



CHAPTER  
VICE PRESIDENT  
OF MEMBERSHIP  
TEACHING  
MANUAL  

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2023 UPDATE

KAPPA KAPPA PSI  
ROAD TO  
WISDOM



This guide complements the Membership Candidate Guidebook. The Kappa Kappa Psi National Membership Education Program: *The Road to Wisdom* is a National Program of Kappa Kappa Psi. Refer to [www.kkpsi.org](http://www.kkpsi.org) for more information.

**Version 4.0**  
**2023-2025 Biennium**

## THE YOU MATTER MANIFESTO

Angela Maiers

You are Enough!

You Have Influence.

You Are a Genius.

You Have a Contribution to Make.

You Have a Gift to Give, That Others  
Need.

You Are the Change.

Your Actions Define Your Impact.

You Matter!



**As the Vice President of Membership, you are the chief educator of your chapter, along with the membership committee. Your chapter has entrusted in you the responsibility to educate the future Brothers and leaders of the Fraternity. This manifesto reaffirms the belief that you will add value to the fraternity, encourage and support potential members, and embody the lessons of the ritual through your actions as a leader and Brother.**

**Each member of this Fraternity, regardless of background or creed, is an integral part of our work, our history, and our future. Never forget your responsibility to each and every member of your membership class and chapter. You are enough, and your actions will leave a legacy of excellence**

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## **A NOTE TO THE VICE PRESIDENT OF MEMBERSHIP**

Welcome! Congratulations for being elected as the Vice President of Membership for your chapter. This is both an honor bestowed and a privilege granted. Your role in educating the Membership Candidates of your chapter is one of the most important responsibilities of any position in the Fraternity, as you are developing the future leaders of your chapter. You should use the membership committee to assist you in your duties.

Kappa Kappa Psi National Honorary Band Fraternity has created the National Membership Education Program: *The Road to Wisdom* to assist chapters in developing and delivering the best educational experience possible. Membership Candidates will learn about the values and beliefs of Kappa Kappa Psi through your guidance as Vice President of Membership and the use of this program. *The Road to Wisdom* is the foundation of building a positive life-long Brotherhood experience.

The purpose of *The Road to Wisdom* is to ensure that each future Brother, regardless of initiating chapter, is receiving the same national standard of education and training. Kappa Kappa Psi strongly believes in a period of education for individuals to become familiar with the structure, organization, and history of the Fraternity. This should be a period of positive encouragement with the objectives of reaffirming fraternal values, developing leadership skills and other talents, and identifying the responsibilities and benefits of membership in Kappa Kappa Psi.

Throughout the Vice President of Membership Teaching Manual and the Membership Candidate Guidebook, the Vice President of Membership (VPM) is the primary instructor of this Program. The VPM should involve the Chapter Sponsor and Director of Bands in the membership education program, and inform them of all activities. The VPM can also create a membership committee to assist in coordinating and facilitating the education of Membership Candidates.

Kappa Kappa Psi recognizes many chapters have traditions within its membership activities. **The content provided in the lessons cannot be removed or altered, but approved activities can be added to enhance the overall program, as long as the activities align with the values of our Ritual, Risk Management Policies of Kappa Kappa Psi, and your college or university policies. Any additions to this program should be done in consultation with your District Governors and submitted as an activity review to the National Curriculum Committee. Completing an unapproved activity may result in disciplinary action.**

*The Road to Wisdom* is a blueprint for excellence. We hope this program teaches the fundamentals of being an effective member of Kappa Kappa Psi, so that the chapter and the Fraternity might enjoy the future leadership of all who take the journey.

AEA,

The National Curriculum Development Committee, [curriculum@kkpsi.org](mailto:curriculum@kkpsi.org)



# The Road to Wisdom

## CURRICULUM DO'S & DON'TS



### LESSON ACTIVITIES

Lesson activities can be changed or created to meet the needs of your MC Class.



### GUIDING QUESTIONS

Can be decided by you to enhance the learning environment.



### CANDIDATE RESPONSE

Designed to be completed in or inside the MC Meeting. It could be a group discussion where the candidate records their notes or an individual response.



### FILL IN THE BLANK

Again, you control the meeting environment. If the MC class is not engaged in the fill in the blank activity provided for the lecture, this is not mandatory.



### GUIDED NOTES

If the guided notes do not suit your MC class, you have the opportunity to create what suits the overall learning style - as long as the wording of the content does not change. Additional information may be added if desired (e.g. more information about Boh).



### CONTENT

The learning intentions and summary of week's information are the only components that cannot differ from *The Road to Wisdom*.



### TESTS AND QUIZZES

Assessments such as tests and quizzes these cannot be added to the curriculum. There are review sheets, a portfolio project and activity bank of ideas provided to help ensure the information is being taught correctly. The portfolio acts as the final examination that chapters typically administer at the end of the program.





## Customizable Content

### THE ROAD TO WISDOM

There are many aspects that each chapter can customize to fit their own needs & identity. The following components are customizable for each Chapter.



#### LESSON ACTIVITIES

Suggestions can be found throughout the program and appendices, but if your chapter has a particular activity in mind, you will have to get it approved by your District Governor.



#### GUIDING QUESTIONS

They are there for the benefit of the Vice President of Membership. They can use them as they wish. Not all Guiding Questions have to be used.



#### MEMBERSHIP CANDIDATE RESPONSE

These can be completed inside or outside the Membership Candidate meeting. The responses can also be used as a group discussion or individual reflection.



#### FILL IN THE BLANK

This can be provided to present the material, but the Vice President of Membership can pre-populate the blanks if they wish to present the information in a different way.



#### ORDER OF LESSONS

Orientation Meeting must be presented first and Lesson 8 must be presented last. All other lessons can be re-arranged.

for any questions: [curriculum@kkpsi.org](mailto:curriculum@kkpsi.org)





**A Blueprint for Excellence:**  
Kappa Kappa Psi National Membership Education Program  
*The Road to Wisdom*

**National History**

Exploring the history,  
foundation, and  
development of  
Kappa Kappa Psi

**Values**

Living the  
values and purposes of  
Kappa Kappa Psi  
in daily life

**Structure & Operations**

Reviewing the actions and  
structures for a successful  
active chapter

**Chapter & Band**

Exploring chapter  
and band history,  
operations, and service

The foundation of the *Road to Wisdom* is built on the Ritual of Kappa Kappa Psi and the pillars of the fraternity: Musicianship, Leadership, Service, and Brotherhood.



## **LEARNING OUTCOMES OF THE ROAD TO WISDOM**

Successful implementation of The Road to Wisdom should result in five learning outcomes. If these outcomes are met, then The Road to Wisdom is being implemented with fidelity, and the values of the fraternity are being properly instilled in the new Brothers.

### **At the end of the Road to Wisdom, Brothers will:**

1. Promote and advance Musicianship, Leadership, and Service within their band program and on their college or university campus.
2. Display knowledge and skills to represent their chapter, band program, and university with leadership and professionalism.
3. Foster a national fraternal identity and an inclusive, positive culture based on the mission, vision, and values of Kappa Kappa Psi.
4. Exhibit a working knowledge of fraternity structure and obligations at the chapter, district, and national levels.
5. Demonstrate practical life skills including collaboration, risk taking, adaptability, critical thinking, and problem solving.



## GETTING STARTED – PLANNING THE NATIONAL MEMBERSHIP EDUCATION PROGRAM

This Vice President of Membership Teaching Manual is designed to provide instructional strategies and best practices to assist you in delivering a high quality National Membership Education Program. The VPM is encouraged to use additional resources to enhance the quality of the program and will need sufficient preparation and planning to deliver a meaningful educational experience for Membership Candidates as they travel on The Road to Wisdom.

When preparing for instruction of the Membership Candidates, the VPM will need to gather the materials and resources that are outlined in each individual lesson.

The **Vice President of Membership Checklist** (next page) is a helpful tool to document the activities, lessons, and events that will happen throughout the Membership Education Program. It is to be used as a master planning document to help outline the semester or time period that will be passed during the Membership Education Program. This document will become the Event Calendar that will be provided at the MC Orientation Meeting.

The Chapter is responsible for supplying the Membership Candidates with the Membership Candidate Guidebook. The Membership Candidate Guidebook is provided to each individual Membership Candidate at the orientation meeting and can be provided in a printed format or shared electronically.

**The following documents should be readily available to Membership Candidates throughout the course of the National Membership Education Program:**

- Membership Education Program Calendar (created by VPM in Planning Document)
- Chapter Event Calendar
- Chapter Constitution
- National Constitution
- Risk Management Policies
- Risk Management Policy Acknowledgement
- Chapter Roster (indicate officers and committee chairs)
- District and National specific information
- Greek Alphabet
- Chapters & Greek names of other Chapters in the District
- District Officers' names, positions, and their contact information
- National Officers' names, positions, and their contact information
- National and Chapter dues information (Appendix B)
- Chapter and Band History
- Any other Chapter specific information as it relates to the Membership Education Program (projects, etc.)



# VICE PRESIDENT OF MEMBERSHIP CHECKLIST

All materials for The Road to Wisdom can be found on the Kappa Kappa Psi Website under membership -> Road to Wisdom -> Vice President of Membership.

<https://www.kkpsi.org/curriculum/vice-president-for-membership/>

## Prior to Recruitment:

- Read and Review the Road to Wisdom Vice President of Membership Teaching Manual and Membership Candidate Guidebook.
  - Decide if candidates will have a printed book or will access materials online.
  - Begin planning lessons – what order will you teach the lessons in?
  
- Membership Education Calendar
  - Create your calendar of events for membership education. (You can use the calendar template to help you posted on the VPM page of the Road to Wisdom website.) Calendars should be submitted at least 2 weeks prior to recruitment for approval. Calendars should include the following:
    - Recruitment events.
    - Day to give out Bids/Day to return bids.
    - Membership Orientation Meeting (must occur PRIOR to first degree).
    - First Degree (Date to submit candidate registration 7 days later in OPUS).
    - The first lesson must occur first after First Degree.
    - The other lessons can occur in any order you wish.
    - The final lesson can occur before or after Third degree.
    - Second and Third degree (Date to submit initiate registration 30 days after 3rd degree).
    - Any chapter ceremonies.
    - Activities/Events with Tau Beta Sigma or other organizations.
    - Band/Athletic/University activities and events.
    - University holidays or events that may impact the calendar.
    - Any events that must be submitted for an activity review.
    - Any due dates for candidates.
  
- Activity Reviews
  - Submit any activities that are not listed within the Road to Wisdom for approval using the jotform on the VPM page of the Road to Wisdom website. Activity reviews should include enough detail for someone to replicate the activity. Do NOT complete any activity that has not been submitted or approved, or it can result in disciplinary action. Please allow 4 weeks for activity approvals. When submitting activities, ask yourself:
    - Is it purposeful?
    - Does it meet our values?
    - Is it in line with our risk management policies?
    - What is the overall learning goal of the activity?
    - What lesson does it meet?
    - Does it HAVE to happen during the process?





- Activity reviews to submit include:
  - Activities, required events, or projects not already approved or included in the Road to Wisdom
  - Chapter Ceremonies (please include script)
  - Recruitment Events
  - Required Social Events
  - Events with Tau Beta Sigma

### Recruitment, Membership Selection, and The Membership Candidate Orientation Meeting

- Plan your recruitment events to provide a variety of opportunities for interested band members to get to know the Brothers of the chapter. Be sure to explain to interested band members what the chapter is looking for in a member!
- If the chapter does not have a process, create a way to evaluate potential candidates. This could be guidelines, a rubric, qualities of a brother, or other tools to help assist the chapter in decision-making. According to the National Constitution 6.503, A band member may be offered entry into the National Membership Education Program: The Road to Wisdom of the Fraternity after the satisfactory completion of one (1) term as a member of the college or university band unless exception is made by the Chapter Sponsor. The band member shall possess unusually good character and demonstrate leadership potential.
- According to the National Constitution 6.504, Eligible individuals shall be permitted entry into the Membership Education Program at the request of an active or associate member of the Fraternity. A negative vote of twenty five (25) percent or five (5) members, whichever is greater, of the eligible active and associate membership shall be required to prevent a person from entering the Membership Education Program of the Fraternity. If a person is rejected on a second ballot in the same meeting, the name shall not be proposed again during the current academic year.
- Once membership candidates have been voted on, distribute invitations to membership to interested band members. This should include information for attending the Membership Candidate Orientation Meeting.
- The Membership Candidate Orientation Meeting **MUST** occur prior to First Degree. Failure for this meeting to take place may result in disciplinary action on the chapter. The purpose of this meeting is to explain all requirements of candidacy, membership, financial obligations, and to review all risk management policies prior to First Degree. This provides an opportunity for interested band members to understand all of their obligations up front, and to decline an invitation to membership, if they so choose, prior to First Degree and learning any ritual secrets. There should be at least 8 hours between Orientation Meeting and First Degree, if not 24 hours or longer, so that individuals can say no.
- Be sure that you have enough membership candidate pins for First Degree!



### First Degree

- Membership Candidacy begins at First Degree and ends at Third Degree. Be sure that you submit the membership candidate registration by 7 days after First Degree in OPUS.

### Membership Candidate Process

- The First Lesson must be taught FIRST. The Final Lesson must be taught LAST and can occur before or after Third Degree. All other lessons in between can be taught in any order, combined, or broken apart, provided that the Summary of the Week's Information for each week is taught at some point in the process.
- You cannot remove any content (The Summary of the Week's Information) but you can add content. You can choose to remove or not use activities, guiding questions, or membership candidate responses.
- Assessment in the Road to Wisdom
  - Tests are NOT to be used in the Road to Wisdom. However, you can use the following to help assess a candidate's progress in the Road to Wisdom:
  - Formative Assessments
    - Guiding Questions
    - Membership Candidate Responses
    - Lesson Review Sheets
    - Exit tickets
    - Games – Kahoot, Jeopardy, etc.
    - Interviews or Class Discussions
    - Essays
  - Summative Assessments
    - Membership Candidates must complete a service project, fundraiser, and portfolio project as part of the Road to Wisdom. The chapter may choose to add any other requirements, but they must be submitted as activity reviews.
- Engagement
  - Lessons should be relaxed and feel like a workshop.
  - Be purposeful – start and end on time. Use timers to help keep yourself accountable.
  - Create an inclusive, safe environment where candidates can ask questions.
  - Involve the chapter or District/National leadership in your lessons. Bring in other people to teach lessons or share experiences.
  - Use technology, videos, or other innovative ways to teach information – be creative! If you do not like the way information is presented in the book – teach it a different way.

### Third Degree & Post Initiation

- Be sure that you have membership pins for Third Degree.
- Initiate Registration is due 30 days after Third Degree.
- Plan for re-teach and continuing membership education for new brothers!



## **Important Note:**

### **Membership Candidate Registration & Risk Management Policy Form**

The Membership Candidate Registration (MCR) form in OPUS is how the chapter notifies National Headquarters who is going to be a part of the Membership Education process, “The Road to Wisdom”. This report is completed by the Chapter Vice President for Membership with candidate information. Double check your work for accuracy as this is the information to be printed on membership shingles.

**How to Submit:** Complete the Membership Candidate Registration in OPUS with candidate information. When you are ready to submit, press the “Submit” button at the bottom of the form.

Your submission will be reviewed, and you will receive an email notification with further instructions.

(If you are not ready to submit, you can save your progress and submit later by pressing the “Save Draft” button below.)

Once submitted for approval, you can print a copy of this report from a non-Firefox browser using the Print Summary Page button and gather signatures for all Membership Candidates listed on this form.

The form must be submitted no later than seven (7) days following the date of First (1st) Degree. After that date, the form is considered late.

### **A Note on Membership Candidate Terminology**

An individual is not recognized as a Membership Candidate until they have been decorated with the official Membership Candidate Pin and have successfully completed Ritual of the First Degree.

Individuals who are seeking membership, have received a bid, or have expressed interest in Kappa Kappa Psi do not have a title, nor are they affiliated with Kappa Kappa Psi.

More information on Appropriate Terminology Usage **is available in Appendix J. PLEASE REVIEW THIS APPENDIX PRIOR TO BEGINNING YOUR PROGRAM.**





# FEATURES OF THE LESSON PLANS

The Road to Wisdom is *recommended* for an eight-week education program. However, the length can be adjusted to fit the needs of your program, based on your respective college or university campus requirements.

## THE FOLLOWING FEATURES ARE PROVIDED IN EACH OF THE LESSON PLANS:

**LEARNING INTENTIONS** – These are the instructional goals for each lesson. This is what Membership Candidates should know and be able to achieve as a result of the instruction and activities of the lesson.

**REQUIRED ATTENDEES** – These individuals must be present during the lesson. (e.g. Membership Candidates, Active Members.)

**RECOMMENDED ATTENDEES** - The presence of these individuals can enhance the quality of the lesson but are not required to be present. (e.g. Director of Bands, Sponsor, Honorary Members.)

**MATERIALS NEEDED** – This indicates what materials you will need to execute the activities of the lesson.

**PREPARATION** - This indicates the estimated time needed to teach the lesson plan, broken down into segments. It also details the format of the lesson and everything you will need to present and cover during the lesson, including a **Summary of the Week's Information.**

**DESCRIPTION OF INSTRUCTION** - This details how and what to teach for each lesson. This section includes information from the Membership Candidate Guidebook to keep you on track with your instruction, as well as Lesson Activities.

**GUIDING QUESTIONS FOR DISCUSSION**- Within the **Description of Instruction**, there are sets of questions to help the VPM facilitate discussion during each meeting.

**MEMBERSHIP CANDIDATE RESPONSE** - These are questions, activities, or forms that the Membership Candidate will complete or answer in the Membership Candidate Guidebook.

**ADDITIONAL SUGGESTED ACTIVITIES** – These are activities that you can facilitate with the Membership Candidates to help emphasize the material or information during instructional time.





## **NATIONAL MEMBERSHIP EDUCATION PROGRAM COMPONENTS, RESOURCES, AND APPENDIX**

*The Road to Wisdom* is easy to follow and implement when using all documents provided by the Fraternity, which are outlined below.

The COMPONENTS of *The Road to Wisdom*:

- Vice President of Membership Teaching Manual
- Membership Candidate Guidebook
- Resources and Appendices provided in the back of the Guidebook and Teaching Manual
- Online professional learning community
- Additional resources may be found in the Google Classroom platform.

*All resources for VPMs can be accessed on our national website using the following link: <https://bit.ly/VPMResources>. You can also access this by going to [KKPsi.org](http://KKPsi.org) > Membership > The Road to Wisdom > Resource Bank. If you have any questions or issues accessing the resources then please reach out to the National Curriculum Development Committee at [curriculum@kkpsi.org](mailto:curriculum@kkpsi.org).*

Appendix	Teaching Manual	Guidebook
List of Service Project and Fundraising Ideas	Appendix A (p.130)	Appendix A (p. 120)
Paperwork and Fees	Appendix B (p. 134)	Appendix B (p. 124)
Parliamentary Procedure at a Glance	Appendix C (p.136)	Appendix C (p. 126)
Kappa Kappa Psi Fast Facts	Appendix D (p.143)	Appendix D (p.128)
Tau Beta Sigma Fast Facts	Appendix E (p.144)	Appendix E (p. 129)
Officer Installation Ceremony	Appendix F (p.145)	Appendix F (p. 130)
Other Membership Statuses	Appendix G (p.150)	Appendix G (p. 135)
Brother Interview Guidelines	Appendix H (p.152)	Appendix H (p. 137)
Tau Beta Sigma National History	Appendix I (p.155)	Appendix I (p. 140)
Appropriate Terminology	Appendix J (p.160)	Appendix J (p. 144)
Big Brother Guidelines	Appendix K (p.161)	
Ordering Ritual Gear	Appendix L (p.167)	
Membership Candidate Calendar Resubmission Guidelines	Appendix M (p.168)	
Common Errors When Submitting A Calendar Review	Appendix N (p. 169)	
Other Musical Organizations	Appendix O (p. 170)	Appendix K (p. 145)
More Historical Documents	Appendix P (p. 171)	Appendix L (p. 146)





### REQUIRED ATTENDEES:

- Membership Candidates
- All Chapter Members
- Others required by your university

### RECOMMENDED ATTENDEES:

- Director of Bands
- Chapter Sponsor

# ROAD TO WISDOM

## ORIENTATION MEETING

### SUMMARY OF INFORMATION:

Overview of the National Membership Education Program: *The Road to Wisdom*

Review of the Road to Wisdom lesson outline

Review of Event Calendar

Review of Portfolio Project

Membership Candidate Service Project & Fundraiser

Fiscal Responsibility: National Initiation Fee and Chapter Dues

Overview of the Membership Candidate Pin

Membership Candidate Guidebook

Brother Interview Guidelines – see Appendix H

Review of Kappa Kappa Psi National Policies

Policy on Hazing

Policy on Alcohol & Controlled Substances

Policy Against Discrimination

Policy on Membership Candidate Terminology

Stance on Branding/Scarification - Found in Risk Management Policy Agreement

Membership Candidate Registration

This must be reviewed, signed, and returned within 7 days of First Degree.

**THE MEMBERSHIP CANDIDATE ORIENTATION LESSON WILL TAKE AN ESTIMATED 60 - 80 MINUTES, DEPENDING ON THE SIZE OF THE CANDIDATE CLASS AND THE LENGTH OF THE DISCUSSION.**

*Taking place prior to the Ritual of the First Degree, individuals will review all fraternity national policies and receive an overview of The Road to Wisdom.*

**LEARNING INTENTIONS:**

The individual will be able to:

- Describe the purpose and expectations of the The Road to Wisdom.
- Articulate an understanding of the Risk Management Policies of the Kappa Kappa Psi.

**MATERIALS NEEDED:**

- Vice President of Membership Teaching Manual
- Membership Candidate Guidebook
- Event Calendar
- Membership Candidate National Initiation Fee and Chapter Dues – Appendix B
- Brother Interview Guidelines – see Appendix H
- Membership Candidate Registration
- Risk Management Policies of Kappa Kappa Psi
- Portfolio Project
- Any relevant school policies pertinent to Membership Education

**PREPARATION:**

The Membership Candidate Orientation Meeting takes place after individuals have accepted a bid and before the First Degree of the Ritual.

Some schools have requirements for orientation meetings. Kappa Kappa Psi expects all chapters to follow these policies. Please review them prior to this meeting.

*This meeting must take place prior to Membership Candidates participating in the First Degree of the Ritual. Risk Management Policies must be presented in their entirety and all Membership Candidates must acknowledge an understanding of appropriate behaviors and actions as a member of Kappa Kappa Psi via the Risk Management Policy Agreement. Failure to do so may result in disciplinary action.*

**The Membership Candidate Orientation lesson will take an estimated 60 - 80 minutes, depending on the size of the candidate class and the length of the discussion.**





## DESCRIPTION OF INSTRUCTION:

# PART I: OVERVIEW OF THE MEMBERSHIP EDUCATION PROGRAM: (20-25 MINUTES)

1. The Vice President of Membership (VPM) will begin the lesson with everyone in the room introducing themselves. This can include an ice breaker activity if desired. The room should be set up in a comfortable format to facilitate discussion.
2. After introductions have been made, the VPM should provide an overview of the membership education program for all individuals. The VPM will also review the Membership Candidate calendar, which the VPM should create and approve through the chapter prior to this meeting.

### OVERVIEW OF THE NATIONAL MEMBERSHIP EDUCATION PROGRAM: THE ROAD TO WISDOM

The Kappa Kappa Psi National Membership Education Program: *The Road to Wisdom* is an eight-lesson program focused on educating Membership Candidates on our core values of Musicianship, Leadership, and Service. Throughout this Program, you will develop a thorough understanding of the work of Kappa Kappa Psi and how we promote and advance college and university bands. The Fraternity is dedicated to your development as a better musician and leader for your band program, and the lessons of this Program are designed to do just that.



## **KAPPA KAPPA PSI NATIONAL MEMBERSHIP EDUCATION PROGRAM ORIENTATION MEETING.**

All individuals will review the fraternity's national policies and receive an overview of the Kappa Kappa Psi National Membership Education Program: *The Road to Wisdom*.

### **THE FIRST LESSON: OUR WORK MATTERS**

Membership Candidates will develop an understanding of the national organization of Kappa Kappa Psi through analyzing the Mission and Vision statements, Preamble, Creed, and National Brand of Kappa Kappa Psi (Musicianship, Leadership, Service).

### **OUR SERVICE MATTERS**

Membership Candidates will discuss the following topics: the first purpose of Kappa Kappa Psi, band and chapter history, fraternity service, and other music/campus organizations that may impact chapters.

### **YOUR CHAPTER MATTERS**

Membership Candidates will review the national report submissions and Online Membership and Reporting System (OPUS), as well as the chapter's constitution and officer structure. Membership Candidates will elect class officers in this lesson.

### **OUR LEADERSHIP MATTERS**

Membership Candidates will describe the importance of high quality leadership and cultivate an understanding and development of specific leadership styles and skills.

### **OUR MUSICIANSHIP MATTERS**

Membership Candidates will analyze and evaluate the influence of musicianship as a core value of Kappa Kappa Psi and the fraternity's musical contributions to the college/university band movement.

### **OUR BROTHERHOOD MATTERS**

Brothers and Membership Candidates will engage in a series of conversations about the relationship between values, Brotherhood, leadership, and Kappa Kappa Psi.

### **OUR FRATERNITY MATTERS**

Membership Candidates will be exposed to the National and District levels of Kappa Kappa Psi.

### **THE FINAL LESSON: A LIFELONG COMMITMENT**

Membership Candidates and the active Brothers will begin to merge as one cohesive chapter through team building activities and shared experiences.



## PROJECT PLANNING AND DEVELOPMENT

### **SERVICE PROJECT:**

Service is a part of Kappa Kappa Psi's identity and a cornerstone of the National Brand. It is an integral part of the operation of your local chapter of Kappa Kappa Psi. Brothers of Kappa Kappa Psi are often looking to identify a void in the band program and fill the void through their service. A conversation with your Director of Bands and/or Chapter Sponsor regarding the needs of the band program can be incredibly helpful as you plan and execute a service project with your Membership Candidate class and the active chapter. Your Membership Candidate class will work with the chapter officer who oversees service within your chapter to help develop and execute a service project.

### **FUNDRAISER:**

Successful fundraisers should have a purpose, and in Kappa Kappa Psi, the purpose of a fundraiser should support the band program. It is important to set goals and determine how much money is needed to fund the anticipated project. One of the endeavors for the Membership Candidate class is to execute a fundraiser. The Membership Candidate class will work collaboratively with the Chapter Treasurer to help develop and execute the fundraising project.

*Please see [Appendix A](#) for a list of Service and Fundraising project ideas.*

### **PORTFOLIO PROJECT:**

The Portfolio Project is an ongoing reflection of learning from the membership candidacy. The purpose is for Membership Candidates to reflect on their experience, and highlight meaningful learning moments throughout the process. There is a list of options for the project, but they may wish to create something outside of this list, which is permissible. The Portfolio project should be worked on throughout the Membership Candidacy. As Vice President of Membership, check in with the class each time you meet to evaluate progress on this project. **This is a required piece of the Road to Wisdom.** Portfolio Project Presentations should occur in the Final Lesson.

## GUIDING QUESTIONS FOR DISCUSSION:

- Service is a part of the national brand of Kappa Kappa Psi. What should be considered when developing and organizing service projects?
- What is the goal of service projects?
- Why is it important to chapter operations to set project goals for fundraising?

### **FISCAL RESPONSIBILITY:**

Kappa Kappa Psi is a National Honorary Band Fraternity. This means the new member will pay dues to the National Organization, which covers the cost of the membership recognition materials post-initiation, fees associated with national programs for students, and costs associated with management of the organization such as insurance and operation of National Headquarters. Chapters may also charge local dues.

*Chapters should clearly explain the purpose of local dues so that members understand the purpose of this fee. Please see the Paperwork and Fees Grid [Appendix B](#) for a detailed list of National Fees and information due to the National Chapter.*



**GUIDING QUESTIONS FOR DISCUSSION:**

- What is the impact of your financial obligation to the national organization?
- What do you think your dues pay for (nationally and/or locally)?

# PART II: MATERIALS PROVIDED TO MEMBERSHIP CANDIDATES (10 MINUTES)

*Materials will be provided to you at First Degree of the Ritual.*

**The Vice President of Membership will review the Membership Candidate Pin and Guidebook with candidate class.**

**THE MEMBERSHIP CANDIDATE PIN:**

At the First Degree of the Ritual, each Membership Candidate will be given a Membership Candidate Pin. This is a lapel pin of blue and silver, with symbols inscribed thereon that identifies them as a Membership Candidate of the Fraternity. It is to be worn on the left side, over the heart. It is not to be worn on sweatshirts, sports uniforms, or on the band uniform. Any exceptions for other occasions or situations will be explained by you, as Vice President of Membership. This pin should not be worn at all times. If advising to do so, please note that this is not in line with our Policy on Hazing.

**THE MEMBERSHIP CANDIDATE GUIDEBOOK:**

The Membership Candidate Guidebook is to be used as an instructional tool for your Membership Education Program. All lesson information within the Membership Education Program, as well as documents within the Appendix and additional chapter specific information can be found in your Membership Candidate Guidebook. The Membership Candidate Guidebook is not intended to be a secret document and should not be treated as such. Please be advised that any instruction to carry your Membership Candidate Guidebook, any book, or any other object at all times is not in line with Kappa Kappa Psi's Policy on Hazing.

**GUIDING QUESTIONS FOR DISCUSSION:**

- When should the Membership Candidate pin be worn?
- What is the purpose of the Membership Candidate Guidebook?
- Why does the fraternity decorate its members with a Membership Candidate Pin? What does this signify to others?



## **MEMBERSHIP CANDIDATE RESPONSE:**

- What questions do you have regarding Kappa Kappa Psi or the National Membership Education Program?

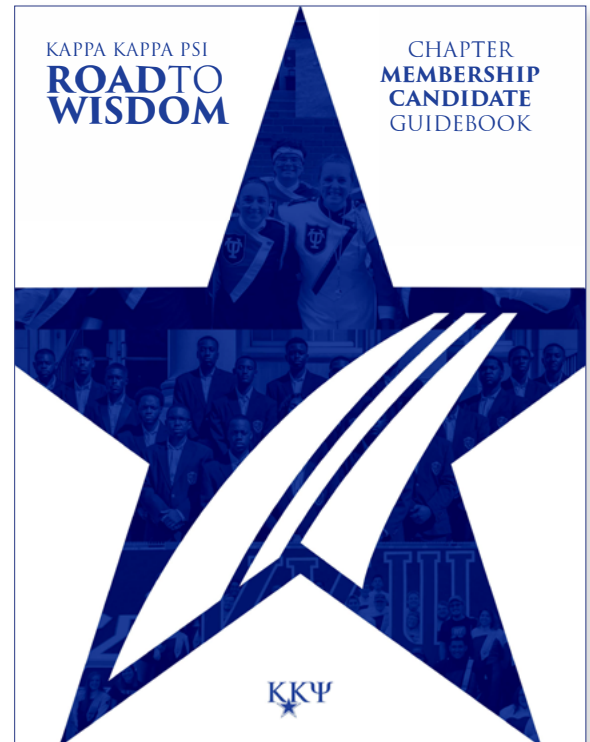
**Using the Risk Management document, the VPM will review the rest of the fraternity's policies, including:**

- a. Policy on Hazing
- b. Policy on Alcohol and Controlled Substances
- c. Policy Against Discrimination
- d. Policy on Membership Candidate Terminology
- e. Policy on Sexual Misconduct
- f. Stance on Branding/Scarification
- g. Convention Attendance Policy
- h. Guidelines on Member Presentation Shows
- i. Policy on Affiliate Groups

**After reviewing the policy documents, the VPM should re-state the line of communication to report any suspected violations of policy.**

Line of communication to report violations  
VPM/Chapter President  
Sponsor/Director of Bands  
District Governor  
National Vice President of Colonization and  
Membership/National President

Policy Violations can also be reported on the Kappa Kappa Psi National Website.



**After the policy review and discussion, the Membership Candidates will then sign the Candidate Registration Form.**

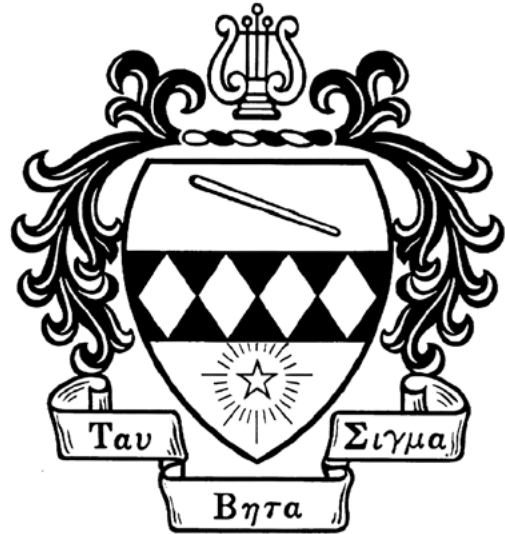
**THE VICE PRESIDENT OF MEMBERSHIP MUST SUBMIT THIS TO NATIONAL HEADQUARTERS WITHIN 7 DAYS OF FIRST DEGREE. BE SURE TO GIVE INDIVIDUALS A DATE AND TIME FOR FIRST DEGREE BEFORE THEY LEAVE.**

**Review of Relevant University Policies:**

**Chapters should cover any required or relevant university polices regarding membership education. If this required by your university, please follow your university process and policies. This could include university policies around hazing, discrimination, length of new member period, or other relevant topics.**







# Risk Management Policies



Kappa Kappa Psi & Tau Beta Sigma National Headquarters  
PO Box 849 • Stillwater, OK • 74076-0849  
Telephone: (405) 372-2333 • Fax: (405) 372-2363 • E-Mail: [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org)  
<http://www.kkpsi.org> • <http://www.kkytbs.org>

## **Affiliate Groups**

Chapters of Kappa Kappa Psi and Tau Beta Sigma are prohibited from participating in auxiliary programs and affiliate groups. This includes, but is not limited to establishing, supporting, affiliating with, or initiating individuals and/or groups who are unrecognized by the Fraternity and/or the Sorority yet act in the name of Kappa Kappa Psi and/or Tau Beta Sigma. Examples include: to sweethearts, Love Notes, MIKKY Clubs, Tau Gents, Mr. Tau Beta Sigma, Miss Kappa Kappa Psi, or groups at other colleges/universities or at high schools/secondary schools.

## **Alcohol, Illegal Drugs and Controlled Substances**

In any activity or event sponsored or endorsed by a chapter of Kappa Kappa Psi or Tau Beta Sigma, including those that occur on or off campus:

1. Kappa Kappa Psi and Tau Beta Sigma members and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.
2. Kappa Kappa Psi and Tau Beta Sigma members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while at any activity or event sponsored or endorsed by the Kappa Kappa Psi or Tau Beta Sigma.
3. Alcoholic beverages must be provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.). BYOB (Bring your own beverage) and similar events are prohibited.

### **Third Party Vendor**

- i. The Third Party Vendor (TPV) must be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
- ii. The TPV must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- iii. The TPV must assume, in writing executed in the chapter name of Kappa Kappa Psi Fraternity or Tau Beta Sigma Sorority, all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  1. Check identification cards upon entry
  2. Identify those who are of legal age to consume alcohol
  3. All alcohol sales are cash/credit per drink to individuals
  4. Refrain from serving minors
  5. Refrain from serving individuals who appear to be intoxicated
  6. Maintain absolute control of ALL alcohol containers present
  7. No excess alcohol – opened or unopened – is to be given, sold, or furnished to the chapter
- iv. A guest list is required for all social events and attendance is in compliance with rule #8 contained within this policy.
- v. Event monitors are required for all social events including one chapter officer.

4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with Kappa Kappa Psi and Tau Beta Sigma funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs, or controlled substances.
7. A chapter must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third party vendor to host an event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. Attendance at events with alcohol must not exceed local fire or building code capacity of the host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, etc.) must be substance free. No alcohol or other controlled substances may be present if the event or activity is related to new member activities, meetings, or initiation into Kappa Kappa Psi or Tau Beta Sigma including but not limited to "bid night," "Big/Little" events or activities, "family" events or activities, and any Ritual or ceremony.
10. Members and membership candidates, as well as their guests at an activity, must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

## **Assault and Battery**

In any activity or event sponsored or endorsed by chapters of Kappa Kappa Psi and/or Tau Beta Sigma, including those that occur on or off campus, no chapter, member, or guest shall engage in assault and battery, as defined by the laws in the jurisdiction in which the activity or event occurs.

## **Branding and Scarification**

All members and membership candidates of Kappa Kappa Psi and Tau Beta Sigma are prohibited from participating in or facilitating body modification of any person in an unlicensed environment or from forced or coerced body modification of any person at licensed establishments. This includes but is not limited to branding/scarification, which is the modification of the human body through burning, cutting, or other types of abrasion to the human skin or other areas.

## **Convention Attendance**

All alumni members of Kappa Kappa Psi and Tau Beta Sigma attending District or National Conventions, or other regional meetings sponsored by a District or National Chapter must have either a Life Membership or a current National Kappa Kappa Psi Alumni Association or National Tau Beta Sigma Alumni Association membership.

## **Discrimination**

Kappa Kappa Psi and Tau Beta Sigma expressly prohibit discrimination by any component part of the Fraternity or Sorority or by any person acting on behalf of the organizations on the basis of race, ethnicity, color, national origin, sex, ability status, religion, age, marital status, veteran status, gender identity, gender expression, or sexual orientation.

## **Firearms, Explosives, or Other Incendiary Devices**

All members of Kappa Kappa Psi and Tau Beta Sigma must comply with all federal, state, provincial, and local laws and campus policy as it relates to firearms, explosives, or other incendiary devices. Firearms, explosives, or other incendiary devices are prohibited from all chapter activities or events.

## **Hazing**

No chapter, petitioning group, student member, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. The term "hazing" means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on campus property, for the purpose of recruiting, joining, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, but not limited to the following regardless of a person's willingness to participate:

1. Be coerced to violate federal, state, provincial, and/or local law or to violate campus and/or Kappa Kappa Psi and Tau Beta Sigma policy.
2. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any noncustomary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but is not limited to sickness, vomiting, intoxication, or unconsciousness.
3. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
4. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, mandatory wearing of pins, regalia or other clothing, exclusion from social contact, required communication on demand or in a specific manner, or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
5. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, line ups, calisthenics, or personal, physical, or financial servitude.

## **Human Dignity Policy**

Kappa Kappa Psi and Tau Beta Sigma prohibits behaviors that intends to be undignified, threatening, intimidating, or harassing to another person or group or within member activities. This behavior includes but is not limited to participating in activities that are discriminatory, demeaning or destructive, lying, cheating, theft, and/or libel/slander.

## **Membership Education**

Chapters of Kappa Kappa Psi and Tau Beta Sigma must adhere to all Kappa Kappa Psi and Tau Beta Sigma Risk Management Policies during the membership education process for the protection of membership candidates, prospective band members, and future members of our organizations. The membership education process extends from any formal or informal recruitment of potential members through their membership education process and to their full initiation into active membership. In addition:

1. All chapters must submit all required reports for the membership education process by the established National Headquarters deadlines, including but not limited to membership candidate reports and initiation reports. Those reports will be included in any award considerations as well as penalty and disciplinary procedures for late and missing reports.
2. Prior to beginning a membership intake process, all chapters must submit their membership education calendars and all other chapter membership education-related activities not included in their organization's national curriculum documents by the established deadlines of the national organization. All membership education calendars and membership education-related activities must be reviewed for policy compliance before a chapter's membership intake can occur.
3. Membership education classes and Rituals must take place on campus in a "neutral" space. Examples of a neutral space include classrooms, the library, the music building, and other academic areas to which students would normally have access. Private rooms in residence halls are not acceptable. Students must follow local campus policies for access to space including hours of access and maximum occupancy.
4. Chapters are prohibited from hosting events at a business whose primary function is the serving of alcoholic beverages for consumption on the premises, including but not limited to bars. However, the following off-campus events are allowed as part of the membership education process:
  - a. Social events or fundraisers that occur at a 3rd -party commercial establishment. Bowling alleys, skating rinks, video game/arcade venues, and other similar social activities that occur at a business are acceptable. Eating at a restaurant or hosting profit-share fundraisers with a restaurant are also acceptable.
  - b. Social or sporting events that occur on public property during times when the location is normally open to the public (e.g. softball, football, soccer, etc. in a public park or on publicly accessible fields during normal operating hours).
  - c. Service projects that are directly related to band service but must be performed in specific off-campus locations (e.g. moving or repairing band equipment or uniforms at off-campus storage facilities).



## **Membership Presentation Shows/Probate Shows**

For chapters of Kappa Kappa Psi and Tau Beta Sigma to host a membership presentation show, (also known as probate shows, probates, intake shows, etc.) the following policy is in place:

1. Shows must happen in accordance with campus and band policies and all members and membership candidates must comply with all federal, state, provincial, and local laws, campus policies, and the policies and values of Kappa Kappa Psi and Tau Beta Sigma.
2. The Director of Bands must approve the show material and of all practices, and they must be in attendance at the performance.
3. Presentation shows must take place no more than thirty (30) calendar days after members have been initiated into Kappa Kappa Psi or Tau Beta Sigma, and the presentation show dates must be in an approved membership education calendar.
4. All participants should not be forced to participate and must freely agree to participation in any practices and the performance. Chapters may not discriminate, harass, refuse membership, or harm any member or membership candidate who refuses to participate.
5. Any show attire must not impede the ability of the participant to move, breathe, or see.
6. Vulgarity, sexually explicit material, and profanity are prohibited. This includes, but is not limited to, inappropriate attire, sexually suggestive moves, cursing, and profane gestures.
7. Verbal attacks of or harassment on another organization, whether intentional or not, are prohibited.

## **Retaliation**

All members of Kappa Kappa Psi and Tau Beta Sigma are prohibited from retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of Fraternity/Sorority or campus policies or of any federal or state laws/statutes. Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking any such action.

## **Sexual Misconduct**

All members of Kappa Kappa Psi and Tau Beta Sigma must comply with all federal, state, provincial, and local laws and campus policies related to sexual misconduct. This includes, but is not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

## **Policy Distribution:**

Copies of Kappa Kappa Psi and Tau Beta Sigma Risk Management Policies are available at [kkpsi.org/resources/policies](http://kkpsi.org/resources/policies) and [tbsigma.org/policies](http://tbsigma.org/policies).

## **How to Report**

There are numerous options to report a potential violation of these policies:

- In the case of an emergency where you have concerns for the health and safety of yourself or others, call 911.
- Contact your chapter president, chapter sponsor/Director of Bands, or any member of the National Leadership Team.
- Call the Kappa Kappa Psi/Tau Beta Sigma National Headquarters : 405-372-2333
- Email the Kappa Kappa Psi/Tau Beta Sigma National Headquarters:  
kkytbs@kkytbs.org
- Use the anonymous "Report a Problem" form:
  - o Tau Beta Sigma: <https://www.tbsigma.org/report-a-problem/>
  - o Kappa Kappa Psi: <https://www.kkpsi.org/resources/report-a-problem>

# PORTFOLIO PROJECT

## THE ROAD TO WISDOM PORTFOLIO PROJECT

The “*Road to Wisdom*” membership education program no longer has written or verbal tests, quizzes, or a final exam. This was not an oversight of the National Curriculum committee. The overarching goal of the program is for our members to live the values of the Ritual, and the program has been intentionally designed in this way. The candidate will present their portfolio to the full chapter prior to 3rd degree and is a physical representation of what they learned during the membership process.

**Tests and quizzes are absolutely barred from the National Membership Education Program  
*The Road to Wisdom* and the entirety of the Membership Education Program.**

There are no specific requirements on what the portfolio should look like. The only requirement is the membership candidate must explain their project and how it relates to what they learned throughout the “*Road to Wisdom*”.

The Vice President of Membership or the Membership Candidate’s big brother will periodically check in and work with them to review material covered in the Kappa Kappa Psi Fraternity National Membership Education Program: *The Road to Wisdom* and ensure that the portfolio is completed prior to the deadline.



Here are some example projects that can be created for a portfolio:

<p style="text-align: center;"><u>Technology</u> <i>Video</i></p> <p>Create a video about your membership education experience. It can be in the style of a movie, documentary, interview, game show, music video, or other creative outlet. You can use websites/apps such as Animoto (<a href="http://www.animoto.com">www.animoto.com</a>), Go! Animate (<a href="https://goanimate.com">https://goanimate.com</a>) iMovie, or movie maker to create this!</p>	<p style="text-align: center;"><u>Hands-On</u> <i>Kappa Kappa Cake Decorating</i></p> <p>Decorate a cake that depicts what you've learned from your membership education program. Use icing, M&amp;Ms, Fruit By The Foot, gummy bears, and more to "create" your story.</p>	<p style="text-align: center;"><u>Technology</u> <i>Kappa Kappa Psi Playlist</i></p> <p>Think about your membership education program and what you have learned. Create a playlist of music to share with your chapter and describe how each song is reflective of your learning.</p>
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<p style="text-align: center;"><u>Written/Visual</u> <i>Scrapbook</i></p> <p>Using Scrapbook materials, create a visual experience of your membership education program outlining what you've learned through your experience.</p>	<p style="text-align: center;"><u>Written</u> <i>Journal/Blog</i></p> <p>Using a website or a physical notebook/journal, create a series of entries about your membership education experience and what you have learned throughout your time as a membership candidate.</p>	<p style="text-align: center;"><u>Written/Visual</u> <i>Powerpoint/Prezi</i></p> <p>Create a powerpoint, Prezi (<a href="https://prezi.com">https://prezi.com</a>), or other visual outlining your membership education experience and what you have learned throughout your time as a membership candidate.</p>
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Here are some example projects that can be created for a portfolio:

<p style="text-align: center;"><u>Visual</u> <i>Digital Poster</i></p> <p>Create a digital poster about your membership candidate experience using Glogster (<a href="http://www.glogster.com">www.glogster.com</a>), Smore (<a href="http://www.smore.com">www.smore.com</a>), or Canva (<a href="http://www.canva.com">www.canva.com</a>), or other website.</p>	<p style="text-align: center;"><u>Written/Verbal</u> <i>Song/Rap/Poem</i></p> <p>Write a song, rap, or poem that describes what you have learned throughout your time as a membership candidate.</p>	<p style="text-align: center;"><u>Technology</u> <i>Cartoon/Comic Strip</i></p> <p>Create a cartoon about your membership education program using one of the following: <a href="http://www.powtoon.com">www.powtoon.com</a>, <a href="http://www.creaza.com">www.creaza.com</a>, or <a href="http://kerpoof.com">http://kerpoof.com</a>, or a paper comic book template.</p>
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<p style="text-align: center;"><u>Written/Technology</u> <i>Before and After</i></p> <p>Create a before and after project based on your time as a membership candidate. Identify where you were and how you got started versus where you are now. Focus on how your perspectives have perhaps changed on areas such as service, leadership, or brotherhood. Instead of yourself you could choose a Brother and complete the same project. You could create a video, slideshow, or presentation</p>	<p style="text-align: center;"><u>Written/Visual</u> <i>The Hero You Know</i></p> <p>Select someone you admire and look up to as a role model or hero. This could be a family member, teacher, celebrity, leader, etc. What are the characteristics that draw you to this person? What makes them your hero? Create a presentation that highlights the hero you know. This can be a poster, Powerpoint, video, etc.</p>	<p>Please feel free to contact the Curriculum Development Committee if you have any additional questions or suggestions. <b>curriculum@kkpsi.org</b></p>
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ORIENTATION MEETING



**REQUIRED ATTENDEES:**

- Membership Candidates
- Vice President of Membership

**RECOMMENDED ATTENDEES:**

- Active Members
- Chapter Sponsor/Director of Bands

# THE FIRST LESSON: **OUR WORK MATTERS**

**SUMMARY OF LESSON:**

Mission and Vision Statements

Preamble

Creed

National Brand: Musicianship, Leadership, Service

Fraternity Symbols & Motto

Greek Alphabet



# LEARNING INTENTIONS

Membership Candidates will be able to:

- Identify the following symbols of Kappa Kappa Psi: Flag, Flower, Colors, Motto, Cheer, Crest, and Membership Candidate pin.
- Articulate the National Brand of Kappa Kappa Psi: Musicianship, Leadership, Service, Brotherhood.
- Synthesize the content of the Mission Statement, Vision Statement, Preamble, Creed, and National Brand into a cohesive explanation of the purpose and existence of Kappa Kappa Psi.

## MATERIALS NEEDED:

- Membership Candidate Guidebooks
- Vice President of Membership Teaching Manual
- Post-It's, Poster Paper, markers, pens/pencils
- Optional: Internet access with a projector and audio as needed to show presentations, etc. to all in attendance

## PREPARATION:

Lesson One will take approximately 90 - 120 minutes depending on the size of your Membership Candidate class and the length of discussion and activities.

Appendix D: KKΨ Fast Facts may be used to inform Membership Candidates of the background and history of the fraternity.

The Vice President of Membership may give an overview the 5 Purposes of Kappa Kappa Psi during this lesson.



# DESCRIPTION OF INSTRUCTION: PART I: VISION AND MISSION STATEMENT, PREAMBLE, CREED

**1. The Vice President of Membership will begin by reading and discussing the Mission and Vision statements.**

## WHO IS KAPPA KAPPA PSI?

### Mission Statement

Kappa Kappa Psi is a diverse fraternity dedicated to advancing college and university bands for the benefit of its members and society through: Meaningful musical experiences and enrichment, Transformational leadership development, Purposeful service to bands and support to band members, Lifelong fellowship and community.

### Vision Statement

Kappa Kappa Psi **empowers** and influences the vibrant and diverse **college band** movement through purposeful programming, unified messaging, and excellence in **service** and operations.

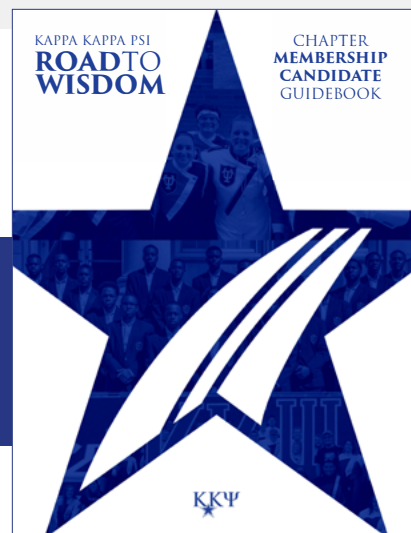
## GUIDING QUESTIONS FOR DISCUSSION:

- How do the Mission statement and Vision statement drive the direction of the organization?
- Describe the Mission or Vision statement in your own words.
- Why is Kappa Kappa Psi a co-educational organization?
- How are the Mission and Vision statements connected? What is the difference between the mission and vision statement?

**2. After discussion, the VPM will allow membership candidates time to reflect on the Mission and Vision statement by answering the following question in their Guidebooks:**

## MEMBERSHIP CANDIDATE RESPONSE:

- How do the Mission and Vision Statements apply to you as a future Active Member of the Fraternity?



### 3. The VPM will then read and discuss the preamble and purposes as well as the creed with the Membership Candidates, using the guiding questions for discussion.

#### Preamble to the National Constitution of Kappa Kappa Psi

Be it **known** that Kappa Kappa Psi, National **Honorary Band Fraternity** for College Bandmembers, is an organization operating **exclusively** in the field of the **college** and **university bands**, and for the following several purposes:

(1) To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.

(2) To honor outstanding bandmembers through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.

(3) To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste and unswerving loyalty.

(4) To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.

(5) To provide a pleasant and helpful social experience for all engaged in college band work and to cooperate with other musical organizations in any manner consistent with the purposes of the institution at which chapters are located.

#### GUIDING QUESTIONS FOR DISCUSSION:

- Why does Kappa Kappa Psi operate exclusively for college and university bands?
- What are the contributions made by your chapter to the band program?

#### Creed

We, the **brothers** of Kappa Kappa Psi, believe that **service** to the **college** or **university** band program fosters **responsibility**, **loyalty**, and **leadership**; that a **spirit of brotherhood** is enhanced by the **participation** in a **band** program; that **music** is a universal **language** and truly the **greatest** of the arts; and that through fraternal **participation**, each member will **strive** for the **highest**.









### Fraternity Symbols of Kappa Kappa Psi

**FRATERNITY FLAG:** The Greek letters K K Psi are printed in an arc on the top half of the flag with a **white** background. There are three overlapping **stars** in the middle of the flag and bottom of the flag over a **blue** background.



**OFFICIAL KAPPA KAPPA PSI CALL:** Two deep solo “**K**”s in rapid succession followed by the whole of the brotherhood replying “**Psi**” with voice inflection rising.

**OFFICIAL KAPPA KAPPA PSI COLORS:** **Blue** and **White**.

**OFFICIAL FLOWER OF KAPPA KAPPA PSI:** Red **Carnation**.

**OFFICIAL MOTTO OF KAPPA KAPPA PSI:** “**Strive** for the **Highest**.”

**OFFICIAL CREST OF KAPPA KAPPA PSI:** The official Crest or **coat-of-arms** of Kappa Kappa Psi is also referred to as the “Cofa.” Each of the **symbols** on the crest have a special meaning to our members, their relationship to the Fraternity, and the mission of our organization within your college or university band. Become familiar with the Crest of Kappa Kappa Psi so that you can recognize it on sight.



## GREEK ALPHABET

A	Alpha	I	Iota	P	Rho
B	Beta	K	Kappa	Σ	Sigma
Γ	Gamma	Λ	Lambda	T	Tau
Δ	Delta	M	Mu	Υ	Upsilon
E	Epsilon	N	Nu	Φ	Phi
Z	Zeta	Ξ	Xi	X	Chi
H	Eta	O	Omicron	Ψ	Psi
Θ	Theta	Π	Pi	Ω	Omega



# OFFICIAL FRATERNITY JEWELRY



**Membership Recognition Pin** – A gold lapel pin of the official crest or coat-of-arms, sometimes referred to as the “Cofa.” Each of the symbols on the crest have a special meaning to our members, their relationship to the Fraternity, and the mission of our organization within your college or university band. Become familiar with the Cofa of Kappa Kappa Psi so that you can recognize it on sight. Fraternity members wear this pin as a means of recognition signifying their continuing commitment to the ideals of Brotherhood.

**Enameled Recognition Pin** – A “colorized” version of the Membership Recognition Pin, twice its size with decorative enamel highlights. It is designed to be worn on informal occasions. It is neither to be worn alongside or instead of the ‘Cofa’ Pin or Crown Pearl Badge, nor is it intended for Ritual or Chapter ceremonies.



**Crown Pearl Badge** – The official means of identifying oneself with the Fraternity. Unlike many other organizations, purchase of the Crown Pearl Badge is optional in Kappa Kappa Psi. The symbols of the badge have special meaning to the members of the Fraternity, and it is worn in the same manner as the recognition badges of other Greek-letter organizations: over the heart, pinned to the shirt slightly above the pocket, slightly towards the button-line. It is not to be worn on sweatshirts, sports uniforms, or on the band uniform. Appropriate attachments may be affixed to the badge, showing both the Chapter’s Greek-letter designation and any offices held by a members in the Chapter.

**Official Key** – A gold key, inscribed with the most significant of the Fraternity’s symbols. Originally worn on a key or pocket-watch chain, in recent years individual members have had it affixed to tie-tack, tie-bars or pendant chains. It is often given as a token of appreciation for special services rendered, although it is available to the general membership for their own use as an item of personal jewelry if they so desire.



**Membership Candidate Pin** – A lapel pin of blue and silver, with symbols inscribed thereon that identify you as a prospective member of the Fraternity. It is to be worn either on the lapel of a suit or sports jacket or in the same manner as the Crown Pearl Badge. Any exceptions for other occasions or situations will be explained to you by your membership education trainer.

**Recognition Bar** – A gold bar, enameled in the Fraternity colors of blue and white, which is designed for wear on band uniforms, band jackets or sweaters. Only initiated



members of the Fraternity are permitted its use and it is an optional item of personal jewelry unless otherwise stated as the accepted policy of your chapter. It is a means of identification and should always be worn when visiting with other college or university bands. By this fraternal sign, a Brother from another active Chapter can make him/herself known to you, and your own acquaintanceship with others having similar interest or concerns will be increased.



**Life Member Pin** – A gold circular pin with a blue enameled border. On the border are the words “Life Member.” In the center of the pin is the Kappa Kappa Psi crest.

**Badge of Mourning** – An official recognition ribbon worn in the remembrance of brothers who have passed away. It consists of fraternity regalia pinned through a black ribbon 5/8 inch wide and two inches long. The Recognition Bar is pinned through the full length of the ribbon, whereas the ribbon for all other regalia is first folded in an inverted V-shape, then pinned through the middle. The Badge is worn at the discretion of the Brotherhood.

**Fraternity Flag** – The Greek letters are printed in an arc on the top half of the flag with a white background. There are three overlapping stars in the middle of the flag and bottom of the flag over a blue background.



**Fraternity Ring** – A gold or sterling silver solid band ring with the Greek letters  $\text{KK}\Psi$  embossed on the face.

**Official Cheer** – Two deep solo “K” in rapid succession followed by the whole of the brotherhood replying “Psi” with voice inflection rising.

**Official Colors** – Blue and White.

**Official Flower** – Red Carnation.

**Official Motto** – “Strive for the Highest.”

The wearing of the Kappa Kappa Psi crest, symbols (with the exception of the membership candidate pin) and/or letters in any form, is limited to initiated members of the fraternity. This restriction is lifted in the case of articles or regalia clearly declaring, without abbreviation, the wearer as a membership candidate or a colony member or denoting sponsorship or partial sponsorship of an event by the Fraternity, provided said event is not in conflict with the precepts and policies of Kappa Kappa Psi.



# PART IV:

## ACTIVITY BANK

### (20 – 25 MINUTES):



8. The VPM can then choose to do one of the following two activities based on the number of individuals present during the lesson OR to choose other appropriate activities from the Bank of Additional Lesson Activities in Appendix A. The chapter also may have an alternate activity to use, as long as it is in line with Kappa Kappa Psi's Risk Management Policies. All activities must be submitted and approved through an activity review Jotform prior to completing, which can be found on the Road to Wisdom page of the Kappa Kappa Psi website. Completing unapproved activities may result in disciplinary action.

#### TITLE OF ACTIVITY: DEFINE, ADD, SUMMARIZE

This Activity Supports the following Lessons: Lessons 1-8.

#### MATERIALS:

paper or poster  
markers/pens/pencils.

#### LENGTH OF ACTIVITY:

20-25 minutes

#### SET-UP:

This activity works better with a larger group of people.

#### ACTIVITY:

- Split Membership Candidates (and/or Brothers) into groups of 3.
- Give each group one of these qualities: Musicianship, Leadership, Service, Brotherhood.
- Then, have group members take 10-15 minutes to do the following:
  - A: **Define** the word or phrase in their own words.
  - B: Have each person **add** to the definition by saying "Yes and..."
  - C: **Summarize** the information into a paper or poster.
- Each group will then present their paper or poster to the room.

#### GUIDING QUESTIONS FOR DISCUSSION:

- Why is it important to be able to articulate the National Brand of Kappa Kappa Psi?



## TITLE OF ACTIVITY: PASS THE PAPER PLATE

This Activity Supports the following Lessons: Lessons 1-8.

### MATERIALS

paper plates  
markers/pens/pencils

### LENGTH OF ACTIVITY:

20-25 minutes

### SET-UP:

This activity works better with a smaller group of people.

### ACTIVITY:

- The VPM will take 4 paper plates and write: Musicianship, Leadership, Service, Brotherhood in the middle of each plate.
- The VPM will then pass the plate around and have each person in the circle write down something that comes to mind until no one can come up with anything anymore.
- Repeat until all 4 words are finished. The VPM or another person will then share what was written on the plates.

## GUIDING QUESTIONS FOR DISCUSSION:

- Why is it important to be able to articulate the National Brand of Kappa Kappa Psi?

**9. After discussion, the VPM may allow Membership Candidates time to reflect by answering the following question in their Guidebooks or assign to do in-between lessons.**

## MEMBERSHIP CANDIDATE RESPONSE (10-15 MINUTES):

- Using the Mission Statement, Vision Statement, Preamble, Creed, and National Brand as a reference, draw a picture that articulates the purpose and existence of Kappa Kappa Psi. Include a short explanation that explains the meaning and significance of your drawing.

**10. The Vice President of Membership will then have each Membership Candidate (or volunteers within the Membership Candidate Class) show and explain their picture during the lesson or the following week's meeting.**

LESSON ONE - OUR WORK MATTERS

**MEMBERSHIP CANDIDATE RESPONSE:**  
Using the Mission Statement, Vision Statement, Preamble, Creed, and National Brand as a reference, draw a picture that articulates the purpose and existence of Kappa Kappa Psi. Include a short explanation that explains the meaning and significance of your drawing.

KAPPA KAPPA PSI
ROAD TO WISDOM - 11



### **REQUIRED ATTENDEES:**

- Membership Candidates
- Vice President of Membership
- Chapter Officer who oversees Service Projects
- Treasurer/Fundraising Chair

### **RECOMMENDED ATTENDEES:**

- Active Members
- Chapter Sponsor/Director of Bands

# OUR SERVICE MATTERS

## **SUMMARY OF LESSON:**

First Purpose

Chapter History

Band History

Optional: Tau Beta Sigma

Optional: Other Organizations

(depending on campus):

Phi Mu Alpha, Sigma Alpha Iota, Mu Phi Epsilon

Service Project Planning





# LEARNING INTENTIONS

Membership Candidates will be able to:

- Examine the band program's history and impact on the college/university community.
- Describe and discuss the Chapter's history and impact on the band program.
- Analyze the First Purpose in the Preamble to the National Constitution and make connections to the band and Chapter history.

**\*Note: It is highly suggested the Vice President of Membership contact the Director of Bands to discuss or present the history of the band program.\***

**List of places to find band history:**

- **University Library**
- **Band Director(s)**
- **Department Secretary**
- **[Chapter Petitioning Document - centennial.kkpsi.org/petitions](http://centennial.kkpsi.org/petitions)**  
*Enter the Fraternity password and find your chapter in the table to access*
- **Band Alumni Board**

## **MATERIALS NEEDED:**

- Membership Candidate Guidebooks
- Vice President of Membership Teaching Manual
- Poster Paper
- Markers and Pens or Pencils
- My College/University Band's History
- Chapter History
- Optional: Internet access with a projector and audio as needed to show presentations to all present

## **PREPARATION:**

Lesson Two will take approximately 60 - 75 minutes depending on the size of your Membership Candidate class and the length of discussion and activities.

If the Tau Beta Sigma Lesson Plan is also taught during this lesson, please add 20 - 40 minutes to the time.



# DESCRIPTION OF INSTRUCTION:

## PART I: FIRST PURPOSE OF KAPPA KAPPA PSI (5-10 MINUTES)

1. The Vice President of Membership will begin with reviewing the First Purpose of Kappa Kappa Psi and instructing Membership Candidates to fill in the appropriate words in the boxes.

### FIRST PURPOSE OF KAPPA KAPPA PSI:

To **promote** the **existence** and **welfare** of the college and university **bands** and to **cultivate** at large a wholesome respect for their **activities** and **achievements**.

On the local level, chapter responsibilities include numerous service projects as well as providing the intangible items of morale, spirit, enthusiasm, atmosphere, and attitude within the band. As noted in the Preamble of our National Constitution, the cultivation and maintenance of an agreeable and enthusiastic attitude is mandatory for all our members, and this serves to foster the wholesome and cooperative spirit that each Director of Bands desires for their band.

### GUIDING QUESTIONS FOR DISCUSSION:

- How do you support the bands on your campus?
- When asked by others, what would you say about your band program?

## PART II: CHAPTER HISTORY (15-30 MINUTES)

2. The Vice President of Membership will need to design the content of this lesson for the Membership Candidates. An outline of possible chapter historical information is provided to help you. This template can be edited to add any additional pertinent information regarding your chapter.

Possible things to include in this lesson:

- Historical items and pictures pertinent to the lesson
- Instruction from the Director of Bands and/or Chapter Sponsor, Band Historian, or other members with knowledge of your chapter and band program.
- District Other Chapters in your District



## CHAPTER HISTORY TEMPLATE

My Chapter is the \_\_\_\_\_ Chapter of Kappa Kappa Psi,  
and when written in the Greek letters is the \_\_\_\_\_ Chapter.

My Chapter was founded on \_\_\_\_\_.  
The Founding Members of my Chapter are:

My Chapter Sponsor is \_\_\_\_\_.

The Director of Bands at my university is  
\_\_\_\_\_.

The Director of Athletic Bands (if different than DOB) at my university is  
\_\_\_\_\_.

List of other musical organizations located on campus:

List of Chapter Brothers who have served in National Office:

List of Chapter Brothers who have served in District Office:

Honorary Members:

Fraternity Awards:

List a brief description of Chapter History:

Other Information:



## PART III: BAND HISTORY (15-30 MINUTES)

3. The Vice President of Membership will need to design the content of this lesson for the Membership Candidates. A template of possible band historical information is provided to help you. This template can be edited to add any additional pertinent information regarding your chapter.

Possible things to include in this lesson:

- Historical items and pictures pertinent to the lesson
- Instruction from the Director of Bands and/or Chapter Sponsor

## PART IV: TAU BETA SIGMA NATIONAL HONORARY BAND SORORITY

If there is a Tau Beta Sigma chapter on your campus, this is the recommended place to teach the lesson plan entitled Tau Beta Sigma National Honorary Band Sorority found in Appendix I.

If your chapter does not have a Tau Beta Sigma chapter on your campus, the Tau Beta Sigma National Honorary Band Sorority lesson plan may be taught in Lesson OUR FRATERNITY MATTERS. However, presenting the Tau Beta Sigma Lesson Plan in either week is an option.

You may wish to collaborate with a local Chapter Sponsor of a Tau Beta Sigma Chapter, District Counselor, or Tau Beta Sigma Chapter officer who oversees Membership Education Program in a local sister chapter to help design and deliver this lesson plan.

## PART V: OTHER ORGANIZATIONS

You can review other organizations information in Appendix O (p.170).



**This template is to celebrate and recognize the history of a chapter. Lists should not be given for memorization, but instead for Membership Candidates to learn about the chapter they are about to become a part.**

**The \_\_\_\_\_ Band History**

When was the band founded?:

List of Ensembles on Campus:

Noteworthy Performances:

Music Commissioned:

List of Directors:

List a brief description of Band History:



# PART VI: SERVICE PROJECT PLANNING (15-30 MINUTES)

## 4. The VPM will review the service project guidelines and list of service projects with the class.

Membership Candidates will develop, plan and execute a service project that is to be completed no later than the seventh week. The Vice President of Membership should provide the Membership Candidates with a list of possible service projects (see Service Project Ideas in Appendix A). The Director of Bands, Chapter Sponsor, and/or the chapter officer in charge of service projects should be present at the meeting to help guide the Membership Candidate class in the planning of this project.

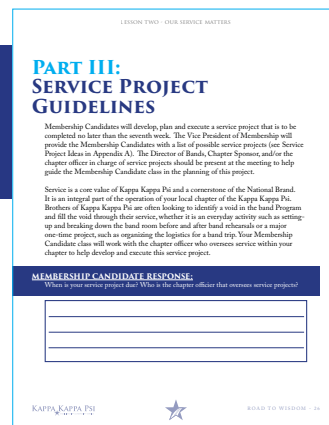
Service is a part of Kappa Kappa Psi's national identity and a cornerstone of the National Brand. It is an integral part of the operation of your local chapter of the Kappa Kappa Psi. Brothers of Kappa Kappa Psi are often looking to identify a void in the band Program and fill the void through their service. The Membership Candidate class will work with the chapter officer who oversees service within your chapter to help develop and execute this service project.

### MEMBERSHIP CANDIDATE RESPONSE:

Your service project is to be completed by \_\_\_\_\_.

The chapter officer that oversees service projects is \_\_\_\_\_.

## 5. The Vice President of Membership should provide 15-20 minutes of planning time for the Membership Candidate class during this time. Membership Candidates can take notes and record ideas on the Service Project Notes and Ideas page in the Membership Candidate Guidebook.



### GUIDING QUESTIONS FOR DISCUSSION:

- How does the leadership of individual members and the chapter contribute to building better bands?
- How has the chapter impacted the band program?
- Does the First Purpose give you any ideas on how the chapter can support the band program?

## 6. At the end of the Lesson, the Vice President of Membership will ask Membership Candidates to complete the following Membership Candidate Response questions in the Membership Candidate Guidebook, or assign the responses to be completed by the next lesson.



**MEMBERSHIP CANDIDATE RESPONSE:**

How does your band program impact the university and/or the community?

How does your chapter impact the success of your band program?

What have you observed of the chapter that exemplifies the First Purpose in their service to the band program?

**SERVICE PROJECT NOTES AND IDEAS**





### **REQUIRED ATTENDEES:**

- Membership Candidates
- Vice President for Membership
- Chapter Officers, Chapter President
- Big Brothers

### **RECOMMENDED ATTENDEES:**

- Active Members
- Chapter Sponsor/Director of Bands

# **YOUR CHAPTER MATTERS**

## **SUMMARY OF LESSON:**

### **Chapter Operations and Officer Structure**

Chapter Constitution

Chapter Officer Structure/Committees

Sample Agenda, Officer/Committee Reports for a Chapter Meeting

Parliamentary Procedure/Robert's Rules of Order

### **Officer Installation/Election of Candidate Class Officers**

Officer Installation Ceremony

Election of Candidate Class Officers

### **OPUS and National Report Submissions**

Fall Activity Report, Chapter Summary Report,

Initiate Registration Form, Chapter Personnel Report



# LEARNING INTENTIONS

Membership Candidates will be able to:

- Identify the reports submitted to the National Headquarters and why they are important to the operation of the chapter.
- Explore the chapter constitution.
- Describe the chapter structure, including officers and committees.
- Articulate an understanding of the Officer Installation Ceremony.

**\*The Chapter President may teach this lesson in lieu of the Vice President of Membership\***

**\*The Chapter Parliamentarian / Sergeant-at-Arms may assist with this lesson\***

## MATERIALS NEEDED:

- Membership Candidate Guidebook
- Vice President of Membership Teaching Manual
- Post-It's, Poster Paper, markers, pens/pencils
- Internet access with a projector and audio as needed to show presentations, etc. to all in attendance
- Sample Agenda, Officer/Committee Reports for a Chapter Meeting
- Parliamentary Procedure at a Glance/Robert's Rules of Order
- Chapter Constitution
- List of Chapter Officers/Chapter Committees
- Officer Installation Ceremony
- Computer access to showcase OPUS:
  - Fall Activity Report
  - Chapter Summary Report
  - Initiate Registration Form
  - Chapter Personnel Report

## PREPARATION:

Lesson Three will take approximately 60 - 75 minutes depending on the size of your Membership Candidate class and the length of discussion and activities.



# DESCRIPTION OF INSTRUCTION:

## PART I: CHAPTER OPERATIONS AND OFFICER STRUCTURE (20 – 40 MINUTES)

Your chapter is a member of a National Fraternity - Kappa Kappa Psi National Honorary Band Fraternity. Our National Fraternity operates and is successful due to the contributions and activities of our chapters. In addition, the chapter pays dues and makes reports to the national organization on a regular basis.

Visit the National website: [www.kkpsi.org](http://www.kkpsi.org) for more information.

There are several governing documents within Kappa Kappa Psi that help chapters run smoothly. Each chapter must abide by both the National Constitution including National Policies (which is the Ranking Document of the Fraternity), as well as the Chapter Constitution.

Each chapter writes its own constitution to reflect local chapter operations and uses Robert's Rules of Order to guide their meetings. Chapter constitutions must incorporate policies from the National Constitution and the policies of the Music/Band Department and the College/University Student Affairs Office on their campus. Within each chapter, there are officers and committees.

### My chapter officers are:

President:

Other:

\_\_\_\_\_  
Vice President of Membership:

\_\_\_\_\_  
Other:

\_\_\_\_\_  
Secretary:

\_\_\_\_\_  
Other:

\_\_\_\_\_  
Treasurer:

\_\_\_\_\_  
Other:



The standing committees of the chapter are:

_____	_____
_____	_____
_____	_____
_____	_____

- The Vice President of Membership can review the chapter constitution with the Membership Candidate class using a Jigsaw Teaching Method. This can also include active members as part of the groups. (You can also choose to do this during a different meeting, assign sections as outside review or reading, or teach this in another format.)

### Chapter Constitution Jigsaw

- Provide each Membership Candidate with a copy of the Chapter Constitution.
- Assign each Membership Candidate to a “home group” of 2-4 people.
- Looking over the chapter constitution, assign particular sections to each group member of the home group. Decide ahead of time which sections of the constitution you want the Membership Candidates to review. It is not necessary to review the entire document at this time.
  - Create “expert groups” that consist of students across “home groups” who will read the same selection (example: all of the Membership Candidates who were assigned the election of officers section of the constitution).
  - Give a time limit (e.g. 10 minutes) on the various parts of the jigsaw task. This should be enough time to read the information and then discuss the information as an “expert” group.
  - Have all Membership Candidates return to their “home” group.
  - The “home group” members are responsible to learn all content from one another. Home groups may discuss for 3-5 minutes at a time depending on the depth of the conversation.
  - At this point, the officers of the chapter must be present during this meeting to explain their office and the duties of their role in the chapter to the Membership Candidates.
  - If your chapter has standing committees, this is a good time to explain the role and function of the committees and the individuals who serve on the committees.



**NOTE ON CANDIDATE CLASS OFFICERS:**

Membership Candidate class officers are optional based on the class size and decision of the VPM. This concept was added due to the nature of *The Road To Wisdom* and its goal of ensuring that Membership Candidates, when initiated as Brothers are educated on all aspects of the Active Member experience. Instead, the class can work in a committee model to delegate responsibility.

## PART II: OFFICER INSTALLATION CEREMONY/ELECTION OF CANDIDATE CLASS OFFICERS

- Officer Installation Ceremony can be found in Appendix F
- Before the election of officers, the Chapter President should review the Officer Installation Ceremony with the Membership Candidates. This can be done via a projector or via a paper copy of the ceremony so that the Membership Candidates can see the text.
- The Vice President of Membership will ask Membership Candidates to complete the following Membership Candidate Response questions in the Membership Candidate Guidebook.

**MEMBERSHIP CANDIDATE RESPONSE:**

- Why is it important to elect Brothers who have the qualities necessary to lead our chapter?
- Based on the Officer Installation Ceremony that was reviewed, what stated responsibility of the officer duties sticks out to you the most? Why?
- There are several phrases within the Officer Installation Ceremony that stand out to many members, such as:
  - “This is both an honor bestowed and a privilege granted.”
  - “To shirk is to betray a trust.”

What do these statements mean to our elected Brothers? Why do you think these statements stand out to Brothers as significant?
- Why do the Brothers repeat in Oath of Support? What is your level of commitment to the elected officers?



### **Candidate Class Elections**

- During this time, the Membership Candidate Class may now elect its own officers.
- Nominations from the floor for will occur for each office, in the following order: President, Vice President, Secretary, and Treasurer.
- The vote will take place via secret ballot.
- The Chapter President and Vice President of Membership will count the vote totals and announce the winners of each office.
- Officers will be elected via simple majority of fifty percent plus one.
- The Vice President of Membership can have chapter officers meet with the Membership Class Candidate officers after the election if they wish to discuss any requirements the class officers will have during their candidacy. Membership Candidates should write their class officers in their guidebooks.

My Membership Candidate Class officers are:

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

### **GUIDING QUESTIONS FOR DISCUSSION:**

- How does the leadership of individual members and the chapter contribute to building better bands?
- How does our chapter function as a part of a national organization?
- Why are reports necessary for the operation of the national fraternity?
- Why is it important to elect Brothers who have the qualities necessary to lead our chapter?



# PART III: OPUS AND NATIONAL REPORT SUBMISSIONS: (10-20 MINUTES)

**1. This portion of the instruction should take no longer than 20 minutes. The goal is to provide a general overview of each report (listed in the bullet points below) and to show Membership Candidates what each report looks like in the OPUS system.**

To get to OPUS go to: [online.kkypbs.org](http://online.kkypbs.org) and type in your registered e-mail address.

If you are unable to log in, please contact the National Headquarters at (405) 372-2333.

**2. National Reports must be submitted in a timely manner. Failure to submit 2 consecutive National Reports will result in a chapter status change to Probation.**

**3. Failure to meet deadlines set by the National Council from the Chapter Probation can result in a chapter status change to Suspension.**

#### Notes For All Reports:

- Submit to Chapter Sponsor and Director of Bands
- ***DO NOT SEND CASH!***

#### Chapter Personnel Report:

- Required yearly fall report to be submitted via OPUS
- Due September 30th (Or October 15th for Quarter-System schools)

#### This report includes:

- List of all chapter members and their contact information
- Items that must be submitted to National Headquarters:
- Member Dues in the form of a Check, Money Order, or Credit Card
- Chapter Fee in the form of a Check, Money Order, or Credit Card
- Signature Page

#### Fall Activity Report:





- Required yearly fall report to be submitted via OPUS
- Due December 1st

**This report includes:**

- Current Chapter Officers
- Leadership/Communication
- National Obligations
- Activities/Operations
- Membership Education
- Membership Education Syllabus

**Membership Candidate Registration:**

- Required to report Membership Candidates in the “Road to Wisdom”
- Signature Page mailed to National Headquarters
- Due within 7 days following the date of the First Degree

**This report includes:**

- Membership Candidate Registration Form in OPUS
- Input of all membership candidates
- Signed Summary Page for candidates to sign
- Submit signed Signatures page within 7 days following the date of the First Degree to National Headquarters

**Chapter Summary Report:**

- Required yearly spring report to be submitted via OPUS
- Due June 1st

**This report is more extensive than the Fall Activity Report and includes:**

- Current Chapter Officers
- Leadership/Communication
- School Year & Dates
- Chapter Finances
- Band Program
- Chapter Demographics
- Activities/Operations
- Membership Education
- Membership Education Syllabus
- Sponsor Endorsement (must be set for Sponsor to complete)

**Initiate Registration Form:**

- Required report to be submitted following the initiation of new members
- Due within 30 days of the date of initiation

**This report includes:**

- Initiate Registration Forms submitted in OPUS
- Items that must be mailed to National Headquarters:
- Signed summary page mailed to National Headquarters

**MEMBERSHIP CANDIDATE RESPONSE:**

Why is it important for our chapter to function as a part of a national organization?



### REQUIRED ATTENDEES:

- Vice President of Membership
- Membership Candidates
- Chapter Membership Committee

### RECOMMENDED ATTENDEES:

- Active Members
- Chapter Sponsor/Director of Bands

# OUR LEADERSHIP MATTERS

## SUMMARY OF LESSON:

Third Purpose  
Leadership as a Core Value of Kappa Kappa Psi.  
Myths of Leadership  
Categories of Leaders  
Characteristics of a Great Brother and Leader  
Fraternal Code of Conduct  
Situational Leadership Styles  
The Founders' Circle



# LEARNING INTENTIONS

Membership Candidates will be able to:

- Develop a deep understanding of the Third Purpose through discussion and activities.
- Analyze and evaluate characteristics of outstanding leadership at the personal and organizational levels.

## MATERIALS NEEDED:

- Membership Candidate Guidebooks
- Vice President of Membership Teaching Manual
- Index Cards
- Large Post-It Posters
- Markers
- Internet access with a projector and audio as needed to show presentations, etc to all members

## PREPARATION:

Lesson Four will take 60 to 120 minutes depending on the size of your candidate class and the length of discussion and activities.



# DESCRIPTION OF INSTRUCTION: PART I: OVERVIEW AND INTRO TO THE LESSON

**1. The VPM will review the third purpose with the Membership Candidates.**

## **THIRD PURPOSE**

**To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band, for gracious conduct, good taste, and unswerving loyalty.**

**The VPM will then do one of the activities listed below or choose an activity from the Bank of Suggested Lesson Activities. You can also choose to do an alternate activity from your chapter, if it is in line with the Kappa Kappa Psi Risk Management Policies.**

### **Activity (10 minutes): Leadership Mapping**

The Membership Educator will place a large post-it poster on the wall (this can also be done on a dry erase or chalkboard) and write the question “What is Leadership?” in a circle. The Membership Educator will ask Membership Candidates to describe leadership in a word or phrase and write it on the poster (connect words/phrases to the question using a line).

**Debrief:** Membership Educator will lead a discussion around the answers provided by Membership Candidates. Allow Membership Candidates an opportunity to present their ideas and explain why they described leadership that way.

### **OR Activity (20 minutes): Leadership Carousel**

The Membership Educator will place three large post-it posters around the room:

- 1) Qualities of Successful Leaders
- 2) Qualities of Unsuccessful Leaders
- 3) Good leadership in Band: What does that look like?

Membership Candidates will travel in groups to each poster and remain there to discuss that poster’s topic and add comments. The Vice President of Membership will play traveling music or instruct Membership Candidates to move to the next poster.

**Debrief:** The Vice President of Membership will lead a discussion and groups will have the opportunity to report their ideas and present information to support.



**2. Guided Instruction (15-20 minutes): After the opening activity, the Vice President of Membership will present a brief presentation based on the following topics:**

## **QUALITIES OF A GREAT LEADER**

Who comes to mind when you think of great leaders? What qualities make these individuals stand apart from the others? The following is a list of common qualities inherent in all great leaders. As Brothers of Kappa Kappa Psi, we can incorporate these qualities into our leadership style and become more effective leaders.

### **1. Attitude**

A positive attitude is the foundation of being a great leader. You must first believe that you can be a leader in order to be successful. If you tell yourself that you are going to fail, then you will. People tend to see things with their minds and not their eyes. No matter what the situation, if you think it is negative, it becomes negative. To avoid failure, you must first practice self-affirmation. Tell yourself that you will succeed and repeat that message in your mind. Second, be optimistic. If something bad occurs, learn from it, then let it go and focus on the positive. A positive attitude is the first, and most important, step to becoming a great leader.

### **2. Interest in Learning from Others**

Great leaders are interested in the world around them. They seek to learn from others' success. Great leaders do not become great alone, but rather learn from many others. In turn, great leaders seek to create greatness in others, both peers and those who will follow them.

### **3. Risk Taking**

Great leaders dare to be different. They stretch the current parameters in search of new ideas. Too often individuals are afraid to venture into the unknown for fear of making mistakes. Great leaders take risks and learn from their experiences - good or bad. If they make a mistake, they take responsibility and decide immediately what must be done to correct that mistake. Individuals without leadership qualities seek to place blame on other people or on circumstances and therefore never truly learn.

### **4. Opportunity Seeking**

Great leaders take the initiative to find and act upon opportunities. They do not sit and wait for something to happen. Great leaders are constantly looking for new avenues of success.

### **5. Goal Setting**

Once an opportunity is discovered, great leaders set both long and short-term goals to maximize that opportunity. The keys to setting obtainable goals involve the following: visualizing success, breaking the goal into smaller tasks, setting deadlines for the accomplishment of those tasks, getting to work, and reviewing the goals. Great leaders perform these keys constantly to ensure that no opportunity is left unused.



## 6. Empowering Others

Great leaders understand that to achieve their vision and gain respect and authority, they must be willing to give power to others. They delegate responsibility to other individuals and give those individuals the knowledge and resources to succeed. When the great leader's work is done the people around him/her will say, "We did it ourselves!"

*"Leaders inspire a shared vision. They passionately believe that they can make a difference. They envision the future, creating an ideal and unique image of what the organization can become. Through their strong appeal and quiet persuasion, leaders enlist others in the dream. They breathe life into visions and get us to see the exciting future possibilities."*

— From The Leadership Challenge, J. M. Kouzes and B. Z. Posner

## What is Leadership? Why is it a core value of Kappa Kappa Psi?

True leadership emerges from one whose primary motivation is a deep desire to serve. Servant Leadership is at the heart of what it means to be a Brother of Kappa Kappa Psi. A Servant-Leader is a person of character who puts people first. He or she is a skilled communicator, a compassionate collaborator, who has foresight, is a systems thinker, and leads with moral authority.

The choice Brothers make each and every day to serve their band programs brings them to aspire to lead. Kappa Kappa Psi desires to build a community of Musician-Servant Leaders who are focused on others, embody integrity, demonstrate passion, and live bravely. Leadership in the college/university band movement cannot be done alone. This community of leaders will care for others and embrace fellowship as a primary goal and action. With a common aim to strive for the highest, our first focus is college and university bands.

## 3. The VPM will then have Membership Candidates reflect in their candidate guidebooks. (Either in the meeting or during the week.)

### MEMBERSHIP CANDIDATE RESPONSE:

- What is Leadership? Why is it a core value of Kappa Kappa Psi?



# PART II: MYTHS OF LEADERSHIP

## Activity:

Think, Pair, Share. Write each of the myths on a note card, and divide the Membership Candidates into 4 groups to discuss why these statements are myths. If your membership class is not large enough, utilize Brothers present to take part in the groups, or give each group two myths with additional time.

## Myth: “Leaders are born, not made.”

Have you ever heard the statement “He/She is a born leader”? While the statement may be true in some circumstances, it also implies that if you were not born a leader you may as well give up. This implication could not be further from the truth. Many of the great leaders learned their skills by watching others. By identifying the characteristics which set great leaders apart from average ones, we can all learn how to be successful leaders.

## Myth: Leaders are charismatic.

How many times have you thought all good leaders are charismatic? While this may be true for some, most leaders are not. Charisma is the result of effective leadership and not the cause. Those leaders who develop charisma will tend to receive more respect from their followers, which in turn increases their ability to lead effectively. However, charisma is not a prerequisite for effective leadership.

## Myth: Leadership exists only at the top of the Fraternity.

This may be the leading myth about leadership and is also probably the most inaccurate. Effective leadership does not begin and end with the officers. Leadership opportunities exist everywhere for those willing to take advantage of them. Anyone who offers ideas by which the Fraternity can evolve has contributed a measure of leadership. Those willing to explore ideas, set goals, and achieve those goals are the most effective of leaders.

## Myth: Effective leaders control, direct, and manipulate others.

This is perhaps the most damaging myth of all. Effective leadership is not so much the exercise of power, but instead the empowerment of others. The great leaders achieve their goals by motivating others to act. They lead by pulling instead of pushing; by inspiring instead of ordering; and by enabling others to use their own abilities instead of denying or constraining individuals.





# PART III: CHARACTERISTICS OF A GREAT BROTHER AND LEADER

Brothers of Kappa Kappa Psi are looked to as role models and leaders by other members in the band and on campus. We can never know who is watching our actions or who will be affected by our deeds. It is therefore essential that we present positive qualities at all time. Being a Brother is not a part time commitment. As such, the example we set should shine constantly to inspire others. The following qualities define Brothers of Kappa Kappa Psi. These qualities described Bohumil Makovsky, our Guiding Spirit. By following Boh's example, we will teach and inspire others as he taught and inspired our Founding Fathers.

## **Fraternal Code of Conduct:**

**Honor** - Brothers should conduct themselves with honor at all times. Our service to college and university bands serves as an example to others. We should take pride in these accomplishments and not let anything tarnish our honorable reputation.

**Integrity** - The character of our Brotherhood is based upon the principles of decency and sincerity. Our impeccable integrity lets others know we can always be trusted to keep our word.

**Respect** - Respect for others is a cornerstone of Kappa Kappa Psi. Our diverse membership is an asset that cannot be taken for granted. Using this strength to our advantage requires respect for others and their points of view. In return, we earn the respect from others by treating them as equals.

**Loyalty** - Service to band programs and the Fraternity requires people who are devoted to those organizations. Working together is the key to achieving our goals. Being loyal and dependable is therefore essential to our success.

## **Activity:**

Based on the third purpose, leadership and Code of Conduct discussion, synthesize this information into a visual/drawing of what this looks like in Kappa Kappa Psi. Place candidates into groups and use large post-it posters and markers. (This would be a great opportunity to include any Brothers in attendance in the groups to contribute to the discussion. This is an important activity to relate your membership as a Brother and a member of the campus community.)



**4. The VPM will then have Membership Candidates reflect in their candidate guidebooks. (Either in the meeting or during the week.)**

**MEMBERSHIP CANDIDATE RESPONSE:**

- Which part of the Code of Conduct do you relate to the most? Why?

**MEMBERSHIP CANDIDATE RESPONSE:**

- How does failure affect leadership? What role should the Code of Conduct play in defining your response to failure and other adversity?



# PART IV: THE FOUNDERS' CIRCLE

Theoretically, material for The Founders' Circle is based primarily on the Social Change Model of leadership. This model was developed in 1993 by a group of researchers led by Helen and Alexander Astin at the University of California, Los Angeles (UCLA). Their model identifies three (3) different levels of leadership: Individual, Group/Team, and Society/Community. We borrow these levels directly from the Social Change Model and use specific Founding Fathers to illustrate each. William A. Scroggs represents the Individual Level, which focuses on core principles and values for each leader to identify and develop. The Group/Team Level is captured by A. Frank Martin, whose work as National Executive Secretary was essential toward the evolution of Kappa Kappa Psi. Finally, Bohumil Makovsky represents the Society/Community Level. As the Guiding Spirit of our Fraternity, Boh perfectly captures the vision that exemplary leaders must have to inspire others toward great achievements.

In addition to this primary framework from the Social Change Model, The Founders' Circle incorporates specific skills and values that survey respondents (both students and college band directors) identified to the Leadership Task Force in 2013. These competencies are categorized into the three levels (individual, group/team, society/community) and provide individuals with a comprehensive understanding of leadership. <https://www.kkpsi.org/founderscircle/>

## **WILLIAM A. SCROGGS – THE INDIVIDUAL LEADER (LEVEL 1)**

The primary focus of this level is for individuals to develop a better understanding of themselves. This includes learning about their specific strengths and weaknesses within their own personalities.

## **A FRANK MARTIN – THE GROUP/TEAM LEADER (LEVEL 2)**

The primary focus of this level is for individuals to develop skills and abilities that allow them to interact with small groups and teams. These include incorporating diversity within teams, fostering a collaborative environment and resolving conflict.

## **BOHUMIL MAKOVSKY – THE VISIONARY LEADER (LEVEL 3)**

The primary focus of this level is for individuals to develop skills and abilities that allow them to become visionary leaders capable of transforming large groups of individuals and/or society. These skills include developing and communicating a vision and becoming a change agent.





### **REQUIRED ATTENDEES:**

- Vice President of Membership
- Membership Candidates
- Chapter Membership Committee

### **RECOMMENDED ATTENDEES:**

- Active Members
- Chapter Sponsor/Director of Bands
- Special Guests/Experts

# **OUR MUSICIANSHIP MATTERS**

## **SUMMARY OF LESSON:**

2nd Purpose

4th Purpose

The Influence of Dr. Bohumil Makovsky

National Intercollegiate Band/Commissioning Program

W. Francis McBeth Student Musicianship Award

National Month of Musicianship

Your College/University School Songs

Dr. Bohumil Makovsky

Kappa Kappa Psi Hymn and Song

# LEARNING INTENTIONS

Membership Candidates will be able to:

- Analyze and evaluate the influence of Bohumil Makovsky on Kappa Kappa Psi.
- Generate connections between the 2nd and 4th Purposes of the fraternity.
- Describe the variety of fraternity programming focused on and supporting Musicianship within the college band movement.
- Perform the Kappa Kappa Psi Hymn, Song, and University Alma Mater.

## MATERIALS NEEDED:

- Membership Candidate Guidebooks
- Vice President of Membership Teaching Manual
- Bohumil Makovsky - The Guiding Spirit of Kappa Kappa Psi, Second Edition
- Copy of University Alma Mater
- Butcher paper
- Post-It's, Poster Paper, markers, pens/pencils
- Internet access with a projector and audio as needed to show presentations to all members

## PREPARATION:

Lesson Five will take approximately 60 – 90 minutes to complete including presentation of material, activities, and class discussion.



# DESCRIPTION OF INSTRUCTION: PART I: OVERVIEW AND INTRODUCTION OF THE LESSON (5 MINUTES)

**1. The Vice President of Membership will introduce music as a part of Kappa Kappa Psi's National Identity.**

## **Why Music?**

**Musicianship** is a core value and part of the national brand of Kappa Kappa Psi. We bring to Kappa Kappa Psi our individual talent and technical achievement as musicians and band members. Often, musicianship only focuses on our participation in a band ensemble or the level of our performance at a concert or event. Members should appreciate music and musical expression in all forms, and we should be dedicated to excellence in performance. **Musicianship** is also about the relationships you build with your fellow band members, directors, and community. Musicianship is a lifestyle and a call to **charity**, **kindness**, and **compassion**. It is an expression of the best of who we are as Brothers.

## ACTIVITY - WHY MUSIC? (20-30 MINUTES) - TALK SHOW PANEL

**2. The VPM can choose to do this activity, a different activity from the bank of suggested activities in the appendix, or to substitute an alternate activity, as long as it is in line with Kappa Kappa Psi Risk Management Policies and approved by the District Governor(s).**

The Vice President of Membership will create a “panel of experts” to discuss the question “Why Music?” This panel can include active members, Sponsor, Director, graduate assistants, or other music faculty. Feel free to be creative with the content of the talk show, but make sure you highlight the importance of musicianship as a core value of Kappa Kappa Psi. Also, make sure the importance of the relationship between Brothers and the band directors is discussed. You can also have Membership Candidates draft their own questions.



Suggested Discussion Questions for Panel:

- Why is Musicianship considered part of the National Brand?
- What has been the most significant musical moment in your life?
- Why did you choose a professional career in music?
- If you are not a music major or professional, why do you continue performing and engaging in musical opportunities?
- What has been a memorable and/or humorous musical performance?
- What is/has been your favorite piece of music to perform?
- If you could meet any composer, who would it be? Where would you go?

## SECOND & FOURTH PURPOSES (10 - 14 MINUTES)

### 3. Second Purpose (5-7 minutes)

To honor **outstanding band members** through **privilege** of **membership, extended** as a **reward** for technical **achievement** and **appreciation** for the **best** in **music**.

4. The Vice President of Membership will then allow Membership Candidates to reflect in their Guidebooks.

### MEMBERSHIP CANDIDATE RESPONSE:

How does the second purpose drive our membership recruitment?

### 5. Fourth Purpose (5-7 minutes)

To **foster** a close **relationship** between college **bands** and **promote** a high average of **attainment** by the **performance** of good **music** and **selection** of worthwhile **projects**.

6. The VPM will then allow Membership Candidates to reflect in their Guidebooks.

### MEMBERSHIP CANDIDATE RESPONSE:

When considering the fourth purpose, what does this look like when the purpose is lived out?





# PART II: MUSICIANSHIP IN OUR PROGRAMMING (15-20 MINUTES)

## 7. The National Month of Musicianship

The mission and purpose of Kappa Kappa Psi directly reflects our goal of celebrating music in college bands. The National Month of Musicianship is celebrated each **November**, which is the same month of the fraternity's founding.

## 8. The VPM will then allow Membership Candidates to reflect in their Guidebooks.

### MEMBERSHIP CANDIDATE RESPONSE:

What are activities your chapter can engage in to promote and celebrate the National Month of Musicianship?

### **The National Intercollegiate Band**

One of the most exciting contributions made to the work of collegiate music during the last half-century has been the National Intercollegiate Band program of Kappa Kappa Psi and Tau Beta Sigma. The NIB was founded in **1947** by **Dr. F. Lee Bowling**.

**Dr. F. Lee Bowling** was Kappa Kappa Psi Grand President from 1941-1947. The NIB was his cherished idea, and through the years, he worked to develop a plan that firmly established the organization as a national service project for the Fraternity and Sorority.

### **The W. Francis McBeth Student Musicianship Award**

Created at the 2011 National Convention in Colorado Springs, the W. Francis McBeth Student Musicianship Award honors current active, associate, and conditional members of Kappa Kappa Psi that exemplify the highest standards of Musical Achievement. McBeth served as the commissioning composer for the **1971** National Intercollegiate Band. The first recipient of the award was **Zachary Friedland** from Theta Upsilon at the University of Rhode Island.

## 9. The VPM will then allow Membership Candidates to reflect in their Guidebooks.

### MEMBERSHIP CANDIDATE RESPONSE:

How does the National Intercollegiate Band embody the fraternity's national brand of Musicianship, Leadership, and Service?



### **The National Commissioning Program**

The commissioning program of Kappa Kappa Psi and Tau Beta Sigma has made a significant impact on band music in America. This joint program was conceived by Kappa Kappa Psi Grand President **Hugh E. McMillen**. He felt the organizations should offer something constructive to college and university bands. He saw in the National Intercollegiate Band the perfect vehicle for a lasting contribution to the field of wind band literature.

**10. The VPM will then allow Membership Candidates to reflect in their Guidebooks. (Either during this lesson or during the week.)**

### **MEMBERSHIP CANDIDATE RESPONSE:**

How has the Commissioning Program served the greater college band movement?



## EXCERPTS FROM THE BATON, SEPTEMBER 1923

Importance of Music in Our Universities - John Philip Sousa

This article was written exclusively for the BATON, April 30, 1923

It would be interesting historical data to locate the days of emancipation of the various professions from the thralldom of feudalism. We know the old masters of literature used as their comic characters those professions that were held in derision by the public at large. Thickheaded asininity, or, to modernize it, dumbbell perception is shown in its fullest play in the Shakespearean character of "Dogberry" and he was of the law. Moliere and other writers of those times found great fun in exploiting characters of doctors and medical men in general. While the musician has not been a subject of laughter, he is almost the last, if not the last of the professional men to become emancipated and to stand out as a distinct class in the world's community.

It is within the memory of the writer the almost best steady position a musician could hope for was one in a theatrical orchestra where his salary was a mere pittance, and this was not confined to the tyros of the professional, but the students of their art and fine exponents on their instruments. Today that is all changed, and the musician has come into his own. In symphony orchestras and concert bands, he is not paid according to the union scale unless he is among the poorest players in the organization. Every particle of ability above the common standard of his union enables him to demand an increase in salary, and it is making the profession one of the most desirable in the world.

One of the greatest factors in the emancipation of the musical profession has been the interest manifested by the great universities in musical culture and in making it a part of the curriculum of their institutions. The amount of money invested in musical enterprises today is enormous and the demand for the most perfect performance is insistent and it is my belief that each year will see a higher regard paid to the development of musical talent in our colleges and universities.



**Who Will Furnish The Music?  
Come, Brothers all, a toast we'll sing  
To the frat we love so well.  
Kappa Kappa Psi, thy glorious strains  
Fore'er within us swell.**

**Harmony, in thought and deed,  
For this we labor long.  
Harmony, with melody,  
To cheer the world along.**

**Thy music charms; thy lyre sings  
Of rich fraternal love.  
Thy baton moves; the weling rings,  
Sweet echoes from above.**

**One common aim: we always strive  
The highest to attain.  
Through work and faith, in Brotherhood,  
Perfection we shall gain.**

**Achievement in perfection soul.  
For this we live and die.  
The faith that wins we'll seek and find  
In Kappa Kappa Psi.**

**-JOHN LONERGAN, Taken from The Baton 1923**



# PART III: DR. BOHUMIL MAKOVSKY (1878-1950) - (20 MINUTES)

**Guiding Spirit** of Kappa Kappa Psi | Director of Bands & Head of the Music Department  
Oklahoma Agricultural & Mechanical College

An immigrant from Bohemia, Boh Makovsky arrived in the United States with next to nothing, but became one of the premier band directors in the country. His personal ambition, as he started his career, is what carried him through his early struggles and failures.

Although Bohumil Makovsky lacked a formal music education, his experiences as a professional musician and conductor led Boh to become a music educator with strong ideas on how to teach music and direct bands. As a director, he was said to have had an “immaculate” rehearsal technique, often working difficult passages over and over until he achieved what he felt was the maximum level of perfection. He stressed tone and balance throughout the ensemble in order to achieve a truly symphonic sound, stressing the second and third parts for dark coloring.

As a member of one of Boh’s bands, you were expected to adhere to the strict discipline he imposed and to show respect for the ensemble. To quote Paul Enix: “He was a stickler for attendance, being there, being on time with your parts prepared. You showed the respect to him by not talking or doing anything distracting during the course of the rehearsal. It was very business-like. He instilled that business-like attitude. You knew what was expected of you, and you prepared in order to make the rehearsal come off that way.”



**GUIDING QUESTIONS FOR DISCUSSION (CHOOSE FROM FOLLOWING):**

- Discuss the importance of the band to the college/university. How can you increase the band program's reputation?
- Kappa Kappa Psi was created to serve college and university band programs. Discuss what musical opportunities exist on your campus to promote college/university bands.
- How can you contribute to the musical success of the college/university bands? How can members apply their musical talents and other skills to its continual existence and development?
- How can I improve the band and chapter as an individual Brother?

**LESSON ASSESSMENT ACTIVITIES:**

The Vice President of Membership can choose to do one or more of the activities listed below, choose an activity from the Bank of Suggested Activities, or choose an alternative activity that it is in line with local college/university policies and Kappa Kappa Psi Risk Management Policies.

- Reflect on how your chapter can improve musicianship.
- Everyone brings a recording of their favorite piece of music and explains their fondest memory of band and why this piece is important to them. (maybe make a playlist or CD and listen to everyone's piece of music.)
- Attend a concert (at another institution or another ensemble within your own institution, etc.) as a group.
- Provide the opportunity to play through music as a chapter, help one another sight read, or work on music for an upcoming concert.
- Listen to the newest National Intercollegiate Band (NIB) concert recording, via YouTube, the CD, or iTunes. Learn more about the most recent NIB conductor and composer.
- Life-Sized Boh:

Using Butcher paper, have someone lay on the paper while someone else traces the outline of their body. Create a life sized picture of Boh and place the following text in the following places:

- A Thought Bubble by his head to show what he thought about music and Kappa Kappa Psi.
- A Speech bubble by his mouth with a statement or paragraph that would be something Boh would say.
- By his Heart, write a few sentences that shows what Boh felt about Music and Kappa Kappa Psi.
- By his Hands, write a few sentences about what Boh did for Kappa Kappa Psi.
- By his feet, write about where Boh went in his life as a director and as the Guiding Spirit of Kappa Kappa Psi.

*“It is desired that talented Brothers and sponsors of Kappa Kappa Psi show their musical ability by writing song and music to the grand old Brotherhood. Try our hand at this delightful art; you may be the honored bard and have your music and message sung after you are long gone but not forgotten.”*

**-Kappa Kappa Psi, Baton, Vol. 4: September, 1924, No. 2**



# ACTIVITY: PERFORMANCE OF GOOD MUSIC (15 - 20 MINUTES)

At this time, the Vice President of Membership can introduce the candidate class to the Fraternity Hymn and/or Song. You may also introduce them to any other traditional songs the chapter may sing.

The Vice President of Membership, Music Chair, or another selected Brother will lead the Membership Candidate class in a rehearsal of the fraternity's hymn and song. In addition, the chapter may choose to rehearse the college or university's Alma Mater or other school songs.

## LESSON REFLECTION: APPRECIATION FOR THE BEST IN MUSIC

**11. The VPM will allow Membership Candidates to reflect in their guidebooks. (Either during this lesson or during the week.)**

### MEMBERSHIP CANDIDATE RESPONSE:

- As a chapter, what are three specific ways that we can improve musicianship?
- How can Boh's example as a musician and director influence your musicianship and commitment to musical growth?
- How do the fraternity's programs mentioned in this lesson meet the expectations established in the second and fourth purposes?



# PART IV: FRATERNITY SONGS



## SONGBOOK 2019

*Sheet Music + Videos: [www.kkpsi.org/song](http://www.kkpsi.org/song)*





# Fraternity Hymn

Submitted by Eta Gamma Chapter  
Adopted by National Chapter 1995

Words by Scott Jeffrey Heckstall, Jr.  
Arranged by Scott Jeffrey Heckstall, Jr.  
(Eta Gamma 1977)



K K Psi as we go through this wil-der-ness



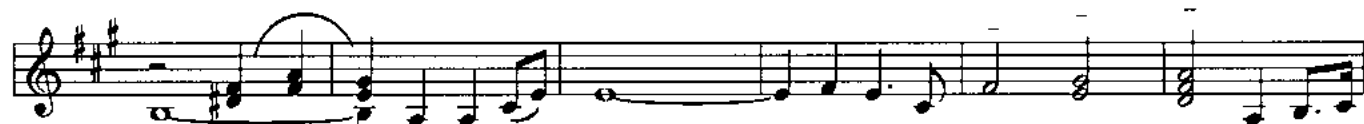
here be - low Guide my feet through peace-ful eyes



I am a Broth-er of K K Psi I do not know



how long 'twill be or what the fu-ture holds for



me (holds for me) But this I know If I must die I am a



1. Broth-er of K K Psi I do not



2. Broth-er of K K Psi Psi

Based on the hymn "Someday"  
Scott J. Heckstall, Jr., Eta Gamma '77

# Fraternity Song

(Original Key of A)

Arr: DPA (2023)

With spirit ♩=108

*mf*

For col-lege bands we strive to do our ut - most Pledged are we to the Kap-pa Kap-pa

5

Psi Fra-ter-nal spir - it broth-er-hood, and loy - al - ty. Gath-er round! Gath-er round! Ye Kap-pa Kap-pa

9

Psi. This bro-ther - hood that binds us all to - geth - er It will be strong and ne-ver will\_\_

13

die It's built on love we have for our fra - ter - ni - ty. Here's a toast! Here's a toast! to Kap-pa Kap-pa

*molto rit.*

17

Psi to Kap - pa Kap - pa Psi

(Original melody is indicated by larger noteheads - cues are optional)



### **REQUIRED ATTENDEES:**

- Vice President of Membership
- Membership Candidates
- Big Brothers
- Chapter Membership Committee

### **RECOMMENDED ATTENDEES:**

- Active Members
- Chapter Sponsor/Director of Bands

# **OUR BROTHERHOOD MATTERS**

## **SUMMARY OF LESSON:**

Fraternity History  
Founding Fathers  
National Headquarters, National Shrine, and Caboose  
Definition of Brotherhood  
Fifth Purpose

# LEARNING INTENTIONS

Membership Candidates will be able to:

- Explore the history of the Fraternity and National Headquarters.
- Identify the Founding Fathers of Kappa Kappa Psi.
- Discuss observations of Brotherhood within the chapter and make connections to the Fifth purpose.
- Articulate a personal understanding of the role of Brotherhood within Kappa Kappa Psi.

## **MATERIALS NEEDED:**

- Vice President of Membership Teaching Manual
- Membership Candidate Guidebook
- Poster Paper/Poster Board
- Construction paper, scrolls, or scrapbook paper
- Markers and Pens or Pencils
- Tape
- Internet access with a projector and audio as needed to show presentation to all in attendance

## **PREPARATION:**

Lesson six will take 75 - 90 minutes, depending on the size of the candidate class, the length of the discussion, and the activities chosen to complement the lesson.



# DESCRIPTION OF INSTRUCTION: PART I: THE FIFTH PURPOSE OF KAPPA KAPPA PSI

To provide a pleasant and helpful social experience for all engaged in college band work and to cooperate with other musical organizations in any manner consistent with the purposes of the institution at which chapters are located.

## MEMBERSHIP CANDIDATE RESPONSE:

How does the fifth purpose connect to the core value of Brotherhood?

**1. After reading the fifth purpose, the VPM should organize the “Give One, Get One” game. “Give One, Get One” is a strategy for mixing a group, creating connections among participants, and exchanging information.**

Each participant is given a 3x5 card (or can use their Membership Candidate Guidebook) and asked to respond in writing to a prompt. In this exercise, the prompt is:

**How does the Fifth Purpose connect to the idea of Brotherhood?**

After everyone responds, the VPM will choose to play music and participants will walk around the room greeting one another until the music stops. Each person finds a partner, reads his/her card, and listens to their partner’s card. Then partners exchange cards and circulate around the room again until the music stops and the process is repeated.

# PART II: FRATERNITY HISTORY & FOUNDING FATHERS: (30 MINUTES)

**2. The Membership Candidates will read the brief history of the fraternity. (This can be found on pg. 83 and appendix D on pg. 128 of the MC Guidebook)**

**After reading the brief history of the fraternity, the Membership Candidates will complete a 3-2-1 exit slip using the information.**



**Membership Candidates will use their guidebooks to record the following:**

- **3 things they learned after reading the information**
- **2 connections they made to the information**
- **1 question that is still lingering after reading the information**

**3. After everyone has completed their 3-2-1 exit slip, the VPM will ask Membership Candidates to share their information with the group. If Membership Candidates have questions they would like to have answered, this might be a time to dig within the resources of the Membership Candidate Guidebook to answer their questions.**

**(The Brief History of Kappa Kappa Psi, as told by William A. Scroggs.)**

#### **GUIDING QUESTIONS FOR DISCUSSION (CHOOSE FROM FOLLOWING):**

- Why was Kappa Kappa Psi created?
- Do you feel that the fraternity still represents, “an effort to develop good will, fellowship, and understanding among bands and their members, and to recognize the value of dedicated leadership”? What does this statement mean? How does this statement connect to the 5 purposes of Kappa Kappa Psi?

**4. During (or after) this discussion, the Membership Candidates will review the founding fathers information page. The VPM can then choose one (or give the Membership Candidates a choice) of the following activities. The VPM can also choose to do none of these activities or to do an alternative activity, as long as it is aligned with the Kappa Kappa Psi Risk Management Policies:**

- **Create trading cards for each of the Founding Fathers**
- **Play a version of “headbands” where each person picks a card without looking and puts a picture and name of one of the Founding Fathers on their heads. Everyone then walks around and tries to figure out who they have on their head by giving one another clues.**
- **Create a play that introduces all of the Founding Fathers and tells the history of the beginning of the fraternity.**

***\*\*Appendix P (p.171) has more historical documents you can use \*\****



# PART III: NATIONAL HEADQUARTERS AND THE NATIONAL SHRINE (10-15 MINUTES)

## 5. The VPM will read through the guided notes with the Membership Candidates, allowing Membership Candidates to fill in the blanks.

For many years, the National Headquarters of Kappa Kappa Psi and Tau Beta Sigma was located in the Seretean Center for the Performing Arts on the campus of Oklahoma State University in Stillwater, Oklahoma.

In November 1991, the National Headquarters moved from the Seretean Center to **Stillwater Station**. Stillwater Station, a former Santa Fe Railway Depot, was purchased by the Fraternity and Sorority from a group of five Stillwater citizens who had bought the station at auction in order to insure that it be preserved. Three of these men are alumni of the Alpha Chapter of Kappa Kappa Psi.



The original plans for Stillwater Station are dated June 15, 1911. Construction of Stillwater Station was completed in 1917 with a formal dedication ceremony in 1918. Stillwater Station was listed on the National Register of Historic Places by the United States Department of the Interior, National Park Service, on March 3, 1980.

Stillwater Station provides Kappa Kappa Psi and Tau Beta Sigma with office space, a conference room, work room, storage space, and the National **Archives**. The purpose of the National Headquarters is to coordinate the activities of the Chapters and Colonies of Kappa Kappa Psi and Tau Beta Sigma and to serve the needs of Active members from across the nation. The National Headquarters is the link between these chapters and colonies and a source of continuity for the two organizations.

The services of the National Headquarters fall into four categories, all of which overlap: Administrative Services, Fiscal Management, Record Keeping, and Publicity and Promotion. The staff of the National Headquarters is accountable to the National Councils and Boards of Trustees of each organization, and through them, to the National Chapter.





In April 2021, the National Headquarters acquired more office space in the way of The Annex. The Annex is located at 215 E 9th Avenue, just two blocks west of the National Headquarters. A quick 3-4 minute walk door-to-door. The Annex not only meets the needs of the organizations for years to come, it was much less expensive than any options that included renovation or expansion of the Stillwater Station. The Stillwater Station and the Annex are great assets that will greatly serve the membership of both organizations, our chapters, our alumni and the band programs that we serve!

## THE CABOOSE

The Caboose was moved to our National Headquarters at Stillwater Station in 2006 to be used as a ‘living museum’, archive/research study and display/museum for the Fraternity’s historical artifacts. The purchase and renovation of the Caboose was made possible by a gift from Mr. and Mrs. Al and Gladys Wright, as well as Brothers and Chapters of Kappa Kappa Psi.

## THE NATIONAL SHRINE OF KAPPA KAPPA PSI

The **National Shrine** of Kappa Kappa Psi Fraternity is located on the campus of **Oklahoma State University** in a prominent position immediately west of the Classroom Building. Shaped as an irregular shaft a little over four feet in height, the Shrine is made of native Oklahoma **pink granite**.

On its sloping polished top is a bronze plaque, and the three Greek letters, “Kappa,” “Kappa,” “Psi.” The raised-letter inscription on the plaque reads as follows: “Kappa Kappa Psi, National Honorary Band Fraternity, Founded at Oklahoma State University, 1919” and “Tau Beta Sigma National Honorary Band Sorority, Founded 1946.” The National Shrine was formally dedicated on March 26, 1960.

Kappa Kappa Psi celebrated its Centennial on Saturday, July 20, 2019 at the end of the 2019 National Convention. There was a celebration in honor of our Founder, Charter Members and Bohumil Makovsky. In honor of the fraternity’s Centennial we added a new marker which states the following, “Here we rededicate this monument to the past and present brothers of Kappa Kappa Psi Honorary Band Fraternity on its Centennial in 2019.” This message sits alongside the official Centennial logo designed by our Publications Manager & Multimedia Designer Robert Bratcher, Life Member of the Iota Zeta chapter.





# PART IV: WHAT IS BROTHERHOOD? (30-45 MINUTES)

6. Ask the Membership Candidates to come up with a concrete definition? We all have common ideas and goals, and we all have the love for music. Because of this, we all share a common bond and have unconditional love and respect for each other.

7. Have Membership Candidates read the essay below. You may want to encourage Membership Candidates to make notes about their thoughts and reactions as they read.

## TOWARD A DEFINITION OF BROTHERHOOD BY JOHN SHERTZER

“What is Brotherhood? I’ve often found that it’s a difficult concept to put into words. The dictionary just can’t seem to do it justice. The same with sisterhood. A common answer I heard during rush was: “it’s just something you have to experience to understand.” I probably said that to recruits as well as I’ve moved along in my fraternity journey, I think it’s becoming easier for me to define. Brotherhood is not as vague and intangible as it once was for me. At this point, if someone were to ask me to define Brotherhood in the fraternity sense, this would be my reply:

**Brotherhood is the bonding of people of various backgrounds, beliefs, places, and eras around a singular set of life-directing commitments.**

This is what allows me to share Brotherhood with the people I graduated with, and with those who graduated a century ago. It allows me to be a Brother with someone I disagree with politically, religiously, or in any other way. Because instead of being based on personalities and friendship, Brotherhood is based on shared commitments.

A Brotherhood is weak or strong based on the degree to which the commitments are made and maintained. A Brother is a good Brother if he/she follows the commitments and helps others follow them as well. How do I know if the recruitment chair’s claim of the “strongest Brotherhood on campus” is true? Or even partially true? By how much the Brothers know, stay true and hold each other true to those commitments.



Brotherhood has to be maintained. Constantly. For the rest of your life. If you choose to stop adhering to the commitments you made, then you fall out of the Brotherhood. You stop being a Brother, even if you're wearing the letters or your name still appears in the directory.

If a fraternity values togetherness and hanging out, then it is really valuing friendship. This is completely fine. Friendship is an attractive asset for a fraternity. It's also an attractive asset for a residence hall floor. Lots of places can claim friendship. Brotherhood is not friendship, although it can create friendship. Brotherhood is a sacred privilege. It's not easy to maintain. Brotherhood is unique enough that it is found sparingly.

Why is Brotherhood difficult to define? Because done right, it is extraordinary. There is a reason so many Brothers stand up at each other's weddings. And eventually eulogize each other. Those moments are reserved for family, or those who might as well be. For those with whom we've forged a connection that's deeper than just beers on Saturday nights, or Spring Break trips together. A connection born on the day we spoke the oaths that made us fraternity men together. Those oaths made us Brothers. And for as long as we pledge to stay true to those oaths, and help each other stay true as well, Brothers is what we'll remain."

*As Brothers of Kappa Kappa Psi, we should demonstrate the following qualities: outstanding musicianship, leadership, positive attitude, integrity, dedication, good work ethic. Failure is learning. Learning doesn't take place in the absence of mistakes. The goal is not to promote failure, but to recognize that it is a part of the process. Your mistakes do not define you; they are preparing and developing you for your future success. Love is the soul of Leadership and Brotherhood. Love must be at the center of our work for each other and bands. As leaders we must be in love with leading others and focusing on what is best for them. As Brothers we must be in love with band and music. We must be prepared to make a positive impact on our bands and the people around us. We must be Brothers and leaders that listen to understand, not reply. We must show our appreciation to each other, and celebrate excellence and success. If we aren't surrounded by people who also believe this, we will look for the nearest exit. Leaders and Brothers work side by side to make great things happen for their chapter and band. We are meant to live in harmony with our fellow Brothers.*

### **GUIDING QUESTIONS FOR DISCUSSION (CHOOSE FROM FOLLOWING):**

- What is the definition of Brotherhood? Is it simple or difficult to develop a concrete definition? Why?
- Discuss how the chapter demonstrates Brotherhood. Can the chapter improve? How?
- How has the membership candidate class demonstrated Brotherhood? What can be done to improve this bond?
- How will the Membership Candidates blend into the chapter when they became Active? What, if anything, can be done to make this transition smoother?



**8. The VPM can choose to do one of the following activities, or choose from the bank of suggested activities. The VPM can also choose to do an alternative activity, as long as it is in line with Kappa Kappa Psi Risk Management policies.**

- **After reading the essay and having a discussion with the guiding questions, some chapter Brothers can then tell stories of what Brotherhood means to them, allowing the Brother to share an experience about what led them to their personal meaning of Brotherhood.**
- **Instead of sharing personal stories, the VPM may choose to do Speed Dating as an alternative. Speed Dating is a game where candidates and Brothers discuss a standard set of questions and learn from each other.**

### **SPEED DATING QUESTIONS TO ASK BROTHERS AND CANDIDATES MIGHT INCLUDE:**

- Why did you decide to join Kappa Kappa Psi?
- What does Brotherhood mean to you?
- What has been your favorite fraternity moment?
- What impact does band have on your life?
- Why did you join band?
- Why did you decide to continue participating in band?

### **DEBRIEF QUESTIONS AFTER SPEED DATING:**

- What did you learn about the Brothers that you talked to?
- What do we need to do to continue the feeling of Brotherhood?
- What do you see us accomplishing together?



**9. The VPM can then choose one of the following as an ending activity to this lesson. You can also choose an alternative activity, as long as it is in line with Kappa Kappa Psi Risk Management Policies and approved by the National Curriculum Committee:**

### **ACTIVITY 1: PERSONAL SCROLLS**

**Materials:** newsprint pad/construction paper/scrapbook paper, pens/markers, tape

**Time of Activity:** 45 - 60 minutes, depending on the size of the class and number of people present.

**The Task:** Write the names of each participant at the top of a piece of paper (whatever form of paper you choose to use). The pieces of paper are then hung on the walls and everyone has a chance to wander around the room and write positive comments or notes to that particular person on each sheet of paper. When everyone finishes, the scrolls are rolled and handed to each member to take home and read.

**Source:** *“Enhancing Self-Esteem Through Greek Membership,” AFA Resource Development Program, December, 1990*

### **ACTIVITY 2: KAPPA KAPPA PSI WANT AD**

**Materials:** markers and large paper for each group or Membership Candidate

**Time of Activity:** 40 minutes

**Activity:** Divide the chapter into small groups, or depending on the number of people present, it can be given to each individual person. This can also be done with just the Membership Candidate class or with both the Chapter and the Membership Candidate Class. Challenge each small group to write a “want ad” for a new member in 50 words or less. Have them write the ad on a large piece of paper and post it on the wall. Ask all participants to circulate around the room and silently read the ads.

**Points for Discussion:** Which ad best communicates what we are seeking in a new member? Why? Would current Brothers respond to this ad? Did anything surprise you? What was left out? Was it difficult to communicate these ideas in words? In an advertisement? Why? Would an advertisement really attract you to join a fraternity? Did advertising influence your decision to join? What did influence your decision to join? How can we communicate the ideas we expressed in our ad in a more effective way?

### **LESSON ASSESSMENT:**

Membership Candidate will then reflect on the lesson by answering the self reflection questions at the end of the lesson in the guidebook.

### **MEMBERSHIP CANDIDATE RESPONSE:**

- How does the Fifth purpose connect to the core value of Brotherhood?
- After reading the essay, brainstorm concrete examples of Brotherhood from your chapter.
- After discussing examples, write your own definition of Brotherhood. As a future Brother of Kappa Kappa Psi, how do you plan on living the core value of Brotherhood in your daily life?



### REQUIRED ATTENDEES:

- Vice President of Membership
- Membership Candidates
- Big Brothers
- Chapter Membership Committee

### RECOMMENDED ATTENDEES:

- Active Members
- Chapter Sponsor/Director of Bands

# OUR FRATERNITY MATTERS

## SUMMARY OF LESSON:

Kappa Kappa Psi Membership Statuses  
National Organizational Structure  
District Organizational Structure



# LEARNING INTENTIONS

Membership Candidates will be able to:

- Develop an appreciation for and embody the elements of Kappa Kappa Psi.
- Describe the national and district structures.

## **MATERIALS NEEDED:**

- Vice President of Membership Teaching Manual
- Membership Candidate Guidebook
- Responsibilities to the Chapter and Brothers
- Poster Paper, Paper Plates, markers, pens/pencils
- Internet access with a projector and audio as needed to show presentations, etc. to all members

## **PREPARATION:**

Discussing the District and National Officers should not require the candidates to memorize the information. This should be a basic introduction to the information that can then be expanded upon in post-initiate sessions.

Lesson Seven should last roughly 75 - 90 minutes, depending on the size of the membership candidate class and the length of discussion.



# DESCRIPTION OF INSTRUCTION:

## PART I: RESPONSIBILITIES OF MEMBERSHIP (25 MINUTES)

**1. The VPM will begin by outlining responsibilities of an active member. This includes reviewing all of the membership statuses in Kappa Kappa Psi.**

### (TAKEN FROM THE NATIONAL CONSTITUTION) MEMBERSHIP STATUSES:

#### **The Responsibilities of an Active Member**

6.506 Active and associate 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 and associate membership in the Fraternity.

6.507 It shall be the duty of each active and associate member to attend all meetings of the chapter; to pay promptly all financial obligation to both the chapter and the Fraternity; to become acquainted with the National Constitution, District Constitution, the local constitution and the history of Kappa Kappa Psi; and to support the efforts and purposes of the chapter and Fraternity.

6.524 Membership status in Kappa Kappa Psi may not be terminated by the member through resignation. However, as stated in 6.520, 6.521, and 6.522, a member may be suspended or expelled for due cause by the chapter of his/ her affiliation.

#### **Alumni Status**

6.514 Active, Associate or Conditional members of the Fraternity who have completed their education or who have terminated their affiliation with their college or university. In the event an alumni member wishes to reactivate with the respective chapter, said alumnus must be registered as a student, be an active member of the institution's band, and meet requirements as an active or associate member of the local chapter.

6.515 Alumni members have privileges that are at the discretion of the local Chapter. These privileges include but are not limited to: attending Chapter meetings, participating in Ritual, participating in Chapter fundraisers, and attending Chapter social functions. Alumni members shall not, at the Chapter or District level, hold office, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother.



## SEE APPENDIX G FOR OTHER MEMBERSHIP STATUSES

**GUIDING QUESTIONS FOR DISCUSSION:**

- What do you feel makes a responsible Active member?
- How do you continue to be an Active member?
- How much are dues each year?
- Why do we pay annual dues?
- Describe the process in which a Brother can become Conditional?
- What rights does a Brother who is placed on Suspension have?
- What does it mean to be expelled from the Fraternity?

**2. The VPM may choose to do the activity below or can choose an activity from the bank of suggested lesson plan activities or an alternative lesson that's in line with Kappa Kappa Psi Risk Management Policies.**

**ACTIVITY 1: DRAWING THE IDEAL BROTHER**

**Materials:** paper and markers for each group

This activity is great for introducing a number of important discussions with chapter members. Use it to discuss the type of person you are seeking in your membership recruitment effort or to create a common understanding of expectations for all members.

**Time for Activity:**

**Activity:** Divide the chapter in groups of 6 or less. Ask them to use their artistic skills to draw the ideal fraternity member. Have the small groups share their art work with the other groups.

**Points for Discussion:** Once the sharing and explanation is complete, discuss the drawings. You may want to ask: Where can we recruit members like this into our organizations? What is he looking for in a fraternity experience? How can we demonstrate this to him? Or you can ask: How can we encourage all of our Brothers to be like this ideal member? Who already has many of these qualities? What other qualities does our membership need to work to improve?





# PART II: NATIONAL ORGANIZATIONAL STRUCTURE

**3. Review with Membership Candidates the National Structure. Emphasize that this portion of their Guidebook is to act as a resource to them throughout their term as an Active Member. The Membership Candidates are not required to memorize names and titles of members of the National Council, Board of Trustees, District Governors, Counselors, or Officers.**

## THE NATIONAL ORGANIZATION OF KAPPA KAPPA PSI

The national organizations of Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority host a biennial National Convention. At this convention, new National Officers are elected to govern the two fraternal groups, the National Constitutions are revised, and new awards and programs are created. The National Convention is planned by the National Councils and the National Executive Director. Each biennium, the location of the National Convention rotates through a regional system of Districts. One or more chapters within the given district will be selected to help host the event.

The current Districts are named according to their geographic location within the U.S. and include an International District. Each District is governed by an elected corps of officers; each District also has appointed advisors, known as Governors within Kappa Kappa Psi and Counselors within Tau Beta Sigma.

Districts allow local chapters in a region to develop a closer relationship fostered through various District functions and an annual convention. Hosted by chapters within the District, these conventions allow chapters to generate programs and policies. Often, the ideas that are shared at District Conventions are then discussed on a national level.

In 1987, the Districts were realigned from the original ten numbered areas to seven. This was done in order to better facilitate District meetings and eliminate those Districts having only one or two active Chapters.

### **National Council**

All Members of the National Council shall serve without compensation. Expenses of each National Officer incurred on behalf of the Fraternity shall be paid by the Fraternity, upon presentation of a written statement approved by the National President and National Executive Director. Each National Officer shall have one vote at all meetings of the National Chapter and National Council. National Officers shall not be eligible to serve as chapter proxies at conventions. If a vacancy occurs in the office of the National President, the National Vice President for Membership and Expansion shall become



National President. In this event, the Board of Trustees may appoint a National Vice President for Membership and Expansion. If a vacancy occurs in any of the other offices, the Board of Trustees shall appoint someone to finish out the term.

Understanding the responsibilities for your National Officers is very important in the running of a local chapter. By understanding the different offices, a chapter can contact the right officer when a question arises that the chapter might need help from the National level to answer. The following are responsibilities of the different officers.

## **The National Council of Kappa Kappa Psi**

### **National President - Bang Co**

The National President shall be designated as the Executive Officer of the Fraternity and the National Chapter and the National Council. The National President shall be a member ex officio of all committees and shall sign all charters, shingles, contracts, and other instruments of business of the Fraternity. In addition, the National President shall appoint all committees, be a member of the Corporation's Board of Trustees, and shall further be designated as the official representative of the National Chapter, whenever such representation shall be required.

### **National Vice President for Membership and Expansion - Dr. Nicholas Rorrer**

The National Vice President for Membership and Expansion shall, in the absence of the National President, preside at meetings and shall advance the purpose of the Fraternity as stated in the preamble of the National Constitution through membership and expansion. In addition, the National Vice President for Membership and Expansion shall work along with the National Council, District Officers, Governors, and the Chapter Field Representatives in the area of petitioning and membership. The National Vice President for Membership and Expansion shall coordinate the activities of the Chapter Field Representatives with the National Executive Director.

### **National Vice President for Programs - Daniel Miller**

The National Vice President for Programs shall promote and publicize the national programs of the Fraternity to the membership and the outside community. The National Vice President for Programs shall take minutes at National Conventions and National Council meetings, and publish them as needed.

### **National Vice President for Student Affairs - Tar-Shae` Odom**

The National Vice President for Student Affairs shall be a regular member of the National Council and have all the rights and privileges thereof. The National Vice President for Student Affairs shall attend all National Council meetings, be an able representative of the active student members of the Fraternity at all times, and shall be an Active Member or Life Member. The National Vice President for Student Affairs shall send to all of the district officers a summary of the National Council actions and meetings.



### **National Vice President for Professional Relations - Dr. William L. Lake, Jr.**

The National Vice President for Professional Relations shall serve as a liaison for Kappa Kappa Psi with the college band teaching profession. The National Vice President for Professional Relations must be chosen from the collegiate band profession. The National Vice President for Professional Relations shall be appointed by the National President with approval from the National Council and serve a term of two years.

### **Board of Trustees**

Kappa Kappa Psi is legally a corporation, incorporated under the laws of the Sovereign State of Oklahoma as of November 27, 1919. The Corporation, Kappa Kappa Psi, has jurisdiction over all the component parts of the Fraternity which are: (1) Corporation; (2) National Chapter; (3) Districts; (4) Chapters; (5) Kappa Kappa Psi Alumni Association.

The Board of Trustees shall consider all issues of national policy, alumni, public relations, legal matters and internal problems of the Fraternity, which are referred to it by the National Council. Except in matters determined by a Court of Law, the decision of the Board of Trustees is final. In any instance in which a component part fails to function at the national level, the Board of Trustees shall take steps necessary to return matters to normal.

The Corporation is represented by a Board of Trustees composed of seven members; five members at large, the Immediate Past President, and the National President (ex officio).

Members of the Board of Trustees shall serve without compensation. A complete report of the activities of the Board of Trustees shall be presented at the convention of the National Chapter.

### **2023 - 2025 Kappa Kappa Psi Board of Trustees:**

**Dr. Malinda Matney, Chair (also serves on the National Council)**

**Evan Thompson, Vice Chair**

**Dr. Kevin “KJ” James**

**Eric Morson**

**Jessica Lee, Immediate Past President (also serves on the National Council)**

**Bang Co, National President (ex-officio)**



## CHAPTER FIELD REPRESENTATIVE PROGRAM

The National Chapter Field Representative Program began in 1992. The program was created to provide a direct link between chapters and the National Leadership Team. The Chapter Field Representatives (CFRs) serve a two-year term as both a member of the National Headquarters Staff as well as a member of the National Leadership Team. In 2006, the program expanded from one CFR to two to accommodate the needs of the growing fraternity.

The primary job of a CFR is to visit chapters and petitioning groups across the country. When the CFRs are not traveling, they assist the Headquarters Staff in Stillwater, Oklahoma. The purpose of a CFR visit is to facilitate discussion on areas of growth for the chapter, assist the chapter with goal setting, and to inform chapters about the resources available to them. Chapter visits also allow CFRs to identify trends across districts and chapters. This information is valuable for the National Leadership Team to use to determine if new resources are needed for chapters to be successful.

CFRs can assist chapters with all aspects of chapter operations. If you or your chapter have a question and are unsure of who to reach out to, please contact a CFR for assistance.

[kkycfr@kkpsi.org](mailto:kkycfr@kkpsi.org) / [cfrkky@kkpsi.org](mailto:cfrkky@kkpsi.org)

**4. After review of the National Structure, the VPM may choose to do the activity below or can choose an activity from the bank of suggested lesson plan activities or an alternative lesson that is in line with Kappa Kappa Psi Risk Management Policies.**

## NATIONAL AND DISTRICT LEADERSHIP “GUESS WHO” (10-20 MINUTES)

Playing cards with the headshots of the National Leadership. This includes local District Governors, National Council Members, Members of the Board of Trustees and any other member of the National Leadership the Vice President of Membership feels is relevant to the game.



Without looking at the card, Membership Candidate will pick a headshot at random and hold it up to the class.

The rest of the Membership Candidate class will give clues based on the individual, with the Membership Candidate holding the card guessing which member of the National leadership they have in their hand.

### **The District Level**

Each District has several officers, which may include: a District President, Vice President, Secretary-Treasurer, and Member at Large. At the discretion of the District, other officers may be elected or appointed. Refer to the District Constitution for any other District Officers. The chapters assembled in District Convention elect the District Officers. Each District Officer must be an Active or Associate member of the Fraternity at the time of election and for their entire term of office and must be enrolled in a declared or undeclared full time degree program at a college or university for the entire academic year following election to district office. Each District Officer shall have more than ordinary business and professional ability and shall be capable of representing the Fraternity and District when called upon to do so. The officer shall have the best interests of the Fraternity at heart and be willing and able to devote the necessary time to the duties of office. The District Officers shall serve from District Convention to District Convention.

#### **District President:** \_\_\_\_\_

The District President presides at all meetings of the District and is seated and has a vote in the National Chapter at the National Convention. The District President is a member ex officio of all District Committees which are appointed and shall render all possible assistance to the District Governor. In the absence of the District Governor, the District President may be designated as the official representative of the District whenever such representation is required.

#### **District Vice President:** \_\_\_\_\_

The District Vice President, in the absence of the District President, presides at the meetings of the District. The District Vice President shall have such other duties as prescribed by the District Constitution. Should the office of District President be vacated for any reason, the District Vice President shall automatically succeed to the District Presidency, until the next District Convention.

#### **District Secretary-Treasurer:** \_\_\_\_\_

The District Secretary-Treasurer records, publishes and distributes to all chapters in the District, the District Governor, and all members of the National Council, the minutes of all meetings of the



District and shall, as necessary; control the receipt and disbursement of all monies of the District.

**District Member-at-Large:** \_\_\_\_\_

The District Member-at-Large shall be an able representative of the active student members at all times.

**Other Officers Include:** \_\_\_\_\_

**District Governors:** \_\_\_\_\_

Each District is under the jurisdiction of at least one District Governor; some Districts have more than one. District Governors are selected by the National Council. District Governors must be at least twenty five years of age and serve for a period of two years or from National Chapter Convention to National Chapter Convention. District Governors are the administrative officers of the District and are members ex officio of all district committees which the District President appoints. District Governors acts in an advisory capacity to the National Council, the District, and the individual chapters and communicates the advice of the National Council to the District and the Chapters in the District. District Governors are designated as the official representatives of their District whenever such representation is required and shall, when requested by the National Council, act as the official inspecting officer of the Fraternity at all Chapters within the District.

**District Convention:** \_\_\_\_\_

The District Convention is a student-run effort exclusively. It is composed of representatives of the chapters and colonies in your district, representatives who are to plan programs, elect officers, choose a site for the next meeting, and set the guidelines for the host chapters to work with. They must handle any special problems of a regional nature which might not fit in with the business at a National Convention, discuss national operations and requirements as they affect district operations, and help determine policy and procedure that can be brought to the floor of the next National Convention.

Other District Events include:



**REQUIRED ATTENDEES:**

- Membership Candidates
- Vice President of Membership
- All chapter members.

**NOTE:**

**This lesson may be taught before or after third degree.**

# THE FINAL LESSON: **A LIFELONG** COMMITMENT

**SUMMARY OF LESSON:**

Review of the following information:

- National Brand
- Preamble and Five Purposes
- Creed
- Fraternal Code of Conduct
- Motto
- Alumni Association
- Life Membership
- Social Media
- Giving Programs

# LEARNING INTENTIONS

Membership Candidates will be able to:

- Live a life that is guided by The Ritual and core values of Kappa Kappa Psi.
- Synthesize the motto, creed, fraternal code of conduct, purposes and the national brand of the fraternity into a cohesive understanding of the core values of the fraternity.
- Build relationships with the active Brothers through team building activities.

## MATERIALS NEEDED:

See the team building activities for materials.

## PREPARATION:

This lesson can be split throughout the week. The Kappa Kappa Psi Challenge can be issued to Membership Candidates at the beginning of the week, to give the class ample time to work on this project. Team building activities can occur throughout the week or on one night, depending on the schedule of the chapter.

This Final Lesson will take roughly 75 - 120 minutes, depending on the variety and amount of activities the VPM decides to do with the chapter and membership candidate class.





## DESCRIPTION OF INSTRUCTION:

At this point in the process, the Membership Candidates will have been exposed to the core values of the organization, including the lessons learned in First and Second Degree.

In this lesson, there are two goals:

- The Membership Candidates should be able to work collaboratively to synthesize the core values of the fraternity into a creative video or presentation that showcases Kappa Kappa Psi and what it means to be a Brother.
- The active chapter and the Membership Candidates should work through a series of team building activities to bring both groups together as one cohesive chapter.

Complete the following in the membership candidate guidebook:

The Motto of Kappa Kappa Psi is: \_\_\_\_\_.

### MEMBERSHIP CANDIDATE RESPONSE:

What attributes, qualities, and actions makes a good active member of Kappa Kappa Psi?

The VPM can choose one or more of the following activities as a culminating activity of their Membership Education Program. The bank of suggested activities can be used or an alternative activity, as long as it is in line with Kappa Kappa Psi Risk Management Policies and has been submitted and approved as an activity review. The portfolio projects should also be presented to the chapter as part of this lesson.



## **ACTIVITY 1: KAPPA KAPPA PSI CHALLENGE**

### **Materials:**

- A box with an assortment of materials that the Membership Candidates can use in their video as props. Materials could include:
- A curling iron, brush, or something that can be used as a microphone
- Items that can be worn as costumes (hats, sunglasses, etc.)
- A fraternity flag, red carnation, or other items of the fraternity
- Random items to encourage creativity (a piece of fruit, water bottle, a toy...the options are endless)
- A description of their challenge
- Use of a cell phone or camera for taking video OR access to technology (computer and projector).

### **Kappa Kappa Psi Challenge**

As you are about to become an initiated member of Kappa Kappa Psi, it is important to be able to articulate an understanding of the core values of our organization. In this challenge, as a Membership Candidate class, you will work together to create a video or presentation that describes the core values of Kappa Kappa Psi and what it means to be a Brother in our organization. You will be given a box of props that you can use in your video or presentation. Choose a location that will bring meaning and value to your video or presentation.

The Membership Candidate Guidebook contains a copy of the challenge, as well as a place for the Membership Candidate to brainstorm ideas for their video or presentation. The Membership Candidates may choose to do a skit, play, poster, or other creative presentation in place of a video. The VPM can give this challenge to the Membership Candidate Class to complete over several days or a week. The VPM should schedule a special time for the Membership Candidates to reveal their video or give their presentation.

## **ACTIVITY 2: VALUES BAGS**

**Materials:** a brown paper bag filled with the following suggested items: pencil, penny, fraternity badge, watch, paper clips, scissors, beer bottle cap, soda bottle cap, and other household item. You can also include other fraternity items.

**Time for Activity:** This can be done in one night (90 minute lesson) or it can be given as an assignment during the week, with a due date and presentation night scheduled for the reveal of the bags.

**Preparation:** Break the Membership Candidate class into small groups of 4-5 OR other size groups (including individual Membership Candidates) depending on the size of the Membership Candidate class.



**Activity:** Each group or individual is given a bag filled with the various items. Empty the contents of the bag on a level surface so each group member can see all items. All participants should have a pencil and paper with which to write. Membership Candidates should work together and/or personally reflect to apply some meaning to each of the items in the bag. What does each piece symbolize to you? (ex. a pencil could represent scholarship, artistic skills, finances, etc.) This is a good opportunity to stress creative thinking.) When everyone is finished writing down their responses, the Membership Candidate or group will be given time to develop a presentation for their Kappa Kappa Psi Value Bag. Within the presentation, each Membership Candidate should pick their top three most prized items in the bag and give a rationale to their ranking. (ex. I think the pencil, which represents \_\_\_\_\_ was the most important because \_\_\_\_\_.)

**Points for Discussion:** What was the object everyone put as their top choice? How did you rank the rest of the objects? Is it consistent for each member of the group? In our chapter? How does this exercise help us to better understand others' needs, desires, values, and priorities? Were you surprised by anyone's ranking? Whose? Why? Why not? How can we take what we learned about each other today and use it for the future?

**Throughout the week or on one night, depending on the schedule of the chapter, the VPM can review the following team building activities and choose one or more of the following or find alternatives to do with the Active Members and Membership Candidates:**

### 1. KKPSI HeadBandz/Heads Up

- What You'll Need: pre-made cards, bandana or headbands
- Directions: This game is played like the board game HeadBandz or the app game Heads up. HeadBandz is, at its heart, 20 Questions in reverse. Each of the 2-6 players puts on a fashionable blue plastic headband (or bandana) and puts one of the picture cards (in the case of this game, it can be pictures or a word) in the headband without looking at it. On a player's turn, that player asks the other players yes/no questions trying to determine the object on their card. When an object is correctly guessed, the player takes a new card and continues. When time runs out, it is the next player's turn. The scoring system in the game starts each player with three chips; a player who correctly guesses an object loses a chip, and a player can give up on guessing an object and get a new card if they take a chip. The first player to lose all their chips wins.

The VPCM should make cards ahead of time that are fraternity related.

Possible topics might include:

(<https://www.wrike.com/blog/ultimate-guide-team-building-activities/>)



## 2. Marshmallow Spaghetti Tower

- What You'll Need: 20 sticks of uncooked spaghetti, 1 roll of masking tape, 1 yard of string, and 1 marshmallow for every team.
- Instructions: Using just these supplies, which team can build the tallest tower? There's a catch: the marshmallow has to be at the very top of the spaghetti tower, and the whole structure has to stand on its own (that means no hands or other objects supporting it!) for five seconds.

## 3. Toxic Waste

- What You'll Need: 1 small and 1 large bucket, 1 rope, 1 bungee cord loop, 8 bungee cords, 8 plastic or tennis balls
- Instructions: Use the rope to make an 8-foot circle on the ground that represents a toxic waste radiation zone. (You can make the radiation zone bigger to increase the difficulty.) Put the balls in the bucket and place it in the center of the circle to represent the toxic waste. Place the large bucket about 30 feet away. Teams must use the bungee cords to find a way to transfer the toxic waste balls from the small bucket to the large bucket within a certain amount of time (15-20 minutes). Anyone who crosses the line into the radiation zone will be "injured" (you can blindfold them, or make them hold one hand behind their back), or "die" (must sit out for the rest of the game). Dropping toxic waste balls will similarly result in injury, and spilling the entire bucket means everyone on the team is dead.
- Solution for referees: Attach the bungee cords to the bungee loop, then have everyone hold and pull on the cords to stretch the loop and guide it over and down around the toxic waste bucket. Loosen the cords to contract the bungee loop so it grips the bucket. Use the cords to lift the bucket and tip the balls into the large "neutralization" bucket.

## 4. Campfire/Memory Wall

- What You'll Need: Post-It notes or a whiteboard
- Instructions: Write a few general chapter/Fraternity related topics on the whiteboard or on sticky notes posted to the wall: "Service," "Brotherhood," "Leadership," etc. Gather together and have everyone choose one of the topics and share a story from their time in the chapter or Membership Class to laugh and bond over shared experiences. Or, pass out sticky notes and have everyone write down positive memories of working together. They can use words or pictures to record these memories. Then have everyone share their memory and post it on the wall, forming a positive memory cloud.

## 5. Frostbite

- What You'll Need: 1 packet of construction materials (like cardstock, toothpicks, rubber bands, and sticky notes) for each team, an electric fan
- Instructions: Your teams of 4-5 are no longer sitting in your office, they're Arctic explorers trekking across the frozen tundra! Have each team elect a leader to guide their expedition. When a sudden storm hits, the team must erect an emergency shelter to survive. However, both of the team leader's hands have frostbite, so s/he can't physically help construct the shelter, and the rest of the



team has snow blindness and is unable to see. Give each team a set of construction materials and start the timer. When time runs out, turn on the electric fan's arctic winds and see who successfully built a shelter that will keep them safe. Adjust the difficulty with sturdier construction materials (provide popsicle sticks instead of toothpicks, etc.), by changing the fan's settings, or by having the fan running while the team constructs their shelters.

## 6. Minefield

- What You'll Need: An empty room or hallway, and a collection of common office items
- Instructions: Use boxes, office chairs, water bottles, etc. to create an obstacle course of "mines" within your empty space. Divide the group into pairs, where one partner is blindfolded. The other must guide that person from one end of the course to another without setting off any mines. The person guiding their partner cannot enter the course and must only use verbal instructions to get their partner through. Depending on the number of people you have and how difficult you want this activity to be, you can vary the number of pairs trying to complete the course at the same time so that pairs have to work harder to listen to each other and communicate clearly.

## 7. Egg Drop

- What You'll Need: A carton of eggs; basic construction materials like newspapers, straws, tape, plastic wrap, balloons, rubber bands, popsicle sticks, etc.; tarp or drop cloth, parking lot, or some other place you don't mind getting messy!
- Instructions: Divide the group into teams and give each one 20-30 minutes to construct a carrier that will keep an egg safe from a two-story drop (or however high you choose). If you end up with a tie, gradually increase the height of the drop until you're left with a winner.

## 8. Poker Tower (15-30 minutes)

- What You'll Need: A pack of poker cards and a pair of scissors for each group
- Instructions: Distribute a pack of poker cards and a pair of scissors to each group of 2-5 members. Instruct them to build the tallest poker tower using ONLY the cards and scissors given to them. This will stimulate creativity and team bonding, as the team figures out how to build the tower with the limited material available. (Optional: Spice up the game with 1 A4 size piece of paper)

## 9. Helium Stick (15 minutes)

- What You'll Need: a long thin stick
- Instructions: This is a quick game that serves well as an ice-breaker or a short coffee break. A long thin stick is required. Be sure to call the pole a "Helium Stick" when you introduce the exercise. Place your group in two lines facing each other. Have each person hold the index finger of their right hand chest high. Place the helium stick on top of the outstretched fingers. The challenge is to lower the stick to the ground while keeping everyone's fingers touching the stick. If anyone's finger loses contact with the helium stick, you must start again. At first the stick will seem to rise (hence the name Helium Stick). In fact, it is simply the upwards pressure of everyone's fingers causing the stick to go up instead of down. Once everyone relaxes they can easily lower the stick to the ground. This usually takes ten minutes of laughter and a leader to complete. (Optional: swap the helium stick for a helium balloon for a smaller team)



### 10. Talking in Circles (0.5-1 hour)

- What You'll Need: a long piece of rope, yarn, or string
- Instructions: This is a highly challenging game that is only recommended for teams who love challenges. Place everyone in a circle around a long piece of string that is tied at its ends to form a circle. Have everyone grasp the string with both hands and hold the string waist high. Without letting go, the team will have to form shapes with the string; a square, a triangle, a figure eight, a rectangle, etc. Repeat the game but with everyone's eyes shut! This will require everyone to communicate clearly and listen well. Make the shapes progressively harder and periodically have them stop and open their eyes to see their progress...or lack thereof.

### 11. Salt and Pepper (15 minutes)

- What You'll Need: prepared pairs of words on paper, tape
- Instructions: This activity is fun, excellent for energizing your team, and also great as a quick ice-breaker exercise. It is simple to set up and suitable for a wide team size of 10-40 people (ideally even numbered). The VPM should think of pairs of things such as, salt and pepper, yin and yang, shadow and light, peanut butter and jelly, Mickey and Minnie mouse, male and female, and so forth. You could also use fraternity pairing words as well. Write each item on a piece of paper (i.e. salt on one piece and pepper on another), and tape one paper on the back of each person, making sure they can't see it. When the game starts, everyone must walk around asking yes or no questions in order to find out what word they have taped to their backs. Once they figure that out, they need to find their other pair. Learning how to ask the right questions is the key. (Optional: The two will then sit down and learn three to five interesting facts about one another)

### 12. Giants/Wizards/Elves

- What You'll Need: Either a piece of chalk or a string to separate two sides
- Directions: Split the group into 2 teams and explain the directions and show the actions. Each team huddles and picks a character for the round choosing from giants, wizards, or elves. The team must agree on a character and everyone on the team must act out the same character for that round.
  - Each character has an action:
    - Giants put their hands up over their heads (to make them look taller), and make a roaring sound.
    - Wizards put their hands out straight in front of them wiggling their fingers (as if they are casting a spell) and make a buzzing sound.
    - Elves take hands and push their ears out and make an elfish sound like wickie, wickie, woo.
  - And each character beats one other character:
    - Giants beat Elves
    - Elves beat Wizards
    - Wizards beat Giants.
  - If both team picks the same character it is a draw.
- Once each team has decided what character they will be for that round, the teams come up to the center and line up face to face. \* On the count of 3, everyone does the action of their team





character. The team whose characters win that round chase the other team, trying to tag as many members on the other team as possible before they reach the safety zone. e.g. if team one picks giants and team 2 picks elves, team one chases team 2 and tries to tag as many of the elves as they can before they reach the safety zone. Members from the team that are tagged become part of the winning team, so one group grows and the other group shrinks. You then repeat the process, giving the new teams a minute to decide what character they want to be, and then call them back to the middle to begin again. The game ends when one team has completely absorbed the other team, or when you run out of time.

## KAPPA KAPPA PSI ALUMNI ASSOCIATION

The Kappa Kappa Psi Alumni Association is dedicated to supporting the Fraternity. Recognizing that the college band experience should continue after graduation, the National Alumni Program will focus its efforts on connecting and enriching members from the past, present, and future of college and university bands; promoting lifelong involvement with band; and enhancing the long-term growth and financial viability of Kappa Kappa Psi.

The Kappa Kappa Psi Alumni Association is an opportunity for members to extend their fraternity activity by participating as alumni Brothers and is open to all alumni, life, and honorary members of the Fraternity. Members of the Alumni Association help offset costs of the Alumni Program, while annual dues and donations support alumni activities to ensure the Fraternity's continued ability to provide valuable experiences for all members following graduation.

The Alumni Association is administered by the Kappa Kappa Psi Alumni Board of Directors (AABOD). While members of the Alumni Association do not conduct business meetings as an assembled body, the Board of Directors discusses Alumni Association activities, directions, and goals with association members at conventions and other meetings to plan future alumni programs and events.



# LIFE MEMBERSHIP

Life membership shall be granted to any Alumni member upon payment of a Life Membership contribution, the amount to be set by the National Chapter, along with an application to the National Headquarters.

The privileges of a Life Member include:

- A lifetime membership in the Kappa Kappa Psi Alumni Association.
- A life subscription to The PODIUM.
- Discounts offered by the National Headquarters on selected merchandise or events. (to be announced as they occur)
- Eligibility for appointments as deemed necessary by the National Council.
- All privileges granted by the National Constitution. \$500/lifetime

## ATTENDING CONVENTIONS

District and National Conventions are excellent opportunities other Brothers like you from other chapters. You also get to meet key players and leaders from throughout Kappa Kappa Psi, Tau Beta Sigma, and our National Headquarters. There are sessions, workshops, reading band and in the North Central District the North Central District Intercollegiate Band.

## AREA WORKSHOPS

If your district has area workshops this is another way to meet other Brothers from chapters and learn about musicianship, leadership and service.

# SOCIAL MEDIA

You should join your chapters Facebook, Twitter and Snapchat pages. In addition to stay involved on the national level and to see what is going on across the country you should join the national social media accounts: <https://www.facebook.com/KappaKappaPsi> and [@KappaKappaPsi](https://twitter.com/KappaKappaPsi). If you are interested in fraternity history then join: <https://www.facebook.com/kkpsi.history/> You should also consider joining your District Social Media accounts.

When on Social Media use these tags: #KKPsi #AEA #Leadership #Service #Brotherhood #Musicianship and in November #MonthofMusicianship





# KAPPA KAPPA PSI GIVING PROGRAMS

To support Kappa Kappa Psi, you will be embarking on a partnership with America's most respected fraternal organization supporting our university & collegiate band programs. Your gift can make a difference in a student's ability to achieve his/her goal of a collegiate education, and it will certainly support the leadership development of our members through national events and leadership programs.

Here are areas needing support:

## **Trust Fund**

**Stanley G. Finck National Intercollegiate Band Fund**

**National Commissioning Project**

**Support our Station (GENERAL FUND)**

**Scholarships (GENERAL FUND)**

**Leadership Development (GENERAL FUND)**

**Recruiting Activity Projects (GENERAL FUND)**

**Archives Restoration (GENERAL FUND)**

**General Operating Funds (GENERAL FUND)**

**Chris Haughee Ritual Performance Fund**

**All of our programs need your support!**





# ROAD TO WISDOM

## LESSON REVIEWS

The lesson review sheets are a resource that the Vice President of Membership can use in a variety of ways to reinforce the information taught in each lesson:

1. Review sheets can be used at the end of the lesson to assess learning.
2. Review sheets can be used as an assignment or homework between Membership Candidate meetings as a way to reinforce information. Review sheets could be completed individually, as a Membership Candidate class, or with big brothers.
3. Review sheets can be used at the beginning of a meeting to review the previous week's Information.

These review sheets are not intended to be a test, nor are they intended to prevent a candidate from becoming a brother.

These sheets are used to reinforce and review information taught in each lesson.

## The First Lesson: Our Work Matters

The National Brand of Kappa Kappa Psi is:

\_\_\_\_\_

\_\_\_\_\_

The official colors of Kappa Kappa Psi are: \_\_\_\_\_ and \_\_\_\_\_.

The official flower of Kappa Kappa Psi is the \_\_\_\_\_.

The official motto of Kappa Kappa Psi is: \_\_\_\_\_ for the \_\_\_\_\_.

The Guiding Spirit of Kappa Kappa Psi is: \_\_\_\_\_.

<p><b>Kappa Kappa Psi Mission Statement</b></p>	<p><b>Kappa Kappa Psi Vision Statement</b></p>
<p><b>The Kappa Kappa Psi Creed</b></p>	<p><b>The Preamble</b></p>

What was a key learning from Lesson One?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Our Service Matters

The First Purpose is:

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My chapter designation is: \_\_\_\_\_ In Greek letters it is: \_\_\_\_\_.

My chapter was founded on \_\_\_\_\_.

The Founding Fathers of my chapter are:

My Chapter Sponsor is:

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The Director of Bands at my University is:

---

The Director of Athletic Bands (if different from DOB) at my University is:

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List 5 important facts about your band or chapter history:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

Why is a service a core value of Kappa Kappa Psi?

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## Your Chapter Matters

There are four National Reports submitted. They are:

National Report	Due Date

Failure to submit TWO consecutive national reports will result in a chapter status change to: \_\_\_\_\_.

Failure to meet deadlines set by the National Council from probation due to paperwork can result in a chapter status change to: \_\_\_\_\_.

The \_\_\_\_\_ chapter officers are:

President	
Vice President of Membership	
Secretary	
Treasurer	
Other:	
Other:	
Other:	
Other:	
Other:	

List 5 things you learned from your Chapter's Constitution:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

# Our Leadership Matters

The Third Purpose is:

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List some qualities of leadership:

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What is the fraternal code of conduct?

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Why is a leadership a part of Kappa Kappa Psi's identity?

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## Our Musicianship Matters

The Second Purpose is:

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The Fourth Purpose is:

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What are 3 things you find interesting about the history of Kappa Kappa Psi?

What is the National Month of Musicianship?	What is the National Intercollegiate Band?
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List 5 Facts about Bohumil Makovsky:



# Our Brotherhood Matters

List the 10 Chartering Members of Kappa Kappa Psi


Kappa Kappa Psi was founded on \_\_\_\_\_ at  
\_\_\_\_\_ University.

The first two National Honorary Members of Kappa Kappa Psi are \_\_\_\_\_ and  
\_\_\_\_\_.

Where is the National Headquarters located?

\_\_\_\_\_

What is inside The Caboose?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the National Shrine:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What does brotherhood mean to you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Our Fraternity Matters

What are the 7 Membership Statuses in Kappa Kappa Psi?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

What are the responsibilities of an Active Member?

What are the five National Offices?	What is the role of the National Council?
What is the role of the Board of Trustees?	List the name of each District Office.

List the 6 Districts in Kappa Kappa Psi:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Which District is your Chapter located?

# APPENDICES

Appendix	Teaching Manual	Guidebook
List of Service Project and Fundraising Ideas	Appendix A (p.130)	Appendix A (p. 120)
Paperwork and Fees	Appendix B (p. 134)	Appendix B (p. 124)
Parliamentary Procedure at a Glance	Appendix C (p.136)	Appendix C (p. 126)
Kappa Kappa Psi Fast Facts	Appendix D (p.143)	Appendix D (p.128)
Tau Beta Sigma Fast Facts	Appendix E (p.144)	Appendix E (p. 129)
Officer Installation Ceremony	Appendix F (p.145)	Appendix F (p. 130)
Other Membership Statuses	Appendix G (p.150)	Appendix G (p. 135)
Brother Interview Guidelines	Appendix H (p.152)	Appendix H (p. 137)
Tau Beta Sigma National History	Appendix I (p.155)	Appendix I (p. 140)
Appropriate Terminology	Appendix J (p.160)	Appendix J (p. 144)
Big Brother Guidelines	Appendix K (p.161)	
Ordering Ritual Gear	Appendix L (p.167)	
Membership Candidate Calendar Resubmission Guidelines	Appendix M (p.168)	
Common Errors When Submitting A Calendar Review	Appendix N (p. 169)	
Other Musical Organizations	Appendix O (p. 170)	Appendix K (p. 145)
More Historical Documents	Appendix P (p. 171)	Appendix L (p. 146)



# APPENDIX A

## SERVICE PROJECT AND FUNDRAISING IDEAS

### SERVICE PROJECT IDEAS

- Provide sweatshirts, gloves, t-shirts, etc. to band members
- Provide water and Popsicles during practices
- Polish shoes before performances
- Distribute uniforms and do repairs on them when needed
- Host social events
- Provide a reception for parents
- Institute a Band Buddy program
- Prepare lunches or snacks for away trips
- Repair instruments
- Clean band room
- Repaint practice field yard markers
- Work registration and housing tables during band camp
- Build podium for director or drum major(s)
- Offer band scholarships
- Move equipment
- Help freshmen move into their dorms
- Institute and recruit for an indoor guard program
- Clean trash the band has left behind
- Provide drinks and apples for home and away games
- Bring hospital kids to football games
- Have sectional competition during band camp with prizes
- Host a semi-formal or banquet for the band
- Clean uniforms regularly
- Provide an escort service after band at night (walking to dorms, cars, etc. for safety)
- Commission works
- Build shadow boxes for jazz band
- Clean up the music building
- Host receptions
- Do publicity for concerts
- Warm up the band for the director
- Paint faces for pep band
- Have pep band for Special Olympics
- Host guest bands
- Organize pep rallies
- Offer scholarships for the music department
- Provide drinks for the pep band
- Purchase new equipment or instruments
- Produce a Band Newsletter
- Provide transportation to social events
- Set up stage for rehearsals and breakdowns
- Offer student-tutoring services for band members
- Provide refreshments for concerts
- Establish band store for reeds, valve oil, etc.
- Tape concerts
- Host music conferences
- Raise money for band tours
- Establish band rosters and/or



telephone directories

- Donate money to replenish music library
- Build music cabinets
- Conduct color guard clinics
- Move equipment for pep band
- Paint filing cabinets
- Paint practice rooms
- Have after school music programs for community
- Hold public concerts at area mall
- Collect food for community
- Have march-a-thons
- Keep school instrument inventory
- Help with indoor guard shows
- Clean and repair instrument room
- Have members work in the band office for an hour a week
- Clean instruments
- Offer lessons to high school students
- Sell tickets at band performances
- Clean the music department truck
- Purchase new band folders
- Build steps for tuba loading
- Arrange and compose new songs
- Send out flyers and posters for senior recitals
- Make flowers for the director
- Provide pep band to greet teams after a trip
- Keep band history i.e. photos, tapes, letters
- Provide transportation to social events
- Provide moral support for bands through attendance at performances

## FUNDRAISING IDEAS

Remember that the success of your fundraiser will be determined by your ability to plan and promote the event effectively!

- Recycling Drives - helps save the Earth too!
- Cans, Paper, Bottles, etc.
- Car Washes
- Bake Sales
- Raffles
- Game ball raffles (have football or basketball team autograph ball, then raffle it)
- 50/50 raffles (winner gets 50% of money taken in and the chapter keeps the rest)
- Night on the town raffles
- Candy Sales
- T-shirt and other band memorabilia (hats, bumper stickers buttons, bags) sales
- Have a Pie-in-the-Face Contest during band camp, with directors and section leaders as targets
- Sell Christmas post cards of the marching band
- Sell coupon books (have area businesses pay for space, then sell)
- Hang Domino's Pizza flyers on area doors and windshields
- Serenade people during the Valentine's Day season
- Have a servant or date auction
- Wrap Christmas presents for dollars
- Shovel and clear walkways during fall and winter



- Sell balloon-a-grams or candy-grams, and deliver
- Sell the performance of Christmas carols to people on campus or in the school area
- Sell Cokes on the bus during away game trips
- Sell staff paper to music students at discount prices
- Sponsor a College-opoly Project (where a game board is patterned after the Monopoly board, but show campus and area landmarks instead of Boardwalk, Park Place, etc.)
- Park cars for county fairs or festivals
- Run a Designated Driver service for social Greek parties, then charge so much per hour - great community service project as well!
- Work as pep band for area high school football teams
- Cowdump: block football or practice field into grid spaces a yard square. Then sell these grid spaces to students. Then lead a cow through the field-wherever the cow does her business, that grid wins!
- Staff summer band camps
- Set up and strike down for music performances (orchestra, choral, dance, etc.)
- Run a solo and ensemble contest (runners, judges' assistants, practice room attendants, concession workers, etc.)
- Produce and sell audio and/or video recordings of summer band camp performances
- Produce and sell video recordings of band and music performances (marching bands, concert bands, choral performances, etc.)
- Clean football stadium after a game
- Clean area churches
- Sell donuts and coffee on weekday mornings in music or fine arts building
- Have Bowl-a-thons, Dance-a-thons, Play-a-thons, etc, and collect sponsors
- Work concessions at home basketball games
- Work concessions at area amusement park or stadium
- Work concessions and sell T-shirts at concerts in area coliseum or arena
- Write to parents and offer to deliver roses to their daughter or son on Valentine's Day for a certain amount of money
- Make and sell corsages and boutonnieres to parents during Parents' Day
- Work shifts at campus bookstore during busy period of semester or quarter
- DJ dances on campus and community (may be a sizable investment to acquire equipment and music, but if everyone pools their own equipment for the first couple of gigs, it may start paying for itself)
- Sell carnations to alumni during Homecoming
- Sponsor dance nights at area club
- Sponsor movie nights at movie theater



- Contract with local T-shirt or clothing vendor to sell merchandise on campus for a percentage of the take
- Plan, organize, staff, and run a campus Battle of the Bands Contest
- Sell mulch (or other items) to area residents at a discount price, then deliver
- Host and sponsor a music variety show or lip-sync contest



# APPENDIX B

## PAPERWORK AND FEES GRID

Reports	Submissions Status	Deadlines
Chapter Personnel Report (semester schools)	Form & Payment Sent to National Headquarters	Status: September 30 Postmark: September 30
Chapter Personnel Update (semester schools)	Form & Payment Sent to National Headquarters	This form is only for status changes after dues have been submitted using a Chapter Personnel Report.
Chapter Personnel Report (quarter schools)	Form & Payment Sent to National Headquarters	Status: October 15 Postmark: October 15
Chapter Personnel Update (quarter schools)	Form & Payment Sent to National Headquarters	Status: October 15 Postmark: October 15
Membership Candidate Registration Form	Form & Signatures Sent to National Headquarters	Status: within 7 days of 1 <sup>st</sup> Degree
Initiate Registration	Form & Payment Sent to National Headquarters	Status: within 30 days of 3 <sup>rd</sup> Degree Postmark: within 30 days of 3 <sup>rd</sup> Degree
Honorary Initiation	Form & Payment Sent to National Headquarters	Status: within 30 days of 3 <sup>rd</sup> Degree Postmark: within 30 days of 3 <sup>rd</sup> Degree
Fall Activity Report	<i>DOB Approved, Submitted to Headquarters</i>	Status: December 1
Chapter Summary Report	<i>DOB Approved, Submitted to Headquarters</i>	Status: June 1
Graduating Senior Report	<i>DOB Approved, Submitted to Headquarters</i>	Status: within 30 days of graduation
Officer & Chapter Update	<i>DOB Approved, Transaction Completed</i>	As soon as possible after elections. For beginning of the year elections, you should wait to submit until after the Chapter Personnel Report is Transaction Confirmed / Completed
Podium Article Submission		Fall Issue: May 1 Spring Issue: December 1





**CHAPTER FEE & MEMBER DUES:** It is encouraged that fees and dues, along with correctly completed forms, should be submitted on or before **SEPTEMBER 15th\*** of each year.

Chapters that do not complete their online submission and postmark their signed summary page and fees by September 30th will immediately be placed on probation, their Chapter Personnel Report will be considered late, and the Chapter will be assessed a late fee of twenty-five percent (25%) of the total member dues and chapter fee; see the table below for amounts.

Chapters that do not pay by January 1 will be suspended and may be removed from the roster of active chapters.

The fee schedule for Kappa Kappa Psi is as follows:

	On-Time	Late
Chapter Fee	\$100.00	\$125.00
Member Dues	\$130.00	\$162.50
Initiate Fees	\$150.00	\$187.50
Honorary Fee	\$150.00	\$187.50

*\*Chapters at schools on the quarter system should report their dues by October 1 (late fees will be due if the report is submitted after October 15).\**

*\*Initiate and honorary fees are due by 30 days following initiation date.\**



# APPENDIX C

## Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote
Complain about noise, room temperature, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote

### Notes

1. These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it.
2. In this case, any resulting motion is debatable.
3. Chair decides.



## Parliamentary Procedures At A Glance (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	None unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

### Notes

4. The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
5. But division must be called for before another motion is started.
6. Then majority vote is required.



## SIMPLIFIED GUIDE TO ROBERT'S RULES OF ORDER

**Note: this is not meant to be the definitive guide to Robert's Rules of Order; these are simply a way to get started with these procedures.**

**To find the full guide to these rules, visit <https://www.robertsrules.com>.**

### **Typical Meeting Agenda**

- Call to Order
  - Start your meeting on time
  - The Chair/President says "I call this meeting to order"
  - Wait for quiet and then begin the meeting
- Roll Call of Officers
  - The Chair says "The Recording Secretary will call the Roll of Officers"
- Reading of Minutes
  - The Chair says "The Secretary will read minutes of the last meeting" or "Instead of having the Secretary read the minutes, copies have been distributed for your review."
  - Are there any additions or corrections to the minutes? If not, the minutes will stand approved as read." If corrections to the minutes are made, ask for unanimous consent to additions or corrections at this time. If there is an objection to any addition or correction, it will be necessary to adopt a motion to make that change.
- Reading of Correspondence
  - The Chair says "The Recording Secretary will now read the correspondence."
  - Any letter requiring action by the membership should be discussed by the Executive Board prior to the membership meeting. At the membership meeting, the letter should be read along with the recommendations of the board. A motion should be made to adopt the board's recommended action. That motion should then be discussed and voted on by the members.
- Reports of Officers
- Report of Staff and Committees
- Unfinished or Old Business
- New Business
- Adjourn the Meeting

### **Making a Motion**

- To make a motion, say "I move that ....."
- When a motion is made it must be seconded.
- The Chair should then state the motion and call for discussion: "It has been moved and seconded that ... Is there any discussion?"

### **Discussion During a Motion**

During a discussion of a motion or amendment, make sure that each member speaks only once until all other members have had an opportunity to speak. It is a good idea to alternate speakers for and against the motion. If members begin responding to and addressing remarks to each other, remind the group that all comments should be addressed to the Chair. The discussion and debate is for the group as a whole to participate in. It is not an argument between a couple of members.



### **Amendment to a Motion**

- Sometimes an amendment to the motion on the floor may be offered. An amendment must be seconded and then discussed.
- The Chair should say: “An amendment has been made and seconded that ... Is there any discussion on the amendment?”
- A vote is first taken on the amendment.
- After the amendment is decided on, the discussion returns to the main motion (as amended if the amendment was passed). A vote is then taken on the main motion.

### **Point of Information**

A member may raise a “Point of Information.” For instance, he or she might state: “Point of Information. I don’t understand the intent of this motion.” The Chair should then clarify the intent of the motion or provide the information being requested. You may have to remind the member that a point of information is a question, not a statement.

### **Point of Order**

Sometimes a member may rise on a “Point of Order,” saying something like: “Point of Order. This discussion does not pertain to the motion on the floor.” The Chair should make a ruling and say something like: “Your point is well taken and I direct the member speaking to address the motion on the floor.”

### **How to do things:**

#### **You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

#### **You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by:

- adding words,
- striking words
- striking and inserting words

#### **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

#### **You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

#### **You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.



**You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

**You have heard enough discussion.**

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.**

“Call for orders of the day.”

**You want to take a short break.**

Move to recess for a set period of time.

**You want to end the meeting.**

Move to adjourn.

**You are unsure the president of the board announced the results of a vote correctly.**

Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

**You are confused about a procedure being used and want clarification.**

Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The president of the board will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.



**Unanimous Consent:**

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

**You may INTERRUPT a speaker for these reasons only:**

- to get information about business – *point of information to get information about rules– parliamentary inquiry*
- if you can't hear, safety reasons, comfort, etc.– *question of privilege*
- if you see a breach of the rules – *point of order*
- if you disagree with the president the board's ruling – *appeal*
- if you disagree with a call for Unanimous Consent – *object*

**Chart of Motions & Procedures**

Purpose	You Say	Can Interrupt	Requires a Second	Debat able	Can be Amended	Vote Required
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay the motion aside temporarily	I move to table the motion	No	Yes	No	No	Majority
End debate	I call the question; OR I move to end debate	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to a committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify the wording of the motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Postpone the decision indefinitely	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Request for Information	Point of Information	Yes	No	No	No	None
Take the matter from the table	I move to take from the table	No	Yes	No	No	Majority



Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√





# APPENDIX D

## KAPPA KAPPA PSI FAST FACTS

### Founded – November 27, 1919

Where – Oklahoma Agricultural and Mechanical College (currently Oklahoma State University) in Stillwater, OK

Who – A. “Andrew” Frank Martin, William A. Scroggs, Raymond D. Shannon, William H. Coppedge, Clayton E. Soule, Carl A. Stevens, Clyde Haston, Dick Hurst, George Asher Hendrickson, Iron Hawthorn Nelson

Bohumil Makovsky – “Guiding Spirit” of Kappa Kappa Psi and Director of Bands at Oklahoma A&M College

### Purposes

Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college and university bands, and for the following several purposes:

- (1) To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
- (2) To honor outstanding bandmembers through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
- (3) To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste and unswerving loyalty.
- (4) To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
- (5) To provide a pleasant and helpful social experience for all engaged in college band work and to cooperate with other musical organizations in any manner consistent with the purposes of the institution at which chapters are located.

### Fraternity Landmarks

National Shrine

- Located on the campus of Oklahoma State University in a prominent position immediately west of the Classroom Building.

- Shaped as an irregular shaft a little over four feet in height, the Shrine is made of native Oklahoma pink granite.
- On its sloping polished top is a bronze plaque, and the three Greek letters, “Kappa,” “Kappa,” “Psi”.

Caboose

- Operates as a “living museum”, which provides a home for historical archives and artifacts.
- The purchase of the caboose was made possible in large part by a donation from Al & Gladys Wright and the award of a matching grant from the Kerr Foundation.
- The Detroit, Toledo & Ironton caboose was purchased in 2006 and relocated to Stillwater from Thomasville, Michigan.
- The Caboose was officially dedicated on July 26, 2014 in a ceremony at the National Headquarters.

### National Headquarters

- In November 1991, the National Headquarters relocated to Stillwater Station, an historic Santa Fe Railway Depot. The Station was purchased from a group of five Stillwater citizens, who bought the station at auction to ensure that it would be preserved. Three of those men are alumni of the Alpha Chapter of Kappa Kappa Psi.
- The original plans for Stillwater Station are dated June 15, 1911, and construction was completed in 1917 with the formal dedication ceremony being held in 1918. In 1980 the Station was listed on the National Register of Historic Places, and it is visited by many train enthusiasts on a regular basis.
- The “Walk of Fame” has given individuals the opportunity to participate in maintaining and improving The Station by purchasing engraved bricks. The bricks are placed along the walkway approaching the entrance to the building. This ongoing project has enabled chapters and individuals to become a permanent part of the National Headquarters.
- Chapters are encouraged to make the trip to Stillwater, Oklahoma, to view the National Headquarters. During visits, Work Weekend participants can assist with the upkeep of the property and other office functions.



# APPENDIX E

## TAU BETA SIGMA FAST FACTS

### Founded – March 26, 1946

Where – Texas Technological College (now Texas Tech University) in Lubbock, TX

Due to corporation laws in Texas at the time, the Texas Tech sisters surrendered their name, ritual, jewelry, and constitution and Alpha Chapter designation to the local band sorority at Oklahoma State University.

The Alpha Chapter of Tau Beta Sigma was installed at Oklahoma State University.

Who – Rosemary Wright, Frances Martin, Ebba Jenson, Mary Belle Reece, Margaret Stanffer, Bernice friend, Maribeth Crist

Wava Banes Turner Henry – Founder of Tau Beta Sigma

### Mission Statement

“We provide exceptional service to collegiate bands and promote equality and diversity, including empowering women in the band profession. We cultivate leadership, educational achievement, music appreciation and community development.”

### Purposes

From the National Constitution of Tau Beta Sigma:

“Be it known that Tau Beta Sigma, National Honorary Sorority for members of the college band, is an organization operating exclusively in the field of the college and university bands, for the following purposes:

1. To promote the existence and welfare of the collegiate bands and to create a respect and appreciation for band activities and achievements among the listening public everywhere.
2. To honor outstanding members of the band through privilege of membership, in the Sisterhood, extended in recognition of musical achievement, demonstrated leadership, and an enthusiastic approach to band activities.
3. To develop leadership through active participation with the band, and through it, to strengthen those traits of conduct, thought, and idealism which characterize the responsible membership of the band.
4. To encourage a close relationship between collegiate bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
5. To provide a meaningful and worthwhile social experience for all engaged in collegiate band work, and to cooperate with other musical organizations and societies in every manner consistent with our mutual purposes and those of the institution at which chapters are located.”

### Sorority Landmarks

National Shrine

- Located on the Texas Tech campus in Lubbock, TX adjacent to the front steps of the Music Building
- The design was drawn by members of the sorority and engraved by Mr. H. Browder of Lubbock, TX. The National Monument displays the official Tau Beta Sigma crest. Below the crest are the words: Tau Beta Sigma National Sorority for Band Women Founded, Texas Technological College – Chartered May 4, 1946.

Wava Memorial Garden

- Reflection garden and park that honors Wava for many years to come, located in Stillwater, Oklahoma at the National Headquarters.
- Includes a black granite pedestal dedicated to Wava, reflection benches, a rose garden and other garden flowers and shrubs, as well as a fence and sidewalk around the garden area.
- Intended to last as a park so that students and alumni can celebrate the Founder of Tau Beta Sigma and have a quiet, contemplate space during a Headquarters Visit.
- The Wava Banes Turner Henry Memorial Garden was officially dedicated on July 26, 2014 in a ceremony at the National Headquarters.

### National Headquarters

- In November 1991, the National Headquarters relocated to Stillwater Station, an historic Santa Fe Railway Depot. The Station was purchased from a group of five Stillwater citizens, who bought the station at auction to ensure that it would be preserved. Three of those men are alumni of the Alpha Chapter of Kappa Kappa Psi.
- The original plans for Stillwater Station are dated June 15, 1911, and construction was completed in 1917 with the formal dedication ceremony being held in 1918. In 1980 the Station was listed on the National Register of Historic Places, and it is visited by many train enthusiasts on a regular basis.
- The “Walk of Fame” has given individuals the opportunity to participate in maintaining and improving The Station by purchasing engraved bricks. The bricks are placed along the walkway approaching the entrance to the building. This ongoing project has enabled chapters and individuals to become a permanent part of the National Headquarters.
- Chapters are encouraged to make the trip to Stillwater, Oklahoma, to view the National Headquarters. During visits, Work Weekend participants can assist with the upkeep of the property and other office functions.



# PREPARATIONS

## for the Installation of Officers

# APPENDIX F

## OFFICER INSTALLATION CEREMONY

### Performers:

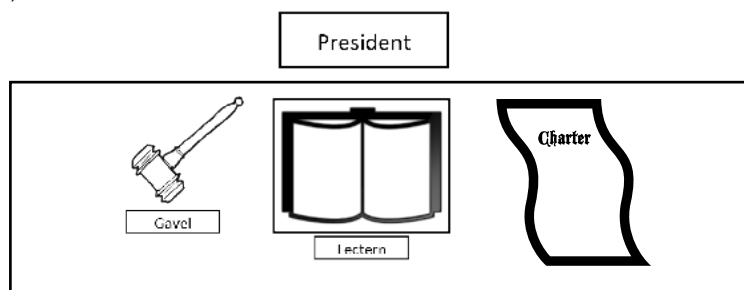
Ceremony Team Members to include:

- Outgoing Officers
- Incoming Officers

### Materials Required:

Table for Altar with the following (see diagram below):

- Lectern or Reading Stand
- Charter (if available)
- President's Gavel
- Any officer materials from Outgoing Officers
- List of Chapter Officer Names and titles



### Room Arrangement:

Select a room that is appropriate based on location, accessibility, size, and sightlines.

- No floor design is needed.
- Place a table to serve as an altar just beyond the center of the room, on the side opposite the entrance. Upon this altar should be placed the lectern or reading stand for the Installing Officer
- The outgoing President presiding from behind the altar.
- The new officers should be sitting in the front row of chairs before the altar, with the outgoing officers flanking the outgoing President evenly on either of their sides.
- The rest of the chapter sitting in the subsequent rows of chairs facing the altar.
- Alternatively, the new officers could be sitting in the front row of chairs facing the altar on the left-hand side while the outgoing officers sit in the front row of chairs facing the altar on the right-hand side. The rest of the chapter sitting in the subsequent rows of chairs facing the altar.

### Special Note on the Use of Religious References:

All participants should be informed of any religious connotations contained within the ceremony, and any objections noted and advised. Any references made to any divinity or deity may be left unspoken by those individuals with sincere objections upon their request. Chapters may also forgo the use of the Bible as part of the altar setup if sincere objections are registered.

### Special Note on Accessibility within the Ceremony:

Every effort should be made to allow individuals with disabilities to fully participate in the Fraternity's Ritual and Ceremonies, both as candidates and as spectators. Many colleges and universities have specific guidelines relating to the accommodation of disabled or handicapped students; it is important to know what policies exist on your local campus. Discuss the situation with the individual(s) affected to ensure they are comfortable with the accommodation offered.

Questions on this issue should be brought to the attention of your Sponsor or Director of Bands.

### General Comments:

This is an important occasion in the life of any Chapter, for it is symbolic of the passing of authority and continuity of action from one band of Brothers to another. Each member of the Chapter should make a special effort to be present for this ceremony, to acknowledge their individual support, encouragement and assistance to the new administration.



# CEREMONY

## for the Installation of Officers

---

The retiring President summons the officers elect before the altar or chairperson's table, calling them in order of their rank. The President addresses them as follows:

**RETIRING PRESIDENT:** Brothers, the *(Proper Greek Name)* Chapter of Kappa Kappa Psi has seen fit to entrust its fortunes into your hands for the coming term of office. This is both an honor bestowed and a privilege granted. It is an opportunity worthy of your best efforts.

In accepting this responsibility, you willingly commit yourselves to whatever toil and sacrifice is necessary in the interest of the Fraternity and to the fostering of its ideals. To shirk is to betray a trust.

Your duties are clearly defined in the Constitution. Your Brothers believe that you are capable of performing them with distinction, and will diligently support your administration.

It is now both an honor and my pleasure to administer to each of you, and to all at one time, the Oath of office of Kappa Kappa Psi. You will each raise your right hand and repeat after me the Fraternity's Oath of office:

(Rap Gavel Twice)

I, state your full name — in the presence of Almighty God and the Brothers of Kappa Kappa Psi here assembled, — do hereby swear — that I will perform the duties of my office, — as set forth in the Constitution of Kappa Kappa Psi, — to the best of my ability, — and in the best interests of the Fraternity.

In accepting this office, — I solemnly promise without reservation, — to devote sufficient of my time and energies — to fulfill all obligations placed upon me — in the pursuance of my duties.

I hereby reaffirm my ritualistic vows — and rededicate myself — to the promotion of the ideals of the Fraternity, — the maintenance of its traditions, — and the preservation of its honor. — So help me, God.

Brothers, you have heard the promise of these officers elected by the (*Proper Greek Name*) Chapter. Surely you must agree that even the most intelligent and dedicated leaders would be powerless without the loyal support and cooperation of the members.

President raps gavel twice for attention. Chapter members rise. President raises right hand while administering the Oath.

President lowers right hand and proceeds to address the remaining Brothers assembled.

President raises right hand while administering the Oath.

Just as any melody, from the most basic motives to the most ornately crafted themes, may be enhanced by a wise use of harmony or destroyed by discord, so to is the Brotherhood within this chapter. It is your duty to assist your officers in working toward the goals which animate us all.

It is now my honor and pleasure to administer to each of you, and to all at one time, the Oath of support of Kappa Kappa Psi. You will each raise your right and repeat after me.

I, state your full name — in the presence of Almighty God — and the Brothers of Kappa Kappa Psi here assembled, — do hereby swear — that I will endeavor to work — with the brothers and officers — of this chapter — to the best of my ability, — and in the best interest of the fraternity.

I solemnly promise without reservation — to at all times — apply my efforts and energies — in the best interests — of our University (College) Bands — and in a manner — consistent with the ideals and goals — of Kappa Kappa Psi.

I hereby reaffirm my ritualistic vows — and rededicate myself — to the promotion of the ideals of the Fraternity, — the maintenance of its traditions, — and the preservation of its honor. — So help me God.

(Rap Gavel Once)

**RETIRING PRESIDENT:** Brother President, I now tender you the gavel which symbolizes the authority of your office. To each of you, the retiring administration will present all records and documents pertaining to your various offices.

(Pause while records are transferred)

I now declare you duly installed as officers of the *(Proper Greek Name)* Chapter of Kappa Kappa Psi; and, in the name of the retiring officers and your Brothers here assembled, I wish you good fortune and Godspeed.

Congratulations!

The retiring President raps once with the gavel and the Chapter is seated. The President then concludes:

The retiring officers shall vacate their posts and congratulate their successors. The new officers shall assume their posts and any appropriate remarks are made by the new President, who then closes the meeting.

# APPENDIX G

## OTHER MEMBERSHIP STATUSES

### Conditional

6.511 Conditional status in the Fraternity may be requested by an active or associate member when that member cannot, without undue hardship, continue to meet the requirements for active or associate status, respectively. 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 (1) year. After one (1) year, a request must be submitted to maintain Conditional status.

6.512 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.

### Associate

6.509 Associate membership is available to any active member in good standing of Tau Beta Sigma who transfers to another school with only a Kappa Kappa Psi chapter. The student may request associate status with the Kappa Kappa Psi chapter. To be eligible to request associate status, the student shall be enrolled in the band program. Following such a request, the student shall complete an orientation program not to exceed thirty (30) days, during which time the chapter will assist the student in becoming familiar with the principles, purposes, and policies of Kappa Kappa Psi and the operations of the local chapter. Upon the successful completion of the orientation program and approval of the chapter sponsor, the chapter shall vote on the request for associate status. The student must receive a favorable vote of seventy-five (75) percent of the eligible voting membership and pay the year's national dues as determined by the National Chapter (refundable if not initiated) to the Chapter Treasurer who shall forward it immediately to the National Headquarters.

### Inactive

6.513 Former active or associate members who are enrolled in school but do not pay member dues shall be classified as inactive members. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects, or activities. To obtain privileges of membership, said member must request, in writing, reinstatement by the chapter from which the member became inactive. Upon review of the inactive member's written request, the inactive member must receive a favorable vote of seventy-five (75) percent of the eligible voting membership, the approval of the chapter sponsor, and payment of all financial obligations to both the chapter and the Fraternity in order to be granted privileges of membership.





### **Probation**

6.519 Upon due cause, a member of the Fraternity may be placed on probation following a favorable vote on the motion of seventy-five (75) percent of the chapter's eligible voting membership and approval by the chapter sponsor.

6.520 A member placed on probation shall be informed, in writing, of the following: the reasons for probation; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period. Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the chapter and sponsor. Failure to complete all obligations is just cause for either an extension of the probationary term or for the initiation of suspension proceedings.

### **Suspension**

6.521 Upon due cause, a member of the Fraternity 18 Kappa Kappa Psi National Constitution may be suspended following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval from the chapter sponsor. Suspended members may not participate in any Fraternity business, projects, or activities.

6.522 A member placed on suspension shall be informed, in writing, of the following: the reasons for suspension; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period. Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the chapter and sponsor. Failure to complete all obligations is just cause for either an extension of the suspension term or for the initiation of expulsion proceedings.

### **Expelled**

6.523 Upon due cause, a member of the Fraternity may be expelled following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval of the chapter sponsor. Such expulsion must conform to the rules and regulations of the local institution involved. The member will be given a hearing before the said motion is voted on. The vote will be a secret ballot, and the member will be informed of the vote totals. Having been expelled, the member shall return to the chapter all regalia and property of the Fraternity being held, and the name shall be stricken from the Master Chapter Roster at the National Headquarters.



# APPENDIX H

## Brother Interview Guidelines

### The Purpose of the Brother Interview

The purpose of the Brother Interview is to connect Membership Candidates to the Active Members of the local chapter of Kappa Kappa Psi. This setting provides dialogue and a deeper level of fellowship that acquaints Membership Candidates and Active Members alike with the quality and character of each individual.

### Stipulations for Interviews

- The interview is best done in a public place, such as a local coffee shop, an on campus dining facility, or your favorite public place on campus. Please do not put yourself in a situation at someone's home or apartment.
- The interview should not run over an hour and should take place between normal university class operating hours. Interviews can take place on the weekend, as long as they stay within the normal university class operating hours.
- The interview needs to be a conversation between the Brother and Membership Candidate.
- Interviews should be planned and scheduled ahead of time, and should not be a surprise to the Membership Candidate or Brother.
- Brothers should conduct themselves in a manner consistent with the values of the fraternity and policies of the educational institution.
- No interviews with other musical organizations or conditional members.
- No individual alumni interviews - panel interviews only.

#### *Interview Options for Small Chapters (1-20 Brothers)*

- The Membership Candidates have the ability to interview every Brother in a small chapter.
- The VPM may also choose to use one or more of the alternatives for interviews listed below. For especially small chapters, the use of group and social events can help bring the chapter together.

#### *Interview Options for Large Chapters (20 or more Brothers)*

- Each week during the Class meeting, set aside time for a class interview. A different past membership Class will be assigned to come in each week, and the Class of Active Brothers will spend this designated time during the Class meeting to have a Class-to-Class interview for no longer than one hour. This should be conducted more as a casual conversation in a group, rather than formal one-on-one interviews.
- It is NOT feasible or appropriate for Membership Candidates to conduct one-on-one interviews with each active Brother.
- The VPM may also choose to use one or more of the alternatives for interviews listed below.

### Alternatives for Interviews:

- Kappa Kappa Psi Speed Dating
- Group activities or a social event where the Membership Candidate class and the chapter (or a portion of the chapter) is at an event.



- Potluck Dinner - both Brothers and Membership Candidates bring a dish and socialize together.
- Kappa Kappa Psi Bingo Card

### Interview “Do’s and Dont’s”:

For Brothers

- Do be approachable for Membership Candidates.
- Do reach out to Membership Candidates that you may have not yet met. Remember that these MC’s are joining Kappa Kappa Psi, an organization you are a part of already. It may be more difficult for Membership Candidates to reach out and schedule a meeting, due to not yet feeling comfortable with reaching out to Active Members.
- Do suggest a meeting place that may be a favorite spot of yours, or explore new options around town.
- Do keep the meeting place public; this is for the safety and protection of both individuals involved in the meeting.
- Do not “grill” or expect Membership Candidates to repeat, perform, memorize, or recite information. The “Road to Wisdom” Program is meant to build upon the strengths and foundation the Membership Candidate already possesses.
- Do not task Membership Candidates with projects. Interviews are a time to build relationships.

For Membership Candidates

- Do request Brothers to meet with you in a place that both parties feel comfortable.
- Do not wait until the last week prior to initiation to complete interviews with the Active Members.

### Class Interview Option

In an effort for Membership Candidates to transition from acquaintances to Brothers, Membership Candidates will interview Active Brothers during weekly interview sessions by way of Class interviews. Interviews provide both Actives and Membership Candidates with a structured, yet informal, setting that provides dialogue and a deeper level of friendship through knowledge. Membership Candidates will interview all Active Brothers of the chapter through Class interviews. Interview pages should still be made for Brother Class interviews. An interview page should be made for each past membership Class, including questions for the Class as a whole and questions for individual Brothers in the Class.

It is the responsibility of the membership committee to teach Membership Candidates and Actives alike as to how interviews shall be set up and conducted. Ten questions are the minimum to comprise a satisfactory interview. These questions will aim at providing insight as to the quality and character each Active member possesses. The questions are subject to an approval by the membership educators, and will be evaluated on educational and personal value.

Setting up additional meeting time is the responsibility of the Membership Candidates and desired Actives. These times must be reasonable to all parties. It is not required, but is strongly recommended. During interviews, Actives are encouraged to be themselves. Actives shall also interview the



Membership Candidates to become more knowledgeable and to strengthen the developing bonds of Brotherhood.

**Example Questions can include:**

- What is your major?
- Where is your hometown?
- What instrument do you play?
- What ensembles are you performing in?
- Do you have any siblings?
- Family background
- Where do you live on campus?
- Why did you choose this college/university?
- Why did you decide to join Kappa Kappa Psi?
- What are your impressions of Kappa Kappa Psi?
- Are you good friends with any other Brothers or Membership Candidates?
- What are your goals for life after graduation?
- What is your favorite band memory?
- Do you have an inspiring band director or teacher?
- What is your favorite piece of band music?
- What type of music do you listen to?
- What kind of food do you like?
- Where is your favorite restaurant in this college town?
- What other organizations are you in?
- What are your hobbies? Interests?



# APPENDIX I

## Tau Beta Sigma National History

### TAU BETA SIGMA NATIONAL HONORARY BAND SORORITY

#### **Learning Intentions:**

Membership Candidates will be able to:

- Identify the following symbols of Tau Beta Sigma: Flag, Flower, Colors, Motto, Cheer, Crest, and Prospective Member Pin.
- Examine history of Tau Beta Sigma and describe the impact on the college/university bands.
- Analyze the similarities and differences between Kappa Kappa Psi and Tau Beta Sigma on the local and national level.

#### **Required Attendees:**

Membership Candidates, Vice President of Membership

#### **Recommended Attendees:**

Tau Beta Sigma Chapter Vice President of Membership and Sponsor (if applicable), Director of Bands, Chapter Sponsor

#### **Materials Needed:**

- Membership Candidate Guidebooks
- Vice President of Membership Teaching Manual
- Poster Paper
- Markers and Pens or Pencils
- Tau Beta Sigma Sorority History
- Local Joint Chapter History and Information (if applicable)
- *Optional:* Internet access with a projector and audio as needed to show presentations, etc. to all present.

#### **Preparation:**

This lesson on Tau Beta Sigma will take approximately 20-40 minutes depending on the size of your Membership Candidate class and the length of discussion and activities

#### **A Brief History of Tau Beta Sigma**

The following excerpt from *The Baton*, forerunner of *The Podium*, describes the origins of Tau Beta Sigma. However, this was not the first time a Band Sorority was mentioned in Kappa Kappa Psi chronicles.

*During the winter and spring of 1940, the young ladies of the Texas Tech Band were not satisfied to be left out in the cold while the Kappa Kappa Psi men were busily engaged in aiding the band. They went into action and organized a band sorority....*



*They named the organization 'Tau Beta Sigma' and ad-oped a constitution which called for formal pledging and initiation ritual. They have their pin designed for members and pledges, a coat of arms, sorority crest, and all of the necessary arrangements for a complete organization. They meet on Monday nights, the same as the Kappa Kappa Psi men, and continue to operate through the school year of 1941-42. New officers for the coming year have been elected and the sorority has expressed a keen desire to become affiliated as an auxiliary unit with Kappa Kappa Psi.... —From The Baton of Kappa Kappa Psi, May 1942*

In the early years of the fraternity most college bands were entirely male, and prior to the early 1970s Kappa Kappa Psi was an all-male organization. Women started to join college bands before World War II, but there was no organization available to them similar to Kappa Kappa Psi.

In 1937, the first practical idea for establishing an organization for band women was presented to D. O. Wiley, Director of the Texas Tech University Band. A member of the band, Wava Baner (now Wava Baner Henry of Midway, Utah), along with her classmates, Emily Surell and Rosell Williams, discussed many of the possibilities and requirements necessary for the formation of a National Band Sorority. Their plans came to fruition in 1939, when a group of women in the Tech Band founded a local organization, known as "Tau Beta Sigma," modeled both in principle and idealism after Kappa Kappa Psi. Just like the Fraternity, TBΣ was designed to serve as an honorary, service, and leadership recognition society, but one to provide special social and educational experiences useful to women in the "all male world" of collegiate bands.

Unfortunately, just as the group was becoming well established, World War II disrupted plans to make the Sorority a truly national organization. However, TBΣ continued to grow at Tech, taking over key projects within the band program and assuming much of the responsibility for keeping the Tech Band in operation during the war years.

In June of 1943, the Tech women petitioned the Grand Council of Kappa Kappa Psi to become a part of the National Fraternity as an active chapter. Accepting the group under these conditions would have entailed a complete revision of the Fraternity's constitution, an impossibility under wartime conditions when all Fraternity operations were virtually suspended. Accordingly, it was suggested that Tau Beta Sigma incorporate as its own national organization, but the legal requirements of the State of Texas precluded this. In 1945, A. Frank Martin, Executive Secretary of Kappa Kappa Psi, was invited to meet with the women and assist them in designing a plan to gain national status. During the meeting, it was determined fewer obstacles would be encountered by submitting a charter application for the national organization in the State of Oklahoma. In order to establish the national organization, the women of the Texas Tech Tau Beta Sigma Band Sorority surrendered their name, Chapter Constitution, Ritual, and jewelry designs to the band club at Oklahoma State University. On March 26, 1946, a corporate charter was granted to Tau Beta Sigma by the State of Oklahoma. The Kappa Kappa Psi delegates at the 1947 Fraternity Convention officially voted to accept Tau Beta Sigma as a "sister organization" of the Fraternity and offered this new organization the privilege of sharing all fraternal publications, National Office operations, staff personnel, and other fraternal programs. Kappa Kappa Psi and Tau Beta Sigma have shared a National Headquarters since 1947. For many years, the National Headquarters of Kappa Kappa Psi and Tau Beta Sigma was located in the Seretean Center for Performing Arts on the campus of Oklahoma State University in Stillwater, Oklahoma. In November of 1991, the National Headquarters of Kappa Kappa Psi and Tau Beta





Sigma moved to Stillwater Station, in Stillwater, Oklahoma, which is listed in the National Register of Historic Places.

### **Tau Beta Sigma Today**

One of the landmark contributions Tau Beta Sigma made to the world of college and university bands was the creation of a national award designed to honor women for outstanding service to music. The Outstanding Service to Music Award was presented in 1969 to Barbara Buehlman, music educator, composer, and executive administrator of the Mid-West Band and Orchestra Clinic.

The Silver Anniversary of Tau Beta Sigma was celebrated at the 1971 National Convention. The concert march, Tau Beta Sigma, by Donald I. Moore, was commissioned to commemorate the founding of the Sorority.

During the 1970s, Tau Beta Sigma continued to grow. Participation and service at the local, district, and national levels helped to improve the lines of communication between the National Council and the Active membership. In 1977, all former membership restrictions were removed and chapters were provided the opportunity to initiate male members of the band. In addition, the national fee structure was aligned and all former debts of the Sorority were eliminated. The Gamma Kappa Chapter at the University of Connecticut was the first coed chapter by more than one year. Considerable membership growth and colonization in the early 1980s sparked the Sorority to re-evaluate its programs and goals. There was a need to achieve a balance between the support services for chapters and colonies and public relations within the music profession.

During the 1980s, Tau Beta Sigma adopted national policies on hazing and alcohol. The geographical districts were restructured and renamed, and the Ritual of Tau Beta Sigma was revised to reflect the changes in the membership of the organization. A membership development program was also implemented, providing chapters with suggestions and information on the recruitment and education of Prospective Members and Candidates.

A new Tau Beta Sigma March, published in 1990, Crest of Allegiance by Robert Foster, was commissioned through a donation by Elizabeth Ludwig Fennell. In November 1991, the National Councils of Kappa Kappa Psi and Tau Beta Sigma purchased Stillwater Station, a former Santa Fe Railway Depot, to serve as the National Headquarters. The start of the position of Tau Beta Sigma National Chapter Field Representative was created to assist with Chapter visitation and education, in 1993.

In 1995, at the National Convention in Orlando, Florida, the Sorority joined together to kick off the celebration of the Fiftieth Anniversary of Tau Beta Sigma. Many special anniversary activities took place including: commissioning a bust of the founder, Wava Banes Henry, initiating a National Sisterhood Week, and burying a Time Capsule on the grounds of Stillwater Station.

One of the main focuses of the 50th Anniversary Celebration was to begin laying the foundation for Tau Beta Sigma's next 50 years of service. Technological advances assisted with communication reports and plans for a new marketing strategy to revitalize membership were developed. A Mission Statement was created and then in 1997 a Strategic Planning Team was formed to allow the



organization to participate in long range-planning and goal setting. This type of global thinking was introduced to all levels of the Sorority and has made us more efficient and successful.

Reflecting the goals of the Mission Statement, the Women in Music Speakers Series was initiated at the 1997 District Conventions. This series features open discussions with women who have made important accomplishments in the music industry. The Women in Music Speaker Series was brought to the 1997 National Convention when composer Anne McGinty addressed the delegation and again in 1999 when composer Julie Giroux spoke to those in attendance.

Tau Beta Sigma continues to grow and flourish in the 21st Century by reflecting the changes within the membership, society, and the needs of the American Bands.

...that we exist to serve bands and promote women in music. We work together with other musical organizations to ensure that students have multiple resources to access and opportunities to serve, teaching our students to build relationships and partnerships on a personal and organizational level. Today, Tau Beta Sigma is a co-educational national honorary band sorority dedicated to serving college and band programs. The Sorority, headquartered at the historic Stillwater Station in Stillwater, OK, numbers 3,000 active members in 140 active chapters, and over 40,000 alumni.

Tau Beta Sigma operates primarily as a student service and leadership recognition society whose chief aim is to assist the Director of Bands in developing the leadership and enthusiasm that they require of their band. Their goals are not only to provide the band with organized and concentrated service activities, but to give their membership valid and wholesome experiences in organization, leadership and social contacts. The honorary nature of membership is based on the premise that “it is an honor to be selected to serve”—this band, its department of music, its sponsoring institution, and the cause of band music in the nation’s colleges and universities.

The Sorority’s mission is as follows:

*We provide exceptional service to collegiate bands and promote equality and diversity, including empowering women in the band profession. We cultivate leadership, educational achievement, music appreciation and community development.*

### **Tau Beta Sigma Purposes**

Be it known that Tau Beta Sigma, National Honorary Sorority for members of the college band, is an organization operating exclusively in the field of the college and university bands, for the following purposes:

1. To promote the existence and welfare of the collegiate bands and to create a respect and appreciation for band activities and achievements among the listening public everywhere.
2. To honor outstanding members of the band through privilege of membership, in the Sisterhood, extended in recognition of musical achievement, demonstrated leadership, and an enthusiastic approach to band activities.





3. To develop leadership through active participation with the band, and through it, to strengthen those traits of conduct, thought, and idealism which characterize the responsible membership of the band.

4. To encourage a close relationship between collegiate render valid service to their band, director, and administration bands and promote a high average of attainment by the to determine if this is the type of organizational activity that is performance of good music and selection of worthwhile projects.

5. To provide a meaningful and worthwhile social experience for all engaged in collegiate band work, and to cooperate with other musical organizations and societies in every manner consistent with our mutual purposes and those of the institution at which chapters are located.

### **Kappa Kappa Psi & Tau Beta Sigma National Programs**

National Intercollegiate Band

Commissioning Project

The Podium

District and National Convention

### **Tau Beta Sigma National Programs**

Women in Music Speaker Series

Crescendo

Focus on Five

Awards & Scholarships

Bandswomen Networking Program

**Website: [www.tbsigma.org](http://www.tbsigma.org)**



# APPENDIX J

## Terminology Usage within Kappa Kappa Psi

### Acceptable Terminology

#### Non-Initiated Members Participating in the Membership Education Program

- Membership Candidate

#### Initiated Members

- Brother
- Member
- Active
- Conditional

#### When Speaking of Becoming a Member the Fraternity

- Initiated (I was initiated in....)

#### Week of Events for Recruitment

- Recruitment week
- Recruitment events
- Interest Week
- Prospective Week

When in doubt, if you are questioning a term/phrase/question/action, stop and reach to your District Governor, National Vice President for Colonization and Membership, Chapter Field Representatives, or National Chapter and Colony Education Coordinator. These individuals will help guide you to ensure that you are using appropriate terminology.

Documents such as these are to ensure the safety of our Brothers and that they are successful in their fraternal, personal, and professional lives. Individuals from the National Leadership are always willing to help in any way that they can.

### Unacceptable Terminology

#### Individuals Seeking Membership

There is no terminology associated with individuals seeking membership into Kappa Kappa Psi. These individuals are simply... people or band members. The rationale behind not using terminology for these individuals is to ensure that there is a difference between those affiliated with Kappa Kappa Psi (e.g. Active Members, Brothers or Membership Candidates) and those that have expressed interest in the organization.

#### Initiated Members

- Requiring Candidates to refer to Brothers/sisters as “Brother/Sister \_\_\_\_\_”, “Mr./Ms. \_\_\_\_\_” or known as “Candidate/Brother Greetings”.
- “neo” or “neophyte”

#### When Speaking of Joining the Fraternity

- Crossed (I crossed in...)
- Pledged

#### Week of Event for PNMs

- Rush Week
- Pledge Week
- Probate Week



# APPENDIX K

## BIG BROTHER GUIDELINES

**If implemented correctly, the Big/Little Brother program can be an important part of the Road to Wisdom.** Not only because this can establish meaningful ties between the Membership Candidates and the Chapter, but individuals serving as Big Brothers provide a closer, less intimidating relationship to the Membership Candidates. As such, they are called upon to serve as a mentor, counselor, advisor, and most importantly, as a friend. The Big/Little Brother relationship can be very close and promising for both individuals.

**However, in no way, shape or form, should the Big Brother feel that they have ‘power’ or influence over the Little Brother.** While the Big Brother serves as the “anchor” for their Little Brother, they are in no way their “superior”. Furthermore, once a Membership Candidate completes 3rd Degree, everyone in the chapter should be viewed as equals, with all members holding full and good standing within the organization.

To be successful, Big Brothers must realize the importance of this relationship and devote sufficient time and energy to its establishment and development. Choosing individuals to serve as Big Brothers warrants thoughtful consideration and careful selection. Membership Candidates receive greater benefits from involved, responsive, energetic and enthusiastic Big Brothers.

Individuals should, therefore, demonstrate the following traits:

- First, Big Brothers should be outstanding members of the Chapter, the band program and the college/university. Individuals who are delinquent in Chapter responsibilities, continually arrive late for rehearsals or earn deficient grades in their classes should not be selected.
- Second, Big Brothers should demonstrate leadership qualities and positive attitudes. Only those individuals who continually contribute to the Chapter and the band program, and constantly display a positive attitude should be considered.
- Third, Big Brothers must be fully aware of all Risk Management policies established by the National Council. If needed, additional compliance training may be required of all Big brothers.
- Finally, only those individuals who wish to serve as a Big Brother should be selected. Ask the individual if he/she wants the responsibility, given the expectations. Ask the individual to make a commitment to the Membership Candidate. Big Brothers must be enthusiastic about this responsibility and must realize that the commitment extends beyond the Road to Wisdom. Their requirements should be provided to them in writing, so the expectations for Big Brothers are clear. (See Big Brother Requirements provided.)

Once individuals are selected as Big Brothers, they need to be introduced to their Little Brothers.



This meeting does not have to be a formal ceremony. However, it is important that the Membership Candidates understand who their Big Brothers are, and why this relationship is important. To this end, it is advised that Big Brothers take an oath before the Membership Candidates.

**Big Brother Oath:**

*“I, state your full name, understand that as a Big Brother/ it is my responsibility to act as a mentor, advisor, and friend to my Little Brother/ and that I share with them my knowledge of Kappa Kappa Psi. I promise to help my Little Brother become a better person/ worthy of being initiated in our great Fraternity. I will instill in them a sense of personal responsibility/ consistent with the purposes of Kappa Kappa Psi/ not only through the wisdom of my words/ but through the integrity of my actions.”*

Furthermore, the following guidelines must be followed, should a chapter decide to use the Big/Little Brother concept:

- Only the terms “Big Brother” and “Little Brother” are appropriate. Other family terms, such as ‘mother’, ‘father’, ‘son’, ‘daughter’, etc. are inappropriate, as they can be misconstrued in a way that makes our fraternity appear insensitive and opposed to the culture that we live in today.
- If your process for selecting Big/Little Brothers is not listed in these guidelines or if you are unsure if it is line with our Risk Management policies, submit an official Activity Review with the details of your selection process.
- If you have questions about how to select Big/Little Brothers, email the Curriculum Committee at [curriculum@kkpsi.org](mailto:curriculum@kkpsi.org).

**Tips for Being a Successful Big Brother:**

- Make certain to spend “quality time” with your Little Brother. They will value this special attention, therefore avoid letting others interrupt this time.
- Be a “mentor” by showing genuine fraternal caring and interest. It is not necessary to shower your Little Brother with gifts in order to win their friendship.
- Appreciate your Little Brother for the unique individual they are. Remember that it is not your responsibility to change your Little Brother’s personality, or make them “be like me.” Your responsibility is to provide them with sound advice, knowledge and an open ear.
- Take advantage of opportunities for informal communication throughout the entire process. Ask your Little Brother questions about his/her life, family, work, classes and interests. Band rehearsals make excellent opportunities to develop your relationship.
- Share your own history and involvement in Kappa Kappa Psi. Describe to your Little Brother your experiences as both a Membership Candidate and an Active Member. Tell them about the benefits you have received from being a brother.



- If you feel that your Little Brother is not doing their part as a Membership Candidate, have a conversation with the VPM and attempt to resolve the situation. It is not necessary to make the entire chapter aware of the issues that one person is having, as it could have a negative impact on the Little Brother's future in the fraternity.

**Mental Health Concerns:**

- Be aware of how your Little Brother is doing and check up on them often. Don't just ask them "how are you doing", but follow up with something like "seriously, how are you really doing?" You never know when someone may be struggling with mental health issues.
- If you sense that your Little Brother is struggling with school, the fraternity or life in general, be there for them and allow them to vent their frustrations and concerns to you.
- **IMPORTANT:** If you feel that you are not equipped to give advice to your Little Brother on the issues that they are having, encourage them to seek help, or make an appointment with the counseling center on campus. All colleges/universities have resources in place for students who are having mental health issues.

**Important Mental Health Contact Information:**

**National Suicide Prevention Lifeline – Call 800-273-TALK (8255)**

**Crisis Text Line – Text NAMI to 741-741**

**National Domestic Violence Hotline – Call 800-799-SAFE (7233)**

**National Sexual Assault Hotline – Call 800-656-HOPE (4673)**

Write down the contact information for Mental Health Services on your campus in the spaces below:

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*"History is like a human body. Names, dates, and places are the skeleton; the why and the effect are the meat and guts. The skeleton doesn't move if you don't have the meat or the guts."*

-Tammi Ramsey, National Convention, Stillwater OK, 2019.



**Big Brother Selection Process/Ideas:**

While there is no one standardized method for the Big/Little Brother selection process, it is highly suggested that each chapter be very thorough in their procedure. We often say that the most difficult thing that a brother should do throughout their time in Kappa Kappa Psi is receive a bid in the first place; this ensures that we are always living true to our creed and honoring outstanding band members, through the privilege of membership. Similarly, we should honor outstanding members of the current chapter, through the privilege of training the next generation as a Big Brother.

One thing that you may want to consider is having an application/interview with each prospective Big Brother, to see where their heart is with regards to the process. Some great examples of questions can be found below, courtesy of the Gamma Iota chapter at the University of New Mexico:

Big Brother Application: Sent to all of the active brothers. They can choose whether or not they fill this out. They are not required to take on a Little.

- 1.What is your name?
- 2.Who would you like to be your Little Brother? (Top 3)
- 3.Why would you like a Little Brother?
- 4.What does being a Big Brother mean to you?
- 5.How would you benefit each MC you picked?
- 6.List some of your hobbies/favorite things (I.e. TV shows, foods, etc.)

Little Brother Application: Sent to all MCs. It is required that they fill this form out. Time is given during ed classes, so there isn't an additional "assignment":

- 1.What is your name?
- 2.Who would you like to be your Big Brother? (Top 3)
- 3.What do you think a Big Brother is? What should they do?
- 4.What would you like to see out of your Big Brother?
- 5.Why do you want each person (from #2) to be your Big Brother?
- 6.List some of your hobbies/favorite things (i.e. favorite TV shows, foods, etc.)

**Big Brother Removal/Reassignment Process:**

Unfortunately, there will be times when a person who was selected as a Big Brother will not be able to complete their duties as assigned. This could be due to unforeseen circumstances in the life of the Big Brother, or simply because that person is not doing the job that is required of them, for whatever reason. Should this be the case, the following steps should be taken:

- The VPM should talk to the Little Brother of the Big Brother in question, especially if the Little Brother reported to the VPM that they are unhappy. Find out how things are going and why the Little Brother is having problems with their Big Brother, whatever they might be.



- The VPM and the Big Brother should sit down and have a meeting. The VPM should express their concerns with the Big Brother in question, but should allow the Big Brother to explain themselves and what is going on in their life. It should be a conversation, not a berating of the Big Brother in question.
- The three parties should then sit down and have a group discussion about how things are going and what needs to happen next. It is hoped that through a meeting of all parties and with all feelings presented openly, that the situation will be resolved and the relationship can resume as it was before.
- If the situation cannot be resolved and the Big Brother needs to be replaced, the VPM should then discuss the situation with the other members of the leadership of the chapter, as well as the chapter sponsor. It should then be determined if they are going to present the situation to the remainder of the chapter, or handle the matter internally and simply select a replacement Big Brother.
- Should the decision be made to present this situation to the chapter, the VPM can either select another Big Brother from the applications that were presented the first time, or call for another round of applications. Should this not be feasible, either the VPM can choose to become the new Big Brother, or a member of the chapter who currently has a Big Brother can take on a second one, should that person feel that they can handle the responsibility of two Little Brothers.

### **Suggested Big Brothers Requirements**

**The following guidelines are suggested requirements for Big Brothers. Any changes or additions should be submitted as an activity review.**

Big Brothers are Active Brothers who volunteer to serve as mentors to Membership Candidates. Brothers who are selected as Big Brothers are expected to be upstanding and enthusiastic members of the Chapter, the band program, and the University. Big Brothers should also be prepared to devote a great deal of time to the MEP, as they are active participants in the process. In accordance with this ideal, Brothers seeking to serve as Big Brothers will agree to the following guidelines:

- You will attend at least 4 of the 6 membership education classes. Your attendance is also required at the final interviews, membership voting, rituals, and at least 2 of the Class's 3 projects.
- You will be an active participant in the class process. You will engage in all class discussions and contribute without prompt. As with other Chapter functions, electronics and outside work are not permitted during class time.
- You will keep up-to-date with your Little by meeting with them at least once per week. This meeting may take the form of a meal, a study session, or any other activity conducive to one-on-one time and appropriate given the ideals of the Fraternity.
- You will put yourself at the disposal of the Ritual Chair during the preparation for, and teardown of, all rituals. You will do everything in your power to ensure that your Little has a positive and engaging experience with rituals by assisting in their execution.





# BIG BROTHER CONTRACT

*Purpose of this contract:*

*The purpose of the big brother contract is to protect the membership committee, the big brother, and most importantly the little brother. By signing this contract, the big brother is agreeing to all duties and responsibilities of a big brother as expected by Kappa Kappa Psi nationals. If a big brother fails to meet the expectations spelled out in this contract, the membership committee and Vice President of Membership reserve the right to remove the big brother from his/her little and be replaced with another brother. This document ensures the integrity of the membership committee and does not allow personal relationships to come into play with big and little decisions.*

I, \_\_\_\_\_, as Big Brother to \_\_\_\_\_ agree to perform the following duties and execute the obligations listed below. Further, I realize the importance of my role as a Big Brother and agree to allow the membership committee to remove me if I fail to meet these expectations.

**I acknowledge the following as my duties and responsibilities as a Big Brother:**

- Meet with my Little Brother at least once a week to review the importance of the lessons of the membership process thus far. I will make myself available to answer all questions and clear up confusion for my Little Brother.
- Have a thorough understanding of the lessons taught throughout the Road to Wisdom to ensure I can provide my Little Brother with accurate information if/when questions arise.
- Make sure my Little Brother is taught what it means to be a brother of Kappa Kappa Psi through serving as an excellent role model at all times.
- Support my Little Brother by attending the majority of membership class meetings.
- Concentrate on the personal development of my Little Brother by encouraging leadership, goal setting, time management, study habits and team building skills.
- Make myself available immediately following each ritual to discuss the meaning with my Little Brother.

**I understand that if I do not meet these expectations, I will be removed as a Big Brother and my Little Brother will be assigned to another Brother.**

\_\_\_\_\_  
Signature of Big Brother

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President of Membership





# APPENDIX L

## ORDERING RITUAL GEAR

If you need to order Ritual Gear for your chapter, the Chapter President should send a email to [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org)

In the email, outline what you need and an HQ Staff member will set you up with a password key that will allow you to order the supplies that you need!



# APPENDIX M

## MEMBERSHIP CANDIDATE CALENDAR RESUBMISSION GUIDELINES

Occasionally, it is necessary to make adjustments to your Membership Candidate Calendar after it has already been approved by the National Curriculum Committee. Should this be the case, there are certain types of changes that can be made without needing to resubmit the calendar. Examples of that include:

- If the time of a scheduled event/meeting needs to be changed due to a scheduling conflict, but the length of the event has not changed. Also, the new time must be within a reasonable time of day.
- If the date of a scheduled event must be changed by a day or two, due to an unforeseen circumstance.
- If you have events that are scheduled on certain dates/weeks, but don't have exact times yet because you don't know the schedule of your MCs

Here are examples of changes that DO require a resubmission:

- Having to move a lesson to a different week, which would cause multiple lessons to occur in a week
- Altering the length of a scheduled event by more than 30 minutes either way
- Moving an event which extends the overall Membership Candidacy time by more than one week



# APPENDIX N

## COMMON ERRORS WHEN SUBMITTING A CALENDAR REVIEW

- Not submitting in our desired formatting/template
- Membership Candidate Orientation Meeting is held not in the same semester as rituals and lessons
- MCRF has the wrong date (needs to be 7 days after 1st)
- IRF has the wrong date (needs to be 30 days after 3rd)
- Double Booking on date and time... If you are doing 2 lessons consecutively, then put that in the “Time/Notes” section we provided on the template
- No recruitment events or no lessons/rituals
- Not using our terminology (i.e. we can’t assume “Bid Day” is ‘Day to Pass Out Bids’)
- Lesson 1 before Membership Candidate Orientation Meeting
- Resubmitting Calendar through our (Curriculum Committee) Jotform as opposed to VPM Jotform.
- Not having calendar reviewed/approved by sponsor or DOB prior to submitting. (This has been a bit common lately)



# APPENDIX O

## OTHER MUSICAL ORGANIZATIONS

### **PHI MU ALPHA SINFONIA:**

Phi Mu Alpha Sinfonia is the world's oldest and largest secret national fraternal society in music. The organization exists "to consider the social life of the young men students of that institution [and] to devise ways and means by which it might be improved."

### **SIGMA ALPHA IOTA:**

Sigma Alpha Iota is an international music fraternity. Their mission is to encourage, nurture and support the art of music.

### **DELTA OMICRON:**

Delta Omicron is a co-ed international professional music honors fraternity whose mission is to promote and support excellence in music and musicianship.

### **MU PHI EPSILON:**

Mu Phi Epsilon is a co-educational International Professional Music Fraternity. The fraternity is composed of collegiate chapters, alumni chapters and allied members.



# APPENDIX P

## MORE HISTORICAL DOCUMENTS

The PODIUM

### THE EARLY YEARS OF KAPPA KAPPA PSI FRATERNITY – PART 1

**Aaron Moore**

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Alpha Rho - KΚΨ, Northeastern State University

**Clinton Wieden**

Southwest District Governor  
Alpha - KΚΨ, Oklahoma State University



**T**hough World War I ended in 1918 and most Americans were eager for peace and security, 1919 would prove to be anything but. Revolution and unrest continued to spread across Europe and North America, a Flu Pandemic continued with a third brutal wave in the spring, terrorist bombings rocked seven U.S. cities in June (the first of a series of “Red Scares” began when the government passed an act that blacklisted anyone thought to be involved with communism), race riots rocked the nation, and hundreds of workers went on strike across the country. The adoption of constitutional amendments giving women the vote and establishing Prohibition denoted the high-water mark of the moral impulses of the Progressive era.

Set against this backdrop, William A. Scroggs brought his idea of a band fraternity to Oklahoma A&M College band director Bohumil “Boh” Makovsky. Boh realized the need for such an organization, and selected A. Frank Martin, Raymond D Shannon, Clyde Haston, Clayton Soule, Carl Stevens, William Coppedge, Dick Hurst, Asher Hendrickson, and Iron H Nelson to work with Scroggs to organize the first local club. Officers for the local club were elected and William A. Scroggs was elected the first chapter president.

Many of the charter members were members of social fraternities and were aware of other fraternity rituals. During the first year of operation as an honorary society, the members kept busy laying out the framework for the Fraternity they were establishing. They enlisted assistance working out and adopting a national constitution, creating and developing



*Bohumil “Boh” Makovsky served as Director of Bands and Head of the Music Department at Oklahoma A&M College from 1915-43. He is known to members of Kappa Kappa Psi as the “Guiding Spirit.”*



*Stillwater native William A. Scroggs proposed the idea of a band Fraternity to director Bohumil Makovsky in Fall 1919.*

the Ritual, designing the jewelry needed to provide distinctive recognition for the organization, and setting up plans for the expansion of the Fraternity. The Greek name and symbols, “Kappa Kappa Psi,” were furnished by Dr. Hilton Ira Jones of the OSU Chemistry faculty, and assistance from Col. F.D. Wickham of the OSU Military Department was instrumental in the design of the Ritual.

As the club continued to organize, Scroggs, Martin, and Shannon signed Articles of Incorporation in Payne County,

Oklahoma on March 3, 1920 for the “Kappa Kappa Psi, Honorary Fraternity for College Bandsmen.” These Article of Incorporation were approved by the State of Oklahoma two days later. That same semester, the 1920 Oklahoma A & M Red and Black annual published an announcement to campus that the fraternity work was completed and functioning.

While we look back on 100 years of service to college bands, we were not fundamentally a service organization for the first thirty years of our existence. The

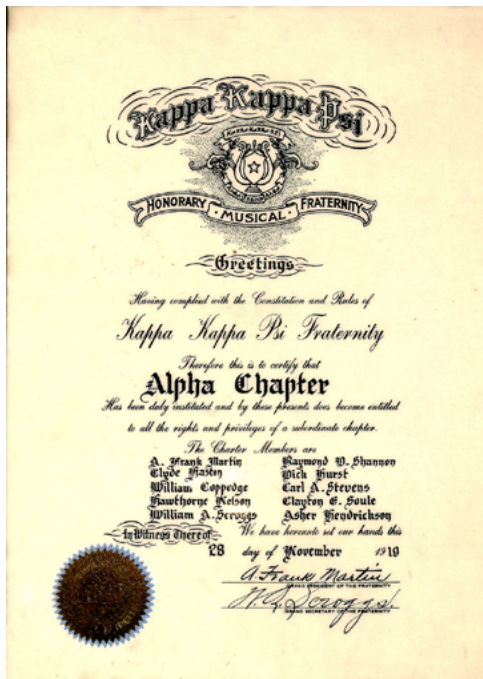


Fraternity's recruiting primarily targeted upper class members. The charter members of Kappa Kappa Psi were all upperclassmen, and began graduating in 1920 and 1922. This approach was taken in order to advance the reputation they were trying to build. Built along the lines of an Honor Society, William A Scroggs believed that Kappa Kappa Psi could and should achieve the same level of recognition as Phi Beta Kappa. The purposes of the new organization were to assist the band by assisting new members socially, educationally, and by encouraging better musical ability in college bands.

The Alpha chapter, and the Grand Officers, saw immediately growing the Fraternity beyond a local club as their primary responsibility. In an age before instantaneous communication, this was an enormous task. The Alpha chapter put out a call via postal service and telegrams to large stable colleges and well-established private school band programs that would be good foundations for the fraternity. Having these programs as member institutions would help in their goal to improve the image and reputation of the Fraternity. The schools that accepted the call petitioned to become part of the Kappa Kappa Psi. The petitioning process differed then, as each active chapter would receive a copy of the petition for review, and would have a vote on whether or not to accept the school into the Fraternity.

Following the approval of the first petitions, trips were planned by train to Montana State University and the University of Washington to install the Beta and Gamma chapters in December 1920. The Delta chapter at the University of Oklahoma was installed in May 1921. However, at that time these chapters may not have been known by those names. The earliest naming convention for chapters was based on their state. For example, the Alpha chapter was known as Oklahoma Alpha, while Delta was known as Oklahoma Beta. This naming style did not last long since it became confusing.

Much of the early organization of the Fraternity was handled by three men:



The Alpha Chapter of Kappa Kappa Psi at OAMC in March 1950.

William A. Scroggs, Bohumil Makovsky, and A. Frank Martin. Scroggs and Makovsky continued their involvement throughout all the early history of Kappa Kappa Psi. A. Frank Martin left Stillwater and the involvement with the Fraternity after serving as the first Grand President from 1919-1922.

By 1922, there was still little organization to the functioning of the national fraternity. The Grand Council had no definitive goals beyond expansion and organizing in to something other than a loose collection of far flung group of band clubs from Oklahoma, Montana, Oregon, Washington, Mississippi, Colorado, and Pennsylvania.

The next phase of fraternal development was led by Scott Squyres of the Delta chapter who served as second (1922-1923) and third (1923-1926) Grand President Scott Squyres. Squyres was a charter member of the Delta chapter and was an accomplished individual and prominent attorney in Oklahoma City. He

was also a key figure in setting in motion the honorary membership and long-time support of John Philip Sousa. During Squyres' terms as Grand President, he also operated the National Headquarters. The Fraternity was still developing its organizational structure and procedures, and the National Headquarters was not much more than a place to exchange fees for shingles and pins. While serving as Grand President, Squyres began serving in the role of Executive Secretary in 1925. However, his work and involvement in other organizations resulted in slow correspondence with chapters. This issue was compounded by National Headquarters relocating each time Squyres' law office would move.

Another key figure in the development of the early Fraternity was J. Lee Burke from the Eta Chapter. Burke served as Grand President from 1926 to 1927, and his work has had a lasting impact on the Fraternity. An authority on parliamentary procedure and fraternity governance, J. Lee Burke expanded the early constitution into a comprehensive governing document. In recognition of his work, he was later named Parliamentarian for Life. Conflict between Burke and Squyres resulted in one of the earliest bouts of political maneuvering in Fraternity leadership, ultimately shortening Burke's terms as Grand President when Squyres had the National Convention moved up six months earlier than initially scheduled.

Only ten years after the birth of the Fraternity, the United States was wracked by the Great Depression. Already fighting a tough financial situation, the Fraternity was hit hard during this time when no dues were being paid. "The Baton" was forced to cease publication in 1930 due to no money coming in from chapters. During this time, Kappa Kappa Psi saw its first shift in leadership. From 1927-29, Bohumil Makovsky served as Grand President and was succeeded by Oscar Lehrer from the Delta chapter in 1929-1932. These two individuals were the first nationally prominent band directors to serve in the leadership of Kappa Kappa Psi.

Expansion was still the heart of the



The PODIUM

struggling Fraternity's goals during this time. From 1919 thru 1929, 27 new chapters of Kappa Kappa Psi were installed. In the following eight years, only 14 chapters were installed.

Early National Conventions of the Fraternity did not have very high attendance because of various reasons; primarily lack of transportation and money. The first National Convention was held in Stillwater in January 1922 in a building that still stands on the OSU campus today. The 1923, 1926, 1927, 1929, and 1932 National Conventions were all held at the Huckins Hotel in Oklahoma City. The reuse of this venue was largely due to its proximity to Scott Squyres' law office.

At the 1937 National Convention in Denver, Colorado, A. Frank Martin returns to Kappa Kappa Psi at the urging of William A. Scroggs. He was recruited in an effort to remove Scott Squyres from his role as Executive Secretary and John Brady from the Grand Council. A. Frank Martin was elected to serve as the Grand Editor (an additional position that had been held by Squyres), and Herman Ziemer (Delta) was elected Assistant Executive Secretary with an eye toward him taking over for Squyres. Ziemer had also been elected to district office at the convention, and had to resign in order to assume the Executive Secretary duties.

At the 1939 National Convention in Cincinnati, OH, A. Frank Martin was elected National Executive Secretary replaced Herman Ziemer. During this same time, war broke out in Europe and threatened to become a global conflict. During the 1939-40 school year, Kappa Kappa Psi reached a high of 658 members and Francis R. Todd, Grand President (1939-1941) from Upsilon, provided the Fraternity the sound administration and leadership which the times required.

By 1941, the Fraternity was still at only 43 chapters, even though Todd's expansion program of the 1937-39 biennium had brought in a number of new chapters. That year, the National Convention in Corvallis, OR brought a number of significant changes to Kappa Kappa Psi. First was a major revision to



*Prior to his tenure at OAMC, Boh Makovsky led a popular dance band in the Oklahoma City area. Seen here is a photo of his band in 1903.*

the Ritual which had seen little change since 1920. The original First Degree of the Ritual was thought to be out of line and too rough; it was completely replaced with a new version that had been tested over the preceding biennium. The district alignment and structure also received a major revision, and serves as the basis of the geographical system in place today. Major revisions were made to the National Constitution as well, including the establishment of the Board of Trustees. The first trustees were elected at this convention, with Bohumil Makovsky serving at the first board chair. Participation beyond collegiate years was first addressed with Ralph Senders' (Theta) proposal for the establishment of a Life Member program. His proposal was accepted and he is recognized as Life Member # 1. With the United States entering World War II in December, the 1941 National Convention would be the last until the end of the war.

By 1943-44, World War II showed its effects on college band and Fraternity membership. During that year, Kappa Kappa Psi recorded only 59 active members. As enrollment dwindled, many chapters were forced to close, with only five chapters remaining active throughout the entirety of World War II. It is during this period of our history, that a similar movement began amongst college

bandswomen resulting in the establishment of Tau Beta Sigma.

Following the war, a program and a set of procedures had to be developed to reactivate dormant chapters. With the assistance of band directors, national officers, and district governors, the Fraternity began to function again. The 14th Biennial Convention in 1947 marked a return to Oklahoma A&M College in Stillwater. It was at this convention that Kappa Kappa Psi debuted the National Intercollegiate Band, and adopted Tau Beta Sigma as a sister organization.

Piecing together an early history of Kappa Kappa Psi proves to be a very difficult task. Many of the early records have been lost, including much from Scott Squyres' tenure. This is often compounded by differing accounts of the founding depending on when an article was written or an interview conducted. Fortunately for us, J. Lee Burke saw the value in keeping meticulous records, and a large portion of the information housed in the Fraternity's archives comes from his personal collection. Issues of The Baton are also instrumental in piecing together the disparate threads to find a complete narrative. In addition to Fraternal news, The Baton including early convention minutes and chapter reports.

After examining the growth of the early organization, it is also interesting to compare some of the things that have seen significant change from those early years. Today we have six primary individual membership statuses, in the early years, all members were treated as having the same status in the Fraternity. The first District system were likely adopted at the 1929 National Convention and had four districts which appear to have been based more on chapter grouping rather than geographical boundaries. In 1935, the system was revised to eight districts divided into groups of states, then further revised to eleven districts. The current district alignment was created in 1987. As previously mentioned, the First Degree of the Ritual was also completely replaced in 1941. ?







# KAPPA KAPPA PSI HISTORY, PART 2: THE WAR YEARS

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In our last article, we examined the Fraternity's history from its founding through the changes encountered through the outbreak of World War II. As we continue this look at the history of Kappa Kappa Psi, we will next focus in on what we call the War Years, which covers the period of 1939 through the recovery of the Fraternity through 1949. This time period constituted the first great changes in the organization which put it on the path to becoming the Fraternity we recognize today. As opposed to describing events in a linear fashion, this article will present events by subject, as all of these occurred in the same time frame. This article will cover events up to the 1947 National Convention.

### NATIONAL HEADQUARTERS

At the 1939 National Convention in Cincinnati, OH, A. Frank Martin was elected to the post of National Executive Secretary. This position had been established in 1925 to provide a professional office responsible for the day-to-day operation of Kappa Kappa Psi. Martin was the third member to hold this post, after Scott Squyres and Herman Ziemer. From 1925 to 1939, the National Headquarters was located in Oklahoma City, typically in the business office of Scott Squyres. In 1939, it relocated to the home of A. Frank Martin in Stillwater, OK. During the summer of 1940, space was granted to Kappa Kappa Psi on the third floor of the music building at Oklahoma A&M College. Martin maintained an office there, and the Alpha chapter used the space for meetings and Ritual performances. Known as both Headquarters and the Shrine Room, the

room featured a linoleum floor set with the floor design for the Ritual.

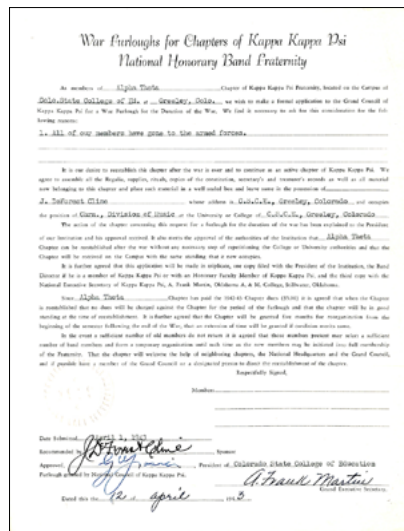
### ORGANIZATIONAL CHANGES

The 1941 National Convention in Corvallis, OR brought a number of sweeping changes to the young Fraternity. First, a complete replacement of the 1st Degree of the Ritual was approved, becoming the first significant change to the Ritual since it was first performed in 1920. The composition of the Fraternity leadership also saw significant change. At this convention, Kappa Kappa Psi approved the creation of, and elected, its first Board of Trustees. Bohumil Makovsky was elected to serve as the first Chairman. The Grand Council was also reorganized; the offices of Grand Secretary and Grand Treasurer were combined into a single office and various official duties were reassigned, including moving expansion oversight from the Grand 2nd Vice President to the Grand 1st Vice-President.

The change in leadership structure and dynamics implied a period of stability and progress to come. However, the events of December 7, 1941 changed collegiate enrollment and had lasting effects on college bands and the Fraternity. With the bombing of Pearl Harbor and the subsequent entry of the United States into World War II, men of all ages rushed to join the armed forces. This caused enrollment declines at colleges and universities across the country that directly affected college band participation, as well as the Fraternity. During the 1939-40 academic year, Kappa Kappa Psi had 658 active members; by the 1943-44 school year, membership had

dwindled to 59 members. Only the Alpha, Alpha Beta, Alpha Iota, and Alpha Omicron chapters remained active throughout the war.

### WAR FURLOUGHS



Alpha Theta War Furlough

As World War II continued and active membership in the Fraternity dwindled, chapters began to find themselves in the situation of not having enough members to operate on their campus. In response, the Grand Council created what was called a War Furlough. Chapters petitioned National Headquarters for a furlough and, if approved, were allowed to





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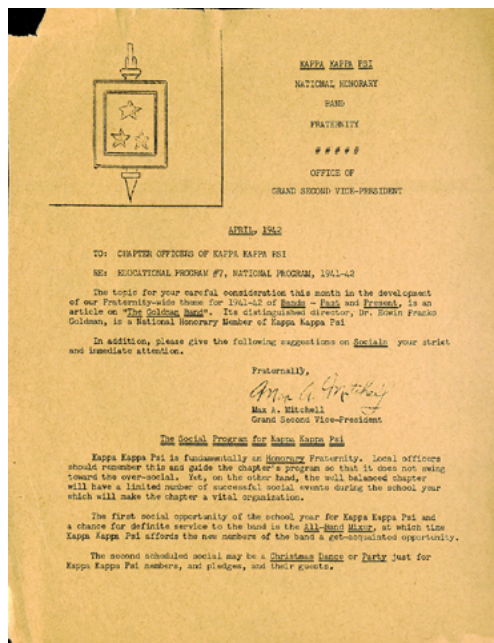
seal their records and deposit all chapter records and materials for safekeeping until such time as enough brothers returned to campus to resume normal operations. The intent of the furlough was to allow chapters to immediately resume operations after the war rather than being considered an inactive chapter. Applications required approval of both the band director (or a faculty member who was a member of the Fraternity) and the president of the chapter's college or university. It is unknown today how many chapters applied for a furlough, as records are incomplete; two that are known to have received a furlough are the Alpha Theta chapter at the University of Northern Colorado and the Alpha Xi chapter at Stetson University.

his election to the reinterpreted office of Grand 2nd Vice President in 1941, Max Mitchell began his tenure on the Grand Council by expanding this policy to become the basis of his "National Program." This program served as our first national membership education program and focused largely on band and fraternity history. Mitchell was also an early advocate for the importance of service as an aspect of fraternal membership and included that in his program. The program was distributed to chapters from 1941-1943, at which time it was deemed unnecessary to continue due to the declining number of chapters and active members caused by the war. Nine issues of Mitchell's program issued between November 1941 and March 1943 are housed in the Fraternity's archive.

Sigma was tense. The auxiliary proposal sent to the still-active chapters of Kappa Kappa Psi in 1943 found approval, but a stipulation made by William A. Scroggs to gain his vote was not met, leading to a reopening of discussion within the Grand Council and eventual referral of the matter to the Board of Trustees, its first major action for the Fraternity. These setbacks, and the eventual decision of the Board to delay the matter until after the conclusion of World War II, caused the women of Tau Beta Sigma to explore incorporation as a separate organization, which ultimately was successful. Texas Tech band director D.O. Wiley suggested to A. Frank Martin that the group incorporate in Oklahoma, which was accepted. The national organization of Tau Beta Sigma was incorporated on March 26, 1946, and was accepted as a sister organization of Kappa Kappa Psi, sharing the National Headquarters, national publication, and other resources, at the 1947 National Convention.

(For more in-depth information regarding the founding of Tau Beta Sigma, you may order a copy of *From a Local Group to a National Sorority: 1939-1947* from [www.tbsigma.org](http://www.tbsigma.org).)

**NATIONAL PROGRAM**



*National Program of Kappa Kappa Psi - April 1942*

In 1939, a policy adopted by the Fraternity stipulated that the organization would study about a different charter member every year. The education under this policy started with William A. Scroggs in 1939 and Boh Makovsky in 1940. With

**TAU BETA SIGMA**

In 1937, the band at Texas Technological College (now Texas Tech University) experienced two major events: the admission of women and the chartering of the Alpha Omicron chapter of Kappa Kappa Psi. Over time, Alpha Omicron's work inspired three of the women in the band to seek a similar opportunity, and during the 1939-40 school year, an organization called Tau Beta Sigma was created. By 1941, Tau Beta Sigma had established its place at Texas Tech and wanted to expand to other schools, which led the group to contact A. Frank Martin to discuss expansion and nationalization, as the

war effort had led to gender integration in many college bands across the country. Eventually, their discussions led to a proposal to establish Tau Beta Sigma nationally as an auxiliary organization of Kappa Kappa Psi.

However, internal discussion within the Grand Council regarding Tau Beta

**RACE IN FRATERNITY MEMBERSHIP**

In Fall 1946, the Nu Chapter at the University of Michigan chose two African-American bandsmen as prospective initiates: L. Allen Pyke and Marshall M. Penn. At that time, the National Constitution restricted membership to men of the Caucasian race, so the Nu chapter submitted a proposal to A. Frank Martin to remove the race restriction, stating that "it is noted by this group that no other national honorary fraternity limits its membership according to race, color, or creed. By restricting membership to the Caucasian race, this fraternity is not in accord with one of the basic principles of democracy." Having just passed through a heated issue that was contested on procedural grounds, Martin brought the issue to the Grand Council, who all agreed that changing the constitution was the right thing to do. However, that meant waiting until the next biennial convention. Martin informed the Nu chapter of these details and encouraged them to submit an amendment to be considered at the next convention. A similar request was





University of Michigan trombones  
(circa 1940s)

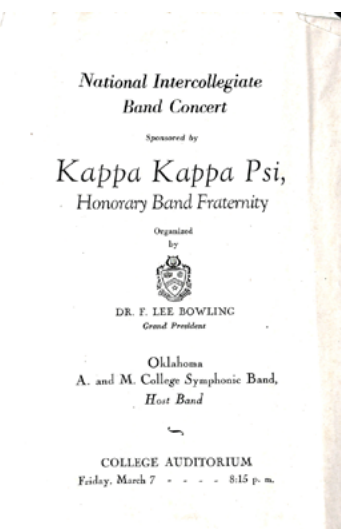
made of the Alpha Theta chapter at the University of Northern Colorado, who had also expressed interest in initiating an African-American member of their band.

By 1947, a third chapter had become involved in the discussion. At the National Convention in March 1947, the Alpha Iota chapter at the University of Colorado submitted a proposal to remove the race restriction based on a directive issued by their campus Ethnic Minorities group and Student Senate. This directive would force honorary fraternities to go inactive on the CU campus if they discriminated due to racial prejudice. The result was a change to the Kappa Kappa Psi National Constitution based on the Alpha Iota proposal that passed on March 8, 1947. On April 24, 1947, the Nu Chapter initiated the first known African-American members of the Fraternity: L. Allen Pyke, Marshall M. Penn, and Penn's younger brother William.

### NATIONAL INTERCOLLEGIATE BAND

Beginning in 1933, colleges and universities in the Rocky Mountain area participated in an intercollegiate band. Each participating college sent representatives to a selected site for rehearsal, and multiple concerts were given around the region, primarily in Colorado. These concerts were sponsored by the Kappa Kappa Psi chapters at the participating institutions. Within the Fraternity, district intercollegiate band concerts were held in the states of Oklahoma and Ohio.

At the 1941 National Convention



1947 NIB Program

at Corvallis, Oregon, Dr. F. Lee Bowling, then the Grand 1st Vice President of the Fraternity, presented a plan to create such a band on the national level. It received the endorsement of the convention, and plans were made to begin the program at the next National Convention. The National Intercollegiate Band (NIB) debuted March 7, 1947, during the National Convention at Oklahoma A&M College. This first NIB featured 126 student musicians from 17 colleges. The concert opened with John Philip Sousa's *Semper Fidelis* and featured

ten different conductors, including Bohumil Makovsky, William A. Scroggs, and Bowling himself.

Though only a short period of the Fraternity's history, the War Years were one of the most significant. The Fraternity barely survived, and did so largely due to the generosity of the Grand Council, who all gave personal funds to keep the organization alive. But during this struggle, the groundwork was laid for a number of important events and changes implemented at the 1947 National Convention which set the Fraternity on the path on which it continues today. One of the most important events at that convention was the decision made by William A. Scroggs to abdicate his advancement to the office of Grand President. As he had presided over the first National Convention in 1922 in the absence of A. Frank Martin, he chose to let "one more brother" have the opportunity to lead. This resulted in Scroggs being honored by the convention as Honorary Grand President and Max Mitchell being elected to serve as Grand President. Mitchell's work with the National Program as Grand 2nd Vice President, his views on the organization and what its purpose should be, and his new platform as Grand President led to significant changes in Kappa Kappa Psi – changes we will discuss in our next article. ☺

*A correction to our previous article on page 30 of the Fall 2019 issue of the Podium. We inadvertently combined the names of two OAMC publications, The Orange and Black and the Redskin. The publication that announced the completion of Fraternity work was the campus newspaper The Orange and Black.*



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