The policies of a chapter or province are designed to assist in guiding decisions, activities and actions of the group. A policy manual is a much more fluid document than local ordinances. Local ordinances should serve as the foundation of a chapter or province while the policies and procedures serve to manage the day-to-day operations. The policy manual is often an appropriate place for many items that are not suitable for the local ordinances of a chapter or province.

The Policy Committee has created this document to serve as a reference for chapters and provinces. This document is, by no means, all-encompassing, but should serve as a guide to chapters and provinces during the development and revision of a policy manual. Please also be sure to review the policy manual templates available on our International website. This source is meant to serve as an adjunct to the many resources available on the Kappa Psi website from the Policy Committee.

Jason Milton
Grand Counselor (2017-2019)

**Tips for creating, reviewing, and updating policies**

- It is important that a majority of members are onboard as policies and procedures are one of the most essential components of a chapter.
- Have a goal in mind when writing policies.
  - What direction do you envision the chapter/province moving?
  - What issue does the policy solve?
  - How does the policy improve operations of the chapter/province?
  - How does the policy improve utilization of membership for members of the chapter/province?
- Prioritize chapter/province goals when writing policies.
  - Create a list of policies that need to be written and existing policies that may need revision.
  - Ensure that policies are well-written and thought-out to protect interests of a chapter/province.
  - Policies that are too specific and rigid may limit flexibility in situations.
- Use simple language and minimize technical jargon.
- Use concise language such as “may” and “shall” appropriately.
- Modifications should be appropriately recorded and documented in the minutes of chapter meetings or province assemblies.
- Consider adding an acknowledgement page in your manual.
  - It may include a brief statement that members will abide by the policies and understand procedures.
  - It should include an area to sign and date the document.
  - It should be kept on file.
- Utilize the resources of the chapter and province including Grand Council Deputies and Supervisors when creating, reviewing, or updating the policies of a chapter/province.
- Contact the Grand Counselor with questions.