AN OVERVIEW
The Vice President-Standards and her committee are responsible for the maintenance of Fraternity standards and policies. This includes educating the chapter about the role of the Standards Committee as well as addressing violations of the Kappa Kappa Gamma Fraternity Bylaws, Standing Rules and Policies for the best interest of the individual and the chapter. The Vice President-Standards and her committee promote unity and sisterhood and serve as role models for the chapter. They represent the values of the chapter and the Fraternity to the campus and the community.

ROLES
- Serve as the chairman of the Standards Committee.
- Preside at chapter meetings and Chapter Council meetings in the absence of the President.
- In the case of a vacancy, serve as President until a special election can be held to fill the vacancy.
- Serve as the chairman of FS during Inspiration Period.
- Maintain emergency information.
  - The chapter President ensures that every chapter member completes the Membership Commitment Statement. The Vice President-Standards and her committee are charged with enforcing the compliance of the Membership Commitment Statement. Members who fail to complete the form will not be permitted to participate in chapter-sponsored or co-sponsored events.
  - The Vice President-Standards shall ensure that each chapter member completes her emergency information as part of the Annual Accountability, which can be found by at [https://www.kappakappagamma.org/annual-accountability/](https://www.kappakappagamma.org/annual-accountability/).
  - The chapter President, Standards Adviser and Chapter Council Adviser can access the Emergency List in KeyReports. The list can be exported and saved to mobile devices or exported to Excel to create a printed list. Keep in mind that there may be circumstances when there is no Wi-Fi or cell reception at an event.
  - The Vice President-Standards and the rest of the Emergency Procedure Team shall devise a system to carry a copy of this information to all social and philanthropic events so it is available in case of an emergency.
- Serve as a member of the Emergency Procedure Team, which includes:
  - President
  - Vice President-Standards
  - House Chairman
  - Chapter Council Adviser
  - Initial duties in the event of an emergency:
    - The chapter member witnessing the emergency immediately contacts the appropriate emergency service and a member of the Emergency Procedure Team.
    - Chapter President:
Ensures the appropriate emergency service has been notified.
Notifies team members and begins gathering facts.

Vice President-Standards:
- Utilizes the current Emergency List to supply emergency personnel with any information necessary about the member involved.

House Chairman:
- Notifies the House Director.
- Closes the facility to all except chapter members and emergency personnel if there is an accident, injury or death at the facility.
- Ensures chapter members evacuate the facility and accounts for all members if the emergency involves the physical structure.

Chapter Council Adviser:
- Immediately assists the chapter.
- If necessary, goes to the facility.
- Notifies the District Director. If she is not available, contacts the Risk Management Specialist.
- Contacts the House Board President if there is damage to the facility.

Dealing with the media in an emergency:
- Do not make any statements to the media, campus or community, print or electronic.
- When a crisis first arises, remember that good communication with all affected audiences will help ensure a successful outcome. Because initial responses delivered to the public can ultimately tarnish or enhance the image of an organization, it is important to handle the media with confidence, facts, and a sensible approach.

The chapter President should contact the Director of Marketing and Communications at Kappa Kappa Gamma Headquarters if the media insists on interviewing the chapter President during the early hours of a crisis. The Director of Marketing and Communications will assist the President with several appropriate messages regarding the importance of gathering current facts before any decisions are made or announced as well as Kappa’s willingness to share appropriate information when more is known.

If the Director of Marketing and Communications is not available, the President should contact the Fraternity Executive Director.

Only the President or Chapter Council Adviser should speak for the chapter. Be mature, brief, responsive, dignified, sensitive, careful and composed.
- Do not answer questions.
- Do not get drawn into a discussion of the emergency.
• Do not provide details, draw conclusions, lay blame or speculate in any way.
• Do not mention names.
• You may say, “We are gathering the facts and when it is appropriate, I will make a statement.”
• It may be necessary to speak with the police. Be cooperative, but stay with the facts. It is recommended that the Chapter Council Adviser or another adviser be present. The adviser should determine whether an attorney should be present.

• Communicate with the Standards Adviser and Fraternity leadership.
  o Communicate with the Standards Adviser weekly or more as needed.
  o Provide minutes from weekly meetings and Probation Report Forms to the Standards Adviser, Standards Specialist, and Kappa Headquarters via KeyReports.
  o Utilize the Standards Specialist and Standards Director as resources for chapter standards issues.
  o Immediately refer all calls from parents, alumnae or others to the Standards Adviser and Standards Specialist.

RESPONSIBILITIES
• Membership
  o The Standards Committee consists of the Vice President-Standards, chapter President, New Member Chairman, member-at-large and the Standards Adviser.
  o The chapter shall elect one representative from each academic class at the time of chapter elections.
  o A chapter wishing to deviate from this structure must request permission from the Standards Specialist in consultation with the District Director. The Standards Specialist will notify the Standards Director of this change.
  o Ideally, the Standards Committee represents a cross-section of the chapter. This promotes fairness as well as equal representation and creates an approachable atmosphere in the chapter.

• Meetings
  o The committee shall meet once per week to discuss both new and unfinished business, hear liaison reports, discuss chapter spirit and morale, conduct member conferences, and follow up on Probations.
  o Member conferences can be held to discuss member behavior, follow up on probationary terms, or recognize a member for positive actions. Standards meetings can also be open-door sessions for members to meet with the committee.

• Standards conferences
  o Promptly schedule a conference with any member whose behavior is inappropriate or incongruent with the Fraternity or chapter documents.
The purpose of a standards conference is to support and encourage a member in need, assign appropriate disciplinary action, and record actions and discussions for future use.

- Refer to the Guide to Running a Standards Meeting for to review the steps to holding a standards conference.
- Refer to the Member Support and Accountability Guidelines for ideas on holding members accountable and supporting them.

- Required forms:
  - Complete the official Probation Report Form. Keep one copy for your files and submit a scanned copy of the signed original. The corresponding standards meeting minutes are filled out and submitted through KeyReports. Keep all documents until the member graduates or resigns. After, destroy all forms and documentation.

- Monitor the member’s progress.
  - If a member has been placed on disciplinary action, review her case as a committee throughout her term to see if she is making progress toward the goals set for her.
  - The committee may choose to hold an interim meeting with the member to review her progress. This helps the member and the committee stay on task with regard to the situation and ensures that there are no surprises at the end of a member’s probationary period.
  - Depending on the size of the Standards Committee and the number of women on Probation, a committee member could be assigned to check in with the member throughout the length of her Probation.

- Proceed even if a member fails to attend her standards conference.
  - If a member fails to attend her standards conference, the committee shall meet without the member present and shall discuss the facts as they know them. The committee will decide whether to put the member on disciplinary action.
  - The Vice President-Standards notifies the member of the decision after the committee vote. Notification is sent by certified letter with a return receipt requested or email with a read receipt requested.

- Provide liaisons to chapter committees and officers. Committee members serve as liaisons to the House, Finance, Event, Risk Management, Education and Academic Excellence Committees as well as the Secretary and Chapter Council. Liaisons shall contact their counterparts weekly to identify any problems or concerns in these target areas:
  - House Committee:
    - Enforcing the live-in rule: A member who violates a chapter’s live-in rule shall meet with the Standards Committee. The committee shall give her the options of either moving back into the facility or paying for the room while living elsewhere. If the member refuses to adhere to these terms, the committee shall work with the Standards Director, in consultation with the Standards Specialist, about requesting her resignation.
Visitation violations and alcohol in the chapter facility: A member in violation of the Fraternity visitation policy shall be referred to the Standards Committee. Committee action depends on the violation. Consult the Standards Specialist for guidance.

- **Finance Committee:**
  - A liaison from the Standards Committee shall work with the Finance Committee to refer members who have not met their financial obligations. If a member misses a payment, she shall be referred to the Standards Committee if she is unresponsive or unwilling to sign a promissory note with the Treasurer. Refusal to meet financial obligations may result in Loss of Membership.
  - If a member refuses to pay for an item that she has committed to buy (e.g., a T-shirt), the member shall be referred to the Standards Committee.

- **Event and Risk Management Committees:**
  - The Risk Management or Event Chairman shall refer a member to the Standards Committee if she refuses to adhere to the Fraternity transportation policy or violates any of the terms of the Membership Commitment Statement. Members are responsible for the behavior of their guests at Kappa events.

- **Education Committee:**
  - The Education Chairman shall refer a member to the Standards Committee if she violates her senior agreement or refuses to sign a Senior Agreement.

- **Academic Excellence Committee:**
  - The Vice President-Academic Excellence may refer a member who breaks the terms of her Academic Progress Plan or makes little or no academic progress during her Academic Progress Plan. The committee may vote to place the member on Academic Probation. Longer Probations may be imposed with the permission of the Standards Director in consultation with the Standards Specialist.

- **Secretary:**
  - A liaison from the Standards Committee shall work with the Secretary to identify members who have broken the attendance policy as defined in the chapter Bylaws and Standing Rules.

- **Chapter Council:**
  - The Vice President-Standards shall serve as the liaison to the Chapter Council. The President or New Member Chairman should report to Chapter Council in the absence of the Vice President-Standards.
  - When reporting to Chapter Council, focus on discussing only themes or broad issues that the committee feels need to be addressed. Do not break confidentiality by discussing individual meetings or situations.

- Maintain and encourage positive spirit and morale.
Refer to the resource, “Sisterhood and Member Engagement Ideas,” for ways to promote sisterhood and boost morale.

- Encourage consideration, respect and cooperation among chapter members.
- Discuss spirit and morale at each Standards Committee meeting. Identify any systemic chapter problems that the committee could address by boosting sisterhood and morale.
- Hold activities throughout the year to build chapter unity and sisterhood, to relieve stress, and to show appreciation of members’ talents, viewpoints and feelings.
- Recruitment, Inspiration Period and finals are examples of times when a stress-relieving sisterhood activity gives members the opportunity to bond.

- Educate the chapter about Fraternity standards and policies.
  - Conduct a programming meeting to educate the chapter about what the Standards Committee does.
  - Consider conducting a mock standards conference to demystify the process for members.
  - Work with the Event Committee to present an alcohol awareness program and to review the event contract prior to Kappa events. (See the Event Chairman Leadership Guide and Risk Management Chairman Leadership Guide.)

- If needed, participate in the position statement and values review for PNMs during the Recruitment process.
  - As members get to know potential new members (PNMs) during the Recruitment process, a member(s) may learn or know of a concern regarding a PNM that is in conflict with Kappa Kappa Gamma’s Position Statements and/or values.
  - Refer to the Position Statement and Values Review for PNMs on the Kappa website to initiate a position statement or values review process.

- Participate in the New Member Experience.
  - Work in conjunction with the New Member Chairman to present new member information. (See the New Member Experience Guidebook for specific details.)

The following is expected of the Vice President-Standards:

- Participate in New Member Meeting Three: Risk Management and Standards.
- Participate in New Member Meeting Four: Academic Excellence, Philanthropy, and Sexual Assault Prevention.
- Participate in one-on-one conferences.
- Participate in the Inspiration Period Introduction Meeting.
- Participate in the post-initiation ritual review.

- Keep thorough records.
  - Keep minutes of all standards conferences and contacts with members. The minutes should be filled out promptly to ensure the information is as accurate as
possible. Complete and submit weekly minutes within 48 hours through KeyReports.

- Keep an electronic record of emails sent to members as well as paper copies of written correspondence, including copies of certified letters and return receipts. Keep a member’s standards record on file as long as she is in the chapter. Destroy records after the member graduates or resigns.

- Ensure Probation Report Forms are filled out completely and properly and submitted through KeyReports within 48 hours.

- Consider starting an email account specific to the Standards Committee (e.g., kappastandardschaptername@gmail.com) to send invitations to standards conferences and standards-related correspondence. This allows for a smooth transition to the next Vice President-Standards and helps to ensure that the necessary documentation is all in one place.

- Rotate record keeping among committee members. This will cut down on burnout and give an opportunity for committee members to make suggestions on how to best handle documentation.

- Documentation is critical to your work on the Standards Committee. In many cases, documentation of a member’s previous meetings with the Standards Committee will be required for action. Without proper documentation, it may be difficult to proceed with Loss of Membership, should that become necessary.

- All emails should contain the following confidentiality statement:
  Notice: This email message is intended only for the person to whom it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact sender by reply email and destroy all copies of the original message.

- Maintain strict confidentiality at all times.

  - If a member invited to meet with the Standards Committee chooses to break confidentiality and/or misrepresent facts, the Standards Committee is released from its confidentiality in order to set the record straight with the chapter at the next formal meeting.

  - Standards Committee members who break confidentiality may receive a Warning of Probation, be placed on Probation or be removed from the committee. The committee decides the appropriate action.

  - Because the committee’s work is confidential, once a referral has been made to the Standards Committee, the member, officer or liaison who provided the referral shall receive no further information. If it is necessary to refer a member back to the original officer, the Vice President-Standards is responsible for those communications.

Kappa Resignation Process

Loss of Membership
See the Kappa Kappa Gamma Fraternity Bylaws, Article III, Section 5. and Standing Rule 7.2, 7.3, 7.4. Loss of membership is the general term used to describe voluntary resignation, requested resignation or dismissal.

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Member Process</th>
<th>Chapter Process</th>
<th>Fraternity Council Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Members</strong></td>
<td>Submit a resignation in writing stating the reasons for the resignation.</td>
<td>The chapter accepts resignation and notifies new member.</td>
<td>No action taken.</td>
</tr>
<tr>
<td><strong>Voluntary Resignation of New Member</strong> (Loss of New Member)</td>
<td>Member surrenders their badge and all Fraternity proprietary materials to chapter President.</td>
<td>Process the loss of new member in KeyReports, which notifies the Standards Specialist and Headquarters.</td>
<td></td>
</tr>
<tr>
<td><strong>Broken Pledge of New Member</strong></td>
<td>Member surrenders their badge and all Fraternity proprietary materials to chapter President.</td>
<td>Approval needed from Standards Director and Standards Specialist prior to proceeding.</td>
<td>No action if approved by chapter.</td>
</tr>
<tr>
<td><img src="image" alt="Applicable in cases where the new member has violated the purposes or standards of the Fraternity or the regulations of the college or university." /></td>
<td></td>
<td>Standards Committee initiates by informing new member of the reasons for breaking the pledge and giving them the opportunity to appear before the Standards Committee.</td>
<td>If not approved by the chapter by a three-fourths vote: Upon review of the case, if the Standards Committee believes it is required for the welfare of the chapter to break the pledge of the new member, then they shall report their findings with the result of the chapter vote to the Standards Specialist and Fraternity Standards Director. The Fraternity Standards Directors presents to Fraternity Council. Fraternity Council decides on next action, allow the chapter vote to stand and take no action or vote on</td>
</tr>
<tr>
<td>Role</td>
<td>Description</td>
<td>Action</td>
<td>Notes</td>
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<tr>
<td><strong>Active Members</strong></td>
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<tr>
<td><strong>Voluntary resignation of active member</strong></td>
<td>Member presents a resignation letter in writing via the Voluntary Resignation Request Form and is given 10 days to reconsider or withdraw.</td>
<td></td>
<td>No action.</td>
</tr>
<tr>
<td></td>
<td>Member surrenders their badge, certificate of membership, and all Fraternity proprietary materials to chapter President. This is returned to Kappa Headquarters.</td>
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<td></td>
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<tr>
<td></td>
<td>During the waiting period, members should be marked as “resignation not processed” in KeyReports.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Chapter votes on the resignation. VPS submits completed Voluntary Resignation Form to Headquarters via KeyReports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Requested resignation of active member</strong></td>
<td>Member submits letter upon request of Standards Committee.</td>
<td>Approval needed from Standards Director and Standards Specialist prior to proceeding via the Request Form for Requested Resignation/Dismissal.</td>
<td>No action if approved by chapter.</td>
</tr>
<tr>
<td><em>Applicable in cases where a member violates their</em></td>
<td>Member may surrender their badge, certificate of membership, and all</td>
<td></td>
<td>If not approved by the chapter by a three-fourths vote: Upon review of the case, if the Standards Committee believes such</td>
</tr>
<tr>
<td><strong>member responsibilities.</strong></td>
<td>Fraternity proprietary materials to chapter President. This is returned to Kappa Headquarters.</td>
<td>Standards Committee initiates by requesting the member submit their resignation letter. The chapter then votes and approves at the next appropriate chapter meeting by a three-fourths vote of members present and eligible with quorum. If approved, VPS submits completed Request Form for Requested Resignation/Dismissal and member’s resignation letter to Headquarters via KeyReports.</td>
<td>action is appropriate, then they shall report their findings with the result of the chapter vote to the Standards Specialist and Fraternity Standards Director. The Fraternity Standards Directors presents to Fraternity Council. Fraternity Council decides on next action, allow the chapter vote to stand and take no action or vote on requesting the resignation or dismissing the member. The member shall be notified of the reason(s) for the proposed action and be provided an opportunity to respond. A three-fourths vote of Fraternity Council is needed request the resignation/dismiss the member.</td>
</tr>
</tbody>
</table>

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| **Dismissal of active member** | Member may surrender their badge, certificate of membership, and all Fraternity proprietary materials to chapter President. This is returned to Kappa Headquarters. | Approval needed from Standards Director and Standards Specialist prior to proceeding via the Request Form for Requested Resignation/Dismissal. The chapter then votes and approves by a three-fourths vote of members present and eligible with quorum. | If approved by the chapter: Fraternity Council shall review and act upon all cases of dismissal. The member shall be notified of the reason(s) for the proposed action and be provided an opportunity to respond. A three-fourths vote of Fraternity Council is needed request the |
If approved, the VPS submits completed Request Form for Requested Resignation/Dismissal to Headquarters via KeyReports.

If not approved by the chapter by a three-fourths vote:
Upon review of the case, if the Standards Committee believes such action is appropriate, then they shall report their findings with the result of the chapter vote to the Standards Specialist and Fraternity Standards Director.

The Fraternity Standards Directors presents to Fraternity Council. Fraternity Council decides on next action, allow the chapter vote to stand and take no action or vote on dismissing the member.

The member shall be notified of the reason(s) for the proposed action and be provided an opportunity to respond. A three-fourths vote of Fraternity Council is needed request the resignation/dismiss the member.

<table>
<thead>
<tr>
<th>Dismissal due to no resignation letter</th>
<th>Not applicable</th>
<th>Approval needed from Standards Director and Standards Specialist prior to proceeding via the Request Form for Fraternity Council shall review and vote to accept the resignation.</th>
<th>resignation/dismiss the member.</th>
</tr>
</thead>
</table>

Applicable in cases where a
member resigned but due to time/transitions the chapter is unable to find the resignation letter AND get in contact to request a letter from the member.

<table>
<thead>
<tr>
<th>Requested Resignation/Dismissal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The chapter then votes and approves by a three-fourths vote of members present and eligible with quorum.</td>
</tr>
<tr>
<td>If approved, the VPS submits completed Request Form for Requested Resignation/Dismissal and member’s resignation letter to Headquarters via KeyReports.</td>
</tr>
</tbody>
</table>

- Reinstatement:
  - A former member who has resigned or been dismissed may apply for reinstatement of membership.
  - A former member who voluntarily resigns must wait three years to apply for reinstatement. A three-fourths affirmative vote of Fraternity Council is required for reinstatement.
  - A former member whose resignation was requested or a member who was dismissed must wait five years to apply for reinstatement and must obtain recommendations from Kappas who know them. A unanimous, affirmative vote of Fraternity Council is required for reinstatement.
  - If approved for reinstatement, the former member pays a reinstatement fee and their name is returned to the roster of their chapter as an alumna.

**ADDITIONAL RESPONSIBILITIES**

- Attend all Chapter Council and chapter meetings.
- Become familiar with *Aspirations, KeyReports*, the chapter Bylaws and Standing Rules, and the Kappa Kappa Gamma Fraternity *Bylaws, Standing Rules and Policies*.
- Be familiar with the resources and training on gender-based violence by completing the online course *Not Anymore*. Access *Not Anymore* by logging in to [www.kappa.org/members](http://www.kappa.org/members), and navigating to Member Education.
- Attend all officer training events planned by the Organization Committee.
- Submit all required reports:
- Probation Report Form: Due within 48 hours of imposing a Warning of Probation or Probation and submitted through KeyReports.
- Loss of Membership Standards Report Form: Due immediately after action is taken.

- Train successor.