

**NATIONAL SILHOUETTES
OF
KAPPA ALPHA PSI FRATERNITY, INC.**



Policies and Procedures Handbook

July 2019

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PREFACE

This handbook is designed to ensure effective and efficient management of the National Silhouette organization which prescribes and recommends specific policy or procedures in alignment with the established organization's bylaws and parliamentary procedures. Within this document are appendixes and forms which are to be used to execute outlined procedures and programs.

Policies & Procedures History

Under the direction of President Joyce Fountaine, a standard operating guideline was developed for the Silhouettes to follow. The first issue of the Policies and Procedures Manual was distributed to the Silhouette delegates at the Conclave in Detroit, Michigan in 1997 under the direction of incoming National President, Linda W. Meade. The revised document was accepted at the Atlanta meeting in 1999. In August of 2003, the manual was revised again. The 4th revision under the direction of National President Gwendolyn Miller was introduced at the July 2011 meeting in Indianapolis, Indiana.

The purpose of this document is to provide uniform guidelines and policies that address issues regarding membership, protocol and ritual/ceremonies. This manual defines the standard operating procedures which impact on the maintenance and administration of the Silhouette organization.

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This organization's policies and procedures provide a reference document for all members of the leadership team, the executive board members and all appointed officers.

GOVERNING POLICIES AND PROCEDURES

MISSION STATEMENT:

A mission statement is a short statement that provides an organization's purpose for existence. The National Silhouettes' mission is to serve an auxiliary group in providing ultimate advocate services for Kappa Alpha Psi Fraternity, Inc.

BYLAWS:

The bylaws provide the rules of operation for the organization through means of fixed policies.

NATIONAL SILHOUETTES HANDBOOK OF POLICIES AND PROCEDURES

I. MEMBERSHIP

a. **Conditions/Requirements for Membership (See Article III of the National Silhouette Bylaws)**

Membership is restricted to the wife or widow of a financial member of Kappa Alpha Psi Fraternity, Inc.

Sweethearts and lady friends of Kappa men are not eligible for membership; therefore, their attendance to official National Kappa Silhouette activities such as National Meeting, official meeting (Executive Board or General Body) Provincial is limited.

b. **Financial Status**

Active silhouettes are considered financial when they have paid local, province, and national dues (and late fees when appropriate).

If there is no organized local Silhouette Chapter, wives/widows of financial members of Kappa Alpha Psi Fraternity, Inc may secure membership as a member at large by paying National and Province dues as well as late fees when appropriate.

Sweethearts and lady friends of Kappa men may not pay local, province and National dues.

c. **Benefits/Rewards/Restrictions**

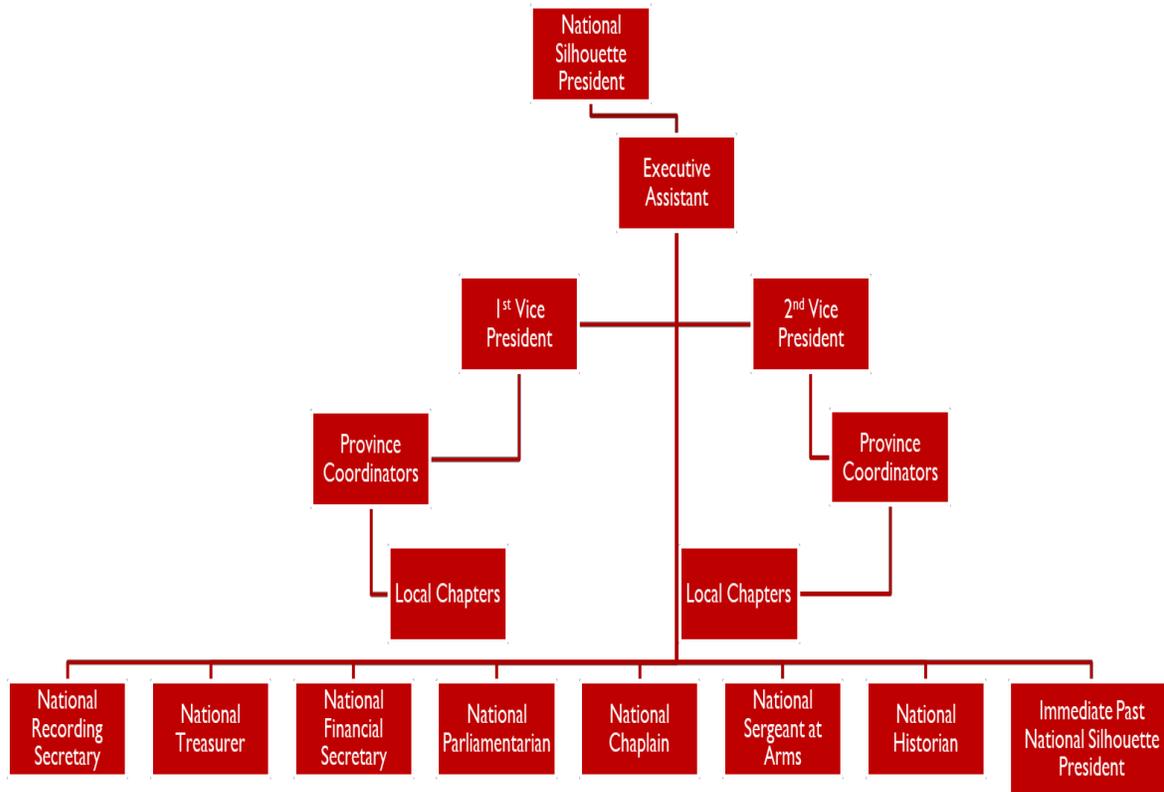
Financial members must register for the National Meeting in order to attend the National business meetings. Certified credentials must be presented to enter and participate in the meetings.

Sweethearts and lady friends of Kappas may attend unrestricted social activities of Silhouettes as dedicated by the host chapter. Their participation is subject to a fee.

II. MEMBERSHIP INTERNAL TRACKING SYSTEM

All financial members will receive a membership number and card. A National Silhouettes membership database will be maintained by the National Financial Secretary.

III. NATIONAL SILHOUETTE LEADERSHIP STRUCTURE



List of the National Officers and Members of the Executive Board

- National President
- National Executive Assistant
- National First Vice President
- National Second Vice President
- National Recording Secretary
- National Financial Secretary
- National Treasurer
- National Chaplain
- National Parliamentarian
- Immediate Past National President
- National Historian
- National Journalist
- National Sergeant at-Arms
- Province Coordinators
- National First Lady (Grand Polemarch's wife)

IV. NATIONAL SILHOUETTES MEETING

National Silhouettes meeting is the official meeting of the National Silhouettes. The National meeting is held in conjunction with the Kappa Alpha Psi Fraternity, Inc. Grand Meeting.

The relationship between National Silhouettes and the Hostess Planning Committee is one of mutual respect, support and collaboration. The National President will advise, consult, guide, propose, and review the planning and scheduling of all events and activities.

- a. The Hostess Planning Committee must submit in writing to the National President a proposed schedule of events and a budget proposal with fees and justification as requested by the National President.
- b. The National President and/or her designee will meet with the "National Meeting Hostess Planning Committee".
- c. The National President and/or her designee will present a proposal to the Kappa Alpha Psi Fraternity, Inc. a proposed National Silhouettes Meeting project plan to include activities, a la carte activities, tours, excursions, late registration, and onsite registration, etc.
- d. National Silhouettes will supply seed money to the Host Chapter as designated by the National Silhouettes approved budget.
- e. National Meeting Hostess Planning Committee will determine a date after which only partial registrations fees will be reimbursed due to cancellations. National Meeting Hostesses will determine the amount or percentage to be refunded.
- f. The National Sergeant-at-Arms will allow admission at National Meeting Business meetings only to registered Silhouettes.
- g. The registration form for National Meeting can include but not limited to the following fields:
 - Membership status
 - Province, Chapter affiliation and member-at-large
 - Chapter officer
 - Voting delegate or alternate*
 - Non-voting delegate
 - Current/Past National Officer (position)
 - Current/Past Province Officer (position)
 - Current/Past National Committee Chair (committee)

** A voting delegates or alternate are financial members who have been selected to represent their respective chapters at Business meetings.*

National Silhouettes Meeting Voting and Campaign Process:

- See National Silhouette Bylaws and Appendix Silhouette Leadership Transition.
- Voting will be conducted by secret ballot
- When made available, the National Silhouettes will utilize the properties (technology) provided by Kappa Alpha Psi Fraternity, Inc. If unavailable the National Silhouettes will source voting apparatus.
- Silhouettes running for a National Office may contact the National President for the Silhouette Rooster, inclusive of the current financial members to distribute.

V. NATIONAL SILHOUETTES MEETING REGISTRATON PROCEDURES

- a. Financial members are eligible to purchase the full package to include but not be limited to:
 - Badge
 - Kit/Bag
 - Souvenirs
 - Continental Breakfast Invitations (optional)
 - Hospitality Invitations
 - Luncheon Invitations
 - Banquet Invitations
 - Financial members are eligible to purchase tickets to special events as determined by the hostess chapter (bus tours, concerts, receptions, etc.).

Financial members are eligible to purchase onsite registration (if permitted by the Hostess Chapter) and a la carte tickets. Financial members are to receive priority over non-financial members/attendees for on-site registration.

- a. All on site registrations (if permitted by the Hostess Chapter) will include a late fee to be determined by the hostess chapter.
- b. All on site registrations will be ineligible for the early registration fee.
- c. For a fee, Non-financial members are eligible to attend:
- d. Luncheon, Banquet
- e. Tours, Concerts, Special Events, etc.
- f. Non-financial members/attendees will be restricted from:
- g. Business meetings (explanation see 1.C- Benefits/Rewards/Restrictions)

VI. NATIONAL MEETING PROCEDURES/RESPONSIBILITIES

- a. National Meeting Hostess Planning Committee will identify/appoint a Protocol Chair.
- b. The Protocol Chair will ensure that proper decorum and protocol are maintained during the National Meeting.

- c. All current Executive Board Members, Past Presidents, Current/Former First Ladies and other groups identified by the Host Committee and National President will be identified with a special badge/ribbon at the National Meeting
- d. All current Executive Board Members, Past Presidents, Current/Former First Ladies and other groups identified by the Host Committee and National President will have reserved seating at National Meeting Business Meetings, Luncheon and Banquet events
- e. All current Executive Board Members, Past Presidents, Current/Former First Ladies and other groups identified by the Host Committee and National President will be formally introduced at National Meeting events identified by the National Protocol chairman.
- f. All National Meeting Business meeting rooms will be secure and free from intrusion.
- g. All National Meeting Business meetings will have the following (list is not inclusive):
 - Seating for all registered Silhouettes
 - Dais
 - Podium with microphone
 - Floor microphone
 - Registration table/display area
 - Adequate lighting
 - Skirted table for memorial service
 - Area room designations for Delegates/alternates
- h. Hostess chapter will supply materials for memorial service and installation of officers (see specific details in Appendix).
- i. Hostess chapter will supply a piano, music, pianist, or the official Silhouette audiotope at the banquet for the singing of the National Silhouette Song
- j. The National President will make a presentation to outgoing officers at the banquet
- k. It is customary, for the hostess chapter to make presentations at the banquet to include identification of their local charity
- l. Luncheon and Banquet agendas will include a prayer by the National Chaplain, remarks by National President, and the official closing with the Silhouette Song (banquet only), as applicable
- m. Credit and recognition shall be given to the chairpersons of the planning committee and Host chapter

VII. BASIC PROTOCOL

The general order of precedence of the National Silhouettes shall be as follows:

- 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
 - National Historian
 - National Journalist
 - National Sergeant at-Arms
 - National Assistant National Sergeant at Arms
 - National Executive Assistant
 - Province Coordinators
 - National First Lady (Grand Polemarch's wife)
- a. When a National Board meets in the city of a local chapter, the chapter or Province should act as a Hospitality Committee for the Board's comfort, and if possible, plan some special event(s).
 - b. All Silhouettes are to stand when the National President is introduced. The membership rises in recognition of the office
 - c. Courtesy and honor are to be given to the National President or her designee, at all Silhouette activities on a National, Province and/or Local level if the National President is attending the activity
 - d. When a National or Past National Officer, Province Coordinator or Past Province Officer expires, it becomes the responsibility of the chapter to notify the National President immediately. The National President in turn will notify all other Province Coordinators and National Officers
 - f. The National President or her designee will attend the burial rites of a National Officer or Province Coordinator. The National President shall send flowers, telegrams, or other courtesies on behalf of the National Executive Board
 - g. All Silhouettes in attendance at the burial rites of a National Officer or Province Coordinator should wear cream or off-white dresses or suits, the Silhouette Pin and a red corsage. If possible, all Silhouettes should be seated together. The order of line-up should follow the general order of precedence

A. PROTOCOL PROCEUDURES ON A NATIONAL/PROVINCE LEVEL

National

- a. All Silhouettes will stand when the current National Officers are escorted into Business Meeting, Luncheon and/or Banquet events.
- b. National Officers will be greeted with polite applause from the audience (Silhouettes) at Business Meetings, Luncheon and/or Banquet events.
- c. All Silhouettes shall stand when the Grand Polemarch of Kappa Alpha Psi makes an entry into a Silhouette Business Meeting, Luncheon and/or Banquet events.
- d. At all events of National Silhouettes special seating shall be afforded at a minimum the National Executive Board, Past Presidents, Current/Past First Ladies

Province

- a. A National Officer, as designated by the National President, shall serve as the official representative of National and attend Province meetings provided there is no National Officer within that Province.
- b. The National Officer is the designated officer in her Province. If more than one National Officer resides in the same Province, the officer of higher rank is the designee.
- c. When National Officers or Province Coordinators are invited by a Province or Chapter to participate in Silhouette activities, the Chapter or Province should pay all expenses as afforded by the approved budget. (These invited guests must be afforded all courtesies due their office).

B. GENRAL POLCIES

Silhouette Song

The official Silhouette Song should be sung at the end of any session (also at the banquet) at all Province and National Meetings (see appendix for song).

Correspondence

- a. National Silhouettes of Kappa Alpha Psi Fraternity, Inc., is the proper heading for all National Silhouette stationery with the correct logo.
- b. The Province stationary should list the name of the Province, i.e. Southern Province Silhouettes of Kappa Alpha Psi, Fraternity, Inc. with the correct logo.

- c. Chapter stationary will list the chapter name Silhouettes of Kappa Alpha Psi

Fraternity, Inc. with the correct logo, i.e. Tampa Silhouettes of Kappa Alpha Psi Fraternity, Inc. If a chapter is sending correspondence outside of the province, then the Province name is on the first line and the chapter name is on the second line. All correspondence should have the correct logo.

Introductions

- a. When Silhouette guests of honor are introduced, the lowest-ranking Silhouette should be introduced first up to the highest-ranking Silhouette. If Silhouettes are to make remarks, then start with the lowest rank and go up the list. The last expression comes from the top-ranking officer.
- b. Past National Presidents should be introduced by seniority and their year in office should be mentioned after their name.

The Reception Line

The reception line is headed by the President, usually preceded by one hostess to announce each person. The guest of honor is next to the President with other guests following in order of rank.

Seating

- a. The Presiding Officer is always in the center of the head table or right of center in first place. The guest of honor is always seated at the right of the Presiding Officer and takes precedence over any other dignitary.
- b. Other guests of honor may be seated right, left, right, left. etc. of the Presiding Officer according to rank; or all guests of honor may be seated to the right of the Presiding Officer and other dignitaries to the left.

Memorial Service (attire: white)

Materials:

- Copies of poem entitled "A Legacy" by John Greenleaf Whittier or another appropriate poem (see appendix)
- MP3 or CD player, of "It's in God's Hands." or other appropriate music material
- Vase with crimson and cream flowers
- Candle for each deceased Silhouette, candleholders, matches
- Programs with order of service and the quote "Death is not extinguishing the light, it is putting out the lamp, because the dawn has come" by Tagore. The names of all deceased Silhouettes by chapter should be listed.
- Special seating as indicated in 5B.

Order of Service

- "It's in God's Hands" or other appropriate music will be played softly and reverently.
- Reading of poem "A Legacy" or other appropriate poem - to be read by the highest-ranking Silhouette Officer in attendance or her designee.
- Assigned Silhouettes will walk up individually and announce - "I light this candle in memory of our deceased Silhouette Sister_____."
- Following the lighting of all candles, a silent moment of reflection will be offered.
- Closing prayer will be provided by the National Chaplain.

VIII. GUIDELINES FOR PROVINCE COORDINATORS

Qualifications for Province Coordinators

The Coordinator should be familiar with the National/Province Constitution and Bylaws and National/Province policies and procedures.

Duties and Responsibilities of Province Coordinators

- a. Maintain communication with chapters at least quarterly and update membership on relevant issues.
- b. Request a tentative/proposed schedule of each chapter's activities/special events. Publish events in the newsletter.
- c. Visit each chapter, send a representative, or a letter of support. Use the telephone to keep in contact with chapter presidents.
- d. Collaborate with province treasurer to develop province membership roster/forms, to acquire province checking account, to develop province voucher system and to organize a province fund raising program.
- e. Publish the names of chapter presidents in the newsletter. Encourage chapters to network, share ideas/best practices and support each other's special events/projects.
- f. Aid chapter hosting the province meeting. (See attachment for sample checklist).
- g. Suggested Province Meetings to include Executive Board Meeting, General Body Meeting and workshops/trainings as needed or required.
- h. Delegates should be seated based on chapter membership.
- i. Prepare an agenda and follow parliamentary procedure.
- j. Use the meeting to thank and recognize Silhouettes who have exhibited the qualities of leadership and dedication.

- k. Chapters who have increased their membership should be recognized. Certificates or plaques are appropriate.
- l. Encourage chapters to send a delegate to all national/province meetings. Remind chapters that their participation at National/Province Meetings insures their representation on key committees and issues of importance.
- m. Develop a procedure for the establishment of new chapters (see sample attachment).
- n. Disseminate the Province and National Constitution and By-Laws to all chapter presidents.
- o. Request a yearly summary from each chapter. The summary should detail the Chapter's involvement with all National Initiatives or National Projects.
- p. Email to your respective National Vice President on/or before June 30, the minutes from the province meeting, names of province officers, chapter summaries, copies of newsletters and names of active chapters and names of presidents and addresses. (See appendix for end of the year reporting form).
- q. Inform chapters of the National Silhouettes fiscal year, to include late dates, as outlined in the National Bylaws.
- r. 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. Do not mail checks to the National Treasurer.
- s. Notify the appropriate National Vice President within 30 days of the province election of the name, address, and telephone number of the newly elected Province Coordinator.
- t. Provide the newly elected incoming Province Coordinator with all province materials (communications, files, reports) from previous terms of office and conduct a workshop on policy and procedure to expedite an effective transition of administrations.
- u. The Province Coordinator or Mistress of Ceremonies is seated to the right of the podium. If the Province Coordinator is not the Mistress of Ceremonies, she is seated to the right of the Mistress of Ceremonies.
- v. National Officer (when present) is seated to the left of the podium facing the audience if she is the speaker. If National Officer is not the speaker, she is placed to the left of the speaker.
- w. All other dais guests should be alternated according to their rank from left to the right of the podium.

- x. A second tier may be used if desired for local chapter officers.
- y. A reserved table should be designated for previous province officers and the province first lady.

Province Meeting Host

- a. Each Province shall host a Provincial Meeting in accordance to the National Silhouette Bylaws. If the case arises, or which a Province is unable to host a Provincial Meeting a request for exception must be submitted to the National Silhouette President for review.
- b. If the host chapter is unable to effectively host a Province meeting due to chapter size, resources, and/or fails to abide by the National/Province Bylaws, Policies and Procedures, and governing documents, the Province Coordinator shall request a meeting with the National President. The National President shall advise the Province Coordinator on appropriate actions.
- c. It is strongly recommended that all Silhouette Chapters have a delegate present at the Province Meeting and at the National Meeting. It is recommended that fees (specifically the Registration Fee) incurred by the delegate for attendance at the Province Meeting and National Meeting be paid by the Delegate's Chapter if funds are available.

APPENDIX

NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

TRANSITION OF LEADERSHIP GUIDE

Silhouette Leadership Transition Plan Guidance

A Thorough Leadership Transition Plan is:

1. The responsibility of both the outgoing and incoming officers.
2. A way to help the group avoid starting over or starting from scratch every year.
3. A transfer of significant organizational knowledge.
4. A way to minimize the confusion of leadership changeover.
5. A way to give outgoing leaders a sense of closure.
6. A great opportunity for outgoing leaders to evaluate their term.
7. An orientation process for new leaders.

A Smooth Transition Is:

- ✓ The responsibility of both outgoing and incoming officers.
- ✓ A way to help the group avoid starting over each year.
- ✓ A transfer of significant organization knowledge. A sense of closure for the outgoing officer.
- ✓ A utilization of the valuable contributions of experienced leaders.
- ✓ A time for the new leadership to absorb expertise from outgoing members.
- ✓ A great opportunity for outgoing leaders to evaluate their term.
- ✓ An orientation process for new leaders. The leadership changeover period.
- ✓ A time for incoming leaders to ask questions and seek advice.
- ✓ An outgoing leader's last chance to say, "I wish I'd done this..."

What Do You Need To Transfer?

- Effective leadership qualities and skills.
- Problems and helpful ideas, procedures and recommendations
- Written reports
- Personal and organizational files
- Organizational goals and objectives from previous year(s)
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources/contacts lists with addresses and phone numbers

Three Meeting Approach Meeting Timeline:

- Meeting 1- Within 24 hours of election.
- Meeting 2- August 31st of the election year.
- Meeting 3- October 1st, of the election year

**Feel free to schedule additional meetings as needed.*

A 3-Meeting Approach

Meeting 1

- Review purpose/objectives of the position, organization, or committee.
- Review past programs and services.
- Review responsibilities and expectations.
- Share problems, helpful ideas and recommendations.
- Show new leader reading materials and appropriate files for review before the next meeting.
- Establish handoff of documents date and method of delivery.

Meeting 2

- Review the organizational manuals/guides for the role which should include:
 - Resources
 - Committee Development
- Review the resources most often used by that position/committee
- Be sure to keep the meeting an information-sharing session and *not* a *how to meeting*

Meeting 3

- Introduce the incoming leader to people important to the carrying out of the tasks of the position.



NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

SILHOUETTE SONG

*You' re our sweethearts, you' re our mates,
You' re our only, only dates*

*When in your circle we do sing
Pride and loyalty, we bring*

*You' re our choice from all the res t We
chose you cause you're the best*

*You' re the greatest and that' s why
You are KAPPA ALPHA PSI*

*For you only, we will work
From our duties never shirk*

*Always with you, we will stand
Silhouettes a loyal band*

*When you need us, never fail
To call on us, rain or hail*

*We will ever be for you
KAPPA men; we love so true*



NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

POEM FOR MEMORIAL SERVICE I

A LEGACY

John Greenleaf Whittier

*When the great silence falls, at last, on me,
Let me not leave, to pain and sadden thee,
A memory of tears,
But pleasant thoughts alone.
Of one who was thy friendship's honored guest
And drank the wine of consolation pressed
From sorrows of thy own.
I leave with thee a sense
Of hands upheld and trials rendered less,
The unselfish joy which is to helpfulness
Its own great recompense.
The knowledge that from thine,
As from the garments of the Master, stole
Calmness and strength, the virtue which makes whole
And heals without a sign.
Yea more, the assurance strong
That love, which fails of perfect utterance here,
Lives on to fill the heavenly atmosphere
With its immortal song*



NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

POEM FOR MEMORIAL SERVICE II

LIGHT A CANDLE

Andrew Pell

Light a candle for those we mourn. Into a new life they will be born.

Do not look for them at the graveside.

They are somewhere else radiating their beautiful light.

They have gone to a new world where there is no darkness, no pain.

Their light and essence will always remain.

Light a candle for those who have left this mortal place.

They are free to travel through time and space.

When we think of them, they are near.

When we sit in a beautiful garden. Their voices we hear.

When we listen to a divine symphony. We close our eyes, their faces we see.

Light a candle for they have not really gone.

With each flickering flame, in your hearts they will always belong.



NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

SILHOUETTES MEMORIAL SERVICE FORM

Province: _____

Province Coordinator: _____

Name: _____

Chapter Membership: _____

Office Held: _____

Location of Chapter: _____

Departed life on/in: _____



National Silhouettes of Kappa Alpha Psi Fraternity, Inc.

**SILHOUETTES RESOLUTION
ON THE PASSING OF**

Whereas, Our Beloved (Member's name) passed away on the (Date of Death); and

Whereas, She was married for (number) years to the (husband's name); and

Whereas, She graduated from (name of school); and

Whereas, She was employed as a (career) for over (number of years), serving with devotion and dedication; and

Whereas, She was a member and actively served in many capacities and on numerous committees and was always willing to give her support to its programs and activities whenever she was called upon.

Whereas, She was a volunteer worker (name of any organizations which she maintained membership). The quality of life of those who knew her has been enhanced by the many contributions she made, not only to the Silhouettes, but to the various other civic, social, community and religious organizations, as well; and

Whereas, (Name) shall be sorely missed by National Silhouettes who knew and respected her, her memory shall remain a cherished possession for all of us; therefore

Be It Resolved, That we inscribe in the history of the National Silhouettes, a chronicle of the contributions and achievements of our member, (name); and

Be It Further Resolved, That a copy of this Resolution be given to her beloved family as an expression of our love and appreciation for her many contributions; and a copy filed with the National Silhouettes

Done by the NATIONAL SILHOUETTES, this _____ Day of _____ Month, in the Year Of Our Lord _____.

National Silhouettes of Kappa Alpha Psi Fraternity, Incorporated Name

National Silhouettes President

Chapter President or Province Coordinator

(Signature) National President

(Signature) Chapter President or Province Coordinator



National Silhouettes of Kappa Alpha Psi Fraternity, Inc.

PROVINCE MEETING SAMPLE LETTER/CHECKLIST

Date:

To: _____(City) Silhouette, Host Chapter _____(Year)Province Meeting

From: _____, Province Coordinator

Subject: Province Meeting Checklist

Congratulations on being selected as the Host Chapter for the _____ Province Meeting. I realize that your Chapter is anxious about organizing and orchestrating a successful conference. To expedite your planning and assist your chapter, I have developed a checklist of essential activities/events which should be included in a province meeting. While these items form the basic format, the creativity of your membership is encouraged to embellish and enhance the basic framework.

I will be mailing each financial Silhouette of the _____ Province a newsletter. Your steering committee should prepare the registration form to be distributed within the newsletter. I will communicate a date the registration form is due.

I am including the names and addresses of the National and Province Officers. Only province dues should be sent to our Province Financial Secretary.

National dues should be mailed to the National Financial Secretary. Both mailings should include the names, addresses, and telephone numbers of the appropriate members.

Additionally, I will forward the meeting theme and agenda. Please notify me if you need further assistance and keep me informed of your progress. I remain willing to serve when called upon. Good luck and best wishes for an outstanding Silhouette Province Meeting.

Upon notification of Province being held in your province, arrange meeting with Province Coordinator and previous Province Meeting Host Chapter President and Steering committee.

Preliminary

- Identify Silhouette Steering Committee and Chairperson
- Chairperson and President should meet with sponsoring Kappa Chapter to clarify:
 - a. Responsibilities of Silhouettes
 - b. Site, date and time of Kappa events (meetings, luncheon, banquet, dances, etc.)
 - c. Financial resources of Kappas to Silhouettes
 - d. Due dates to have Silhouette activities published in Kappa Province booklet.

Steering Committee

- Create a project plan using a shareable medium.
 - Outline activities needed to execute the Province Meeting
 - Create a calendar from the project plan and distribute to the committee members and the Province Coordinator
 - Prepare a list of location needs to accommodate Silhouette activities, prior to visiting host facility.
 - Working with the chapter president and with guidance from previous host chapter, create a spending plan (budget)
- Visit/tour hotel to check facility for size of meeting rooms, lighting, ventilation, sound system and on-site activities (game room, health/exercise room, swimming pool, etc.)
- Prepare a Tentative Schedule of Activities/Events for Silhouettes for Friday (10:00a.m. - midnight) and Saturday (7:00a.m. - midnight).
- Identify Subcommittees (list not inclusive):
 - a. Registration and Kits
 - b. Hospitality Suite
 - c. Luncheon
 - d. Banquet
 - e. Special Events
 - f. Business Session
 - g. Fund raising
 - h. Kappa Kids**

Registration

- Determine pre-registration costs and on-site registration costs for Silhouettes. In addition, other Silhouettes an a la carte for luncheon and banquet. (On-site registration should be cash only).
- Select registration tote or portfolio for Silhouettes.
- Identify a registration list (i.e. Silhouette mug, scarf, picture frame, pen, etc.)
- Contact local businesses for free samples.
- Kits should include a Schedule of Silhouette Events, badges, name tags, and admission tickets.

Hospitality Suite

- Select a suite large enough to accommodate at least twenty-five to thirty Silhouettes comfortably.
- Plan activities for suite such as make-up demonstrations, self-improvement seminars, card games, art exhibits, local vendors, etc.
- Determine hours for suite and assign proper coverage.
- Suite should be open:
 - Friday afternoon and evening.
 - Saturday morning (Continental Breakfast) and afternoon.

Banquet

- Select a menu
- Provide for head table with podium and microphone
- Identify speaker and/or musical presentation and/or dramatic presentation.
- Prepare program to include invocation, remarks from Coordinator and distribution of gifts to visiting Silhouettes.
- Have a program printed.

Special Events (optional)

- Contact local vendors of specialty stores/boutiques to display their wares.
- Contact local artists, choirs, musical groups, theater companies, etc.

- Identify off-site businesses/malls/shopping and historic areas of interest.

Business Session Check with Coordinator for theme.

- Acquire suitable meeting room to accommodate twenty-five to thirty women.
- Have set up for meeting with a head table, podium/lectern and microphone.
- Provide water.

Fund Raising (optional)

- Consult with various subcommittees to determine financial resources (Kappa contributions, registration fees, chapter allotment) and expenses.
- Plan and conduct a fundraiser to provide committees with necessary funds. (Suggestions: Casino bus trip, theater party, cabaret/disco, fashion show, raffle or assessment of membership).

****Contact National President as it relates to Kappa Kids Activities. Due to risk and liability issues approval is needed.***



NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

SUGGESTED SCHEDULE

FRIDAY

- Registration 10:00 a.m. - 8:00p.m.
(Late registration for out-of-town Silhouettes)
- Silhouette Hospitality 1:00 p.m. - 6:00 p.m.
- Kappa Kids Hospitality Suite* 1:00 p.m. - 10:00 p.m.
- Kappa Kids Activity* TBD

SATURDAY

- Registration 8:30 a.m.- 4:00 p.m.
- Exercise 7:30 a.m. - 9:00 a.m.
- Continental Breakfast 9:00 a.m. - 10:00 a.m.
- Continental Breakfast (Kids)* 9:00 a.m. - 10:30 a.m.
- Business Meeting 10:30 a.m. - 12 noon
- Kappa Kids Activities* TBD
- Silhouette Luncheon 12 noon - 2:00 p.m.
- Hospitality Suite Silhouettes/Tours/
Vendors/Displays/Demonstrations 2:00 p.m. - 5:00 p.m.
- Pre-Banquet Events 6:00 p.m. - 7:00 p.m.
- Silhouette Banquet 7:00 p.m. - 10:00 p.m.

NOTE: *Executive Board Meeting and Training Workshops are not listed in this suggested schedule. Place these activities within the schedule.*

** Kappa Kids Activities will need approval due to the risk and liability that are involved.*



NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC

The National Silhouettes shall hold National meetings at the same time and place as Kappa Alpha Psi Fraternity, Inc. Grand Chapter meetings. National Meeting is the official meeting of the National Silhouettes. (*See Article VI of the National Silhouette Bylaws*).

The Host Chapter and Steering Committee will work closely with National Silhouette President and her designee to execute and produce the meeting. The National Meeting Execution Matrix includes eight components which correspond to the activities and events that will take place during the National Meeting.

NATIONAL MEETING EXECUTION MATRIX

TITLE	DESCRIPTION	WHO WILL USE
SCHEDULING MATRIX	Outlines the week's activities corresponds with event calendar	National Silhouettes President Host Chapter Steering Committee
ALL RESPONSIBILITIES	Identifies who or what team executes the events operations and execution	National Silhouettes President Host Chapter Steering Committee
COMPATIBILITY REPORT	Analysis report of the Scheduling Matrix	National Silhouette President Steering Committee
THINGS TO DO	Work plan for National Meeting	National Silhouettes President Host Chapter Steering Committee
BUDGET	Details funds expenditure	National Silhouettes President Host Chapter Steering Committee
BUDGET SEND OUT	Outlines financial obligation of all parties involved in the National Meeting's execution	National Silhouettes President Host Chapter Steering Committee
VOTING CARDS	Properties for voting, voting strength by Chapter	National Silhouettes President Steering Committee
SIGNAGE	Describes signage for each event that is required and who needs to create	National Silhouettes President Host Chapter Steering Committee

NATIONAL AND PROVINCIAL MEETING BOOKLETS EXAMPLES

The National Meeting Booklet and Province Meeting Booklet are recommended to be completed by the host chapter to provide a welcome and reference to all Silhouettes who will be attending these meetings. National Meeting booklets may be distributed via email to Province Coordinators for distribution to their Chapter Presidents and Province Coordinators will distribute to their chapter presidents and members at large, Be mindful to provide a copy to the Widows Liaison for distribution as well.

SUGGESTED CONTENT FOR NATIONAL AND PROVINCIAL MEETING BOOKLETS

CONTENT

<i>Letters of Welcome</i>	<input type="checkbox"/> <i>Grand Polemarch</i> <input type="checkbox"/> <i>1st Lady of Kappa Alpha Psi</i> <input type="checkbox"/> <i>National Silhouette President</i> <input type="checkbox"/> <i>Host Province Coordinator</i> <input type="checkbox"/> <i>Host Chapter President</i> <input type="checkbox"/> <i>Steering Committee</i> <input type="checkbox"/> <i>Optional</i> <i>Local Officials</i> <i>*Request in timely manner to be included for distribution.</i>
<i>Schedule of Events</i>	<input type="checkbox"/> <i>Silhouette</i> <input type="checkbox"/> <i>Kappa Sponsored/Hosted Events</i> <i>*Include fees for events that are not included within the registration packet</i>
<i>Registration Instructions</i>	<input type="checkbox"/> <i>National Registration Form</i> <input type="checkbox"/> <i>Provincial Registration Form</i> <input type="checkbox"/> <i>Online Registration links</i> <i>*Widows Registration and Reservation Form</i>
<i>Flyers for any special activities or events that will take place</i>	<input type="checkbox"/> <i>Social activities</i> <input type="checkbox"/> <i>Silhouette Activities (Province Meeting)</i> <ul style="list-style-type: none"> ○ <i>Memorial Service</i> ○ <i>Scrapbook Contest</i> ○ <i>Community Service Activity</i> ○ <i>Fundraising Activities</i>



NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC

CHARTERING PROCEDURES SAMPLE LETTER

DATE:

SILHOUETTE NAME:

CHAPTER:

SUBJECT: Chartering A New Silhouette Chapter

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 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
- Silhouette Song/Prayer
- National Silhouettes Logo

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 Contact Information:
- National _____ Vice President Contact Information:
- _____ Province Coordinator Contact Information:

**NATIONAL SILHOUETTES
OF
KAPPA ALPHA PSI FRATENITY, INC.**



**GUIDELINES
CHARTERING CEREMONY
for
ESTABLISHING A SILHOUETTE CHAPTER**

GUIDELINES FOR CHARTERING A NEW SILHOUETTE CHAPTER AND INSTALLING OFFICERS

INTRODUCTION

This ceremony is to be conducted by the National President, the Province Coordinator or a designee of the National President or the Province Coordinator.

Determine if there is a minimum of five (5) Kappa wives and/or widows eligible for membership in the organization.

New Silhouette Chapter assemble the following properties:

- Small table with tablecloth
- Bible
- Large white candle in candle holder
- Small white candles tied with red ribbon for each newly elected officer
- Matches and candle snuffer
- **Silhouette Song CD/MP3**
- Soft background music (Claire de Lune, Moonlight Sonata, etc.)
- Vase with crimson and cream roses (Flowers)
- National and Province Bylaws
- Robert's Rules of Order, Newly Revised
- Minutes Book
- Guidelines for Submission of National and Province Dues
- Three (3) copies of Charter (One each for Chapter, Coordinator and National President) *

*The highest-ranking officer will have the chapter charter

PREPARE FOR THE CHARTERING CEREMONY

- Arrange seats facing the ceremonial table for each Charter member of the new Silhouette Chapter
- Seat Silhouettes alphabetically for ease in signing the Charter
- Obtain signatures of Chapter members in alphabetical order and of Province Officers
- Mail Charters to National President for National Officers' signatures National President will mail one signed copy of Charter to the Chapter President and one signed copy to the Province Coordinator. One copy will be retained in the National Archives



FREQUENTLY ASKED QUESTIONS REGARDING CHAPTER CHARTERING CEREMONY

1. Who may attend the Chapter Chartering Ceremony?

The ceremony is open to members of Kappa Alpha Psi Fraternity, Inc. and Silhouettes of Kappa Alpha Psi Fraternity, Inc.

2. Whose responsibility is it to provide the materials for the Ceremony?

See the Guidelines for Chartering A Silhouette Chapter

3. Whose name may appear on the Charter for the New Chapter?

Silhouettes who have committed to chapter membership through the payment of dues and are among the original members of the chapter present at the Chartering Ceremony.

4. How many persons are needed to conduct the Chartering and Installation Ceremonies?

The Ceremony Guidelines suggest two: National President, the Province Coordinator or a designee of the National President or the Province Coordinator.

5. If a Silhouette Chapter is chartered after October 31st, is the new chapter charged a late fee?

The Province Coordinator shall reach to her Vice President and the National President for guidance.

6. How soon are dues submitted after a Chapter is chartered?

Dues should be submitted immediately following completion of the Chartering Ceremony.

7. What is the attire for the Chartering Ceremony?

Suggested attire is black skirt suit or dress with a red rose.

NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

CHARTERING CEREMONY



By FRANCES VAUGHN
ANN ARBOR-YPSILANTI/INKSTER CHAPTER
Michigan - August 1980

CHARTERING CEREMONY

PRAYER: Heavenly Father, we stand before you today as a group. We ask for your blessings. Help us to love, accept and understand one another just as we are --the young to accept and understand the old --and the old to accept and understand the young. Permit us to be just and fair in our suggestions and criticisms to one another. Weigh it and extract from it only the goodness; then help us, Lord to abandon all the evil or malice that we thought was intended by our fellow man. Help us gather in harmony and leave in harmony. We thank you for your constant blessings and we ask you to watch over us. Amen. (By Iris H. McConnell, 1981)

PRESIDING OFFICER: Congratulations! Silhouettes, as wives (and widows) of financial Kappa men, you have agreed to establish a Silhouette Chapter in _____ of the _____ Province as the official auxiliary of Kappa Alpha Psi Fraternity, Inc. The purpose of the _____ Silhouette Chapter is to provide support and assistance to the fraternity by coordinating activities for Silhouettes during Province and national meetings and by promoting the fraternity's philosophy of achievement through contributions to the Kappa Foundation. Please stand and repeat after me:

I, _____, promise to uphold my obligations to the Silhouettes of Kappa Alpha Psi Fraternity, Inc. I will work to achieve the goals and obligations of the Silhouettes on the local, province and national levels. As a Charter member of this chapter, I will dedicate my efforts to the activities and projects of the chapter, which are in concert with those of the Province and of the National organization. This is my solemn vow.

PRESIDING OFFICER: You may be seated. Silhouette, by establishing a Silhouette Chapter in _____, you have undertaken the obligations and responsibilities of Silhouettes in chapters across this country and you must work to achieve the goals and objectives of the Silhouettes of Kappa Alpha Psi Fraternity, Inc. Each of you, as a charter member of this chapter, must give your very best to support and strengthen the chapter's programs and projects.

By the power vested in me as National President, I declare the _____ Chapter of Silhouettes of Kappa Alpha Psi Fraternity, Inc., duly established this ____ day of _____ in the year _____. You will be recognized as Charter members of this chapter. Welcome to the ranks of the organized wives and widows of Kappa Alpha Psi Fraternity, Inc.

Please affix your signature to this document. The ceremony is concluded.

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



INSTALLATION OF OFFICERS CEREMONY

By FRANCES VAUGHN
ANN ARBOR-YPSILANTI/INKSTER CHAPTER
Michigan - August 1980

INSTALLATION CEREMONY

SETTING:

1. Place a small table in front of the audience.
2. Cover table with a decorative tablecloth.
3. Place a Bible, a large off-white lighted candle and a vase of crimson and cream roses (minuet variety) on the table.
4. All officers shall stand behind the table, facing the audience. Ask the current officers to assume their positions. (Use No. 4 under setting for order). Then follow by asking the newly elected officers to come forth. (Use No. 5 under setting).
5. Newly elected officers shall hold an unlighted candle (off-white) with a red ribbon tied around it.
6. Soft music shall provide the background (such as Clare de Lune, Moonlight Sonata, etc.)

PRAYER:

Heavenly Father, we stand before you today as a group. We ask you for your blessings. Help us to love, accept and understand one another just as we are. The young to accept and understand the old and the old to understand and accept the young. Permit us to be just and fair in our suggestions and criticism to one another, weigh it, extract from it only the goodness, then help us, Lord, to abandon all the evil or malice that we thought was intended by our fellowman. Help us gather in harmony and to leave in harmony. We thank you for your constant blessings and ask you to watch over us. Amen.

--Iris H. McConnell, 1981

Statement by Silhouette who is conducting ceremony.

At the completion of the presiding officers' instructions to you, simply ask the current offices to assume their positions. After reading the charges to all new officers, the collective oath is repeated together.

OFFICERS' CHARGE

PRESIDENT

"Silhouette_____, you have been elected President of this organization. It will be your duty to preside at meetings, and to enforce impartially the rules, laws and regulations of our organization. You will be ex-officio member of all committees, except the nominating committee. It will be your duty to see that all officers perform the duties assigned to their respective office. You will thoroughly familiarize yourself with the rules of parliamentary procedure and our by-laws. I now present you with the gavel, symbol of your authority, and right to act officially in the capacity and office to which you have been elected."

FIRST VICE-PRESIDENT

"Silhouette_____, the office of First Vice-President is an important post. It will be your duty to preside in the absence of the President, and as such, to conduct the duties of the office justly and impartially. You will perform such other duties as are specifically prescribed in the by-laws. You will immediately familiarize yourself with the rules of parliamentary procedure and the by-laws. You will, additionally, carry out those assignments conferred upon you by the President in her capacity of appointing officer."

SECOND VICE-PRESIDENT

"Silhouette_____, the office of Second Vice-President is also an important post. It will be your duty to preside in the absence of the President and First Vice-President and to conduct the duties of the office justly and impartially. You will perform such other duties as are specifically prescribed in the by-laws. You will also immediately familiarize yourself with rules of parliamentary procedure and the by-laws. You will also carry out those assignments conferred upon you by the President in her capacity of appointing officer."

SECRETARY

"Silhouette_____, the office of Secretary is of supreme importance. It demands constant attention and involves much work. It will be your duty to record the minutes of all meetings and to send out all meeting notices; **to conduct national Silhouette correspondence**; * to submit the order of business to the President at each meeting; to keep a fair and impartial record of the proceedings. Your books shall be open to the inspection of the executive committee at reasonable times, and at the next national meeting you will make an annual report in writing."

TREASURER

"Silhouette_____, the office of Treasurer is one of high trust. You are the custodian of all our funds, except those otherwise designated. It will be your duty to keep an accurate record of the same and be ready to report of the same and be ready to report thereon at each national meeting for the information of the members. It will be a further duty of your office to submit your books and records to the examination of a certified public accountant, designated by the executive office, once every 18 months."

FINANCIAL SECRETARY*

"Silhouette_____, you have been elected to the important office of Financial Secretary. Your duty is to assist in facilitating the duties of the office of Treasurer. **You shall keep concurrent records of all financial members and to take charge of the roll call of all financial delegates to National Meeting.** You are to obtain receipts for monies received and to turn monies over to the Treasurer."

PARLIAMENTARIAN

"Silhouette_____, you have been elected to the very important office of Parliamentarian. The office is one of guidance and justice. It will be your duty to advise the presiding officer on questions of parliamentary law and procedure, thus helping to safeguard the rights and privileges of all members equally, and to help transact the business of the meetings legally and efficiently. You shall always be non-partisan. You shall make your presence known by being seated on the right hand of the presiding officer of all national meetings."

HISTORIAN

"Silhouette_____, your office is of great value and importance to this organization. Your duties will be to prepare narrative account of Silhouette activities during your term of office, which when approved by the organization will become a permanent part of Silhouette official history."

CHAPLAIN

"Silhouette_____, you have been elected to a valuable position. It shall be your duty to lead invocations and benedictions where such prayers are offered at openings and closings of meetings or other events. You will assist at memorials for deceased members."

COLLECTIVE OATH OF OFFICE

As each newly elected officer receives the charge, the highest-ranking officer shall hand her a rose.

"In the presence of Almighty God...and the members here assembled...I,

, do solemnly promise and pledge...that I will discharge the duties of my office
...to the best of my knowledge and ability...so help me God."

The highest-ranking officer shall read the charge of office to each newly elected officer (as described in the By-Laws).

Upon completion of the charges, the second highest ranking officer shall read:
"Almighty God, Ruler of the Universe, we beseech thee to bless and protect our new officers, and to guide them to uplifting and proficient deeds. Help them to direct the course of our beloved organization. Imbue them with a full sense of justice, and with the spirit of cooperation, loyalty and devotion to its cause. Continue them steadfast and true to their oath of office and to their obligation. Amen."

The highest-ranking officer shall hold the lighted candle in front of her so that each newly installed officer may light her candle from it. She shall then shake the hand of the newly installed officers.

HIGHEST RANKING OFFICER:

Sister Silhouettes, by the authority invested in me, duly installed in your respective officers. I congratulate you upon your election. You may now assume your station."

SECOND HIGHEST RANKING OFFICER"

"Almighty Father, you see overall, as we prepare to adjourn, we thank thee for the opportunity of joint deliberations and action witnessed during the course of this convention. We thank thee for the measure of friendship and association with one another. Bless, O Lord, all who are gathered here, prepared to go forth, and do thou will attend to their well-being until we gather here again. Amen."

****This ceremony is adaptable for Province and Local installation of officers.***

BENEVOLENT GUIDELINES OF THE NATIONAL SILHOUETTES OF KAPPA ALPHA PSI FRATERNITY, INC.

PURPOSE:

The general purpose of the Benevolent Committee of the National Silhouettes of Kappa Alpha Psi Fraternity, Inc., shall be to extend courtesies **that do not fall under the Province and/or Chapter courtesies to FINANCIAL NATIONAL SILHOUETTES.**

Courtesies will be promptly extended contingent upon notification if courtesies fall within the National guidelines.

Guidelines:

I. ILLNESS:

A. SILHOUETTE:

- 1. Hospitalized for three (3) or more days within a year, a bouquet, potted plant, fruit basket or requested momentum will be extended. (Province and/or Chapter courtesy)**
- 2. Subsequent confinement(s) exceeding three (3) days within the same year – cards. (Province and/or Chapter courtesy)**

- B. SPOUSE: Upon three (3) days of hospitalization or homebound, a card to be extended. (Province and/or Chapter courtesy)**

II. DEATH:

- A. SILHOUETTE: A red and white floral stand with National Silhouette on the streamers or designated momentum. (Province and/or Chapter courtesy)**

- B. SPOUSE: A red and white floral, potted or designated momentum. (Province and/or Chapter courtesy)**

- C. OTHER RELATIVES: If made aware, a card will be extended. (Province and/or Chapter courtesy)**

- D. SILHOUETTE: Upon notification, a card to be extended (Not to exceed \$5.00)**

- E. SPOUSE: Upon notification, a card to be extended (Not to exceed \$5.00)**

- F. **SILHOUETTES:** A red and white floral stand with National Silhouette on the streamers or designated momentum. **Courtesy extended to all Current/Past National Executive Board Members, Current/Past Presidents, and Current/Past First Ladies (Not to exceed \$100)**
- III. **RETIREMENT:** Congratulatory card will be extended. **(Province and/or Chapter courtesy)**
- IV. **BIRTHDAY:** Upon reaching the golden age of seventy-five (75) or older, a card will be extended. **(Province and/or Chapter courtesy)**
- V. **ADVANCED DEGREE/PROMOTION/OTHER HONORS:** A card will be extended. **(Province and/or Chapter courtesy)**
- VI. **OTHER CONSIDERATIONS:** All unexpected circumstances, which do not fall within the above categories, will be handled in a special executive board meeting.
- VII. **BUDGET:** A designated budget will be established for providing national courtesies.

PLEASE NOTE:

All national courtesies should be requested by the Province Coordinator to the National President. Submit the following:

- Silhouette's Name
- Chapter
- Province
- Mailing Address
- Family Contact Information (Phone, Email)

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



Additional Forms

The following forms are available on the National Silhouettes website and by requesting them from your National Vice President:

- Chapter Report Form
- Finance Forms
- Chapter President's Manual Example