

KAPPA EPSILON FRATERNITY, INC.

Guidelines for Colonization of New Chapters & Reactivation of Inactive Chapters

This Edition is provided for:

- **Colony or Reactivating Chapter**
- **Grand Council Liaison or Designee**
- **Executive Office**



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Section 1: Colonization and Reactivation Guidelines

A collegiate chapter may be established at a school/college of pharmacy that is a member in good standing with the American Association of Colleges of Pharmacy (AACCP), and is accredited by the American Council of Pharmaceutical Education (ACPE), or is pursuing accreditation by ACPE, such as in the event of a newly established school/college of pharmacy.

Upon identification of a group of students interested in establishing a chapter of Kappa Epsilon at their school/college of pharmacy, the following guidelines should be utilized:

- 1) The interested group, of at least 10 (ten) people, must receive approval from the school's administration and must follow the procedures of the university in order to be recognized as an official organization of the university.
- 2) The group will draft a letter of interest and request colonization. This letter should be addressed to the Kappa Epsilon Fraternity's Grand Council and sent to the Executive Office. (Address of same is listed on cover page). Include the following in this letter:
 - A signed statement of support from the school's administration, usually from the Dean or the Assistant/Associate Dean
 - A list of at least 10 (ten) people who are interested in organizing
 - An Advisor selected according to university policy
 - The contact information for the group, including: mailing address, e-mail address, and phone number.
 - Document describing pertinent details for the College or University. This information can be included on either the group's letter to request colonization or in the Dean's letter of support. The following information **MUST** be included:
 - 5 year goals and or strategic plan for the College of Pharmacy
 - Current class sizes and projected 5 year class sizes
 - Number of current and expected fraternities on campus
 - College or University plans for satellites sites or campuses for the pharmacy program
- 3) Grand Council's President-elect will review the request for colonization and forward a summary and recommendation to Grand Council for consideration. If approval is granted by a simple majority vote of Grand Council, the new group becomes a Colony of Kappa Epsilon Fraternity. Under the guidance of the national fraternity, this new colony will serve a 12 month colonization period following the colonization calendar (see page 2728); this period begins February 1st June 1st or October 1st (whichever comes first) from the postmark, or the fax date, of the request for colonization. The June 1st date will be utilized only for colleges that do not have traditional semester schedules but have either year round programs or trimesters. The colonization calendar is subject to change pending approval by Grand Council. This 12 month period allows the national fraternity to observe the strength of the local group and to determine whether interest survives the school vacation periods and changes in membership that are created by a new school term. If approval for colonization is granted, the following will occur:
 - A Grand Council Liaison will be appointed

- The Executive Office will provide both the colony and the Advisor the following items: Guide to KE; National Education Manual; National Bylaws; Model Collegiate Bylaws; KE Directory of Grand Council and Foundation Officers; KE Directory of Chapters, Advisors, and Presidents; and the Jewelry Order Form.
 - The Executive Office will send the colony and its chosen Advisor the monthly Officers' and Advisors' Mailing, each issue of The Bond magazine, and all other relevant publications until the colony is chartered. Items not available electronically will be sent to the colony's school address.
 - The Executive office will send the Grand Council Liaison a KE Crest and a Bible for conducting the Prospective Member (pledge) Ritual.
 - The colony and colony's advisor will be provided with this Colonization & Reactivation Manual.
 - Upon colonization, the Executive Office (Executive Director), or the VP Financial Development, will apply to the IRS for a tax identification number, known as the EIN. This will be provided to the colony when it becomes available. The Executive Director will be a resource for answering questions and providing assistance.
- 4) During the 12-month colonization period, the Grand Council Liaison will contact the colony at least once per month throughout the academic year to provide guidance and support. More frequent contact may occur if warranted. The Grand Council Liaison will visit the colony to assist with fraternity education and organization.
- 5) Upon approval of colonization, Grand Council will assign the new colony an appropriate name. Collegiate colonies receive Greek names. The colony and its members may use the name and letters of the fraternity. However, it is requested that only fully initiated members wear official Greek block letters.
- 6) The colony members will be pledged into the fraternity as prospective members by a member of Grand Council or by a member of Kappa Epsilon that resides in the area, known as the Grand Council Designee. Following this ceremony, the officers of the colony should be installed. The Grand Council Officer or an appropriate designee will review the Alcohol, Hazing, and Sexual Harassment Policies with the colony, and all members of the colony indicating they understand the national fraternity's policies regarding alcohol, hazing, and sexual harassment will sign the form included with this document. These policies must also be shared with the university.
- 7) Requirements of the colony during the 12-month colonization period are as follows:
- Develop local bylaws based on the Collegiate Model Bylaws; incorporate University policy
 - Elect officers
 - Conduct regular business meetings according to Robert's Rules of Order (see Guide to KE)
 - Complete one professional project
 - Complete one service project and/or project promoting one of KE's national projects: Breast Cancer Awareness or Ovarian Cancer Awareness
 - Organize one social event or activity for the members of the colony

- Complete the following reports and submit to GC liaison or Designee: Chapter Planning Report (initial report due 30 days after colonization and then according to Fraternity due dates), Member Education Report (when colony holds an education period for additional new members, due according to Fraternity due dates), and Chapter Evaluation and History Report (may submit with petition to charter packet in place of synopsis of activities). All reports are located on the KE web site: www.kappaepsilon.org and can be submitted electronically via the Members Only website. GC liaison or designee may amend due dates with approval from Grand Council.
 - Establish a treasury as a means for meeting financial obligations. The colony is encouraged to hold various fundraising events to raise money for meeting financial obligations.
 - A minimum chapter balance of: \$1000 at the time of the petition to charter is sent.
 - Study the history of the national fraternity, as described in the National Education Manual.
 - Plan and/or execute a new member recruitment and education period. If new member period executed, Grand Council Liaison or appointed designee will conduct prospective new member ritual.
 - During the new member recruitment and education period the chapter MUST recruit a minimum of 5 new members.
 - Send at least one representative to the KE National Convention, odd numbered years. Regional meetings may be held but are not mandatory.
- 8) At least ten (10) weeks before the end of the colonization period, the colony should prepare a Petition for Charter addressed to Grand Council. Send one copy to the KE Executive Office and one to the designated Grand Council Liaison before November 15th March 15th, or July 15th (depending on the start of the colonization period). The petition packet should include:
- Name of the colony
 - Request that your colony be chartered as a chapter of Kappa Epsilon. List all names, with legible signatures on the Commitment to Charter Form
 - Date of organization (postmark date of colonization request)
 - Synopsis of activities (dates of meetings and activities listed above) may use Chapter Evaluation and History Report to meet this requirement
 - Financial report form (accompanies this document packet)
 - Signatures of all members on the form indicating they have viewed and understand the alcohol, hazing, and sexual harassment policies
 - The complete name, address, phone number, email or web site address of the college of pharmacy, the Advisor(s) and all Officers who will serve the new chapter
 - Chapter bylaws
 - Statement of scholastic eligibility of candidates (from the Dean or Advisor)
 - Charter fee in the amount of \$250
 - Suggested dates for the chartering ceremony
- 9) After Grand Council reviews and approves the petition, the colony will be notified and a date for chartering will be set by the Grand Council Liaison, colony, and the school's administration. The colony and Grand Council Liaison will work together to establish a schedule of events. In case of rejection of the petition, the colony will be given the reason for said rejection and the charter fee will be refunded. In addition the colony will be provided with recommendations and guidance for resubmission of the petition.

- Grand Council reserves the right to request the colony dissolve and revoke all privileges of affiliation and membership.
- 10) Once the petition to charter is approved by Grand Council the Executive Office will provide the colony with the following:
- An overview of all reports that will be due, including deadlines; all reports are located to the KE web site www.kappaepsilon.org and can be downloaded
 - Convention Proceedings from the preceding Convention
- 11) At least six (6) weeks before the chartering ceremony (prior to December 15th April 15th, or August 15th depending on the colonization calendar), the colony should send its jewelry order form for the official KE badges to the Executive Office and include payment for the jewelry.
- 12) At least four (4) weeks before the chartering ceremony (prior to January 1st, May 1st, or September 1st depending on the colonization calendar), the colony should send the provided initiation excel document with all of and initiation fees to the Executive Office.
- 13) Prior to chartering, the Executive Office should send the following to the designated Grand Council Liaison:
- Ritual Manual for Chapters
 - Charter
 - KE Crest
 - Bible
 - President's gavel
 - Initiation certificates
 - Note: Executive Office will have the President's gavel engraved with, "Kappa Epsilon Fraternity", the Chapter name, and date of chartering. The Grand Council Liaison may also add a personalization in the Bible.
-

Section 2: Colony Responsibilities

Colony Responsibilities for Prospective Member Ritual Events

- Work with Advisor and Grand Council Liaison to coordinate events. Your chosen Advisor may join KE as a Professional or Associate Member, if not already a member.
- Set a budget. Cover all expenses associated with prospective member events. Travel costs for the visiting Grand Council Liaison, or the designated appointee, will be incurred by the national fraternity.
- Provide the Grand Council Liaison with a place to stay during the visit.
- Arrange for a private room to conduct the Prospective Member (Pledge) Ritual.
- Provide the following for that Ritual:
 - Alphabetized list of members, using full names.
 - Indicate if they will be inducted as a collegiate, allied health affiliate associate member, etc.
 - A red, white, and green candle
 - 3 candle holders
 - Matches/lighter
 - White table cover
 - A red rose for each prospective member (this is entirely optional)
 - KE Prospective New Member Pin for each prospective member (this too is optional). A red/white ribbon pin may be used in place of the prospective new member pin. The official KE Prospective New Member pin can be purchased from the national fraternity using the Jewelry Order Form. It takes 46 weeks for delivery. These pins are kept at the chapter and reused during subsequent membership recruitment periods.
 - A prospective member register book (optional). However, a list of prospective members must be maintained by the chapter.

Colony Responsibilities for Initiation and Chartering Events

- Set a budget. Cover all expenses associated with the installation. The national fraternity will incur travel costs for The Grand Council Liaison.
 - Work with the Advisor and Grand Council Liaison to coordinate events. Arrange for a place to have the events. A private room is required for the Initiation Ritual. The Officer Installation and the Chartering Ceremony may be held in public.
 - Provide the Grand Council Liaison with a place to stay during the visit.
 - Plan a dinner, luncheon, or reception following the ceremonies to celebrate.
 - Invite special guests, such as faculty and administration, spouses, KE alumni, nearby KE chapters, campus leaders, or representatives from other organizations for the public ceremonies, i.e., the Officer Installation Ceremony and the Chartering Ceremony. Only KE members may attend the Initiation Ritual.
 - Arrange to have pictures taken of charter members, officers, and the presentation of the charter.
 - Report news to local or university publications.
 - At least six (6) weeks before the initiation and chartering events (prior to April 15th, August 15th, or December 15th depending on the colonization calendar), send the jewelry order for the official KE badge with jewelry fees to the Executive Office.
 - At least four (4) weeks before the initiation and chartering events (prior to January 1st, May 1st, or September 1st depending on the colonization calendar), send the new member excel document and initiation fees to the Executive Office.
 - Provide the following for the initiation and chartering events:
 - Alphabetized list of members, using full names, and categorized as collegiate, allied health affiliate, associate, etc.
 - A red, white, and green candle
 - 3 candle holders
 - Matches
 - A white table cover
 - A red rose for each member (optional)
 - A KE Badge for each member (may be purchased by individual members or the colony)
 - A permanent chapter membership book, to be signed by each member during initiation
 - Jewelry for Advisor(s), associate members, if appropriate
-

Section 3: Grand Council Liaison / Council Designee Responsibilities

Grand Council Liaison Responsibilities for Prospective Member Ritual Events

- If necessary, appoint the function of conducting the Prospective Member Ritual to a local KE member. Send this Designee a copy of the Procedures for Colonization and Reactivation.
- Confirm that the colony is aware of its responsibilities
- Confirm that the colony orders Prospective New Member Pins six (6) weeks before the event (if desired)
- Work with the colony to develop a schedule of events for the Ritual
- Consider incorporating a fraternity education workshop following the Ritual
- Bring the following items to the Ritual event:
 - Procedures for Colonization and Reactivation
 - National Ritual Manual
 - KE Crest
 - Bible
- Conduct the Prospective Member Ritual
- Review the Alcohol, Hazing, and Sexual Harassment Policies with colony members; have them sign the form/s provided by Grand Council.

Note: National Ritual Manual, KE Crest, and Bible become property of the chapter after initiation and chartering events. GC Liaison or Designee should keep these items and bring them to the chartering/ reactivation event.

Grand Council Liaison Responsibilities for Initiation and Chartering Events

- Confirm that the colony is aware of its responsibilities and answer questions about the chartering / reactivation process.
- Work with the colony to develop a schedule of events for the chartering or reactivation.
- Remind colony to place their jewelry order six (6) weeks before chartering or reactivation prior to April 15th, August 15th or December 15th depending on the colonization calendar.
- Make certain the chapter understands that the membership excel document and fees are to be submitted to the Executive Office at least four (4) weeks before the chartering ceremony prior to May 1st, September 1st or January 1st depending on the colonization calendar.
- Verify the colony has all the materials for the ceremonies and rituals.
- Bring the following to the chartering / reactivation event:
 - National Ritual Manual
 - Charter
 - KE Crest
 - Bible (personalize if desired)
 - President's gavel

Section 4: Checklists for Colonization Process

Checklist for Colony

- 1) Gain approval of pharmacy school to organize. (10 people required)
- 2) Gain recognition / approval from university.
- 3) Send letter of interest and request for colonization to the Executive Office
- 4) Choose Advisor.
- 5) Develop bylaws.
- 6) Elect officers.
- 7) Conduct regular business meetings.
- 8) Review Alcohol, Hazing, and Sexual Harassment; have members sign form.
- 9) Have visit from Grand Council Liaison.
- 10) Pledge members into the fraternity.
- 11) Plan and/or execute a new member recruitment and education program. If new member period executed, Grand Council Liaison or appointed designee will conduct prospective new member ritual.
- 12) Do professional project.
- 13) Do service project.
- 14) Hold social event.
- 15) Hold fundraisers.
- 16) Complete and submit reports to GC liaison or designee by appropriate due dates. GC liaison or designee may amend due dates with approval from Grand Council.
 - Chapter Planning Report initial report due March 1st, July 1st, or November 1st after colonization and then according to Fraternity due dates
 - Member Education Report- if colony hold an education period for additional new members, due according to Fraternity due dates
 - Chapter Evaluation and History Report- may submit with petition to charter packet in place of synopsis of activities
- 17) Attend National Convention – if coincides with correct year.
- 18) Send petition for chartering and chartering fee in amount of \$250.
- 19) Set date for chartering.
- 20) Send jewelry order and money 6 weeks prior to chartering either April 15th, August 15th or December 15th depending on the colonization calendar. Send initiation excel spread sheet and initiation fees at least 4 weeks prior to chartering either January 1st, May 1st, or September 1st depending on the colonization calendar. The amount of the initiation fee will be the current amount, and will be provided to the colony by the Executive Office or the Grand Council Liaison.

Checklist for Grand Council Liaison or Grand Council Designee

- 1) Provide Guidelines for Colonization and Reactivation to the colony and the Advisor. Alternately, the Executive Office may supply this packet.
- 2) Confirm that the tax ID number has been applied for.
- 3) Confirm with colony that the Executive Office has provided the Guide to KE; National Education Manual; National and Collegiate Model Bylaws; KE Directories; and the Jewelry Order form.
- 4) Confirm that the Executive Office is providing the colony and Advisor the monthly Officers' and Advisors' Mailings and The Bond.
- 5) Contact the colony once per month during the academic year. Remind colony to keep notes on colonization activities as a synopsis is required with petition to charter.
- 6) Visit the colony at least once to assist with fraternity education and organization. Meet with school administration during this visit.
- 7) Conduct Prospective Member Ritual.
- 8) Conduct installation of colony officers following Prospective Member Ritual.
- 9) Review the alcohol, hazing, and sexual harassment policies with colony.
- 10) After the petition for charter is approved, confirm that the following has occurred:
 - Initiation excel document submitted (due by January 1st, May 1st, or September 1st)
 - Chapters have been advised of all chapter reports due; the forms can be downloaded from the KE web site
 - Most recent Convention Proceedings have been provided
- 11) Confirm that the jewelry order form and money have been sent for jewelry order (due December 15th, April 15th, or August 15th)
- 12) Confirm that the colony has submitted initiation excel document and fees to the Executive Office.
- 13) Obtain these items from the Executive Office and take to the Chartering Ceremony:
 - National Ritual Manual
 - Charter
 - KE Crest
 - Bible
 - President's gavel
 - Initiation certificates

Note: Gavel provided by the Executive Office will be engraved with "Kappa Epsilon Fraternity", the Chapter name, and date of chartering. The Grand Council Liaison may also add a personalization in the Bible. All items become property of the chapter following the Chartering Ceremony.
- 14) Conduct collegiate initiation ritual and installation of chapter officers following Chartering Ceremony. Initiate Associate and/or Professional members, if applicable.

Checklist for Executive Office

- 1) Send a copy of the group's correspondence and request for colonization to the Grand Council President-Elect.
 - 2) For Reactivation, send correspondence and request for reactivation to the Grand Council VP Collegiate.
 - 3) Create and keep a file; include the original request for colonization.
 - 4) File the colony's petition for charter.
 - 5) Provide the following to the colony: Guide to KE; National Education Manual; National Bylaws; Collegiate Model Bylaws; KE Directories; and the Jewelry Order Form.
 - 6) Provide the colony and the Advisor with the Officers' and Advisors' Monthly Mailings and The Bond.
 - 7) Have the gavel engraved with "Kappa Epsilon Fraternity," the Chapter name, and date of chartering.
 - 8) After the petition for charter is approved by Grand Council, send the following to the colony:
 - Initiation excel document for chapter to complete and submit
 - Overview of all reports due and their deadlines (reports are found on web site and can be easily downloaded)
 - The Convention Proceedings
 - 9) Order jewelry when order and payment are received.
 - 10) Process initiation excel report document and send initiation certificates to Grand Council Liaison.
 - 11) Send to Grand Council Liaison:
 - National Ritual Manual for Chapters
 - Charter
 - KE Crest
 - Bible
 - President's gavel
 - Initiation certificates
-

Section 5: Education Study Guide

Executive Office/Membership/Grand Council

- 1) Who is the KE Executive Director?
- 2) Where is the Executive Office located?
- 3) What is the KE email address?
- 4) What is the KE web site address?
- 5) Name three functions of the Executive Director
- 6) What is the KE Foundation?
- 7) Name KE's two national projects.
- 8) Name the offices of the Grand Council.
- 9) Name four major obligations of each collegiate chapter.
- 10) What does it mean to be a KE for life?
- 11) Which Grand Council Officer is a collegiate/alumni on rotation member?
- 12) When and where is the next National Convention?
- 13) When and where are Grand Council officers elected?

Chapter Expectations

- 1) What chapter will your organization become following the chartering ceremony?
- 2) Name three reasons you are interested in KE membership
- 3) Name three possible professional projects that might be sponsored by the chapter.
- 4) What is the KE policy on spending KE funds for alcohol?
- 5) Are KE members allowed to haze in any way?
- 6) Are you informed about the sexual harassment policy?
- 7) What are the consequences that could result from violation of KE policies?
- 8) Upon starting rotations, what will be your status in KE?
- 9) What is the purpose of the Fraternity's visitation program?
- 10) Name three things the chapter can do on campus to increase visibility.
- 11) Why should you pay national dues?
- 12) What does it mean to be a member in good standing?
- 13) What is the KE Merck / Vanguard Award?
- 14) High scholarship is fundamental for membership in KE. How will you communicate this to prospective members?

History / Traditions

- 1) What year was Kappa Epsilon Fraternity founded?
 - 2) What was the location / campus where our constitution and bylaws were adopted?
 - 3) Name the three chapters and their schools that were present when KE was founded.
 - 4) Who was the KE founder?
 - 5) What is the name of the KE magazine?
 - 6) What is the English translation of our motto "Cogito Ergo Sum?"
 - 7) What are the KE colors and the official KE jewel?
 - 8) What is the official flower of the Fraternity?
 - 9) Can you recite the creed?
 - 10) Can you recite the Greek alphabet?
 - 11) What is the KE mission statement?
 - 12) When are the opening and closing rituals used?
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Section 6: Risk Management Policies and Required Colonization Forms

KAPPA EPSILON FRATERNITY ALCOHOL POLICY*

The misuse and abuse of alcohol has a negative impact on individuals, professional organizations, colleges, universities, and society. Kappa Epsilon members strive to live by the highest professional and moral standards, and alcohol misuse or abuse interferes with the ideals set forth by this fraternity.

Chapters shall discourage the misuse of alcohol and promote responsible programs whereby members are made aware of laws, regulations, and liabilities as governed by their university, city, county, state, and nation. Members shall be responsible for their actions and the actions of their guests at all fraternity functions. Members must make responsible decisions based on the impact their actions may have on the chapter, the Fraternity, the Professional Fraternity Association, and all other Greek letter organizations.

Chapter Funds and Alcohol Chapter funds may not be used to provide alcohol for any chapter function, nor may chapter funds be used to assist in the purchase of alcohol for another organization's party or for a joint party. Chapter funds may not be used to support a function at which alcohol will be furnished at no charge. If a chapter or its members participate in a function where alcohol is present, the use, dispensing, and/or consumption of alcoholic beverages must be in compliance with any and all legal permits under the regulation of sale and usage laws in the city, county, and state, and with university regulations. In addition, all members should respect others' decisions to abstain, providing nonalcoholic alternatives.

Chapter Probation and/or Suspension Chapter probation and/or suspension can occur if there is a disregard of this policy or of city, county, state laws or university regulations.

Under absolutely no circumstances should any chapter funds be used to purchase alcohol or used to sponsor, either solely or in part, any activity in which alcohol is provided.

*It is the intention of Kappa Epsilon Fraternity to have this policy reviewed with all **members** at least once every academic year,

KAPPA EPSILON FRATERNITY HAZING POLICY*

Hazing can be defined as any form of harassment, including, but not limited to the following: physical exertion, ridicule, taunting, humiliation, criticism, or abuse, in which any member or members exert authority over another. In most cases, hazing occurs when a member or members participate in actions directed at a prospective member or members. Hazing can either be intentional or unintentional, and is often considered by the chapter to be a "tradition" or "test" for a new member to prove his/her worth.

Hazing in any form will not be tolerated by Kappa Epsilon. If it is learned that a chapter is hazing prospective members, or any members, Grand Council will automatically and immediately place the chapter on probation for a period of no less than one year. It is also within Grand Council's authority to revoke a chapter's charter for hazing activities.

Participation by Kappa Epsilon members in another organizations' hazing will be considered as hazing within Kappa Epsilon and the chapter will be subject to disciplinary action by Grand Council. Should Grand Council learn that other pharmacy fraternities are hazing on any college campus, such specific incidents will be reported to the national officers of that fraternity, in accordance with the International Society of Pharmacy Fraternities.

The most important aspect of Kappa Epsilon's program is mutual respect the initiated members must respect the prospective members and the prospective members must respect the initiated members. If respect is earned and valued in a chapter, hazing will have no place.

*It is the intention of Kappa Epsilon Fraternity to have this policy reviewed with all members at least once every academic year.

KAPPA EPSILON FRATERNITY SEXUAL HARASSMENT POLICY*

Kappa Epsilon Fraternity is committed to fostering the personal and professional growth of its members. In order to accomplish this, members must be provided an atmosphere free of any form of harassment, including sexual intimidation and exploitation. Sexual harassment in any form is prohibited and will not be tolerated by Kappa Epsilon Fraternity.

It is the policy of Kappa Epsilon Fraternity that no Kappa Epsilon member, employee, or representative may sexually harass any other member, employee, or representative. Kappa Epsilon further prohibits retaliation for filing a complaint of sexual harassment.

Scope This policy applies to the conduct of all members, employees, and representatives of Kappa Epsilon Fraternity.

Sexual Harassment

The Equal Employment Opportunity Commission (EEOC) guidelines provide that harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964. Furthermore, sexual harassment against students is a violation of Title IX of the Education Amendments of 1972. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestive written, verbal, or visual materials; or unwelcome physical conduct of a sexual nature. Sexual harassment may also occur where third parties are denied benefits or opportunities because of the existence of a sexual relationship or the existence of a hostile, intimidating, or offensive environment.

***It is the intention of Kappa Epsilon Fraternity to have this policy reviewed with all collegiate members at least once every academic year.**

Examples of what may constitute sexual harassment include, but are not limited to:

- Subtle pressure for sexual activity, including repeated requests for outside sexual contacts after a person has indicated no interest
- Unwelcome patting or pinching, constant brushing against another person's body, "friendly" arms around the shoulder, repeated "accidental" brushes or touches
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's status in the fraternity or promises of preferential treatment with regard to an individual's status in the fraternity
- Explicit offers of money or rewards for sex

Examples of sexual harassment that may create a hostile, offensive, and intimidating environment include, but are not limited to:

Posters, pictures, or comments of a sexual nature sufficiently severe or pervasive as to create a hostile, intimidating, or offensive employment or educational environment

Any member, employee, or representative of Kappa Epsilon Fraternity who believes that he or she has been subjected to sexual misconduct or sexual harassment is encouraged to report it to the appropriate college or university official (eg, Dean of Students, Vice President of Student Affairs) or a member of the Grand Council of Kappa Epsilon Fraternity.

Any member, employee, or representative of Kappa Epsilon Fraternity who is found to have committed sexual misconduct or harassment will be subject to disciplinary action as determined by the college, university, and/or the Grand Council of Kappa Epsilon Fraternity.

Review of Alcohol, Hazing, Sexual Harassment Policies Form

Kappa Epsilon _____ Colony

By signing below, I am verifying that I have been informed of the Kappa Epsilon Fraternity Alcohol, Hazing, and Sexual Harassment Policies. All of these policies have been reviewed with me, and I have had the opportunity to ask questions regarding these policies. I fully understand all of these policies and pledge to abide by each policy.

Print name of individual below:

Today's Date:

Corresponding signature below:

(Attach additional page, if needed)

Commitment to Charter Form

Kappa Epsilon _____ Colony

Today's Date _____

The members of _____, a Colony of Kappa Epsilon Fraternity, Inc. at _____ (school's name), do hereby submit a request for recognition of the undersigned as charter members of _____ Chapter of Kappa Epsilon Fraternity.

The undersigned members of the colony seeking chapter status agree with the following:

- I am interested in being initiated as a charter member of this chapter.
- I am prepared to pay the Kappa Epsilon Fraternity initiation fee
- I will uphold and support the mission of Kappa Epsilon Fraternity, Inc.
- I understand that initiation is a lifetime commitment to Kappa Epsilon.
- I have obtained and read the KE National Education Manual.
- I am prepared to pay annual national Kappa Epsilon Fraternity dues.
- I am prepared to pay local dues as assessed by the chapter.

Print and Sign name below:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

(Attach additional page, if needed)

Financial Report Form

Kappa Epsilon _____ Colony

Account Balances as of _____ (date):

Amount in checking \$ _____

Amount in savings \$ _____

Local Dues: Local dues amount \$ _____

Have local dues been collected? Yes____ No____

If yes, for how many members? _____

Section 7: Colonization Calendars

Kappa Epsilon Fraternity Fall Semester Colonization Calendar*

Date	Fall Semester	Comments
October 1st	Colonization Period Begins	Colonization must be requested and approved by Grand Council (GC) prior to October 1st. Immediately after GC approves the colony, the Executive director will secure EIN number from IRS.
November 1st	Chapter Planning Report	
December 15th	Member Education Report	Submit if the colony holds education period for new members during the Fall semester
December 31st	Prospective New Member Ritual and officer installation	GC liaison or designee will visit colony & conduct PNM initiation ritual between Oct 1st Dec 31
May 15th	Annual Evaluation and History Report	
May 15th	Member Education Report	Submit if the colony holds education period for new members during the Spring semester
July odd year	Attend National Convention	Send at least 1 representative if Convention coincides with correct year (odd years)
July 15th	Petition for chartering	Send petition for chartering and \$250 chartering fee to Executive Office and set chartering ceremony date
August 15th	Jewelry order	Send jewelry order and money to executive office at least 6 weeks prior to chartering
September 1st	Initiation excel document and initiation fees	Send new member excel document and fees to executive office at least 4 weeks prior to chartering
September 15th	Chapter Planning Report	
September 30th	End of 12month colonization period	
TBD	Chartering Ceremony	

Colonies MUST complete the following within the 12month colonization period:

- 1 professional project
- 1 service project – KE’s national projects – Breast Cancer Awareness or Ovarian Cancer Awareness
- 1 social event or activity for members of the colony
- Plan and/or execute 1 new member recruitment and education period
- Fundraisers

*dates are subject to change pending approval from Grand Council

Kappa Epsilon Fraternity Spring Semester Colonization Calendar*

Date	Spring Semester	Comments
February 1st	Colonization Period Begins	Colonization must be requested and approved by Grand Council (GC) prior to February 1st. Immediately after GC approves the colony, the Executive director will secure EIN number from IRS.
March 1st	Chapter Planning Report	
April 30th	Prospective New Member (PNM) Ritual and officer installation	GC liaison or designee will visit colony & conduct PNM initiation ritual between Feb 1st April 30th
May 15th	Member Education Report	Submit if the colony holds education period for new members during the Spring semester
May 15th	Annual Evaluation and History Report	
July odd year	Attend National Convention	Send at least 1 representative if Convention coincides with correct year (odd years)
September 15th	Chapter Planning Report	
November 15th	Petition for chartering	Send petition for chartering and \$250 chartering fee to Executive Office and set chartering ceremony date
December 15th	Member Education Report	Submit if the colony holds education period for new members during the Fall semester
December 15th	Jewelry order	Send jewelry order and money to executive office at least 6 weeks prior to chartering
January 1st	Initiation excel documents and initiation fees	Send new member excel document and fees to executive office at least 4 weeks prior to charter
January 31st	End of 12month colonization period	
TBD	Chartering Ceremony	

Colonies MUST complete the following within the 12month colonization period:

- 1 professional project
- 1 service project – KE’s national projects – Breast Cancer Awareness or Ovarian Cancer Awareness
- 1 social event or activity for members of the colony
- Plan and/or execute 1 new member recruitment and education period
- Fundraisers

*dates are subject to change pending approval from Grand Council

Kappa Epsilon Fraternity Summer Trimester Colonization Calendar*

Date	Summer Semester	Comments
June 1st	Colonization Period Begins	Colonization must be requested and approved by Grand Council (GC) prior to February 1st. Immediately after GC approves the colony, the Executive director will secure EIN number from IRS.
July 1st	Chapter Planning Report	
July odd year	Attend National Convention	Send at least 1 representative if Convention coincides with correct year (odd years)
August 30th	Prospective New Member (PNM) Ritual and officer installation	GC liaison or designee will visit colony & conduct PNM initiation ritual between Feb 1st April 3
September 15th	Member Education Report	Submit if the colony holds education period for new members during the Spring semester
September 15th	Chapter Planning Report	
April 15th	Annual Evaluation and History Report	
April 15th	Petition for chartering	Send petition for chartering and \$250 chartering fee to Executive Office and set chartering ceremony date
May 15th	Jewelry order	Send jewelry order and money to executive office at least 6 weeks prior to chartering
June 1st	Initiation excel documents and initiation fees	Send new member excel document and fees to executive office at least 4 weeks prior to charter
June 31st	End of 12month colonization period	
TBD	Chartering Ceremony	

NOTE: Summer Trimester Calendar only to be used for colleges that run on a trimester schedule or year round classes.

Colonies MUST complete the following within the 12month colonization period:

- 1 professional project
- 1 service project – KE’s national projects – Breast Cancer Awareness or Ovarian Cancer
- 1 social event or activity for members of the colony
- Plan and/or execute 1 new member recruitment and education period
- Fundraisers

*dates are subject to change pending approval from Grand Council