

Kappa Psi Kappa Fraternity Inc.

Standard Operating Procedures Handbook

2022-2024



TABLE OF CONTENTS

02 Officer Email Contact
Information

03 1SAP D. Rivers

09 2SAP J. Gale-Wilson

12 3SAP K. Vaughn-Daniel

15 SKoR J. Lacey

17 SKoEXCH D. Parks-Weekly

19 NED J. Jones

20 SG A. Turley-Moore

21 SE D. Greene & L. Taylor

23 SC E. Porter

26 NDPR D. Siler Jr.


00 SKOE D. Dodd

00 NDRA X. Burse

00 SEIC Vacant



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	Office of The First Supreme Anti-President	SOP #	
		Revision #	
		Contact Information	FSAP@kappapsikappa.org
Page #	1 of 6	Office Hours	Monday-Friday 9:00am-5:00pm CDT
SOP Owner	Dejuane E. Rivers MPA, MA	Approval	

Purpose: To establish the Standard Operating Procedures for Recruitment and Informational Meetings, Membership Intake Chairman and Assistant Membership Intake Chairman qualifications, Big Brother qualifications, Membership Intake Program guidelines, communication with Potential New Members, Office Hours, Membership Intake Coordinating Committee duties and responsibilities, and Grievances. Any Brother attempting to participate in the Membership Intake Program of Kappa Psi Kappa Fraternity, Incorporated is responsible for following the guidelines set forth within this document.

Commonly Used/Referenced Terms:

SOP: Standard Operating Procedures

MIP: Membership Intake Program

Membership Intake Program: The formal, streamlined process adopted by the fraternity and all its members to bring new members into the fraternity and end dangerous rites of passage practices and hazing

MIC: Membership Intake Chairman

AMIC: Assistant Membership Intake Chairman

MICC: Membership Intake Coordinating Committee

Neo: Neophyte

Neophyte: A newly inducted member of a fraternity who has been in the organization for less than a year and is not yet responsible for remitting national dues

Prophyte: A member of a fraternity who has been in the organization for a year or more and has successfully inducted new members into the fraternity

Initiation: The traditional ritual or formal ceremony of fraternal induction, which marks the transition into full fraternity membership

Ritual: Private, traditional rites and ceremonies of the fraternity known only to initiated members of the fraternity

Interest: Someone who is interested in becoming a member of the fraternity or one who has expressed a desire to learn more about the fraternity

PNM: Potential New Member

Potential New Member: All males that have the potential to undergo formal recruitment processes for the fraternity; also referred to as Interests

Intake: One who is officially undergoing the Membership Intake Program to become a member of the fraternity

Cross: The formal transition initiation ceremonies from the status of membership intake aspirant to new member

Dropping Line: Formally quitting the process of becoming a member of the fraternity

Probate: Official public display and reveal of newly initiated members of a fraternity often in the form

of a step show

Nalia: Paraphernalia

Recruitment: A formal process where men who are interested in the fraternity meet with members of the fraternity to learn more about the fraternity

MAL: Members-At-Large

Grievance: An official, written statement of complaint over something believed to be wrong or unfair according to preset policies, procedures, and standards

BBB: Building Better Brothers Program

Building Better Brothers Program: The official new members orientation program of Kappa Psi Kappa Fraternity, Incorporated. This program is required for all new brothers who have crossed into the fraternity from Fall 2018 to present; as well as any brother who has recently reactivated to the fraternity since Conclave 2018.

Big/Little Brother Program: The official mentoring program of Kappa Psi Kappa Fraternity, Incorporated in which an Intake is paired with an active brother of the fraternity, who is not currently that Intake's Membership Intake Chairman or Assistant Membership Intake Chairman, and whose job is solely to help the Intake successfully complete the MIP.

Recruitment and Informational Meetings:

Recruitment is an on-going and continual process of the operations of Kappa Psi Kappa Fraternity, Incorporated. All Brothers, Colonies, Chapters, and MALs hosting recruitment or informational events need to submit to the office of the First Supreme Anti-President, in writing the following information related to the event:

- Date of Event
- Location of Event
- Anticipated Attendance
- Anticipated Brothers Attending
- Event Type

At the conclusion of the Recruitment or Informational event, the following information must be submitted within 7 days:

- Actual Attendance
- Brothers Attended

Official Informational Meeting presentation slides have been created for use and streamlined imaging of the Kappa Psi Kappa Fraternity, Incorporated brand. Please only use the pre-approved PowerPoint presentation to host Informational Meetings. Please be advised that each Chapter or Colony has creative liberties to include specific information and content related to their respective locale in the pre-approved PowerPoint Presentation.

Qualifications for Membership Intake Chairman and Assistant Membership Intake Chairman:

Any Brother applying to be the Membership Intake Chairman (MIC) for a line must meet the following requirements:

- Must be fiscally and service compliant on both the National and Local levels
- Must be in good standing at the time of application, and must not have been sanctioned or suspended within the past six (6) months
- Must successfully pass the MIC/AMIC Certification Exam with a score of 80% or better
- Brothers applying to the position of MIC for the first time must have been an Assistant Membership Intake Chairman (AMIC) at least twice in the past two (2) years from the time of application to a successful line.
 - o Success, as defined by the office of the First Supreme Anti-President, means that at least one (1) Intake who has started the MIP successfully completed the MIP and has been inducted into the fraternity

Any Brother applying for the position of AMIC for a line must meet the following requirements:

- Must be fiscally and service compliant on both the National and Local levels
- Must be in good standing at the time of application, and must not have been sanctioned or suspended within the past six (6) months
- Must successfully pass the MIC/AMIC Certification Exam with a score of 80% or better
- Brothers applying to the position of AMIC for the first time, must have been a Big Brother at least once in the past two (2) years from the time of application to a successful line
- The Anti-President of a Colony or Chapter must complete and sign the MIC/AMIC Request form and submit it to the office of the First Supreme Anti-President for filing.
 - Members-at-Large (MALs) may complete the MIC/AMIC Request form themselves; however, they must wait for approval from the First Supreme Anti-President prior to conducting any formal MIP activities
- All Brothers applying for the position of MIC or AMIC must acknowledge and sign the MIC/AMIC agreement form, sexual harassment policy, and anti-hazing policy prior to Intake inductions
- No neophyte will be approved to hold the position of MIC; however, they may work with their Chapter or Colony's Anti-President to undergo the Big Brother Program
 - Neophyte, as defined by the Office of the First Supreme Anti-President, is a newly inducted member of a fraternity who has been in the organization for less than a year and is not yet responsible for remitting national dues

Qualifications for Big Brother:

Any Brother applying to be a Big Brother for Intakes must meet the following requirements:

- Must be fiscally and service compliant on both the National and Local levels
- Must be in good standing at the time of application
- Must not have been suspended in the past six (6) months
- Must be active within the local Chapter/Colony
- Must have attended Membership Intake Program Informational Meeting
- Must have attended Membership Intake Program Official Candidate Interviews
- Must have participated in the last two (2) Chapter/Colony service initiatives
- Attended at least four (4) of the previous Membership Intake Program Training Session from the previous Intake Class
- Must attend all Membership Intake Program ceremonies
- Must attend the Intake Class Service Project
- Must communicate with their Little Brother on a weekly basis
- Must complete the MIC/AMIC Certification Exam and successfully obtain a score of 80% or better

Membership Intake Program:

The Membership Intake Program (MIP) is an involved, 6-10-week learning course, where candidates for membership learn the histories and traditions of Kappa Psi Kappa Fraternity, Incorporated. The length of the MIP will be determined by the First Supreme Anti-President, in conjunction with the Membership Intake Coordinating Committee (MICC) prior to each line start contingent upon the semester in which the MIP is being conducted. Kappa Psi Kappa Fraternity, Incorporated hosts MIP in the Fall and Spring semesters consistently. However, MIP may be run during Winter semesters contingent upon the level of expressed interest from potential members and pre-planned fraternal events that may occur during that time frame. Kappa Psi Kappa Fraternity, Incorporated also runs MIP during Summer semesters contingent upon whether that particular year a National Convention is being held or not.

- The Membership Intake Program of Kappa Psi Kappa Fraternity, Incorporated will be conducted in a hybrid model; consisting of a mixture of online, classroom learning modules

through Google Classroom and Zoom technologies; as well as minimum required in-person, face-to-face meetings.

- Prior to Intake inductions, each Intake must have submitted the Official Application, Application Fee, and been interviewed by the Colony or Chapter of induction; or by the closest MAL and a member of the MICC.
- Each Intake must have an active Brother of the fraternity submit a Letter of Support on their behalf once an official Acceptance letter has been submitted.
- At the conclusion of a potential new member's formal interview, a completed Membership Intake Program Evaluation Form must be remitted and accompanied with a completed official application, and all required supplemental documentation
- At least 50% of the membership intake fee must be remitted by mid-term requirement.
- 100% of the membership intake fee must be remitted at least one week prior to any formal induction ceremonies or processes
- For final testing, a score of 85% or higher is considered passing
 - Intakes who receive scores in the 80% to 84% range, may be considered for Induction on a case by case basis with consultation of the MIC/AMIC and the First Supreme Anti-President.
 - No Intake who scores a 79% or below will be considered for Induction.
 - All Intakes must attend a crossing event to be inducted into the fraternity.

Big/Little Brother Program:

The Big/Little Brother Program is basically a mentoring program. Each Intake is paired up with an active Brother who can help them complete the Membership Intake Program. It is important to note that the assigned Big Brother should be other active Brothers who are currently not the Membership Intake Chairman or Assistant Membership Intake Chairman. The Big/Little Brother Program should continue even after a new member has been inducted into the Chapter/Colony to ensure continued successful acclimation. The Big/Little Brother Program should be run in the following manner:

- The Chapter/Colony Anti-President is responsible for choosing the Big Brother for each Intake. This decision should be based on common interests of the Intake and potential Big Brother.
- The Big Brother is responsible for looking out for their Little Brother and helping them with the Intake program. This can range from helping them study for quizzes and exams, making sure they are staying active in the Intake Program, and answering any questions they might have about the program.
- Big Brothers should be picked as soon as possible in the Intake Program (within the first week) and must meet the requirements for Big Brother eligibility.
- Intakes should be introduced to their Big Brother and provided with their "line history", which they should learn as part of their Intake training.
- Specific Big/Little Brother social events; again, with the idea of building better fellowship and unity in their Chapter/Colony are allowable within reason.
- Big Brothers should provide their Little Brother with their first Greek-lettered shirt or other gifts with the Fraternity Letters

Please remember being a Big Brother is a privilege, not a right. Designation as a Big Brother can be administratively revoked for failure to meet any one or combination of the aforementioned criteria.

Potential New Member Communication:

Upon receiving notification that an Interest Application has been completed, the office of the First Supreme Anti-President communicates with Potential New Members (PNM) within 72 hours. The PNM's Name, Location, Email, and Phone Number are sent to the Anti-President of the closest Colony or Chapter or MAL.

- The designated brother must reach out to the PNM within 7 days of receiving the PNM's

information.

- PNMs are invited to add themselves to the National Interest Group.
- PNMs should not be contacted by phone after 9:00pm in your respective time zones and should not be contacted more than once a day and/or three times a week by telephone.

Membership Intake Coordinating Committee:

The Membership Intake Coordinating Committee (MICC) shall be responsible for working in conjunction with; and overseen by the Office of the First Supreme Anti-President. MICC will be responsible for the following activities:

- Coordination and implementation of new membership program activities
- Recommend strategies for the recruitment and engagement of PNMs
- Review and evaluate current MIP policies and procedures
- Recommend strategies and activities related to improvements in areas related to MIP

All Chapter or Colony Anti-Presidents and Lead MALs will be required to participate on the Membership Intake Coordinating Committee to help ensure Membership Intake Program guidelines and protocols are upheld consistently across the fraternity.

Neophytes may be eligible to serve on the MICC with documentation and reference from their approved Chapter or Colony's Anti-President.

Building Better Brothers Program:

Kappa Psi Kappa Fraternity, Incorporated will utilize Google Classroom; which is an electronic, online platform to conduct its New Members Course; which shall be called the Building Better Brothers (BBB) Program. This platform will be monitored and reviewed by the Office of the First Supreme Anti-President. The Building Better Brothers Program will be required for all currently active Brothers, as well as all newly inducted Brothers. The Program will serve as a streamlined introduction; and re-introduction to all the processes, policies, and procedures that every active Brother of Kappa Psi Kappa Fraternity, Incorporated must be made aware of. The Building Better Brothers Program will be a ten (10) week, intensive learning course, divided into learning modules to help facilitate Fraternity acclimation. The modules will be taught by the following members of the National Executive Board (NEB):

- Supreme President
- First Supreme Anti-President
- Second Supreme Anti-President
- Third Supreme Anti-President
- National Executive Director
- Supreme Keeper of Records
- Supreme Keeper of Exchequer
- Supreme Guard

The course content of the Building Better Brothers Program will be as follows:

1. Fraternal Secrets, Traditions, Courtesies, and Etiquette
2. Membership Intake
3. Expansion, Colonization, and Reactivation
4. Community Service and National Initiatives
5. Fiscal Responsibilities
6. Documentation and Record Keeping
7. National Policies
8. Parliamentary Procedures, The Blue Book, and Grievances
9. Fraternal Best Practices
10. Conclave

Office Hours:

The Office of the First Supreme Anti-President shall be Monday-Friday from 9:00 am-5:00 pm CST, with office hours availability on Saturday and Sunday as appropriate. Please be advised that these hours may be extended or shortened with advance notice or contingent upon extenuating circumstances.


Grievances:

All grievances regarding the conduct of a Brother of Kappa Psi Kappa Fraternity, Incorporated or Potential New Member (PNM)/Intake involving Membership Intake Program practices or activities should be filed with the Office of the First Supreme Anti-President

- Upon receipt of the grievance, the First Supreme Anti-President will inform all Brothers involved to cease communication and activities with Intake or PNM until the matter is settled.
- The complaint will then be given to the Supreme President, National Executive Director, and Supreme Guard for information gathering.
- Once all information is gathered, the three (3) Officers will discuss the matter and give recommendations of action to the First Supreme Anti-President.
- Official communication of timeline of events and official action will come from either the National Executive Director or Supreme Guard

Communication and Correspondence:

All communication related to official fraternal business matters must be communicated to this office via email at firstsupremeap@kappapsikappa.org. All official documented responses will be answered within 24-48 hours of receipt. Please be advised that any communication that is received outside of this official email correspondence, (FB messenger, text message) will be responded to by redirecting that communication to the official fraternal email account of this office.

	Office of Second Supreme Anti-President	SOP #	
		Revision #	
		Contact Information	SSAP@kappapsikappa.org
Page #	1 of 6	Office Hours	Monday-Friday 12:00 pm-8:00 pm EST
SOP Owner	Joshua Gale-Wilson	Approval	

Standard Operating Procedure

1. Purpose

To establish the Standard Operating Procedures for Chapter, Colony, & Member-at-large expectations, Reactivation process, Expansion & Visibility Committee, & Office Hours. Any Brother of Kappa Psi Kappa Fraternity, Incorporated is responsible for following the guidelines set forth within this document. Failure to do so, could result in fine and/or penalties.

Prerequisites

Chapters & Colonies Expectation

- Colony/Chapter meetings will be held once a month
- Members in Colony/Chapter will pay local dues once a month
- Submit monthly Colony/Chapter Meeting Minutes
- Each Colony/Chapter is required to host 2 events per quarter (1 Informational & 1 Social Event)
- Each Colony/Chapter is required to have a designated website & social media platforms
- Each Colony/Chapter is required to have a bank account
- Each Colony/Chapter is required to provide personal/professional development programs for members
- Each Colony/Chapter is required to meet the Colony/Chapter requirements for community service each semester per the 3rd Supreme
- Each Colony/Chapter is required to host at least 1 Fundraiser per year
- Each Colony/Chapter is required to pay chapter assessment every January of (Chapter) \$68.00/ (Colony) \$48.00

Members-at-Large Expectation

- Each Member-at-Large will attend monthly meetings with the 2nd Supreme
- Each Member-at-Large will host a quarterly informational with the 2nd Supreme
- Each Member-at-Large will host a yearly social event
- Each Member-at-Large will pay national dues obligations per semester
- Each Member-at-Large is required to meet the semester community service requirements per the 3rd Supreme
- Each Member-at-Large will turn in a google form report on a quarterly basis to track any area of opportunity for assistance

***Failure to not complete expectations will result in fines

2. Committees

Expansion/Reactivation Committee

The expansion committee shall be comprised of the following individuals:

1. All Anti-Presidents of Chapter/Colony
2. 1st Supreme Anti-President
3. National Executive Director
4. Active Members that volunteer

Responsibilities for Expansion/Reactivation Committee:

The following is a list of responsibilities for the expansion committee:

3. Examine and identify the needs of each area
4. Create an action plan on how to contact those that are on the inactive roster
5. Create virtual events to engage inactive members
6. Working with the 3rd Supreme to create community service opportunities for inactive members

Kappa Psi Kappa Fraternity, Inc. Reactivation Process

In order to become back active a brother must reach out to the office of the Second Supreme Anti-President via email at secondsupremeap@kappapsikappa.org to verify the length of their inactivity

before making any payments and required forms must be completed.

The Second Supreme will confirm with a chapter/colony, if applicable, to verify if said Brother owes the chapter/colony any local dues or fees.

*** Please note that if you are associated with a chapter/colony that those fees must be paid prior too paying the national obligation.

Below is the breakdown of the reactivation fee & community service obligation needed prior to becoming back active.

The Reactivation fee shall be \$50.00 per semester plus membership dues (\$100.00) for all inactive periods with a maximum time of four semesters. Members who are inactive for more than two years will be assessed a \$550.00 flat reinstatement fee.

Time Frame Financial Fee Community Service Hours

- 1 Semester Inactive \$150 10 Hours
- 2 Semester Inactive \$250 20 Hours
- 3 Semester Inactive \$350 30 Hours
- 4 Semester Inactive \$450 40 Hours
- 2 + Years Inactive \$550 50 Hours

Life Membership

Reactivation

\$119 30 Hours

Payment plans

- Available case by case. If you require a payment plan to meet your obligation, please let me know and we can discuss the specific details.

Next steps:

- Make sure that all chapter/colony requirements are met. Your respective chapter/colony, if applicable, should send my office an email verifying that you have SATISFIED all local requirements.
- Pay the Reactivation fee.
- Complete the Membership Information Form (see link below)

- <https://forms.gle/7b8KXWpnYA31GPmw8>

Once deemed ACTIVE the brother will not have to pay dues until the following semester (ex. If you reactivate in the Feb, you won't pay dues again until the following Fall semester.) Also, the said, brother will be on a One-year probationary period from the day when the national reactivation fee & community service obligation have been completed. Below are the requirements & guidelines to the probation:

Requirements for One Year - Probationary Period:

- Complete an additional 40 hours of Community Service within that one-year period
- Remain financially active for 1 year (2 semesters)
- Attend upcoming National Conclave or upcoming Regional Conference
- Brother must register and attend the next Conclave or closest National and/or regional event.
- Complete the Building Better Brother's Program provided from the 1st Supreme

***Failure to complete or sustain the above requirements at the One-year mark, will result in a \$50.00 fine and an additional 15 community service hours on top of the already required 40 hours. Non-completion after that will result in immediate inactive status.

Guidelines of the One Year - Probationary Period:

- Will not be allowed to hold any National Officer Positions in Kappa Psi Kappa Fraternity, Inc., and Tau Kappa Phi Inc.
- Will not be allowed to hold any Regional Offices
- Will not be allowed to hold Chapter Office (unless he is the only brother in the chapter that is financially active. If he is the only brother in the chapter, he can hold the position of Chapter President with the guidelines that he must bring in one intake line within 2 semesters of reactivation.)
- Will be allowed to participate and hold a seat on National Committees
- Will be allowed to attend National Events and Regional Events and Meetings
- Will be allowed to attend Chapter Meetings and vote on chapter business
- Will be allowed to assist with Membership Intake but will not be allowed to be a Membership Intake Chairmen (for 1 semester after entering the reactivation process.) If he is the only brother in the chapter, he will be the Assistant Membership Intake Chairmen with guidance from an appointed National or Regional Officer as the Membership Intake Chairmen.
- Must adhere to all policies, programs, guidelines, and protocols enforced by the Grand Chapter of Tau Kappa Phi, Inc., National Executive Board of Kappa Psi Kappa Fraternity, Inc., Regional Director and Officers of respective region, and the Chapter Officers.

***Once ALL requirements have been satisfied, the Office of Second Supreme Anti-President will notify the body of the brother's successful reactivation.

AYIB,

Brother Joshua Gale-Wilson

Second Supreme Anti-President


secondsupremeap@kappapsikappa.org

7. Definitions

Chapter – 5 or more active members

Colony – 3-4 active members

Member-At-Large – Member that is not in a chapter/colony designated area

	Xxxxxx Department Xxxxxx Division/Function	SOP #	1
		Revision #	
		Contact Information	ThirdSupremeAP@kappapsikappa.org
Page #	1 of 1	Office Hours	Monday – Friday 9:00 am – 4:00 pm
SOP Owner	Kevin Vaughn-Daniel	Approval	

Requirements

- **Individual** – Each Brother is required to complete and report no less than Twenty (20) hours of Community Service during each semester or pay a semester service assessment fine of \$100.00 dollars.
- **Chapter** – Each Chapter is required to complete no less than Fifty (50) hours of Community Service during each semester or pay a semester assessment fine of \$200.00. For Community Service to count towards the required Chapter quota, 50% of the Active Chapter membership must attend the same Service Initiative. Each brother in attendance for the chapter service event will get both chapter and individual service hours.
- **Colony** – Each Colony is required to complete no less than (30) hours of Community Service during each semester or pay a semester assessment fine of \$75.00. For Community Service to count towards the required Colony quota, 50% of the Active Colony membership must attend the same Service Initiative.

Philanthropy and Donations

- Quantifying donations and philanthropy into Service hours will be at the discretion of the office of the Third Supreme Anti-President.
- Brothers, Colonies, and/or Chapters will not be able to fulfill all Service requirements solely through Donations. Donations will have a cap of \$100.00 for a total of 10 hours maximum.
- This applies to individual, chapter, and colony service hours.
- Brothers, Colonies, and/or Chapters should contact the office of the Third Supreme Anti-President before making donations or soliciting for donations for campaigns to determine what will be the quantification.

Reporting

- Community Service should ONLY be reported through the Community Service Chair or respective designee. Chain of Command is as follows when reporting hours (Community Service Chair/local designee, Anti or President then lastly the office of the Third Supreme Anti-President). This chain of command is to be followed by Chapters/ Colony. MALs are to reach out to the office of the Third Supreme Anti-President
- Each Service Initiative or Event must be reported individually. If a brother, Chapter, and or Colony has done a service with the same organization on different dates, each date needs to be reported separately. There should only be one report given for each Chapter


or Colony Service Initiative or Event.

- Community service chair or designees will also act as a liaison on the local level. • All information required on the Service reporting form must be filled out. **Incomplete forms will not be counted towards Service Requirements.** All brothers are required to use the respective form given from the Third Supreme Anti-President completed and given to your community service chair or local designee for reporting of hours. Forms can be identified by title of respective colony, chapter, or MAL.
- The timeframe to report Community Service will fall in sync with the timeframe to pay Membership Assessments. Service Hours are due on/by April 1st and on October 1st of each year.
- Inactivity- If a brother, Colony, and/or Chapter does not meet the required Service hours for a Semester or have not paid the semester assessment, will immediately be moved to an Inactive Status.
- A Community Service Inactive status shall hold the same penalties as a Financially Inactive Status and impose a fine based on hours that have not been completed
- Brothers, Colonies, and/or Chapters that are Service Inactive will be reported to the office of the Second Supreme as such.
- They will also be reported to the office of the First Supreme to be suspended from all Membership Intake activities until reconciliation of Service penalty occurs.
- A report will also be made to the office of the Supreme President and National Executive Director to suspend all business activities if the brothers hold any position on the National, Regional, or Local level, or is a member of any Fraternal Committees.
- A report will also be made to the office of the Supreme Guard and the National Nominations Committee if the brother is attempting to run for any position.
- Photographic proof needs to be attached when submitting hours or the service hours submitted will not be counted.

Reactivation and Penalties.

- To reconcile Service requirements, the brother, Colony, and/or Chapter must satisfy the service penalty in full after receiving written notification from the office of the Third Supreme Anti President.
 - Penalties- (\$10) dollars for every hour not completed or unpaid assessment for individual, chapter, or colony. An individual, chapter or colony can also elect to complete the required service hours but will have a time window designated by the Third Supreme. This request must be made in writing and can be denied or approved at the discretion of the Third Supreme Anti-President.
- Any individual, chapter, or colony reactivating for any reason including service must adhere to the requirement set forth in the SOP of the Office of the Second Supreme Anti-President. • Please understand that the Office of the Third Supreme Anti President Reserves the right to Approval/Disapprove/Alter any special circumstances that pertain to community service, service hours, and any donations regarding service hours on the national and local levels. All special recommendations will be consulted with the office of the Supreme President.

Time Frame	Financial Fee	Community Service Hours
1 Semester Inactive	\$150	10 Hours
2 Semester Inactive	\$250	20 Hours
3 Semester Inactive	\$350	30 Hours
4 Semester Inactive	\$450	40 Hours
2 + Years Inactive	\$550	50 Hours
Life Membership Reactivation	\$119	30 Hours

	Supreme Keeper of Records 22/24	SOP #	1
		Revision #	
		Contact Information	Email: skor@kappapsikappa.org Phone: 314.322.9140
Page #	1 of xx	Office Hours	Mon - Fri 3-9 EST Sat/Sun Appt Only
SOP Owner	Jourdan "Prominence" Lacey	Approval	

Standard Operating Procedure

1. Purpose

The intent of this document is to serve as a reference tool for the written communication guidelines of this organization, as well as promoting the organizational expectations for the office of Supreme Keeper of Records (SKOR).

2. Scope

Brothers of Kappa Psi Kappa
Potential brothers of Kappa Psi Kappa Fraternity Inc.

3. Prerequisites

Shared Google Drive to access the following documents

1. Templates
 - a. Letterhead, Monthly Report, Email Signature,
2. Officer Folders
3. NEB Meeting Minutes
4. KOP Meeting Minutes
5. Meeting Agenda
6. KPsi Database
7. KPsi Address Book
8. Archived Records for the Organization

4. Responsibilities

Stay up-to-date on **ALL** Kappa Psi Kappa Fraternity policies and procedures.

Attend ALL board meetings

- Create meeting agenda
- Create Calendar Invites
- Setup Zoom/conference call(s)

Disperse ALL NEB meeting minutes within 72 hrs. of the conclusion of the meeting.

Maintain/Preserve all OFFICIAL and UNOFFICIAL records.

- Maintain up-to-date roster to include both **ACTIVE** and **INACTIVE** brothers with up to date contact information.
- Quarterly Chapter KOR Reports (*due sametime as dues*)
 - Form to be filled out and returned to SKOR by Chapter/Colony KOR and LEAD MAL for MALs
 - Active/Inactive roster maintained through collaboration with Supreme Exchequer and 3rd SAP.

Store official and unofficial documentation electronically for easy access for the NEB.

5. Procedure

Communication from the board to the body:

1. All communications should come on official letterhead sent to each officer.
2. ALL documentation sent to SKoR be in pdf format.
3. Allow 24-48 hrs turn around of materials being sent out (*extreme circumstance may be applicable*)

Communication from the body to board officers:

1. Greet Officer, State what you need, close
2. **ALWAYS** CC' the SKoR so that the information can be archived appropriately.
 - a. Also allows the SKoR to track and make sure things are handled according to the appropriate time frame.
3. Be sure to click **REPLY ALL** when responding to emails so that all proper parties can receive communications.

Submission of Officer Reports:

1. Template will be located in SharedDrive
2. Submit under Officer Reports in the SharedDrive
3. Due 24 hours after board meetings (Executive Officers)

6. References

Constant Contact

Shared Drive (KPsi Database, KPsi Address Book)

7. Definitions


SKoR - Supreme Keeper of Records

KOR - Keeper of Records

NEB - National Executive Board

KOP- Kouncil of Presidents

**** NOTE: This SOP can be mended/alterd anytime during my term based upon the need of said office or the organization as a whole.**

	<div style="text-align: right;"> SOP # Revision # </div> <div> Office of The Supreme Exchequer Finance Division </div> <div> Contact Information: Email: SKOEXCH@kappapsikappa.org </div>
Page # 1	Monday - Friday, 5pm-9pm9 (ET) Saturday & Sunday, Not Available
SOP Owner	Damion Parks-Weekly

Standard Operating Procedure

Purpose

The purpose of this SOP is to establish official written guidelines and expectations as it pertains to the Office of The Supreme Exchequer (SKOEXCH). Please keep in mind that this is a work in process and can be changed at any time.

Scope

Members of Kappa Psi Kappa Fraternity, Inc.

Responsibilities

- Maintain accurate financial records of the fraternity, covering the period of the elected term in office and upon leaving office. Filing any and all official documentation and/or records of the fraternity. Forward to the new incumbent all pertinent records upon departure from this office.
- Notify all chapters, colonies and members when assessments and/or payments are due or are past due.
- Close all books for each fiscal year, while in office by July 31st.
- Maintain a budget.
- Maintain a record of all books, receipts, and invoices.
- Maintain consistent attendance for all National Executive Boards Meetings.
- Provide accurate and efficient duties/assignments as requested by the Supreme President and The National Executive Board.

Procedures

- Account Holders
 - Kappa Psi Kappa Fraternity, Inc., currently uses TD Bank as a banking institution for the financial transactions of the organization. Currently, The Supreme President (SP) and The Supreme Exchequer (SKOEXCH) have access to this account.. Online bank statements are currently available for access to both the SP and the SKOEXCH.
 - Kappa Psi Kappa Fraternity, Inc. currently uses PayPal as a means of collecting dues, assessments, the submitting of invoices and is sued for some reimbursements. The access rights are the same as the for the banking account.

Accounting Record Keeping

- QuickBooks

The SKOCH will utilize the accounting software "QuickBooks" to maintain financial records, produce financial statements, balance all accounts and maintain a budget. This software system automates many aspects of managing the business by calculating sales tax, tracking products and automatically updating transactions in the software register.
- Google Drive


For smaller projects and as a backup system, The SKOEXCH will utilize Google Suites as a means of record keeping and filing.

Assessments (Dues)

Assessments are required twice a year (Fall & Spring) for all members of Kappa Psi Kappa Fraternity, Inc.,.The SKOEXCH will submit a letter of announcement as a reminder of the assessments at the beginning of each Spring and Fall semester, out to the entire body. Each month of April (Spring) and September (Fall), every active member will have a total of 30 days in which to submit full payment of their assessment to the National Headquarters in the means to remain "active". The Supreme Exchequer will have the authority to adjust the deadline or grant/deny extensions as he deems necessary. The SKOEXCH will work with the 2nd Anti Supreme President in providing access/knowledge to all received member assessments in order to log who is in active and inactive status.

Office Hours

Current office hours for The SKOEXCH will be Monday-Friday, 5pm-9pm (ET), Saturday-Sunday, Not Available.

	<p style="text-align: center;">SOP # 2022-01 Revision # 2022-01</p> <p>Department: Executive Division/Function: National Executive Director</p> <p style="text-align: center;">Contact Information: (757) 696 - 3803 ned@kappapsikappa.org</p>
<p>Page #</p>	<p>1 of 1 Office Hours: Monday - Thursday 7:30 PM EST - 10:30 PM EST Friday 8:30 AM EST - 8:30 PM EST Saturday CLOSED Sunday 5:00 PM EST - 9:00 PM EST</p>
<p>SOP Owner</p>	<p>Johnathan Jones Approval</p>

Standard Operating Procedure

1. Purpose

The purpose of the SOP will serve as a point of operational reference for the office of National Executive Director.

2. Scope

This SOP shall be available to all active members of Kappa Psi Kappa, Fraternity Inc.

3. Prerequisites

N/A

4. Responsibilities

- Perform day to day operations of the fraternity.
- Oversee all chapter and colony activities.
- Supervise all administrative officers of the National Executive Board
- Represent the fraternity at Tau Kappa Phi, Inc "The Kappa Family" Council of Presidents meeting. ● Assist all national officers where deemed necessary.
- Perform all other duties and responsibilities as assigned by the Supreme President.

5. Procedure


All office communication shall be sent via email and carbon copy with the office Supreme Keeper of Records. Meetings will be held via zoom (link will be provided 2 days prior) or in person.

6. References

Constitution and Bylaws of Kappa Psi Kappa and Policy Handbook

7. Definitions

N/A

	<p style="text-align: right;">SOP of the Supreme Guard 2022-2024</p> <p style="text-align: center;">Contact Information</p>
<p>Page #</p>	<p>Office Hours: Monday-Thursday 5pm est-7pm EST</p>
<p>SOP Owner</p>	<p>SG Bro. Angelo Turley-Moore</p>

Standard Operating Procedure

1. Purpose

Provide the policies, processes and standards needed for the organization to succeed in an orderly fashion. .

2. Scope:

This is for all members of Kappa Psi Kappa Fraternity Inc.

3. Responsibilities

1. Report to the Supreme President any allegations of mis-conduct.
2. Conduct thorough investigations as needed while being non-bias.
3. Submit finding of investigations to the National Executive Board
4. Assign reprimands as needed for mis-conduct.
5. Ensure that we are following Robert's Rules of order at all meetings.
6. Obtain, review and keep all updated copies of constitutions and by-laws from all colonies and chapters.
7. Preside over all meetings including but not limited to, national executive board, townhall, council of presidents and any other meetings deemed by the Supreme President.
8. Keep order and discipline throughout the organization.

4. Procedure

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

5. References

C&B's of KPSI and TKPhi


Robert rules of order.

7. Definitions

C&B: Constitution and bylaws.

KPSI: Kappa Psi Kappa Fraternity Inc

TKPHI: Tau Kappa Phi Inc.

	<p style="text-align: center;">SOP #</p> <p style="text-align: center;">Revision #</p> <p>Xxxxxx Department Xxxxxx Division/Function</p> <p style="text-align: center;">Contact Information 845-401-7856</p>
<p>Page #</p>	<p>1 of xx Office Hours 12pm-8pm</p>
<p>SOP Owner</p>	<p>Bro. Deddrick Greene & Bro. Leon Taylor</p>

Standard Operating Procedure

1. Purpose

Supreme Epistoleous

Working to help guide the organization with historical facts.

To capture the history of Kappa Psi Kappa Fraternity Incorporated as well as showcasing brothers Birthdays and Kappaverseries, and other mainstream events such as conclave and brotherhood retreats. To continue to keep a record of all the history from the beginning of its founding date.

2. Scope

The audience we are trying to reach are active brothers as well as inactive brothers, once an inactive brother sees other brother spotlights we are hoping to help encourage them to come back active.

3. Prerequisites

To keep documents updated such as membership roster, lineage, programs, Kappa Psi Kappa events, Memoriam of Deceased Members, Miscellaneous, Archival photos...

4. Responsibilities

The Supreme Epistoleous has a major role in the guidance of historical facts when it comes to the Standard Operating Procedures making sure the facts are accurate for the organization.

Bro. Leon A. Taylor 845-401-7856

Bro. Deddrick Greene 314-498-8661

5. Procedure

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

*Who are we able to help for the longevity of the organization?

*What are we able to do to assist our Brother in any way when it comes to them being spotlighted for their Birthday or Kappaversary.

*When we post we would like to ensure all facts are true especially when it comes to the organization and active Brothers.

*Where are we able to access information when it comes to the lineage of Kappa Psi Kappa.

*Why should we attend all meetings concerning our office is to make sure we bring forth positive information to the Brothers of Kappa Psi Kappa.

*How are we able to keep an updated roster of all members within Kappa Psi Kappa is to maintain communication with the Keeper of Records.

In addition...(Bro.Dedrick Green)

Who: The Brothers

What: Gather all information for Kappa Psi Kappa from the beginning of time.

Why: To be able to keep members updated on what has or is happening within the fraternity and history as well as spotlighting brothers milestones and birthdays.

How: Always congratulating brothers on joining,saying happy birthday and happy Kappaversary. We are also dedicated to making sure that we spotlight the important dates and events within the organization.

Where: We will utilize our Facebook page as well as slack.

6. References

List resources that may be useful when performing the procedure; for example, Admin policies, Municipal Code, government standards and other SOPs.

Constitution and Bylaws

Membership Roster


Council of Presidents

7. Definitions

Identify and define frequently used terms or acronyms. Provide additional and/or relevant information needed to understand this SOP. N/A cuments:

Historian

SOP short-form

	Office of The Supreme Chaplain	SOP #	
		Revision #	
		Contact Information	sc@kappapsikappa.org
Page #	1 of	Office Hours	Office Hours: 9am–8pm(EST) Monday – Friday 9am–9pm(EST) Saturday – Sunday
SOP Owner	Eric Porter	Approval	

Standard Operating Procedures

Purpose:

· The office of Supreme Chaplain is an open space that provides brothers an outlet that will offer judgment-free, transparent and confidential dialogue concerning all matters of life (grief, stress, health issues, family issues, etc.) with any brother within the organization. This office responsibility is to provide a positive influence as well as being an honest and integral role model for every brother in the organization. Furthermore, this office will help in bridging the gap and standing firm on unifying the true bonds of brotherhood.

Responsibilities:

· The responsibilities of the Office of Supreme Chaplain will consist of performing organization rituals (i.e. Omega Kappa), leading prayer at all fraternity events whether it be local, regional or national, notifying the brothers of the death of another brother or a family member of a brother and providing the brother with a letter of condolence along with a resolution from the fraternity which will remain in our national archives. This office will also be responsible for providing daily motivational messages and tools for brothers to ponder and reflect upon. The Chaplains Committee will also provide monthly prayer for brothers as a symbol of peace as we are currently enduring very hard and trying times. The office of the Supreme Chaplain is not limited to just matters of faith but it serves as a resource and outlet for all brothers to utilize.

Structure:

· The Chaplains Committee, under the leadership of the Supreme Chaplain, will consist of a committee of active and good standing brothers, as defined by the constitution and bylaws of Kappa Psi Kappa Fraternity, Inc., who demonstrates skills in both the ministerial and counseling arenas and who truly upholds the purpose, mission, vision and motto of this great organization. The brothers that will sit on this committee represents various different faiths, backgrounds and beliefs showing the array of diversity and inclusion within the organization. In the absence of the Supreme Chaplain at any regional or national event sanctioned by Kappa Psi Kappa Fraternity, Inc. any member that sits on the Chaplains committee can conduct the organizational ritual.

The Office of Supreme Chaplain Committee Members:

• Brothers can email the Supreme Chaplain or any brother on the committee at any time. However, please note there may be a 24-48 hour turn around period to provide the best resource or solution to the matter at hand.

- Brother Eric Porter, Supreme Chaplain (email to be updated)
- *Committee members TBD*

Compliance:

• Every member that sits on the Chaplains committee will review and sign a non-disclosure and confidentiality agreement which provides protection of information being shared by any brother within Kappa Psi Kappa Fraternity, Inc. Furthermore, copies of the signed agreements will be kept with the Supreme Chaplain and the Supreme Keeper of Records.

• If it has been determined by the Supreme Chaplain that there has been a breach of contract (based on investigations by the Supreme Chaplain in conjunction with the office of the National Executive Director), if the allegations are found to be true the brother will be removed from the committee and may be subject to additional sanctions outlined within the constitution, bylaws and the code of conduct

Procedures:

1. **Counseling:** Counseling services will be rendered to any brother in need of them. To request counseling and to receive quality and integral service the following steps need to be taken:

- A. Brothers will need to send an email to the Office of Supreme Chaplain with their request for counseling
- B. The request needs to contain the brother's full name, contact number, chapter / colony / member-at-large (MAL) affiliation, 3-4 sentences that explain the reason for the request and the best time they can be reached.
- C. Once the request have been received, please allow 24-48 hours for the request to be acted upon by the Supreme Chaplain or assigned to a brother that sits on the Chaplains committee
- D. The Supreme Chaplain or a brother that sits on the committee will contact the brother in need within 24-48 hours
- E. Once the counseling session is completed the brother will be sent another form reviewing the session and stating whether additional services will be needed

2. **Bereavement:** When it comes to the death of a brother or a brother's family member, the following steps should be taken:

- A. A representative from the chapter / colony or MAL will notify the office of the Supreme Chaplain via phone or email within 24 hours of learning of the death
- B. If you are sending an email please provide your name, contact number, chapter / colony / member-at-large (MAL) affiliation, the complete name of the deceased brother or the name of the brother's family member and the name and address of where we can send an official letter of condolence and a resolution from Kappa Psi Kappa Fraternity, Inc.
- C. An official announcement will be sent to the body if requested via email and/or Slack and the Kappa Psi Kappa Facebook page
- D. An official resolution will be written from the office of the Supreme Chaplain and will

be sent to the family on behalf of the National Executive Board and the body. If there should be any other form of acknowledgements (i.e. flowers, cards, monetary donations etc.) The Supreme Chaplain and the National Executive Director will collaborate in this matter.

3. **Ritual:** The Omega Kappa ritual is to be performed at every national and regional event and any other Kappa Psi Kappa event deemed by the Supreme President.
4. The **Necrology report** will be updated and disseminated as applicable
5. **Monthly Prayer:** The Chaplains committee will host prayer twice a month (every other Friday) via Google Meet conference. The information will be emailed and posted in both Slack and the Kappa Psi Kappa Facebook group by the Supreme Chaplain
6. **Morning Motivation:** On Mondays, Wednesdays and Fridays the Supreme Chaplain or a brother sitting on the Chaplains Committee will post a morning motivation for the brothers. This morning motivation will follow the guidelines and protocols that have been set by the National Executive Board
7. **Meeting Schedule:** The Chaplains committee will meet every second Sunday of every month via Google Meet and will provide an updated and accurate report to the National Executive Board on our monthly meeting
8. **Roundtable Discussions:** Once a month via Google Meet, The Office of the Supreme Chaplain will host a roundtable discussion for brothers to discuss real life issues such as; grief, balance, community and life. This will be the time for us to listen and give each other feedback about the topic at hand.
9. **Wellness Checks:** Wellness Checks will be done if a brother reaches out and states they are feeling a certain way about life. The Chaplain's committee will then set a day and time to reach out to the brother for about 3-4 weeks just to ensure that the brother is doing ok. The call will be documented and kept confidential. Wellness checks will also be done at least once per month via Slack and the Kappa Psi Kappa Facebook page.
10. **Chaplain's Retreat:** Annual retreat for all chaplains to be trained, cultivated, and empowered.


Contact Information:

Office Hours:

9am – 8pm (EST) Monday – Friday

9am – 9pm (EST) Saturday - Sunday

Email: sc@kappapsikappa.org

	Office of the National Director of Public Relations	SOP #	
		Revision #	
		Contact Information	prwm@kappapsikappa.org 347-805-5009
Page #		Office Hours	Office Hours: M-F 10:00 am- 9:00 PM Sat-Sun 10:00 am - 7:00 PM Holidays (TBA)
SOP Owner	Derrick "Khyren" Siler Jr.	Approval	

Standard Operating Procedures: National Director of Public Relations/Webmaster/ Editor In Chief

Office Approval Turn-around: 48-72 hours

1. Purpose: Marketing and Branding, Color Code Act, Request and Approval Process, Social Media and Website development, National Trademark Policy
2. Scope: To create a more organized way of branding and marketing for Kappa Psi Kappa Fraternity, Incorporated. The goal for the next 2 (two) years is to touch bases with all active areas and work to improve visibility on all aspects.

Standards Operating Procedures Breakdown:

3. Marketing & Branding:

- Office of NDPR will create marketing materials that will be provided to the body for use. The materials will include but are not limited to:
 - Brochures
 - Recruitment Flyers
 - Banners (as needed)
 - Virtual QR scan codes
- Branding for Kappa Psi Kappa Fraternity Inc. includes:
 - Any item that has the organization's crest or badge
- All branding and marketing items considered for creation outside of the office of the NDPR should be sent to NDPR for approval/denial.
 - Approval/Denial turn-around time: 24-48 hours
 - Reasons for approval or denial will be provided in the response when sent to the office of the NDPR

- All imaging will be used for promotional purposes.
- The organization will receive a quarterly newsletter and there will be a Web Master Blog on the National Website that will feature up-to-date news from Chapter/Colony areas.

4. Requesting Branding Approval:

- Members who need to use the organizations crest MUST submit a Fraternal Crest Request form.
 - Fraternal Crest Request Form will be in the shared drive and will be accessible on the National Website in the Member's Only section.
 - Turn-around time for submission approval/denial: 24-48 hours
 - Denial reasoning will be included if request is denied
 - Failure to do so will result in sanction/fine

5. Social Media & Chapter/Colony Website:

- Chapters and colonies should have active social media platforms and an active/maintained website.
 - Social media platforms can include: Facebook, Instagram, Twitter (viewer friendly), TikTok (optional), and LinkedIn
 - Websites can be created through WIX (preferably) to streamline the accessibility and line up with the National Website
 - Analytics will be requested as needed to ensure that areas are utilizing platforms for visibility and expansion

6. Color Code Act:

- The color code act/ color code will be utilized to effectively ensure that the organization is in compliance with what the color code act states:
 - The official colors of Kappa Psi Kappa Fraternity, Incorporated are Baby Blue and Gold. The unofficial color is New Black.
 - The colors Baby Blue and Gold must always be joined together on all paraphernalia relative to Kappa Psi Kappa Fraternity, Incorporated and never substituted with the unofficial color: New Black.
 - New black is the fraternity's unofficial color, and it may be worn on paraphernalia in combination with the two official colors: but never standing alone or in combination with an official color of the fraternity.
 - All paraphernalia must consist of Baby Blue Greek letters with gold outlining. No substitution of this combination may be permitted.
 - *Please note that brothers with paraphernalia that precedes the Fraternal Colors Code act will be allowed to maintain their paraphernalia; however, they should not wear it in formal fraternal settings to keep in alignment with fraternal uniformity and branding standards as outlined in Fraternal Colors Code Act.*
- Please be advised that Kappa Psi Kappa Fraternity, Incorporated currently has three (3) officially approved vendors to order paraphernalia. Please find below the three (3) official vendors of Kappa Psi Kappa Fraternity, Incorporated and

their links:

- Greek Nation-Morton Grove, IL (www.greeknation.com)
- AD Greek-Fresh Meadows, NY (www.adgreek.com)
- Stuff 4 Greeks-Atlanta, GA (www.s4g.com)
- Please be advised that any member found to be in violation of the Fraternal Colors Code Act will be subjected to the following levels of disciplinary action:
 - First violation will be subjected to a written warning and a fine of \$15
 - second violation will be subjected to a documented occurrence and a fine of \$35
 - third violation will be subjected to a documented occurrence, a fine of \$50, and a six-month probationary

7. National Trademark Policy:

- Section 1:
 - The fraternity's insignia shall be protected by National Trademark registration which includes the following:
 - Design/representation of the Coat of Arms
 - The organizations official colors
 - Fraternal Flag
 - The organizations Greek letters
 - The name "Kappa Psi Kappa"
 - These things should not be manufactured, crated, used or offered by sale by any person, company or firm except as allowed for herein or as specifically authorized in writing by the National Executive Board of Kappa Psi Kappa Fraternity, Incorporated.
- Section 2:
 - Those wishing to acquire merchandise which bears any insignia of the fraternity shall obtain those items only from manufacturers and vendors authorized and licensed to produce
 - Chapters/Colonies/MAL 's may, from time to time, utilize local commercial firms for their own chapter needs
 - Such merchandising should be in good taste and be suitable in keeping with the mission and ideas of the Fraternity and in compliance with applicable laws and policies
- Section 3:
 - Fraternity chapters/colonies/MAL's may use the Greek letters "Kappa Psi Kappa" and the words "Kappa Psi Kappa" for their own needs such as:
 - Greek activities
 - Chapter/Colony/MAL activities
 - Philanthropic and community service activities

- They may be used without prior approval as long as:
 - Such use is in keeping with the mission and ideas of the Fraternity
 - In suitable taste and in compliance with applicable laws and policies
- No chapter/colony/MAL member shall utilize or cause to be produced any text or design which cast the Fraternity in a negative light or is otherwise contrary to the ideas of the Fraternity. This includes, but is not limited to:
 - Any text or design that attempts to glorify or promote alcohol or controlled/illegal substance use
 - Considered to be sexist or demeaning to women, minorities, or other person(s)
- If any of the above is not followed or broken:
 - A reprimand of \$25.00 will be issued to said individual or individuals
 - If said individual or individuals continue to break the rules set, \$10.00 will be added in addition to the original fine for each offense
 - If the offenses continue, following reprimand may include possible suspension and/or possible expungement in accordance with the Fraternity Code of Conduct