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Continuing Membership Education Program

Drafted By:
The CMEP/Chronicle Committee Fall 2008

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PURPOSE

The purpose of the Continuing Membership Education Program is to promote retention and application of pertinent fraternal information as well as to enrich and inform current members of the brotherhood of the following subjects:

- Rituals
- Awards
- Hazing
- Communication
- Being a good brother and big brotherhood
- Why music is important
- Fraternity and Chapter history

How to Implement

The CMEP should be implemented through workshops at general business meetings as needed throughout the semester. The following documents are to be considered guidelines to go by; everything need not be taught, and those teaching are encouraged to add anything else they deem appropriate to their lessons. Should any further materials be needed or desired, it is up to those leading the less to provide them.

HAZING

When to be taught: At the beginning of each semester by the third business meeting.

How to be taught: In conjunction with the Parliamentarian's hazing workshop at the discretion of the Parliamentarian (or whoever the chair deems appropriate before the second general business meeting), but through equal participation by all members of the executive committee.

Hazing is a serious matter and is not to be tolerated. Immediate action should be taken if there is an issue to be certain that the incident effectively and efficiently rectified. This section aims to pin-point moments where hazing could become an issue so that it might be avoided, and also to provide insight on what to do should an incident occur.

- I. After a ceremony or ritual
 - A. Brothers should not engage in conversation or banter implying that membership candidates failed or will be reprimanded. Instead, either offer words of encouragement or remain silent. [REDACTED]
- II. Protocol for if Candidates feel hazed
 - A. Rituals and Ceremonies
 - i. Try to explain the ceremony or ritual so they could possibly understand it better.
 - ii. Assist the Vice President and/or warden with the explanation.
 - B. Un-witnessed event

- i. Who to contact: A chain of fraternity leadership similar to that listed in the communication section is to be followed to solve a complaint of hazing. If any brother hears of this complaint, they are to address the following people in this order until the conflict is resolved:
 - a) Big Brother
 - b) Vice President
 - c) President
 - d) Sponsor

III. See National Guidelines for exact hazing policies

COMMUNICATION

When to be taught: Every semester and by the second meeting.

How to be taught: Lead discussion or workshop on topics and insert detail when necessary.

It is important to note that with having an organization as diverse as our fraternity, a high level of effective communication is necessary if we are to continue to be successful. If we cannot function within ourselves, it will be virtually impossible to take and utilize said functionality in our Bands. This section is intended to clarify any misconceptions regarding how one might better communicate within and outside our circle, as well as demonstrate some useful techniques for dealing with problems.

- I. Finding better ways to discuss issues that may arise.
 - A. Brother to brother
 - i. Brothers are to handle matters in a mature fashion, one that directly addresses the problem and leads to a speedy resolution. If the issue cannot be resolved, see subsection IV.A.
 - B. How to communicate with others outside of the brotherhood
 - i. Brothers are to address questions from non-members from a standpoint that explains the purposes of the organization. Be open about answering questions and responding to comments, but remain discrete about fraternal information.
 - ii. Should problems arise in the form of attacks against the Fraternity by non-members, the sponsor should be contacted.
- II. How to handle miscommunications
 - A. Internet
 - i. Brothers should be wary not to post any pertinent fraternal information or secrets on any websites that are open to viewing by the general public (i.e. Online journals, Facebook, discussion boards, personal websites, etc.) Be mindful that exposure of these secrets risks expulsion from the Fraternity.
 - B. Gossip
 - i. Any gossip within the brotherhood is highly discouraged.
 - ii. Emphasize that if any information is disclosed to a brother secretly, that information should remain confidential as a courtesy to the brother.
 - iii. What should not be discussed in interviews
 - a) Topics discussed with a candidate in an interview are at the brothers' discretion. At the same time, as a brother, try to avoid topics that put candidates in a compromising

situation regarding another brother or candidate.

b) Do not use candidates as a means of venting frustrations about other brothers.

C. Interview Etiquette

- i. Brothers should openly discuss any discomforts they have with the line of questioning by a candidate.
- ii. As a sign of mutual respect, brothers should be receptive and accommodating to the candidates' discomforts and feelings.

III. Communicating with TBΣ

A. Brothers should engage in and encourage respectful communication with sisters.

B. Open the lines of communication

- i. Allow the sisters to feel welcome to discuss matters with brothers in a friendly environment.

C. What to do if severe issues occur between ΓN and ΑΩ

- i. Try to communicate with the person(s) involved directly.
- ii. If one is not comfortable with the situation or if the parties involved are not receptive, then one should try taking the issue to the ΑΩ membership chair.
 - a) If the aforementioned cannot be resolved through the ΑΩ membership chair, attempt to speak to the ΓN membership chair.
 - b) If the issue still cannot be resolved, bring the issue to the ΓN executive board.
 - c) Reserve joint membership meetings for situations involving a group.

IV. How to address problems with brothers:

A. The chain of fraternity leadership for brother to brother problems is as follows. It should be understood that subsequent links are only to be addressed if an earlier link does not and/or cannot solve the problem.

- i. Brother(s) involved
- ii. Membership
- iii. Executive Board
- iv. sponsor
- v. In most extreme cases, the National Executive Board is a last resort if the sponsor cannot resolve the issue.

B. Chain of fraternity leadership for brothers having candidate problems

- i. Big brother
- ii. Vice President
- iii. Membership
- iv. Executive Board

C. When or how to use Membership

- i. Membership should be utilized only for issues that have failed to be solved through the earlier chains of fraternity leadership. It is not the responsibility of the Membership Committee to solve petty problems between two brothers. Aside from that, concerns with the chapter in general or with a candidate class as a whole also fall under instances where direct Membership involvement is acceptable.

ON BEING A BIG BROTHER

When to be taught: At the beginning of each semester candidates are taken.

How to be taught:

- Hold a workshop for the big brothers of the semester in conjunction with the Vice President and/or Membership Chair before First Degree to answer any questions and/or clear up any misconceptions about being a big brother.
- Address that if the little brother comes to the big brother about hazing, the big brother is to follow the chain of fraternity leadership listed in the Hazing section if the conflict cannot be resolved.

There is no set way to be a big brother to a candidate. Each pair is unique and there is no way to clearly define a set role for a big brother. A big brother should, however, fulfill the needs of the candidate rather than their own personal needs. Furthermore, a big brother is basically a liaison between the chapter and the candidate and should be the mediator with regards to any problems the chapter should have with the candidate or the candidate should have with the chapter.

Examples of good traits a big brother might consider adhering to:

- Being supportive
- Helping with tests when needed
- Being a good model brother
- Being a source of brother and chapter information
- Communicating issues brought to membership about the candidate to the candidate effectively

BROTHER ETIQUETTE

When to be taught: The meeting or workshop after crossing new brothers

How to be taught: To be taught with the Warden in a workshop during a meeting or another scheduled time

Every brother has several duties to uphold as a brother. These duties have long since been understood and fulfilled through basic understanding of our purposes as a fraternity. However, often it seems to be the case that writing these duties down and holding each brother to them could ensure a more consistent, more dependable brotherhood, and would also serve as a building block towards a continually better band. This section is intended to further instruction of long-held precepts of the brotherhood and foster development of new ideas to carry out our purposes. It is structured with the [REDACTED] Third Degree in mind, in order to follow in the footsteps of our Founding Fathers who wrote the Ritual many decades ago.

MUSICIANSHIP

When to be taught: Once an academic year

How to be taught: 15 minute discussions during a meeting

Lead a discussion lasting no more than 15 minutes using the VCMEP article (March 2006, Volume 1, Issue 7) written by Malinda Matney (See Appendix) as a reference. Develop a series of questions based on the article to lead this discussion.

Example questions include, but are not limited to:

- Why is it important to keep music at the center of our fraternity?
- How can we bring music into our normal everyday activities?
- How can we bring music into our meetings?
- We play in a band. Is that not enough?

Other possible discussion topics:

- Why is it important to make an acquaintance with all other arts?
- Why is music considered an art?
- What are the other arts' impact on society?
- Why do we consider music to be the "Greatest of the Arts"?

RITUAL & REGALIA

When to be taught: The general business meeting one week prior to any given event, along with an open forum.

How to be taught: In conjunction with the Warden however they desire. The outline below is to be used as a guide for teaching the seminar.

It is important that as brothers we do not forget the many lessons we learned as candidates. If we want the candidates to learn and retain all this knowledge, it should follow that as members of the order we should have all committed them to our memory already and have a working understanding of the teachings. This section is simply a model for review. This may also serve as a guideline for the Warden in briefing newly initiated brothers on the significance of events they went through as candidates.

- I. Importance of rituals
 - A. Purpose of rituals/ceremonies
 - i. Difference between ritual/ceremony
 - B. Recurring themes in ritual
 - C. Personal experiences with rituals/ceremonies
- II. First Degree
 - A. [REDACTED]
 - B. Discuss the significance of the setup
 - C. Discuss the application of the Preamble to the ritual and to the fraternity
 - i. Show examples of this application that Brothers have shown outside of the rituals
- III. Second Degree
 - A. [REDACTED]
 - B. Discuss the significance of the setup
 - C. Discuss the intricacies of the ritual
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - iv. [REDACTED]
 - v. [REDACTED]
 - vi. [REDACTED]
- IV.
 - A. [REDACTED]
 - B. Discuss the significance of the setup
 - i. [REDACTED]
 - C. Discuss the intricacies of the ritual
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - D. Discuss the Ideals of the fraternity
 - i. Give examples of how each Brother exemplifies each Ideal
 - ii. Discuss how the Ideals apply to the decisions of the Brotherhood
 - E. Review the secrets of the fraternity
 - i. [REDACTED]

- ii.
- iii.
- iv.

NATIONAL AWARDS

See the Appendix for the chart of National Kappa Kappa Psi awards. This information should be taught every year as is applicable.

It should be at the discretion of the chapter as to the means of achieving one of these awards of distinction. It shall be the President's job to designate a member or committee to pursue the means of obtaining these awards.

FRATERNITY HISTORY

When to be taught: When deemed necessary by the Historian, but recommended for at least once per calendar year.

How to be taught: At the discretion of the Historian. However, try to include the points shown below as well as any other pertinent information as well as any information the Historian deems appropriate.

- Founding fathers
- Alpha chapter history
- NIB beginning
- District renaming
- Title 9
- First national officers
- Flower, colors, paddle furnisher, letters furnisher

It is the recommendation of the committee that the Historian and the Vice President work together to include the current candidates in the seminar. We believe this will show the candidates that the Brotherhood is also taking steps to further their knowledge of fraternal history just as they are being instructed.

CHAPTER HISTORY

When to be taught: This section could be taught by the Historian in the seminar regarding Fraternal History or in a separate seminar.

How to be taught: The historian should gather material from the points listed below and anything else they deem appropriate.

- Charter members
- How it was started
- Manley Whitcomb
- Probation chapter name (Kappa Psi and Beta Sigma)
- Kappa Psi and Beta Sigma started first Chiefs Banquet (1954)
- Big Brother chapter (Stetson University – Alpha Xi)
- White Dinner Jacket tradition
- Gamma Nu Hymn (Ben Godfrey)
- Little Brother chapters
- DSMM recipients from Gamma Nu
- Founder's Trophy (1993)
- When won Top Chapter award and Best Chapter Display award
- Previous district conventions and district leadership conferences (DLC) hosted
- First female brother
- Joint Ceremony

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APPENDIX

- VCMEP Article, March 2006 - Volume 1, Issue 7 – Dr. Malinda Matney
- National Kappa Kappa Psi Awards