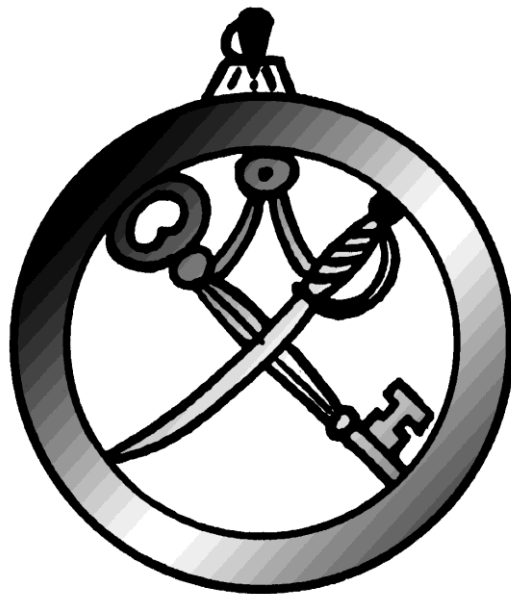


KAPPA ALPHA ORDER

Officer Transition Guide



NUMBER VIII

Former Number VIII: _____

Number VIII: _____

Date of Transition: _____

DUTIES OF YOUR OFFICE

The Number VIII

Kappa Alpha Laws – 9-138. The VIII – Sergeant-at-Arms. The VIII shall act as the sergeant-at-arms for all chapter meetings and shall admit only persons lawfully permitted to be present at a chapter meeting. He shall also serve as the primary risk management officer for the Active Chapter. In this capacity he shall be responsible for education and enforcement of the Order’s risk management policy.

THINGS TO DO

- Introduce yourself to your Alumnus Advisor
- Introduce yourself to your Faculty Advisor
- Introduce yourself to your Greek Advisor
- Call and introduce yourself to the Housing Corporation President
- Memorize 100% of your initiation part
- Review and maintain a copy of the Kappa Alpha Order Risk Management Policy (KAORMP)
- Ensure the members have read, understand and are adhering to the KAORMP
- Develop and distribute a crisis management plan to all members of the chapter (use copy from National Administrative Office as a guide)
- If the chapter lives in a house, plan at least two fire drills per semester. Make sure every bedroom has an evacuation map on the door
- Work with other officers to ensure all parties are conducted and closed down according to the Kappa Alpha Order Risk Management Policy and your campus policy
- Review the latest Report 7 from the Associate Director for Chapter Services
- Secure meeting room and area prior to and during meetings
- Call and introduce yourself to the security guard company
- Call and introduce yourself to the campus police department
- Call and introduce yourself to the local fire department
- Form a risk management team of 4-5 members to enforce the KAORMP at chapter social functions (includes non-drinking party monitors)
- Post emergency phone numbers in a common area within the house
- Stamp/ID to control underage drinking
- Provide alternative food/beverages at all social functions

THINGS YOU WILL NEED

- A copy of the *Kappa Alpha Laws*.*
- A copy of the Kappa Alpha Order Risk Management Policy*
- A copy of your chapter’s crisis management policy
- A copy of your chapter by-laws
- Evacuation routes for your chapter house
- A copy of your universities’ policies on social functions
- Get contact information for the security company your chapter uses.

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

KAPPA ALPHA ORDER RISK MANAGEMENT POLICY

**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. All members of Kappa Alpha Order are expected to follow all applicable laws of the state, county, parish, city and institution of higher education. 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.

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
2. and 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.

NO.VIII GOAL SETTING

Chapter Meetings

Is every chapter meeting secure? _____

Is the chapter room cleaned after each meeting? _____

Risk Management

Do you currently understand the Kappa Alpha Order Risk Management Policy?: _____

Are you prepared to teach the chapter about the policy?: _____

Current number of members who know and understand the Kappa Alpha Order Risk Management Policy: _____

Goal # of members who understand the Kappa Alpha Order Risk Management Policy: _____ (every member)

Crisis Management

Does the chapter have a crisis management plan? _____

Has every member of the chapter reviewed the crisis management plan? _____

Current # of fire drills per semester: _____

Goal # of fire drills per semester: _____

Social

Are all social event policies followed by the chapter? _____

Does every member of the chapter know the universities' policies on social events?

TRANSITION NOTES:

CRISIS MANAGEMENT

1. One Person in charge: The Number I is ultimately responsible and in command of every situation that effects your chapter. In case an emergency arises, make sure that you have the following information:

- Time and location of the emergency
- Who is involved- how serious is the emergency
- Specific details of what has occurred.
- If the number I is not available, contact the next available officer.

2. Contact the following in this order:

-Alumnus Advisor- Responsible to provide advice for the best interest of the chapter and can provide immediate assistance.

-Province Commander- In charge of the chapters within his province and needs to know of any situation as soon as possible.

-National Administrative Office- The Kappa Alpha Order National Administrative Office needs to know of any crisis of any chapter within the Order. If the National Administrative Office does not know of the situation, we cannot provide immediate service. The NAO will then be able to explain how to proceed!

-Greek Advisor- They are trained for every emergency on his/her campus. It is important to work with the greek advisor and the university to help resolve the situation before it is out of control.

3. Hold an emergency meeting: This meeting is designed for the alumnus advisor or province commander to address the chapter concerning the situation. It is important for the chapter members to be on the same page about the issue.

- Explain to the chapter that the house needs to remain closed until the situation is under control. Only allow the police and chapter members into the house.
- Relay information to the chapter.
- Collect any other information that members may have heard or know about the situation.
- Re-emphasize that the Number I is in charge and that only the appointed public relations chairman speaks with the media.

4. Complete an internal investigation and

report: Include the following information:

- Date and Time of incident
- Nature of incident, extent of damages and/or injuries
- List of witnesses
- What action will be necessary
- Who needs to take that action (chapter/alumnus advisor/ province commander/ or NAO)
- Complete this report within 48 hours and send to Province Commander and NAO.

Additional tips

-Do not attempt to cover-up. The truth always has a way of coming out and the situation is much worse if things have been hidden.

-Chapter should maintain emergency information on members (i.e. home phone number, parents phone, medical information, etc)

