

Honor Guard Committee

Preparation & Presentation of Resolutions

PURPOSE

The information herein provides guidance for the preparation and presentation of a **Resolution**. **Resolutions are neither required by the Ritual nor mandated by the Second District.** Rather, the Resolution is optional (encouraged) and may be used by a chapter or the Second District to formalize a motion that has been adopted by the respective deliberative body – i.e., the executive council of the chapter or the district – to be presented to the family of a Brother who has joined Omega Chapter.

PREPARATION

A Resolution may be prepared at the chapter or Second District levels pursuant to the decision and action of the respective deliberative body. A Resolution shall be at the discretion and the responsibility of the duly-elected and serving Chapter Basileus of the affiliated Brother to initiate, or the Second District Representative for any Brother, including unaffiliated Brothers.

The Honor Guard Committee may provide administrative and technical guidance to a local chapter or may lead the effort to coordinate a Resolution on behalf of the Second District, working with and through a district-designated chapter, to gather sufficient summary information for the history of the Brother in the Fraternity. The four (4) key phases of preparing a Resolution involve:

- Research – Confirm the individual in question is indeed a member of the Fraternity as verified through the International Headquarters (IHQ) member verification process. The chapter KRS is the responsible chapter officer for membership confirmations, and the DKRS shall provide the same for the Second District. Contact and coordinate, as soon as possible, with the designated family point-of-contact and/or the Brother(s) with familial ties who can provide sufficient information to prepare the history of the Brother in the Fraternity.
- Printing – Print as a single page, in color, sized to be at least 11"x17". The paper should be of an appropriate quality other than common printer paper to be commensurate with the reverence of its purpose. The paper colors should be white, egg shell or similar, and may also be of a lightly-shaded parchment. Verify all information content and spelling prior to finalizing.
- Signing – Sign in black or purple ink by the Chapter Basileus and KRS, or the Second District Representative and DKRS, as appropriate. Officials should sign in the same ink color if not with the same pen or type of pen.
- Framing – Frames are a MUST for presentation to the family. Black is the recommended frame color; however, purple, silver or gold may also be used, as well as clear coat or stained wood. Materials may be either wood or metal of any finish – flat, glossy or polished.

PRESENTATION

The formal reading of a Resolution during the Memorial Service for Funeral (the “Omega Service”) is appropriate when it serves as the reading of the history of the Brother in the Fraternity, as prescribed in the Ritual for reading by the KRS. It is not appropriate nor prescribed in the Ritual as an additional reading when the reading of the history of the Brother in the Fraternity is provided pursuant to the Ritual.

The history of a Brother may be more extensive than can be reasonably covered using the single-paged Resolution. Consequently, the history presented by the KRS shall take precedent as the reading during the Omega Service, pursuant to the Ritual, in whatever length is appropriate as the record of the Brothers life in Omega. The Resolution shall then provide an abbreviated document for a reverent and ceremonial presentation to the family at an appropriate time during or after the Omega Service, but not to disrupt nor impede the Omega Service.

Appropriate times for the presentation of the Resolution include:

- At the wake prior to the funeral service, as the history of the Brother in the Fraternity is not appropriate at the wake; or,
- During the Omega Service **only** when read to serve as the (abbreviated) history of the Brother in the Fraternity – i.e., not to be read in addition to the reading of the history of the Brother in the Fraternity; or,
- At the graveside if there was no prior opportunity at the wake or at the Omega Service; or,
- Following the Omega Service at the family home as may be appropriate when no other forum is available.

Readings at the wake and graveside should be coordinated in advance with the family and may be assigned to the KRS or the Chaplain or other appropriate Brother designated by the presiding official.

No prior approval is needed to provide the reading of a Resolution when it is provided as the ritualistic reading of the history of the Brother in the Fraternity during the Omega Service, as it shall be part of the Omega Service when such service is requested by the family. However, prior coordination with the family should be completed to present the Resolution during the wake, at the graveside or at the family home when/where an Omega Service is not performed.

TEMPLATE

Reference the form-fillable *Resolution (Template)* available on the Honor Guard webpage under References & Resources - <https://www.opp2d.org/honor-guard>.

ATTACHMENT

Resolution (Sample)



OMEGA PSI PHI FRATERNITY, INC.
SECOND DISTRICT CONFERENCE
RESOLUTION



We the officers and Brothers of the Omega Psi Phi Fraternity, Incorporated, bow in humble submission to the will of our GOD, for He has called home Brother Omega A. Man. On January 1, 2019, while walking through His garden, He decided to give Brother Omega A. Man rest from his labor.

WHEREAS, Brother Omega A. Man, was initiated into the Omega Psi Phi Fraternity, Incorporated, on November 17, 1911, through Mu Nu Chapter, Montgomery County, Maryland, and he lived his life by the Cardinal Principles of the Fraternity – Manhood, Scholarship, Perseverance, and Uplift; and,

WHEREAS, Brother Omega A. Man, served and supported the Omega Psi Phi Fraternity as the 16th Second District Representative, 1st Vice District Representative, 68th Second District Marshal, Mu Nu Basileus, Vice Basileus and Keeper of Records & Seal; and,

WHEREAS, Brother Omega A. Man, demonstrated Manhood in his life as a devoted husband 40 years and adoring father to three children and two grandchildren, and mentor to many youths; and,

WHEREAS, Brother Omega A. Man, demonstrated Scholarship in his life as a graduate of Howard University, Howard University College of Medicine, and the U.S. Army Command & General Staff College, and a medical professor; and,

WHEREAS, Brother Omega A. Man, demonstrated Perseverance in his life through his military deployments during Vietnam and Desert Storm, and in support in developing and further numerous Fraternity programs in education and mentorship; and,

WHEREAS, Brother Omega A. Man, demonstrated Uplift in his life by his contributions to charities, decades as a volunteer mentor at Saturday School, and his career in medical research and time with Doctors Without Borders; and,

WHEREAS, Brother Omega A. Man, was a man of faith, wisdom and knowledge, even beyond this humble reading; now, **THEREFORE**,

Be it resolved by the Executive Council of the Second District of the Omega Psi Phi Fraternity, Incorporated, hereby honors the life and contributions of Brother Omega A. Man; and,

Be it further resolved that there shall be a period of mourning recognized and observed at the next annual Memorial Day of the Omega Psi Phi Fraternity, Incorporated, by the reading of the name of Brother Omega A. Man into the remembrance to acknowledge the passing of Our Precious Brother Omega A. Man; and,

Be it further resolved that a copy of this resolution be given to the family and a copy placed in the records of the Mu Nu Chapter and of the Second District Conference of the Omega Psi Phi Fraternity, Incorporated.

Presented on this day, November 17, 2017 in the year of our Lord and Savior, Jesus Christ.

J. Kendall Smalls
36th Second District Representative

Kelvin Ampofo
Second District Keeper of Records & Seal