



THE SOUTHERN PROVINCE OF  
**KAPPA ALPHA PSI FRATERNITY, INC.**

*"Training for Leadership Since 1911"*

JASON M. JONES, ESQ.  
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ALABAMA ♦ THE BAHAMAS ♦ DOMINICAN REPUBLIC ♦ FLORIDA ♦ US VIRGIN ISLANDS

September 1, 2024

TO: The Southern Province of Kappa Alpha Psi Fraternity, Inc.

RE: Fall 2024 Administrative Letter - #2025-01

Brothers, the 2025 operational year begins on October 1, 2024. We are on the heels of an outstanding Polemarchs' and Advisors' Retreat coordinated by Senior Province Vice Polemarch Dr. Hernando Carter and Province Undergraduate Advisors Chair Katdo Robinson. By implementing the plan discussed with chapter polemarchs and advisors at the retreat, we will ensure that the Southern Province continues to be the bar for all twelve Provinces in the Fraternity. We begin this fiscal year with both an expectation and obligation that each chapter within the Southern Province is in "good standing." As you will see from reading this correspondence, we have an extremely busy and aggressive fraternal year before us as we prepare for the 87<sup>th</sup> Grand Chapter Meeting in Phoenix, AZ, July 1 – 6, 2025. Please take the time to review this correspondence and refer to it when needed. It seeks to answer a host of questions on Governance and expectations and allow each of us to be **Informed, Involved, and Invested.**

The 20 months since I was appointed as the Southern Province Polemarch have flown by. I am extremely grateful for the support you have given me as your Province Polemarch as it is an honor and a privilege to continue to serve you. As always, I welcome and ask for all input, ideas, and thoughts as we navigate the 2025 fiscal year.

## Administrative Matters

### (A.) Officers Report

All chapters must submit an officer's report as required by the Fraternity's Constitution and Statutes. All Officers' Reports should be updated, completed, and uploaded immediately at KappaAlphaPsi1911.com. Failure to have correct records affects the ability of your chapter leadership to get accurate information. It is vitally important that these reports be submitted promptly for your chapter to receive correspondence.

### (B.) Province Dues

Please be reminded that Province dues are due and payable now. Undergraduate dues are \$20, and Alumni member dues are \$30. Chapter should send Province dues directly to **Brother Ralph Altice, Province Keeper of Exchequer, 601 Savannah Street, Mobile, AL 36603**. Brother Altice will in turn forward the names to be processed, and the cards will be mailed to the individual chapters immediately. Other than Province Life Members, members must pay province dues annually.



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**(C.) Chapter Certification and Program Documentation**

The Grand Board of Directors mandated all chapters to complete a certification process. **Senior Province Vice Polemarch, Dr. Hernando Carter**, is the point of contact for Chapter Certification and Program Documentation. Program Documentation is a part of Chapter Certification. The Chapter Certification **deadline is October 12, 2024**. Chapter Certification must be completed to remain in good standing. Feel free to contact the Senior Province Vice Polemarch should you have any questions or problems.

**(D.) Grand Chapter Insurance Program**

Grand Chapter Insurance is due and payable. If you have not fulfilled this obligation to the Grand Chapter, please do so by **September 30, 2024**. Chapters who have not paid the insurance premium by October 1, 2025, are **not** in good standing, and will be placed in a cease-and-desist status. These premiums are for the 2025 year. Be advised that payment of the premium is also a criterion of the Chapter Certification Process.

**(E.) Tax Forms**

At the end of each fiscal year (October 1 - September 30) each chapter is required to file IRS Form 990 with the Internal Revenue Service. Schedules A should be filed with International Headquarters by chapters grossing less than \$25,000; and Schedule B should be filed by all other chapters. Failure to file this form could result in a \$10 per day penalty. Please make sure that your chapters' Keeper of Exchequer files this report by November 30.

**(F.) Fall 2024 Membership Training Academy**

The Fall 2024 Membership Training Academy (MTA) is scheduled for November 7 – 9, 2024 in Orlando, FL. Training will begin on Thursday November 7, 2024, at 9:00AM and the initiation will take place on Friday, November 8, 2024. MTA candidates will be able to arrive on Wednesday, November 6, 2024, to insure they are in place on Thursday morning. The MTA Coordinator will provide a special reservation link for those taking part in MTA. All Brothers must be financial on all levels and be dressed in Proper Business Attire to attend the Initiation Ceremony. The MTA Pinning Ceremony will be held on Saturday, November 9, 2024. Kappa Blazers and black slacks are encouraged for banquet attendance. **Province MTA Coordinator, Antonio Witherspoon**, can be reached via email at [antonio.witherspoon.em@gmail.com](mailto:antonio.witherspoon.em@gmail.com) with any questions.



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**(G.) C. Rodger Wilson Leadership Conference (CRWLC)**

**Province C. Rodger Wilson Leadership Conference Chair, Derrien Bonney**, has planned an incredible conference that will be held November 8 – 10, 2024 at the Rosen Centre, 9840 International Drive, Orlando, Florida 32819. Chapter registration is \$300 for each chapter and includes up to 6 registrants. Chapter Registration is now open on KappaOrg.com. Chapter Registration closes on Saturday, September 7, 2024. Individual registration is \$50 per brother. Individual registration for CRWLC will be available from September 9, 2024 – October 7, 2024, on KappaOrg.com. The hotel registration deadline is Monday, October 7, 2024. There will be no extensions of these deadlines. **Chapters are reminded that attendance at C. Rodger Wilson is a requirement for Chapter Certification and to be eligible to take part in MTA.**

All chapters are encouraged to send their Polemarch, Vice Polemarch, Keeper of Records, Keeper of Exchequer, MTA Chair, Guide Right Chair, and major committee chairs to the C. Rodger Wilson Leadership Conference. It is imperative that Chapter Advisors be in attendance. This conference is an opportunity for leadership development and procedural training on chapter operations.

A detailed schedule will be provided later; however, the tentative schedule of activities will be as follows (please note the Dress for each day):

Friday, November 8, 2024 – Attire: **Kappa Polo, Black Pants, Black Shoes**

5:00PM – 6:15PM: Province Board Meeting  
6:30PM – 8:30PM: CRWLC Session  
8:30PM – 10:00PM: Reception

Saturday, November 9, 2024 – Attire: **Kappa Polo, Black Pants, Black Shoes**

9:00AM – 11:45AM: CRWLC Session  
11:45AM – 1:00PM: Lunch (On Your Own)  
1:00PM – 5:30PM: CRWLC Session  
6:00PM – Until: Local Activities

Saturday, November 9, 2024 – Attire: **Black Pants, White Shirt, Kappa Tie, Kappa Blazer**

6:30PM – 8:00PM: MTA Pinning Ceremony (**TICKET REQUIRED**)

This year we will conduct a **Room 2 Read** program at a local elementary school during CRWLC.

Additionally, we will be conducting a **Blood Drive**. Our goal is to collect a minimum of 35 units. **Southern Province Health and Wellness Chair, Brother Marvin Poole**, can be reached via email at [marvinapoole72@gmail.com](mailto:marvinapoole72@gmail.com) with any questions.

Brothers, YOU DO NOT want to miss this year's conference!!!





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**(H.) Chapter Advisors**

The Province Polemarch appoints all Undergraduate Chapter Advisors. Alumni chapters may recommend brothers to serve as advisors. Each Alumni chapter is also encouraged to establish a committee to aid advisors in working with the undergraduate chapter. There will be an advisors workshop presented at the C. Rodger Wilson Leadership Conference. Chapter advisors' attendance is a mandatory. There will be specific training for Undergraduate Advisors at C. Rodger Wilson. **Province Undergraduate Advisor Chair Katdo Robinson** can be reached via email at [RobinsonKatdo@aol.com](mailto:RobinsonKatdo@aol.com) with questions.

**(I.) Guide Right**

Each chapter should maintain a viable Guide Right Program in their respective communities. Guide Right Certification is a requirement for a Guide Right Program. If your chapter is not Guide Right certified, you must get certified by C. Rodger Wilson. The Province MTA Committee is planning a Guide Right Conference to be held in March in Tallahassee, FL. Details of this activity will be shared at the C. Rodger Wilson Leadership Conference. **Province Guide Right Chair JaCorey Calloway** can be reached at [revjcalloway@gmail.com](mailto:revjcalloway@gmail.com)

**(J.) Spring 2025 MTA**

The Spring 2024 Membership Training Academy (MTA) is scheduled for March 13 – 15, 2025 in Tallahassee, Florida. Training will begin on Thursday March 13, 2025, and the initiation will take place on Saturday, March 15, 2025. All Brothers must be financial on all levels and be dressed in Proper Business Attire to attend the Initiation Ceremony. The MTA Pinning Ceremony will be held on Saturday, March 15, 2025. Kappa Blazers and black slacks are encouraged for banquet attendance. **Province MTA Coordinator, Antonio Witherspoon**, can be reached via email at [antonio.witherspoon.em@gmail.com](mailto:antonio.witherspoon.em@gmail.com) with any questions.

**(K.) 75<sup>TH</sup> Province Council**

The 75<sup>th</sup> Southern Province Council will be held March 27 – 30, 2025, in Jacksonville, Florida at The Hyatt Regency Jacksonville, 225 East Coastline Drive, Jacksonville, FL 32202. We will conduct the Day of Service on Thursday, March 27, 2025, as we give back to the Jacksonville community. Each chapter is encouraged to plan now to prepare submissions for awards to the Achievement Committee.

Each chapter must register for Province Council. Chapter Registration for Province Council will be open in October, and all chapters should be registered for Province Council before the conclusion of C. Rodger Wilson. Early registration for individual Brothers will open no later than November 12, 2024. Every effort should be made to meet the early registration deadline to avoid any added expenses.



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**(L.) 87<sup>TH</sup> Grand Chapter Meeting**

The 87<sup>th</sup> Grand Chapter Meeting will be held July 1 – 6, 2025, in Phoenix, Arizona. Grand Chapter Registration is scheduled to open in October. Each chapter must register for the Grand Chapter Meeting. Every effort should be made to meet the early registration deadline to avoid any added expenses.

Brothers, there is quite a bit of information in this communication. Please keep this Letter for your reference. The Southern Province Leadership Team is always here to serve. If you need anything, please reach out to the respective chair for assistance.

Together, we will remain **INFORMED, INVOLVED, and INVESTED!**

**ACHIEVEMENT FOREVER!!!**

Yours in the Bond,

Jason M. Jones, Esq.

