text is available in a framed presentation format for any chapter to display
next to a portrait in their facility.*

Robert E. Lee, a descendant of patriots who aided in the founding of the United States, related by blood and closely tied by marriage to President George Washington, was a professional military man of renowned ability. After the Civil War, he emerged as one of the most important and nationally appreciated figures in healing the divisions of that conflict. As Lee stated, “Remember, we are all one country now. Dismiss from your mind all sectional feeling, and bring them up to be Americans.” Qualified by his prior tenure as Superintendent at West Point, in 1865 Lee became president of Washington College, now Washington and Lee University. His stated purpose was to prepare young men to be successful in their endeavors and to be gentlemen in the most positive aspects of that title.

Kappa Alpha Order was founded on December 21, 1865, during Lee’s presidency. Lee was not a member of Kappa Alpha Order, but his religious convictions, exemplary ideals, values, strong leadership, courtesy, respect for others and gentlemanly conduct greatly influenced the students at Washington College. His requirement for all students was, “We have but one rule—that every student must be a gentleman.” It is in this spirit that Lee is noted as the Order’s Spiritual Founder.

SAMUEL ZENAS AMMEN

History reproduced from the 2018 Varlet.

The 1866-67 school year brought promise to Washington College and KA largely because of Lee's presidency at the school, the enrollment more than doubled to nearly 400 students. KA initiated seven more members into its group that fall. On the evening of October 17, 1866, twenty-two year-old Samuel Zenas Ammen of Fincastle, Virginia became a member of KA. Ammen was no ordinary student; because of his intellect, he was given advance standing when he arrived at Washington College, and he was a veteran of the Army of Northern Virginia and its Navy, as well. Ammen was a serious student, immaculate in appearance and precise in manner. He was very confident, and Will Scott, who bestowed nicknames on his brothers, dubbed him "Lord."

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

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

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

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

Ammen, Scott, and Wood conferred on several occasions, many times late into the night. Wood presented Ammen with the “papers” that he had written and Ammen preserved a few of its impressive parts and began construction of a new ritual, with a new vehicle for communicating the great theme of KA. Nearly two decades later, Will Scott would write to Ammen, “The Ritual was all so altered, changed and improved upon, mainly by you, that we can say it underwent a complete regeneration, or new birth.” Ammen later related that Wood was completely deferential to his advanced experience with the esoteric. Indeed, Wood’s departure from school was only a few weeks away. Wood’s own correspondence with the Order over the remainder of his life indicates that he confidently left the fraternity he began under the stewardship of Ammen. Wood never hesitated to credit Ammen with transforming his KA “Lodge” into the Order of national prominence that it remains today.

Ammen’s constant refinement of the ritual and creation of the constitution, by-laws, grip, symbols and regalia of the Order, along with his lifelong commitment ultimately earned him the title of Practical Founder of Kappa Alpha Order. Ammen later revealed, “Material for my work was gathered from many sources — books, chapter experience and essays read at chapter meetings. During this formative period, the ruling ideas were suggested mainly by the ideas and aspirations expressed in essays of leading members. The present ritual, in fact, was not made; it grew.” It grew from a seed planted by Wood. The new ritual transformed KA into Kappa Alpha Order, an order of Christian knights (first inspired by Wood’s November 1866 essay to Alpha Chapter and set to work by Ammen) pledged to the highest ideals of character and personal achievement.

Ammen and his Alpha Chapter brothers sought to preserve the virtues of chivalry, respect for others, honor, duty, integrity and reverence for God and woman. Despite the milestone of establishing a solid identity and presence at Washington College, the young Order was not without the startup problems typical with most new organizations. Indeed, the brothers of Old Alpha stood at a crossroads. The chapter expelled members who violated their obligations and were not strong enough to endure growing pains. Will Scott, the chapter’s first Number I, was preparing to leave Lexington to attend seminary, and the chapter brothers had to decide whether they should keep up the effort.

One starry night in May 1867, Ammen and Jo Lane Stern, a recent initiate with whom he had become fast friends, were taking one of many walks they enjoyed together throughout their lives. This particular evening, they were discussing the future of their young fraternity. They paused along the way, and sat on the steps of White’s General Store, on the corner of Lexington’s Main and Nelson streets.

There, they seriously contemplated the viability of Kappa Alpha and whether or not they should continue the chapter. They asked, "Shall we let the Lodge die?" Ammen well-remembered that conversation and later recalled, "The outcome was a decision to keep up the fight, and from that time on our prospects improved." Clearly, Ammen and Stern spearheaded that effort. For that reason, Stern is appropriately given a status on par with our founders.

JAMES WARD WOOD

History reproduced from the 2018 Varlet.

James Ward Wood was born on December 26, 1845, in rural Hardy County, Virginia (now West Virginia). He was the fifth generation of Woods to farm the land near Lost River, and his grandson Bill Wood, who continues his KA legacy as an Alpha Chapter initiate, occupies the family land and the Woodlawn home today. Wood was apparently studying law when his part of Virginia entered the Civil War. He was blessed with a fantastic home library which was wide and varied. While his education was not formal as we know today, he had a rich and broad base of learning. This was accomplished by his intense reading and study of all types of literature. As a young man, Wood was very dignified and deferential, engaging and friendly. In 1864, Wood joined the Company F of the 7th Virginia Cavalry. It was, in part, Lee's acceptance of the presidency of Washington College, and a new job as the head master of the Ann Smith Academy for girls that caused the well-respected Reverend John A. Scott to move his family to Lexington in 1865. Rev. Scott's family had once lived in Hardy County and was intimate with the Woods for two generations. Wood's father recognized his son's natural intellect and high moral character and sought to formalize his education. He also believed that his son would profit under the influence of the Rev. Scott, a Presbyterian minister esteemed throughout Virginia.

Wood made his way to Lexington and arrived on campus on October 10, 1865. He wrote home several days later, advising his brother that he "lodged in the College ... in Room No. 4 of 'Paradise'" (the name given by the students residing there to the building now known as Robinson Hall). Wood quickly became a member of the esteemed Washington Literary Society and was known for his poems and essays that appeared in the campus paper. He soon became known as the "College Bard" on campus. He also was known to enrich his conversations by quoting Biblical scripture and lines from literature. He was impressed with phrases that he had not heard before and sounded unique.

Sometime before the close of the spring semester, Wood received permission from his father to leave campus and board about a mile away at Sunnyside, the residence of Will Scott's aunt. It was while Wood was walking to school in the fall of 1866 that Samuel Zenas Ammen actually first met him. Ammen overheard Wood repeating a Latin phrase (which was the motto of Wood's first ritual) and translated it for him. It was this phrase that Ammen later drew inspiration from to develop the great theme of Kappa Alpha Order.

Because of the manner of his upbringing, Wood had a preference for activity and

doing things that he enjoyed, at his own pace. Wood was not used to organized study. Ammen perceived Wood as “seeing the allegorical; the deep meaning; and, the symbolism” of things. Unfortunately, Wood did not take to the environment of a formal education that Robert E. Lee was shaping as the new president of Washington College. In January of 1867, Lee contacted Wood’s father and advised him that his son was not benefiting from the academic environment.

Accordingly, Wood was called home by his father and resigned his chapter office as Number III on January 25, 1867. On February 1, Wood called his brothers together at the main building of Washington College and made a departing speech and a small presentation to the fraternity that he helped create. Wood remained at home at Woodlawn until 1871, becoming a Master Mason in his local lodge in 1869. He then began travels in the West and migrated to Missouri where he took part in the Grange Movement. In 1875, he returned to Woodlawn where he raised blooded stock. He married at the age of 40 and eventually had eight children. In addition to being a farmer and rancher, Wood became a justice of the peace, school board president, county judge, surveyor, and notary public and representative in the West Virginia State Assembly. He died on January 7, 1926, and is buried in the Ivanhoe Presbyterian Church Cemetery in Lost River, West Virginia.

WILLIAM NELSON SCOTT

History reproduced from the 2018 Varlet.

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

WILLIAM ARCHIBALD WALSH

History reproduced from the 2018 Varlet.

William Archibald Walsh was born in Richmond, Virginia, on September 11, 1849. Although Walsh was not present when Will Scott first joined in Wood's idea of forming a new society, he soon was made aware of the idea and joined the effort. It was in Walsh's dorm room that Wood and Scott spent time between classes. The friendship that was cemented focused the group. On December 21, 1865, Wood proposed a toast to the "two Williams" upon which they "swore together" to form a society. Wood wrote, "The principal work of the first year was done in Walsh's room. Walsh was bright and capable, and he helped me a great deal, especially in connection with the badge." Because Walsh's family had resources, it is likely that he financed the first seven badges from Lexington jeweler D.M. Riley. The first document revealing the name of the group as "KA" was issued to Walsh as a fees receipt in April of 1866. After one year at Washington College, Walsh left in June of 1866 to take up his family's business as a merchant. As such, he is our first alumnus. Walsh continued to correspond with Alpha Chapter, even after his departure, and is generally considered to be our first alumnus member. In 1874, Walsh became a Master Mason in Temple Lodge No. 9. Later that year, he traveled in Africa and returned home to Richmond in impaired health. He died in 1876 and is also buried in the Hollywood Cemetery.

STANHOPE MCCLELLAND SCOTT

History reproduced from the 2018 Varlet.

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

GEORGE C. MARSHALL

Narrative reproduced from the introduction to the Marshall Trophy presentation.

Without a doubt one of the Order's finest, George Catlett Marshall, was born in Uniontown, Pennsylvania, on December 31, 1880. From his graduation at Virginia Military Institute and his subsequent initiation into Kappa Alpha Order's Beta Commission in 1901, Marshall's life was a benchmark of excellence.

He served our Nation's military in many roles from his first duties with the 30th Infantry in the Philippine Islands, to the US Army Chief of Staff and General of the Army. However, Marshall's achievements extended far beyond the duties of a soldier.

Marshall served as President of the American Red Cross, as President Truman's Secretary of State, and was awarded the Nobel Peace Prize in 1953 for his initiation of the European Recovery Act, commonly referred to as The Marshall Plan.

Marshall set the standard for Kappa Alpha's highest honor, the Distinguished Achievement Award, being its first recipient in 1948. Only twenty of these accolades have been bestowed in the last 52 years.

This military genius, consummate gentleman and statesman, died on October 16th, 1959. It is obvious why the highest award we can provide our undergraduate chapters bears his namesake.