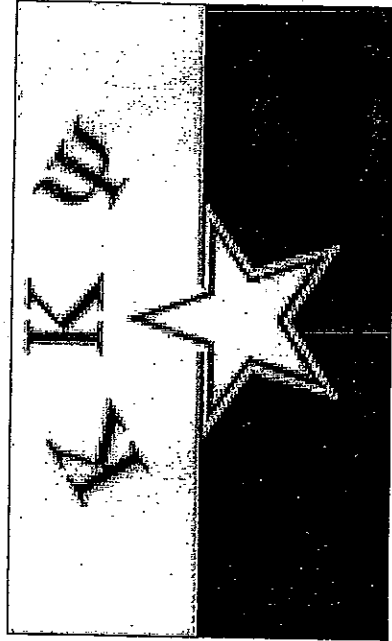


Kappa Kappa Psi

Active Manual



“Strive for the Highest!”

Iota Sigma Chapter

Blinn College

TEN WAYS TO FOLD AN ORGANIZATION

1. Don't go to meetings. / functions
2. If you go, be late.
or you are tired / hungry / etc.
3. If it looks like bad weather, don't even think of going.
4. When you do attend a meeting, find fault with the officers and other members.
5. Never accept an office. It's much easier to sit in the back and criticize. *or worse... accept it & don't do it at all.*
6. If you are appointed to a committee, don't go to the meetings. If you are appointed to a committee you don't like, get upset about it.
7. Whenever your opinion is asked, reply that you have nothing to say. But after the meeting, tell everyone how things should be done.
8. Do nothing more than what is absolutely necessary. But when others do more than their fair share, tell everyone how things should be done.
9. Don't worry about paying your dues. Wait until you receive 2 or 3 notices from the Treasurer. That will keep him/her from running out of things to do and getting lazy.
10. Don't bother getting new members. Let the ones who do all the work anyway do that as well.

OFFICES

President

As the highest elected official of your chapter, you have taken on a great opportunity and challenge for the coming year. Because of your leadership abilities, the members of your chapter have chosen you to help mold their projects and activities into successful and rewarding events. Be prepared to lend the necessary spark and to coordinate talents when needed. It is also your duty to see that each of your chapter officers is doing his/her job. If this is accomplished, you may be assured that your chapter is maintaining a positive working relationship with the National Headquarters and is an asset to your band program.

There will be times you must put your real leadership abilities to work — patience, perseverance, and the ability to forgive. You must try to remember that the most important thing is to correct the problem and then move on to better things. Continue to work, to grow, to remain active, and to inspire those who are looking to you for leadership.

The National Headquarters Staff is interested in you and is prepared to help whenever necessary. You should always feel that there is a direct communication line between you and the National Headquarters. This line of communication can be no stronger than you wish to make it. Be sure to write, call or email for any special assistance.

Responsibilities:

- Preside at chapter meetings.
- Keep chapter sponsor very well informed.
- Appoint all standing & special committees.
- Be ex officio member of all committees.
- Sign all contracts and other instruments of business incurred by chapter.
- Develop agenda for meetings.
- Provide leadership and assistance to all chapter activities.

Leadership:

- Enforce the Policy on Hazing during ME.
- Enforce the Policy on Controlled Substances at all organizational functions and activities.
- Enforce the Policy on Discrimination.
- Keep an up-to-date and accurate notebook to be handed down to the next president.

Attend and supervise all Membership Education Program meetings and activities.

- Report prospective member progress to the chapter regularly.
- Oversee the continuing membership education of active members.

Ritual Responsibilities:

- Oversee the upkeep and safety of all chapter Regalia and Ritual materials.
- Coordinate the practice and performance of all chapter Rituals.

SECRETARIES

As Recording and Corresponding Secretaries in your chapter, you are the connecting link between your chapter and the National Headquarters. Chapter members will look to you for information concerning activities, projects, membership status, and information from the National Headquarters. If you are performing the duties of your office in an efficient manner, then your chapter will maintain a position of stability and growth.

Feel free to contact the National Headquarters for any assistance. Their function is to make your work as easy and enjoyable as possible. Prompt communication will ensure a positive working relationship, and should require a minimum amount of time.

Recording Secretary

Chapter Operations Responsibilities:

- Record minutes of chapter meetings.
- Type and distribute minutes according to chapter constitution regulations.
- Take attendance at all activities and events.
- Compile and distribute chapter roster or membership directory.
- Maintain a permanent record of each member of the chapter. Include name, school and home addresses, chapter number, and instrument played.

Corresponding Secretary

Communications Responsibilities:

- Communicate with other chapters, especially those in your district.
- Submit articles to *The PODIUM*.
- Submit articles to district publications.
- Be sure that those in your chapter wishing to submit any articles are aware of all deadlines.
- Prepare and submit the new officers' list immediately following new officer installation. Use either the Chapter Officers Form in Chapter Operations Handbook or email through the National Website (www.kkvtbs.org).
- If deemed appropriate, send out holiday greeting cards to those chapters in your district and/or birthday cards to chapter members.

Treasurer

Handling money is always a tremendous responsibility, but handling other people's money represents an even greater responsibility. By electing you, your fellow members are implying that you are one person they feel would be punctual, persistent and fair in collecting, disbursing, maintaining and accounting for their funds.

It cannot be emphasized enough that the treasurer must stay current with the bookkeeping procedures he/she has agreed to undertake. You must post receipts and disbursements on a regular basis. It is suggested that you collect and submit your membership dues and chapter fees to avoid a 25% late fee later. Technically, your chapter is not activated for the year until your Chapter Fee and Member Dues have reached the National Headquarters.

Chapters are placed on probation by the National Headquarters for failure to pay Chapter Fee and Member Dues by the **September 30th** deadline.

Do not hesitate to contact National Headquarters with any questions you may have. Copies of your chapter ledger sheet, statements, and other material on file at National Headquarters are available to you.

As Treasurer your responsibility and obligations of your office cannot be over-emphasized. The following guidelines are an attempt to assist you with your many responsibilities. When in doubt, ask other chapter officers and/or your chapter sponsor for advice.

Chapter Operations Responsibilities:

- Control the receipts and disbursements of all monies of the chapter.

POLICY ON HAZING

Each chapter should continue to evaluate their ME Program on a regular basis. You have a responsibility to consult with your chapter sponsor and band director to review all ME activities. The purpose of the Membership Education Program is to develop outstanding activities. The concept of hazing in educational and social activities is against our belief and purpose. The ME Program should be designed and well planned to capture the enthusiasm of the prospective members and develop a commitment on their part to the Fraternity. By teaching them, helping them participate, keeping them feeling needed and wanted, guiding them to maturity and growth, members will be dedicated to their organization. The following Policy on Hazing has been adopted by Kappa Kappa Psi.

The Kappa Kappa Psi Fraternity neither approves of nor is responsible for actions of members of local chapter which may result in injury to persons or damage to property. *Hazing is defined as any actions taken or situation created, intentionally or unintentionally, to produce mental or physical discomfort on or off campus involving members and/or prospective members, which may cause embarrassment, harassment, or ridicule.*

The following list is not all inclusive but gives examples of the kinds of activities/actions that are strictly prohibited. *Forcing, requiring or expecting prospective members or initiated members to participate in any of the following actions or activities is explicitly prohibited:*

1. Expecting participation in any activity in which initiated members themselves will not participate.
2. Drinking alcohol or any other substance.
3. Using any drug, narcotic, or controlled substance.
4. Eating spoiled foods, raw onions, goldfish, or anything a reasonable person would not eat.
5. Dropping food or other substances (eggs, grapes, liver, etc.) into another person's mouth.
6. Tying a person to a chair, pole, anchor, tree, or any other object or to another person.
7. Causing fatigue through physical or psychological shock.
8. Branding.

9. Paddling of any nature.
10. Performing physical exercise (sit-ups, push-ups, runs, rolling up or down hills, crab walk, etc.) except in the case of organized sports and marching band activities.
11. Pushing, shoving, tackling, or any other physical abuse not associated with organized sports.
12. Throwing anything (whipped cream, garbage, water, paint, etc.) at a person or a group of people.
13. Exposing oneself indecently or appearing nude or in a way that is considered by a reasonable person to be offensive.
14. Verbally addressing prospective members in a demeaning manner.
15. Misleading prospective members in an effort to convince them that they will not be initiated or that they will be hurt during initiation.
16. Carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
17. Waking prospective members at odd intervals or permitting fewer than six continuous hours of sleep each night.
18. Conducting membership education activities between the hours of 1 a.m. and 6 a.m.
19. Participating in or conducting line-ups (actives or prospective members, separate from members, in order to answer actives' questions).
20. Conducting activities that do not allow adequate time for study and/or attending class.
21. Wearing apparel or accessories that are conspicuous and in bad taste or wearing items that cause discomfort.
22. Wearing more or less clothing than the temperature or weather indicates.
23. Defacing property (trees, grounds, buildings, cars, etc.).
24. Stealing any property (composites, trophies, etc.).
25. Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps).

POLICY ON CONTROLLED SUBSTANCES

Recognizing its responsibility for the social well-being and welfare of its members; and with the objective that the social atmosphere and environment of its chapters be one in harmony with the spirit and ideas of this fraternal organization; Kappa Kappa Psi Fraternity adopts this policy related to controlled substances.

1. The possession, consumption, and distribution of alcoholic beverages by a chapter or colony at any function given in the name of or for the local benefit of Kappa Kappa Psi Fraternity shall be strictly prohibited.
2. There shall be no sale of alcoholic beverages by a chapter or colony.
3. Chapter or colony funds shall at no time be used to purchase alcohol.
4. No chapter or colony shall sponsor or co-sponsor any activities which are classified as an "open-party" that is characterized by unrealistic and/or public access to alcohol beverages.
5. No chapter or colony may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of an annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
6. No member and/or prospective member shall permit, tolerate, encourage, or participate in "drinking games" at any chapter activity or function.
7. No alcohol shall be present at any prospective membership, pre-initiation, or initiation activity of the chapter.
8. The Fraternity directs its chapters to implement a membership recruitment program involving non-alcohol activities.
9. Chapters are directed to develop a comprehensive alcohol awareness program of education on the responsibilities and liabilities of alcohol possession, consumption, and distribution.
10. The Fraternity directs its chapters to develop a balanced social program which incorporates creative, non-alcohol oriented programming.
11. The chapter executive committee is directed to supervise the design and implementation of the chapter's social programs so that they conform to the spirit of this policy. It is further directed to take corrective and/or disciplinary measures when warranted on any individual who negatively affects the well-being of the chapters through the use of alcoholic beverages.

12. The possession, consumption, and distribution of illegal drugs by a chapter or colony at any function given in the name of or for the local benefit of Kappa Kappa Psi Fraternity shall be strictly prohibited.

Kappa Kappa Psi Fraternity bases its position upon the recognition that clear evidence exists that the abuse or illegal use of controlled substances can erode the foundations of fraternalism and diminish the complete attainment of the goals and objectives of the organizations and the educational community.

POLICY ON DISCRIMINATION

Kappa Kappa Psi Fraternity expressly prohibits discrimination by any component part of the Fraternity or by any person acting on behalf of the organizations on the basis of race, national origin, gender, religion, handicap, sexual orientation, or marital status.

Definitions

Quorum: The number of members that must be present for business to be conducted legally. See chapter constitution for exact numbers.

Motions: A proposal that the assembly take a stand or take action on some issue.

Present Motions: To make a proposal. ("I move...")

Second Motion: Express support for discussion of another member's motion. ("I second".)

Debate Motion: Give opinions on the motion/discuss.

Vote on the Motion: Make a decision.

Membership Statutes

Active members of the Fraternity shall be registered students and members of the college or university band program who have been formally initiated after the completion of the Membership Education Program of the Fraternity. All annual dues and fees must be paid up-to-date to maintain active membership in the Fraternity. It shall be the duty of each active member to attend all meetings; to pay promptly all financial obligations; to become acquainted with the National, District, and the Chapter Constitutions; to understand the history of Kappa Kappa Psi; and to support the efforts and purposes of the Chapter and Fraternity. National Dues: \$~~100~~/yr

Conditional status may be requested by an active member when that member cannot, without undue hardship, continue to meet the requirements for active status. The request shall be in writing and shall state the specific reasons for requesting conditional status. To become effective, the member shall have paid national member dues for the current academic year. The request shall be approved by a majority vote of the chapter, with approval of the sponsor/director of bands. Conditional status shall not be maintained for more than one year. Conditional members may, at the discretion of the local chapter, attend chapter meetings, District and National Conventions and events, participate in Ritual, participate in chapter fundraisers and service projects and attend chapter social functions. Conditional members shall not hold office, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother. The chapter cannot request or force a member to take conditional status. National Dues: \$60/year

Inactive members are former active members who are enrolled in school but do not pay members dues. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects, or activities. To return to active status, said member must request in writing of the local chapter. Upon approval by the local chapter and sponsor, and payment of all financial obligations to the National Headquarters and the local chapter, said member shall be returned to active status. If a member pays dues and then does not participate, the chapter cannot vote them inactive. This status is only for non-dues paying members.

Associate membership is granted to previously active members of Tau Beta Sigma who transfer to institutions that do not possess an active Tau Beta Sigma Chapter and who meet the transfer requirements defined in the Kappa Kappa Psi Transfer Policy. Before becoming eligible for associate membership, conditional status shall be granted and shall not exceed thirty days during which the member shall enter an orientation period to become familiar with the principles of Kappa Kappa Psi and the operations of the local chapter. At the end of the orientation period, the member may request associate status.

Good Judgement

Don't judge me by who I was or by who I will be,
But by who I am right now.

Don't judge me by the clothes I wear upon my body,
But by the expressions I wear upon my face.

Don't judge me by how many friends I have,
But by the friends I choose.

Don't judge me by the color of my skin,
But by the color of my personality.

Don't judge me by how I speak,
But by what I listen to and what I hear.

Don't judge me by my eyes,
But by how my eyes look upon the world.

In fact, don't judge me at all,
Because if you judge me,
Then you are only comparing me to you,
And I am not you.

I reflect you,
But I am not you.
And if you stop judging me,
And take the time to see me for who I am,
Then you may find,
That you love me for who I am.

--Jen Bames

The Unknown

When you get to the end of all the light you know
And it's time to step into the darkness of the unknown, faith is
knowing that one of two things shall happen: either you will be
given something solid to stand on, or you will be taught how to
fly.

Triple Filter Test

In ancient Greece, Socrates was reputed to hold knowledge in high esteem. One day, an acquaintance met the great philosopher and said, "Do you know what I just heard about your friend?" "Hold on a minute," Socrates replied. "Before telling me anything, I'd like you to pass a little test. It's called the Triple Filter Test." "Triple filter?" the man asked. "That's right," Socrates continued. "Before you talk to me about my friend, it might be a good idea to take a moment and filter what you're going to say. That's why I call it the Triple Filter Test. The first filter is TRUTH. Have you made absolutely sure that what you are about to tell me is true?" "No," the man said, "actually I just heard about it and..." "All right," said Socrates. "So you don't really know if it's true or not. Now let's try the second filter, the filter of GOODNESS. Is what you are about to tell me about my friend something good?" "No, on the contrary..." "So," Socrates continued, "you want to tell me something bad about him, but you're not certain it's true. You may still pass the test though, because there's one filter left: the filter of USEFULNESS. Is what you want to tell me about my friend going to be useful to me?" "No, not really." "Well," concluded Socrates, "if what you want to tell me is neither true nor good nor even useful, why tell it to me at all?"