



KAPPA ALPHA PSI® FRATERNITY, INC.
PROTOCOL
& ETIQUETTE
MANUAL
2018 EDITION



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Dedication

In his 1914 letter to college men, Founder Elder Watson Diggs stated –

“Kappa Alpha Nu has been able to evolve a system, which, we believe, is unique in the history of college fraternities. One of the features of this system consists of stimulating a desire among Negro people for college training and inducing Negro youths to enter and successfully pursue college courses. This, they often fail to do. Stimulated by the campaign, which Kappa Alpha Nu is carrying on, several such young men are now in college who in all probability would not otherwise have entered. In this and in numerous other ways, the organization is, through inspiration, encouragement, and mutual help, rendering large service to the cause of university training among the Negro people.”

Something inspired our founders to pursue a college education at a state supported institution of higher learning in an environment that did little to help Negroes transform their dreams into reality. Yet, they were determined to prepare themselves for careers that would improve their quality of life and for their families, and open doors of opportunity for their descendants. They realized that academic success is often buttressed by a support system that includes social interaction.

This publication is dedicated to those pioneering students, who came together at Indiana University during the first decades of the 20th century to form Kappa Alpha Nu –

- ❖ Elder Watson Diggs
- ❖ Byron Kenneth Armstrong
- ❖ Ezra Dee Alexander
- ❖ Henry Tourner Asher
- ❖ Marcus Peter Blakemore
- ❖ Paul Waymond Caine
- ❖ George Wesley Edmonds
- ❖ Guy Levis Grant
- ❖ Edward Giles Irvin
- ❖ John Milton Lee

Our Founders adopted *Achievement* as the fundamental purpose of *their* fraternity. Since its formation, thousands of men have recited the oath of membership, and have embraced the ideals that sets Kappa Alpha Psi apart from other Greek letter social fraternities, fraternal societies, and social clubs.

We have sustained the vision of our Founders in storms of adversity and continued to pursue a course that acknowledges the need to call upon the collective strengths of our members to assist our elected leadership teams to implement an agenda that keeps our fraternity among the vanguard of all Greek letter organizations.

We owe a debt of gratitude to these courageous men of *culture*, *patriotism* and *honor* who formed an organization they believed would provide a support mechanism to a cadre of men dedicated to reaching the highest plateaus of success in their lives.

Dedication (2007 Edition)

This manual to Protocol and Etiquette in Kappa Alpha Psi Fraternity is dedicated to the memory of Brother I.W.E. Taylor, affectionately known as Professor Taylor. Brother Taylor was initiated into the Lincoln University Chapter, the Epsilon of Kappa Alpha Psi in May 1932.

Brother Taylor's Advice and counsel were frequently sought by alumni and undergraduates alike, and it could always be counted on when it stood to benefit the Fraternity. He served for many years as advisor to Morgan State University, the Alpha Iota of Kappa Alpha Psi, and was instrumental in the establishment of the Delaware State College Chapter, the Beta Sigma of Kappa Alpha Psi.

Brother Taylor edited an addition of the Scroller of Kappa Alpha Psi and had started as co-editor of this Guide before joining the Chapter Invisible. For his loyalty and contributions to the Fraternity, Brother Taylor received the Elder Watson Diggs Award in 1961.

Acknowledgements

The development of any meaningful work product within a membership organization is the result of the input from (and the dedication of) a broad spectrum of members with diverse backgrounds and experiences. This work product is no different; it is a collective effort that represents the views of a cross section of our members.

Many of the members who contributed to this effort are Kappa legends whose achievements and contributions are chronicled in the various editions of the "Story of Kappa Alpha Psi" or in issues of the Kappa Alpha Psi Journal.

However, there were other contributors who have been loyal supporters of Kappa Alpha Psi and were motivated by the desire to contribute to a publication that will enhance the image of the Kappa Alpha Psi Fraternity, Inc.

A "special thanks" to Elder Watson Diggs Awardees **Terrance G. Blount** and **Charles Wesley "Ceedy" Morgan, III**, for their leadership and work in revising this publication. We also owe a debt of gratitude to an *ad hoc committee* that reviewed the manual prior to its submission to the Publicity and Publications Commission –

- ❖ Grand Board member Ron Julun (Chairman)
- ❖ Grand Historian Kevin Scott
- ❖ Grand Chapter Nominating Committee Chairman Chauncy E. Haynes
- ❖ Elder Watson Diggs Awardee Myron Hardiman
- ❖ Elder Watson Diggs Awardee W. Kenneth Jackson
- ❖ Guy Levis Grant Awardee Sean Bradley
- ❖ Past Grand Board member Harry Franklin
- ❖ Past Grand Board member Ronald Range
- ❖ Past Western Province Polemarch Kevin Kinsey
- ❖ MVAC Commission member Dr. Samuel Odom
- ❖ 33rd Grand Polemarch Administration

We also owe a special thanks to Elder Watson Diggs Awardee **Earl Tildon**, Chairman of the Publicity and Publications Commission for his review and input.

There have been three prior editions of this publication (1985, 1997, 2007). The baseline for each revision was the previous publication. Each update was intended to embrace principles (and mores) of the changing environment within which our fraternity must operate. Hence, there is the expectation that this edition will not be a *static* document but will undergo future modifications.

Previous Acknowledgements

Hillary H. Holloway, Committee Chairman
Claude E. Harris on, Jr.
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Merritt W. Wilson

Revised by the Publicity and Publication Commission (**October 1997**)

Stanley Stain, Jr., Chairman
Dr. Ralph J. Bryson
William Crump
Mel L. Davis
James E. Freeman
Donald L. Hughes, Jr.
Michael Moore
Derrick Williams

Revised January 2007

Samuel C. Hamilton - Grand Polemarch

Earl T. Tildon, Chairman, Publicity & Publications Committee
Willie L. Todd, Jr.

Charles G. Tildon, Jr., Chairman Protocol & Etiquette Committee
Tilghman L. Moore, Vice Chairman
Peter Butler, Jr.
Samuel F. Sampson
Milton A. Mayo, Consultant to Committee

Background

The Meriam-Webster dictionary defines *Protocol* as a system of rules that explains the correct conduct and procedures to be followed in formal situations and is a standardized approach to handling matters. It differs from customs, which is defined as *a usage or practice common to a place or class*, and tradition, which is defined as *a pattern of thought, action, or behavior*.¹

The Meriam-Webster dictionary defines *Etiquette* as the rules identifying the proper and polite way to behave. It has also been defined as *a code of behavior that delineates expectations for social behavior according to contemporary conventional norms within a society, social class, or group*.² For nearly a century, the standard guide for etiquette has been a publication first published by Emily Post in 1922.³

Etiquette is essential to a positive relationship. It is a sensitive awareness of the feelings of others whose critical components include respect and honesty. Regardless of what external expression is used (handshake, hug, kiss, etc.) it is the underlying sincerity and *good intentions* behind any action that is most important.

¹ See Meriam-Webster dictionary for a series of definitions for customs and traditions

² See Etiquette in Wikipedia, the free encyclopedia

³ The Emily Post Institute released the 19th edition of “Emily Post’s Etiquette” as of April 25, 2017; it offers insights and wisdom on a variety of new topics and fresh advice on classic conundrums

Introduction

While there are many purposes for this publication, it has been developed with the intent of emphasizing the importance of consistency, i.e., achieving a level of performance that does not vary in *quality* over time.⁴

In an organization, whose fundamental purpose is Achievement (in every field of human endeavor) there is (or certainly should be) an *expectation* that the standard is always *above and beyond* the norm. It is this willingness to exceed normality that sets Kappa Alpha Psi apart from other fraternities, fraternal societies and social clubs.

Equally as important as consistency is continuity, i.e., the unbroken and consistent existence or operation of something over time.⁵ In an organization of Achievers, there should be *little deviation* across the various geographic territories within which our members reside and work.

This work product is not intended to destroy *customs* or *traditions*. Rather, it addresses what occurs in formal situations, thereby leaving *customs* and *traditions* to informal settings and situations.

This work product does not (and cannot) change (or modify) any of the provisions found in the Ritual of Kappa Alpha Psi. That can only occur by an action of the Grand Chapter of Kappa Alpha Psi and in accordance with the Constitution of Kappa Alpha Psi.

This work product is intended to be dynamic rather than static. The expectation is it will be periodically reviewed by an *ad hoc* (volunteer) Protocol Committee to make certain that it meets the social etiquette and decorum of an ever-changing society.

While every effort has been made to address relevant areas, like any document, prepared by man it is not a perfect rendering. Any *omissions* are reflective of the men who contributed to the content and not the relevance of the omission, and any grammatical (or language) errors are reflective of the shortcomings of the authors.

⁴ See English Oxford (Living) Dictionaries

⁵ Ibid.

Terminology

The principal governance document of our fraternity is the Constitution and Statutes of Kappa Alpha Psi (“Constitution and Statutes”; individually “Constitution” and “Statutes”). It includes a glossary that defines terms that are used within that principal governance document. Some of those terms have been included in this publication as an easy reference for the readers.

Item 1: National

The Grand Chapter

The Grand Chapter of Kappa Alpha Psi (“Grand Chapter”) is the supreme governing body of Kappa Alpha Psi (“Fraternity” or “Kappa Alpha Psi”). The composition and powers of this body are set forth in (and throughout) the Constitution and Statutes.⁶ Each meeting of the Grand Chapter is numbered in sequential order.

The Grand Chapter is not the International Headquarters and is not located at the International Headquarters.

The Grand Board of Directors

The Grand Board of Directors (“Grand Board”) is an elected body whose composition and responsibilities are defined in (and throughout) the Constitution and Statutes.⁷ It operates under an implied limited delegation of authority from the Grand Chapter to manage the affairs of the Fraternity when the Grand Chapter is not in session.

The National Officers

The national officers of the Fraternity are elected by the Grand Chapter⁸ and are –

- ❖ Grand Polemarch^{*9}
- ❖ Senior Grand Vice Polemarch*
- ❖ Junior Grand Vice Polemarch*
- ❖ Grand Keeper of Records & Exchequer ^{*10}
- ❖ Members of the Grand Board, who hold no other elective national office
- ❖ Grand Historian
- ❖ Grand Strategus
- ❖ Grand Lieutenant Strategus
- ❖ Grand Chapter Nominating Committee Chairman

The national officers are accountable to the chapters and alumni associations, and the members of the Fraternity (through the Grand Board).

(*Denotes a member of the Grand Board)

Past Grand Polemarch

A Past Grand Polemarch is a member who has served the Fraternity as the Grand Polemarch. He is a member of the Past Grand Polemarchs Council whose powers are set forth in the Constitution.¹¹

Laurel Wreath Laureate

A Laureate is a person who is honored with an award for outstanding creative or intellectual achievement. The designation Laureate should be used instead of Wearer.

⁶ See Article IV, Constitution

⁷ See Article V; Constitution

⁸ See Article III, Section 2; Constitution

⁹ Grand Polemarch is the chief executive officer of the Fraternity; See Article XII, Section 1, Constitution

¹⁰ Grand Keeper of Records & Exchequer is the (de facto) chief financial officer of the Fraternity

¹¹ See Article X, Constitution

The Appointed or Hired Officials of Kappa Alpha Psi

Province Polemarch

A Province Polemarch¹² is an appointee of the Grand Polemarch, who meets the requirements set forth in the Constitution,¹³ and has voting rights in the Grand Chapter.¹⁴ He is responsible for managing the affairs of a Province and is accountable to the Grand Polemarch and subject to removal by the Grand Board.¹⁵

Executive Director

The Executive Director is hired by the Grand Board (through the Executive Committee) and is designated the Chief Operating Officer of the Fraternity whose responsibilities are set forth in the Constitution and the Statutes.¹⁶ He is accountable to the Grand Board (through the Executive Committee).¹⁷

General Counsel

The General Counsel is the *legal advisor* to the Fraternity. He is nominated by the Grand Polemarch and approved by the Grand Board. He is accountable to the Grand Board.¹⁸

Kappa Alpha Psi Journal Editor

The Kappa Alpha Psi Journal Editor is appointed by the Grand Polemarch and approved by the Grand Board. His primary responsibility is publishing the Kappa Alpha Psi Journal. He is accountable to the Grand Board.¹⁹

Guide Right Director

The Guide Right Director is appointed by the Grand Polemarch and approved by the Grand Board. His primary responsibility is managing the Guide Right program of Kappa Alpha Psi. He is accountable to the Grand Board.²⁰

The Commissions of Kappa Alpha Psi

The commissions have specific responsibilities; they are appointees of the Grand Polemarch and are accountable to him –

- ❖ Publicity and Publications Commission²¹
- ❖ Laurel Wreath Commission²²
- ❖ Achievement Commission²³

Item 2: Provinces

General

A Province is a geographic territory whose boundaries are determined by the Grand Chapter. It is populated by chapters and alumni associations assigned to the geographic territory by the Grand Board.²⁴

¹² There is no such title as “Provincial Polemarch”

¹³ See Article XIX; Constitution

¹⁴ See Article IV, Section 5; Constitution

¹⁵ See Article V, Section 7; Constitution

¹⁶ See Article XX; Constitution; and Statute 16; Statutes

¹⁷ See Statute 16, Section 4; Statutes

¹⁸ See Article XXI; Constitution

¹⁹ See Article XXII, Section 2; Constitution

²⁰ See Statute 27; Statutes

²¹ See Article XXIII, Constitution; and Statute 26, Statutes

²² See Statute 29; Statutes

²³ See Statute 28; Statutes

²⁴ See Article VII, Section 1; Constitution

Province Designation

The designation of a Province is set forth in the Constitution.²⁵

Province Elected Officers

The Constitution identifies the elected Province officers and their responsibilities.²⁶

Province Board of Directors

The Constitution defines the composition and responsibilities of a Province Board.²⁷

Province Council

The members affiliated with the chapters and alumni associations assigned to a Province shall meet at least annually. This meeting is known as a “Council” and its purpose is set forth in the Constitution.²⁸

The Constitution defines the number of representatives for the chapters and alumni associations, provided they are “in good standing.”²⁹ The Glossary defines “in good standing” as “*meeting all the terms and requirements for active participation and the unconditional exercise of all rights and privileges conferred by chartering or initiation.*”

Item 3: Chapters and Alumni Associations

General

A chapter is an entity authorized by either the Grand Chapter or the Grand Board.³⁰ The nomenclature and rules governing chapters are set forth in the Constitution and Statutes, and in regulations adopted by the Grand Board.

An alumni association is an entity authorized by either the Grand Chapter or the Grand Board.³¹ The nomenclature and rules governing alumni associations are set forth in the Constitution and Statutes, and in regulations adopted by the Grand Board.

Undergraduate and Intermediate Chapter Nomenclature

Undergraduate and intermediate chapters are anchored at colleges or universities. The Constitution identifies the nomenclature of these chapters, namely, Greek letters in sequential order. The official name of an undergraduate or intermediate chapter includes the name of the institution, the Greek letter designation, and the Province abbreviation to which it is assigned.³² Some examples are:

- ❖ The Indiana University Chapter, the Alpha of Kappa Alpha Psi (NC)
- ❖ The Fisk University Chapter, the Alpha Delta of Kappa Alpha Psi (SC)
- ❖ The Howard University Professional Schools Chapter, the Theta Tau of Kappa Alpha Psi (E)³³

Alumni Chapter and Alumni Association Nomenclature

The Constitution identifies the nomenclature of alumni chapters and alumni associations. The official name of an alumni chapter or alumni association includes

²⁵ See Article VII, Section 2; Constitution

²⁶ See Article VII, Section 8; Constitution

²⁷ See Article VII, Section 10; Constitution

²⁸ See Article VII, Section 4; Constitution; it may be referred to as a “Province Council” but never as a “Province Council Meeting”

²⁹ See Article VII, Sections 6 and 7; Constitution

³⁰ See Article XXVI, Section 1; Constitution (for undergraduate chapters) and Article XXVII, Section 1; Constitution (for alumni chapters)

³¹ See Article XXVIII, Section 1; Constitution

³² See Article XXVI, Section 2; Constitution

³³ This is an “intermediate chapter” and is governed by special rules found in the Constitution and Statutes

the name of the city (cities), official state abbreviation, and the Province abbreviation to which it is assigned.³⁴ Some examples are:

- ❖ Chicago (IL) Alumni Chapter of Kappa Alpha Psi (NC)
- ❖ Detroit (MI) Alumni Chapter of Kappa Alpha Psi (N)
- ❖ Hyattsville-Landover (MD) Alumni Chapter of Kappa Alpha Psi (E)

Chapter Elected Officers

The Constitution identifies the elected officers and their responsibilities.³⁵

Item 4: The International Headquarters

The International Headquarters is in Philadelphia, PA. It is not (and should not be referred to as) “Grand Chapter.” It is the hub of most Fraternity activities and the repository for Fraternity documents. The staffing of the International Headquarters is determined by the Grand Board and is accountable to the Executive Director.³⁶

Item 5: Membership

General

Men are initiated into the Fraternity (and not a chapter). The Constitution and Statutes define the eligibility requirements³⁷ and different categories of members –

- ❖ Active Undergraduate Member³⁸
- ❖ Inactive Undergraduate Member³⁹
- ❖ Associate Undergraduate Member⁴⁰
- ❖ Sustaining Alumni Member⁴¹
- ❖ Non-Sustaining Alumni Member⁴²
- ❖ Associate Alumni Member⁴³
- ❖ Supporting Alumni Member⁴⁴

Life Membership

Life membership is a *class* of membership that is available to members, who are not expelled, or are not presently suspended or on probation. The Constitution authorizes this class of membership⁴⁵ and the Statutes identify the rules governing this class of membership.⁴⁶

Item 6: The Kappa Alpha Psi Foundation

The Kappa Alpha Psi Foundation (“Kappa Foundation”) is an independent non-profit corporation with a 501(c)(3) tax-exemption from the Internal Revenue Service. It is the charitable arm of the Fraternity and derives its revenue, primarily from tax-deductible contributions from the members of the Fraternity.

³⁴ See Article XXVII, Section 2; Constitution

³⁵ See Article XXIX, Constitution

³⁶ See Statute 16; Statutes

³⁷ See Article XXV, Sections 2 and 7; Constitution

³⁸ See Article XXV, Sections 1 and 10; Constitution, and Statute 24, Section 1C; Statutes

³⁹ See Statute 24; Section 1; Statutes

⁴⁰ See Statute 24, Section 1; Statutes

⁴¹ See Article XXV, Sections 1 and 11; Constitution, and Statute 24, Section 2C; Statutes

⁴² See Statute 24, Section 2; Statutes

⁴³ See Statute 24, Section 2; Statutes

⁴⁴ See Statute 24, Section 6; Statutes

⁴⁵ See Article XXV, Section 15; Constitution

⁴⁶ See Statute 23; Statutes

The Kappa Foundation has its own board of directors and officers, none of whom are required to be members of Kappa Alpha Psi. The Kappa Foundation may provide financial support for programs of the Fraternity that it deems consistent with its charter and mission.

Membership Verification

Men are initiated into the Fraternity *through* chapters. The Ritual of Kappa Alpha Psi (“Ritual”) identifies official recognition signs that can be used to validate whether a man is a member. Further, each initiate receives a membership card and each life member receives a life membership card.

When a member encounters a man, who *identifies* himself as a member, it is the responsibility of the member to validate that the man is a member. Simply inquiring as to the *chapter of initiation* is insufficient; rather the member should either engage in the *recognition protocol* found in the Ritual or request either a membership or life membership card. If the man is unable to engage in the *recognition protocol* or produce either card, the member should be courteous but not recognize the man as a member.

When a member brings a man, whom he believes is a member, into a group of members, the *assumption* among the group is that the member has determined that the man *is* a member. Put another way, the member is “vouching” for the man, and it is his credibility upon which the group is relying.

Verifying that a man is a member is not intended to determine the status of a member. For example, a member who has been subjected to a disciplinary action, including expulsion, could recall the *recognition protocol* or continue to hold a membership or life membership card.

Determining the status of a member is the responsibility of either a chapter or a Province Polemarch.

Fraternity Colors

The official colors of the Fraternity are *crimson and cream*.⁴⁷

Crimson is a strong red color that lies between red and rose; however, there are several variations of the color. For example, the crimson colors identified with Indiana University, Kansas University, University of Oklahoma, University of Alabama, and Harvard University are *different* shades with *different* references on color charts. *Cream* is the pastel color of yellow, much like pink is to rose, and is a mixture of white and yellow.

There are three basic color models –

- Hex Color Code system gives information about colors, including other matching color models.⁴⁸
- RGB Color Space is defined by the three *primary* colors: red, green, and blue. Essentially, it is all the possible colors that can be made from the three *primary* colors. It is a convenient color model for computer graphics because the human visual system works in a way like the RGB Color Space. The most common is the sRGB system, developed in 1996 for use on

⁴⁷The colors green and white that some identified as the color scheme for the (defunct) Scrollers’ Club of Kappa Alpha Psi has no official or historical relationship with the Fraternity

⁴⁸ See <http://www.color-hex.com/>

monitors, printers, and the Internet.

- ❖ CMYK Color Code is used in color printing. It refers to the four inks used in the process – cyan (a greenish-blue), magenta (a purplish-red), yellow, and black

Because the Fraternity was founded at Indiana University, it is highly likely our Founders were exposed to the *Indiana University* variation of crimson and cream. At its internet site – Applying the Brand – it provides color references.⁴⁹

The Hex Color number for *crimson* is #7D110C. When using this number at the HEX Color Space Internet site, it generated –

- ❖ RGB Color Space equivalent number: 125, 17, 12
- ❖ CMYK Color Space equivalent number: 0(cyan), 86 (magenta), 90 (yellow), 51 (black)

The Hex number for *cream* is E1D8B7; when using this number at the HEX Color Space Internet site, it generated –

- ❖ RGB Color Space equivalent number: 225, 216, 183
- ❖ CMYK Color Space equivalent number: 0 (cyan), 4 (magenta), 19 (yellow), 12 (black)

The Indiana University Internet site also includes references for the Pantone Matching System (PMS), a proprietary color space used primarily in the printing industry. The Indiana University site identifies Pantone 201 as the color for *crimson*, and Pantone 7500 as the color for *cream*.⁵⁰

Fraternity Coat of Arms

The Fraternity *Coat of Arms* was designed by Founders Diggs, Armstrong, and Lee, and is described in the Ritual. It first appeared in the public domain on the cover of the 1914 Kappa Alpha Nu Journal.

While there have been *modifications* to the original coat of arms that have appeared in the public domain, the use of the original design maintains an important connection with the past. The design and blazing of the original coat of arms includes esoteric references of significance that are lost in some of the modifications.

The Statutes make clear that the Fraternity *Coat of Arms* is used in lieu of the Fraternity Badge.⁵¹ The Fraternity *Coat of Arms* shall not be modified in any manner.

Fraternity Flower

The Story of Kappa Alpha Psi identifies an official flower of the Fraternity as the *Trailing Arbutus*. It is an uncommon plant and is the official flower of Indiana University.⁵² Because of its rareness, the Fraternity designated the “red carnation” as the official flower.

⁴⁹ See <http://brand.iu.edu/apply/color.shtml>

⁵⁰ Note: There limitations driven by hardware and software applications. Hence, it is plausible that the output will differ on different devices notwithstanding the use of the color specifics

⁵¹ See Statute 25, Section 7; Statutes

⁵² The “trailing arbutus” plant is also known as the “Mayflower” and is the state flower for Massachusetts

Dignitaries

A dignitary is a member who holds a position of dignity or honor. The group of dignitaries of the Fraternity includes members that may be identified by a number, which is merely for determining their placement in the hierarchy of the Fraternity. These members should never be *addressed* (or referred to) only with a number.

The recognition of dignitaries occurs at the beginning of an official program (“establishing protocol”) and is not required by subsequent speakers. However, when a dignitary enters an event after it has started, the presiding official should pause the proceedings and recognize the new dignitary.

All (able-bodied) members should stand when dignitaries are introduced and remain standing until they are told to be seated.

When the Grand Polemarch enters any official event, he is escorted to the front and extended the privilege of taking charge of the event or making remarks, which he may accept or reject. When a Province Polemarch enters an official event within his province of jurisdiction, he shall be extended the same privilege as the Grand Polemarch, if the Grand Polemarch is not present.

Item 1: National Dignitaries Hierarchy⁵³

The National hierarchy is applicable to national events, such as Grand Chapter meetings and National Founders’ Day programs. The “Establishment of Protocol” is typically conducted by a member who called the assembly to order (or the toastmaster at a banquet) and is as follows:⁵⁴

- ❖ Founders Tribute Statement: “Our Founders were college men of culture, patriotism and honor who formed a bond of fraternity to encourage honorable achievement in every field of human endeavor, to promote the spiritual, social, intellectual and moral welfare of our members, to assist the aims and purposes of colleges and universities, and to inspire service in the public interest.”
- ❖ Past Grand Polemarch Affirmation Statement: “With the death of our Revered Founders, we turn to our Past Grand Polemarchs for guidance. 55 brothers have sat in the seat first occupied by Founder Elder Watson Diggs and continue to share their wisdom and knowledge with us. Joining us today are 56
 - ❖ Dr. Ulysses McBride, the 26th Grand Polemarch
 - ❖ Atty. Robert L. Harris, the 27th Grand Polemarch
 - ❖ Howard L. Tutman, Jr., the 29th Grand Polemarch
 - ❖ Samuel C. Hamilton, the 30th Grand Polemarch
 - ❖ Atty. Dwayne M. Murray, the 31st Grand Polemarch
 - ❖ Atty. William R. Bates, the 32nd Grand Polemarch”
- ❖ The Grand Polemarch
- ❖ (Other) Elected National Officers
 - ❖ Senior Grand Vice Polemarch

⁵³ When a member falls in more than one category, he is only recognized in the highest category

⁵⁴ If the member is among the groups included in the “Establishment of Protocol” he does not reference himself

⁵⁵ Insert the number of Past Grand Polemarchs to include deceased members

⁵⁶ The listing that appears below is an example of recognizing the living Past Grand Polemarchs; at the event only those present should be identified

- ❖ Junior Grand Vice Polemarch
- ❖ Grand Keeper of Records & Exchequer
- ❖ Members of the Grand Board, who hold no other elected office
- ❖ Grand Historian
- ❖ Grand Strategus
- ❖ Grand Lieutenant Strategus

- ❖ Grand Chapter Nominating Committee Chairman
- ❖ Province Polemarchs [Recognized in the order of the Province designations found in the Constitution at Article VII]
- ❖ Laurel Wreath Laureates [Recognized based on the official numbering with the most recent recognized first]
- ❖ Elder Watson Diggs Awardees [Recognized based on the official numbering with the most recent recognized first]
- ❖ Guy Levis Grant Awardees [Recognized based on the official numbering with the most recent recognized first]
- ❖ Byron Kenneth Armstrong Awardees [Current year only & alphabetical order]
- ❖ William L. Crump National History Awardees [Current year only & alphabetical order]
- ❖ The Executive Director of Kappa Alpha Psi
- ❖ The General Counsel of Kappa Alpha Psi
- ❖ The Kappa Alpha Psi Journal Editor
- ❖ National Commission Chairmen
 - ❖ Publicity and Publications Commission
 - ❖ Laurel Wreath Commission
 - ❖ Achievement Commission
- ❖ Kappa Alpha Psi Foundation President
- ❖ Kappa Alpha Psi Foundation Executive Director
- ❖ Past National Officers in the same order as the incumbent national officers
- ❖ Past Executive Directors of Kappa Alpha Psi

Item 2: Introduction of National Dignitaries

The introduction of a national dignitary identifies the position with number, if applicable; and should include any customary title used by the dignitary outside of the Fraternity, such as –

- ❖ Reverend
- ❖ Doctor (for members who have *earned* a doctoral degree)⁵⁷
- ❖ Attorney
- ❖ Judge (or The Honorable) for a judge, including a retired judge, unless the member left the bench in dishonor
- ❖ Congressman (for representatives in the US House of Representatives) or Senator (for persons in the US Senate)
- ❖ Delegate (or appropriate title) for members serving in state government
- ❖ Local municipal title (to include Mayor, Vice-mayor, Councilman, etc.)
- ❖ Military rank⁵⁸

The format is as follows: [Position or Honor with number, if applicable] of Kappa Alpha Psi, [Title] [First Name] [MI, if applicable] [Last Name]. The incumbent Grand Polemarch is always introduced as “The Grand Polemarch of Kappa Alpha Psi.”

⁵⁷ Recipients of honorary degrees may be addressed as “Doctor” by the degree-granting institutions only

⁵⁸ Reference to military rank is appropriate when the member is on active duty or retired

Some *examples* are as follows –

- ❖ The 26th Grand Polemarch of Kappa Alpha Psi, Dr. Ullysses McBride
- ❖ The Grand Polemarch of Kappa Alpha Psi, Thomas L. Battles, Jr.⁵⁹
- ❖ The Senior Grand Vice Polemarch of Kappa Alpha Psi, Atty. Reuben A. Shelton III
- ❖ Grand Board Member Ronald V. Julun
- ❖ The 62nd Laurel Wreath Laureate of Kappa Alpha Psi, Judge George L. Russell, Jr.
- ❖ The 65th Laurel Wreath Laureate of Kappa Alpha Psi, Honorable Nathan L. Jones
- ❖ The 71st Laurel Wreath Laureate of Kappa Alpha Psi, Congressman Bennie G. Thompson
- ❖ The 72nd Laurel Wreath Laureate of Kappa Alpha Psi, General Dennis L. Via
- ❖ The 94th Elder Watson Diggs Awardee of Kappa Alpha Psi, Col. William B. Croom
- ❖ The 19th Guy Levis Grant Awardee of Kappa Alpha Psi, Rev. Christopher W. C. Salley

Item 3: National Dignitaries at the Public Meeting

The *Public Meeting* is an opportunity for the Fraternity to introduce its highest achievers – the Laurel Wreath Laureates – to the public. The *highlight* of this event is the conferral of the Laurel Wreath of Kappa Alpha Psi to its members.

The platform guests at this event should include –

- ❖ Past Grand Polemarchs
- ❖ National Officers
- ❖ Province Polemarchs
- ❖ Laurel Wreath Laureates

The Laurel Wreath Commission Chairman shall introduce the Laurel Wreath Laureates to the audience, after which he shall present each new recipient to the Grand Polemarch prior to the reading of his litany. The Grand Polemarch shall affix the Laurel Wreath pin to the shirt (or vest) of the recipient over his heart. The recipient should be given not more than five minutes to respond.

The center area directly in front of the microphone (on the stage) shall be reserved for – the families of the current year Laurel Wreath recipients; the spouses and families of the platform guests (listed above); and the national dignitaries, who are not among the platform guests, and their families. The first row of the center area directly in front of the microphone should be for the families of the honorees.

Item 4: National Dignitaries at the Awards Program

The *Awards Program* is an event that is open to the public. It is another opportunity for the Fraternity to introduce its *high* achievers to the public. A highlight of this event is the presentation of the Byron Kenneth Armstrong Award to undergraduate members (for academic excellence), and the conferral of the Guy Levis Grant Award to undergraduate members and the Elder Watson Diggs Award to alumni members.

The platform guests at this event should include –

- ❖ Past Grand Polemarchs
- ❖ National Officers
- ❖ Province Polemarchs
- ❖ The Elder Watson Diggs Awardees

⁵⁹ No number is used when referring to the incumbent Grand Polemarch

❖ The Guy Levis Grant Awardees

The presentation of the awards shall be as follows – Byron Kenneth Armstrong Award, Guy Levis Grant Award, and Elder Watson Diggs Award.

The Achievement Commission Chairman shall present the new Byron Kenneth Armstrong Award recipients to the Grand Polemarch for the presentation of the award. The recipient shall have not more than three minutes to respond.

The Achievement Commission Chairman shall introduce the Guy Levis Grant Awardees (seated on the stage) to the audience, after which he shall present each new recipient to the Grand Polemarch prior to the reading of his litany. The Grand Polemarch shall present the official medallion and certificate to the recipient. The recipient shall have not more than three minutes to respond.

The Achievement Commission Chairman shall introduce the Elder Watson Diggs Awardees (seated on the stage) to the audience, after which he shall present each new recipient to the Grand Polemarch prior to the reading of his litany. The Grand Polemarch shall present the official medallion and certificate to the recipient. The recipient shall have not more than five minutes to respond.

The center area directly in front of the microphone (on the stage) shall be reserved for – the families of the current year award recipients; the spouses and families of the platform guests (listed above); and the national dignitaries, who are not among the platform guests, and their families. The first row of the center area directly in front of the microphone should be for the families of the honorees.

Item 5: National Dignitaries at the Undergraduate Luncheon

The *Undergraduate Luncheon* is an event held during a Grand Chapter meeting that highlights the achievements of members affiliated with Greek Letter chapters.

The program participants are typically the national officers who are affiliated with our Greek letter chapters and the Grand Polemarch. The platform guests should include the current year recipients of the Guy Levis Grant Award and the Byron Kenneth Armstrong Award. National dignitaries who are not program participants or platform guests should be seated at reserved tables near the front.

Item 6: Province Dignitaries Hierarchy

The Province hierarchy⁶⁰ is applicable to events held within a Province, such as Province Councils and Founders' Day programs. The "Establishment of Protocol" is typically conducted by the member who called the assembly to order (or the toastmaster at a banquet) and is as is as follows:⁶¹

- ❖ Founders Tribute Statement: "Our Founders were college men of culture, patriotism and honor who formed a bond of fraternity to encourage honorable achievement in every field of human endeavor, to promote the spiritual, social, intellectual and moral welfare of our members, to assist the aims and purposes of colleges and universities, and to inspire service in the public interest."
- ❖ Past Grand Polemarch Affirmation Statement: "With the death of our Revered Founders, we turn to our Past Grand Polemarchs for guidance. ⁶² brothers have sat in the seat first occupied by Founder Elder Watson Diggs and continue to share their wisdom and knowledge with us. Joining

⁶⁰ When a member falls in more than one category, he is only recognized in the highest category

⁶¹ If the member is among the groups included in the "Establishment of Protocol" he does not reference himself

⁶² Insert the number of Past Grand Polemarchs to include deceased members

us today are (or is) –⁶³

- ❖ Dr. Ullysses McBride, the 26th Grand Polemarch
- ❖ Atty. Robert L. Harris, the 27th Grand Polemarch
- ❖ Howard L. Tutman, Jr., the 29th Grand Polemarch
- ❖ Samuel C. Hamilton, the 30th Grand Polemarch
- ❖ Atty. Dwayne M. Murray, the 31st Grand Polemarch
- ❖ Atty. William R. Bates, the 32nd Grand Polemarch⁷
- ❖ *The Grand Polemarch (when present)*
- ❖ *Other Elected National Officers (when present, in same order as found at Item 1)*
- ❖ The Province Polemarch of Jurisdiction
- ❖ *Incumbent Visiting Province Polemarshs (when present; recognized in the order of the Province designations found in the Constitution at Article VII)*
- ❖ The Province Elected Officers
 - ❖ Senior Province Vice Polemarch
 - ❖ Junior Province Vice Polemarch
 - ❖ Province Keeper of Records
 - ❖ Province Keeper of Exchequer
 - ❖ Members of the Province Board, who hold no other elected office
 - ❖ Province Historian
 - ❖ Province Strategus
 - ❖ Province Lieutenant Strategus
 - ❖ Other Province Elected Officers
- ❖ *Laurel Wreath Laureates (when present, in the same order as found at Item 1)*
- ❖ *Elder Watson Diggs Awardees (when present, in the same order as found at Item 1)*
- ❖ *Guy Levis Grant Awardees (when present, in the same order as found at Item 1)*
- ❖ *Byron Kenneth Armstrong Awardees (when present, in the same order as found at Item 1)*
- ❖ *William L. Crump National History Awardees (when present, in the same order as found at Item 1)*
- ❖ The Province Award Recipients (highest awards only in the order received)
- ❖ The Past Province Polemarshs (Beginning with the most recent)
- ❖ *The Executive Director of Kappa Alpha Psi (when present)*
- ❖ *The General Counsel of Kappa Alpha Psi (when present)*
- ❖ *The Kappa Alpha Psi Journal Editor (when present)*
- ❖ *The National Commission Chairmen (when present)*
- ❖ The Province Legal Advisor
- ❖ The Province Committee Chairmen
- ❖ *Past Elected National Officers (when present, in the same order as Other Elected National Officers)*
- ❖ *Past Executive Directors of Kappa Alpha Psi (when present)*
- ❖ Past Province Elected Officers (in the same order as above)

Item 7: Introduction of Province Dignitaries

- ❖ Same format as reflected at Item 2

⁶³ The listing that appears below is an example of recognizing the living Past Grand Polemarshs; at the event only those present should be identified

Item 8. Province Council Public Events

A *public event* at a Province Council is an opportunity to introduce the highest achievers of the Fraternity to the public. A highlight of this event is the presentation of the highest awards of the Province to members.

The platform guests should include –

- ❖ Past Grand Polemarchs
- ❖ National Officers
- ❖ Province Polemarch of jurisdiction
- ❖ Laurel Wreath Laureates (affiliated with chapters in the Province)
- ❖ Elder Watson Diggs Awardees (affiliated with chapters in the Province)
- ❖ Guy Levis Grant Awardees (affiliated with chapters in the Province)
- ❖ Province Achievement Award recipients

The center area directly in front of the microphone (on the stage) shall be reserved for the families of the current year award recipients, the spouses and families of the platform guests (listed above); and the national and Province dignitaries, who are not among the platform guests, and their families. The first row of the center area directly in front of the microphone should be for the families of the honorees.

Item 9: Other Matters

Unofficial Visitations

When national dignitaries attend their own Province Councils, the policies of the Province will prevail; generally, they should pay the registration fee applicable to their membership category (undergraduate or alumni) unless the fee is waived, and all transportation and lodging costs, unless complimentary accommodations are furnished upon the authorization of the Province Polemarch of jurisdiction.

When national dignitaries attend Province Councils, *other than their own Province Councils*, the policies of the Province will prevail; generally, they should pay the registration fee applicable to their membership category (undergraduate or alumni) unless the fee is waived, and all transportation and lodging costs, unless complimentary accommodations are furnished upon the authorization of the Province Polemarch of jurisdiction.

Official Visitations

When national dignitaries attend their own Province Councils in an official capacity, (such as to deliver reports, serve as speakers, participate in seminars or forums), the same parameters applicable to an unofficial visitation shall apply.

When national dignitaries attend Province Councils, other than their own Province Councils, in an official capacity, the expectation is they do not pay the registration fee applicable to their membership category. There is also the expectation that the costs for lodging and meal for the days of their *official visits* are included in the Province Council budget.

Social Events

When dignitaries attend social events, sponsored by their chapters of affiliation or province of jurisdiction, they are expected to pay the same cost payable by members in their membership category.

When dignitaries are invited to events sponsored by other chapters or provinces, there is generally no cost to the dignitaries. However, they are expected to pay all transportation, lodging and meal expenses, unless complimentary accommodations are furnished by the sponsor of the event.

Decorum

Decorum is the dignified propriety of behavior, speech, dress, etc. that reflects characteristics demonstrating respect and good manners.

Item 1: Dress Code

Grand Chapter Meetings

Public Meeting

The dress code for members attending the Public Meeting is –

- ❖ Kappa Blazer
- ❖ White shirt
- ❖ Black trousers
- ❖ Kappa Alpha Psi tie (or bowtie)
- ❖ Dress shoes

Awards Program

The dress code for members attending the Awards Program is –

- ❖ Kappa Blazer
- ❖ White shirt
- ❖ Black trousers
- ❖ Kappa Alpha Psi tie (or bowtie)
- ❖ Dress shoes

Business Sessions

The Grand Polemarch shall establish the dress code for attendance at business sessions⁶⁴ and shall publish it in the Confidential Bulletin sent to the members that includes the nominees for national offices and proposed amendments to the Constitution and Statutes.

Undergraduate Luncheon

- ❖ Same as business session held on the day of the event⁶⁵

Fellowship Breakfast

- ❖ Same as business session held on the day of the event⁶⁶

Closed Banquet

This is a black-tie event,⁶⁷ at which the appropriate attire is –

- ❖ Black or dark blue tuxedo⁶⁸
- ❖ Formal shirt (preferably white)
- ❖ Shirt studs and cuff links (optional)
- ❖ Formal black or dark blue bowtie (or tie)
- ❖ Cummerbund that matches bowtie (optional)
- ❖ Black formal shoes and black dress socks

⁶⁴ Only members who have paid the delegate registration fee may attend business sessions

⁶⁵ Only members who have registered for a Grand Chapter meeting may attend this event

⁶⁶ Only members who have registered for a Grand Chapter meeting may purchase tickets for this event

⁶⁷ Only members who have registered for a Grand Chapter meeting may attend this event

⁶⁸ A (formal) white dinner jacket (in lieu of a tuxedo) and black (or dark blue) trousers may be worn between Memorial Day and Labor Day

Closed Ball

- ❖ Same as Closed Banquet⁶⁹

Military Exception

Members, who are on active duty in a branch of the US military or retired from a branch of the US military have the option of wearing their military uniforms.

They may wear –

- ❖ The official Service Uniform applicable to their branch of service may be worn when the appropriate attire for non-military personnel is a coat and tie
- ❖ The Mess Service Uniform applicable to their branch of service may be worn when the appropriate attire for non-military personnel is black-tie

This exemption is not applicable to *former* military officers or enlisted personnel who did not retire from the military.

A member who chooses to wear his military uniform shall adhere to the rules promulgated by his branch of service.

Laurel Wreath Laureate Exception

Some Laurel Wreath Laureates have purchased blazers that display a replica of the Laurel Wreath on the pocket of the blazer. These members may wear the blazer to events at which the appropriate attire is a *coat and tie*.

The cream (or white) version of the blazer may also be worn to a black-tie event at which the appropriate attire is a (formal) *white dinner jacket*, namely between Memorial Day and Labor Day, or events held anytime in a tropical area.

Elder Watson Diggs Awardee Exception

Some Elder Watson Diggs Awardees have purchased blazers that identifies them as recipients of this prestigious award. These members may wear the blazer to events at which the appropriate attire is a *coat and tie*.

The cream (or white) version of the blazer may also be worn to a black-tie event at which the appropriate attire is a (formal) *white dinner jacket*.

50 Year Member Exception

Each member who completes 50 years of service with the Fraternity receives a special pin that may be worn on the left lapel of a jacket.

Some 50-Year members have purchased blazers that identify them as 50-year members. These members may wear the blazer to events at which the appropriate attire is a *coat and tie*. It may also be worn to a black-tie event at which the appropriate attire is a (formal) *white dinner jacket*.

Grand Board Meetings

The appropriate attire for Grand Board meetings is business attire, namely –

- ❖ Business suit, dress shirt, and tie (or bowtie), and dress shoes; or
- ❖ Jacket (or blazer), matching trousers, dress shirt, and tie (or bowtie), socks, and dress shoes

The Grand Polemarch may relax the dress code when he deems it appropriate.

National Commissions and Committee Meetings

The appropriate attire for national committee meetings is business attire, namely

- ❖ Business suit, dress shirt, and tie (or bowtie), and dress shoes; or
- ❖ Jacket (or blazer), matching trousers, dress shirt, and tie (or bowtie), socks, and dress shoes

⁶⁹ Only members who have registered for a Grand Chapter meeting may attend this event

The Committee (or Commission) Chairman may relax the dress code when he deems it appropriate.

Provinces

Province Councils

The Province Polemarch of jurisdiction shall establish the dress code for events held during a Province Council, consistent with the guidelines applicable at a Grand Chapter meeting, other than as specifically enumerated below.

He shall make certain that the dress code is distributed to the chapters and alumni associations within the province in sufficient time to make the members affiliated with the chapters and alumni associations aware of the dress code.

Province Council Closed Banquet

- ❖ Same as Closed Banquet at a Grand Chapter

Province Council Closed Ball (or Formal Dance)

- ❖ Same as Closed Ball at a Grand Chapter meeting

Exceptions

- ❖ Same as applicable at a Grand Chapter meeting

Province Board of Directors Meetings

- ❖ Same as applicable to a Grand Board meeting; Province Polemarch of jurisdiction may relax the dress code

Province Committee Meetings

- ❖ Same as applicable to a National Committee (or Commission) meeting; Committee chairman may relax the dress code

Province Founders' Day Programs

- ❖ Same as Closed Banquet at a Grand Chapter meeting

Item 2: Official Badges

Grand Polemarch Badge

The *Grand Polemarch Badge* is a specially designed jewelry item that is only worn by the Grand Polemarch of Kappa Alpha Psi. It is worn over the heart on either a shirt or vest, and only when the Grand Polemarch is wearing at least a coat and tie. It is worn in lieu of a Fraternity Badge and no other badges or pins are worn in conjunction with it, other than a Life Membership pin, which is worn in the upper area of the left lapel of a jacket (blazer) or suit coat.⁷⁰

Past Grand Polemarch Badge

The *Past Grand Polemarch Badge* is a specially designed jewelry item that is only worn by a Past Grand Polemarch of Kappa Alpha Psi. It is worn over the heart on either a shirt or vest, and only when a Past Grand Polemarch is wearing at least a coat and tie. It may be worn in conjunction with a Laurel Wreath pin, or with a Fraternity (or Legacy) Badge, Province Polemarch Badge. The order on the shirt, when looking at the shirt (left to right) is:

- ❖ Laurel Wreath pin and Past Grand Polemarch Badge; or
- ❖ Fraternity (or Legacy) Badge, Province Polemarch Badge, and Past Grand Polemarch Badge

⁷⁰ The absence of any other badges and pins is *symbolic* – the Grand Polemarch belongs to every unit of the Fraternity

Province Polemarch Badge

The Province Polemarch Badge is a specially designed jewelry item that is only worn by a Province (or Past Province) Polemarch of Kappa Alpha Psi. It is worn over the heart on either a shirt or vest, and only when the member is wearing at least a coat and tie. It may be worn in conjunction with a Laurel Wreath jeweled pin, or with a Fraternity (or Legacy) Badge and Past Grand Polemarch Badge. The order on the shirt, when looking at the shirt (left to right) is:

- ❖ Laurel Wreath pin and Province Polemarch Badge; or
- ❖ Fraternity (or Legacy) Badge and Province Polemarch Badge

Fraternity Badge

Each member receives a Fraternity Badge upon his initiation into the Fraternity. A member may also purchase additional badge(s) at any time. It is worn over the heart on either a shirt or vest, and only when the member is wearing at least a coat and tie. It may be worn in conjunction with a Laurel Wreath jeweled pin, or with a Province Polemarch Badge, and Past Grand Polemarch Badge. (See above). A Fraternity Badge may be accessorized with a guard that identifies the Greek letter chapter of initiation.

Kappa Alpha Nu (Legacy)Badge

The Kappa Alpha Nu Badge is a replica of the original fraternity badge, designed by Founder Byron Kenneth Armstrong. For members, at least age 60, there is also a special 1911 attachment. The Kappa Alpha Nu Badge is available to members, who make the required contribution to the Senior Kappa Affairs endowment fund. The Legacy Badge may be worn *in lieu of* the Fraternity Badge but not in conjunction with the Fraternity Badge. The Legacy Badge is worn over the heart on either a shirt or vest, and only when the member is wearing at least a coat and tie. It may be worn in conjunction with a Laurel Wreath jeweled pin, or with a Province Polemarch Badge, and Past Grand Polemarch Badge (See above).

Item 3: Jewelry

Laurel Wreath Pin

The Laurel Wreath Pin is a specially designed jeweled pin and is presented to the recipient of the Laurel Wreath award. It is worn over the heart on either a shirt or vest, and only when the member is wearing at least a coat and tie. The Laurel Wreath Pin may be worn in conjunction with official badges of the Fraternity in the manner described in Item 2.

Life Membership Pin

The Life Membership Pin is a jeweled lapel pin that a member receives upon completing the requirements to become a life member. It is worn on the upper left lapel of a suit jacket, blazer, or sport coat.

50-Year Recognition Pin

The 50-Year Recognition Pin is a lapel pin that a member receives upon reaching the 50th anniversary of his initiation date. It is worn on the upper left lapel of a suit jacket, blazer, or sport coat jacket. When the member is also a life member, it is worn immediately below the life membership lapel pin. It is not worn with the 25-year recognition pin.

25-Year Recognition Pin

The 25-year Recognition Pin is a lapel pin that a member may receive upon reaching the 25th anniversary of his initiation date. It is worn on the upper left lapel of a suit jacket, blazer, or sport coat. When the member is also a life member, it is worn immediately below the life membership lapel pin.

Item 4: Medallions

Elder Watson Diggs Award Medallion

The Elder Watson Diggs Award Medallion is presented to the recipients of the Elder Watson Diggs Award. It is only worn when the member is wearing at least a coat and tie. When wearing the medallion, other awards recognized with a medallion (or a medal) are not worn by the member.

Guy Levis Grant Award Medallion

The Guy Levis Grant Award Medallion is presented to the recipients of the Guy Levis Grant Award. It is only worn when the member is wearing at least a coat and tie. When wearing the medallion, other awards recognized with a medallion (or a medal) are not worn by the member.

William L. Crump National History Award Medallion

The William L. Crump National History Award Medallion is presented to the recipients of this award. It is only worn when the member is wearing at least a coat and tie. When wearing the medallion, other awards recognized with a medallion (or a medal) are not worn by the member.

Item 5: Other Recognition Jewelry

Province Recognition Regalia

Some Province Councils have authorized awards to recognize the contributions of members affiliated with chapters and alumni associations assigned to their geographic territories.

Members, who have been honored with any Province recognition that includes regalia may wear the regalia at their Province Councils but not at a Grand Chapter meeting.

When the recognition is a pin, it should be worn on the left lapel below the life membership lapel pin and 50-year (or 25-year) recognition pin. When the recognition includes a medallion, it may also be worn, provided the recipient is not wearing either a Laurel Wreath pin, or a medallion identifying the member as a recipient of an Elder Watson Diggs, Guy Levis Grant, or William L. Crump award.

Chapter Recognition Regalia

The guidelines that are applicable to Province Regalia is also applicable to local chapter regalia. They are appropriate at chapter events only.

Kappa Foundation Recognition Pins

Kappa Foundation recognition pins may be worn on the upper left lapel of a suit jacket, blazer, or sport coat jacket. When the member is also a life member, it is worn immediately below the life membership lapel pin. When the member is also a 50-year (or 25-year) member, it is worn immediately below the 50-year (or 25-year) recognition lapel pin.

Item 6: Multiple Recognition Pins

Members who support the Fraternity (and the Kappa Foundation) often receive plaques, certificates, and pins that acknowledge their support and contributions. It is *impractical* for these members to wear *all* recognition pins at the same time on a lapel for several reasons, including space limitations on a lapel and aesthetics.

It is their *support* and *contributions* that are important and not the regalia. Consistent with this precept, the maximum number of pins worn on the left lapel at any time should not exceed three.⁷¹ The order of precedence is as follows –

- ❖ Life membership pin (if applicable)
- ❖ 50-year membership pin (or 25-year membership pin)
- ❖ Kappa Alpha Psi lapel pin (for non-life members)
- ❖ Province recognition pin
- ❖ Chapter recognition pin
- ❖ Kappa Foundation recognition pin

A member can choose which three pins to wear.

Item 7: Supplemental

Grand Chapter Meeting

A member may wear his Fraternity (or Legacy) badge when he is wearing a coat and tie. He should always wear his Fraternity (or Legacy) badge when he attends a business session or when the dress code is black-tie.⁷²

A recipient of the Laurel Wreath should wear his Fraternity (or Legacy) badge and the Laurel Wreath Pin at the Public Meeting, Awards Program, Closed Banquet and Closed Ball.⁷³

A recipient of the Elder Watson Diggs and Guy Levis Grant Award should wear his Fraternity (or Legacy) badge, and the applicable medallion at the Public Meeting, Awards Program, Closed Banquet and Closed Ball.⁷⁴

A recipient of any other Fraternity award should wear his Fraternity (or Legacy) badge, and the applicable recognition regalia at the Closed Banquet and Closed Ball.⁷⁵

Province

The same decorum applicable to a Grand Chapter meeting is applicable to events sponsored at a Province Council or identified as a Province event. Further, a recipient of any Province award should wear his Fraternity (or Legacy) badge, and the applicable recognition regalia at the Province Council Closed Banquet and Province Council Closed Ball, provided the recipient is not wearing either a Laurel Wreath pin, or a medallion identifying the member as an Elder Watson Diggs, Guy Levis Grant, or William L. Crump awardee.

Item 8: Other Official Meetings

The Statutes govern the meetings of chapters and alumni associations. These are *business meetings* at which the dress code is *business attire*. The dress code is subject to the exceptions found at Item 1. The Polemarch may relax the dress code for a business meeting.

Item 9: Speaking Decorum

Grand Chapter

At Grand Chapter meetings, a member may only speak when recognized by the presiding officer. He should stand, unless a physical ailment prevents him from

⁷¹ Nothing is worn on the right lapel that relates to Kappa Alpha Psi

⁷² A member who is wearing a military uniform should not wear any Fraternity jewelry items when it conflicts with the regulations of his branch of service

⁷³ Ibid.

⁷⁴ Ibid.

⁷⁵ Ibid.

standing, and locate himself at a microphone in the assembly room. He should address his comments to the presiding officer or the member delivering a report.

A member must introduce himself, unless the presiding officer introduces him. When the member is representing a chapter (or alumni association), he should identify himself as “Brother [Name] representing [Name of Chapter or Alumni Association].” When he is not representing a chapter (or alumni association), he should identify himself as –

- ❖ “Past Grand Polemarch [Name]”
- ❖ “Grand Polemarch [Name]”
- ❖ “[National Title] [Name]”
- ❖ “Laurel Wreath Laureate [Name]”
- ❖ “[National Award] Awardee [Name]”
- ❖ “Province Polemarch [Name]”
- ❖ Brother [Name] [Chapter of Affiliation]

The introduction is made only once.⁷⁶

The rules adopted for a meeting of the Grand Chapter shall determine the privileges extended to members of the Fraternity, who are not members of the Grand Chapter.

Province Councils

The decorum is the same as at a Grand Chapter meeting

Chapter (or Alumni Association) Meetings

The decorum is the same as at a Grand Chapter meeting; however, members who are affiliated with the chapter (or alumni association) and who meet the definition of “in good standing,” as defined in the Constitution and Statutes, shall have such privileges extended to members “in good standing.”

Item 10: Seating Decorum

Grand Chapter Business Sessions

The members seated on the dais are the Grand Board of Directors, invited guests, and members making presentations at a session. National dignitaries who are not seated on the dais should be seated in a reserve section close to the dais, so they can be recognized by the presiding officer.

The Grand Polemarch may (but is not required to) appoint a Parliamentarian. The role of a parliamentarian at a business session is to serve as a resource to the presiding officer for handling matters only applicable to Robert’s Rules of Order. He sits near the presiding officer, so he can provide him with help, guidance and support during the meeting. The presiding officer can (and should) consult with the parliamentarian when he is uncertain on how to rule on a question (or issue) placed before the assembly. The parliamentarian does not respond to questions from the members, unless expressly authorized by the Grand Polemarch.

Province Council Business Sessions

The members seated on the dais are the Province Board of Directors, invited guests, and members making presentations at a session. Province dignitaries who are not seated on the dais should be seated in a reserve section close to the dais, so they can be recognized by the presiding officer.

The Province Polemarch may (but is not required to) appoint a parliamentarian. The role of the parliamentarian at a business session at a Province Council shall be the same as at a Grand Chapter Business Session Chapter Meetings

⁷⁶ When a member could fit in more than one category, only the highest category is used

Communication

Item 1: General Comments

The members of this fraternity are college trained men, who have been exposed to verbal and written communication. There is an expectation that written communications will reflect appropriate punctuation, spelling and grammar and be void of colloquial expressions and slangs.⁷⁷

Members should always respond promptly to a written communication, if only to acknowledge receipt of the communication. When there is a deadline, members should respond before the deadline, i.e., the response should not be dated as of the deadline but mailed (or transmitted via electronic mail) before the deadline.

When a communication contains time-sensitive material, checks, money orders, etc., the sender should *consider* using a system (Federal Express, UPS, USPS Express Mail) that enables the sender to track the flow of the communication to the recipient. The onus is upon the sender to make certain the item reaches the recipient in a timely manner.

Electronic mail (E-mail) and text messaging have become a part of the communication channels. However, they are *vulnerable* to attacks from third parties and should never be used for official communications or to discuss sensitive or esoteric subjects.

Item 2: Verbal Communication

Officers and Appointed Officials

When addressing a member who is an officer or appointed official the appropriate format is Brother [Title]. Some examples are –

- ❖ Brother [Grand Polemarch]⁷⁸
- ❖ Brother [Province Polemarch]⁷⁹
- ❖ Brother [Polemarch]⁸⁰
- ❖ Brother [General Counsel]

Non-Officers

When addressing members who are not officers or appointed officials, the appropriate format is Brother [Last Name].

Introductions

When a member introduces members, he is presenting the unknown member to the known member. Some examples are –

- ❖ Brother Smith, meet Brother John Doe
- ❖ Brother Smith, meet Grand Polemarch Thomas Battles
- ❖ Brother Smith, meet Past Grand Polemarch Howard L. Tutman, Jr.

⁷⁷Members have unique writing styles that reflect their academic and professional experiences; while written communications are not “English composition exercises” writers should recognize they are mediums of communication – the imparting or exchanging of information.

⁷⁸When addressing a Past Grand Polemarch, he is also referred to as “Brother Grand Polemarch” without a reference to any number

⁷⁹When addressing a Past Province Polemarch, he is also referred to as “Brother Province Polemarch” without reference to any number

⁸⁰When addressing a Past Polemarch, he is also referred to as “Brother Polemarch” without reference to any number; he is never referred to as “Brother Pole”

- ❖ Brother Smith, meet Laurel Wreath Laureate Thomas Moorehead
- ❖ Brother Smith, meet Elder Watson Diggs Awardee Myron Hardiman
- ❖ Brother Smith, meet Southern Province Polemarch Bertram Orum
- ❖ Brother Smith, meet Past Western Province Polemarch Kevin Kinsey

Item 3: Written Communication

Outside Envelope Address

The envelope should be addressed to the address of record of the member. Some members work in environments within which personal communications is either prohibited or inspected before delivery to the recipient.

When addressing the envelope, it is addressed in the customary manner to include any professional titles or earned designations of the member. Some examples are:

- ❖ Mr. Thomas L. Battles, Jr.
2053 Pheasant Run Drive
McDonough, GA 30252
- ❖ Atty. Reuben Shelton III (or Reuben Shelton, Esquire)
5155 Westminster Street
St. Louis, MO 63108
- ❖ Mr. Tyrone E. Dickerson, CPA⁸¹
2911 Kenbury Road
Richmond, VA 23235
- ❖ Mr. Samuel Evans, CLU, ChFC, CFP®⁸²
900 Pleasant Street NW
Good Times, CA 90045

When addressing mail to persons at the International Headquarters, the format is: name, title, Kappa Alpha Psi Fraternity, Inc., 2322-24 North Broad Street, Philadelphia, PA 19132.

Inside Address

Inside addressee ⁸³ is: [Professional Title] [Name], [Title], Kappa Alpha Psi Fraternity, Inc., address, city, state, zip code –

- ❖ Past Grand Polemarch
Atty. Dwayne Murray, Past Grand Polemarch
Kappa Alpha Psi Fraternity, Inc.
Same address appearing on envelope
- ❖ National Officer
Thomas Battles, Jr., Grand Polemarch
Kappa Alpha Psi Fraternity, Inc.
Same address appearing on envelope
George Roe, Grand Board of Directors
Kappa Alpha Psi Fraternity, Inc.
Same address appearing on envelope
- ❖ Appointed National Official
Atty. Robert L. Jenkins, Jr., Eastern Province Polemarch
Kappa Alpha Psi Fraternity, Inc.
Same address appearing on envelope

⁸¹ CPA (Certified Public Accountant) is an earned designation

⁸² CLU (Chartered Life Underwriter) ChFC (Chartered Financial Consultant), CFP® are earned designations

⁸³ There is no reference to a number since the communication is to a specific person

❖ National Awardee

Robert Smith
Laurel Wreath Laureate [or Elder Watson Diggs Awardee or Guy
Levis Grant Awardee, etc.] of Kappa Alpha Psi
Same address appearing on envelope

❖ Province Officer

James Davis, Junior Province Vice Polemarch
Southern Province of Kappa Alpha Psi
Same address appearing on envelope
Lewis Smith, Province Board of Directors
Western Province of Kappa Alpha Psi
Same address appearing on envelope

Date

The date appears above the address of the recipient

Reference

The subject is identified by “RE:”, “Reference”, or “Subject” to alert the reader of the subject matter and appears immediately above the address of the recipient.

Salutation – Fraternity Officer or Official

The salutation includes the official title, such as, “Dear Past Grand Polemarch [Last Name], Dear Grand Polemarch [Last Name], or “Dear Chairman [Last Name].” When there are multiple recipients, the salutation reverts to “Dear Brothers.”

Salutation – Fraternity Awardees

The salutation identifies the award and uses the last name, such as “Dear Laurel Wreath Laureate [Last Name],” “Dear Elder Watson Diggs Awardee [Last Name],” or “Dear Guy Levis Grant Awardee [Last Name].” The salutation references only national awardees.

Salutation – Generic

Except as identified above, the salutation is Dear Brother [Last Name]⁸⁴

Closing – Fraternity Officer or Official

Always “Yours in the bond,”

The name of the writer (with an official title applicable) ⁸⁵

An example is as follows –

Yours in the bond,

Robert G. Kappa
Past Grand Polemarch
Kappa Alpha Psi Fraternity, Inc.

Body of letter

Use the lower case “b” for “brother” without a name (as used in writing a sentence). Example: The brothers in the chapter are going to... Use capital “B” for “Brother” followed by a name. Example: Brother John C. Smith.

Use lower case “c” for “chapter” unless preceded by the designated chapter name. Example: “The chapter will get new jackets,” or “The Indiana University Chapter is purchasing a new chapter home.”

⁸⁴ Never refer to a brother as “bro” either formally or informally

⁸⁵ When a member is identified among the group of dignitaries, the reference is always to the highest category only; also, there is no reference to a number

Use lower case “p” for “province” unless preceded by the designated province name. Example: “The Eastern Province Council will be held in April.” The geographic area of that province is large.”

Electronic Mail

Inside address is the email address of the recipient; salutation & closing the same as for a formal letter. It is important to exercise due diligence when communicating via electronic mail since it travels in an unsecure environment, and can be intercepted, diverted or blocked by third parties. Hence, electronic mail is not the medium for any confidential or esoteric discussion.

Electronic mail should be viewed as a convenience tool and is not a replacement for a formal letter. Again, when using electronic mail, always be aware that it is not secure and that the contents should not include material that the writer does not want to appear in the public domain.

Personal Stationery

The Fraternity provides personal stationery to certain officials that is used for official business matters. Provinces and chapters may use customized stationery, provided –

- ❖ The stationery may only contain an official coat of arms that may not be modified in any manner
- ❖ The colors must adhere to the official color scheme of the Fraternity⁸⁶
- ❖ The official name, as set forth in the Constitution, must be used, For example
 - ❖ The Middle Western Province of Kappa Alpha Psi
 - ❖ The Indiana University Chapter, the Alpha of Kappa Alpha Psi (NC), not the Alpha Chapter
 - ❖ The Miami (FL) Alumni Chapter of Kappa Alpha Psi (S) not the Miami Alumni Chapter

Members who are contemplating using customized stationery must adhere to the same provisions cited above. They may identify their dignitary status, subject to the provision that only the highest hierarchical position is used. Some examples –

- ❖ Atty. Robert L. Harris
27th Grand Polemarch [rather than or with 56th Laurel Wreath Laureate]
- ❖ Dr. C. W. Grant
55th Laurel Wreath Laureate [rather than or with 42nd Elder Watson Diggs Laureate and/or Past Southeastern Province Polemarch]

Internet Sites

Province and Chapter Internet sites should be constructed in accordance with the guidelines furnished by the Fraternity webmaster.

Speakers

Item 1: Invitation

It is the responsibility of the sponsor of an event to communicate with potential speakers in advance of the event. The preferred method is a formal written communication from the ranking officer to the potential speaker, which contains the following information –

- ❖ The event (Founders’ Day program, Closed Banquet, etc.)
- ❖ Date and time of the event

⁸⁶ See Fraternity Colors

- ❖ Attire for event⁸⁷
- ❖ Theme of the event
- ❖ Response deadline

Assuming the response is positive, there should be a follow-up communication confirming the acceptance of the invitation and providing the speaker with the contact information for at least one member that will be his primary contact.

Item 2: Local Events

When the sponsor of an event selects a member affiliated with its chapter, or a member who resides or works within the area encompassing the location of the venue, the sponsor should not contemplate incurring any expenses for a speaker. If there is a cost to attend the event, the sponsor should waive that cost for the speaker.

Item 3: Transportation Courtesies

When the site of the event requires an overnight stay, the sponsor should reimburse the speaker for transportation costs as follows –

- ❖ Travel by common carrier (plane, train, bus)
 - ❖ Parking fees at the departure point
 - ❖ Round trip ticket fare from point of departure
 - ❖ Round trip expense from point of arrival to location of event
- ❖ Travel by personal vehicle
 - ❖ Parking fees at location of event
 - ❖ Mileage at Fraternity rate based on distance between point of departure and location of event

Item 4: Lodging and Meal Courtesies

When the site of the event requires an overnight stay, the sponsor should provide lodging and meals for the speaker beginning the day of the event and ending the day after the event.

Item 5: Speaker Biography

It is the responsibility of the sponsor to obtain a contemporaneous bio of the speaker and a photograph that it can include in the official program. The bio should not be limited to his involvement with the Fraternity but should also include his professional experiences. It can obtain the bio from the speaker or the public domain.

Item 6: Introducer of Speaker

The sponsor should seek out a member who has a relationship with the speaker to introduce him at the event. Generally, persons with relationships can provide information about a speaker in a more natural manner and may be able to offer information about the speaker that is not contained in a bio.

Burial Decorum

Death is a traumatic experience for a family. The Fraternity has authorized a unique public ceremony – Burial Ceremony – that can be conducted by a chapter.

⁸⁷ It is extremely important for the speaker to be dressed in accordance with the attire for the event

The Polemarch (or a member designated by the Polemarch) is the principal contact with the family of a deceased member. Before contacting the family, the Polemarch shall make certain the deceased was not expelled. In reaching out to the family, the Polemarch (or his designee) shall make the family aware of the Fraternity *Burial Ceremony* and inquire as to whether the family wants the chapter to perform this ceremony. If the family agrees, the Polemarch shall notify the members affiliated with his chapter of –

- ❖ Date of ceremony
- ❖ Time of ceremony
- ❖ Location of ceremony
- ❖ Assembly time for members

The dress code for the burial ceremony is business attire (or a Kappa crimson blazer with black trousers) with a Kappa tie. Members should wear their Fraternity (or Legacy) badge and life membership pin (if applicable). They should drape the lower half of their badges and life membership pin with a black cloth (or plastic) only when the *Grand Polemarch declares a period of mourning to honor the deceased*.

For certain national dignitaries, the International Headquarters will prepare a resolution honoring the deceased. A chapter may also request a resolution from the International Headquarters and the Province Polemarch of jurisdiction to honor a deceased member who is not a national dignitary. It may also prepare its own resolution to honor the deceased.

The Burial Ceremony is conducted in accordance with the Ritual.

Private Ceremonies

The following ceremonies are conducted in accordance with the Ritual and are open only to members who have not been expelled or who are not currently suspended or on probation –

- ❖ Initiation Ceremony
- ❖ Memorial Service (for deceased members)
- ❖ Oath of Rededication Ceremony (with Toast)⁸⁸
- ❖ Tribute to the Founders Ceremony

Closed Banquet

Closed banquets⁸⁹ have been a tradition within the Fraternity since its early years. Founder Armstrong in his 1960 publication about the first public activity of Kappa Alpha Nu (held on May 19-21, 1911) commented –

“On Friday night an elaborate banquet was served for the girl friends and patrons, to the music of Montanio’s String Trio from Indianapolis...Saturday night, the first prom of K.A.N was held at the Knights of Columbus Hall in downtown Bloomington.”

⁸⁸ Note: There is a difference between the creed found in this ceremony and the creed found in the Ritual

⁸⁹ A Closed Banquet is an official event held during a Grand Chapter meeting, Province Council or Founders’ Day Celebration, and is open to members who have not been expelled or who are not currently suspended or on probation. Chapters (or groups of chapters) may also sponsor a Closed Banquet, subject to the same attendance provisions previously cited

From that inaugural event in 1911, banquets have been expanded from a simple meal with entertainment into events with formal programs within an environment that promotes fellowship among our members.

Item 1: Processional and Seating of National Dignitaries

The processional⁹⁰ of national dignitaries concludes with the introduction of the Grand Polemarch. The seating of national dignitaries shall be in accordance with the official seating chart found in the Appendix. National dignitaries who are not seated at the head table shall be seated at reserved tables in the front center of the room.

Item 2: Processional and Seating of Province Dignitaries

The processional⁹¹ of Province dignitaries concludes with the introduction of the Province Polemarch or the Grand Polemarch, if present. The head table is typically one tier and includes members with a role in the official program (See Appendix).

Dignitaries not seated at the head table are placed at tables in the front center of the room. The Province Polemarch can add additional tiers when he deems it necessary.

Closed Ball

Item 1: Grand Chapter

Processional

The Closed Ball is the culminating social event at a meeting of the Grand Chapter. It is a black-tie event that may be preceded by a reception and begins with a formal procession, which includes the wife (or female companion)⁹² of the participants. The Executive Director introduces the participants and the order is as follows –

- ❖ Host local chapter Polemarch
- ❖ Conclave Planning Committee Chairman
- ❖ Province Polemarchs
- ❖ Guy Levis Grant Awardees (current year only)
- ❖ Elder Watson Diggs Awardees (current year only)
- ❖ Laurel Wreath Laureates (current year only)
- ❖ National Officers, except Grand Polemarch
- ❖ Past Grand Polemarchs
- ❖ The Grand Polemarch

Prior to the entrance of the Grand Polemarch and his wife (or female companion), all members should stand to welcome the Grand Polemarch and his wife (or female companion). The festivities officially begin with a ceremonial waltz led by the Grand Polemarch and his wife (or female companion).

Reserved Tables

The participants in the processional will be seated at clearly marked reserved tables around the dance floor as follows –

- ❖ Past Grand Polemarchs (2 centered most Tables)

⁹⁰ See Appendix for Processional

⁹¹ See Appendix for Processional

⁹² The Fraternity chooses to adhere to traditional values and customs while recognizing the existence of alternative life styles. As such, in settings where men are traditionally accompanied by women, that shall be the expectation, and there shall be no exceptions

- ❖ Grand Polemarch Table
- ❖ Senior Grand Vice Polemarch Table
- ❖ Junior Grand Vice Polemarch Table
- ❖ Grand Keeper of Records & Exchequer Table
- ❖ Grand Board Members (2 Tables)
- ❖ Grand Historian, Grand Strategus, Grand Lieutenant Strategus and Grand Chapter Nominating Committee Chairman Table (1 Table)
- ❖ Province Polemarchs (2 Tables)
- ❖ Current year Laurel Wreath Laureates (1 Table)
- ❖ Current year Elder Watson Diggs Awardees (1 Table)
- ❖ Current year Guy Levis Grant Awardees (1 Table)
- ❖ Conclave Planning Committee Chairman & Host chapter Polemarchs (1 Table)

Participants in the official processional may invite members and their wives (or female companions) to sit at their tables, provided there is sufficient space.

National dignitaries, who did not participate in the official processional, will be seated at clearly marked reserved tables immediately behind the tables reserved for the participants in the official processional.

Item 2: Province Council

Processional

Some Province Councils conclude their festivities with an official black-tie dance. The Province Polemarch of jurisdiction shall determine whether there will be an official processional and shall designate a member to introduce the participants, which also includes the wife (or female companion) of the participants. The order is as follows-

- ❖ Host local chapter Polemarchs
- ❖ Province Council Planning Committee Chairman
- ❖ Province (major) award recipients (current year only)
- ❖ Visiting Province Polemarchs
- ❖ Province Elective Officers
- ❖ National Officers
- ❖ Past Province Polemarchs
- ❖ Past Grand Polemarchs
- ❖ Province Polemarch
- ❖ The Grand Polemarch

Prior to the entrance of the Province Polemarch and his wife (or female companion), all members should stand to welcome the Province Polemarch and his wife (or female companion), and the Grand Polemarch and his wife (or female companion). The festivities officially begin with a ceremonial waltz led by the Province Polemarch and his wife (or female companion), or the Grand Polemarch and his wife (or female companion) if present.

Reserved Tables

The participants in the processional will be seated at clearly marked reserved tables around the dance floor as follows –

- ❖ Province Polemarch (2 centered most Tables)⁹³
- ❖ Senior Province Vice Polemarch Table(s)⁹⁴

⁹³ Table accommodates Past Grand Polemarchs, Grand Polemarch, and Visiting Province Polemarchs

- ❖ Junior Province Vice Polemarch Table(s)⁹⁵
- ❖ Province Keeper of Records Table
- ❖ Province Keeper of Exchequer Table
- ❖ Province Board Members (2 Tables)
- ❖ Past Province Polemarchs Table(s)

Participants in the official processional may invite members and their wives (or female companions) to sit at their tables, provided there is sufficient space.

Province dignitaries, who did not participate in the official processional, will be seated at clearly marked reserved tables immediately behind the tables reserved for the participants in the official processional.

Founders' Day Program

Item 1: Seating and Processional

See Appendix

Item 2: Program Template

- ❖ Call to Order (Committee Chairman)
- ❖ Official Processional (Introductions by Committee Chairman)
- ❖ Introduction of Toastmaster (by Committee Chairman)
- ❖ Establishment of Protocol (by Toastmaster)⁹⁶
- ❖ Invocation
- ❖ Welcome Remarks
- ❖ Occasion
- ❖ *Program Musical Selection (optional)*
- ❖ Dinner
- ❖ Introduction of Keynote Speaker
- ❖ Keynote Address
- ❖ Recognition of 50-year members
- ❖ Tribute to the Founders
- ❖ Closing Remarks
 - ❖ Grand Polemarch at national event
 - ❖ Province Polemarch or ranking official at non-national event
- ❖ Announcements
- ❖ Oath of Rededication
 - ❖ Grand Polemarch at national event
 - ❖ Province Polemarch or ranking official at non-national event
- ❖ Toast
 - ❖ Past by most tenured Past Grand Polemarch at national event
 - ❖ Past by most tenured Past Province Polemarch or an alumni Province officer (other than Senior Province Vice Polemarch), designated by Province Polemarch, at a Province event
 - ❖ Present by Senior Grand Vice Polemarch at national event

⁹⁴ Table accommodates National officers and national award recipients

⁹⁵ Table accommodates undergraduate Province officers

⁹⁶ When the Toastmaster is a member, who is part of the groups included in the "Establishment of Protocol", he should omit himself when conducting the "Establishment of Protocol" exercise

- ❖ Present by Senior Province Vice Polemarch or an alumni Province officer, designated by Province Polemarch, at a Province event
 - ❖ Future by Junior Grand Vice Polemarch at national event
 - ❖ Future by Junior Province Vice Polemarch or an undergraduate Province officer, designated by Province Polemarch, at a Province event
 - ❖ Kappa Alpha Psi Hymn
 - ❖ Benediction
- There are no remarks following the closing Benediction.

Miscellaneous

Item 1: The Ritual of Kappa Alpha Psi

The Ritual contains esoteric information that is only for members, who are not expelled, or are not currently suspended, or on probation. Disclosure of information contained in the Ritual is a violation of the Fraternity Governance laws and will subject the violator to punishment.

Item 2: The Fraternity Grip

The Fraternity Grip is an exchange between members; however, a member should never assume exchanging the Fraternity Grip confirms membership. When uncertain, members should engage in the Recognition Protocol.

Item 3: Membership Status

The Fraternity is a membership organization whose esoteric information is disclosed during the official initiation ceremony. When a member is disciplined, that information cannot be recalled or removed from his memory bank.

Members may rely upon the official membership database, maintained by the International Headquarters, to ascertain the status of a member, including any disciplinary action imposed upon a member.

Item 4: Social Media

Social media sites have become increasingly popular in the 21st century. Information sent over the Internet is (typically) insecure and can eventually find its way into the public domain. This exposure is also applicable to “closed sites” such as “chat rooms” and “private sites.”

Members are encouraged to exercise extra due diligence when placing material at social media sites and should assume that it will be transmitted to the public notwithstanding any privacy controls.

Item 5: Computer Software Applications

Members have a responsibility to safeguard their computer applications, computers, smartphones, and other electronic devices from viruses, malware, spyware, etc.

Failure to use appropriate protection software could result in the transmission of unintended viruses, etc. to members via electronic communications. This could lead to an epidemic that not only impacts the persons with whom members have direct contact but also persons with whom the recipients of member communication have direct (or indirect) contact. Members are encouraged to implement the “ounce of prevention is worth a pound of cure” principle.

Item 6. Kappa Songs

There is an official Song Book of Kappa Alpha Psi. In the interest of uniformity, at balls and weddings where the circle is formed to sing Fraternity songs, the suggested order is –the Sweetheart Song, the Pin Song, and the Kappa Alpha Psi Hymn. When singing the Sweetheart and/or Pin Song, the wife (or sweetheart for unmarried members) should stand in front of the member.

When singing the Kappa Alpha Psi Hymn, there is no swaying or rocking. The position is right hand over left hand.

Item 7. Public Behavior

Members should be mindful that their behavior can influence the public opinion about our fraternity. Their behavior should reflect good manners and good taste. They should always refrain from using vulgar and profane words and gestures. Every Kappa man is a gentleman and comports himself with dignity and honor.

Members are expected to adhere to standards of conduct that our modern society deems appropriate. In an organization founded on the precept of Achievement and whose membership roster includes leaders of the free world and captains of industry, “Excellence is the only acceptable standard.”⁹⁷

⁹⁷Slogan introduced to the Fraternity by Howard L. Tutman, Jr., the 29th Grand Polemarch

Appendix

The pages that follow contain the outline for seating charts and processions at national and province formal banquets, including Founders' Day programs. There may be a need for adjustments, particularly at the head tables when one (or more) members designated to sit at the head table do not attend.

Adjustments may also be necessary when the venue for an event cannot accommodate the suggested configuration. When adjustments are required because of space limitations, members identified as part of the head table should be seated at reserved tables close to the head table. The order of movement is as follows –

- ❖ Members of the International Headquarters staff, namely Deputy Executive Director and Assistant Executive Directors
- ❖ Province Polemarchs
- ❖ Commission Chairmen
- ❖ Journal Editor

Relocating these members does not negate the responsibility to recognize them during the formal processional process. Rather, it simply acknowledges that the facility cannot accommodate the preferred configuration.

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National Event Head Table (Two Tier Configuration)

Tier 2 (Top)	Tier 1 (Bottom)
Polemarch – Host Alumni Chapter	Commission Chairman (P & P)
Polemarch – Host Undergraduate Chapter	Commission Chairman (Achievement)
Local Host Chapter Planning Committee Chairman	Commission Chairman (Laurel Wreath)
National Conclave Planning Committee Chairman	Guy Grant Awardee – current year
National Chaplain	Guy Grant awardee – current year
Kappa Alpha Psi Journal Editor	Guy Grant awardee – current year
General Counsel	Guy Grant awardee – current year
Executive Director	Guy Grant awardee – current year
Grand Board Member	Guy Grant awardee – current year
Grand Board Member	Elder W Diggs awardee- current year
Grand Board Member	Elder W Diggs awardee- current year
Grand Board Member	Elder W Diggs awardee- current year
Grand Board Member	Elder W Diggs awardee- current year
Grand Board Member	Elder W Diggs awardee- current year
Grand Board Member	Elder W Diggs awardee- current year
Toastmaster (Master of Ceremonies)	Laurel Wreath recipient – current year
PODIUM	Laurel Wreath recipient – current year
EMPTY CHAIR	Laurel Wreath recipient – current year
Grand Polemarch	Laurel Wreath recipient – current year
Speaker	Province Polemarch
Senior Grand Vice Polemarch	Province Polemarch
Junior Grand Vice Polemarch	Province Polemarch
Grand Keeper of Records & Exchequer	Province Polemarch
Grand Historian	Province Polemarch
Grand Strategus	Province Polemarch
Grand Lieutenant Strategus	Province Polemarch
Grand Chapter Nominating Cmtee Chairman	Province Polemarch
Past Grand Polemarch (Most Tenured)	Province Polemarch
Past Grand Polemarch	Province Polemarch
Past Grand Polemarch	Province Polemarch
Past Grand Polemarch	Province Polemarch
Past Grand Polemarch	Province Polemarch
Past Grand Polemarch (Least Tenured)	Assistant Executive Director
	Assistant Executive Director

Note: The configuration assumes two tiers, each with 30 positions, and a podium and empty chair at the upper tier. The empty chair recognizes the 10 Founders of the Fraternity. The configuration assumes the audience is to the right of the Tier 1.

There may be instances when the room for the event may be unable to accommodate the above design. When that occurs, some of the dignitaries designated for the head table will be seated at reserved tables at the front center of the room. In all instances, the grouping of reserved tables should include the following –

- ❖ National award recipients (Laurel Wreath, Elder Watson Diggs, Guy Levis Grant, Byron Kenneth Armstrong) and William L. Crump)
- ❖ National Commission chairmen
- ❖ Province Polemarchs

The reserved tables should also accommodate members participating in the program, including undergraduate members designated to light the candles during the “Tribute to the Founders” ceremony and any member performing a musical selection during the program.

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National Event Processional

The processional is essentially an introduction of the members seated at the head tables. It is conducted by a member, designated by the Grand Polemarch. Brother should stand during the processional but not applaud. The order is as follows –

To Tier #1

To Tier #2

Assistant Executive Director
Assistant Executive Director
Province Polemarchs
Laurel Wreath recipient – current year
Laurel Wreath recipient – current year
Laurel Wreath recipient – current year
Laurel Wreath recipient – current year
Elder W Diggs awardee – current year
Elder W Diggs awardee – current year
Elder W Diggs awardee – current year
Elder W Diggs awardee – current year
Elder W Diggs awardee – current year
Guy L. Grant awardee – current year
Guy L. Grant awardee – current year
Guy L. Grant awardee – current year
Guy L. Grant awardee – current year
Guy L. Grant awardee – current year
Guy L. Grant awardee – current year
Laurel Wreath Commission Chairman
Achievement Commission Chairman
Publicity & Publications Commission Chairman

Polemarch – Host Alumni Chapter
Polemarch – Host U/G Chapter
Local Host Chapter Planning Cmtee Chair
National Conclave Planning Cmtee Chair
National Chaplain
Kappa Alpha Psi Journal Editor
General Counsel
Executive Director
Grand Board Members
Toastmaster (Master of Ceremonies)
Speaker
Senior Grand Vice Polemarch
Junior Grand Vice Polemarch
Grand Keeper of Records & Exchequer
Grand Historian
Grand Strategus
Grand Lieutenant Strategus
Grand Chapter Nominating Cmtee Chairman
Past Grand Polemarchs (most tenured to least tenured)
Grand Polemarch

Province Event Head Table

Events held within Provinces mirror national events. While some provinces may have several national dignitaries, who are affiliated with chapters within their geographic boundaries, the focus is (and should be) upon the character of the event – namely, a Province event. There is a

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base head table (Tier 1) that may be augmented with a second tier. The decision as to the number of tiers is left to the Province leadership team.

<u>Tier 2 (Base Top)</u>	<u>Tier 1 (Optional Bottom)</u>
Province Chaplain (or designee)	Province Awardee (A) – current yr.
Polemarch – Host Alumni Chapter	Province Awardee (U/G) – current yr.
Polemarch – Host Undergraduate Chapter	Guy Grant Awardee – current year
Local Host Chapter Planning Committee Chairman	Elder W Diggs Awardee – current year
Province Council Planning Committee Chairman	Laurel Wreath recipient - current year
Province General Counsel	Past Province Polemarch (most senior)
Province Board Member	Past Province Polemarch
Province Board Member	Past Province Polemarch
Province Board Member	Past Province Polemarch
Province Board Member	Past Province Polemarch
Province Board Member	Past Province Polemarch
Province Board Member	Past Province Polemarch
Toastmaster (Master of Ceremonies)	Past Province Polemarch
PODIUM	Past Province Polemarch
EMPTY CHAIR	Past Province Polemarch
Province Polemarch	Province Committee Chairman
Speaker	Province Committee Chairman
<i>Grand Polemarch (or ranking national officer)</i>	Province Committee Chairman
Past Grand Polemarchs (based on tenure)	Province Committee Chairman
Senior Province Vice Polemarch	Province Committee Chairman
Junior Province Vice Polemarch	Province Committee Chairman
Province Keeper of Records	Province Committee Chairman
Province Keeper of Exchequer	National Officers (if present)
Province Historian	General Counsel (if present)
Province Strategus	Executive Director (if present)
Province Lieutenant Strategus	National Commission Chairs (if present)
Province Nominating Committee Chairman	Journal Editor (if present)

Note: The configuration assumes the audience is to the right of the Tier 1. The empty chair recognizes the 10 Founders of the Fraternity. It assumes the presence of two past Grand Polemarchs and should be increased when there are more than two are present. The reference to national award recipients is for *Province recipients* of these awards while “current year” references the most recent Grand Chapter meeting.

At a Province event, appointed officers may also be seated at the optional bottom tier based on space availability. Like national events, there may be instances when the room for the event may be unable to accommodate the above design. When that occurs, some of the dignitaries designated for the head table will be seated at reserved tables at the front center of the room. The grouping of reserved tables should include the following –

- ❖ National and Province award recipients (including Laurel Wreath, Elder Watson Diggs, Guy Levis Grant, Byron Kenneth Armstrong) and William L. Crump)
- ❖ National officers, national commission chairmen, visiting Province Polemarchs
- ❖ Past Province Polemarchs, Province appointed officers, and Province Committee chairmen

The reserved tables should also accommodate members participating in the program, including undergraduate members designated to light the candles during the “Tribute to the Founders” ceremony and any member performing a musical selection during the program.

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Province Event Processional

Like a national event, the processional is essentially an introduction of the members seated at the head tables. It is conducted by a member, designated by the Province Polemarch. Brothers should stand during the processional but not applaud. The order is as follows –

To Tier #1 (Optional Bottom)

Province Awardee (A) – current yr.
Province Awardee (U) – current yr.
Guy L. Grant awardee – current year
Elder W Diggs awardee – current year
Laurel Wreath recipient – current year
Past Province Polemarchs
Province Committee Chairmen
National Officers (if present)
General Counsel (if present)
Executive Director (if present)
Laurel Wreath Commission Chairman (if present)
Achievement Commission Chairman (if present)
Publicity & Publications Commission Chairman (if present)
Journal Editor (if present)

To Tier #2 (Base Top)

Province Chaplain (or designee)
Polemarch – Host Alumni Chapter
Polemarch – Host U/G Chapter
Local Host Chapter Planning Cmtee Chair
Province Council Planning Cmtee Chair
Province Board Members
Toastmaster (Master of Ceremonies)
Speaker
Ranking national officer if Grand Polemarch is not present)
Past Grand Polemarchs (most tenured to least tenured)
Senior Province Vice Polemarch
Junior Province Vice Polemarch
Province Keeper of Records
Province Keeper of Exchequer
Province Historian
Province Strategus
Province Lieutenant Strategus
Province Nominating Cmtee Chairman
Province Polemarch
Grand Polemarch (if present)

Order of Candle Lighting

(From left to right. Start with the white candle and alternate.
From right to left. Start with red candle and alternate.)

1. Paul Waymond Caine – Bottom Left Side (white candle)
2. George Wesley Edmonds – Bottom Right Side (red candle)
3. Edward Giles Irvin – Left Side next to Caine (red candle)
4. Henry Tourner Asher – Right Side next to Edmonds (white candle)
5. John Milton Lee – Left Side next to Irvin (white candle)
6. Ezra Dee Alexander – Right Side next to Asher (red candle)
7. Marcus Peter Blakemore – Left Side next to Lee (red candle)
8. Gut Levis Grant – Right Side next to Alexander (white candle)
9. Byron Kenneth Armstrong – TOP LEFT (white candle)
10. Elder Watson Diggs – TOP RIGHT (red candle)

Tribute to Founders Ceremony

LEADER: Let us prepare to pay homage to the Founders of Kappa Alpha Psi Fraternity, Inc. to those ten visionary bold men whose imagination fashioned a fraternity unique in the chronicles of Greek letter organizations and whose convictions, cognition and courage steered the course to this day.

[Note: As the vignette is read by the leader, the corresponding candle is lit by a designated member]

Paul Waymond Caine

(Polemarchs of alumni chapter recipients of Paul Waymond Caine Award stand and remain standing while vignette is read)

Paul Waymond Caine

Born: May 17, 1890

Died: April 15, 1931



We Light A Candle To The Memory of Paul Waymond Caine...

He was born on May 17, 1890 in Greencastle, Indiana.

Founder Caine enrolled at Indiana University in 1909 and worked as a caterer; a fire in a fraternity house in which he worked ended his academic career at the University after the winter quarter of 1911.

Founder Caine helped establish the Beta at the University of Illinois; the Delta, renamed the Gamma, at the University of Iowa; the Zeta at the Ohio State University; and the Theta at Northwestern University.

Founder Caine was an entrepreneur; he operated catering businesses in Greencastle, Chicago, and Evanston, IL. He also operated a clothing store and dry cleaning business in Rockford, IL.

In 1931, a fire at his dry-cleaning business hospitalized him. He was unable to recover and died on April 15, 1931.

The Paul Waymond Caine Award, available to alumni chapters for outstanding achievements, honors his memory.

George Wesley Edmonds

George Wesley Edmonds

Born: August 13, 1890

Died: June 13, 1962



We Light A Candle To The Memory of George Wesley Edmonds...

He was born on August 13, 1890 in Knight Township, Indiana.

Founder Edmonds enrolled at Indiana University in the fall quarter of 1910 but left the University after the spring quarter of 1911.

Founder Edmonds was one of three freshmen initiates of the Grand Chapter of Kappa Alpha Nu.

He returned to his hometown area to help support his parents and siblings. Founder Edmonds was a coal miner; he also joined a local union and was part of its leadership team. He also worked on the railroad.

Founder Edmonds lost touch with his Fraternity. At the insistence of Founder Irvin, some members embarked upon a search of Founder Edmonds. In 1978, Founder Irvin identified a photograph of this lost founder that brought closure to the search.

Founder Edmonds died June 13, 1962.

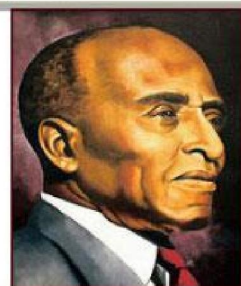
Edward Giles Irvin

(Polemarchs of undergraduate chapter recipients of Edward Giles Irvin Award stand and remain standing while vignette is read)

Edward Giles Irvin

Born: August 13, 1893

Died: November 4, 1982



We Light A Candle To The Memory of Edward Giles Irvin...

He was born on August 13, 1893, in Spencer County Indiana.

Founder Irvin enrolled at Indiana University in the fall quarter of 1910 at age 17 but did not return after the spring quarter of 1911. Founder Irvin attended the first house party in May 1911.

He pursued a career in journalism until World War I when he enlisted US Army. He served as a Medic in France and was cited for bravery. During World War II and the Korean War, Founder Irvin served on a local draft board and recognized by Presidents Truman and Eisenhower for his service.

Within his profession, in 1922, Founder Irvin operated a newspaper in Anderson, IN. He moved to Gary in 1923 to become editor of a local paper. In 1928, he moved to Chicago and was the sports editor at a local black paper.

In 1976, at the 60th Grand Chapter meeting, the Fraternity was awarded the 24th Laurel Wreath. He was the third founder to receive the highest award of the Fraternity. He died November 4, 1982.

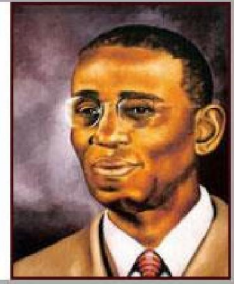
The Edward Giles Irvin Award, available to undergraduate chapters for outstanding achievements, honors his memory.

Henry Tourner Asher

Henry Tourner Asher

Born: June 30, 1890

Died: March 5, 1963



We Light A Candle To The Memory of Henry Tourner Asher...

He was born on June 30, 1890 in Owensboro, Kentucky.

Founder Asher enrolled at Indiana University in the fall quarter of 1910. He earned a BA degree (English) in 1913. He also attended the University of Illinois (1915); University of Minnesota from which he earned a MA degree in 1917; and the Detroit College of Law from which he earned a degree in 1928.

Founder Asher was one of three freshmen initiates of the Grand Chapter of Kappa Alpha Nu.

Founder Asher was an instructor at Lincoln Institute of Missouri. During World War I, he served in the US Army and was stationed in France. After the War, he considered a teaching career but opted for a career in real estate. He also worked for the US Postal Service in Detroit.

Although Founder Asher was not a charter member of the Detroit (MI) Alumni Chapter, he was affiliated with the chapter until entering the Chapter Invisible on March 5, 1963.

John Milton Lee

John Milton Lee

Born: September 7, 1890

Died: January 3, 1958



We Light A Candle To The Memory of John Milton Lee...

He was born on September 7, 1890 in Danville, Indiana.

Founder Lee enrolled at Indiana University in the fall of 1910 and completed three years. In 1914, he attended the University of Pennsylvania but withdrew for health reasons. In 1915, he attended Temple University but withdrew for personal reasons.

Founder Lee was a non-commissioned officer in an artillery unit that was engaged in combat in France in October-November 1918. After the War, he returned to Philadelphia and was involved in several businesses. He helped organize one of the first Negro golf clubs in the nation, and was an officer in a mutual aid society. In the final years of his life he worked for the Commonwealth of Pennsylvania.

Founder Lee was a close confidant of Founder Diggs. He helped Founders Diggs and Armstrong transform Kappa Alpha Nu from a dream into a reality. Founder Lee helped establish the Epsilon at Lincoln University of Pennsylvania in 1915 and the Philadelphia (PA) Alumni Chapter in 1920.

Founder Lee entered the Chapter Invisible on January 8, 1958. His ashes are preserved in an urn at the International Headquarters.

Ezra Dee Alexander

Ezra Dee Alexander

Born: July 18, 1891
Died: September 29, 1971



We Light A Candle To The Memory of Ezra Dee Alexander...

He was born on July 18, 1891 in Bloomington, Indiana.

Founder Alexander enrolled at Indiana University in the fall of 1910. He earned AB and MD degrees in 1917 and 1919 respectively. Founder Alexander practiced medicine in Indianapolis for nearly 50 years.

Founder Alexander was listed as the President of the board of directors in the 1911 Articles of Incorporation. In 1919, he helped establish the Chicago (IL) Alumni Chapter, and, in 1920, helped establish the Indianapolis (IN) Alumni Chapter. To meet a requirement of Indiana law, Founder Alexander was a resident non-voting member of the Grand Board of Directors on several occasions.

Founder Alexander entered the Chapter Invisible on September 29, 1971.

Marcus Peter Blakemore

Marcus Peter Blakemore

Born: January 3, 1889
Died: October 9, 1959



We Light A Candle To The Memory of Marcus Peter Blakemore...

He was born on January 3, 1889 in Franklin, Indiana.

Founder Blakemore enrolled at Indiana University in the fall of 1910 but left after the spring quarter of 1912. He operated a business in Anderson, IN until he enlisted in the US Army during World War I. After the War, he attended the University of Pittsburgh and earned a DDS degree in 1923. In 1949, Founder Blakemore was the first African American to earn a MS degree in Prosthetic Dentistry from the University of Pittsburgh. He practiced dentistry in Pittsburgh for more than 35 years.

Founder Blakemore, also known as Blakie, was one of two founders, who pawned his watch to help pay the incorporation fee required by the state of Indiana. He was also one of three freshmen initiates of the Grand Chapter of Kappa Alpha Nu.

Founder Blakemore helped establish the Pittsburgh (PA) Alumni Chapter in 1922, and the Beta Epsilon at the University of Pittsburgh in 1937.

Founder Blakemore entered the Chapter Invisible on October 9, 1959.

Guy Levis Grant

(Guy Levis Grant Award recipients stand and remain standing while vignette is read)

Guy Levis Grant

Born: April 9, 1891

Died: November 11, 1973



We Light A Candle To The Memory of Guy Levis Grant...

He was born on April 9, 1891 in New Albany, Indiana.

Founder Grant enrolled at Indiana University in the fall of 1909. He earned an AB degree in 1915, and after serving in the military, he returned to the University and earned a DDS degree in 1920. Founder Grant practiced dentistry in Indianapolis for more than 50 years.

Founder Grant was listed as the Treasurer of the board of directors in the 1911 Articles of Incorporation. He helped establish the Beta, and the Indianapolis (IN) Alumni Chapter, and was its first Polemarch. Founder Grant was the Grand Historian in 1961-67, and was elected Grand Historian Emeritus by the 54th Grand Chapter (1967). He also served several terms as the resident non-voting member of the Grand Board of Directors on several occasions.

Founder Grant entered the Chapter Invisible on November 11, 1973.

The highest award of the Fraternity available exclusively to students for meritorious achievement – the Guy Levis Grant Award of Kappa Alpha Psi – honors his memory.

Byron Kenneth Armstrong

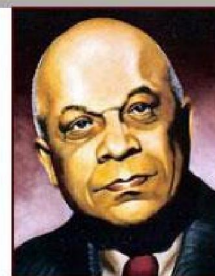
(Byron Kenneth Armstrong Award recipients stand and remain standing while his vignette is read)

Byron Kenneth Armstrong

Born: April 8, 1892

Died: June 28, 1980

Founder and Laurel Wreath Holder



We Light A Candle To The Memory of Byron Kenneth Armstrong...

He was born on April 8, 1892 in Westfield, Indiana

Founder Armstrong attended Howard University in 1909 and transferred to Indiana University in the summer of 1910. In 1913, he earned an AB degree, making was the first founder to earn a degree from Indiana University. He also earned a M.A. degree from Columbia University in 1914, and a Ph.D. degree from the University of Michigan in 1940.

Founder Armstrong was a higher education professional. He was a member of the faculty and administration at historically black institutions in Maryland, Missouri, and Oklahoma. He also worked for the federal government for a few years.

Founder Armstrong was listed as the Secretary of the board of directors in the 1911 Articles of Incorporation. As a member of the Grand Chapter, he helped to develop the foundation of the Fraternity. He designed the first Fraternity badge, conceived the Fraternity motto, and helped with the blazing of the Fraternity Coat of Arms.

Founder Armstrong helped establish the Beta, Theta, Chicago (IL) Alumni Chapter, and the Langston-Oklahoma City (OK) Alumni Chapter, and provided guidance to a former student that led to the formation of the Xi at Howard University.

Founder Armstrong was the Grand Strategus on 1913 and the Grand Historians in 1936. He was a co-author of the 1928 “Handbook of Kappa Alpha Psi” and the author of “Crossing the Jordan and Beyond (Passing Bits of Kappa Lore) that was available to members at the 1961 Golden Anniversary Celebration.

The Fraternity recognized his exemplary contributions to the development of the Fraternity with the sixth Laurel Wreath at the 1935 Silver Anniversary Celebration. Founder Armstrong entered the Chapter Invisible on June 28, 1980.

The highest award of the Fraternity available exclusively to students for outstanding academic achievements – The Byron Kenneth Armstrong Award of Kappa Alpha Psi – honors his memory.

Elder Watson Diggs

(Elder Watson Diggs Award recipients stand and remain standing while his vignette is read)

Elder Watson Diggs	
Born: December 23, 1883 Died: November 8, 1947	

We Light A Candle To The Memory of Elder Watson Diggs...

He was born on December 23, 1883, in Madisonville, Kentucky.

Founder Diggs enrolled at Howard University in 1909 and transferred to Indiana University in the fall quarter of 1910. In 1916, he became the first African American to earn an A.B. degree from the Indiana University School of Education. He also earned a MA degree (Education) from Howard University in 1944.

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Founder Diggs was a member of the first Officers Training class for Negroes at Camp Des Moines (IA). Commissioned a First Lieutenant, he served with an infantry unit. After World War I, he was assigned to an Army Reserves unit and rose to the rank of Captain.

Founder Diggs was an educator. He was a principal at elementary schools located in Bloomington, IN. Vincennes, IN, and Indianapolis, IN. Following his death, the Indianapolis School Board renamed Public School #42 to honor his contributions to the school during his tenure as principal.

As a member of the Grand Chapter, Founder Diggs was one of the principal architects of the Fraternity. He wrote the lyrics to the Kappa Alpha Psi Hymn in 1911 and, in 1912, he wrote the first constitution and the first ritual. He was also a co-author of the 1928 "Handbook of Kappa Alpha Psi."

In 1914, Founder Diggs authored a letter that was sent to several colleges and universities introducing the Kappa Alpha Nu fraternity and inviting men to join. He helped establish the Beta; Delta, renamed the Gamma; Delta, Zeta; Eta at the University of Nebraska; and Iota at the University of Chicago. He also helped establish the Indianapolis (IN) Alumni Chapter in 1920

During his tenure as Grand Polemarch (1911-17), chapters were also established at Lincoln University (Epsilon) with the assistance of Founder Lee and at Northwestern (Theta) with the assistance of Founders Armstrong and Caine.

In 1924, the Fraternity recognized his outstanding contributions to the development and growth of Kappa Alpha Nu with the first Laurel Wreath.

Founder Diggs entered the Chapter Invisible on November 8, 1947.

The Elder Watson Diggs Award, the second highest award of the Fraternity, honors his memory

The Burial Ceremony¹

Preliminaries

The Polemarch (or Keeper of Records) will notify the members of the location and time for members to assemble for this ceremony.

Entrance to Sanctuary

At the assembly location, the Polemarch (or his designee) shall arrange the members in hierarchical order, beginning with the Polemarch, followed by the Strategus and then in order of hierarchy descending from the Polemarch at the head of the casket to his right, and from the Strategus to his left. If brothers are processional from two aisles, the hierarchy should be equally distributed to the right and left to ensure that the highest-ranking officers are nearest the Polemarch and the Strategus. All other brothers will follow in any order, reverently honoring the deceased brother.

Assembly Order at Casket

The Polemarch stands at the head of the bier, the Strategus at the foot and the members are arranged about the coffin.

	POLEMARCH	Casket	STRATEGUS
	Brother		Brother
	Brother		Brother
	Brother		Brother
	Brother		Brother
	Brother		Brother

Call To Order

POLEMARCH: Our help is in the Name of The Lord, who made Heaven and Earth. The Eternal God is Thy refuge and underneath are the everlasting arms.

Let us Pray: O Thou art from everlasting to everlasting, the source of all life and the victor over death, show us Thy will and lead us in Thy way. Attune our hearts to the veiled message of death, and of its intricate involvement in the life process. In the midst of change, reveal to us the unchanging truth of Thy constancy, that our faith may be anchored in the unending circle of eternity, through Jesus Christ our Lord. AMEN.

Please, will everyone, with the exception of the family, stand and join us in reciting THE LORD'S PRAYER.

¹ It is under the direction of a local chapter, typically the last known chapter with which the deceased was affiliated, and is conducted only upon the request of the family

ALL : (All stand and recite The Lord's Prayer)
POLEMARCH : Thank you, you may be seated.

Psalm 130

POLEMARCH : Out of the depths have I cried unto Thee, O LORD!
ALL : LORD HEAR MY VOICE
POLEMARCH : Let Thine ears be attentive
ALL : TO THE VOICE OF MY SUPPLICATIONS
POLEMARCH : If Thou, Lord, shouldest mark iniquities
ALL : O LORD, WHO SHALL STAND?
POLEMARCH: But there is forgiveness with Thee
ALL: THAT THOU MAYEST BE FEARED
POLEMARCH: I wait for The Lord, my soul doth wait
ALL: AND IN HIS WORD DO I HOPE
POLEMARCH: My soul waiteth for the Lord more than they watch for the morning
ALL : I SAY, MORE THAN THEY THAT WATCH FOR THE MORNING
GLORY BE TO THE FATHER, AND TO THE SON, AND TO THE
HOLY GHOST; AS IT WAS IN THE BEGINNING, IS NOW AND
EVER SHALL BE; WORLD WITHOUT END. AMEN.

Solo of Blessed Assurance

If no brother is available to sing, ask musician to play one verse and chorus of song while brothers listen meditatively.)

Biblical Reading

STRATEGUS : The Spirit itself beareth witness with our spirit, that we are the children of God; and if children, then heirs; heirs of God and joint heirs with Christ; if it be so that we suffer with Him, that we may be also glorified together. For I reckon that the sufferings of this present time are not worthy to be compared with the glory that shall be revealed in us. And we know that all things work together for good to them that love God, to them who are called according to His purpose. What shall we then say to these things? If God be for us, who can be against us? He that spared not His own Son, but delivered Him up for us all, how shall He not with Him also freely give us all things? It is Christ that died, yea rather that is risen again, who is even at the right hand of God, who also maketh intercession for us. Who shall separate us from the love of Christ? Shall tribulation, or distress, or persecution, or famine, or nakedness, or peril or sword? Nay, in all these things we are more than conquerors through Him that loved us. For I am persuaded that neither death, nor life, nor angels, nor principalities, nor powers, nor things present nor things to come, nor height, nor depth, nor any other creature, shall be able to separate us from the love of God, which is in Christ Jesus our Lord.

(This is Romans, Chapter 8) May the Lord add a blessing upon the reading and hearing of His Word.

Salute to Deceased

POLEMARCH: The Lord giveth and the Lord taketh away. Blessed be the name of the Lord. For as much as it has pleased Almighty God to take our Brother (**SAYS THE NAME OF DECEASED**) from us, we bow in humble submission to His Holy Will. This we do, not in unrelenting sorrow as those who see physical death as a final end, but with the faith of those who know the circle can never be broken. For once having entered into the Bond of this Noble Clan we are linked with those who have gone before and those who come after.

Death is inevitable; death is a new beginning that we must all experience. Death is a mystery that shall be revealed in its own time. "...In a moment, in the twinkling of an eye..." James admonishes us about boasting about tomorrow. He tells us: "You do not even know what will happen tomorrow ...You are a mist that appears for a little while and then vanishes. "Life is like a puff of smoke; we're here and suddenly gone. We are all only one breath away from death. Meanwhile the Apostle Paul assures us that vanished life is not an end of life: Death is powerful, mysterious, and sometimes frightening, but we should be comforted in knowing that death is not an exit, but an entrance, not a dark road, but a path that leads to eternal light and life, not a good-bye, but a state in which our deceased Brother will be waiting to meet and greet us in that moment when "we shall all be changed ...then shall it be brought to pass the saying that is written, death is swallowed up in victory ...thanks be to God! He gives us the victory through our Lord Jesus Christ."

Let us therefore approach the Throne of Grace and tender our gratitude for our Brother's life and work and beseech the Father for His compassionate comfort. Let us pray.

ALL: O SUPREME ARCHITECT OF THE UNIVERSE IN WHOSE MIND THERE IS ALWAYS PURPOSE; WE PRAISE THEE FOR THY GOOD GIFT OF LIFE; FOR ITS WONDER AND MYSTERY, ITS FRIENDSHIPS AND FELLOWSHIPS. WE THANK THEE FOR THE TIES WHICH BIND US ONE TO ANOTHER. SHOW US THE MEANING WHICH LIES HIDDEN IN THE HEART OF SORROW, DISAPPOINTMENT AND GRIEF.

WE THANK THEE FOR THIS THY SERVANT
(Polemarch alone says the first name of the deceased)

RECALLING IN HIM THOSE THINGS WHICH MADE OTHERS LOVE HIM. GRANT US, DEAR GOD, THE COMFORT OF THY PRESENCE NOW, AND THE CONTINUING SOLACE OF THY HOLY SPIRIT. HELP US TO WALK AMID THE THINGS OF THIS WORLD WITH EYES OPEN TO THE BEAUTY AND GLORY OF THE ETERNAL; THAT SO AMONG THE SUNDRY AND MANIFOLD CHANGES OF THIS LIFE, OUR HEARTS MAY SURELY THERE BE FIXED WHERE TRUE JOYS ARE TO BE FOUND; THROUGH JESUS CHRIST OUR LORD. AMEN.

Kappa Alpha Psi Hymn

Brothers will stand straight up with their right hand over their left hand. NO swaying or rocking during the singing of the Hymn.

Closing Remark

POLEMARCH: Now unto Him who is able to keep us from falling and present us faultless before the presence of His glory with exceeding joy, to the only wise God Our Savior, be glory, majesty, dominion and power, now and evermore. AMEN.

Exit from Sanctuary

Brothers will follow the Polemarch and the Strategus as they greet the family. The Polemarch will approach the family followed by the Strategus. Brothers will then exit following the Polemarch and the Strategus just as entering the Sanctuary



Kappa Alpha Psi® Fraternity, Inc.
International Headquarters
2322 - 24 North Broad Street
Philadelphia, Pennsylvania 19132