



**Delta Kappa Epsilon  
Rampant Lion  
Chapter excellence Program  
2009-10**

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# **Introduction**

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It is important as we enter the 21<sup>st</sup> Century that Delta Kappa Epsilon continues to maintain its standards. Those standards are enunciated in International Constitution as the Objects of Delta Kappa Epsilon:

“The objects of DELTA KAPPA EPSILON are the cultivation of general literature and social culture, the advancement and encouragement of intellectual excellence, the promotion of honorable friendship and useful citizenship, the development of a spirit of tolerance and respect for the rights and views of others, the maintenance of gentlemanly dignity, self-respect, and morality in all circumstances, and the union of stout hearts and kindred interests to secure to merit its due reward.

To these we add our open motto: “Friends from the Heart, Forever,” and the phrase that appears on our letterhead “Leadership, Brotherhood & Tradition.” The standards found in these three mottos begin to illustrate what Delta Kappa Epsilon means and what this fraternity is all about.

In order to demonstrate these standards, the Lion Trophy Competition has been fostered for some 50 years. This competition was created to foster healthy competition among chapters and give them guidelines as to create successful chapters. Undergraduate chapters compete for this coveted award based upon their improvement and excellence of their chapter in the following categories:

1. Scholarship
2. Chapter Improvement
3. Alumni Relations
4. Community Service

Each of these categories is important in molding a successful chapter and none are independent of each other. Scholarship is important, for students are primarily at a place of higher learning to be educated, then to participate in extracurricular activities. In addition, if we do not successfully compete in the academic community we cannot continue to exist. Chapter improvement is critical to continue “the union of stout hearts and kindred interests to secure to merit its due reward.” Alumni

relations are vital, for Delta Kappa Epsilon is based upon trans-generational friendship and without successful alumni support and involvement, no chapter can continue to prosper long. Community Service is the lynchpin to the campus, the community and the country – it is the “promotion of honorable friendship and useful citizenship, the development of a spirit of tolerance and respect for the rights and views of others” and a giving back to the community.

These standards need to be embraced fraternity-wide, not just for those who elect to compete for a trophy. Therefore we are delighted to embark upon a fraternity-wide program that will be known as the Rampant Lion Chapter Excellence Program. The Rampant Lion is the DKE symbol of strength; the Lion, Rampant is emblazoned in our heraldry, on our flag, our recognition pin and is the name of our educational foundation. By following the guidelines of this program, each chapter will be provided the ability to live up to our standards and improve the quality and longevity of each chapter. And through doing so, impart value to each of its members, its campus, its community and its nation.

The North American Interfraternity Conference, of which Delta Kappa Epsilon is a founding member has adopted standards at its 2004 Annual Meeting. All members of the NIC must adhere to these standards:

They are:

The following data, covering the preceding academic year, will be reported to the NIC headquarters by September 1<sup>st</sup> of each year:

- Number of pledges/new members
- Retention of pledges
- Number of initiates
- Number of initiated men (undergraduate)
- Retention of men for past academic years
- Number of chapters opened and size at time of chartering
- Number of closed chapters and reason for closure
- Number of active chapters
- Number of members involved in campus leadership positions
- Number of community service hours donated
- Number of dollars raised for charitable causes

Member organization policies will include:

Member's chapters agree to and support open expansion and open recruitment on their respective campuses .

Member organizations are insured with liability coverage.

Each associate/pledge/new member has a minimum GPA of 2.3 for first semester freshman year and (whichever is appropriate per NIC member decision)

\*a minimum college GPA of 2.25 thereafter;

\*or has a GPA at or above each campus all-men's average thereafter.

Annual cumulative GPA of:

\*at least a 2.5 for each chapter

\*or at or above each campus all-men's average

The associate/pledge/new member program shall last no longer than twelve weeks and encourages a program lasting less than twelve weeks

Fraternity-chapter women's auxiliary groups (i.e. "little sisters") are not allowed

Risk management policies that address alcohol use, fire safety, hazing and sexual assault/abuse

Alcohol free at all rush/recruitment activities including formal, informal and summer/break recruitment activities

Alcohol free pledge/associate/new member programs

These standards are included in the Rampant Lion Chapter Excellence Program.

# **Chapter Management**

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DKE International has adopted several policies regarding chapter management to facilitate the Rampant Lion Chapter Excellence Program. The first step has been to require a greater degree of uniformity of chapter management.

**Uniformity of Chapters Officers –** The regular Chapter Officer positions, as laid down in DKE Book of Ritual and Rules should be enforced and all chapters adopt the following structure and refer to the positions as follows.

1. Brother Beta: Presiding or Executive Officer, President
2. Brother Sigma: Vice-President
3. Brother Mu: Vice President, Risk Management
4. Brother Rho: Recording Secretary
5. Brother Iota: Corresponding Secretary
6. Brother Kappa: Treasurer
7. Brother Alpha: Registrar
8. Brother Pi: Master of Ceremonies/Pledge Educator

**Uniformity of Chairmen Positions –** Each chapter must have at least the following chairmen. An individual chapter may add additional positions to their board as they see fit.

1. Scholarship Chair
2. Community Service Chair
3. Social Chair
4. Alumni Chair
5. House Management Chair (where applicable)
6. Interfraternity Council/Greek Council Representative

Elections will be held at a uniform time for all chapters, at the final chapter meeting of the fall semester. After chapter elections, officers and chairmen will fill in the appropriate information forms and send them to DKE International so that the International Office will be able to contact each officer. The term for each chapter officer will be one full year. The forms for the chapters have been included at the end of this program.

Data must be transmitted to Headquarters covering the following:

Number of pledges/new members

Retention of pledges

Number of initiates

Number of initiated men (undergraduate)

Retention of men for past academic years

Number of members involved in campus leadership positions

Number of community service hours donated

Number of dollars raised for charitable causes

The following must be adhered to:

Fraternity-chapter women's auxiliary groups (i.e. "little sisters") are not allowed.

Alcohol free at all rush/recruitment activities including formal, informal and summer/break recruitment activities

Alcohol free pledge/associate/new member programs

The associate/pledge/new member program shall last no longer than twelve weeks and we encourage a program lasting less than twelve weeks

# Scholarship

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In order to establish Delta Kappa Epsilon as a premier international fraternity, our chapters must expect to attain scholastic excellence during their undergraduate experience. To achieve this standard of excellence, DKE International requires, as a minimum, the following standards. In the event that your campus has stricter standards, we expect that they will be met:

- Each associate/pledge/new member has a minimum high school GPA of 2.3 for first semester freshman year and (whichever is appropriate per NIC member decision)
  - \*a minimum college GPA of 2.25 thereafter;
  - \*or has a GPA at or above each campus all-men's average thereafter
- Annual cumulative GPA of:
  - \*at least a 2.5 for each chapter
  - \*or at or above each campus all-men's average
- A minimum of three hours of study hall, with an adequate, quiet studying environment, must be provided for new members each week.
- Chapter members must have and maintain a minimum GPA of 2.5 to run for, and hold office within the chapter, this includes chairman positions.
- Scholarship chairs within chapters will establish a regular study table for members who are below the required minimum GPA.

# **Chapter Development**

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- Chapters must maintain a minimum total of 20 men (five men per year.) Chapters who fall under that number are subject to review, suspension and/or closure.
- Chapters will establish an academic advisor who will be a member of the University/College faculty.
- Chapters are required to follow Interfraternity Council/Greek Council/President's Council guidelines and policy and are expected to attend IFC/GC/PC meetings regularly.
- Chapters are encouraged to provide leadership to sit on the IFC/GC/PC executive board each year.
- DKE International will work with area alumni to establish chapter advisors for each chapter.
- DKE International will provide yearly education in recruitment for chapters via International Convention and Educational Conferences.
- Establish regular chapter elections, once a year, at the last chapter meeting before winter break.
- Officer terms will be communicated to the International, and notification of elections of new officers will be promptly transmitted.
- Full chapter rosters will be sent to DKE International at the beginning of each semester, including all members, active and inactive and members studying abroad.
- Chapters are strongly encouraged to submit Lion Trophy Applications.

# **Alumni Relations**

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In order for chapters to be successful, it is essential that they have regular contact with their chapter alumni and area alumni. The following are criteria that should be followed in order for chapters to have a positive Alumni Relations program and make their chapter successful.

- Provide the alumni advisor with a schedule of chapter meetings and encourage his participation.
- Schedule meetings between chapter executive board and Alumni Association Executive Board.
- If you are a new chapter, schedule meetings with area alumni advisory board, (DKE International will help you with organizing that.)
- Report to DKE International as to when alumni/chapter meetings are held and send reports to DKE International.
- Create a quarterly chapter newsletter to send to alumni and DKE International.
- Hold an annual alumni reception to keep alumni involved, interested in the chapter and knowledgeable of what is going on within the chapter.
- Utilize area and chapter alumni for recommendations for recruitment and legacies.
- Maintain a regular contact spreadsheet or database of chapter and area alumni.
- Regularly invite alumni to chapter functions, i.e. chapter meetings, initiation, ritual, formals, community service events, fundraisers, philanthropies, rush, etc.

# **Community Service**

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So that DKE International and its chapters can live up to the objects stated in its constitution, “the promotion of honorable friendship and useful citizenship,” it is essential that chapters develop and maintain a certain level of service in their community. The following criteria have been established so that chapters can, at the very minimum, maintain a decent community service program

- Chapter Community Service Chair will establish a chapter event at least once a semester. At least 80% of the chapter must be in attendance of these events and no alcohol can be present.
- Each chapter member will participate in at least 5 hours of community service for the entire school year. This includes the events sponsored by the chapter.
- Chapters will establish one philanthropy event a year, raising money for a local charity or one suggested by DKE International. Chapter Community Service Chair will report on each event held by the chapter. Attendance for the event will be reported and how many hours put in by each member will be and submitted to DKE International and the University/College Greek Advisor. A report will also be submitted at the end of each semester reporting the number of hours completed by each member in the chapter.

# **Risk Management**

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In order for an exciting program such as this to work, a key aspect, must be maintaining a safe and productive environment for all who associate with Delta Kappa Epsilon. To facilitate this, DKE has adopted the FIPG Risk Management Standard as the standard for all chapters and all levels of fraternity involvement. It is critical that all fraternity leaders familiarize themselves with the program and that it be fully conveyed to all members of the Fraternity.

DKE International and all its chapters must abide by the Fraternal Information and Programming Group (FIPG) risk management policy. DKE International is a member of the FIPG and has adopted the FIPG risk management policy as its own.

This policy should not be much of a departure for chapters, as most universities, college and IFC's require the chapters follow these guidelines. We expect full chapter support in this and if these guidelines are found to be in violation, the chapter in violation will find itself on the receiving end of sanctions handed down by DKE International.

We have included the guidelines with this packet along with a translation in order to make the guidelines easier to understand.

In addition, each chapter will hold elections for a new Executive Board position, the Vice President, Risk Management (Brother Mu.) The duties and requirements for this position can be found on the following page.

# **Delta Kappa Epsilon Vice President, Risk Management (VPRM)**

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Each chapter must appoint the position of Vice President, Risk Management, at the annual election. He will serve on the Executive Board of the Chapter. His qualifications, requirements and obligations are listed below:

- Candidate will be at least a junior or have served in an executive position prior.
- Candidate will maintain a grade point average above the minimum chapter GPA for eligibility.
- Candidate will be a member in good standing with the University/College and DKE International.
- VPRM will have read and have a working knowledge of the DKE International Risk Management Policy.
- VPRM, along with chapter scholarship chair, will create educational programming for the chapter members so that they will understand and follow the Risk Management Policy to the best of their ability.
- VPRM will create a sober brother program in his chapter to ensure safety and that the risk management policy is being followed at social functions.
- VPRM will aid chapter social chair in planning safe social events that follow the DKE International Risk Management Policy.
- VPRM will report the progress of the implementation of the new risk management policy to DKE International on a monthly basis.
- DKE International will provide with resource materials and training in risk management presentations.

## ALCOHOL AND DRUGS

1. *The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.*

### **Translation:**

- **The possession, sale, use or consumption of alcoholic beverages at ANY fraternity event, housed or un-housed, any event that an outside observer would see as a Deke event must follow all local, state and university/college laws or regulations and must either follow BYOB guidelines or be provided by a licensed, insured Third Party Vendor.**

2. *No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.*

### **Translation:**

- **No chapter funds may be used to purchase alcohol.**
- **The purchase of alcohol for members of the chapter or guests may not be coordinated in the name of the chapter or on behalf of the chapter.**
- **No kegs, cases or other common sources of alcohol.**

3. *OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.*

### **Translation:**

- **No open parties.**

4. *No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").*

### **Translation:**

- **No alcohol may be bought for, served to or sold to anyone under the legal drinking age.**

5. *The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.*

**Translation:**

- **No illegal drugs on chapter premises or during an event off premise. Nor at any event that an outside observer would consider a fraternity event.**

6. *No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.*

**Translation:**

- **Chapters may not co-sponsor an event with an alcohol distributor, bar or organization where alcohol is given away, sold or provided in any way.**

7. *No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.*

**Translation:**

- **You cannot be a party to a function where another group is using a lesser policy to get around our risk management policy.**

8. *All rush activities associated with any chapter will be a DRY rush function.*

**Translation:**

- **Rush will be dry**

9. *No member shall permit, tolerate, encourage or participate in "drinking games."*

**Translation:**

- **No drinking games.**

10. *No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother-little brother" events or activities, "family" events or activities and initiation.*

**Translation:**

- **No alcohol at any pledge/new member programs, meetings, activities.**
- **No alcohol may be present at ritual (meetings, initiation.)**

**HAZING**

*No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:*

*"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."*

**Translation:**

- **NO HAZING WILL BE CONDONED IN ANY WAY BY DKE INTERNATIONAL.**

**SEXUAL ABUSE AND HARASSMENT**

*The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events whether on chapter premises or an off-site location which are demeaning to women or men including but not limited verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar whether professional or amateur, at a fraternity event as defined in this policy is prohibited.*

**Translation:**

- **No sexual abuse or harassment, against women or men, within the chapter or outside of the chapter.**
- **NO STRIPPERS.**

**FIRE, HEALTH AND SAFETY**

1. *All chapter houses should meet all local fire and health codes and standards.*
2. *All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.*
3. *All chapters should comply with engineering recommendations as reported by the insurance company.*
4. *The possession and/or use of firearms or explosive devices or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.*

**EDUCATION**

Delta Kappa Epsilon will annually educate its students and alumni in the Risk Management Policy of FIPG, Inc. Additionally, all student and associate members and key volunteers shall annually be sent a copy of said Risk Management Policy.

# Chapter Officers Reporting Form

**Due OCTOBER 1<sup>ST</sup>** and following any elections/changes in officers

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Term of Office: \_\_\_\_\_

**Chapter:** \_\_\_\_\_

Mailing address (no PO Box):

\_\_\_\_\_

**Brother Beta (President):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Sigma (Vice-President):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Mu (VP, Risk Management):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Rho (Recording Secretary):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Iota (Corresponding Secretary):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Kappa (Treasurer):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Alpha (Registrar):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Pi (Master of Ceremonies/Pledge Educator):**

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please refer to the Rituals if there are questions about each officer's responsibilities. Some chapters combine the offices (eg. one Secretary, instead of Recording Secretary and Corresponding Secretary). Please note any combined offices on the form.

**Please return to Delta Kappa Epsilon, PO Box 8360,  
Ann Arbor, MI 48107, fax to 800 479 4825 or email to  
sarah.christensen@dkehq.org.**

# **Chapter Officers Reporting Form**

**Due OCTOBER 1<sup>ST</sup> and following any elections/changes in officers**

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Term of Office: \_\_\_\_\_

**Chapter:** \_\_\_\_\_

Mailing address (no PO Box):

\_\_\_\_\_

**Brother Beta (President):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Sigma (Vice-President):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Mu (VP, Risk Management):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Rho (Recording Secretary):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Iota (Corresponding Secretary):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Kappa (Treasurer):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Alpha (Registrar):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brother Pi (Master of Ceremonies/Pledge Educator):**

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please refer to the Rituals if there are questions about each officer's responsibilities. Some chapters combine the offices (eg. one Secretary, instead of Recording Secretary and Corresponding Secretary). Please note any combined offices on the form.

**Please return to Delta Kappa Epsilon, PO Box 8360,  
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sarah.christensen@dkehq.org.**

## Chapter Obligations

Delta Kappa Epsilon International Fraternity is striving to strengthen your Chapter through regular communication, annual visits, consultation on chapter improvement, and strong leadership for fraternities at international levels. DKE International needs to receive the following:

- Fall Chapter Roster due September 20<sup>th</sup>**  
Include names and status (active, inactive, or studying abroad) of each member
- Insurance/Pledge Fees Invoice Payment due September 20<sup>th</sup>**  
The Chapter will be billed by International for any actives who have not yet paid their insurance and any previous pledges who have not paid their pledge fees.  
*Insurance and pledge fees that are more than 30 days overdue will be assessed late fees of \$25.*
- Chapter Officers Reporting Form due October 1<sup>st</sup>**  
This form is included in the DKE Rampant Lion Chapter Excellence Program handbook.
- Fall Pledge Class Roster due immediately after the Pinning Ceremony**
- Fall Pledge Fees and Personal Record Forms due immediately upon pledging**  
**Please have pledges use the [www.dke.org](http://www.dke.org) website to fill out the Personal Record Forms and pay the Pledge fees.** The Chapter Pledge Trainer or Treasurer should contact International to verify that the entire pledge class has completed their info and paid their fees.  
The order for Pins and Scrolls can be placed once the Pledge Fees and Personal Records are received from the entire pledge class. It will take 4-6 weeks to fill the order. We must have an accurate mailing address (no delivery to PO Boxes) to deliver the pins and scrolls.  
*Any pledges not paid within 30 days will be assessed a late fee of \$25.*
- Report for North American Interfraternity Conference due at end of Fall Semester**  
Include number of members involved in campus leadership positions, number of community service hours donated, and number of dollars raised for charitable causes
- New Initiates List (from Fall Pledge Class) due at beginning of Winter/Spring Semester**
- Winter/Spring Chapter Roster due March 1<sup>st</sup>**
- Winter/Spring Pledge Class Roster due immediately after the Pinning Ceremony**
- Winter/Spring Pledge fees and Personal Record Forms due immediately upon pledging**
- Chapter Officers Reporting Form due immediately after any election or changes in the Chapter officers**
- New Initiates List (from Winter Pledge Class) due at end of Winter/Spring Semester**
- Report for North American Interfraternity Conference due at end of Winter/Spring Semester**

If you have any questions, please contact Sarah Christensen, Administrative Director, DKE International at (800) 560-3353 or [sarah.christensen@dkehq.org](mailto:sarah.christensen@dkehq.org). Copies of any forms that you need can be emailed from International. Please contact International immediately if your Chapter needs special arrangements regarding the deadlines.