Kappa Omicron Nu
President's Handbook

Table of Contents

Website Map of Resources	3
Chapter Leadership Calendar	3
Duties of KON Officers	4
Collegiate Membership	4
Professional Membership	5
Recruitment	5
Financial Accounting	6
Chapter Forms	7
Mission	7
Leadership Development	7
Guidelines for Program Development	8
Required Program	9
Criteria for Chapters in Good Standing	10
Reasonable Measures of Chapter Success	10
Chapter Benchmarks	10
Awards	11
Complete List of Website Programs	11
Risk Management Policy	12
Supplemental Information in Chapter Handbook	12
Appendix I – Checklist for Chapter Benchmarks	13

2006-2007

Kappa Omicron Nu

President's Handbook

Website Map of Resources

Volumes on Home Page – Organizing categories of information on the KON Website.
Quick Links on Home Page – Most popular links on the Website for chapters.

About Us Volume on Home Page – Information about Kappa Omicron Nu, mission, description of Human Sciences, etc.
Chapters Volume on Home Page – Links to chapter and member resources – One-stop resource center - Everything you want to know about leading and managing a chapter.
News & Events Volume on Home Page – Announcements.
Publications Volume on Home Page – Archives, publication opportunities, and order forms.
URC Volume on Home Page – All of the links to the Undergraduate Research Community for the Human Sciences and the *Undergraduate Research Journal for the Human Sciences*.
Leadership Volume on Home Page – Resources and definition of Reflective Human Action leadership theory.
Conclave Volume on Home Page – Information about Conclave, Leadership Institute, and Undergraduate Research Conference.
National Initiatives Volume on Home Page – Description of the benefits and priorities of KON.

Chapter Order Forms – See www.kon.org/chapter_files/forms/forms.html
Chapter Newsletter – Current volume on *Quick Links* and on *Chapters Volume*.
Fellowships & Grants – Link for announcements and applications found on *Quick Links*.
Graduate Program Showcase – Description of graduate programs in the human sciences – http://graduate.kon.org

Chapter Leadership Calendar

September
- Review President's Handbook
- Plan programs including initiation date(s)

File Chapter Officers & Addresses Form (updates to June list)
Check supplies and order needed supplies from National

October
- 10/1 - Scholar Program Recipient List due

November
- 11/1 - Form A, Chapter Annual Report due

January
- 1/15 - Doctoral Fellowship Application due

February
- 2/1 - Scholar Program Eligibility Form due

2/15 - Research/Project Grant Application due

March
- 3/15 - Adviser Award Application due

April
- 4/15 - Master's Fellowship Application due
- Election of Officers

Distribute Award of Excellence
Officer Training and Advance Program Planning

May
- 5/1 - CCHS Undergrad Research Paper due

Chapter & Officers Addresses Form due

June 1
- Financial Report due

Form B Chapter Annual Report due
- Undergraduate Research Papers for URC Research Conference due (uneven years)
- Application for Student Board Member Elected Office due (uneven years)

June 15
- Certification of Conclave Delegates Form due (uneven years)
- Conclave Registration Form and Room Reservation Form due (uneven years)

These tasks will vary according to chapter and university schedules.
Chapters will make a decision whether there will be 1 or 2 initiations per year.

National distributes Scholar Program money September 1 and Chapter Dues on October 1. Money is distributed IF the Financial Report and Officers and Addresses Form are on file at the National Office.

Duties of KON Officers

The following officers form the Executive Committee, the nucleus of chapter leadership; they should be elected in March or April and start service following officer training and installation. Each office shall include the traditional duties outlined in the chapter bylaws. Suggestions for duties are listed below.

President

- Bring all official correspondence to the attention of members either by means of business meeting, newsletter, or bulletin board
- Appoint standing committees and special committees
- Plan meeting agendas with Vice President and Adviser
- Coordinate work of officers and committee chairs

Vice President

- Chair program committee and coordinate program activities

Secretary

- Compile Officers and Addresses Form (Forms 1 and 9)
- Record proceedings of chapter meetings
- Chair membership committee and coordinate recruitment and initiation activities
- Compile Chapter Annual Report (Form 10)

Treasurer

- Issue receipts for all income
- Pay all bills in a timely manner
- Keep accurate records of receipts and expenditures
- Report financial status at regular business meetings
- Have financial record audited at end of term
- Compile Chapter Financial Report (Form 8)

Editor

- Chair publicity committee and coordinate activities that recognize members and promote Kappa Omicron Nu
- Submit articles for Chapter News on the Website

Collegiate Membership

Policies

1. The **Collegiate** category of membership includes undergraduate and graduate students duly enrolled in the institution represented by the chapter.
2. **Eligibility:**

Undergraduate students shall:

- have declared a major in human sciences or one of the specializations,
- have completed 45 semester hours or equivalent, and
- rank in the top 25% of their class in the human sciences unit (To facilitate selection of candidates, check with Registrar at least every two-three years to determine minimum GPA.). Chapters may set higher standards.

Graduate students shall:

- be enrolled in a graduate program in human sciences or one of the specializations,
- have completed 12 semester hours of graduate work or equivalent, and
- have a minimum GPA of 3.5 on a 4.0 scale.

Any chapter, at its discretion, may establish higher collegiate eligibility criteria.

Membership: Majors and specializations in the human sciences include but are not limited to the following areas: child development, community development, consumer business, consumer economics, consumer resource management, design, exercise science, family and consumer sciences education, financial planning, food science and human nutrition, gerontology, health and wellness, human environment and housing, individual and family development, institution/hotel/restaurant management, kinesiology, leadership, merchandising management, policy analysis and management, social work, textiles/apparel and clothing.

Election of Members: Chapter policies for election of members must comply with the provisions in the National Kappa Omicron Nu Constitution and Chapter Bylaws. Membership in Kappa Omicron Nu is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation.

Procedures

Recruitment: As part of the recruitment process, an informational session is recommended for those interested in membership.

Invitations: Potential members are invited to membership. Chapters are urged to use the official materials to maintain uniform content and quality for recruitment of members. Invitation letterheads with envelopes and two brochures, "Kappa Omicron Nu" and "A Matter of Honor" are available (see Order Form).

The image of the chapter and the standards of the honor society are reflected through the quality of the locally prepared invitation letter.

Invitations should be issued about one month in advance to assure adequate time for a response. This will allow time to call non-respondents to encourage acceptance and to make arrangements for those who need to pay the fee at a later date.

The **Handbook for New Members** is also available. See Order Form.

Initiation: Attendance of candidates, though not mandatory, is encouraged. The Kappa Omicron Nu initiation ceremony shall have three elements:

- Dignity and beauty in setting and apparel,
- An impressive ritual (www.kon.org/chapter_files/Handbook.html#ritual), and
- The pledge of loyalty to the ideals and objectives of Kappa Omicron Nu.

Each chapter in accordance with its needs and desires may plan other aspects of initiation.

National Reports: Within two (2) weeks of initiation, each chapter shall file the following forms with the Kappa Omicron Nu National Office:

- Membership Cards (national portion of duplicate card) OR
- Alternate form (to include name, maiden name if applicable, permanent address, gender, graduation month/year, status [undergraduate, graduate, professional], degree candidacy, and major)
- Initiation Remittance Form (Form 7)

Kappa Omicron Nu Professional Membership

The **Professional** category of membership includes faculty and other alumni not previously initiated into Kappa Omicron Nu or its predecessor societies.

Eligibility: Professionals shall

- have made a distinctive contribution to the profession,
- have earned a degree in human sciences or one of its specializations or have earned a degree qualifying them to work in the field, and
- have a minimum 3.5 GPA in graduate work or rank in upper 25% in undergraduate work.

Kappa Omicron Nu Recruitment

The following chapter activities are recommended to promote Kappa Omicron Nu membership, recruit members, and increase membership acceptances. In addition, the recruitment process should be evaluated and revised to correct deficiencies.

- Informational sessions and/or brochures for incoming freshmen and transfer students
- Information booths at student activities fair
- Informational sessions or receptions for prospective members
- Invitations to parents, spouses, and children of candidates to attend initiation
- Announcement of potential candidates to department heads and faculty with encouragement to recognize candidates
- Involvement of administrators, faculty, and alumni in Initiation and chapter activities
- Bulletin board display of chapter and society activities
- Publicity regarding new initiates and chapter activities in college/university newspaper, hometown newspapers, and unit newsletter
- Participation in college or university honors convocation
- Sponsorship of awards event for unit

- Co-sponsorship of educational programs or recognition events
- Honor cord for graduation caps and gowns
- Medallion for recognition of service

Each activity should be planned to honor excellence and the high standards of scholarship, research, and leadership that Kappa Omicron Nu represents.

National Kappa Omicron Nu supports chapters with

1. **Recruitment supplies** (see order form):

- Invitation letter and envelope
- "Kappa Omicron Nu" brochure
- "A Matter of Honor" brochure

2. **Family announcements** (see Family Announcement Request Form)

National Kappa Omicron Nu will assist chapters by communicating with families of prospective members to announce the election of their sons or daughters to Kappa Omicron Nu. The announcement gives a brief description of the national recognition, and a customized invitation to the initiation is enclosed. There is no cost to the chapter, but facts about the initiation and university labels (to the Family of_____) must be supplied.

Kappa Omicron Nu Financial Accounting

Responsibilities

- Maintain records of financial transactions
- Chair finance committee to prepare budget
- Submit budget for chapter approval
- Monitor budgetary income and expenditures and report financial status
- Pay bills and submit fees and reports to National

Procedures

- **Chapter and National Dues:** National Kappa Omicron Nu collects chapter dues from active members and annually returns dues and a membership list to the chapter on October 1. **Active chapter membership status requires payment of national and chapter dues.**
- **New undergraduate members do not pay dues until two years after graduation (a 2-year gift membership is granted upon graduation).** Most chapters, however, require payment of chapter dues.
- Each chapter sets the chapter dues.
- **Initiation:** Prior to initiation, each chapter shall collect the following fees:
  - National Initiation Fee=$50.00 (2006-2007), $51.00 (2007-2008), $52.00 (2008-2009)
  - Chapter Dues specified by your chapter
- At the time of initiation, new members shall complete the duplicate membership card.
- Within two (2) weeks of initiation, each chapter shall file the following forms with the Kappa Omicron Nu National Office:
  - Membership card (national portion of the duplicate card) **or**
  - Alternate form [including name, maiden name if applicable, permanent address, gender, graduation month/year, status (undergrad student, grad student, professional), degree candidacy, major].
  - Chapter Remittance Form (Form 7)
- **Insignia:** Kappa Omicron Nu insignia may be ordered through National Kappa Omicron Nu (see Order Form).
- **Chapter Financial Report:** This annual report (Form 8) must be filed **on or before June 1**. This report is necessary to maintain good standing (national funds are not distributed if this report has not been filed).
- **Orientation of Incoming Treasurer:** Review chapter financial accounting system as well as national procedures and report forms.
- **Storage of Campus Chapter Financial Records:** Arrange with adviser for safe storage.

Chapter Forms
find at Quick Links or www.kon.org/chapter_files/forms/forms.html

- Chapter Officers and Addresses Form (Form 1)
- Scholar Program Recipient(s) (Form 2)
- Kappa Omicron Nu Chapter Supply Order Form (Form 3)
- Family Announcement Request Form (Form 4)
- Collegiate Chapter Remittance Form (Form 7)
- Chapter Financial Report (Form 8)
- Chapter Annual Report (Form 10a)
- Chapter Annual Report (Form 10b)

Kappa Omicron Nu Mission

Mega-End

The mission of Kappa Omicron Nu Honor Society is empowered leaders through scholarship, research, and leadership.

1.1 Excellence in scholarship, leadership, and research

1.1.1 Scholarship

- Recognition
- Reward
- Advancement of components of scholarship

1.1.2 Leadership

- Advancement of components of leadership
- Enhanced awareness of and adaptability to diverse perspectives
- Recognition
- Reward

1.1.3 Research

- Advancement of, recognition of, and reward for:
  - Undergraduate research
  - The theory and practice of the integrative approach in human systems as related to quality of living
  - The knowledge base of quality of living
- Accessibility of the body of work

1.2 Strong affiliation networks that develop scholars, researchers, and leaders

These ends will enhance the ability of the organization and chapters to prepare scholars and researchers as leaders for the 21st century.

To accomplish this mission, Kappa Omicron Nu shall:

> Promote scholarship and encourage intellectual development, promote research and foster the spirit of inquiry, confer distinction for high achievement, promote leadership development, stimulate student and faculty dialogue, enrich the intellectual environment of higher education institutions, encourage high standards of practice and ethical behavior, and promote attitudes of professional responsibility for the public good.

Kappa Omicron Nu Leadership Development

Policies

- Each chapter, in order to maintain and strengthen its effectiveness and to promote leadership development, conducts leadership training sessions based on the needs and interests of officers and members.

- The adviser and outgoing officers plan and implement a training session prior to the term of office of newly elected leaders.
- Each collegiate chapter is encouraged to use the available college/university and unit resources for leadership development. A cooperative effort with other student organizations is recommended.

Procedures

- **Needs Assessment, Goal Setting, and Cooperative Planning:** Each chapter should involve the adviser, officers, selected members, faculty, and administrators in a process to identify short-term and long-term leadership needs, set goals, and cooperatively plan to operationalize the goals.
- **Leadership Mentoring:** Each chapter is encouraged to identify professionals (faculty and alumni) who will serve as role models and mentors and to initiate a structure to facilitate mentoring.

Suggested Components for Officer Training:

- Review of Chapter Annual Report prepared by outgoing officers
- Review of recommendations of outgoing officers
- Review of the Chapter Handbook, including, but not limited to, (a) national resources and awards, (b) Kappa Omicron Nu Mission, (c) article "Honor Societies Promote Excellence Among Students and Faculty" (Mitstifer, 1986), and (d) Risk Management Policy
- Review of Officer Duties in Chapter Bylaws
- One-on-one interaction of outgoing and incoming officers for each leadership role
- Preliminary decision-making (who, when, and how) regarding
  - Specific duties and responsibilities of each officer
  - Communication process
  - Meeting schedule for adviser and president
  - Meeting schedule for executive committee
  - Chapter meeting calendar
  - Involvement strategies and committees
  - Collaborative relationships
  - Chapter image and visibility
  - Needs assessment, goal setting, cooperative planning processes
  - Program planning and evaluation
  - Responsibility for chapter review of Risk Management Policy

Guidelines for Program Development

Policies

- Inasmuch as the mission of Kappa Omicron Nu is empowered leaders, it is incumbent upon each chapter to develop a balance of activities to accomplish the mission.
- Quality, not quantity, should govern chapter program decisions.
- Chapters are encouraged to
  - Use national themes and initiatives to guide program planning and
  - Contribute to the educational mission of the academic unit - Academic & Co-Curricular Activities for Chapters - www.kon.org/chapter_files/acad_cocurric.html
- Half of the criteria for judging the Chapter Annual Report (Form 10) for the Chapter Award of Excellence relates to chapter programming.

Procedures

- **Selection of Required Program**: See next page.
- **Selection of Program Theme**: The biennial theme and other national initiatives are resources for identifying the annual chapter program theme. The nature of the theme will determine whether the program objectives focus on a topic in depth or explore related topics.
- **Selection of Chapter Program Objectives:** Each chapter should determine the local concerns and needs within the scope of the selected theme. A membership needs assessment process would help the program committee to respond to member concerns and needs and promote participation in the chapter activities.

- **Implementation of Chapter Program Objectives:** Chapters are encouraged to **involve** members in programs through reports, symposia, panel discussions, workshops, etc. and to plan open meetings for other students within the academic unit or university.
- **Motivation and Participation:** Humans are goal-striving and purpose-oriented creatures, and they will participate in organizations that meet their needs—and that provide a comfortable atmosphere. Because motivation is an internal force that commits one to goals, the key to participation is managing the organization in such a way that members have an opportunity to meet their personal needs in a climate that is acceptable to a variety of individuals. "Motivating a person" is a myth. The organization must manage the structure, the climate, and the activities of the organization to give members the freedom and opportunity to get involved and to anticipate meaningful outcomes that will lead to further involvement.

The following practices help build relationships and create opportunities for commitment:
- Schedule a chapter event very soon after Initiation and publicize at Initiation
- Review involvement opportunities and encourage participation at Initiation
- Build relationships through ice breakers and name tags
- Schedule personal success stories at each meeting (e.g., internship appointment, acceptance of a paper for publication or presentation, fellowship announcement).

Required Program

Purposes: The purposes of the Required Program are

- To make a national impact on an issue of importance to the educational and professional preparation of members,
- To aid chapters in accountability for achieving the Kappa Omicron Nu mission, and
- To demonstrate the value of honor societies to the educational mission of each higher education unit.

Chapter Obligation: Each chapter shall choose one of the Required Program alternatives that fits the interest and needs of members.

Selection of program: National Kappa Omicron Nu shall offer Program alternatives each year for chapter selection.

Program Planning: Each chapter shall use member input in program selection to ensure ownership and participation. The programs below may be used as designed or modified to fit the needs of the group.

Program Implementation: Each chapter may select the program presenter, including but not limited to chapter undergraduate members/officers and graduate student members.

Accountability: Each chapter shall file a description of the activity and assessment of outcomes in the Chapter Annual Report (Form 10).

Required Program Alternatives

1. **Professionalism and Career Networking** – www.kon.org/ppt/professionalism.ppt (see also Notes)
2. **Writing for Success Workshop** – (Three short PowerPoint programs)
   a. Winning Scholarship Applications – www.kon.org/ppt/KON_ScholarshipApps.ppt
   b. Preparing and Delivering a Presentation – www.kon.org/ppt/KON_Presentations.ppt
   c. Writing Project Reports – www.kon.org/ppt/KON_ProjectReports.ppt
3. **Leadership 105: Making Change on Campus** – www.kon.org/leadership/leadership_105.html
4. **Developing a Research Project** – www.kon.org/ppt/developing_research.ppt (see also Notes)
   New Chapter Project - www.kon.org/awards/awards.html#ugresearch
5. **Kids & Careers -** www.kon.org/kids/index.html
6. **A Matter of Ethics -** www.achsnatl.org - www.kon.org/chapter_files/A_Matter_of_Ethics.html

Please NOTE: PowerPoint Presentations (*.ppt) - To access the "notes" fields contained within these presentations, you must first right click on the link to save the document to your desktop.

Criteria for Chapters in Good Standing

In order to maintain good standing in the Society, Kappa Omicron Nu chapters shall

- Comply with the National Constitution,
- Elect a full slate of officers,
- Maintain current chapter bylaws in the National Office,
- Conduct an annual initiation according to national guidelines,
- File Officer and Addresses Form (Form 1)
- File Chapter Financial Report (Form 8),
- File Alumni Chapter Annual Report (Form 11),
- Submit fees and accurate reports in a timely fashion, and
- Designate a member as official representative to Conclave.

Kappa Omicron Nu Reasonable Measures of Chapter Success

Induction of New Members: The chapter issues invitations according to affirmative action guidelines and schedules initiation activities to give adequate time for responses. The chapter informs prospective members of the benefits and obligations of membership. The Initiation Ceremony is solemn in nature, rich in meaning, and a challenge to all who participate. It reveals the meaning and vitality of Kappa Omicron Nu. Each person who has earned the privilege of membership is entitled to the perfection of detail, which reflects thoughtful preparation by the officers. The ceremony should impart dignity, inspiration, and a lasting impression. The successful chapter improves the membership acceptance rate. (Though the membership acceptance rate is a function of many factors, the chapter has some control over the chapter's perceived image and vigor.)

Programming: The program of work implements high quality educational programs or activities that achieve the mission of Kappa Omicron Nu. Quality rather than quantity is the hallmark of a successful chapter.

Chapter Management: The chapter schedules an officer training session to ensure that Kappa Omicron Nu officers increase their competence in their roles. The chapter conducts the business of the chapter in an efficient and effective manner and uses an action planning process to involve the membership in setting goals and carrying out the program of work. The chapter bylaws comply with the National Constitution. The chapter evaluates the chapter work at the end of the year, makes recommendations for strengthening the chapter, completes the chapter records, and arranges for safe storage.

Participation: The chapter uses the principles of motivation to enlist the participation of members in the work of the chapter. Expectations for involvement should consider the variety of interests, needs, and time constraints of members.

Climate: The organizational climate is comfortable and satisfying. The atmosphere is one of acceptance, respect, trust, and warmth. The setting facilitates the development of important relationships and meaningful outcomes from the chapter program

Positive Image: The chapter image as a prestigious organization is derived from its good works. In other words, the chapter is known for high quality, important activities that recognize and encourage excellence in scholarship, research, and leadership. The chapter is recognized for its role in the educational program of the unit.

Kappa Omicron Nu Chapter Benchmarks

The following benchmarks recognize the elements that contribute to achieving chapter excellence (see AppendixI for check list):

Institutional Support Benchmarks

- Student Affairs commitment to registered student groups
- Institutional commitment to a support system and recognition of advisers
- Academic unit commitment to staffing of advisers for student groups
- A centralized system for maintaining records and supplies
- A financial system for banking and paying bills

Chapter Development Benchmarks

- Registration with appropriate institutional office
- Participation in institutional training for student groups
- Procedures for election of officers
- A plan for officer training

- Structure for selection and initiation of members
- Structure for member input into setting goals for chapter activities
- Process for planning annual activities to respond to goals
- Participation in Conclave

Learning Benchmarks

- Co-curricular activities that enhance academic goals
- Educational activities that respond to shared goals
- Participation in Required Program initiative

Faculty Support Benchmarks

- Value for the role of student organizations
- Professional/technical support for student organizations
- Participation in chapter activities

National Support Benchmarks

- Technical assistance for operational procedures
- Guidelines for maintaining chapter excellence
- Effective distribution of orders and supplies
- Awards and recognition for excellence
- Minimum standards for quality
- Standards for Chapters in Good Standing
- Program resources
- Officer training
- Adviser training
- Training for chapter development
- Legal structure for protecting the rights of members

Evaluation Benchmarks

- Yearly evaluation of chapter activities
- Plan for improving chapter based on evaluation

National Awards Program

Find at Program Priorities and Awards - www.kon.org/awards/awards.html

- Award of Excellence
- Adviser Award of Excellence
- Chapter Award of Excellence
- Honor and Memorial Awards
- Undergraduate Research Chapter Project
- Integrative Human Sciences Practice
- A Matter of Ethics
- Kids & Careers in Human Sciences: Career Awareness for Schoolchildren, ages 9-12 Award
- Scholar Program
- Undergraduate Papers – awards for presentation at Undergraduate Research Conference
- Undergraduate Papers – CCHS Call for Papers for presentation at AAFCS

Complete List of Website Programs

A Matter of Ethics – www.achsnatl.org and www.kon.org/chapter_files/A_Matter_of_Ethics.html
Resolution – www.kon.org/conclave/KON_ethics_resolution.pdf
Gripe & Glee Activity – www.kon.org/ethics_gripe&glee.html
Ethical Dilemmas activity – www.kon.org/ethical_dilemmas.html
Ethics: 101 – www.kon.org/leadership/ethics_101.html
Ethics on the Job - www.kon.org/ethicsonthejob.html
Chapter Planning session – www.kon.org/chapter_files/ch_planning.html
Developing a Research Project – www.kon.org/ppt/developing_research.ppt (see also Notes)
In Search of Excellence Activity – www.kon.org/chapter_files/excellence.html
Empowerment – www.kon.org/ppt/Empowerment2.ppt

Gingerbread Activity - www.kon.org/leadership/gingerbread_activity.html
Kids & Careers - www.kon.org/kids/index.html
Leadership 101: Attributes of Vital Organizations – www.kon.org/leadership/leadership_101.html
Leadership 102: Orientation for Chapter Presidents – www.kon.org/leadership/leadership_102.html
Leadership 103: Core Principles of Reflective Human Action – www.kon.org/leadership/leadership_103.html
Leadership 104: Making a Leadership Community – www.kon.org/leadership/leadership_104.html
Leadership 105: Making Change on Campus – www.kon.org/leadership/leadership_105.html
Leadership 106: Adviser Empowerment of Officers – www.kon.org/leadership/leadership_106.html
Officer Orientation Program – www.kon.org/board/officer_orientation.html
Online Self-Managed Mentoring Course – www.kon.org/mentoring/index.html
Online Reflective Human Action Course – www.kon.org/rha_online_files/rha_online.htm
Open Space Process – www.kon.org/open_space/ost.html
Open Space Conveners Kit – www.kon.org/open_space/ost_conv_kit.html
Professionalism and Career Networking – www.kon.org/ppt/professionalism.ppt (see also Notes)
What is Kappa Omicron Nu – www.kon.org/ppt/board_presentation.ppt
Writing for Success Workshop – (Three short PowerPoint programs)
Winning Scholarship Applications – www.kon.org/ppt/KON_ScholarshipApps.ppt
Preparing and Delivering a Presentation – www.kon.org/ppt/KON_Presentations.ppt
Writing Project Reports – www.kon.org/ppt/KON_ProjectReports.ppt

Risk Management Policy

The Risk Management Policy of Kappa Omicron Nu includes the provisions that follow and shall apply to all honor society entities and all levels of honor society membership.

Alcohol and Drugs

- The possession, use, and/or consumption of **alcoholic beverages,** during an official event, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of the state, county, city, university, and other institutions.
- No alcoholic beverages may be purchased through the chapter treasury 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.
- No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.
- The possession, sale, and/or use of any **illegal drugs or controlled substances** at any chapter sponsored or endorsed event, or at any event that an observer would associate with the honor society, is strictly prohibited.
- No chapter may co-sponsor an event with a charitable organization, alcohol distributor, or tavern where alcohol is given away, sold, or otherwise provided to those present.
- No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

Safety

- All chapters shall comply with local fire and health codes and standards for ceremonial and food functions.

Abuse

- No chapter may conduct activities that create embarrassment, harassment, ridicule, or any other activities, which are not consistent with the regulations and policies of the educational institution.

Civil Rights

- Membership in Kappa Omicron Nu is open, without restriction as to race, creed, sex, national origin, conditions of handicap, and sexual orientation.

Education

- An *annual review* of the Risk Management Policy of Kappa Omicron Nu is required of each chapter.

Supplemental Information in Chapter Handbook (access Chapter Handbook in Quick Links)

Fund-Raising Suggestions	"Honor Societies Promote Excellence Among Students and Faculty" – article
Initiation Ritual and Guidelines	IRS/Tax Information
Publicity/Press Releases	Tips for Successful Chapters

Appendix I

Kappa Omicron Nu Chapter Benchmarks

Check List for _____ Chapter

Item	Operational	Short-term Goal – 1 yr	Long-term Goal – 2+yr
Institutional Support Benchmarks			
• Student Affairs commitment to registered student groups			
• Institutional commitment to a support system and recognition of advisers			
• Academic unit commitment to staffing of advisers for student groups			
• A centralized system for maintaining records and supplies			
• A financial system for banking and paying bills			
Chapter Development Benchmarks			
• Registration with appropriate institutional office			
• Participation in institutional training for student groups			
• Procedures for election of officers			
• A plan for officer training			
• Structure for selection and initiation of members			
• Structure for member input into setting goals for chapter activities			
• Process for planning annual activities to respond to goals			
• Participation in Conclave			
Learning Benchmarks			
• Co-curricular activities that enhance academic goals			
• Educational activities respond to shared goals			
• Participation in Required Program initiative			
Faculty Support Benchmarks			
• Value for student organizations			
• Professional/technical support to student organizations			
• Participation in chapter activities			
National Support Benchmarks			
• Technical assistance for operational procedures			
• Guidelines for maintaining chapter excellence			
• Effective distribution of orders and supplies			
• Awards and recognition for excellence			
• Minimum standards for quality			
• Standards for Chapters in Good Standing			
• Program resources			
• Officer training			
• Adviser training			
• Training for chapter development			
• Legal structure for protecting the rights of members			
Evaluation Benchmarks			
• Yearly evaluation of chapter activities			
• Plan for improving chapter based on evaluation			

Directions: Examine each item in the six classifications of benchmarks; place the analysis date in the "Operational" column; place a target date for accomplishment in the "Short-Term" and "Long-Term" columns.