



Alpha Kappa Alpha Sorority, Incorporated

CONNECTION

Resource Guide



ALPHA KAPPA ALPHA SORORITY, INC.®
INTERNATIONAL CONNECTION COMMITTEE



CONNECTION RESOURCE GUIDE



**EXEMPLIFYING EXCELLENCE THROUGH
AWARENESS • KNOWLEDGE • ACTION**

2018 - 2022



Alpha Kappa Alpha

SORORITY, INCORPORATED

5656 South Stony Island Avenue □ Chicago, IL 60637-1997 □ (773) 684-1282



Dear Sorors,

“To be supreme in service to all mankind”, has been the motivating force behind Alpha Kappa Alpha Sorority, Incorporated since its founding on January 15, 1908. In that spirit, Alpha Kappa Alpha women have led the charge for social justice, equal opportunities and fairness.

I am pleased to announce that during the 2018-2022 administration, the International Connection Committee is charged with “**Exemplifying Excellence Through Awareness * Knowledge * Action**”. Using this Resource Guide as a roadmap, sorors will have all the tools necessary to strategically ignite our membership and community, as a whole, and to promote the implementation of strong, sustainable public policies.

Through these ever-changing times, this administration’s commitment to you remains the same: We will continue to use our collective strength as the premiere organization of college-educated, professional women to fight for the empowerment of our community.

In the words of our Soror Bernice King, “*Something big is going on. I’m talking about a society that refuses to allow injustice to persist without making our voices heard and without organizing to bring about effective change through our voting system.*”

Sorors, let us continue to take our rightful place in this fight.

Together we will win.

Soror Glenda Glover
Supreme Basileus



Alpha Kappa Alpha Sorority, Incorporated

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Sorors,

It is my great honor to serve as Alpha Kappa Alpha Sorority's International Connection Committee Chairman. Since 1908, the progress black women have made in this nation is undeniable. As the premier Greek-lettered sorority established by African American college educated women, our members have contributed significantly to this success through civil and human rights activism.

Building upon this legacy, Supreme Basileus Dr. Glenda Baskin Glover has instituted a Connection Committee social action engagement plan around **AKA- Awareness Knowledge Action**. This call to action recognizes the political prowess and leadership of black women to create positive sustainable change.

The International Connection Committee's 2018-2022 theme for the **Excellence** Administration is **AKAs L.E.A.D.** Sorors are encouraged to **L.E.A.D. - Learn, Empower, Advocate and Decide** on legislative, public policy and social justice issues critical to black women and the African American community. Our AKA Legislative agenda is strategic and aligned with our National program targets on 1.) Strengthening Historically Black Colleges and Universities 2.) Women's Healthcare and Wellness 3.) Building Your Economic Legacy 4.) The Arts! and 5.) Global Impact. Additionally, voter education, registration and mobilization efforts are designed to increase the number of individuals who exercise the right to vote and support black women who run and are elected to public office.

This Connection Resource Guide contains a wealth of information to support AKA Chapters and members with planning and implementation of Connection Committee activities. We also invite sorors to utilize the guide to expand their advocacy and social action networks.

Armed with courage, determination and unwavering commitment in *service to all mankind*, Alpha Kappa Alpha women will boldly **L.E.A.D.** with **Excellence** to impact the quality of life for communities we serve.

Grace, Peace and Power,

Soror Roslyn M. Brock
Chairman, International Connection Committee

International Connection Committee 2018 – 2022

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The History of the International Connection Committee: 40 Years of Making a Difference (1980-2020)

From the very early years, even before incorporation, Alpha Kappa Alpha Sorority recognized the importance of engaging in political and social action. Thus, our rich history of being a major force to address societal concerns regarding the social, political and economic status of African Americans began.

In 1980, the 20th Supreme Basileus, Barbara Phillips appointed an ad hoc committee to study public-policy issues and report to the Directorate on a regular basis. First Supreme Anti-Basileus Faye B. Bryant drafted and presented the first public policy plan at the 1980 Boule in Atlanta, Georgia.

Delegates to the 1980 Boule, agreeing that there was a need for a formal commitment to impact public policy as it affects African Americans, voted that the Connection Committee would be the ninth Standing Committee of Alpha Kappa Alpha Sorority, Inc.® Supreme Basileus Phillips appointed Soror Freddie L. Groomes, Chairman of the first International Connection Committee. The Committee is composed of a chairman and a representative from each Region. Each Supreme Basileus since this time has challenged our membership to develop programs within their chapters that focus on public issues and policies which have an impact on the African-American community.

The current International Connection Committee embraces the legacy left by each Committee that preceded it. Former Chairmen of the Committee are as follows:

Freddie L. Groomes	1980-1982
Caroline Lattimore	1982-1986
Augusta Clark	1986-1990
Sharon Worthy	1990-1994
Beverly Ledbetter	1994-1998
Juanita Orr	1998-2002
Ferial S. Bishop	2002-2006
Vanessa Rogers Long	2006-2010
Leyser Q. Hayes	2010-2014
Sylvia Blackmon-Roberts	2014-2018

I. Purpose of the International Connection Committee

Article I, Section 15, (i) of the *Constitution and Bylaws* provides that: the Connection Committee “*shall consist of a chairman and a representative from each region. The committee shall identify and study national and international issues which impact upon the quality of life, design strategies for communication with the membership regarding issues, and mobilize the membership for action to formulate and recommend position statements to the Supreme Basileus and/or Directorate.*”

II. The Charge for 2018-2022:

Exemplifying Excellence Through Awareness • Knowledge •Action

International Connection Committee Objectives

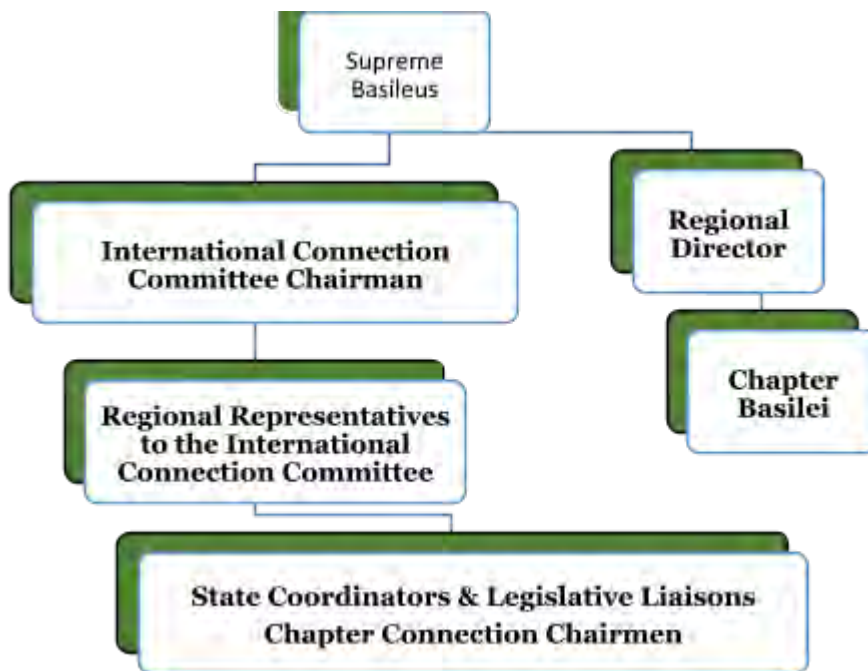
- To keep the membership abreast of activities that influence public policy and social justice;
- To expand Alpha Kappa Alpha’s advocacy footprint;
- To mobilize the membership to act on public policy and social justice issues;
- To communicate Alpha Kappa Alpha’s position on national and international issues in conjunction with the Communications and Public Relations Committees;
- To establish effective communication between the Supreme Basileus, Executive Director, Regional Directors/Regional Representatives, State Coordinators, Chapter Basilei, Chapter Connection Chairmen and the membership on Connection-related topics;
- To present position papers on the problems of education, health, family, the environment and other issues that impact marginalized communities;
- To coordinate presentations for any Sorority-sponsored Public Policy Conferences;
- To serve in partnership with our sorors who are elected officials at the national, state and local levels to bring awareness to issues affecting Alpha Kappa Alpha and its members;
- To promote “Get Out the Vote” campaigns;
- To develop plans to help increase the number of elected and appointed African-Americans in local, state and national positions;
- To develop partnerships with other organizations to address issues that impact the quality of life of Alpha Kappa Alpha members; and
- To review the Sorority’s Strategic Plan and make recommendations to the Strategic Planning Committee.

International Connection Committee Activities

- With a focus on engagement, develop Connection activities around, “Exemplifying Excellence through AKA - Awareness, Knowledge, Action.” The activities would focus on, but not be limited to, voter education, voter registration, U.S. Census 2020, health care reform, gun violence, funding for HBCUs and redistricting;
- Mobilize the membership to take action on local and global issues that impact the quality of life for all individuals, with a special emphasis on social justice issues that impact people of color;
- Address issues related to the Voting Rights Act;

- Design workshops for the 2019-2022 Regional conferences, the 2019 and 2021 Leadership Seminars and 2020 and 2022 Boules;
- Design letter writing campaigns, as needed, to address issues affecting women, children and people of African descent;
- Prepare a Connection Handbook;
- Prepare a Connection Action Plan – with both short and long-term goals and activities;
- Review and update the Sorority’s peaceful protest guidelines;
- Provide guidelines on how chapters can appropriately support sorors who are candidates for political office;
- Support and encourage Sorority members to run for political office and pursue political appointments;
- Plan a national AKA Day at the Capitol/AKA Day on the Hill in Washington, D.C.;
- Provide guidelines for AKA Day at the State Capitol;

III. INTERNATIONAL CONNECTION COMMITTEE NETWORK



The Connection Network

The Connection Network is the communication arm of the International Connection Committee. The Network is the method used to mobilize and inform sorors about social and political issues requiring immediate attention. The Supreme Basileus may from time to time appoint additional sorors to assist in the work of the International Connection Committee, such as the Capitol Hill Liaison and an Undergraduate Resource. To facilitate timely communication, email groups should be established at various levels (e.g., chairmen, State Coordinators and connection committee members).

The Capitol Hill Liaison works in concert with the International Connection Committee to engage members of the United States Congress and congressional staff on our national legislative agenda and relevant public policy issues.

INFORMATION-SHARING RESPONSIBILITIES

RESPONSIBLE PARTY	SHARES INFORMATION WITH
<i>International Chairman</i>	Supreme Basileus, Directorate, Regional Representatives, Capitol Hill Liaison, Undergraduate Resource
<i>Regional Representative</i>	International Chairman, Regional Director, Regional Connection Committee, State Coordinators, Chapter Connection Chairmen
<i>State Coordinator</i>	Regional Representative, Chapter Connection Chairmen, Legislative Liaison and Chapter Basilei
<i>Chapter Connection Chairman</i>	State Coordinator, Chapter Basileus, Chapter Connection Committee, Chapter Members

General Guidelines for Connection Events

1. Only the Directorate, Supreme Basileus or the International Connection Committee Chairman may mobilize sorors for international/national and regional campaigns or efforts.
2. Only the International Regional Representative, or the State Coordinator, with the approval of the Regional Director, may mobilize sorors for state campaigns. It is the responsibility of the Regional Representative and the respective State Coordinator to inform the Regional Director in advance of the mobilization.
3. Chapter Connection Committee Chairmen will mobilize members for *local* campaigns, subject to the approval of the Chapter. It is the responsibility of the Chapter Connection Committee Chairman to inform the International Regional Representative.

Regional Connection Committees

The members of the Regional Committee are appointed by the Regional Director and ideally include the State Coordinators and sorors with expertise in the area of advocacy and interest in political matters. The chairman of the Regional Committee is the Regional Representative to the International Connection Committee. The Regional Committee should be helpful in assisting the Regional Representative and State Coordinators in sharing and distributing information. This committee should:

1. Mobilize the regional membership for action on national/international advocacy campaigns;
2. Assist State Coordinators with execution of advocacy campaigns, including AKA Day at the State Capitol;
3. Report to the Regional Chairman on specific activities;
4. Provide support to State Coordinators in training members about legislation and advocacy.

State Coordinators

State Coordinators are appointed by the Regional Directors and report to the Regional Representative to the International Connection Committee. These sorors represent a state within a Region and should be familiar with and in communication with the chapter Connection Committee chairmen. The State Coordinator is essential to the effective execution of Alpha Kappa Alpha Day at the Capitol and international Connection program efforts. State Coordinators should:

1. Assist in executing the duties for the Regional Committees set forth above;
2. Coordinate AKA Days at the Capitol for all chapters within a state and completing the report form;
3. Identify and working with subject matter experts within the state to execute AKA Days at the Capitol;
4. Coordinate all statewide advocacy campaigns;
5. Coordinate chapters' participation in statewide voter registration/education/mobilization and participation activities;
6. Identify state issues and making recommendations to the Regional Representative to the International Connection Committee for review and sharing with the Regional Director;
7. Participate in Regional workshops and forums; and
8. Report to the Regional Representative on specific activities.

Additionally, the State Connection Coordinator may need a Legislative Liaison to assist in the planning of the AKA Day at the State Capitol. Ideally, that person would be a soror; however, in some cases that may not be possible. The State Connection Coordinator may identify and work with a subject matter expert who can:

1. Provide information on protocol;
2. Assist in drafting proclamations, resolutions and providing access to the floor;
3. Assist in scheduling space at the Capitol;
4. Help identify sponsors for the event and encourage other legislators to participate in the day's proceedings;
5. Inform State Connection Chairmen of current political issues that may be of interest to the sisterhood and identify issues which directly impact the current administration's program;
6. Network with the appropriate legislative bodies to assist in passing legislation that the Sorority supports;
7. Encourage sorors and/or other women to seek political offices; and
8. Provide names of all elected and appointed state officials who are members of the Sorority.

Chapter Connection Chairmen and Committees

Connection is a Sorority standing committee (Bylaws, Art. 1, Sec. 15). All chapters **must have** a Chapter Connection Committee. The Chapter Connection Chairman is appointed by the Basileus. The Basileus must provide the name and contact information to the Regional Director, the Regional Representative to the International Connection Committee, and the State Connection Coordinator. In addition to duties that may be outlined by the chapter, the Connection committee will do the following:

1. Organize chapter participation in Alpha Kappa Alpha Day at the Capitol;

2. Organize chapter participation in international and local advocacy campaigns;
3. Develop a plan for chapter implementation of resolutions adopted at the Boule that require chapter action;
4. Organize chapter participation in voter registration/education/mobilization and participation campaigns; and
5. Identify and recommending local issues to Chapter Basilei and the Executive Committee to be addressed at the chapter level;
6. Participate in Regional and International Connection Committee workshops and forums;
7. Maintain a list of local elected and appointed officials who are chapter members; and not yet active
8. Report to the chapter Basileus, and the Regional Representative to the International Connection Committee on specific and end of the year activities;
9. Communicate with members to brainstorm issues that impact the chapter by providing chapter workshops;
10. Track chapter Connection activities and results to complete the end-of-year report.

Characteristics of the Chapter Connection Chairman:

Chapter Basilei should consider certain characteristics when appointing the chairman of the Connection Committee. This soror should:

- Possess knowledge about and/or interest in critical issues that impact the community;
- Possess the ability to communicate effectively;
- Be involved in local and political activities;
- Possess organizational and leadership skills; and
- Possess the ability to work well with others, particularly with local and/or state officials and their staff.

In preparation for effective functioning at the chapter level, the Connection Committee, led by the Connection Chairman, will do the following:

- Ensure that the Committee has a budget line item.
- Promote and plan workshops on educating sorors about the political/legislative processes, parliamentary procedure and letter-writing campaign.
- Ensure that each soror knows the district, name and contact information for her elected officials at the national, state and local levels
- Identify other community organizations interested in working as collaborators on issues of common concern.
- Establish a line of communication with local, state and federal officials and their staff members.

- Establish a communication network, i.e. phone tree, email, social media, within the chapter. Include the State Coordinator, the Regional Representative and the Regional Director in the network.

The International Connection Committee encourages all sorors to be creative in implementing Connection strategies. Such strategies may include, but are not limited to the following activities

- Plan general media releases and appearances;
- Identify and encourage individuals to seek appointed or elected positions to include but not limited to corporate, non-profit boards and commissions;
- Organize public forums and symposiums on issues of critical importance to the membership and the community;
- Actively participate with organizations that support advocacy issues impacting HBCU funding, women’s health and wellness, building economic legacy, the arts and global impact initiatives.

Suggested *Excellence* Advocacy Activities

February
Partner with the American Heart Association & Advocate for funding for Pink Goes Red Impact Day

April
Advocate for more aid to third world African countries in honor of AKA Global Impact Day

October
Advocate for more funding for more breast cancer screening and preventative treatment in the African American community for Breast Cancer Awareness Day

November
Partner with AARP or the Caregivers Alliance & advocate for more paid time off for the caregivers for AKA Caregivers Impact Day

IV. Connection Committee: Exemplifying Excellence Through Awareness • Knowledge • Action

All members of the Sorority are called to (1) be **aware** of pertinent legislative issues, (2) have the **knowledge** needed to reach informed decisions about who and what to support, and (3) take **action** through advocacy activities that benefit the African-American community and other communities of color.

Awareness

The ultimate goal of Connection activities is to bring about change that has a positive impact on the lives of all individuals, particularly African-Americans. The first step, however, is to become aware of the relevant issues whether at the national, state or local level.

The International Connection Committee has identified key areas of focus at the national level which are addressed in the Alpha Kappa Alpha Sorority, Inc. 2019-2020 Legislative Agenda.

Alpha Kappa Alpha Sorority, Incorporated 2019-2020 Legislative Agenda

The Alpha Kappa Alpha Sorority, Incorporated legislative agenda outlines broad focus areas for use by Sorority members when advocating to federal, state and local lawmakers to help advance our international program, ***Exemplifying Excellence Through Sustainable Service***. Members are asked to (1) support activities led by the International Connection Committee and (2) develop grassroots advocacy campaigns around the Sorority's focus areas and critical local and state issues.

When building local programming and planning "AKA Day at the Capitol," members should review our international advocacy focus areas and determine if related issues exist at the State and local levels. If some exist, chapter members may add pressing issues, specific to their communities, to round out chapter advocacy campaigns. If none exist, the five *Excellence* targets should provide general guidance for selecting issues to address. Selecting two or three issues in total, whether local or national, should comprise a solid advocacy program.

Issue	Target Area	Positions/Actions Sought	Rationale	Impact
Federal and State Funding for Education	HBCUs for Life	<p>A. Reauthorize the Higher Education Act of 1965 (HEA) to maximize investments in Historically Black Colleges and Universities (HBCUs)*. Support provisions at the federal and state level seeking to address higher education issues related to access and affordability.</p> <p>B. Fully fund provisions of the national K-12 education law, the Every Student Succeeds Act (ESSA), to ensure that all students receive a high quality public education, which includes Arts education and civic engagement courses.* Advocate for states and local education agencies to allocate funding for public education in an equitable manner across all school districts.</p>	<p>Maintain support for federal HBCU programs by advocating for the national law for higher education, (HEA), prioritizing the needs of HBCUs.</p> <p>Urge elected officials to increase federal and state funding budgeted for HBCUs and K-12 education.</p>	<p>An increase in funding and key federal and state programs will support HBCUs efforts to provide a high quality education to all of their students. Provisions in federal and state laws governing all levels of education will be fully funded and executed in the best interests of our nation's college and K-12 students.</p>
Access to Healthcare	Women's Healthcare and Wellness	<p>A. Uphold all provisions of the Affordable Care Act, "Obamacare."*</p> <p>B. Ensure a strategic focus on communities with the greatest health risks, and reduce disparities in access to quality healthcare, particularly for African-American women.</p> <p>C. Maintain adequate funding for Medicaid, Medicare, and all health programs that benefit women.</p>	<p>Eliminate health disparities that adversely affect African-Americans and underserved communities.</p> <p>Provide resources and health services for health promotion and disease prevention.</p>	<p>Promote healthy lifestyles, support for caregivers, and removal of barriers that prevent individuals from receiving quality healthcare.</p>
Economic Empowerment	Building Economic Legacy	<p>A. Support federal funding and provisions for African-American and underserved communities to enhance their financial literacy.*</p> <p>B. Decrease barriers to entry into entrepreneurship, including ensuring integrity of the Small Business Administration's 8(a) program and fair government contracting opportunities.</p> <p>C. Increase resources for financial literacy courses and services available to communities of color.</p>	<p>Enhance financial literacy in African-American and underserved communities as a means to expand their access to entrepreneurship and pathways for building and sustaining wealth.</p>	<p>Closing the wealth gap and increasing opportunities for wealth-building, entrepreneurship and financial stability.</p>
Voting Rights	Global Impact	<p>A. Restore and strengthen the Voting Rights Act of 1965.*</p> <p>B. Restore voting rights for disenfranchised citizens</p> <p>C. Eliminate voter suppression and ensure every vote is counted especially absentee ballots, provisional ballots and student casts votes</p>	<p>Elections have consequences for the short- and long-term, within and beyond the U.S borders. Advocating for fairness in elections will help ensure that all voices are heard, and every vote is counted.</p>	<p>Restoration of Section 5 and other key provisions of the Voting Rights Act of 1965. Elimination of voting restrictions and suppression for eligible residents in all elections.</p>

		D. Enact automatic voter registration for eligible citizens who interact with government agencies, starting at age 18		
Criminal Justice Reform and Violence Prevention	Global Impact	<p>A. Correct sentencing disparities and reduce mass incarceration of nonviolent offenders by reducing the use of mandatory minimum sentencing*</p> <p>B. End the school-to-prison pipeline and ensure all students are able to learn in supportive academic environments.</p> <p>C. Reduce gun violence through proper funding of education programs, mental health screening and intervention, enactment of legislation to require proper background checks and ID.*</p> <p>D. Appropriately fund protections for women through the Violence Against Women’s Act and similar legislative measures.*</p>	Mass incarceration rates are damaging families and denying opportunities for productive citizenship for some offenders. The current environment of mass incarceration, gun violence and overly aggressive disciplinary measures in schools present health and safety risks that call for legislative interventions and protections.	Fair treatment and justice under the law for minorities and women. Improved relations between law enforcement and communities of color to create a safe society.

**Denotes advocacy seeking federal action or a coordinated effort to be led by International Connection Committee.*

Knowledge

Sorors must be well versed on the issues on which they are advocating. The first step is to fully understand the current state of the policy; how it negatively or positively impacts the community; how many people are affected and what their characteristics are; and what the short-term and long-term consequences of the policy are.

Some other key questions to ask are:

- **What do you want to achieve?** This advocacy objective should be easily explainable and understood. The policy or change being sought should have a concrete impact on the communities we serve.
- **Who has the authority to give you what you want?** Is it Congress, the state legislature, mayor, city/county/parish council, local school board, or a local agency/department? This is your primary audience; however, the people who most directly influence their decision-making become your secondary advocacy targets. Examples include a key staff person, i.e. Chief of Staff, legislative aide, executive assistant, or program director.
- **What is the message to be delivered?** The message must be clear, persuasive and consistent. It must be repeated over and over again with clarity.
- **Who should deliver the message?** The impact of an advocacy effort may be very different depending on who is delivering the message. In general, sorors need to have

among them or be able to reference persons who have credibility as experts, sorors or persons who can speak from personal experience and sorors or persons who have a special connection to the person or group being targeted.

- **What are the most effective advocacy options when trying to reach your particular audience?** There are several options such as, direct contact, letter-writing campaigns, telephone calls, use of media such as radio interview, television discussion, op-ed and letters to the editor, protest rallies and marches. Chapters need to evaluate these options and decide the one or combination of options appropriate for the issue and the audience.

Chapters are encouraged to become knowledgeable on the issues by having informational/educational sessions during chapter meetings, hosting roundtable discussions or public forums, inviting speakers to participate in webinars and using community resources. Chapters may also reach out to other chapters, the State Connection Coordinator, and the Regional Representative to the International Connection Committee.

If the chapter decides to develop a plan of action to address an issue, it should consider the following:

- Is there sufficient time and funding to implement the plan?
- Are sorors clearly informed of what is expected of them?
- How will the chapter assess the success of the activity?

When requesting concurrence from the chapter to take action on an issue, the chapter Connection Committee should write a position paper or fact sheet that includes the answers to the questions listed above. The chapter will then be able to make an informed decision regarding its desired level of involvement.

Action

Sorors must execute targeted activities and events that will not only raise awareness and increase knowledge. Some examples include speaking at local government meetings, holding AKA Days at the Capitol, sponsoring political candidate debates, participating in peaceful marches/parades, and launching media campaigns.

V. AKA Day at the Capitol

The purpose of Alpha Kappa Alpha Day at the Capitol is to advocate for legislation that addresses the areas of focus the Sorority has deemed important. It is vital that every member understand that healthcare, gun control, HBCU funding, voter identification and registration requirements, reinstatement of the Voting Rights Act, re-enfranchisement for voters with felony convictions are priorities for Madam Supreme, the International Connection Committee and all our communities. In addition, sorors should seek to inform legislators regarding other specific issues relevant to our communities and make them aware of the Alpha Kappa Alpha presence in their state.

The State Coordinator will annually plan and schedule the AKA Day at the Capitol during a time when the state legislature is in session. Sorors in the District of Columbia, U.S. territories, and

other countries may convene at venues or buildings that function like state capitol buildings. The State Coordinator will work directly with chapters to organize participation and keep the Regional Director and Regional Representative informed of all plans and activities. These plans should include the following objectives:

- Strengthen chapters' capacities to advocate for Sorority priorities,
- Provide trainings on how to monitor issues impacting our communities,
- Develop local strategies to effectively address issues in real time, and
- Advocate, proactively, for civil rights and social justice issues.

CALL TO ACTION

The AKA Days at the Capitol are designed to support Chapters' educational development and enable our collective membership to advocate, focusing on three priorities:

- (1) **Letter writing campaigns (on a Sorority areas of focus)**
- (2) **Civil Rights/Social Justice and**
- (3) **Statewide legislative issues that support the AKA Excellence International Program.**

Priority 1: Letter Writing/Petition on a Sorority Area of Focus.

To ensure that the Alpha Kappa Alpha response is in "real time," the Letter Writing/Petition topic can be chosen based upon "real time" relevance and in keeping with the Sorority's areas of focus.

Priority 2: Civil Rights/Social Justice.

Consistent with Alpha Kappa Alpha's long history of fighting for civil rights and against social injustice, Chapters' Connection plans should include providing a platform for local underrepresented or marginalized individuals and/or communities. We will advocate for those groups. We will influence public officials to introduce, lobby for, advocate for and pass legislation reflecting the values, interest and social justice agenda of the Sorority and the communities we serve.

State Coordinator Action: Coordinators are asked to identify statewide legislative issues that impact the advancement of social justice and educate members on how to advocate for or against legislation, how to monitor the issues, and how to assist members/Chapters in responding in a timely and appropriate manner.

Priority 3: Statewide Legislative Issues (One of the five International Program Targets)

To support the Sorority's international program goals, chapters/members are asked to advocate for or against state legislation impacting:

Target I: HBCU support

Target II: Women's health and wellness

Target III: Economic advancement in communities of color

Target IV: The Arts

Target V: Community engagement in initiatives that have a global impact

State Coordinator Action: Identify statewide legislative issues and educate members on how to advocate for or against the legislation. Coordinators are also asked to monitor and assist members/Chapters in responding in a timely and appropriate manner.

PLANNING AND EXECUTING YOUR DAY

Under the leadership of Supreme Basileus Glenda Glover, all AKA Days at the Capitol will be as uniform as possible. To ensure uniformity across Regions, every AKA Day at the Capitol should contain the following segments/activities:

- (1) An Educational Session;
- (2) A Luncheon or Breakfast (where possible);
- (3) Constituent Meetings (which will be coordinated by Chapter delegations with guidance from the State Coordinators).

A. EDUCATION

State Coordinators are asked to select one or more of the suggested Education activities below:

Panel Discussion

The panel discussion can consist of members of a state legislative Black Caucus and non-caucus members discussing major aspects of legislation that address our Excellence Targets, Sorority priorities, and/or Civil Rights/Social Justice. Generally, there are four or five legislators on the panel. Each legislator is given a five-minute presentation time and question and answer period. The panel discussion should be at least 60 minutes. The Regional Representative to the International Connection Committee, the State Connection Coordinator, or another designated soror may serve as the moderator.

Keynote Speaker

The speaker is a subject matter expert on legislative issues. This person's objective should be to educate the attendees on topics that have been identified as advocacy-focused areas. The purpose of having the speaker is to show a connection between our Sorority priorities and various local discussions that are taking place. Speakers are a great complement to the event as long as the planner of the Day at Capitol defines her expectations of the speaker.

Examples of Subject Matter Experts (SME):

- Legislators
- Lobbyists
- Executive Directors of organizations
- Professors
- Media personalities (print, television, and public relations)
- Sorors or other individuals that work in a field/area of interest or focus
- Policy Analysts
- Legislative Committee Staff
- Community Organizers/Advocates

Workshop

The purpose of the workshop is to inform Sorority members about an agenda topic. During a workshop, information will be presented on ways to address the issues and service needs of

individuals. Participants will be asked to share suggestions on how to increase awareness of the topics discussed. The workshop presenter could be the Regional Representative to the International Connection Committee, a member of the Regional Connection or Program Committees, the State Connection Coordinator, or a subject matter expert.

B. LUNCHEON OR BREAKFAST

State Coordinators are asked to select one of the suggested dining activities below:

Legislative Breakfast

Legislative breakfasts are held with legislators and should include remarks regarding current legislation being considered by members of the state legislature. If no specific legislative breakfast is pre-existing, consider inviting a variety of legislators, based on where the Chapters are located in your state, to have casual conversation with Sorority members.

Soror-only or Public Luncheon

A luncheon can be a cornerstone of most AKA Days at the Capitol. Legislators who are members of the Sorority, AKA Connection and Social Action leadership, or other high-level officials may serve as speakers or panelists to discuss pertinent topics and issues. A public luncheon may include legislators, NPHC members, and/or community members who can discuss specific issues or report on pending or proposed legislation. Gifts should be presented according to AKA Protocol guidelines.

C. ADVOCACY/CONSTITUENT MEETINGS

AKA Day at the Capitol is the primary vehicle used to display our position of membership strength and to have sorors engage with elected officials at the state level. Sorority members are asked to advocate for: (1) creation of legislation and/or (2) support of pending legislation that is consistent with the goals and current international program and the legislative agenda of the Sorority. To be effective, sorors need to be prepared. Below are a few steps to assist with planning and executing meetings with elected officials. **State Coordinators should share this information directly with Chapters.**

STEP ONE: Educate yourselves on the issues

Sorors should review their state legislative records to determine if legislation is related to civil rights/social justice and/or one of the Sorority's international program targets. If they are related, sorors should familiarize themselves with the content of the legislation and identify the legislation's sponsor(s) and co-sponsor(s). If no legislation is pending, review the backgrounds of the legislators who represent your area of the state and determine who is most likely to support a request to create such legislation.

STEP TWO: Contact the targeted legislators' offices and schedule appointments

Sorors should be able to consult the State Coordinator or the AKA Day at the Capitol registration form to determine if there is time allotted for legislative visits. If there is such a time, sorors can contact the legislator's/legislators' office(s) to request a 15 to 20-minute constituent appointment to discuss legislative concerns. A legislative aide, scheduler, or assistant should be able to assist. Additional follow up from an initial contact may be required if a soror is not able to schedule an appointment immediately. Sorors should reconfirm their appointments a few days prior to the confirmed time scheduled.

STEP THREE: Develop your talking points

Sorors should use the guidance provided by the State Coordinators and/or the International Connection Committee to outline key points of discussion during the meeting. You don't want to overwhelm the legislator(s), so keep your outline focused and brief. It will be important to develop three key messages. For example: Please support Senate Bill No. 1234 regarding the appointment of special prosecutors; consider developing legislation to expand statewide elementary school breakfast programs; and accept an invitation to attend a town hall meeting in your District. The more action-oriented your points are, the easier it will be to follow up and request updates on desired outcomes.

STEP FOUR: Attend your meeting

Sorors should arrive a minimum of ten minutes prior to the scheduled constituent meetings. At the start of the meeting, thank the legislator for his or her time and explain that you have scheduled the meeting as part of the AKA Day at the Capitol event(s). You may consider providing a brief history of Alpha Kappa Alpha Sorority and its mission to serve all mankind through our international programs of service, then share your talking points with the legislator(s). If you have copies of proposed legislation, speaking invitations and/or templates for legislation to support your talking points, present them to your legislator. Ask for feedback on your points of discussion and attempt to gain their support.

STEP FIVE: Close your meeting

Close out your meeting by leaving your contact information with the legislator (and his or her assistant, scheduler or legislative aide) and request a date by which you can expect follow up.

STEP SIX: Follow up

A week to ten days after the constituent meeting, sorors should send a hand written thank you note and communicate that they will be sure to follow up throughout the legislative process as discussed per their constituent meeting.

Proposed AKA Day at the Capitol Budget Guidelines

The budget for the event should be planned early by the State Coordinator. Revenues and how they will be generated should be identified (i.e. chapter/member assessments, registration fees, sponsorships, etc.)

The day's activities and identified resources will dictate the budget. The following checklist is suggested for developing the budget:

_____ Location: What space do you need for registration, workshops and other activities?

The space at the capitol does not cost; however, special set-ups (extra tables and chairs may cost).

_____ Registration: Will your day include activities that cost? If so, the cost of registration for sorors will need to be determined. What materials will be provided at registration? You may want to provide souvenirs, pins name badges, bags, displays, etc.

_____ Meal Costs: Do you plan to provide food? If you plan a reception, breakfast or luncheon, the menu, the number of people and any special set-up costs would need to be determined.

_____Guests: Project the number of complimentary packets and meals for legislators and special guests.

_____Awards: Do you plan to honor chapters, sorors, students, legislators, community leaders, etc.? If so, the cost of plaques, certificates, scholarships would need to be determined.

_____Printing: How many chapters, graduate and undergraduate, are in your state? How many participants do you expect to attend: Sorors, legislators, special guests, etc.? Project the need for registration materials to be mailed to chapters, invitations for legislators and special guests, the number of programs and handouts needed.

_____Mailing: The cost of postage, etc. Invite all past and present members of the Directorate who reside in your state.

_____Flowers/Decorations: Estimate the cost of decorations

_____Travel Project: The cost of travel and accommodations for the Regional Representative to the International Connection Committee (and the Regional Director if needed.) Also refer to Protocol for any additional courtesies that should be extended.

_____Sponsors: Sponsors may be willing to underwrite the cost of meals, provide scholarships and awards. If you need sponsors for the event, write potential sponsors three to six months prior to the event. Have your budget developed prior to seeking sponsors. Your State Legislative Liaison will be helpful in identifying sponsors for the event. ***Check your state laws for appropriate guidelines.***

Developing Schedules and Agenda

Schedules and agendas should be coordinated with the legislative liaison (or a legislative leader) to avoid conflict with the legislators' calendar. State Coordinators should anticipate early recess, committee deadlines or other possible disruptions or potential conflicts. When considering a legislative leader to contact, first consider any soror who is a legislator. Other considerations include your legislative black caucus, lieutenant governor, speaker of the house, a house or senate committee chairman, etc.

Letter of Invitation to Chapters

The State Coordinator should develop a letter of invitation/flyer to chapters announcing AKA Day at the Capitol. This letter of invitation should be distributed to chapters 60 to 90 days prior to the event.

VI. AKAs L.E.A.D.: 2018-2022 Voter Engagement Campaign

The International Connection Committee has developed a voter engagement campaign that not only charges sorority members and chapters to implement comprehensive voter education, voter registration and voter mobilization programs, but it also focuses on strengthening members' civic engagement to promote the Sorority's legislative and social action agenda. During Sorority conferences and through correspondence sent to the membership, the International Connection Committee will provide resources to help members implement AKAs **L.E.A.D. (Learn, Empower, Advocate and Decide) Campaign**.

This campaign charges Sorority members and chapters to: ensure that the communities we serve **learn** the issues impacting elections, **empower** citizens in the community to exercise their right to vote, **advocate** for voter protection laws, and **decide** elections by increasing voter turnout through voter education, registration, and mobilization. Sorority members and chapters are asked to organize voter education campaigns, registration drives, and "Get-out-the-Vote" efforts in their local communities. Below, please find information and resources to assist with planning chapter voter engagement initiatives.

Additional Voter Engagement ideals and information are below to assist with planning chapter initiatives.

Voter Education: Help Your Community Be Prepared for Election Day

Engage Local School Districts/High Schools

Contact school districts or high schools and ask administrators or teachers if your chapter can host voter education workshops and voter registration drives for all 12th grade students. Or, provide "Welcome Back" gift packs that contain voter education and registration information from the county clerk or other voter registrars. Rock the Vote! is an organization that provides teen and college student-friendly information and materials about voter rights and elections.

High School Engagement: Ask an educator in your chapter or local school system for assistance in contacting district or school administrators about your activities.

- Request a meeting with the school/district.
- Prepare a one-page proposal. Offer your sample curriculum (lesson plan, student activities, giveaways, etc.).
- Practice your activity to make sure that it flows and meets the classroom time period
- Execute your activity: Don't forget to take pictures.
- Send event pictures and a brief write up to your Connection State Coordinator.

Engage Local Colleges or Universities: Ask an educator in your chapter or in the college/university for assistance in contacting key administrators about your activities.

- Contact a local college or university for permission to host a voter education workshop or registration drive.
- Request a meeting with the college/university. Include the school's Student Body representatives.
- *Host a College Voting Forum:* Host an event at a local college or university to educate graduate and undergraduate students on registering/voting in their home state or locally

in the upcoming election. Partner with the school's political action club or professors who teach government or policy courses.

- Prepare a one-page proposal. Offer your sample Forum agenda, including guest speakers who will participate.
- Contact local politicians, candidates, proponents of legislative bills, or a representative from the County Registrar or Secretary of State's office to invite them to participate in the Forum.
- Consider partnerships with other civic organizations, i.e. the NAACP, League of Women Voters, Urban League, other NPHC organizations, etc.
- Create print and on-line marketing materials to advertise your event.
- Execute your activity. Don't forget to take pictures. Send the pictures and a brief write up to your Connection State Coordinator.
- Create Local or State Electorate Toolkits.

Electorate Tool-Kit: Gather information on voter registration/transfer procedures, pertinent local and state election dates, current local and state office candidate contact information, and pending legislation/ordinances and create a summary of documents to give away. Have the toolkits available at all chapter events, share them with other chapters, and send to local organizations and churches for member use.

- Decide which documents you will include in your toolkit.
- Contact various organizations and request copies of documents (booklets and info sheets).
- Decide which documents you will generate internally. Create a budget for these documents.
- Determine how you will package the toolkit. Get donations for recyclable bags or for folders.

Present Candidate Forums/Debates: Chapters are encouraged to educate the local community about the candidates seeking public office and referendums that are on the ballot. Collaborate with other chapters or local community organizations to stage a candidate forum or debate.

Candidate Forum To Do List:

- Secure a location to host the forum or debate.
- Prepare a one-page proposal of the forum or debate format. Offer your sample forum agenda, including guest speakers who will participate to other local community organizations and ask them to support the event, either financially or by inviting their members to attend.
- Contact local politicians, candidates, proponents of legislative bills, or a representative from the County Registrar or Secretary of State's office to invite them to participate in the Forum. Invite a moderator to keep the dialogue flowing during the event.
- Create print and on-line marketing materials to advertise your event.
- Execute your activity. Don't forget to take pictures.
- Send the event pictures and a brief write up to your Connection State Coordinator.

Please Note: While IRS regulations prevent tax-exempt organizations like Alpha Kappa Alpha Sorority, Inc. from supporting or opposing candidates, they do allow such organizations to host nonpartisan candidates' forum. According to the IRS, such forums are an acceptable form of voter education.

Host Voter Education Tailgating Parties: Pass out one page "voter requirements" informational sheets with details of your local voting requirements.

Conduct Neighborhood Coffees/Teas: Chapter members are encouraged to host coffees and/or teas in their homes or community clubhouses for smaller audiences to discuss the various candidates for office and assist with voter education. This is also a great opportunity to invite local candidates to attend to answer questions in a more intimate environment.

Neighborhood Coffee Chat To Do List:

- Invite friends, family and chapter members to the event.
- Invite local candidates or proponents to referendums on the ballot to the event. Remember, a decline invitation does not mean that the candidate is not interested in getting your vote. Give them options of at least two dates on the calendar.
- Prepare a one-page infographic to share with guests to get the conversation going.
- Offer simple refreshments.
- Start on time and end on time.

Spread the 'Get Out The Vote' Message on Social Media: Share local or statewide websites that help people find polling station locations on your personal and chapter Facebook page and Twitter feed. "Pin" local voter registration information (such as a link to your County Registrar's office) at the top of your Facebook page. Create YouTube videos with bi-weekly vignettes for the public and your subscribers to share any general election polling station changes and early voting locations. Send out e-blasts that give information about places to gather to get or give rides to the polls, provide reminders about voter identification requirements, etc.

GOTV Social Media Campaign To Do List:

- Consider using your favorite social media platform to share information regarding registration and mail in ballot deadlines; details on voting and the polls and by mail; local polling places and key ballot initiatives.
- Create a team from your chapter to ensure coverage on major platforms.
- Plan to post regularly. Re-post slogans and graphics that you like.
- Invite everyone in your chapter to follow you on your site, page or channel.
- Remember to consult the AKA Media Guide, as there are guidelines that prohibit using official Alpha Kappa Alpha Sorority, Inc. logos without the express permission of the Corporate Office.
- If you see a post that inadvertently uses AKA symbols and logos, kindly in-box or message the originator and ask if they will re-send the message without the official sorority emblem.

Voter Registration: Your Vote is Your Voice! Getting citizens registered is key.

Start at home! Before or after chapter meetings, Chapter Connection Committee members should register chapter members to vote. Visit with any sponsored undergraduate chapters and complete the same activity. Help Sorors verify that they are actually registered for vote in their state. Plan a goal to have 100% of chapter members registered before your state's deadline.

Voter Registration to Do List:

- Determine the registration deadline for the General Election in your State. Go to your Secretary of State's website for information.
- Ask Sorors to bring in proof that they are registered to vote and host a drawing with a fun prize.
- Bring a computer to your chapter retreat or meeting. There are several websites that offer links to help you determine if you are a registered voter and they provide links for you to register on-line.

Partner with Local Businesses: Identify one or two businesses in your community that receive a lot of foot traffic on the weekends and enter into a partnership. Ask the businesses for a designated space inside/outside their locations to set up a voter registration table for several Saturdays. In exchange, offer to include the businesses' logos on all marketing materials your chapter creates and uses to publicize the registration drives.

Partnership To Do List:

- Make a 'short' list of businesses that have high foot traffic on Saturdays and Sundays.
- Call the business and request a meeting to describe your plan for a voter registration event.
- Bring a copy of your plan and your marketing materials to show them how their business will be featured as a partner.
- Contact your County Registrar to get registration materials.
- Conduct your event. Don't forget to take pictures and write up the event and send it to your State Coordinator! Use this information to complete your Connection End of Year Report.

Canvas the Neighborhood: Chapters can host canvassing activities to walk in targeted neighborhoods and knock on voters' doors to register them to vote. You can also organize a canvass at local businesses or schools with high-volume foot traffic.

Registration Canvas To Do List:

- Research geographic areas that have traditionally low voter turnout for consideration of your door to door campaign. These areas may be in your chapter's service area or in some of the neighborhoods of chapter members.
- Choose locations for your canvass activity that are within that geographic area that have high-volume foot traffic. Sporting events, college campuses, grocery stores, public transportation hubs are all potential areas.
- Recruit a team to conduct the canvassing.

- Choose a Team Leader who will manage all of the communication with the team (for example, when and where to meet; details on the canvass location and boundaries, etc.
- Scout for a location to gather all canvassers before the event. This location should be easy to find and provide sufficient parking for volunteers.
- Set a goal for the number of people you want to reach, and the number of homes or businesses you want to approach.
- Provide a map for the canvassers that is divided so that you cover as many homes or businesses as possible.
- Prepare a script to guide volunteers as they speak to the community.
- Give each team a tally with information you plan to collect. Have clipboards and pens handy.
- Be sure to get the cell phone numbers of all of the volunteers to keep them apprised of successes during the canvass activity, and to encourage them to continue.
- Leave a note or flyer on the doorstep (it is illegal to put flyers in mailboxes) encouraging the household to vote or turn in their mail ballot if they are not at home or will not open the door.
- Have volunteers return to the staging area to turn in their paperwork and debrief.
- Provide snacks or drinks and have a celebration at the end.

Voter Mobilization: Voters getting to the polls on Election Day is critical to increasing voter turnout.

Souls to the Polls: Many members of our communities are unable to go the polling sites on the Tuesday of the General Election. Requirements of the job, child care, classes and family care responsibilities take priority, leaving little time to vote. Souls to the Polls is an ecumenical movement to help those who cannot go to the polls on election day still cast their votes immediately following a church service or mid-week church event.

Souls to the Polls to Do List:

- Verify that your state allows early voting.
- Contact your County Clerks' office to get the Early Voting dates and times.
- Prepare a brief, one-page proposal to give to local church clergy explaining the 'Souls to the Polls' concept for the 2020 General Election.
 - Your proposal should include the dates, times and locations for Early Voting and the role that community and chapter members will take during the event. (For example, your chapter may offer to provide sandwiches and drinks to participants).
- Work with the church to offer additional assistance to voters in local senior living facilities or public housing communities where transportation is a challenge.
- Be sure to include a request for advertisements in the church bulletins or website of the event 3-4 weeks in advance and for transportation on the day of the event.

- If the church agrees to participate, schedule a planning meeting with all parties involved 3-4 weeks in advance of the event.
- Assign members to take photos and video of the Souls going to the polls!
- Contact the media to cover the event.

Phone Banks: Chapter members can host phone bank parties in their homes. Using voter lists from local elected officials, candidates and the NAACP Regional Office, determine which community you want to reach with your message. Chapters can use this information to call voters to encourage them to either return their absentee ballot (vote by mail) or remind voters of the early voting dates and/or Election Day.

Phone Bank to Do List:

- Decide on the community you want to reach.
- Make a goal of the number of calls to complete during the Phone Bank activity.
- Recruit volunteers to help.
- Secure a place to host the event. Plan for snacks and drinks for volunteers.
- If you are using cell phones, have the volunteers block their numbers based on their service providers' guidelines.
- Prepare a script that volunteers can read from when they place a call.
- Collect data on the response or outcome of the call.

Canvass the Neighborhood: Chapters can host canvassing activities to walk in targeted neighborhoods and knock on voters' doors to encourage them to vote or to send in their absentee ballot. You can also organize a canvass at local businesses or schools with high-volume foot traffic. When you meet voters, be sure to give them an opportunity to express their concerns about issues that matter to them. Capture these ideas with notes – they may help you plan programming for Chapter activities in the future.

Canvassing to Do List:

- Research geographic areas that have traditionally low voter turnout for consideration of your door to door campaign. These areas may be in your chapter's service area or in some of the neighborhoods of chapter members.
- Choose locations for your canvass activity that are within that geographic area that have high-volume foot traffic. Sporting events, college campuses, grocery stores, public transportation hubs are all potential areas.
- Recruit a team to conduct the canvassing. Choose a Team Leader who will manage all of the communication with the team (for example, when and where to meet; details on the canvass location and boundaries, etc.
- Scout for a location to gather all canvassers before the event. This location should be easy to find and provide sufficient parking for volunteers.
- Set a goal for the number of people you want to reach, and the number of homes or businesses you want to approach.

- Provide a map for the canvassers that is divided so that you cover as many homes or businesses as possible.
- Prepare a script to guide volunteers as they speak to the community.
- Give each team a tally with information you plan to collect. Have clipboards and pens handy.
- Be sure to get the cell phone numbers of all of the volunteers to keep them apprised of successes during the canvass activity, and to encourage them to continue.
- Leave a note or flyer on the doorstep (it is illegal to put flyers in mailboxes) encouraging the household to vote or turn in their mail ballot if they are not at home or will not open the door.
- Have volunteers return to the staging area to turn in their paperwork and debrief.
- Provide snacks or drinks and have a celebration at the end.

Adopt a Senior Citizen Facility: Assist residents in signing up for absentee ballots. Follow up several days before the mail in deadline to mail the ballots.

Map the Route: Consider dividing your chapter members up by neighborhood locations. Ask chapter members to map out public transportation routes to polling station locations or early voting locations. Create handouts/flyers for those who live in the identified areas and give them out. Station Sorority members near pre-identified locations on voting day to assist and remind riders.

Adopt A Senior Center To Do List:

- Secure local maps from the area's transportation authority office.
- Determine the polling places from the County Registrar.
- Use highlighters to map the shortest route from key areas in the neighborhood to the polls.
- Publish flyers that show the polling places and bus/train/bike routes. Note locations that have ample, free parking.

Adopt a Precinct: Chapter members are encouraged to volunteer to adopt to work a polling location on Election Day. Share the information with your chapter members in your newsletter and social media outlets.

Recruit Poll Watchers: Partner with the National Bar Association and its local affiliate chapters in their city/state to recruit minority attorneys to serve as poll watchers. Poll watchers are allowed to be inside the polling location to "observe" and report any voting irregularities or any illegal activities of candidates or the elections staff. Typically, poll watchers attend 1 to 2 trainings conducted by both major parties and are briefed on the various election laws and case history.

Stroll to the Polls: Undergraduates coordinate with other Greek or Student Organizations to encourage those students registered on campus to vote on Election Day.

Vote By Mail and Early Voting Campaigns

Assist individuals with obtaining absentee ballots. Provide stamps to ensure they are returned. Provide literature identifying early voting dates and locations.

Resources to Help You Formulate Your Action Plan

There are many organizations that provide resources, tips and guidelines for voter registration and mobilization activities. Check out some of these resources as you and your team develop a community action plans.

When We All Vote Website: <https://www.whenweallvote.org/>

NAACP Website: to <https://www.naacp.org/civicengagement/>

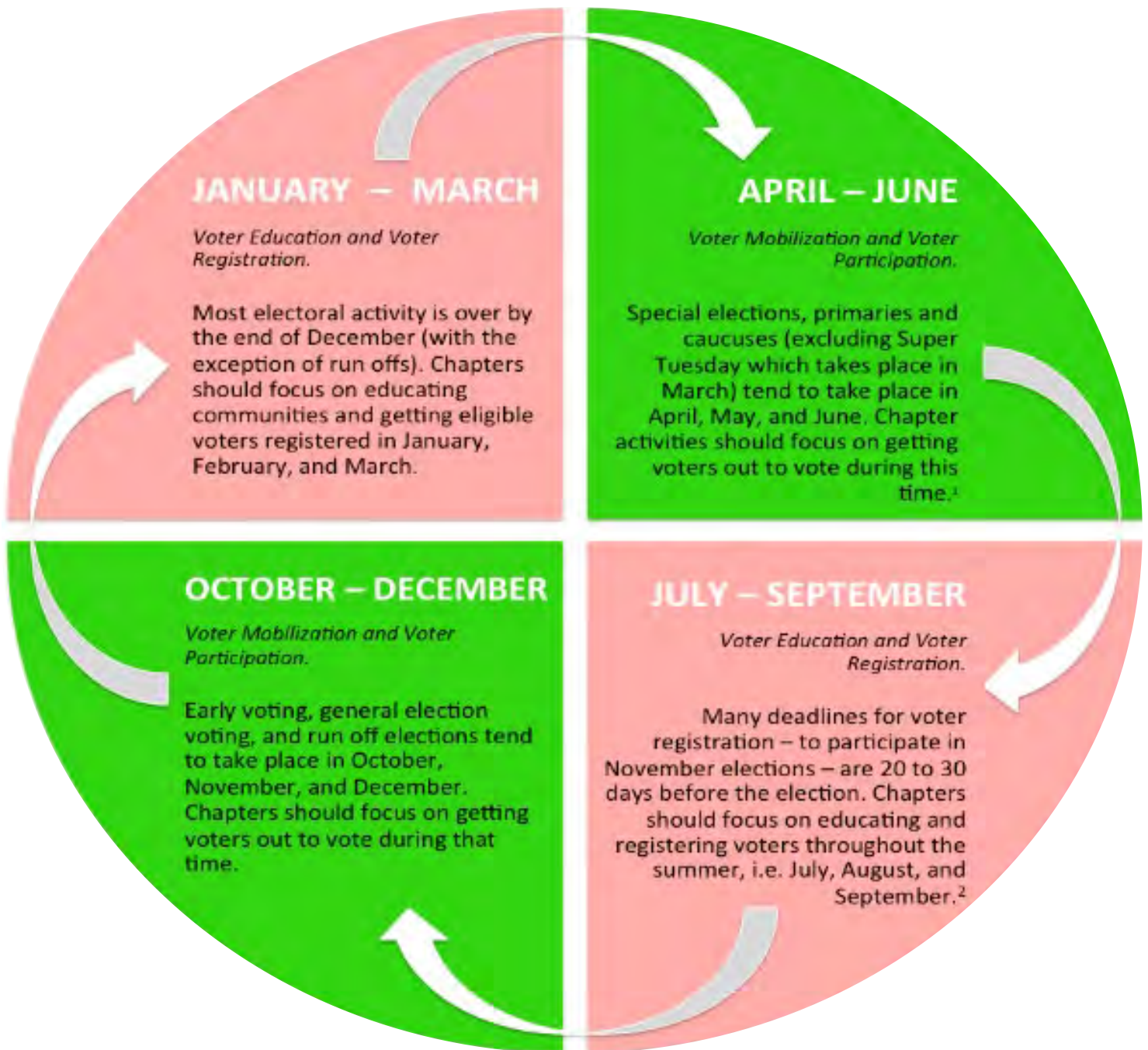
Latino/Hispanic Voters Website: <http://www.youramerica.com>

League of Women Voters Website: <https://www.lwv.org/elections>

Ballotpedia Website: https://ballotpedia.org/Main_Page

AKAs L.E.A.D. Planning Calendar

Voter Education ▲ Voter Registration ▲ Voter Mobilization



VII. Guidelines for Marches, Rallies, Protests and Demonstrations

Attendance at marches and rallies is one way to show your support for an issue. Soror may participate in such activities as individuals and may wear AKA paraphernalia. Chapters may participate in such activities and wear AKA paraphernalia as long as the participation is in the name of the chapter. A banner with the name of the chapter and Sorority may be used.

Sorors may **not** participate in marches and rallies in the name of Alpha Kappa Alpha Sorority, Inc., unless pre-approved in writing by the Supreme Basileus or the Directorate.

The following guidelines **must** be followed when participating in marches, rallies and/or protest activities until further notice:

1. Do not make statements that are or can be constructed as a position of Alpha Kappa Alpha Sorority Inc.
2. The International President is the **only** spokesperson for Alpha Kappa Alpha Sorority, Inc., unless she delegates this authority to someone else in writing.
3. Chapter Basilei and/or designated Chapter Officers are permitted to share words of “greeting” on behalf of the Chapter at marches, rallies and/or protest activities. (See attached sample ***greeting*** template)
4. Be concise in your greetings. Do not stray from the written script.
5. Never partner with a partisan group or one that endorses candidates.
6. If you choose to engage in marches, rallies or other events similar in nature without the written approval of the International President or the Directorate, you are solely responsible for yourself and your activities. Alpha Kappa Alpha Sorority, Inc., disclaims all responsibilities and liability for any injury or damage that may result by your participation.

Guidelines for Safety Procedures for Public Displays of Support

1. Sorority members are asked first and foremost to be mindful of safety.
2. Contact your State Coordinator and/or Regional Representative to the International Connection Committee with The Who, What, When, Where and with whom details for each event.
3. Know the laws of the jurisdiction where the event will take place regarding lawful public gathering or marches.
4. If joining others, know their rules of engagement regarding lawful gatherings.
5. Be mindful of how the gathering is being advertised and promoted in the community.
6. If Alpha Kappa Alpha emblems or trademarks are being used in promoting the event, ensure proper approval was given by the Supreme Basileus or her designee.

VIII. Effective Connection Communications

Sorority members are asked to "communicate" with Sorors, other community organizations, and their local communities on issues of common interest, and to increase awareness of the political and judicial processes. All communication should follow the guidelines set forth in the Alpha Kappa Alpha Communications Guide.

Resolutions

Definition

Webster's Dictionary defines a resolution as "a formal statement of a decision or expression of opinion put before or adopted by an assembly." Resolutions are used when presenting important, complex statements and to give greater formality to the proposal being made. Resolutions can be related to social and public policy issues or to courtesies.

Regional Conferences and Boule are examples of assemblies in which public policy statements are prepared as resolutions and are a part of the agenda. Resolutions are presented to and voted upon by the delegates to the conference. Once a resolution is passed, it is adopted at the conference. Resolutions are expected to carry great weight in terms of defining how the international or regional levels define an action. Thus, resolutions become a formal part of Alpha Kappa Alpha's program. Chapters and sorors are responsible for supporting and implementing the adopted resolutions.

Developing Resolutions

Resolutions that are unambiguous and as short as possible have the best chance of being adopted. A brief, well-written resolution is more effective than a long one. Resolutions should be fully understandable by themselves and should not contain external references. Conceptually, there are three classes of resolutions, those with policy resolves, those with directives (also called programmatic), and those with pro forma resolves. Making this distinction helps the writer to arrive at a resolution that conforms to the required format and show clearly stated intent.

A policy resolve calls for a statement of or changes in policy. A directive is a resolve that calls for action which does not directly affect policy. A pro forma resolve makes a public statement without requiring action or policy change. Memorial resolutions, hospitality resolutions and reaffirmation resolutions fall into this category.

The first part of a resolution is the preamble to the "resolve(s)" and begins with "Whereas." It is limited to providing the reasons for the resolution and any background information that might strengthen it. Each preamble clause is written as a separate paragraph, punctuated with a semicolon and connected to the next clause by the word "and." The only period appears at the end, no matter how lengthy the resolution.

The second part of a resolution is known as a "resolve", begins with "Resolved" and contains the motion to be adopted. It is the only part of the resolution that the Delegates will act upon. The syntax of a resolve should clearly indicate to the reader whether the purpose is to create/change/rescind policy or to direct some action. Criteria for developing resolutions and excerpts from sample resolutions are set forth in the appendices

Adopted Resolutions

Adopted resolutions may be assigned to the Connection Committee for follow-up. These resolutions can be addressed through creative, effective letter writing campaigns, if applicable. The *Ivy Leaf*[®], Alpha Kappa Alpha website and Regional Director's websites will be used to communicate with sorors regarding activities that address either a resolution or important social or public policy issues.

Letter Writing Campaigns – A letter writing campaign or an e-mail campaign, outlining an opinion or expressing views on an issue can be extremely effective. Federal, state, and local officials are eager to hear from their constituents and letters are always welcomed. It may be surprising, but most elected officials really do take the time to read the letters that they get from their constituents. They want to know what you think – and a handwritten letter can show that you care. Letters received by an official are read, counted, and catalogued.

Identify items that are being considered by your local and state legislative bodies and relate to the Sorority's program and other focus areas. Then, create letters to advocate on a position that is consistent with the Sorority's goals.

Sorors should get in the habit of letting the decision makers know how they feel about an issue, especially if that decision will have an adverse impact on the community.

Letters and Emails - Below are some guidelines to help you get started in writing your letters and formulating your emails.

- Follow through on all International Connection Committee requests to participate in national advocacy campaigns.
- Follow through on all state and local advocacy campaigns.
- Be knowledgeable of the public official's position on the issue **prior** to writing the letter.
- Include the current status of the legislation, the bill number, and/or the names of the sponsors.
- Be clear and specific about what action you want the official to take, i.e., co-sponsoring the bill or voting for or against it in committee or on the floor.
- Keep the letter brief – one page and one issue.
- Be courteous and respectful.
- Ask for a response, such as, "May I count on your support?"
- Do not take a vote against your position personally or as a permanent position. Keep the door open for future cooperation.
- Thank the official who votes as you requested. This shows that you are monitoring the votes and that you appreciate votes that reflect your views.
- Do not use Sorority stationery for individual expressions.
- Do acknowledge membership in the Sorority.
- Address the issue in a timely manner.
- Type the letter or email.
- Sign your name and write your address legibly so the official may respond.
- Include a return address on the letter.

- Address letters to each public official individually. Never send a copy of a letter addressed to one official to another.

Below are some general questions and answers regarding letter writing campaigns:

<p>May a soror, chapter or region participate in a letter writing campaign in support of a social or political issue, agenda or to influence legislation?</p>	<p>Yes.</p>
<p>May a soror, chapter or region use Alpha Kappa Alpha's letterhead or the Alpha Kappa Alpha name in the letter in support of a social or political issue, agenda or to influence legislation?</p>	<p>Yes. Alpha Kappa Alpha's letterhead may be used if it has been determined by the Directorate or the Boule that Alpha Kappa Alpha is supporting the issue. It is not a violation of a statute or the IRS rules governing the participation of nonprofit corporations in political activities to support an issue or influence legislation related to their purposes and ideals.</p>
<p>If Alpha Kappa Alpha's letterhead or the Alpha Kappa Alpha name and/or logo are used in a letter writing campaign, should the content of the letter be pre-approved, by the respective chapter, region or the corporate office before the letter is disseminated?</p>	<p>Yes.</p>
<p>May a soror, chapter or region encourage the support of a political issue, by soliciting letters from individual sorors, which are not written on Alpha Kappa Alpha's letterhead, or do not include Alpha Kappa Alpha's name during chapter, regional or national meetings?</p>	<p>Yes. Individual sorors may be encouraged to support a particular issue during a meeting where Alpha Kappa Alpha's business is considered. However, the issue should be related to the ideals and purposes of the Sorority.</p>

Informational Pieces – Create a flyer/hand out or social media message regarding local ordinances or legislation that are pending. Give out the flyer/hand out to audience members when you have booths at events or Connection activities.

Local or State Electorate Toolkits – Gather information on voter registration/transfer procedures, pertinent local and state election dates, current local and state office candidate contact information, and pending legislation/ordinances and create a summary document to give away. Have the toolkits available at all chapter events, share them with other chapters, and send to local organizations and churches for member use.

Email/Postcards - Postcard campaigns are effective when a "rapid response or opinion" to an issue is needed. The message or request can be detailed. Letter writing guidelines apply.

MEDIA RELATIONS

Local Media

Mass media includes television, radio, newspapers, magazines, social media networks and other periodicals. There are thousands of organizations vying for space and time to promote and to inform the public of the programs and activities of their organizations mainly through the use of free media.

Identify the media venues that your target audience is most likely to consume. For instance, if your subject matter is primarily for women, you want to target programs and publications watched and read by women.

Contact the producers and editors of these identified venues. Every publication and program has a website with contact information. Ask for the key person you are looking for by department or segment and get that person's contact information.

Media Venues

Radio and TV - Public Affairs Shows-Guest Appearances

Contact the producers of radio and TV talk-shows to ascertain their interest in devoting a program to one or more of the public policy issues identified by the sorority and advise of your interest in appearing or providing a guest from the chapter.

Radio and TV - Call-in Shows

The Connection committee should research the schedules of as many call-in shows as possible, particularly those that deal with public policy or related issues. Notify members and the chapter when there will be a call-in show devoted to issues important to the sorority and encourage them to call in promoting the sorority's position. This is an excellent tool to use when elected public officials or candidates are scheduled to appear on shows.

Print Media - Guest Columns

Many local print media (newspapers and magazines) will welcome short articles on topical issues. Use this avenue to advance the sorority's position on issues, to reach out to other similar minded organizations and to simply bring additional attention to public policy concerns in the community. Articles should be carefully written and vetted by the *Ivy Leaf*® Reporter.

Letters to the Editor

Letters to the editor are a very effective tool for communicating views because letters are among the most highly read items in the newspaper by the subscribers as well as by elected and other public officials. Letters also help the editorial writers gauge community interest in particular issues and may stimulate them to take an editorial stance on an issue readers are writing about. Note the following:

- Newspapers will not print letters for which they cannot confirm authorship so all letters must include the author's name, address and telephone numbers.

- The letter format should include a topic paragraph, the writer's view, and a conclusion.
- The first sentence should be short and interesting.
- Use simple, short words, and short sentences and paragraphs.
- Letters that refer to a news item, editorial or another letter in the paper have added interest for the editor.
- If the letter is critical, begin with a word of appreciation, agreement or praise. Make constructive suggestions.
- Address only one topic in a letter. The topic must be timely and newsworthy.
- Review the paper for the average length of the typical letter to the editor and try not to exceed it.
- Do not use violent language or sarcasm.
- Be prepared to present facts that may have been omitted or slanted in the presentation of the news and/or editorials.
- Use a relevant personal experience to illustrate a point. When well-presented, these can be persuasive.
- Check for and observe copy deadlines.
- Do not expect your letter to appear immediately. It may take up to two weeks.

If the paper's editorial policy differs from the chapter's views on a major issue, arrange to meet with the editorial board. Be prepared with factual information and the names of local experts and community officials who may influence the editorial board to write more balanced articles in the future.

General Media Relations Tips

The following suggestions will prove useful in your effort to develop a working relationship with local media.

- Get to know the political reporters and others who work with specific issues, i.e., education, affirmative action, health, etc. Determine what they believe makes a good story and the kinds of stories they are likely to cover.
- Learn the deadlines for the various media in your distribution area. Weekly community newspapers often require a minimum of one week's notice. Faxes or emails to a specific reporter, followed up by a telephone call, are acceptable.
- Ask local and national officials (with local offices) to co-sponsor news conferences that will provide them with a wider audience.
- Send a media advisory to alert the media that an event is forthcoming and ask them to include the event in their schedule. Use chapter stationery to follow-up with a detailed news release.
- Include the basics in the first paragraph: WHO, WHAT, WHEN, WHERE and WHY. Include the telephone number where the writer of the news release can be reached during work hours. The Basileus should be given all information so she can be prepared to comment, if contacted by the media.

- Include visuals, if television coverage is requested and photos with the print media. A picture is worth a thousand words.
- Sponsor a community event that includes elected officials and the media.
- Establish a media award for outstanding coverage of connection activities.
- Establish a monthly calendar of news activities that you send to the media.
- Public service announcements are an effective tool for informing the community of special events. Most cable providers also allow space for visual announcements on their community board. This avenue should also be explored. Determine the timeline for submission.

TELEPHONE CAMPAIGNS

Telephone calls, in great numbers, show that constituents are closely watching the official's actions. Telephone calls are most effective when used to influence elected officials' impending or key votes on issues of great concern to the community. To avoid embarrassment, determine the official's position on the issue **prior** to telephoning. Elected officials expect calls both supporting and opposing their positions on controversial matters. Therefore, it is equally as important to employ the telephone campaign when the chapter supports the official's position as it is when the chapter opposes the official's position on an issue.

- On national issues, call both the Washington, D.C. office and the local office of the public official.
- Plan carefully – organize your ideas in advance. Keep to your written notes.
- If the public official is not available, ask to speak to the Legislative Assistant/Senior Staff who works on that particular issue of concern.
- Prepare for your phone call by writing a brief statement of your position on the issue, the reasons for that position, and questions you may want to ask.
- Briefly state the issue and your position.
- Discuss only *one* issue.
- If the public official is undecided, ask for support of the chapter's position. If the public official already supports the issue, express thanks. If the official is in opposition, ask for the reason(s) in a courteous and respectful manner; never argue.

Handout: 10 Tips for Communicating Effectively with Legislators

1. *Know how to reach them.* Be sure to get your legislators' telephone and fax numbers, address and email address. Even if you have this information, it wouldn't hurt to double-check in early January since legislators are sometimes assigned new offices after the election.

2. *Find out the best time to reach them.* Ask them when they're most likely to be in their office. It will, of course, depend upon their committee assignments. As a rule, early morning and late afternoons are the best times to catch a legislator in his or her office. But also keep in mind that their schedules are less predictable in the final weeks of the session.

3. *Remember calls or faxes are better than letters.* The legislative process is very fast paced. Legislation can be introduced and voted on in committee within 24 hours. If you want

your legislators to know how you feel about a bill, don't assume you have time to write a letter. Call or send a fax immediately.

4. *Be specific.* Always provide the bill number, author of the bill and a brief summary of what the bill's about when you contact them. In addition, to the extent possible, let them know how the legislation will impact your city.

5. *Be concise.* Remember, legislators are inundated with letters, faxes and phone calls from lobbyists and constituents. Your message, whether it's communicated orally or in writing, should be brief and to the point. Try to keep anything you write to no more than one page.

6. *Know their chief of staff and/key legislative staff.* Maintaining contact with the key staff persons of the legislator that you are trying to influence can be very helpful in scheduling appointment and knowing what the 'hot points' are with respect to legislation that is sponsored by or being voted on by the legislator.

7. *Don't expect them to be an expert on every bill.* It's impossible. Each session, more than 1,000 bills and resolutions are introduced. If your legislator's not familiar with the bill you're talking about, don't be surprised or offended. It may be the first time they've heard about it.

8. *Don't burn your bridges.* It's natural to be disappointed if your legislator doesn't vote the way you ask him or her to. But don't let one vote destroy your relationship. Remember, you're going to need their support on many other issues.

9. *Avoid personal attacks in the newspaper.* Calling a legislator's character into question serves no purpose, other than to create controversy and sell newspapers. If you feel it's necessary to air your grievances publicly, stick to the issues. You'll accomplish more in the long run.

10. *Don't forget to say "thank you."* Legislators, like mayors and council members, appreciate positive feedback, so look for opportunities to give them a pat on the back, especially publicly.

Getting Results

Sorority members are encouraged to influence local, state and federal government representatives to introduce, lobby for, and pass legislation that reflects the community values, interests and that further Alpha Kappa Alpha programmatic goals.

ELECTED/APPOINTED OFFICIALS DIRECTORY

Alpha Kappa Alpha's membership consists of sorors who have excelled in many professions. These Sorors have been appointed by federal, state, or local authorities or have been elected by the voters. The International Connection Committee will profile these sorors in a directory that will be inclusive of active and inactive sorors and will provide chapters with a networking tool to obtain presenters. In addition, the International Connection Committee hopes that the directory will serve to motivate sorors to seek appointed positions and run for public office.

DEVELOPING RELATIONSHIPS WITH PUBLIC OFFICIALS AND CIVIC BOARDS/COUNCILS

AKA Public Policy Conference - Attend the Sorority's Public Policy Conference.

Chapters should budget to send representatives (preferably the chapter Connection Chairman) to this event in Washington, DC. We will be hosting meetings with the Congressional Black Caucus and encouraging sorors to set up meetings with federal Congressional representatives to share AKA's uniform advocacy agenda.

AKA Days at the Capitol – Attend your state's AKA Day at the Capitol. All chapters should send representatives and arrange meetings with the representatives for their area.

Local Meetings – Determine the meeting schedules for your school boards, town hall meetings, city council meetings. Attend and arrange to speak on any issues that address the Sorority's international program target areas or Connection activities.

Invitations to Speak at Sorority Events

An effective way to familiarize public officials with the Sorority and its interests is to invite them to speak on issues of concern to the chapter.

Meeting with Public Officials

The three most popular ways to meet public officials are through office visits, public meetings, or meetings sponsored by the chapter, region or Boule. These occasions provide an opportunity to raise issues of interest to the chapter and/or Sorority as a whole.

Working with Key-Office Staff

Most public officials rely on their office staff to research and report on issues, as well as keep their calendar of engagements and responsibilities.

Administrative Assistant or Chief of Staff—generally directs the entire office staff and all office operations, including coordinating legislative and committee actions, answering press calls or supervising the press secretary, controlling access to the official, responding to constituent concerns and making sure the official is re-elected.

Legislative Director—directs legislative staff; keeps the elected official informed about legislative matters; meets with constituents and works to fulfill the legislative goals of the official. Legislative Directors supervise the work of Legislative Assistants who are assigned to focus on specific issues, i.e., health, foreign affairs, welfare, the environment, etc.

Personal Secretary, Scheduler, Executive Assistant—schedules activities, makes travel arrangements, generally assists Administrative Assistant in overall office operations. The Scheduler determines the itinerary so this is a person you should get to know well.

Press Secretary/Communications Director— communicates the official's political agenda and views to constituents and to the media, as well as arranges for complimentary media exposure.

Caseworker—responds to constituents' complaints or questions. The Caseworker may need to contact a Federal agency for the required information.

Legislative Correspondent – responds to mail and/or email based on positions agreed to by the staff. All mail and/or email receive final approval of the official before it is mailed or transmitted.

Office Visits/Courtesy Call

Call or write for an appointment well in advance of the time you would like to meet with the official. One-on-one and/or small group meetings with public officials are the most effective ways to communicate the chapter's position on a specific piece of legislation, proposed legislation or issues of concern.

The courtesy call is a less formal meeting with public officials and is usually not designed for serious discussions. The chapter Connection Committee may use this type of visit to introduce itself and the role of the committee to newly elected/appointed public officials.

Arranging the Appointment

Arrange appointments through the scheduler or other staff charged with that responsibility. Explain the purpose of the meeting and who will attend. Unless there is an unusual problem, do not ask for more than 10 or 15 minutes. If the public official is unavailable within the time frame needed, request an appointment with the Legislative Assistant. If there is a cancellation or public official does not have an assistant, ask them for the first available date.

Preparing for the Meeting

Participants must be familiar with the official's position and record on the issues of concern. Many elected officials have web sites containing useful information: voting record on bills, copies of the bills, biographies and committees served. Use the Library of Congress' *loc.gov*, your state's web site or your country's most appropriate site to search for the summary and status of bills.

The following is a list of items to keep in mind when preparing for a meeting:

- Agree on the goal before the meeting.
- Select the most effective spokesperson as the principal speaker and prepare to make a united presentation. Never disagree in front of the person with whom you are meeting.
- Plan and deliver a highly focused message.
- Prepare your request for action in advance.
- The spokesperson can call on others to add information, as necessary.
- **Never debate** the issue with the official.
- Show understanding, courtesy and respect, even when you consistently disagree with the public official.
- Do not overwhelm with facts and figures.
- Be prepared to answer questions and to respond to counter-positions.
- Bring a summary sheet on the sorority's position on the issue if appropriate.
- If the meeting involves a group or collaboration of organizations, choose the most effective and knowledgeable spokespersons. Agree on the goal or objective of the meeting and on the group's position on the issue beforehand.
- Do not be disappointed if the Legislative Assistant or another senior staff member conducts the meeting. Senior staff members have a great deal of influence with the official; therefore, it is very important that they understand the issues.
- You may request a group photo while in the office.

What's Expected After the Meeting

- Thank the official and leave immediately after the meeting – do not linger.
- Send a thank-you note.

EXPANDING ALPHA KAPPA ALPHA'S REACH THROUGH NETWORKING

Chapters are encouraged to **network** with other chapters, local civic and service organizations, elected officials and political influencers. Collaboration with other groups can provide greater insight on opportunities for elected office, to provide services to a larger segment of the community. Chapters should only create collaborations or partnerships with organizations approved by the Corporate Office of Alpha Kappa Alpha Sorority, Inc.

What is a Collaboration/Partnership?

A group of non-partisan community organizations, private sector and/or government agencies united to form governing body to address community needs, raise money, and to educate the members of the community on public policy.

Why Build a Collaboration/Partnership?

Building a collaboration/partnership with community organizations, helps to increase awareness of public policy of more people as we launch initiatives to make a difference on our mutual agenda. Collaborations/Partnerships will present opportunities to impact communities, advocate for social change, and influence public policies.

Steps to Develop Collaboration/Partnership

1. Determine what you want to accomplish with the partnership.
2. Develop Introduction Letter
3. Gather Organizational Information of Partners
4. Research Potential Allies in support of policy change initiatives
5. Identify issues and how those issue impact the communities
6. Schedule meeting and develop meeting checklist
7. Send Thank you Letters

Objectives of a Collaboration/Partnership

- To participate in public policy forums, **advocacy and key stake holder meetings, and legislative hearings**
- To encourage chapters to become knowledgeable and active in the legislative process
- To promote and facilitate public policy education at the **local, state, and federal levels**
- To increase voter registration
- To attend AKA Day at the Capitol and review basic strategies of visiting Policymakers

Suggested Networking Activities

Attend community meetings to gather information, ask questions, express a concern or advocate for a cause. Meetings are typically held monthly, and examples included:

- City council/commission
- School board
- Neighborhood association
- Board of supervisors
- County commission

Another excellent group to network with is community influencers. Members in this group tend to be the power brokers of your community and include individuals and groups such as:

- Elected officials
- Civic groups
- Community groups
- Service organizations
- Political groups
- Community leaders
- Faith-based organizations
- Celebrities
- Advocates

IX. Frequently Asked Questions About Connection Committee and Election Activities

Whether holding elected office, an appointed role or working completely without title, Alpha Kappa Alpha women have been called to serve in every arena of society to ensure policies are implemented that grow strong communities. The Sorority supports this and looks to encourage the capacity of every member who wishes to serve.

Connection Committees are entrusted to plan and engage in activities for the ***Awareness, Knowledge and Action*** of our communities. These activities can take many forms, including but not limited to Candidate Forums, Voter Registration drives, Policy discussions, panels featuring Women in Leadership, etc.

However, it is not the policy of Alpha Kappa Alpha Sorority, Incorporated to endorse candidates for political office. Therefore, the Connection Committee of every Chapter must remain vigilant in ensuring there is zero appearance of favoritism, partisanship or political activity, especially during elections.

List of Considerations and Frequently Asked Questions

Are Political Endorsements Authorized?

It depends on whether the endorsement is *Organizational or Personal!!*

<p><i>May chapters, regions, the Directorate or the corporate office openly support and/or endorse individual candidates in partisan and/or nonpartisan elections?</i></p>	<p>No. In order to protect the Sorority’s nonprofit, tax exempt status, sorors may not openly endorse a soror for office. However, this does not prevent the soror from speaking during the chapter meeting, passing out literature regarding her candidacy at the meeting, requesting personal financial support from individual sorors or making use the chapter’s mailing list. Additionally, a chapter officer or a member of the chapter may stand during a chapter meeting and state that she is supporting a particular candidate for office.</p>
<p><i>May a soror, as an individual, openly support and/or endorse individual candidates in partisan and/or nonpartisan elections?</i></p>	<p>Yes. An individual soror may support or endorse any candidate that she chooses to support. A soror may state in a Sorority meeting or publicly that as an individual she is supporting an individual political candidate (i.e. The Supreme Basileus may state “I am supporting Mary Doe for President. I cannot tell you for whom to vote, but this is my choice for President.”)</p>
<p><i>May sorors, chapters or the corporate office write letters of endorsement on Alpha Kappa Alpha’s stationery and use the writer’s association with Alpha Kappa Alpha for an individual candidate for a partisan or nonpartisan office?</i></p>	<p>No. A letter of endorsement or support of an individual candidate on Alpha Kappa Alpha’s letterhead will suggest that the local chapter and/or the national organization are supporting the individual candidate.</p>

Issuing Invitations for Candidates to Speak at Sorority Events

Is it a *Private Chapter Meeting* or is it *Open to the Public*?

What is the proper format for an event?

<p><i>May candidates for political office in a partisan and/or nonpartisan election come to a Sorority meeting to speak about his/her candidacy and solicit support?</i></p>	<p>Yes. The Sorority meeting may be used as a forum for the education of the sorors about the candidates and their platforms. This meeting shall not be open to the public.</p>
<p><i>Do all the candidates running for the same position have to be invited to speak at the chapter meeting?</i></p>	<p>No. All of the candidates do not have to be invited to speak at the chapter meeting. However, if the event is open to the public, all candidates should be invited and uniform questions asked -such as in a candidates’ forum- in order to prevent any appearance of favoritism or partisanship.</p> <p>Yes, under certain circumstances. A candidate may be invited to speak in their official capacity as an elected</p>

<i>Can an elected official, who is also running for office, be invited individually to speak in a public setting?</i>	official ONLY if the program is, 1) focused on the policies of their current office, or 2) their expertise on a policy impacting any one the Sorority's five targets or the Official Legislative Agenda. Their candidacy for political office cannot be mentioned.
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<i>May a candidate's name be placed on the agenda for the meeting?</i>	Yes. There is no restriction on informing the sorors of who the proposed speakers are for the meeting.
<i>Should the type of office that the candidate is seeking determine whether the candidate is invited to speak to the Sorority (i.e. partisan or nonpartisan positions, local or national)?</i>	Perhaps. Legally, the Sorority may invite any candidate to speak to inform the sorors of their positions on issues. However, the greatest priority should be given to candidates who, if elected can take votes on policy matters that fall within our five targets and any other policy matters approved in the Official Legislative Agenda.

Official Sorority Financial Contributions to Candidates

NO!!!

<i>May a chapter and/or the corporate office give a campaign contribution, from the dues collected from the membership, to an individual candidate in a partisan and/or nonpartisan election?</i>	No.
<i>May a candidate seeking partisan or nonpartisan office solicit contributions from individual members <u>during a meeting</u> of a chapter, region or the Boule?</i>	No.
<i>May a chapter, region and/or the Directorate solicit contributions from individual sorors in support of an individual candidate for a partisan and/or nonpartisan election, place the proceeds in an Alpha Kappa Alpha account and forward the Alpha Kappa Alpha campaign contribution on an Alpha Kappa Alpha check?</i>	No. Campaign contributions to an individual candidate may not come from an Alpha Kappa Alpha account.
<i>May a chapter, region, Connection Committee or the corporate office use a Sorority mailing list to organize a fundraising activity in support of a particular candidate for a partisan and/or nonpartisan position?</i>	No. The fundraiser cannot be sponsored in the name of the Sorority or any of its committees. However, a group of sorors may join together and organize a campaign fundraiser outside of the name of the Sorority. The chapter mailing list may be used to invite individual sorors to a campaign function.

<i>May a Sorority house or any building owned by the Sorority be used to host a campaign fundraiser for an individual candidate?</i>	No.
<i>May the chapter name or the Alpha Kappa Alpha name and/or logo be used as a contribution sponsor of a fundraiser for a candidate for a partisan and/or non-partisan position?</i>	No.
<i>May a soror's name with an Alpha Kappa Alpha designation, (i.e. Jane Doe, President, Ivy Pearl Chapter, Alpha Kappa Alpha Sorority, Inc. or Mary Doe, National President, Alpha Kappa Alpha Sorority, Inc.) be used as a sponsor of a fundraiser for a partisan and/or nonpartisan campaign fundraiser for an individual candidate?</i>	No.
<i>May individual sorors wear Alpha Kappa Alpha paraphernalia while campaigning for a candidate for a partisan and/or nonpartisan office?</i>	No. It is the policy of Alpha Kappa Alpha that sorors do not wear Sorority paraphernalia while campaigning for a candidate.
<i>Are there any rules or conditions that a soror must follow when working in political campaign headquarters for a partisan and/or nonpartisan election?</i>	Yes. The soror working in a campaign must watch the statements and suggestions that she makes. She may not say or do anything to suggest that the Sorority is endorsing the candidate.

Policy issues or Agendas

Do the policies fall within the five targets or official Legislative Agenda?

On local matters- Is there Chapter consensus?

<i>May a chapter, region or the corporate office support policy issues or agendas?</i>	Yes. As a nonprofit corporation the Sorority is empowered to support policy issues and/or agendas. When advocating a position on local matters, there should be Chapter consensus.
<i>May an individual soror, chapter, region or member of the Directorate use the Alpha Kappa Alpha's name, letterhead or logo in support of a policy issue or agenda?</i>	Yes. However, the use of the Alpha Kappa Alpha's name is permissible only when it has been pre-approved, in each instance , by the Directorate or the Boule.
<i>May a policy issue, agenda or particular legislation be discussed during the meetings of a chapter, region, Boule or Directorate?</i>	Yes. Part of our responsibility to our membership is to inform them of the effect that different legislation may have on our communities. Individuals may be invited to meetings to discuss and explain different social, policy issues and agendas.

<p><i>Is a chapter, region or the Directorate limited in the scope or types of issues that it may support or address?</i></p>	<p>Yes. The Sorority should only take positions on issues that are related to the purposes and ideals of the Sorority, with priority given to policies that impact our five targets or official Legislative Agenda.</p>
<p><i>May a chapter or the Corporate Office use proceeds from the dues of the members to support policy issues, agendas or influence legislation?</i></p>	<p>No. It is the policy of Alpha Kappa Alpha to not use proceeds from the dues of the members to support social, policy issues, agendas or to influence legislation.</p>
<p><i>May a chapter, region or the Directorate collect individual contributions from sorors to support social, policy issues, agendas or to influence legislation?</i></p>	<p>Yes.</p>
<p><i>May the individual contributions from the sorors be deposited in an Alpha Kappa Alpha account and then may one check be written from the Sorority account as a contribution in support of social, policies issues, agendas or to influence legislation?</i></p>	<p>No. It is the policy of Alpha Kappa Alpha to support and encourage individual sorors to make contributions in support of social, policy issues or to influence legislation. It is the policy of the Alpha Kappa Alpha to avoid the use of chapter resources or the appearance of the use of chapter resources for these purposes unless pre-approved by the Directorate or the Boule.</p>
<p><i>May a chapter, region or the Directorate organize a fundraiser to solicit contributions to support a social, policy issue, agenda or influence legislation?</i></p>	<p>No. It is the policy of Alpha Kappa Alpha to encourage individual sorors to lend financial support. Alpha Kappa Alpha does not organize fundraisers in support of social, policy issues, agendas, or to influence legislation.</p>
<p><i>May the advertisement for the fundraiser to solicit funds in support of a policy issue or to influence legislation include Alpha Kappa Alpha's name and/or logo or specifically indicate that it is sponsored by Alpha Kappa Alpha?</i></p>	<p>No. It is the policy of Alpha Kappa Alpha to avoid the use of its name to solicit funds in support of a social or policy issue.</p>
<p><i>Under what conditions may a soror work in the campaign headquarters established to support a policy issue or influence legislation?</i></p>	<p>An individual soror is encouraged to work in campaigns that support Alpha Kappa Alpha's legislative values. However, the soror must not suggest that the Sorority is supporting the issue unless she has the written approval of the Directorate.</p>

APPENDIX A

Day at the Capitol Suggested Script

for Alpha Kappa Alpha's Representative Speaker to the Legislative Body

Greetings,

To the Speaker of the House [and/or President of this Senate] and the other members of the [insert state] legislature, I bring greetings on behalf of Alpha Kappa Alpha Sorority, Inc. and it's more than 280,000 members worldwide. We are here today, [number of people] strong, to participate in the [insert the year and state] AKA Day at the Capitol. Thank you for this opportunity to bring greetings and for meeting with us.

Alpha Kappa Alpha Sorority, Inc. is the oldest Greek-letter service organization established by African-American college-educated women. It was founded on January 15, 1908 at Howard University in Washington, DC, and in 2019, celebrates its 111th year of "serving all mankind" through our international program, Exemplifying Excellence Through Sustainable Service. Our programming centers on education, health, building strong families, environmental sustainability, and community concerns.

For today's gathering, we are focused on [one, two, three or four] advocacy issues (*decide how many based on what is pending in the legislature): [insert social justice, civil rights, voting rights and any other issues identified] and welcome the opportunity to discuss relevant legislation with you during our visit today [**OR**, thank you for the opportunity to discuss relevant legislation with you during our visit today].

In closing, we appreciate the opportunity to address this distinguished body and will continue to advocate on matters that will ultimately improve the lives of residents in the communities we serve worldwide.

Thank you!

APPENDIX B

AKA Day at Capitol Planning Calendar

To assist with future planning, consider the following calendar:

September – October	Secure date for Day at the Capitol (where possible) Send dates to the Regional Director and Regional Representative to the International Connection Committee for approval
November - December	Determine format and agenda (<i>based upon the uniformity guidelines</i>). Send to the Regional Director and Regional Representative to The International Connection Committee for review and approval Establish timeline and committee assignments Establish budget costs for printing, transportation, meals, other
January	Finalize and send soror registration and marketing materials
February- May	Host AKA Day at the Capitol* Prepare and send a written summary (see Appendix C) to the
Regional	Representative to the International Connection Committee. Document with pictures and copies of any media coverage the day receives

*Except in states where AKA Day at the Capitol is held in the Fall of the year.

Remember to stay in communication with your Regional Representative to the International Connection Committee!

APPENDIX C



Alpha Kappa Alpha Sorority, Incorporated

International Connection Committee

AKA DAY AT THE CAPITOL

SUMMARY REPORTING FORM



STATE: _____

DATE: _____

REGION: _____

STATE COORDINATOR: _____

TOTAL NUMBER
OF SORORS IN
ATTENDANCE: _____

TOTAL NUMBER
OF GUESTS IN
ATTENDANCE: _____

Location(s) and Description of the AKA Day at the Capitol Events, I.e. Education segment, Breakfast/Luncheon segment, and Constituent Meeting description:

APPENDIX D

Marches, Rallies, Protests and Demonstrations Greetings Script

Good Morning, [Afternoon or Evening],

I am [state your name, position and Chapter Name] and I bring greetings on behalf of [State Chapter Name].

Alpha Kappa Alpha Sorority, Inc. is the oldest Greek-letter service organization established by African-American college-educated women. It was founded on January 15, 1908 at Howard University in Washington, DC, with the mission of “serving all mankind.” In communities we serve, chapters are asked to carry on the work of our founders to ensure that civil rights will never be ignored or revoked.

Our national theme, “***Exemplifying Excellence through Sustainable Service***” led by our International President, Dr. Glenda Glover centers on education, health, building strong families, environmental sustainability, and community concerns.

We appreciate the opportunity to address this distinguished gathering and will continue to advocate on matters that will ultimately improve the communities we serve worldwide. Through our collective efforts, we will prevail in advocating for future generation yet unborn. Thank you for this opportunity to bring greetings.

APPENDIX E

Sample Media Release

Date:

Contact: Name, phone, fax number and email address

Re: "AKA Day at the Capitol"

Alpha Kappa Alpha women from across the state of _____ met at the Capitol on date to celebrate "AKA Day at the State Capitol." Name and title of the Sorority reports, "Over number Alpha Kappa Alpha Women were here to meet with legislators and to honor community leaders. They discussed the following issues with legislators: Name the specific issues.

Name honorees and their hometowns were honored as recipients of the "Name of Awards." These award recipients have made significant contributions to their communities through Say a little about why they received the awards.

APPENDIX F

Sample Invitation to Speak at Sorority Events

April 7, 2017

The Honorable ***First and Last Name***
Senator, 13th District
M114 Capitol Building
Anytown, USA 11139

Dear Senator ***Last Name***:

Alpha Kappa Alpha Sorority, Inc., _____ Omega Chapter has provided service to the _____ Community for the last _____ years. It is our mission to advocate and educate constituents in order to bring about change on issues impacting the local community. On _____, 201_ our chapter will be hosting our Annual Political Forum to educate the community regarding the upcoming Senatorial Election in November.

On behalf of the members of Alpha Kappa Alpha Sorority, Inc., _____ Omega Chapter you are cordially invited to serve as a speaker at our _____ Political Forum on _____, 201_. Your presence will give the community a chance to interact with you and learn more about your platform. Many of us reside in your District and are willing to support issues that benefit the community. We look forward to a continued and prosperous relationship with you.

Please respond to Mrs. _____, the Chairman for the AKA Forum by returning the enclosed self-addressed reply form. This form contains all of the arrangements, details, and schedule for this annual AKA Forum.

Congratulations on your decision to run for the U.S. Senate. We look forward to your participation in this community event.

Sincerely yours,

Regional Representative, Alpha Kappa Alpha Connection Committee
(Should be signed by the appropriate person—Chapter Basileus, State Connection Coordinator, Regional Representative to the International Connection Committee, or Regional Director)

APPENDIX G

Sample Letter on Legislator's Position – Advocacy Campaigns

AKA LETTERHEAD OR YOUR PERSONAL LETTERHEAD
**SUDANESE DARFUR REGION GENOCIDE RESOLUTION
SAMPLE LETTER**

Date

President _____

The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Senator _____

Chairman, Senate Foreign Relations Committee
SD-446
Washington, DC 20510

Senate Foreign Relations Committee
SD-439
Washington, DC 20510

Chairman
International Relations Committee
2170 RHOB
Washington, DC 20515

The Honorable _____

B-360 RHOB
Washington, DC 20515

The Honorable (Full Name) (your representative)
United States House of Representatives
Washington, DC 20515 **and/or**
United States Senate (your senator)
Washington, DC 20510

Dear _____:

I am writing to you on behalf of millions of civilians in the Sudanese Darfur Region, who have suffered and continue to suffer attacks by government troops and Arab militia. These atrocities are creating one of the world's worst humanitarian crises.

Tens of thousands have been killed and more than two million forced to flee their homes during a wide-spread campaign of rape, killing, and loitering in a violence that can only be defined as genocide. Entire villages have been eliminated, homes destroyed, crops burned, and water sources contaminated with the murdered bodies of villagers, and women brutally raped and killed along with their children.

The African Union peace-keeping force is no measure for the government troops and criminal fractions committing these atrocities. The non-governmental organization in the area is ineffective and unable to provide the needed assistance for the millions of displaced citizens due to frustrated humanitarian operations by the Sudanese government and attacking factions. The attacks are now extending into the Chad Region.

On behalf of the members of Alpha Kappa Alpha Sorority, Incorporated, I am requesting that the United States Congress take steps to end genocide in the Sudan. It is in human, immoral and deplorable. We want you to take the lead in galvanizing the international community to end these damning actions to eliminate an entire people. Thank you.

Sincerely,
Your Name
Your Address
Your City, State, and Zip

APPENDIX H

Sorors Elected to Federal, State and Local Office Form



Alpha Kappa Alpha
SORORITY, INCORPORATED



INTERNATIONAL CONNECTION COMMITTEE

Soror Roslyn Brock, Chairman
Soror Glenda Glover, Supreme Basileus

Directory of Elected Officials – Request Form

Name of Soror: _____
Elected Office: _____
Date Elected: _____ Term Duration: _____
Position: Local State Federal
Chapter Name: _____ Region: _____
 General Member Not Yet Active
Mailing Address: _____
Email Address: _____
Phone Number: _____

Name of Soror: _____
Elected Office: _____
Date Elected: _____ Term Duration: _____
Position: Local State Federal
Chapter Name: _____ Region: _____
 General Member Not Yet Active
Mailing Address: _____
Email Address: _____
Phone Number: _____

Name of Soror: _____
Elected Office: _____
Date Elected: _____ Term Duration: _____
Position: Local State Federal
Chapter Name: _____ Region: _____
 General Member Not Yet Active
Mailing Address: _____
Email Address: _____
Phone Number: _____

Email completed forms to Soror Sylvia Jones, South Atlantic Region Representative International Connection Committee at sylviasloanejones@gmail.com

APPENDIX I

Understanding the U.S. Senate Legislative Process

"All Legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives."

(Article 1, Section 1, of the United States Constitution)

A fundamental part of the policy making process occurs within the House of Representatives. However, given the fact that a measure cannot become law without consideration and approval by both Houses of Congress, it is important to learn about the second chamber of our bi-cameral legislative system. Therefore, the following section provides a brief synopsis of the legislative process within the United States Senate.

The Role of Committees in the Senate Legislative Process

Like in the House, legislation is referred to a committee after introduction, according to its subject matter. Most commonly, a committee will further refer the legislation to one of its subcommittees. The subcommittee may request reports or written comments from government agencies or departments, hold hearings, mark up the bill (adopt revisions), and/or report the legislation to the full committee. The full committee may take similar action, with or without prior subcommittee consideration, and report the legislation to its full chamber.

Committee Hearings and Markups

- Regardless of the type of hearing, or whether a hearing is held in Washington or elsewhere, hearings share common aspects of planning and preparation. Senate standing committees and subcommittees are authorized to meet and to hold hearings when the Senate is in session, and when it has recessed or adjourned.
- Senate Rule XXVI requires each committee (except Appropriation and Budget) to give at least one week's notice of the date, place, and subject of a hearing; however, a committee may hold a hearing with less than one week's notice if it determines that there is "good cause." These notices appear in the Daily Digest section of the Congressional Record. While the Senate rule requires a one-week public notice, a separate standing order of the Senate requires each Senate committee to notify the Daily Digest Office as soon as a hearing is scheduled.
- Hearings are generally open to the public but can be closed by a committee roll-call vote in open session if the subject matter falls within specific categories enumerated in Senate rules. Although a committee chair determines the agenda and selects witnesses, the minority typically works informally with the majority to invite witnesses representing its views. Senate rules allow the minority-party members of a committee (except Appropriation) to call witnesses of their choice on at least one day of a hearing.
- Witnesses before Senate committees generally must provide the committee with a copy of their written testimony at least one day before their oral testimony, with specifics set out in individual committee rules. It is common practice to request witnesses to limit their oral remarks to a brief summary of the written testimony. A question-and-answer period

generally follows a witness's testimony. Each committee determines the order in which Senators question witnesses. Although Senate rules do not restrict the length of time each Senator may question a witness, several committees have adopted such rules. Some committees also authorize committee staff to question witnesses.

- A markup is a meeting of the committee or subcommittee to debate and consider amendments to a measure under consideration. The markup determines whether the measure pending before a committee will be recommended to the full Senate, and whether it should be amended in any substantive way. Procedures in markup for the most part reflect procedures used on the Senate floor, possibly modified by an individual committee's rules.
- The process begins when the chair of the committee or the subcommittee schedules and sets the agenda for the markup. In leading a markup, the chair has broad discretion choosing the legislative vehicle and presenting it for consideration and amendment. The measure that is marked up may be one that was introduced in the Senate or received from the House and referred to the committee. Alternatively, the chair may choose to consider the text of a draft measure that has not been introduced, such as a subcommittee-reported version or a chairman's mark. In still other cases, the markup vehicle may be placed before the committee as an "amendment in the nature of a substitute" for the measure or text initially referred to it.

Reporting Legislation to the Senate Floor

- When a committee concludes its markup, any committee member may move to order the measure reported to the Senate. A committee has several options for the form in which the measure is ordered or reported. It may be reported with no changes, with amendments to various sections adopted in markup, or with one amendment in the nature of a substitute. In addition, a Senate committee is authorized to report an original bill that embodies a text decided upon in markup. Senate rules require the physical presence of a majority of the committee in order to report a measure. Absent Senators may vote by proxy on reporting a measure unless a committee has adopted a rule to the contrary, but such proxy votes may not affect the outcome of a vote to report a measure, and proxies may not be counted to determine a quorum.
- Following a committee's vote to order a measure reported it is the duty of the committee's chairman to report the measure promptly to the Senate. When a committee reports a measure, it generally prepares an accompanying written report that describes the purposes and provisions of the measure. If a report is submitted, Senate rules and statutes require the inclusion of such components as records of roll-call votes cast in committee, cost estimates, a statement of regulatory impact, and the specific changes the legislation would make to existing law.

Debate for and/or against the bill or resolution\instrument is the next step. Once debate has ended and any amendments have been adopted, the full Senate membership will vote for or against the instrument.

If the instrument passes, it is sent to the House where it will follow the same track of committee to debate to vote. The House may approve, reject, ignore, or amend the instrument. If the instrument is amended by the house, it will have to go to "conference committee." Conference Committee is made up of members of both chambers. The conference committee works to

reconcile differences between the Senate and House versions of the bill. If the committee cannot agree, the bill simply dies. If the committee does agree on a compromise version of the bill, they prepare a report detailing the changes they have proposed. The House and Senate must both approve the report of the conference committee or the bill will be sent back to them for further work.

Once both the House and Senate have approved the bill in identical form, it becomes "Enrolled" and sent to the President of the United States. The President may sign the bill into law. The President can also take no action on the bill for ten days while Congress is in session and the bill will automatically become law. If the President is opposed to the bill, he can "veto" it. If he takes no action on the bill for ten days after Congress has adjourned their second session, the bill dies. This action is called a "pocket veto."

President's Action

If the President vetoes the bill, a veto message is sent back to Congress. The message contains the President's objections to the bill. The two houses of Congress may decide to revote on the issue right away. Normally, it is known if enough members will vote to override the bill (two-thirds is needed). If such a majority exists, the revote is almost guaranteed. If no immediate revote is taken, the bill can be tabled for later vote or sent back to the committee to have further work done. If a vote is taken to override, and the vote fails, the bill dies.

The Bill Becomes Law

Officially, after the President signs the bill, 10 days passes without a signature, or after a veto override, the bill is considered law. It is in effect at that moment. But in reality, it is, of course, more difficult than that.

The law is transmitted to the Archivist of the United States. The Archivist assigns the law a number. The Archivist publishes the law on its own, as a pamphlet. This is known as a slip law. The slip law contains a lot more than just the text of the law itself, such as where it will be inserted in the United States Code, if at all; its legislative history; the committees through which it passed; and so on. In effect, the slip law is a historical document in itself. The law is also published in the United States Statutes at Large. The Statutes at Large is a collection of all laws passed in any given Congress.

Finally, if a law affects the U.S. Code, it is added to the Code, striking out sections or clauses that a law removes, and adding new ones the law created. The entire U.S. Code is republished every six years.

APPENDIX J

Understanding the U.S. House of Representatives Legislative Process

The chief function of Congress is to pass laws and serve as a check and balance for the executive and judicial branches of government. The legislative process is comprised of a number of steps. To help you better understand this process, a very brief overview of the legislative process within the House of Representatives is presented below. There are many aspects and variations of the process which are not addressed here.

Forms of Congressional Action

The work of Congress is initiated by the introduction of a proposal in one of four principal forms: the bill, the joint resolution, the concurrent resolution, and the simple resolution.

1. Bills

A bill is the form used for most legislation, whether permanent or temporary, general or special, public or private. A bill must be introduced or sponsored by a member of the House or Senate. A bill may be co-sponsored by other members of Congress in order to earn wider political support. A bill originating in the House of Representatives is designated by the letters "H.R.", signifying "House of Representatives", followed by a number that it retains throughout all its parliamentary stages. Bills are presented to the President for action when approved in identical form by both the House of Representatives and the Senate.

2. Joint Resolutions

Joint resolutions may originate either in the House of Representatives or in the Senate. There is little practical difference between a bill and a joint resolution. Both are subject to the same procedure, except for a joint resolution proposing an amendment to the Constitution. A joint resolution originating in the House of Representatives is designated "H.J.Res." followed by its individual number. Joint resolutions become law in the same manner as bills.

3. Concurrent Resolutions

Matters affecting the operations of both the House of Representatives and Senate are usually initiated by means of concurrent resolutions. A concurrent resolution originating in the House of Representatives is designated "H.Con.Res." followed by its individual number, while a Senate concurrent resolution is designated "S.Con.Res." followed by its individual number. Upon approval by both the House of Representatives and Senate, they are signed by the Clerk of the House and the Secretary of the Senate. They are not presented to the President for action.

4. Simple Resolutions

A matter concerning the operation of either the House of Representatives or Senate alone is initiated by a simple resolution. A resolution affecting the House of Representatives is designated "H.Res.," followed by its number. They are not presented to the President for action.

The Role of Committees in the House Legislative Process

Any Member in the House of Representatives may introduce a bill at any time while the House is in session by simply placing it in the "hopper" provided for the purpose at the side of the Clerk's desk in the House Chamber. The sponsor's signature must appear on the bill. A public bill may

have an unlimited number of cosponsoring Members. The bill is assigned its legislative number by the Clerk and referred to the appropriate committee by the Speaker of the House, with the assistance of the Parliamentarian. The bill is then printed in its introduced form.

An important phase of the legislative process is the action taken by committees. It is during committee action that the most intense consideration is given to the proposed measures; this is also the time when the people are given their opportunity to be heard. Each piece of legislation is referred to the committee that has jurisdiction over the area affected by the measure.

Public Hearings and Markup Sessions

Usually the first step in having proposed legislation considered by a committee is a public hearing, where the committee members hear witnesses representing various viewpoints on the measure. This process can take place at the subcommittee level, the full committee level, or at both. Hearings are an important status step in the legislative process.

- Each committee makes public the date, place and subject of any hearing it conducts. The Committee Meetings scheduled for a particular day are publicly available along with other House Schedules. Public announcements are also published in the Daily Digest portion of the Congressional Record.
- A transcript of the testimony taken at a hearing is made available for inspection in the committee office, and frequently the complete transcript is printed and distributed by the committee.
- After hearings are completed, the bill is considered in a session that is popularly known as the "mark-up" session. Members of the committee study the viewpoints presented in detail. Amendments may be offered to the bill, and the committee votes to accept or reject these changes.

Committee Action

At the conclusion of deliberation, a vote of committee or subcommittee Members is taken to determine what action to take on the measure. It can be reported, with or without amendment, or tabled, which means no further action on it will occur. If a bill or resolution is reported out of committee, it will be placed on the legislative calendar of the House and schedule for debate before the full House membership.

Debate for and/or against the bill or resolution\instrument is the next step. Once debate has ended and any amendments have been adopted, the full House membership will vote for or against the instrument.

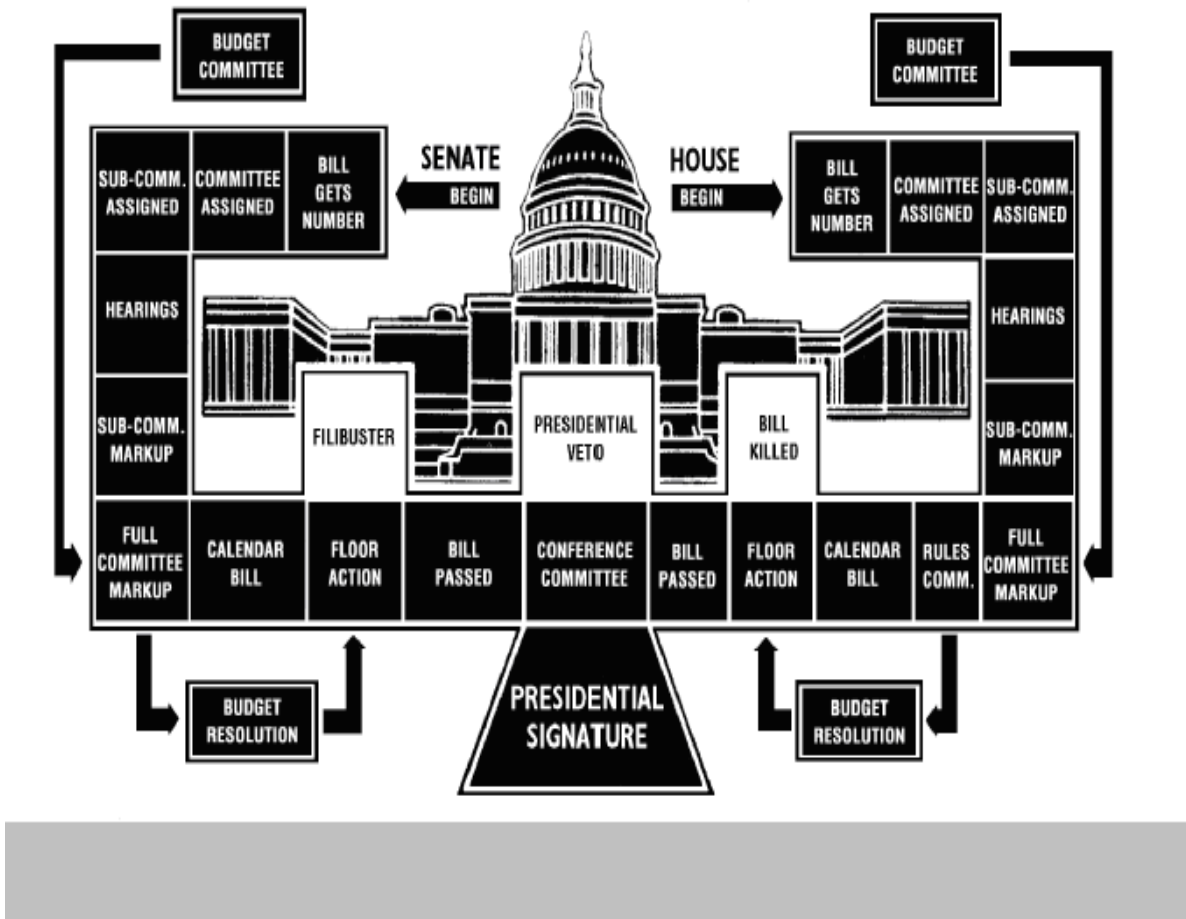
If the instrument passes, it is sent to the Senate where it will follow the same track of committee to debate to vote. The Senate may approve, reject, ignore, or amend the instrument. If the instrument is amended by the senate, it will have to go to "conference committee." Conference Committee is made up of members of both chambers.

The conference committee works to reconcile differences between the Senate and House versions of the bill. If the committee cannot agree, the bill simply dies. If the committee does agree on a compromise version of the bill, they prepare a report detailing the changes they have proposed. The House and Senate must both approve the report of the conference committee or the bill will be sent back to them for further work.

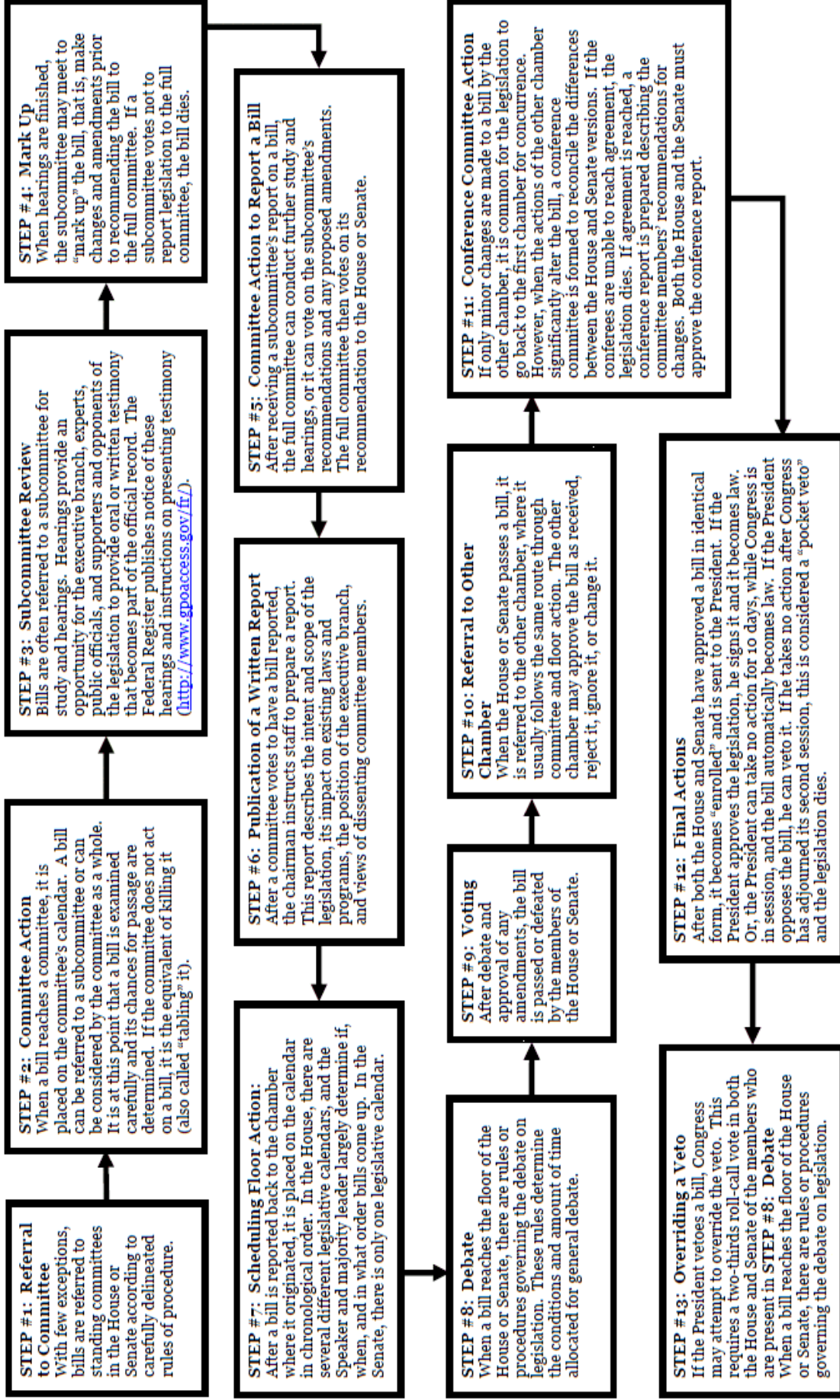
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How a Bill Becomes a Law

House and Senate Flowchart



How a Bill Becomes a Law in the US Congress



APPENDIX K

Understanding the Westminster System of Governance

Alpha Kappa Alpha Sorority, Inc. has a vibrant and growing International Region, with active chapters located in eight countries.

Several of these countries follow the Westminster system of governance. This system of government is a democratic parliamentary system modeled after the United Kingdom and constitutes a series of procedures for operating a legislature. The term Westminster comes from the Palace of Westminster, the seat of the Parliament of the United Kingdom.

Most Commonwealth and ex-Commonwealth nations like The Bahamas, Bermuda and Canada follow the Westminster procedures for operating a legislature.

Key Elements

Sovereign/head – this position normally entitled, Governor General or President is usually a ceremonial figurehead with nominal or theoretical powers only. The individual is usually referred to as the “Queen’s” representative.

Head of Government – called the Prime Minister (PM), Premier or First Minister. The position is held by the leader of the party with the majority of seats.

The Cabinet – The executive authority lies in The Cabinet, members of the legislature led and appointed by the Head of Government. Members of The Cabinet called **Ministers** are collectively responsible for government policy. Most significant policy will be made at the Cabinet level. Decisions are made by consensus and must be publicly supported by all ministers regardless of private reservations. Appointment to the Cabinet is the single most powerful constitutional power which a Prime Minister has in the political control of the Government in the Westminster system.

Legislature – usually bicameral with an upper house (The Senate) and the lower house (the house of Assembly)

The upper house or The Senate - usually a smaller house made up by members appointed under a proportional ration which seeks to parallel the representation in the lower house

The lower house/House of Assembly/House of Commons – The members in this house called Members of Parliament are elected to represent different districts by popular vote.

The Westminster System is characterized by many symbols and ceremonies. The Westminster-style parliament operates in a long rectangular room with the government and opposition sitting opposite each other in two rows of chairs. The Speaker sits at the top in a slightly elevated position, robed and wearing a wig. The clerks sit at a table below the speaker.

Chief amongst the ceremonies is the annual speech from the Throne during a lengthy State Opening of Parliament. It is prepared by the government and read by the Head of State and it outlines the planned policies and proposed legislation for the upcoming period.

Legislative bodies pay three broad overlapping roles; *they legislate, they represent, and exercise oversight of the executive.* *Representation* has two dimensions: legislators act as intermediaries for constituents in dealings with government agencies; and they act individually or collectively to represent constituent interests in the policy-making process.

Bills

In the Westminster system, bills are developed and drafted by the executive branch (the Cabinet). During the initial stages, non-governmental organizations, interest groups or experts may be consulted.

While there is opportunity for presentation of private bills and bills by individual MPs (Members of Parliament) it is seldom invoked.

Introduction to the Floor

Bills are introduced on the floor by the chamber's presiding officer. – through a brief speech usually by the Prime Minister or the Minister with responsibility for that area of concern. In a Westminster system, bills are typically held on the floor for a second reading, during which debate and a vote "in principle" on the bill takes place. The bills are subsequently referred to committee, where the task of the committee members is to work on technical details and amendments. In some parliamentary systems, the committees do substantively amend bills at this stage but cannot prevent them from being reported back to the plenary for a possible future vote.

Debate – Following the introduction and first reading, there is a second reading during which time the bill is debated by both sides of the house followed by a vote. The bills are then referred to a committee whose responsibility is to review the technical details and facilitate the amendments. Following debate and passage in the lower house, the bill goes to the upper house and follows a similar path.

Enactment – Following the successful passage in the upper house, the bill is assented to the Head of State (Governor General) and then signed by the Governor. Upon signature, it officially becomes law. It is then published in the official Government publication called a Gazette in some territories.



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