



**Alpha Kappa Alpha Sorority, Incorporated®**  
**International Standards Committee**  
**Annual Chapter Records Certification Form**

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

Required Chapter Files	Check if on file
1. Chapter Charter	
2. Bound Chapter Minutes with Committee Reports	
3. Executive Committee Minutes	
4. Financial records as required by the Financial Operations Guide	
i. Tamiouchos' Cash Disbursements Journal	
ii. Checkbook and Vouchers with receipts	
iii. Banks Statements and Bank Reconciliations	
iv. Pecunious Grammateus' Receipt Book and Cash Receipt Journal	
v. Audit Report	
vi. Chapter Budget	
vii. Are the proper officers bonded	
5. Roster of Officers	
6. Transfer Report forms	
7. Year-end Reports	
8. Ballots	
9. Documents related to Membership Experience	
10. Chapter Evaluations Regional Director Results Notification	
11. Chapter Report Book	
12. Summary of Chapter Self-Assessment	
13. Records of Conference Attendance	
14. Soror Code of Ethics (officers' signatures)	
Required Documents (current edition)	
1. Constitution and Bylaws (International and Local)	
2. Manual of Standard Procedure	
3. Constitution Resource Guide	
4. Standards Resource Guide	
5. So You Want to Run for Office	
6. So Now You're Elected	
7. Graduate Membership Intake Manual <sup>1</sup>	
8. Undergraduate Membership Intake Manual <sup>2</sup>	
9. Robert's Rules of Order Newly Revised (12 <sup>th</sup> ed)	
10. Graduate Advisors' Certification and Procedure Manual <sup>3</sup>	
11. Financial Operations Guide	
12. Documents and Records Retention Guide	
13. History Book	
14. Archives Handbook	
15. Program Resource Guide	
16. Media Guide	
17. Anti-Hazing Handbook	
18. Protocol Manual	
19. Rituals (Review Annually)	
20. Public Policy Program (Connection Handbook)	
21. AKA Ceremonial Songs (CD/USB) (and/or the songbook)	
22. Song Book	

Chapter Basileus \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)