



**NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC
CHAPTER CHARTERING**

Date:
To:
From:
Subject:

Congratulations and best wishes on your decision to establish a local Silhouette Chapter. It is indeed a privilege and a pleasure to welcome you into the ranks of the organized wives and widows of Kappa Alpha Psi Fraternity, Inc. As the official auxiliary of Kappa Alpha Psi Fraternity, Inc., the purpose of the organized wives and widows of Kappa Alpha Psi Fraternity, Inc., has been to promote the organization of local Silhouette chapters, provide activities for visiting Silhouettes during Kappa Conclaves and develop national service projects of interest to all Silhouette chapters and the community.

There is an official formal ceremony for the chartering of a new chapter. Once we have completed all of the requirements, you will be contacted to determine the best date and time for your chapter chartering. The documents listed and attached below are items which should be of assistance in organizing your chapter:

- National Silhouette Constitution and By-Laws
- Forms for the submission of dues to the National Financial Secretary
- Names and Addresses of National Officers
- Chapter Chartering Checklist

Peruse this information carefully. Call me with any questions that you may have.

Silhouette

Title

CHAPTER CHARTERING CHECKLIST

In order to operate and function successfully within the Silhouette structure, the following items are crucial:

- Request permission from the Kappa Chapter Polemarch to establish a Silhouette chapter.
- Chapters must have a minimum of five Silhouettes whose husband is a financial member of the local Kappa chapter.
- Representation (delegates) at Province Meetings and National Conclaves is mandatory.
- Establishment of a regular meeting date (i.e. third Saturday of each month)
- Determination of a dues structure which must include Chapter, Province and National obligations.
- The fiscal year of National Silhouettes runs from September 1 through August 31.
- Submit National dues as instructed. Currently, National dues are \$30.00 per member. Dues are considered delinquent if postmarked after October 31. Dues received after October 31 incurs a \$3.00 late fee. NOTE: New Silhouettes the late fee is waived. All dues should be submitted with the names and addresses of the members typed or printed clearly and an electronic copy of the membership roster to the National Financial Secretary. All checks should be made payable to National Silhouettes of Kappa Alpha Psi.
- Contact Province Coordinator to get information and forms for Province dues.
- All chapters are to develop local guidelines and use Robert's Rules of Order, latest edition, to govern their meetings.

Specific Contact Information:

- **National Silhouettes President:** Janice Hall Dean
404) 808-0020; 12thnationalsilhouettepres@gmail.com
- **National XX Vice President:**
- **XX Province Coordinator:**