



*The Grand Chapter*

# **Kappa Alpha Psi® Fraternity Inc.**

TRAINING FOR LEADERSHIP SINCE 1911

## **Chapter Certification Form**

Date: \_\_\_\_\_

Province: \_\_\_\_\_ Chapter: \_\_\_\_\_

Chapter EIN: \_\_\_\_\_ University (if applicable): \_\_\_\_\_

Chapter Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**NOTE:** All certification packets must be completed and received by the Province by October 31st. Chapters planning to participate in the Membership Training Academy may be subject to earlier deadlines imposed by the Province. **The official method to submit the certification packet is electronically. Chapters needing help with this method should contact the Province Polemarch or a Province designee to receive guidance.** (Remember that the certification process requires you to submit the packet, as instructed by the Province Polemarch for final certification approval). Failure to complete the packets by the deadline may result in the following:

- The chapter status is changed to “Not in Good Standing” and designated as “Inactive”
- The chapter will not be allowed to participate in the MTA through August 31st of the **next** year.
- The chapter will be subject to a fiscal penalty in an amount not to exceed **\$500**.

Any questions concerning the following should be directed to the Province Polemarch or Province Certification Team.

### **The Province will verify that the chapter:**

- Registered at least one delegate to the most recent Grand Chapter Meeting
- Registered at least one delegate to the most recent Province Council.
- The Chapter Polemarch, Vice Polemarch, Keeper of Records, Keeper of Exchequer, Membership Intake Orientation.
- Program Chairman and Undergraduate Chapter Advisor attended the previous fiscal year C. Rodger Wilson Leadership and Training Conference. Also, the chapter must register all the required officers for the current fiscal year CRWLTC.
- Is not currently subject to disciplinary action by Grand Chapter or the Province.
- Undergraduate Chapter Advisor is certified.
- Chapter MTA Coordinator is certified.

## **Section 1. ALL Chapters:**

### **Chapter Website Information**

1. If applicable, the Chapter must submit its Website Link and the names, emails and phone numbers of the primary and secondary web masters. If there is a third-party vendor responsible for the website and its content, the same contact information for the vendor should be submitted as well. If the chapter has a Kappa League with its own website, the same contact information must be submitted for the person and/or company responsible for its contents. Documentation from Alumni Chapter must be included, **signed by the Polemarch, Vice Polemarch, KOR, KOE of the Chapter, all Webmasters and where applicable, the Advisor**, this document also verifies the Chapter understands that: **The “bunny rabbit” is not to be used on any web site, flyer, or correspondence that is related to Kappa Alpha Psi Fraternity. The intellectual property and logos of others should not be used without express written consent.** The Chapter must acknowledge that the website also does not contain any sexually explicit songs or images i.e. “Kappa Diamonds”, “Girls of the Month Club” or any resemblance to such. There are to be NO alcoholic imagery or drug paraphernalia. If the website is later found exhibiting any suspect content, the website must be immediately shut down, **within 48 hours of notification**, until the issue has been corrected. If these guidelines are not followed, that chapter will face disciplinary action at the discretion of the Province Polemarch.

### **Fees and Assessments**

2. Paid all International dues and Grand Chapter approved fees and assessments. This includes but not limited to the following:
  - A. Annual Insurance Premium for Current Fiscal Year: Alumni (\$815), Collegiate (\$790)
  - B. (attach verification of payment or attach chapter check made payable to Kappa Alpha Psi Fraternity, Inc.) Have paid all fiscal penalties & Grand Chapter approved Assessments - \$25 for Late Officer Report for Current Fiscal Year (attach verification of payment).
  - C. Kappa Alpha Psi Foundation contribution (Minimum - \$50 per Undergraduate Chapter and Minimum - \$100 per Alumni Chapter). Attach verification of payment or attach chapter check made payable to Kappa Alpha Psi Fraternity, Inc. **Make check payable to the: Kappa Alpha Psi Foundation.**
3. Paid all Province dues and Grand Chapter approved assessments for the Current Fiscal Year. This includes, but not limited to the following:
  - A. Alumni Chapter Dues => Established fees for the Chapter plus established fees for the Province for each active member that is not a Life Member or a Subscribing Life Member of the Province (If applicable).**
  - B. Undergraduate Chapter Dues => Established fees for the Chapter plus established fees for the Province for each active member that is not a Life Member or a Subscribing Life Member of the Province (If applicable).**
4. Chapters that have been notified that they are delinquent of IHQ assessments (Grand Chapter approved) or required documents, must provide an email **from IHQ** stating the delinquencies have been resolved, thus “In Good Standing” with IHQ.

## Reporting

5. Completed and submitted the following reports to the appropriate entities (the International Headquarters and the Province). Simply include a copy of each required document within the packet.
  - A. **Chapter Officer Report (must be completed in KappaOrg.com)**
    - All officers must be financial and in good standing at the Local, Province and Grand Chapter levels of the fraternity to hold an office.
  - B. **Chapter's Membership Listing (All active, financial members)**
    - (Must email to Brother Robert Peterson ([rpeterson@kappaalphapsi1911.com](mailto:rpeterson@kappaalphapsi1911.com)) at IHQ, to the Province Polemarch and to the Province KOR)
  - C. **Chapter Program Documentation**
    - Complete and email to the Sr. Province Vice Polemarch
  - D. **Personal Liability, Responsibility and Compliance Form**
    - Each member of the Undergraduate Chapter, the Officers of the Alumni Chapters and the Undergraduate Advisor must annually complete this form and return a copy to the Province Polemarch.
  - E. **Tax Reports (NOT Optional)**
    - Provide proof of IRS for 990EZ or 990-postcard filing and acceptance by the IRS
6. The Chapter must submit a document that lists the items in their Archives. The Constitution & Statutes of the Fraternity provides a complete list of the contents of a Chapter's Archives.

**NOTE: UNDERGRADUATE CHAPTERS: The Undergraduate Chapter Advisor or another designee as indicated by the Province Polemarch, must sign the document.**

## **Section 3. Undergraduate Chapters:**

7. **UNDERGRADUATE ONLY:** Provide documentation that the Chapter Advisor is active, trained, effective and financial on all levels of the Fraternity. **Documentation is to come from the Polemarch of the Alumni Chapter.** The documentation must include the Advisor's name, address, phone(s), email, and fax numbers. **The Chapter Advisor must be currently certified.**
8. **UNDERGRADUATE ONLY:** Chapters must submit financial reports to the Province Polemarch of jurisdiction. The reports shall include a summary of chapter indebtedness, cash balance, receipts and disbursements covering the reporting period, a cost inventory of its assets. Chapters should also forward copies of budgets to – [i] the Executive Director/International Headquarters, [ii] the Province Polemarch of jurisdiction, and [iii] the undergraduate chapter alumni advisor; no later than September 30th of each year.
9. **UNDERGRADUATE ONLY:** Chapters must submit Form 40 (Schedule of Graduates)

### **C. COLLEGES AND/OR UNIVERSITIES MUST SUPPLY:**

10. **UNDERGRADUATE ONLY:** Provide the name, official title, phone number and email address of the campus Greek Life Advisor or other Institutional Official responsible for advising the Chapter (i.e. Director of Student Activities, National Pan-Hellenic Council Advisor).

11. **UNDERGRADUATE ONLY:** The "Statement of Collaboration" or other documentation signed by an Institutional Official (e.g., Dean of Students, Greek Affairs Advisor) endorsing the presence of the Chapter. The Statement of Collaboration has been developed to recognize that Kappa Alpha Psi Fraternity's existence on the campus is at the decree of the host institution, and that the Chapter must abide by the institution's rules and regulations.

Additionally, the document attempts to set forth: 1) how the local Chapter can further the stated educational objectives of the institution and 2) ways to help enhance the partnership among the Grand Chapter of Kappa Alpha Psi, the local Undergraduate Chapter, and the host institution by articulating reasonable expectations for each constituent group. "Statement of Collaboration" must be submitted by October 31 or chapter will be designated as "Inactive".

12. **UNDERGRADUATE ONLY:** Documentation that the cumulative grade point average of the Chapter is 2.5 or better. **The document must be signed by an Institutional Official, on the school's official stationary, which list the cumulative GPA for the Chapter AND for each respective chapter's members.**

### **Section 4. Additional Requirements - Province Specific:**

NOTE: At the discretion of each province, supplemental information and/or documentation may be required.

I certify that the information given above is correct to the best of my knowledge

_____ Signature	_____ Chapter Polemarch	_____ Date
_____ Signature	_____ Chapter Keeper of Records	_____ Date
_____ Signature	_____ Undergraduate Chapter Advisor	_____ Date

### **APPROVED:**

_____ Province Polemarch	_____ Date
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