



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## 2024 - 2025 VOLUNTEER GUIDE

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE

A Volunteer Guide for Kappa Sigma Volunteers



Dear Brother,

Congratulations! The Supreme Executive Committee has appointed you as one of our Alumni Volunteers for the Kappa Sigma Fraternity. This is one of the most vital and important roles in the Fraternity. You will serve as an advisor and mentor to our Kappa Sigma undergraduate Brothers and help guide them to the path of a Champion Chapter.

While serving as one of our Alumni Volunteers is a great honor, it is also a great responsibility. However, it is not a responsibility you are expected to tackle alone. The SEC, Commissioners, and Headquarters Campus Staff are here to help you along the way. You will also have the benefit of Volunteer trainings throughout each year.

In addition to the live support previously mentioned, we are pleased to present you with this Volunteer Manual. This manual is a one-stop resource with the key information needed as a Volunteer to help advise your Districts, Chapters and Undergraduates. It also contains QR Codes for additional resources available online.

We have every confidence that with this guidance, you will help your Undergraduates keep Kappa Sigma #1 in the fraternal world and A Brotherhood Like No Other!

Whatever you do, do well, and may success attain your efforts.

A.E.K.Δ.B.

Burton R. Trembly  
Worthy Grand Master

Adam T. Poe  
Worthy Grand Procurator

Isaac E. Lipscomb  
Worthy Grand Master of Ceremonies

Daniel J. Tierney  
Worthy Grand Scribe

Lionel L. de la Houssaye, Jr.  
Worthy Grand Treasurer





# KAPPA SIGMA FRATERNITY TABLE OF CONTENTS

Table of Contents .....	1
Volunteer Priorities .....	2
Champion Quest Minimum Standard Chart.....	3
Area Recruitment Manager Directory .....	4
Code of Conduct .....	5
Internet Standard of Conduct .....	6
How to Report Suspensions, Expulsions, and Resignations .....	7
Executive Committee Manual.....	8
Awards Manual .....	9
Parliamentary Procedure: "Robert's Rules of Order" .....	10
District Grand Master Directory .....	11
Additional Resources .....	12





# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## VOLUNTEER PRIORITIES

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE





## **VOLUNTEER PRIORITIES**

No matter what your role is as a District or Chapter volunteer, if you follow the following priorities, you will help place your Chapters on a Champion path and help keep Kappa Sigma A Brotherhood Like No Other!

### **Make Champion Quest Your #1 Priority.**

- Champion Chapters need full manpower to succeed; many hands make light work!
- The more men we recruit through Champion Quest, the easier it is to achieve success.
- The more men we recruit through Champion Quest, the more we will recruit the future leaders we need to lead our Chapters.
- We want the great, talented men on our campuses who will be future leaders in business, our communities, and our culture to be Kappa Sigmas!

### **Minimize Risk at Your Chapters**

- Make sure your Chapters are familiar with the Kappa Sigma Code of Conduct.
- Make sure you are familiar with Chapter social events to ensure they are planned to minimize risk.
- Utilize HQ and our Legal Commission to help with any questions or needs to plan safe events and minimize risk.

### **Recruit and Mentor Full Volunteer Teams**

- Kappa Sigma works in teams of five to ensure we have enough manpower to accomplish our obligations.
- Make sure you have a full stable of AAAs at each Chapter and ADGMs at the District Level.
- Utilize these teams for constant communication with Chapter Executive Committees and to ensure a volunteer presence at each Chapter meeting; many hands make light work!



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## CHAMPION QUEST MINIMUM STANDARDS

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE





# CHAMPION QUEST MINIMUM STANDARDS

THE MINIMUM STANDARD	
Undergraduate Enrollment	Minimum Standard
500 - 3,300	20
3,301 - 6,400	25
6,401 - 11,000	30
11,001 - 18,000	40
18,000 - 27,300	45
27,301 - 60,000	50



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## AREA RECRUITMENT MANAGER DIRECTORY

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE







## AREA RECRUITMENT MANAGER DIRECTORY



### **Samuel C. Williams**

Area Recruitment Manager, 500 - 3,300  
Tau-Mu, Capital University, '19  
[samuel.williams@hq.kappasigma.org](mailto:samuel.williams@hq.kappasigma.org)



### **Andrew Barker**

Area Recruitment Manager, 3301 - 6,400  
Theta-Psi, Oklahoma City University, '21  
[andrew.barker@hq.kappasigma.org](mailto:andrew.barker@hq.kappasigma.org)



### **Calvin J. Grace**

Area Recruitment Manager, 6,401 - 11,000  
Theta-Zeta, Eastern New Mexico University, '20  
[calvin.grace@hq.kappasigma.org](mailto:calvin.grace@hq.kappasigma.org)



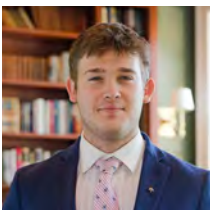
### **Jesse "Trey" J. Campell**

Area Recruitment Manager, 11,001 - 18,000  
Sigma-Xi, West Florida, '20  
[trey.campell@hq.kappasigma.org](mailto:trey.campell@hq.kappasigma.org)



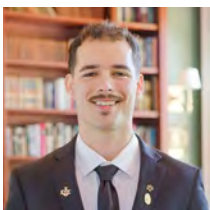
### **Ian Ussery**

Area Recruitment Manager, 18,001 - 27,300  
Delta-Xi, University of Mississippi, '20  
[ian.ussery@hq.kappasigma.org](mailto:ian.ussery@hq.kappasigma.org)



### **Greyson T. Opp**

Area Recruitment Manager, 27,301 - 60,000  
Gamma-Psi, Oklahoma State University, '20  
[greyson.opp@hq.kappasigma.org](mailto:greyson.opp@hq.kappasigma.org)



### **Jared M. Daniels**

Area Recruitment Manager, New Chapters/Colonies  
Rho-Nu, The University of Texas at Tyler, '23  
[jared.daniels@hq.kappasigma.org](mailto:jared.daniels@hq.kappasigma.org)



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## CODE OF CONDUCT

KAPPA SIGMA FRATERNITY CODE OF CONDUCT



*Membership in Kappa Sigma is a privilege. Each member, pledge or initiate, undergraduate and alumnus, is bound by this Code of Conduct.*

*Each member of Kappa Sigma Fraternity is responsible for seeing that he: acts as a gentleman, setting an example of moral behavior; conducts himself as a good student, good neighbor, and good citizen; and obeys the laws, rules and regulations of his country, state or province, city and county, and college or university.*

## **I. HAZING.**

*Hazing is contrary to the principles and teachings of Kappa Sigma Fraternity and against the law in all jurisdictions in which Kappa Sigma has chapters.*

### **A. Definition.**

**1.** Hazing is any action, behavior or situation created by any Kappa Sigma chapter or by any member undergraduate, or alumnus - to produce or result in mental or physical discomfort, embarrassment, harassment or ridicule as a prerequisite to or as a requirement for membership or initiation in the Fraternity, or which is otherwise prohibited by federal, state, provincial, local or host institution policies, rules, regulations, statutes or ordinances.

**2.** Prohibited actions, behaviors and situations constituting hazing include, without limitation, the following in any form or of any kind:

- a.** paddling, branding, or physical abuse in any form;
- b.** calisthenics or other exercises; **c.** creation of fatigue including sleep deprivation;
- d.** physical or psychological shocks;
- e.** kidnapping;
- f.** scavenger hunts;
- g.** personal servitude, including required driving, errands, cleaning, event setup and takedown, or any other activity required of a pledge but not an initiated member,
- h.** verbal abuse; **i.** required uniforms or costumes;
- j.** degrading, humiliating or harassing games and activities;
- k.** lineups;
- l.** "Hell Week" or any other pre-initiation or intensive or condensed programming prior to, following, or in connection with any Kappa Sigma ceremony;
- m.** the use of pledge requirements such as signatures or interviews as a means of harassment;
- n.** activities a prerequisite to or as a requirement for membership or initiation in the Fraternity which exposes any initiate(s) or pledge(s) to any type of physical danger regardless of degree;
- o.** activities involving the required consumption of any beverage or food;





- p.** chapters performing programming or activities not included in their documented Pledge Education, Membership Development or Brothers In Action Programs shall be in violation of these Standards. This includes variances from any program submitted in the Chapter's biannual report, unless those variances are approved by the District Grand Master.
- q.** activities which would disrupt public order or tend to bring the Fraternity into disrepute in the local community; and,
- r.** other activities not consistent with Kappa Sigma Fraternity principles, or otherwise not in accordance with federal, state, provincial or local laws, ordinances or the regulations or policies of the host college or university.

## **II. ALCOHOL & CONTROLLED SUBSTANCES**

*Each member of the Fraternity is responsible for seeing that he abides by the letter and spirit of applicable laws governing use and possession of alcohol and controlled substances. Where local laws may permit certain conduct, but federal, provincial or state laws prohibit that conduct, the applicable federal, provincial or state law shall govern individual conduct.*

*In addition to abiding by applicable federal, provincial, state, and local laws governing or regulating the use, possession and distribution of alcohol and controlled substances, and complying with the rules, regulations, policies and standards set by its host institution, the following standards apply:*

### **A. Additional Standards Pertaining to Alcohol & Controlled Substances.**

- 1.** Chapters shall take reasonable steps to prevent the unlawful use, possession, or consumption of alcohol or controlled substances, including underage consumption of alcohol, by any person, member or non-member, undergraduate or alumnus, at any chapter house, lodge, or similar facility or location occupied by or used for or on behalf of the chapter for any of its activities.
- 2.** No chapter of the Fraternity is authorized to apply for or hold any license for the sale, distribution, pouring or dispensing of alcoholic beverages or other controlled substances.
- 3.** No member shall use or possess any controlled substance or any paraphernalia for the consumption, delivery or administration of any controlled substance in any form at any Kappa Sigma function or at any facility occupied or used by a Kappa Sigma chapter. A member having a valid prescription is not in violation of this Standard.
- 4.** Members using recreational or medicinal marijuana in jurisdictions where such use is legal shall not be in violation of these Standards providing such use does not occur before, during, or after a chapter event, at a chapter house or anywhere that the chapter members gather.



- 5.** No chapter funds may be used to purchase alcohol directly or indirectly. "Passing the hat," taking up a collection, charging admission or accepting donations to purchase alcohol is a violation of these Standards.
- 6.** No member may possess hard liquor, defined as distilled beverages exceeding 30% alcohol by volume, at a Social Event (as defined by the Code of Conduct), or at a chapter house or anywhere that the chapter members gather, with exception of hard liquor purchased by a member at a Social Event hosted at a third party venue (e.g. a bar, restaurant, hotel, or similar), which venue is fully licensed and insured for the distribution of hard liquor.
- 7.** No member may possess kegs or oversized containers of alcohol.
- 8.** No alcohol may be present at any activity, function or event when rushees or prospective members are present. All rush and recruitment events shall be alcohol-free.
- 9.** No alcohol may be present at any activity, function or event when rushees or prospective members are present. All rush and recruitment events shall be alcohol-free.
- 10.** No alcohol may be present preceding, at, or following any activity that is part of the Pledge Education Program, including initiations, bid day functions and big brother/little brother events.
- 11.** A chapter may not fundraise with, or profit from, the sale of alcohol. A Chapter or a number of its members may receive compensation for working at an event, unassociated with the Chapter, at which alcohol is present, to support Chapter operations or raise funds for a bona fide charitable organization (e.g., working concession stands at a sporting event or concert venue). A Chapter may participate in such activity only upon the prior authorization by that Chapter's District Grand Master or the Supreme Executive Committee.

## **B. Additional Standards Pertaining to Social Events**

- 1.** A Social Event is a party or any other gathering approved, sponsored, hosted, or arranged by a chapter or its members, in the name of the chapter, or perceived to be in the name of the chapter, where alcohol is present.
- 2.** No chapter is authorized to sell tickets, sell cups, collect cover charges, charge admission, vend alcohol from machines, or engage in any other activity that is, or creates the impression that the chapter is, selling alcohol or permitting access to alcohol in a manner inconsistent with these Standards.
- 3.** Chapters shall take reasonable steps to prevent the unlawful consumption of alcohol at Social Events.
- 4.** "Open parties" are a violation of these Standards.



5. The number of guests (including dates) at any Social Event shall not exceed two guests for each member in attendance. Alumni, spouses and parents invited by the Chapter are not counted as guests for purposes of this Standard.

6. A Social Event consisting of a mixer or exchange with a maximum of three additional national men's or women's fraternity or sorority chapter may occur without regard for the limitation of Standard II.B.5 of these Standards when attendance is limited to members and pledges of all chapters and hosted at a third party venue, licensed and insured for the distribution of alcohol.

### **III. LITTLE SISTERS AND AUXILIARY ORGANIZATIONS**

*The Kappa Sigma Fraternity does not recognize or approve the existence of "Little Sister/Starduster" or similar chapter programs or organizations, or approve chapter affiliation with like auxiliary organizations not authorized in writing by the Supreme Executive Committee.*

*No organization, unless authorized in writing by the Supreme Executive Committee or as otherwise permitted by the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, shall use the words, letters, logos or symbols of Kappa Sigma, or otherwise represent affiliation with the Fraternity.*

### **IV. INTERNET USE**

*Internet Use, through media including, among others, email, websites, and social networking or discussion groups, is a valuable tool for education and communication. All members of the Kappa Sigma Fraternity are responsible for using these media in an appropriate and lawful manner.*

#### **A. Definition.**

Internet Use includes any communications on the internet (as generally defined and understood from time-to-time by the general public), whether through establishment or maintenance of a website, discussion board, social networking group, page, or site, or chat room or the submission of any data, whether in graphic, video, audio or written form to any site on the internet, or the linking to any site on the internet that contains such data.

#### **B. Standards of Conduct.**

1. No chapter or member shall host, sponsor, post, or link to any inappropriate content on the internet. This includes any explicit or implicit reference to or promotion of illegal alcohol use or alcohol abuse, the unlawful use of controlled substances, possession of drug paraphernalia, Hazing or any other illegal behavior.





2. Each chapter or member shall delete inappropriate content upon demand by the Kappa Sigma Fraternity or its authorized representatives, including the chapter in which any undergraduate member is initiated or affiliated.

## **V. ASSAULT AND HARASSMENT**

*No chapter or member shall permit or participate in any form of sexist or sexually abusive behavior, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location, which are demeaning, including but not limited to verbal harassment and sexual assault, by individuals or members acting together.*

## **VI. RESPECT FOR FLAG**

*No Chapter or Member shall desecrate, burn, or destroy in any form or fashion outside of proper etiquette for disposal the Kappa Sigma Fraternity flag, or any national flag representing a nation in which a Kappa Sigma Chapter exists.*

## **VII. ENFORCEMENT**

### **A. Reporting Procedure**

1. Any member of the Fraternity who receives information regarding a potential violation of the Code of Conduct must immediately report the alleged activity and all available information to the chapter's Alumnus Advisor and District Grand Master or the Supreme Executive Committee or Executive Director;
2. If the allegations warrant, the member disclosing the violation, Alumnus Advisor and District Grand Master (or officer of the General Fraternity designated by the Supreme Executive Committee) must ensure charges are proffered against the offending chapter and member(s) in accordance with these Standards, the Code of Conduct generally, and the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.
3. During any investigation of alleged chapter violations of the Code of Conduct, all chapter activities shall cease until the investigation is complete, the results reported to the SEC, and the Chapter authorized by the Supreme Executive Committee, or their designee, to resume such activities.

### **B. Violations**

*Any member or chapter found to have violated any standard in the Code of Conduct may be subject to penalties.*

1. Any chapter Executive Committee member actively or passively involved in or having knowledge of any violation



of these Standards, shall be in violation of the Code of Conduct generally and shall cause the chapter to be in violation of the Code of Conduct and to be subject to the same penalties as a chapter found in violation of the Code of Conduct.

**2.** Any member who interferes or fails to cooperate in any manner with any investigation of possible violations of the

Code of Conduct or advocates or encourages the non-compliance or interference with any such investigation shall be deemed in violation of the Code of Conduct.

**3.** Any member witnessing or having knowledge of violations or potential violations of the Code of Conduct who does not report said violations to an Alumnus Advisor or District Grand Master of the chapter or to the Supreme Executive Committee or Executive Director shall be in violation of the Code of Conduct and shall be subject to the same penalties as those members actively involved in the violation of the Code of Conduct.

**4.** Any chapter found not upholding any individual penalty or other sanction imposed on any member or members for violation of the Code of Conduct shall be in violation of the Code of Conduct.

### **C. Penalties**

**1.** Chapter. Upon violation of the Code of Conduct deemed by the Supreme Executive Committee, or their designees appointed for inquiry, to be chapter-wide, sponsored or tolerated by the chapter or its membership, such chapter and its members may be subject to one or more penalties deemed appropriate by the Supreme Executive Committee, in accordance with the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.

**2.** Individual. Any individual member participating in any activity in violation of the Code of Conduct may be subject to immediate suspension by the Worthy Grand Procurator as authorized by the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, and subject to charges for discipline, suspension, or expulsion in accordance with Constitution, By-Laws and Rules of Kappa Sigma Fraternity.

**3.** Other Penalties. The Kappa Sigma Fraternity may seek civil or criminal actions against members violating the Code of Conduct.



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## INTERNET STANDARD CODE OF CONDUCT

KAPPA SIGMA FRATERNITY INTERNET STANDARD CODE OF CONDUCT





## **INTERNET USE**

Internet Use, through media including, among others, email, websites, and social networking or discussion groups, is a valuable tool for education and communication. All members of the Kappa Sigma Fraternity are responsible using these media in an appropriate and lawful manner. Each member of the Fraternity is responsible for seeing that he abides by the letter and spirit of applicable laws governing Internet Use. A member's conduct on the internet is subject generally to the Code of Conduct and must be consistent with this Standard and other applicable Standards.

### **Definition of "Internet Use"**

Any communications on the internet (as generally defined and understood from time-to-time by the general public), whether through establishment or maintenance of a website, discussion board, social networking group, page, or site, or chat room or the submission of any data, whether in graphic, video, audio, or written form to any site on the internet, or the linking to any site on the internet that contains such data.

### **Standards of Conduct**

Every Chapter of Kappa Sigma Fraternity is responsible for the Internet Use of its Undergraduate members and is expected to enforce these Standards in accordance with the applicable provisions of the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, including, the Code of Conduct. Each member of the Fraternity is expected to comply with these standards with respect to his personal Internet Use which may tend to indicate or demonstrate his membership in Kappa Sigma Fraternity.

**1.** No Chapter or member shall engage in or permit Internet Use in any manner, form, or content that is inconsistent with the standards and values of Kappa Sigma Fraternity.

**A.** Any explicit or implicit reference to or promotion of illegal alcohol use or alcohol abuse, the unlawful use of controlled substances, possession of drug paraphernalia, Hazing or any other illegal behavior; and.

**B.** Discussion or disclosure of any part or parts of the Ritual of Kappa Sigma or any of the Secret Work of the Order, except for permissible forms of public use of certain phrases, the meaning of which are known to only to True and Lawful Kappa Sigmas and cannot be discerned from the context of such use, (e.g., permissible forms include the use of "A.E.K.Δ.B." Or "Semper" as a closing salutation in correspondence, or other similar uses).

**C.** Content otherwise inconsistent with the policies, guidelines, and procedures, of Kappa Sigma Fraternity as the Supreme Executive Committee may determine from time-to-time at its discretion.

**D.** These examples are not intended to be an exhaustive list of all inappropriate content.



# KAPPA SIGMA FRATERNITY INTERNET STANDARD CODE OF CONDUCT

---

- 2.** No Chapter or member shall host, sponsor, post, or link to any inappropriate content on the internet.
- 3.** Each Chapter or member shall delete inappropriate content upon demand by the Kappa Sigma Fraternity or its authorized representatives, including the Chapter in which any Undergraduate member is initiated or affiliated.
- 4.** No Chapter or member shall engage in or permit Internet Use in any manner, form, or content contrary to any school regulation or rule. Each Chapter and member shall comply with the rules, regulations, policies and standards regarding Internet Use set by its host institution.
- 5.** No Chapter or member shall register any domain name that contains any Insignias as defined by Rule 5.2 of the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.
  - A.** Any Chapter or member having registered any domain name using any of the Insignias of the Fraternity as of the date these standards of conduct are adopted by the Supreme Executive Committee, makes such use of such Insignias pursuant to a nonexclusive license to use such Insignias consistent with Rule 5.2. Such license shall continue until earlier of the (1) date two (2) years following initial adoption of the Standard of Conduct concerning Internet use; or (2) assignment of such domain name to Kappa Sigma Fraternity otherwise in accordance with these Standards.
  - B.** Upon any written request of Kappa Sigma Fraternity, any Chapter or member having registered any domain name containing any Insignias of the Fraternity shall assign such domain name to the Fraternity at no cost to the Fraternity and shall not content or oppose any effort by the Fraternity to recover any such domain name through applicable regulations and procedures following expiration or termination of any license contemplated by these Standards or the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.
- 6.** No Chapter or member shall create a networking or social group on the internet using the name "Kappa Sigma" or any of the Insignias of the Fraternity without written authorization of the Kappa Sigma Fraternity.
  - A.** Where a Chapter or member creates or maintains a networking or social group on the internet, if said group identifies itself with Kappa Sigma Fraternity or a Chapter of Kappa Sigma Fraternity, membership in the group shall be limited only to members of Kappa Sigma Fraternity, unless specifically authorized otherwise by the Fraternity.
  - B.** Any group created or otherwise existing in violation of this Standard shall be disbanded and/or ownership, control and administration of such group shall be assigned to an authorized representative of Kappa Sigma Fraternity immediately upon demand.



**7.** Each Chapter or member joining or participating in any social networking group, discussion board or similar website, web page or other outlet on the internet that uses “Kappa Sigma” in its name, displays any other Insignias, or purports to present a forum for discussion of matters concerning Kappa Sigma Fraternity or its Chapters, shall be responsible for content posted to such group or site by its members or which is posted by such member. All such content shall be consistent with these standards of content.

### **SOCIAL MEDIA COMMENT POLICY**

**KAPPA SIGMA RESERVES THE RIGHT TO DELETE OR HIDE ANY COMMENTS OR REPLIES THAT CONTAIN THE FOLLOWING.**

The objectives of the Kappa Sigma Fraternity’s social media accounts are to promote events, initiatives, and actions of the general Fraternity, Chapters, and members for the purposes of education and entertainment.

- 1.** Comments that do not pertain to the subject of the post.
- 2.** Advertisements of any kind.
- 3.** Profane language, obscene, pornographic, or other offensive/illegal materials or links.
- 4.** Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard of public assistance, national origin, physical or mental disability, or sexual orientation.
- 5.** Explicit or implied sexual content.
- 6.** Conduct implying, promoting, or encouraging illegal activity.
- 7.** Comments that do not pertain to the subject of the post.
- 8.** Advertisements of any kind.
- 9.** Profane language, obscene, pornographic, or other offensive/illegal materials or links.
- 10.** Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard of public assistance, national origin, physical or mental disability, or sexual orientation.
- 11.** Explicit or implied sexual content.
- 12.** Conduct implying, promoting, or encouraging illegal activity.

These policies are applicable to any and all members of the Kappa Sigma Fraternity and to all that choose to follow or comment on any or all of the Fraternity’s social media accounts.



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## REPORTING GUIDELINES

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE

HOW TO REPORT SUSPENSIONS, EXPULSIONS, AND RESIGNATIONS.





## RESIGNATIONS

1. The individual wishing to resign must submit to the undergraduate Chapter a written resignation.
2. The written resignation is read at an open Chapter meeting and tabled until the following meeting.
3. At the next meeting, the Grand Treasurer shall report whether or not the individual wishing to resign is in good financial standing with the Chapter. At that time, the undergraduate Chapter may accept the resignation by a majority vote of the Chapter.
4. The Grand Scribe of the Chapter **MUST** submit to Kappa Sigma Headquarters
  - A. a copy of the minutes of the meeting in which the resignation was initially submitted.
  - B. a copy of the minutes of the meeting in which the resignation was accepted (which should outline the vote which was taken).
  - C. a letter from the Grand Treasurer indicating that the individual is in good financial standing with the Chapter and
  - D. a Copy of the written resignation.

## EXPULSIONS & SUSPENSIONS

1. The accused must be charged in writing (signed by one or more members of the Chapter) and the charge should be submitted to the Chapter at a regular meeting. These charges should be read aloud at the meeting and written clearly into the minutes of the Chapter meeting.
2. The charges must lay-over until the next regular meeting after the one which the charges were filed. The accused should be notified at the date and time of the meeting at which the trial will take place. A copy of the written charges should be given to the accused so he may prepare his defense.
3. Three-fourths (75%) of the undergraduate members of the Chapter shall constitute a quorum for purposes of such trial.
4. During the New Business portion of the meeting, the charges should once again be read to the entire Chapter so that all members can be informed of the exact reason for which the individual Brother is being tried. Each party should have ample time to present his cause and the accused shall be entitled to make any defense that he chooses to produce testimony both oral and written in his behalf.



**5.** To expel the accused member shall require a four-fifths (80%) vote, calculated upon the number of undergraduate members present when the vote is taken exclusive of the accused. To suspend the accused member for a definite period of time, shall require a majority vote, calculated in the same manner. This vote should be clearly represented in the minutes of the Chapter meeting.

**EACH OF THE FOLLOWING MATERIALS MUST THEN BE SENT TO HEADQUARTERS FOR PROCESSING:**

- a copy of the written charges (copy of actual letter(s) sent to the Brother)
- a copy of the minutes of the meeting at which the charges were initially read
- a copy of the minutes at which the trial took place
- any additional backup material



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## EXECUTIVE COMMITTEE MANUAL

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE



# A LETTER FROM BROTHERS IN ACTION COMMITTEE

Dear Brother,

Congratulations! Your Chapter has elected you to a position on its Executive Committee. This is one of the highest honors that a Chapter can bestow on a Kappa Sigma. You are now following in a long line of leaders. Men who have served as you are about to have gone on to many great things - Presidents of Fortune 500 companies, world-renowned philanthropists, great military leaders, giants in medicine and science, and members of the U.S. Congress.

Without exception, they will each tell you that their experience as a Kappa Sigma and an Executive Committee Officer paved the way for their future success.

While serving on the Executive Committee is a great honor, it is also a great responsibility. For the next year, you and your fellow officers have been entrusted with the stewardship of the Chapter. In many cases, the Chapter will succeed or fail based on the actions and decisions of the Executive Committee. We have great faith in your abilities, and know that you will lead your Chapter to greatness.

This manual will guide in your role, and will help you along the way. It is not a "cure-all" of the many of challenges that you will face - rather it is a roadmap that will help you navigate many of them.

Whatever you do, do well, and may success attend your efforts.

A.E.K.Δ.B.

Brothers in Action Committee

"The skills you learn while serving as Grand Master are very similar to what running a business is all about. You are dealing with alumni who are like stockholders, the Brothers in the Chapter house who are similar to employees or investors, and with parents and the university president, you have public relations situations. You have a budget, you have sales, and you have marketing. These are all the different things that it takes for you to start your own business or to be an entrepreneur."



**Todd R. Wagner (Beta-Theta, Indiana University, '80)**

**2003 KAPPA SIGMA MAN OF THE YEAR**





Eligibility of Officers .....	33
Officer Transition and Training .....	36
Kappa Sigma Organization Chart .....	40
Running An Effective Meeting .....	41
Grand Master .....	44
Grand Procurator .....	48
Grand Master of Ceremonies .....	52
Grand Scribe .....	55
Grand Treasurer .....	61
Code of Conduct .....	66
Appendix .....	73
Leadership .....	75
Parliamentary Procedure: "Robert's Rules of Order" .....	77
Fraternity Terms and Services .....	79
Public Relations .....	82
Alumni Relations .....	99
Addendum .....	109
Reporting Deadlines and Due Dates .....	110
Financial Suspension Policy .....	112
Awards Listing .....	114
Branding Identity .....	116
Resources for Help .....	118



**Article V, Section 4, Sub-Section 1 of the By-Laws:**

“Eligibility of Officers: No member shall be elected as an officer, nor continue as such, unless he is a member in good standing. The election of all officers shall be at such time as will facilitate the orderly transition of responsibilities from their predecessors”

**Article V, Section 3, of the Constitution:**

“Members in Good Standing: All regular initiated members of this Fraternity shall be members in good standing, except:

- A.** Any Member who has been expelled.
- B.** Any Member who has been suspended and not reinstated.
- C.** Any Member who owes any sum of money to this Fraternity or any Undergraduate Chapter, more than thirty (30) days past due.
- D.** Any Member who is considered not in good standing under any provisions of the Constitution, By-Laws, Rules and Enactments of the Grand Conclave of this Fraternity.
- E.** Any Undergraduate member who is considered not in good standing under any provisions of the By-Laws or other Enactments of his Chapter.

*Only members in good standing shall be entitled to attend chapter meetings, Grand Conclaves, and other business meetings and social affairs conducted in the name of Kappa Sigma. Every member in good standing shall enjoy perpetual membership in this Fraternity, including the continuing right to attend meetings of the chapter by which he was initiated and vote on all questions, except that only undergraduate members shall be eligible to vote on the election of candidates for initiation or pledging, the suspension or expulsion of an undergraduate member, the election of officers, and assessments applicable to undergraduate members.”*

**Article IV, Section 7, of the Constitution:**

“Chapter Officers: Each chapter shall elect a Grand Master, Grand Procurator, Grand Master of Ceremonies, Grand Scribe, Grand Treasurer, who shall constitute the chapter Executive Committee. They shall respectively have such powers and perform such duties as may be provided in the By-Laws and Rules.

*Each chapter shall also elect two Guards, and they shall have such powers and duties as may be provided in the By-Laws and Rules. Each Chapter may also elect one or more Assistant Grand Scribes and one or more Assistant Grand Treasurers, and they shall have such powers and perform such duties as may be provided in the By-Laws and Rules.”*



---

**Article V, Section 2, Sub-Section 2 of the By-Laws:**

*"Secret Ballots: All voting for chapter officers and upon candidates for membership in the chapter shall be by secret ballot."*



# OFFICER TRANSITION AND TRAINING

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



**Who Should Be Involved in an Officer Transition?**

- District Grand Master
- Alumnus Advisor and Assistants
- Newly elected Executive Officers
- Past Executive Officers
- Key Committee Chairmen

**What Type of Documents Should Be Reviewed Prior?**

- Constitution, By-Laws and Rules of Kappa Sigma Fraternity
- Code of Conduct
- Fraternity, University Policies and the "Laws of the Land"
- Kappa Sigma Executive Committee Manual

**When Should The Transition Be Held?**

After elections and ideally before the new Officers are installed.

**When Should The Transition Be Held?**

It should be in an environment that is both comfortable and conducive to the needs of the entire group. This will help in promoting a creative atmosphere. Go to a place where you will be free from disturbances or distractions.

**How Long Should This Officer Transition Retreat Last?**

A transition can be ongoing if the old officers are around to answer questions. However, for the length of time in the meeting, the Brothers should plan on spending an entire day.

**What Should Be Accomplished?**

- Reviewing the duties and responsibilities of the individual officers and the Executive Committee as a whole.
- Reviewing the past term (goals, problems, accomplishments, etc.
- Setting goals and a calendar for the next term and reviewing/updating long-term Chapter goals.
- Making sure the new officers have name, addresses and phone numbers of key people.
  - District Grand Master
  - Alumnus Advisor
  - Assistant Alumnus Advisor



# KAPPA SIGMA FRATERNITY OFFICER TRANSITION AND TRAINING

- Fellow Executive Committee Officers
- Greek Advisor and Faculty Advisor
- House Corporation Officers
- Alumni Chapter Officers
- Headquarters' Staff

## NOTES:

---

---

---

---

---

---

---

---

---

---

## SPECIFIC AREAS TO COVER

**MAJOR INITIATIVES:** A Greater Cause, Brothers in Action and Champion Quest.

- |                                   |                              |
|-----------------------------------|------------------------------|
| • Big Brother Program             | • Ritual                     |
| • Chapter By-Laws                 | • Parliamentary Procedure    |
| • Code of Conduct                 | • Scholarship Program        |
| • Committees                      | • Risk Management            |
| • Constitution, By-Laws and Rules | • Chapter Calendar of Events |
| • Finances                        | • Awards Manual              |
| • Recruitment Planning            |                              |
| • Reporting to Headquarters       |                              |



**BROTHERS  
IN ACTION**



Arrival at destination.....	9:00 a.m.
Overview of what each hopes to accomplish .....	9:00 a.m. - 9:30 a.m.
Individual Officers (old and new) breakout sessions .....	9:30 a.m. - 11:30 a.m.
Lunch.....	11:30 a.m. - 12:30 p.m.
Old/New EC and Alumnus Advisor as a group (New GM Facilitating) .....	12:30 p.m. - 3:00 p.m.
Break (new Committee Chairmen arrive) .....	3:00 p.m. - 3:30 p.m.
Discuss expectations of committee chairmen (meetings, reports, delegation) .....	3:30 p.m. - 5:00 p.m.
Fellowship dinner with Advisors (DGM has budget allowance for this meal) .....	5:00 p.m.

**Agenda** (12: 30 p.m. - 3:00 p.m.)

- Discuss past term
- Duties and Responsibilities as an Executive Committee
- Goals for ensuing term
- To do Calendar
  - Community Service      ◦ Social
  - Founders’ Day            ◦ Pledge and Initiation Dates
  - Fundraising              ◦ Homecoming
  - Recruitment             ◦ Additional Items
- Committees

## NETWORKING

**NETWORKING** with Greek & Faculty Advisor

- Grand Master and/or all EC Officers meet with campus advisor to introduce new chapter officers
- Grand Master should visit campus advisor at-least once per month.

## ITEMS YOU NEED

**ITEMS** needed for Transition Retreat

- Calendar (Large Wall Calendar Preferred)
- Chapter By-Laws
- Constitution, By-Laws and Rules of Kappa Sigma
- Copies of Code of Conduct
- Flipchart and Markers
- Planners, Notepads, Pens



# ORGANIZATIONAL CHART

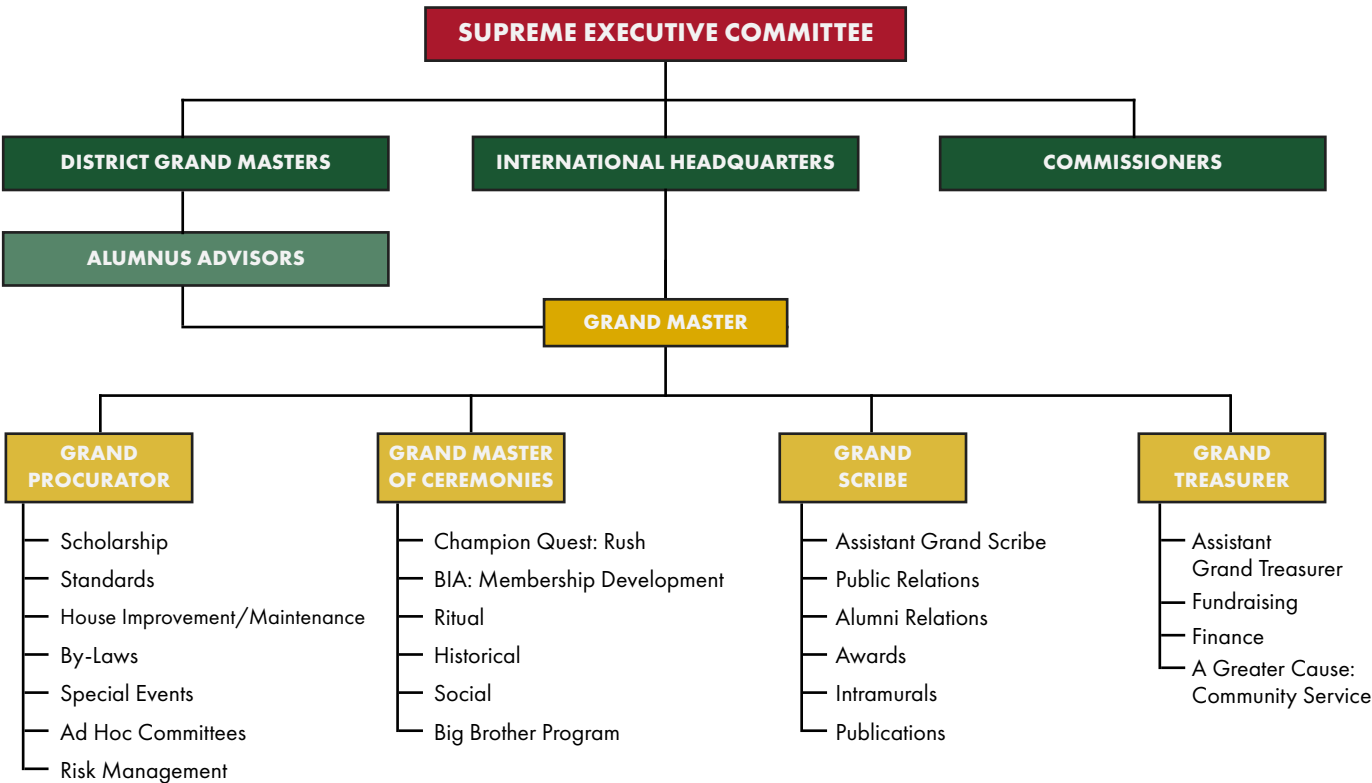
---

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS

LEADERSHIP





*This is an example of how a typical Chapter organizational structure might look.*



# RUNNING AN EFFECTIVE MEETING

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL



*"Notice of Meetings: Notice of regular and special meetings of the chapter shall be given as required by the By-Laws of the chapter."*

### **Rule 2.8, Sub-Section 2.8.3. of the Rules**

"Chapter Meetings: All undergraduate chapter meetings should be opened, conducted and closed in Due Form as exemplified by the Ritual of Kappa Sigma. This shall not be construed to prohibit occasional or special meetings in which the Chapter may elect to have without the Ritual ceremony in order to accommodate pledges or other non-initiates with whom the chapter may desire to meet."

### **Recommendations for Running an Effective Meeting**

- Plan and post an agenda of topics to be considered at the meeting. This means holding an Executive Committee meeting at least a day prior to the Chapter meeting. Allow issues to be discussed among the Executive Committee before the chapter meeting. The EC should be in accord with their decisions and display that unity to the Chapter.
- Circulate the agenda and committee reports at-least 24 hours before the meeting.
- Make sure the meeting room is clean, comfortable, and large enough to accommodate everyone.
- Know parliamentary procedures; "Robert's Rules of Order".
- Start the meeting on time.
- Make sure only one Brother is speaking at a time. The Grand Master should recognize the person with permission to speak in the meeting.
- Do not spend too much time on any one topic. If neccessary, refer to a committee or recommend a motion.
- Make sure you speak to the entire group and not just an individual.
- Have a plan of action and policy for discipline when dealing with disruptive Brothers.
- Allow everyone a chance to participate.
- Minutes should be taken at every meeting, and the minutes of the previous meeting should be read at the next ..... meeting or posted online in the chapter files on KappaSig.Net.
- Know the Constitution, By-Laws, and Rules of Kappa Sigma, and the Chapter By-Laws. Always have a copy ..... accessible.
- At least once a month, have "Good of the Order" so everyone has a chance to speak at the end of the meeting.
- Always end the meeting on a positive note.



# KAPPA SIGMA FRATERNITY RUNNING AN EFFECTIVE MEETING

- Chapter meetings should be no longer than 1 hour excluding ritual ceremonies. If more time is needed for an item of business, refer it to a committee or table the matter until next meeting.
- Listen to what everyone is saying.

## Chapter Meetings

(Every Week)

- Opening Ceremony
- Roll Call
- Minutes of Preceding Meeting
- Officer Reports
- Committee Reports
- Reading of Communications
- Unfinished Business
- Installation of Officers \*
- New Business
- Committee Appointments
- Special Program
- Ceremony of Balloting \*
- Ceremony of Affiliation \*
- Ceremony of Pledging
- Ceremony of Initiation
- Explanatory Lecture \*
- Good of the Order
- Closing Ceremony

## EC Meetings

(Every Week)

- Call to Order
- Approval of Agenda
- Officer Reports
- Committee Chairmen Reports
- Review of Membership
- Pledges
- Recruitment
- Delinquent Accounts
- Attitude Report
- Review of Progress
- Old Business
- New Business
- Grand Master's Comments
- Approve Agenda for Next Meeting
- Good of the Order
- Adjournment

## Committee Meetings

(Every Week)

- Call to Order
- Explanation of Committee Purpose
- Review of Progress
- Identifying Needs
- Creative Time
- Appointments
- Deadlines
- Prepare Progress Report to Chapter (weekly)
- Good of the Order
- Adjournment

# COMMITTEES

\* = Where applicable

- Create Ad Hoc Committees when needed.
- When an Ad Hoc Committee has reached its goal, dissolve it.
- Have each pledge serve on a committee of his choice.
- Set written goals and objectives.
- Set long and short term deadlines. Short term goals should be no longer than one month.
- Make sure committees meet weekly.
- The GP is the administrator of the committee system. Delegate whenever possible.
- Teach the committee chairman to delegate authority to the committee members.
- Keep good committee notebooks.
- Recognize good work done in committees at Chapter meetings.





# GRAND MASTER

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



# INTRODUCTION

The Grand Master faces a variety of responsibilities and challenges, which can roughly be broken down into two categories: leadership and administration. He is the Chief Executive Officer of his chapter. Inasmuch as the GM represents the chapter in all aspects, both internally and externally, he is usually regarded as the most informed and responsible member of the chapter. With this office comes the responsibility for making sure chapter members are aware of all Kappa Sigma and university policies and rules, as well as all applicable federal, state, and local laws. It is ultimately his responsibility to see that all goes well.

In addition to being responsible for the internal management of the chapter, the Grand Master is to be a role model for all members and pledges, as well as a liaison to the chapter alumni, International Headquarters, university officials, parents, neighbors, and other fraternities and sororities. The initiative he displays and his leadership of the chapter should set a good example. In doing this, the Grand Master will ensure that the other officers and committee chairmen are doing their jobs.

## **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

### **Article V, Section 4, Sub-Section 2 of the By-Laws**

*"The Grand Master shall be the Chief Executive Officer of the chapter and as such will be conversant with the duties and responsibilities of all other Officers of the chapter, both elective and appointive. While he shall not usurp the duties of the remaining Officers as outlined hereinafter, nor as covered in the Chapter By-Laws, it is his responsibility to have personal knowledge of the status of reports, correspondence and functions of all other chapter officers. The Grand Master shall be the presiding Officer of the chapter. He shall preserve order and compel attendance at meetings."*



## **Recommendations for the Grand Master**

- Follow the Code of Conduct
- Become familiar with the Kappa Sigma Constitution, By-Laws and Rules.
- Become familiar with ALL duties of the Executive Officers.
- Become familiar with "Robert's Rules of Order."
- Hold weekly chapter meetings at a habitual time and place; limit the meetings to one hour or less.
- Always call the meeting to order promptly at the scheduled starting time.
- Strictly follow a pre-planned agenda for each meeting and expect all committee chairmen to report to the chapter.
- Consciously set the tone of the meeting by being enthusiastic while still maintaining order throughout.
- Plan a chapter goal-setting retreat prior to the beginning of each academic term. Utilize Executive Committee retreats.
- Utilize the Chapter's AA and AAAs, both during chapter meetings and outside the meeting.
- Encourage every member and pledge to be involved with at least one committee or project.
- Plan to meet formally with the campus official in charge of Greek affairs on a monthly basis.
- Keep the Alumnus Advisor, the District Grand Master, and the International Headquarters' staff abreast of all chapter developments.
- Be sure the chapter participates fully in Grand Conclaves, Leadership Conferences, and District Conclaves.
- Set a good example for your chapter by being involved in all chapter activities.
- Help the chapter maintain a strong image within the Interfraternity Council and the Greek Council by attending all meetings and becoming a leader in Greek affairs.
- Make sure the chapter plans alumni functions and communications well in advance. A chapter's alumni are its greatest resource.
- Through a public relations committee, ensure that the chapter receives all the recognition and awards it deserves.
- Make sure the Grand Master's part is performed from memory for all ritual ceremonies.
- Evaluate past procedures and activities in order to find the most successful ones for the future.



- Remember that chapter morale depends on you and the Executive Committee productivity and attitude.
- Remember that the Grand Master is, first and foremost, a student, and must always lead by example academically.





# GRAND PROCURATOR

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



# INTRODUCTION

From chapter to chapter the responsibilities of the Grand Procurator vary more than those of any other officer. In some instances, this position is not utilized to its fullest extent. This section is not meant to imply that the duties discussed are the only ones this Officer has, but is intended to suggest the basic responsibilities he should maintain in order to ensure a proper balance in the Executive Committee.

As second in the chain of command, the Grand Procurator must look to the future. All the duties of this Officer require an understanding of where the chapter is with respect to Fraternity standards, and where the chapter needs to be one to two years from now. In short, goal-setting is his indispensable duty. Being the overseer of scholarship, Code of Conduct, Chapter By-Laws, discipline, and house maintenance, the Grand Procurator must strive to hone his leadership skills. Because he works with so many different people, communication and organization are essential if he is to be effective during his term of office.

## **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

### **Article V, Section 4, Sub-Section 3 of the By-Laws:**

*"The Grand Procurator shall report any conduct by the members of the chapter, not in strict accordance with the Constitution, By-Laws and Rules of this Fraternity or the Chapter's By-Laws to the chapter at its next regular meeting. The Grand Procurator shall also respond to the Scholarship Commissioner's request for grade information."*

### **Rule 2, Sub-Section 2.7.1. of the Rules**

*"Duties of Grand Procurator. The Grand Procurator of each chapter shall be responsible for the submission of the Scholarship Report as part of each reporting booklet."*

### **Rule 3.1. of the Rules**

*"Code of Conduct. All chapters and individual members shall abide by the Kappa Sigma Code of Conduct. [Appendix #2]"*



## **Code of Conduct**

- Conduct a Code of Conduct session each semester.
  - Code of Conduct session should review the policies of Kappa Sigma Fraternity.
  - Each member should sign paperwork verifying attendance. See the Annual Report.
  - Advisors should be in attendance to answer questions and further explain policies.
  - Every Fall Semester requires Code of Conduct verification online via KappaSig.Net.

## **Scholarship**

- Maintain and uphold minimum GPA requirements for Pledges and Initiates.
- Coordinate a Scholarship seminar once per year.
- Oversee that study hours are maintained for all members, not just the pledges.
- The goal of the Chapter should aim to beat the All-Men's average GPA on their campus.

## **By-Laws**

- Chapter By-Laws should be included in the Annual Report due to Headquarters by May 1 of each year.
- Always check the By-Laws for conflict with college or university, local, state, province, federal, or Fraternity laws.
- Distribute copies of the By-Laws to all Brothers and Pledges and post a current copy to the Chapter files on KappaSig.Net.
- Discuss the By-Laws with the Chapter and make sure they have a clear understanding of the points.
- Include a By-Law that pertains to officer transition.
- Be sure the Chapter By-Laws are in accordance with Article IV, Section 4 of the Constitution, By-Laws and Rules. The Chapter should consider corrective action for members not in good standing.
- Members who are not in good standing should be disciplined. They should not be allowed to be a Big Brother, hold office, participate in intramurals, or participate in social events.

## **Ad-Hoc Committees/Special Events**

- Create on a need basis only.
- Set specific goals for the committee.
- Designate the time this committee will be in existence.

## **Discipline**

- Create on a need basis only.
- Set specific goals for the committee.
- Designate the time this committee will be in existence.



### **Judicial Board (Standards)**

- Create a “jury of peers.”
- Remember the G.P. is responsible to present the facts and provide support. Otherwise he needs to remain silent unless needed to break a tie.
- Punishment should be in accord with the Chapter and Fraternity By-Laws.





# GRAND MASTER OF CEREMONIES

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



## INTRODUCTION

The Grand Master of Ceremonies is responsible for all of the Ritual and secret work of the chapter. In addition, he is responsible for the proper Ritual education of the Brothers and for the preparation of pledges before initiation. The success of the chapter is determined by the recruitment and education of new members. The GMC is responsible for these facets of chapter operations. While recruiting new members is crucial to the success of the chapter, initiating these men becomes the next priority. Building better Brothers does not occur without a strong program designed around the four cornerstones: Fellowship, Leadership, Scholarship and Service. The effectiveness of the Grand Master of Ceremonies will usually determine whether or not the Ritual will be used properly and effectively in a chapter. The Ritual binds together all members of Kappa Sigma and allows for the common bond of all Brothers. Thus, his duties are important not only for his chapter but to the Fraternity in general. His responsibilities toward Ritual and secret work are outlined below.

### **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

#### **Article V, Section 4, Sub-Section 4 of the By-Laws:**

*"The Grand Master of Ceremonies shall have charge of the Ritual property of the chapter and shall see that proper care is taken of it. He shall see that all candidates are properly prepared for initiation."*



## Ritual

- Conduct meetings with those interested in obtaining a Ritual Proficiency Award. By working with a group, it can enhance ability to memorize material. Appoint a Ritual Chairman to assist with this duty.
- Utilize the Grand Master of Ceremonies report during the Chapter meetings to educate Brothers on the Ritual.
- At the closing of a chapter meeting, turn to a Brother in attendance, who is not an officer, and challenge him on the Ritual. This will stress the importance that it is every Brother's responsibility to memorize portions of the Ritual.
- Replace any deteriorating ritual equipment (Ritual orders can be made via KappaSig.Net).
- Ensure all ceremonies can be done from memory and all appropriate equipment is available.

## Historical

- Maintain a log of events, pictures and awards.
- Ensure important chapter events and accomplishments are documented and submitted with the Annual Report (Due May 1) for the Chapter's archive at HQ.

## Rush

- Appoint and empower a rush chairman and committee from day one of each semester.
- Education of our members on procedures and techniques is the best step in strengthening one's rush program. Motivation is the key.
- Organize and plan rush well in advance of the rush effort. Set goals and deadlines.
- If assistance is needed, do not hesitate to ask. Use resources from Champion Quest Commission, Area Recruitment Manager, or Headquarters.

## Pledge Education

- Educating our Pledges (new members) is of the utmost importance. Make this the highest priority.
- Every Chapter in Kappa Sigma must follow a BIA Pledge Program. From date of pledging to initiation, should not exceed 60 calendar days. BIA Pledge Program Manual with different timelines is offered online at KappaSig.Net.
- Kappa Sigma Fraternity is hazing free. See the Code of Conduct.
- A strong Big Brother is a must in any successful Pledge Education Program.
- Alumni mentoring is also a great aide in producing great Brothers. Employ an Alumni Big Brother Program in addition to the Big Brother Program.
- Encourage Pledges to join chapter committees as soon as possible.
- Develop a post-initiation program as part of the Membership Development Program to integrate these initiated Brothers.
- If assistance is needed, do not hesitate to ask. Use resources from the Brothers in Action Commission, the ADGM for BIA/Ritual, or Headquarters.

## Social

- Oversee the Social chairman; it is GMC's responsibility that he follows the Code of Conduct.





# GRAND SCRIBE

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP





## INTRODUCTION

The Grand Scribe is the backbone of the Executive Committee and of the chapter. He is responsible for all paperwork, reporting of new pledges and initiates, minutes of chapter meetings, correspondence and annual alumni newsletters. Organization is a vital skill required in this position. The Grand Scribe is also responsible to have copies of the Constitution, By-Laws and Rules of Kappa Sigma.

### **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

#### **Article V, Section 4, Sub-Section 5 of the By-Laws:**

*"The Grand Scribe shall keep the minutes of the chapter and in all other respects act as its Secretary and to that end shall be provided by the Headquarters with a suitable book in which shall be kept a full record of the proceedings of all chapter meetings, regular and special. He shall read each communication in the first chapter meeting held after its receipt and note its receipt and readings in the minutes of that meeting.*

*He shall make a report to the Executive Director of all new pledges or previously reported pledges within ten (10) days of pledging giving full names, dates of birth and other such information as required on the proper form as applied by the Executive Director. For each failure to report an initiation within ten (10) days of date thereof, his chapter shall be fined. He shall also report from time to time to the Executive Director as to the general condition of the chapter and the name and offices of all chapter officers on the day following the elections.*

*He shall, on or before the date prescribed by the Supreme Executive Committee, report to the Executive Director the names of all undergraduate members of the chapter. The Grand Scribe shall within thirty (30) days after any expulsion, suspension, or the acceptance of a resignation of a member of his chapter by said chapter, forward the original charges or resignation and a copy of the minutes of such meetings, covering the said case, and the address of such member to the Worthy Grand Scribe for record on the rolls of the Fraternity, upon receipt of which the Worthy Grand Scribe shall*



*forthwith advise such expelled or suspended member of his right to appeal to the Supreme Executive Committee."*

#### **Article V, Section 4, Sub-Section 8 of the By-Laws:**

*"The chapter may elect one or more Assistant Grand Scribes and Assistant Grand Treasurers to hold office for not more than one (1) year and whose duties it shall be to assist the Grand Scribe and Grand Treasurer in the performance of the duties of their respective offices. The assistance thus rendered shall be of such nature as to enable the assistants to become thoroughly conversant with the duties of the Grand Scribe and Grand Treasurer, respectively."*

#### **Report of New Pledges**

Pledges are reported to Kappa Sigma Headquarters by:

- Completing "Report New Pledges" on KappaSig.Net.
- You will need each new pledges' first, middle and last name and email address.
- Collecting \$45 per Pledge (this will be billed to the Chapter after the KappaSig.Net report)
- **Best Practices:** Report New Pledges immediately for liability purposes. Collect the \$45 Fee as soon as possible.

Bononia Docets are automatically sent to the chapter's address after reporting new pledges. If any of the items above are incomplete or not received, a delay in new Pledges receiving Bononia Docets will occur.

The report must be submitted within ten calendar days from the date of the ceremony and sent to the Headquarters; if not, a late fee per Pledge will be assessed. See Addendum-pg. 63.

**PLEDGE PINS ARE NOT INCLUDED IN \$45 FEE.** Contact the Headquarters to order.

#### **Depledging Reports**

Any time a pledge is no longer associated with the chapter, the Grand Scribe needs to report his name by using the same online mechanism used to report the pledge. This should include the date he was released from his pledge along with reason.

#### **Report of New Initiates**

Initiates are reported to Kappa Sigma Headquarters by:

- Completing "Membership (Lifetime Caduceus Subscription) Cards" for each new Initiate.
- Cards are located in the back of the Bononia Docet



- Collecting \$150 per Initiate (the chapter will be billed after completing the report on KappaSig.Net)
- Completing the "New Initiate" Report on KappaSig.Net

If any of the items above are incomplete or not received, a delay in new Brothers receiving initiation certificates will occur.

The cards must be post-marked within ten calendar days from the date of the ceremony and sent to the Headquarters; if not, a late fee will be assessed. See Addendum-pg 63.

### **Report of New Executive Officers**

New Executive Officers are reported to Kappa Sigma Headquarters by:

- Completing the "Reporting of Executive Officers" or updating the officers on KappaSig.Net.

The report must be post-marked within ten calendar days from the date of the ceremony and sent to the Headquarters, if not, a late fee will be assessed. See Addendum-pg. 63.

## **REMEMBER TO**

- See the "**Reporting Deadlines and Due Dates**" document in the Addendum.
- Avoiding fines for reporting and over-billing for incorrect roster are GS responsibilities.

### **Certificate of Transfer**

A Certificate of Transfer form must be completed prior to any Brother affiliating with another chapter. The transferring Brother is responsible to get the signatures of the Grand Master and Grand Scribe of the chapter where he was initiated. This will affirm the Brother was initiated, and in good standing with that chapter. After this has been completed, the Brother will go through the affiliation requirements as described in The Ritual. The Grand Scribe of the chapter that he is affiliating with should sign the form and send it to the Executive Director. Other information can be found in the Constitution, By-Laws and Rules of Kappa Sigma, Article V, Section 3, Sub-Section 3 of the By-Laws.

### **Chapter Roll Book**

The Chapter Roll Book is a book kept with the names of all Brothers that were initiated into the Chapter. After the Brother is initiated into the chapter, the Grand Scribe should have the new Brother sign and date the Roll Book. The Roll Book can be purchased through the Headquarters.



## **Minutes of Chapter Meetings**

The Grand Scribe should keep very accurate minutes of all chapter meetings. This is the record of permanent and official acts of the chapter. It will also constitute the chapter's history. Every motion passed by the chapter, the substance of important decisions, and the record of those present, the disposition of charges, the initiation of new members, and the names proposed and the result of the ballot, a statement of what is referred to a committee, and the names of

committees are all to be recorded. The minute binder may be obtained from the Headquarters and the minute sheets can be downloaded from the website.

## **Alumni Newsletter**

A chapter newsletter should be sent out every year by the chapter to all alumni of the chapter. The names and addresses of all chapter alumni can be obtained through the Headquarters. The Headquarters also has a printing service that will print the newsletter and send it to the alumni. A cost of the printing services may be obtained through the Print Shop of the Headquarters.

## **Awards**

- Recognize outstanding work in the Chapter, on the campus, in the community, and internationally.
- Kappa Sigma Awards applications or [nominations] are due at the end of each Spring Semester.  
See Addendum for listing and exact due dates.

## **Communication**

- See the Services Manual, Public Relations Manual, and Alumni Relations Manual in the Appendix.
- See the "Reporting Deadlines and Due Dates" document in the Addendum.
- Avoiding fines for reporting and over billing for incorrect roster are GS Responsibilities.

## **EXPULSIONS, SUSPENSIONS, AND RESIGNATIONS:**

### **RESIGNATIONS**

1. The individual wishing to resign must submit to the undergraduate Chapter a written resignation.
2. The written resignation is read at an open Chapter meeting and tabled until the following meeting.
3. At the next meeting, the Grand Treasurer shall report whether or not the individual wishing to resign is in good financial standing with the Chapter. At that time, the undergraduate Chapter may accept the resignation by a majority vote of the Chapter.





4. The Grand Scribe of the Chapter **MUST** submit to Kappa Sigma Headquarters

- A. a copy of the minutes of the meeting in which the resignation was initially submitted.
- B. a copy of the minutes of the meeting in which the resignation was accepted (which should outline the vote which was taken).
- C. a letter from the Grand Treasurer indicating that the individual is in good financial standing with the Chapter and
- D. a Copy of the written resignation.

## **EXPULSIONS & SUSPENSIONS**

1. The accused must be charged in writing (signed by one or more members of the Chapter) and the charge should be submitted to the Chapter at a regular meeting. These charges should be read aloud at the meeting and written clearly into the minutes of the Chapter meeting.

2. The charges must lay-over until the next regular meeting after the one which the charges were filed. The accused should be notified at the date and time of the meeting at which the trial will take place. A copy of the written charges should be given to the accused so he may prepare his defense.

3. Three-fourths (75%) of the undergraduate members of the Chapter shall constitute a quorum for purposes of such trial.

4. During the New Business portion of the meeting, the charges should once again be read to the entire Chapter so that all members can be informed of the exact reason for which the individual Brother is being tried. Each party should have ample time to present his cause and the accused shall be entitled to make any defense that he chooses to produce testimony both oral and written in his behalf.

5. To expel the accused member shall require a four-fifths (80%) vote, calculated upon the number of undergraduate members present when the vote is taken exclusive of the accused. To suspend the accused member for a definite period of time, shall require a majority vote, calculated in the same manner. This vote should be clearly represented in the minutes of the Chapter meeting.

6. Each of the following materials must then be sent to Headquarters for processing via KappaSig.Net:

## **EACH OF THE FOLLOWING MATERIALS MUST THEN BE SENT TO HEADQUARTERS FOR PROCESSING:**

- a copy of the written charges (copy of actual letter(s) sent to the Brother)
- a copy of the minutes of the meeting at which the charges were initially read
- a copy of the minutes at which the trial took place
- any additional backup material



# GRAND TREASURER

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



## INTRODUCTION

The proper regulation and allocation of chapter finances is vested in the responsibility of the Grand Treasurer. Financial stability of the chapter depends on the Grand Treasurer's performance of his duties; specifically, the organization of his reports and accounts, and the responsibility of follow-up in collecting from the members and paying the vendors. The Grand Treasurer's office can be broken down into four steps: The proper budgeting of funds, collection of those funds, disbursement of fund and recording the entire transaction.

### **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

#### **Article V, Section 4, Sub-Section 6 of the By-Laws:**

*"The Grand Treasurer shall act as a custodian of the chapter funds and shall pay out no money except by a check countersigned by the Grand Master, or in his absence, by another officer expressly authorized by the chapter.*

*He shall remit to Headquarters(a) all pledge fees at the time of pledging, (b) the membership fees of all initiates at the time of initiation, (c) the Annual Dues of all members of the chapter on or before the date prescribed by the Supreme Executive Committee, and (d) any other fees, dues, or assessments due with respect to the chapter or members thereof. Failure to remit any such amounts may result in a penalty on the delinquent chapter. A budget shall be submitted each school year on a form provided by the Executive Director.*

*The Grand Treasurer of each undergraduate chapter shall be elected to hold office for a period of one (1) year. The*

## NOTE

*"The Grand Treasurer shall act as a custodian of the chapter funds and shall pay out no money except by a check countersigned by the Grand Master, or in his absence, by another officer expressly authorized by the chapter."*



---

*Grand Treasurer elected by the undergraduate chapter shall assume office and shall serve only with the consent of*

*the Alumnus Advisor and District Grand Master. If, in the opinion of the Alumnus Advisor, the Grand Treasurer is not satisfactorily performing the duties of his office, the Alumnus Advisor may remove said Grand Treasurer from office with a written report of such action being made to the chapter and to the District Grand Master and to the Supreme Executive Committee, whereupon the undergraduate chapter shall proceed as expeditiously as possible to elect a satisfactory successor.*

*After the Worthy Grand Treasurer has notified a Grand Treasurer, or his chapter, of his failure to perform his duties and such failure still continues, the Supreme Executive Committee may remove such Grand Treasurer from his office, and the one so removed shall thereafter be ineligible for election to the office of Grand Treasurer."*

### **Budget Preparation (Best Practices)**

- Allow a reasonable amount for "uncollected fees".
- Insist on a comfortable year end excess when possible.
- Any member who incurs an obligation to the chapter or expense without authorization is personally responsible for its payment.
- Post the budget on the chapter's bulletin board and/or distribute to the membership.
- Post monthly a statement of variances of income and expense from budgeted amounts, and review monthly with members during meetings.

### **Policies and Recommendations for Collection of Fees and Assessments:**

**Prepayment:** In order to ensure that the money due is collected, the policy should encourage that each member pays before incurring his debt.

**Discounts:** Prepayment may be encouraged by offering a discount on the monthly bill. For example under this plan the house bill is set \$5.00 to \$10.00 higher than the normal monthly charge. Those members who pay their bills by the first of the month receive a discount for the same amount. Others pay the full amount of the bill.

**Suspension of Privileges:** If a Brother does not pay his bills, his privileges should automatically be suspended. Privileges include the right to vote in meetings, participate in intramurals, attend social activities, take part in ritual activities, eat meals, and live in the chapter house.

**Parents:** After a bill has become overdue and the chapter has tried to work with the individual with no results, his parents should be notified. Write, call, or visit them and explain the situation directly with them. Request their help in clearing up the matter. These actions should be taken only after the individual is made aware that this step will take place. Often, the problem will be resolved when the individual realizes you plan to approach his parents.

**Legal Action:** If at this point the bill is still uncollected, seek legal action. Contact the University or College lawyer or an alumnus with a legal background and they should be able to tell you how to proceed within your state.



**Expulsion:** The Constitution, By-Laws and Rules of Kappa Sigma Fraternity provides for and details the procedure

for expulsion of a member from the Fraternity. Indebtedness of a member to a chapter or to the Fraternity constitutes unworthy conduct as defined by Article IV, Section 10, Sub-Section 3, of the Constitution, and such a member may be expelled from the Fraternity.

Any chapter with an accounts receivable problem should consider this course of action. Expulsion proceedings are not to be taken lightly. Care must be taken to observe the procedures outlined in the Constitution and By-Laws of the Fraternity. The effect of one expulsion on the level of the chapter's accounts receivable can be surprising.

**Chapter Meeting:** Read the entire list of accounts receivable at each chapter meeting. Note those Brothers that are delinquent. Provide a hard copy to pass around in the meeting.

**Posting:** Posting a list of those who owe money may encourage several to pay.

**Bills:** Each month give each member an itemized bill on a billing form. This enforces the idea that it is a legal obligation and increases the professional image of the chapter. It will have a definite effect on the accounts receivable.

Educate Your Members: Education is the best way to prevent members from accumulating debts to the chapter. Through rush, pledge, and chapter education programs, the members should become aware of their financial obligations.

**Fines:** If the fines are not enforced, members may learn disregard for the rules, thereby weakening the organization. The use of fines may also cause interpersonal problems between the person fined and the person enforcing or collecting the fine. At any rate, if the chapter uses fines, the fines should be automatically levied. If the person wishes to appeal the fine, he should do so to the Appeals Board or Executive Committee, NOT the Grand Treasurer. Similar to a traffic ticket, a deadline should be set whereby a fine must be paid.

**University:** Make yourself aware of what the University/College can offer. Many times an institution will withhold grades and transcripts until the member meets his obligations. Policies and Recommendations for Payment of Chapter Bills.

**Distribution of Funds:** The Grand Master and Grand Treasurer will coordinate together the distribution of chapter funds. Neither should be unaware when an expense is paid

**No Credit Accounts:** The chapter will not setup credit accounts with any place of business. All monies owed should be paid at the time of the transaction or when service is rendered.

**Pre-Approved Purchases:** A member should only make purchases on behalf of the chapter with pre-authorization from the Grand Master and Grand Treasurer. The Grand Treasurer should reimburse the member directly or apply a credit towards his chapter account.





**Pay bills on time! If necessary, setup payment reminders.**

**KappaSig.Net:** Through Kappa Sigma's mobile and desktop App, you may pay chapter invoices and see current assessments. The list of features changes frequently so be sure to check <http://KappaSigma.org> for updates.

**Greek Capital Management:** Kappa Sigma Fraternity partners with Greek Capital Management who provides the most effective tools for officers to manage the day-to-day operations of their Chapters or Colonies at the best price possible. Most importantly, under this new partnership GCM will help both stay current with the IRS for all of their tax needs including the annual 990 filings.

Greek Capital Management provides a wide range of communication tools to become the Chapter's or Colony's

## REMEMBER TO

- **IRS FORM 990 is due to the IRS on October 15.** Download the form from [www.irs.gov](http://www.irs.gov).
- Contact Headquarters and speak with the Accounts Payable Clerk for general questions.



# CODE OF CONDUCT

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



*Membership in Kappa Sigma is a privilege. Each member, pledge or initiate, undergraduate and alumnus, is bound by this Code of Conduct.*

*Each member of Kappa Sigma Fraternity is responsible for seeing that he: acts as a gentleman, setting an example of moral behavior; conducts himself as a good student, good neighbor, and good citizen; and obeys the laws, rules and regulations of his country, state or province, city and county, and college or university.*

## **I. HAZING.**

*Hazing is contrary to the principles and teachings of Kappa Sigma Fraternity and against the law in all jurisdictions in which Kappa Sigma has chapters.*

### **A. Definition.**

**1.** Hazing is any action, behavior or situation created by any Kappa Sigma chapter or by any member undergraduate, or alumnus - to produce or result in mental or physical discomfort, embarrassment, harassment or ridicule as a prerequisite to or as a requirement for membership or initiation in the Fraternity, or which is otherwise prohibited by federal, state, provincial, local or host institution policies, rules, regulations, statutes or ordinances.

**2.** Prohibited actions, behaviors and situations constituting hazing include, without limitation, the following in any form or of any kind:

- a.** paddling, branding, or physical abuse in any form;
- b.** calisthenics or other exercises; **c.** creation of fatigue including sleep deprivation;
- d.** physical or psychological shocks;
- e.** kidnapping;
- f.** scavenger hunts;
- g.** personal servitude, including required driving, errands, cleaning, event setup and takedown, or any other activity required of a pledge but not an initiated member,
- h.** verbal abuse; **i.** required uniforms or costumes;
- j.** degrading, humiliating or harassing games and activities;
- k.** lineups;
- l.** "Hell Week" or any other pre-initiation or intensive or condensed programming prior to, following, or in connection with any Kappa Sigma ceremony;
- m.** the use of pledge requirements such as signatures or interviews as a means of harassment;
- n.** activities a prerequisite to or as a requirement for membership or initiation in the Fraternity which exposes any initiate(s) or pledge(s) to any type of physical danger regardless of degree;
- o.** activities involving the required consumption of any beverage or food;



- p.** chapters performing programming or activities not included in their documented Pledge Education, Membership Development or Brothers In Action Programs shall be in violation of these Standards. This includes variances from any program submitted in the Chapter's biannual report, unless those variances are approved by the District Grand Master.
- q.** activities which would disrupt public order or tend to bring the Fraternity into disrepute in the local community; and,
- r.** other activities not consistent with Kappa Sigma Fraternity principles, or otherwise not in accordance with federal, state, provincial or local laws, ordinances or the regulations or policies of the host college or university.

## **II. ALCOHOL & CONTROLLED SUBSTANCES**

*Each member of the Fraternity is responsible for seeing that he abides by the letter and spirit of applicable laws governing use and possession of alcohol and controlled substances. Where local laws may permit certain conduct, but federal, provincial or state laws prohibit that conduct, the applicable federal, provincial or state law shall govern individual conduct.*

*In addition to abiding by applicable federal, provincial, state, and local laws governing or regulating the use, possession and distribution of alcohol and controlled substances, and complying with the rules, regulations, policies and standards set by its host institution, the following standards apply:*

### **A. Additional Standards Pertaining to Alcohol & Controlled Substances.**

- 1.** Chapters shall take reasonable steps to prevent the unlawful use, possession, or consumption of alcohol or controlled substances, including underage consumption of alcohol, by any person, member or non-member, undergraduate or alumnus, at any chapter house, lodge, or similar facility or location occupied by or used for or on behalf of the chapter for any of its activities.
- 2.** No chapter of the Fraternity is authorized to apply for or hold any license for the sale, distribution, pouring or dispensing of alcoholic beverages or other controlled substances.
- 3.** No member shall use or possess any controlled substance or any paraphernalia for the consumption, delivery or administration of any controlled substance in any form at any Kappa Sigma function or at any facility occupied or used by a Kappa Sigma chapter. A member having a valid prescription is not in violation of this Standard.
- 4.** Members using recreational or medicinal marijuana in jurisdictions where such use is legal shall not be in violation of these Standards providing such use does not occur before, during, or after a chapter event, at a chapter house or anywhere that the chapter members gather.



- 5.** No chapter funds may be used to purchase alcohol directly or indirectly. "Passing the hat," taking up a collection, charging admission or accepting donations to purchase alcohol is a violation of these Standards.
- 6.** No member may possess hard liquor, defined as distilled beverages exceeding 30% alcohol by volume, at a Social Event (as defined by the Code of Conduct), or at a chapter house or anywhere that the chapter members gather, with exception of hard liquor purchased by a member at a Social Event hosted at a third party venue (e.g. a bar, restaurant, hotel, or similar), which venue is fully licensed and insured for the distribution of hard liquor.
- 7.** No member may possess kegs or oversized containers of alcohol.
- 8.** No alcohol may be present at any activity, function or event when rushees or prospective members are present. All rush and recruitment events shall be alcohol-free.
- 9.** No alcohol may be present at any activity, function or event when rushees or prospective members are present. All rush and recruitment events shall be alcohol-free.
- 10.** No alcohol may be present preceding, at, or following any activity that is part of the Pledge Education Program, including initiations, bid day functions and big brother/little brother events.
- 11.** A chapter may not fundraise with, or profit from, the sale of alcohol. A Chapter or a number of its members may receive compensation for working at an event, unassociated with the Chapter, at which alcohol is present, to support Chapter operations or raise funds for a bona fide charitable organization (e.g., working concession stands at a sporting event or concert venue). A Chapter may participate in such activity only upon the prior authorization by that Chapter's District Grand Master or the Supreme Executive Committee.

## **B. Additional Standards Pertaining to Social Events**

- 1.** A Social Event is a party or any other gathering approved, sponsored, hosted, or arranged by a chapter or its members, in the name of the chapter, or perceived to be in the name of the chapter, where alcohol is present.
- 2.** No chapter is authorized to sell tickets, sell cups, collect cover charges, charge admission, vend alcohol from machines, or engage in any other activity that is, or creates the impression that the chapter is, selling alcohol or permitting access to alcohol in a manner inconsistent with these Standards.
- 3.** Chapters shall take reasonable steps to prevent the unlawful consumption of alcohol at Social Events.
- 4.** "Open parties" are a violation of these Standards.





5. The number of guests (including dates) at any Social Event shall not exceed two guests for each member in attendance. Alumni, spouses and parents invited by the Chapter are not counted as guests for purposes of this Standard.

6. A Social Event consisting of a mixer or exchange with a maximum of three additional national men's or women's fraternity or sorority chapter may occur without regard for the limitation of Standard II.B.5 of these Standards when attendance is limited to members and pledges of all chapters and hosted at a third party venue, licensed and insured for the distribution of alcohol.

### **III. LITTLE SISTERS AND AUXILIARY ORGANIZATIONS**

*The Kappa Sigma Fraternity does not recognize or approve the existence of "Little Sister/Starduster" or similar chapter programs or organizations, or approve chapter affiliation with like auxiliary organizations not authorized in writing by the Supreme Executive Committee.*

*No organization, unless authorized in writing by the Supreme Executive Committee or as otherwise permitted by the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, shall use the words, letters, logos or symbols of Kappa Sigma, or otherwise represent affiliation with the Fraternity.*

### **IV. INTERNET USE**

*Internet Use, through media including, among others, email, websites, and social networking or discussion groups, is a valuable tool for education and communication. All members of the Kappa Sigma Fraternity are responsible for using these media in an appropriate and lawful manner.*

#### **A. Definition.**

Internet Use includes any communications on the internet (as generally defined and understood from time-to-time by the general public), whether through establishment or maintenance of a website, discussion board, social networking group, page, or site, or chat room or the submission of any data, whether in graphic, video, audio or written form to any site on the internet, or the linking to any site on the internet that contains such data.

#### **B. Standards of Conduct.**

1. No chapter or member shall host, sponsor, post, or link to any inappropriate content on the internet. This includes any explicit or implicit reference to or promotion of illegal alcohol use or alcohol abuse, the unlawful use of controlled substances, possession of drug paraphernalia, Hazing or any other illegal behavior.



2. Each chapter or member shall delete inappropriate content upon demand by the Kappa Sigma Fraternity or its authorized representatives, including the chapter in which any undergraduate member is initiated or affiliated.

## **V. ASSAULT AND HARASSMENT**

*No chapter or member shall permit or participate in any form of sexist or sexually abusive behavior, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location, which are demeaning, including but not limited to verbal harassment and sexual assault, by individuals or members acting together.*

## **VI. RESPECT FOR FLAG**

*No Chapter or Member shall desecrate, burn, or destroy in any form or fashion outside of proper etiquette for disposal the Kappa Sigma Fraternity flag, or any national flag representing a nation in which a Kappa Sigma Chapter exists.*

## **VII. ENFORCEMENT**

### **A. Reporting Procedure**

1. Any member of the Fraternity who receives information regarding a potential violation of the Code of Conduct must immediately report the alleged activity and all available information to the chapter's Alumnus Advisor and District Grand Master or the Supreme Executive Committee or Executive Director;
2. If the allegations warrant, the member disclosing the violation, Alumnus Advisor and District Grand Master (or officer of the General Fraternity designated by the Supreme Executive Committee) must ensure charges are proffered against the offending chapter and member(s) in accordance with these Standards, the Code of Conduct generally, and the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.
3. During any investigation of alleged chapter violations of the Code of Conduct, all chapter activities shall cease until the investigation is complete, the results reported to the SEC, and the Chapter authorized by the Supreme Executive Committee, or their designee, to resume such activities.

### **B. Violations**

*Any member or chapter found to have violated any standard in the Code of Conduct may be subject to penalties.*

1. Any chapter Executive Committee member actively or passively involved in or having knowledge of any violation



Code of Conduct or advocates or encourages the non-compliance or interference with any such investigation shall be deemed in violation of the Code of Conduct.

**3.** Any member witnessing or having knowledge of violations or potential violations of the Code of Conduct who does not report said violations to an Alumnus Advisor or District Grand Master of the chapter or to the Supreme Executive Committee or Executive Director shall be in violation of the Code of Conduct and shall be subject to the same penalties as those members actively involved in the violation of the Code of Conduct.

**4.** Any chapter found not upholding any individual penalty or other sanction imposed on any member or members for violation of the Code of Conduct shall be in violation of the Code of Conduct.

### **C. Penalties**

**1.** Chapter. Upon violation of the Code of Conduct deemed by the Supreme Executive Committee, or their designees appointed for inquiry, to be chapter-wide, sponsored or tolerated by the chapter or its membership, such chapter and its members may be subject to one or more penalties deemed appropriate by the Supreme Executive Committee, in accordance with the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.

**2.** Individual. Any individual member participating in any activity in violation of the Code of Conduct may be subject to immediate suspension by the Worthy Grand Procurator as authorized by the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, and subject to charges for discipline, suspension, or expulsion in accordance with Constitution, By-Laws and Rules of Kappa Sigma Fraternity.

**3.** Other Penalties. The Kappa Sigma Fraternity may seek civil or criminal actions against members violating the Code of Conduct.



# APPENDIX

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP





**The Value of a Fraternity experience in Kappa Sigma will show, in part, in the leadership the Chapter possesses. In all groups that are organized, it takes some to lead and others to follow.**

## LEADERSHIP

Leadership will involve many different characteristics. The Officer must understand the position to which he has been elected. He should understand his office as described in the Ritual. Moreover, he should understand the job description of the other positions of the Executive Committee. This helps develop the sense of team work that is important to achieve progress. The Officer must have an awareness of goals and progress. The difference between progress and stagnation in a chapter is dependent on the part of the Executive Committee to establish goals that can be achieved during the time they are Officers.

What naturally follows goals and progress is motivation. There is a theory suggesting that 10% of the people in a group are given leadership capabilities and can utilize those skills on a day-to-day basis. Then, there is 80% of a group that is willing to participate given the education and motivation by the leaders. Finally, there are 10% of this group who will not lead themselves to participate. This theory indicates the importance of leaders motivating the group. If the leaders are indeed examples in the chapter, it is up to those leaders to motivate the 80% following to participate in chapter operations.

Further, it will be the leaders that reduce the 10% dead weight to zero. In any organization, the followers will participate within the group if they understand what the goals are, made part of the goals, and are given credit for the participation. It is part of your responsibility to be the motivator in the chapter and show the chapter Brothers the importance of their participation. Also, take heed to the advice: "Privately Criticize and Publicly Praise."

Being elected to a leadership position in the chapter not only allows you the benefit of enlightening your fraternity experience, but also adds to your Brothers' experiences as well. What you do as a leader in the chapter will have an impact on what will be built upon and passed on to Brothers in the future. The members of the Executive Committee are the champions of the chapter. It is their leadership, loaned to Kappa Sigma that allows the chapter to be number one in the Fraternity and on the campus.



### **Characteristics of the Ideal Leader:**

- A leader is, as leaders will always be, discontented with the status quo, and committed to progress as a way of positive change. He is aware that the world is changing rapidly and that his organization must change to survive.
- He accepts and, indeed, constructively exploits the fact that young men entering his organization will possess more knowledge in some areas than he.
- He refuses to allow rigidity to creep into his organization. He is comfortable with relatively unstructured situations in which talented people form and reform into different task-oriented teams to solve problems of the moment and to plan against problems of the future.
- He needs very little in terms of the trappings of authority or the crutches of procedure to enable him to function effectively.
- He moves into and out of the assembled teams of talent, leading some or being a member of some. He has, therefore, developed both leadership and membership skills.
- He enters freely into group discussions to resolve problems and tries to avoid solutions that imply that one man or one group "wins" at the expense of others.
- He makes decisions and commits himself to them, but he also allows his associates to make decisions. He is careful neither to smother individual initiative by group processes nor to deny the interdependence of modern organizations by overemphasizing individual competition.
- He shows confidence in his associates, is interested in them, relies on them to do their jobs, and helps them grow.
- He does not accept poor or sloppy performance, but he gives feedback on performance readily to individuals or groups in ways that are supportive, constructive, and conducive to strong motivation.
- He focuses on the strengths of people rather than their weaknesses and follows the organizational principles of combining strengths to solve problems, to plan, and to make decisions.
- He accepts disagreement and differences among people as assets to the organization. He has acquired, or is acquiring, the systematic knowledge that enables him to help his associates work through differences wherever possible and find solutions that are best for the enterprise.



- He accepts the fact of differences in personalities, expectations, experiences, and other variables, and so does not expect his associates to conform to his pattern.
- He is an “upward influence.” He stands for value systems that are recognized as good and constructive, both with respect to the people in the organization and the commercial aims of the organization itself.
- He has a genuine concern both for the effectiveness and efficiency of the organization and for the people in it, and does not see these concerns as being contradictory.
- He has acquired the skill of being a good and patient listener and an articulate and painstaking communicator, both with individuals and with groups.
- He is not afraid to use authority, but uses it judiciously and only when he believes it will get a job done better. He is seen by organization subordinates, superiors, and peers as making a genuine contribution to the overall effectiveness of the enterprise.
- He will not tolerate manipulation of himself by other people, nor will he manipulate them.
- He will involve his people in decisions that affect them and will strive to establish a climate in which, because of mutual trust and mutual support, the truth can always be told and integrity of self and of the organization is always protected.

**Keys to Motivation:**

**Goals:** Goals are for the general Fraternity, as well as for committees and individuals. In general, if we strive for a particular goal, our performance will be higher than if we are not aware of any specific end result. Within the Fraternity, the retreat is the logical place for goal setting. If an individual can view the total goals of the organization as including some of his own goals, he is more apt to strive for the total package.

**Incentives:** To provide effective incentives you must know your men and recognize that what is appropriate for one person may not be appropriate for another. In addition, what may be an effective incentive at one period of time may not be under other circumstances. Constant evaluation of incentives is necessary. Incentives may include honors, awards, recognition, travel to regional or international conferences and Grand Conclaves, or even appointment to special committees of high esteem.

**Communications:** Proper communication is an important factor in motivation. All members must be aware of the goals of the organization. Direct communication avenues can be retreats, bulletin boards, newsletters, group discussions, etc.



**Evaluations:** An important motivation factor in any organization is the “feedback” from evaluations. Procedures and progress must constantly be evaluated both to and from the leadership of the chapter.

**Leadership:** Leadership means many things, such as organization, coordination, and management. Leadership itself has a set of keys.

- **The Ability to Arouse Self-Involvement:** Leadership means many things, such as organization, coordination, and management. Leadership itself has a set of keys.
- **The Ability to Give Freedom and Keep Control:** Delegation fosters a feeling of confidence and gives an opportunity for independent expression.
- **The Ability to Identify with Others:** Some Fraternity leaders fail to achieve their goals because they are either low in warmth or inhibited in expressing it. They are too serious to engage in chitchat or too busy to give someone a pat on the back. A Fraternity Officer must walk a tightrope between the best interest of the individual and those of the Chapter. He must be interested in the members of the Chapter as individuals and try to be liked by them, but he cannot let this hoped-for popularity become an end in itself.
- **The Ability to Give Credit:** A recent survey shows that recognition is the most significant factor in contributing to the motivation of college students. Recognition is vital because it not only gives the individual a feeling that his efforts are appreciated, but affords him a benchmark as to his progress.
- **The Ability to Show Confidence:** A prime key to leadership is self-confidence, and those who follow need to have faith in the person who is leading them. All strong leaders show confidence; that is, whatever the real level of their confidence, they appear sure of themselves.
- **The Ability to Assign Blame:** Negative feedback, criticism, correction, and punishment teach an individual what not to do. Positive feedback, recognition, praise, and rewards reinforce his strive to continue in the proper direction. Fraternity members need the assurance, the sense of security that they will be told of specific mistakes and will be informed if their general performance falls below par.

From a psychological point of view, people normally expect to be reprimanded when they have done wrong. Criticism relieves their guilt feelings. Some people are not so conscientious and are less prone to feel guilty when they make a mistake. If they are not criticized, they try to exploit what they see as weaknesses in others.

# APPENDIX II - PARLIAMENTARY PROCEDURE



Motion	May Interrupt	Needs a Second	Debatable	Amendable	Vote Required
<b>1. PRIVILEGED MOTIONS</b>					
<b>a. Adjourn</b>	No	Yes	No	No	Simple
b. Recess	No	Yes	Sometimes	Yes	Simple
c. Question of Privilege (Point of Personal Privilege Point of Parliamentary Inquiry Point of Information)	Yes	No	No	No	Chair
d. Orders of the Day	Yes	No	No	No	Chair
*e. Special Order of Business	No	Yes	Yes	Yes	Two-Thirds
<b>2. INCIDENTAL MOTIONS</b>					
<b>a. Point of Order</b>	Yes	No	No	No	Chair
b. Division of the Assembly	Yes	No	No	No	Simple
c. Division of the Question	Yes	Sometimes	No	Yes	Simple
*d. Appeal from the Decision of the Chair	Yes	Yes	Sometimes	No	Simple
**e. Object to the Consideration of the Question	Yes	No	No	No	Two-Thirds
**f. Withdraw a Motion	No	No	No	No	Simple
g. Suspend the Rules	No	Yes	No	No	Two-Thirds
<b>3. SUBSIDIARY MOTIONS</b>					
<b>a. Lay on (or take from) the Table</b>	No	Yes	No	No	Simple
b. Move the Previous Question	No	Yes	No	No	Two-Thirds
**c. Limit or Extend Debate	No	Yes	No	Yes	Two-Thirds
d. Postpone to Definite Time	No	Yes	Yes	Yes	Simple
**e. Refer to Committee	No	Yes	Yes	Yes	Simple
*f. Amend	No	Yes	Sometimes	Yes	Simple
**g. Postpone Indefinitely	No	Yes	Yes	No	Simple
<b>4. MAIN MOTIONS</b>					
<b>a. The Main Motion</b>	No	Yes	Yes	Yes	Simple
b. Reconsider	Yes	Yes	Sometimes	Sometimes	Simple
**c. Rescind	No	Yes	Yes	No	Two-Thirds

Simplified Chart of Motions  
(Based on Robert's Rules of Order, Revised)

\* Indicates may be reconsidered  
\*\* Indicates sometimes may be reconsidered





## APPENDIX III - FRATERNITY TERMS & SERVICES

---

### KAPPA SIGMA FRATERNITY

The General Operating Fund (a 501 (c)(7) Non-Profit Organization) handles the day-to-day operations of administration of all facets of undergraduate and alumni chapters. It offsets the cost of business expenses of the Supreme Executive Committee, volunteers and the cost of maintaining the Fraternity's office and staff.

**Biennial Grand Conclave:** The Biennial Grand Conclave is the most colorful, exciting and important event of the Kappa Sigma Fraternity. Conclave brings together Brothers, both young and old, from the United States and Canada, to participate in commissions which look to the future of Kappa Sigma. Each chapter is represented by a delegate selected by its members. Each delegate speaks on behalf of his Chapter, and it is his vote which decides the direction that Kappa Sigma will take in the future.

During Conclave, leadership schools and workshops provide a forum for the exchange of ideas and education. Large groups of Brothers from individual chapters attend Conclave to participate in these sessions as well as enjoy the festivities. The knowledge they gain is taken back and utilized by their chapter. As Conclave draws to a close, Brothers reflect on the week, the many friendships they've made, and the great experiences they've shared. They have truly seen Kappa Sigma in its "finest hour."

**Leadership Conference:** The Kappa Sigma Fraternity sponsors Leadership Conferences during the off-Conclave years for the purpose of providing chapter officers and alumni officers with educational programs on how to efficiently manage undergraduate chapter operations.

**District Conclaves and Multi-District Conclaves:** Kappa Sigma assists in staffing annual District Conclaves and Multi-District Conclaves. The Chapter can send representatives to the District Conclave and Multi-District Conclaves to learn from and share experiences with other Chapters. The meetings have proven to be an educational and rewarding experience through extending Brotherhood beyond the Chapter.

**Volunteer Alumni Officers:** Kappa Sigma is a volunteer driven Fraternity. District Grand Masters, Assistant District Grand Masters, Alumnus Advisors, Assistant Alumnus Advisors and Commissioners provide the undergraduate chapters with the most valuable mentoring in Kappa Sigma.

**Undergraduate Advisory Committee:** The UAC is composed of five undergraduate Brothers, each representing a different geographic area of Kappa Sigma Chapters. These Brothers are elected annually at Conclaves and Leadership Conferences by fellow undergraduates and act as an advisory committee to the Supreme Executive Committee and the general officers of the Fraternity. They attend all Supreme Executive Committee meetings, and through this channel, your Chapter can voice its opinions directly to the SEC.

**Kappa Sigma Endowment Fund:** Kappa Sigma is a volunteer driven Fraternity. District Grand Masters, Assistant District Grand Masters, Alumnus Advisors, Assistant Alumnus Advisors and Commissioners provide the undergraduate chapters with the most valuable mentoring in Kappa Sigma.



**Trustees and Directors:** The Board of Directors over sees general operations of the Endowment Fund. Trustees are elected by the Grand Conclave.

**Scholarship/Leadership Awards:** Each year, the Endowment Fund award over scholarships to undergraduate Brothers who demonstrate academic excellence and campus and fraternity leadership. Kappa Sigma is among the leaders in this area for all Greek foundations. Since 1948, more than \$7 million has been distributed.

## SERVICES PROVIDED BY KAPPA SIGMA

- Data for Chapter Mailings
- Web Services
  - Address Updates
  - Chapter Reporting
  - Contact Info for Volunteers'
  - Chapter Listings
  - Manuals
  - KappaSig.Net



The Kappa Sigma International Headquarters has many services designed to help Chapters and Members.



## AREA RECRUITMENT MANAGERS

Kappa Sigma Brothers serve as recruitment advisors to the Chapters and Colonies. The mission of the ARM is to aid the chapter in objectively viewing its present status and offering ideas for rush. If you would like to request an ARM to visit your Chapter or to obtain more information about the program, call or write:

Area Recruitment Manager

1610 Scottsville Road • Charlottesville, VA 22902-7108

Phone (434) 295-3193 • Fax (434) 296-9557

Email: [mailbox@hq.kappasigma.org](mailto:mailbox@hq.kappasigma.org)



## THE CADUCEUS OF KAPPA SIGMA

As a Kappa Sigma, members automatically receive a lifetime subscription to the quarterly magazine of the Fraternity, The Caduceus of Kappa Sigma. Kappa Sigma's are encouraged to send articles and alumni updates for the publication. All inquiries and articles should be sent to:

Caduceus Editor

1610 Scottsville Road • Charlottesville, VA 22902-7108

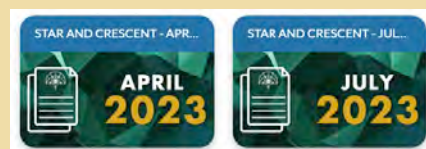
Phone (434) 295-3193 • Fax (434) 296-9557

Email: [Caduceus@hq.kappasigma.org](mailto:Caduceus@hq.kappasigma.org)



## STAR & CRESCENT

The Star and Crescent is a quarterly publication of the Kappa Sigma Fraternity that carries minutes of Conclaves, Supreme Executive Committee meetings, annual lists of new initiates, and annual reports of the Fraternity's financial status.





## APPENDIX III - FRATERNITY TERMS & SERVICES

### NOTE

Kappa Sigma has also developed volunteer manuals for District Grand Masters and Alumnus Advisors to assist in the training process. The volunteer alumni program of Kappa Sigma is the backbone of leadership for the Kappa Sigma Fraternity.

**Manuals and Other Printed Materials:** All current Manuals can be downloaded from KappaSig.Net.

**Kappa Sigma Fraternity Awards Program:** Kappa Sigma Fraternity's Awards Program recognizes chapters for excellence in chapter operations and chapter management. The Fraternity has presented an average of over 150 awards per year to undergraduate chapters since 1980. The list of awards can be found in Addendum 3. Access the Awards Manual for further explanation and application process.

**Volunteer Officer Training:** The Kappa Sigma Fraternity has developed training programs for District Grand Masters, Assistant District Grand Masters, Alumnus Advisors, Assistant Alumnus Advisors and Commissioners. The educational sessions provide the Fraternity with a knowledgeable and effective corp. of volunteer alumni who provide valuable direction to chapters and colonies. Kappa Sigma has also developed volunteer manuals for District Grand Masters and Alumnus Advisors to assist in the training process. The volunteer alumni program of Kappa Sigma is the backbone of leadership for Kappa Sigma Fraternity.



## “A Touch of Class”

Kappa Sigma chapter operations on a daily basis, involve a variety of projects, events and programs. Often, it is the tendency of the chapter to look at each project separately and within only a specific time frame. Chapters complete the task and move on without evaluation or any understanding of the big picture. A main reason for creating a public relations program, therefore, is to set up a structure by which all members can understand how each individual event will affect the chapter, and how people view the chapter, and Kappa Sigma, as a result.

In recent years, the Fraternity has placed a great deal of emphasis on Public Relations to assist chapters and Brothers in developing the following:

1. A good setting and evaluation process that reflects the standards of the Fraternity and the interests of each member of the Chapter.
2. A better understanding of what publics the Fraternity comes in contact with on a day-to-day basis and how we can develop positive relationships with those publics.
3. Develop resources to communicate to all publics the many beneficial programs and services of Kappa Sigma and how we support our fellow man.
4. To further develop a healthy undergraduate experience for our Brothers.
5. To have a thorough understanding of the ‘big picture’ of Kappa Sigma Fraternity.

Public Relations, or PR, can also be described as PR = performance reviewed. Every project, program, area of chapter operation and each individual Brother has an impact on the publics with whom we come in contact, and the composite perception of all publics basically establishes the Fraternity’s public relations, whether it be good or bad.

**Philosophy of Public Relations for Kappa Sigma:** Kappa Sigma’s Public Relations are established on both the chapter level and the international level. Each individual Brothers’ actions will determine the chapters’ public relations program and along the same line, all undergraduates and all Kappa Sigma chapters’ actions will determine how the Fraternity is perceived among its competition on the Interfraternity level and also how the college administrators will identify the Fraternity. Therefore, it is important to-understand that everything we do has an influence on our reputation.

There are also those individuals who believe that public relations are something which is used when the chapter has to make up for a wrong doing. Nothing is further from reality. A positive public relations program for chapter operations must be consistent and ongoing with each member of the chapter participating in the program. If the chapter visualizes public relations as a program utilized to get back in someone’s good graces, or if only 25% of the membership participates, then the public relations program would be a farce. The program must be consistent and involve each Brother.



The following five (5) points have been established to identify the Fraternity's philosophy on public relations:

1. It takes successful and effective local chapter public relations to support and enhance Kappa Sigma Fraternity on the more than 285 campuses where we live.
2. It takes successful and effective local chapter public relations and a strong International Fraternity public relations program to support and enhance the entire Greek system on each university campus.
3. PR is well-planned, effective communications to all Fraternity publics.
4. PR provides information that is accurate and timely.
5. A good PR program is continuous and is integrated into everything the chapter does.

**Identifying our Publics:** Too often, chapters and Brothers of Kappa Sigma take for granted the many publics with which the Fraternity comes in contact on a day-to-day basis. It is crucial to our public relations program that we approach each public in a courteous, friendly and businesslike fashion. Unfortunately, movies such as "Animal House" have caused certain individuals and organizations to develop negative or lighthearted perceptions of college fraternities in general. College fraternities also suffer from those chapters or members who violate the standards or principles of their organization.

These incidents have led to hundreds of negative articles on topics such as hazing, alcohol abuse and other areas of misconduct. It does not matter if it is Kappa Sigma or another fraternity or sorority, all Greek letter societies are affected by these events. The key to combating negative stereotypes is to live by the standards of the Order and to develop a positive relationship with our various publics.

In order to identify and understand these publics the following outline is provided:

### **External Publics**

#### **The University and College:**

1. Administration and faculty members, trustees and college officials, and the support staff of the institution.
2. Interfraternity Council, Panhellenic Council and all Greek Letter Societies.
3. Non-Greek students, student government, campus security and student services.
4. Alumni of the institution and the Alumni Relations Department



**The Community:**

1. Mayor's Office or City Relations Manager.
2. Public officials and services, i.e., fire departments, police departments, etc.
3. Neighbors of the Chapter and neighborhood organizations.
4. Chamber of Commerce and individual companies with whom the Chapter deals.
5. City Visitor's Bureau.
6. State and Federal officials.
7. Each person who communicates with Kappa Sigma.

**Visitors to Campus and Chapter:**

1. Chapter visits by other Kappa Sigma Chapters and Alumni.
2. Visiting alumni Brothers, dignitaries and special guests of the University.
3. Special lecturers and guest participants in campus activities.
4. All rush guests and legacies that show interest in becoming a pledge of Kappa Sigma.

**The Media:**

1. Campus newspapers and communications networks, i.e., television, radio, etc.
2. Campus alumni publications and public relations departments.
3. Local city and state publications.
4. Public Service announcement bureaus.
6. Local community television and radio stations.
7. Kappa Sigma news service, The Caduceus of Kappa Sigma, Chapter Operations Letter, Alumni Newsletters, and District Grand Master Newsletters.

**Internal Publics:**

1. Alumni Brothers from your Chapter.
2. Volunteer alumni officers, i.e., Alumnus Advisors, Assistant Alumnus Advisors, District Grand Masters, Assistant District Grand Masters, Commissioners, and the Supreme Executive Committee.
3. Alumni Brothers initiated by other chapters who live in the vicinity of the chapter.
4. Kappa Sigma chapters in the surrounding area and throughout North America.
5. Alumni chapters and associations in the surrounding area.
6. Chapter House Corporations and alumni Brothers assisting in chapter operations.
7. Parents of Kappa Sigma's
8. Current Pledges and initiated Brothers of the Chapter.



**Community and Campus Involvement and Support:** Kappa Sigma has contributed thousands of hours and dollars towards philanthropic programs for the benefit of those who are less fortunate and to benefit mankind. The Fraternity takes great pride in recognizing chapters and Brothers for their service to the community. It is for this reason, that a great deal of emphasis is placed on the "A Greater Cause" program - Kappa Sigma's call to service.

As Kappa Sigma's, we have a responsibility to be supportive and involved citizens in the community and on campus. These activities develop many opportunities for our Brothers and pledges to participate in learning experiences that develop future leaders for our society. The camaraderie that is built by Brothers and pledges working together to benefit others is one of the most rewarding activities available on a college campus.

The following ideas have been established by Kappa Sigma to assist chapters in developing their philanthropic programs:

1. Participate in community Big Brother program.
2. Provide facility for large Big Brother programs.
3. Decorate and staff a Halloween Haunted House and donate proceeds to local youth organizations.
4. Sponsor a "pee-wee" football team, basketball, or baseball team and invite university faculty and staff to special dinners or chapter events.
5. Provide delivery service of food and medication during severe weather for older people and shut-ins.  
Have your name and phone number placed in local media.
6. Sponsor an orphan through the many agencies that seek funding for children.
7. Contact the local United Way Committee to seek ways that the Greeks may be able to assist with the effort.
8. Organize an Easter Egg Hunt in the local city park.
9. Sponsor a party for children who participate in the local Trick-or-Treat for UNICEF.
10. Rake the leaves from the yards of local residents on your block.
11. Tutor underprivileged and underachieving children at local community center.
12. Take residents from a senior citizens home to a baseball or football game.
13. Collect toys and food for holiday drives.
14. Include at least one social service project in your BIA for Pledges program, at which the entire Chapter participates.
15. Provide free housing to high school students who visit campus through high school visitation programs -  
it will save the university money and it can be a great opportunity to sell the Greek system.
16. Sponsor a blood drive and offer the chapter house as a center of operations.



- 17.** Go Christmas caroling at local hospitals and retirement homes?
- 18.** Invite the university President to dinner... you might be surprised how easy it will be to arrange.
- 19.** Serve as a collection point for recycling services ... cans, bottles and papers.
- 20.** Football relay run for charity to a campus of an away game. Collect money and publicity along the entire route.
- 21.** Sponsor a Boy Scout Troop, a Brownie unit, or a Campfire unit.
- 22.** Volunteer to help put up Christmas decorations in business districts.
- 23.** IFC/Panhellenic should send congratulatory notes to faculty, students, and townspeople whenever they are cited for outstanding accomplishments.
- 24.** Visit patients in a Veteran's hospital.
- 25.** Plan a weekly activity evening in a mental hospital or convalescent center, sing songs, play cards, play checkers, crafts, etc.
- 26.** Assist with Special Olympics events.
- 27.** Cleanup and fix up a local community center.
- 28.** Make a mile of money, stretch a long piece of tape across the main sidewalk on campus and have everyone stick loose change on the tape. Give money to a deserving charity.
- 29.** Sponsor a reception for speakers and special guests who are on campus or in the community.
- 30.** Contact Kiwanis, Lions and other service organizations for project suggestions.
- 31.** Hand out pep banners at sporting events has your Greek letters shining, especially at events which are televised.
- 32.** Invite the Mayor to dinner, it helps to know City Hall.
- 33.** Plan and publicize a major dance marathon for charity.
- 34.** Help register people to vote and encourage voter turnouts at elections: a) posters;  
b) offer transportation to the polls.
- 35.** At Christmas time, provide a Santa Claus for the local children's home.
- 36.** Have a walk-a-thon or bike-a-thon for charity, such as Easter Seals, United Way, or the March of Dimes.
- 37.** Prison reform ... collect books for the local prison library at the local jail.
- 38.** Organize a seminar and/or study on alcohol use and abuse.
- 39.** Sponsor a small scholarship to an incoming student... the scholarship will also help your rush program by giving the chapter a list of names to rush from the applications.
- 40.** Set up a campus information booth during new student orientation.



- 41.** Present an Outstanding Faculty Award each year.
- 42.** Toys for Tots campaign... collect toys for local underprivileged children at Christmas.
- 43.** Hold a day of fasting program where the members volunteer to miss a meal or several meals to donate proceeds to a charity.
- 44.** Present an annual gift or donation to the university.
- 45.** Through the University Relations Office, take groups visiting the campus on tours.
- 46.** Sponsor a study skills workshop for incoming freshmen.
- 47.** Start a Greek newsletter and/or newspaper.
- 48.** Make regular visits to a nursing home to write letters for those who can't.
- 49.** Provide a car pool for residents of a convalescent center to take the shut-ins for a short ride about town.
- 50.** Start a baby-sitting service for married students.
- 51.** Have a campus Bingo Night in the Student Union. Sell each card for 10 cents or three for 25 cents with the proceeds going to charity.
- 52.** Coordinate a local telethon.
- 53.** Provide shuttle service for incoming freshmen from the airport, bus station and/or train station.
- 54.** Appoint a sharp, aggressive person to be public relations chairperson for IFC/Panhel.
- 55.** Host a Military Heroes Campaign Awareness Week.
- 56.** Always schedule an event or events for Kappa Sigma's Day of Service.

## CAMPUS INVOLVEMENT

Kappa Sigma not only prides itself on service to the community but also in providing service to various student organizations on the college campus. There are various opportunities for leadership in the chapter which are crucial to the day-to-day operations; however, the visibility of the chapter on campus will establish the chapter as a leader to all publics on campus and will be of the utmost importance to the chapter during such high profile activities as rush and awards selection.

Campus leadership can take on many forms, including the following:

- Varsity Sports
- Student Government
- Interfraternity Council
- Greek Steering Committee
- Homecoming Committee
- Student Center Board
- Student Trustees
- Honor Societies
- Mortar Board
- Debate Teams
- Campus Capital Campaign Telethons
- Campus Newspaper
- Campus Radio
- Campus Hospital or Student Aide Volunteers
- Special Interest Societies
- New Student Orientation Committee
- Campus & Community Relations Committee



**Alumni Development:** Few PR areas are more important to the chapter than alumni development. Chapters of Kappa Sigma must make alumni relations a high priority and build a strong level of continuous communications with all alumni Brothers. Alumni development takes on many forms, of which the chapter must be cognizant. These forms include written communication, alumni weekends and Homecoming, fundraising activities, rush and personal contact through email, phone calls or visits to the borne or business of alumni Brothers.

The key to developing a successful alumni relations program is to select an alumni relations committee to organize and carry out the goals and objectives of an alumni relations program. The alumni relations committee should be comprised of both undergraduate and alumni Brothers. The undergraduates serving on the committee should represent all classes of the chapter to assist in perpetuating the importance of alumni relations year after year. Alumni input will assist the committee in having experienced Brothers bring valuable thoughts to the program to assist the chapter in putting their best foot forward to the alumni and also provide ideas for programs that will assure alumni involvement.

**Alumni Newsletters:** Written communication to alumni is expected by the chapter at least once a year and a copy of the newsletter is to be included in the Fall Biennial Report and due to International Headquarters by October 15th. Failure to submit an alumni newsletter will result in a fine to the chapter but even more significant is the fact that failure to communicate with the alumni through attractive chapter newsletters will surely reduce the interest of alumni to participate in the chapter.

Alumni newsletters should also be focused solely to the alumni of the chapter. Alumni newsletters are excellent communication vehicles for informing alumni of upcoming chapter and alumni events and for keeping alums up to date on what their old undergraduate Brothers are up to. This can include announcements and articles of work promotions and special honors and awards received by alumni. Special profiles and interviews with successful alumni Brothers will build pride and interest among the chapter's alumni and an article of this nature should be included in each publication.

**Alumni Events:** Alumni events offer undergraduate chapters the opportunity to establish long lasting friendships with alumni. These situations are designed for the chapter to show its true colors and all of the many accomplishments the chapter has enjoyed. These events are also established to allow alumni Brothers to reminisce about their undergraduate days and to associate the current chapter's success to the experiences they had as undergrads. This will go a long way in building a common bond.

The organization of alumni events must be done in a very thorough fashion. These events would include functions such as Homecoming, Founders' Day, Stephen Alonzo Jackson Day, and alumni weekends on campus. The chapter should send out at least three to four announcements about the event ahead of time. Each announcement should include the time and place of the event and the type of function the activity will be. The announcement should be an attractive piece that will catch the attention of the alumnus. Cost may be of concern but the investment will be worthwhile.





## APPENDIX IV - PUBLIC RELATIONS

---

The first announcement should go out two months ahead of time with the follow-up reminder every two weeks. Remember that alumni are extremely busy people with commitments to their jobs and families and their schedules will fill up quickly. Try to organize events that include the families and not only the alumnus. This will encourage stronger attendance.

The chapter should also involve the alumni in soliciting attendance from their classmates. This has proven to be most successful and increases the desire for the alumnus to return. Always, above all else, make sure that alumni activities are a class affair and will leave everyone with a good feeling about the chapter. The worst possible thing that can happen would be for the alumnus to leave the chapter with a bad taste in his mouth or feel that he really was not welcome. Chances are if this occurs, he may not return.

**Media Contact:** All contacts from the media should be referred to the Executive Director who is the official spokesman for the Fraternity. From time to time, the chapters will come in contact with the media both in good and bad situations. It is of the utmost importance that **ONLY** the spokesman for the chapter handles media contacts, and that he handles himself in a professional and confident fashion.

This can really make the difference on how the chapter is reflected in the press. Always make sure that you have all of the facts and that you are honest in your dealings with the media. If ever presented with a question to which you are unsure of the answer, or that you feel may not be in the best interest of the chapter or of Kappa Sigma to answer – don't panic. Simply state clearly to the report that you don't have that info handy, or are not comfortable commenting on the subject at this time – but that you would be happy to send it to them at a later date. If this matter arises, call your AA and/or DGM right after and brief them. Often times they can handle it for you or provide valuable advice.

**News Releases:** The chapter should have a Public Relations Chairman and/or committee who are responsible for putting together news releases for chapter events and also for the individual accomplishments of Brothers in the chapter. Such news releases should be written in a professional fashion, in the proper format, and should always include the facts: How, who, what, when, where and why. Always remember to tell a complete story. The release should be typed, double-spaced and on one side of the paper only for submission to the news media. Sample news releases are shown in the Appendix of this manual for chapters to use as a guideline.

**The Caduceus of Kappa Sigma:** The Caduceus of Kappa Sigma is a publication of the Fraternity which is received by over 120,000 alumni. The publication has been in existence since 1885 and has been the central publication of the Fraternity in keeping alumni informed of developments in Kappa Sigma. This publication gives the chapter an excellent opportunity to submit timely articles and news to the magazine to report on the activity and success of chapter operations.

The alumni always look for news on their chapter both in feature articles and undergraduate news. Chapters of Kappa Sigma should take advantage of this and have an article or report in each issue of The Caduceus of Kappa Sigma.



Photographs should also be submitted to the magazine which are: in focus, close up, and in good taste and good print quality (300 dpi). The Fraternity will not publish photos that would offend alumni Brothers. Photographs should also be close-ups of groups of three to four people or a tight group shot.

Photographs will not be published that show a group at a distance or where the people cannot be identified. The Caduceus of Kappa Sigma provides great opportunities to chapters to shine in front of its alumni. You can see the latest issue on the Kappa Sigma web site at [www.kappasigma.org](http://www.kappasigma.org).

**Radio Stations:** Radio stations sometimes are news sources, but less so than newspapers. Newscasts are short. Stations are looking for campus news of strong general importance. But they are also looking for short feature stories with human interest. When these situations occur, give them to the radio station news director. Some community radio stations near campuses run special news and feature programs keyed to the college.

If so, such a program would be a likely market for many fraternity news stories which might not be usable on a general newscast. Some stations carry calendars of events, or bulletin boards, in which they announce meetings and special events. If your local station has such a calendar, this is a good news plug source for many of your chapter's special events. Most campuses have their own university radio stations. Because many depend upon part-time student staffing, they may be seeking news and feature items. Here again is the opportunity for your chapter to obtain recognition with radio listeners.

Radio talk shows provide another opportunity to plug your event - particularly if it is an event in which the public is involved. There are two talk show opportunities. First, you or a Brother might be the special talk show guest to tell about an event, situation or project in which your chapter is taking a lead, and in which the general public is involved. Second, there are opportunities to telephone the hosts of talk shows to plug your event or project.

Radio public service departments provide another opportunity. All stations are required by FCC to contribute a certain amount of free time to announcements of a public service nature. This does not mean the station must give any free time to Kappa Sigma. However, if a Kappa Sigma chapter is sponsoring a service project in which participation of the public is invited, the project may well be deserving of public service time.

If you request public service time, make certain that your project is truly of a public nature and that its presentation on radio benefits the listener as well as Kappa Sigma. Write your announcement in three different lengths -60 seconds, 30 seconds, and 10 seconds. Ten seconds may seem like little time to tell a story, but it is surprising how much you can say in a short time if you cut out all unnecessary words and phrases. Examples of radio public service spots appear in the Appendix of this manual.



## APPENDIX IV - PUBLIC RELATIONS

---

Public service announcements are scheduled well in advance. It is advisable to visit the public service directors of radio stations from three to four weeks in advance of the period in which you are requesting announcements. In requesting public service spots, specify the period (usually a two week span) in which you desire the announcements run. Few stations will extend public service announcements on single events longer than two weeks, because there are so many other demands for public service time.

**Television Stations:** The rules applying to television news coverage are generally similar to that governing radio coverage, except that television news time is usually more difficult to obtain. In seeking television news, look for stories which have visual appeal, realizing that TV news coverage is nearly always illustrated with on-the-scene reporting.

Television public service time is also more difficult to obtain than free time for the same event on radio. However, here again, the visual impact should be considered. The most commonly used television public service spot is a color slide or piece of art, flashed up on a screen with a short printed or lettered message.

Usually it is not backed up with dialogue. When seeking television public service spots, prepare an attractive television identification card or slide, or have an idea roughly sketched which the public service director may give to the station artist for final preparation of a station break identifying slide. In addition to furnishing the slide or card, furnish the station with a 60 second, 30 second and 10 second suggested spot announcement, similar to material furnished radio stations.

**Handling Bad News in Public Relations:** From time to time, chapters will have situations arise that will not be favorable to the chapter's operations. The Fraternity hopes these situations can be avoided, but history has proven that at some points, negative situations occur. As these Situations develop, it is important that the chapter handle the situation in a calm and collected manner. Chapters that over react and push the "panic button"; may lose control over the chapter and the action and response of the Brothers. Always make sure that the following steps are taken in reacting to negative situations.

1. Contact the chapter Alumnus Advisor, District Grand Master, and the Executive Director at the International Headquarters for their involvement. Please remember that the Executive Director will handle all media requests or contact.
2. Do nothing to make things worse.
3. Get the story over with by collecting all the information about the incident from the members of the chapter.
4. Gather the facts concerning the turn of events.
5. Take the appropriate disciplinary actions against those at fault.
6. Work with your DGM to prepare a release of the information as soon as possible and the Grand Master should be the spokesman for the chapter.
7. Be honest. Remember that you will be dealing with these news organizations and people in the future.
8. Learn from the Chapter's shortcomings.



**Kappa Sigma Fraternity Identity Program:** The Kappa Sigma Fraternity has an identity program which establishes a consistent and easily recognizable look that lends itself to Kappa Sigma Fraternity. By having all chapters of Kappa Sigma use the uniform trademarks, it makes our association across North America appear that much stronger. Chapters should make sure that they are utilizing the proper crest and appropriate Greek letters and the correct colors.

Chapters should utilize these service marks, symbols and colors in all printed materials circulated from the chapter in its daily operations. Always be sure that printed materials and signs are done in a class fashion that will reflect favorably on Kappa Sigma, and be sure to use licensed vendors only.

You can find a list of approved vendors on the Kappa Sigma website. See Addendum 4 to find designs of official crest, pledge pin, Greek letters as well as new logos established by the Supreme Executive Committee.

**Establishing a Public Relations Plan:** Establishing an effective public relations program for the chapter can be one of the most important areas of chapter operations. Each chapter should be sure to elect a Public Relations Officer as is called for in Rule 2.2.6 of the Constitution By-Laws and Rules of Kappa Sigma Fraternity. The Public Relations Officer will be responsible for organizing and carrying out an effective public relations program consistent with the public relations program of the International Fraternity.

The Public Relations Officer is responsible for establishing a public relations committee for the purpose of carrying out the business of the program. The Public Relations Officer will report directly to the Executive Committee and the various projects and programs established by the chapter. The following list is a description of the duties and responsibilities of the chapter's Public Relations Officer and Public Relations Committee:

**The Public Relations Officer is responsible for:**

1. Organizing a Public Relations Committee to oversee the PR Program of the chapter.
2. Reporting chapter news to the Editor of The Caduceus on a quarterly basis. The chapter news should be accompanied by pictures and captions.
3. Attending all chapter committee meetings which affect the chapter's Public Relations. This would include attendance at the following meetings: Chapter Publications, Alumni Relations, Rush, Community Service, Social and House Management.
4. Sending congratulatory letters for all communications received which deserve recognition and for sending congratulatory letters to alumni for promotions and for special announcements (i.e., weddings, job promotions, newborns, etc.)



5. Maintaining contact with the fraternities and sororities on campus. The chapter should participate in all interfraternal activities and send letters of congratulations to recognize chapter foundings and accomplishments.
6. Participating in the organization of all chapter celebrations including: Founders' Day, Stephen Alonzo Jackson Day, Homecoming, Parents' Day, and chapter Founders' Day.
7. Coordinating with the alumni relations chair to ensure that updates are made for all alumni addresses in conjunction with the university or college records department and the alumni records department at the Kappa Sigma Headquarters.
8. Communications with the campus Greek newspaper and the student newspaper, the university or college alumni publication and the university or college Public Relations Office.
9. Working with the Grand Master and Grand Scribe to assess the perceptions of the chapter among its various publics.

**The Public Relations Officer and Grand Scribe is responsible for:**

10. Submitting annual information to be included in the chapter archives at the Kappa Sigma Headquarters.
11. Posting all announcements and letters on a bulletin board in one of the chapter's common areas.  
All communications will be read in chapter meetings by the Grand Scribe.
12. Publishing a chapter directory listing all campus addresses and phone numbers of Brothers and pledges.
13. At least one annual publication and are encouraged to submit a newsletter to alumni of the chapter each semester. One copy of the newsletter should be sent to the Kappa Sigma Headquarters for the chapter file.
14. Publicizing all programs, achievements and services of the chapter in order to strengthen the reputation of the chapter.
15. Documenting each chapter's and individual's accomplishments in two separate files; one for the chapter's accomplishments and one for the Brothers' individual accomplishment. The chapter records should be used in the annual awards competition and the individual achievements can be used in preparing Brothers' resumes.

**The Public Relations Officer and Grand Master are responsible for:**

16. Understanding the public image of the chapter on campus, in the community, within the Greek system and within the Kappa Sigma Fraternity.
17. Monitoring, maintaining, and communicating the social responsibility of the chapter.
18. Making each Brother and pledge aware of their responsibilities, on an individual basis, in promoting the good name of Kappa Sigma.





**19.** Submitting news releases concerning undergraduate chapter achievements and individual Brother's achievements to the local media, the Headquarters in Charlottesville, Virginia, the District Grand Master, local alumni chapters, and Caduceus.

**The Public Relations Officer and Committee are responsible for:**

- 20.** Overseeing the chapter awards program. The PR Officer must make sure the chapter participates in the Kappa Sigma Fraternity's awards competition.
- 21.** Posting individual congratulatory displays on chapter bulletin boards for Brothers' birthdays, special achievements and special announcements.
- 22.** Maintaining an annual yearbook and that an annual chapter composite and group picture are displayed. One copy of the group picture and composite should be sent to the International Headquarters to be displayed.
- 23.** Communicating with the parents of the Brothers and pledges to involve them in chapter programs.
- 24.** Sending congratulatory and welcome letters to parents of pledges and new initiates.
- 25.** Participating in publication of a rush brochure and all fliers and posters concerning chapter activities and benefits.
- 26.** Maintaining the chapter PR files on each individual Brother and pledge, alumni Brothers, campus projects, articles concerning the chapter from local publications, community service, and campus leadership.

**PUT IT IN WRITING**

The only successful public relations program is one that will be put in written format. The Public Relations Officer and Public Relations Committee will be responsible for this activity. In putting together a written program, there are four steps that the chapter should follow that any public relations expert will tell you are crucial to the program's success. Each of these steps must be followed closely and carefully.

**FOUR STEPS TO EFFECTIVE PUBLIC RELATIONS**

**1. Research:**

This step involves researching the opinions of the Brothers in the chapter in relation to the actions and policies of the general Fraternity and chapter. This should be done at a chapter meeting or a retreat at the beginning of the school year or even better, during the summer. The Brothers should be asked for input on what projects they wish to sponsor in the name of the chapter and in what activities they want to participate in during the year.



## APPENDIX IV - PUBLIC RELATIONS

---

This is basically a goal setting process where the chapter membership expresses its true feelings on where the chapter will focus their efforts for the upcoming year. It may be helpful to break the chapter down into four or five different groups and have a recorder and spokesman for the individual groups give a report when the chapter reconvenes its meeting. After all reports are given, discussion should take place and a general consensus should be developed on the direction that the chapter will take in its operations.

This is a very important time in the chapter. By seeking the input of the chapter, the public relations program will be much easier to implement with the chapter membership. It is important to ask the following questions:

- What are our long-term goals and objectives?
- What are our short-term goals?
- Who needs to know our plan for Public Relations?
- What is our Public Relations program at the present time?
- What else can we do to improve our Public Relations program?
- How have we done with our Public Relations in the past?
- Does the Chapter have the money to sponsor various programs?

### **2. Planning:**

This step involves bringing the opinions, attitudes, reactions and ideas of Brothers to focus on the plan of action for the public relations program of the chapter. This process should be handled by the public relations officer and committee and the Executive Committee. Both groups need to formulate a plan utilizing the thoughts of the chapter in making the chapter a positive force in the public image. This can reflect changes in leadership programs and chapter behavior. This exercise is a decision making exercise in making the chapter the best it possibly can be. Make sure that a calendar is set and that goals and objectives are defined.

### **3. Communication:**

This step involves explaining the chosen course of action to all whose support is essential in carrying out the plan (namely the chapter membership), and putting the program into action. Always remember that a program is the collective result of everything the public sees and hears. Make sure that each Brother will support the effort; otherwise, publics with whom you interest will see your actions as a facade.

**4. Evaluation:**

This step involves the constant review of your progress in the various programs and activities to determine how well you are doing and what needs to be changed in order to meet your goals and plans. Each Brother should be kept well informed of the chapter's process. The review of the plans and programs should take place at each chapter meeting. The leadership of the chapter should remember to recognize Brothers who have performed in exemplary fashion. This will go a long way in building enthusiasm and future contributions.



### **Sample Radio Public Service Announcement**

#### **60 Seconds**

(Sound of fast dance music) This is some of the sound you will be hearing as 22 couples representing 44 campus organizations at the University of \_\_\_\_\_, are on the Floor of the intramural field house, testing their dancing endurance. The occasion will be the Kappa Sigma Valentine's Day Dance Marathon. Two of the dancers will be winners and will receive trophies. But the big winner will be the (name of community) Heart Fund which receives all proceeds from tickets you will be buying. Get yours for \$2.50 from the Kappa Sigma house at (address). Or you may buy it from any Kappa Sigma or at the door. Those threatened with heart disease will be happy you came – and so will you.

#### **30 Seconds**

(Sound of fast dance music) They say that exercise is good for the health. But when 22 couples exercise in the Kappa Sigma dance marathon it will also be good for your heart at another level. This is because all proceeds of the marathon will be to the (community) Heart Fund. Buy your ticket to the marathon from any Kappa Sigma now or obtain it at the door of the intramural field house on campus February 14. The benefit marathon begins at 7:30 p.m. Valentine's Day.

#### **15 Seconds**

Help your community Heart Fund by attending the benefit Valentine Dance Marathon at 7:30 p.m. February 14 at the intramural field house. Your \$2.50 ticket may be purchased at the Kappa Sigma house or from any Kappa Sigma.

#### **10 Seconds**

Help your Heart Fund by attending the Valentine's Day Dance Marathon at the intramural field house. Buy your ticket from any Kappa Sigma.



**KAPPA SIGMA**  
FRATERNITY  
A **BROTHERHOOD** LIKE NO OTHER

**FOR IMMEDIATE RELEASE**

## **University of Alabama Students Recognized for Excellence**

**(Charlottesville, VA.)** – The Beta Chapter of Kappa Sigma Fraternity at the University of Alabama has been selected as the recipient of the 2014 Kappa Sigma Fraternity Scholarship Award. The award was presented to the officers of the Chapter on August 6 at the 2014 Conference program held at the Kappa Sigma Headquarters in Charlottesville, VA. The University of Alabama Chapter was selected as one of two Kappa Sigma chapters out of a possible 315 colleges and university Chapters in North America. The award recognizes the Chapter members for scoring above the all men's/all fraternity average at the University of Alabama for all grading periods for the past three years and for upholding the standards of their fraternity and academic institution.

### **About Kappa Sigma Fraternity**

Kappa Sigma is the largest men's college social fraternity in the world, with more than 250,000 living members, including nearly 18,000 undergraduates and nearly 300 chapters and colonies located throughout the United States and Canada. Focused upon the pillars of Fellowship, Leadership, Scholarship, and Service, Kappa Sigma is a values-based organization that strictly forbids hazing and fosters meaningful college experiences by offering progressive membership development and pledge education. Founded in 1869 at the University of Virginia, Kappa Sigma International Headquarters is based in Charlottesville, Virginia.

–30–

### **Media Contact**

PR@HQ.KappaSigma.org

1610 Scottsville Road • Charlottesville, VA 22902-7108 • O: 434/295-3193 • F: 434/296-9557  
mailbox@hq.kappasigma.org





## APPENDIX V - ALUMNI RELATIONS

---

One of the basic tenets of our Order is Kappa Sigma's for life." That simple truth has prevailed in the hearts and minds of Kappa Sigma brothers since the day of our founding. Without the dedication and support which is inherent with a thorough understanding and commitment to the principle, Kappa Sigma would not be the great international fraternity it is today. Indeed, without the support, hard work and dedication of alumni, many of our finest chapters would be nonexistent today.

Fraternity historians tell us that the importance of the relationship between the undergraduate chapter and its alumni significantly increases as the years go by. This evolutionary cycle indicates that today's alumni are taking a more active role in the growth and well-being of the undergraduate chapter, not only as advisors or as a source of support, but as participants as well. The impetus for this increased alumni involvement comes from the undergraduate chapter.

There is one vital key for the development of alumni support and assistance throughout the life of an undergraduate chapter. That key is an effective alumni relations program. This manual has been designed to assist chapters in devising a successful alumni relations program to guide them toward formulating an ongoing alumni relations program that will elicit strong alumni support for the future.

**The Alumni Relations Chairman's Duties and Responsibilities:** The Alumni Relations Chairman holds a position of utmost importance in the chapter. Proper management of the duties and responsibilities of this position benefits the chapter as much as a strong recruitment program. Whereas a good recruitment program attracts the new members who are vitally important to the success, well-being and survival of the chapter, a good alumni relations program will help to insure the continued support and assistance of almost every alumnus who wears the Star and Crescent.

According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, the Alumni Chairman shall maintain an accurate list of the alumni of the chapter and encourage alumni undergraduate activities. Those are the two major responsibilities to the chapter and to Kappa Sigma Fraternity. Both are equally important and will require most of the time allocated to this position. But these two directions are only the beginning of a good alumni relations program.

To be successful and realize that full potential support from alumni, a more comprehensive alumni relations program is needed. The remainder of this manual will be devoted to assisting you in the development of such a program. While there may seem to be too many projects to realistically include in an alumni relations program, there are Kappa Sigma chapters whose programs are much more extensive and, as a result, enjoy excellent support and involvement from their alumni. The primary objective of such a program is to design and implement an overall alumni relations program which can be revised as needed in years to come.

By utilizing the following projects and ideas which best suit your chapter's needs, the days of disinterested alumni will almost certainly be numbered and your chapter can begin to experience the alumni support and involvement needed to insure stability and positive growth.



**The Alumni Relations Chairman's Duties and Responsibilities:** The Alumni Relations Chairman holds a position of utmost importance in the chapter. Proper management of the duties and responsibilities of this position benefits the chapter as much as a strong recruitment program. Whereas a good recruitment program attracts the new members who are vitally important to the success, well-being and survival of the chapter, a good alumni relations program will help to insure the continued support and assistance of almost every alumnus who wears the Star and Crescent.

**Organize an Alumni Relations Committee:** It is practically impossible for one individual to devote the necessary time to organize a comprehensive alumni relations program without jeopardizing his academic responsibilities. Therefore, it is recommended that the Alumni Relations Chairman appoint from two to five members to an Alumni Relations Committee to assist in all phases of the program. When choosing members for the committee, look for qualities of responsibility; self-motivation and perseverance in the personalities of the members. Try to include at least one pledge on the committee and be sure to delegate responsibilities to each member. It is of little advantage to have five committee members with only two or three actually doing any work.

Schedule regular committee meetings and encourage the members to hold brainstorming sessions to gather new ideas and utilize the committee to set goals for the program. In this way each committee member will contribute to the entire program's success. After projects have been selected to meet the program's goals, attempt to involve each committee member directly with at least one project. In this way, each committee member can contribute to the overall success of the program as well as take pride in a "job well done" on his particular projects.

The Kappa Sigma Fraternity highly recommends that each chapter have their Alumnus Advisor, and other alumni in the area, participate on the Alumni Relations Committee. These brothers will be able to give the chapter valuable assistance and guidance on the best way to communicate with alumni and will also have key knowledge of the projects the alumni will be most interested in as far as participation is concerned.

As the projects are completed, be sure to recognize those committee members who were responsible for successful projects so your committee will not be subject to motivational problems. Develop an alumni relations file and include a breakdown of how each project was planned and executed. Evaluate the results and make suggestions for future projects of like nature. This file will prove invaluable in maintaining a smooth, continuous alumni relations program from year to year.

**Alumni Relations and Recruitment - Where it all begins:** Good alumni relations actually begin during rush. How and what is said to a prospective member during rush can often be used to gauge his involvement and attitude as a brother and later as an alumnus. If he is rushed from the perspective that his only commitment to the Fraternity is as an undergraduate, and then it is a good possibility that once graduation day arrives, he will leave the Fraternity behind with the classroom. However, if during rush it is pointed out that there is an opportunity for him to remain active in Kappa Sigma for life, the chances are sustained involvement after graduation improve greatly.



Of course there are many other variables involved in a brother's decision to remain an active Kappa Sigma after leaving college, but the development of a true understanding of what "fraternity" means begins the minute a prospective member steps through the front door of the chapter house. Does he see only undergraduates, or does he see undergraduate and alumni? Is he given the opportunity to discuss the Fraternity with someone who has been a member for 10, 20, or even 30 years? By inviting local alumni to all rush functions, the prospective member is given the opportunity to realize that his decision to pledge a fraternity is an important one - one that will be with him for life. It will be far more meaningful for a rush guest to actually talk with an alumnus than to hear, "Oh, yeah. Once you're a Kappa Sigma, you're a brother for life."

Another means for improving alumni relations during rush is to solicit rush recommendations from alumni. Every alumni communication should include rush recommendation forms for them to return to the chapter. When the chapter receives recommendations for membership, be sure to follow them up with a visit. The chances are quite good that the alumnus has already talked to the prospective member about Kappa Sigma and his decision to join may already be partially formed. Be sure to acknowledge the receipt of a rush recommendation with a card of thanks to the alumnus.

After rush, communicate with him again in the form of a card or letter to inform him of the outcome of his recommendation. If it was decided not to pledge the recommended undergraduate, let the alumnus know why if at all possible. He will appreciate your honesty and the fact that you actually got to know the person he recommended. All too often, rush recommendations are ignored and an alumnus may begin to feel alienated from the chapter and be unwilling to provide support in time of need.

### **ESTABLISH A MAILING LIST**

Before planning any alumni function or sending out correspondence, an up-to-date mailing list of your chapter's initiates is a necessity. Make it a habit to ask each visiting alumnus if his address has changed recently. Perhaps keep a guest book so alumni can list any address changes. The following outline is a guide toward establishing an alumni mailing list.

#### **I. Locating Your Alumni:**

- 1.** Contact Headquarters' for an updated mailing list.
- 2.** Use your university alumni association mailing list.
- 3.** Contact parents or other relatives.
- 4.** Contact past officers.
- 5.** Post Office.
- 6.** Past Employers

**II. Keep the List Current:**

1. Obtain alumni assistance for continuity.
2. Communicate at-least three times each year.
3. Guarantee return postage for all mailings.
4. Request address corrections through Post Office.

Try also to work directly with the secretary of your chapter's alumni association or the Grand Scribe of the local alumni chapter. Do not forget to notify Headquarters of any changes you find. Without a good address, an alumnus is unable to receive The Caduceus of Kappa Sigma and other mailings from, including the chapter's newsletter.

**The Alumni Relations and BIA for Pledges Program:** The Alumni Relations Chairman should work closely with the Pledge Education Chairman and his committee to ensure that pledges have a thorough understanding of the principle involved with a lifelong commitment to Kappa Sigma. If each pledge develops an understanding of brotherhood and makes a personal commitment to stay "active" within Kappa Sigma after graduation, it will not only help the undergraduate chapter prosper while the pledge is in school, but will also provide the alumni relations program positive growth and almost automatic support upon his graduation. Therefore, it is imperative to develop a well-rounded, meaningful brotherhood development program.

Chapters will benefit by including the following ideas or projects in the BIA for Pledges program:

- I. One or more 15 to 30 minute discussions concerning what it means to each individual pledge to be a Kappa Sigma for life.
- II. Invite alumni to the pledge meetings to share with the pledges what they realized from their undergraduate involvement with Kappa Sigma and also to provide insight and knowledge in their respective career fields.
- III. Develop an alumni big brother program with local alumni. This has proven to be effective in many chapters and is recommended by the Supreme Executive Committee.
- IV. Encourage any pledge-alumni event which allows for maximum interaction between the two groups.

**Communication with Alumni:** It is imperative that the chapter communicate with its alumni on a regular basis to stimulate interest and keep them informed of the status of the chapter and other alumni. Each chapter of Kappa Sigma is required to send at least one alumni newsletter by May 31 of each year. A copy of this newsletter should be included in the Fall Reporting Booklet and a copy sent to the DGM, AA and two copies to Kappa Sigma Headquarters to ensure that the chapter receives proper credit for fulfilling this responsibility.



## APPENDIX V - ALUMNI RELATIONS

---

While only one annual newsletter is required, alumni should receive some communication from your chapter at least three times a year. Many chapters publish one major newsletter in May, but supplement this alumni communication with one-page updates at the end of each quarter or semester. Any of the following communications can be used to supplement an alumni newsletter.

- I.** Rush and social calendars to all local alumni
- II.** Notice of initiations and pledge installations.
- III.** Birthday and Christmas cards.
- IV.** Special university events which may be of interest to alumni.
- V.** Local and regional alumni functions.
- VI.** Requests for rush recommendations.
- VII.** Founders' Day events.

### ALUMNI NEWSLETTERS

Alumni newsletters are an important communication tool the chapter can utilize to stimulate alumni interest in the chapter. The form of the newsletter is not as important as the content, and quantity is no substitute for quality. In fact, some of the most successful newsletters are often only one page in length. Considerable assistance in the logistics of constructing a newsletter is provided by the Public Relations Manual. The following is a guide as to content and planning.

#### **I. Purposes of an Alumni Newsletter:**

- 1.** To keep alumni and parents informed.
- 2.** To stimulate alumni interest in the chapter.
- 3.** To solicit alumni support in various ways:
  - A.** Assistance with rush
  - B.** Recommendations of rush guests (including legacies)
  - C.** Financial Assistance
  - D.** Special projects

#### **II. What to include in newsletters or publications:**

- 1.** Emphasize news about other alumni - addresses, marriages, promotions, etc.
- 2.** University events - homecoming, Greek Week, special events, etc.





3. Upcoming chapter events - canoe trips, rush, Founders' Day, alumni weekend, spring formal, etc.
4. "Remember When" column and old pictures.
5. Chapter news.
6. Community Service Projects.
7. Human interest stories - housemother, house pet, etc.
8. Fillers from HQ - Undergrad.
9. Intramurals/academics.

### **III. Where to obtain newsworthy materials:**

1. Have a journalism major or experienced Brother serve as editor.
2. Have committees submit written reports.
3. Have intramural and activities chairmen contribute items.
4. President or secretary of alumni association or alumni Chapter.
5. University Officials.
6. Alumnus Advisor and/or District Grand Master

### **IV. General Do's and Dont's:**

1. Do be sure of the correct spelling of all names and content.
2. All copy should be typed and double spaced to avoid delays with the printer and errors in production.
3. Include specific instructions for:
  - A. Completion Date
  - B. Mailing Instructions
    - Class
    - To whom
4. Avoid repeating information in committee reports (GM reporting on rush, rush chairman reporting on rush).
5. Use only black and white high contrast prints or negatives.
6. Don't use the word "hopefully", use "we hope".
7. Focus the newsletter to the interest of the alumni. Do not make it just a brag letter for the Chapter.

Do not hesitate to contact International Headquarters for further information or assistance in preparing your annual alumni newsletter. With improper information or an incorrect format, an alumni newsletter can do more harm than good.

**Planning an Effective Alumni Weekend:** Building good alumni relations for an effective alumni weekend does not occur overnight. Many elements contribute to the success or failure of such a weekend. Consider the inhibitions or position of the alumnus concerning his chapter.



- I.** Family and business obligations hinder participation.
- II.** The difficulty of relating to the chapter as it is now.
- III.** The desire not to return to “the way it was”, the feeling of outgrowing the college stage of their life.
- IV.** Negative incidents which may have occurred between the alumnus and the chapter.
- V.** Poor communication between the chapter and alumnus.

In planning an alumni weekend there is no definite key to success, but the following is a plan which has worked for many Kappa Sigma chapters.

### **I. Promoting the Event:**

It is best to center your weekend around a special time, such as a big event sponsored by the university (Homecomings, Greek Week, Alumni weekend, etc.) or an event associated with the Fraternity (Founders’ Day, winter/spring formals and dances, etc..) The latter is preferable (Could also focus on an alumni reunion from designated years).

Begin promoting the weekend at least two months in advance. Alumni are busy and they need time to plan for Fraternity events.

- 1.** You should attempt to send at least three mailings. A fourth one is important, but optional.
  - A.** At least eight weeks prior to the event, an email or letter from the GM should be sent announcing the date and events planned for the weekend.
  - B.** A second follow-up email about two weeks later from an alumnus (AA or prominent alumnus) will reinforce the information in the initial letter. The email could include the names of those who are planning to attend.
  - C.** Invitations with a return RSVP card should be sent four weeks before the event. Set a deadline for receiving the RSVP card.
  - D.** (Optional) Have Brothers write personal, hand-written letters to alumni concerning the event. This is a very effective device.
- 2.** Telephone local alumni and have them contact other Brothers from their class. Do not underestimate the “domino effect” of alumni contacting each other.
- 3.** Publicize the event in the local media and on social media. See Public Relations Manual for suggestions.



**II. Events to include during an Alumni Weekend:**

Friday Evening- Registration at the chapter house, alumni class reunions, music. Make reservations for your alumni at a nearby motel or hotel. Do not forget name tags for alumni and undergraduates.

**Saturday**

A buffett at the Chapter house or restaurant ..... 12:00 p.m.

Chapter meeting which includes alumni, chapter/alumni sports events..... 2:00 p.m.  
(choose among these, but do not try to schedule too many).

Beginning of the banquet or dance - schedule a program of events centered around a ..... 5:00 p.m.  
keynote speaker. Plan the banquet at a prominent location, preferably a country club  
or a hotel. Choose your band wisely - this is extremely important if you want alumni to  
continue to attend year after year - on't blast them out of the room.

**Sunday**

Breakfast at the chapter house or facility where dance was held..... 11:00 a.m.

Departure of alumni. Chapter Members should be at the motel to send alumni ..... Wrap Up  
off. Sometimes a Chapter meeting is held with alumni to attend during the  
morning hours.

**III. How Kappa Sigma Headquarters Can Help:**

- 1. An SEC member could possibly schedule an appearance at your event.
- 2. Your DGM should be able to attend if given advance notice.
- 3. Volunteer Alumni and Headquarter Staff can assist in planning and securing speakers.

Do not be easily discouraged if alumni do not flock to the event. In many cases it takes a couple of years for the word to get out that the chapter have a good thing going. Above all, be consistent each year. Do not cancel the event if only a handful of alumni plan to attend. Cancellation is associated with failure, and the alumni may blame the chapter for the cancellation. After all, a banquet and dance are good for chapter morale.



## KAPPA SIGMA FRATERNITY APPENDIX V - ALUMNI RELATIONS

---

Above all else, **THE UNDERLYING GOAL OF AN ALUMNI WEEKEND SHOULD BE TO MAKE ALL ALUMNI FEEL AT HOME.** Each undergraduate should personally attempt to meet as many alumni as possible and to get to know them on a personal basis. If an alumnus returns to the chapter and gets the “cold shoulder” from the undergraduates, he may not want to return again regardless of the event. Check out Kappa Sigma’s home page on the web. It has lots of news, suggestions and ideas. The address is: [www.kappasigma.org](http://www.kappasigma.org)

**Graduating Brothers:** During the graduating member’s last year, emphasize the importance of keeping in touch with the chapter and the Fraternity. Remind him to send address corrections to both the chapter and HQ whenever he relocates. You may want to pick up from the Post Office a change of address kit and give it to him upon departure. Address two cards, one to the chapter and one to HQ. All he has to do then is fill in his new address and drop them in the mail.

You will also want to remind the graduating Brother of the importance for him to contribute to fund raising projects of the chapter and Kappa Sigma Fraternity, which in turn will allow us to perpetuate the quality of the Fraternity’s services, programs, and chapters.

**Legacies:** When you include rush recommendation cards in your alumni mailings, be sure to follow-up all recommendations made, especially if they are sons or grandsons. Legacies of Kappa Sigma Brothers often make excellent Brothers because they have a better understanding of the Fraternity before they pledge, based on the education given by their father or grandfather. This is not to imply that the legacy should automatically receive a bid to your chapter, but at least get to know him as well as you would any rush guest who is interested in pledging. To disregard a recommendation of a legacy will almost certainly end an alumnus’ support to your chapter.

A thank you letter should be sent to the alumnus acknowledging the receipt of the recommendation, and a follow-up letter advising whether or not the man was pledged is very important. An alumnus will appreciate it greatly if you take the time to respond to his recommendation. Many times, this is not done and the chapter loses the potential support of a good Kappa Sigma. It is good alumni relations to carefully consider all legacies and other rush recommendations made by alumni.

**Relations with nearby Alumni Chapters:** A nearby alumni chapter can serve as an excellent resource for alumni support and assistance. Indeed, one of the major purposes for forming an alumni chapter is to assist local undergraduate chapters. The Alumni Relations Chairman should ensure that the relationship between the undergraduate chapter and the alumni chapter is positive and lasting.

If the alumni chapter decides to assist your chapter in some way make doubly sure they receive proper thanks from the chapter. Most alumni are willing to give time and effort to an undergraduate chapter in need if they feel the assistance



is appreciated. It is basic human nature to thank someone for doing you a favor or assisting you in some way. Do not forget this basic tenet when alumni assist your chapter.

At least one representative of the undergraduate chapter should attend alumni functions to keep the alumni abreast of the chapter's activities and also to inform the Brothers of the support the chapter needs. This can be one of the most valuable resources.

**Relations with Alumni in general:** As in the case with alumni chapters above, it is equally important to show proper appreciation to each individual alumnus who assists the chapter. If an alumnus serves as a guest speaker, is involved with the pledge program or provides a needed service to your chapter, make sure he is aware that the chapter appreciated his assistance. Send him either a personal thank you note or letter or a small gift of some kind, and he will be much more likely to contribute again.

Do not forget that this advice holds true for your Alumnus Advisor and District Grand Master. These men are vital to the existence of the Fraternity and your chapter. As stated in the introduction of this manual, without the hard work and diligence of our volunteer alumni, such as AAs, DGMs, Commissioners, SEC members and Trustees, Kappa Sigma Fraternity would be nonexistent today.





# ADDENDUM

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



## ASSESSMENTS, FEES, AND DUE DATES

### Recurring Dates

Reporting Pledges  
Reporting Initiates  
Mailing New Initiate Cards that ARRIVE at HQ  
Reporting A Greater Cause Hours & Dollars  
Reporting Military Heroes Dollars  
Reporting New Executive Officers  
Expulsions, Suspensions and Resignations

### Due Dates

3 Calendar Days After Ceremony  
10 Calendar Days after Ceremony  
40 Calendar Days after Ceremony  
60 Calendar Days after Event  
60 Calendar Days after Event  
10 Calendar Days after Ceremony  
30 Calendar Days from Chapter approval

### Platform

KappaSig.Net  
KappaSig.Net  
Postal Service/FedEx  
KappaSig.Net  
KappaSig.Net  
KappaSig.Net  
KappaSig.Net

### Single Day Dates

IRS Form 990 to the IRS AND Copy to HQ  
Awards Applications (Available in March)

### Due Dates

15 October  
15 April

### Platform

accounting@hq.kappasigma.org  
KappaSig.Net

### New Initiates and Fees

### US Dollar

### Canadian Dollar

0-30 Days Late on Any Recurring or Single  
Day Reporting Dates (Except reporting Initiates)

\$500

\$692

31+ Days Late on Any Recurring or Single Day  
Reporting Dates (Except reporting Initiates)

\$2,500

\$3,461

1+ Days Late Reporting Initiates

\$150

\$207

Failure to attend Leadership Conference or  
Grand Conclave. Assessed at the discretion of  
the Supreme Executive Committee. May also  
be assessed additional sanctions.

\$1,000

\$1,200

### Recurring Assessments

### US Dollar

### Canadian Dollar

Liability Coverage Management Assessment per  
Brother per year\*

\$145

\$180

Undergraduate Dues per Brother per year\*

\$45

\$55

Leadership and Educational Assessment per  
Chapter per year^

\$1,200

\$1,450

Champion Quest Supply Fee per year^

\$100

\$125

\* = Chapter assessments are srt a minimum of 35 members per month (Chapter Rosters are pulled for this on the 1st of every month.);  
Per Month assessment is \$993.75 (USD) or \$1250 (CAD)

^ = Fixed assessments are divided into eight (8) payments billed at the beginning of each month, September through April.

## UG ANNUAL REPORT DUE APRIL 1

Undergraduate Chapter Annual Reports due on April 1.  
Only one report per year, available January 15.  
Annual Reports can be created and accessed on KappaSig.Net.





# ADDENDUM I - REPORTING DUE DATES & DEADLINES

## ASSESSMENTS, FEES, AND DUE DATES

Periodic Fees	US Dollar	Canadian Dollar
Pledge Fee per Pledge *	\$45	\$55
Pledge Insurance per Pledge *	\$36.25	\$45
Initiation Fee per Initiate *	\$150	\$185
Reinstatement Fee per Request *	\$150	\$185
Chapter Installation Fee paid with the petition to Charter.	\$3,000	\$3,650
Ritual Book Replacement.	\$1,000	

\* = These are assessed to the following month's invoice after reporting on KappaSig.Net.

Failure to Pay	US Dollar	Canadian Dollar
30-60 Days Late - Status: Delinquent	\$25	\$34
61-90 Days Late - Status: Financial Suspension	\$50	\$69
91+ Days Late - Status: Suspension of Operations	\$100	\$138

\*Assessments mature each month if unpaid.

\*Chapters will be assessed both fees and statuses so long as non-payment continues.



### REMEMBER...

#### Submission deadlines are due:

Winter/Spring - November 1

Summer/Fall - May 1



### SUBMISSION GUIDELINES:

- The update submitted should be written in the third person, singular and should touch on Chapter operations, including CQ, AGC, and BIA.
- Due to spacing constraints, please limit your submission to 200 or fewer words, and submit it as a Word document.
- Follow the Kappa Sigma Fraternity's Style Guide, found on KappaSig.net, to edit the submission using Kappa Sigma's formatting and stylization guide.
- Attach photos as a separate file with your update, DO NOT include them in the Word document.
- All photos should be 300 DPI or higher (JPG, PNG, or HEIC). Photos below 150 DPI will not be included.
- Clearly identify each picture and provide a caption to identify individuals or the activity in each.



Please see below regarding the timeline regarding monthly invoices and expected payments throughout the year. This is to ensure that all Chapters and volunteers have a sound working knowledge of the requirement to pay all bills on time and the consequences if that does not occur.

**I.** Invoices are due upon receipt. If unpaid by the end of the month the Chapter will be delinquent. This means that the Chapter loses all voting rights under the CBR.

**II.** If a Chapter has not paid the invoice by the end of the following month (now 60 days past the date of invoice), the Chapter will be subject to financial suspension, meaning that the Chapter can have no activities other than recruiting, pledging, community service and chapter meetings (no intramurals, no social events).

**III.** If a Chapter has not paid the invoice by the end of the next month (now 90 days past the date of invoice), the financial suspension may be extended to a full suspension of operations, meaning the Chapter can have no activities whatsoever. The Chapter may also be required at that point to show cause at the next SEC meeting as to why it should remain as a Chapter of Kappa Sigma.

**IV.** Please note further that all pledge fees and initiation fees when reported. If they are not, they will be billed on a separate invoice, due within the same reporting time frame. Delaying payment of pledging or initiation fees may result in the above sanctions as well.

A sample timeline, based on this month's billing is included below for your reference.

**September 1** - Invoice generated and sent to Chapter. Invoice is due upon receipt.

**October 1** - Chapter considered delinquent if invoice remains unpaid.

**October 31** - Financial suspension is in effect if invoice remains unpaid.

**November 30** - Full suspension of operations and requirement to show cause may go into effect if invoice remains unpaid.

### **Financial Policy - Colonies**

**02/11/2005**

*All colonies are required to remain in good financial standing during their colonization period. Before a colony may petition the Supreme Executive Committee for chartering, they must have no past due balance or outstanding fines. Once approved, the colony must remain current until they are installed as a chapter. Failure to do so will result in the colony being required to re-petition the Supreme Executive Committee for chartering.*



## KAPPA SIGMA FRATERNITY ADDENDUM III: AWARD LISTINGS

### I. Fellowship

1. Outstanding BIA for Pledges Program Award
2. Jackson's Recruitment Cup \*
3. Top 25 Recruiting Chapters \*
4. Above 50 or Largest on Campus \*

### II. Leadership

1. Outstanding Communications Program Award
2. Chapter Intramural Achievement Award
3. Outstanding House Corporation Award
4. Most Improved Chapter Award

### III. Scholarship

1. Chapter Master of the Ritual Award \*
2. George Miles Arnold Cup \*
3. Silver Bowl Award
4. Chapter Academic Excellence Award \*
5. Chapter Ritual Proficiency Excellence Award
6. 100% Ritually Proficient Award \*
7. Most Improved Chapter Ritual Proficiency Award \*

### IV. Service

1. Outstanding Single Community Service Event
2. A Greater Cause Excellence Award \*
3. Grand Conclave Attendance Cup \*
4. Leadership Conference Attendance Cup \*
5. District of the Year Award \*
6. Most Improved District Award \*
7. Alumni Chapter of the Year Award
8. Commissioner of the Year Award \*
9. District Grand Master of the Year Award \*
10. Outstanding District Grand Master Award \*
11. Assistant District Grand Master Award \*
12. First Year Volunteer Award \*
13. Alumnus Advisor of the Year Award \*

14. Assistant Alumnus Advisor of the Year Award \*
15. Outstanding Alumnus Advisor Award \*
16. Outstanding First Year Volunteer Award \*
17. Distinguished Service Commendation \*

### V. Individual Undergraduate Brother Awards

1. Undergraduate Brother of the Year Award
2. Outstanding Grand Master Award
3. Outstanding Grand Procurator Award
4. Outstanding Grand Master of Ceremonies Award
5. Outstanding Grand Scribe Award
6. Outstanding Grand Treasurer Award

### VI. Individual and Chapter Alumni Awards

1. Kappa Sigma Man of the Year Award
2. John G. Tower Distinguished Alumnus Award
3. Stephen Alonzo Jackson Award \*

**\* = NO FORMAL APPLICATION REQUIRED.**





Kappa Sigma is a Brotherhood Like No Other! We are the largest college social Fraternity in the world with more than 340,000 living members, including over 16,000 Undergraduates, and over 280 Chapters and Colonies located throughout the United States and Canada. Our status as being Number One in the Fraternal world is a major component of Kappa Sigma’s public identity and marketing. Each of our Chapters is able to help project this identity and reinforce our strength in numbers by using Kappa Sigma’s adopted branding.

A brand is the emotional and psychological relationship an organization has with its customers. In the case of Kappa Sigma, our customers are not only our members, but also potential new members and our campus communities. Every communication your Chapter makes, whether by email or on social media, from website content to written correspondence, must be consistent with the brand of the Kappa Sigma Fraternity. You can help Kappa Sigma strengthen its brand and remain consistent in its messaging by properly applying the standards described in the guide.

Kappa Sigma’s logos are protected through the filing of service marks through the federal government and by the use of Greek affinity licensing. Please contact Kappa Sigma Headquarters with questions about either of these protections.

**Access the Branding and Style Guidelines via KappaSig.Net.**

Any questions or concerns regarding the Fraternity’s Brand and Style Guide can be directed to [pr@hq.kappasigma.org](mailto:pr@hq.kappasigma.org)

**Primary Logo:**



**Standard Branding Colors**

- Scarlet Red..... HEX Code: #aa182c
- Emerald Green ..... HEX Code: #f1f1f1
- White ..... HEX Code: #1a5632
- Gold (tertiary) ..... HEX Code: #daa900

**Standard Fonts:**

- Futura (PT)
- Old Goudy Style
- Merriweather
- Tungsten





## Volunteer and Chapter Officers

Access the online Directory for phone numbers and email addresses through KappaSig.Net or through the Mobile App.

## Kappa Sigma Headquarters and Staff

Mailing and Shipping Address for all general correspondence:

1610 Scotsville Road  
Charlottesville, VA 11902-7108

Phone: (434) 295-3193

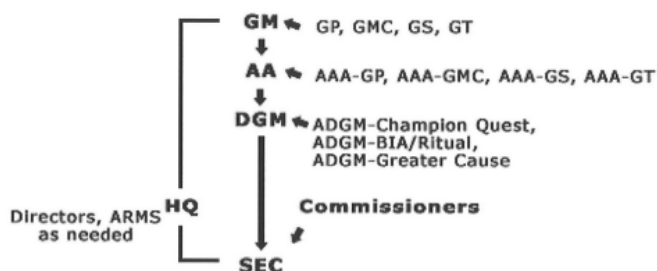
Fax: (434) 296-9557

Email: [help@kappasigma.org](mailto:help@kappasigma.org)

Working with Volunteers is one of the most important things an Executive Officer (EC) will do when leading his Chapter to greatness. The immediate contact for the EC is the Alumnus Advisor (AA) and the Assistants (AAA); the GM works directly with the AA, and each other EC officer has an AAA to directly assist him in his daily operations. On a broader level, EC officers network with their District Grand Master (DGM), as well as the Assistants (ADGM) who oversee the Kappa Sigma initiatives.

The DGM is appointed by the Supreme Executive Committee (SEC). In turn, he selects volunteers for the other positions in his district. The SEC is elected at Conclave by Undergraduates and Alumni in attendance. They serve as volunteers for a period of two to four years. Members include the Worthy Grand Master (WGM), Worthy Grand Procurator (WGP), Worthy Grand Master of Ceremonies (WGMC), Worthy Grand Scribe (WGS), and Worthy Grand Treasurer (WGT).

Kappa Sigma also has Commissioners that oversee the programming and development in specific areas of Kappa Sigma Fraternity. These commissions include the following: Brothers In Action, Champion Quest, A Greater Cause, Historical, Operations, Legal, Ritual, and Volunteer. The service resource of the Fraternity is the Headquarters (HQ). It has no governing authority, and exists to serve the SEC, Volunteers and undergraduate Chapters.





# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## AWARDS MANUAL

KAPPA SIGMA FRATERNITY AWARDS MANUAL

**FIRST PUBLISHED:** AUGUST 31, 2023

**LAST REVISED:** AUGUST 16, 2024

FOR USE THROUGH GRAND CONCLAVE 2025



# KAPPA SIGMA FRATERNITY TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>211</b>
<b>APPLICATION PROCEDURES.....</b>	<b>212</b>
FACE, District FACE, and Founders' Circle Awards .....	213
Important Dates.....	213
FACE & Founders' Circle Award.....	214
FACE Award.....	215
District FACE Award .....	220
FACE for First Year Chapters .....	220
<b>ADDITIONAL UNDERGRADUATE CHAPTER AWARDS .....</b>	<b>221</b>
Chapter Jackson's Recruitment Cup .....	222
Top 25 Recruiting Chapters .....	222
Colony Jackson's Recruitment Cup.....	222
Top 10 Recruiting Colonies .....	222
Champion Chapter – Largest Chapter Awards .....	222
Champion Chapter – Above 65 or Largest on Campus (Minimum 35 Men).....	222
Most Improved Chapter Award .....	222
A Greater Cause Champion Award .....	222
Military Heroes Champion Award.....	222
Silver Bowl Award .....	222
Chapter Academic Excellence Award.....	222
Chapter Ritual Proficiency Excellence Award .....	223
100% Ritually Proficient Award.....	223
100% Ritually Proficient for TWO Certificates Award.....	223
100% Ritually Proficient for THREE Certificates Award .....	223
Most Improved Chapter Ritual Proficiency Award.....	223
Chapter Ritual Team Award .....	223
Grand Conclave Attendance Cup .....	223
District of the Year Award.....	223
Most Improved District Award.....	223
George Miles Arnold Cup .....	224
A Greater Cause Excellence Award.....	225
<b>SEPARATE APPLICATION CHAPTER AWARDS .....</b>	<b>226</b>
Outstanding Communications Program Award .....	227
Outstanding Social Media Content Award.....	229
Chapter Intramural Achievement Award .....	230
Outstanding Single Community Service Event .....	231
Outstanding Single Military Heroes Campaign Event.....	232



<b>UNDERGRADUATE BROTHER AWARDS .....</b>	<b>233</b>
Undergraduate Brother of the Year Award.....	234
Outstanding Grand Master Award.....	235
Outstanding Grand Procurator Award .....	236
Outstanding Grand Master of Ceremonies Award .....	237
Outstanding Grand Scribe Award .....	238
Outstanding Grand Treasurer Award.....	239
<b>ALUMNI BROTHER AWARDS .....</b>	<b>240</b>
Kappa Sigma Man of the Year .....	241
John G. Tower Distinguished Alumnus Award .....	242
Stephen Alonzo Jackson Award.....	243
<b>ADDITIONAL ALUMNI AWARDS .....</b>	<b>244</b>
Outstanding Housing Corporation Award .....	245
Alumni Chapter of the Year Award. ....	245
Commissioner of the Year Award.....	245
District Grand Master of the Year Award.....	245
Outstanding District Grand Master Award.....	245
Assistant District Grand Master of the Year Award .....	245
Outstanding Assistant District Grand Master Award .....	245
Alumnus Advisor of the Year Award.....	245
Outstanding Alumnus Advisor Award.....	246
Assistant Alumnus Advisor of the Year Award .....	246
Outstanding Assistant Alumnus Advisor Award .....	246
Outstanding First Year Volunteer Award.....	246
District of the Year Award.....	246
Most Improved District Award .....	246
Distinguished Service Commendation Award .....	246
Commission Member of the Year Award .....	246
Awards Manual Revisions.....	247



# INTRODUCTION

The purpose of the Kappa Sigma Awards Manual is two-fold. Primarily, it is used to evaluate the best Chapters in Kappa Sigma and to award the deserving Chapters in different areas of excellence. Awards provide recognition and motivation for Brothers and Chapters and help promote a positive fraternity experience. The Kappa Sigma Fraternity takes great pride in recognizing those Brothers and Chapters who excel in various aspects of fraternity, campus, and community life.


Secondly, this manual should be used as a guideline for Chapter goal setting throughout the academic year – to provide specific target benchmarks for achievement. Time and experience has shown that those Chapters which regularly participate in goal setting exercises are much more likely to achieve. Therefore, even if the Chapter is not necessarily ready to win certain awards, using this Awards Manual as a guide for operational improvements and benchmarks will still help advance the Chapter and build a foundation for future award recognition.

The awards program parameters have been updated to reflect the Fraternity's current initiatives, and provide an efficient and objective process for recognizing excellence. Please pay special attention to the detailed explanations of the FACE and other award criteria and the process by which Chapters will be evaluated. In addition, a copy of the FACE scoring sheet is included, so each Chapter will know EXACTLY what it takes to win an award.

As always, many of Kappa Sigma's awards will have multiple winners – so the Chapter's application does not have to be the single best in order to win. Do not wait until the last minute to begin filling out the applications – start right away.

A full description of each award, along with its application and scoring sheet, is located in this manual. Certain awards do not require a full application and are based on information collected in the reports and other online databases. Therefore, it is once again essential that all the reports be completed accurately and timely. All old award applications should be discarded upon receipt of this new manual.





# APPLICATION PROCEDURES

## KAPPA SIGMA FRATERNITY AWARDS MANUAL

Important Note: If a Chapter, at any time, is placed on financial probation between June 1 and the awards presentation at the Grand Conclave, they will be ineligible for the FACE and Founders' Circle Awards. The Grand Treasurer will also be ineligible for the Outstanding Grand Treasurer Award.

LEADERSHIP



### **FACE, District FACE and Founders' Circle Awards**

Please refer to the enclosed Founders' Award of Chapter Excellence ("FACE") scoring sheets, with a specific scoring breakdown, so your Chapter can see EXACTLY what it will take to be a FACE winner.

ALL CHAPTERS WILL AUTOMATICALLY BE SCORED FOR FACE ACCORDING TO DATA SUBMITTED TO THE KAPPA SIGMA HEADQUARTERS ("HQ").

It is imperative that Executive Committees and Volunteers make sure data sent to HQ is accurate. Similarly, there is no application for District FACE and Founders' Circle; all Districts and Chapters will be scored.

---

### **Undergraduate Chapter Awards**

Criteria for each award is outlined in this manual. Undergraduate Chapter Awards should be completed by the Undergraduate Chapter and approved by the Chapter Volunteers.

---

### **Individual Undergraduate Brother Awards**

Many individual Undergraduate Brother Awards require nomination(s) from different sources, which can include chapter Brothers and pledges, general alumni, Alumnus Advisors, DGMs, Commissioners and SEC members, as well as University faculty or administrators. Criteria for each award is outlined in this manual. Undergraduate officers who meet designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC approval.

---

### **Important Dates**

- April 1, 2024 - Annual Report submitted to Headquarters
  - April 15, 2024 - All applications must be submitted
  - May 1, 2024 - All A Greater Cause Hours, Military Heroes Donations, Ritual Proficiency testing and other data shown below must be logged into the appropriate databases.
- 

### **Individual and Chapter Alumni Awards**

Individual and Chapter Alumni Awards require nominations(s) from different sources. All awards require a cover sheet if the submission is made in hard copy or in PDF format.

---

### **THE ONLY EXCEPTIONS TO THESE DEADLINES ARE**

- The Man of the Year Award - Selected by the Supreme Executive Committee. Nominations can be submitted anytime during the year to the Executive Vice-President and Chief Administrative Officer.
  - The Distinguished Service Commendation nomination has no set application deadline.
-



# FACE & FOUNDERS' CIRCLE AWARD

KAPPA SIGMA FRATERNITY AWARDS MANUAL

Chapter Executive Committees and Volunteers - It is imperative that all data sent to HQ over the Academic year is accurate to ensure the following correct information is available for judging.

LEADERSHIP





## KAPPA SIGMA FRATERNITY **FACE & FOUNDERS' CIRCLE AWARD**

---

### **Founders' Award of Chapter Excellence / Founders' Circle Award**

The Founders' Award of Chapter Excellence ("FACE") is the benchmark award in Kappa Sigma. The FACE award recognizes the outstanding Chapter management, achievement and program development in all areas of operation. Realizing differences between Chapters and campuses, each Chapter will be judged in relation to overall Kappa Sigma target goals, rather than being compared, one-on-one, to other Chapters. All Chapters meeting the specified minimum criteria and achieving a total FACE application score of 88 points or higher (82 points if Chapter does not report GPA), will be presented with a Founders' Award of Chapter Excellence.

The Kappa Sigma Founders' Circle Award is the highest award given to Chapters. The Founders' Circle Award recognizes the Order's "best of the best" at the Undergraduate Chapter level. Founders' Circle designees succeed in all areas of Fellowship, Leadership, Scholarship, and Service and set a shining example to which all Chapters should aspire to. Chapters in the Top 2% will be entered into the Founders' Circle and will receive a \$1,000 Chapter HQ account credit. Chapters will be ranked based by FACE points earned/total possible FACE points.

---

### **THERE IS NO APPLICATION FOR FACE / FOUNDERS' CIRCLE AWARDS.**

All Undergraduate Chapters of Kappa Sigma Fraternity will automatically be judged for FACE and for the Founders' Circle Award, provided they meet the following minimum criteria.

- **FINANCIAL:** The Chapter is not placed on a Financial Suspension at any time, between June 1 of the prior year and the date of the awards presentation at the Grand Conclave.
  - **CODE OF CONDUCT:** The Chapter does not have ANY Code of Conduct violations, between September 1st of the Current school year and the date of the awards presentation.
  - **CHARTERING:** The Chapter was chartered as a Kappa Sigma Chapter prior to September 1 of the previous calendar year.
  - **MEMBERSHIP:** To be eligible for the FACE/Founders' Circle Awards, Chapters must meet the minimum standard of 35 total members on their roster by May 1st, 2025. Chapters who are the largest Fraternity on their campus may also become eligible for consideration but only at the discretion of the Supreme Executive Committee.
- 

### **Judging Procedure**

The Deputy Commissioner for Awards will present each Chapter's scoring tallies to the Supreme Executive Committee. The SEC will designate Chapters as recipients of the Founders' Award of Chapter Excellence and Founders' Circle Award.

---



---

Failure to meet any mandatory award criteria should be explained in detail in the application. Falsification of data is cause for disqualification and/or revocation of previous awards.

---

## **SPECIAL CIRCUMSTANCES**

Any Chapters that encounter circumstances that they feel restrict them from earning points **MUST** submit explanations in writing, signed by a Chapter Alumni Volunteer, to the Deputy Commissioner for Awards. School imposed restrictions **MUST** include a letter from a designated Campus Official. All Special Circumstances letters must be submitted before the May 1st deadline.

---



**FOUNDERS' AWARD OF CHAPTER EXCELLENCE****CHAMPION QUEST**

10 POINTS	13 POINTS	15 POINTS
Meet Champion Quest Group goal	Exceed Champion Quest Group goal by 10%	Exceed Champion Quest Group goal by 20%
10 POINTS	13 POINTS	15 POINTS
Meet Chapter Group goal	Exceed Chapter Group goal by 10%	Exceed Chapter Group goal by 20%

Recruitment: Total Number of Pledges (May 1, 2024 through April 30, 2025)  
All goals have been set by the Area Recruitment Managers and the Champion Quest Commission.

\* Champion Quest Group goals and Chapter Goals set by Champion Quest Commission.

\*\* If a chapter recruits 100+ Pledges, 30 points will be awarded.

**2024 CHAPTER GPA**

4 POINTS	6 POINTS	8 POINTS
Chapter GPA Equal or Greater Than Campus AMA	Chapter GPA 5% Greater Than Campus AMA	Chapter GPA 10% Greater Than Campus AMA

Scholarship: Spring and Fall 2024 Chapter GPA will be reported in the Annual Report, due May 1, 2025.

**CHAPTER RITUAL PROFICIENCY**

5 POINTS	10 POINTS	15 POINTS
Chapter Averages 1.25 Certificates of Ritual Proficiency per Brother	Chapter Averages 1.75 Certificates of Ritual Proficiency per Brother	Chapter Averages 2.25 Certificates of Ritual Proficiency per Brother

Chapter Ritual Proficiency = Number of Brothers with Ritual Certificates on May 1st / Total Number of Initiates May 1, 2025.



## A GREATER CAUSE HOURS

2 POINTS	4 POINTS	6 POINTS
Chapter service hours between 40 hours / man and 59 hours / man	Chapter service hours between 60 hours / man and 79 hours / man	Chapter service hours over 80 hours / man

Chapter AGC Averages (Hours) = Number of Hours Logged by May 1st / Total Number of Brothers & Pledges on May 1st.

## A GREATER CAUSE DOLLARS

3 POINTS	6 POINTS	9 POINTS
Chapter service dollars between \$100 / man and \$199 / man	Chapter service dollars between \$200 / man and \$299 / man	Chapter service dollars over \$300 / man

Chapter AGC Averages (Dollars) = Number of AGC Dollars Logged by May 1st / Total Number of Brothers & Pledges on May 1st.

## MILITARY HEROES CAMPAIGN DONATIONS

3 POINTS	6 POINTS	9 POINTS
Military Heroes Donation \$25 / man and \$49 / man	Military Heroes Donation between \$50 / man and \$99 / man	Military Heroes Donation over \$100 / man

Chapter Averages (Dollars) = Number of Dollars Logged by May 1st / Total Number of Brothers & Pledges on May 1st.

## GRAND CONCLAVE REGISTRATION

4 POINTS	6 POINTS	8 POINTS
4 Undergraduates Registered and in Attendance	6 Undergraduates Registered and in Attendance	8 Undergraduates Registered and in Attendance

Chapter Averages (Dollars) = Number of Dollars Logged by May 1st / Total Number of Brothers & Pledges on May 1st.



2025 SAJ WEEKEND OF GIVING

10 POINTS

Chapter meets or exceeds Stephen Alonzo Jackson Weekend of Giving Goal based on number of members on January 1, 2024. Goals will be shared with the Chapter prior to Stephen Alonzo Jackson Weekend of Giving.



POINT DEDUCTIONS

-5 POINTS	-5 POINTS
Chapter misses a reporting deadline	Chapter misses a HQ Payment

Deductions will be made for each missed deadline and/ or payment.

BONUS POINTS

3 POINTS	3 POINTS	3 POINTS
Chapter is currently One of Jackson's Chapters	10% of Undergraduates are currently One of Jackson's Men	Every Brother in the Chapter holds atleast one Certificate of Ritual Proficiency
3 POINTS	3 POINTS	3 POINTS
Chapter is ranked as the largest Fraternity on Campus.	A minimum of 3% of the Undergraduates are Masters of Ritual	Chapter provides a submission for each The Caduceus Issue.

Bonus Points will be awarded for each category (Up to 20 Total Bonus Pooins per Chapter).  
A Chapter with a completed Standard, Ruby, Pearl, or Emerald Pledge must upgrade to the next level to receive points.



---

**GOALS FOR AWARDING FACE**

FACE will be awarded to any Chapter that scores 88 or more Points (113 Points Possible).

---

**GOALS FOR AWARDING FACE AT CAMPUSES NOT REPORTING GPA**

FACE will be awarded to any Chapter that scores 82 or more Points (105 Possible).

\*\*\* Campus Official acknowledgment of GPA non-reporting and signature required on Annual Report. \*\*\*

---

**GOALS FOR AWARDING FOUNDERS' CIRCLE**

Founders' Circle will be awarded to the Top 2% of Chapter's in Average of Achieved Points / Possible Points.

Example: 95/115 Possible Points = 82.6% Average or 92/109 Possible Points = 84.4% Average.

---

**DISTRICT FACE AWARD**

The Kappa Sigma District Founders' Award of Chapter Excellence Award recognizes the Districts that contain Chapters that excel in all areas of operation. If a District's Chapter's Average the FACE Award point requirement (85 points / per Chapter), the District will receive a \$1,000 prize. All Districts will be eligible.



**Application Procedure:** No Separate application is required; District FACE scores will automatically be calculated along with Chapter FACE scores.

---

**FACE FOR FIRST YEAR CHAPTERS**

The Awards Commission and the Colony Commission will review the FACE scores of all Chapters installed after September 1, 2024. Depending on the scores, up to five Chapters will receive the First Year Chapter FACE award. No Separate criteria will be used for first-year chapters, the same FACE criteria outlined above will be used for judging.

**Application Procedure:** No separate application is required.



# ADDITIONAL CHAPTER AWARDS

---

## KAPPA SIGMA FRATERNITY AWARDS MANUAL

The following awards require no formal application, as information will be gathered from the Chapter's Annual Report, Online A Greater Cause database, Online Ritual Proficiency reporting, Chapter Roster data maintained at Headquarters, donations to the A Greater Cause Campaign for the Military Heroes Campaign and Chapter accounting, reporting and financial information maintained at Headquarters.



LEADERSHIP





---

**CHAPTER JACKSON'S RECRUITMENT CUP**

Awarded to the Chapter that pledges the most men in an academic year (June 1st through May 1st). Must have been installed as a Chapter prior to June 1, 2024.

---

**TOP 25 RECRUITING CHAPTERS**

Based on the total number of men pledged in an academic year. A total of 25 awards presented. Must have been installed as a Chapter prior to June 1, 2024.

---

**COLONY JACKSON'S MEN RECRUITMENT CUP**

Awarded to Colony that pledges the most men in an academic year (June 1st through May 1st).

---

**TOP 10 RECRUITING COLONIES**

Based on the total number of men pledged in an academic year. A total of 10 awards presented.

---

**CHAMPION CHAPTER - LARGEST CHAPTER AWARDS**

The Champion Quest Commission may award up to 10 Chapters for excellence in Champion Quest and Brothers in Action to the Chapters with the largest undergraduate roll.

---

**CHAMPION CHAPTER - ABOVE 65 OR  
LARGEST ON CAMPUS (MINIMUM 35 MEN)**

The Champion Quest Commission may award up to 10 Chapters for excellence in Champion Quest and Brothers in Action to the Chapters with the largest undergraduate roll.

---

**A GREATER CAUSE CHAMPION AWARD**

Two awards - one presented to top Chapters in service hours performed and reported in the A Greater Cause database and the top Chapter in financial donations reported in the A Greater Cause database. Data for this award is based on information in a Greater Cause database on May 1st.

---

**MILITARY HEROES CHAMPION AWARD**

Presented to the Chapter with the most donations to the Military Heroes Campaign based on donations received by the A Greater Cause Campaign and reported in the A Greater Cause database. Data for this award is based on information in A Greater Cause database on May 1st and donations received through the A Greater Cause Campaign as of that date.

---

**SILVER BOWL AWARD**

Awarded to Chapters with an Academic GPA above the All Men's Average for all grading periods in three consecutive calendar years. More than one award may be given, in the form of an engraved silver bowl.

---

**CHAPTER ACADEMIC EXCELLENCE AWARD**

Based on Chapter GPA in relation to All Men's Average, per semester and for the total year. More than one award may be given each year, in the form of a framed certificate.

---



## KAPPA SIGMA FRATERNITY ADDITIONAL CHAPTER AWARDS

---

### CHAPTER RITUAL PROFICIENCY EXCELLENCE AWARD

Awarded to the four (4) runners-up in the GMA Cup competition. See GMA Cup summary for ratio details.

---

### 100% RITUALLY PROFICIENT AWARD

Awarded to any Chapter in which every Brother has one or more certificates of Ritual Proficiency. More than one award may be given each year, in the form of a framed Certificate.

---

### 100% RITUALLY PROFICIENT FOR TWO CERTIFICATES AWARD

Awarded to any Chapter in which every Brother has two or more certificates of Ritual Proficiency. More than one award may be given each year, in the form of a framed Certificate.

---

### 100% RITUALLY PROFICIENT FOR THREE CERTIFICATES AWARD

Awarded to any Chapter in which every Brother has three or more certificates of Ritual Proficiency. More than one award may be given each year, in the form of a framed Certificate.

---

### CHAPTER RITUAL TEAM AWARD

Awarded to any chapter that has at least one brother whom would represent each of the six ritual proficiencies at a given time. A brother may not be used for multiple proficiencies. More than one award may be given each year, in the form of a framed certificate

---

### MOST IMPROVED CHAPTER RITUAL PROFICIENCY AWARD

Awarded to five (5) chapters that show the greatest improvement in certificate-points ratio from one year to the next. More than one award may be given each year, in the form of a framed certificate. Due to the use of a certificate-points ratio in judging this award, an undergraduate Chapter must have at least 50 members, or be number one on its campus in total membership, to be eligible for this Award. See George Miles Arnold Award Page for certificate-points ratio details.

---

### GRAND CONCLAVE ATTENDANCE CUP

Based on each Chapter's total number of registered attendees and travel mileage. One award is given at the Grand Conclave to a chapter and a district, in the form of engraved trophies, passed on from winner to winner. Any Chapter winning the Cup at three consecutive Grand Conclave shall retire the award for their permanent possession. Award runner-up cups for second-place Chapter and District.

---

### DISTRICT OF THE YEAR AWARD

Awarded to the District that most distinguishes itself in strength, reputation and Fraternity relations. Judged by the Supreme Executive Committee.

---

### MOST IMPROVED DISTRICT AWARD

Presented at each Grand Conclave to the District which has evidenced the greatest improvement in reporting, fraternity relations, and overall Chapter strength during the year. Judged by the Supreme Executive Committee.

---



## GEORGE MILES ARNOLD CUP

### Focus Statement

The George Miles Arnold Cup is presented each year to the Chapter that demonstrates the highest level of commitment to Ritual education, throughout its entire membership. Inasmuch as Certificates of Ritual Proficiency are designed to promote uniformity in the performance of the Ritual, this Award is intended to encourage all Chapters to have as many Brothers participating in the Ritual program as possible, and earning as many certificates as possible.

### Eligibility and Application Procedure

Ritual Data shall be collected on May 1. Membership Data shall be collected on May 1. Due to the use of a certificate-points ratio in judging this award, an undergraduate Chapter must have at least 50 members, or be number one on its campus in total membership, to be eligible for the GMA Cup. No formal application is required, and each Chapter will be ranked by the following method:

\*\* Although no formal application is required, it is the responsibility of each Chapter to track the number of certificates earned by its members, and cross reference that total with the online database. See above for database deadlines. \*\*

### Form and Number of Awards

Engraved plaque and a silver loving cup. The loving cup is rotated among recipient Chapters on an annual basis. If a Chapter receives the award three consecutive years, it is retired to that Chapter. One award is presented annually. The Ritual Proficiency Excellence Award will be presented to the four (4) Chapters achieving the next highest certificate-points ratios.

Certificate Name	Points per Cert.
Grand Master of Ceremonies	1 Point
Ceremony of Pledging	1 Point
Ceremony of the Initiatory	3 Points
Grand Master	2 Points
Installation of Officers	2 Points
Explanatory Lecture	4 Points
Master of the Ritual	2 Additional Points

Bonus Certificate Points:

1 bonus point will be awarded for each Brother who has earned 2+ Certificates.

Certificate-points Ratio:

Each Chapter's ratio will be calculated by adding up the certificate points earned by each Chapter then dividing that total by the number of members in the Chapter.



## KAPPA SIGMA FRATERNITY ADDITIONAL CHAPTER AWARDS



### A GREATER CAUSE EXCELLENCE AWARD

#### Focus Statement

It is important that each member of Kappa Sigma build an understanding of what it is to help his fellow man. Throughout the year, it should be the goal of every individual Chapter member to donate a minimum of 75 hours in volunteer service, and raise a minimum of \$150 for charitable organizations, and ensure that those activities are entered into the Chapter's online AGC database in KappaSig.Net.

#### Eligibility

All Chapters are eligible to apply, with the following stipulations:

- A Greater Cause data will be pulled directly from KappaSig.Net

#### Judging Procedure

Judged by the A Greater Cause Commission or Awards Commission.

#### Form and Number of Awards

Engraved plaque. A total of ten awards will be presented at Grand Conclave



# \$2.5M+

Amount Kappa Sigma members  
Raised for charity during the  
2023 / 2024 school year.



# 483K+

Number of hours volunteered by  
Kappa Sigma members during  
the 2023 / 2024 school year.

# \$837,000+

Amount Kappa Sigma Members raised for  
the Military Heroes Campaign during  
the 2023 / 2024 school year.







# SEPARATE APPLICATION CHAPTER AWARDS

## KAPPA SIGMA FRATERNITY AWARDS MANUAL

The following awards need to be submitted via KappaSig.Net, and are not automatically pulled from the annual report submissions.

Important Note: If a Chapter has a Code of Conduct Violation or Disciplinary Action at any time in the year of the award. The Supreme Executive Committee may withhold the award.

# LEADERSHIP





# KAPPA SIGMA FRATERNITY SEPARATE APPLICATION CHAPTER AWARDS

---

## OUTSTANDING COMMUNICATIONS PROGRAM AWARD

### Focus Statement

Effective communications, both internally and externally, will help ensure that all undergraduate Chapters provide the necessary information to be successful, and that Kappa Sigma alumni, the campus community, and the general public are kept up to date on activities and success stories.

### Eligibility

All undergraduate Chapters are eligible., As long as they have 35 members or more.

### Application Procedure

Criteria for this award is outlined below. For the application, Chapters will be required to produce:

- Submit the attached cover sheet to indicate which points the Chapter intends to receive.
- Submit full, written Communications Program that satisfies scoring criteria on the following sheet.  
The program should be a summary or plan of the Chapter's overall communications approach, goals, success and/or improvement.
- Submit any relevant supporting materials in order to appropriately satisfy the criteria.  
If the Awards Commission cannot find supporting material, points will NOT be awarded.  
"Submit anything and everything!"
- Content submitted should be formatted to follow the Kappa Sigma Branding Guide and Style Guide.

All Chapters achieving a total score of 22 points or higher (out of 27 total possible points) will be presented with an Outstanding Communications Program Award. Points are only awarded when the criteria is met with Award caliber work, not just for satisfying the requirement, as determined by the judges. Chapters are expected to provide sufficient proof that each criterion is met. Partial points will not be awarded. If for some reason a Chapter feels it should be exempt from a certain criteria, please submit explanation in writing and include said letter with the Communications Program Award Application.

### Judging Procedure

Applications will be judged by the Communications Commission or Awards Commission.

### Form and Number of Awards

Engraved plaque. More than one award may be given at the Grand Conclave.

**2024 - 2025 OUTSTANDING COMMUNICATIONS PROGRAM SCORING SHEET**

**\*\*SUBMIT THIS PAGE -- Indicate points Chapters intend to achieve\*\***

**1. INTERNAL COMMUNICATIONS (5 POINTS POSSIBLE)**

- CHAPTER EMAIL LISTSERVE? \_\_\_\_ (1 pt)
- EXECUTIVE COMMITTEE MEETING? \_\_\_\_ (1 pt)
- CHAPTER MEETING STRUCTURE/STYLE DESCRIBED? \_\_\_\_ (1 pt)
- CHAPTER CALENDAR? \_\_\_\_ (1 pt)
- CHAPTER COMMITTEE BREAKDOWN/STRUCTURE DESCRIBED? \_\_\_\_ (1 pt)

**2. ALUMNI RELATIONS (4 POINTS POSSIBLE)**

- ALUMNI NEWSLETTER (WRITTEN BY CHAPTER) (1 POINT/SEMESTER -- MAX 2) \_\_\_\_ (2 pt)
- ALUMNI EVENT WITH INVITE (1 POINT/SEMESTER -- MAX 2) \_\_\_\_ (2 pt)

**3. CAMPUS COMMUNICATIONS (4 POINTS POSSIBLE)**

- RUSH FLYER OR PROMOTION INCLUDED? \_\_\_\_ (1 pt)
- COMMUNITY SERVICE FLYER OR PROMOTION INCLUDED? \_\_\_\_ (1 pt)
- COMMUNICATIONS WITH SCHOOL ADMINISTRATION? \_\_\_\_ (1 pt)
- COMMUNICATIONS WITH GREEK ADVISOR? \_\_\_\_ (1 pt)

**4. COMMUNITY RELATIONS (5 POINTS POSSIBLE)**

- PARENTS' NEWSLETTER? \_\_\_\_ (1 pt)
- COMMUNICATIONS WITH COMMUNITY LEADERS/ORGANIZATIONS \_\_\_\_ (1 pt)
- CHAPTER CREATED PRESS RELEASE (1 POINTS/SEMESTER -- MAX 2) \_\_\_\_ (2 pt)
- DISTRIBUTION PROCESS CREATED FOR PRESS RELEASES \_\_\_\_ (1 pt)

**5. MEDIA (5 POINTS POSSIBLE)**

- CHAPTER WEBSITE? \_\_\_\_ (1 pt)
- CHAPTER MAINTAINS ACTIVE FACEBOOK PAGE? \_\_\_\_ (1 pt)
- CHAPTER MAINTAINS ACTIVE X (FORMERLY TWITTER) PAGE? \_\_\_\_ (1 pt)
- CHAPTER MAINTAINS ACTIVE INSTAGRAM PAGE? \_\_\_\_ (1 pt)
- CHAPTER HAS APPOINTED HISTORIAN, SUBMITTED PICTURES TO THE CHAPTER ARCHIVES AT KAPPA SIGMA HEADQUARTERS? \_\_\_\_ (1 pt)
- CHAPTER HAS FOLLOWED THE KAPPA SIGMA BRANDING GUIDE WHEN DESIGNING/EDITING ALL CHAPTER MEDIA? \_\_\_\_ (1 pt)

**6. THE CADUCEUS (3 POINTS POSSIBLE)**

- CHAPTER HAS MADE AT LEAST 1 SUBMISSION TO KAPPA SIGMA CADUCEUS? \_\_\_\_ (1 pt)
- CHAPTER HAS NOT MISSED ANY KAPPA SIGMA CADUCEUS SUBMISSIONS? \_\_\_\_ (1 pt)
- CHAPTER HAS FOLLOWED THE KAPPA SIGMA STYLE GUIDE WHEN SUBMITTING THEIR UPDATE? \_\_\_\_ (1 pt)

GRAND TOTAL = \_\_\_\_/27 points

**REQUIRED SCORE TO ACHIEVE AWARD = 22/27 POINTS**



## SEPARATE APPLICATION CHAPTER AWARDS

---

### OUTSTANDING COMMUNICATIONS PROGRAM AWARD

#### Focus Statement

Social Media is a great platform for our Brothers to share the great things they are doing at their Chapters. By engaging other Greek organizations, the University and Kappa Sigma alumni and the general public are kept up to date on activities and success stories.

#### Application Procedure

Criteria for this award is outlined below. For the application, Chapters will be required to produce:

- The photo or reel that they are nominating.
- Context of the purpose and intended audience.
- Why they view this post as Outstanding? (i.e. creativity, uniqueness, image/video quality, professionalism, etc.)
- How does it align with one or more of our Four Pillars?
- Include engagement metrics for your post.

#### Expected Eligibility

All Undergraduate Chapters are eligible., as long as they have 35 members or more.

#### Judging Procedure

Applications will be judged by the Communications Commission or Awards Commission.

#### Form and Number of Awards

Certificate award. 10 Outstanding Social Media Awards will be awarded at Grand Conclave.



---

**CHAPTER INTRAMURAL ACHIEVEMENT AWARD****Focus Statement**

Participation in campus intramurals is an excellent way to raise the visibility of your Chapter and build bonds of Fellowship. Intramurals also provide an excellent opportunity, through outstanding achievement, to showcase a Chapter as a campus leader in athletics.

**Application Procedure**

Chapters will be required to submit the information for the entire academic year (September to April). Information will include Team Record, Place Finished and Number of Teams in the League. Electronic pictures and/or videos must be submitted in order to be eligible for award.

If cumulative intramural standings (e.g. points system), and/or intramural awards are presented on your campus, information on intramural standings can also be provided including: Chapter Total Standing/Rank on Campus, Number of Teams Competing and Campus Intramural Awards/Recognitions Received. Must be submitted via KappaSig.Net.

**Judging Procedure**

Judged by the Awards Commission

**Form and Number of Awards**

Framed Certificate. More than one award may be given each year at Grand Conclave.



## SEPARATE APPLICATION CHAPTER AWARDS

---

### OUTSTANDING SINGLE COMMUNITY SERVICE EVENT

#### Focus Statement

As part of their A Greater Cause efforts, many Chapters organize/sponsor a large single service event (often campus and/or community-wide) with the goal of not only helping their fellow man, but also encouraging others to do the same. The successful implementation of such an event can accomplish amazing feats, for very worthy causes, and raise the visibility of your Chapter, and Kappa Sigma in general, as a group dedicated to service. The events recognized will be “service” minded and focus on the number of working hours performed by undergraduates. The service event should be geared toward local efforts for the campus and community.

#### Application Procedure

Criteria for this award are outlined below. For the application, Chapters will be required to produce:

- Detailed summary of the service event, including a description of the charity organization/cause; descriptions of the actual services performed; ways in which the campus and/or general community were involved; total number of Kappa Sigma members participating, with hours worked and dollars raised (if applicable).
- At least one supporting letter of verification from the charity organization/cause.
- Thank-you letters, news articles, and other relevant documentation.
- Electronic pictures must be sent to HQ or AGC Commission in order to be eligible for award.

#### Judging Procedure

Judged by the A Greater Cause Commission or Awards Commission

#### Form and Number of Awards

Framed Certificate. The Top 10 Outstanding Single Community Service Events will be selected and presented with the certificate at Grand Conclave. More than one entry may be submitted by a Chapter in any given year.



**OUTSTANDING SINGLE MILITARY HEROES CAMPAIGN EVENT****Focus Statement**

The successful implementation of such an event brings honor to Kappa Sigma's Philanthropy. The events recognized would be fundraising minded and focus on the number of dollars raised by undergraduates.

The service event **MUST** benefit the Kappa Sigma Military Heroes Campaign, no local supporting events will be recognized. Donations must be reported to HQ via KappaSig.Net.

**Application Procedure**

Criteria for this award are outlined below. For the application, Chapters will be required to produce:

- Detailed summary of the service event, including descriptions of the actual services performed; ways in which the campus and/or general community were involved; total number of Kappa Sigma members participating, with dollars raised.
- At least one supporting letter of verification from the charity organization/cause.
- News articles, press releases and other relevant documentation.
- Electronic pictures must be sent to HQ or AGC Commission in order to be eligible for award.

**Judging Procedure**

Judged by the A Greater Cause Commission or Awards Commission.

**Form and Number of Awards**

Framed Certificate. The Top 10 Outstanding Single Military Heroes Campaign Events will be selected and presented with the certificate at Grand Conclave. More than one entry may be submitted by a Chapter in any given year.





# UNDERGRADUATE BROTHER AWARDS

KAPPA SIGMA FRATERNITY AWARDS MANUAL

FELLOWS



LEADERSHIP



---

**UNDERGRADUATE BROTHER OF THE YEAR AWARD****Focus Statement**

The Undergraduate Brother of the Year Award is presented annually to those undergraduate Brothers who exemplify the Star and Crescent, showing commitment and dedication not only to their own Chapter and Kappa Sigma but also to their university and community.

**Eligibility**

Any undergraduate Brother is eligible for nomination, provided he is in good standing with his Chapter and Kappa Sigma and holds four (4) Certificates of Ritual Proficiency.

**Application Procedure**

There is no official form to complete for nomination. At least three letters of support must be submitted: one must be from an undergraduate Brother; one from the District Grand Master and/or Alumnus Advisor; and one from a university official. These letters must describe the Brother's activities and leadership positions within the Chapter, the general Kappa Sigma Fraternity, on campus, and in the community. The Brother's GPA must also be included, as well and verified by the university official.

**Judging Procedure**

Judged by the Supreme Executive Committee

**Form and Number of Awards**

Engraved plaque. Five awards will be presented; one award for each regional area at Grand Conclave.



# KAPPA SIGMA FRATERNITY UNDERGRADUATE BROTHER AWARDS

---

## OUTSTANDING GRAND MASTER AWARD

### Focus Statement

The Outstanding Grand Master Award is presented annually to the Grand Masters of undergraduate Chapters of Kappa Sigma who have evidenced the highest standards of leadership and commitment to the position while serving in office during the Fall 2024 semester and/or Spring 2025 semester.

### Application Procedure

Brothers who are Undergraduate officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC approval. The application for other Brothers will require a nomination from the District Grand Master. If the DGM is not providing the nomination, a letter may be written by any other brother. The letter must be verified or endorsed by a volunteer. The letter must also contain no more than 250 words and should state why the nominee is deserving as an Outstanding Grand Master. The nominee's approach to the following areas of leadership should be explained: Chapter Management (committee system, goal setting); External Leadership (other positions maintained while serving as Grand Master); Motivation; Innovation (new programs implemented as Grand Master); and Community and/or Inter-fraternity Relationship Management (as liaison).

### Expected Eligibility

To highlight the best of the best, only Kappa Sigma's exceptional Grand Masters should be nominated. The criteria below should be considered by the nominator:

- Holds FOUR (4) or more Certificates of Ritual Proficiency (including Grand Master and pledging),
- Maintains good standing with the Fraternity and
- His Chapter has no Code of Conduct violations during his term in office.
- His Chapter as met the minimum standard for Champion Quest pledges recruited based upon campus size.

All Grand Masters that do not meet the above criteria are still eligible for the award.

### Award Timeline

All Brothers must have a nomination submitted by April 15 by the DGM. Letters from other brothers (which must be verified or endorsed by the DGM) are also due April 15.

### Judging Procedure

Judged by the Awards Commission and confirmed by the Supreme Executive Committee

### Form and Number of Awards

Engraved plaque. There is no limit to the number of this award to be given at Grand Conclave.



---

## **OUTSTANDING GRAND PROCURATOR AWARD**

### **Focus Statement**

The Outstanding Grand Procurator Award is presented annually to the Grand Procurators of undergraduate Chapters of Kappa Sigma who have achieved outstanding performance in the duties and responsibilities of the position while serving in office during the Fall 2024 semester and/or Spring 2025 semester.

### **Application Procedure**

Brothers who are Undergraduate officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC approval. The application for other Brothers will require a nomination from the District Grand Master. If the DGM is not providing the nomination, a letter may be written by any other brother. The letter must be verified or endorsed by a volunteer. The letter must also contain no more than 250 words and should state why the nominee is deserving as an Outstanding Grand Procurator. The nominee's approach to the following areas of leadership should be explained: Code of Conduct (specific attention to adjustments under GP's term); Revisions of By-laws; Oversight of Committee Structure; Innovation (new programs implemented as GP); Chapter Discipline.

### **Expected Eligibility**

To highlight the best of the best, only Kappa Sigma's exceptional Grand Procurators should be nominated. The criteria below should be considered by the nominator:

- Holds TWO (2) or more Certificates of Ritual Proficiency,
- Maintains good standing with the Fraternity and
- His Chapter has no Code of Conduct violations during his term in office.
- His Chapter as met the minimum standard for Champion Quest pledges recruited based upon campus size.

All Grand Procurators that do not meet the above criteria are still eligible for the award.

### **Award Timeline**

All Brothers must have a nomination submitted by April 15 by the DGM. Letters from other brothers (which must be verified or endorsed by the DGM) are also due April 15.

### **Judging Procedure**

Judged by the Awards Commission and confirmed by the Supreme Executive Committee.

### **Form and Number of Awards**

Certificate. There is no limit to the number of this award to be given at the Grand Conclave.





# KAPPA SIGMA FRATERNITY UNDERGRADUATE BROTHER AWARDS

---

## OUTSTANDING GRAND MASTER OF CEREMONIES AWARD

### Focus Statement

The Outstanding Grand Master of Ceremonies Award is presented annually to the Grand Masters of Ceremonies of undergraduate Chapters of Kappa Sigma who have achieved outstanding performance in the duties and responsibilities of the position while serving in office during the Fall 2024 semester and/or Spring 2025 semester.

### Application Procedure

Brothers who are Undergraduate officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC approval. The application for other Brothers will require a nomination from the District Grand Master. If the DGM is not providing the nomination, a letter may be written by any other brother. The letter must be verified or endorsed by a volunteer. The letter must also contain no more than 250 words and should state why the nominee is deserving as an Outstanding Grand Master of Ceremonies. The nominee's approach to the following areas of leadership should be explained: Ritual Proficiency Program (specifically any changes or improvements during term); Improvement/Management of the Chapter and Pledge BIA Program; Condition of Ritual Equipment.

### Expected Eligibility

To highlight the best of the best, only Kappa Sigma's exceptional Grand Masters of Ceremonies should be nominated. The criteria below should be considered by the nominator:

- Holds Certificates of Ritual Proficiency for Kappa Sigma Initiatory (THREE (3) Certificates) and the Pledging Ceremony (ONE (1) Certificate),
- Assists his Chapter to have at-least 85% of Brothers hold one or more Certificates of Ritual Proficiency AND 25% of brothers hold two or more Certificates of Ritual Proficiency,
- Maintains good standing with the Fraternity and
- His Chapter has no Code of Conduct violations during his term in office.
- His Chapter as met the minimum standard for Champion Quest pledges recruited based upon campus size.

All Grand Masters of Ceremonies that do not meet the above criteria are still eligible for the award.

### Award Timeline

All Brothers must have a nomination submitted by April 15 by the DGM. Letters from other brothers (which must be verified or endorsed by the DGM) are also due April 15.

### Judging Procedure

Judged by the Awards Commission and confirmed by the Supreme Executive Committee

### Form and Number of Awards

Certificate. There is no limit to the number of this award to be given at the Grand Conclave.



---

## **OUTSTANDING GRAND SCRIBE AWARD**

### **Focus Statement**

The Outstanding Grand Scribe Award is presented annually to the Grand Scribes of undergraduate Chapters of Kappa Sigma who have achieved outstanding performance in the duties and responsibilities of the position while serving in office during the Fall 2024 semester and/or Spring 2025 semester.

### **Application Procedure**

Brothers who are Undergraduate officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC approval. The application for other Brothers will require a nomination from the District Grand Master. If the DGM is not providing the nomination, a letter may be written by any other brother. The letter must be verified or endorsed by a volunteer. The letter must also contain no more than 250 words and should state why the nominee is deserving as an Outstanding Grand Scribe. The nominee's approach to the following areas of leadership should be explained: Condition of Chapter Minutes and Roll Book; Utilization of Asst. Grand Scribe; Maintenance of Chapter Files; evidence of web and social media presence and documents.

### **Expected Eligibility**

To highlight the best of the best, only Kappa Sigma's exceptional Grand Scribes should be nominated. The criteria below should be considered by the nominator:

- Holds TWO (2) or more Certificates of Ritual Proficiency,
- Ensures that the Chapter was 100% on time with HQ Reporting during his term in office,
- Maintains good standing with the Fraternity and
- His Chapter has no Code of Conduct violations during his term in office.
- His Chapter as met the minimum standard for Champion Quest pledges recruited based upon campus size.

All Grand Scribes that do not meet the above criteria are still eligible for the award.

### **Award Timeline**

All Brothers must have a nomination submitted by April 15 by the DGM. Letters from other brothers (which must be verified or endorsed by the DGM) are also due April 15.

### **Judging Procedure**

Judged by the Awards Commission and confirmed by the Supreme Executive Committee.

### **Form and Number of Awards**

Certificate. There is no limit to the number of this award to be given at the Grand Conclave.



# KAPPA SIGMA FRATERNITY UNDERGRADUATE BROTHER AWARDS

---

## OUTSTANDING GRAND TREASURER AWARD

### Focus Statement

The Outstanding Grand Treasurer Award is presented annually to the Grand Treasurers of undergraduate Chapters of Kappa Sigma who have achieved outstanding performance in the duties and responsibilities of the position while serving in office during the Fall 2024 semester and/or Spring 2025 semester.

### Application Procedure

Brothers who are Undergraduate officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC approval. The application for other Brothers will require a nomination from the District Grand Master. If the DGM is not providing the nomination, a letter may be written by any other brother. The letter must be verified or endorsed by a volunteer. The letter must also contain no more than 250 words and should state why the nominee is deserving as an Outstanding Grand Treasurer. The nominee's approach to the following areas of leadership should be explained: Chapter Budget; Maintenance of Bank Account(s); Savings; Dues Collection; Utilization of Asst. Grand Treasurer.

### Expected Eligibility

To highlight the best of the best, only Kappa Sigma's exceptional Grand Treasurers should be nominated. The criteria below should be considered by the nominator:

- Holds TWO (2) or more Certificates of Ritual Proficiency,
- Ensures that the Chapter was 100% on time with HQ Payments during his term in office,
- Maintains good standing with the Fraternity and
- His Chapter has no Code of Conduct violations during his term in office.
- His Chapter as met the minimum standard for Champion Quest pledges recruited based upon campus size.

All Grand Treasurers that do not meet the above criteria are still eligible for the award.

### Award Timeline

All Brothers must have a nomination submitted by April 15 by the DGM. Letters from other brothers (which must be verified or endorsed by the DGM) are also due April 15.

### Judging Procedure

Judged by the Awards Commission and confirmed by the Supreme Executive Committee

### Form and Number of Awards

Certificate. There is no limit to the number of this award to be given at the Grand Conclave.



# ALUMNI BROTHER AWARDS

KAPPA SIGMA FRATERNITY AWARDS MANUAL

FELLOWS



LEADERSHIP



## **KAPPA SIGMA MAN OF THE YEAR**

### **Focus Statement**

The Kappa Sigma Man of the Year Award is presented annually in conjunction with a special Founders' Day banquet held in his honor or at a banquet held at a later date specifically for presenting this honor.

### **Eligibility and Application Procedure**

The individual selected to receive the Man of the Year Award shall have accomplished some significant achievement over the course of his lifetime, as evidenced by recognition outside of the Fraternity. His contributions should demonstrate service to his fellow man and represent the finest standards of fraternal training by and association within the Fraternity. Any Brother may submit a nomination for this Award. All general officers, alumni Chapters, undergraduate Chapters and volunteer alumni are particularly encouraged to submit well-known Kappa Sigma Brothers as nominees.

The completed Man of the Year nomination should be in a three ring binder and should contain the following items:

1. A cover sheet identifying the individual being nominated and the individual or organization making the presentation and marked "NOMINATION - (YEAR) MAN OF THE YEAR".
2. Two recent pictures of the nominee (one color and one black & white)
3. A letter addressed to the Executive Director which should include a short biographical sketch of the candidate including his Chapter, college or colleges attended, career since graduation, particular achievements, and awards or other forms of recognition which the nominee has received.
4. Biography listing on separate sheets of paper including the following information:
  - A. Date of birth, family, legal residence, education, military service, and profession.
  - B. Undergraduate, postgraduate, and alumnus involvement/activities
  - C. Fraternity involvement.
  - D. Career accomplishments and recognition, awards, and honors.
5. Letters of recommendations from professional colleagues, university officials, political leaders, Fraternity officials, etc. These should be solicited, limited to five, and sent to the nominator for inclusion with the nomination package if possible.
  - . Miscellaneous section should contain special news articles, pictures, and other information that would attest to the accomplishments of the nominee.

### **Judging Procedure**

Selected by the Supreme Executive Committee. Nominations can be submitted anytime during the year to the Executive Director.

### **Form and Number of Awards**

Duplicate engraved plaques to be presented to the Man of the Year and to his undergraduate Chapter. One winner will be selected each year.





---

**JOHN G. TOWER DISTINGUISHED ALUMNUS AWARD****Focus Statement**

The John G. Tower Awards are the presented annually to non-volunteer alumni. The Award shall recognize Brothers who bring great honor to Kappa Sigma Fraternity, whether it is through service to his community, outstanding career work, or other achievements.

**Eligibility and Application Procedure**

The individuals selected to receive the John Tower Award shall have accomplished some significant achievement(s), as evidenced by recognition outside of the Fraternity. Any individual may submit a nomination for this Award. All general officers, alumni Chapters, undergraduate Chapters and volunteer alumni are particularly encouraged to submit Kappa Sigma Brothers as nominees. Nominations for Volunteers are not accepted.

**Judging Procedure**

Selected by the Supreme Executive Committee. Selection to be made and announced by November 1 of each year in order to have plaques available by December 10th Founders' Day Celebrations.

**Form and Number of Awards**

No set amount. Supreme Executive Committee would like to approve one recipient per district each year.



## **STEPHEN ALONZO JACKSON AWARD**

### **Focus Statement**

The Stephen Alonzo Jackson Award is presented at each Conclave. The award is named in honor of Stephen Alonzo Jackson, whose one ambition was to make Kappa Sigma the leading college Fraternity of the world, and to that end worked day and night until the end of his busy life. The Kappa Sigma Fraternity remains as a monument to his dedicated efforts.

### **Eligibility and Application Procedure**

Any Alumni Brother of the Kappa Sigma Fraternity is eligible, other than the current members of the Supreme Executive Committee, provided he has, through his contributions toward the betterment of the Kappa Sigma Fraternity, exemplified the commitment and zeal of Stephen Alonzo Jackson. Written nominations, detailing the nominee's work on behalf of the Kappa Sigma Fraternity, shall be solicited from all Undergraduate and Alumni Chapters and volunteer Alumni by the Worthy Grand Master.

### **Judging Procedure**

Judged by the Supreme Executive Committee

### **Form and Number of Awards**

Engraved plaque bearing a photo etching of Stephen Alonzo Jackson. ONE award is given at each biennium at the Grand Conclave.



# ADDITIONAL ALUMNI BROTHER AWARDS

## KAPPA SIGMA FRATERNITY AWARDS MANUAL

The following awards require no formal application. Nominations are either automatic, or can be made through a letter of recommendation. All judging is handled directly by the Supreme Executive Committee. The SEC may choose not to award in a particular year. Chapter volunteers will be eligible for Outstanding Chapter volunteer awards if their volunteer Chapter has met the minimum standard for Champion Quest pledges recruited based upon campus size.

LEADERSHIP



## KAPPA SIGMA FRATERNITY ADDITIONAL ALUMNI BROTHER AWARDS

---

### **OUTSTANDING HOUSING CORPORATION AWARD**

The Outstanding Housing Corporation Award is presented annually to an outstanding Housing Corporation of Kappa Sigma.

---

### **ALUMNI CHAPTER OF THE YEAR AWARD**

The Outstanding Alumni Chapter Award is presented annually to the most outstanding chartered Alumni Chapter of Kappa Sigma

---

### **C. COLE JEFFRIES, JR., COMMISSIONER OF THE YEAR AWARD**

Presented to the Commissioner who has performed above and beyond the duties of his office, throughout the academic year. All Commissioners will be considered. One award will be given at Grand Conclave.

---

### **DISTRICT GRAND MASTER OF THE YEAR AWARD**

Presented to the DGM who has best performed his responsibilities throughout the academic year. All DGMs will be considered, and judging shall be based on the accomplishments in the following areas: DGM reports; Chapter visits; contacts with ADGMs/AAs/AAAs and host institutions; participation in Grand Conclave. One award will be given each year, in the form of an engraved plaque.

---

### **OUTSTANDING DISTRICT GRAND MASTER AWARD**

Presented to those DGMs who perform their responsibilities at a level above the rest. All DGMs will be considered. The number of awards presented will be at the SEC's discretion, in the form of a framed certificate.

---

### **ASSISTANT DISTRICT GRAND MASTER OF THE YEAR AWARD**

Presented to the ADGM who has best performed his duties throughout the academic year and has served for at least two consecutive years. Any Chapter or Fraternity officer may submit a letter of nomination, provided it is endorsed in writing by the DGM for which the nominee serves. One award will be given each year, in the form of an engraved plaque.

---

### **OUTSTANDING ASSISTANT DISTRICT GRAND MASTER AWARD**

Presented to those ADGMs who perform their responsibilities at a level above the rest. Any Chapter or Fraternity officer may submit a letter of nomination, provided it is endorsed in writing by the DGM for which the nominee serves. The number of awards will be at the SEC's discretion, in the form of a framed certificate.

---

### **ALUMNUS ADVISOR OF THE YEAR AWARD**

Presented to the AA who has best performed his duties during the academic year and has completed at least one full year as AA for the nominating Chapter. Any Chapter or Fraternity officer may submit a letter of nomination, provided it is endorsed in writing by the DGM for which the nominee serves. One engraved plaque will be given each year.

---

**OUTSTANDING ALUMNUS ADVISOR AWARD**

Presented to those AAs who consistently perform their duties, with extreme dedication and commitment and have completed at least one full year as AA. Any Chapter or Fraternity officer may submit a letter of nomination, provided it is endorsed in writing by the DGM for which the nominee serves. The number of awards will be at the SEC's discretion, in the form of a framed certificate.

---

**ASSISTANT ALUMNUS ADVISOR OF THE YEAR AWARD**

Presented to the AAA who has best performed his duties during the academic year. Any Chapter or Fraternity officer may submit a letter of nomination, provided it is endorsed in writing by the DGM for which the nominee serves. One engraved plaque may be given each year.

---

**OUTSTANDING ASSISTANT ALUMNUS ADVISOR AWARD**

Presented to those AAAs who consistently perform their duties, with extreme dedication and commitment and have completed at least one full year as AAA. Any Chapter or Fraternity officer may submit a letter of nomination, provided it is endorsed in writing by the DGM for which the nominee serves. The number of awards will be at the SEC's discretion, in the form of a framed certificate.

---

**OUTSTANDING FIRST YEAR VOLUNTEER AWARD**

Presented annually to the volunteer who has best fulfilled his responsibilities while serving in his first year of that particular appointed office. The number of awards will be at the SEC's discretion, in the form of a framed certificate.

---

**DISTRICT OF THE YEAR AWARD**

Presented to the district which by undergraduate and alumni activity has distinguished itself in strength, reputation and Fraternity relations. One engraved plaque will be given each year.

---

**MOST IMPROVED DISTRICT AWARD**

Presented to the district which by undergraduate and alumni activity has demonstrated the greatest improvement in reporting, Fraternity relations, and overall Chapter strength during the academic year. One engraved plaque will be given each year.

---

**DISTINGUISHED SERVICE COMMENDATION AWARD**

Any person or group of persons is eligible to receive a Distinguished Service Commendation. A written nomination explaining the nominee's service should be sent to the Executive Director.

---

**COMMISSION MEMBER OF THE YEAR AWARD**

Presented to a commission member who has performed above and beyond the duties of his position, throughout the academic year. Commissioners are encouraged to nominate any member of their commission to the SEC. All commission members will be considered. One award will be given at Grand Conclave.

---





## JANUARY 16<sup>TH</sup> CHANGES

The following changes made below since first published on August 31, 2023.

- Awards Manual recreated, reformatted and revised in terms of design, text-formatting, design elements. (Overhaul)
- Replaced outdated photos with up-to-date photos and adjusted photo placements.
- Replaced old SAJ Graphic with new SAJ Graphic (Pg 12).
- Expanded from 34 pages to 38 Pages (Making space for text and easy reading).
- Publish and Revision dates included on Cover Page.
- Revisions page added (Pg 38).
- Rebuilt Table of Contents with updated sections and page numbers.
- Updated Verbiage "A Chapter with a completed Standard, Ruby, Pearl or Emerald Pledge must upgrade to the next level to receive points." (Pg 11)

## MARCH 26<sup>TH</sup> CHANGES

- Spelling Errors and Consistency in word-choices are corrected throughout the document.

## AUGUST 14<sup>TH</sup> CHANGES

- Changed FACE Award Data pull dates from April 1 to May 1 (Pg 8 - 11)
- Changed "Chapters must meet the minimum standard of 35 total members on their roster by April 1, 2024 or they will NOT be eligible for the FACE/Founders' Circle Awards." to "To be eligible for the FACE/Founders' Circle Awards, Chapters must meet the minimum standard of 35 total members on their roster by May 1, 2025. Chapters who are the largest Fraternity on their campus may also become eligible for consideration but only at the discretion of the Supreme Executive Committee." Under Membership - (Pg 8)
- Added "Undergraduate Officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC Approval." Under Individual Undergraduate Brother Awards, Application Procedure (Pg 6)
- Added "His Chapter has met the minimum standard for Champion Quest pledges recruited based upon campus size." Under Outstanding GM, GP, GMC, GS, and GT Awards, Expected Eligibility. (Pg 26 - 30).
- Added "Brothers who are Undergraduate officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC approval." Under Outstanding GM, GP, GMC, GS, and GT Awards, Expected Eligibility. (Pg 26 - 30).
- Updated Verbiage "The Application for Brothers require" to "The Application for other Brothers will require..." Under Outstanding GM, GP, GMC, GS, and GT Awards, Expected Eligibility. (Pg 26 - 30).
- Added "Chapter volunteers will be eligible for Outstanding Chapter volunteer awards if their volunteer Chapter has met the minimum standard for Champion Quest pledges recruited based upon campus size." Under Additional Alumni Brother Awards, Cover Page (Pg 34).



## AUGUST 16<sup>TH</sup> CHANGES

- Added Outstanding Social Media Content Award after Outstanding Communications Program Award. (Page 21)
- Added "4. Content submitted should be formatted to follow the Kappa Sigma Branding and Style Guide." Under Application Procedure of Outstanding Communications Program Award. (Page 19)
- Changed Outstanding Communications Award Point threshold from requiring 20/25 points to requiring 22/27 points due to adding two points from the addition of following the Kappa Sigma Branding and Style Guide under Application Procedure. (Pg 19)
- Added "Undergraduate Officers who meet the designated criteria will be automatically nominated for Outstanding officer awards, subject to DGM recommendation and SEC Approval." Under Individual Undergraduate Brother Awards, Application Procedure (Pg 6)
- Changed formatting of the Awards Manual Revisions for easier reading and for more transparency in what is changed.  
**Bolded Red = Old** // **Bolded Green = Current**
- Updated all years indicated in all instances from 2023 - 2024 to 2024 - 2025, replaced all instances of Leadership Conference with Grand Conclave. Corrected spelling or style-guide errors. Updated Table of Contents to reflect new addition of Outstanding Social Media Content Award.





# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## PARLIAMENTARY PROCEDURE

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE

# KAPPA SIGMA FRATERNITY

## PARLIAMENTARY PROCEDURE



Motion	May Interrupt	Needs a Second	Debatable	Amendable	Vote Required
<b>1. PRIVILEGED MOTIONS</b>					
<b>a. Adjourn</b>	No	Yes	No	No	Simple
b. Recess	No	Yes	Sometimes	Yes	Simple
c. Question of Privilege (Point of Personal Privilege Point of Parliamentary Inquiry Point of Information)	Yes	No	No	No	Chair
d. Orders of the Day	Yes	No	No	No	Chair
*e. Special Order of Business	No	Yes	Yes	Yes	Two-Thirds
<b>2. INCIDENTAL MOTIONS</b>					
<b>a. Point of Order</b>	Yes	No	No	No	Chair
b. Division of the Assembly	Yes	No	No	No	Simple
c. Division of the Question	Yes	Sometimes	No	Yes	Simple
*d. Appeal from the Decision of the Chair	Yes	Yes	Sometimes	No	Simple
**e. Object to the Consideration of the Question	Yes	No	No	No	Two-Thirds
**f. Withdraw a Motion	No	No	No	No	Simple
g. Suspend the Rules	No	Yes	No	No	Two-Thirds
<b>3. SUBSIDIARY MOTIONS</b>					
<b>a. Lay on (or take from) the Table</b>	No	Yes	No	No	Simple
b. Move the Previous Question	No	Yes	No	No	Two-Thirds
**c. Limit or Extend Debate	No	Yes	No	Yes	Two-Thirds
d. Postpone to Definite Time	No	Yes	Yes	Yes	Simple
**e. Refer to Committee	No	Yes	Yes	Yes	Simple
*f. Amend	No	Yes	Sometimes	Yes	Simple
**g. Postpone Indefinitely	No	Yes	Yes	No	Simple
<b>4. MAIN MOTIONS</b>					
<b>a. The Main Motion</b>	No	Yes	Yes	Yes	Simple
b. Reconsider	Yes	Yes	Sometimes	Sometimes	Simple
**c. Rescind	No	Yes	Yes	No	Two-Thirds

Simplified Chart of Motions  
(Based on Robert's Rules of Order, Revised)

\* Indicates may be reconsidered  
\*\* Indicates sometimes may be reconsidered





# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## DISTRICT GRAND MASTER DIRECTORY

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE





This is the official District Grand Master Directory for the 2023 - 2025 Biennium.

The purpose of this directory is to help assist in getting to know the following information:

- Directory by District (Page 253)
- Directory by District Grand Master (Page 263)
- Directory by Area with Districts (Page 273)
- Official Area Map (Page 276)

Starting on Page 253 (The following page) will be organized by District.

Starting on Page 263 (After Directory by District) will be organized by DGM Name.



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT NAME

## DISTRICT CHAPTERS



### Alabama District

Ryan R. Powell

(Alpha, Emory University, '06)

Xi-Iota ..... Columbus State University  
Lambda-Gamma ..... Jacksonville State University  
Beta ..... The University of Alabama  
Lambda-Omicron ..... University of North Alabama



### Arkansas District

Geoff Flemmons

(Tau-Zeta, Arkansas State University, '15)

Tau-Zeta ..... Arkansas State University  
Omicron-Gamma ..... Arkansas Tech University  
Sigma-Gamma ..... Henderson State University  
Lambda-Iota ..... Lyon College  
Xi ..... University of Arkansas  
Omicron-Tau ..... University of Arkansas-Fort Smith  
Theta-Eta ..... University of Arkansas at Little Rock  
Nu-Kappa ..... University of Central Arkansas



### Bay Area District

Beau S. Kent

(Gamma-Tau, University of Colorado Boulder, '07)

Tau-Pi ..... San Francisco State University  
Theta-Iota ..... San Jose State University  
Sigma-Omega ..... Santa Clara University  
Beta-Zeta ..... Stanford University  
Beta-Xi Colony ..... University of California, Berkeley



### Blue Ridge District

Zanas D. Talley

(Sigma-Psi, Catholic University of America, '15)

Lambda-Sigma ..... James Madison University  
Beta-Beta ..... University of Richmond  
Zeta ..... University of Virginia  
Nu Prime ..... Virginia Polytechnic Institute & State University  
Mu ..... Washington and Lee University



### Central/South New Jersey District

R. Kyle Somers

(Xi-Rho, Stockton University, '17)

Upsilon-Kappa ..... West Long Branch, New Jersey  
Phi-Alpha ..... Ewing Township NJ  
Xi-Rho ..... Stockton University  
Nu-Iota ..... Rowan University  
Gamma-Upsilon ..... Rutgers, The State University of New Jersey



### Central Coast District

Jason W. Lacy

(Theta-Zeta, Eastern New Mexico University, '96)

Nu-Alpha ..... California Polytechnic State University, San Luis Obispo  
Epsilon-Theta ..... University of California, Santa Barbara  
Rho-Kappa ..... California State University, Monterey Bay

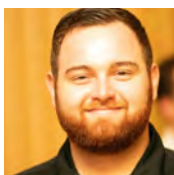
# KAPPA SIGMA FRATERNITY

## DISTRICT GRAND MASTER DIRECTORY



### DISTRICT NAME

### DISTRICT CHAPTERS



#### Central Georgia District

Samuel B. Isidoro

(Xi-Rho, Stockton University, '16)

Alpha ..... Emory University  
Alpha-Tau ..... Georgia Institute of Technology  
Epsilon-Omega ..... Georgia State University  
Lambda-Delta ..... University of West Georgia  
University of South Carolina-Aiken Colony ..... University of South Carolina-Aiken



#### Central North Carolina District

Noah J. Griffin

(Omikron, Emory & Henry College, '18)

Delta-Omega ..... Winston-Salem, North Carolina  
Kappa-Chi ..... College of Charleston  
Theta-Pi ..... East Carolina University  
Alpha-Mu ..... The University of North Carolina at Chapel Hill  
Mu-Zeta ..... University of North Carolina at Wilmington  
Sigma-Phi ..... Campbell University



#### Central Tennessee District

Justin R. McNeese

(Kappa-Iota, Middle Tennessee State University, '10)

Theta Prime ..... Cumberland University  
Kappa-Mu ..... Tennessee Technological University  
Kappa ..... Vanderbilt University

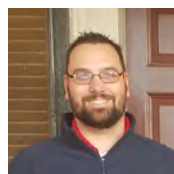


#### Central Texas District

Eric D. Smith

(Theta-Zeta, Eastern New Mexico University, '01)

Lambda-Tau ..... Baylor University  
Iota ..... Southwestern University  
Mu-Gamma ..... Texas A&M University  
Theta-Lambda ..... Texas State University  
Tau ..... The University of Texas at Austin



#### Central Valley District

Dustin P. Wright

(Omicron-Omega, California State University, Stanislaus, '07)

Epsilon-Tau ..... California State University, Fresno  
Omicron-Omega ..... California State University, Stanislaus  
Rho-Omicron ..... University of California, Merced



#### Connecticut District

Jonathan J. Piazza-Harper

(Epsilon-Zeta, University of Connecticut, '04)

Upsilon-Omicron ..... West Haven, Connecticut  
Phi-Beta ..... Western New England University  
University of Hartford Colony ..... University of Hartford  
Pi-Omega ..... Sacred Heart University  
Sigma-Alpha ..... Trinity College  
Upsilon-Nu ..... Eastern Connecticut State University



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT NAME

## DISTRICT CHAPTERS



### Desert Southwest District

Michael G. Sholten

(Kappa-Gamma, Northern Arizona University, '09)

Southern University Utah Colony ..... Southern University of Utah  
Rho ..... Arizona State University  
Kappa-Gamma ..... Northern Arizona University  
Gamma-Rho ..... University of Arizona



### District of Columbia / Northern Virginia District

Matthew B. Bott

(Kappa-Rho, Boise State University, '96)

Sigma-Psi ..... Catholic University of America  
Mu-Iota ..... Gallaudet University  
Kappa-Phi ..... George Mason University  
Alpha-Eta ..... The George Washington University  
Pi-Sigma Colony ..... Salisbury University  
Omicron-Phi ..... Washington College



### Eastern Canada District

Vacant

Upsilon-Phi ..... University of Guelph  
Xi-Nu ..... University of Western Ontario  
Omicron-Pi ..... Carleton University  
Tau-Upsilon ..... York University



### Eastern Pennsylvania District

S. Christian Nascimento

(Kappa-Eta, Widener University, '93)

Omicron-Omicron ..... Kutztown, PA  
Kappa-Lambda ..... Shippensburg University  
Alpha-Epsilon ..... University of Pennsylvania  
Kappa-Eta ..... Widener University

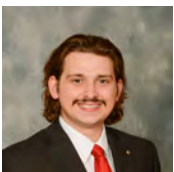


### East Texas District

Kristian B. Griffiths

(Theta-Rho, McNeese State University, '14)

Mu-Omicron ..... Louisiana State University in Shreveport  
Nu-Tau ..... Stephen F. Austin State University  
Xi-Upsilon ..... Texas A&M University-Commerce  
Rho-Nu ..... The University of Texas at Tyler



### Greater Kentucky District

Aaron R. Carr





(Tau-Nu, Marshall University, '19)

Rho-Xi ..... Eastern Kentucky University  
Tau-Kappa ..... Indiana University Southeast  
Tau-Nu ..... Marshall University  
Nu-Theta ..... Morehead State University  
Beta-Nu ..... University of Kentucky  
Mu-Eta ..... University of Louisville  
Theta-Theta ..... Western Kentucky University

KAPPA SIGMA FRATERNITY

# DISTRICT GRAND MASTER DIRECTORY



DISTRICT NAME		DISTRICT CHAPTERS
	<b>Greater Missouri District</b>  Jerrick E. Williams  (Pi-Eta, Missouri Southern State University, '09)	University of Missouri-St.Louis Colony.....University of Missouri-St.Louis Pi-Eta ..... Missouri Southern State University Mu-Rho ..... Missouri State University Beta-Chi..... Missouri University of Science and Technology Sigma-Rho..... Southern Illinois University Edwardsville Beta-Gamma.....University of Missouri
	<b>Indiana Illinois District</b>  Ryan T. Bosse  (Theta-Xi, Trine University, '15)	Upsilon-Upsilon ..... Illinois State University Beta-Theta..... Indiana University Chi.....Purdue University Theta-Xi ..... Trine University Alpha-Gamma ..... University of Illinois at Urbana-Champaign Alpha-Pi..... Wabash College
	<b>Kansas District</b>  Cory M. Sims  (Gamma-Omicron, University of Kansas, '04)	Upsilon-Psi..... University of Missouri- Kansas City Beta-Tau..... Baker University Gamma-Chi ..... Kansas State University Gamma-Omicron ..... University of Kansas Gamma-Nu..... Washburn University
	<b>Los Angeles District</b>  Mark A. Anderson  (Delta-Nu, University of California, Los Angeles, '77)	Theta-Beta.....California State University, Long Beach Rho-Delta..... California State University, Northridge Delta-Nu.....University of California, Los Angeles Delta-Eta..... University of Southern California
	<b>Bayou District</b>  Michael K. Griffiths  (Theta-Rho, McNeese State University, '87)	Epsilon ..... Centenary College of Louisiana Gamma..... Louisiana State University Epsilon-Gamma ..... Louisiana Tech University Theta-Rho.....McNeese State University Omicron-Chi ..... Nicholls State University Mu-Omega ..... Southeastern Louisiana University Sigma..... Tulane University Theta-Chi ..... University of Louisiana at Monroe Rho-Theta..... University of New Orleans Pi-Epsilon ..... University of Houston





# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT NAME

## DISTRICT CHAPTERS



### Massachusetts District

Eric R. Ryde

(Xi-Beta, Northeastern University, '14)

Upsilon-Tau ..... Merrimack College  
Upsilon-Sigma ..... University of Massachusetts Boston  
Fitchburg State University Colony ..... Fitchburg State University  
Mu-Psi ..... Boston University  
Pi-Kappa ..... Bentley University  
Gamma-Pi ..... Massachusetts Institute of Technology  
Xi-Beta ..... Northeastern University  
Gamma-Delta ..... University of Massachusetts Amherst



### Mid-South District

Cary E. Vaughn

(Epsilon-Psi, The University of Memphis Lambuth, '91)

Phi ..... Rhodes College  
Epsilon-Pi ..... University of Memphis  
Delta-Xi ..... University of Mississippi  
Tau-Xi ..... Bethel University  
Martin, Tennessee Colony ..... University of Tennessee at Martin

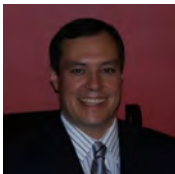


### Minnesota/North Dakota District

Michael B. Mann

(Delta-Mu, University of North Dakota, '17)

Beta-Mu ..... University of Minnesota-Twin Cities  
Delta-Mu ..... University of North Dakota



### Mississippi District

Timothy R. Turner

(Alpha-Upsilon, Millsaps College, '89)

Lambda-Pi ..... Delta State University  
Alpha-Upsilon ..... Millsaps College  
Delta-Chi ..... Mississippi State University  
Epsilon-Nu ..... University of Southern Mississippi



### Montana District

Nicholas E. Snowberger

(Theta-Zeta, Eastern New Mexico University, '01)

Lambda-Kappa ..... Montana State University Billings  
Delta-Lambda ..... Montana State University



### Mountain West District

Jordan M. Valenti

(Kappa-Rho, Boise State University, '10)

Beta-Psi ..... University of Washington  
Delta-Sigma ..... The University of Utah  
Gamma-Theta ..... University of Idaho  
Kappa-Rho ..... Boise State University  
Xi-Omega ..... Idaho State University

# KAPPA SIGMA FRATERNITY

## DISTRICT GRAND MASTER DIRECTORY



### DISTRICT NAME

### DISTRICT CHAPTERS



#### Nebraska/Iowa District

Cory M. Sims

(Gamma-Omicron, University of Kansas, '04)

Gamma-Lambda ..... Iowa State University  
Alpha-Psi ..... University of Nebraska-Lincoln  
Mu-Upsilon ..... University of Northern Iowa



#### New Mexico West Texas District

Jody L. Bailey

(Theta-Zeta, Eastern New Mexico University, '87)

Theta-Zeta ..... Eastern New Mexico University  
Pi-Tau ..... New Mexico Institute of Mining and Technology  
Epsilon-Phi ..... Texas Tech University  
Delta-Zeta ..... University of New Mexico  
Epsilon-Xi ..... The University of Texas at El Paso



#### New York City District

Raffaele Montuori

(Rho-Sigma, St. John's University-Staten Island, '13)

Upsilon-Chi ..... Gramercy University  
Gamma-Zeta ..... New York University  
Tau-Delta ..... Pace University  
Rho-Sigma ..... St. John's University-Staten Island  
Upsilon-Gamma ..... College of Staten Island

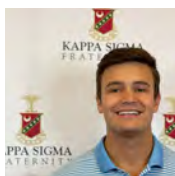


#### New York Metro District

Adam Zaher

(Rho-Sigma, St. John's University-Staten Island, '11)

Omicron-Epsilon ..... Adelphi University  
Pi-Phi ..... Brooklyn College  
Tau-Iota ..... Farmingdale State College-State University of New York  
Rho-Tau ..... Queens College  
Sigma-Delta ..... Stony Brook University  
Sigma-Epsilon ..... Hunter College  
Upsilon-Mu ..... City College of New York



#### North & Central Florida District

Walker J. May

(Lambda-Epsilon, University of Central Florida, '15)

Sigma-Xi ..... West Florida  
Jacksonville University Colony ..... Jacksonville University  
Rho-Zeta ..... Florida Gulf Coast University  
Epsilon-Sigma ..... Florida State University  
Lambda-Epsilon ..... University of Central Florida  
Delta-Delta ..... University of Florida  
Kappa-Delta ..... University of South Florida  
Upsilon-Theta ..... Saint Leo University



#### Northern California District

Gabriel F. Rodriguez

(Rho-Omicron, University of California, Merced, '11)

Pi-Iota ..... California State University, Chico  
Nu-Lambda ..... California State University, Sacramento  
Tau-Gamma ..... University of Nevada, Reno



# KAPPA SIGMA FRATERNITY

## DISTRICT GRAND MASTER DIRECTORY

### DISTRICT NAME

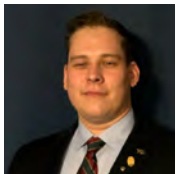
### DISTRICT CHAPTERS



#### Northern New England District

Jeffrey R. Cares, CAPT, USN (Ret)  
(Kappa, Vanderbilt University, '82)

Tau-Lambda.....Providence, Rhode Island  
Psi.....University of Maine  
Beta-Kappa.....University of New Hampshire  
Tau-Eta.....University of Rhode Island  
Alpha-Lambda.....University of Vermont



#### Northern Ohio District

Jonah P. Hartswick  
(Epsilon-Rho, Kent State University, '13)

Phi-Delta.....Penn State Behrend  
Theta-Nu.....Ashland University  
Epsilon-Eta.....Bowling Green State University  
Epsilon-Rho.....Kent State University  
Pi-Rho.....The University of Akron  
Tau-Psi.....State University of New York at Fredonia



#### North Georgia District

Matthew A. Bemister  
(Xi-Sigma, Western Carolina University, '02)

Rho Prime.....University of North Georgia  
Beta-Lambda.....University of Georgia  
Rho-Pi.....Young Harris College  
Upsilon-Alpha Colony.....Reinhardt University



#### North Michigan District

Paul V. Clark  
(Delta-Zeta, University of New Mexico, '19)

Sigma-Eta.....Central Michigan University  
Sigma-Zeta.....Northwood University  
Omicron-Rho.....University of Michigan-Flint



#### North New Jersey District

James T. DelRocini, Jr.  
(Xi-Rho, Stockton University, '15)

New Jersey Institute of Technology Colony.....New Jersey Institute of Technology  
Pi-Nu.....Ramapo College of New Jersey  
Rho-Omega.....Stevens Institute of Technology  
Tau-Chi.....Fairleigh Dickinson University  
Tau-Omega.....Montclair State University



#### North Texas

Nicholas E. Houser  
(Epsilon-Upsilon, University of North Texas, '19)

Theta-Gamma.....Midwestern State University  
Delta-Pi.....Southern Methodist University  
Epsilon-Upsilon.....University of North Texas  
Nu-Omicron.....The University of Texas at Dallas  
Theta-Omega.....The University of Texas at Arlington

# KAPPA SIGMA FRATERNITY

## DISTRICT GRAND MASTER DIRECTORY



### DISTRICT NAME

### DISTRICT CHAPTERS



#### Oklahoma District

Austin T. Landes

(Gamma-Kappa, The University of Oklahoma, '12)

Nu-Phi ..... Northeastern State University  
 Theta-Psi ..... Oklahoma City University  
 Gamma-Psi ..... Oklahoma State University  
 Kappa-Pi Colony ..... University of Central Oklahoma  
 Gamma-Kappa ..... The University of Oklahoma  
 Epsilon-Mu ..... The University of Tulsa  
 Phi-Gamma ..... Cameron University



#### Oregon District

Dakota S. Lager

(Gamma-Sigma, Oregon State University, '16)

Gamma-Sigma ..... Oregon State University  
 Theta-Epsilon ..... Portland State University  
 Gamma-Alpha ..... University of Oregon  
 Theta-Delta ..... Willamette University

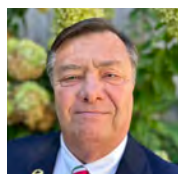


#### Rocky Mountain

Maurice M. Comer, Jr.

(Sigma-Mu, Colorado Mesa University, '14)

Beta-Omega ..... Colorado College  
 Gamma-Gamma ..... Colorado School of Mines  
 Pi-Xi ..... Colorado State University  
 Gamma-Tau Colony ..... University of Colorado Boulder  
 Delta-Gamma ..... University of Wyoming  
 Sigma-Mu ..... Colorado Mesa University



#### Smoky Mountains District

Robert S. Wrinkle, Jr.

(Lambda, The University of Tennessee, Knoxville, '76)

Lambda-Beta ..... East Tennessee State University  
 Alpha-Iota ..... University of Tennessee at Chattanooga  
 Lambda ..... The University of Tennessee, Knoxville  
 Omikron ..... Emory & Henry College

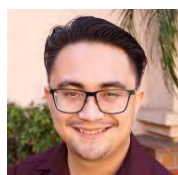


#### Southeast Ohio District

George L. Dickson

(Theta-Omicron, Muskingum University, '89)

Phi-Epsilon ..... Ohio University  
 Gamma-Xi ..... Denison University  
 Theta-Omicron ..... Muskingum University



#### Southern California District

Josh S. Lee

(Omicron-Zeta, The University of Hawai'i at Mānoa, '14)

Orange California Colony ..... Orange California  
 Upsilon-Beta ..... California State University, San Bernardino  
 Tau-Omicron ..... California State University San Marcos  
 Mu-Delta ..... University of California, Irvine  
 Sigma-Upsilon ..... University of California, Riverside  
 Pi-Psi ..... University of California, San Diego  
 Omicron-Zeta ..... The University of Hawai'i at Mānoa



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT NAME

## DISTRICT CHAPTERS



### Southern Florida District

Robert A. DeClercq

(Delta-Psi, Michigan State University, '96)

Xi-Kappa Colony ..... Florida International University  
Upsilon-Iota ..... Boca Raton, Florida  
Omicron-Eta ..... Nova Southeastern University



### South Georgia District

Shawn P. Collins

(Psi, University of Maine, '86)

Rho-Rho ..... Abraham Baldwin Agricultural College  
Lambda-Xi ..... Georgia College and State University  
Kappa-Zeta ..... Georgia Southern University  
Kappa-Kappa ..... Georgia Southwestern State University  
Upsilon-Zeta ..... Middle Georgia State University



### South Michigan District

Brendan E. Clark

(Delta-Zeta, University of New Mexico, '19)

Xi-Omicron Colony ..... Eastern Michigan University  
Delta-Psi ..... Michigan State University  
Alpha-Zeta ..... University of Michigan



### South Texas

Vacant

Rho-Psi ..... Corpus Christi, TX  
Lambda-Psi ..... St. Mary's University, Texas  
Kappa-Epsilon ..... The University of Texas-Rio Grande Valley  
Xi-Delta ..... The University of Texas at San Antonio  
Rho-Upsilon ..... University of the Incarnate Word



### Southwest Ohio District

Wesley C. Bren

(Theta-Upsilon, Miami University, '85)

Tau-Mu ..... Capital University  
Theta-Upsilon ..... Miami University  
Nu-Psi ..... University of Cincinnati



### Tidewater District

Mark K. Higgins, II

(Gamma, Louisiana State University, '02)





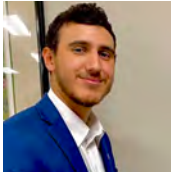

Sigma-Lambda ..... Christopher Newport University  
Upsilon ..... Hampden-Sydney College  
Sigma-Theta ..... Old Dominion University  
Eta ..... Randolph-Macon College



KAPPA SIGMA FRATERNITY

DISTRICT GRAND MASTER DIRECTORY



DISTRICT NAME	DISTRICT CHAPTERS
<div>  <div> <b>Upstate New York District</b>  Christopher P. Suttmeier  (Tau-Chi, Fairleigh Dickinson University, '16) </div> </div>	<div> Alpha-Kappa ..... Cornell University  Tau-Phi ..... Hartwick College  Delta-Phi ..... Hobart and William Smith Colleges  Upsilon-Lambda ..... State University of New York-Oneonta  Sigma-Pi ..... University at Albany-State University of New York  Upsilon-Epsilon ..... Marist College  Upsilon-Pi ..... State University of New York at Oswego </div>
<div>  <div> <b>Western Canada District</b>  Jeremy J. Phelps  (Omicron-Theta, Thompson Rivers University, '06) </div> </div>	<div> Epsilon-Epsilon ..... The University of British Columbia  Mu-Lambda..... University of Calgary  Omicron-Theta ..... Thompson Rivers University </div>
<div>  <div> <b>Western North Carolina District</b>  Stone A. Eckenrode  (Mu-Zeta, University of North Carolina at Wilmington, '18) </div> </div>	<div> Lambda-Nu ..... Appalachian State University  Kappa-Upsilon..... Clemson University  Delta..... Davidson College  Chi-Omega ..... University of South Carolina  Xi-Sigma ..... Western Carolina University  Alpha-Nu ..... Wofford College </div>
<div>  <div> <b>Western Pennsylvania District</b>  Vacant </div> </div>	<div> Kappa-Theta..... Indiana University of Pennsylvania  Omicron-Sigma ..... Slippery Rock University of Pennsylvania  Xi-Epsilon ..... Thiel College </div>
<div>  <div> <b>West Texas District</b>  Xavier A. Sanchez  (Tau-Sigma, Angelo State University, '17) </div> </div>	<div> Upsilon-Omega ..... Tarleton State University  Tau-Sigma..... Angelo State University  Theta..... Texas Christian University </div>
<div>  <div> <b>Wisconsin District</b>  Lucas J. Scharrer  (Tau-Tau, University of Wisconsin-Milwaukee, '18) </div> </div>	<div> Sigma-Iota ..... St. Norbert College  Beta-Epsilon ..... University of Wisconsin-Madison  Tau-Tau ..... University of Wisconsin-Milwaukee  Upsilon-Eta ..... University of Wisconsin Green Bay </div>



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT GRAND MASTER BY NAME

## DISTRICT CHAPTERS



**Mark A. Anderson**

Los Angeles District

(Delta-Nu, University of California, Los Angeles, '77)

Theta-Beta.....California State University, Long Beach  
Rho-Delta.....California State University, Northridge  
Delta-Nu.....University of California, Los Angeles  
Delta-Eta.....University of Southern California



**Matthew A. Bemister**

North Georgia District

(Xi-Sigma, Western Carolina University, '02)

Rho Prime.....University of North Georgia  
Beta-Lambda.....University of Georgia  
Rho-Pi.....Young Harris College  
Upsilon-Alfa Colony.....Reinhardt University



**Ryan T. Bosse**

Indiana Illinois District

(Theta-Xi, Trine University, '15)

Upsilon-Upsilon.....Illinois State University  
Beta-Theta.....Indiana University  
Chi.....Purdue University  
Theta-Xi.....Trine University  
Alpha-Gamma.....University of Illinois at Urbana-Champaign  
Alpha-Pi.....Wabash College



**Matthew B. Bott**

District of Columbia / Northern Virginia District

(Kappa-Rho, Boise State University, '96)

Sigma-Psi.....Catholic University of America  
Mu-Iota.....Gallaudet University  
Kappa-Phi.....George Mason University  
Alpha-Eta.....The George Washington University  
Pi-Sigma Colony.....Salisbury University  
Omicron-Phi.....Washington College



**Wesley C. Bren**

Southwest Ohio District

(Theta-Upsilon, Miami University, '85)

Tau-Mu.....Capital University  
Theta-Upsilon.....Miami University  
Nu-Psi.....University of Cincinnati



**Jeffrey R. Cares, CAPT, USN (Ret)**

Northern New England District

(Kappa, Vanderbilt University, '82)

Tau-Lambda.....Providence, Rhode Island  
Psi.....University of Maine  
Beta-Kappa.....University of New Hampshire  
Tau-Eta.....University of Rhode Island  
Alpha-Lambda.....University of Vermont

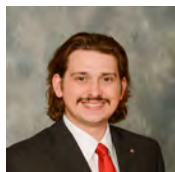
# KAPPA SIGMA FRATERNITY

## DISTRICT GRAND MASTER DIRECTORY



### DISTRICT NAME

### DISTRICT GRAND MASTER BY NAME

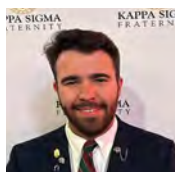


**Aaron R. Carr**

Greater Kentucky District

(Tau-Nu, Marshall University, '19)

Rho-Xi..... Eastern Kentucky University  
 Tau-Kappa..... Indiana University Southeast  
 Tau-Nu..... Marshall University  
 Nu-Theta..... Morehead State University  
 Beta-Nu..... University of Kentucky  
 Mu-Eta..... University of Louisville  
 Theta-Theta..... Western Kentucky University



**Paul V. Clark**

North Michigan District

(Delta-Zeta, University of New Mexico, '19)

Sigma-Eta..... Central Michigan University  
 Sigma-Zeta..... Northwood University  
 Omicron-Rho..... University of Michigan-Flint



**Brendan E. Clark**

South Michigan District

(Delta-Zeta, University of New Mexico, '19)

Xi-Omicron Colony..... Eastern Michigan University  
 Delta-Psi..... Michigan State University  
 Alpha-Zeta..... University of Michigan

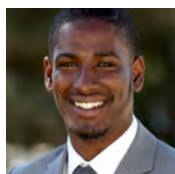


**Shawn P. Collins**

South Georgia District

(Psi, University of Maine, '86)

Rho-Rho..... Abraham Baldwin Agricultural College  
 Lambda-Xi..... Georgia College and State University  
 Kappa-Zeta..... Georgia Southern University  
 Kappa-Kappa..... Georgia Southwestern State University  
 Upsilon-Zeta..... Middle Georgia State University



**Maurice M. Comer, Jr.**

Rocky Mountain District

(Sigma-Mu, Colorado Mesa University, '14)

Beta-Omega..... Colorado College  
 Gamma-Gamma..... Colorado School of Mines  
 Pi-Xi..... Colorado State University  
 Gamma-Tau Colony..... University of Colorado Boulder  
 Delta-Gamma..... University of Wyoming  
 Sigma-Mu..... Colorado Mesa University



**Vacant**

Western Pennsylvania District

Kappa-Theta..... Indiana University of Pennsylvania  
 Omicron-Sigma..... Slippery Rock University of Pennsylvania  
 Xi-Epsilon..... Thiel College



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT GRAND MASTER BY NAME

## DISTRICT CHAPTERS



**Robert A. DeClerq**

Southern Florida District

(Delta-Psi, Michigan State University, '96)

Xi-Kappa Colony ..... Florida International University  
Upsilon-Iota ..... Boca Raton, Florida  
Omicron-Eta ..... Nova Southeastern University



**James T. DelRocini, Jr.**

North New Jersey District

(Xi-Rho, Stockton University, '15)

New Jersey Institute of Technology Colony ..... New Jersey Institute of Technology  
Pi-Nu ..... Ramapo College of New Jersey  
Rho-Omega ..... Stevens Institute of Technology  
Tau-Chi ..... Fairleigh Dickinson University  
Tau-Omega ..... Montclair State University



**George L. Dickson**

Southeast Ohio District

(Theta-Omicron, Muskingum University, '89)

Phi-Epsilon ..... Ohio University  
Gamma-Xi ..... Denison University  
Theta-Omicron ..... Muskingum University



**Stone A. Eckenrode**

Western North Carolina District

(Mu-Zeta, University of North Carolina at Wilmington, '18)

Lambda-Nu ..... Appalachian State University  
Kappa-Upsilon ..... Clemson University  
Delta ..... Davidson College  
Chi-Omega ..... University of South Carolina  
Xi-Sigma ..... Western Carolina University  
Alpha-Nu ..... Wofford College



**Geoff Flemmons**

Arkansas District

(Tau-Zeta, Arkansas State University, '15)

Tau-Zeta ..... Arkansas State University  
Omicron-Gamma ..... Arkansas Tech University  
Sigma-Gamma ..... Henderson State University  
Lambda-Iota ..... Lyon College  
Xi ..... University of Arkansas  
Omicron-Tau ..... University of Arkansas-Fort Smith  
Theta-Eta ..... University of Arkansas at Little Rock  
Nu-Kappa ..... University of Central Arkansas



**Noah J. Griffin**

Central North Carolina District

(Omikron, Emory & Henry College, '18)

Delta-Omega ..... Winston-Salem, North Carolina  
Kappa-Chi ..... College of Charleston  
Theta-Pi ..... East Carolina University  
Alpha-Mu ..... The University of North Carolina at Chapel Hill  
Mu-Zeta ..... University of North Carolina at Wilmington  
Sigma-Phi ..... Campbell University

KAPPA SIGMA FRATERNITY

# DISTRICT GRAND MASTER DIRECTORY



DISTRICT NAME

DISTRICT GRAND MASTER BY NAME



**Michael K. Griffiths**  
Bayou District  
(Theta-Rho, McNeese State University, '87)

- Epsilon ..... Centenary College of Louisiana
- Gamma..... Louisiana State University
- Epsilon-Gamma ..... Louisiana Tech University
- Theta-Rho..... McNeese State University
- Omicron-Chi ..... Nicholls State University
- Mu-Omega ..... Southeastern Louisiana University
- Sigma..... Tulane University
- Theta-Chi ..... University of Louisiana at Monroe
- Rho-Theta..... University of New Orleans
- Pi-Epsilon ..... University of Houston



**Kristian B. Griffiths**  
East Texas District  
(Theta-Rho, McNeese State University, '14)

- Mu-Omicron ..... Louisiana State University in Shreveport
- Nu-Tau ..... Stephen F. Austin State University
- Xi-Upsilon ..... Texas A&M University-Commerce
- Rho-Nu ..... The University of Texas at Tyler



**Jonah P. Hartswick**  
Northern Ohio District  
(Epsilon-Rho, Kent State University, '13)

- Phi-Delta ..... Penn State Behrend
- Theta-Nu ..... Ashland University
- Epsilon-Eta..... Bowling Green State University
- Epsilon-Rho..... Kent State University
- Pi-Rho..... The University of Akron
- Tau-Psi..... State University of New York at Fredonia



**Mark K. Higgins, II**  
Tidewater District  
(Gamma, Louisiana State University, '02)

- Sigma-Lambda..... Christopher Newport University
- Upsilon..... Hampden-Sydney College
- Sigma-Theta ..... Old Dominion University
- Eta ..... Randolph-Macon College



**Nicholas E. Houser**  
North Texas District  
(Epsilon-Upsilon, University of North Texas, '19)

- Theta-Gamma ..... Midwestern State University
- Delta-Pi ..... Southern Methodist University
- Epsilon-Upsilon ..... University of North Texas
- Nu-Omicron..... The University of Texas at Dallas
- Theta-Omega ..... The University of Texas at Arlington





# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT GRAND MASTER BY NAME

## DISTRICT CHAPTERS



**Samuel B. Isidoro**

Central Georgia District

(Xi-Rho, Stockton University, '16)

Alpha ..... Emory University  
Alpha-Tau ..... Georgia Institute of Technology  
Epsilon-Omega ..... Georgia State University  
Lambda-Delta ..... University of West Georgia  
University of South Carolina-Aiken Colony ..... University of South Carolina-Aiken



**Beau S. Kent**

Bay Area District

(Gamma-Tau, University of Colorado Boulder, '07)

Tau-Pi ..... San Francisco State University  
Theta-Iota ..... San Jose State University  
Sigma-Omega ..... Santa Clara University  
Beta-Zeta ..... Stanford University  
Beta-Xi Colony ..... University of California, Berkeley



**Jason W. Lacy**

Central Coast District

(Theta-Zeta, Eastern New Mexico University, '96)

Nu-Alpha ..... California Polytechnic State University, San Luis Obispo  
Epsilon-Theta ..... University of California, Santa Barbara  
Rho-Kappa ..... California State University, Monterey Bay



**Dakota S. Lager**

Oregon District

(Gamma-Sigma, Oregon State University, '16)

Gamma-Sigma ..... Oregon State University  
Theta-Epsilon ..... Portland State University  
Gamma-Alpha ..... University of Oregon  
Theta-Delta ..... Willamette University



**Austin T. Landes**

Oklahoma District

(Gamma-Kappa, The University of Oklahoma, '12)

Nu-Phi ..... Northeastern State University  
Theta-Psi ..... Oklahoma City University  
Gamma-Psi ..... Oklahoma State University  
Kappa-Pi Colony ..... University of Central Oklahoma  
Gamma-Kappa ..... The University of Oklahoma  
Epsilon-Mu ..... The University of Tulsa  
Phi-Gamma ..... Cameron University



**Jody L. Bailey**

New Mexico West Texas District




(Theta-Zeta, Eastern New Mexico University, '87)

Theta-Zeta ..... Eastern New Mexico University  
Pi-Tau ..... New Mexico Institute of Mining and Technology  
Epsilon-Phi ..... Texas Tech University  
Delta-Zeta ..... University of New Mexico  
Epsilon-Xi ..... The University of Texas at El Paso

KAPPA SIGMA FRATERNITY

DISTRICT GRAND MASTER DIRECTORY



DISTRICT NAME	DISTRICT GRAND MASTER BY NAME	
<div>  <div> <div>Josh S. Lee</div> <div>Southern California District</div> <div>(Omicron-Zeta, The University of Hawai'i at Mānoa, '14)</div> </div> </div>	<div> <div>Orange California Colony..... Orange California</div> <div>Upsilon-Beta..... California State University, San Bernardino</div> <div>Tau-Omicron ..... California State University San Marcos</div> <div>Mu-Delta ..... University of California, Irvine</div> <div>Sigma-Upsilon .....University of California, Riverside</div> <div>Pi-Psi.....University of California, San Diego</div> <div>Omicron-Zeta.....The University of Hawai'i at Mānoa</div> </div>	
<div>  <div> <div>Michael B. Mann</div> <div>Minnesota / North Dakota District</div> <div>(Delta-Mu, University of North Dakota, '17)</div> </div> </div>	<div> <div>Beta-Mu..... University of Minnesota-Twin Cities</div> <div>Delta-Mu ..... University of North Dakota</div> </div>	
<div>  <div> <div>Walker J. May</div> <div>North &amp; Central Florida District</div> <div>(Lambda-Epsilon, University of Central Florida, '15)</div> </div> </div>	<div> <div>Sigma-Xi ..... West Florida</div> <div>Jacksonville University Colony ..... Jacksonville University</div> <div>Rho-Zeta ..... Florida Gulf Coast University</div> <div>Epsilon-Sigma ..... Florida State University</div> <div>Lambda-Epsilon ..... University of Central Florida</div> <div>Delta-Delta ..... University of Florida</div> <div>Kappa-Delta.....University of South Florida</div> <div>Upsilon-Theta ..... Saint Leo University</div> </div>	
<div>  <div> <div>Justin R. McNeese</div> <div>Central Tennessee District</div> <div>(Kappa-Iota, Middle Tennessee State University, '10)</div> </div> </div>	<div> <div>Theta Prime ..... Cumberland University</div> <div>Kappa-Mu..... Tennessee Technological University</div> <div>Kappa ..... Vanderbilt University</div> </div>	
<div>  <div> <div>Raffaele Montuori</div> <div>New York City District</div> <div>(Rho-Sigma, St. John's University-Staten Island, '13)</div> </div> </div>	<div> <div>Upsilon-Chi ..... Gramercy University</div> <div>Gamma-Zeta..... New York University</div> <div>Tau-Delta ..... Pace University</div> <div>Rho-Sigma..... St. John's University-Staten Island</div> <div>Upsilon-Gamma ..... College of Staten Island</div> </div>	
<div>  <div> <div>S. Christian Nascimento</div> <div>Eastern Pennsylvania District</div> <div>(Kappa-Eta, Widener University, '93)</div> </div> </div>	<div> <div>Omicron-Omicron ..... Kutztown, PA</div> <div>Kappa-Lambda..... Shippensburg University</div> <div>Alpha-Epsilon.....University of Pennsylvania</div> <div>Kappa-Eta ..... Widener University</div> </div>	



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT GRAND MASTER BY NAME

## DISTRICT CHAPTERS



### Jeremy J. Phelps

Western Canada District

(Omicron-Theta, Thompson Rivers University, '06)

Epsilon-Epsilon..... The University of British Columbia  
Mu-Lambda..... University of Calgary  
Omicron-Theta ..... Thompson Rivers University



### Jonathan J. Piazza-Harper

Connecticut District

(Epsilon-Zeta, University of Connecticut, '04)

Upsilon-Omicron ..... West Haven, Connecticut  
Phi-Beta..... Western New England University  
University of Hartford Colony..... University of Hartford  
Pi-Omega ..... Sacred Heart University  
Sigma-Alpha ..... Trinity College  
Upsilon-Nu..... Eastern Connecticut State University



### Ryan R. Powell

Alabama District

(Alpha, Emory University, '06)

Xi-Iota ..... Columbus State University  
Lambda-Gamma ..... Jacksonville State University  
Beta..... The University of Alabama  
Lambda-Omicron ..... University of North Alabama



### Gabriel F. Rodriguez

Northern California District

(Rho-Omicron, University of California, Merced, '11)

Pi-Iota..... California State University, Chico  
Nu-Lambda ..... California State University, Sacramento  
Tau-Gamma ..... University of Nevada, Reno



### Eric R. Ryde

Massachusetts District

(Xi-Beta, Northeastern University, '14)

Upsilon-Tau ..... Merrimack College  
Upsilon-Sigma ..... University of Massachusetts Boston  
Fitchburg State University Colony ..... Fitchburg State University  
Mu-Psi ..... Boston University  
Pi-Kappa ..... Bentley University  
Gamma-Pi ..... Massachusetts Institute of Technology  
Xi-Beta ..... Northeastern University  
Gamma-Delta ..... University of Massachusetts Amherst



### Xavier A. Sanchez

West Texas District

(Tau-Sigma, Angelo State University, '17)

Upsilon-Omega ..... Tarleton State University  
Tau-Sigma..... Angelo State University  
Theta..... Texas Christian University







KAPPA SIGMA FRATERNITY

# DISTRICT GRAND MASTER DIRECTORY



DISTRICT NAME

DISTRICT GRAND MASTER BY NAME

	<b>Lucas J. Scharrer</b>  Wisconsin District  (Tau-Tau, University of Wisconsin-Milwaukee, '18)	Sigma-Iota ..... St. Norbert College Beta-Epsilon ..... University of Wisconsin-Madison Tau-Tau ..... University of Wisconsin-Milwaukee Upsilon-Eta ..... University of Wisconsin Green Bay
	<b>Michael G. Sholten</b>  Desert Southwest District  (Kappa-Gamma, Northern Arizona University, '09)	Southern University Utah Colony ..... Southern University of Utah Rho ..... Arizona State University Kappa-Gamma ..... Northern Arizona University Gamma-Rho ..... University of Arizona
	<b>Cory M. Sims</b>  Nebraska/Iowa & Kansas District  (Gamma-Omicron, University of Kansas, '04)	Gamma-Lambda ..... Iowa State University Alpha-Psi ..... University of Nebraska-Lincoln Mu-Upsilon ..... University of Northern Iowa Upsilon-Psi ..... University of Missouri- Kansas City Beta-Tau ..... Baker University Gamma-Chi ..... Kansas State University Gamma-Omicron ..... University of Kansas
	<b>Eric D. Smith</b>  Central Texas  (Theta-Zeta, Eastern New Mexico University, '01)	Lambda-Tau ..... Baylor University Iota ..... Southwestern University Mu-Gamma ..... Texas A&M University Theta-Lambda ..... Texas State University Tau ..... The University of Texas at Austin
	<b>Nicholas E. Snowberger</b>  Montana District  (Theta-Zeta, Eastern New Mexico University, '01)	Lambda-Kappa ..... Montana State University Billings Delta-Lambda ..... Montana State University
	<b>R. Kyle Somers</b>  Central / South New Jersey District  (Xi-Rho, Stockton University, '17)	Upsilon-Kappa ..... West Long Branch, New Jersey Phi-Alpha ..... Ewing Township NJ Xi-Rho ..... Stockton University Nu-Iota ..... Rowan University Gamma-Upsilon ..... Rutgers, The State University of New Jersey



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

## DISTRICT GRAND MASTER BY NAME

## DISTRICT CHAPTERS



**Christopher P. Suttmeier**

Upstate New York District

(Tau-Chi, Fairleigh Dickinson University, '16)

Alpha-Kappa ..... Cornell University  
Tau-Phi ..... Hartwick College  
Delta-Phi ..... Hobart and William Smith Colleges  
Upsilon-Lambda ..... State University of New York-Oneonta  
Sigma-Pi ..... University at Albany-State University of New York  
Upsilon-Epsilon ..... Marist College  
Upsilon-Pi ..... State University of New York at Oswego



**Zanas D. Talley**

Blue Ridge District

(Sigma-Psi, Catholic University of America, '15)

Lambda-Sigma..... James Madison University  
Beta-Beta..... University of Richmond  
Zeta..... University of Virginia  
Nu Prime..... Virginia Polytechnic Institute & State University  
Mu..... Washington and Lee University



**Timothy R. Turner**

Mississippi District

(Alpha-Upsilon, Millsaps College, '89)

Lambda-Pi ..... Delta State University  
Alpha-Upsilon..... Millsaps College  
Delta-Chi ..... Mississippi State University  
Epsilon-Nu..... University of Southern Mississippi



**Jordan M. Valenti**

Mountain West District

(Kappa-Rho, Boise State University, '10)

Beta-Psi ..... University of Washington  
Delta-Sigma ..... The University of Utah  
Gamma-Theta ..... University of Idaho  
Kappa-Rho ..... Boise State University  
Xi-Omega..... Idaho State University



**Cary E. Vaughn**

Mid-South District

(Epsilon-Psi, The University of Memphis Lambuth, '91)

Phi..... Rhodes College  
Epsilon-Pi ..... University of Memphis  
Delta-Xi ..... University of Mississippi  
Tau-Xi ..... Bethel University  
Martin, Tennessee Colony ..... University of Tennessee at Martin



**Jerrick E. Williams**

Greater Missouri District

(Pi-Eta, Missouri Southern State University, '09)

University of Missouri-St.Louis Colony..... University of Missouri-St.Louis  
Pi-Eta..... Missouri Southern State University  
Mu-Rho..... Missouri State University  
Beta-Chi..... Missouri University of Science and Technology  
Sigma-Rho ..... Southern Illinois University Edwardsville  
Beta-Gamma..... University of Missouri



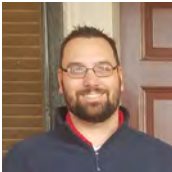
KAPPA SIGMA FRATERNITY

# DISTRICT GRAND MASTER DIRECTORY



DISTRICT NAME

DISTRICT GRAND MASTER BY NAME



**Dustin P. Wright**  
Central Valley District  
(Omicron-Omega, California State University, Stanislaus, '07)

Epsilon-Tau ..... California State University, Fresno  
Omicron-Omega ..... California State University, Stanislaus  
Rho-Omicron..... University of California, Merced



**Robert S. Wrinkle, Jr.**  
Smoky Mountains District  
(Lambda, The University of Tennessee, Knoxville, '76)

Lambda-Beta.....East Tennessee State University  
Alpha-Iota ..... University of Tennessee at Chattanooga  
Lambda..... The University of Tennessee, Knoxville  
Omikron..... Emory & Henry College



**Adam Zaher**  
New York Metro District  
(Rho-Sigma, St. John’s University-Staten Island, '11)

Omicron-Epsilon ..... Adelphi University  
Pi-Phi ..... Brooklyn College  
Tau-Iota..... Farmingdale State College-State University of New York  
Rho-Tau ..... Queens College  
Sigma-Delta ..... Stony Brook University  
Sigma-Epsilon ..... Hunter College  
Upsilon-Mu ..... City College of New York



**Vacant**  
Eastern Canada District

Upsilon-Phi ..... University of Guelph  
Xi-Nu..... University of Western Ontario  
Omicron-Pi ..... Carleton University  
Tau-Upsilon ..... York University



**South Texas**  
Vacant

Rho-Psi ..... Corpus Christi , TX  
Lambda-Psi..... St. Mary’s University, Texas  
Kappa-Epsilon ..... The University of Texas-Rio Grande Valley  
Xi-Delta ..... The University of Texas at San Antonio  
Rho-Upsilon..... University of the Incarnate Word



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

---

## AREA 1

---

Central/South New Jersey  
Connecticut  
District of Columbia / Northern Virginia  
Eastern Pennsylvania  
Massachusetts  
New York City  
New York Metro  
Northern New England  
North New Jersey  
Tidewater  
Upstate New York

---

## AREA 2

---

Blue Ridge  
Central Georgia  
Central North Carolina  
Central Tennessee  
North & Central Florida  
North Georgia  
Smoky Mountains  
Southern Florida  
South Georgia  
Western North Carolina



---

## AREA 3

---

Eastern Canada  
Greater Kentucky  
Greater Missouri  
Indiana Illinois  
Kansas  
Minnesota/North Dakota  
Nebraska/Iowa  
Northern Ohio  
North Michigan  
Southeast Ohio  
South Michigan  
Southwest Ohio  
Western Pennsylvania  
Wisconsin

---

## AREA 4

---

Alabama  
Arkansas  
Central Texas  
East Texas  
Louisiana  
Mid-South  
Mississippi  
North Texas  
Oklahoma  
West Texas



# KAPPA SIGMA FRATERNITY DISTRICT GRAND MASTER DIRECTORY

---

## AREA 5

---

Bay Area  
Central Coast  
Central Valley  
Desert Southwest  
Los Angeles  
Montana  
Mountain West  
New Mexico West Texas  
Northern California  
Oregon  
Rocky Mountain  
Southern California  
Western Canada







# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## ADDITIONAL RESOURCES

---

KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE



Colony Roadmap



Constitution, By-Laws and Rules



Communications Toolkit



Volunteer Expense Report



Kappa Sigma Headquarters & Campus Staff



KappaSig.net Resources



Fees, Assessments and Due Dates

