

KAPPA KAPPA PSI
NATIONAL HONORARY BAND FRATERNITY



Expansion Program & Petitioning Group Handbook



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Table of Contents

OVERVIEW	3
INITIAL STEPS	4
APPLICATION PROCESS	5
PETITIONING GROUP ORIENTATION MEETING	6
PETITIONING PROCESS OVERVIEW	7
PHASE ONE	8
PHASE TWO	9
PHASE THREE	10
PRE-INSTALLATION VISIT	11
INSTALLATION CEREMONY	12
POST-INSTALLATION	12
GUIDE TO FRATERNITY TERMINOLOGY	13-14

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 expansion 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 petitioning period is a probationary time of 9 to 12 weeks during which dedicated band students work together to obtain active chapter status while beginning their service, leadership, and support for their band program. The petitioning period serves the purpose of allowing petitioning 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 Petitioning Process Checklist is provided to help guide you through the petitioning process from start to finish. Utilize this checklist in addition to the other resources given to you by Kappa Kappa Psi. Petitioning Group tasks have been designed to help the petitioning group concentrate on maintaining and updating existing standards, policies, and programming. The petitioning group will begin establishing an identity based on the core values of the organization: musicianship, leadership, and service. In addition, the petitioning group will complete petitioning 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 petitioning group reach normal chapter operating levels by installation.

Should you ever have any questions, please contact your Advising Team, the National Membership & Expansion Coordinator, or the National Vice President for Membership & Expansion.

National Membership & Expansion Coordinator

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Initial Steps

- Create an Interest Group of at least ten (10) band members interested in pursuing expansion 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 chartering 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 for 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 the petitioning group
 - **Historian** – creates social media page, website, takes pictures of all events, takes the lead on creating the petitioning group's Petitioning Document
 - **Parliamentarian** – learns Robert's Rules of Order, takes the lead on creating the petitioning group's Chapter Constitution
- The Director of Bands should appoint a Petitioning Group Sponsor (campus advisor). In some cases, the DOB serves as Petitioning Group Sponsor. Many Petitioning Group Sponsors are Associate or Assistant band directors or a staff member within the department or school.

Application Process

Application & Fees

Visit www.kkpsi.org/expansion to download the application.

Checklist:

- Required Petitioning Group 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):
 - Petitioning Group President
 - Director of Bands
 - Petitioning Group 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 Petitioning 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 Petitioning Group Application Packet and current fees for all petitioning members, the National Council will review the application for selection as a new petitioning group. The National Headquarters will notify the new petitioning group via an email letter when the National Council has made its decision, and for approved petitioning groups, the National Headquarters will issue to each member their Prospective Member pin and petitioning group membership card. The National Vice President for Membership & Expansion and National Membership & Expansion Coordinator will send information regarding the petitioning process.

Petitioning Group Orientation Meeting

The Petitioning Group Orientation Meeting is the official set up of the petitioning group 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 expansion.

The purpose of the meeting is to engage petitioning 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 Membership Educational Program*
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 Petitioning 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 petitioning documents:
 - Petitioning Group Calendar
 - Chapter Constitution
 - Membership Recruitment Philosophy & Membership Selection Guidelines
 - Petitioning Document
 - Initiation Fees & Petitioning Group Instillation Form in OMRS
- Create Petitioning Group Officer and Committee Responsibilities
 - Chapter Officer Training Resources
www.kkpsi.org/officer-resources
 - Create fundraisers, budget, establish a 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 & Petitioning Group Membership Cards

Petitioning Process Overview

- ▣ Lesson 1: Petitioning Group Orientation Meeting
 - **DUE: Petitioning Group 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**
 - Petitioning Members - \$135.00 each
 - Honorary Members - \$135.00 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
 - All dues and fees must be paid by this meeting
 - Constitution, Petitioning Document, and Membership Recruitment & Selection Plan must be approved by this meeting
 - If documents have not been submitted and approved by the National Vice President for Membership & Expansion, and fees not submitted with OMRS form to National Headquarters, this will delay the Chapter Installation
- ▣ Pre-Installation Visit
 - Digital or in conjunction with Third Degree and Chapter Installation
- ▣ Third Degree of the Ritual of Kappa Kappa Psi
- ▣ Chapter Installation

Phase One (Weeks #1-3)

Petitioning Group Orientation Meeting

- Schedule and Complete the Petitioning Group Orientation Meeting with the Advising Team, National Vice President for Membership & Expansion, National Membership & Expansion Coordinator, and National Executive Director
- Schedule and Complete First Degree
- Create and Submit Petitioning Group Calendar

Petitioning Group 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 Petitioning Group Orientation Meeting
- Establish petitioning group committees to help complete documents
- Establish regular communication with the Director of Bands and Petitioning Group Sponsor
- Maintain communication with Advising Team, National Vice President for Membership & Expansion, and National Membership & Expansion Coordinator
- Petitioning Group Treasurer should begin collecting fees from petitioning members. This is extremely important and should be taken care of as soon as possible.

Petitioning Group Resources/Programming

- Establish weekly Petitioning Group 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 Petitioning Group budget
- Investigate possible fundraising opportunities
- Discuss and identify possible service opportunities with the band directors.
- Create communication tools (listserve, social media, etc.)

Required Documents/Communication

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

Phase Two (Weeks #4-6)

Petitioning Group 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

Petitioning Group Officers

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

Required Documents/Communication

- Petitioning Group Constitution submitted via email to National Vice President for Membership & Expansion, and National Membership & Expansion 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 Membership & Expansion, and National Membership & Expansion Coordinator. Please note that documents will require some revisions and edits before final approval.
- Participate in Petitioning Group Development Training sessions with 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
- Petitioning Group President and Treasurer will collect and send fees.
 - Petitioning Members - \$135.00 each
 - Honorary Members - \$135.00 each (this includes DOB/Chapter Sponsor)
 - Charter Fee - \$300.00
- Work with the National Membership & Expansion Coordinator to prepare appropriate chapter installation paperwork following Second Degree.

Phase Three (Weeks #6-9)

Petitioning Group Officers

- Complete officer notebooks and materials
- Complete and submit the Petitioning Document for approval
- Complete and submit Petitioning Group Installation Form in the OMRS (**listed as "Colony Installation Form" in the OMRS*)

Pre-Installation Visit

- Schedule a Pre-Installation Visit with Advising Team, National Vice President for Membership & Expansion, and National Membership & Expansion Coordinator
- Schedule meetings with Petitioning Group 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 Chapter Installation with the National Vice President for Membership & Expansion, and National Membership & Expansion Coordinator; *See section on Pre-Installation Visit, page 11*

Required Documents/Communication

- Petitioning Document submitted via email to the National Vice President for Membership & Expansion, and National Membership & Expansion 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 Petitioning Group Development Training sessions with Advising Team
 - Lesson 7 – Leadership
 - Lesson 8 – A Lifetime Commitment
- Petitioning Group Installation Form submitted in the OMRS (**listed as "Colony Installation Form" in the OMRS**)
- In-Person Meeting - Ritual of the Third Degree and Chapter Installation with the National Vice President for Membership & Expansion, and National Membership & Expansion Coordinator

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, the Sponsor, and petitioning members. This visit is designed as a final assessment of the petitioning group'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:

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

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 Membership & Expansion.

While the fraternity's Ritual and Initiation are private events for petitioning members, 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 (e.g. a reception, a meal at a local restaurant, etc.). This is a moment of pride for the petitioning members who have completed their initial journey as Brothers in building and sustaining an active chapter of Kappa Kappa Psi.

Post-Installation

Following installation, your Advising Team will continue to work with your chapter, at minimum, for one semester, or one full year, to ensure the chapter's success. The 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

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

CONSTITUTION – The petitioning group 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 petitioning group to use.

DISTRICT CONVENTION – Each petitioning group is required to have at least one (1) member attend the District Convention. This will give the petitioning group an opportunity to better understand the scope of the organization. The petitioning group will have voting rights at certain times during the petitioning 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 seven districts. Depending on where your school is located, your petitioning group will be in the Northeast, Southeast, North Central, Midwest, Southwest, Wester, or International District.

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

HONORARY MEMBER – Honorary membership is the highest honor that 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 petitioning group application, petitioning groups typically include their Director of Bands and Petitioning Group Sponsor as honorary 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.

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

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 expansion on the advice and recommendation of the National Vice President for Membership & Expansion, who oversees the petitioning process.

NATIONAL HEADQUARTERS – The National Headquarters is the full-time administrative office 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.

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

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

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 petitioning group. Guidelines and a template for preparing the petitioning document are provided to the petitioning group.

PETITIONING GROUP CALENDAR – Your petitioning group will create a petitioning group calendar with your Advising Team. This schedule should be followed as closely as possible.

PETITIONING GROUP SPONSOR – The Petitioning Group Sponsor serves as the advisor to the petitioning group 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 Petitioning Group Sponsor may also be the Director of Bands.

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 petitioning members.

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 petitioning group to use.