



# 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