

National Silhouettes
of
Kappa Alpha Psi Fraternity, Inc.

BYLAWS



2017

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The National Silhouettes of Kappa Alpha Psi Fraternity, Inc. became official in August of 1947 at the Los Angeles Grand Chapter Meeting of Kappa Alpha Psi Fraternity, Inc. In 1980, the Silhouettes were officially recognized as an auxiliary to the Fraternity. Under the leadership of Dr. Oliver Gumbs, Grand Polemarch, the Silhouettes were granted a seat on the Board of Directors of Kappa Alpha Psi Foundation, Inc. On September 11, 1987, Policy Statement No. 87-12 was entered into the records of Kappa Alpha Psi Fraternity, Inc., recognizing the Silhouettes as an affiliate whose purpose is to provide support and assistance for the activities of the Fraternity at Grand Chapter, Province and Local levels.

ARTICLE I

NAME AND DESCRIPTION OF ORGANIZATION

- A.** This organization shall be known as the National Silhouettes of Kappa Alpha Psi Fraternity, Inc.
- B.** The National Silhouettes colors shall be crimson and cream.
- C.** The National Silhouettes logo shall be the Silhouette motif surrounded by a wreath.
- D.** The National Silhouettes will celebrate milestones for 25 years, 50 years, 75 years and 100 years. The anniversary will show case our achievements and accomplishments.

ARTICLE II

PURPOSE

The purpose of this organization shall be to:

- A.** Serve as an auxiliary to Kappa Alpha Psi Fraternity, Inc.
- B.** Promote the organization of local Silhouettes chapters and the interchange of ideas at Province Meetings;
- C.** Coordinate activities of local Silhouettes chapters;
- D.** Provide activities for visiting Silhouettes and their families during the Kappa Alpha Psi Grand Chapter Meeting.
- E.** Establish uniform policies and procedures for National, Province, and Local Silhouettes chapters.

ARTICLE III

NATIONAL MEMBERS

Section 1. Membership Eligibility.

- A.** The membership of the organization shall be the wives/widows of financial members of Kappa Alpha Psi Fraternity, Inc.
- B.** Wives divorced from members of Kappa Alpha Psi Fraternity, Inc. shall automatically lose their right to remain members of this organization.
- C.** Widows of members of Kappa Alpha Psi Fraternity, Inc. may continue to be granted membership with all rights and privileges of the organization until they marry a non-Kappa man.
- D.** The wives/widows of any local Silhouettes chapter must be financial with the National Silhouettes organization and Province in order to exercise all rights and privileges on the National level.
- E.** Member-at-Large. A Member-at-Large is either (1) A Silhouette in a locale where there is no organized local Silhouettes chapter affiliated with a Kappa Alpha Psi Fraternity, Inc. Alumni chapter, Silhouettes of members in good standing of the Alumni chapter may join the Silhouettes organization as a member-at-large by paying Province and National dues. (2) A Silhouette whose husband is a Life Member of Kappa Alpha Psi Fraternity, Inc. The Silhouette may attend the National Silhouettes Meeting by paying Province and National dues.

Section 2. Dues and Fees.

- A.** The fiscal year of the National Silhouettes shall be September 1 through August 31. Dues postmarked after October 31 shall be considered delinquent and must include a late fee.
- B.** All National dues, along with names, addresses, telephone numbers and email addresses of financial members and identification of chapter officers shall be submitted electronically to the National Financial Secretary. Province Coordinators shall electronically submit their roster of Province Officers to the National Financial Secretary.
- C.** Chapters becoming financial with the National organization for the first time shall not be charged a late fee if dues are received after October 31.

Section 3. Local Silhouettes Chapters.

- A.** Any group of five or more wives of financial members of the local Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. may organize into a local Silhouettes Chapter.
- B.** Where there is no organized local Silhouettes Chapter; wives/widows of financial members of Kappa Alpha Psi Fraternity, Inc. may secure membership as members- at-large by paying National and Province dues annually.

ARTICLE IV

NATIONAL LEADERSHIP

Section 1. Elected Officers.

The elected officers of the Silhouettes on the National level shall carry the title “National”. The elected officers are the National President, National First Vice President, National Second Vice President, National Recording Secretary, National Financial Secretary, National Treasurer, National Chaplain, and National Parliamentarian.

Section 2. Appointed Officers.

The National President shall appoint the National Historian, National Journalist, and National Sergeant-at-Arms. The National President may appoint a National Executive Assistant.

Section 3. Province Coordinators.

In addition to National Officers, there shall be a Province Coordinator concurrent with the Provinces of Kappa Alpha Psi Fraternity, Inc. The Province Coordinator shall be elected by the respective Province Silhouettes.

Section 4. Election of National Nominating Committee.

The Nominating Committee shall consist of five (5) members elected by the body. The chairperson shall be selected by its members and is a member of the National Board.

ARTICLE V

DUTIES OF OFFICERS

Section 1. Duties of Elected Officers

It shall be the duty of all elected officers and committee chairs to provide a written report at the National Executive Board meeting.

A. National President.

It shall be the duty of the National President to preside at all National meetings; to administer policies of the National Executive Board; to appoint chairpersons and committee members of all standing committees and special committees; to appoint a National Historian and a National Journalist, and to appoint a National Sergeant-at-Arms for the National meetings. The National President may appoint a National Executive Assistant in her geographic area to assist with

administrative and clerical duties of the Executive Office. The National President shall be an ex-officio member of all committees, with the exception of the Nominating Committee.

B. National First Vice President.

It shall be the duty of the National First Vice President to assist the National President in discharging her duties, and to preside at the National meetings in the absence of the National President. She shall monitor the activities of the Province Coordinators designated by the National President.

C. National Second Vice President.

It shall be the duty of the National Second Vice President to preside at the National meetings at the absence of the National President and the National First Vice President, and to perform any other duties that the National President may assign. She shall assume responsibility for the training of Province Coordinators at the National Meeting as designated by the National President.

D. National Recording Secretary.

It shall be the duty of the National Recording Secretary to keep records of proceedings at all meetings and attend to all official correspondence.

E. National Financial Secretary.

It shall be the duty of the National Financial Secretary to assist in facilitating the duties of the Office of the Treasurer. The National Financial Secretary shall keep current records, including name, address and phone number of all financial members; receive all National dues; and forward to the National Treasurer. She shall present a report at each National Silhouettes Meeting. The National Financial Secretary shall be bonded for the sum sufficient to protect the organization from loss.

F. National Treasurer.

It shall be the duty of the National Treasurer to keep accurate records of all monetary transactions of the organization. She shall be present at all National Silhouettes meetings. The National Treasurer shall be bonded for the sum sufficient to protect the organization from loss. There shall be an independent audit of the Treasurer's books, to be completed on or around June 1 of each year when a national silhouette meeting is scheduled or every two years. She shall present a proposed two-year budget at each National Silhouettes meeting.

G. National Chaplain.

It shall be the duty of the National Chaplain to conduct all worship programs and to open and close all meetings. She shall serve as the National Memorial Service Coordinator.

H. National Parliamentarian.

It shall be the duty of the National Parliamentarian to render parliamentary advice to the Presiding Officer. She shall present the Rules of Order at the first business session of the National Silhouettes Meeting and shall have the current edition of Robert's Rules of Order, newly Revised at each National meeting. The National Parliamentarian shall chair the National Bylaws Committee.

Section 2. Duties of Appointed Officers.

A. National Historian.

It shall be the duty of the National Historian to be responsible for compiling the history of the National Silhouettes Organization and for the safekeeping of the records of all meetings of the National body. She shall submit a written, updated history every six years to all financial chapters.

B. National Journalist.

It shall be the duty of the National Journalist to be responsible for reporting annually the activities of the Silhouettes Organization for publication.

C. National Sergeant-at-Arms.

It shall be the duty of the National Sergeant-at-Arms to keep order; to arrange for the presentation of guests; and to serve as keeper of the door during meetings.

D. National Executive Assistant.

It shall be the duty of the National Executive Assistant to assist with the administrative and clerical duties of the Executive Office.

E. National Protocol and Memorial Service Coordinator.

It shall be the duty of the Protocol and Memorial Service Coordinator to lead protocol for National Silhouettes Meetings, dais seating, luncheons and banquets, and to provide collaborative support to local chapters, designated as National Silhouettes Meeting Planning Chapter; and to, identify standards, practices, that provide consistency in use of materials for memorial services and installations.

F. National Widows Liaison Coordinator.

It shall be the duty of the Widows Liaison Coordinator and the Assistant Widows Liaison Coordinator to facilitate outreach and support to Silhouettes who are widows of members of Kappa Alpha Psi Fraternity, Inc., to collaborate with Province Coordinators to identify Widows Liaisons in each of the (12) Provinces; to coordinate housing accommodations; registration for widows at National Meetings and to communicate the business of the organization to the Widows membership in a timely manner.

G. National Registrar.

It shall be the duty of the National Registrar to facilitate registration for National Silhouettes meetings, and to identify resources for online registration and payment, and to provide recordkeeping and reporting of registration transactions to the National Treasurer and Executive Board. The National Registrar shall facilitate credential verification at National Meetings, and provide collaborative support to local chapter designated as National Silhouettes Meeting Planning Chapter.

H. National Nominating Chair.

It shall be the duty of the National Nominating Chair to facilitate the nominating process for the election of officers to the National Silhouettes Executive Board and Nominating Committee. She shall be selected by the members of the Nominating Committee and shall be a member of the National Executive Board.

I. National Technology Coordinator and National Assistant Technology Coordinator.

It shall be the duty of the National Technology Coordinator and National Assistant Technology Coordinator to provide maintenance oversight of the National Silhouettes website, to assist the National Board members and chapters with technological issues and to provide technical assistance at the National Silhouettes Meeting.

Section 3. Duties of Province Coordinators.

- A.** It shall be the duty of the Province Coordinator to assist in the organization of Silhouettes Chapters where there are Kappa Alpha Psi Fraternity, Inc. Alumni Chapters located within their Province.
- B.** They shall be responsible for monitoring the activities of local chapters to assure compliance with National policies and for promoting uniformity in accordance with the National Bylaws.

Section 4. Election of Officers.

- A.** Silhouettes who desires to run for a National Office shall be required to have attended at least two (2) National Silhouettes Meetings within the five-year period immediate preceding, but not including the meeting of the election at which she has been nominated and at least two (2) of the last three (3) Province meetings. The nominee must also be in good financial standing with the National Silhouettes body, Province and Local chapter.
- B.** The election of National officers shall be rotated to assure continuity of the National officers. Elections shall be held for the office of National President, National Second Vice President, National Financial Secretary and National Chaplain at one National Silhouettes Meeting. Election for the National First Vice President, National Secretary, National Treasurer and National Parliamentarian shall be at the next National Silhouettes Meeting.
- C.** Newly elected and appointed officers shall begin their tenure on September 1st.

- D.** The election of Nominating Committee members shall be rotated as follows: At one National Silhouettes Meeting, two (2) members shall be elected to serve a four (4) year term. At the next National Silhouettes Meeting, three (3) members shall be elected to serve a two (2) year term.
- E.** Election of National Officers shall be by secret ballot.

Section 5. Term of Office.

- A.** The term for elected officers shall be two (2) National Silhouettes meetings (4 years). A National Officer cannot succeed herself for a second term. Appointed officers and/or committee chairs will serve at the pleasure of the National Silhouettes President.

Newly elected and appointed officers shall begin their tenure on September 1.

Section 6. Vacancies.

- A.** When a National office is vacated prior to the end of the term, the National President, with the concurrence of the Executive Board, shall appoint a Silhouette in good financial standing who meets the criteria to hold National office to complete the vacated term.
- B.** If an officer fails to function adequately, the National President, with the concurrence of the Executive Board, may advise her in writing, that she will have 30 days to explain such failure, and/or declare her intentions to improve. Failure to respond within 30 days will result in immediate removal from office. The Executive Board reserves the right to determine whether or not the explanation is acceptable in the event that a response is received within 30 days.

ARTICLE VI

NATIONAL MEETINGS

The National Silhouettes shall hold National meetings at the same time and place as Kappa Alpha Psi Fraternity, Inc. Grand Chapter meetings.

Section 1. Delegates.

A. Local Chapters shall have votes according to the following schedule:

1.	05-10 Members	1 Vote
2.	11-20 Members	2 Votes
3.	21-30 Members	3 Votes
4.	31-40 Members	4 Votes
5.	41-50 Members	5 Votes
6.	51-60 Members	6 Votes
7.	61-70 Members	7 Votes
8.	71-80 Members	8 Votes
9.	81-90 Members	9 Votes
10.	91-100 members	10 Votes
11.	Etc.	
12.	Members-at-Large	2 Votes

B. Where there are no local chapters, individual National financial members shall caucus and select a delegate. The number of votes for the Members-at-Large shall be the same as Section A above.

Section 2. Quorum.

A quorum shall consist of a least one-quarter (1/4) of the National financial officers and chapters.

ARTICLE VII

EXECUTIVE BOARD

Section 1. Board Composition.

There shall be an Executive Board, which shall consist of the National President, National First Vice President, National Second Vice President, National Recording Secretary, National Financial Secretary, National Treasurer, National Chaplain, National Parliamentarian, Immediate Past National President, and Nominating Committee Chair. The Board shall also be comprised of appointed members: National Historian, National Journalist, and National Sergeant-at- Arms, Twelve (12) Province Coordinators, and the National Executive Assistant.

Section 2. Board's Duties.

It shall be the duty of the Executive Board to formulate policies and procedures of the organization and to conduct affairs when the body is not in session. All policies and procedures shall be directed from the office of the National President through the Province Coordinators to the Local chapters

Section 3. Board Meetings.

The Executive Board shall meet at the same time and place as Kappa Alpha Psi Fraternity, Inc. Grand Chapter meetings, unless otherwise called by the National President.

Section 4. Quorum.

Seven members of the Executive Board shall constitute a quorum.

ARTICLE VIII

COMMITTEES

Section 1. Bylaws Committee.

The Bylaws committee shall consist of the National Parliamentarian as chairman, a co-chair and members appointed by the President. It shall be the duty of the Bylaws Committee to periodically review the National Bylaws and evaluate recommended amendments from financial members, or chapters. Proposed amendments reviewed by the Bylaws Committee shall be circulated to chapters and members by May 31 of the National Meeting year.

Section 2. Nominating Committee.

The Nominating Committee shall consist of five (5) members elected by the body. The chairman shall be selected by its members and is a member of the National Board. It shall be the duty of the Nominating Committee to circulate to financial chapters and the National Board of Directors by June 1 of the National Meeting Year, the slate of candidates for national officer and to present the initial slate of candidates to the body at the first business meeting. Additional nominations may be received from the floor. Silhouettes nominated from the floor must present a completed nominating packet to the Nominating Committee at the conclusion of the first business meeting. The final report of the candidates certified by the Nominating Committee shall be presented at the second business meeting.

Section 3. Other Committees.

Such other committees, standing or special, shall be appointed by the National President as the organization or the Executive Board when deemed necessary to carry out the work of the National Silhouette organization.

ARTICLE IX

FINANCES

Section 1. Contribution.

A contribution shall be made to the Kappa Alpha Psi Foundation at each Grand Chapter Meeting, and shall be presented at the public meeting, unless otherwise designated by the Fraternity.

Section 2. Fees and Travel Expenses.

The National Body shall assume registration fees and travel expenses for all National officers attending the National meetings in accordance to the Silhouettes national budget.

Section 3. National President's Room.

The National body shall assume the cost of a room for the National Silhouette President, in the event that one is not made available through other sources.

Section 4. Province Meeting Expenses.

A National officer, as designated by the National President, shall attend Province meetings at the expense of National treasury in accordance to the Silhouettes national budget, if there is no National officer within that Province.

Section 5. Expense Reimbursement.

Reimbursement of expenses to conduct National Silhouette business will be given upon prior approval and receipt of expense forms and the original receipts. Advances will not be authorized.

ARTICLE X

PARLIAMENTARY AUTHORITY

The business procedures of the National Silhouettes of Kappa Alpha Psi Fraternity, Inc. shall be governed by the National Silhouettes Bylaws. The current edition of *Robert's Rules of Order* shall govern where they are not in conflict with the National Silhouettes Bylaws.

ARTICLE XI

AMENDMENT OF BYLAWS

An amendment to the National Bylaws may be proposed in writing by any financial member or chapter. Proposed amendments shall be submitted to the Bylaws Committee by December 31st of the year preceding the National Silhouettes meeting. The proposed amendments shall be circulated to members and/or chapters by May 31st of the National Meeting year. Amendments will be adopted by a two-thirds vote of the delegates present and voting at the National Silhouettes meeting. Amendments are effective at the close of the National meeting.

National Silhouettes of Kappa Alpha Psi Fraternity, Inc.

ADOPTION OF AMENDMENTS

1. Adopted: August 9, 1979 Chicago, IL
2. Adopted: December 27 and 30, 1980 Atlanta, GA
3. Adopted: December 28, 1983 Louisville, KY
4. Adopted: August 1, 1991 Orlando, FL
5. Adopted: August 7, 2001 Cleveland, OH
6. Adopted: July 12, 2007 Minneapolis, MN
7. Adopted: August 15, 2015 New Orleans, LA
8. Adopted: July 20, 2017 Orlando, FL

National Silhouettes of Kappa Alpha Psi Fraternity, Inc.
Bylaws Committee
2015-2017

CHAIR:	Nadine C. Bonds	North Central Province
CO-CHAIR:	Anita McCollough Shelton	Middle Western Province
MEMBERS:	Cheryl Teare	Eastern Province
	Iris Layne	Middle Eastern Province
	Gwendolyn Hardiman	North Central Province
	Diane Campbell Taylor	Northeastern Province
	Glenda Curry	Northern Province
	Barbara Wynn	South Central Province
	Kim Latimore	Southeastern Province
	Brenda J. Beale	Southern Province
	Linda Jones	Southwestern Province
	Patricia Bass	Western Province

National Silhouettes of Kappa Alpha Psi Fraternity, Inc.
National Officers 2013-2015

President	Jacqueline “Jacquie” Sharp Massey
First Vice President	Janice Hall Dean
Second Vice President	Cathey Mack Brightman
Recording Secretary	Henryetta Benton
Financial Secretary	Shirley T. Pinckney
Treasurer	Diane A. Jenkins
Chaplain	Barbara A. Gamble
Parliamentarian	Nadine C. Bonds
Immediate Past President	Gwendolyn. Miller

