

Effective Chapter Leadership

Alpha Kappa Alpha Sorority, Incorporated[®]

Supreme Basileus Glenda Glover

Soror Lucretia Payton-Stewart, Chairman, International Leadership Development Committee
Former Supreme Parliamentarian & 13th South Atlantic Regional Director

Soror Patricia Petty Wilson, Resource to International Leadership Development Committee
& 23rd Great Lakes Regional Director

Soror Jennifer King Congleton
Mid-Atlantic Regional Director
Directorate Liaison, International Leadership Development Committee



Soror Glenda Glover Supreme Basileus



Alpha Kappa Alpha Sorority, Incorporated



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Welcome to AKA University





Chapter Officers

ALPHA KAPPA ALPHA SORORITY, INC.®



PURPOSE

Identify the duties and responsibilities of chapter officers and equip them with the necessary tools to effectively lead and serve with excellence within their chapters and communities.



OBJECTIVES

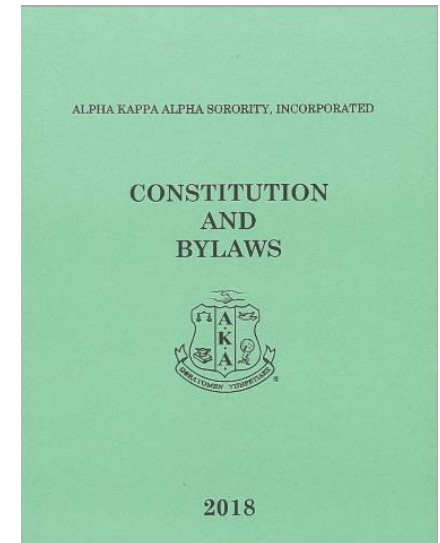
- To provide an overview of the governing documents and supplemental documentation/manuals that detail the required elected officers.
- Explore the roles and responsibilities of chapter officers for excellence chapter operations.
- Review the office of the Graduate Advisor.
- To provide opportunities to nurture and develop leadership skills in members.



CONSTITUTION AND BYLAWS

Chapter Officers and Duties: Bylaws, Article III Section 21-25

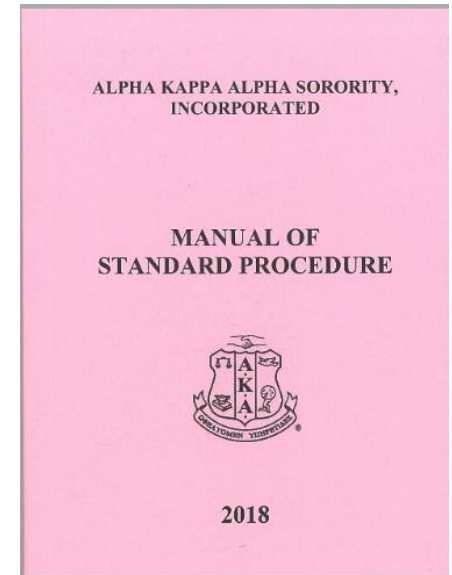
- Each chapter shall have the following elected officers Basileus, Anti-Basileus, Grammateus, Epistoleus, Tamiouchos, Pecunious Grammateus and the Ivy Leaf® Reporter to operate a chapter effectively.
- In addition to the above officers, graduate chapters shall have the office of the Graduate Advisor in the cities where there is an undergraduate chapter.
- Chapters may elect any other officers deemed necessary.
- Duties of the chapter officers shall correspond to those of similar designation in the Boule.



MANUAL OF STANDARD PROCEDURE

Chapter Officers and Duties: Manual of Standard Procedure

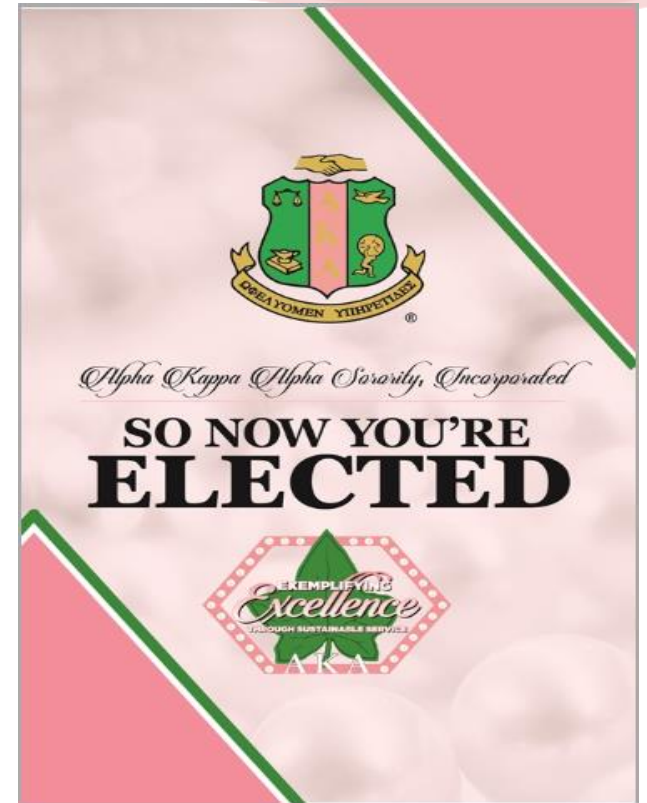
- Refers to *Bylaws* (Article III, Section 21-25).
- Gives chapters the authority to require sorors to meet additional requirements to be eligible for election of certain or all offices of the chapter.
- Provides guidance regarding *Prospective Financial Officer Candidate Disclosures Form*.
- Provides the requirements to qualify to be a candidate for Graduate Advisor and the process for selection by the Undergraduate Chapter.
- Provides the functions and responsibilities of the Graduate Advisor in chapter activities.



SO NOW YOU'RE ELECTED

So Now You're Elected

- Resource guide for effective leadership and chapter operations.
- Provides eligibility requirements and guidance for all offices.
- Provides resources for effective operations.



ELIGIBILITY REQUIREMENTS

- Active member of the chapter.
- Attended a recommended number of meetings.
- Participates in the program activities of the chapter.
- Attended a Boule, Regional Conference, Cluster, or area meeting in the last two years.
- Participated in one of the last two Leadership Seminars held.
- Possess a working knowledge of *Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedure*, and the chapter bylaws.
- Understands the sorority and its philosophy, history and procedures.
- Good team worker, dependable, and able to initiate new ideas as well as implement those of others.



BASILEUS

The Chapter Basileus must have the skills and business acumen of a CEO in order to guide the chapter in a variety of endeavors. As the president/leader she must wear many different hats with style and grace. This office has the most extensive eligibility requirements of all officers.

- Serves as the official spokesperson and official representative of the Chapter.
- She shall ensure observance of the International Constitution and Bylaws, Manual of Standard Procedure and Chapter Bylaws and Chapter's Operational Manuals.
- She shall lead and facilitate the business of the Chapter in accordance with the procedures outline in the current edition of Robert's Rules of Order.
- **Graduates chapter only:** She signs all agreements, contracts, and checks.
- Presides over chapter events.



BASILEUS

- Appoints Ad Hoc Committees and supervises them.
- Appoints representatives to the local area National Pan-Hellenic Council.
- Appoints tellers for elections and or when a ballot vote is necessary.
- She informs the Chaplain and the Hodegos of the demise of sorors and consult with the family on the disposition of the sorority badge, jewelry, paraphernalia and other documents.
- Communicates frequently with members via electronic notifications, newsletters and reports.



ANTI-BASILEUS

The Anti-Basileus, is the Vice President and serves as the Program Committee Chairman. The Anti-Basileus should have a passion for the Sorority's program initiatives and the ability to inspire and motivate members to dedicate their time, resources, and talents to implementing programs that have an impact in the chapter's community.

- Assists the Basileus in the performance of her duties.
- Maintains the calendar of chapter committee meetings and events.
- Serves as ex-officio member of all committees except the Nominating Committee.
- For Chapters with a Second Anti-Basileus assumes responsibilities as determined by the *Chapter Bylaws*.



GRAMMATEUS

- The Grammateus, is the Keeper of Records/Recording Secretary. The Grammateus is the official custodian and record keeper for the business of the chapter. She must have knowledge of parliamentary procedures when recording minutes. The Grammateus must be completely knowledgeable of the governing documents and be able to record proceedings of meetings accurately.
- Minutes should be a written record of what formal actions, resolutions and decisions were made.
- Minutes are to be signed and dated by the Basileus and Grammateus.
- Records proceedings of all regular and call meetings. Compile such proceedings in the official, bound Record Book.



GRAMMATEUS

- Reviews and affirm sorors' status with her signature when applicable for delegates, MIP and those running for international office.
- Prepares chapter ballots.
- Serves as a member of the Bylaws and Membership committees.



EPISTOLEUS

The Epistoleus, is the Corresponding Secretary. The Epistoleus is responsible for handling all of the correspondence of the chapter. The Epistoleus maintains a master roster of all active chapter members. The Epistoleus assists the Grammateus in the performance of her duties.

- Notifies the Chapter of meetings; in-person; telephonic and video.
- Serves as Chairman of the Correspondence Committee.
- Reads correspondence and announcements at all Executive and Chapter meetings.
- Maintains chapter calendar and correspondence files.
- Notifies chapter members at least seven (7) days prior to voting on candidates for membership in the sorority.
- Assists the Basileus with communicating with members via electronic notifications or newsletter.



TAMIOUCHOS

The Tamiouchos serves as the Treasurer and is the guardian of the chapter's financial resources. provides financial management and/or oversight of the financial affairs of the chapter, ensuring that the chapter remains in good financial health by producing detailed financial statements, including tasks such as reconciling bank statements, managing cash flow and coordinating investment decisions, when appropriate.

- To be considered as a candidate for Tamiouchos, the candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds by submitting the *Prospective Financial Officer Candidate Disclosures Form*
- To ensure accountability, this position must be bonded.
- Accurate recording and maintenance of the chapter's financial proceeding.



TAMIOUCHOS

- Receives all monies of the chapter from Pecunious Grammateus and deposit in full in chapter's appropriate account(s) not more than seven (7) days following receipt. Submit all financial books and reports to the Audit Committee for an internal semi-annual audit and to a Certified Public Accountant for an external biennial audit.
- Ensures all checks are processed with a voucher and documentation, and all checks are dually signed.
- Manages cash flow in accordance with firm, secure and reliable financial practices as approved by the chapter.
- Prepares and presents chapter's annual and semi-annual budget, in coordination with the Basileus and the Executive Committee, and Committee Chairs.
- Serves as Chairman of the Budget and Finance Committee.



PECUNIOUS GRAMMATEUS

- The Pecunious Grammateus serves as the Financial Secretary of the chapter. It shall be the duty of the Pecunious Grammateus to collect all dues and assessments, and issue receipts for the same.
- To be considered as a candidate for Pecunious Grammateus, the candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds by submitting the *Prospective Financial Officer Candidate Disclosures Form*
- To ensure accountability, this officer must be bonded.
- She shall turn all monies collected over to the Tamiochous within seven (7) days of receipt.
- She shall keep a record of all monies received and give a monthly report to the chapter of all monies collected and disbursed.
- She shall notify all members of their delinquent financial obligations.
- She shall clear all candidates for office.
- She shall be a member of the Budget and Finance Committee.



IVY LEAF® REPORTER

The Ivy Leaf Reporter/Connection shall be responsible for the submission of all information concerning chapter activities to the various news media and to the *Ivy Leaf*® Magazine.

- Shall be the chairman of the Public Relations Committee.
- She can also serve as the Chapter's Media Correspondent.
- She shall be responsible for requesting photographs for chapter functions, writing, editing and submitting articles to the Ivy Leaf.
- The Ivy Leaf Reporter shall secure photographs and write articles to assure public awareness of Chapter events.
- She shall stay current on the Alpha Kappa Alpha policies as listed in Leveraging Media Relation Guide 2019.



GRADUATE ADVISOR

The Graduate Advisor serves as the liaison between the graduate and undergraduate chapters and between the undergraduate chapter and the Regional Director. She must be certified prior to being elected* to the office of Graduate Advisor. **(The Graduate Chapter provides a list of eligible candidates for Graduate Advisor to the Undergraduate Chapter. The Undergraduate Chapter selects three to present to the Graduate Chapter. The Graduate Chapter can elect one or more from the three to be Graduate Advisors).*

- The Graduate Advisor provides guidance, direction, and supervision to assure the continued legacy of our beloved sisterhood.
- Follows established guidelines as detailed in the *Graduate Advisors' Certification and Procedure Manual*.

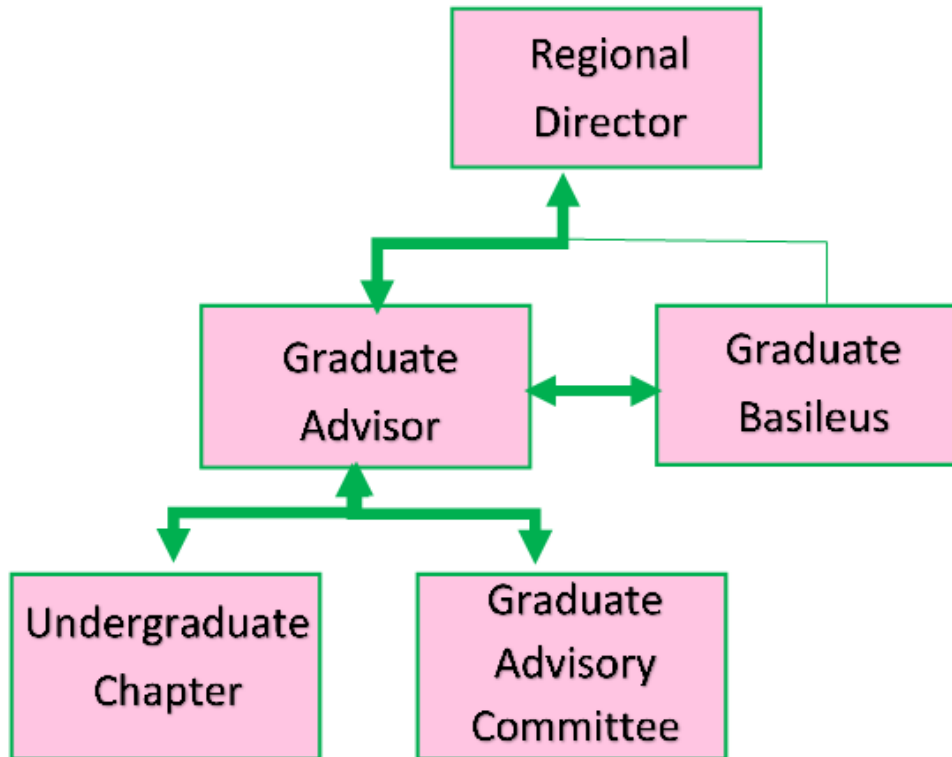


GRADUATE ADVISOR

- The Graduate Advisor must have a working knowledge of the following: the *Constitution and Bylaws*, *Manual of Standard Procedure*, the *Undergraduate Membership Intake Process Manual*, the *Alpha Kappa Alpha Sorority, Incorporated Anti-Hazing Handbook*, chapter bylaws, and other pertinent Sorority documents.
- Must certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds.
- Advises the undergraduate chapter in their interpretation and implementation of the International Program.
- The Graduate Advisor or a member of the Graduate Advisor Committee must be present at all undergraduate chapter activities.
- Works, in cooperation, with college/university officials.



CHAIN OF COMMUNICATION



Solid/Bold line = Direct communication

Light line = Indirect communication

No line = No communication



OFFICERS' RESPONSIBILITIES

- She attends all Chapter Meetings and Executive Meetings.
- Strongly recommend certification in the appropriate Sorority Certifications within one year of installation.
- Should provide a monthly report.
- Responsible for transitioning any and all documents, materials, instruments that were obtained by virtue of their position as a chapter officer to the incoming officer.
- Responsible for preparing and completing all EOY Reports.
- All officers must sign the Soror Code of Ethics, immediately following the installation of officers.
- A signed copy of the Soror Code of Ethics will be maintained on file and certified by the chapter Basileus.



AKA TOOLKIT

Governing Documents

- *Constitution and Bylaws*
- *Manual of Standard Procedure*

Pertinent Documents, Manuals, Guides to Lead in Excellence

- Chapter Bylaws (after approved by the Regional Director)
- *12th Edition Robert's Rules of Order*, (Newly Revised)
- *So You Want to Run for Office* (Current Edition)
- *So Now You're Elected* (Current Edition)
- *The Official Guide to Alpha Kappa Alpha Protocol* (Current Edition)
- *Standards Resource Guide* (Current Edition)
- *Fiscal Fitness Guide for Chapter Financial Operations* (Current Edition)
- Most current manual/document guides from the Spring/Fall Mailing
- AKA1908 Website for forms and other pertinent information
- Chapter Strategic Plan



QUESTIONS?



INTERNATIONAL LEADERSHIP DEVELOPMENT COMMITTEE

Chairman, Soror Lucretia Payton-Stewart, South Atlantic Region

Soror Patricia Petty Wilson
Great Lakes Resource

Soror Jennifer King Congleton
Mid-Atlantic Regional Director, Directorate Liaison

Soror Sharilyn D. Franklin
Central Region

Soror Tiffany Moore Russell
South Atlantic Region

Soror Gwendolyn Kirtley
Great Lakes Region

Soror Kimberley N. Tull
International Region

Soror Desiree McNeil
North Atlantic Region

Soror Polly Sparks Turner
South Central Region

Soror Rina D. Neal
Mid-Western Region

Soror Lashell McCullough Vaughn
South Eastern Region

Soror Diane Peete
Far Western Region

Soror Brenda Lilienthal Welburn
Mid-Atlantic Region



THANK YOU FOR YOUR PARTICIPATION

Contact Information



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