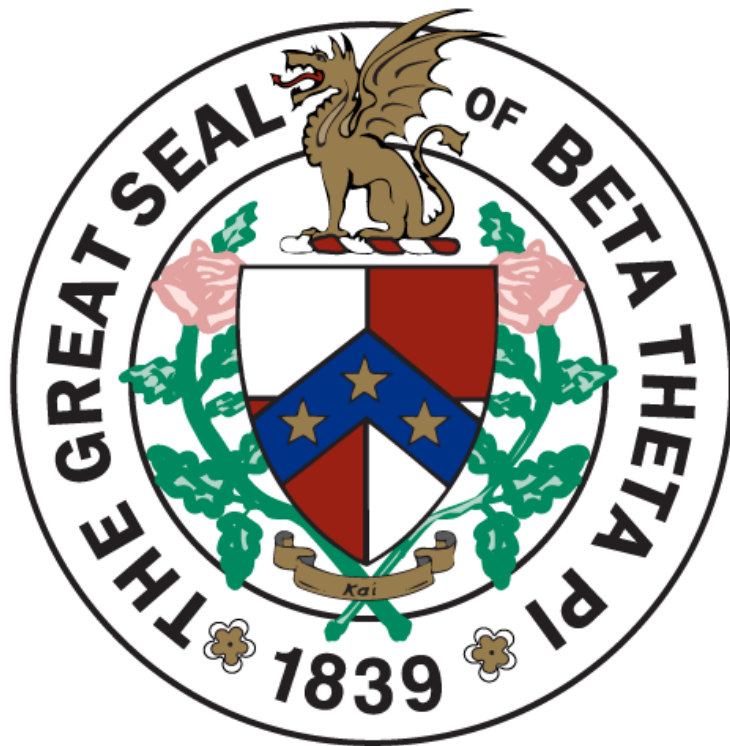


# Beta Theta Pi Kai Manual





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# OVERVIEW OF THE KAI COMMITTEE

“The current success of any chapter of Beta Theta Pi can be evaluated on how well the members live our three great principles and seven obligations every day. However, the future of that chapter depends on what action they take when members do not live by these same principles and obligations.”

Chapters of Beta Theta Pi are encouraged and empowered to self - govern. Per Chapter XIII, Section 1, of [The Code of Beta Theta Pi](#), all chapters of Beta Theta Pi have the jurisdiction to discipline members of the fraternity. The clause is detailed below:

CHAPTER XIII DISCIPLINE, SECTION 1(A). *Jurisdiction of the Chapter*. Each chapter shall have jurisdiction over all of its collegiate, temporarily inactive, suspended members and pledges.

The responsibility of ensuring members act in congruence with the values of Beta Theta Pi falls on the Standards Board, or Kai Committee, of our chapters. Kai Committee is designed to hold brothers to a set of expectations and values. If they fall short, we must work to help them meet the expectations of the fraternity. Kai objectively hears cases and encourages educational and proactive steps to repair any tangible or intangible damage that has been done and to build brothers up to make better decisions for the future.

The rights, purposes, and procedures of a Kai Committee should be outlined in a chapter's bylaws, the organizational governing document, and should be reviewed annually. See the appendix for some sample Kai bylaws. In addition to the chapter's bylaws, the Kai Committee is encouraged to review the code as it pertains to discipline and requirements for chapters to ensure each member is doing its part towards Good Standing.

### Structure of the Kai Committee

There should be a single member who is in charge of running the Kai Committee. In Beta's suggested officer structure, this role is fulfilled by the second in command of the fraternity, the Vice President of Brotherhood. The individual in charge of Kai is responsible for collecting Kai referrals, managing the Kai Committee, and ensuring all proceedings are handled fairly and effectively. The Kai Committee does not have a set number of representatives but it is suggested Kai should have an odd number of members of five to nine members with the individual in charge of Kai serving as the chairman.

Ideally, the committee is made up of one or two members from each class who each serve a one semester or one academic year term. If your chapter decides to have two members from each class on the committee, it is suggested that one serves as the official delegate and the other as an alternate. The chapter should approve the members of the committee, and it is important that they are in Good Standing with the chapter (current with dues, above GPA standards, have a vote in chapter business, etc.) and are well respected. It is important to have as many members of the committee (delegates and alternates) present in all cases.



The Head of Kai should make sure the committee meets once a week, regardless of whether there are hearings or cases to prepare for. Being on the same page about bylaw interpretation and reviewing confusing sections, the status and well-being of members, debating different opinions on changes to the bylaws, and how to be proactive about potential issues on campus and how to be proactive in the chapter is imperative to successful Kai hearings when issues arise. The Head of Kai also needs to make sure there is proper reflection and deliberation on cases and hearings. The committee should always spend a portion of the committee meeting talking about how they handled or will handle cases and hearings. This deep thinking allows the Kai Committee to better understand the reasons members committed actions that sent to Kai and this understanding better allows them to help brothers in their everyday lives.

### **Use of Membership Expectations for Kai Sanctions**

Along with strong Kai bylaws, good membership expectations are crucial for an effective Kai Committee. Membership expectations are the minimum standards that are required to maintain Good Standing in your chapter. If someone meets these minimum standards, then they get the full rights and privileges of membership. However, if members do not meet these standards, there needs to be some sort of corrective action. Here, the Kai Committee has an obligation to step in to support our brothers in meeting these standards.

Kai's enforcement of membership expectations establishes the minimum standard for getting the full benefits of membership. For an example, let's look at a brother who is not paying dues:

If Kai is upholding the membership expectations, it would be deemed that this brother has not fulfilled his obligation to the brotherhood by paying his chapter dues. Following a hearing, a possible sanction could be that the brother is not allowed to participate in social or philanthropy events until he has paid his dues or worked out a payment plan with the Vice President of Finance. This becomes the minimum standard for membership: if you can't pay you, can't participate unless you have a plan in place. However, if Kai is not upholding the membership expectations, brothers are not compelled to pay. Others will take note and see they can get away with not paying and still get the full benefits of membership. The Kai Committee has an obligation to push brothers to achieve high standards. Once those standards are violated and overlooked, it becomes harder to enforce them.

Some sample membership expectations, split into our five core values, are included in the appendix. These can serve as a starting point for chapters that do not have clear membership expectations or a good check to make sure your membership expectations cover all necessary aspects and are reasonable.

### **Role of the Advisor in Kai Committee**

Our advisors play an integral role before, during, and with the follow up from Kai Committee cases. As soon as you receive the Kai referral, notify your advisor to begin working through how to



# HANDLING KAI CASES

handle the case. During the case, make sure and keep your advisor up to date and if possible, have them attend. Their role is not to participate but to be a different perspective if needed and to provide historical context for the chapter. Once the case is decided, make sure to update your advisor on the decision so the advisor can support you if there is an appeal or more follow up from the case.

### Procedure for a Kai Case

1. The head of the Kai Committee receives a Kai referral.
2. The committee requests the individual(s) involved to attend a committee meeting to explain their side(s) of the issue. Diligent effort should be made to give notice to ensure the accused knows of the charge against him and the time and place set for the hearing **at least 3 days** in advance.
3. The Kai Committee convenes to discuss both the violation and a recommendation for a course of action to take in accordance with the severity of the action.
4. A written copy of the sanction – in person, by mail, or e-mail – should be given to the charged individual. It is also recommended that the Kai Committee sets a follow up meeting to check the progress of their brother.
5. If a Trial by Chapter is to take place, the chapter must prepare the charges to be filed and **forward those charges to the District Chief or Regional Chief for review in advance of presenting them to the accused.**
6. Documented minutes of meeting procedures should be kept for future reference.

### Rights of the Accused

All Kai cases have to balance having the most effective and efficient case with the rights of the accused. Although the Code of Beta Theta Pi only specifies the rights of the accused in the Trial by Chapter Process these standards are good benchmarks for charged individual's rights in all cases. The rights of the accused are:

- (1) The right to due notice.
- (2) The right at a hearing or a trial to be heard, to present evidence, to hear the evidence against him, and to be represented by an advisor or counselor who shall be a member of the fraternity.
- (3) The right to be present throughout the proceedings except when the chapter makes its decision.
- (4) The right to appeal as provided herein.
- (5) The accused may waive some or all of his rights.
- (6) The accused must be notified of the charge against him.



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## HANDLING KAI CASES

### Best Practices

#### 1. The head of the Kai Committee receives a Kai referral.

In a facility, there can be a mailbox with blank referrals and a place to submit completed ones in such a way they cannot be tampered with.

Members can have a digital copy of the form and submit the form by printing it out and giving it to the head of Kai in person or by email.

Some chapters also use an online system for Kai and take care of the process entirely online. Links to sample written/digital and online forms for Kai are included in the appendix.

#### 2. If necessary, the committee requests the individual(s) involved to attend a committee meeting to explain their side(s) of the issue within one week.

There are three actions a Kai Committee can take when they receive a referral: take no action, take action that is not a hearing, or hold a Kai hearing. A good benchmark is **if the brothers involved are unable to deal with the situation on a personal level** Kai should hear the case and take action.

First, when a case goes to Kai, if Kai feels that there are no issues, then there does not need to be a hearing and the committee does not need to take any action. Someone from Kai should follow up with the referrer to explain their reasoning.

Second, if Kai feels there is an issue but brothers can deal with it on a personal level, Kai can take action that is not a hearing (i.e., mediating a civil conversation between parties or finding another neutral party to do so.) As often as possible, problems need to be handled on an individual level.

Third, if it is determined that a Kai case is to be held, asking the right questions is important to make sure the Kai Committee gets the information it needs. Phrase your questions in a way that is open-ended (who, what, how, where) rather than specific (did you....?). Avoid multiple choice questions because these limit the member's response. Make sure to ask relevant questions; if the member's GPA is not an issue then do not ask. Refer to the appendix for a list of sample questions.

#### 3. The Kai Committee convenes to discuss both the violation and possible sanctions within one week.



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# HANDLING KAI CASES

Timing is critical for Kai Committee hearings. For the best results the accused and the accuser need to have as clear a recollection of events as possible for the hearing. This also ensures a fair and diligent process in the event of an appeal. The easiest way to ensure both of these things is to follow the timing as close as possible

**4. A written copy of the sanction should be given to the charged individual.**

Accurate documentation and timely reporting is crucial. The Kai Committee should have sanctions forms ready at the hearing, so they can complete the form. This form should then be place in an appropriate place, so it can be referenced if necessary. Sample forms for referrals, notes, and sanction letters are in the appendix.

**5. If a Trial by Chapter is to take place, contact the Chapter Counselor and District Chief immediately.**

Trial by Chapter procedure will be covered later in this resource. If you determine one needs to be held, contact your Chapter Counselor and District Chief immediately to discuss the process of a Trial by Chapter.

**6. Documented minutes of meeting procedures should be kept for future reference**

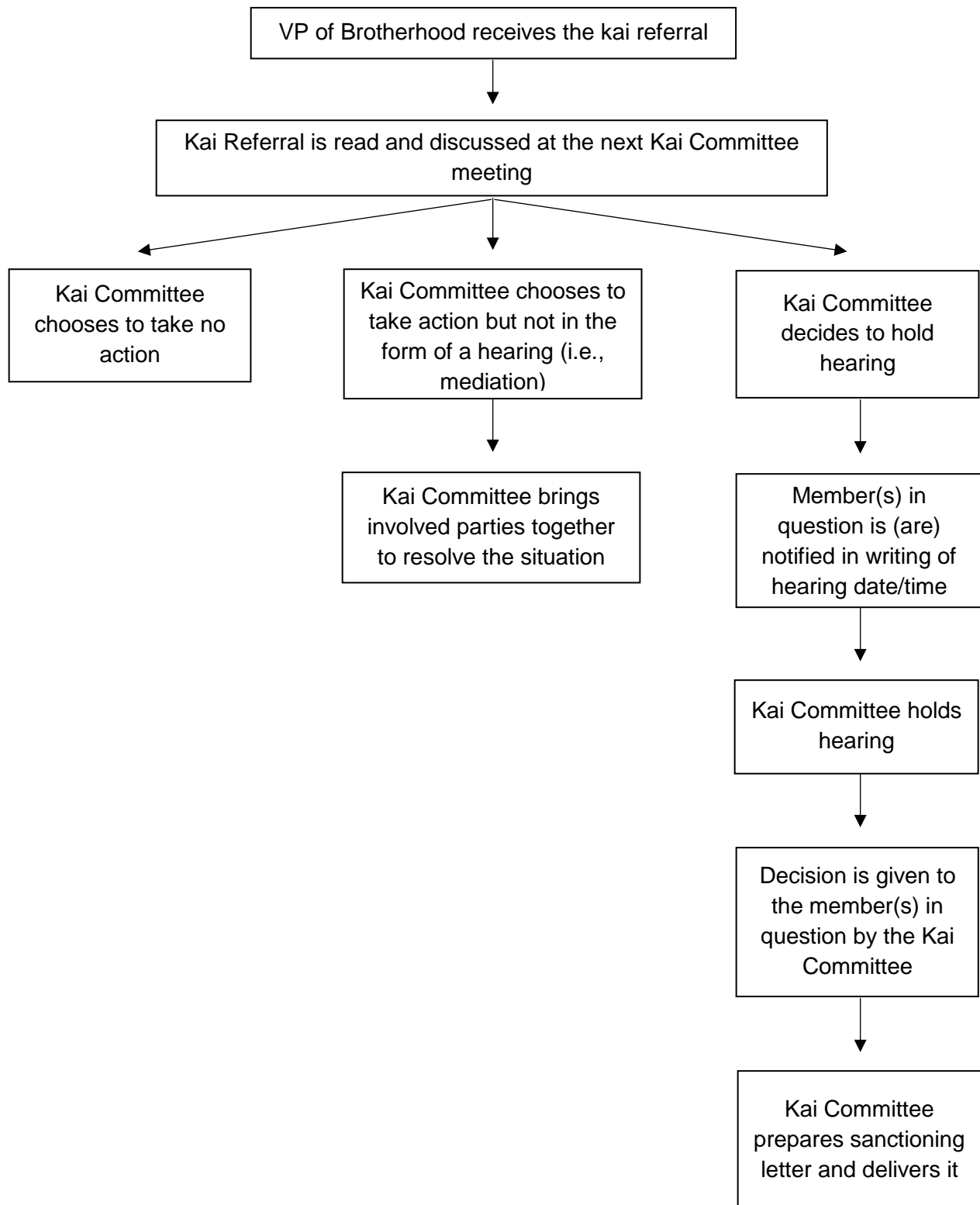
Ideally, the Head of Kai should store minutes of meetings and hearings in a closed ChapterSpot folder.



# Kai Manual

## HANDLING KAI CASES

Below is a flow chart of possible outcomes for a Kai case and the paths it can take to completion.







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# HANDLING KAI CASES

Kai is synonymous with Brotherhood, not punishment. The Kai Committee should build the brotherhood of our chapter and its individuals. Brothers are not brought to Kai because they are bad people. They are brought to Kai because they are good people (they are Betas), and they did something they could have done better. Below are four easy-to-remember steps to help guide this process.

Step 1: Identify the Problem	
Purpose	<ul style="list-style-type: none"><li>-We want to figure out what the root problem is. If our directives aren't addressing the real problem they won't truly help our brother be his best.</li><li>-Kai cases can get messy. Explicitly discussing the problem can help everyone get on the same page, and bring out necessary details.</li></ul>
Things to ask	<ul style="list-style-type: none"><li>Why? (ask multiple times to get to the root cause)</li><li>What lead you here?</li><li>How does this affect the chapter? (now, next year, next 5 years)</li><li>What were you hoping to accomplish?</li><li>How are you doing? (in other aspects of life)</li></ul>
Notes	<ul style="list-style-type: none"><li>Kai Committee should be including the brother being brought to kai in this step</li><li>The more thorough this step is, the stronger your foundation will be</li></ul>
Step 2: Determine Goals	
Purpose	<ul style="list-style-type: none"><li>-Before we ever discuss potential solutions, we will want to decide what we hope to accomplish</li><li>-This will give our committee direction and something to refer to when discussing potential solutions</li></ul>
Things to ask	<ul style="list-style-type: none"><li>What do we want the results of our decision to be 6 months from now?</li><li>Have we addressed each of our identified problems?</li></ul>
Notes	<ul style="list-style-type: none"><li>Kai Committee should be including the brother being brought to kai in this step.</li></ul>
Step 3: Brainstorm Potential Solutions	
Purpose	<ul style="list-style-type: none"><li>-The goal in this step is not to evaluate our ideas, but to simply voice all possible solutions (not just the good ones)</li></ul>
Things to ask	<ul style="list-style-type: none"><li>How might we achieve each of our goals?</li></ul>
Notes	<ul style="list-style-type: none"><li>Kai Committee should empower the brother being brought to kai to lead this part.</li><li>Even if an idea seems stupid, put it out on the table</li></ul>
Step 4: Craft a Creative Solution	
Purpose	<ul style="list-style-type: none"><li>-We want to discuss ALL solutions we brainstormed. We want to talk about why the good ideas are good, and why the bad ideas are bad</li><li>-Having a discussion on each solution will prepare you to justify your final decision</li><li>-Synthesizing the best parts from many possible solutions will give a more effective decision</li></ul>
Things to ask	<ul style="list-style-type: none"><li>What is good about each idea?</li><li>What is bad about each idea?</li><li>Does our solution achieve all our goals?</li><li>Does this solution help develop men of principle for a principled life? (our mission)</li></ul>



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## HANDLING KAI CASES

	Who needs to be aware of our solution to help hold our brother accountable?
Notes	This part of the conversation should just be members of the Kai Committee

The Code of Beta Theta Pi outlines two procedures when handling chapter discipline, either the Kai Committee or Trial by Chapter. The Trial by Chapter (TBC) is a mechanism available to our chapters to determine whether someone is aligned with the mission, vision, and values of our organization. A TBC is a way to show self-governance and care for your chapter experience and the collective actions of your brotherhood. Brothers should be educated on the trial prior to it happening and should feel free to ask any questions about the process and procedures.

### When to have a Trial by Chapter?

[CHAPTER XIII DISCIPLINE, SECTION 4](#): A. Trial by Chapter will be used when the Kai Committee determines the appropriate penalty to be expulsion or suspension for more than one year, Chapter XIII, Section 3, Part B.

### Trial by Chapter Checklist

Chapters should utilize the [TBC Checklist](#). It provides chapters' step-by-step instructions on how to properly work through the Trial by Chapter process. It should also be submitted on My.Beta.org with the meeting minutes following the trial. Below are the steps outlined in the TBC checklist.

- 1. Reach out to your District Chief (DC) to begin the trial by chapter process.**
  - a. The District Chief should host a call with and provide counsel to the executive board and those bringing charges to them as soon as practical.
- 2. The Formal Charges**
  - a. Basic info for the accused is provided and the charges are explained.
- 3. Notice of the Trial Given**
  - a. The [Notice to the Accused and Returned Service](#) contains all of the necessary information and **must be emailed to the DC before the trial is held.**
  - b. Note that you must attach a copy of the charges when providing Notice.
- 4. The Trial**
  - a. The Kai Committee will present the case against the accused, who is allowed to be represented by an advisor or counselor who is a member of the fraternity. Find the full rights of the accused in the Code on page 30 and in Handling a Kai Case section of this document.
- 5. Balloting by the Chapter**
  - a. **Important to answer this question:** Does the chapter find the accused responsible? If yes, move forward and decide penalty. The Code requires a majority affirmative votes



of present voting members. If no, the charges would be dismissed and trial is completed.

- b. If the chapter finds the accused responsible the chapter then needs to vote on sanctions.
- c. Note: For both votes, that local chapter by-laws may require a super-majority (2/3 or 3/4 of voting members) for finding guilt. Local chapters can choose and maintain a majority that is equal to or higher than a simple majority that is required by the Code.

### 6. Post-Trial Procedure

- a. Minutes need to be sent to the District Chief, Executive Director and accused.
- b. Chapter must report the result of the trial [my.beta.org](http://my.beta.org)
  - i. Start by logging in to [my.beta.org](http://my.beta.org)
  - ii. Navigate to the roster maintenance page (reporting > membership > roster maintenance)
  - iii. Locate the charged individual and select the proper result of the trial
  - iv. Attach the notes of the trial



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## HANDLING KAI CASES

### Appendix

#### Sample Kai Committee Bylaws

### Article III—Self-Governance

#### Section 1: Kai Committee

- 1) The Kai Committee shall be chaired by the Vice President of Brotherhood and include an additional four (4) or eight (8) members: one or two elected senior delegate(s), one or two elected junior delegate(s), one or two elected sophomore delegate(s), and one or two at-large delegate(s). The size will be determined based on simple majority vote of the colony. Members that are not in Good Standing are ineligible to serve on the Kai Committee. Members of the Executive Board, other than the Vice President of Brotherhood, are ineligible for the Kai Committee membership.
- 2) Kai Committee nominations will be proposed immediately following the election of the new executive officers, and Kai Committee elections will be held the week after the election of the new Executive Board.
- 3) In the case that a nominee is deemed unfit to fulfill the duties and responsibilities of the Kai Committee by both the Vice President of Brotherhood and the advisor, they can refer the candidate to the Executive Board for review and potential removal from the ballot.
- 4) The Kai Committee is responsible for adjudicating all breaches of membership expectations and obligations, and acting as a mediating body. Additionally, the Kai Committee is responsible for acting as the steward of positive brotherhood and recognizing brothers for their achievements.
- 5) The Kai Committee will meet weekly to review any referrals.
- 6) If a member of the Kai Committee falls out of Good Standing while serving their term, they are automatically removed from the Kai Committee, with election for a new delegate happening at the next regular chapter meeting.

#### Section 2: Accountability Proceedings

- 1) Case Recommendation and Referral
  - (a) Should an active member or new member violate membership expectations, any active or new member may submit a Kai referral form to the Vice President of Brotherhood.
  - (b) The Vice President of Brotherhood reserves the right to dismiss any case recommendation or referral that does not constitute a significant breach in membership expectations.
  - (c) If a member or members' violations are clearly apparent, the Kai Committee may take action without a written case recommendation.



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### 2) Kai Committee Hearing

- (a) The Accused should be made aware of the charge(s) against him and the time, date and location of the hearing.
- (b) The Accused has the right to request that he be tried through Trial by Chapter as outlined in Chapter XI, Section 4 of The Code of Beta Theta Pi.
- (c) The Kai Committee will review the referral and hear testimony from all relevant parties.
- (d) The Accused has the following rights: due notice, to be heard at a hearing or a trial, to present evidence, to hear the evidence against him, to be represented by an advisor or counselor who shall be a member of the fraternity, to be present throughout the proceedings except when the chapter makes its decision, the right to appeal as provided herein, to waive some or all of his rights, and to be notified of the charge against him as outlined in Article XI, Section 2 of The Code of Beta Theta Pi.
- (e) The committee formulates and recommends courses of action to take in accordance with the severity of the action.
- (f) Members may appeal their sanctions at the next regular colony meeting. If the colony agrees by a two-thirds vote that the sanctions are inappropriate, then new sanctions will be determined at the next Kai Committee meeting.
- (g) An advisor should be present at all Kai Committee hearings, though they are not a voting member.

### 3) Violations & Sanctions

- (a) For violations that include, but are not limited to:
  - i. Possession and/or use of any illegal drug, all forms of hazing, committing a felony, reckless endangerment of any person, possession and/or consumption of alcohol on fraternity property, DUI Violation, or any other action deemed by the Kai Committee.
  - ii. Recommended sanctions may include, but are not limited to:
    - 1. Automatic expulsion from membership (pending Trial by Chapter). If expulsion from membership is not passed by the colony, the Kai Committee will apply a possible sanction listed below.
- (b) For violations that include, but are not limited to:
  - i. Failure to fulfill assigned risk management duty, destruction of property, financial delinquency, any action defacing the name of Beta Theta Pi, Minor In Possession, failure to fulfill assigned responsibilities, or a violation of any aspect of the Risk Management Policy of Beta Theta Pi.
  - ii. Recommended sanctions may include, but are not limited to:
    - 1. Removal from office, suspension, social probation, recommended counseling, additional nights of sober brother duty, assessment of fees related to damage caused, and any other sanctions found appropriate that relate to



## HANDLING KAI CASES

community service, service to the colony, or personal growth on the part of the brother in violation.

- (c) For violations that include, but are not limited to:
  - i. Any accidental property damage, attendance policy violations, failure to make grades, personal injury or conduct in bad taste and unbecoming of a Beta.
  - ii. Recommended sanctions may include, but are not limited to:
    - 1. A formal apology, any repairs required, fines, or education in the area of wrongdoing.
- 4) Failure to fulfill any assigned sanctions will result in the assignment of more sanctions from the Kai Committee.

### Section 3: Academic Assistance Plan

- 1) All members are expected to maintain a Grade Point Average (GPA) at or above the All Men's Average (AMA) each term.
- 2) The President, the Vice President of Brotherhood, and the Chapter Counselor advisor will receive a grade report for each member following every term.
- 3) Terms of Academic Standing
  - (a) Good Academic Standing: At or above AMA
  - (b) Warning: Within .2 points of AMA
  - (c) Probation One: Within .4 points AMA
  - (d) Probation Two: More than .4 points below the AMA
- 4) Warning Status
  - (a) Members on warning status must meet with the Kai Committee to review their academic performance.
  - (b) Members on warning status will have (predetermined number) required study hours per week.
  - (c) Two or more consecutive terms on warning status will constitute being moved to probation one.
- 5) Probation One
  - (a) Members on probation one must meet with the Kai Committee to review their academic performance.
  - (b) Members on probation one must meet with either the Vice President of Brotherhood or the Scholarship Chair each month to review his academic standing and address any concerns.
  - (c) Members on probation one status will have (predetermined number – 2x of warning status) required study hours per week.
  - (d) Members on probation one for more than one term in a row are to be referred to Kai with a recommendation of expulsion by Trial by Chapter.
  - (e) If a member is not removed via Trial by Chapter after consecutive semesters on probation one, suggested sanctions include but are not limited to:
    - i. Social Probation
    - ii. Suspension



- iii. Additional Academic Assistance
- 6) Probation Two
  - (a) Members on probation two are automatically referred to the Kai Committee with a recommendation of expulsion by Trial by Chapter.
  - (b) If a member is not removed via Trial by Chapter after being on probation two, suggested sanctions include but are not limited to:
    - i. Social Probation
    - ii. Suspension
    - iii. Additional Academic Assistance
- 7) Types of Academic Assistance
  - (a) Required study hours: these may be proctored and/or recorded by the Scholarship Chair, Kai Committee member, or any other Executive Board officer.
  - (b) Required educational sessions (e.g., time management, work-life balance, healthy study habits, etc.).
  - (c) Assigned tutor (internal or external).
  - (d) Office hour visits or meeting with professors.
  - a. Pairing incoming members with a mentor in their same major.



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## HANDLING KAI CASES

### Practice Case

Joe is brought to kai because last weekend he punched a hole in the wall while he was drunk. This is not typical of Joe. He is a really good member. He pays his dues on time, he has good relationships with people in other fraternities and sororities, he has a job on campus, he helps out a lot with recruitment, and he typically does well in school.

#### Step 1: Identify the problem

- Joe is being brought to kai because there is a hole in the wall. We need to find out what lead him to that action by asking why.
- Joe reveals that his parents are going through a divorce and he has been stressed out. He doesn't know what's going on with his parents because he isn't spending time with them. He hasn't had anyone to talk to about the situation either. This has caused a lot of distractions lately and his studying has suffered, which lead to him doing poorly on his recent mid-terms. He had too much to drink last weekend (as a way of coping), and when he got home from the bars he saw one of his tests on his desk and it reminded him of how poorly he had done, so he punched a hole in the wall.
- The real problem might be that Joe didn't know any other way to deal with his stress. This conversation moves away from property damage and becomes about emotional well-being, which in turn will help curb the property damage.

#### Step 2: Determine Goals

- Our number one goal in this situation will be to make sure Joe has different ways of dealing with stress.
- We also want the hole in the wall to be paid for, and for it not to happen again.

#### Step 3: Brainstorm solutions

- Joe pays for the hole in the wall
- Remove Joe from the chapter
- Joe does 10 hours of community service
- Joe needs to talk to his big bro/pledge dad about what's stressing him out
- Joe is suspended from the chapter

#### Step 4: Craft a Creative solution

- The damages in the wall need to be paid for, and Joes should pay for them.
- Removing Joe from the chapter means he wouldn't punch any more holes in walls, but this solution doesn't help Joe, and the chapter would be losing a great member





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# HANDLING KAI CASES

- Any member doing more community service is great, but this solution doesn't address any of our goals, and giving Joe more things to do might cause more stress
- Encouraging Joe to talk with someone will be a healthier way to manage his stress, but maybe we can expand this to other people (follow up with kai, pledge bros, mentor etc...)
- Joe is a good member and shouldn't be kicked out, even for a short time because of this incident, but maybe Joe does need some personal time. Maybe we could ask Joe to take a break from Beta for the next two week, excuse him from events, and encourage him to visit home on the weekends until he feels better.

**Final Solution:** Joe pays for the damages, is excused from events, encouraged to talk with his supervisor (whom he really looks up to) and he will check in with kai in 2 weeks to see how he's doing. Head of kai will inform the chapter that Joe will be paying for the damage and it is in his best interest to take a break from Beta to focus on personal things. Joe can share more details if he feels comfortable doing so.

### Sample Sanctions

- Developing an educational seminar for the chapter to take part in related to the Kai case
- Attending counseling session at the University counseling offices
- Required attendance and participation in ritual events
- Service as it relates to the Kai case
- Meeting with an academic advisor on campus



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## HANDLING KAI CASES

### Sample Membership Expectations

#### Cultivation of the Intellect

- All members must maintain a GPA at or above the All Men's Average or 3.0, whichever is higher
- All members must attend at least one academic or personal development seminar outside of Beta Theta Pi annually
- Cheating, plagiarism, or academic dishonesty of any kind are not tolerated

#### Responsible Conduct

- Members will be urbane in deportment, courteous in expression, and steadfast in friendship
- Members will not use illegal or controlled substances
- Members will not abuse alcohol, and through their actions will create a culture of responsibility
- Members will follow all local, state, federal, and college laws, and adhere to The Code and risk management policy of Beta Theta Pi

#### Mutual Assistance

- Each member is required to complete at least 20 hours of service annually
- Members will maintain involvement with at least one other club or organization on campus
- All members will attend at least one leadership development experience offered through Beta Theta Pi Fraternity (The Wooden Institute, Keystone Regional Leadership Conference, Chapter President's Leadership Academy, or Leadership College), the North-American Interfraternity Conference (UIFI, IMPACT, or IFC Academy), or the host college

#### Integrity

- Members will uphold and maintain the standards of Beta Theta Pi even if campus culture or college expectations are lower
- Alcohol will not be present during any event, discussion, or interaction with potential new members
- Beta Theta Pi will maintain a substance and alcohol-free fraternity house in perpetuity (including all interior and exterior areas)
- Members will meet all predetermined financial obligations in a timely manner

#### Trust

- Hazing (as defined by the risk management policy) will not be tolerated
- Members will treat others with respect through their attitude and actions



### Sample Questions (Adapted from Delta Sigma Phi)

Phrase your questions in a way that is open-ended (who, what, how, where) rather than specific (did you). Also avoid multiple choice, you do not want to limit the member's response. This allows the member to say everything they need to say. Make sure to ask relevant questions; if the member's GPA is not an issue then do not ask. See below for some sample information-gathering questions.

#### Sample Information-Gathering Questions

- Please tell us more about the incident.
- What effect did your actions have on the other members?
- What significance did this incident have in relation to the Fraternity's alcohol policy? What is your understanding of the policy?
- What other options were available to you in this situation?
- How do you account for the discrepancies between your statement and that of other witnesses?
- How may your actions during the incident affect your education?
- Given that you disagree with certain Fraternity policies/regulations, what alternative actions could have been taken to demonstrate your concerns?
- What responsibilities do you have in regard to other members of the Greek community?
- What did you do after . . . ?
- What do you mean when you said . . . ?
- How might you react if this same situation were to occur again?
- How might you react if you were the person reporting this incident?
- How would you explain this policy to others?
- Now having some time to think about this incident, how do you feel about what happened?
- How have your actions influenced/affected others?
- Explain how your behavior will be different in the future.
- What advice would you give to someone who encountered the same set of circumstances?
- Was this a typical response for you? Under what conditions are you likely to respond in a similar manner?
- What have you learned from this incident?
- Who do you feel is responsible for what happened? Why?
- Do you feel that you did anything wrong? Why?
- What will prevent something like this from happening again?
- How do you evaluate your violation of this particular rule?



# Kai Manual

## HANDLING KAI CASES

### Sample Kai Referral Form

Referee(s): \_\_\_\_\_

Referred: \_\_\_\_\_

#### Core Value Embodied -or- Violated

☐ Mutual Assistance   ☐ Intellectual Growth   ☐ Trust   ☐ Responsible Conduct   ☐ Integrity

Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Violation/Embodiment (Where, When, How):

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Have you contacted the referred party?

☐ Yes   ☐ No

If Yes, what was said?/If No, why not? : \_\_\_\_\_

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By signing below, I hereby testify that all stated above is true and complete testimony.  
Furthermore, I understand that this will initiate a Kai Committee investigation.

\_\_\_\_\_  
**Signature**

A sample Google form can be found here:

[https://docs.google.com/forms/d/e/1FAIpQLSdhHYeCkXPpScCrSlxTvECZiBxW\\_XFdVBP-vccx7Jlq5Dtxzw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdhHYeCkXPpScCrSlxTvECZiBxW_XFdVBP-vccx7Jlq5Dtxzw/viewform)



## HANDLING KAI CASES

### Sample Sanctioning Letter

Member Reporting Violation:

Date violation occurred:

What was the violation (be specific)?

Members involved (please include members who also witnessed the event):

Sanctions recommended:

Brief Description of the event:

Signatures

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Vice President

Date

---

Member Reporting

Date



# Kai Manual

## HANDLING KAI CASES

### Sample Notes Sheet

DATE:

Kai Committee Members Present:

Brother(s) Called to the Kai Committee:

Reasons the meeting was called:

Discussion:



## Academic Assistance Form

\*This form is to be filled out prior to meeting with kai/scholarship chair.

On average, how many hours did you spend studying each week?

How often are you attending class? Office Hours?

Where do you study best? (Chapter house, library, coffee shops etc....)

Who do you study best with? (Alone, in groups, with a person in the same class etc...)

What time of day to you study best? (Morning, night, after lunch, after working out etc...)

How do you study best? (Discussion, reading, flashcards etc.....)

Are you enjoying what you are studying?

How can the fraternity help you?