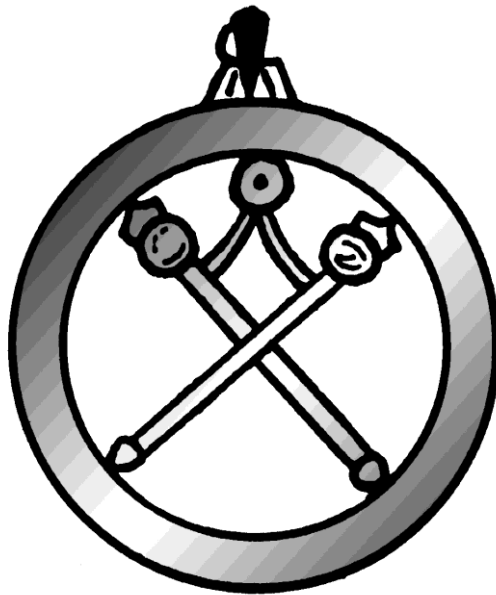


# KAPPA ALPHA ORDER

## Officer Transition Guide



## NUMBER IX

Former Number IX: \_\_\_\_\_

Number IX: \_\_\_\_\_

Date of Transition: \_\_\_\_\_

## **DUTIES OF YOUR OFFICE**

The Number IX

*Kappa Alpha Laws – 9-139.* The IX – Marshal. The IX shall be responsible to the I for the safekeeping and preservation of the paraphernalia and chapter room properties of the chapter and shall introduce to the chapter at each chapter meeting any alumni or other visiting brothers present.

## **THINGS TO DO**

- |                                                                                                                                                                                                                                          |                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Call and introduce yourself to the Alumnus Advisor                                                                                                                                                              | <input type="checkbox"/> Plan out your topics and agenda for COH                                                                                          |
| <input type="checkbox"/> Call and introduce yourself to the Faculty Advisor                                                                                                                                                              | <input type="checkbox"/> Maintain chapter register and update it                                                                                          |
| <input type="checkbox"/> Re-read the customs of the Order                                                                                                                                                                                | <input type="checkbox"/> Review the latest Report 7 from the Associate Director for Chapter Services                                                      |
| <input type="checkbox"/> Set a date for initiation                                                                                                                                                                                       | <input type="checkbox"/> Ensure your chapter has proper pre-initiation activities planned for new members – contact your ADCS for ideas                   |
| <input type="checkbox"/> Reserve a church                                                                                                                                                                                                | <input type="checkbox"/> Set meeting times at the beginning of the semester to have discussions on the customs of the Order                               |
| <input type="checkbox"/> Clean regalia if needed – regalia can be cleaned at dry cleaners                                                                                                                                                | <input type="checkbox"/> Ensure that all of your copies of the customs of the Order are accounted for, secured in a fireproof case, and are in good shape |
| <input type="checkbox"/> Inventory your chapter regalia - if items are in bad shape or if you lack certain items look to alumni for assistance in obtaining new items or request that the chapter budget money for regalia each semester |                                                                                                                                                           |

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## **THINGS YOU WILL NEED**

- |                                                                                                                  |                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Complete set of regalia                                                                 | <input type="checkbox"/> Contact information for new regalia. (price list from NAO)*                               |
| <input type="checkbox"/> Copy of initiation music                                                                | <input type="checkbox"/> Contact information for local alumni in case a need for a church or Masonic temple arises |
| <input type="checkbox"/> Copy of your chapter's by-laws                                                          | <input type="checkbox"/> Budget information for ceremonies                                                         |
| <input type="checkbox"/> Time line of pledge program (enabling you to begin scheduling practices for initiation) | <input type="checkbox"/> Contact information for the church your chapter uses                                      |

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

## EXCELLENCE IS OUR AIM

### What are the responsibilities of a Number IX?

Some chapters give the position of ritualist to younger members of the chapter because they feel this office is of little importance. However, the IX has a higher calling. The Number IX is ultimately responsible for the entire initiation ceremony, setting up practices, and insuring the best possible performance. It is also the responsibility of the IX to instill the values and philosophies of the ritual into every brother. Therefore, the ritualist should naturally be the one who motivates and inspires the brothers to make the ritual the center of chapter life. It is the IX who initiates discussion and debate on different interpretations within the ritual.

It is up to the IX to make sure that amidst all the parties, fund-raisers, rush functions, house clean-ups, committee meetings, and everything else that dictates chapter life, the ritual is not forgotten. It is the Number IX's job to make the customs of the Order the center of chapter life.

In order to be a successful IX, the ritual must be sacred to him. Just like a successful salesman believes in what he sells, a successful ritualist believes in what he teaches. If the chapter members see the IX ambivalent toward the ritual, they will not be motivated to live by it.

### ADDITIONAL OBLIGATIONS OF THE IX

#### THINGS TO REMEMBER

Finding churches that will let chapters use their facilities is becoming more difficult. Do not risk doing anything that might jeopardize a positive relationship with a minister and his congregation.

If your chapter does not have a church, alumni contacts can be used. Often times, alumni may know a minister in the area who happens to be a KA, or they may be very close with the pastor of their church. This can be a good start.

If your chapter has a church or happens to find one, there are some things a chapter can do to maintain good relations with the minister and his congregation:

- Have all the brothers attend Sunday worship service
- Perform a special project for the church
- Donate an altar arrangement
- Don't forget to pay a gratitude for use of the facilities
- Leave the church in better condition than you found it.

It must be remembered, in order to be a successful chapter, the customs of the Order must be at the center of chapter life. There are good chapters and there are bad chapters, but the great chapters all have one thing in common: The ritual is the foundation of their chapter.

### The 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 is a program of intense study of the laws and customs of the Order. This program is one of Kappa Alpha's many unique contributions to the fraternity world that helps provide member education to our chapters. The Council of Honor program was conceived at Gamma Chi chapter (Texas Tech University). Former Knight Commander Idris R. Taylor, Jr., Ph.D, mainly originated the program. The program seeks to provide members of Kappa Alpha with greater insight into the *Kappa Alpha Laws* and chapter by-laws, and the ritual, coming to understand the symbolism and recurring themes not often understood or noticed.

## Sample Ritual Practice Guide

Omega Omega chapter's plan for meeting the Ritual Proficiency and Use, the chapter has a full set of regalia that is stored in a locked closet inside their chapter room at the chapter house. (They are a Crusade chapter and have a third copy of the customs.) The chapter's Number I, Number IX, and a member of the chapter's Alumni Advisory Committee all have keys to the closet. Omega Omega calls for mandatory attendance by every members, \$50 fine and loss of social privileges for 1 month for those who do not attend and did not receive prior approval from the Number I and Number IX. Excuses must be submitted at least three weeks prior to the initiation. The Number IX has kept the following log with items to complete, practice schedule, and monitoring of memorization:

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

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

08/27 Inventory regalia items

*Aug 27<sup>th</sup>*

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

08/28/07 Place order for items needing to be replaced

(Items)       No Items needed        
 \_\_\_\_\_  
 \_\_\_\_\_

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

09/15 Ritual workshop

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Memorization)	Personal Goal	Completed
Number I	100%	90%
Number II	100%	100%
Number III	75%	80%
Number VIII	75%	100%
Number IX	100%	100%

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

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

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

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

□ 11/02 – 11/03 INITIATION

*Great Job*

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

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

## NO. IX GOAL SETTING

### Initiation

Current % of initiation ceremony memorized:

\_\_\_\_\_

Goal % of memorization by next initiation:  
(should be 100%)

\_\_\_\_\_

Current condition of regalia: \_\_\_\_\_  
(complete or incomplete)

Goal by end of semester: \_\_\_\_\_

Does chapter use a church or house for initiation  
(or other)? \_\_\_\_\_

Goal for next initiation: \_\_\_\_\_

Current number of rehearsals before initiation:

\_\_\_\_\_

Goal for this semester/year: \_\_\_\_\_  
(10-15 rehearsals are ideal)

Do you have an active role in the Council of  
Honor Program? \_\_\_\_\_

Goal for next ritual portion of your chapters  
Council of Honor Program: \_\_\_\_\_

Chapter's current awareness of the customs of  
the Order: \_\_\_\_\_

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## TRANSITION NOTES:

## REGALIA INVENTORY LIST

### NUMBER I:

- Tunic
- Cape
- Crown
- Belt
- Sword

### NUMBER II:

- Tunic
- Cape
- Diadem
- Belt

### NUMBER III:

- Tunic
- Cape
- Diadem
- Belt

### NUMBER VIII:

- Tunic
- Belt
- Sword
- Shield

### NUMBER IX:

- Tunic
- Cape
- Belt
- Banner

### OTHER ITEMS NEEDED:

- Novices' Robes
- Novices' Swords
- Novices' Spurs
- Carpet
- Urn
- Alter
- Bell & Mallet
- Members Robes
- New Active badges for initiates (should be ordered 2 weeks before initiation date accompanied with all initiation fees)

For more information about prices and Regalia items contact:

Andy Morris at Collegiate Regalia  
1-888-748-8251