



Kappa Alpha Psi Fraternity, Inc.

Protocol & Etiquette Manual

May 2007 Edition



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THE KAPPA ALPHA PSI FRATERNITY, INC.

Dedication

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 Prof. 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 the Morgan State University Chapter, the Alpha Iota of Kappa Alpha Psi, and was instrumental in the establishment of the Delaware State College Chapter, the Beta Sigma.

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



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Guide to Protocol and Etiquette

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THE KAPPA ALPHA PSI FRATERNITY, INC.

Preface

Kappa Alpha Psi Fraternity, Inc. is an orderly society and as such has statutes regulating its authority and customs or social amenities, broadly conceived to place it above the mundane in the recognition of its obligation as a community of college-trained men. Clearly, as we approach 2011 we can celebrate 100 years of achievement in every field of human endeavor. Over 100,000 extraordinary men have joined this great clan. We have sustained the vision of the founders because we have elected outstanding leaders to serve us. Protocol is a means to recognize those leaders who have been elected to serve us and to carry out those practices that carry forward those traditions and practices that extraordinary men use to insure our future as the leading fraternity in this country.

Customs and traditions change through the passage of time, but there is no substitute for good manners and respect for the individual and the organization. While there have been changes in some things, our Founders established certain traditions of courtesy and respect which were calculated to make Kappa Alpha Psi unique.

This Manual is to supplement, not to replace other manuals and publications of the Fraternity. The essential purpose is to provide a ready reference of authentic information concerning what is legitimate and proper in conformity with the traditions, customs and well-established structure that distinguishes Kappa Alpha Psi Fraternity from all other Greek-letter organizations. It is expected that all members will consistently adhere to the letter and the spirit of the directions and practices outlined in this manual.



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Introduction

As we approach our 100th anniversary as the leading college fraternity of the 21st century, we must insure that our traditions, customs and practices remain relevant to our members, to the colleges and universities with whom we maintain relationships, and to the communities in which we live and work. We exist in an ever-changing world, and a society with an ever-evolving culture. Realizing this, we must find the balance between our desire to preserve those customs, traditions and practices that have been an integral part of our organizational fabric since our founding, while acknowledging the constancy of change in the world and its inevitable impact on our fraternal culture.

Protocol should be designed to serve the purpose of the fraternity and not for protocol's sake. Our growth over the years has included initiating tens of thousands of new members from diverse socioeconomic backgrounds, created new categories of fraternity awards, a significant increase in awardees, profound changes in our intake procedures, fundamental changes in campus life, and the witnessing of a high-tech revolution of unprecedented proportions. These events have led us to a careful reexamination of our approach to protocol and etiquette. A review and revision, where appropriate of our Protocol and Etiquette Manual will al-

low us to maintain the values inherent in well conceived protocol practices and etiquette, consistent with our fundamental purpose of achievement.

Thus, we have accepted the task to review and revise our Protocol and Etiquette Manual with a view toward bringing it into the 21st century, while preserving the conceptual underpinnings of Phi Nu Pi as envisioned by our beloved and revered founders. In doing so, we have attempted to be inclusive of the intergenerationalism that is Kappa Alpha Psi. We have used every medium available to elicit input from the broadest spectrum of opinion in the fraternity. We have made every effort to maintain the quality of the outstanding work done in prior editions of the manual. Finally, while this is the official guide to protocol and etiquette, it is intended as a supplement to the Rituals, Constitution and Statutes, Confidential Bulletin, province and local chapter bylaws, and other publications which embody the Fraternity's governing laws, rules and regulations. As indicated in the last edition of this publication: "The essential purpose of this manual is to provide a ready reference of authentic information concerning what is legitimate and proper inconformity with the traditions, customs and well-established structure that distinguishes Kappa Alpha Psi Fraternity from all other Greek-letter organizations."



Guide to Protocol and Etiquette —————

I. Hierarchy of Recognition

Our fraternity has grown and that growth has been sustained because we have been willing to benefit from the wisdom of our Founders, the value of our elected officials and appointed officers in a manner that is consistent with the responsibilities of their service and the purposes of their elected and/or appointed positions. This hierarchy of recognition should be followed in order to continue to respect those who have served and those who are serving consistent with our goals of achievement. Therefore, the list that follows should be strictly adhered to. We will begin with the Grand Chapter and attempt to be consistent as we give guidance relevant to the Province and Chapter levels.

A. Hierarchical Order and Procedures

1. Grand Chapter Meetings and Assemblies

- Founders - The empty chair is an appropriate symbol to recognize our Founders and should always be used.
- Past Grand Polemarchs
- Grand Polemarch
- Senior Grand Vice Polemarch
- Junior Grand Vice Polemarch
- Grand Keeper of Records & Exchequer
- Grand Board of Directors
- Grand Historian
- Grand Strategus
- Grand Lt. Strategus
- Grand Chapter Nominating Committee Chairman
- Province Polemarchs
- Executive Director
- Assistant Executive Directors
- General Counsel
- Journal Editor
- Awardees:
 - 1) Laurel Wreath Laureate(s) (most recent then alphabetical by year)
 - 2) Elder Watson Diggs Awardee(s) (most recent then alphabetical by year)



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- 3) Guy L. Grant Awardee(s) (most recent then alphabetical by year)
 - Grand Chapter Commission Chairmen
 - Grand Chapter Committee Chairmen
 - Kappa Alpha Psi Foundation President
 - Kappa Alpha Psi Foundation Executive Director

Once the general order of precedence has been established, subsequent speakers need not reiterate.

2. Province Meetings, Formal Meetings, Banquets and Formal Gatherings - Hierarchical Order

The order should follow the Grand Chapter order and should be supplemented as noted. Space may very often be limited at province meetings, joint chapter meetings and individual chapter meetings. Some banquets may be held in places that do not have room for an extensive head table. In such cases, the order should be the same as noted for Grand Chapter meetings and banquets. However, just after the Province Polemarch of a particular Province, all past Province Polemarchs of that province should be recognized in order of their seniority. Grand Chapter officers should be placed before Province Officers. If the list of brothers to include is longer than the Head Table will accommodate, then tables in the center of the front row should be reserved. Tables should be clearly designated following the exact same order as indicated in the Closed Banquet order.

Note: See Grand Chapter Closed Banquet Seating at Appendix 1 and Province Closed Banquet Seating at Appendix 2.

3. Local Chapter Meetings

In addition to following the order of the list for recognition for Grand Chapter representatives, local chapters should also recognize national and Province Guide Right winners and all Province Chairmen as well.



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B. Manner of Greeting

Our rituals clearly establish procedures for greetings and responding to greetings. We should adhere to our ritual. The introduction of other forms of greetings violates the sacredness of our ritual and therefore should not be used.

1. References to all Kappa men:

The acceptable greeting is “Brother” followed by his last name. When referring to Past Grand Polemarchs, they may be referred to by their number of service, i.e., “the 30th Grand Polemarch,” etc.

2. Addressing the Hierarchy and brothers:

The acceptable greeting for officers is as follows:

- a. Brother Grand Polemarch (or other office name)
- b. Brother Williams

Never use “Brother Pole” when referring to the Polemarch, always use “Brother Polemarch.”

3. Correspondence to the Membership

a. Non-Electronic Correspondence.

Communication is something that must be done at all levels of the Fraternity. All brothers are expected to give prompt replies to correspondence and use correct punctuation, spelling and grammar.

When communicating with officers, and/or brothers, the correct entry is “Brother Mayshack.” Do not abbreviate “Brother” nor use “Brother” on the envelope. Examples:

INSIDE LETTER ADDRESS

Brother John L. Jones
238 Congress Street
Atlanta, GA 20201

OUTSIDE LETTER ADDRESS

Mr. John L. Jones
238 Congress Street
Atlanta, GA 30300



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“Brother” should never be abbreviated or used on the envelope.

All correspondence written by one brother to another should have the following closing:

Yours in the Bond,
(Signature)

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 Bert C. Piggott, Jr.

Brother Piggott

Use lower case “c” for “chapter” unless preceded by the designated chapter name. *Example:*

“The chapter will get new jackets,” or

“The Alpha Chapter will get new jackets.”

Written examples of chapter designation are as follows:

“The Virginia Union University Chapter,

“The Alpha Gamma of Kappa Alpha Psi,” or

“Charleston (SC) Alumni Chapter”

Use lower case “p” for “province” unless preceded by the designated province name. *Example:*

“The province will meet in May,” or

“The Eastern Province will meet in May.”

Written examples of province designation are as follows:

“The Eastern Province”

“Northeastern Province”



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Correspondence inviting individuals to speak or attend a function should list the nature and purpose of the event (open or closed), number of guests or members, date, place and time. Advise the proper attire. Request confirmation early enough before the affair to determine time and transportation. An understanding of assumption of expenses should be agreed upon at an early stage. A "Thank You" letter follows a guest speaker's appearance, always.

b. Electronic Correspondence. Upon its initial introduction to mainstream society, many viewed electronic mail (e-mail) as frivolous and extremely informal. However, e-mail has since become the most popular form of written communication due to the speed and convenience afforded. When sending electronic messages to members of the fraternity, if the message is one of business, the same format should be followed as when sending nonelectronic correspondence.

4. Introductions

Kappa men are generally involved in numerous social activities, and are afforded the opportunity to meet an extraordinary number and variety of people. It is very important to know how to make introductions correctly and with ease.

The rules are not as stringent as they once were, but the following general rules should be used:

- men are introduced TO women
- a younger brother or person is introduced TO an older brother or person
- a peer in another group is introduced TO a peer in your group
- a nonofficial brother/person is introduced TO a brother/person with a title or an office



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Remembering names are important! The title “Brother” and the brother’s last name should always be used in an introduction.

a. Decorum

Kappa men must at all times exemplify brotherhood, achievement and self-discipline. We are measured collectively by our individual behavior and mannerisms.

II. FORMAL AND INFORMAL CHAPTER VISITS

The Fraternity is well known for fraternization and fellowship. It follows that brothers will visit other brothers in different locations, whether in the formal setting or a chapter meeting or otherwise. While courteous and cordial treatment is extended to all visitors, a person’s status as a VIP, or one’s status within the Fraternity, may require a different level of recognition. It is expected that special treatments are accorded officers of the Grand Chapter, Past Grand Polemarchs, officers of the Province, recipients of the Fraternity awards, such as the Laurel Wreath, Elder W. Diggs or the Guy L. Grant, and other awardees, and anyone else considered VIPs.

It is not the intent of this Manual to outline specifically what should be done on the occasion of a visit by the aforementioned brothers. There are, nevertheless, certain minimum standards of protocol to be observed. The level of hospitality should be gauged by the purpose of the visit.

If a person has been invited as a special guest for a chapter function, special care shall be taken to determine his travel arrangements, time of arrival/departure. Arrangements should be made to meet and transport the person to his lodging and accommodations. If travel or other expenses are to be reimbursed, these arrangements should be fully understood in advance. It is possible that some brothers in the categories mentioned above will not want or accept any special treatment. Their wishes should be respected. The chapter should know what courtesies should be extended and make them available.



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A. Special Invited Guests

Special invited guests should be accorded all of the hospitality and courtesies generally expected to be offered a guest. This includes seeing that travel and housing accommodations are made, special needs (such as special diet) are provided for, and other measures to provide for their personal comfort. If the special guest is anyone other than an officer of the Fraternity traveling at Fraternity expense, there should be clarification as to who pays for housing and travel. There should be advance determination if they expect an honorarium. If no honorarium is given, a gift of nominal value, a plaque or other memento, may be considered in good taste. In some instances, it is appropriate to determine if the guest has a special preference, if so, consider making it available upon their arrival.

B. Official Visits

For formal visits by the Grand Polemarch, the Province Polemarch or their designee, the host chapter may extend an invitation or schedule a meeting at the call of the Grand Polemarch or the Province Polemarch. In such instances, the official representative should be consulted regarding his travel plans and accommodations needed. If the nature of the visit has been determined in advance, the necessary records and reports should be available for the meeting.

C. Visiting Brothers at Chapter Meetings

When a brother is visiting another chapter, even though it is not required, it is appropriate to give advance notice of one's intention to visit the chapter. During the visit, the brother should realize that it is a visit, and should refrain from inserting himself in the deliberations of the chapter's business unless invited to do so. Chapters should verify a brother's status prior to granting chapter membership. No person should be admitted to any chapter meeting without proper credentials or membership verification.



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D. Casual Visits by Brothers

It is not uncommon for brothers to travel with their membership directory or Journal and call chapter officers or Grand Chapter officers once they reach a city. When a brother accepts an office, he accepts the probability that he may be called from time to time by brothers with whom he is not familiar. Likewise, the traveling brother must understand that membership in the Fraternity is not a license to invade another's privacy.

III. OFFICIAL DRESS CODE

All members of Kappa Alpha Psi Fraternity are expected to be attired befitting the occasion. On formal Fraternity observances; Founders' Day Dinner, Grand Chapter Banquet & Ball, Province Banquet & Ball, Chapter Banquet & Ball, the officially approved mode of dress is a tuxedo (i.e., formal tie, white shirt and tuxedo jacket). There should be no exceptions. A black bow tie should be worn to all Founders' Day banquets.

Graduate chapters and individual brothers attending meetings with Ritualistic Openings should be attired in strict conformance to the Ritual of Kappa Alpha Psi Fraternity, i.e., the appropriate attire is jacket and tie, this providing a sense of correctness in keeping with the occasion. Prior to the 75th Grand Chapter Meeting the Board of Directors allowed several vendors to offer crimson (red) jackets to our brothers. The jackets were worn by the Grand Board, appointed officers and many brothers at the 75th Grand Chapter meeting and became so popular that they became a symbol of our ideals. The crimson (red) jacket, crimson tie, white shirt, and black pants have taken their place as appropriate dress on certain occasions. The leadership may designate this attire for specific occasions, and encourage brothers to join in a demonstration of our strength and resolve by wearing the aforementioned attire.



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Brothers who for any reason, choose not to follow this dress pattern are expected to dress with a jacket and tie consistent with the dignity of our fraternity.

In the spirit of our Founders and consistent with our ideals, all brothers who are appropriately attired are encouraged to participate in all of the fraternities activities following the Constitution and Statutes of Grand Chapter and the Bylaws of the Provinces and Chapters. The final decision as to the appropriate attire rests with the Grand Polemarch or the highest presiding officer at any Kappa Alpha Psi activity.

IV. OFFICIAL FRATERNITY OBSERVANCES

A. Closed Banquets: All closed banquets are formal (formal tie, white shirt, tuxedo) and formal attire is required. In order to facilitate the proper order of the head table(s) and in preparation for entrance into the banquet hall, seating in the assembly room should be clearly marked with the name of each brother to be seated at the head table. The processional will be in the same order in which they are seated at the head table(s). All brothers stand and remain standing during the processional.

A candelabra was designed for Grand Chapter Banquets expressly for use in the salute to the Founders. The lighting of the Candelabra [see Appendix 3], alternating from left to right, is in the order in which the Founders' names are called. This procedure may be duplicated for Province and chapter banquets.

B. Closed Balls

Seats should be reserved for all persons who are participants in the processional preceding the Closed Ball. At the Grand Chapter Closed Ball, the Executive Director or his designee will announce the categories of members in the processional prior to the official beginning of the event. The order of the processional shall be as follows:



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1. Past Grand Polemarch(s)
2. Grand Chapter Officers (excluding the Grand Polemarch)
3. Province Polemarchs
4. Laurel Wreath Laureates (current year only)
5. Elder Watson Diggs Awardees (current year only)
6. Guy L. Grant Awardees (current year only) (other awardees if space permits)
7. General Conclave Planning Committee Chairman
8. Local Chapter Polemarch(s)
9. National Silhouette President
10. The Grand Polemarch

The festivities officially begin after the Grand Polemarch has the opportunity to dance several measures with his escort.

Note: See Appendix 4 for Grand Chapter Closed Ball processional arrangement, and Appendix 5 for Province Closed Ball Processional Arrangements.

C. Founders' Day

This is an observance that is required to be held annually by every chapter or clusters of chapters as closely as possible to the founding date of the Fraternity. The celebration is an observance and should appropriately dignify and commemorate this most special day in our history.

Founders' Day Banquets should be formal and closed to all but members with all amenities as quoted elsewhere in this Manual. Any other Founders' Day activity should be in keeping with the spirit of the occasion.

The Oath of Rededication is a solemn ceremony. All instructions must be followed to insure that its purpose is properly served. At province and chapters observances, the bylaws of the province and/or chapter shall dictate the levels of participation. In all instances only brothers may participate.



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Note: No alcoholic beverage bar should be in the meeting room. Also, no photographs will be taken during the "Oath of Rededication." **Note:** For Candelabra Ceremony, see Appendix 3.

D. Public Meetings

Public Meetings are considered an appropriate event for a Grand Chapter Meeting or a Province Council. It is during these meetings when city and other governmental officials and organizations are available to officially welcome delegates and guests and otherwise extend the hospitality of the host City. The Public Meeting is one opportunity where the public has the opportunity to observe the Fraternity during what should be its finest hour. Awards are made to members and non-members. The Grand Chapter Public Meeting is the occasion for conferring the Laurel Wreath Award.

The program should move expeditiously. The Master of Ceremonies and speakers should be selected with great care and should be fully aware of their assignment and allotted time. Members should be properly attired-jacket and tie-and orderly, as this is an occasion for the best that the Fraternity has to offer.

E. The Loving Cup

The Loving Cup Ceremony was traditionally the most sacred ceremony conducted by the Fraternity. Though functionally replaced by the Oath of Rededication as the universally recognized element in the authorized celebrations of the Fraternity, the Loving Cup retains a cherished place in the lore of the Fraternity and as such, is often still observed occasionally at the local level.

The Loving Cup Ceremony, and other Official ceremonies of the fraternity, shall use nonalcoholic beverages only. This ceremony should be conducted as a closed event (brothers only).



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F. Funeral Services and Public Notice (See Appendix 6)

The guidelines are specific in the Ritual. If the service is held in a religious institution, the arrangements should acknowledge the formal structure of the institution as articulated by its spiritual leader. The ceremony as set forth in the Ritual should be scrupulously observed.

The passing of a brother should be announced publicly through and by whatever means available, with official notice to the national Headquarters. (See Appendix 7 for sample public notice.) Media channels can be used usually with good effect. Members of the chapter in which the deceased brother had membership should be notified immediately with the added caution that the Polemarch be among the first informed.

If the deceased brother was holding office at the time of his death or had ever held an elected International or province office, and/or had been the recipient of a major honor bestowed by the Fraternity, International Headquarters should be notified immediately of his passing.

Families of deceased brothers should receive a visit from the Chapter Polemarch to express sympathy and to offer the Chapter's condolences and assistance. If brothers desire to attend funerals as a group, it should be confirmed by the family instead of those responsible for the funeral arrangements. Pallbearers and any other assistance may be provided as requested.

Note: Public Burial Ceremony is shown at Appendix 6.

The family of a deceased brother who was not financial or was unknown to the chapter membership may request a fraternal service; the membership status should be verified and the request then granted. This is in recognition of the eternal bond established through membership in the Kappa Alpha Psi Fraternity.



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In all cases the Hierarchical Recognition should be strictly followed. If the service is a chapter event the service will be led by the Chapter Polemarch and other participants should be strategically placed in order that they may carry out their responsibilities. Any Grand Chapter or Province officers or Grand Chapter Awardees, Past Chapter Polemarchs in order of their seniority should be followed by chapter officers and members. Only one resolution will be read on behalf of Kappa Alpha Psi Fraternity, Inc. Any other resolutions should be presented to the family.

G. Membership Orientation Intake Program (MOIP)

Ritualistic Shrine Attendance During the MOIP Cluster initiation, all brothers entering the Ritualistic Shrine area must present a financial membership card issued by the Province or International Headquarters at the door of the Initiation Site. There are no exceptions to this rule.

All brothers will be held to the highest professional standards of appropriate dress during the ritualistic initiation ceremony. If a brother is not appropriately attired, he will not be permitted to enter the Ritualistic Shrine area. Additionally, brothers are asked not to bring cellular telephones or any noisemaking electronic devices into the Ritualistic Shrine. While in attendance, brothers are asked to maintain the highest level of dignity and decorum which this ceremony deserves.

V. COURTESIES

Courtesies are extended to all members of Kappa Alpha Psi, but there are circumstances where special courtesies are required.

All brothers are to stand when the Grand Polemarch makes his initial entry into any formal gathering of Kappa Alpha Psi Fraternity and remain standing until otherwise indicated by the Grand Polemarch. (The Grand Polemarch should allow time for all able bodied



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brothers to stand before instructing them to sit.) Upon entering, the Grand Polemarch is accorded the privilege of addressing the meeting.

Brothers should stand upon the recognition of the presence of or the entrance of a Past Grand Polemarch and be seated only after the Past Grand Polemarch is seated.

Presiding officers of any Kappa Alpha Psi meeting should always recognize fraternity dignitaries - Past Grand Polemarshs, Grand Chapter Officers, Province Polemarshs, Executive Director, Laurel Wreath Laureates, Elder W. Diggs Awardees, and Guy L. Grant Awardees.

When a greeting is offered, the phrase "speech-short" (or other verbal expressions) is a discourtesy and it should never be voiced.

Members of Kappa Alpha Psi Fraternity are expected to be conscious of their social behavior, and be fully aware that a brother's decorum, dress, manners and speech are traits and criteria the public uses as a means by which to judge both the fraternity and individual brothers.

VI. FRATERNITY PARAPHERNALIA (See Statute 37)

The paraphernalia of Kappa Alpha Psi Fraternity consists of the Coat-of-Arms and such official jewelry as may be sanctioned by the Grand Chapter. The Coat-of-Arms is more fully described in the Ritual. An official picture of the Coat-of-Arms is found on the front of this Manual. Reproduction for programs should be made from this official likeness.

The Fraternity Badge- Each member receives a badge as part of his initiation fee, and it is to be worn only by members of the Fraternity. The official badge is to be made only by the Official Fraternity Jeweler. The badge is to be worn over the heart, only on a shirt (with a tie),



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a formal shirt with tuxedo, or vest but never on the lapel of the coat. The badge may be draped for a period of 30 days as a sign of mourning for a deceased member. (Draping: the upper half of the badge is wrapped with black thread.)

Neither the badge nor any facsimile thereof shall be used on programs, articles of wear, stationary, jewelry, paraphernalia, announcements, invitations, etc. The Coat-of-Arms shall be used for such purposes as may be objectionable for use of the badge.

The Life Membership Pin is provided to members when they have completed payment to the Life Membership (LM) program. The pin is worn on the left lapel of the jacket or sport coat in or where the slit for a boutonniere would be provided. It is worn only by Life Members. The pin may also be draped as a sign of mourning. (Draping: the pin is centered on an inch square swatch of black cloth and attached to the lapel in the aforementioned manner.)

Lapel Pins - Other Fraternity pins are to be worn subordinate to the Life Membership Pin, i.e., 50 year pin, Foundation pins, Province Life Membership, etc. The Grand Polemarch's Badge is a specially designed badge to be worn only by the Grand Polemarch during his tenure of office. It shall be passed on to his successor.

The Past Grand Polemarch's Badge is given to each Grand Polemarch upon termination of his tenure as Grand Polemarch, and this badge is to be worn only by those who have served as Grand Polemarch.

The Laurel Wreath Pin is worn only by those brothers upon whom the Laurel Wreath Award has been bestowed.

The Elder Watson Diggs Medallion is worn only by Elder Watson Diggs Awardees.



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The Guy L. Grant Medallion is worn only by Guy L. Grant Awardees.

The William L. Crump History Medallion is worn only by William L. Crump Awardees on the left pocket of the jacket or sport coat.

The Province Polemarch's Badge is worn by a sitting or past Province Polemarch. The Badge is to be worn to the immediate left of, and on the same plane as the Fraternity badge.

The Foundation Pin - Should be worn on the left jacket lapel and arranged in an orderly manner.

The 50-Year Pin - Should also be worn on the left jacket lapel and arranged in an orderly manner.

The Sweetheart Pin is worn by the wives or the sweethearts of members of the Fraternity. The Sweetheart Pin is to be worn on the left side over the heart.

VII. FRATERNITY SONGS

Each chapter should have the official Song Book and album of Fraternity songs in its archives. When singing the Kappa Alpha Psi Hymn, brothers always stand with hands in front of their bodies, right hand over left. There is no swaying during the singing of the hymn. Nothing shall be permitted at anytime to detract from proper decorum when singing the Hymn. (See Appendix 8)

Members of Kappa Alpha Psi Fraternity should, at all times, reflect good manners and good taste. There have been instances where songs have been rendered that are not sanctioned. Members should refrain from using vulgar and profane words and gestures when singing songs associated with Kappa Alpha Psi Fraternity. These songs are not in keeping with what was intended by our Founders, and members should at all times refrain from songs that are not in good taste or may other



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wise be offensive to the casual observer. When a circle is formed for the purpose of singing Kappa Alpha Psi songs, it is suggested that if the Hymn is sung, it is always sung last. Note: See Hymn, Appendix 6.

VIII. SILHOUETTES

The *Silhouettes of Kappa Alpha Psi* is a recognized affiliate of the Fraternity whose fundamental purpose is to provide support and assistance for the activities at National Province and Local levels. Accordingly, they must be recognized as such and extended respect and those designated amenities that they deserve.

IX. CLOSED BANQUET SEATING (Appendix 1)

If the number is too large to be accommodated at a tiered head table, assign attendees to lower reserved tables in the front of the room. The lower reserved tables should be served immediately following the tiered head table.

(Inform the caterer to serve reserved tables immediately after the tiered head table.)

- Hotels or sites chosen for the Grand Chapter Closed Banquet will accommodate a two tier head table seating thirty persons at each table.
- All elected Grand Chapter officers will attend the banquet.
- Four candidates may be awarded the Laurel Wreath (current year awardees only).
- Five candidates may be awarded the Elder Watson Diggs Award (current year awardees only).
- Conclave may be attended by five Past Grand Polemarchs
- Attendance by appointed commission and committee chairs and senior staff.



THE KAPPA ALPHA PSI FATERNITY, INC.

Guide to Protocol and Etiquette

The banquet arrangement does not change the hierarchical order as outlined earlier in this manual. The suggestion for seating permits lining up and seating that accommodates the orderly management of the banquet. ALL SEATS SHOULD BE PROPERLY DESIGNATED BY NAME AND OFFICE.

The Executive Director or a designee should call the assembly to order and introduce the head tables to brothers assembled. The brothers should remain standing until the entire head table is introduced, and The Grand Polemarch is introduced (last) and has taken his place at the head table. When The Grand Polemarch is in place and acknowledged, he will indicate that the banquet attendees may be seated.

If for some reason seats are vacant the banquet chairman should assign them consistent with the hierarchy outlined earlier.

X. Province Council Closed Banquet Seating (Appendix 2)

This diagram is for a Province Closed Banquet which would require a two tiered table with fourteen seats at each tier. The assumption is made that hotels or sites chosen for the Province Closed Banquet will accommodate a two tier head table seating fourteen persons at each table.

Visiting Province officers, other than a visiting Province Polemarch, should be seated on the dais as space permits. Reserved seating immediately in front of the dais should include: Grand Chapter Commission/committee chairmen, Province awardees, Fifty-year + brothers, newly elected officers, and other appointed Province officers and chairmen.



Guide to Protocol and Etiquette

XI. Grand Chapter Closed Ball Processional Arrangement

The Closed Ball at the Grand Chapter Meeting will begin with the processional. It will begin with the Past Grand Polemarchs entering as they are announced to the left side of the ballroom and stopping at a designated point to the left of center. The Grand Chapter Officers (excluding the Grand Polemarch) will enter as they are announced to the right side of the ballroom and stopping at a designated point to the right of center. This will leave a space for the Grand Polemarch who enters last. Entry of all others will be by announcement in the numbered sequence identified. When all entries are completed the entire group should be in the form of a circle. See Appendix 4.

XII. Province Closed Ball Processional Arrangements

The Closed Ball at the Province meeting will begin with the processional. It will begin with the Past Province Polemarchs entering as they are announced to the left side of the ballroom and stopping at a designated point to the left of center. The Province Officers (excluding the Province Polemarch) will enter as they are announced to the right side of the ballroom and stopping at a designated point to the right of center. This will leave a space for the Province Polemarch who enters last. Entry of all others will be by announcement in the numbered sequence identified. When all entries are completed the entire group should be in the form of a circle. See Appendix 5.



TOP TIER

100

	Journal Editor
	Commission Chair (P&P)
	Commission Chair (Achievement)
	Commission Chair (Laurel Wreath)
	Assistant Executive Director
	Guy L. Grant Awardee
	Guy L. Grant Awardee
	Guy L. Grant Awardee
	Guy L. Grant Awardee
	Elder Watson Diggs Awardee
	Elder Watson Diggs Awardee
	Elder Watson Diggs Awardee
	Elder Watson Diggs Awardee
	Laurel Wreath Recipient
	Laurel Wreath Recipient
	Laurel Wreath Recipient
	Province Polemarch
	Province Polemarch
	Province Polemarch
	Province Polemarch
	Province Polemarch
	Province Polemarch
	Province Polemarch
	Province Polemarch
	Province Polemarch

* **Grand Chapter Closed Banquet only.** This diagram is for a Grand Chapter Closed Banquet which would require a two-tiered table with 30 seats at each tier.



Guide to Protocol and Etiquette

Province Council Closed Banquet Seating

TOP TIER

- Undergraduate Board Member
- Jr. Vice Province Polemarch
- Board Member
- Master of Ceremony
- PODIUM
- Province Polemarch
- Keynote Speaker
- Grand Chapter Officer
- Grand Chapter Officer
- Executive Director
- Sr. Province Vice Polemarch
- Province Keeper of Records
- Province Keeper of Exchequer
-
-

LOWER TIER

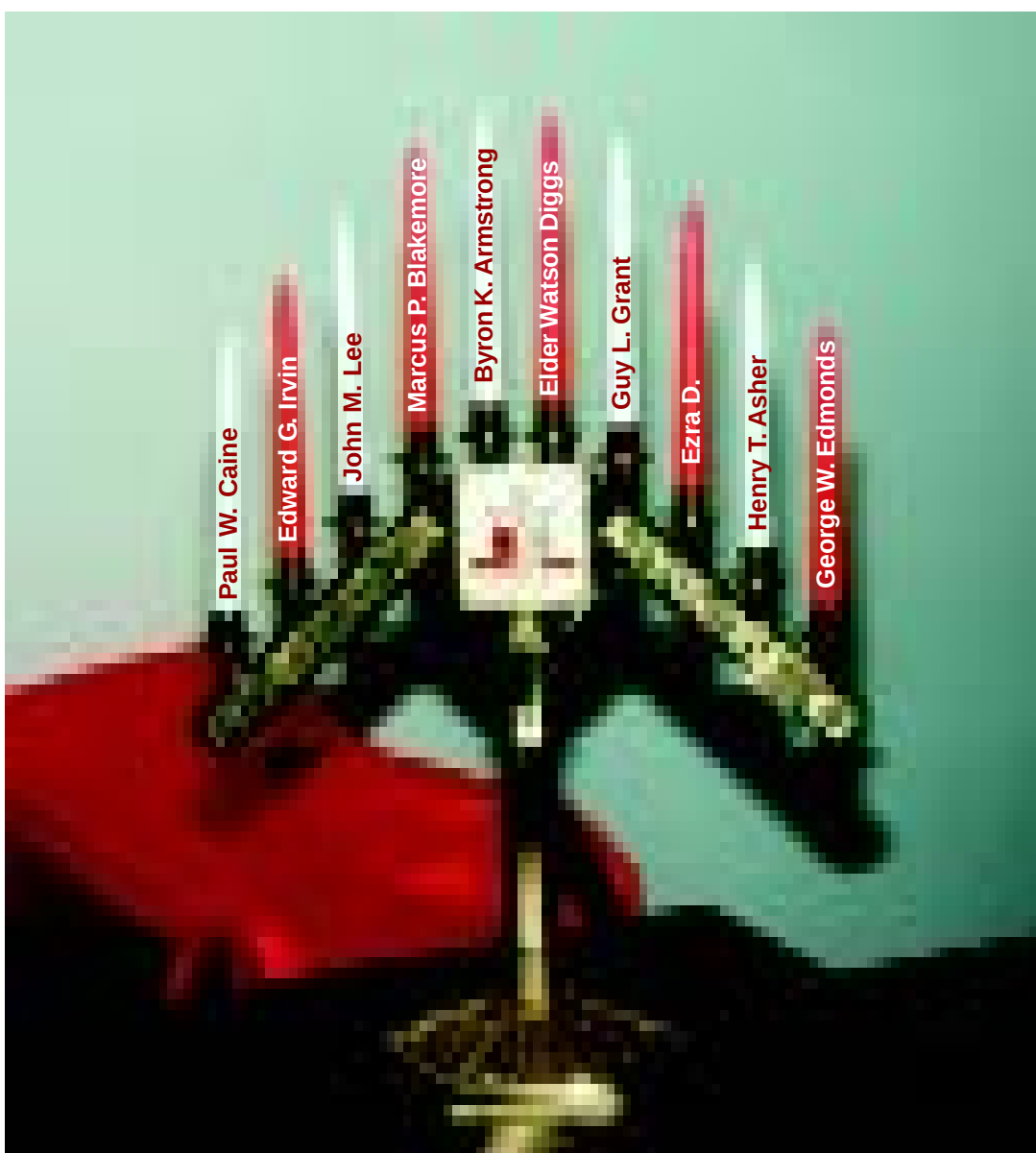
- Host Chapter Polemarch
- Host Chapter Planning Chairman
- Past Province Polemarch
- Deputy Executive Director
- Dir. of Undergraduate & Univ. Affairs
- Laurel Wreath Awardee
- Elder Watson Diggs Awardee
- Guy L. Grant Awardee (current only)
- Province Strategus
- Province Lt. Strategus
- Province Historian
- Nominating Committee Chairman
- Guide Right Chairman
-
-



Guide to Protocol and Etiquette

The Candelabra Lighting Ceremony

CANDELABRA DESIGNED BY MARK CANTY, JR., PE





Guide to Protocol and Etiquette

Order of Candle Lighting

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

1. Paul W Caine - Bottom Left Side (white candle)
2. George W Edmonds - Bottom Right Side (red candle)
3. Edward G. Irvin - Left Side next to Caine (red candle)
4. Henry T. Asher - Right Side next to Edmonds (white candle)
5. John M. Lee - Left Side next to Irvin (white candle)
6. Ezra D. Alexander - Right Side next to Asher (red candle)
7. Marcus P. Blakemore - Left Side next to Lee (red candle)
8. Guy L. Grant - Right Side next to Alexander (white candle)
9. Byron K. Armstrong - TOP LEFT (white candle)
10. Elder Watson Diggs - TOP RIGHT (red candle)



Guide to Protocol and Etiquette

Paying Homage to our Founders

LEADER: Let us prepare to pay homage to the Founders of Kappa Alpha Psi Fraternity, Inc.; to those ten (10) 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.



1. WE LIGHT A CANDLE TO THE MEMORY OF: PAUL WAYMOND CAINE. He was born in Charleston, Indiana in 1891. He attended elementary and high schools in Greencastle. He enrolled at Indiana University in 1909. He was instrumental in establishing Gamma Delta, and Zeta chapters. In later years, he operated his own catering service in Evanston, Illinois. There he was fatally burned in a fire at his business. He entered the Chapter Invisible in 1922.



2. WE LIGHT A CANDLE TO THE MEMORY OF: GEORGE WESLEY EDMONDS. He was born in Vandenburg County, Knight Township, Indiana in 1890 and graduated from Clark High School in Evansville, Indiana. He entered Indiana University in 1910, but did not return after the summer of 1911 because of the illness and subsequent death of his father. He worked with the railroad and in the coal mines until he contracted pneumonia. He entered the Chapter Invisible in 1962.



3. WE LIGHT A CANDLE TO THE MEMORY OF: EDWARD GILES IRVIN. He was born in Spencer, Indiana in 1890. He graduated from Kokomo High School in 1910 and entered Indiana University the same year. After leaving school, he pursued a career in journalism, promoted activities in basketball and track, and in Chicago, operated the Afro-American Manufacturing Company, which produced novelties, candies, and specialties. He entered the Chapter Invisible in 1982.



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Paying Homage to our Founders

4. WE LIGHT A CANDLE TO THE MEMORY OF:



HENRY THOMAS ASHER. He was born in Woodburn, KY in 1890 and moved to Bloomington in 1910. He received a B.A. degree from Indiana University in 1914. Later, he attended the University of Illinois and received a master's degree from the University of Minnesota. In 1910 he received the Bachelor of Laws degree from the Detroit College of Law. He entered the Chapter Invisible in 1963.



5. WE LIGHT A CANDLE TO THE MEMORY OF:

JOHN MILTON LEE. He was born in Danville, Indiana in 1890; where he graduated from high school and entered the University of Indiana in 1910, where he completed three years of pre-med studies. He later enrolled at Temple University in 1915, but was compelled to leave school because of death in the family. He enlisted in the 349th Field Artillery in 1918 and served overseas as

a First Sergeant and Gunner. As part of the Battery of Negro Artillery men, his battery enjoys the unique distinction as being the first to open fire upon an enemy. Brother Lee fired the first shot. He later organized the Fairview Golf Club, the first Negro Golf Club in Philadelphia, Pennsylvania. He entered the Chapter Invisible in 1958.



6. WE LIGHT A CANDLE TO THE MEMORY OF:

EZRA DEE ALEXANDER. He was born in Bloomington, Indiana in 1892. He attended high school there and entered Indiana University in 1910. He graduated in 1917 with the A.B. Degree and received the M.D. Degree from the Indiana Medical School in 1919. He practiced medicine in Indianapolis and served on the



Guide to Protocol and Etiquette

Paying Homage to our Founders

7. WE LIGHT A CANDLE TO THE MEMORY OF:



MARCUS PETER BLAKEMORE. He was born in Franklin, Indiana in 1889, and attended public schools in Anderson. He graduated from high school in 1909 and entered the University of Indiana the following year. After leaving the university, he organized the Electric Engineering Company, which he operated until he enlisted in World War I. He entered the Dental School of the University of Pittsburgh and graduated in 1923. He maintained a long-time practice in Pittsburgh until his death. He entered the Chapter Invisible in 1959.8.



WE LIGHT A CANDLE TO THE MEMORY OF: GUY LEVIS GRANT. He was born in New Albany, Indiana in 1891; the third of thirteen children, five of whom became members of Kappa Alpha Psi. After finishing high school, he entered Indiana University and graduated with a bachelor's degree in chemistry in 1910. In 1920, he received the D.D.S. Degree from Indiana University Dental School. Although many played a role in writing the history of Kappa Alpha Psi, it was Guy who collected and guarded the precious source material which eventually became the basis for our Story. He served on the Grand Board of Directors and as the Grand Historian. He entered the Chapter Invisible in 1973.9.



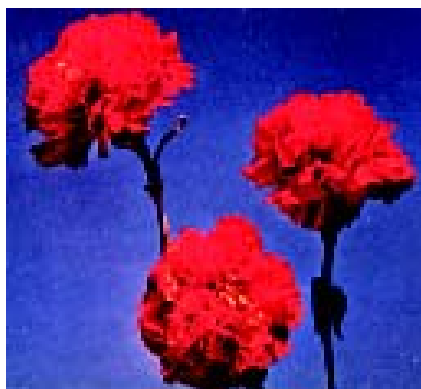
WE LIGHT A CANDLE TO THE MEMORY OF: BYRON KENNETH ARMSTRONG. He was born in Westfield, Indiana in 1890. He entered Indiana University in 1909, where he studied philosophy, mathematics, and sociology. He earned a Master's degree at Columbia University in 1913 and subsequently the Doctor of Philosophy from the University of Michigan in 1910. He held teaching positions in Florida, Indiana, Kansas, and Oklahoma. He was awarded the Laurel Wreath in 1910. He entered the Chapter Invisible in 1980.



Guide to Protocol and Etiquette

Paying Homage to our Founders

10. WE LIGHT A CANDLE TO THE MEMORY OF OUR REVERED FOUNDER, ELDER WATSON DIGGS. He was born in Christian County, Kentucky in 1883. He graduated from Indiana State Normal School in 1908 and from the University of Indiana in 1916. With the advent of World War I, here signed his teaching position and entered the first Negro Officers' Training Camp at Fort Des Moines, Iowa, and was commissioned a 2nd lieutenant. He became a captain in the Reserve Officers Corps and was instrumental in having the Indiana Constitution amended to permit Negro enlistment in the Indiana National Guard. The school where he taught was renamed the Elder Diggs School in his honor. Brother Diggs served as Grand Polemarch for the first six years of the fraternity's existence and was later awarded the first Laurel Wreath in 1924. He entered the Chapter Invisible in 1947. We join together on this day to celebrate the legacy of these ten Great Men. Let us now have a moment of silence in their memory. Thank You.

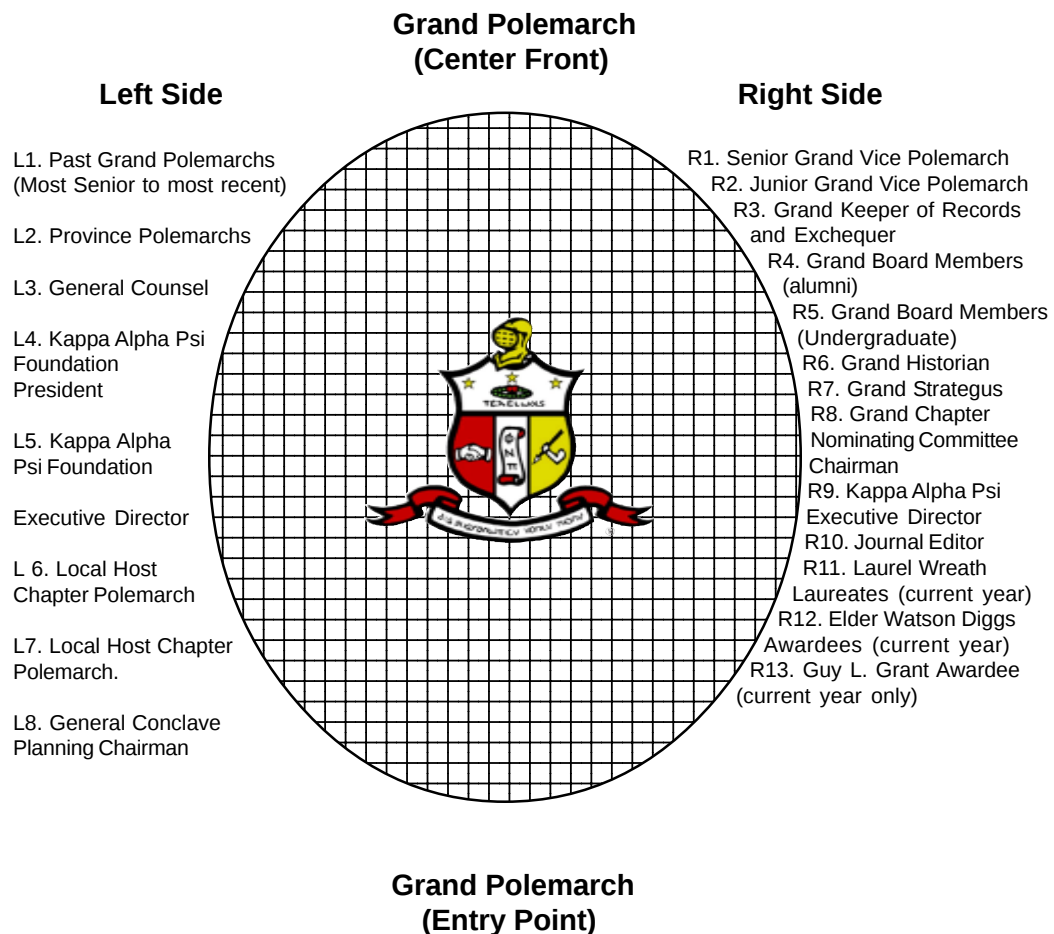


RED CARNATION:
Official Flower of Kappa Alpha Psi Fraternity, Inc.



Guide to Protocol and Etiquette

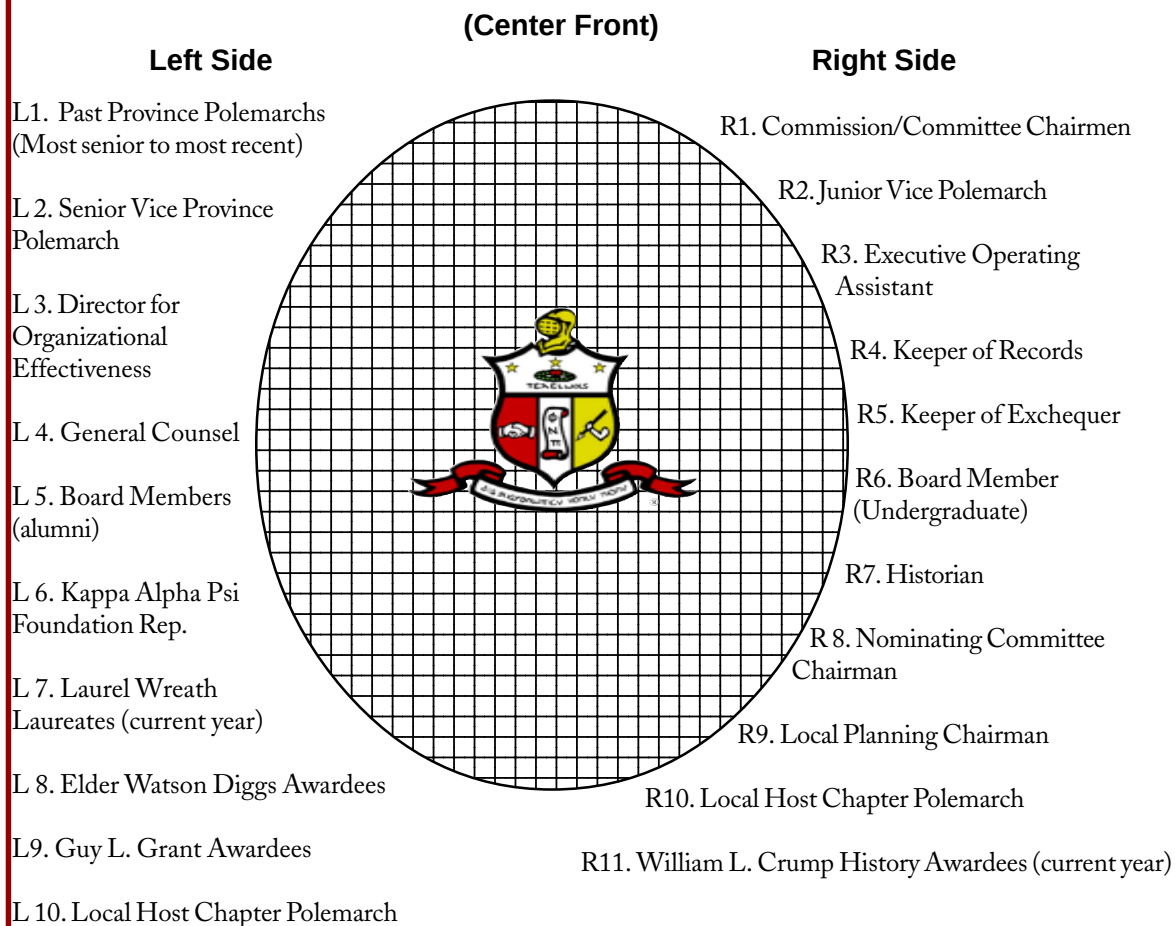
Grand Chapter Closed Ball Processional Arrangement





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Province Closed Ball Processional Arrangement





Guide to Protocol and Etiquette

Kappa Alpha Psi Fraternity, Inc.
BURIAL CEREMONY
REVISED as of the 77th Grand Chapter Meeting
July 19-224, 2005

Should the family request Kappa Alpha Psi to take charge of the funeral service, this ceremony may be used or modified to fit the occasion.

The members will assemble at the house at the appointed time. The Polemarch and Strategus may wear the insignia of their offices if desired. The Polemarch stands at the head of the bier, the Strategus at the foot and the members are arranged about the coffin.

ORDER OF SERVICE

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.
(All Stand and recite The Lord's Prayer)

ALL
Psalm 130
Responsively

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



Guide to Protocol and Etiquette

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.

Hymn or Solo (Stressing hope and assurance)

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



Guide to Protocol and Etiquette —

POLEMARCH: 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. Romans, Chapter 8.

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 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



Guide to Protocol and Etiquette

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.”

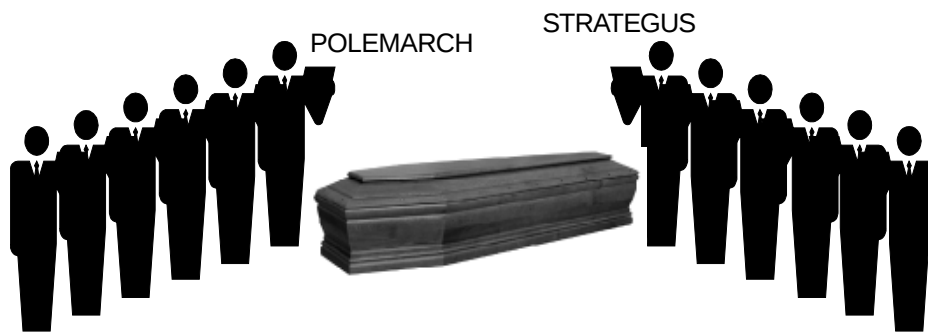
Let us therefore approach the Throne of Grace and tender our gratitude for our Brother’s life and work and beseech the Father for His compassionate comfort.

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 _____ (employing 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.

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.

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Assembly Order at Casket



The Polemarch will cause the brothers to assemble in an anteroom, where the Strategus will arrange them 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 processioning 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.



Guide to Protocol and Etiquette

Chapter Invisible Obituary for IHQ and Website

When a member of Kappa Alpha Psi Fraternity dies, the Keeper of Records of his chapter, or some representative should complete, minimally, a death notice that contains information as shown below. This information should be forwarded to International Headquarters along with a copy of his death certificate (if available). It should be accomplished in a timely fashion, hopefully in time to be placed on the website and to give notice to brothers throughout the fraternity. This will enable brothers to respond with their respect to the family as soon as possible.

Dr. John D. Doe, of Baton Rouge, LA, transitioned to the Chapter Invisible on Saturday, December 2, 2007. John was born, January 1, 1950, in Atlanta, GA, to the late Joseph and Martha Doe. He attended Southern University, Baton Rouge, LA, where he received a BS; LSU where he received an MS, and a Ph.D. at Southern U. He was initiated in 1972 at Southern U., the Alpha Sigma of Kappa Alpha Psi. He served on the faculty of Southern U. and retired in 2000. At his death he was a member of the Baton Rouge Alumni Chapter. He leaves to cherish his legacy his wife of twenty years, Sarah; a daughter, sister, and many friends and relatives. Funeral services will be held at the St. Paul Baptist Church, Baton Rouge, LA, on December 6, 2007, with interment at Holy Comforter Cemetery, Baton Rouge, LA.

In addition to the above, the chapter representative should submit any additional information that might be appropriate for inclusion in the Kappa Journal.



Guide to Protocol and Etiquette

KAPPA ALPHA PSI HYMN

Lyrics by Elder Watson Diggs

O noble Kappa Alpha Psi, the pride of all our hearts
True manliness, fidelity, thou ever dost impart.
The source of our delights and joys, and happiness thou art.
O noble Kappa Alpha Psi, from thee we'll never part.
O noble Kappa Alpha Psi, from thee we'll never part.

Now in the days of happiness, of pleasure and good cheer
I lift a cup of joy and health, to ev'ry member here
To those who loved and toiled and strove, for thee in other years.
I give full honor and revere, our noble Brothers dear.
I give full honor and revere, our noble Brothers dear.

When all our student days are done, and we from school must go
Still we will honor, love and sing, thy praises o'er and o'er
We'll live for thee, we'll strive for thee, we'll all thy ways adore.
We'll long for thee and toil until, we reach that Golden shore
We'll long for thee and toil until, we reach that Golden shore.

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Guide to Protocol and Etiquette

Who wrote the music for The Kappa Hymn?

DR. KENNETH BROWN BILLUPS



Dr. Kenneth Brown Billups was an outstanding American, a gifted artist, and a constituent of the Honorable United States Congressman William (Bill) Clay, Sr. He was a native of St. Louis, Missouri, born April 15, 1918. He was the second son of the late Rev. and Mrs. Louis Billups. He was educated in the St. Louis Public Schools and graduated from the fabled Sumner High School. His college training began at Lincoln University in Jefferson City, MO where he played varsity basketball and earned a Bachelor's degree in Biology. Northwestern University in Evanston, Illinois is where he earned Bachelor of Music and Master of Music degrees, 1945-47. Further graduate work was done at Washington University in St. Louis, MO.

A tribute to Dr. Billups' musical expertise is the fact that for several summers he was a visiting professor of voice, composition, and choral technique at Northwestern University in Evanston, Illinois, Lincoln University in Jefferson City, Missouri, and Texas Southern University in Houston, Texas. He also served as an adjunct professor at the University of Missouri in St. Louis.

Dr. Billups loved music throughout his life. He sang in the choirs at Antioch Baptist Church where he was baptized by the late Dr. William L. Perry and went through every department of the Sunday School from Cradle Roll to Adult.

His work in the musical world included his service as Minister of Music and director of the Chancel Choir at Antioch and as choral director and music teacher at Sumner High School before becoming Superintendent of Music for the St. Louis Public School System. Sumner High School eventually named Dr. Billups Director Emeritus for the music department.

Born to the union of Kenneth and his wife, Florence White-Billups, were four children, Kathleen, Karla, Karyl, and Kenneth Jr., a 1974 initiate of the Purdue University Chapter, the Nu of Kappa Alpha Psi Fraternity, Inc.

Dr. Billups was recognized internationally and received awards from such organizations as: his beloved Kappa Alpha Psi Fraternity, the Missouri State Legislature, the City of St. Louis, National Urban League, Northwestern University, St. Louis American Newspaper, St. Louis Argus Newspaper, National Association of Negro Musicians, Sigma Gamma Rho Sorority, Missouri Music Educators, National Guild of Community Music Schools, the University of Missouri, and the Antioch Baptist Church. In 1978, Lincoln University conferred the Doctor of Humane Letters degree of which he was most proud.

Dr. Billups stated that his trademark has been coming forth with unusual musical ventures such as the Legend Singers; God's Musical World, which is a KTVI Channel Two weekly musical program, the Wings Over Jordan Choir, and guest choral director for the St. Louis Symphony Orchestra on more than 20 occasions.

Dr. Billups wrote the following original pageants, "Rolling Along in Negro Song", 1945; "NOAH"; "Alpha to Omega," 1974; "Sumner High School 100th Anniversary Festival, 1974" and "The Magic of Black Music" presented at Westport Playhouse in 1982.



Guide to Protocol and Etiquette

Our Colors are Crimson and Cream

Pantone, Inc. is the world-renowned authority on color and provider of color systems and leading technology for the selection and accurate communication of color across a variety of industries. The PANTONE® Name is known worldwide as the standard language for color communication from designer to manufacturer to retailer to customer.

In 1963, Lawrence Herbert, Pantone's founder, created an innovative system of identifying, matching and communicating colors to solve the problems associated with producing accurate color matches in the graphic arts community. His insight that the spectrum is seen and interpreted differently by each individual led to the innovation of the PANTONE MATCHING SYSTEM®, a book of standardized color in fan format.

Over the last 40-plus years, Pantone has expanded its color matching system concept to other color-critical industries, including digital technology, textiles, plastics, architecture and contract interiors. It continues to develop color communication tools for a variety of industries and aggressively adopts new digital technology to address the color needs of design and production professionals.

When you go to your printer let him or her know that you want your printing done in PMS colors 207 crimson and 7499 cream. This will ensure that our colors throughout the Fraternity will look alike.

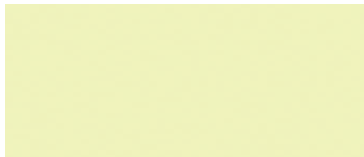
When you have something done in fabric, plastic or other material, let the vendor know the PMS colors you want to match as nearly as possible.

You may also want to let the decorators or caterers know what our colors are so that they will use table cloths, etc. that look like Kappa Alpha Psi.

NOTE: The boxes shown above are not PMS swatches, so be sure you see the PMS swatches before you print or have something made.



PMS Color - 207 Crimson
CMYK - Build 5% Cyan;
100% Magenta; 45%
Yellow; 22% Black HTML
= A70240



PMS Color - 7499 Cream
CMYK - Build 1% Cyan;
2%Magenta; 20% Yellow;
0% Black HTML =
EDE8C4



Guide to Protocol and Etiquette

Kappa Toast Song No. 2 Voices in Unison

Suitable for Uses at Banquets,
and other Introductions in Kappa Gatherings

Here's to Broth-er, Broth-er, Broth-er, Here's to Broth-er

Here with us to - night/day Here with us God Bless him, God

Bless him for made us Here's to Broth-er, Here's with us to -

-night/day For he's a joy - ly good fel - low For he's a joy - ly good fel - low For

he's a joy - ly good fel - low And he makes the Kaps - us For



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