
Conducting the Virtual Chapter Orientation Workshop

For Graduate Chapters

Upon receipt of authorization to conduct a MIP from the Regional Director, a MIP Chapter Orientation Workshop must be held virtually with chapter members prior to proceeding with MIP. The purpose of the MIP Chapter Orientation Workshop is to ensure that chapter members are aware of the policies, governing documents, restrictions, and responsibilities associated with the Membership Intake Process. The workshop must be facilitated by the Membership and/or MIP Chairman, Assistant Membership and/or MIP Chairman or the Basileus. Prior to the Chapter Orientation Workshop, the Membership Chairman must send the following documents to all members of the chapter:

- Orientation Session Invitation
- Orientation Session Agenda
- Soror Code of Ethics
- Anti-Hazing Policy
- Soror Commitment Statement
- Soror Dos and Don'ts

To accommodate sorors' schedules, chapters may conduct more than one MIP Chapter Orientation Workshop prior to beginning the MIP sessions. Any additional workshop dates must be included on the Request for Authorization to Conduct MIP form.

Every effort should be made to include and involve all chapter members in Membership Intake Process who: 1) attend the MIP Chapter Orientation Workshop, and 2) whose attendance is affirmed by the orientation attendance sheet.

The Basileus, the Membership Chairman, Assistant Membership Chairman and Graduate Advisor shall:

- Ensure the completion of all tasks on the MIP Checklist with Timeline
- Ensure that sorors understand the MIP materials
- Establish the appropriate resource committees to support the MIP

Chapters must only execute the activities outlined in this Membership Intake Process Manual. The following are additional resources to help with the implementation of your Membership Intake Process:

- Regional Director
- International Committee Chairmen
- Officers, Chapter Committee Chairmen, and Chapter Members
- International Membership Intake Process Chairman and/or Regional Representative
- International Membership Chairman and/or Region Representative

Chapters will only do the activities outlined in the Modified MIP Manual.

It is mandatory that current documents and forms be used during MIP. Only current forms will be processed by the Corporate Office. All forms must be completed electronically. See www.aka1908.com under the Members Only Section – Forms and Documents.

The following sorors must attend the MIP Chapter Orientation Workshop, and their attendance is affirmed by the orientation attendance sheet:

- Any soror who plans to Sponsor/Co-Sponsor (Letter Writer) a candidate
- All workshop presenters
- Basileus, Anti-Basileus, Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus and Technology Chairman
- Any active chapter member who plans to participate in the MIP Sessions

If a soror has not attended the chapter's orientation workshop, she may only attend the Final Commitment on Sunday. She may only attend the final commitment based on CDC, state and local guidelines and with the approval of the Regional Director.

PLEASE estimate how many sorors will attend the Chapter Orientation Workshop. Ensure that your videoconference account will allow the estimated number of attendees and attendance tracking.

Please upgrade your videoconference account to add greater functionality and /or larger number of attendees if necessary. Here are a few suggested video conferencing softwares:

- Zoom
- Webex
- Microsoft Teams
- GotoWebinar/Meeting

Your video conference software's, chat function, is another useful tool. The Soror Commitment form must be read by the Grammateus and the statement posted in the chat box. Then all Sorors present will respond in the chat with I agree or Yes. You will attach a copy of the chat messaged to the Soror Commitment form.

Virtual Business Meeting Etiquette

1. Notify those around you in advance that you will be on a video conference and request no interruptions. If you are in a closed room, you may want to post a sign on the outside of the door.
2. Log in 5 minutes early.
3. Turn on the camera if required. Depending on what's going on in your space, you might want to keep your camera off, if allowable. Please keep in mind that it is very difficult to control the actions of others and may lead to the other participants seeing more than they want to see.
4. Mute yourself when you are not speaking.
5. No Eating.
6. Dress appropriately.
7. Make sure the images in your background are appropriate.
8. Don't use the chat function for personal messages; depending on the software your private messages may be viewed in the chat transcript by others.

A Cloud Storage Account is a must have in this COVID-19 world. One might say, What is Cloud storage. Simply put, Cloud storage is a location to store files, and allows more than one person to access them without the need to be in the same place at the same time. Here are a few suggestions:

- Dropbox
- One Drive
- Box
- Google Drive

Please note the Google Drive must be a paid account and associated with a chapter controlled email account.

Another key point is to identify your workflow. Please review and create folders in advance to store, share and process applications received.

Please feel free to reach out to your International Technology Committee Regional Representative or your Regional Technology Chairman for more clarification and assistance.

After the workshop(s), the orientation attendance record and/or chat messages are sent via email to the designated Regional Director's email address and to the Corporate Office (when the candidate materials are sent). The chapter should also maintain a copy of the forms in its chapter file.

Chapter Orientation Workshop Checklist

#	TASK	Responsible SOROR or Committee
1.	Arrange for a virtual meeting and prepare an agenda. A sample agenda is provided.	
2.	Determine who will notify the chapter members. How? E.g., email, chapter website, texts, etc. and How far in advance?	
3.	Determine which Soror is to lead each section of the workshop.	
4.	Determine the amount of time needed for the workshop as well as each section; inform presenters and the Membership Committee.	
5.	Ensure that all individuals who are to lead sections of the workshop are prepared with electronic and/or paper resources in advance.	
6.	Notify chapter members that business attire is required at virtual and/or face to face meetings.	
7.	Record attendance.	

The Membership Chairman should ensure the following topics are covered in the workshop.

1. Review documents related to the Membership Intake Process:
 - *Constitution and Bylaws*
 - *Manual of Standard Procedure*
 - *Rituals*
 - *Graduate Membership Intake Process Manual*
 - *Anti-Hazing Handbook*
 - *General Information Regarding Graduate Membership* brochure
 - *The Policy of Respect (Preamble)*

2. Review relevant membership forms and materials:
 - Graduate Prospective Candidate Form
 - Sponsor/Co-Sponsor (Letter Writer) Membership Recommendation Form (Part I and II)
 - Graduate Legacy Application

The forms may also be found on our website, www.aka1908.com.

3. Remind Sorors of the criteria for prospective candidates:
 - Attainment of a baccalaureate degree with a cumulative average of at least C+ or a graduate or professional degree from an accredited senior college or university.
 - High ethical standards.
 - Exceptional leadership skills.
 - Willingness to participate.
 - Desired skills and talents.
 - Non-membership in a National Pan-Hellenic Council or National Pan-Hellenic Conference sorority.
 - Demonstration of outstanding service to the community.
 - Commitment to a lifelong active membership in the sorority.
 - Submission to a background check.
 - Attendance at Chapter Virtual Information Session.

Non-membership in conflicting organizations (refer to Article IV, Section 10 of the Constitution and Bylaws). “The prospective candidate cannot be considered if she belongs to another sorority, except in one of an honorary or professional nature which does not have undergraduate chapters, or one which is not eligible for membership in a Pan-Hellenic organization, or one that is not seeking membership in the Pan-Hellenic Council.”

IMPORTANT

Article IV, Section 34 of the Constitution and Bylaws, “All candidates must be approved by the Regional Director prior to the time of the membership intake process.....” Therefore, no chapter should arbitrarily or capriciously deny the benefits of membership to a prospective candidate who meets the Alpha Kappa Alpha Sorority membership requirements. The Regional Director is charged to investigate allegations pertaining to the denial of membership based on erroneous or unsubstantiated rationale. If evidence confirms the allegations are unjust, the Regional Director has the authority to approve for initiation the prospective candidate(s) so affected.

Letters of acceptance or regret shall not be sent until the Regional Director's approval has been received.

4. Inform Sorors who desire to serve as the Sponsor/Co-Sponsor (Letter Writer) of a prospective candidate of their approval status. The expectation is that as the Sponsor/Co-Sponsor (Letter-Writer) a Soror will be a resource for the new member and a mentor for the new soror’s retention.
5. The *General Information Regarding Graduate Membership* brochure will be sent by Membership Chairman in the invitation to the prospective candidate.
6. Notify Sorors of deadline for receipt of membership recommendation materials.
7. Inform Sorors of the predetermined deadline for the following documents to be submitted to the Grammateus:
 - One (1) Sponsor/Co-Sponsor (Letter Writer) Membership Recommendation Form
 - Graduate Membership Legacy Application (if applicable).
 - Two (2) letters of recommendation, written by Co-Sponsors (Letter writers) in the chapter.
 - A soror in the chapter can sponsor a maximum of two (2) prospective candidates by completing and signing the Sponsor/Co-Sponsor Recommendation Form.

It is required that at least one of the three sponsors/co-sponsors be in attendance at each MIP activity.

- The forms for the prospective candidate must show evidence of leadership ability and outstanding service to the community, verification of candidate’s ability to support sorority membership and sorority projects and specific talents and how those talents can be an asset to the chapter.
 - The letters of recommendation should contain personal statements explaining why the individual should be considered for membership verification of her ability to be a financially active member, and specific facts to document her leadership ability, outstanding service and talents.
8. Outline the process by which prospective candidates are notified and extended a virtual invitation to the chapter’s Information Session.
 9. Review and discuss Do’s and Don’ts for Sorors.
 10. Chapter stationery should be ordered as needed.
 11. Provide copies of the Anti-Hazing Policy and Soror Code of Ethics.

Suggested Agenda for Virtual Chapter Orientation

Welcome

Chapter Orientation Attendance: Record attendance and remember to keep for chapter file. Remind all Sorors to sign in virtually and remain physically present.

Meditation or “Thought for the Day”

Topics for the Day

- Alpha Kappa Alpha Anti Hazing Policy
- Risk Mitigation Plan and Checklist Guidance
- MIP COVID-19 Screening Questionnaire
- Candidate Commitment Statement and Waiver of Liability
- Alpha Kappa Alpha Constitution and Bylaws
- Responsibilities of Chapter Officers & Committees
- Alpha Kappa Alpha Manual of Standard Procedure
- Graduate Membership Intake Process Manual
- Alpha Kappa Alpha Rituals (Rehearse Final Commitment for Sunday morning)
- General Information Regarding Graduate Membership Brochure
- Technology (E-Signatures – Virtual Meeting Etiquette)
- Selection Criteria for Prospective Candidates
- Soror Dos and Don'ts
- Soror Code of Ethics
- Soror Commitment Statement/Attendance Form
- MIP Finances and Budget (Sample Budget, Collection of Fees)
- MIP Schedule of Activities
- Standardized Workshops
- Committee Assignments
- Questions and Answers
- Adjournment

Soror DOs and DON'Ts

Sorors DOs:

- Practice discretion and respect the fact that the Membership Intake Process is secret.
- Consider the Membership Intake Process a serious activity of the sorority.
- Serve as a positive role model for the candidates.
- Share the *Ivy Leaf* and other sorority materials, if requested to do so by the Membership/Resource Committees.
- Cooperate and make every effort to attend all activities and be punctual.
- Promote "teamwork" between candidates and sorors.
- Refrain from hazing or any other "punitive" actions that might intimidate candidates.
- Attend MIP Sessions if you attended the MIP Chapter Orientation Workshop.
- Adhere to COVID-19, CDC, State and Local Guidelines.
- Adhere to Risk Mitigation Plan.

Sorors DON'Ts:

- Solicit from among their friends, individuals to "**pledge**"* AKA.
- Hold "get-acquainted" gatherings (jewelry parties, cook-outs, luncheons).
- Collect money from prospective candidates for sorors' lodging and meals during Membership Intake Process.
- Hold any meetings or activities with prospective candidates.
- Contact prospective candidates to ascertain if they are interested in Alpha Kappa Alpha.
- Reveal information about the Membership Intake Process to individuals seeking membership consideration. This includes responding to telephone calls, notes, cards, letters, direct inquiry, etc. Inquirers may be directed to our corporate website, [**www.aka1908.com**](http://www.aka1908.com).
- Discuss chapter business, voting results, candidates' names, activities, etc., outside of the chapter.
- Bypass the line of communication between candidates and the Membership Committee.
- Criticize, discuss, or ridicule other sorors, sorority policies, materials, fees and/or the candidates' orientation program requirements, especially in the presence of candidates.
- Provide substantive historical, current, or future facts about Alpha Kappa Alpha Sorority without coordinating the activity with the Membership Committee and designated resource committees.
- Subvert the Membership Intake Process in any way.
- Use any broadcasting and electronic video, sound or photographic recording devices unless approved by the Membership/MIP Chairman.
- Text, tweet and/or post to any social media outlet regarding sessions or information discussed.
- Take any photographs or video, etc. during any Ritual ceremony.

* **NO longer used as a part of Alpha Kappa Alpha membership vocabulary.**

Line of Communication

Supreme Basileus

Executive Director

Name _____
Telephone # _____
Email _____

Regional Director

Name _____
Telephone # _____
Email _____

Basileus

Name _____
Telephone # _____
Email _____

Membership Chairman

Name _____
Telephone # _____
Email _____

Candidate

Soror Code of Ethics

In order to honor the founders of Alpha Kappa Alpha Sorority; maintain a standard that allows its members to serve as role models for young women and girls in the global community; preserve Alpha Kappa Alpha Sorority membership as a desirable and honorable affiliation; and to protect Alpha Kappa Alpha Sorority, Incorporated from harassment, ridicule, scandal or legal liability, I do voluntarily agree to observe the following rules of conduct:

1. To respect and comply with the Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws, Manual of Standard Procedure, Protocol Manual, Membership Intake Process Manual, Rituals*, and other official handbooks and documents, as well as Chapter Bylaws and *Robert's Rules of Order*.
2. To remain subject to the authority of the Boule and the Directorate
3. To respect our elected/appointed leaders and support them in conducting the business of Alpha Kappa Alpha Sorority, Incorporated
4. To present myself publicly in a way that reflects the high moral and ethical character of Alpha Kappa Alpha women by:
 - a. Obeying the law;
 - b. Exercising good manners;
 - c. Displaying concern for my appearance by following established Alpha Kappa Alpha guidelines;
 - d. Refraining from profanity, acts of violence and criminal conduct;
 - e. Exhibiting respect for other Pan-Hellenic Organizations by avoiding demeaning remarks or ridiculing them;
 - f. Wearing identifiable paraphernalia only if conduct or circumstances will bring no negative repercussion to the sorority
5. To demonstrate the high regard we have for each other as women and Sorors by:
 - a. Avoiding derogatory, demeaning, and insulting remarks;
 - b. Being polite, kind, honest, fair, and conciliatory;
 - c. Assisting with the special needs of elderly and disabled Sorors;
 - d. Maintaining confidentiality;
 - e. Refraining from acts of hazing; reporting its occurrence to the appropriate authority and demonstrating compliance with all aspects of the Alpha Kappa Alpha Sorority, Incorporated Anti-Hazing Policy;
 - f. Abiding by and actively supporting official chapter and sorority decisions even in the event of personal disagreement.
6. To work diligently to foster the programs of the sorority and to participate fully in meetings and conferences that enhance personal knowledge and improve sorority effectiveness.
7. To maintain integrity in financial matters relating to the sorority by:
 - a. Remaining current with all dues and financial obligations;
 - b. Following accepted financial procedures;
 - c. Avoiding the co-mingling of personal and sorority funds;
 - d. Utilizing the tax-exempt status only as legally permitted;
 - e. Expecting that financial officers will maintain records, make them available for inspection, and pass them on to succeeding officers and/or Graduate Advisors;
 - f. Purchasing only from officially sanctioned vendors at Regional Conferences and Boules;
 - g. Reporting the misappropriation of Chapter funds and/or property to the appropriate authority and taking the necessary action to protect or retrieve funds and/or property belonging to the sorority.
8. To invite for sorority membership only those community minded women of sufficient high moral and ethical character and scholarship who have true interest in serving Alpha Kappa Alpha Sorority.
9. To refrain from soliciting advertisements, endorsements, and sponsorships that harm the image of Alpha Kappa Alpha Sorority or that conflict with its program concerns and values.

I shall remain cognizant that others will judge the values and principles of Alpha Kappa Alpha Sorority by my personal deportment and conduct. Furthermore, should I attain a leadership position in Alpha Kappa Sorority, Incorporated that requires me to be an official spokesman or public representative, I understand that my conduct must rise to the highest standard. Should my behavior compromise Alpha Kappa Alpha's image or the reputation of its members, I shall relinquish my position either of my own volition or when instructed to do so by my Chapter or the Directorate.

In promising to obey these rules of conduct, I acknowledge that the perpetuation of Alpha Kappa Alpha Sorority, Incorporated as an organization of women of high moral and ethical standards depends on my compliance.