The Alpha Kappa Psi Vision, Core Values and Guiding Principles should be the foundation for any chapter activity. As an officer it is important to educate other members about their significance. Let these guide you and be the foundation of decisions and discussions.

**Vision**
Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

**Core Values**
- **Brotherhood**: Trust, respect, cooperation, companionship and aid to brothers is the expected norm.
- **Knowledge**: Education and experience is emphasized and shared.
- **Integrity**: All actions, whether in business or in life, are guided by honesty, ethics and fairness.
- **Service**: Sharing of time, talent and treasure with society and our fraternity is a priority.
- **Unity**: A common understanding of our vision and values that transcends chapter, generation and profession is utilized to anticipate and create the future.

**Tag-Line**
Alpha Kappa Psi — Shaping People, Shaping Business

**Guiding Principles**

- **Building Brotherhood**: The esoteric quality we call "Brotherhood" is of vital importance though difficult to define. Our members, from the day they become brothers until the end of their lives, foster a great love of the fraternity and a fondness for brother members. While brotherhood manifests itself in a multitude of ways, at its center is a sense of duty and respect for both the fraternity and individual members. All activities and decisions that involve the fraternity are guided by a sense of stewardship and selflessness. Members are anchored by the need to do what is in the best interest of the fraternity as a whole and are not swayed by individual self-interest.

- **Lifelong Learning**: College is merely the beginning of business education. Our members share their knowledge and experiences openly with the people they work with, regardless of rank or position. In addition, they seek out opportunities to share their real-world experience with brother members, and in doing so they enhance the lifelong learning of those members.

- **High Ethical Standards**: While the business world offers many opportunities for success and advancement, it also requires us to make decisions about how we succeed. Our members understand the importance of making decisions and conducting business in a way that takes into account both legal and ethical considerations. Our members serve as role models through their consistently fair and ethical conduct.

- **Improving Communities**: Much is expected of those to whom much is given. Business professionals who seek to improve the communities in which they do business improve lives and develop goodwill. Our members actively give back to their communities through volunteer activities and monetary support.

- **Enhancing the Fraternity for Life**: College chapters serve as living laboratories for classroom concepts and professional conduct. In turn, lessons learned in the fraternity prepare members for success in the business world. Because they recognize the value and importance of our Fraternity, our members are united in their passion to build a legacy for the future. They support the fraternity through volunteer leadership and monetary gifts.
Where do I get help? Always start with the [www.akpsi.org](http://www.akpsi.org) website. Several standard questions can be found there. If the question needs to be elevated to the next level, check with your chapter advisor, section director or regional director. If they are unable to help, they will direct you properly.

**Chief Executive Officer | Steve Hartman, CAE**  
*Ext 101*  
Contact [Steve](mailto:Steve) about:  
- Board Development  
- Operations, Fraternity & Foundation  
- Staff Concerns  
- Strategic Planning

**Managing Director of Operations | Brian D. Parker, CAE, Indiana ’93-Life**  
*Ext 105*  
Contact [Brian](mailto:Brian) about:  
- Academic Team  
- Foundation Contributions  
- Licensing/Trademarks  
- Major Giving  
- Merchandising Programs  
- Planned Giving  
- Scholarships  
- Expense Reimbursement  
- Financial Statements, Fraternity & Foundation  
- Liability Insurance  
- MAPP  
- Risk Management

**Managing Director of Student Services | Jessica R. Seitz, CAE, Auburn ’02-Honorary/Life**  
*Ext 103*  
Contact [Jessica](mailto:Jessica) about:  
- Academy  
- Case Competition  
- Certified Fraternity Volunteer (CFV)  
- Qualified Fraternity Volunteer (QFV)  
- Convention  
- Meeting Planning  
- PBLI  
- Volunteer Services

**Director of Communication | Jennifer L. Adamany, San Diego ’05-Life**  
*Ext 106*  
Contact [Jennifer](mailto:Jennifer) about:  
- Branding  
- Communication Technology  
- The Diary  
- Marketing  
- Media Relations  
- Publications  
- Website

**Director of Alumni Development | Jeffery D. Hughes, South Florida ’00-Life**  
*Ext 108*  
Contact [Jeff](mailto:Jeff) about:  
- Affinity/Royalty Partnerships  
- Alumni Awards  
- Alumni Chapter Expansion  
- Alumni Chapter Information  
- Alumni Development  
- Alumni Listings  
- Chairman’s Advisory Council  
- Life Loyal Program  
- Strategic Partnerships  
- Technology Issues/Concerns
Director of Education | Jason R. Pierce, CAE  
*Ext 102*
Contact **Jason** about:
- Educational event design
- Evaluation and Assessment
- Event Speakers
- Learning and Leadership Development
- Learning Outcomes
- Skills-based learning

Director of Chapter Services | Melinda Rosenthall  
*Ext 116*
Contact **Melinda** about:
- Annual Chapter Report
- Chapter Services
- Community Service
- Recruitment
- Show Cause
- Student Awards
- Student Chapter Expansion

Associate Director of Education | Mackenzie Lauka, Toledo '10 - Life  
*Ext 115*
Contact **Mackenzie** about:
- Content Papers
- Curriculum and Instructional Design
- eLearnings
- Pledge Education Program
- Program Bureau
- RMT/Volunteer Education
- Road to Brotherhood
- Speakers Bureau
- Webinars
- Web-based educational reports

Chapter Services Coordinator | Liz Vickers, Stetson '11  
*Ext 119*
Contact **Liz** about:
- Pledge Education Program Assessment and Evaluation
- Risk Management Administration

Communication Coordinator | Sean Kilgore  
*Ext 119*
Contact **Sean** about:
- News Stories
- Press Releases
- Social Media

Chapter Educational Resource Coordinators
- **Area 1:** Alec Morand, Loyola Marymount '14
- **Area 2:** Cady E. Tabeling, Southern Indiana '11-Life
- **Area 3:** Basha Coleman, University of Tennessee, Knoxville '14
- **Area 4:** Allie Ochs, Ball State '14
  - Annual Chapter Report Performance
  - Chapter Event Planning
  - Chapter Health Plans
  - Membership and Officer Reporting
  - Membership Concerns
  - Recruitment
  - Retention
  - Risk Management Probation
  - Show Cause Probation
Member Service Representatives
The Member Service Representatives are the "Voices of the Heritage Center." They are the customer service representatives who handle many day-to-day activities at the Heritage Center. The Member Service Reps can answer many of the general requests you may have.

Member Services | Debby Orff
Ext 110
Contact Debby about:
- Charters
- Initiate Certificates
- Member Processing

AKPsi Marketplace/Foundation | Hazel Collier and Stephanie Bentley
Ext 111
Contact Hazel or Stephanie about:
- Jewelry Orders
- Merchandise Orders
- Officer Updates

Finances and Collections | Cathy Cole
Ext 112
Contact Cathy about:
- Accounts Receivable
- Chapter Account Information
- Chapter Collection Problems
- Invoice and Statement Processing

Administrative Assistance/Event Registration Services | Robyn Korkhouse and Stephanie Bentley
Ext 104
Contact Robyn or Stephanie about:
- Event registrations
- Scholarship application
**Volunteer Fraternity Leadership**

**Fraternity Board of Directors (BOD)**
The fraternity’s board of directors is composed of nine alumni members elected by the Chapter Congress for terms of three years. The board in turn elects its officers who are the chairman, vice chairman, treasurer and secretary. The responsibility of the board of directors is to set policies and procedures that will guide the fraternity into the future. It acts as the supreme governing body of the fraternity between meetings of the Chapter Congress. It is charged with approving the fraternity budget, setting annual goals of the fraternity, overseeing the performance of the CEO and, most importantly, strategic planning. In strategic planning, the board takes input from members through a variety of sources and determines the fraternity’s core values, its vision for the future, or in laymen terms — what does Alpha Kappa Psi want to be known for? Further, it is charged with the responsibility of measuring how programs assist chapters and members to reach the vision. The board is the “big picture” strategic thinker of the organization much like the board of a corporation. The chairman of the board is the highest ranking volunteer in the fraternity.

**Management Team (MT)**
The Management Team is the volunteer operational arm of the organization. It is composed of the fraternity president, executive vice president, four area vice presidents and 16 regional directors. The Management Team is charged with the responsibility of servicing the chapters of the fraternity within the guidelines of policies and procedures set forth by the board of directors. The Management Team also manages a vast number of fraternity alumni volunteers, such as regional managers, section directors, chapter advisors, and chapter advisory boards. The fraternity president serves as the chairman of the Management Team, presides over meetings of the Chapter Congress and appoints operational committees. For a current list of officers and regional directors, visit [www.akpsi.org](http://www.akpsi.org).

- **The President and Executive Vice President** administer the important work of appointing, charging and monitoring committees; overseeing implementation of budgets, resource materials, and educational programs approved by the Board of Directors. The president may appoint a cabinet of volunteers for assistance (as approved by the Board of Directors).
- **The Area Vice President** is tasked with the administrative oversight of specific Regions/Regional Directors and for executing the tactical direction of Fraternity operations based on strategic guidance from the Board of Directors (BOD) while partnering with the Fraternity Staff

**Foundation Board of Directors**
The Alpha Kappa Psi Foundation, founded in 1951, is a not-for-profit 501(c)(3) organization dedicated to promoting the ideals of AKPsi. Its mission is: providing resources for enhancing the educational experience of future business leaders. The governing body of the foundation is its board of directors. It is charged with the responsibility of setting polices, fundraising goals and plans, an operational budget, and the overall vision of the foundation. A professional staff oversees day-to-day activities. The foundation funds the Academy, All-AKPsi Academic Team, Case Competition award scholarships and numerous scholarships. So the fraternity can have quality speakers at its events (such as the Principled Business Leadership Institute or the College of Leadership), the foundation also underwrites expenses for many speakers through its Principled Business Leadership Fund.
**Foundation Scholarships**

**Academy, Late June (all expenses paid):**
The Academy is like no other Alpha Kappa Psi educational experience. It is an intimate, hands-on, challenging leadership development retreat. It is a unique program designed especially for those who demonstrate exceptional qualities for future business leaders. A limited registration cap and a remote location ensure that the experience is highly interactive. Through the generous support of Alpha Kappa Psi alumni, friends and Corporate America, the AKPsi Foundation pays all expenses for those attending the four-day experience.

*Application deadline: Spring*

**All-AKPsi Academic Team:**
The All-AKPsi Academic Team recognizes students who maintain excellence in academic standing while making positive contributions to their campus and community. The selection process measures an applicant’s ability to balance the pursuit of a degree with the development of leadership skills, interactive extracurricular participation, and a sense of social responsibility. From among the team members, one or more outstanding individuals receive the Top Scholar Award and are recognized with educational grants.

*Application deadline: Fall*

**Scholarships:**
There are more than 30 scholarships available to Alpha Kappa Psi members. Some of these scholarships may have certain requirements. Visit akpsi.org for a current listing of chapter and Fraternity-wide scholarships.

**Case Competition:**
Through the foundation’s Case Competition, students are introduced to the realities of decision making – including incomplete information, time constraints and conflicting goals – giving them first-hand experience in analyzing business situations. The competition was designed to stimulate students’ thinking by challenging their capabilities and preparing them for future managerial decision making.
Leadership defined: Leadership is the art of mobilizing others to want to struggle for shared aspirations. – The Student Leadership Challenge by Jim Kouzes and Barry Posner

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"I learned that a great leader is a man who has the ability to get other people to do what they don’t want to do and like it." -Harry Truman

Characteristics of a Leader
Are you a leader? Here is a brief list of leadership characteristics:

- Leaders are good teachers and great communicators.
- Leaders have stamina.
- Leaders do what they know is right, rather than what is popular.
- Leaders are good at managing time.
- Leaders do not condone incompetence, they replace it.
- Leaders are reliable and open-minded.
- Leaders are good listeners.
- Leaders act with integrity.
- Leaders inspire a vision.
- Leaders are trustworthy and able to trust others.
- Leaders subordinate their egos to the goals of the chapter.
- Leaders know how to run meetings.
- Leaders teach all members the basics of chapter operations.
- Leaders help establish realistic goals and set action plans for reaching these goals.
- Leaders successfully motivate members on the importance of reaching goals.
- Leaders recruit competent people.

Spotting Leadership Potential*
1. Future leaders show initiative and can resolve issues with minimal supervision instead of waiting around for constant direction.
2. Future leaders trust their own judgment and get on with the task at hand, taking responsibility and without fear of making mistakes.
3. Future leaders are thirsty for knowledge and seek mentors and role models as they understand there is much to learn.
4. Future leaders share their knowledge, recognizing that the more they give the more they receive in return. Knowledge hoarders do not make good leaders.
5. Future leaders accept they are not perfect and do not know everything, that they have limitations and do not know and cannot do it all. They are not afraid to show weakness.
6. Future leaders accept responsibility for their own mistakes. Taking ownership and taking risks increases the chance of error. Leaders admit, learn and move on without making excuses.
7. Future leaders take responsibility and don’t single people out or shift blame. Whilst any error is still acknowledged, it is ‘ours’ not the fault of an individual.
8. Future leaders inspire and bring out the best in others as their passion and drive are contagious and set the standard for others to aspire to.
Anyone who exhibits more than half of the traits listed above could be one of your emerging leaders and offered the training and development they need to maximize their capabilities.


“It's a fine thing to have ability, but the ability to discover ability in others is the true test.”
-Elbert Hubbard

**Life Management**

Student leaders are not only organization leaders but also students, spouses and friends. In short, there is more to student leaders’ lives than the organizations they lead. A key to balancing all the different roles student leaders must take on requires effective use of their time. The following are some brief hints on how to make the most of your time and some suggested personal characteristics of good time managers.

- **List your goals** | Start with long-term goals and then narrow down your short-term goals. Set your priorities, not only for your goals but the roles you must fulfill.

- **Make a daily “to do” list** | Set your priorities every day. This keeps you on track with your short-term and long-term goals.
  
  - **Start with the “A’s”** | Categorize your list into A, B and C groups, with A being the most important. Then take the items in the B group and redistribute them to the A and C groups. This way you end up with a list of only high and low priorities. However, be careful to not ignore C items; if they are forgotten about they can turn into urgent A priorities.

- **Always ask yourself...** | “What is the best use of my time right now?” Do this whenever you have a free moment.

- **Handle each item just once** | If you pick up a piece of mail or receive a note, handle it then and there. Do not set it down before you resolve it, even if that means making a note to yourself to handle it later.

- **Do it NOW** | Do not procrastinate. Remember every big project is just a lot of little projects put together. Take each element one at a time.

- **Delegate** | Give tasks to other people so they can help.

**Motivation**

How can one promote a higher level of intensity within the chapter? It’s EASY; just follow these 5-steps:

1. Strive to create a strong sense of belonging for everyone involved in the group; the members should feel as if they are honestly needed for whom they are.

2. Foster discussion with the group to set clear and precise goals/objectives for the chapter and ensure progress is communicated and celebrated.

3. Establish a definition of what is expected of each brother so they realize the expectations others have of them.

4. Assign responsibilities challenging others within a range of abilities and interest. These should be responsibilities which contribute to reaching the goals/objectives.

5. Observe the progress of the chapter toward completing the goals/objectives.

When motivating others, remember and understand their personal values may be different than yours. What makes sense to you may not make sense to them. By trying to see something from another person’s point of view and empowering brothers to do what they are passionate about will help the brother and the chapter grow.
**S.M.A.R.T. Goals**

**Specific** - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:
*Who:* Who is involved?
*What:* What do I want to accomplish?
*Where:* Identify a location.
*When:* Establish a time frame.
*Which:* Identify requirements and constraints.
*Why:* Specific reasons, purpose or benefits of accomplishing the goal.

**EXAMPLE:** A general goal would be, “Get in shape.” But a specific goal would say, “Join a health club and workout 3 days a week.”

**Measurable** - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

**Attainable** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals. You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

**Realistic** - To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love. Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

**Timely** - A goal should be grounded within a time frame. With no time frame tied to it there’s no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won’t work. But if you anchor it within a timeframe, "by May 1st", then you’ve set your unconscious mind into motion to begin working on the goal.
The following action items will ensure your term starts off on the right foot. As a chapter officer, it is important that you are familiar with all the resources available to you and the chapter. These resources include materials produced by the Fraternity and local resources (volunteers, alumni) near your chapter. The key to a successful chapter is recognizing how much you can do and when to ask for help. There are thousands of alumni and volunteers who have been in your shoes and are willing to help. Use their experiences to enhance yours!

Action Items:

- Read this officer manual. You must know your duties and those of your fellow officers.
- Study the chapter Bylaws.
- Review the Board of Directors’ Statement of Policy. Pay special attention to the Risk Management policies. All of these are essential to a healthy chapter and are each officer’s responsibility.
- Review the Constitution and Statutory Code.
- Become familiar with Robert’s Rules of Order.
- Review the Ritual of Alpha Kappa Psi (version 8 or higher).
- Know the fraternity’s vision, core values and guiding principles.
- Log-in to www.akpsi.org to set-up a profile and become familiar with how to use the website.
- Log-in to www.chapterspot.com to report new members, change officer roles, and more.
- Review the Annual Chapter Report (ACR). The ACR allows you to work together with the chapter advisor and Fraternity to track key components of the chapter. The ACR will help you pass on historical information and chapter data to future members, as well as set short and long-term goals.
- Contact the chapter and faculty advisors to set up personal meetings.
- Set a time for weekly executive board meetings.
- Notify the Heritage Center staff, chapter advisor and regional director of any change in officer names for communication purposes. Ensure the chapter’s mailing address is current.
- Become familiar with the resources found at www.akpsi.org.
- Understand the fraternity organizational structure so you can direct your questions to the correct place.
- Have an emergency contact plan so you can contact chapter members in case of emergencies.
- Be professional – you are the role model for the chapter’s behavior.

General Liability Insurance

I. INTRODUCTION

The purpose of this manual is to give you an understanding of insurance coverage provided and information to properly report all actual and potential liability and property claims with which you may become involved. A certificate of insurance showing proof of coverage is provided with this manual. The final responsibility for the success of the insurance program rests with our fraternity and chapter. It is always important to remember that our first line of defense in liability matters is loss prevention, next is loss control, and the insurance contract is the final line of defense. The undergraduate and alumni members’ willingness to understand and assume the responsibility of sound risk management practices is a cornerstone of our program. In the event that an incident or claim does arise, the Alpha Kappa Psi Fraternity Heritage Center and Willis Insurance, will oversee the effective handling of all incident and claim investigation. An incident reporting form that must be completed and submitted at the time of any incident that results in bodily injury or property damage can be found at www.akpsi.org in addition to a full insurance and claims manual.

II. LAWSUITS

There will be occasions when lawsuits may be served on a member of your chapter. As there is only a limited time to answer a lawsuit, the following procedure applies:
a) Treat any potential, actual claim or lawsuit as a high priority item.
b) Utilizing the incident reporting form, note all relevant information.
c) Forward the suit and incident report by U.S. Postal Service Express Mail to the Alpha Kappa Psi Fraternity, Heritage Center, Attn.: Brian Parker, Managing Director of Operations.

III. GENERAL LIABILITY CLAIMS
The types of General Liability claims can be numerous and usually arise out of conditions of a chapter’s premises. They more than likely involve injury or damage to someone other than an employee or an officer of the fraternity. While on the scene, if possible, get all names, addresses and phone numbers of all parties involved, as well as any witnesses to the accident. Immediately complete the incident reporting form and submit.

IV. WHAT SHOULD BE REPORTED?
Bodily injury to anyone other than an employee and any property damage for which there is a possibility that a claim may be made against Alpha Kappa Psi Fraternity. Be sure to fully complete the enclosed incident reporting form that will provide the needed information regarding the claim. It is imperative that all losses or incidents be reported immediately to the Alpha Kappa Psi Heritage Center (See phone numbers and address on below). The Alpha Kappa Psi Fraternity Heritage Center is responsible for providing the initial report of the claim to HRH/Kirklin & Co, Inc. Once the claim report is sent to HRH/Kirklin & Co, Inc. you will likely be contacted directly by HRH/Kirklin & Co, Inc. to discuss the incident. If you are unable to obtain necessary details when first notified of any incident, still report any known facts.

V. INCIDENT/CLAIM REPORTING

<table>
<thead>
<tr>
<th>ATTN: Brian Parker</th>
<th>ATTN: Mick McGill</th>
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<tbody>
<tr>
<td>Managing Director of Operations</td>
<td>Vice President, Client Advocacy</td>
</tr>
<tr>
<td>7801 E. 88th Street</td>
<td>10707 Pacific Street, Suite 200</td>
</tr>
<tr>
<td>Indianapolis, IN 46256-1233</td>
<td>Omaha, NE 68114</td>
</tr>
<tr>
<td>(317) 872-1553 – Phone</td>
<td>(402) 898-4199 – Phone</td>
</tr>
<tr>
<td>(317) 872-1567 – Facsimile</td>
<td><a href="mailto:mmcgill@willis.com">mmcgill@willis.com</a></td>
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VI. GENERAL LIABILITY INSURANCE PROGRAM
The following description is a summary only and is not intended to serve as a substitute for the actual insurance contract. The Alpha Kappa Psi Fraternity insurance program provides Blanket Public General Liability Coverage of $1,000,000 per occurrence with a $2,000,000 general aggregate for all participating chapter and chapter house organizations. (See the end of this section for explanation of types of coverage.) The coverage is for bodily injury and property damage. This protects the local chapter, its officers and members, the house corporation and the fraternity, including appointed volunteers, from claims arising out of bodily injury and property damage occurring at the premises or at chapter functions away from the premises. It also protects against claims arising out of libel, slander, false arrest, invasion of privacy, eviction from the premises, consumption of food and beverages and incidental malpractice. It must be understood, however, that our coverage is for general public liability. It is not accident insurance covering initiated and uninitiated members for injuries sustained on the chapter premises and/or in chapter activities. Liability insurance is not a substitute for medical insurance. Further, it is not Workers’ Compensation Insurance, which may be required for chapter employees such as cooks and housemothers.

Insurer: Liberty Surplus Insurance Corporation
Policy Period: December 1, - November 30
Policy Numbers: DGLCH184369035

Adding Additional Insureds
Additional Insureds may be added to this policy. Such insureds may be your landlord, college, university and/or proprietor from whom the chapter may be renting property for a special event. **Request for an additional insured endorsement should be made in writing at least three weeks in advance of any event** and sent to Alpha Kappa Psi Fraternity Heritage Center, Attn.: Brian Parker, Managing Director of Operations, 7801 E. 88th Street, Indianapolis, IN 46256-1233. Phone (317) 872-1553, Fax (317) 872-1567. Upon approval of the request by the Alpha Kappa Psi Administrative Office and the insurance carrier Willis will issue a certificate of insurance with the original forwarded to the Additional Insured and a copy to the Heritage Center.

**What Doesn't Our Coverage Include?**

i. Any claim of bodily injury and/or property damage from an incident resulting when:
   1. An illegal act was performed.
   2. An intentional act was performed.
   3. A contract made by the chapter is broken.
   4. There is any discharge, release or escape of smoke, vapors, soot, fume, acids, toxic chemicals, etc... upon land, the atmosphere of any water course or body of water.
   5. A chapter employee is hurt on the job. Each chapter with any employees must purchase Workers’ Compensation coverage locally.

ii. Any claim of property damage to property owned by, rented by, used by, or cared for by the chapter. An example, the chapter rents a portable generator for an outdoor function, and while it is in the care, custody and control of the chapter it is damaged and the lesser holds the chapter responsible and liable. No coverage is available under the Alpha Kappa Psi Fraternity liability insurance contract.

**House Inspections**

The insurance company has the right to make inspections and surveys at any time, give Willis Insurance and Alpha Kappa Psi Fraternity reports on the conditions that are found and recommend changes. Any inspections, surveys, reports or recommendations relate only to insurability and the premiums to be charged. Chapters and house corporations will be given advance notification of any inspections and copies of all reports.

**Legal and Illegal Activity**

Simply stated, no insurance policy in the world provides coverage for violations of the law. The Alpha Kappa Psi Fraternity insurance program is no exception to this rule. The key points to understand are:

- Compliance with federal, state, local and institutional (college or university) laws and regulations is required.
- Compliance with all regulations and policies of Alpha Kappa Psi Fraternity is required.

Those individuals who choose to violate these rules may void the protection for themselves under the Alpha Kappa Psi insurance program. Every effort has been made to avoid their actions from jeopardizing the other members, other entities, or other named insureds protected by the Alpha Kappa Psi program. The following brief examples are intended to provide illustration and do not represent legal advice.

i. With the broad awareness of its membership, the chapter serves alcohol to a minor in violation of the law at a chapter-sponsored function. In the event of an injury, claim or lawsuit, those persons found to be in violation of the law and/or Alpha Kappa Psi Policy (in this case the entire chapter) most likely would be without insurance protection. The other named insureds would be protected (i.e. the Fraternity, house corporation or alumni volunteers).

ii. Two of the members of a 65-man chapter cause injury to someone in connection with a hazing incident. This activity was unauthorized and done secretly without the knowledge of the chapter, and strictly against chapter policy. In the event of an injury, claim or lawsuit, those persons (in this case, the two members) found to be in violation of the law and Alpha Kappa Psi Policy could be without insurance protection. The chapter, house corporation and other named insureds would be protected.
Great effort has been made to ensure coverage will be provided to those individuals and entities exposed to claims through no fault of their own. Chapters and chapter officers are protected from the unauthorized actions of individuals. The assets of house corporations are protected from the unauthorized actions of their chapters. Chapter Advisors are protected from the unauthorized actions of their individual chapter members and the chapter as a whole, as are the house corporations and all other appointed alumni volunteers involved with the Fraternity.

All questions regarding insurance interpretation and coverage should be directed to Willis Insurance. c/o Trude Smouse, 10707 Pacific Street, Suite 200, Omaha, NE 68114, Phone (800.736.4327, email smouset@willis.com.

**Hazing Policy**

Alpha Kappa Psi’s Hazing Policy can be found in the *Board of Director’s Statement of Policy* and online at [www.akpsi.org](http://www.akpsi.org). It shall be the responsibility of all members of Alpha Kappa Psi Fraternity to determine college, university or other legal jurisdiction policy regarding hazing, mental or physical, and to comply totally with such policies.

**Hazing Prevention**

When organizations are challenged to eliminate hazing practices, some members are often resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are upset about the hazing they themselves endured (but don’t admit this publicly) and expect others should be “abused” as well in order to gain “true” membership in the group just like they did.

Of course, if you try to eliminate hazing in your chapter, you will likely encounter many elaborate reasons for why this will be devastating for your group. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed “benefits” of hazing may be more likely to change their opinion if they can envision some alternatives. The following are supposed benefits hazers believe they accomplish and some alternatives you can instill in your chapter that will accomplish the same goal:

- **Foster unity:**
  - Brother retreat.
  - Visit a ropes course to work on group cohesiveness, communication and leadership skills.
  - Non drinking socials to learn about each other.
- **Develop problem-solving abilities:**
  - Have discussions about chapter weaknesses such as poor recruitment, apathy and poor scholarship, and develop solutions the chapter might then adopt (i.e. create a business plan).
- **Teaches you to work under stress:**
  - Prepare a challenging fundraiser and see it through to the end.
  - Have an interview workshop to prepare you better for tough interviews.
- **Develop leadership skills:**
  - Encourage participation in school/campus activities outside of the chapter.
  - Encourage new members to get involved in committees and/or leadership roles.
  - Develop a peer mentor program within your group for leadership roles.
  - Invite school/community/business leaders into the chapter to share their experiences.
- **Instill a sense of membership:**
  - Start new traditions ~ it only takes a few academic terms for it to become a tradition.

**Believe it or not:**

Chapters found responsible of hazing have been required to eliminate hazing in order to stay open as a chapter of Alpha Kappa Psi. These chapters report that eliminating hazing increased member involvement therefore reducing apathy!
Parliamentary Procedure
Basic Principle: Minority is heard but majority rules

I. Establish a quorum
A quorum is the number of people who must be present to take legal action on business matters and is essential to conducting business meetings. The quorum is stipulated in the bylaws, and before any business is discussed, the chair should establish for the record that a quorum exists.

II. All members have equal rights
These include the right to make motions, debate, and vote. You need a two-thirds majority vote to deprive members of basic rights — such as closing or limiting debate and closing nominations. No member may be forced to vote; silence gives consent. General business — majority of those present

III. Debate, decorum, and order
Only one main motion (one subject) may be considered at a time, and only one person may speak at a time. Anyone who wishes to make a motion should first be recognized by the chair and preface the motion with the words, "I move that." If someone wishes to second the motion, that person does not have to wait to be recognized but merely calls out, "I second the motion." Without a second motion, the chair moves on to the next agenda item. After the motion has been made and seconded, the chair restates the motion, which is termed a main motion. Discussion begins. To ensure order and that only one person speaks at a time, the chair recognizes members before they may speak. There must be an opportunity for at least one pro and one con for each motion and amendment. Technically, after a second is made, a motion cannot be withdrawn (not efficient to enforce).

IV. Amendments
The purpose of an amendment is to change a motion already under consideration. If a member believes the right topic is being discussed but wants to modify the wording of the motion, he or she calls for an amendment. Technically, a motion may be amended, and the amendment to the motion may be amended, but no further amendments may be made. Amendments are motions, and as such, they require a second and full debate. Amendments can slightly change the main motion. Typically, if the author of the original motion agrees with the amendment it can be accepted as a "Friendly Amendment" and incorporated into the original motion without the need for debate or a vote.

V. Closing Debate
A member who wishes to end debate may interrupt discussion and say "I move/call the previous question." This motion requires a second and must receive a two-thirds majority vote. Should it receive a two-thirds majority, the chair then states, "The previous question has been called, all those in favor of the motion to..."

VI. How to Run a Meeting
A. Decide how strict to be with parliamentary procedure — generally, the larger the group, the more strict you should be.
B. How will one be recognized to speak? — typically by raising your hand then being called upon by the chair. Large assemblies may have fixed microphones where lines are formed to speak.
C. Chair controls flow of meeting.
   i. Must appear unbiased, can never state an opinion on the motion before or during debate.
   ii. To be effective, must control flow of meeting by:
   iii. Quickly and decisively granting permission to speak.
   iv. Always watching that comments are being made at the appropriate times (a pro should be a pro, not a public service announcement; points of information should be questions not pros/cons). Always stop someone and ask him or her to explain his/her point if it sounds like the granted time is being appropriately used (if it sounds like someone is making a con during a point of information).
   v. Quickly and decisively making judgments on points of order.
vi. Prompt for actions if meeting slows down (chair will entertain motion to _______ — such as close debate, open a window, consider “X”).

vii. Don’t be afraid to take a recess if you need to clarify points or get some information.

viii. Be quick to keep people in order (not speaking out of turn).

ix. Don’t let debate get personal — name-calling is not allowed (try to get people to speak in the third person when referring to other people in the room and to address actions not people).

D. Use other resources — Warden, Parliamentarian, etc.

VII. Efficiency Tips

A. Most motions can be voted on by acclamation (general consent).

B. Use voice vote for motions. Chair’s ruling stands on results of voice vote unless “call for division” is called for, then vote count is needed.

C. Chair cannot make motions but can offer to “entertain” a motion which may fix a particular sticking point in debate.

D. If chair doesn’t know the answer to a “point of information,” he or she can call on someone else to answer it.

VIII. Potential Problems

A. Noisy individual — warning from chair then warden removes.

B. Bad environment (hot, cold) — chair can recess meeting to try remedy the situation.

C. People speaking without being recognized — reminder from chair to wait to be recognized, if doesn’t work, warning from chair then warden removes.

D. Debate lasting too long — “without objection, chair ends debate after two or more pro/cons.” (Two of the same back-to-back)

E. Meeting lasting too long — “without objection, chair rearranges agenda and will postpone consideration of certain items until next meeting.”

F. Everyone wants to speak — in the order they raise their hands, a list is made, chair simply calls names off this list.

Adopted from Parliamentary Procedure: A Few Rules Help Keeps Order, by Kathy Gill

“Entrepreneur Larry Wilson defined the difference between passion and drive as the difference between expressing yourself and proving yourself.” -- On Becoming a Leader By Warren G. Bennis
Here are some motions you might make, how to make them, and what to expect of the rules.

<table>
<thead>
<tr>
<th>To Do This:</th>
<th>You Say This:</th>
<th>May you interrupt the speaker?</th>
<th>Do you need a second?</th>
<th>Is it debatable?</th>
<th>Can it be amended?</th>
<th>What vote is needed?</th>
<th>Can it be reconsidered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJOURN MEETING</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>CALL AN INTERMISSION</td>
<td>&quot;I move that we recess for...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>COMPLAIN ABOUT HEAT, NOISE ETC.</td>
<td>&quot;I rise to a question of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
<td>No (usually)</td>
</tr>
<tr>
<td>TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE</td>
<td>&quot;I move to table the motion&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>I CALL QUESTION END DEBATE AND AMENDMENTS</td>
<td>&quot;I move the previous question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>POSTPONE DISCUSSION FOR A CERTAIN TIME</td>
<td>&quot;I move to postpone the discussion until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>GIVE CLOSER STUDY OF SOMETHING</td>
<td>&quot;I move to refer the matter to committee&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>AMEND MOTION</td>
<td>&quot;I move to amend the motion by...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>INTRODUCE BUSINESS</td>
<td>&quot;I move that...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The motions listed above are in order of precedence... below there is no order...

<table>
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<th>What vote is needed?</th>
<th>Can it be reconsidered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROTEST BREACH OF RULES OF CONDUCT</td>
<td>&quot;I rise to a point of order.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
<td>No</td>
</tr>
<tr>
<td>VOTE ON A RULING OF THE CHAIR</td>
<td>&quot;I appeal from the chair's decision&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>SUSPEND RULES TEMPORARILY</td>
<td>&quot;I move to suspend the rules so that...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
</tr>
<tr>
<td>AVOID CONSIDERING AN IMPROPER MATTER</td>
<td>&quot;I object to consideration of this motion&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>6</td>
</tr>
<tr>
<td>VERIFY A VOICE VOTE BY HAVING MEMBERS STAND</td>
<td>&quot;I call for a division&quot; or &quot;Division!&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
<td>No</td>
</tr>
<tr>
<td>REQUEST INFORMATION</td>
<td>&quot;Point of information.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
<td>No</td>
</tr>
<tr>
<td>TAKE UP A MATTER PREVIOUSLY TABLED</td>
<td>&quot;I move to take from the table...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>RECONSIDER A HASTY ACTION</td>
<td>&quot;I move to reconsider the vote on...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
</tbody>
</table>

NOTES:
1. Unless vote on question is not yet taken.
2. Unless the committee has already taken up the subject.
3. Only if the motion to be amended is doubtful.
4. A majority vote in negative needed to prevent consideration of main motion.
5. Only if the main question or motion was not, in fact considered.
6. Only if motion to be reconsidered is debatable.
The master of rituals has one of the most important responsibilities of any of the chapter officers. The initiation ceremony is the most important ritual in a member’s life, and will be remembered by the initiate forever. Your attention to detail will make it remembered as an impressive commencement of membership.

*The Ritual* gives all of the instructions necessary to conduct each of the ceremonies. Any questions you have after reviewing *The Ritual* should be directed to your Chapter Advisor, Section Director or Regional Director. The following actions will ensure your term starts off on the right foot:

- Attend the weekly executive board meeting.
- Secure materials from the outgoing MOR and review/inventory supplies.
- Secure all ritual books and ritual materials from the outgoing MOR. Ensure you have enough pledge buttons and membership buttons for the upcoming term; if not order more for inventory from the fraternity marketplace.
- Make sure you are familiar with the fraternity handgrip, password and motto. Ask other chapter officers, your chapter advisor, section director or regional director if necessary.
- If you must reserve specific rooms for the performance of the rituals, do so at the earliest possible date. The previous master of rituals should have noted the process necessary to reserve rooms. Remember to reserve a holding room for participants as well as the actual ritual room.
- Review the ritual manual for each type of ritual.
- Planning is key. Work with the vice president of alumni relations to get alumni support early.
- Stress the seriousness of rituals to the brotherhood.
- Coordinate with your ritual team to ensure each ritual is prepared for properly.
- Be well prepared (plan on the worst case scenario).
- Always have a backup plan.
What are Alpha Kappa Psi Rituals and what do they mean?

• To the Fraternity:
  o They are the backbone of the organization and what sets us apart from other business organizations.
  o Our founding fathers created them to represent what the fraternity means to us internally. The rituals are an explanation of who we are and how we should conduct ourselves in business and in life.

• There are ten (10) rituals of the Fraternity.
  o Closed Rituals:
    ▪ Induction – very first glimpse of Alpha Kappa Psi a pledge experiences and is the first step toward becoming a brother.
    ▪ Mid-Court – the Mid-Court interview is the time for serious evaluation of the pledges. Your chapter must determine if the pledges are sufficiently prepared, dedicated to the ideals of our Fraternity and ready to continue in the program.
    ▪ Court of Honor – very similar to the Mid-court interviews; however dropping pledges at this point should be RARE and only in extreme circumstances; pre-approval from the regional director is required. This ritual is best when headed by alumni members and/or a chapter advisor, regional or fraternity representative if possible.
    ▪ Initiation of Student/Faculty Members – performed to bring new members into the brotherhood.
  o Public Rituals:
    ▪ Graduating Senior Ceremony – Performed as a renewal of graduating seniors' fraternal obligations as they prepare to enter the "real world."
    ▪ Chapter Colonization – To acknowledge the colonization efforts of an expansion organization.
    ▪ Initiation of Honorary Members – Performed to recognize honorary members.
    ▪ Installation of Officers (Local) – Performed as a formal recognition of newly elected officers.
    ▪ Installation of Officers (regional and fraternity) – Performed as a formal recognition of newly elected officers.
    ▪ Installation of an Alumni Chapter – Performed to bring an alumni group into full recognition.

“The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.”

Vince Lombardi
### AKPsi Rituals Chart

<table>
<thead>
<tr>
<th>Ritual</th>
<th>Date Performed</th>
<th>Participants</th>
<th>Equipment needed</th>
</tr>
</thead>
</table>
| **Pledge Induction**  
Purpose: To impress upon the prospective members the serious obligation of AKPsi | Bi-Annually at the beginning of each pledge period | President  
Master of Rituals  
VP of Membership  
Warden  
Guide | Pledge Pins  
Robes (optional)  
Obligation Ledger  
Pen  
Gavel |
| **Mid-Term Interview / Court of Honor**  
Purpose: Serious evaluation of pledges; to test the knowledge of the pledges and discover their intentions upon becoming a brother | Middle of pledge program  
End of pledge program | Chief Executive  
2 Executive Board Members  
Presenter (MOR, VPM or Pledge Instructor)  
Warden  
2 Guides | Robes (if available)  
Gavel  
White cloth for head table  
For Final: 3 lighted candles  
-Pledges bring thesis, resume, & object symbolic of AKPsi |
| **Initiation of Members (Student/Faculty)**  
(Also College Chapter Installation)  
Purpose: Final ceremony to install a pledge as a Brother for life | Should follow Court of Honor | President  
Master of Rituals  
Chaplain  
Warden  
Merchant, Banker, Accountant Guide  
Front and rear Guard  
Fraternity Officer/RD/CA or SD (if available)  
Musician (optional) | Robes (if available)  
2 Bibles  
Coat of Arms  
Jeweled Badge  
Gavel  
10 candles with holders  
Charter to display(if available)  
AKPsi banner  
Altar cloth w/Coat of Arms  
Recognition pins  
Master Ritual and pen for signatures  
Typed list of pledges’ full names  
Cassette/CD (optional)  
Flashlights (if needed) |
| **Ceremony for Graduating Seniors**  
Purpose: a renewal of fraternal obligations which continue throughout life for those brothers who are graduating | End of semester/quarter | Guest Speaker (a Brother)  
President  
Master of Rituals  
Master of Renewal(RD, SD or Alumni/Faculty member)  
Warden | Robes (only if closed to brothers)  
AKPsi banner  
Coat of Arms  
Jeweled Badge  
Gavel  
Podium for speaker |
| **Chapter Colonization**  
Purpose: to acknowledge the colonization efforts of an expansion organization | Highest ranking Regional or Fraternity officer present | Obligation Ledger  
Pen  
Gavel |
| **Initiation of Honorary Members** | Suggested to conduct at a banquet so initiate can address the chapter | President  
Master of Rituals  
Warden  
Guide | Gavel  
Recognition Key  
Robes (if brothers only) |
| **Installation of Officers (Local Chapter)**  
Purpose: Formal recognition of newly elected officers | Soon after election  
Warden  
Chapter Advisor | Outgoing President  
Warden  
Chapter Advisor | Gavel  
Gavel to Pass  
Charter to display(if available) |
| **Installation of Officer (Regional and Fraternity)**  
At conclusion of the election | Regional Director  
Fraternity Officer  
Section Director (as Chaplain) | Gavel to Pass  
Coat of Arms  
Jeweled Badge  
Banner  
Altar cloth w/Coat of Arms (if avail) |
Rituals

I. Preparation for Rituals
   a. To be taken seriously – remember where you are and what you are doing.
   b. Thoroughly prepare for all rituals – use a ritual team to prepare.
   c. Materials
      i. White sheets
      ii. Electric Candles
      iii. Small flashlights
      iv. Ritual books
      v. Robes

II. Mid-Court Rituals
   a. Prepare notes
   b. Prepare questions you will ask
   c. Organize
   d. Memorize – know your history by heart!
   e. Speak with heart and emphasis

III. Verbiage of Introduction, Correction and Release
   a. Sample Introduction
      i. “Pledge (last name), Welcome to your Mid-Court/Court of Honor.”
   b. Sample Corrections – Never interrupt a pledge!
   c. Sample Release
      i. “Pledge (last name), do you understand everything you have seen here, heard here and said here should be held in strict confidence and should be shared ONLY with true brothers of Alpha Kappa Psi fraternity? [wait for response] Thank you. I am returning you to the holding room.”

IV. The Brotherhood’s role in the Mid-court ritual
   a. While the MOR asks questions related to the fraternity and our history, the brotherhood is responsible for finding out more about the pledge through a series of questions.
   b. Ask questions about:
      i. AKPsi — intentions, goals
      ii. Ethics — pose situations, ask for reaction/response
      iii. Current Events — demonstrate well roundedness
      iv. Sample Questions — Ritual Book, Book of Questions
         1. Questions should be from list or approved in advance.

V. Management and Control of Rituals
   The master of rituals is the leader of all rituals, but is not a dictator. He or she is personally responsible for everything that occurs in the ritual room, including but not limited to, the actions of brothers, alumni and justices.
   a. Preparation is the key to a successful ritual.
      i. Master of rituals must have all materials prepared beforehand.
   b. Brotherhood must be prepared as well.
      i. Prepare questions in advance.
      ii. Determine order of questions.
      iii. Sit in groups (if that will be helpful).
      iv. Say “thank you” after pledge successfully and completely answers your question(s).
   c. Mid-courts are NOT an opportunity to badger, abuse, haze or yell at pledges.
      i. Professional interview
      ii. All should wear professional attire
      iii. Inappropriate dress or poor behavior warrants removal of any brother from the ritual and possible further disciplinary actions.
d. Timing and movement of pledges between holding room and ritual room.
   i. Escort each pledge.
   ii. Timed so that there is a smooth flow from one pledge to the next.

e. Holding room
   i. Remind the pledges to think seriously and prepare for the evening ahead.
   ii. Breaks – give the pledges the opportunity to use the restroom.

f. Vow of Silence
   i. The Vow of Silence cannot be enforced – this is considered hazing by fraternity policies. Pledges can be asked to keep a quiet environment so that everyone can have an environment in which to study or reflect.

VI. Removing a Pledge
Procedure: it is your right and duty as a brother to speak your mind about any pledge you feel is not an excellent candidate for brotherhood. It is also your duty to accept whatever decision the brotherhood makes as a whole. Your loyalties must always remain with the brotherhood and its decisions.

a. Per PEP, all pledges must have a documented pledge action plan prior to removal. Additionally, enough time must be provided to properly execute and evaluate the plan.

b. Run by MOR.

c. Names of those wish to be brought up, collected and announced by MOR.

d. Discussion and voting in alphabetical order of pledges.

e. Votes counted by VP of membership and Warden.

f. Announcement of results only after all pledges discussed and voted upon.

g. There is between a 1-25% vote required to remove a pledge (per chapter Bylaws).

h. Pledges voted to be removed can only be brought up for vote two times (per Statutory Code).

i. Who was brought up and what was said must be held in the strictest confidence.

j. All pledges should be seriously evaluated at Mid-Court and that is the time to vote pledges out of the program if necessary. Only in rare, extreme cases should a pledge be voted out at Court of Honor; preapproval must be obtained from the regional director. This decision must be documented and retained by the chapter.

VII. Court of Honor

a. Invite alumni, regional, sectional and/or fraternity representatives to be justices.
   i. Write invitations on AKPsi stationary AT LEAST six weeks in advance.
   ii. Make follow up phone calls four weeks and two weeks in advance.

b. Prepare information for Court of Honor Justices.

c. Prepare an agenda for the event, including where and when to meet (include directions).

d. Justices should be professionally dressed; consumption of alcohol and drugs, prior to or during any ritual is strictly prohibited.

e. Send or give materials to Justices in advance if at all possible.
   i. Resumes, goals papers, order of pledges.

f. Meet with Justices early on the day/ eve of Court of Honor and Initiation. Please refer to The Ritual of Alpha Kappa Psi for acceptable questions.
   i. Determine who will ask what questions.
   ii. Answer any last minute questions.
   iii. Clearly communicate your expectations and define what is acceptable and unacceptable. You are responsible.

g. Send thank you notes right away.

VIII. Induction and Initiation

a. All speaking parts should be memorized and rehearsed at least a week in advance.

b. Rooms should be prepared according to the The Ritual of Alpha Kappa Psi.
Ritual Guidelines and Hints

- All rituals are to be conducted in strict compliance with the official ritual of AKPsi – the vow of silence cannot be used.
- Always hold a pledge evaluation session at Mid-Court.
- A pledge should never be removed at or after Court of Honor unless it is an extreme circumstance.
  - If, in very rare circumstances, the brotherhood needs to see a pledge before reaching a decision about removing a pledge before Court of Honor, conduct another Mid-Court for that pledge.
- The consumption of alcohol and use of drugs during or prior to any ritual(s) is strictly prohibited.
- No ritual or consecutive set of rituals, can last more than 8 (eight)-hours. This time limit begins from the earliest time the pledges were told to arrive until the final adjournment for the same group.
- There must be a ten-hour break between rituals. This rule is in effect for a ritual or set of consecutive rituals that have lasted up to eight hours.
- Rituals cannot start before 8:00 am or continue past 11:00 p.m.
- Alumni should serve as justices whenever possible at Court of Honor, members of the BOD, MT or RMT should serve as Chief Justices when present in order of their position in the fraternity.
- Brothers and/or pledges must be allowed the opportunity to have a meal if the rituals or set of consecutive rituals is scheduled to last, or in reality lasts, more than five hours. While food and beverages do not have to be provided, the opportunity to bring or get food, including reasonable travel time and time to consume it (not less than ½ hour) must be allotted and shall be part of the eight-hour limit.
- There shall be a mandatory ten-minute break every two hours during rituals or set of consecutive rituals.
- Court of Honor, Initiation, and Officer Installation must be conducted and concluded a minimum of eight (8) days prior to the first official day of exam week unless approved by the regional director prior to Induction.
Professional Interview Questionnaire

Please refer to The Ritual of Alpha Kappa Psi for acceptable questions. The following is a list of additional acceptable SUBJECTIVE questions to be used during the Mid-Court Interview and Court of Honor for candidates:

1. What is your personal “code of ethics?” Has Alpha Kappa Psi or your education at this school influenced them in any way?
2. Why did you choose your major and why is AKPsi of interest to you?
3. What will you bring to Alpha Kappa Psi via this college and/or through future professional alumni involvement?
4. Who in the business world would you most consider as your role model? Who do you most admire? Why?
5. Define brotherhood and professionalism; discuss their interrelationships.
6. What office position(s) are you interested in seeking in this chapter? Why? How would you improve the current management of the chapter?
7. Do you have any personal expertise which may benefit the Fraternity? Describe in detail.
8. How do you anticipate Alpha Kappa Psi benefiting your career?
9. Why do you strive to be a brother of Alpha Kappa Psi?
10. What are your strong character traits? How will you utilize these traits to advance your career and/or Alpha Kappa Psi ideals?
11. What are your weak character traits and how do you compensate for them?
12. Describe your greatest success within your candidate program.
13. Describe the one event you would consider the greatest success to come about from your candidate program. How did you contribute?
14. An integral part of any future job will be communication with supervisors, coworkers and subordinates. Describe how you utilized the past several weeks in AKPsi to develop good communication skills.
15. What were your candidate class’ shortcomings? How were you involved?
16. What changes or improvements would you make in the candidate program?
17. Today’s management acknowledges the benefit of encouraging employees to build social relations in promoting a healthy productive work environment. What efforts did you make to build social interaction among your fellow candidates?
18. Many companies stress the importance of teamwork. What efforts did you make towards ensuring teamwork among your fellow candidates?
**Frequently Asked Questions**

**What due dates do I need to know?**
The most accurate and up-to-date due dates for your chapter are listed on [www.akpsi.org](http://www.akpsi.org). Check out the Calendar of Chapter Due Dates for the most up-to-date calendar planning.

**When are the chapter minutes due?**
Within seven days of your meetings. The Executive and Chapter Minutes are to be sent to the CA, SD and RD. All minutes should be sent to chapter members with 24 hours of the meeting.

**What if the chapter roster is inaccurate?**
Correct it immediately by logging into ChapterSpot at [www.chapterspot.com](http://www.chapterspot.com). Remember your dues and insurance billings are based on your roster.

Directions:
1. Carefully review the chapter’s roster when received.
2. Log-in to your ChapterSpot page and click on the Members tab. All the statuses are listed on the left side.
3. Use the Status Updater App to make adjustments to the chapter’s roster.
4. Click the Submit button to mark as complete. The Heritage Center staff will issue credit memos for roster removals received by November 1 (fall) and March 1 (spring). Additional invoice(s) for any reinstatements of members will also be issued.

**Can first-year students pledge?**
There is not a minimum GPA to pledge Alpha Kappa Psi, therefore freshman can pledge. Refer to the *Statutory Code* (Caput II Section 6) for more information.

**Is there an inactive status?**
No, circumstances such as internships, co-op, student abroad, military duty or medical/extreme hardship are considered for Leave of Absence status. Special exceptions have been made for those who are extremely ill, pregnant, etc., but approval is required by your RD. These members must be reported as Leave of Absence and they are to re-affiliate (and be reported as doing so) upon their return. There are NO "social memberships," "senior status," etc. Leave of Absence status is different than suspension due to attendance issues and/or financial delinquency.

**How can a member be removed in good standing?**
Only by leaving the university; this could be because they “drop out” of school, graduate with the degree in which they pledged (even if they stay on for grad school), transfer to another school or branch of your school (more than 50 miles).

**Are there any circumstances when the brother must re-affiliate?**
Yes, if the brother returns to the university at which their home chapter is located to complete the degree in which they pledged. (Examples of this would include conclusion of internships, co-op, and medical leave of absence.)

**What are the different membership forms?**
Chapter rosters can be updated online using the ChapterSpot Status Updater at [http://www.chapterspot.com](http://www.chapterspot.com). Only those officers which have been given permission by the chapter president within in ChapterSpot can access the Status Updater.

- Report Pledges using the Recruitment Tab on ChapterSpot.
• Reporting of all new pledges. Information required: Full name, address, phone, e-mail address, date of birth, expected graduation year, induction date and expected initiation date. Download the Pledge Information Collection Form and have the pledges fill one out for easier input into the website. Due within seven business days of induction.

• What is this form for?
Throughout the year, we require our chapters to report their new members. The reporting format we require can be generated by using the Recruitment Tab, which is available to you on ChapterSpot. The Recruitment Tab helps chapters manage their recruitment process, and it’s every chapters’ official database of their prospective new members.

To start, follow these directions:
1. First, enter the Recruitment Tab on ChapterSpot.
2. Next, click the add prospects button.
   a. This is where you will put all the information about your potential new members
3. Throughout Recruitment, move the prospects that will be continuing the process through the stages until the To Be Inducted column.
4. After Induction has occurred, review and confirm the To Be Inducted list and click Report Prospects.
   a. Here you will select the prospects that were inducted on a date you specify. If there are multiple induction dates, you will need to repeat the process after each induction occurs.
5. Once you have selected all of your prospects, click continue and input the Induction date and expected Initiation date.
6. Confirm reporting of pledges, save and submit.

• Report Initiates
Directions:
1. The chapter officer responsible for reporting member status changes will open the chapter’s ChapterSpot page.
2. Click on Members tab and this brings you to the Status Page - Select Pledge – this will list all of your pledges.
3. Select the checkbox next to each pledge that was initiated and click the Actions button, then select ‘Update Statuses’.
4. Move all initiated pledges to ‘Collegiate Status’.
5. If any Pledge(s) did not initiate, repeat the process and change their status to Dropped Pledge.

• Chapter Roster Management – Report status changes (graduating seniors, suspended brothers, leave of absences) and officer changes (incoming and outgoing officers; must be one of seven positions found in the Constitution, President, VP of Membership, VP of Admin, VP of Alumni Relations, Treasurer, Secretary, and MOR). A reason must be given for each suspension and Leave of Absence.

• Member Reinstatement – Reinstatement of Suspension and Leave of Absence can be completed on ChapterSpot by selecting the status next to the member they wish to change, and selecting the new status from the dropdown before hitting submit. For any other reinstatement, contact your Resource Coordinator at the Heritage Center.

Can a brother resign from the fraternity?
The membership of a member of the fraternity shall terminate upon the receipt of the member’s written resignation by the CEO of the fraternity or upon the member’s death. Any resignation does not relieve the
member of any obligation incurred or commitments made before the resignation. (Constitution, Article II, Section 8D). Chapters cannot resign their members; members can only resign themselves.

A brother who resigns cannot attend any fraternity meetings, rituals or events and should not refer to his or her former membership or fraternity experiences in any document, such as résumés, employment applications, or job interviews.

Can a chapter purchase alcohol?
It cannot! See the risk management policies in the Board of Directors Statement of Policy.

What is the chapter’s fiscal year?
Per the Constitution and Statutory Code each chapter shall follow the fiscal year of April 1 – March 31. NO EXCEPTIONS.

What is an audit and when should it be done?
It is a review of all income and expenses and serves to ensure to the chapter, the outgoing treasurer and the incoming treasurer all funds have all been properly accounted for and any questions are resolved in a timely fashion. It should be done at the end of the treasurer’s term by the audit committee, should not include the treasurer and preferably will include at least one faculty/alumnus/CPA. A copy of the chapter audit is due to the Heritage Center by May 31 of each year after the conclusion of the chapter fiscal year (March 31). Chapters are encouraged to reference the Chapter Audit Manual for assistance.

What are officer evaluations and when should they be done?
Officer evaluations are an opportunity for the brothers to give the officers of the chapter feedback and constructive criticism on themselves in several categories. Some chapters do this once an academic term (after the first third of the term); others do it twice an academic term (at the 1/3 point and at the 2/3 point). It should be stressed that this is not personal and should be used as an anonymous way to help each officer grow and develop on a professional level. A sample officer evaluation can be found in the Road to Brotherhood.

What is an incident report and when do I send one?
An incident report is filled out whenever a negative event occurs, especially one which could result in legal issues, whether a lawsuit or police or judicial action. Examples are anytime the “authorities” (police, ambulance, university, etc.) are involved. Even if you think it will "go away," you should document it! Always consult with the RMT if there is even a question. When in doubt write it out! Incident forms can be found online in the Insurance and Claims Manual.

How do I know who to send copies to?
Anything sent to the Heritage Center should be copied to the RMT. Most items will be sent to CA, SD and RD.

What is a Judicial Review Board?
The purpose of the Judicial Review Board is to create a mechanism by which effective and efficient disciplinary action may be taken against brothers or pledges of the chapter in a timely fashion. This provision is not intended and shall not, at any time, circumvent any of the rights and privileges granted to the same by the Bylaws, the Constitution and Statutory Code or the Board of Directors Statement of Policy of Alpha Kappa Psi.

MISSION: The Judicial Review Board may review any action by, of, or between pledge(s), brother(s), and their guest(s) (for those actions they will be held accountable) which may be considered inappropriate behavior, detrimental to the reputation of Alpha Kappa Psi and this chapter, or endangers the continuous smooth operations of this chapter. The Judicial Review Board ensures that a complete and thorough investigation is conducted, establishing the validity of the charges,
and, if valid, the guilt or innocence of the accused and establishing an equitable punishment in the case of the former.

The Judicial Review Board is a formal remedy for serious or severe grievances against members of Alpha Kappa Psi. Any personal or minor problems can usually be settled through more informal channels. The Judicial Review Board is also responsible for hearing appeals by members who have been fined for any reason. The Judicial Review Board is encouraged to contact the Fraternity Judiciary Committee with any questions or uncertainties.

The Judicial Review Board should not need to be utilized more than a few times an academic term. If the Judicial Review Board is being utilized too frequently this is an indication of deeper problems within the chapter and the Judiciary Committee should be consulted.

Anytime the Judicial Review Board conducts an investigation it is to fill out an Investigation Report Form found online and submit it to the Judiciary Committee. Anytime an investigation is due to an alleged violation of a risk management policy (hazing, alcohol or sexual harassment) the chapter must forward this information onto the Judiciary Committee for final review and ruling.

For more information on Judicial Review Boards, see the Judiciary Committee Operations Manual found online at www.akpsi.org.

Where can I go to get additional education?
Additional education is available through webinars and eLearnings on www.akpsi.org. They offer an opportunity to supplement your programming schedule with topics that are more difficult to find locally. The webinar schedule and topics change each academic year. For the most current schedule and to register go to www.akpsi.org. All eLearnings and recorded webinars can also be found on the website.
Here are some common words and abbreviations used in Alpha Kappa Psi:

- **ACR**: Annual Chapter Report: chapter operations reporting tool
- **AVP**: Area Vice President: Leads an Area of AKPsi
- **BOD**: Board of Directors: group within fraternity responsible for setting policy and fraternity direction
- **BoDSoP**: Board of Directors Statement of Policy
- **CA**: Chapter advisor: An alumnus member who guides a chapter
- **CAB**: Chapter Advisory Board: smaller time commitment positions in specialty areas (recruitment, finance, etc.), under the direction of a chapter advisor and assist one specific chapter
- **CoL**: College of Leadership: held jointly with Convention
- **EVP**: Executive Vice President: assists the president
- **FA**: Faculty advisor: faculty member that guides a chapter
- **HC**: Heritage Center: central office for the fraternity, foundation and paid staff members
- **Induction**: Ceremony to become a pledge
- **Initiation**: Ceremony to become a brother
- **JC**: Judiciary Committee: reviews issues as related to the risk management policies on behalf of the fraternity
- **JRB**: Judicial Review Board: reviews membership issues within a chapter as pertains to rules and regulations
- **MT**: Management Team: consists of the president, executive vice president and 13 regional directors
- **OT**: Officer Training
- **PBLI**: Principled Business Leadership Institute
- **PEP**: Pledge Education Program: The only approved pledge program of the fraternity
- **RD**: Regional Director: oversees the chapters and volunteers within their region
- **RMT**: Regional Management Team: consists of CAs, FAs, SDs, regional managers and RD
- **RTB**: Road to Brotherhood: comprehensive membership program following the lifecycle of a brother from recruit to alumni
- **SD**: Section Director: oversees chapters within a portion of a region
- **YRS**: Yellow Rose Society: student giving program sponsored by the Alpha Kappa Psi Foundation