



KAPPA KAPPA PSI
NATIONAL HONORARY BAND FRATERNITY

Colonization Program



Kappa Kappa Psi & Tau Beta Sigma National Headquarters

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Overview

Kappa Kappa Psi is the leading co-educational fraternity dedicated to promoting and advancing college and university bands through musicianship, leadership, and service. Our colonization philosophy is to establish a lasting partnership with college/university band programs and campuses across the country to build successful chapters and a positive student experience.

The colonization period is a probationary time of three (3) months during which dedicated band students work together to obtain active chapter status while beginning their service, leadership, and support for their band program. The colonization period serves the purpose of allowing colony members to operate as a chapter, enabling the National Organization to assess the ability of the new group to sustain a continuing effort to support its band program and to maintain contact with the National Organization.

The Colony Process Checklist is provided to help guide you through the colonization process from start to finish. Utilize this checklist in addition to the other resources given to you by Kappa Kappa Psi. Colony tasks have been designed to help the colony concentrate on maintaining and updating existing standards, policies, and programming. The colony will begin establishing an identity based on the core values of the organization: musicianship, leadership, and service. In addition, the colony will complete colonization documents and complete a formal petitioning document to be submitted to the Kappa Kappa Psi National Headquarters. The goal for the process is that the performance components during the next few months will help the colony reach normal chapter operating levels by installation.

Should you ever have any questions, please contact your colony advising team, the Chapter Colony & Education Coordinator, or the National Vice President for Colonization & Membership.

National Chapter & Colony Education Coordinator

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Initial Steps

- Create an Interest Group of at least ten (10) band members interested in pursuing colonization and membership in Kappa Kappa Psi. This group should be diverse and reflective of the band program.
- Seek approval from the Director of Bands and band faculty/staff.
- Identify campus qualifications for colonizing a chapter and registering as a student organization. (Dean of Students, Student Activities, Student Organizations)
- Hold an Interest Group meeting and elect officers.
 - **President** – presides over all meetings, signs all documents, responsible for correspondence with National Headquarters.
 - **Vice President of Membership** – presides over all meetings in the absence of President, works closely with National Headquarters to create Membership Education Program for the chapter
 - **Secretary** – takes minutes at all meetings, tracks member attendance
 - **Treasurer** – responsible for collecting all dues and fees, take the lead on creating a bank account, create fundraisers for colony
 - **Historian** – creates social media page, website, takes pictures of all events, takes the lead on creating the colony's Petitioning Document
 - **Parliamentarian** – learns Robert's Rules of Order, takes the lead on creating the colony's Chapter Constitution
- The Director of Bands should appoint a Colony Sponsor (campus advisor). In some cases, the DOB serves as Colony Sponsor. Many Colony Sponsors are Associate or Assistant band directors or a staff member within the department or school.

Application Process

Application & Fees

Visit www.kkpsi.org/membership/starting-a-chapter to download the application.

Checklist:

- Required Colony Application Fee (check or money order only): \$150
 - This fee is **nonrefundable**, regardless of whether the application is approved or denied
- Required Signatures (application and policy acknowledgement):
 - Colony President
 - Director of Bands
 - Colony Sponsor
 - Dean of Students (or representative)
- Evidence of Institution Accreditation
- Letter of Support from Dean of Students (or campus equivalent)
- Letter of Support from Director of Bands
- Optional) Letter(s) of Support from Associate/Assistant Band Directors
- Listing of Colony Members that reflects a diverse population of band members
- Listing of Honorary Members

Please type in all information and print or save. A completed packet includes all of the information listed on the cover page.

- **Option 1:** Save the application, scan letters of support and email all documents to hqedu@kkytbs.org. Send fees (check or money order) certified mail.
- **Option 2:** Print all documents and mail along with fees (check or money order) certified mail to the fraternity's National Headquarters at the address provided on the application.

Upon receipt of the Colony Application Packet and current fees for all colony members, the National Council will review the application for selection as a new colony. The National Headquarters will notify the new colony via an email letter when the National Council has made its decision, and for approved colonies, the National Headquarters will issue to each member their Prospective Member pin and colony membership card. The National Vice President for Colonization & Membership and Chapter & Colony Education Coordinator will send information regarding the colonization process.

Colonization Orientation Meeting

The Colony Orientation Meeting is the official set up of the colony with representatives of Kappa Kappa Psi. This person could be a National Headquarters staff member, member of the National Leadership, or an appointed alumni member trained in colonization. The purpose for the meeting is to engage colony members in a deeper understanding of their membership in Kappa Kappa Psi and establish an identity and operating procedures as a future chapter.

- Introduction to the Road to Wisdom
www.kkpsi.org/curriculum
- Introduction/Explanation of Vision and Mission Statements; Fraternity Purposes; Creed; fraternity brand and symbols
- Fraternity Risk Management Policies
www.kkpsi.org/resources/policies
- Overview of the Colonization Process
- Establish a timeline for completing documents and turning in payment of fees. Please note that documents will require some revisions and edits before final approval. We suggest the chapter form small committees to work on all documents concurrently. Required colonization documents:
 - Colonization Calendar
 - Chapter Constitution
 - Membership Recruitment Philosophy & Membership Selection Guidelines
 - Petitioning Document
 - Initiation Fees & Colony Installation Form in OMRS
- Create Colony Officer and Committee Responsibilities
 - Chapter Officer Training Resources
www.kkpsi.org/officer-resources
 - Create fundraisers, budget, establish bank account, record meeting minutes, create chapter email listserv, social media, committee structure, meeting agenda
 - Identify key areas of musicianship, leadership, and service
- Setting expectations for Alumni Involvement
- Role of the Director of Bands and Chapter Sponsor
- Schedule and Complete the Ritual of the First Degree with the Ritual Chapter
 - Receive Prospective Member Pins & Colony Membership Cards

Colonization Process Overview

- ▣ Lesson 1: Colony Orientation Meeting
 - DUE: Colonization Calendar
- ▣ First Degree of the Ritual of Kappa Kappa Psi
- ▣ Lesson 2: Chapter Processes
- ▣ Lesson 3: District & National History
- ▣ Lesson 4: National Procedures & Obligations
 - DUE: Membership Recruitment & Selection Plan
- ▣ Second Degree of the Ritual of Kappa Kappa Psi
- ▣ Lesson 5: Second Degree Debrief
 - DUE: Chapter Initiation Dues & Fees
 - Colonists - \$125.00 each
 - Honorary Members - \$50.00 each (this includes DOB/Chapter Sponsor)
 - Charter Fee - \$300.00
- ▣ Lesson 6: Musicianship
 - DUE: Chapter Constitution
- ▣ Lesson 7: Leadership
 - DUE: Petitioning Document
- ▣ Lesson 8: A Lifetime Commitment
 - Constitution, Petitioning Document, and Membership Recruitment & Selection Plan must be approved by this meeting.
 - All dues and fees must be paid by this meeting.
 - If documents have not been submitted and approved by the National Vice President for Colonization & Membership, and fees not submitted with OMRS form to National Headquarters, this will delay the Colony Installation.
- ▣ Pre-Installation Visit
 - Digital or in conjunction with Third Degree and Colony Installation
- ▣ Third Degree of the Ritual of Kappa Kappa
- ▣ Psi Colony Installation

Month One or First Four Weeks

Colony Orientation Meeting

- Schedule and Complete Colony Orientation Meeting with Colony Advising Team, National Vice President for Colonization & Membership, National Chapter & Colony Education Coordinator, and National Executive Director
- Schedule and Complete First Degree
- Create and Submit Colonization Calendar

Colony Officers

- Establish regular officer meetings
 - Create officer notebooks and materials; utilize mass storage sites such as Dropbox or Google Drive if possible
 - Create goals to meet the calendar timeline established during the Colony Orientation Meeting
- Establish colony committees to help complete documents
- Establish regular communication with Director of Bands and Colony Sponsor
- Maintain communication with Colony Advising team, National Vice President for Colonization & Membership and National Chapter & Colony Education Coordinator.
- Colony Treasurer should begin collecting fees from colony members. This is extremely important and should be taken care of as soon as possible.

Colony Resources/Programming

- Establish weekly Colony Meetings using Robert's Rules of Order
- Create meeting agenda and record minutes
- Establish a bank account (contact student activities to ensure compliance with university procedures)
- Create a colony budget
- Investigate possible colony fundraising opportunities
- Discuss and identify possible service opportunities with the band directors
- Create colony communication tools (listserve, social media, etc.)

Required Documents/Communication

- Colonization Calendar submitted to National Vice President for Colonization & Membership and National Chapter & Colony Education Coordinator for approval.
- Participate in Colony Development Training Sessions with Colony Advising Team
 - Lesson 1: Colony Orientation Meeting
 - Lesson 2: Chapter Processes
 - Lesson 3: District & National History
- In Person Event – First Degree of the Ritual of Kappa Kappa Psi

Month Two or Second Four Weeks

Colony Recruitment/Education

- Create Recruitment Philosophy and Membership Selection Guidelines document and submit for approval
- Schedule and Complete First Degree
- Identify potential band members for future recruitment

Colony Officers

- Maintain consistent communication with Director of Bands and Colony Sponsor
- Maintain communication with Colony Advising team, National Vice President for Colonization & Membership and National Chapter & Colony Education Coordinator.
- Continue creating officer notebooks and materials
- Utilize committees to establish resources and programming
- Complete Colony Constitution and submit for approval.
- Begin the Colony Petitioning Document
- Create OMRS accounts and Log in to the OMRS to begin the Colony Installation Form
- Colony fees are due after Second Degree.

Required Documents/Communication

- Constitution submitted via email to National Vice President for Colonization & Membership and National Chapter & Colony Education Coordinator. Please note that documents will require some revisions and edits before final approval.
- Recruitment Philosophy & Membership Selection Guidelines submitted via email to National Vice President for Colonization & Membership and National Chapter & Colony Education Coordinator. Please note that documents will require some revisions and edits before final approval.
- Participate in Colony Development Training Sessions with Colony Advising Team
 - Lesson 4: National Procedures & Obligations
 - Lesson 5: Second Degree Debrief
 - Lesson 6: Musicianship
- In Person Event - Second Degree of the Ritual of Kappa Kappa Psi
- Colony President and Treasurer will collect and send fees.
 - Colonists - \$125.00 each
 - Honorary Members - \$50.00 each (this includes DOB/Chapter Sponsor)
 - Charter Fee - \$300.00
- Work with the National Chapter & Colony Education Coordinator to prepare appropriate colony installation paperwork following Second Degree.

Month Three or Third Four Weeks

Colony Officers

- Complete officer notebooks and materials
- Complete and submit the Colony Petitioning Document for approval
- Complete and submit Colony Installation Form in the OMRS

Pre-Installation Visit

- Schedule a Pre-Installation Visit with Colony Advising Team, VPCM, and National Headquarters
- Schedule meetings with colony members, officers, Director of Bands, Sponsor, and Dean of Students office; See section on Pre-Installation Visit, page 10

Installation

- Finalize details for the Third Degree of the Ritual of Kappa Kappa Psi and Colony Installation with VPCM and National Headquarters; See section on Pre-Installation Visit, page 11

Required Documents/Communication

- **Petitioning Document** submitted via email to the National Vice President for Colonization & Membership and National Colony & Education Coordinator. This must also be printed and mailed to National Headquarters. Please note that documents will require some revisions and edits before final approval.
- Participate in Colony Development Training Sessions with Colony Advising Team
 - Lesson 7 – Leadership
 - Lesson 8 – A Lifetime Commitment
 - Pre-Installation Visit
- **Colony Installation Form** submitted in the OMRS.
- In Person Meeting - Ritual of the Third Degree and Colony Installation with VPCM and National Headquarters

Pre-Installation Visit

Prior to the installation of a chapter, a representative of the National Organization will visit (either in person or digitally) the campus to meet with college/university officials, sponsor, and colony members. This visit is designed as a final assessment of the colony's progress towards installation and ensures the band program and campus is prepared to sustain and support an active chapter.

The structure of the visit is as follows:

- National Requirements completed:
 - Constitution
 - Petitioning Document
 - Colonization Fees & Forms
- Meetings:
 - Director of Bands
 - Sponsor
 - Representative from Dean of Students or Student Activities office
 - Colony Officers
 - President
 - Vice President of Membership
 - Secretary
 - Treasurer
 - Historian
 - Parliamentarian
 - Colony Meeting

Topics to Be Discussed:

- Band Program
 - Support from Fraternity: Musicianship, Leadership, Service
 - National Policies: Hazing, Discrimination, Alcohol, Terminology, Presentation Shows, Scarification/Branding
 - District and National Listserv & Website
 - Paperwork and National Deadlines
 - Online Membership and Reporting System
 - Responsibilities of an Active member: Attendance, Dues, Participation in Band
 - Active and Passive Recruiting
 - National Programs: National Intercollegiate Band, Leadership Funds, Matching Grants, National Month of Musicianship
 - Areas of Strength and Improvement
-
- Fraternity Representative Recommendation to the National Council

Installation Ceremony

When the National Council approval has been granted, official plans for the installation of the chapter may be finalized. This event is closely coordinated between National, District, and Local officers. A representative of the National Organization will travel to your chapter to perform the Chapter Installation Ceremony. This ceremony is to follow Ritual and Initiation which will be performed by a chapter or team appointed by the National Vice President for Colonization & Membership.

While the fraternity's Ritual and Initiation are private events for colonists, honorary members, and Brothers, the Installation Ceremony is a public event often attended by fellow band members, family, and friends. It is common for new chapters and visitors to hold a fellowship event i.e. reception, meal at local restaurant. This is a moment of pride for the colonists who have completed their initial journey as brothers in building and sustaining an active chapter of Kappa Kappa Psi.

Post-Colonization

Following colonization, your Colony Advising Team will continue to work with your chapter, at minimum, for one semester, or one full year, to ensure the colony's success. The Colony Advising Team will work on the following:

- Submission of National Reports in the OMRS
- Recruitment and membership Selection of New Members
- Implementation of The Road to Wisdom National Membership Education program
- Assistance with Chapter Rituals, Fundraising, or Service Projects
- Implementation of The Inner Circle Ritual Education Program
- Implementation of The Founder's Circle Leadership Development Program
- Other topics, as needed by the new chapter

Guide to Fraternity Terminology

COLONY ADVISING TEAM – Group of individuals assigned by the National Vice President for Colonization & Membership to educate and work with the colony to complete their requirements prior to chapter approval.

COLONY SPONSOR – The Colony Sponsor serves as the advisor to the colony and serves on behalf of the Director of Bands. This position is appointed by the Director of Bands and serves at his/her pleasure. The Colony Sponsor may also be the Director of Bands.

HONORARY MEMBER – Honorary membership is the highest honor which can be conferred by a Chapter. Honorary members of the Fraternity shall possess the same qualifications as active or associate members except that they shall not necessarily be regularly enrolled in the college or university where the chapter is located nor possess any qualifications as musicians. They shall have performed outstanding service for the college or university band or Fraternity. Undergraduates are ineligible for this recognition. When completing the colonization application, colonies typically include their Director of Bands and Colony Sponsor as honorary members.

NATIONAL COUNCIL – The National Council is the governing body of the National Chapter of Kappa Kappa Psi. The council votes on all matters pertaining to colonization on the advice and recommendation of the National Vice President for Colonization & Membership, who oversees the colonization process.

NATIONAL HEADQUARTERS – The National Headquarters is the full-time administrative offices of the Fraternity. Located in Stillwater, Oklahoma, the National Headquarters receives all forms, and monies; and, retains all the official records and archives of the organization. If you, your Director of Bands, or Sponsor has questions, they are invited to call 405-372-2333 and speak with the National Executive Director.

ELECTION OF OFFICERS – As soon as possible, colony officers must be elected to serve as the executive team and guiding force in obtaining active chapter status.

OFFICIAL RECOGNITION – When the preliminary forms and filing fee have been received and reviewed in the National Headquarters, official notification of colony status is sent to Fraternity and District Officers.

OPERATION – The colony group is provided operational materials and receives all mailings from the National Headquarters. The colony group is expected to function as a chapter in developing a program of service and leadership to the band department.

KNOWING WHAT TO DO – The National Council and National Headquarters staff is prepared to serve as a constant source of information and support. However, the best possible assistance to the colony group will come from contact with active chapters. Active chapters may assist colony groups by sharing ideas for projects and activities, as well as by assisting with chapter operation.

COLONIZATION CALENDAR – Your colony will create a colonization calendar with your colony advising team. This schedule should be followed as closely as possible.

DISTRICT CONVENTION – Each colony is required to have at least one (1) member attend the District Convention. This will give the colony an opportunity to better understand the scope of the organization. The colony will have voting rights at certain times during the colonization period. District Conventions are held during the spring semester, usually in March or April.

DISTRICTS – The chapters of Kappa Kappa Psi are geographically located in one of six districts. Depending on where your school is located, your colony will be in the Northeast, Southeast, North Central, Midwest, Southwest, or Western District.

CONSTITUTION – The colony will create a Constitution. This document is a set of bylaws that governs the future chapter's policies and procedures including membership, elections, attendance, and discipline. The National Headquarters will provide a template for the colony to use.

RECRUITMENT PHILOSOPHY & MEMBERSHIP SELECTION PLAN – This is a document that outlines how the future chapter will recruit and select future members. The National Headquarters will provide a template for the colony to use.

PETITIONING DOCUMENT – The petitioning document serves as the official request for active chapter status, as well as providing a written and pictorial record of the band program, the sheltering institution, and the colony. Guidelines and a template for preparing the petitioning document are provided to the colony.

PRE-INSTALLATION VISITATION – Prior to the installation of a chapter, a representative of the National Organization will visit the campus to meet with college/university officials, sponsor, and colony members.

INSTALLATION – When National Council approval has been granted, official plans for the installation of the chapter may be made. This event is closely coordinated between National, district, and local officers.