



Summary Report of Modifications to the Protocol Guide 2015

Section (Page Number)	Current Wording	Revised Wording
Addendum Table of Contents (page 3)	N/A	New – List of Table of Contents
List of Protocol Committee Members (page 5)	Protocol Committee Members	International Protocol Committee
Attire for Rituals 1. (Page 10)		Inserted correct version for Attire for Rituals from Ritual Manual
Protocol for Members at International Events (Page 12)	Introductory wording in ALL CAPS 6. Silence all electronic communication devices that will interrupt the meeting.	The chapter protocol committee should review these points and other tips with chapter members prior to International and Regional Conferences and Special Events. 6. Silence all electronic communication devices.
Protocol for Chapter Members (Page 13)	2. c Silence all electronic communication devices that will interrupt the meeting	2. c Silence all electronic communication devices.
B. Chapter Officers and Committee Chairmen (Pages 15 -16)	4. Demonstrate knowledge of documents by consulting the current revision of chapter bylaws, ...	4. Demonstrate knowledge of documents by consulting the current version of chapter bylaws, ...

Section (Page Number)	Current Wording	Revised Wording
Role of Chapter(s)/Clusters Hosting Regional Conference and Other Sorority Events (Pages 21-22)	4. 2 nd sentence Regional Chairman secures all dais cards and other information upon arrival to conferences.	4. 2 nd sentence Regional Protocol Chairman secures all dais cards and other information upon arrival to conferences.
H. CHAPTER ANNIVERSARY CELEBRATIONS FOR UNDERGRADUATE CHAPTERS (Page 30)	4. For undergraduate chapters, the Graduate Advisor and Graduate Advisory Committee Members must be present at the event.	4. 4. For undergraduate chapters, the Graduate Advisor and/or Graduate Advisory Committee Members must be present at the event.
Diagrams (Page 42)	Chapter diagrams for meetings and events Business Meeting Dais Diagram 2 nd Supreme Anti-Basileus 1 st Supreme Anti-Basileus	For Chapter meetings and events Business Meeting Dais Diagram 2 nd Anti-Basileus 1 st Anti-Basileus
Protocol Points to Remember (Pages 43-46)	Corrected the spelling of devises • Sorors shall refrain from the using recording devises, audio devises or cameras ...	• Sorors shall refrain from the using recording devices, audio devices or cameras...
Protocol Points to Remember (Page 46)	Corrected the table for business and business casual attire – needs to be lined-up appropriately	Line-up the table to ensure clothing items matched Business, Business Casual, Rituals, Semi-Formal and Formal
NEW – A section was added to address protocol guidelines Former Directorate and Former Executive Directors (Pages 56-61)	N/A	See new 2015 <i>The Official Guide to Alpha Kappa Alpha Protocol</i>

Addendum to *The Official Guide to Alpha Kappa Alpha Protocol*

PURPOSE

This Addendum provides pertinent information needed for the coordination of activities and participation of Former Directorate Members and Former Executive Directors of Alpha Kappa Alpha Sorority, Incorporated®.

ALPHA KAPPA ALPHA COMMUNICATIONS

Communication plays a key role in ensuring that our Former Directorate Members and Former Executive Directors are informed and feel connected to Alpha Kappa Alpha Sorority, Incorporated®. Communication brings us together and enables us to share information. Sorors should use and refer to the Soror Code of Ethics as a guide for conduct when interfacing face-to-face, corresponding in any written form, videotaping or recording and when using any form of electronic media (e.g. Facebook, Twitter, Blogs, LinkedIn, etc.)

I. IDENTIFICATION/RECOGNITION

Definition

A Soror who was elected or appointed as a Directorate Member and has served her term of office shall be referred to as Former Directorate Member. A Soror who has served as an Executive Director shall be referred to as a Former Executive Director.

(Note: A term of office is considered to be every two years.)

Former Directorate Member categories are defined as: Former Supreme Basileus, First Supreme Anti-Basileus, Second Supreme Anti-Basileus, Undergraduate Member-at-Large, Supreme Parliamentarian, Supreme Tamiouchos, Regional Director, Executive Director and titles that do not exist in the sorority's leadership listing, i.e., Editor in Chief of the *Ivy Leaf*®, Financial Director, Undergraduate Program Advisor, Graduate Member-at-large, Epistoleus, Director of Publicity, and other offices in which members have served.

Acknowledgement/Identification

These Former Directorate Members and Former Executive Directors should be acknowledged and recognized in the following manner:

1. Offer consideration to Former Directorate Members and Former Executive Directors (seating, transportation assistance, securing handouts, meeting notifications, etc.).
2. Former Directorate Members and Former Executive Directors should be recognized as VSGs and included in the VSG Guide.
3. Former Directorate Members and Former Executive Directors should be introduced and acknowledged at all sorority and public events.
 - a. International Level – All Former Directorate Members will be asked to stand as a group (exception – Former Supreme Basilei will be introduced individually at all events; Former Executive Directors will be introduced individually when they are members of the dais.)
 - b. Regional Level – All Former Regional Directors will be introduced individually when they are members of the dais; if in reserved seating, they may be introduced individually or stand as a group. Former Executive Directors will be introduced individually when they are members of the dais; if in reserved seating they may be introduced individually.
 - c. Chapter Level - All Former Directorate Members and Former Executive Directors will be introduced individually.

4. Former Directorate Members and Former Executive Directors and their position number should be listed in chapter handbook, directory, and on the website.
5. Registration forms for events (Regional Conference, Leadership, Boule and other AKA events) should include a category for Former Directorate Members to check.
6. Appropriate signage should be visible for plenary sessions. Reserved table tents should be used in designated seating for Former Directorate Members and Former Executive Directors.
7. Ensure Former Directorate Members and Former Executive Directors are recognized in the standing rules, documents and chapter bylaws.
8. Order of Rank: Follow the Alpha Kappa Alpha Order of Rank as outlined in *The Official Alpha Kappa Protocol Guide*.

II. VSG GUIDE

A Very Special Guide should be developed for the Boule/Leadership Conference and Regional Conference that includes the following:

1. Welcome letter from the Protocol Chairman
2. Overview of VSG Guide contents
3. Agenda of special events and transportation information
4. Local Information (Hotel/conference center courtesy areas, local hotel address and telephone numbers, airline and taxi telephone numbers, local amenities, hotel and conference center maps and floor plans)
5. Schedule of Activities
6. Very Special Guest Holding Areas
7. Seating
8. Transportation
9. Directory (Telephone numbers for the hotels and other facilities that will be used during the conference).

III. GENERAL COMMUNICATION

1. Ensure courtesies are written in the chapter's standing rules, documents and bylaws for current and Former Directorate Members and Former Executive Directors.
2. Include written guidelines for gratuities such as purchased or complimentary tickets and hotel rooms.

3. List current and Former Directorate Members and Former Executive Directors and their positions in chapter handbook, directory and website.
4. Use “Soror” and full name followed by her official sorority position on the next line.
5. Offer special consideration to Former Director Members and Former Executive Directors (seating, transportation assistance, securing handouts, meeting notifications)
6. All Former Directorate Members and Former Executive Directors should be notified of all international events to include Boule, Leadership Seminar, and other events designated by the Supreme Basileus. The notification should include the following: dates of the event, cost of meal tickets and event tickets, cost of hotel accommodations, invitation to the Public Meeting Reception or other similar private “invitation only” events, reserved seating at meal events for which they purchase tickets, reserved seating at plenary sessions and public meetings, bus transportation to events from the conference facility.
7. Former Regional Directors of their region should receive an invitation from the Regional Director at least 4 months prior to the Regional Conference. The letter includes the following: date of the Regional Conference, complimentary registration, complimentary meal tickets, complimentary event(s) tickets, complimentary accommodations. Travel may or may not be included. A response form to be returned is also attached.
8. Regional Directors should send notification to Former Directorate Members and Former Executive Directors that a conference or event is scheduled. The letter may include the following: dates of the event, cost of meal and event tickets, complimentary registration (at the discretion of the Regional Director), cost of meal tickets and event tickets, cost of hotel accommodations, invitation to Public Meeting reception or other similar private “invitation only” events, reserved seating at meal events for which they purchased a ticket(s), reserved seating at plenary sessions and public meetings, and bus transportation to events away from the conference facility.

IV. PINS AND RIBBONS

PINS

The Former Directorate Members and Former Executive Directors shall have an official pin, referred to as the Former Directorate Member Pin. It shall be worn at the soror’s discretion. It must not interfere with the placement of the Sorority Badge. This pin shall be available to be purchased from the official Alpha Kappa Alpha jeweler.

RIBBONS

A ribbon for Former Directorate Members and Former Executive Directors should be provided at all sorority events, where ribbons are provided to registrants, i.e., Regional Conferences, Clusters, Leadership Conferences, Boule or other sorority events as appropriate. The ribbon will be provided through the Corporate Office. The ribbon shall be cream with gold lettering "Former Directorate Member". It should be provided in a vertical and/or horizontal format to coincide with the conference ribbon format.

V. COURTESIES

Courtesies and gifts are ways to express appreciation. It is tradition in our culture to recognize significant events in the lives of those who are important to us and to thank persons for contributions they make. The Alpha Kappa Alpha sisterhood carries forth this tradition of the larger society.

Former Directorate Members and Former Executive Directors should have the following:

1. Reserved seating at conference and chapter events when not seated on the dais.
2. Special identification badges at conferences.
3. Special seating on designated conference transportation.
4. Recognition at chapter events.
5. A personalized Sorority Resolution and a floral arrangement from the Corporate Office upon her death.
6. Their name, rank and title(s) listed in the VSG Guide

Former Directorate Members and Former Executive Directors **may** have the following at the discretion of the Supreme Basileus, the Regional Director or Chapter Basileus:

1. A protocol escort and the name and contact information for that Soror.
2. A Greeter at a designated area (airport, conference registration area, and hotel), if possible.
3. Assistance with checking into their hotel room.
4. An escort to and from meeting rooms.
5. A corsage when appropriate.

VI. SEATING

Seating at any function is important. Knowledge of how to properly receive and seat Sorors insures the success of an event.

1. Special seating will be available at special events for Former Directorate Members and Former Executive Directors not seated on dais.
2. Appropriate reserved seating areas indicating Former Directorate Members and Former Executive Directors will be designated for plenary sessions when they are not on the dais.
3. Appropriate signage shall be secured for plenary sessions indicating Former Directorate Members and Former Executive Directors.
4. When there is a holding room, the names of Former Directorate Members and Former Executive Directors who are a part of the assemblage, should be printed on chair cards with print large enough to read.
5. Special seating should be arranged on designated conference transportation.
6. Individuals who are to sit on the dais should be informed ahead of time.

VII. NOTIFICATION OF ILLNESS

The Corporate Office will notify the Directorate, Former Supreme Basilei, International Committee Chairmen, Former Directorate Members, Former Executive Directors and chapters of the illness of a Directorate Member, Former Supreme Basileus, Executive Director, Former Executive Director, or Immediate Family Member of those named.

VIII. NOTIFICATION OF DEATH

The Corporate Office will notify Former Directorate Members and Former Executive Directors of the death of the following:

SUPREME BASILEUS, FORMER SUPREME BASILEUS, CURRENT DIRECTORATE MEMBER, CURRENT EXECUTIVE DIRECTOR, FORMER DIRECTORATE MEMBER, FORMER EXECUTIVE DIRECTOR, INTERNATIONAL STANDING COMMITTEE CHAIRMAN, HONORARY SOROR, SOROR WHO HAS MADE SIGNIFICANT CONTRIBUTIONS TO SORORITY (GOVERNMENT OR COMMUNITY OFFICIAL) AND FAMILY MEMBER OF DIRECTORATE MEMBER OR FORMER SUPREME BASILEUS (HUSBAND, PARENT, CHILD).

ACKNOWLEDGEMENTS

The information presented in this addendum has been compiled and prepared by the Former Directorate Member Coordination Team in collaboration with the International Protocol Chairman and are acknowledged in the Bibliography.

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