

**KAPPA ALPHA PSI FRATERNITY, INC.  
76<sup>TH</sup> GRAND CHAPTER MEETING  
CHARLOTTE, NORTH CAROLINA  
JULY 22 – 27, 2003**

**OFFICIAL  
CREDENTIALS  
LISTING  
FORM**



This is your chapter's Official Voting Delegate Package. Failure to complete and return the attached material is a **violation of Statute 3, Section 9** of the Constitution & Statutes of Kappa Alpha Psi Fraternity, Inc. and may subject your chapter to be fined. **Chapters shall not be permitted to have representation at the Grand Chapter Meeting nor shall they be considered to be in good standing unless their Credentials Listing Form is completed and returned in accordance with the instructions and regulations contained herein.**

**ALL chapters are required to complete and submit this form.  
The Credentials Listing Form and applicable registration fee(s) shall be  
**forwarded to the PROVINCE POLEMARCH AT THE  
SCHEDULED PROVINCE COUNCILS.****

**KAPPA ALPHA PSI FRATERNITY, INC.**  
**CREDENTIALS, REGULATIONS AND INSTRUCTIONS**  
**76<sup>th</sup> GRAND CHAPTER MEETING**

**REGISTRATION REGULATIONS:**

1. Only the **authorized elected delegates or proxy representative(s)** listed on the Credentials Listing Form shall be permitted to represent your chapter or province on the floor of the convention.
2. In order to be certified, all delegates **must be financial with the Grand Chapter (inclusive of paid housing assessment)** before this Credentials Listing Form is submitted.
3. *If a proxy is assigned, the chapter is still required to submit the registration fee for one delegate:* Assigning a proxy does not relieve a chapter of its obligation. In addition, members receiving proxies must satisfy regulation 2, (above), and they must submit their registration fee, if they have not previously done so. No proxy shall be assigned if this report is not filed accordingly.
4. Changes in the name or number of delegates or proxy assignments must be communicated to the **Province Polemarch** of jurisdiction in writing and signed by the chapter Polemarch, Keeper of Records and Chapter Advisor (Undergraduates) **no later than Monday, July 7, 2003**
5. Pre-registration fees must accompany the Credentials Listing Form for each delegate listed. **Remit to your Province Polemarch during your respective Province Council; Undergraduates \$175.00; Alumni \$275.00.**
6. **Chapters assigning proxies or not having representation are still required to remit: Undergraduates \$175. 00, Alumni \$275.00, during your respective Province Council.**

**COMPLETE THE FOLLOWING SECTIONS ON THE CREDENTIALS LISTING FORM WHERE APPLICABLE:**

**I. Delegates/Alternates**

**II. Proxy Assigned**

**III. No Representation**

**INSTRUCTIONS TO COMPLETE THE CREDENTIALS LISTING FORM:**

**I. HOW TO REGISTER DELEGATES**

1. **Type or Print** the name of each delegate and each alternate on the enclosed Credentials Listing Form. Include the delegate's membership number, **NOT the Life Membership number** from the chapter's membership roster.
2. If entertainment package, breakfast tickets, undergraduate donations or shipping & handling charges are also desired by any of the delegates, enclose the Registration Form for those delegates and include the additional fees in your remittance.

***NOTE: If your delegate(s) has already pre-registered, indicate "already registered" and his reference number from his confirmation letter next to his name on the Credentials Listing.***

3. Have the Credentials Listing Form signed by the Polemarch, Keeper of Records and Chapter Advisor (Undergraduates) of the chapter.
4. Chapters will return the Credentials Listing Form and registration fee to the Province Polemarch of jurisdiction at your respective Province Councils.
5. Chapters will return the Credentials Listing Form and the registration fee(s) to the Province Polemarch. **The Province Polemarch at your respective Province Council, to ensure proper validation and issuance of voting credential materials, must receive all Credentials Listing Forms.**

**II. HOW TO ASSIGN A PROXY**

1. Indicate the name and chapter(s) of the proxy representative(s) on the Credentials Listing Form.
2. Have the Credentials Listing Form signed by the Polemarch, Keeper of Records and Chapter Advisor (Undergraduates) of the chapter assigning the proxy.
3. Chapters will return the Credentials Listing Form and registration fee to the Province Polemarch of jurisdiction no later than July 7, 2003.
4. **No member shall vote the proxy of more than one chapter or province.**
5. **No proxy will be assigned if this report is not returned and received by the Province Polemarch.**

**III. WHAT TO DO WHEN THERE WILL NOT BE ANY CHAPTER REPRESENTATION:**

1. If your chapter does not have representation, the chapter is still required to submit the Credentials Listing Form and the amount that is required to register one delegate.
2. ***Circle Roman Numeral III: we shall not have a representative at the meeting and do not wish to assign our proxy.***
3. Have the Polemarch, Keeper of Records and Chapter Advisor (Undergraduates) sign the Credentials Listing Form.
4. Chapters will return the Credentials Listing Form and registration fee to the Province Polemarch of jurisdiction at the Province Council.

# OFFICIAL CREDENTIALS LISTING

## 76<sup>th</sup> GRAND CHAPTER MEETING

**CHAPTERS ARE REQUIRED TO RETURN THIS FORM TO THE PROVINCE  
POLEMARCH AT YOUR PROVINCE COUNCIL MEETING.**

\*\*\* (Please return this original form, no FAX'S will be accepted) \*\*\*

TYPE  
OR  
PRINT Chapter \_\_\_\_\_

Date \_\_\_\_\_

### I. DELEGATES:

### ALTERNATES:

MEMBERSHIP #	NAME	MEMBERSHIP #	NAME
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____

### II. PROXY ASSIGNED TO: (Must be the name or names of eligible members to be valid) MUST BE FILED WITH THE PROVINCE POLEMARCH NO LATER THAN JULY 7, 2003

MEMBERSHIP #	NAME
1. _____	_____
2. _____	_____
3. _____	_____

### III. We Will Not Have A Representative At The 76<sup>th</sup> Grand Chapter And Do Not Wish To Assign Our Proxy. (Check box and sign below. Be sure to include registration fee for one delegate.)

WE CERTIFY THAT WE HAVE READ AND UNDERSTAND THE REGULATIONS GOVERNING OUR REGISTRATION OF VOTING DELEGATES OR PROXY REPRESENTATIVES AND AGREE TO COMPLY WITH THE STIPULATIONS THEREIN.

Print Names:  
Polemarch \_\_\_\_\_ Keeper of Records \_\_\_\_\_

Signature \_\_\_\_\_

Undergraduate Chapter Advisor \_\_\_\_\_ Signature \_\_\_\_\_

**ADDITIONAL REQUIREMENTS TO BE ELIGIBLE TO VOTE**

\_\_\_\_\_ →

# CHAPTER CHECK LIST

(Please check the applicable boxes)

	YES	NO
1. Completed the Chapter Certification Process. Certified and in good standing by the	<input type="checkbox"/>	<input type="checkbox"/>
2. 2002-03 Current Chapter Officer Report on file at the International Headquarters	<input type="checkbox"/>	<input type="checkbox"/>
3. Grand Chapter Housing Assessment Paid (Undergraduate - \$500.00, Alumni - \$1000.00)	<input type="checkbox"/>	<input type="checkbox"/>
4. Last Grand Chapter Meeting Registration Paid For At Least One Delegate (2001)	<input type="checkbox"/>	<input type="checkbox"/>
5. Chapter Financial Membership At or Above Minimum Statutory Requirement Undergraduate - 7 Financial Members    Alumni - 10 Financial Members	<input type="checkbox"/>	<input type="checkbox"/>

### GRAND BOARD POLICY 89-01

Any chapter that is in probationary status as a result of membership levels that are below the minimum requirements stipulated in The Statutes of Kappa Alpha Psi shall not be permitted to register voting delegates at either a Province Council or a Grand Chapter Meeting.

You may contact the International Headquarters for verification of the above items at 215.228.7184

**YOUR CHAPTER MUST MEET THE ABOVE REQUIREMENTS TO REGISTER AND VOTE AT THE 76<sup>th</sup> GRAND CHAPTER MEETING. NO EXCEPTIONS!!**

Processed Date \_\_\_\_\_

Returned Date \_\_\_\_\_

REASON CODE:

1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>
5.	<input type="checkbox"/>

Province Polemarch Signature \_\_\_\_\_

For Office Use Only