ALPHA KAPPA ALPHA SORORITY, INCORPORATED
INTERNATIONAL STANDARDS COMMITTEE

STANDARDS RESOURCE GUIDE

“A GUIDE FOR EFFECTIVE CHAPTER OPERATIONS”
INTERNATIONAL STANDARDS COMMITTEE 2010-2012

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Chapter Meeting Agenda Sample
Chapter Minutes Sample
Chapter Bylaws – Graduate Sample
Chapter Bylaws – Undergraduate
CAROLYN HOUSE STEWART  
INTERNATIONAL SUPREME BASILEUS

See the original document attached.

Sisterly Yours,

Soror Carolyn House Stewart, Esq.  
International Supreme Basileus
October 20, 2011

My Dear Sorors,

The best way to ensure the longevity of our beloved sisterhood is to strictly adhere to the rules and regulations as outlined in our governing documents. It is my pleasure on behalf of the International Standards Committee to present the 2011 Standards Resource Guide. Systems are in place to measure compliance with internal controls for effective chapter operations.

Chapters will continue to complete all reports as outlined in our governing documents and chapter compliance will be evaluated by the Standards Evaluation Team (SET). A new component of this team is the Standards Investigative Team Evaluators (SITE) that is charged with conducting fact finding investigations.

Through collaborative efforts all chapters will work together to attain consistent and effective chapter operations and as a result *Global Leadership through Timeless Service* will be enhanced. SET your SITE on Standards!!

Sisterly,

Soror Joyce Henderson
International Standards Chairman
Mission

The International Standards Committee shall establish the criteria and implement the evaluation of chapters.

Alpha Kappa Alpha Sorority Bylaws
Article I, Section 15

Executive Summary

The preservation of Alpha Kappa Alpha’s identity and the fostering of its principles is the highest priority of our organization. The International Standards Committee proactively endorses the adherence to Alpha Kappa Alpha’s standardized procedures through (1) effective operations, (2) strategic evaluations, (3) training and development, and (4) compliance with our governing documents.

This comprehensive Resource Guide is provided to assist every chapter and every soror in complying with the standards and procedures of our great Sorority for effective chapter operations and strategic planning.
The Meaning of Chapter Operations

Chapter Operations is the process used by Alpha Kappa Alpha Sorority, Inc. to conduct business and to successfully accomplish our goals. Standard operating procedures ensure the efficient and effective execution of the work to be done and foster consistent practices and procedures within each chapter. It is the role and responsibility of every member of Alpha Kappa Alpha Sorority, Inc. to understand how we operate, and commit to the proper execution of the tasks required.

Chapter Operations are enhanced when every member thoroughly understands the rules, regulations and guidelines. The Standards Committee, internationally, regionally, and locally exist to improve chapter operations and procedures through internal self-assessments, external standardized evaluations, and comprehensive training and development.

Effective Chapter Operations is a management process that assists chapters in doing a better job as follows:

- Enhances our organizational skills
- Allows us to conduct our business in an orderly manner
- Enhances our ability to exhibit respect for all members
- Ensures that all members are working toward the same goal
- Permits us to adjust the direction of our organization, whenever necessary

Effective Chapter Operations planning begins with a self-assessment tool. The results of the evaluation process provide input for a continuous cycle of chapter planning and improvement.

References


Alpha Kappa Alpha Sorority, Incorporated Strategic Plan 2010-2020


Harvard Business Review on the High Performance Organization
I. Role of the International Standards Committee

It shall be the role of the International Standards Committee to establish the criteria and implement the evaluation of chapters. The committee shall assist chapters in (1) improving effective chapter operations, (2) program implementation, and (3) advance training and development of leaders and membership in accordance with Alpha Kappa Alpha Sorority, Inc. documents. Committee responsibilities shall include, but are not limited to:

- Develop and maintain the Standards Resource Guide
- Ensure chapters are in compliance with Sorority rules and procedures
- Develop and implement a standards training and educational program
- Ensure chapters conduct an annual end of the year report
- Recommend appropriate bylaw changes that affect Sorority standards
- Evaluate chapter patterns and trends to develop recommendations for strategies to improve chapter operations
- Maintain *So Now You’re Elected: A Guide to Effective Leadership and Chapter Operations*

The International Standards Committee is charged with the responsibility for evaluating chapters in the region.
II. Role of the Regional Standards Committee

The Regional Representative on the International Standards Committee shall be the Chairman of the Regional Standards Committee. It shall be the role of the Regional Standards Committee, as assigned by the Regional Director, to assist the International Standards Committee Representative with support as requested.

III. Role of the Chapter Standards Chairman and Committee

Each chapter shall appoint a Standards Chairman, which should not be the Basileus or Grammateus. It shall be the role of the Chapter Standards Chairman and Committee to ensure that chapters adhere to the established guidelines for effective chapter operations as described in the Alpha Kappa Alpha Sorority, Inc. Constitution and Bylaws, Manual of Standard Procedure and the Standards Resource Guide: A Guide For Effective Chapter Operations. Additionally, this committee shall oversee the self-assessment and external evaluation of the Chapter.

Chapters shall conduct an annual self-assessment using either the Chapter Self-Assessment Form or the Standards End of the Year Report Form as developed by the International Standards Committee. Both forms may be obtained from the Alpha Kappa Alpha Corporate office or website. Copies of each form are also included as an Appendix in this Resource Guide.

The Chapter Records Certification Form shall be completed annually by the chapter Standards Committee, and certified by the chapter Basileus. A completed copy of this certification form must be maintained in the chapter files.

IV. Chapter Responsibilities

Chapter Responsibilities: It shall be the responsibility of each chapter to (1) budget for external team visits(evaluations and investigations), inclusive of travel, accommodations and meals; (2) prepare chapter files and documentation for review by the Standards Evaluations Team (SET); and (3) effectively complete the Standards End of the Year Report Form (EOY). Chapters will submit a Chapter Finance Expense Report to the International Standards Representative within seven day following the completion of the SET visit.
V. Officers’ Responsibilities

Officers' Responsibilities: It shall be the responsibility of each officer to transition any and all documents, materials, instruments that were obtained by virtue of their position as a chapter officer to the incoming officer. It is the responsibility of the outgoing officer to prepare and complete all End of the Year Reports. All officers will sign the Soror Code of Ethics immediately following the installation of office. A signed copy of the Soror Code of Ethics will be maintained on file and certified by the chapter Basileus when annotating the Annual Chapter Records Certification Form which is to be maintained in the chapter files.
VI. Chapter Self-Assessments

Chapters should conduct an annual self-assessment. A Chapter Self-Assessment Form has been developed from criteria taken directly from the Alpha Kappa Alpha Sorority, Incorporated Bylaws. The Chapter Self-Assessment Form may be used by chapters in conducting their self-assessments. A copy of the form is included as an appendix in this Resource Guide. The completed Chapter Self-Assessment Form should be maintained as part of the chapter’s files.

After the chapter has completed its self-assessment, the annual Standards End of the Year Report Form must be completed utilizing the information obtained from the self-assessment. End of the Year Report Forms may be obtained from the Alpha Kappa Alpha Corporate Office or website. A copy of the form is also included as an appendix in this Resource Guide.

VII. Chapter Evaluation Process

The International Standards Committee has the responsibility for developing and implementing the chapter evaluation process. The evaluation process is the means by which all chapters of Alpha Kappa Alpha Sorority, Inc. shall be evaluated for effective chapter operations based on adherence to the Constitution and Bylaws. Chapter evaluations may be initiated (1) by the Supreme Basileus, (2) by a Regional Director upon recommendation to the Supreme Basileus, and (3) by chapters for an external evaluation.
VIII. Standards Evaluation Team (SET) Visits

Standards Evaluation Teams (SET) shall be comprised of not more than three members appointed by the Supreme Basileus. They shall perform chapter evaluations in their regions. The Regional Director and the International Standards Committee Representative shall develop the chapter evaluation schedule. Chapters will be notified of scheduled evaluation visits by the Regional Director, in writing 45 days prior to the scheduled evaluation visit. The results of the evaluation shall be forwarded within 30 days from the date of the evaluation by the Regional Director.

It shall be the responsibility of each chapter to (1) pay the costs for the SET visits, inclusive of travel, accommodations, meals, and logistics; (2) prepare chapter, files, and all pertinent documentation for the SET; and (3) submit a Chapter Finance Expense Report to the International Standards Representative within seven day following the completion of the SET visit.

IX. Re-Evaluations

Chapters who receive a “Not Satisfactory/Needs Improvement” evaluation rating shall be re-evaluated within one year of the initial evaluation. Only those areas where the chapter received a “Needs Improvement” rating shall be re-evaluated. A copy of the original results of the chapter being evaluated should be secured to review the deficient areas.

If, after re-evaluation, a chapter receives another “Needs Improvement” rating, the Regional Director shall develop an action plan to include goals for improvement with milestones/deadlines. Re-evaluation results must be sent to the evaluated chapters within 30 days.

X. Standards Investigative Team Evaluators (SITE) Visits

Standards Investigative Team Evaluators (SITE) shall be comprised of at least three members appointed by the Supreme Basileus. At least one member of the SITE shall be a member of the International Standards Committee. The SITE shall conduct prompt, fair, and objective fact-
finding investigations, and interviews when allegations of policy and procedural problems arise within the region, or if there is a violation of Alpha Kappa Alpha Sorority, Inc., policies.

It shall be the responsibility of each chapter to (1) pay the costs for the SITE team visits, inclusive of travel, accommodations, meals, and logistics; (2) prepare chapter, files, and all pertinent documentation for the SITE; and (3) submit a Chapter Finance Expense Report to the International Standards Representative within seven days following the completion of the SITE visit.
Section Three:
NEWLY CHARTERED CHAPTERS, SUSPENDED AND INACTIVE CHAPTERS

Newly chartered chapters, suspended and inactive chapters shall be evaluated within one year of the charter date or reinstatement date.

All newly chartered chapters and chapters who have been suspended/inactive for seven years or more will follow the same process (transportation, housing, etc.) used for all other evaluations. The designated SET will discuss with the chapter(s) the documents that should be in the chapter files in order to be compliant. The Annual Chapter Records Certification Form will be used as a tool to assist with foundation, establishment and maintenance of effective chapter operations.
Section Four: APPENDICES

- Annual Chapter Records Certification Form
- Chapter Self-Assessment Form
- Standards End of the Year Report Form
- Soror Code of Ethics
- Documents and Records Retention Guide
- Proper Disposal of Material
- Standards Reference List: “Where To Find It”
- SET/SITE Expense Report Form

Sample Templates:
- Chapter Meeting Agenda
- Chapter Meeting Minutes
- Chapter Bylaws – Graduate
- Chapter Bylaws – Undergraduate
Complete this form annually at the end of the year and maintain in your chapter files.

<table>
<thead>
<tr>
<th>Required Chapter Files</th>
<th>Check if on file</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chapter Charter</td>
<td></td>
</tr>
<tr>
<td>2. Bound Chapter Minutes with Committee Reports</td>
<td></td>
</tr>
<tr>
<td>3. Executive Committee Minutes</td>
<td></td>
</tr>
</tbody>
</table>
| 4. Financial records as required by the *Fiscal Fitness Guide to Chapter Financial Procedures*:
  i. Tamiouchos’ Cash Disbursements Journal                                              |                 |
  ii. Checkbook and Vouchers with receipts                                              |                 |
  iii. Bank Statements and Bank Reconciliations                                         |                 |
  iv. Pecunious Grammateus’ Receipt Book and Cash Receipt Journal                       |                 |
  v. Audit Report                                                                       |                 |
  vi. Chapter Budget                                                                    |                 |
  vii. Bond                                                                             |                 |
<p>| 5. Roster of Officers                                                                  |                 |
| 6. Transfer Report forms                                                                |                 |
| 7. Year-end Reports                                                                    |                 |
| 8. Ballots                                                                             |                 |
| 9. Documents related to MIP                                                             |                 |
| 10. Chapter Evaluations                                                                |                 |
| 11. Chapter Report Book                                                                 |                 |
| 12. Summary of Chapter Self-Assessment                                                 |                 |
| 13. Records of Conference Attendance                                                   |                 |
| 14. Soror Code of Ethics (Officers Signatures)                                          |                 |</p>
<table>
<thead>
<tr>
<th>Required Documents (current editions)</th>
<th>Check if on file</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Constitution and Bylaws (International &amp; Local)</td>
<td></td>
</tr>
<tr>
<td>3. Constitution Resource Guide</td>
<td></td>
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<tr>
<td>4. Standards Resource Guide</td>
<td></td>
</tr>
<tr>
<td>5. So You Want to Run for Office</td>
<td></td>
</tr>
<tr>
<td>6. So Now You’re Elected</td>
<td></td>
</tr>
<tr>
<td>7. Graduate Membership Intake Manual¹</td>
<td></td>
</tr>
<tr>
<td>8. Undergraduate Membership Intake Manual²</td>
<td></td>
</tr>
<tr>
<td>10. Graduate Advisors Certification &amp; Procedure Manual³</td>
<td></td>
</tr>
<tr>
<td>11. Fiscal Fitness Guide to Chapter Financial Procedures</td>
<td></td>
</tr>
<tr>
<td>12. Documents and Records Retention Guide</td>
<td></td>
</tr>
<tr>
<td>13. Timeless History Guide,</td>
<td></td>
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<tr>
<td>14. History Book</td>
<td></td>
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<td>15. Archives Handbook</td>
<td></td>
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<tr>
<td>16. Program Resource Guide</td>
<td></td>
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<tr>
<td>17. Media Guide</td>
<td></td>
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<tr>
<td>20. Rituals</td>
<td></td>
</tr>
<tr>
<td>21. Public Policy Program (Connection Handbook)</td>
<td></td>
</tr>
<tr>
<td>22. AKA Ceremonial Songs (CD)</td>
<td></td>
</tr>
<tr>
<td>23. AKA Song Book</td>
<td></td>
</tr>
</tbody>
</table>

Chapter Basileus ___________________________ Date ____________

(Signature)

Complete this form annually at the end of the year and maintain in your chapter files.

¹ Not required for undergraduate chapters.
² Only required for undergraduate chapters and graduate chapters that supervise undergraduate chapters.
³ Only required for graduate chapters supervising undergraduate chapters.
**CHAPTER SELF-ASSESSMENT FORM**

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED BYLAWS**

**ARTICLE III – CHAPTERS**

Chapters should conduct an annual self-assessment to assist in completing its End of the Year Report. This form has been developed from criteria taken directly from the Alpha Kappa Alpha Sorority, Incorporated Bylaws and may be used by chapters in completing the Standards End of the Year Report.

**DUTIES AND POWERS OF CHAPTERS**

<table>
<thead>
<tr>
<th>SECTION</th>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Chapter has had representatives at a Boule within a six-year period.</td>
<td></td>
<td></td>
<td>List of chapter officers who attended last Boules Copies of registration forms/receipts</td>
</tr>
<tr>
<td>9</td>
<td><strong>Graduate chapters:</strong> Officers are elected in November and installed in December.</td>
<td></td>
<td></td>
<td>Copy of chapter Bylaws End of year report sent to Regional Director Copy of chapter newsletter, minutes of November and December meetings</td>
</tr>
<tr>
<td></td>
<td><strong>Undergraduate chapters:</strong> Officers are elected in November and installed in December, except where National Panhellenic regulations differ.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Chapter files with the Regional Director, for review and approval, two copies of chapter bylaws.</td>
<td></td>
<td></td>
<td>Copy of chapter Bylaws Chapter annual end-of-the-year report Copy of dated form listing subsequent changes to chapter bylaws</td>
</tr>
<tr>
<td></td>
<td>Two copies of all subsequent changes to chapter bylaws are forwarded to the Regional Director for review and approval.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapter had at least one meeting per month except during the summer months.</td>
<td></td>
<td></td>
<td>Copy of chapter Bylaws Copy of minutes of chapter meetings</td>
</tr>
<tr>
<td>12</td>
<td>a. Chapter sponsors activities which interpret, implement and support the Program of the Sorority.</td>
<td></td>
<td></td>
<td>List of chapter activities/local programs, with descriptions relating them to the Sorority’s current Programs</td>
</tr>
<tr>
<td></td>
<td>b. A strategic plan has been implemented for alignment with the program of the Sorority.</td>
<td></td>
<td></td>
<td>Copy of the chapter annual report book</td>
</tr>
<tr>
<td>SECTION</td>
<td>CRITERIA</td>
<td>YES</td>
<td>NO</td>
<td>DOCUMENTATION</td>
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<tr>
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</tr>
<tr>
<td>13</td>
<td>Chapter submits an annual report of chapter program activities and finances to the Alpha Kappa Alpha Corporate Office at the end of each year by the required due date.</td>
<td></td>
<td>Annual reports on file in the Corporate Office&lt;br&gt;Copy of October minutes and budget committee report (for presentation of annual budget)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Chapter observes Founders’ Day annually.</td>
<td></td>
<td>Founders’ Day programs of last 3 Founders’ Day observances&lt;br&gt;Copy of chapter minutes and newsletters (Jan, Feb, or Mar only)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Chapter has submitted recommendations for improving AKA operations.</td>
<td></td>
<td>Copy of form or letter used to move forward idea(s) for improving AKA operations&lt;br&gt;Written description of process</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Chapter has solicited funds from other AKA chapters or members.</td>
<td></td>
<td>Copies of any letters, flyers, notices used for solicitation&lt;br&gt;Copy of Directorate approval</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Chapter has taken a position on any issue within the preceding 12 month period.</td>
<td></td>
<td>Copies of any statements, letters of endorsements, opinions and/or notices of support or protests</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td><strong>Undergraduate chapters</strong>: Chapter maintains the required scholastic average.</td>
<td></td>
<td>List of the scholastic averages of members of the chapter&lt;br&gt;Copies of grade reports sent to the Regional Director</td>
<td></td>
</tr>
</tbody>
</table>
### JOINT MEETINGS OF CHAPTERS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Graduate chapters sponsoring at least one undergraduate chapter(s): - have joint meetings with undergraduate chapter(s).</td>
<td>Graduate chapters: Agenda(s) of joint meetings with presiding officer clearly identified Copy of chapter minutes Copy of newsletter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undergraduate chapters: - have joint meetings with graduate chapter.</td>
<td>Undergraduate chapters: Agenda(s) of joint meetings with presiding officer clearly identified Copy of chapter minutes Copy of newsletter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PURCHASED OF PROPERTY BY GRADUATE CHAPTERS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Chapter owns property.</td>
<td></td>
<td></td>
<td>Copy of purchase contract and all records filed with Corporate Office Copy of written permission by Supreme Basileus (if required)</td>
</tr>
</tbody>
</table>

### CHAPTER OFFICERS AND DUTIES

<table>
<thead>
<tr>
<th>SECTION</th>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Chapter meets minimum requirement for elected officers as required by Bylaws.</td>
<td></td>
<td></td>
<td>Copy of October, November and December minutes</td>
</tr>
<tr>
<td>22</td>
<td>Graduate chapter sponsoring an undergraduate chapter(s): Graduate Advisor is an elected position and meets all certification requirements designated by the Directorate approved Alpha Kappa Alpha Sorority Incorporated Graduate Advisor Certification Program.</td>
<td></td>
<td></td>
<td>Copy of official roster for last two years Copy of official list of officers on file with Regional Director and Corporate Office Copy of chapter Bylaws identifying required officers and duties Copies of registration forms for last two Boules and/or Regional Conferences Copy of Graduate Advisor certification</td>
</tr>
<tr>
<td>SECTION</td>
<td>CRITERIA</td>
<td>YES</td>
<td>NO</td>
<td>DOCUMENTATION</td>
</tr>
<tr>
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</tr>
<tr>
<td>23</td>
<td>Graduate chapter sponsoring an undergraduate chapter(s): Duties and responsibilities of the Graduate Advisor</td>
<td></td>
<td>Copy of chapter Bylaws identifying required officers and duties Copy of any forms of acknowledgement of graduate advisor position from appropriate university or college official Copies of undergraduate chapter minutes, newsletters, correspondence related to interactions between advisor, Regional Director, university officials or any other related individuals Copy of letter of appointment from Supreme Basileus or Regional Director (if required)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Graduate chapter sponsoring an undergraduate chapter(s). The responsibility for supervision of the undergraduate chapter shall be with the graduate chapter which provides the graduate advisor(s) to the undergraduate chapter.</td>
<td></td>
<td>Copy of official list of officers Copy of chapter Bylaws Copy of any correspondence specific to undergraduate activities</td>
<td></td>
</tr>
</tbody>
</table>
ALPHA KAPPA ALPHA SORORITY, INCORPORATED
STANDARDS
END OF THE YEAR REPORT

PLEASE TYPE AND EMAIL THIS REPORT ON OR BEFORE DECEMBER 31st. Send to all of the following: (1) Regional Director; (2) Chairman, International Standards Committee; and (3) Regional Representative to the International Standards Committee. Legible hardcopy mail-in reports allowed but must be received on or before December 31st of each year.

CHAPTER: ______________________  REGION: ______________________  YEAR: ____________

LOCATION (City, State, University/College): ____________________________________

CRITERIA: Indicate either YES, NO, or N/A in the appropriate column based on the majority of your responses. If you select “N/A”, please explain. All chapters please answer the following questions:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chapter has had representatives at a Boule within the last six years.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Chapter files with the Regional Director, for review and approval, two copies of chapter bylaws.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Two copies of all subsequent changes to chapter bylaws are forwarded to the Regional Director for review and approval.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Chapter conducts at least one meeting per month except during summer months. (July and August)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Chapter has consistently met three consecutive months between September and June.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6a. Chapter sponsors activities which interpret, implement and support the Programs of the Sorority.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6b. Chapter sponsors and implements activities which support the Timeless History Guide and Model.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Chapter submits an annual report of chapter program activities and finances to the Alpha Kappa Alpha Corporate Office at the end of each year by the required due date.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Chapter observes Founders’ Day annually. (January through March)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Chapters meet minimum requirements for elected officers as required by Alpha Kappa Alpha Sorority, Inc. Bylaws.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Chapter End of the Year Report is signed by the Chapter Basileus, Grammateus, Standards Chairman, and Graduate Advisor (as applicable).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Below Questions Should Only Be Answered by Undergraduate Chapters (Graduate Chapters should mark N/A)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Undergraduate chapters: Chapter maintains the required scholastic average.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Undergraduate chapters: Officers are elected in November and installed in December, except where National Pan-Hellenic regulations differ.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Undergraduate chapters: Have joint meetings with graduate chapter(s).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised October, 2011
### Chapter Self-Assessment

**CHECK ALL METHODS USED FOR CHAPTER SELF-ASSESSMENT:**
- Secret Ballot
- Open Vote
- Phone poll
- Electronic Format

**NUMBER OF MEMBERS IN CHAPTER:**

**NUMBER WHO PARTICIPATED IN CHAPTER SELF-ASSESSMENT:**

**OVERALL SELF-ASSESSMENT OF CHAPTER OPERATIONS:**
- Satisfied
- Not Satisfied
- Assistance is needed

**Comments:**
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

We certify that this Standards End of the Year Report is complete and accurate to the best of our knowledge.

Chapter Basileus Signature ___________________________ Date _____________
Basileus Printed Name: _________________________________
E-mail Address: ___________________________ Phone Number: ___________________________

Chapter Grammateus Signature ___________________________ Date _____________
Chapter Grammateus Printed Name: ________________________________

Chapter Standards Signature ___________________________ Date _____________
Chapter Standards Chairman Printed Name: ___________________________
E-mail Address: ___________________________ Phone Number: ___________________________

For Undergraduate Chapters Only:

Graduate Advisor Signature ___________________________ Date _____________
Graduate Advisor Printed Name: ________________________________
E-mail Address: ___________________________ Phone Number: ___________________________

---

**Revised October, 2011**
SOROR CODE OF ETHICS

In order to honor its Founders, 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:


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. Keeping confidences and maintaining confidentiality.
   e. Refraining from acts of hazing, reporting its occurrences 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 participate fully in meetings and conferences that enhances personal knowledge and improves sorority effectiveness.

7. To maintain integrity in financial matters related 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 offices and/or Graduate Advisors as required.

f. Purchasing only form officially sanctions 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 a true interest in serving Alpha Kappa Alpha Sorority.

9. To refrain from soliciting advertisements, endorsements, and sponsorships that harms 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 Alpha 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.

Signature: ____________________________ Date: ____________________

Revised August 2001
## Documents & Records Retention Matrix

### Operational Records

<table>
<thead>
<tr>
<th>DOCUMENT TYPE</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Charter</td>
<td>Permanent</td>
</tr>
<tr>
<td>Chapter History</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bound Chapter Minutes</td>
<td>Permanent</td>
</tr>
<tr>
<td>Executive Committee Minutes</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Bound Committee Reports</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Chapter Officers</td>
<td>Permanent</td>
</tr>
<tr>
<td>Chapter Directory/Membership Roster</td>
<td>Permanent</td>
</tr>
<tr>
<td>Election Ballots</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Chapter Newsletters</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Founders’ Day Programs</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Records of Conference Attendance</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>MIP Documents</td>
<td>Permanent</td>
</tr>
<tr>
<td>Copies of Chapter Report Book / End of the Year Reports</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Legal Files/Correspondence</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

### Financial Records

<table>
<thead>
<tr>
<th>DOCUMENT TYPE</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Remittance Forms</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Monthly Financial Reports</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Cash Disbursements Journal</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Cancelled Checks</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Checkbooks</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Vouchers &amp; Receipts</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Bank Statements and Bank Reconciliations</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Receipt Books and Cash Receipts Journal</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Audit and Evaluation Reports</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bonding Documents</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Chapter Budgets</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Solicitation Letters and Flyers</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Donor Records, Endorsements and</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Acknowledgement Letters</td>
<td></td>
</tr>
</tbody>
</table>
## Documents & Records Retention Matrix

### UNDERGRADUATE ADVISORY MATERIALS

<table>
<thead>
<tr>
<th>Material</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Scholastic Averages (U)</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>College/University Correspondence</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Sanctions (G)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Graduate Advisory Council Members (G)</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Graduate Advisory Certifications (U)</td>
<td>Seven (7) Years</td>
</tr>
</tbody>
</table>

### PROPERTY RECORDS

<table>
<thead>
<tr>
<th>Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Purchases</td>
<td>Permanent</td>
</tr>
<tr>
<td>Deeds and Bills of Sale</td>
<td>Permanent</td>
</tr>
<tr>
<td>Insurance Records</td>
<td>Permanent</td>
</tr>
<tr>
<td>Equipment Leases</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Property Leases</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Mortgages</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Construction Documents</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

### FOUNDATION RECORDS

(Assumes a 501 (c) (3) Charitable Entity)

<table>
<thead>
<tr>
<th>Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS Exemption Application (Form 1023)</td>
<td>Permanent</td>
</tr>
<tr>
<td>IRS Determination Letter</td>
<td>Permanent</td>
</tr>
<tr>
<td>IRS Annual Return (Form 990) and Worksheets</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Donor Records and Acknowledgement Letters</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>State Tax Exemption Letter</td>
<td>Permanent</td>
</tr>
<tr>
<td>Grant Applications and Contracts</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>Scholarship Grants &amp; Awards</td>
<td>Seven (7) Years</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS

<table>
<thead>
<tr>
<th>Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Event Programs</td>
<td>Seven (7) Years</td>
</tr>
<tr>
<td>International and Regional Appointments</td>
<td>Permanent</td>
</tr>
<tr>
<td>Chapter Ivy Leaf Articles</td>
<td>Permanent</td>
</tr>
</tbody>
</table>
**Proper Disposal of Alpha Kappa Alpha Materials**

**SHRED OR BURN:**
- Constitution and Bylaws
- Manual of Standard Procedure
- Rituals
- Any publication of Alpha Kappa Alpha Sorority, Incorporated containing private and confidential information
- International, Regional, and Chapter Directories
- Paraphernalia

**ELECTRONIC FILES:**
- Delete from computers used in public areas such as, libraries, copy centers (FedEx, Kinko’s), hotel business centers, work computers and shared computers.
- The best practice is to save all information to a disk or other portable data storage device rather than saving information to a hard drive of a computer used in public areas.

For more information regarding the proper disposal of Alpha Kappa Alpha information refer to: *The Official Guide to Alpha Kappa Alpha Protocol.*
<table>
<thead>
<tr>
<th>Category</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATTENDANCE AT CONFERENCES</strong></td>
<td>Constitution and Bylaws, Manual of Standard Procedure</td>
</tr>
<tr>
<td><strong>BUDGET DEVELOPMENT</strong></td>
<td>Fiscal Fitness Guide to Chapter, Financial Procedures</td>
</tr>
<tr>
<td><strong>CORRESPONDENCE</strong></td>
<td>So Now You’re Elected</td>
</tr>
<tr>
<td><strong>EXECUTIVE COMMITTEE</strong></td>
<td>So Now You’re Elected, So You Want to Run for Office, The Official Guide to Alpha Kappa Alpha Protocol, Robert’s Rules of Order, Newly Revised</td>
</tr>
<tr>
<td><strong>GENERAL INFORMATION</strong></td>
<td>History “Pearls of Service” – The Legacy of America’s First Black Sorority, General Information for the Collegian, General Information Regarding Graduate Membership, International Constitution Resource Guide</td>
</tr>
<tr>
<td><strong>MINUTES</strong></td>
<td>So Now You’re Elected, Manual of Standard Procedure</td>
</tr>
<tr>
<td><strong>OFFICIAL PLEDGE</strong></td>
<td>Rituals</td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td>International Program Resource Guide, Current International Program Brochures</td>
</tr>
<tr>
<td><strong>PROTOCOL</strong></td>
<td>The Official Guide to Alpha Kappa Alpha Protocol</td>
</tr>
<tr>
<td><strong>PUBLIC RELATIONS</strong></td>
<td>Media Guide, So Now You’re Elected</td>
</tr>
<tr>
<td><strong>SISTERLY RELATIONS</strong></td>
<td>Extending Sisterly Practices</td>
</tr>
<tr>
<td><strong>SORORITY HYMN</strong></td>
<td>Rituals, Constitution and Bylaws, AKA Songbook</td>
</tr>
</tbody>
</table>
Chapter: ________________________________ Location: ________________________________  

(City, State)

Date of Chapter SET/SITE Visit: ________________________________

Total number of members on SET/SITE Visit: ________________

Airline Ticket(s) Cost Total: $________________

Ground Transportation Cost Total: $________________

Hotel Cost Total: $________________

Meals Cost Total: $________________

Meeting Location Cost: $________________

Total Chapter SET/SITE Visit Costs: $________________

Name of Chapter Officer completing this form: Soror ________________________________

Print Name

Signature ________________________________ Chapter Office ________________________

Date ____________________________________

This form is to be completed within seven (7) days and submitted to the Regional Representative to the International Standards Committee. If another or other chapters were evaluated during the same time that your chapter was evaluated, these costs should only reflect your chapter’s costs.

ATTACH COMPLETED EVALUATORS EXPENSE VOUCHER IF APPLICABLE.

Revised January—2011
Chapter Name
Alpha Kappa Alpha Sorority, Incorporated
10:00 a.m., Saturday, December 20, 2003

Multipurpose Room
City Library
Soror Janet Boxer, Basileus, Presiding

Call to Order        Soror Boxer
Meditation (5 minutes)       Soror June Shell, Chaplain
Greetings (3 minutes)       Soror Carol Hoax, Hodegos
Adoption of Agenda (2 minutes)
Reading of Minutes (7 minutes)      Soror Ann Fee, Grammateus
Reading of Correspondence (5 minutes) Soror Hortense Joseph,
Epistoleus
Officers’ Reports
   Basileus (6 minutes)   Soror Boxer
   Anti Basileus (5 minutes)    Soror Samantha Doak
   Tamiouchos (6 minutes)   Soror Audra Dees
   Hodegos (5 minutes)    Soror Bell Davis
Program Committee Reports (15 minutes)
   Emerging Young Leaders (EYL)   Soror Ellen Daniels
   Environmental Stewardship and Sustainability Soror Yvette Thomas
   Global Poverty     Soror Joann Brown
Unfinished Business (4 minutes)
New Business (5 minutes)
Announcements
Adjournment -- International Hymn and Pledge (11: 15 a.m.)
Refreshments       Soror Monica Foreman and
                   Soror Ollie Day, Hostesses

Template: Agenda
Minutes

Alpha Kappa Alpha Sorority, Incorporated
_____________________________ Chapter

Date__________________________     Regular Meeting No.______

The meeting was held on ___________________________ at___________________________.
          Month Day Year     Location

The meeting was called to order by __________________________, _____________________.
          Name     Office
At _____ ( ) a.m. ( ) p.m. The meditation was given by ___________________. A quorum was established. ( ) Yes ( ) No

There were _____ present, including _____ visiting Sorors. See attached attendance list.

<table>
<thead>
<tr>
<th>READING AND DISPOSITION OF MINUTES</th>
<th>The minutes were approved as written. ( ) Yes ( ) No Corrections:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REPORTS OF OTHER OFFICERS</th>
<th>Summary of financial statement or explanation of budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamiouchos</td>
<td></td>
</tr>
<tr>
<td>Pecunious Grammateus</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REPORTS OF EXECUTIVE, STANDING COMMITTEES AND AD HOC COMMITTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposition of committee report was:</td>
</tr>
<tr>
<td>A. Referred back to committee</td>
</tr>
<tr>
<td>B. Postponed</td>
</tr>
<tr>
<td>C. Placed on file</td>
</tr>
<tr>
<td>Executive Committee</td>
</tr>
</tbody>
</table>

Template: Minutes
Committee Disposition of Report_______ Report Attached ( ) Yes ( ) No
Committee Disposition of Report_______ Report Attached ( ) Yes ( ) No
Committee Disposition of Report_______ Report Attached ( ) Yes ( ) No
Committee Disposition of Report_______ Report Attached ( ) Yes ( ) No
Committee Disposition of Report_______ Report Attached ( ) Yes ( ) No

Unfinished Business
Summary:

New Business
Summary:

Announcements
Summary:

The meeting was adjourned at _________ ( ) a.m. ( ) p.m. The next meeting will be on ___________ (date), at _________ (time), at _________________________________ (location).

Grammateus _______________________________
Date Approved _____________________________
Basileus _________________________________
This template is a guide for developing and evaluating the graduate chapter’s bylaws. It is the intent of the Constitution Committee to assist the Regional Directors in facilitating uniformity among chapters’ bylaws. This template provides the framework for bylaws for graduate chapters to adopt.

Alpha Kappa Alpha Sorority, Incorporated
________________________ Chapter
BYLAWS

Article I. NAME
(Sample language)
This organization shall be known as (Chapter Name, located in City, State) of Alpha Kappa Alpha Sorority, Incorporated. The chapter shall be composed of Graduate Sorors as defined by the Corporate Constitution and Bylaws.

Article II. PURPOSE
(Sample language)
The purpose of (Chapter name) is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind as stated in the Constitution and Bylaws of the Alpha Kappa Alpha Sorority, Inc.

Article III. MEMBERSHIP
Classes of Membership, such as active, and lifetime
Section 1. Qualifications (e.g. Financially Active, etc.) for membership.
Section 2. Assessments, Fees or Dues
Section 3. Rights of Membership
Section 4. Resignations and Disciplinary Action

Article IV. OFFICERS
List in Order of Rank as Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus, Parliamentarian, Chaplain, Ivy Leaf Reporter, Historian, Hodegos, Graduate Advisor, Assistant Graduate Advisor, AKA Connection Coordinator, and Philacter.
Section 1. Duties
Section 2. Term of Office
Section 3. Nominations and Elections

Article V. MEETING
Explain when the meetings will be held, locations, and who can vote at that the meeting.
Section 1. Regular Meeting
Section 2. Executive Meeting
Section 3. Special Meeting
Section 4. Quorum
Section 5. Explain how the Sorors will be notified of meetings
Article VI. EXECUTIVE COMMITTEE
Section 1. Composition
Section 2. Powers
Section 3. Meetings
Section 4. Quorum

Article VII. COMMITTEES
Each standing committee should be listed in a separate section containing the:
   Name of Committee
   Number of Members
   Manner of Selection
   Duties

Article VIII. SPECIAL AND AD HOC COMMITTEES
The Basileus shall create committees as needed to facilitate the purpose and objectives of Chapter.

Article IX. PARLIAMENTARY AUTHORITY
(Sample Language)
The governing documents will be used in said order:
   1. National Constitution and Bylaws
   3. Chapter Bylaws

Article X. AMENDMENT OF THE BYLAWS
Describe the procedure, notice of the meeting, and the type of vote (simple majority or two-thirds vote)

Article XI. DISSOLUTION
A dissolution clause states what will happen to the assets should the organization be dissolved. The IRS requires this Article for all tax-exempt organizations. The following is the language that must be included in your Chapter’s Bylaws to protect the Sorority’s tax exempt status:

Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Sec 501(c)(7) of the Internal Revenue code or corresponding section of any future federal tax code, or for one or more exempt purposes within in the meaning of Sec 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
This template is a guide for developing and evaluating the chapter’s bylaws. It provides the framework for bylaws for undergraduate chapters to adopt.

Alpha Kappa Alpha Sorority, Incorporated
________________________ Chapter

BYLAWS

Article I. NAME
(Sample language)
This organization shall be known as (Chapter Name, located in City, State) of Alpha Kappa Alpha Sorority, Incorporated. The chapter shall be composed of Undergraduate Sorors as defined by the Corporate Constitution and Bylaws.

Article II. PURPOSE
(Sample language)
The purpose of (Chapter name) is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind as stated in the Constitution and Bylaws of the Alpha Kappa Alpha Sorority, Inc.

The members of an undergraduate Chapter must graduate within six (6) years from their date of admission to the first university/college of acceptance. If the Soror has not graduated after six (6) years of entering the university/college, the soror must transfer to a graduate chapter as an associate member. Only the Supreme Basileus can give exception to this requirement.

Article III. MEMBERSHIP
Active Undergraduate Membership.
Section 1. Qualifications for membership
Section 2. Assessments, Fees or Dues
Section 3. Rights of Membership
Section 4. Resignations and Disciplinary Action

Article IV. OFFICERS
List in Order of Rank as Basileus, Anti-Basileus, Grammateus, Tamiouchos, Parliamentarian.
Section 1. Duties
Section 2. Term of Office
Section 3. Nominations and Elections
Section 4. Graduate Advisor and/or Assistant Graduate Advisor

The Graduate Advisor and/or Assistant Graduate Advisor shall serve as a link between the graduate and undergraduate chapter. It shall be the duty of the Graduate Advisor and/or Assistant Graduate Advisor to support and advise the Undergraduate Chapter with operations, activities, and any area(s) of concerns. The Graduate Advisor and/or Assistant Graduate Advisor will ensure that the Sorors of the undergraduate chapter will be the decision makers and lead their chapter’s operations.

Template: Undergraduate Chapter Bylaws
Article V. MEETING
Explain when the meetings will be held, locations, and who can vote at that the meeting.
Section 1. Regular Meeting
Section 2. Executive Meeting
Section 3. Special Meeting
Section 4. Quorum
Section 5. Explain how the Sorors will be notified of meetings

Article VI. EXECUTIVE COMMITTEE
Section 1. Composition
Section 2. Powers
Section 3. Meetings
Section 4. Quorum

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Each standing committee should be listed in a separate section containing the:
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   Manner of Selection
   Duties

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(Sample Language)
The governing documents will be used in said order:
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Template: Undergraduate Chapter Bylaws