

Kappa Alpha Order
National Administrative Office

CHAPTER MEETING
TRAINING PACKET SUPPLEMENT

Dear Chapter Leader:

Kappa Alpha Order seeks to create a lifetime experience...

One of the experiences a member should be introduced to is the ability to conduct oneself in a business setting. Not only does the fraternity world provide you with connections that can help you find employment, but it should prepare you for interaction during day to day business and more importantly during business meetings. A successful chapter meeting will provide your members with information regarding the fraternity and should be conducted in a business-like manner.

This training packet supplement, or TPS, is intended to provide you with the tools and information you will need to run your chapter meetings more efficiently and also familiarize your members with the basic tools necessary. It will explain the importance of the atmosphere of the meeting, the responsibility of officers and committee chairs, the order of business, and suggestions for a successful chapter meeting.

An efficient chapter meeting will take less time, present more information, and be more productive in providing life skills to your members. As you become more effective during a chapter meeting, you will find that your officers and members will become more responsible and can be held accountable for completing their tasks. This will allow more members to become involved and take ownership in the overall chapter.

Fraternally yours,

National Administrative Office

Chapter Meeting Training Packet Supplement

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Setting of the Meeting

Where do you hold your chapter meeting? What do your members wear? How are they expected to act during the meeting? What is the purpose of our meeting? **Finally, and most importantly what do we wish to accomplish with this meeting?** These are important questions and the answers can be the key to getting members in the correct mindset to conduct a proper meeting.

Every activity has an environment that is more conducive to accomplishing your task; chapter meetings are no different. If you wanted to play a baseball game, where would you go; how would you dress? You would go to a baseball field or large flat open space; you would wear athletic clothing and take along the tools necessary to play. A chapter meeting is approached in the same manner. The chapter must find a suitable meeting space and members should be dressed in a manner that promotes a business mindset.

A Suitable Room and Set-Up

A meeting space should be found that is professional and that houses all members comfortably. The same space will serve as a meeting room to be used every week and a set time and day should be determined to establish a routine for the meeting. The customs of the Order prescribe the ideal setting for a chapter room. (See appendix) If this cannot be achieved, align chairs in rows or sit at tables facing the head of the room. Regardless of the style of seating there shall be a head table where the Number I sits facing the chapter with the Number II on his right and Number III on his left. (See appendix) To become more visible to the chapter, the Number IV, Number V, Number VI, and Number IX are assigned seats near the front of the room. The Number VII is placed in a position to view the entire room either in the front or rear of the room. The Number VIII is seated next to the door to better position himself to perform his duties. By having seats assigned to the other officers, the Number IX can lay out the officer jewels in those assigned positions before the meeting room begins to fill

Attendance by members is mandatory for all meetings and a penalty for missing a meeting is an essential part of chapter bylaws. The chapter may want to consider including an acceptable amount of excused absences allowed per semester as well as a system and time frame by which request for absence must be made and to whom excuses are submitted *The Number III is the ideal person.* The bylaw can also include a lesser fine or penalty for members who arrive to the meeting late. *Members entering the meeting room after it has begun should await permission to enter. It should be noted that approval to enter the meeting is left to the discretion of the Number I and should only be given for reasonable excuses. The Number I can effectively set the tone for the timely meetings if he starts on time and denies admittance to brothers arriving on their own schedule. It should only take one or two times and the chapter will understand that the meeting is to start on time. After receiving permission they should enter in the proper manner and take a seat if available. This is not a time to announce why they are late, that should be dealt with after the meeting.*

Meeting Attire

Picture this, how professional would Convention feel if those in attendance were dressed in shorts and t-shirts, some wearing hats, others in pajama pants? How productive would it be? A person acts differently depending on how they are dressed. In the early days of Kappa Alpha history, members were dressed in suit and tie. A chapter bylaw defining meeting attire is a must for every chapter, included with it is the penalty for failing to meet the dress requirements. If your chapter commits to shirt and tie, make members tuck in their shirt and wear proper shoes for their outfit. Don't develop a plan that allows members to wear a shirt and tie, and have their shirts untucked and wearing flip-flops. This defeats the original purpose and does the chapter no good. *Be specific and cover details so members can't find a way around them.* Just as you want to set achievable goals for the chapter, the same rule applies for chapter bylaws; if the chapter will not follow them, don't adopt them. There will be cases where the dress code can be suspended, but a standard of attire must be prescribed and enforced.

Professionalism

Professionalism is perhaps the most important aspect of setting up a meeting. This is the attitude of the meeting and members follow the lead of the chapter officers. Make it known to the officers how they are expected to conduct themselves and that they are held to a higher standard therefore they must set a good example for the members of the chapter. This starts with how they are dressed, how they act, and the words that come out of their mouth. Your chapter officers are like board members and need to act as if they were in a business meeting.

How does your meeting begin? How does a business meeting begin? Setting the stage with professionalism should be the leaders of the chapter. The Number I, Number II, and Number III enter the room last to signify that the meeting is about to start just as executives of a business would do. How many times have you had to rap the gavel over and over to get members attention to start the meeting? If they are accustomed to settling down when these officers enter the room this makes the beginning of the meeting start more efficiently. After the Number II and Number III have entered everyone rises, the Number I enters and raps the gavel, everyone takes a seat, and the meeting begins on time. By taking the steps to set-up a meeting properly and requiring members to conduct themselves in a professional manner, you will find the meeting will run smoothly and more work can be accomplished. While a social feeling may exist at times the purpose of the meeting is to conduct the business of the chapter. How you handle this will determine whether your chapter is committed to being a great chapter of Kappa Alpha Order or simply a social club.

Introducing the Meeting to Members

Chapter meetings are run according to parliamentary procedure. This allows everyone to be heard in an organized manner and decisions to be made without confusion. It is important that everyone understand the basics of parliamentary procedure in order to be an effective contributor to the chapter. *Robert's Rules of Order* is the parliamentary procedure handbook to which the Order has chosen to prescribe. This TPS does not explain the ins and outs of parliamentary procedure, if you and your chapter need refreshing, host a workshop and use the resources available to you.

It is important to note that parliamentary procedure is meant to enhance our meetings. It should not be a distraction or a tool that people use to undermine the good workings of the chapter. Parliamentary procedure is to aid the chapter in fair and open debate, assist in voting situations and ensure smooth chapter meeting operations. Chapters that become consumed with minutia and the complex intricacies of *Roberts Rules of Order* should be strongly cautioned.

When should members become familiar with how a chapter meeting is run and how they should conduct themselves? This process doesn't begin when a member becomes active, but when he becomes a member awaiting initiation. After the first couple of meetings new member meetings are conducted in the same manner as active meetings. Weekly meeting location, time, and day of the week are determined by the new member educator and the new member class, this ensures everyone will be free of conflict on a weekly basis. The dress code for new member meetings is the same as the active meeting and members awaiting initiation are held accountable to abide by it in the same manner as actives.

The same meeting format and agenda is to be followed as if it were an active meeting with educational time added during voluntary remarks. As active meetings are structured to mirror business meetings, new member meetings are structured to mirror active meetings. The ritual portion of the active meeting is omitted, but the rest of the meeting should be conducted as if it were an active meeting. Every new member class elects officers who will serve the same purpose as the active officers. The election process is the one prescribed by *KA Law* for active chapters. The remaining officers and committee chairs will be determined in the same manner as the active chapter. They need to meet with their active counterparts and give an officer report at the new member meeting. Permission must be asked for and granted to speak at the meeting; *Mr. President* or *Mr. Chairman* should be used to ask for permission. After permission is granted the person wishing to address the chapter should stand and be given the attention of others. By requiring members awaiting initiation to meet with officers or committee chairs and be responsible for making a report, we are accomplishing a couple of things. Members awaiting initiation are learning the responsibilities of officers and committee chairs. They are being held accountable for scheduling times to meet with these officers and chairs, and then report to their peers; they are becoming

involved in the chapter; and lastly they are learning how an active meeting runs. We are now teaching members awaiting initiation to become good actives and actives who will become good citizens and alumni.

Responsibility of Officers

Every officer has a responsibility within the chapter structure and he is also required to report to the chapter every meeting. This section will break down the basic information that every officer should report during meeting.

To understand what the responsibilities are we must relate the officers to members of a business meeting. Think of it as if every officer report is a presentation to the president of the company, members of its board, and employees. The president is the Number 1, the members of the board are the other officers and committee chairs of the chapter and the employees are the members of the chapter. The habit of some officers is to develop their presentation during the meeting instead of giving a report. A report should be formulated before the meeting and delivered to the chapter as information. Officer reports are not a time for debate or open discussion.

(Example of an officer report)

Let's use the Number IX as an example of a proper report. It is coming up on initiation time and practice needs to be held. When the Number IX gives his report during chapter meeting he should announce the times and location that practice will be held. How will he know if these times will not conflict with the schedules of those involved? It is his duty to discuss times with the members involved before meeting occurs and simply report them to the chapter. This now becomes a report instead of a time where the chapter tries to figure out meeting times suitable to everyone's schedule. There is no discussion about the times and location of the practice during the meeting. Anyone who has a concern about the times needs to meet with the Number IX after the meeting where problems can be addressed. His report will go as follows:

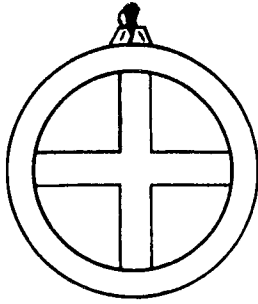
He asks for permission to address the chapter (In the manner prescribed by the customs)

He then stands and gives the proper salute and delivers his report:

"The initiation team will be holding practices this Monday, Wednesday, and Thursday at 8:30 in the chapter room. All involved are required to attend and anyone who would like to join us is welcome. I am still looking for two volunteers, anyone interested please see me after meeting."

All officer reports should follow this procedure and officers must be giving reports instead of making decisions during meeting. This reduces time and the meeting now functions more like a business would conduct itself instead of people

Number I



The Number I of a chapter acts as the owner of a business. He enters the room last and the meeting starts when he raps the gavel. The Number I controls the meeting as a facilitator and he is responsible for being as familiar as the Number VII with parliamentary procedure to ensure the meeting runs properly.

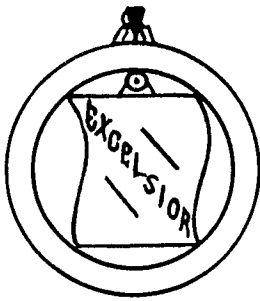
- ❑ **Preparation:** The Number I must be the most prepared individual in the room. He needs to review the voting requirements for any items he can foresee being brought to the floor during meeting. The Number I develops an agenda for the chapter meeting to use as a guide. He also schedules to meet with any guest before the meeting and discuss when they will present their information to the chapter.
- ❑ **Executive Committee:** The Number I schedules and conducts weekly Executive Committee (EC) meetings and develops an agenda to cover during those meetings. Ideally, EC meetings should be held during the week. Executive Council may be held before chapter meeting but this is not the recommended model as this makes the material seem repetitive during chapter meeting to those who serve on EC. Additionally, any issues that arise during the executive committee meeting are difficult to solve if the chapter meeting is to start in 20 or 30 minutes. The Executive Committee time is used to get everyone on the same page and challenge Executive Committee members to do their duties. This allows the Number I to see what progress the members of the EC have made during the week. He should take notes during the EC meeting and use the agenda and his notes during chapter meeting to ensure officers and committee chairs report all items discussed during EC to the chapter.
- ❑ **Control:** You have been elected by the chapter to lead them. You must be a leader during meeting and ensure order is maintained by keeping members focused and on task. The more lenient you are the less control you have. Learn what the chapter will respond to and use that as a tool to keep them attentive and on task. You are the chair of the meeting and all items of business have to pass through you, therefore become familiar with *Robert's Rules of Order* and *Kappa Alpha Laws*.
- ❑ **Open the meeting:** As aforementioned, the Number I enters the room last, the chapter rises, he takes his seat at the head table, and raps the gavel. The Number I then proceeds with the opening ceremony prescribed by the customs of the Order.
- ❑ **Officer Report:** Under normal circumstances this is the next time the Number I will speak. Consider this as your state of the union for the week; you need to deliver a message as the president. Less is more when you are in charge. The more you speak during the meeting the less effective you become.

Deliver your message and leave it at that. *Do not give reports for other officers or committee chairs, make them develop responsibility for their duties, if they leave out items bring them up during voluntary remarks.*

- ❑ **Close the meeting:** After the order of business is complete and the motion to adjourn has been made, seconded, and carried the meeting is adjourned as prescribed by the customs of the Order.

Number II

The Number II is the right hand man of the Number I. He supports him and his office and provides a good example for the rest of the chapter. Seated at the front table to the right of the Number I, he is visible at all times and should be aware of his behavior during the meeting.



- ❑ **Preparation:** The Number II assists the Number I to ensure that he is prepared for meeting. The Number II should also be familiar with *Robert's Rules of Order* and *Kappa Alpha Laws* to back up the Number I and Number VII upon debate. A united front is presented during chapter meeting where the Number II supports the decisions of the Number I and speaks in favor of motions that will benefit the chapter.
- ❑ **Opening Ceremony:** The Number II enters before the Number I and stands to his right. He then assists in the opening of the meeting as prescribed by the customs of the Order.
- ❑ **Officer Report:** The Number II should be prepared to give his officer report every meeting. He shares with the chapter the items he has dealt with during the week. If he is the New Member Educator he also gives a report as to the progress of the new member program and addresses any concerns that have come to the forefront during the week.

Number III



The Number III is the philosophical leader of the chapter and should conduct himself accordingly. He is also responsible for being the recording secretary of the chapter. The Number III begins the precession of top officers and is followed by the Number II and Number I. Seated at the front table; he is visible to the chapter and needs to be aware of his behavior during the meeting.

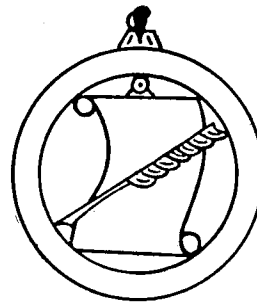
- ❑ **Preparation:** The Number III makes sure he has the minutes book and the chapter roster for roll call. Upon receiving and approving excuses he records and reports the excused members during roll call. *Roll call is not the time to inquire to the chapter as to the whereabouts of members.* As with the Number II, the Number III also lends his support to items of business

that benefit the chapter. Again the officers of the chapter portray a united front.

- ❑ **Opening ceremony:** The Number III enters the room followed by the Number II and Number I of the chapter. He then assists in the opening of the meeting as prescribed by the customs of the Order.
- ❑ **Duties of the meeting:** The Number III calls the role of the chapter. Following that he, upon request of the Number I, proceeds with the items of business. As in a business meeting the recording secretary would proceed with the business, not the owner or president. As the items of business are dealt with, he records the actions of the chapter.
- ❑ **Minutes:** The minutes are the history of the chapter and are preserved and maintained by the Number III during his term. The minutes are then turned over to the care of the Number V for safekeeping. The minutes should include officer reports, committee reports, items of business brought to the floor, decisions made by the chapter, and parliamentary decisions of the chapter. The minutes will then be read, any corrections made and approved at the next meeting. *The minutes should be kept in a bound book or typed after the meeting. This will allow for longer preservation of the minutes. If typed, the minutes can be edited and sent out to members via email if the chapter wishes. It should be noted that if the chapter types the minutes they should store them in document protectors and place them in 3 ring binders.*
- ❑ **Officer Report:** The Number III delivers an officer report every meeting that reminds members of the values Kappa Alpha promotes. As the philosophical leader it is his duty to question the action of members and the chapter if necessary. He can also use this time to share with the chapters, which committees need to meet during the upcoming week.

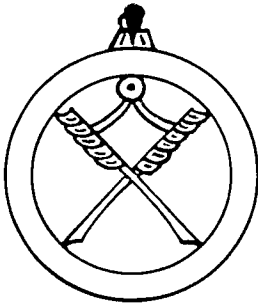
Number IV

The Number IV is in charge of the correspondence of the chapter. He reports any correspondence sent or received during the time designated for reports of correspondence. He reads anything received that the chapter should be made aware of. *It is perfectly acceptable to give an overview to save time in place of reading items word for word.*



- ❑ **Officer Report:** The Number IV uses his officer report to make announcements about upcoming correspondence and any deadlines for material to be turned in. If he maintains the website, he can also announce new features and set deadlines for materials to be turned into to him. His officer report is used to address any other aspect of public relations that may be pertinent.

Number V



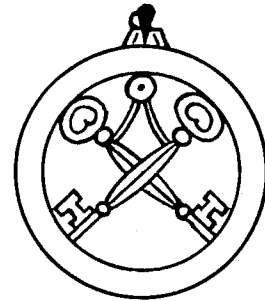
The Number V is responsible for alumni relations. He works closely with alumni to ensure they are informed as to what the chapter is doing. Email lists as well as contact information are maintained. The Number V works with alumni to plan events during the year that cater to the alumni. He also works with members to develop a chapter newsletter to be sent to alumni during the year.

- ❑ **Officer Report:** The Number V uses his officer report to share information with the chapter, about upcoming alumni events. He asks for volunteers and information he needs to produce successful events and newsletters. *This is, however not a time to decide what events to hold; conduct planning outside of meeting.*

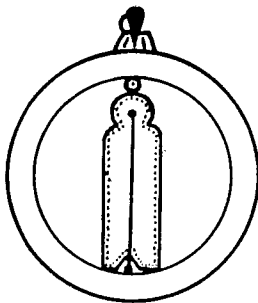
Number VI

The Number VI handles the chapter finances. It is his duty to ensure the chapter has a budget, that they are following that budget, and that members and the chapter are keeping current with their financial obligations. Planning and budget decisions are developed outside of meeting and presented for approval in the manner prescribed by the chapter.

- ❑ **Officer Report:** The Number VI states the chapter balance as of the day the meeting is held. He according to *Kappa Alpha Laws* distributes bills as they come due. He also uses the time to announce reminders about when payments are due by members. If effective he or a member of the prudential committee can announce all outstanding debt owed to the chapter.



Number VII



The Number VII is responsible for being familiar with *Kappa Alpha Laws*, chapter bylaws, and *Robert's Rules of Order*. He is responsible for assisting the Number I when comes to maintaining order and ensuring the meeting is run properly.

- ❑ **During the Meeting:** The Number VII keeps track of all fines that need to be assessed during meeting. He applies *Kappa Alpha Laws*, chapter bylaws, and *Robert's Rules of Order* to assess the fines and corrections. He is also responsible for backing up the Number I and assisting him if debated on parliamentary issues. The Number VII also chooses a passage from the *Kappa Alpha Laws* or chapter bylaws to be read at the appropriate time.
- ❑ **Officer Report:** The Number VII shares with the chapter any disciplinary actions that had to be taken since last meeting. It is his duty to announce all offenses handed out to members. If there is an item that needs some clarification concerning the various laws, this time is used to address them.

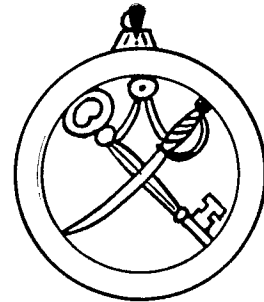
- ❑ **Parliamentary Reports and Decisions:** The Number VII shares with the chapter any fines and decisions from the meeting. This is not a time for debate and any questions about fines can be taken up after the meeting is adjourned not during.

Number VIII

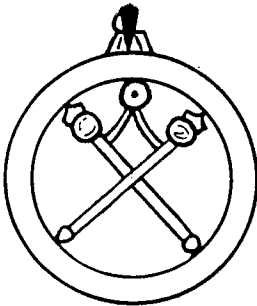
The Number VIII is responsible for the risk management of the chapter. He serves as the voice of reason as well as the enforcer. It is his duty to intervene if members are in danger of putting the chapter and themselves in jeopardy.

- ❑ **During the Meeting:** The Number VIII guards the door during chapter meetings. It is his duty to make sure only initiated members in good standing and invited guests of the chapter are allowed into a chapter meeting. He is positioned by the door and controls traffic in and out of the meeting room before and during the meeting.

- ❑ **Officer Report:** The Number VIII uses this time to address any risk management violations of the past week or any upcoming concerns. This time is also used to cover chapter policy as events approach where members might need reminding of Kappa Alpha Order Risk Management policy and chapter policy.



Number IX



The Number IX is the ritualist and in charge of all materials dealing with the customs of the Order and initiation ceremony. His duties include maintaining the items needed for chapter meeting and setting the meeting room accordingly. He maintains the officers jewels and distributes and collects them every meeting.

- ❑ **Duties of the Meeting:** The Number IX is in charge of making sure the chapter meeting room is in order before members begin entering the room. *If necessary he can implore helpers to accomplish this task.* He is responsible for passing out the jewels that correspond with each office. After the role is taken; if any guests are present, he asks permission to speak and introduces the guest to the chapter. He is in charge of selecting a passage from the customs to be read at the appropriate time by either the Number I, a designated member, or himself. Lastly he collects the jewels at the appropriate time and ensures the meeting room is left in an orderly manner.
- ❑ **Officer Report:** The Number IX uses his report to make announcements about induction ceremonies, initiation rehearsals, and initiations (time, date, and location). If needed he remind members of the values they should be upholding if necessary and reiterates the importance of the ritual remaining the backbone of the chapter.

Responsibility of Committee Chairs

The purpose of the committee system is to delegate duty and get more members involved in the decision making of the chapter. An effective committee system leads to a much more productive chapter and can breed better leaders within the chapter.

A committee chair is tasked with scheduling committee meetings, developing an agenda for the committee meeting, maintaining order of the meeting, and reporting to the chapter the recommendations of the committee. Like officers, committee chairs come to meeting with a prepared report instead of hosting a discussion during the meeting. By giving a report he informs the chapter as to the findings of the committee and makes a recommendation that can be voted on.

(Example of a committee chair report)

Let's use the social committee chairman as an example. There is a formal scheduled and the social chairman is giving a report as to the location, date, and policies. *The social committee would have discussed the date, time, and theme for the formal at a committee meeting weeks before hand. It would have been proposed and voted on at a chapter meeting.* His report will go as follows:

He asks for permission to address the chapter

(In the manner prescribed by the customs)

He then stands and gives the proper salute and delivers his report:

"I wanted to remind everyone of the formal scheduled for December 2nd. It will be held at the Marriott in the second floor ballroom. Buses will start running at 9:30 pm leaving from in front of the house and will run continuously until 2:00 am. There are no beverages allowed on the buses and there will be a cash bar at the dance for all members and dates of legal drinking age. Everyone is responsible not only for themselves, but also for their dates in regards to the rules. I am passing a sheet around for t-shirt orders. The order will be placed on Friday."

(Example of a committee chair report)

Let's use the scholarship committee chairman as another example of a committee chairman report. Over the past week the scholarship committee met and developed an idea for a chapter competition. His report will go as follows:

He asks for permission to address the chapter

(In the manner prescribed by the customs)

He then stands and gives the proper salute and delivers his report:

"The scholarship committee met this week and is recommending the following competition be discussed and adopted to the scholarship program. The active chapter will compete as classes (Seniors, Juniors, Sophomores, and Freshmen). The class with the highest GPA for the semester will line up their vehicles to be washed by all other members of the active chapter on a date voted on by the chapter at the first meeting of the new semester. All members who do not help in

the washing of the vehicles will be assessed a \$25 fine that will be donated to the chapter library fund, unless excused by the Number I of the chapter.”

All committee chairs deliver a report to the chapter in the same format as the examples above. If the committee did not meet or nothing is pertinent at the time of the meeting the committee chairman may simply want to make an announcement of when the next committee meeting will be held and the issues they will be discussing.

Order of Business

Understanding what each item on the agenda entails will help develop a stronger chapter meeting. As the officers in charge of the meeting begin to understand and teach the members of the chapter the proper way to run a meeting and what each of the orders of business deal with, the meeting will run more smoothly and business will be conducted in a professional manner. This section of the Training Packet Supplement will break down the order of business for a chapter meeting and discuss what should occur during that time.

I. Call to Order:

The chapter arrives before the meeting is scheduled to start. The Number III enters the room, he is followed by the Number II everyone rises as Number I enters last. After the Number I has entered, the Number VIII closes and locks the door to the meeting room. The Number I raps the gavel once and the members take their seats. He then proceeds with the opening ceremony prescribed by the customs of the Order. The Number II and Number III of the chapter assist him in the opening ceremony.

II. Roll Call and Reading of the Meetings:

The Number III takes the roll of the chapter. Members present answer in appropriate manner such as here or present, improper answers will be issued a fine by the Number VII. *The Number III should have a roll call book with all members listed in alphabetical order. Members not present should be noted and penalized in the manner by which the chapter has adopted at the proper time. Those members who have made the proper arrangements should be read as excused by the Number III when their name is called.*

Next the Number III will read the minutes from the last chapter meeting. The minutes will be amended and approved by the chapter.

*If there is any guest present they should be announced by the Number IX of the chapter at this time. If any guest shall be a National or Province Officer, the Number I shall offer the gavel to the highest ranking officer.

III. Reading from the Customs:

The Number I, Number IX, or a member assigned by the Number I will share a portion of the customs with the chapter. A passage that is time or topic specific is chosen to set the mood for the meeting. Suggestions on various topics can be found in the appendix of the customs and may be used as a reference.

IV. Reports of Correspondence:

Upon being asked to proceed with the orders of business by the Number I of the chapter, the Number III will ask for the reports of correspondence to be read.

(National and Province) The Number IV of the chapter asks permission to speak and deliver any letters or notes sent or received by the chapter to or from the National Office or from within the Province. *The Number IV can give an overview of the correspondence instead of reading the entire letter or note if he deems fit.*

(Other) The Number IV will then deliver any other correspondence sent or received by the chapter.

V. Reports of Officers:

The Number III then proceeds to ask for the reports of the chapter officers. The Number VI is asked for his report first. The Report of the Number VI is followed by the reports of the Number IX, Number VIII, Number VII, Number V, Number IV, Number III, Number II, and Number I. These reports should be delivered as discussed earlier in this packet. Again these are reports and not points of discussion open to the chapter.

VI: Reports of Committees:

The Number III will proceed to ask for the reports of committees. The committee chair or someone designated to give the report delivers the report developed as a result of the committee meeting. Again this is a time for a report to be given and not an open forum for chapter discussion or decision-making.

* The Prudential is the first committee to give a report all other committees should be called upon in an order determined by the Number III.

(Example) Prudential, Social, Intramural, Scholarship, Recruitment....

This same order should be followed every meeting.

VII. Special Order(s) of Business:

The Number III will ask if there are any special orders of business. Those items of business following under this category are as follows:

A. Offenses

1. Trials of Major Offenses
2. Appeals of Minor Offenses

- B. Election of Members (Voting on extending bids of membership or terminating a bid)
- C. Election of Officers (The chapter shall proceed to elect officers as prescribed by *Kappa Alpha Laws*)
- D. Installation of Officers (The officers elected by the chapter should be dually installed)
- E. Other (Any other Special Orders should be dealt with at this time.)

VIII. Unfinished Business:

The Number III will then open the floor for any unfinished business. This is where any business that had been tabled, postponed, or committed to a committee at a previous meeting can be brought back to the floor for discussion in the proper manner.

IX. New Business:

The Number III will open the floor for any new business. This is the portion of the meeting where items the chapter wishes to discuss and decide upon can be introduced. These items must be introduced using parliamentary procedure and debated and voted on accordingly. The Number I and Number VII work together during this time to control the meeting and ensure that the items discussed are introduced and dealt with in the proper manner. This is where the decisions of the chapter are made.

X. Voluntary Remarks:

It is up to the chapter to decide how this portion of the meeting should be conducted and to use the same format every meeting. Regardless of how this time flows each meeting, **order should be maintained by the Number I and Number VII** of the chapter. Generally, brothers should only have one opportunity to speak during voluntary remarks.

XI. Parliamentary Report(s) and Decision(s):

The Number III asks the Number VII to share any parliamentary reports and decisions he has from the meeting. The Number I will then assess any fines that accompany the violations.

XII. Closing Ceremonies:

The Number VII shall read a passage he has chosen from *Kappa Alpha Laws* or chapter bylaws. Like with the reading of the customs, this should be thought out and pertinent to the chapter.

The Number I asks if there is a motion to adjourn if it receives the proper second and carries, the chapter will proceed to adjourn.

The Number IX collects the customs, laws, and jewels from the officers of the chapter.

The Number III proceeds with the roll call once more. This gives a record of anyone who arrived to the meeting late or left before the meeting was adjourned.

XIII. Adjournment:

The Number I raps his gavel twice and the chapter will rise. He then dismisses the chapter in the manner prescribed by the customs.

Chapter meeting supplies available from the National Administrative Office

Gavels: Solid wood gavels are available for \$ 15.00.

Minute Books: Cloth covered minute books are available for \$ 20.00. The pages are lined and numbered.

Roberts Rules of Order: Small informational brochures on Roberts Rules of Order are available for \$ 1.00 each.

Model Chapter Meeting Transcript: The model chapter meeting transcript contains the lines of a model chapter meeting. The transcript is essentially the lines of a play. The model chapter meeting is usually acted out by members of the staff at educational conferences. The model chapter meeting can be performed for your chapter by contacting your Educational & Leadership Consultant.

Prices subject to change.

Suggestions for a Successful Chapter Meeting

You have now been given a blueprint for chapter meetings. Listed below are suggestions to ensure that your chapter can have successful chapter meetings.

- ✓ Chose the same location and time each week to hold chapter meetings.
- ✓ Start meetings on time.
- ✓ Adopt and enforce chapter bylaws that define how members are required to dress and act at chapter meetings.
- ✓ Make sure all members have been to a business meeting to become familiar with how they are conducted.
- ✓ Prepare for the meeting. Hold Executive committee meetings as well as chapter committee meetings during the week.
- ✓ Hold the officers to a higher standard of conduct that requires them to behave in a professional manner and also requires them to be accountable for delivering a report to the chapter.
- ✓ Be consistent with enforcing policy.
- ✓ Hold members accountable for using correct parliamentary procedure.
- ✓ Conduct new member meetings in the same manner as active meetings.

Version of a Chapter Room Set-Up

II

I

III

V

IX

IV

VI

VIII

VII

Alternative Chapter Room Set-Up

II **I** **III**

		IX	V	IV	VI		

VIII

VII



Alternative Chapter Room Set-Up

II **I** **III**

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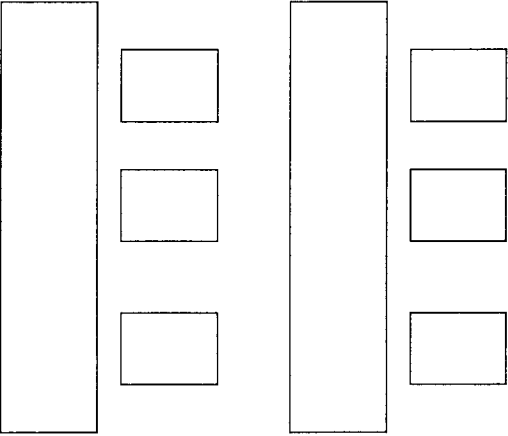
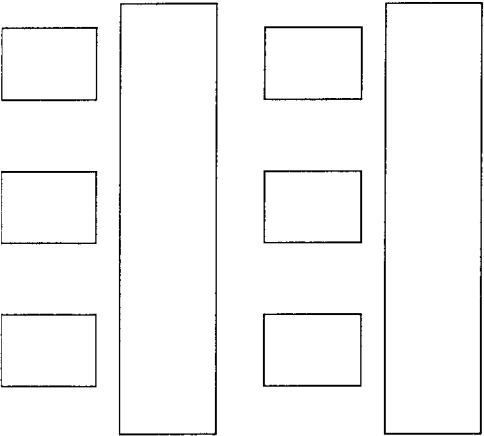
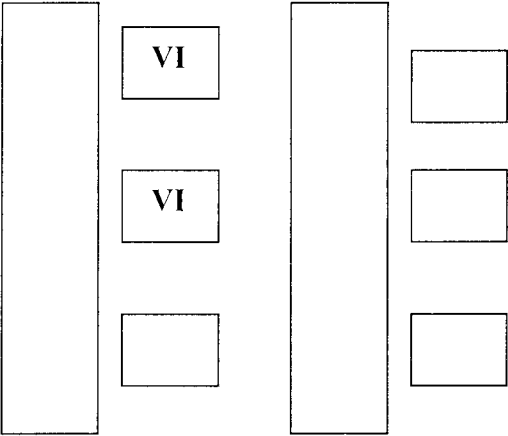
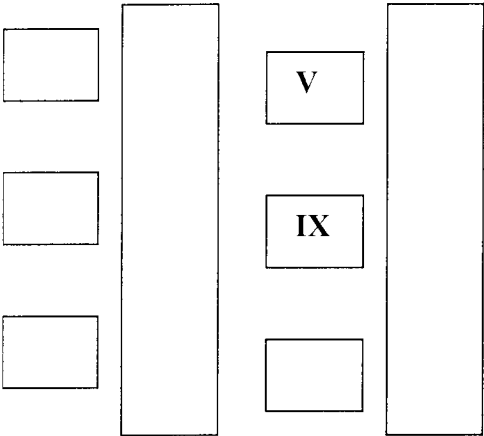


Alternative Chapter Room Set-Up

II

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VIII

VII



Minutes Template

Kappa Alpha Order Omega Omega Chapter

Date:

Location:

Absent:

Meeting was called to order at:

By:

I. Roll was called by:

The following members were absent:

II. Brother (Number III) read the minutes from the last meeting and asked for additions and corrections.

III. Brother (insert name) read from the customs of the Order.

IV. Reports of Correspondence

National and Province:

Other:

V. Reports of Officers

Number VI:

Number IX:

Number VIII:

Number VII:

Number V:

Number IV:

Number III:

Number II:

Number I:

VI. Reports of Committees (The Number III should use the same order of committees every meeting)

Prudential:

Scholarship:

Rush:

Social:

Intramural:

By-Laws:

VII. Special Orders of Business

VIII. Unfinished Business

IX. New Business

X. Voluntary Remarks

XI. Censor's Reports and Decision

Meeting was adjourned at:

By:

Submitted by: _____

Approved by: _____

Example Chapter Minutes

I. Brother (Number I's Name) called a formal meeting of Omega Omega chapter of Kappa Alpha Order to order at (Time) on (Date, Monday, Jan. 5, 2001).

II. Roll Call and Reading of the Minutes:

Members not present: Ryan Brown

John Land

Ashland Smith*

Jeff Louis*

Place (*) by the names that are excused absences.

III. Reading from the customs of the Order.

- Brother Williams read from the customs of the Order.

IV. Reports of Correspondence:

- Brother Johnson read a letter from the Alpha Chi's.
- Brother Buck read a letter from IFC pertaining to Intramural.

V. Reports of Officers:

- Brother Capp, the Number VI, asked the chapter to pay their dues.
- Brother Taylor, Number III, reminded the chapter to turn in their alumni names.
- Brother Scott, Number I, asked the chapter to participate in the car wash this weekend.

VI. Reports of Committees:

- 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:

- Brother White made a motion for the chapter to host a lock-up to benefit MDA the first week in April. The motion was seconded, discussed, and passed.
- Brother Black motioned that the chapter raise the minimum GPA to hold a chapter office be raised to a 3.0. The motion was seconded, discussed, and passed.

X. Voluntary Remarks:

- Only record important announcements. omit items that aren't important or pertinent to the business of the chapter.

XI. Censor Report and Decisions:

- Brother Brown was fined for being absent.
- Brother Land was fined for being absent.
- Brother Sheaffer was fined for cursing.

XII. Closing Ceremony:

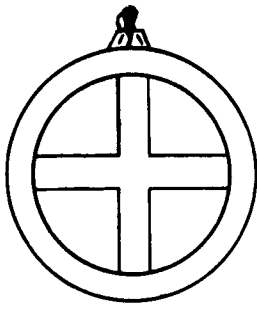
XIII. Adjournment:

- Brother (President) closed the meeting with prayer at (Time).

Submitted By _____ (Number III)

Approved By _____ (Number I)

Number I



The Number I of a chapter acts as the owner of a business. He enters the room last and the meeting starts when he raps the gavel. The Number I controls the meeting as a facilitator and he is responsible for being as familiar as the Number VII with parliamentary procedure to ensure the meeting runs properly.

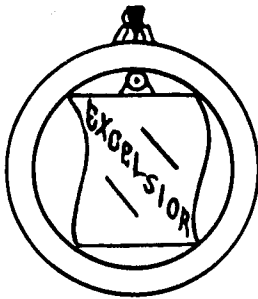
- ❑ **Preparation:** The Number I must be the most prepared individual in the room. He needs to review the voting requirements for any items he can foresee being brought to the floor during meeting. The Number I develops an agenda for the chapter meeting to use as a guide. He also schedules to meet with any guest before the meeting and discuss when they will present their information to the chapter.
- ❑ **Executive Committee:** The Number I schedules and conducts weekly Executive Committee (EC) meetings and develops an agenda to cover during those meetings. Ideally, EC meetings should be held during the week. Executive Council may be held before chapter meeting but this is not the recommended model as this makes the material seem repetitive during chapter meeting to those who serve on EC. Additionally, any issues that arise during the executive committee meeting are difficult to solve if the chapter meeting is to start in 20 or 30 minutes. The Executive Committee time is used to get everyone on the same page and challenge Executive Committee members to do their duties. This allows the Number I to see what progress the members of the EC have made during the week. He should take notes during the EC meeting and use the agenda and his notes during chapter meeting to ensure officers and committee chairs report all items discussed during EC to the chapter.
- ❑ **Control:** You have been elected by the chapter to lead them. You must be a leader during meeting and ensure order is maintained by keeping members focused and on task. The more lenient you are the less control you have. Learn what the chapter will respond to and use that as a tool to keep them attentive and on task. You are the chair of the meeting and all items of business have to pass through you, therefore become familiar with *Robert's Rules of Order* and *Kappa Alpha Laws*.
- ❑ **Open the meeting:** As aforementioned, the Number I enters the room last, the chapter rises, he takes his seat at the head table, and raps the gavel. The Number I then proceeds with the opening ceremony prescribed by the customs of the Order.
- ❑ **Officer Report:** Under normal circumstances this is the next time the Number I will speak. Consider this as your state of the union for the week; you need to deliver a message as the president. Less is more when you are in charge. The more you speak during the meeting the less effective you become.

Deliver your message and leave it at that. *Do not give reports for other officers or committee chairs, make them develop responsibility for their duties, if they leave out items bring them up during voluntary remarks.*

- ❑ **Close the meeting:** After the order of business is complete and the motion to adjourn has been made, seconded, and carried the meeting is adjourned as prescribed by the customs of the Order.

Number II

The Number II is the right hand man of the Number I. He supports him and his office and provides a good example for the rest of the chapter. Seated at the front table to the right of the Number I, he is visible at all times and should be aware of his behavior during the meeting.



- ❑ **Preparation:** The Number II assists the Number I to ensure that he is prepared for meeting. The Number II should also be familiar with *Robert's Rules of Order* and *Kappa Alpha Laws* to back up the Number I and Number VII upon debate. A united front is presented during chapter meeting where the Number II supports

the decisions of the Number I and speaks in favor of motions that will benefit the chapter.

- ❑ **Opening Ceremony:** The Number II enters before the Number I and stands to his right. He then assists in the opening of the meeting as prescribed by the customs of the Order.
- ❑ **Officer Report:** The Number II should be prepared to give his officer report every meeting. He shares with the chapter the items he has dealt with during the week. If he is the New Member Educator he also gives a report as to the progress of the new member program and addresses any concerns that have come to the forefront during the week.

Number III



The Number III is the philosophical leader of the chapter and should conduct himself accordingly. He is also responsible for being the recording secretary of the chapter. The Number III begins the precession of top officers and is followed by the Number II and Number I. Seated at the front table; he is visible to the chapter and needs to be aware of his behavior during the meeting.

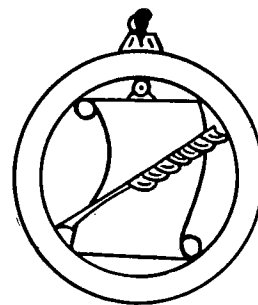
- ❑ **Preparation:** The Number III makes sure he has the minutes book and the chapter roster for roll call. Upon receiving and approving excuses he records and reports the excused members during roll call. *Roll call is not the time to inquire to the chapter as to the whereabouts of members.* As with the Number II, the Number III also lends his support to items of business

that benefit the chapter. Again the officers of the chapter portray a united front.

- ❑ **Opening ceremony:** The Number III enters the room followed by the Number II and Number I of the chapter. He then assists in the opening of the meeting as prescribed by the customs of the Order.
- ❑ **Duties of the meeting:** The Number III calls the role of the chapter. Following that he, upon request of the Number I, proceeds with the items of business. As in a business meeting the recording secretary would proceed with the business, not the owner or president. As the items of business are dealt with, he records the actions of the chapter.
- ❑ **Minutes:** The minutes are the history of the chapter and are preserved and maintained by the Number III during his term. The minutes are then turned over to the care of the Number V for safekeeping. The minutes should include officer reports, committee reports, items of business brought to the floor, decisions made by the chapter, and parliamentary decisions of the chapter. The minutes will then be read, any corrections made and approved at the next meeting. *The minutes should be kept in a bound book or typed after the meeting. This will allow for longer preservation of the minutes. If typed, the minutes can be edited and sent out to members via email if the chapter wishes. It should be noted that if the chapter types the minutes they should store them in document protectors and place them in 3 ring binders.*
- ❑ **Officer Report:** The Number III delivers an officer report every meeting that reminds members of the values Kappa Alpha promotes. As the philosophical leader it is his duty to question the action of members and the chapter if necessary. He can also use this time to share with the chapters, which committees need to meet during the upcoming week.

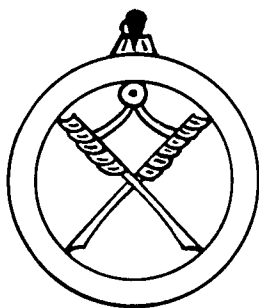
Number IV

The Number IV is in charge of the correspondence of the chapter. He reports any correspondence sent or received during the time designated for reports of correspondence. He reads anything received that the chapter should be made aware of. *It is perfectly acceptable to give an overview to save time in place of reading items word for word.*



- ❑ **Officer Report:** The Number IV uses his officer report to make announcements about upcoming correspondence and any deadlines for material to be turned in. If he maintains the website, he can also announce new features and set deadlines for materials to be turned into to him. His officer report is used to address any other aspect of public relations that may be pertinent.

Number V



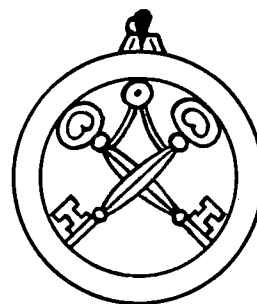
The Number V is responsible for alumni relations. He works closely with alumni to ensure they are informed as to what the chapter is doing. Email lists as well as contact information are maintained. The Number V works with alumni to plan events during the year that cater to the alumni. He also works with members to develop a chapter newsletter to be sent to alumni during the year.

- ❑ **Officer Report:** The Number V uses his officer report to share information with the chapter, about upcoming alumni events. He asks for volunteers and information he needs to produce successful events and newsletters. *This is, however not a time to decide what events to hold; conduct planning outside of meeting.*

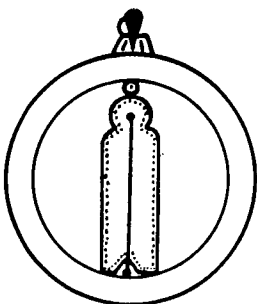
Number VI

The Number VI handles the chapter finances. It is his duty to ensure the chapter has a budget, that they are following that budget, and that members and the chapter are keeping current with their financial obligations. Planning and budget decisions are developed outside of meeting and presented for approval in the manner prescribed by the chapter.

- ❑ **Officer Report:** The Number VI states the chapter balance as of the day the meeting is held. He according to *Kappa Alpha Laws* distributes bills as they come due. He also uses the time to announce reminders about when payments are due by members. If effective he or a member of the prudential committee can announce all outstanding debt owed to the chapter.



Number VII



The Number VII is responsible for being familiar with *Kappa Alpha Laws*, chapter bylaws, and *Robert's Rules of Order*. He is responsible for assisting the Number I when comes to maintaining order and ensuring the meeting is run properly.

- ❑ **During the Meeting:** The Number VII keeps track of all fines that need to be assessed during meeting. He applies *Kappa Alpha Laws*, chapter bylaws, and *Robert's Rules of Order* to assess the fines and corrections. He is also responsible for backing up the Number I and assisting him if debated on parliamentary issues. The Number VII also chooses a passage from the *Kappa Alpha Laws* or chapter bylaws to be read at the appropriate time.
- ❑ **Officer Report:** The Number VII shares with the chapter any disciplinary actions that had to be taken since last meeting. It is his duty to announce all offenses handed out to members. If there is an item that needs some clarification concerning the various laws, this time is used to address them.

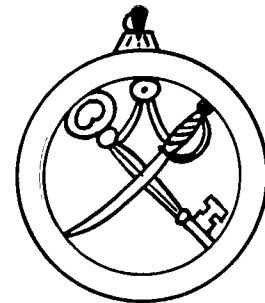
- ❑ **Parliamentary Reports and Decisions:** The Number VII shares with the chapter any fines and decisions from the meeting. This is not a time for debate and any questions about fines can be taken up after the meeting is adjourned not during.

Number VIII

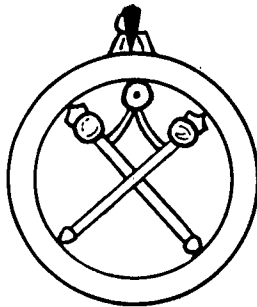
The Number VIII is responsible for the risk management of the chapter. He serves as the voice of reason as well as the enforcer. It is his duty to intervene if members are in danger of putting the chapter and themselves in jeopardy.

- ❑ **During the Meeting:** The Number VIII guards the door during chapter meetings. It is his duty to make sure only initiated members in good standing and invited guests of the chapter are allowed into a chapter meeting. He is positioned by the door and controls traffic in and out of the meeting room before and during the meeting.

- ❑ **Officer Report:** The Number VIII uses this time to address any risk management violations of the past week or any upcoming concerns. This time is also used to cover chapter policy as events approach where members might need reminding of Kappa Alpha Order Risk Management policy and chapter policy.



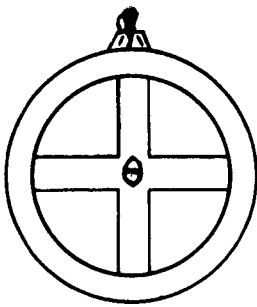
Number IX



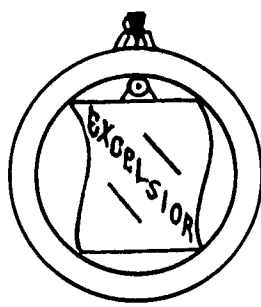
The Number IX is the ritualist and in charge of all materials dealing with the customs of the Order and initiation ceremony. His duties include maintaining the items needed for chapter meeting and setting the meeting room accordingly. He maintains the officers jewels and distributes and collects them every meeting.

- ❑ **Duties of the Meeting:** The Number IX is in charge of making sure the chapter meeting room is in order before members begin entering the room. *If necessary he can implore helpers to accomplish this task.* He is responsible for passing out the jewels that correspond with each office. After the role is taken; if any guests are present, he asks permission to speak and introduces the guest to the chapter. He is in charge of selecting a passage from the customs to be read at the appropriate time by either the Number I, a designated member, or himself. Lastly he collects the jewels at the appropriate time and ensures the meeting room is left in an orderly manner.
- ❑ **Officer Report:** The Number IX uses his report to make announcements about induction ceremonies, initiation rehearsals, and initiations (time, date, and location). If needed he remind members of the values they should be upholding if necessary and reiterates the importance of the ritual remaining the backbone of the chapter.

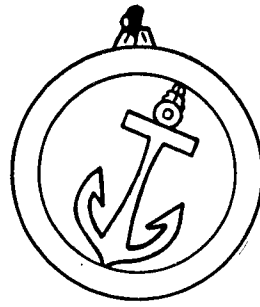
JEWELS OF THE CHAPTER OFFICERS



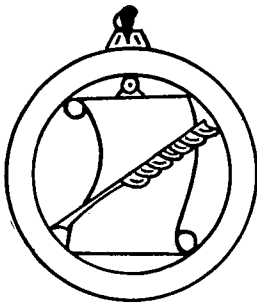
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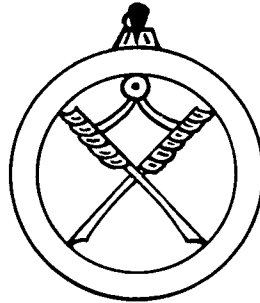
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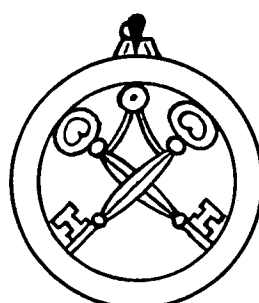
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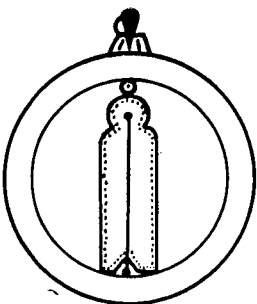
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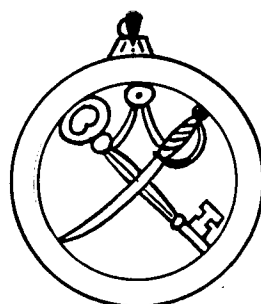
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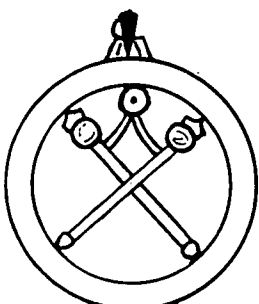
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VII
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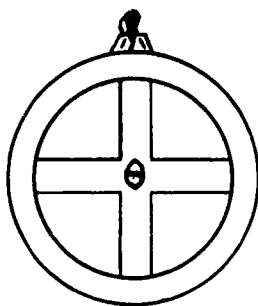


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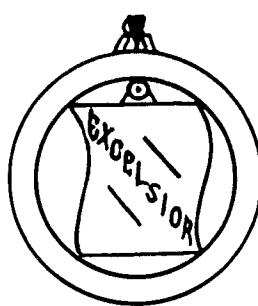


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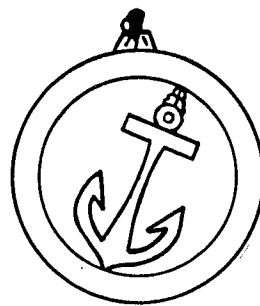
JEWELS OF THE CHAPTER OFFICERS



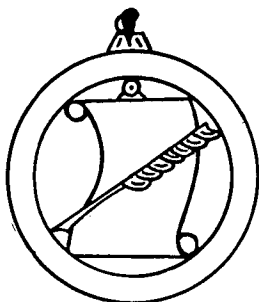
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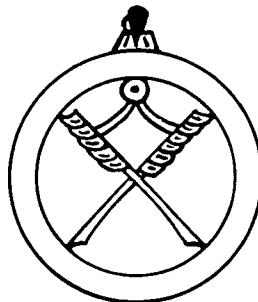
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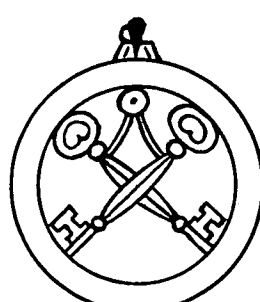
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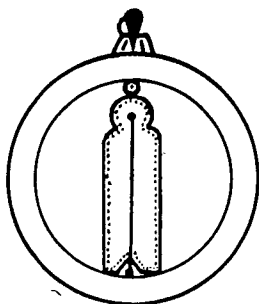
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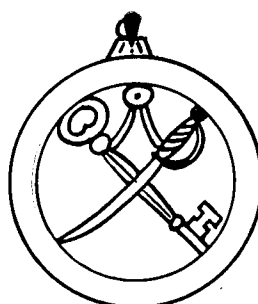
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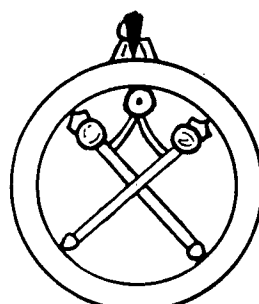
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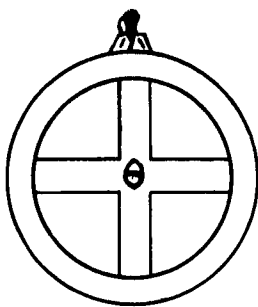


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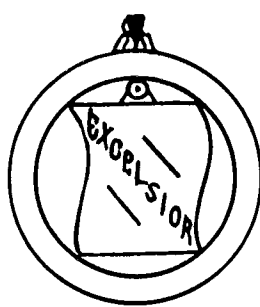


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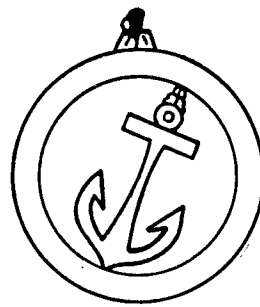
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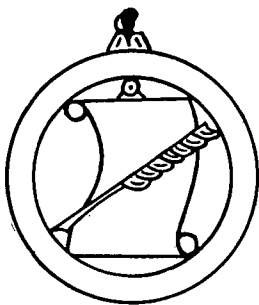
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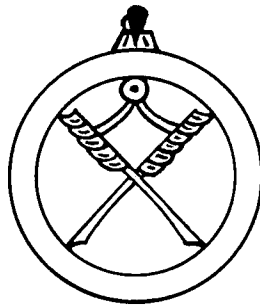
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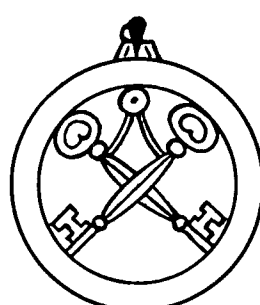
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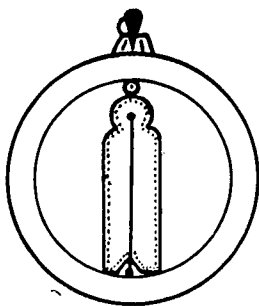
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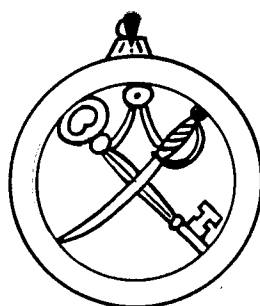
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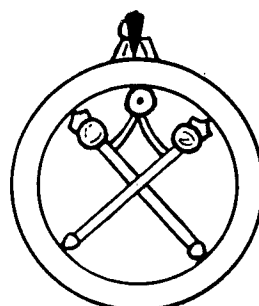
VI
CROSSED KEYS



VII
PLUMB



VIII
CROSSED SWORD
AND KEY



IX
CROSSED BATONS