



**MU EPSILON KAPPA SOCIETY**  
Expansion Manual

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## Introduction

Thank you for your interest in Mu Epsilon Kappa! We hope that the fact that you are reading this indicates that you are interested in creating a chapter of Mu Epsilon Kappa in your university, school, or community. We are pleased to present this guide to you as a potential addition to our young community.

The purpose of this document is to guide you in starting an Outpost of Mu Epsilon Kappa and enumerate the requirements of becoming a full chapter and member of our community.

We at Mu Epsilon Kappa are committed to creating an environment of acceptance and welcoming, and we are looking for like-minded people, committed to the Mission, to help us expand our beliefs and create a safe space for students and community members everywhere. The Mission of Mu Epsilon Kappa is what sets us apart; it declares our goals and gives us an aim to strive for.

The Mission of Mu Epsilon Kappa is simple, yet complex:

**Mu Epsilon Kappa strives to create a safe and accepting environment of inter- and intra-cultural communication in which people are welcome to express themselves and explore their interests without fear of ridicule or persecution.**

This may seem vague, but it can be broken down into a few important ideas.

- Kappas create an environment of cultural exchange. This means we seek to explore other cultures, not only between nations, but also the various cultures within a society.
- While we are originally focused on Japanese cultural exchange, Kappas seek to create a safe space for “nerds” and “geeks” of all stripes.
- “Safe space” means an environment where people unaccustomed to socialization or those accustomed to negative social experiences can learn to feel comfortable meeting people with similar interests in an environment free of pressure or ridicule.
- Kappas seek to judge by intrinsic worth of an individual rather than what one sees. “Without fear of ridicule or persecution” doesn’t mean people are free to go wild, but that Kappas will strive to judge by a person’s true self rather than their appearance, creed, origin, sexual orientation, or other inherent characteristic.

Hopefully this will help you to understand the Mission of Mu Epsilon Kappa. This statement and its interpretation are the ideal environment that we wish to provide for people everywhere, and we believe that following it is the goal of being a Kappa. We hope that new chapters will do their best to provide a space according to the Mission where people will feel comfortable to be themselves without social pressure to fit in.

## Why Create a Chapter?

Why create a chapter of Mu Epsilon Kappa on your campus? Many anime clubs, gaming circles, private groups, internet communities, comic book shop backroom gatherings, and groups of twos and threes scattered across the globe provide the same environment for those who find them, right?

This is true. However, we believe that the power of these scattered groups can be harnessed for a great deal of good. Instead of having the luck to stumble upon a group, or having a group on the internet provide the entirety of one's social experience, the long-term goal of Mu Epsilon Kappa is for everyone to know that there is a place that they can go and be accepted as part of a community, not just a local or electronic group, but a worldwide coalition of like-minded flesh-and-blood people, with all the benefits this entails, such as friendships, relationships, career opportunities, and myriad other benefits. Only through the efforts of individuals like yourself can such a dream be realized.

In addition to such grandiose ideas are the more obvious, close-to-home benefits. Creating a new chapter provides a local hub for people with similar interests to gather and meet, to centralize scattered resources into a focused effort that all can enjoy. Whether you seek to create a new chapter or integrate an existing group into Mu Epsilon Kappa, the effort can provide valuable experience in leadership and democratic process, implementing policy and managing finances, all excellent life skills and not inconsequential career tools.

Admittedly, at this early stage, there is little to be offered by a National Society to its individual group other than a sense of common community, becoming part of a larger whole, but with time we hope that we can all build something bigger for the benefit of all Kappas.

## Types of Chapters

There are two types of Mu Epsilon Kappa Society groups: Chapters and Affiliates. Chapters are University clubs with have formally joined the Mu Epsilon Kappa Society. Affiliates are private, local, high school, or other similar clubs which are associated with the Society. Further explanation of the chapter types is below.

### University Clubs

The Society began with, and is focused on, clubs at universities in North America. Therefore, only clubs affiliated with universities are allowed to formally become Chapters of Mu Epsilon Kappa.

### Private Clubs

We understand that there are many clubs not affiliated with a university. These days, many libraries run their own clubs, conventions may run clubs in the off-season, and there are many privately organized clubs. One of our Mission goals is to create an alliance of all willing individuals, and we don't wish to exclude privately organized clubs. Therefore, private clubs may become Mu Epsilon Kappa Affiliates. They may use certain Mu Epsilon Kappa brandmarks and are welcome at Mu Epsilon Kappa Society events, and their members may be considered affiliate members of Mu Epsilon Kappa.

### High School Clubs

We wish to support high school clubs as much as we can. However, due to the inherent instability of high school clubs, we are unable to allow them to become chapters of Mu Epsilon Kappa. However, high school clubs are free to affiliate with Mu Epsilon Kappa in the same manner as private clubs. In addition, if there is a Mu Epsilon Kappa Society chapter in the area, we will try to arrange a mentoring or guidance program for high school affiliates to work with their local university chapter.

## Creating a Chapter

We hope to make creating a chapter of Mu Epsilon Kappa as painless a process as possible. However, in order to make sure that new chapters are following the Mission and that their admission will be beneficial to all chapters of Mu Epsilon Kappa, chapters will begin as a Probationary Outpost before being promoted to a full chapter. This promotion may happen within a day, or it may take weeks, depending on how much guidance and personal attention each chapter requires to join our community. After the Outpost has demonstrated that it follows the Mission of Mu Epsilon Kappa, it will be promoted to a full Chapter and member of the community. The first 10 chapters of Mu Epsilon Kappa have a special status as Charter Chapters, as enumerated in the Mu Epsilon Kappa Society bylaws.

### Becoming a Probationary Outpost

This is the first step in joining Mu Epsilon Kappa. The steps to become an Outpost are slightly different depending on the circumstances of the chapter, but they are relatively straightforward.

- Have a minimum number of willing members – this is currently 10 people.
- Have at the very least, an elected President, Vice President, and Secretary/Scribe, as well as a Treasurer. (which may be elected or appointed)
- Have a written constitution which demonstrates a commitment to a welcoming environment and democratic process.
- Compile a petition requesting to become a Probationary Outpost – include the following information:
  - Name, e-mail address, and phone number of each officer (and faculty advisor if there is one)
  - University where the chapter is located
  - Link to website if you have one
  - Meeting Place – The specific address is unnecessary. A basic description such as the building and room number, comic shop, someone’s garage, etc is fine
  - Number of members
  - Short paragraph on why you want to join Mu Epsilon Kappa, or for already existing organizations who wish to join, a little information about your club’s history
- Submit the petition along with a copy of your constitution to [expansion@muepsilonkappa.com](mailto:expansion@muepsilonkappa.com) with the Subject of “Outpost.”

Once your petition has been received and reviewed, we will accept your organization as a Probationary Outpost. Probationary Outposts may identify themselves as Probationary Outposts of Mu Epsilon Kappa and will be listed as such on the main website and in any MEK literature, but they may not use the Mu Epsilon Kappa crest or marks.

### Becoming a Full Chapter

Once your group has been accepted as a Probationary Outpost, the Expansion Committee will review your group's petition and constitution. At this point, we may recommend certain small changes or conditions which may help your chapter better support the mission. After these have been implemented, or if a group is found to support the Mission immediately upon receiving the petition, the chapter may be allowed to apply to become a full chapter. The requirements to become a full chapter are as follows:

- The group must be a Probationary Outpost
- Submit an updated list of officers
- Submit a list of members
- Submit a simple financial statement listing income and expenditures

As a full chapter, we encourage you to become involved not only with other chapters of Mu Epsilon Kappa, but to volunteer on your campus and in your community. Service projects and community involvement can help counteract the negative stereotypes often assigned to us and help improve the community around you.

### Pre-Existing Clubs and Groups

Pre-existing groups wishing to become Mu Epsilon Kappa chapters follow the same process as new groups. However, promotion to full Chapter is likely to come much more quickly (or instantaneously). We do not seek to subsume existing organizations' identities, so pre-existing groups affiliating with Mu Epsilon Kappa are encouraged to use their existing names, titles, and identifying marks if they so wish. If you are an officer of a pre-existing group and would like to discuss affiliating with Mu Epsilon Kappa but have questions or comments, feel free to email [expansion@muepsilonkappa.com](mailto:expansion@muepsilonkappa.com) about them.

## Dues

At this time, there are no costs associated with applying to, joining, or maintaining a chapter's membership in the Mu Epsilon Kappa Society. However, if the Society reaches a point where it can offer material support to its chapters, a **completely optional** dues system may be implemented. Chapters will have the choice of opting out of the dues system – however, chapters which pay dues will receive material support from the Society in the form of literature, signs, banners, newsletters, or other similar paraphernalia.

We realize the limited resources of our area of interest; we will seek to tailor dues to fit the budget of the organization, restricting them to a maximum of \$50 annually, or 5% of the organization's operating budget per year, whichever is smaller. This may seem like a large amount, but realize that \$50 is a theoretical maximum which would only be reached if your chapter has a budget of \$1000 or more per year. For example, a university-based chapter whose budget was only \$100/year would only be expected to pay dues of \$5 – and again, this is entirely optional. Any chapter may choose to opt out of the dues system at any time.

All dues will go entirely toward society-related materials, such as distributing newsletters to chapters and alumni, providing graduating members with certificates of appreciation, and recognizing outstanding service by chapters and their members. No national officer of Mu Epsilon Kappa will receive any payment for their services. Full financial records are kept, which chapter officers may review to their satisfaction.

## Creating an Affiliate

While private, local, and high school clubs cannot become chapters of Mu Epsilon Kappa, we welcome them to become Affiliates. Affiliate clubs have a much easier process than becoming chapters, and are never expected to pay dues or provide any other services to the Mu Epsilon Kappa Society.

### Becoming an Affiliate

The steps to become an Affiliate are slightly different than those to become a Chapter, but they are still relatively straightforward.

- Have a minimum number of willing members – this is currently 10 people.
- Have at the very least, an elected President, Vice President, and Secretary/Scribe, as well as a Treasurer. (may be elected or appointed)
- Have a written constitution which demonstrates a commitment to a welcoming environment and democratic process.
- Compile a petition requesting to become an Affiliate – include the following information:
  - Name, e-mail address, and phone number of each officer (**no phone numbers are necessary for high school clubs**)
  - City and state where the club is located
  - Link to website (if one exists)
  - Meeting Place – The specific address is unnecessary. A basic description such as the building and room number, comic shop, someone’s garage, etc is fine
  - Number of members
  - Short paragraph on why you want to affiliate with Mu Epsilon Kappa, or for already existing organizations who wish to affiliate, a little information about your club’s history
- Submit the petition along with a copy of your constitution to [expansion@muepsilonkappa.com](mailto:expansion@muepsilonkappa.com) with the Subject of “Affiliate.”

Once your petition has been received and reviewed, we will accept your organization as an Affiliate of Mu Epsilon Kappa, and will be able to use the Mu Epsilon Kappa Affiliate marks and name.

## Conclusion

We have tried to make joining Mu Epsilon Kappa as simple as possible, while maintaining the standards that we feel will help accomplish the Mission. While it may seem tedious or time-consuming, we hope you will find the benefits of starting a chapter of Mu Epsilon Kappa will be more than worth the small time and effort required, and that your effort will be multiplied into valuable life experience as you join a nationwide community in working toward our dreams!