

KAPPA ALPHA ORDER

Officer Transition Guide



NUMBER III

Former Number III: _____

Number III: _____

Date of Transition: _____

DUTIES OF YOUR OFFICE

The Number III

9-133. The III –Recording Secretary. The III shall keep full minutes of the chapter proceedings in a permanent minute book; call the roll at the opening and closing of each meeting of the chapter or the active members thereof; furnish the VII during the progress of each meeting with a list of absentees upon all roll calls not theretofore presented to him; read the minutes of the previous meeting; submit his minutes to the I for his approval and signature; supervise the IV in keeping the files of chapter correspondence; and be responsible to the I for the minute book and other records of the chapter used in direct connection with chapters meetings. He shall also serve as the scholarship officer for the Active Chapter. Amended by the 72nd Convention, to take effect on December 1, 2007.

THINGS TO DO

- Introduce yourself to the Alumnus Advisor
- Introduce yourself to the Faculty Advisor
- Introduce yourself to the Greek Advisor
- Review the latest Report 7 from the Associate Director for Chapter Services
- Memorize 100% of your part in initiation
- Read and understand the National Reporting System
- Conduct order of business in chapter meetings
- Call roll at the beginning and end of chapter meetings (should be kept in separate book)
- Take minutes in chapter meetings; to be kept in permanent bound minute book for which you are responsible
- The minutes should be specific but not elaborated
- Furnish VII with list of absentees
- Read minutes from previous meeting, submit to Number I for approval
- Serve as an advisor to the Number I
- Oversee the committees, their duties and their records
- Oversee the administration of the chapter's scholarship program
- Ensure your chapter has a written and functioning scholarship program

THINGS YOU WILL NEED

- A copy of the *Kappa Alpha Laws**
- Current copy of chapter by-laws
- A permanently bound minute book
- A good monthly calendar
- A copy of your chapter's scholarship program
- A membership ledger, roster, phone list, and email addresses
- A copy of last semester's grade report
- National Reporting System information sheet*
- Updated list of all chapter committees and who is on them
- Copy of the Kappa Alpha Order Risk Management Policy
- Scholarship Manual*

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

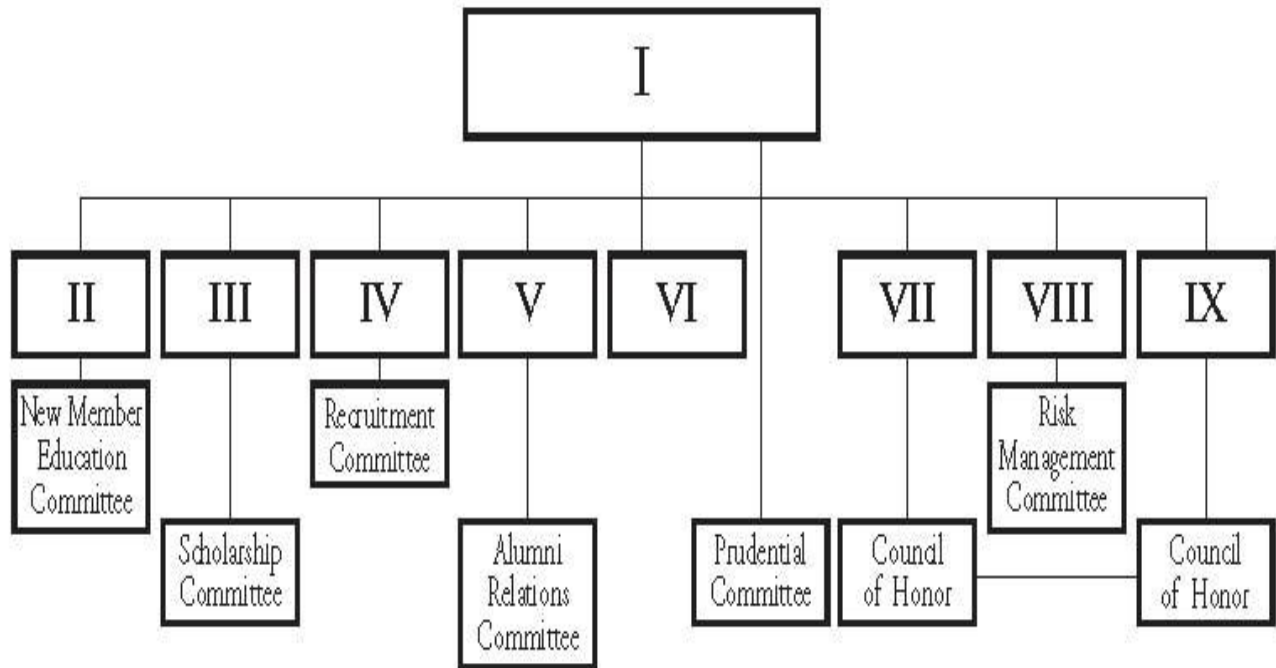
COMMITTEE STRUCTURE

Even though your chapter has nine officers, it is impossible for these men to govern and operate a successful chapter by themselves. Just as a company's board of directors directs employees to carry out policy or accomplish tasks, the officers must have others who are willing to work diligently for the chapter.

To assist in the daily operations, a successful chapter will incorporate a strong committee system. Committees not only support chapter officers, but they also provide a way for other members to be involved. By delegating responsibilities through committees, chapter members know that they are making an important contribution. It is advisable to incorporate all members.

Committees are a vital part of chapter operations and could mean the difference in a successful chapter and a non-successful chapter. For this reason, as the third highest-ranking officer in your chapter, the National Administrative Office feels that every Number III should assume responsibility and supervise your chapter's committee structure. The following are a few common committees that you will find in almost any chapter. Since the only committee that is required by law is the prudential committee, it is up to your chapter to decide which committees you will need.

- | | |
|-------------------------|--------------------------|
| 1. Prudential | 8. Public Relations |
| 2. Member Education | 9. Intramurals |
| 3. New Member Education | 10. Housing |
| 4. Ritual | 11. Project Outreach |
| 5. Scholarship | 12. Brotherhood Building |
| 6. Alumni Relations | 13. Social |
| 7. Recruitment | 14. Risk Management |



NATIONAL REPORTING SYSTEM

Report 1

Fall Dues and Insurance Report

This report allows you to update your chapter's active member roster and current officers by noting those who have graduated, transferred or left school.

The deadline for filing this report is **September 15th**.

Each Active Chapter shall pay dues of \$145.00 per member and \$195.00 Risk Management Fee payable on or before September 30. Fall new members do not pay dues or or Risk Management Fee the first semester.

Report 2

OmegaFi Registration

This report records the information for your new members.

A check for the induction fees (\$100.00 per New Member) Report must be filed within 48 hours of induction.

Report 3

Mid-Year Report

This report provides financial information needed for IRS filing purposes. This report is due to the National Office by **September 15th**.

Report 4

Initiation Report

This report is used to record the initiation of new members. The initiation fee is \$295.00* per new member due (2) weeks prior to initiation.

Badges will be shipped in time for the initiation ceremony to chapters who have: (1) paid all induction and initiation fees, and (2) filed Report 4 at least **two weeks** prior to initiation. (Shingles will be ordered and shipped directly to the chapter. Please allow four to six weeks for delivery.)

Report 5

The Kappa Alpha Journal Submission

This report calls for chapters to submit items for the *Kappa Alpha Journal*. Although the National Administrative Office will send out requests during the year, your chapter may submit information to the Director of Communications at any time. Please submit at <http://www.kappaalphaorder.org/active/report-5>

Report 6

Spring Dues and Insurance Report

This report helps to update your chapter membership. Also for new members, new initiates and anyone who did not pay in full in the fall. Each Active Chapter shall pay dues for each member as of December 31 for whom dues were not remitted in the fall as follows: \$72.50 dues per member and \$97.50 Risk Management Fee payable on or before February 15.

Report 10

Chapter Annual Report

This report provides the National Office with the updated officer and committee information following chapter elections. It must be filed by **December 5th**.

*Fees are subject to change

Sample Scholarship Program

1. Mission:

As brothers of Kappa Alpha Order, excellence is our aim in every facet of our lives. Our goal is to soar past that which we had previously assumed we could achieve. A Kappa Alpha brother agrees, “that he will labor with diligence to maintain his scholarship.” Therefore, as a chapter, part of our main focus is to maintain the zenith of our classroom performance. Kappa Alpha Chapter of Kappa Alpha Order recognizes scholastics to be the primary reason for any member to attend Robert E. Lee University; as a result, Kappa Alpha Chapter has adopted this scholastic policy to aid members in academics.

Academic excellence enriches the lives of chapter members, promotes the chapter’s image on campus and in the community, strengthens the overall Greek system, stimulates interest and approval of parents and alumni, attracts the most outstanding gentlemen during recruitment, and ensures that the chapter will continue to grow through the continued initiation of its new members. Academic success ultimately benefits everyone.

2. Scope:

This scholarship program provides the rules and guidelines which must be adhered to by all active and new members of Kappa Alpha Chapter, and has been duly approved by its current Number I. The purpose of this program is to propel each member past the point of his previous peak academic performance at Robert E. Lee University. This program is meant to help focus members on their primary objective at Lee University; that is, to accrue knowledge and obtain a degree.

3. Scholarship Committee Structure:

a. Scholarship Chairman: The Number I may appoint a Chairman to assist the Scholarship Officer as he sees fit. The Chairman will assume the responsibility of ensuring that the provided guidelines are held true and followed precisely. He will also review and improve the previous scholarship program if necessary, as well as maintain the chapter’s study archive. The Scholarship Officer may report on academic activity at chapter meetings (any A’s, study hall attendance, etc.).

b. Scholarship Committee: The Scholarship Officer will select the remaining members of the committee. It is recommended to have a member on the committee from each grade level. The purpose of the committee will be to monitor member’s grades and ensure that every brother who needs help receives it through either other members of the chapter or through the available campus resources. The committee will meet weekly, at a date and time to be decided by the Scholarship Officer.

4. GPA Requirements and Chapter Dues:

a. All members will be required to sign a release form willfully granting access to their grades.

- b.** All members are expected to maintain a minimum GPA of 3.00 (on a 4.00 scale) during both fall and spring semesters to remain in good standing with the chapter.
- c.** Any member who fails to meet the 3.00 GPA minimum will be placed on both Social Probation and Academic Review until his grades are brought up to a satisfactory level. Social Probation demands that no delinquent member will be allowed to participate in any of the chapter's social events, having the intent of making such members more academically responsible.
- d.** To have Social Probation lifted; a member will have made known to the Scholarship Committee an adequate improvement in GPA. At such a time, it will be the duty of the Scholarship Officer to notify the Number I of the member's improvement, who may then elect to return the member's social privileges.
- e.** Active dues will be determined by a grade-based system, shown by the table below.

<u>GPA</u>	<u>Dues</u>
0.00 – 2.29	\$350
2.30 – 2.69	\$325
2.70 – 2.99	\$300
3.00 – 3.49	\$275
3.50 – 3.99	\$200
4.00	\$180

***Note: The new member with the highest GPA will receive a \$25 deduction from his initiation fee, excluding members with a GPA lower than 2.80.

5. Requirements for Members in Good Standing:

- a.** All members, regardless of GPA, will turn in grade sheets to the Scholarship Officer or another member of the Scholarship Committee by the end of the second and fourth active chapter meetings of each month. Any member who fails to do so will incur a penalty as prescribed by the Scholarship Program.
- b.** All members must turn in their course syllabi by the end of the second active chapter meeting of each semester. Failure to submit will result in a fine (see Penalties).
- c.** Every member will have at least one meeting with the Scholarship Committee per semester to set individual academic goals. Each member will be held accountable for reaching his goals throughout the semester by the committee.
- d.** Members in good standing are required to attend 1 study hall session per week, and are highly recommended to attend more. Take advantage of the provided study sanctuary.

6. Academic Review:

The following will be the requirements for member who have been placed under academic review. These are members who fail to meet minimum GPA requirements and are not currently in good standing with the chapter.

- a.** AR Members will present a printed copy of their class schedules to the Scholarship Committee.
- b.** AR Members will be required to turn in weekly attendance sheets signed by each professor, which will include comments on class attendance. This is meant to

prevent excessive and unnecessary skipping. Illnesses will be excused with valid proof.

- c. AR Members are required to attend and participate in Study Hall as prescribed by the Study Hall section of this program.
- d. Penalties will be levied to AR Members who fail to adhere to the rules of Academic Review (see Penalties).

7. Study Hall:

- a. Study Hall will be held in an isolated, quiet environment (probably the library) Monday through Wednesday from 6:30 p.m. to 8:30 p.m., unless stated otherwise by the Scholarship Officer or the chapter calendar.
- b. All AR Members will be required to attend study hall sessions each week, according to GPA, as shown by the table below.
- c. Upon arriving at Study Hall, all members are required to check in and log their time via the sign-in sheet provided. If a member attends Study Hall without checking in and out, he will not be credited for his time.

GPA	Required Weekly Sessions
0.00 – 2.00	3
2.00 – 3.00	2
3.00 – 4.00	1

8. Study Archive:

- a. It is the duty of the Scholarship Committee to file and maintain materials accumulated by brothers from their classes to be used as study guides by other brothers taking the same classes in the future. Upon submission of class materials, the member making the submission will fill out a class/professor review form to also be put on file for future reference. No profanity, defamation, or such derogatory terms will be allowed on review forms.
- b. Members are encouraged to contribute materials to the archive. Any tests or quizzes submitted for filing must have a grade of ‘C’ or higher, and must have corrected answers to be accepted. Exceptions may be granted at the discretion of the Scholarship Officer.
- c. All files in the archive are under the supervision of the Scholarship Officer; however, he is not responsible for any reckless use of chapter files. Any such use of destructive handling of files will result in offense charges and/or any penalty deemed appropriate by the Number I.
- d. Materials may **only** be checked out of the chapter files during study hall, or with the explicit consent of the Scholarship Officer.

9. Incentives and Penalties:

a. Incentives:

- 1. **Academic Football League (AFL):** This incentive is designed to help brother hold each other accountable for their own grades. Just like a real football team, when a fellow teammate is not “pulling his weight”

it is his teammates' responsibilities to get that teammate back on track. As brothers we are obligated to help each other, and this includes academics. There will be a mandatory fee of \$5.00 to play. The team with the highest amount of points at the end of the semester will win the money, and the team with the highest overall semester GPA will win a catered dinner at the expense of the chapter. Team members who will be attending the catered dinner will each be allowed to invite one date.

Draft: The team captains will be composed of the active chapter members who attained the top three GPAs from the previous semester. The three will then draft the other members of the chapter onto their teams, beginning with the team captain who attained the lowest GPA. No trading will be allowed.

Rules: The Scholarship Officer will be the bookkeeper for the official statistics of the season. Scoring will be as follows: an 'A' on a test will be a touchdown, worth seven (7) points for the team; a 'B' on a test will be a field goal, worth three (3) points for the team. Updated team scores will be posted weekly in the KA House. Total points for each team will be divided by the number of tests turned in for that team to even the playing field. More details may be provided after classes begin.

2. **The Test Raffle:** Each time a member receives an 'A' on a test, quiz, paper, or exam, he may submit the grade **with proof** to the Scholarship Committee and sign a raffle ticket for the Test Raffle Jar. At the end of each month, a name will be drawn from the jar and the winner will receive a \$10 gift card to the Scholarship Officer's place of choice.
3. A plaque will be awarded at the Old South Ball each year for each of the following achievements – Active earning the highest semester GPA in the chapter (minimum of 3.00 to qualify), New Member earning the highest semester GPA (minimum of 3.00 to qualify), earning the highest GPA for the year, Big/Little brother team who earns the highest overall GPA. The active who earns the highest GPA each semester will also have reserved the parking spot next to the concrete in the KA House parking lot.
4. A certificate for Academic Achievement will be awarded to members who earn a semester GPA of 3.50 or higher.
5. A certificate of Academic Excellence will be awarded to members who earn a semester GPA of 3.75 or higher.
6. A free t-shirt will be awarded to members who earn a 3.50 or higher semester GPA.
7. A plaque will be awarded to the member with the most improved GPA (one each for Fall and Spring semester) at the Old South Ball.
8. **Citation of Academic Excellence:** Any undergraduate brother, who maintains full-time enrollment status on his respective campus and

achieves a 4.00 semester or quarterly grade point average, will be awarded a citation of Academic Excellence at province council. The submission of individual eligibility will be the responsibility of each undergraduate chapter at the completion of each academic term (*Kappa Alpha Laws*).

b. Penalties:

<u>Scholarship Offense</u>	<u>Penalty</u>
Failure to attend Study Hall	\$10 per session and/or Social Suspension
Failure to submit Grade Sheet	\$30 and/or Social Suspension
Failure to submit Attendance Sheet (If required)	\$15 and/or Social Suspension
Failure to submit course syllabi	\$25 and/or Social Suspension
Miss more than five (5) classes in one month (unexcused)	\$5 per class and/or Social Suspension
Miss a single class more than five (5) times (unexcused)	\$5 per class and/or Social Suspension

*****Note:** The Number I and Scholarship Officer both reserve the power to levy penalties on an individual basis as each case necessitates. For special cases, penalties will be given as deemed appropriate.

NO. III GOAL SETTING

Initiation ceremony

Current % of ceremony memorized _____
Goal % by next initiation _____

Formal Meetings

Do you currently have a permanent bound minute book? _____

Are minutes clear and precise? _____

Do you currently take roll in a membership ledger? _____

Committee structure

Is the committee structure in place? _____
Are committees meeting regularly? _____

Academics

Last years GPA _____
Goal GPA for this year _____

Current academic rank among fraternities _____

Goal rank among fraternities _____

Was the chapter above the all male average last year? _____

Was the chapter above the all fraternity average last year? _____

Does your chapter have a written scholarship Program? _____

TRANSITION NOTES:

Order of Business

- I. Call to Order:
 - Brother Bonner called a formal meeting of Omega Omega chapter of Kappa Alpha Order to order at (Time) on (Date, Monday, Jan. 5, 2015).
- II. Roll Call and Reading of the Minutes:
 - Members not present:
 - Michael Wilson Brent Fellows
 - Larry Wiese* Jesse Lyons
 - Place (*) by the names that are excused absences.
- III. Reading from the customs of the Order:
- IV. Reports of Correspondence:
 - Brother Harvey read a letter from the Alpha Chi's.
 - Brother Bush read a letter from IFC pertaining to Intramural.
- V. Reports of Officers: (Every officer should report)
 - Brother Griffith, the Number VI, asked the chapter to pay their dues.
 - Brother Dellinger, Number III, reminded the chapter to turn in their alumni names.
 - Brother Cofer, Number I, asked the chapter to participate in the car wash this weekend.
- VI. Reports of Committees: (Every committee reports)
 - Brother Ammen reminded the chapter that prudential would be held after the chapter meeting.
- VII. Special Order of Business:
 - None
- VIII. Unfinished Business:
 - None
- IX. New Business:
 - None
- X. Voluntary Remarks:
 - Be somewhat specific in this area, convey the point but do not elaborate.
- XI. Censor Report and Decisions:
 - Brother Brian was fined.
 - Brother Cas was fined.
- XII. Closing Ceremony:
- XIII. Adjournment:
 - Brother Bonner closed the meeting with prayer at (Time).

Submitted By _____ (Number III)

Approved By _____ (Number I)