

MIP Standards Presentation Script

Standards provide guidance to members on incorporating Alpha Kappa Alpha's standardized procedures into effective chapter operations.

Chapter operations is the process we use to conduct effective chapter business and accomplish Alpha Kappa Alpha's goals.

We are going back to the basics. We want to ensure members understand how we operate and to commit to the proper executive of the tasks required to work effectively.

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The topics to be discussed today will cover:

Governance

Chapter Officers

Chapter Operations

Meetings (Chapter and Committee)

Committees

Conferences

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Alpha Kappa Alpha Sorority, Inc. has **six tiers of governing authority**.

- The Corporate Charter
 - ✓ Defines the sorority's objectives, structure, and planned operations through the incorporation of the organization. The Corporate Charter defines how we came into existence.

- Constitution – which defines the basic characteristics of our sorority:
 - ✓ name and purpose
 - ✓ the governing body of the organization (Boule')

- ✓ the policy-making body of the organization (The Directorate)
- ✓ structure of chapters and regions
- Bylaws – which prescribes how our organization functions, such as
 - ✓ Elections and duties of international officers
 - ✓ Composition and duties of regions and chapter
 - ✓ Rules governing the Boule'
 - ✓ Chapter and soror finances, and more
- Special Rules of Order (the Manual of Standard Procedure)
 - ✓ an internal document that clarifies the procedures which enable our members to execute regulations contained in the Constitution and ByLaws
- Standing Rules
 - ✓ Resource publications approved by the Directorate. The MIP Manual, Standards Resource Guide, Program Guide are examples.
- Parliamentary Authority
 - ✓ details parliamentary procedure – a set of rules for conducting meetings
 - ✓ aids in the effective and efficient transaction of business
 - ✓ Roberts Rules of Order, Newly Revised, 12th Edition is the approved parliamentary authority utilized by Alpha Kappa Alpha
- Additionally, for governance, each chapter has Chapter Bylaws and Standing Rules

The documents listed above provide guidance to each chapter in the order listed.

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Chapter Officers

- Each chapter should elect all officers listed on this slide.
- Members can find a description of the duties of the officers:
 - ✓ C&B, Section III, Articles 22 and 23
 - ✓ MOSP, Chapter Officers and Duties

- ✓ Undergraduate and Graduate Membership Intake Process Manuals
- ✓ So Now You're Elected
- ✓ Chapter Bylaws

- The Chapter's Basileus appoints the Parliamentarian and other officers as defined in the Chapter Bylaws

- All Officers should have a working knowledge of the sorority's governing documents.

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Other Possible Chapter Officers

- Other Officers - such as those listed on this slide - are elected or appointed as necessary and always follow the chapter's bylaws.

- A description of the duties of these officers can be found in several governing documents that including:
 - ✓ C&B, Section III, Articles 22 and 23
 - ✓ MOSP, Chapter Officers and Duties
 - ✓ Undergraduate and Graduate Membership Intake Process Manuals
 - ✓ So Now You're Elected

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Chapter Operations – Title Slide

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Chapter Operations

- Effective **chapter operations** begin with knowing how to conduct business to accomplish sorority goals effectively.

- Consistently utilizing standard operating procedures yields to the effective execution of officers and chapter members.

- ✓ Electing members with a working knowledge of the sorority's governing documents and the Chapter's documents will assist in this effort.
- For the sake of order, fostering consistent practices and procedures within each chapter is required.
 - ✓ Decency and order. All organizations need guidance to operate successfully.
- Chapter self-assessment summaries, conducted annually by chapters, reveal areas of need within the chapter.
- The results – when appropriately addressed – yield to successful chapter operations. The results also provide input for continuous chapter planning and improvements

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Meetings – Title Slide

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Let's talk about **chapter meetings and committee meetings.**

- All sorority meetings should operate with proficiency, precision, and clarity is essential.
 - ✓ Chapter Meetings are conducted monthly, except during the summer months.

What occurs during chapter meetings:

- The officers and committees provide status reports to the members.
- Decisions on officer and committee recommendations are reviewed and discussed, and
- the overall business of the chapter with input from the members

Committee Meetings – the frequency of committee meetings is defined in the chapter's governing documents, the specific activity/event, and the need. The purpose of committee meetings is to:

- ✓ Plan the chapter's activities
- ✓ Execute the chapter's programs

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- The **purpose of Chapter Meetings** is to conduct the business of Alpha Kappa Alpha Sorority primarily.
- Chapter meetings are a vehicle for determining strategies for achieving chapter goals and objectives.
- Chapter meetings are required to plan, make decisions, share information, and solve problems (which are ever-changing).

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The **Chapter's Order of Business** is more commonly known as 'The Agenda'

- It provides the order for the chapter meeting, as seen on this slide.
- The **Meditation** is optional, but most chapters find it essential to set the meeting's flow. (i.e., calming, reflective, etc.)
- The **Roll Call** – before starting the chapter meeting, the Basileus will ask the Philacter for a quorum (defined in chapter bylaws) to determine if the meeting can proceed.

In this virtual environment where meetings are conducted via Zoom and other acceptable formats, the Roll Call may be taken via the Zoom login report details, names entered in the meeting's chatbox, or other methods directed by the chapter.

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- **Chapter Operating Tools** - a list of the chapter operating tools that every member should always have is included on this slide.

Some of the documents were referenced in previous slides -- Chapter Bylaws, International Constitution and Bylaws, Manual of Standard Procedure

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Responsibilities of Members - every chapter member has a role and responsibilities for effective chapter operations. Let's review it.

The chapter member should:

- ✓ Arrive on time – *be there, log in before the meeting begins to capture everything.*
- ✓ Assume financial responsibilities -*pay dues on time, follow through on commitments*
- ✓ Be prepared by reading reports, agendas, newsletters, or any information received beforehand – *this is essential to the flow and productivity of the meeting*
- ✓ Listen to all ideas with an open mind – *follow protocol and be sisterly*
- ✓ Be prepared to discuss items on the agenda - *stay prepared. Research if necessary*
- ✓ Be familiar with Alpha Kappa Alpha documents and chapter bylaws
- ✓ Be familiar with Alpha Kappa Alpha's program
- ✓ Address all remarks through the presiding officer – *know SOP, Protocol, and Parliamentary Procedure*
- ✓ Mentor new members – *Mentors are essential for providing guidance, navigating the chapter, and sisterly making a new member feel welcome.*

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Committees - Title Slide

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Committees – Provides a general overview of committees and the meeting frequency

Details regarding the Standing Committees for Alpha Kappa Alpha Sorority, Inc., included the purpose and structure found in the Constitution and ByLaws.

- The **Standing Committees**
 - ✓ are chosen to function over an extended period of time and remain in existence permanently.
 - ✓ are **designed to mirror** the International Committees and designated in the order created.
 - ✓ The **highlighted committees** are those committees necessary at the chapter level and identified in the chapter bylaws.
 - **Constitution, Finance, Program, Nominating, Standards, Undergraduate Activities, Human Resources, Membership, Connection, Building and Properties, Archives, Honorary Members/Awards, Technology, Investment, Graduate Advisor Certification, Leadership Development, Protocol, and Sisterly Relations.**

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Special Committees are sometimes called an Ad Hoc Committee

- Special committees perform specific tasks and are discharged after a final report is given.
- Some of the activities Special Committees are tasked to do include but are not limited to: *Rituals, Founders' Day, Chapter Anniversary, HBCU, Fund Raising, etc.*

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Maintaining Operational Excellence is essential

Chapters are required to follow governing documents to ensure this.
For instance:

- Officers
 - ✓ Chapters Officers are to be elected in November and installed in December.
 - ✓ Chapter Finance officers **are bonded by the position, not the person**
 - (Basileus, Tamiouchos, Pecunious Grammateus, and other officers required to handle monies as determined by the chapter)
 - ✓ The Chapter's Basileus signs the minutes, and the Grammateus makes sure the minutes are maintained in a book or a binder annually
- Chapter operational excellence is assured when chapters:
 - ✓ Maintain current chapter bylaws
 - ✓ Conduct monthly chapter meetings
 - ✓ Timely submit the completed annual report electronically

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Conferences

Alpha Kappa Alpha Sorority Inc has several conferences with a specific meeting frequency and purpose.

- Boule – is *the executive power of the sorority lies in Boule*.
 - ✓ The Boule meets biennially (every other year) during the **even** years in the summer
 - ✓ The constitutional decision-making body of the sorority.
 - ✓ Most importantly, when the Boule is in session, it exercises its power to
 - elect the Directorate, and
 - approve or disapprove policies recommended by the Directorate, regions, committees, and its members

- ✓ The Directorate is responsible to the Boule.

Each chapter is required to have representatives at the Boule within a six-year period

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- **The Leadership Seminar** - meets biennially during the off (odd number) years of the Boule during the summer months
 - ✓ The Leadership Seminar (*sometimes referenced by members as **Leadership or Leadership Conference***) is designed to provide workshops for current and potential leaders of the chapter and the sorority.
 - ✓ Members from all regions attend Leadership.
 - ✓ The purpose of the workshops conducted is to:
 - train members on chapter and sorority management
 - guide members on how to successfully implement programs of service

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- Regional Conferences are held annually by each of the ten regions.
 - ✓ *Hosting is by rotation of the clusters/and or chapters within a specific region.*
 - ✓ *Regional conferences are primarily study sessions.*
- *What happens during Regional conferences?*
 - ✓ There are workshops, discussions, demonstrations, and other group activities to clarify procedures and resolve the chapters' problems.
- *How many chapter delegates are identified. What is the role of the delegate?*
 - ✓ Each chapter is entitled to not less than two delegates based upon chapter size and no more than twelve delegates. The number of delegates reflects the eligible voting strength of the chapter.

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The Directorate designates additional Conferences

- One of the additional conferences is the Undergraduate Roundup conducted by each region in the Fall (at the beginning of a college/university academic year)
- *What happens during the Undergraduate Roundup?*
 - ✓ Workshops are held to provide additional information for chapter operations, implementation of programs of service, suggested activities for the undergraduate week and preparing for proposed membership intake activities.
- *Who is required to attend?*
 - ✓ All undergraduate members and the graduate advisor are required to attend. Members of the graduate advisory council/committee may participate with the Regional Director's approval.

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In conclusion – to get back to basics with effective Chapter Operations, it is essential for every member – not just the leaders – to:

- ✓ Know our governing documents, leadership roles, and chapter operations that allow us to conduct business in an effective, efficient, and sisterly manner
- ✓ Conduct chapter business with proper preparation, as required, and membership involvement
- ✓ Have the experience and knowledge which will be gained by executing a meaningful mentoring program

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Knowledge Check

Now that you have been provided with the MIP Chapter Operations back to basics overview let's test your knowledge.

1. Name three required chapter officers.
2. Name three standing committees.
3. What are the two types of meetings?
4. List three Chapter Meeting agenda items.
5. List the conferences that are conducted to provide learning opportunities.