

Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter

Chapter Operations Manual

Submitted by the Standards Committee

Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter

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INTRODUCTION

The Standards Committee is responsible for maintaining and updating Theta Rho Omega chapter's Operations Manual. The Operations Manual assists in informing each chapter soror on the operation of the chapter. The Operations Manual is a resource that will support your ability to be knowledgeable about Theta Rho Omega Chapter's procedures and protocols.

The Standards Committee encourages each soror to become familiar with the contents and keep the Operations Manual on hand along with other key sorority documents. This manual is your guide to assist you in maintaining an active and engaged chapter membership.

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CHAPTER STRATEGIC PLAN

Strategic Planning is a roadmap that allows the organization to examine our strengths, weaknesses, opportunities and risks through a structured approach that begins with defining the mission of the organization. Using the organization's vision statement and guiding principles as a framework, an action plan is developed.

In Theta Rho Omega Chapter, the strategic planning process continues as a disciplined approach to make fundamental decisions and take actions that will shape and guide the chapter in the long term.

Key Components in Developing a Strategic Plan

- **Mission Statement** - The mission statement is a statement of the organizational purpose.
- **Vision Statement** - The vision statement is a description of what an organization will look like if it succeeds in implementing its strategies and achieves its full potential.
- **Guiding Principles** - Guiding principles establish the framework within which an organization will pursue its vision.
- **Strategic Goals** - Strategic goals are long term organizational targets. They state what the organization plans to accomplish over the next several years.
- **Action Plans** - The action plan is the guide to achieving strategic goals. It is a plan that includes what the organization is going to do, who is going to do it, and the time frame in which it will be done.
- **Follow Up** - Follow up is the step that examines whether the organization achieved what it has planned. It measures the organization's success in executing action plans prior to starting the process again.

VISION STATEMENT

Alpha Kappa Alpha Sorority, Incorporated is the premier unique sisterhood of distinguished professional women united to serve humankind

MISSION STATEMENT

Alpha Kappa Alpha Sorority, Incorporated, Theta Rho Omega Chapter will serve the Chicago South Suburban community by promoting lifelong opportunities in the areas of economic advancement, political and health awareness, and educational excellence

GUIDING PRINCIPLES

- **Sisterhood** - Our behavior will cultivate an atmosphere in which women are encouraged to achieve their highest goals, hopes and dreams.
- **Unity** - Our performance will foster unity and friendship among people of all races, genders, ages, nationalities, religions, and cultural backgrounds.
- **High Ethical Standards** - Our members and officers will exemplify high ethical standards.
- **Character** - Our activities will strengthen character among members and others
- **Respect** - Our organization will encourage mutual respect among all members of the human race.
- **Communication** - Our organization will foster an environment of effective communication

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- **High Scholastic Achievement**-Our initiatives will promote support and encourage high scholastic achievement
- **Leadership**-Our activities will advance the training and development of leaders.
- **Education**-Our initiatives will advocate lifelong learning for the people we serve.
- **Health**-Our initiatives will enhance family life.
- **Arts**-Our initiatives will sustain the arts
- **Technology**-Our organization will effectively utilize appropriate technologies to continually improve organization efficiency.
- **Economics**-Our organization will endorse solid economic practices and economic empowerment.

ARCHIVES

PRESERVATION OF OFFICIAL CHAPTER DOCUMENTS

Goal: To preserve and make available the chapter's historical valuable print and non-print materials. The chapter is expected to make a sustainable commitment to the preservation of the chapter's archives.

Alpha Kappa Alpha Sorority, Incorporated® chapters are encouraged to implement the following:

- Use professional archiving materials and containers that will preserve the chapter's historical documents, publications and photographs.
- Articulate a clear mission and collection management policy.
- A technological innovation in archiving is encouraged; therefore, archives can include multimedia content (i.e., digital documentation and/or web-based preservation of oral history interviews, photographs and videos.
- Archives should be in a climate-controlled repository.
- An inventory list of archive holdings
- A Documentation Disaster Management Plan for the Repository

Additionally, Theta Rho Omega Chapter's Archives Committee is to:

- Work with the Grammateus in collecting all archival materials from Fundraising Chairman, Standing Committee Chairmen, Chairmen of the current Supreme Basileus programs and all members responsible for any chapter activities
- Ensure that all chapter documents included in any corporate evaluations should be conserved in the chapter archives
- On a quarterly basis, obtain documents from the Basileus and Grammateus for storage and preservation
- Complete the current Annual End of Year Report for Chapter Archives Activities form found on aka1908.com Members Only section
- The End of Year Report for Archives includes:
 - a. Significant anniversary milestones
 - b. Memorabilia of visits of International Officers to the chapter
 - c. Materials concerning charter and early members
 - d. Copy of the Chapter Charter
 - e. List of current year's Ivy Beyond the Wall sorors, obituaries, funeral programs and resolutions
 - f. Annual Founders' Day Programs
 - g. Evidence of chapter awards and participation in signature programs
 - h. Complete oral history interviews with original transcripts

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CHAPTER EVENTS

Chapter sorors are expected to attend events of the Chapter, Regional and International level and are expected to dress appropriately in business attire, unless otherwise communicated.

JANUARY-JUNE AND SEPTEMBER-DECEMBER

Executive Board Meeting / Chapter Meeting

Executive Board Meeting is held monthly (except July and August) prior to Chapter Meeting. Chapter Meeting is held on the fourth Saturday of every month (except July and August) at Prairie State College located in Chicago Heights. The December Chapter Meeting is held at a different location. The business of the chapter is conducted at Chapter meeting.

JANUARY

Founders' Day Recognition/Celebration

Annually chapters are required to acknowledge Alpha Kappa Alpha Sorority Founders' Day. The acknowledgement is to be documented and a record maintained in the chapter archives and chapter end of year files for Chapter Evaluation purposes. Chapters have from January-March for acknowledgement.

National Founders' Day

National Founders' Day is usually held every other year (non-Boule year) in January to celebrate and honor the Founders of Alpha Kappa Alpha Sorority, Incorporated.

Soror Code of Ethics

Annually, each member of the chapter will read, sign and submit their signed copy of the Code of Ethics form. The Grammateus is required to maintain all signed copies of the form for Chapter Evaluation purposes.

FEBRUARY

MARCH/APRIL

Central Regional Conference

- The Central Regional conference is held annually and is where the business of the region is conducted. The Regional Time and Place Committee determine what cluster will host the conference.
- If Theta Rho Omega chapter's cluster VIII is the host cluster, the Basileus will appoint a chairman/representative to represent Theta Rho Omega at the planning meetings
- The chapter may determine which committee(s) we will chair. Sorors will then serve on committees
- The Chairman/representative will report to the chapter on a regular basis and present a final report of the event after the conference wrap up meeting
- The chapter will elect delegates and alternate delegates for representation at the conference. The number of chapter members determines the number of delegates to represent the chapter
- The Basileus will meet with the delegates and alternate delegates prior to the start of the conference and coordinate with the delegates their written report assignments, such as Plenary sessions, Public Meeting, Workshop sessions
- Delegates and alternate delegates are required to attend all Plenary sessions, Public Meeting and Workshop sessions
- For reimbursement, written delegate reports are due at the chapter meeting immediately following the regional conference
- Delegate paid registration and written report(s) are required to be included along with the delegate

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- voucher for reimbursement
- The chapter will reimburse the full registration fee after attending Central Regional Conference for the chapter Basileus and chapter Anti-Basileus
- The chapter will reimburse up to one-half of the registration fee after attending Central Regional Conference for all other chapter delegates, depending on the current year's budget and funds available
- The chapter may submit Program Award Books and Soror Award Books
- The chapter members will nominate and vote for the soror notables. Committee chairmen and sorors voted approved are responsible for providing pictures and documentation for the Program Award Books
- The chapter will budget for miscellaneous expenses when Cluster VIII is the host cluster for the conference
- When Cluster VIII is the host cluster for the conference, each chapter member is required to pay an assessment amount set by the Regional Director in the prior year Cluster VIII is the host chapter
- All sorors attending the conference are to email their registration to the Anti- Grammateus to track attendance

MAY

Chapter Fundraiser

The Basileus will appoint the Fundraiser Committee Chairman. The Fundraiser Committee will establish plans, dates, budget, theme, and other items for this event and obtain approval of the fundraiser by majority vote of the chapter.

AKA Day at the State Capitol

Sorors from the State of Illinois meet in Springfield to advocate for matters that pertain to Civil Rights, Social Justice, Mental Health and Voter Registration. The AKA Connection Chairman and other sorors attend this important political event.

Boule Delegates

The chapter will elect delegates and alternate delegates for the upcoming Boule Conference.

JUNE

Sistah Fest

Sistah Fest is held in June and planned by the Membership Committee. It's an opportunity for sorors to interact in an informal environment and to invite inactive sorors.

Sistah Fest serves as one of the chapter's reclamation activities for inactive sorors. The attire for this event is AKA paraphernalia.

JULY

Boule

The Boule is where the business of the sorority is conducted and is held in July in the even years.

- If Theta Rho Omega is a hostess chapter for Boule, the Basileus will appoint a chairman/representative to represent the chapter at the planning meetings
- The chapter may determine which committee(s) sorors will chair. Sorors will then serve on committees
- The Chairman/representative will report to the chapter on a regular basis and present a final report of the event after the wrap up meeting
- The chapter will elect Boule delegates and alternate delegates at the April/May chapter meeting
- The number of chapter members determines the number of delegates to represent the chapter
- The Basileus will meet with the delegates and alternate delegates prior to the start of the Boule and coordinate with the delegates their written report assignments, such as Meetings, Public Meeting, Plenary sessions, Workshop sessions

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- Delegates and alternate delegates are required to attend all Plenary sessions, Public Meeting and Workshop sessions
- For reimbursement, written delegate reports are due at the chapter meeting immediately following the regional conference
- Delegate paid registration and written report(s) are required to be included along with the delegate voucher for reimbursement
- The chapter will reimburse the full registration fee after attending Boule for the chapter Basileus and chapter Anti-Basileus
- The chapter will reimburse up to one-half of the registration fee after attending Boule for all other chapter delegates, depending on the current year's budget and funds available
- When Cluster VIII is the host cluster for the Boule, each chapter member is required to pay an assessment amount set by the Boule committee in the prior year Cluster VIII is the host cluster
- Each Central Region chapter is required to pay a Boule Luncheon assessment fee set by the Regional Director in the prior year of the Boule
- All sorors attending Boule are to email their registration to the Anti-Grammateus to track attendance

Leadership Seminar

The Leadership Seminar is structured to meet the needs of current and potential leaders of the sorority and is held in July in the odd years.

- The chapter will reimburse the full registration fee after attending Leadership for the chapter Basileus and chapter Anti-Basileus
- All sorors attending Leadership Seminar are to email their registration to the Anti-Grammateus to track attendance
- Leadership Seminar does not have delegate representatives

AUGUST

SEPTEMBER

Chapter Retreat

Chapter retreat includes sisterly activities, planning and learning. The Basileus and Standards committee determine the focus of the retreat. The retreat is an opportunity for sorors to plan the program calendar of events for the upcoming year based on the current Supreme Basileus' programs.

OCTOBER

Cluster Retreat

The cluster retreat is held each fall to further the programs of Central region and is under the direction of the Regional Director and the Supreme Basileus. The chapter to host the retreat is determined by Regional Time and Place Committee at the Regional Conference. If Theta Rho Omega chapter volunteers to host Cluster VIII cluster retreat, the Basileus will appoint a chairman.

Chapter Self-Assessment

Annually each member is required to complete the Chapter Self-Assessment form-Graduate Chapter. The Standards committee is responsible for executing the assessment process and submitted the assessment results to the Regional Director and the region's representative to the International Standards Committee by the deadline. Copies are maintained for evaluation purposes.

NOVEMBER

Chapter Anniversary

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The chapter will celebrate the date the chapter was chartered each year at the November chapter meeting. Every five years a celebration may be planned. The Basileus will appoint the Chapter Anniversary Committee Chairman. An Anniversary Committee will be established to plan this event and obtain the approval of the chapter to host and fund the event.

DECEMBER

Chapter Meeting

The chapter may hold its December chapter meeting at a location where a luncheon is also held.

Officers Workshop

This workshop is planned in collaboration with the Basileus and implemented by the Standards Committee and Leadership Committee to assist and train sorors in their new roles as officers, standing committee chairmen and committee chairmen of the current Supreme Basileus programs as well as preparing sorors who wish to obtain those positions.

Installation of Officers

Installation of officers will take place at the December chapter meeting, with the Standards Committee presiding over the installation ceremony.

Central Regional Conference Chapter Delegates and Notables

The chapter will elect delegates and alternate delegates and Graduate Soror Chapter Awards for the upcoming year's Regional Conference.

CHAPTER OPERATIONS AND PROCEDURES

Theta Rho Omega Chapter will refer to *“So Now You’re Elected: A Resource Guide to Effective Leadership and Chapter Operations”* to orientate chapter officers, committee chairmen and chapter members on their duties and responsibilities. All outgoing and newly elected officers and committee chairmen are required to attend the Officers Workshop. All outgoing officers’ files should be turned over to the incoming officer no later than 30 days after a change in administration. This process should occur under the guidance of the Standards committee.

Chapter bylaws should include officer eligibility requirements reflected in *“So Now You’re Elected: A Resource Guide to Effective Leadership and Chapter Operations.”* These requirements are standards the International Headquarters suggests chapters consider when identifying candidates for office.

Executive Board Meetings

All Officers and Committee Chairmen are required to attend monthly Executive Board meetings to facilitate the business of the chapter. The chapter Basileus will modify the chapter agenda based on reports presented at Executive Board meetings. All sorors reporting at chapter meetings must have reported at the Executive Board Meeting first.

Chapter Meeting Reports

Sorors reporting at chapter meetings must have four printed, signed copies of their report to be distributed to the Basileus, Anti-Basileus, and Grammateus, with a file copy for the Committee Chairman/Officer reporting.

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Scrapbook and Year-End Program Book Procedures

The chapter bylaws state the Ivy Leaf Reporter shall serve as Public Relations Committee chairman. The Public Relations Committee should include the Anti-Basileus and Historian. Per *“So Now You’re Elected: A Resource Guide to Effective Leadership and Chapter Operations”*, a responsibility of the Historian is to keep pictures of chapter activities and newspaper articles and to work cooperatively with the Ivy Leaf Reporter and Program Chairman. The guide also states the Anti-Basileus shall direct program activities of the chapter and chair the Program Committee.

Chapter bylaws state the Historian shall maintain a current file of all chapter and individual sorors activities and assist with documentation needed for Regional and Boule business.

The Public Relations Committee chairman and the Program Committee chairmen should work collaboratively throughout the fiscal year, compiling documentation for preparing the scrapbook, chapter exhibit and year-end program book for submission at the Regional Conference. The Anti-Basileus shall serve as co-chairman of the scrapbook, exhibit, and year-end program book, as she is knowledgeable regarding all facets of the chapter program. The committee should meet to compile and organize the information about the activities that have been completed. The committee should meet in January and February for completion of the compiled information from the prior year and submission of the scrapbook, chapter exhibit and the Year-end Program Book to the Regional Conference Awards committee. The Year-end Program Book should be completed by the officers and Program Committee chairmen of the program year to be judged.

Chapter Soror Messaging Service

Chapter soror messaging service notifies the membership by email or other electronic means. The purpose of establishing a chapter soror messaging service is to communicate important information to the membership prior to the monthly chapter meetings, post chapter meetings and during summer recess.

The Tamiouchos will submit a list of financial chapter members to the Basileus by the February chapter meeting. As changes in the number of financial members occur, the chapter soror messaging service will be updated by the Basileus or Epistoleus.

Hostesses for Monthly Meetings

- The purpose of the monthly hostesses is to ensure that refreshments are available for the membership during chapter meetings when the meeting location allows.
- When required, the Hodegos shall establish monthly hostess teams for the year. The Hodegos will select the monthly Hostess chairman. Reminders will be included in each monthly newsletter.
- When meeting location allows, the duties of the Hostess chairman will determine the menu, contact each team member of the month and coordinate the refreshments.
- As members enter and leave the chapter, adjustments to the teams may be necessary. The Hodegos will make any adjustments after receiving information from the Tamiouchos.
- When meeting location allows, the hostesses should have the refreshments ready to be served at least 15 minutes prior to the chapter meeting.

Chapter Courtesies

Chapter courtesies are provided to chapter sorors based on the guidelines below.

- **Death of a Family Member:** A chapter check from the chapter’s Operations account in the of \$25 will be sent to a charitable organization of the Soror’s choice in memory of the following family members of a Soror: Spouse, Father, Mother, Brother, Sister or Child. The Hodegos will submit the chapter form requesting the information from the chapter soror. Once the Hodegos receives the information from the soror, the

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Hodegos will submit the information to the Tamiouchos along with a voucher requesting the \$25 check in the name of the charitable organization.

- **Illness** – In case of a Soror illness and/or hospitalization, a Get-Well card will be sent.
- **General Greetings and/or Congratulations:** Cards will be sent to Sorors for the following:
 - Birthday
 - AKA sorority Initiation and/or Anniversary
 - Retirement
 - Marriage of a Soror's son or daughter
 - Birth of a baby (see below for recognition of a first child)
- **Gifts/Acknowledgement**-A chapter check or gift card will be issued for the following:
 - First Marriage of a Soror-\$25 Gift Card
 - Birth of a Soror's First Baby-\$25 Gift Card
- The Hodegos will submit the information to the Tamiouchos along with a voucher requesting the \$25 check.
- **Homebound/Shut-In Soror Acknowledgement**-Hodegos/Courtesy committee will acknowledge homebound sorors at least once each year (Homebound: unable to attend chapter meetings and activities, report to work or perform normal activities due to illness or other restrictions); suggestion: gift baskets.

Additional Hodegos/Courtesy Committee Responsibilities

- 50-50 Raffle – Complete raffle drawing at chapter meeting. Tickets are \$1 each (chapter provides roll of tickets). Proceeds split between the chapter and winning Soror. A visiting soror may draw for the winner
- Soror Greetings – Hodegos greets visitors or visiting sorors at chapter meeting and completes a visitor card. This information is also shared with the Basileus, Grammateus and Membership Committee Chair
- Reporting – Present monthly report at chapter meetings and utilize monthly newsletter to provide information to Sorors. Recognize soror birthdays, wedding anniversaries and AKA sorority initiation and anniversaries at chapter meetings
- Co-Chair – Performs duties at meetings/activities in absence of the chair
- Protocol -Follow protocol process at chapter /committee activities where hostesses are needed or courtesies extended.
- Communication – Provide a chapter messaging service and communicate with sorors as needed
- Chapter Anniversary – Prior to November chapter meeting, order chapter anniversary cake if meeting location allows and inform hostesses of November meeting anniversary cake will be dessert
- Christmas Gathering/End of Year Meeting —coordinate with the Basileus and other committees on plans for Christmas celebration
- Hostess Schedule – Develop a Hostess schedule for the year. Divide Soror roster equally for each of eight monthly chapter meetings. (September is Chapter Retreat off site and December is Christmas luncheon- hostesses a not needed for these events.) Select two soror coordinators to monitor the hostess schedule for the year. Soror coordinator(s) will monitor the schedule for (4) consecutive months each
- Basileus Trophy – At the November chapter meeting of Out-Going-Basileus, the Basileus should remind the Anti-Basileus to order the Basileus plaque from Trophies Are Us. The Anti-Basileus should also order the official Basileus pin to present in December. The pin is to include the term of the Basileus, TRO chapter letters and years of her

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administration. Cost of the pin should not exceed \$175.00. (note if vendor is available: Arvensis Jewelry has the chapter pin design on file)

End of Year (EOY) Reports/Chapter Report Book

The following reports are due to Alpha Kappa Alpha Corporate Office and individuals as identified in the Fall Mailing that is sent to the chapter's P.O. Box. Additional, specialty reports may be required and will also be included in the Fall Mailing. All reports are due on December 31st of each year, but no later than February 1st, except where noted in the Fall Mailing. Forms can be found on the AKA Corporate website at aka1908.com, members only section. Designated reports should be signed by the appropriate officers as determined by AKA Corporate Office. Reports are also emailed appropriately as requested. In all instances a copy is maintained for the chapter's files. Send requested forms to the Alpha Kappa Alpha Corporate office with original signatures only.

Officers and Chairmen Reporting Responsibilities

Report	Due Date/Time	Responsible	Format
Operations and Program Budget	12/1-15	Tamiouchos Basileus	Online reporting Hard copy
Statement of Financial Operations	12/31-2/1	Tamiouchos Basileus	Online reporting Hard copy
Program Reports	12/31 by 11:00pm CST	Program Chairman Basileus	Online Reporting Hard Copy
Standards	12/31	Basileus Standards Chairman	Online reporting Hard Copy Email
AKA Connection Activity	12/31	Basileus AKA Connection Chairman	Online reporting Hard Copy Email
Membership Activities	12/31	Basileus Membership Chairman	Online reporting Hard Copy Email
Archive Activities	12/31	Basileus Archive Chairman	Online reporting Hard Copy
Chapter Hotel Expenditure	12/31-2/1	Tamiouchos Basileus	Online reporting Hard Copy
W-9	12/31	Tamiouchos Basileus	Online reporting Hard Copy

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FINANCIAL PROTOCOL AND PROCEDURES

GENERAL INFORMATION

Theta Rho Omega chapter maintains three separate checking accounts. One checking account is the Operations checking account. Deposits made to the Operations account are funded by chapter members' dues and funds for Alpha Kappa Alpha Sorority only activities. Disbursements made from the Operations account are for soror only activities. One checking account is the Program checking account. Deposits made to the Program account are funded by fundraisers the chapter sponsors. Disbursements made from the Program account are for fundraising expenses and Program committee activity reimbursements. One checking account is the Contingency account. Deposits made to the Contingency account are funded by soror activities.

Theta Rho Omega chapter sorors shall not enter into any financial agreements on behalf of Theta Rho Omega chapter.

FEES

- Theta Rho Omega operates on a fiscal year from January 1 and ends December 31 of the year. Theta Rho Omega chapter dues include Per Capita, EAF, 2-documents fee when available from corporate office and local chapter dues. Chapter dues are payable to Theta Rho Omega chapter and due January 1st of each year and no later than February 1st.
- If a member pays after February 1st, the member is inactive until Per Capita and late fine is paid. Paying late will disrupt the four years (48 months) of consecutive membership required for Legacy Provision and Sponsoring/Co-Sponsoring a candidate. Per Capita and EAF sent to Corporate Office after February 1st is assessed a 10% late fine.
- Theta Rho Omega chapter dues are accepted only after the soror has met their other chapter financial obligations for the current year. To avoid a financial break in service, it is recommended that sorors pay their chapter dues prior to December 31.
- A soror's Per Capita, EAF are submitted to the Alpha Kappa Alpha Sorority online Mass Payment system once the soror's payment has cleared. Theta Rho Omega Chapter tax is submitted using the online Mass Payment system with the first remittance of sorors Per Capita, EAF and documents fee.

SORORS TRANSFERRING INTO THE CHAPTER

Sorors transferring into the chapter are directed to the chapter Tamiouchos for consultation regarding chapter financial obligations and to obtain information for forwarding to Alpha Kappa Alpha Corporate Office, 5656 S. Stony Island, Chicago, IL, 60637.

SORORS TRANSFERRING OUT OF THE CHAPTER

Sorors who are transferring to another chapter or general membership and are requesting a transfer verification form are directed to the chapter Tamiouchos.

REACTIVATING SORORS

Sorors who have not been a financial member greater than one year (January-December) are reactivating into the sorority. Sorors reactivating their membership in Alpha Kappa Alpha Sorority are directed to the chapter Tamiouchos for consultation regarding chapter financial obligations and to obtain information for forwarding to Alpha Kappa Alpha Corporate Office, 5656 S. Stony Island, Chicago, IL, 60637.

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FINANCIAL PROCEDURES

The Finance Committee consist of the Tamiouchos, chairman, Anti-Basileus, Pecunious Grammateus and three financial members of the chapter elected by the chapter every two years. The committee is tasked with managing the chapter's annual Operations budget and Program budget. The committee shall prepare and recommend the budgets for the upcoming year, provide a copy for each chapter member at the September chapter meeting for the members to review, present the proposed budget at the October meeting, make any approved changes to the budget from chapter members input at the October chapter meeting and vote for approval of the budgets at the November chapter meeting.

FINANCIAL CONTROLS

To ensure separation of duties, the Pecunious Grammateus is responsible for receiving and receipting all funds collected on behalf of Theta Rho Omega chapter. The Tamiouchos is responsible for depositing funds and the disbursement of funds by chapter check. Sorors receiving and disbursing funds are bonded.

Receipt of Money

- The **Pecunious Grammateus** receives all funds in the name of Theta Rho Omega chapter regardless of what the payment is for, such as chapter dues, fundraisers, soror activities.
- The Pecunious Grammateus receives funds in the form of cash, check, money order and online through electronic payment sources approved by Theta Rho Omega chapter members.
- The Pecunious Grammateus submits a receipt to the payor identifying the source of the funds the payor submitted when the funds received are in the form of cash, check or money order
- When the member payment is through electronic payment sources, a receipt is generated after payment is completed. The Pecunious Grammateus maintains an electronic report of these payments
- Electronic payments made through approved Theta Rho Omega chapter member sources are directly deposited to the chapter's designated checking accounts
- Cash, check or money order payments received by the Pecunious Grammateus are submitted to the Tamiouchos within 5-7 business days indicating the source of the funds and are reconciled with the Tamiouchos.
- The Tamiouchos deposits these funds received from the Pecunious Grammateus within 5-7 business days of receipt of the funds from the Pecunious Grammateus.
- Funds received in the name of Theta Rho Omega chapter are deposited by the Tamiouchos into the designated checking accounts.
- All monies sent by mail are to be mailed directly to the chapter P. O. Box, attention Pecunious Grammateus.
- Only checks or money orders are to be sent to the P. O. Box – **no cash**.
- The check or money order is made payable to Theta Rho Omega Chapter and is to include an explanation of what the check or money order is for.

Returned Checks

Theta Rho Omega chapter sorors are responsible for all returned checks, including all related bank fees. Chapter sorors are also responsible for returned checks that sorors receive as payment to the chapter from others. Payment for returned checks and fees should be made by cash, money order or cashier's check, and be paid timely. The Pecunious Grammateus receives these funds.

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Disbursements of Funds

The Tamiouchos is responsible for the disbursement of funds that are approved by the committee chairman, Basileus, Anti-Basileus. Two signatures are required on all checks disbursed. Vouchers with attached receipts, explanation of expense are used to authorize expenditures and payments. The approved voucher with receipts is maintained in the Tamiouchos records.

Requesting Reimbursement

- The disbursement of funds begins with a completed Theta Rho Omega chapter voucher and receipts.
- The voucher contains the purpose of the expenditure, the name of the committee or officer requesting the reimbursement, the amount of the expenditure and receipts.
- Reimbursement vouchers properly completed and signed by the officer or committee chairman, Tamiouchos, Basileus, Anti-Basileus with all receipts attached must be submitted to the Tamiouchos for all requests for funds – no exceptions.
- Checks are to be signed by the Basileus and Tamiouchos
- Checks may be signed by the Anti-Basileus with the Basileus is not present
- Basileus reimbursement, checks are signed by the Anti-Basileus and Tamiouchos
- Tamiouchos reimbursement, checks are signed by the Basileus and Anti-Basileus
- Reimbursement is issued once the expense has occurred

The reimbursement of chapter expenses is done using chapter checks only.

Receipts and vouchers submitted after 60 days will be considered void.

Reimbursements

Regional Conference and Boule delegates

No Advance Payments will be made to delegates. Expenses will be reimbursed only after attending Regional Conference. The chapter will not reimburse for late fees. The participating chapter delegate is responsible for paying for their registration in a timely manner.

Basileus Expenses

No Advance Payments will be made. Registration cost for Central Regional Conference, Boule and Leadership (and Central Regional Conference luncheon) will be reimbursed by the chapter after attending the conferences. Housing will be provided for the Basileus. Any other soror(s) residing in the room with the Basileus is expected to pay their ½ share of the housing expenses (including all fees and taxes). The only exception is the Anti-Basileus. If the Anti-Basileus resides in the room with the Basileus, she is not expected to pay ½ share of the housing expenses (including all fees and taxes). Transportation (round trip) to the conference will be reimbursed in part or whole, depending on the budget and funds available.

Anti-Basileus Expenses

No Advance Payments will be made. Registration cost for Central Regional Conference, Boule and Leadership (and Central Regional Conference luncheon) will be reimbursed by the chapter after attending the conferences. Housing may be shared with the Basileus at no additional cost. If the Basileus is reimbursed ½ cost of housing due to another soror residing with the Basileus, the Anti-Basileus may be reimbursed ½ cost of the Anti-Basileus housing, depending on the current year's budget and funds available.

Delegate Expenses

For delegates other than the Basileus and Anti-Basileus, Theta Rho Omega chapter may reimburse delegates up to ½ registration fee after attending the conferences, depending on the current year's budget and funds available.

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Special Conference Events

Request for funding and reimbursement of special events (such as chapter sponsored receptions) held at Regional Conference, Boule, Leadership, must be presented to Theta Rho Omega chapter executive committee for recommendation to the chapter and then approved by the majority chapter prior to the payment of the event. The reimbursement will be provided depending on the current year's budget and funds available for these special events.

AKA Connection Committee Chairman

Registration, transportation and housing to attend the AKA Day at the Illinois State Capital will be reimbursed for the AKA Connection Committee chairman after attending the event, depending on the current year's budget and funds available.

Financial Records

Theta Rho Omega chapter financial officers, Pecunious Grammateus and Tamiouchos, provide monthly financial reports based on the prior month's financial transactions: funds collected, and funds disbursed from the first day of the month through the last day of the month.

The Pecunious Grammateus and the Tamiouchos are required to maintain monthly financial records. A Pecunious Grammateus written report and a Tamiouchos written report are required to be presented to the chapter (executive meeting and chapter meeting). A written and signed copy of the Pecunious Grammateus and the Tamiouchos report are to be provided to the Basileus, Anti-Basileus and Grammateus. The Grammateus maintains the copies of the reports with the monthly chapter minutes, to be available for audit. Theta Rho Omega chapter maintains a password protected members only section on the chapter's website and provides electronic copies to the chapter members for their review.

Online Banking

Theta Rho Omega chapter financial records may be accessed with the use online banking using the internet for the financial officers of the chapter to stay abreast of the activities occurring within the chapter bank accounts. The Pecunious Grammateus and Tamiouchos maintain controls of online banking. The financial officers are to maintain appropriate internal controls to ensure the safety of Theta Rho Omega chapter funds. Password access and banks account numbers are controlled with the Pecunious Grammateus and Tamiouchos. The Financial Disclosure form is completed and notarized by an authorized notary. Monthly bank statements are printed by the bank and sent to the chapter P. O. Box for review by the Basileus.

Electronic Funds Receipt Procedure

- The Pecunious Grammateus receives electronic funds made by chapter members and non-members
- The Pecunious Grammateus maintains a funds receipt report of funds received electronically and manually

Expenditure of Funds Procedure

- Expenditure of funds starts with the submittal of a voucher and receipts by the committee chairman
- The voucher and receipts are reviewed and approved by the Basileus
- The voucher and receipts are submitted to the Tamiouchos to write the check

Pecunious Grammateus

- The Pecunious Grammateus report is required to contain a list of all the funds collected for the chapter from the first day of the month to the last day of the month: cash, checks, money orders, online electronic funds.

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- The Pecunious Grammateus is required to maintain funds receipts report.
- The Pecunious Grammateus provides a receipt for all funds received and include the date funds received, the type of fund, and the reason for fund. If hand-written receipt is provided, the original copy is given to the soror/payor and a duplicate copy maintained for the chapter record and financial review and/or audit purposes. If an electronic receipt is provided, an electronic receipt is emailed to the soror/payor and an electronic copy is maintained for the chapter record and financial review and/or audit purposes.
- The Pecunious Grammateus is required to maintain a Transmittal of Funds Report, summarizing the funds by type of fund, reason for the fund, given to the Tamiouchos. This report is signed by the Pecunious Grammateus and Tamiouchos.

Tamiouchos

- The Tamiouchos report is required to contain all deposits and cash disbursements of Theta Rho Omega chapter from the first day of the month to the last day of the month.
- The report is also required to contain the comparison of the current year budget amounts by officer and committee to actual expenses by officer and committee.
- The Tamiouchos is required to maintain the checkbooks and registers, balancing the checkbooks with the reconciled monthly bank statements.
- At minimum the Basileus should review the bank statements to ensure deposits have been made in a timely manner and all disbursements made are reasonable and have been approved.
- Due to the sensitive nature of chapter finances, these reports are not to be distributed as part of an email.
- The Tamiouchos is responsible for completing the Annual Budget and Statement of Financial Operations and submitting them to the Corporate Office for receipt by December 15 and February 1st respectively.

Basileus

- The Basileus oversees the financial operations of Theta Rho Omega chapter and is accountable to Theta Rho Omega chapter for expenditure of funds and the management and collection of revenue.
- The Basileus signs all vouchers and checks, with the exception of her own reimbursements.
- The Basileus is required to review the bank statements to ensure deposits have been made in a timely manner and all disbursements made are reasonable and have been approved.
- The Basileus appoints the Audit committee and ensures an annual internal financial review/audit has been completed and shared with the chapter.

Committee Chairmen

- Standing committee chairmen and chairmen of the current Supreme Basileus programs are required to maintain their committee budget and review and approve authorized vouchers for payment.
- Standing committee chairmen and chairmen of the current Supreme Basileus programs provide input on their committee budget line item.

Chapter Members

Theta Rho Omega chapter members should commit to understanding the Alpha Kappa Alpha corporate and regional financial requirements. Chapter members should ask clarifying questions during the annual proposed budget review at the October chapter meeting.

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BUDGET

FINANCE COMMITTEE

The Finance Committee of Theta Rho Omega Chapter is a Standing Committee consisting of the Tamiouchos (chairman), Anti-Basileus, Pecunious Grammateus and at least three financial members of the chapter elected by the chapter every two years. The committee shall supervise the chapter's annual budgets. The committee shall prepare and recommend budgets for the upcoming year, provide a copy for each chapter member at the September chapter meeting for the members to review, present the proposed budgets at the October meeting, make any approved changes to the budgets from chapter members input at the October chapter meeting and vote for approval of the budgets at the November chapter meeting.

BUDGET DEVELOPMENT

Theta Rho Omega Chapter budget consist of an Operations Budget, a Program Budget and an estimated Revenue Budget. These budgets follow a calendar year, January 1 through December 31. The Finance Committee presents the budget to the chapter members at the October chapter meeting and votes on the budget at the November chapter meeting.

OPERATIONS BUDGET

Contents for the Operations Budget is prepared by the Finance Committee. The Operations Budget includes the activities the chapter plans for the year and the estimated cost. The activities and cost are determined by the chapter officers and standing committees input and chapter spending from the previous year. The Operations Budget also includes contingency activities line item and cost, in the event of chapter emergencies. The Operations Budget funding is generated from chapter dues paid by chapter sorors. These funds are to be maintained in a checking account used exclusively for chapter operations. See appendix for an example of the Operations Budget.

PROGRAM BUDGET

The Anti Basileus (Program Chairman) and Program Committee Chairmen determine their budget based on current year program activity spending and anticipated program activity spending for the upcoming year. The Anti-Basileus (Program Chairman) and Program Committee Chairmen submit their recommendations for their committee budget to the Finance Committee. Funds for the Program budget are generated by the chapter's fundraising projects. These funds are to be used exclusively for community service activities and scholarships. These funds are to be maintained in a checking account used exclusively for community service activities and scholarships.

REVENUE BUDGET

The estimated Revenue Budget is based on the Finance committee's estimate of the number of sorors projected to pay Theta Rho Omega chapter dues for the upcoming year. The chapter dues is the primary source of revenue for the chapter operations. The dues amount is comprised of dues to fund the Operations budget, Per Capita and Educational Advancement Fund (EAF)-(funds paid to the corporate office), 2 documents when required by corporate office (Constitution and Bylaws and Manual of Standard Procedures).

BUDGET APPROVAL

The Finance Committee presents the recommended Operations Budget, Program Budget and Revenue Budget to the chapter at the October chapter meeting. Chapter members provide changes to the recommended budgets with majority chapter member approval. At the November chapter meeting, the chapter votes on the budgets.

BUDGET CONTROL

Expenses may be reimbursed for budgeted items, only if the funds have been collected by chapter dues or fundraising. The approval of Operations Budget or Program Budget does not guarantee funds will be available. Funds are only available if the funds have been collected. If there are unplanned/un-budgeted expenses, these should be presented to the executive committee and the executive committee should make a recommendation on unplanned expenses and then present to the chapter for their approval or non-approval of unplanned expenses.

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OPERATIONS BUDGET - FINANCIAL RESPONSIBILITIES OF OFFICERS

All officers must approve (by signature on vouchers) all requests for expenditures from their respective budget. Budget revisions (including the transfer of funds from one officer to another officer) must be presented to the Executive committee first for recommendation and then voted on by the chapter. The Tamiouchos cannot disburse funds until approval has been granted by chapter members majority vote.

OPERATIONS BUDGET - FINANCIAL RESPONSIBILITIES OF STANDING COMMITTEES

All committee chairmen must approve (by signature on vouchers) all requests for expenditures from their respective committees. Budget revisions (including the transfer of funds from one committee to another committee) must be presented to the Executive committee first for recommendation and then voted on by the chapter. The Tamiouchos cannot disburse funds until approval has been granted by chapter members majority vote.

PROGRAM BUDGET - FINANCIAL RESPONSIBILITIES OF PROGRAM COMMITTEES

All program committee chairmen must approve (by signature on vouchers) all requests for expenditures from their respective committees. Budget revisions (including the transfer of funds from one program committee to another program committee) must be presented to the Executive committee first for recommendation and then voted on by the chapter. The Tamiouchos cannot disburse funds until approval has been granted by chapter members majority vote.

TECHNOLOGY IN CHAPTER FINANCIAL OPERATIONS

- Mass payments of Per Capita, EAF and Chapter Tax are made at aka1908.com members only website with authorization of the Tamiouchos by the Basileus as per Alpha Kappa Alpha Sorority, Incorporated® financial procedures
- Financial Software use by the financial team as approved by the chapter
- Online payments may be made when it is the only source of payment acceptance to pay the chapter's bills, such as QuickBooks, Zoom, GoDaddy, Dropbox
- Chapter funds collected deposits may be made using scanner technology in extreme emergency situations such as COVID-19, otherwise funds deposits are to be made in-person with bank tellers
- The chapter shall not have its name on a chapter credit card, debit card or prepaid debit card
- Finance team's use of electronic technology for funds acceptance shall be approved by the chapter
- Chapter financial reports are placed in the Members-Only section of the chapter's website after chapter meetings
- Online bank statements shall be downloaded, reconciled and saved in a file by the Tamiouchos for financial review and/or audit

END OF YEAR FINANCIAL REPORTING

After review with the chapter Basileus, the Tamiouchos is required to submit by mid-December, the chapter's approved Operations Budget and Program Budget to the Corporate Office using aka1908.com electronic submission, the Regional Director and a copy in chapter files. The Tamiouchos is required to submit by February 1st, the chapter's Statement of Financial Operations to the Corporate Office using aka1908.com electronic submission.

CHAPTER FINANCIAL REVIEW AND/OR AUDIT

- Theta Rho Omega chapter annual financial review and/or audit provides the chapter with information that is useful in measuring compliance with Alpha Kappa Alpha Sorority, Incorporated® and chapter policies and procedures.
- The annual review and/or audit provides an assessment of the fairness of the presentation of the chapter's financial statements, the adequacy with which operational procedures have been followed and provides a report on completeness and integrity of the chapter financial records.
- The chapter's audit committee shall be sorors independent from the daily financial operations of the chapter, should not include the Tamiouchos, Pecunious Grammateus or any other officer involved in the receipt and/or disbursements of funds for the review period, and consist of three chapter members selected by the Basileus.
- They shall conduct an internal review and/or audit annually after the previous fiscal year.

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- Annually, the Basileus shall initiate this audit and activate the audit committee.
- The financial officers shall make themselves available to answer questions for clarity or provide downloads of electronic documents as needed to the audit team.
- It is recommended that an external financial review and/or audit be performed at the end of the Tamiouchos term of office or on any other occasions as deemed necessary.
- The financial officers shall make themselves available to answer questions for clarity or provide downloads of electronic documents as needed to the audit committee.

FINANCIAL OFFICER TRAINING

Theta Rho Omega chapter Tamiouchos and Pecunious Grammateus shall be certified at the Financial Officers Certification workshop offered by Alpha Kappa Alpha Sorority, Incorporated®. They shall be reimbursed for their certification. The certification is valid for three years.

GENERAL FINANCIAL PROCEDURES

Duties of Theta Rho Omega chapter financial officers, reporting and financial procedures shall be adhered to as outlined in the current Theta Rho Omega chapter bylaws and Alpha Kappa Alpha Sorority, Incorporated® Financial Operations Resource Guide.

CHAPTER INTERNAL FINANCIAL and NON-FINANCIAL AUDIT

The internal audit committee shall adhere to the following procedures. Specific financial and non-financial items are to be examined and chapter financial and non-financial processes to be verify are outlined below.

Steps of the audit committee

- Review the Internal Control Objectives & determine the scope of the audit period
- Meet with appropriate chapter officers (Basileus, Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus) to obtain needed records for the audit period - include executive and chapter meeting minutes, bylaws, financial procedures and financial records, communications to the chapter, and any other items particular to the chapter
- Complete the Checklists for: Internal Controls Objectives, Financial Records, Pecunious Grammateus, Internal Documents
- Complete the chapter audit letter
- Upon completion of the financial and non-financial review and/or audit, the report should be reviewed first with the Tamiouchos, Pecunious Grammateus and members of the Budget and Finance Committee. Findings that have been resolved with the committee need not be included in the report
- The second review should be with the executive committee
- The third review should be with the chapter
- Completion of the financial and non-financial review and/or audit should normally occur within 60 days

Cash Receipts Objectives

- All cash receipts are numerically controlled and accounted for in the cash receipts report
- The mathematical accuracy of the Cash Receipts Report and check register
- The transmittal form (transfer of funds from Pecunious Grammateus to the Tamiouchos) agrees with Cash Receipts Report and bank deposit slip for several test months during the review period
- Funds are deposited timely

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Cash Disbursements Objectives

- All checks including voided checks are numerically controlled and accounted for in the Cash Disbursements Report for the review period
- The mathematical accuracy of the Cash Disbursement Report and check register
- A completed voucher with proper approvals accompanies each disbursement for several test months
- Original and/or scanned receipts are attached to the voucher for several test months
- Disbursements are in line with the budget
- The Basileus, Tamiouchos or chapter designees signed all checks for several test months during the review period
- All voided checks are recorded in the report and retained for financial review and/or audit

Examination of Returned checks

- Determine compliance with chapter procedures for handling non-sufficient funds (NSF) checks
- Ensure the Tamiouchos maintains a log of returned checks and their redemption
- Ensure receipt of funds for returned checks is recorded by the Pecunious Grammateus who informs the Tamiouchos. The Tamiouchos should not collect these funds
- The Pecunious Grammateus receives all funds submitted by sorors

Examination of Banks Statements

- The bank reconciliation was performed monthly
- The reconciled bank balance agrees with the check register balance for several test months
- Outstanding checks have cleared the bank timely

Examination of Monthly Financial Statements

- Obtain monthly written financial statements
- Reconcile the total revenues per the financial statement to the cash receipts journal for several test months
- Reconcile the total expenditures per the financial statement of the cash disbursement journal for several test months.

Scheduling the Financial Review and/or Audit

The financial review and/or audit should normally commence no earlier than February 15th to permit the Tamiouchos to close the books for the preceding fiscal year and compile the materials needed for the financial review and/or audit.

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_____ Year

Date Completed: _____

Internal Control Objectives - Check List

	Item	√	Comments
1	A separation of duties between receipt and disbursement of funds		
2	Funds are received & deposited timely		
3	Receipts are issued for all incoming funds		
4	Approved expenditures are accompanied by a voucher with original and/or scanned receipts attached		
5	Disbursements are made by chapter check		
6	More than one signature is required to issue a chapter check		
7	Sorors who handle chapter funds are bonded		
8	Voided checks are accounted for if made available by person check issued to and retained by the chapter		
9	Bank statements are reconciled monthly		
10	Monthly summaries of revenues and expenditures are prepared and presented to the chapter		
11	A budget was prepared and approved by the chapter		
12	Fundraising funds and Operations funds are maintained in separate bank accounts		
13	The chapter annual financial report and Budget report are submitted to the Corporate Office and the Regional Director		
14	The year-end report given to the chapter agrees with the report submitted to the Corporate Office		
15	Copies of signed Financial reports are included with Grammateus records and copies maintained by the Pecunious Grammateus and the Tamiouchos		
16	Executive Committee Minutes include a report of all balances for financial accounts statements		
17	Online banking practices, such as the review of statements or the receipt of funds must be outlined in chapter internal controls.		

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Chapter Financial Records Check List

	Item	√	Comments
1	Bank Deposit Slips		
2	Bank Statements		
3	Budget/Chapter		
4	Cancelled Checks/Duplicate Checks		
5	Cash Disbursement Journal/Report		
6	Charts of Accounts		
7	Check Book/Register		
8	Monthly Financial Reports/Chapter		
9	Returned Check Listing		
10	Transmittal of Funds Form		
11	Voided Checks-with reason check was void		
12	Vouchers		
13	Yearly Reports/Statement of Financial Operations & Chapter Budget Report		

Other Internal Documents Check List

	Item	√	Comments
1	Executive Meeting Minutes		
2	Chapter Meeting Minutes		
3	Monthly Financial Reports		
4	Annual Statement of Financial Operations		
5	Remittance of Funds Report		
6	Vouchers, including attached invoices/receipts		
7	Check Book		
8	Cash Receipts Report		
9	Cash Disbursements Report and check register		
10	Bank Statements and reconciliations		
11	Receipts from Alpha Kappa Alpha Corporate Office		
12	Chapter correspondences read during chapter meetings		

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Pecunious Grammateus Check List

	Item	√	Comments
1	Cash Receipts Journal/Report		
2	Chart of Accounts		
3	Financial Report of Monies Received/Monthly		
4	Receipt Book Duplicate		
5	Transmittal of Funds Form		

Chapter Audit Letter

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_____ Internal Financial and Non-Financial Audit
Year

As the internal audit committee for Theta Rho Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated®, we have performed a chapter internal financial and non-financial audit in accordance with the Financial Operations Resource Guide most recently revised issued by the Sorority.

The examination included tests of the accounting records and other procedures. The program of tests and other auditing procedures has been separately furnished to the Regional Director. The procedures for the audit were designed to determine with reasonable, but not absolute, assurance:

- Whether the Chapter has received and used funds in accordance with designated purpose of the funds
- Whether the Chapter is maintaining effective accounting control over assets, liabilities, receipts, and expenditures
- Whether the records, books and records of the Chapter adequately record its financial and fiscal activities and provide a basis for review of accountability
- Whether tests of the Chapter's fiscal operations reveal evidence of reportable conditions, fraud or defalcation, or other weaknesses
- Whether the Chapter has compiled with laws, rules, and regulations

There were no findings disclosed by our audit, which are required to be reported. This report is intended for the Chapter Tamiouchos, Pecunious Grammateus, and Executive Committee.

Date _____ Signature _____

Signature _____

Signature _____

Signature _____

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FUNDRAISING

The Fundraising Committee is a Standing Committee and shall be responsible for designing, developing, supervising, coordinating and promoting all fundraising activities. It is the responsibility of the committee chairman and committee co-chairman to oversee or serve as consultant in all aspects of the Fundraising activities. The Fundraising Committee shall consist of a chairman, co-chairman and at least three financial members of the chapter. At least one of the financial officers shall serve on the fundraising committee. The Fundraising chairman and co-chairman shall be appointed by the Basileus.

Determination of Financial Expenses

Following the approval of the Budget for current Supreme Basileus Programs and Standing Programs, the Fundraising Committee shall record, report and be responsible for maintain a fundraising budget.

Selection of Fundraising Event(s)

The Fundraising Committee shall research and recommend the fundraising event(s) for the next year to the chapter members, immediately following the current year's event. Upon approval by the chapter, location and space may be reserved.

Timelines

Timelines for activities leading to the event will be determined by the Fundraising Committee and presented to the chapter at the earliest chapter meeting. Monthly reminders of the Fundraiser(s) shall be provided to the chapter members thru correspondence and monthly Chapter Meetings.

Determining the Fundraiser(s) Program

Scholarships awarded to graduates of south suburban high schools may be acknowledged during the program.

President's Award, Scholarship Recipients and all Awardees related to Fundraiser(s) Event

Criteria shall be established at least 3 months prior to the awards being presented.

All awardees should be selected at least 6 weeks before the awards event. All letters notifying awardees should be sent by mail no later than 4 weeks before the awards event. All notifications to awardees and scholarship recipients should include a press release form to allow publication of photographs in newspapers and Alpha Kappa Alpha Sorority, Incorporated® publications. The Basileus may present a President's Award. If presented, the Basileus may determine the recipient.

Fundraising Sub-Committees

The Fundraising Committee will be divided into sub-committees who shall submit written progress reports at monthly planning meetings.

Logistics

The Basileus shall assign a soror to serve as a liaison responsible for coordinating all necessary arrangements with the event facility in a timely manner or within the time constraints of the contract. The chapter's attorney will review the event contract along with the Basileus and Logistics chairman. This shall include specifying room layout, special furniture requests, reservation and silent auction tables, signs. This sub-committee chairman shall work closely with the Chairman and Co-Chairman to ensure all event planning needs are met.

Public Relations

The Ivy Leaf Reporter will serve on the Fundraising Committee. It will be the responsibility of the Ivy Leaf

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Reporter to ensure that information regarding the event, as well as information regarding scholarship and award recipients, is made public by media coverage.

Sub-Committee Chairmen

The Fundraiser Chairman shall appoint the following sub-committee chairmen as approved by the chapter members:

Souvenir Journal

If recommended by the fundraising committee and approved by the chapter, solicitations from AKA chapters in the area, other fraternal organizations and businesses in the south suburban and Chicago metropolitan area will be made. Ad copies and money must be presented to the sub-committee chairman at least 4 weeks prior to the event. The cost of ads will be recommended by the chapter and approved by the chapter. A Souvenir Journal will be available at the event for all guests. Copies of the journal will also be available for those purchasing ad spaces, whether they are in attendance or not.

Raffle

Raffle tickets may be sold to raise funds. The raffle prizes and tickets may be sold prior to the event if recommended by the fundraising committee and approved by the chapter. Funds from sales will be turned over to the financial officers on the day of the event

Silent Auction

The Silent Auction may be another means of raising funds. Items may be donated by sorors and local businesses. Funds from sales will be turned over to the financial officers on the day of the event.

Decorations

This committee will be responsible for selecting centerpieces and determining appropriate room decorations.

Printing

This committee is responsible for securing bids and recommending a vendor to print invitations and programs for the event if required. If a souvenir book is approved, the same vendor may be used. Layout of content pages will be recommended by committee sub-chairman with approval by the Fundraising committee.

Approval of Printed Material

All correspondence and printed material prepared for publication and/or distribution by any member of the fundraiser committee shall be submitted to the Fundraising committee for review and editing. Once the committee approves, the Fundraising chairman shall submit the final draft to the Basileus and Protocol Chairman, as appropriate.

Reservations/Invitations

This sub-committee is responsible for ordering invitations, distributing invitations, receiving reservations and arranging for seating at the event if required. Seating will only be arranged for guests and sorors who have paid for tickets in advance of the event. **No money will be accepted on the day of the event.** Deadlines for receipt of money will be presented to the chapter with the timeline presented by the fundraising committee.

Reservations

When required, sorors may select tables once a table is paid for in full. If a full table has not been paid for, sorors will be assigned seats by the Reservations sub-committee. Sorors' special request for seating may not be feasible. Whenever possible, preferred seating should be arranged for charter members and golden sorors.

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Bids, Proposals and Contracts

All bids, contracts and proposals for expenditures should be in writing. Writing may include fax and e-mail communications from vendor(s). All contracts are to be reviewed by the chapter's attorney and Logistics chairman and once approved by the attorney and Logistics chairman, signed by the Basileus. Fundraiser committee acceptance of bid or proposal. If contracts are not signed within two weeks, an emergency phone meeting may be called to contract with another vendor.

For all expenditures over \$1,000, contracts shall be reviewed by legal counsel before execution by authorized individuals.

Solicitation Letters

Signed copies of a general solicitation letter and silent auction solicitation letter, if applicable, shall be available for distribution to all members by the earliest chapter meeting.

Acknowledgement of Guests

All guests, including representatives from other fraternal organizations and local politicians will be recognized in a timely and appropriate manner.

Final Financial Report

A financial report will be made no later than one month following the event. The final report will be made by the Fundraising Committee chairman. All payments made after the final report must be submitted directly to the appropriate financial officer as soon as possible.

Collection of Funds

Funds shall be collected at each chapter meeting preceding the event or by chapter approved electronic means by the Pecunious Grammateus and deposited by the Tamiouchos within 5-7 business days upon receipt. Funds will be credited to the person submitting the funds. Assistance with ticket sales must be handled by the sorors involved prior to submitting funds to be recorded. **Sorors are responsible for any NSF checks and bank fees presented by their guests. Uncollected charges will be applied to the sorors balance due.**

NO CREDITS WILL BE GIVEN TO SORORS BY THE APPROPRIATE FINANCIAL OFFICERS

All assessments for the event should be paid prior to the event to ensure the chapter meets its financial obligations.

Prizes and Awards

Chapter members and their immediate family members are not eligible for prizes and awards bestowed by the chapter. This will uphold the integrity of serving the Community and avoid the appearance of self-serving interest.

Evaluation

The evaluation of the event shall be made no later than one month following the event. The evaluation will be conducted by the committee chairman and results presented to the chapter at the following chapter meeting.

Fundraising Meeting agenda to be used for meeting reporting

Fundraising Committee consist of:

- Chairman and Co-Chairman
- Logistics chairman

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- Protocol chairman
- Public Relations chairman
- Scholarship chairman

Fundraising Sub-Committees may consist of:

- Budget
- Chapter incentives
- Decorations
- Entertainment
- Evaluation
- Flowers
- Hostess
- Photography
- Printing
- Program
- Raffle
- Seating
- Silent Auction
- Sponsorship
- Timeline
- VSG

PROGRAMS

Current Supreme Programs and Theta Rho Omega chapter standing Programs

The Basileus shall appoint all Committee chairmen. The Anti-Basileus shall serve as program chairman for the current Supreme Basileus programs and is responsible for presenting the current Supreme Basileus International programs to the chapter and working closely with each program chairman to ensure implementation. The Anti-Basileus must meet with the Program chairmen beginning in January and a minimum of quarterly thereafter in order to have knowledge of each program.

Every committee is required to have a committee co-chairman. The committee co-chairman is appointed by the Basileus after consultation with the chairman. The co-chairman should take meeting attendance and record meeting minutes. The co-chairman should keep a binder of meeting minutes and submit to the program chairman at the end of the year for chapter reporting.

Committee Reporting

Committee chairmen are responsible for submitting to the chapter, in writing, a report of each activity approved by the chapter majority, the plan and execution. Four reports shall be submitted for filing: 1) Basileus, 2) Anti-Basileus, 3) Grammateus, and 4) Committee copy. The Grammateus report is to be signed by the committee chairman. The committee report is to be made at the next chapter meeting following the completion of the activity. The committee chairman is responsible for submitting vouchers to the Tamiouchos for reimbursement for costs incurred for program implementation according to the allotted budget.

SUPREME BASILEUS PROGRAMS

Supreme Basileus Programs

Programs are the heart of Alpha Kappa Alpha Sorority, Incorporated®. Service and Sisterhood have been the cornerstone of Alpha Kappa Alpha Sorority, Incorporated® since 1908.

Therefore, our programs should address solutions to problems that challenge our communities. Our programs must provide new opportunities for chapter members to serve in their communities to

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creatively implement the international programs of Alpha Kappa Alpha Sorority, Incorporated®. At the Boule when a Supreme Basileus takes office, the programs for the next four years are presented to the membership. Theta Rho Omega chapter, in keeping with our Bylaws shall incorporate those programs into the chapter programs which is approved in November of the same year.

Overall, Program Committee members should utilize their talents, skills and networking abilities to enhance strategies for program implementation by collaborating with other organizations in our communities and networking with area institutions that provide services. Our program activities should be documented in the local media for reports that will follow each activity.

CHAPTER STANDING COMMITTEES

A successful chapter operates through committees. Once appointed, the chairman meets with her committee to plan for implementation. Prior to beginning activities, the chairman must report to the chapter for approval of its activities. In addition to those committees created to implement the Supreme Basileus Programs, Theta Rho Omega chapter functions with the following Standing Committees.

Executive Committee shall consist of all officers and all chairmen of functioning committees. This committee shall meet monthly (except July and August). Recommendations from the committee shall be presented to the chapter for consideration.

Leadership Development Committee shall be composed of one of each of the following former officers: Basileus, Parliamentarian, Grammateus, Tamiouchos and Membership Chairman. The Basileus and Anti-Basileus will serve on this committee. This committee shall be responsible for presenting periodic workshops to the chapter and assisting the Standards committee with the officers' workshop.

Program Committee shall consist of the Anti-Basileus as Chairman, Tamiouchos and at least three financial members of the chapter. It shall develop the chapter program and present it to the chapter at the October meeting for approval at the November meeting. It shall be the duty of the committee to work closely with all aspects of the chapter program throughout the year.

Finance Committee shall consist of the Tamiouchos as chairman, the Anti-Basileus, the Pecunious Grammateus, at least three financial members of the chapter elected by the chapter each November for the following fiscal year and any former Tamiouchos who would like to serve in an advisory role. It shall supervise the chapter's annual budget. The committee shall recommend a budget for the upcoming year and present it at the October meeting for approval at the November meeting.

Standards Committee shall consist of financially active former Basilei, charter members of the chapter and any financially active soror in the chapter who has held an elected office in the chapter. It shall be the duty of this committee to conduct a yearly self-evaluation using the Standards model. This evaluation shall be conducted in October of each year and forwarded to the Regional Director and other officers as indicated by November 30th. The Standards committee will assist the Leadership Development committee and the Basileus with the yearly officers' workshop.

Nominating Committee shall consist of members elected by the chapter each November for the following fiscal year. The Basileus shall appoint the chairman of the Nominating committee from the elected members. The Nominating Committee identifies the minimum requirements for certification. In October, the Nominating committee will present a slate of candidates for chapter officers and a minimum of five candidates for the chapter Nominating committee. All nominations from the floor must present all written credentials, at the time of nomination, to the chair of the Nominating committee for certification. The committee shall plan and implement a procedure to share the candidates' qualifications for service with the chapter. The committee shall present the written ballot of nominees at the November meeting.

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Nominations shall only be accepted from the floor on the date of presentation of the slate at the October meeting.

Bylaws Committee shall consist of the Parliamentarian as chairman and at least four financial members of the chapter. This committee shall propose needed changes in the bylaws, examine proposed amendments, and circulate changes to the chapter.

Courtesy Committee shall consist of the Hodegos as chairman and at least two financial members of the chapter. This committee shall extend and perform all courtesies and sisterly acts to sorors and their families at such appropriate times as indicated by the chapter.

Fund Raising Committee shall consist of a chairman and at least three financial members of the chapter, and all such subcommittees as deemed necessary. This committee shall design, develop, supervise, coordinate, and promote all fundraising activities.

Founders' Day Committee shall consist of at least three financial members of the chapter. This committee shall plan, develop, promote, and initiate suitable activities in honor of our Founders.

Public Relations Committee shall consist of the Ivy Leaf Reporter as chairman, the program chairmen and the Fund-Raising chairman. This committee shall be responsible for communicating the policies and activities of Theta Rho Omega Chapter.

Connection Committee shall consist of at least three financial members of the chapter. The chairman of this committee shall serve as the chapter's coordinator and representative. This committee shall identify and study issues which impact on the quality of life, design strategies for communications with the membership for action to formulate and recommend position statements to state, regional and national coordinators

Membership Committee shall consist of the Membership Chairman and at least three financial members of the chapter. To be appointed as Chairman of the Membership committee, a soror shall never have been suspended for hazing. This committee shall be responsible for researching, planning, and recommending strategies for recruitment, retention, and reactivation of members. This committee shall also monitor membership trends as they relate to chapter growth and development and implement the membership intake process (MIP) per guidelines established by the International Membership Committee.

Scholarship Committee shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. This committee shall establish the criteria for eligibility to receive the achievement awards/scholarships. This committee shall also identify and select the recipients of the achievement awards/scholarships. Daughters or relatives of Alpha Kappa Alpha sorors shall be eligible for scholarships presented provided they meet all committee requirements. Recommendations for disbursement of scholarship monies will be made by this committee.

Protocol Committee shall consist of at least three members of the chapter. This committee shall give recommendations for policies to be approved by the chapter in protocol including courtesies to be extended to the Basileus at the end of her term, determination of the gratuities extended to the chapter, and selection of sorors to conduct rituals (Rededication, Installation of Officers and Ivy Beyond the Wall ceremonies). Additional responsibilities shall include protocol workshops, disseminating information, and serving in an advisory capacity for all chapter functions.

Logistics Committee shall consist of at least three members of the chapter. This committee shall give recommendations on locations for events and meetings conducted by the chapter, including capacity issues, accommodations, pricing, availability of dates requested by the chapter, reservations, hotel

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amenities/provisions for event, room layout/design to accommodate group size, and work with chapter on seating chart.

Archives Committee shall serve as the advisory arm for Theta Rho Omega's archival records. Specific responsibilities include 1) Developing guidelines to facilitate the collection, storage, codifying, maintenance, access and use of holdings, and 2) Recommending policies that address ownership, custody, and transfer of archival records

Tellers Committee shall consist of the Philacter as chairman and at least four financial members of the chapter. This committee shall be responsible for the orderly distribution of materials during chapter meeting. It shall also be the responsibility of this committee to provide paper ballots, count votes of show of hand or rising (standing) votes, tally written ballots of secret ballot votes and report the outcome of the vote to the Basileus.

Technology Committee shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. This committee shall maintain the chapter's website per Alpha Kappa Alpha's Guidelines for Web Presence document.

AKApe' Committee shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. This committee shall provide spiritual support, comfort, and cheer to chapter sorors who are sick at home or in a health care facility, shut in, or in mourning.

Audit Committee shall consist of 3 financial members appointed by the Basileus. Audit committee is responsible for internal audit. Members of the audit committee should be independent from the daily financial operations of the chapter.

Strategic Planning Committee shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. The committee shall be responsible for identifying benchmarks to track the chapter's successful completion of each Strategic Plan task and goal and provide an annual update to the chapter. They shall also be responsible for facilitating the process of updating the chapter's Strategic Plan every 5 years.

Sisterly Relations Committee shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. The committee shall be responsible to develop and provide support in the execution of the sorority's sisterly relations program. The committee shall play a major role in strengthening and continuing the sorority's commitment to sisterhood by developing programs that reinforce the core values of Alpha Kappa Sorority, Incorporated®.

Pan-Hellenic Activities Committee shall consist of a chairman appointed by the Basileus and at least four financial members of the chapter. The chairman shall be the chapter's representative to the local chapter of the National Pan-Hellenic Council (NPHC). The committee shall inform the chapter about local NPHC activities, encourage the chapter's participation in NPHC activities, plan and organize opportunities to collaborate with the other Divine 9.

Communications Committee shall consist of the Epistoleus who will serve as chairman, and one representative each, appointed by the Basileus, from the Public Relations, Technology (web design), and Protocol committees. The committee shall be responsible to review and approve all external communications, including written correspondence, electronic communications, and photos displayed on the chapter's public websites. The committee shall play a major role in fostering and protecting the sorority's brand by ensuring all externally released communication products comply with the Alpha Kappa Alpha Sorority, Incorporated® brand, social media, website, and public relations guidelines, and Soror Code of Ethics

Risk Management Committee shall be authorized to develop and execute a plan to effectively identify, assess, mitigate and reduce risk to Alpha Kappa Alpha Sorority, Incorporated® and Theta Rho Omega

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Chapter concerning active and inactive members in consultation with the Central Regional Director and the sorority's Legal Counsel. The duties shall include (1) advising the chapter on operational and other risks to the chapter and the Sorority; (2) facilitating training workshops and seminars for the chapter; (3) disseminating materials that reinforce the Sorority's anti-hazing policy for the members of Theta Rho Omega Chapter and the public; (4) collaborating with other chapter committees to address specific areas of risk. The committee shall consist of a chairman and at least four financial members. The committee shall create the chapter's Risk Management Plan.

PROTOCOL

Chapter protocol is the responsibility of all members of the chapter. Adherence to protocol within the chapter enhances chapter operations, as well as aids in the creation of a more sisterly environment. Furthermore, the image of the sorority and chapter in the larger community is greatly enhanced if each member demonstrates a command of protocol.

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, Incorporated® 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 Manual, Rituals*, other official handbooks and documents, as well as Chapter Bylaws and *Robert's Rules of Order, Newly Revised, 11th Edition*.
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 the established Alpha Kappa Alpha Sorority, Inc. 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 to participate fully in meetings and conferences that enhance personal knowledge and to improve sorority effectiveness

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7. To maintain integrity in financial matters related to the Sorority by:
 - a. Remain 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 as required
 - 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, Incorporated
9. To refrain from soliciting advertisements, endorsements and sponsorships that harm the image of Alpha Kappa Alpha Sorority, Incorporated 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, Incorporated 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.

Protocol for Chapter Members

Chapter Member

1. Maintains all sorority documents in a safe and secure location in the home – (i.e. chapter financial reports or written reports, chapter bylaws, *Alpha Kappa Alpha Constitution and Bylaws*, *Manual of Standard Procedure*).
2. Maintain proper decorum in business meetings.
 - a. Dresses appropriately in business attire
 - b. Arrives before the official start time.
 - c. Silence all electronic communication devices that will interrupt the meeting.
 - d. Speaks only when recognized by the presiding officer. Be courteous to sorors who have the floor to speak
 - e. Projects voice or moves to a microphone when speaking so everyone can hear.
 - f. Addresses the presiding officer before speaking. (Example: Madam Basileus, I move that...)
 - g. Respects the Alpha Kappa Alpha Protocol and Order of Rank.
 - h. Keeps remarks brief and concise
 - i. Accepts the decision of the majority.
 - j. Avoids individual conversations during meetings.
 - k. Avoids bringing children to business meetings (unless allowed by chapter).
 - l. Avoids waling during meditation periods.
3. Maintains decorum at chapter sponsored events.
 - a. Arrives early to greet guest(s) as they arrive
 - b. Assists before, during and after events
4. Participates in chapter activities and events and attends all ceremonies.

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5. Maintains chapter business within the chapter.
 6. Accepts committee appointments.
 7. Completes assignments in a timely manner.
 8. Commits to cooperate with chapter leadership in implementing all areas of programs and operations.
 9. Volunteers to work on chapter projects.
 10. Pays all dues and assessments promptly.
 11. Participates in leadership training sessions at the chapter, regional and / or international levels.
 12. Offers commendations to sorors for a job well-done.
 13. Offers constructive criticism with the intent of being a part of the solution; avoids undue criticism.
 14. Welcomes visitors and new sorors to the chapter to help them experience a friendly, warm and welcoming atmosphere.
 15. Informs the community of outstanding programs and activities, when appropriate.
 16. Reaches out to those who do not utilize electronic communications (email and social media) to ensure they are properly informed.
 17. Offers special consideration to Former Directorate Members, Former Executive Directors, elderly or physically challenged sorors (seating, transportation assistance, securing handouts, meeting notifications, etc.)
 18. Be an informed and prepared member. Always bring the following documents to chapter meetings: National and Chapter Bylaws, the Manual of Standard Procedures and Chapter Operations Manual.

Chapter and Officer Committee Chairmen

- Create a positive climate
- Encourage participation of all chapter members
- Exhibit warmth, graciousness and impartiality.
- Demonstrate inclusion and cooperation
- Strive to achieve clarity when giving directions and assigning tasks.
- Recognize sorors and praise liberally.
- Provide training and mentoring opportunities.
- Transfer documents to incoming officers no later than January 1.
- Arrive prepared and on time for meeting and activities
- Stress preparedness
 - Draft an agenda and send to committee members in advance of meetings.
 - Provide adequate notice of meetings and reminders.
 - Request written reports for presentation at meetings.
 - Send minutes of meetings to all members in a timely fashion.
 - Communicate budget allocations and goals of the activity to committees.
- Demonstrate of documents by consulting the current revision of chapter bylaws, other Sorority documents, and the latest edition of Robert's Rules of Order, Newly Revised 11th Edition, to proceed in an accurate and efficient manner. Clarification from the Basileus or Parliamentarian is sought if ambiguity exists.
- Follow all financial guidelines set forth by the Alpha Kappa Alpha Guide to Financial Operations and chapter financial policies.
- Present thorough reports to the chapter in a timely manner. Reports should be made in the third person, dated and signed.
- Inform the Basileus immediately if assistance is needed or if unable to perform duties because of extenuating circumstances.
- Participate annually in leadership training at the chapter, regional and / or international level.
- Represent the chapter and Alpha Kappa Alpha Sorority, Incorporated in an exemplary manner at all times.

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General Responsibilities of the Chapter Protocol Committee

Use *The Official Guide to Alpha Kappa Alpha Protocol* to establish Protocol.

- Determine if chapter traditions are relevant and in accordance with Alpha Kappa Alpha documents. Ensure courtesies are written in the chapter's Standing Rules documents and Bylaws. The chapter should review and update as necessary. Items to consider:
 - Determine courtesies to be extended to the Basileus at the end of her term
 - Recommend use of purchased tickets and gratuities which may be extended to the chapter, such as complimentary tickets, rooms and suites
 - Determine reservations procedure for selection of seats or tables for special event.
- Conduct protocol workshops and disseminate information based on the current guidelines in *The Official Guide to Alpha Kappa Alpha Protocol*. Ensure the chapter bestows all courtesies fairly and in a timely manner.
- Ensure all chapter members are informed of appropriate attire for special events before attendance (i.e. Founders Day, Boule, Regional Conferences, fundraisers, service projects and other chapter events).
- Serve in an advisory capacity whenever the chapter plans rituals, receptions, fundraisers, Founders' Day celebrations or hosts a Regional Conferences, Boule and other special events.
- Review requirements and confirms that items needed for all Rituals have been secured.
- List current and Former Directorate Members and Former Executive Directors and their positions in chapter handbook, directory and website.

Greek Titles

- The use of "soror Dr." or Dr. Soror" is not appropriate. Use "Soror" or "Dr." separately.
- Non-Greek Titles should be used in official public documents

****Refer to Official Guide to Alpha Kappa Alpha Protocol for complete information on Forms of Address, Greek Titles and Titles used with Correspondence and Invitations.**

Rituals, Badges, and Jewelry

- The AKA badge is always worn on the outermost garment
- When a blouse is worn with a suit, the badge is worn on the blouse
- The badge is never worn with formal or sports attire
- The badge must not be transformed into another piece of jewelry such as a charm or a bracelet, pendant or ring
- The badge may be: a) buried with the deceased soror, b) placed in the custody of a soror, c) returned to the Corporate Office or d) retained by the family. The chapter Basileus is responsible for making the family aware of these options and informing the Corporate Office of the decision.
- All rituals are closed to the public, except the Ivy Beyond the Wall service
- Rituals are closed to non-financial members except, Ivy Beyond the Wall and
- Rededication, when it is part of a reactivation activity
- Our pledge should never be printed on any programs
- Our pledge: there is no "s" on the word strength
- The chorus for the Alpha Kappa Alpha National Hymn is "we strive and we do"

Chapter Very Special People (VSG)

Golden Sorors

Charter Members

- Priority seating at chapter meetings

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- Priority seating at public chapter events and on all chapter pictures
- Corsages at chapter events, when appropriate
- Acknowledgement at public chapter events

Former Basilei

- Acknowledgement at chapter events
- When term of office ends, chapter will provide a Basileus rhinestone pin with Greek letters of chapter and years in office. The outgoing Basileus will also receive a plaque with gavel acknowledging her service as President
- The chapter Hodegos, as social committee chairman, should order and purchase the rhinestone pin and Basileus plaque.

Soror Acknowledgement

- Soror of the Year will be presented a plaque at the chapter December luncheon
- Golden Soror of the Year will be presented a plaque at the chapter December luncheon
- Silver Soror of the Year will be presented a plaque at the chapter December luncheon
- The chapter will continue to recognize Soror of the Year, Silver Soror of the Year and Golden Soror of the Year
- All other categories recognized at the Regional level will receive a certificate from the chapter
- Chapter Officers will have priority seating in all chapter pictures. Special recognition will be given to retiring officers at the chapter December luncheon.

New Sorors

- New Sorors will be assigned a chapter mentor, facilitated by the Basileus, to aide in a smooth transition to membership participation.

Boule and Regional Conferences

- Chapter members will be provided, by the Basileus, a directory of sorors attending, including contact telephone number, hotels and other pertinent information
- Chapter Basileus will host or arrange for a Theta Rho Omega sisterly activity for chapter sorors in attendance at conferences

Prizes

Chapter members and their family members are not eligible for prizes bestowed by the chapter.

Death of a Chapter Member

- The Chapter Basileus or her designee will notify the chapter and the Regional Director of the death of a chapter member
- The Chapter Hodegos will notify all chapter members about arrangements and encourage sorors to attend
- A Chapter Resolution should be prepared and given to the family
- The Chapter Basileus should consult the family on disposition of the sorority badge, jewelry, paraphernalia and documents. A copy of the Alpha Kappa Alpha badge disposition form should be submitted to the Grammateus for the chapter files.
- The Ivy Beyond the Wall Memorial Service will be conducted at the family's request
- The Ivy Leaf Reporter will prepare an Ivy Beyond the Wall profile on the deceased soror and submit it to the Alpha Kappa Alpha Sorority, Inc. Ivy Leaf magazine
- The Basileus will submit the necessary documentation for soror acknowledgement at the Regional and Boule ceremonies.
- The Basileus will complete the AKA corporate form with all the required information and send to AKA corporate. A copy of the form is maintained for the chapter archive.

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Courtesy

In Case of Death

A \$25.00 donation and letter from the Chapter will be sent to the charitable organization of your choice, in memory of the following family members only:

- Spouse
- Mother
- Father
- Sister
- Brother
- Child

The Chapter will also assist the family in greeting family and friends, **IF REQUESTED**

In Case of Soror Illness

In case of a Soror's illness requiring hospitalization or non-hospitalization

- A Greeting Card will be sent

Greeting Cards will be sent to Sorors for the following occasions:

- Birthdays
- Initiations
- Anniversary
- Retirement of a Soror
- Marriage of a Soror's son or daughter
- Birth of all babies after the Soror's first baby

A gift card of \$25.00 will be sent in recognition of the following occasions:

- Marriage of a Soror
- Birth of a Soror's first baby

Homebound/Shut-In Soror

When a Soror is unable to attend Chapter activities, report to work, go to the store and needs assistance to get out of the house, the Courtesy committee, led by the Hodegos, will ask chapter members to donate sisterly items for the Soror.

RISK MANAGEMENT

Committee Responsibility

The chapter's Risk Management Committee shall be responsible for supporting Alpha Kappa Alpha Sorority's Risk Management Task Force mission: To develop strategies to preserve the resources of Alpha Kappa Alpha Sorority, Incorporated by identifying and minimizing our risk exposure. Through education, participation and communication, we strengthen the membership to protect the legacy.

The chapter's Risk Management committee shall consist of a committee chairman appointed by the Basileus, a co-chairman and at least three chapter financial members.

Committee Goals

The charge of the committee shall be to provide a plan at the beginning of the year to address the following:

- Education and Training-provide regular and on-going risk management education to the chapter through Officer and Committee Chairmen Workshops, Chapter Retreat or stand-alone presentations at chapter meeting
- Information Link-provide chapter with updated information that comes from corporate and/or

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- regional level through chapter reports and/or chapter newsletters/chapter website
- Assessment and Mediation-work with chapter leadership to assess and recommend remedies to address identified risks and to minimize potential risks to the chapter
- Ongoing Awareness-encourage all chapter members to attend regional and national training events to be aware of Risk Management agenda and directives
- Advise and Support-Chapter Committees/Events-provide advice to all program/event planning committees as needed to assess risk and provide mitigation strategies. Be proactive in order to reduce liability to the chapter and its members

Risk Management To Do's

The chapter shall follow the Risk Management Plan to help Theta Rho Omega assess how risks may potentially impact specific projects, programs, events, membership and general operations. The committee shall **Identify, Evaluate, Manage** and **Monitor** risks.

Identify-identify and acknowledge the existence of particular risks including potential threats to the chapter's operations, programs and membership.

Evaluate-assess the identified risks to understand the scope, severity and frequency of the risks

Manage-develop strategies to manage risks, such as avoiding the risks, implementing measures to control the risks, or obtaining insurance to transfer the risks

Monitor-monitor and observe the effectiveness of the selected risks mitigation strategies over time. Consider adjusting the strategy as the situation evolves.

Risk Management Definitions Risk can be found in almost every aspect of our sorority, but key areas include the following of which explanation of all these areas are in the appendix and should be understood by all chapter members

- Hazing-Membership Risk
- Reputation Risk
- Operational Risk-chapter operations, events, building and facilities
- Financial Risks-chapter operations
- Financial Risks-Fundraising

What is Hazing?

Hazing is an act or series of acts that include, but is not limited to, physical acts such as hitting, striking, laying hands upon, or threatening to do bodily harm to an individual(s) while acting in one's capacity as a member of Alpha Kappa Alpha Sorority. Hazing also includes, but is not limited to, behavior that is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace. Hazing also includes a variety of prohibited practices, including but not limited to, "underground hazing", "financial hazing", "pre-pledging", "post-pledging", or "post-initiation pledging".

What is Reputational Risk?

Reputational risk is the threat or danger to the reputation, good name, and legacy of Alpha Kappa Alpha Sorority, Incorporated®, its regions, chapters, and members. It can occur through the actions or activities of the sorority itself or through the actions of individuals. The sorority's reputation is built on more than a 100-year legacy of sisterhood and service. It takes less than five minutes to ruin our sorority with a post on social media. It is up to the sorors to:

- **Identify the risks**- Consider actions or events that could pose a risk (failure to follow policies, unauthorized use of sorority's trademarks and logos, use of unlicensed vendors, negative publicity, fighting, profanity, drug and alcohol use, unsisterly behavior, inappropriate social media postings, etc.)
- **Evaluate the risks**- Is my behavior consistent with the Soror Code of Ethics? Is my behavior legal or ethical? Did I get proper approval? Does my behavior demonstrate ethical standards? Would my behavior be appropriate in a work or professional environment? When I hashtag AKA in my social media posting, is the content reflecting sisterhood, service, or scholarship?
- **Manage and Monitor the risks**- Know and follow documents. Conduct risk management sessions. Focus on sorority values. Protect your privacy on social media. Engage with leadership for direction. Hold sorors accountable. Be considerate of others. Use good judgment. Have critical conversations with sorors as needed.

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What is Operational Risks – Chapter Operations

Operational risks occur when inadequate, ineffective, and outdated procedures and policies threatens the sustainability of an organization.

- **Identify the risks-** Chapter documents conflict with international documents. Failure to transition new officers. Failure to develop and train officers. Failure to comply with sorority documents. Inadequate record retention. Incomplete chapter minutes. Outdated technology protocol.
- **Evaluate the risks-** Does the chapter hold a retreat, supervise transition workshops, and leadership workshops? Does each member have corporate's communication? Are there qualified officers? Are documents reviewed? Are end of year reports submitted on time?
- **Manage and Monitor** the risks-know and follow documents. Hold retreats and planning sessions. Review technology and media.

What are Operational Risks-Events

- **Identify the risks-** lack of insurance. Inappropriate partnerships. Inadequate security or evacuation plan. Planning an event no in line with the mission of the chapter. Lack of budget.
- **Evaluate the risks-** is there enough insurance? Are there guidelines for partnerships? Are events evaluated? Is there legal support? Is there a plan for security, emergency, and evacuation? Is there a media plan?
- **Manage and Monitor the risks-**review insurance policies. Evaluate partnerships. Vet contracts for events. Read contracts carefully. Have contingency plans.

What are Operational Risks-Buildings and Facilities

- **Identify the risks-** site selection. Slips, trips and falls. Loss of facility equipment. Food preparation. Closure of venue. Insufficient staffing. Exterior hazards
- **Evaluate the risks-** is there a facility checklist. Do you complete a visual inspection of venue? Is the building checked for health code violations? Do you meet with the catering to ensure safe food preparation and disclosure of food allergies?
- **Manage and Monitor risks-**operate legally and in compliance. Develop a checklist. Develop a response team and plan for emergencies. Supervise spaces during events. Inspect equipment and condition of facility. Review and user proper waivers and disclosures.

What are Financial Risks-Chapter Operations

- **Identify the risks-** insufficient internal controls. Misappropriation of funds. Theft of property. Activities that function at a deficit. Ineffective fundraising events.
- **Evaluate the risks-** does the chapter adhere to the Alpha Kappa Alpha Sorority Financial Operations Resource Guide? Does the chapter use proper financial management? Do the financial officers report the financial budget to the chapter members? Do the financial officers prepare an annual chapter budget? Does the chapter conduct annual financial review and/or audit?
- **Manage and Monitor risks-**know and follow financial documents. Adhere to Alpha Kappa Alpha Sorority Financial Operations Resource Guide. Bond members who handle chapter funds. Adhere to realistic budget. Conduct annual financial review and/or audit. Have strong internal controls in place. Ensure financial obligations are met.

What are Financial Risks-Fundraising

- **Identify the risks-** lack of compliance with terms and conditions of controls. Lack of chapter and event specific insurance. Inappropriate partnerships. Inappropriate promotion of events. Lack of adequate security. Lack of evaluation plan. Lack of contingency plan. Hosting an event that is not in alignment with the mission and purpose of the sorority.
- **Evaluate the risks-** does the chapter know if it has insurance coverage? If so, for what and how much? Does the chapter know how to obtain insurance riders for specific events? does the chapter have separate accounts for operation funds and fundraising funds?
- **Manage and Monitor risks-**separate operations and fundraising funds in different accounts. Financial officers provide monthly reports. Ensure sufficient planning and execution of fundraising activities. Keep accurate records and report donations. Do not accept donation from a soror or

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association that wants to be associated with Alpha Kappa Alpha Sorority or Theta Rho Omega chapter. Respect the privacy of the donor. Walk away if the risks outweigh the benefits. Encourage sorors to read Alpha Kappa Alpha Sorority Financial Operations Resource Guide.

SCHOLARSHIP

The Scholarship Committee is a standing committee that shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. It is recommended that each appointed chairman should have served on the committee for at least one year prior to appointment. The chapter shall establish the criteria for eligibility to receive the achievement awards/scholarships and identify and select the recipients of achievement awards/scholarships.

Given the sororities' focus and support of Historically Black Colleges and Universities (HBCU's), this committee will seek out and give consideration to students going to HBCU's giving a portion of awards to these students.

With a more robust and aggressive international program supporting high school students achievement awards, book grants and other types of financial support shall will be considered under the scholarship umbrella for deserving and talented high school students.

The committee shall assume duties and responsibilities during the month of January. During the month of February, Scholarship application procedures and a cover letter on chapter stationery with specific eligibility criteria are e-mailed to south suburban high school counselors, south suburban youth groups and any other south suburban community agencies serving high school seniors.

Committee members shall procure email addresses and continue communication with assigned guidance counselors, youth and community leaders to encourage expeditious receipt of the candidate's applications. Guidance counselors/youth leaders are to forward application to eligible candidates (e.g. female candidates of African American descent who meets the eligibility requirements) Typed applications should be returned by the deadline date to the chapter's P O box to the attention of the Scholarship Chairman. Official sealed Transcripts from the Guidance Officer personnel MUST be mailed to the chapter P O box to the attention of the Scholarship Chairman. In order for an applicant to be considered for the scholarship, the applicant must be in the upper third of their graduating class.

The following are Scholarship application timelines:

January/February

- Consult south suburban high schools for the current name, email address and phone number of the 12th grade level guidance counselor.
- Scholarship application procedures and a cover letter with specific eligibility criteria are emailed to south suburban high school guidance counselors.
- A deadline date for submission of application data is highlighted on the application.
- In order for an applicant to be considered for a scholarship, the applicant must be in the upper third of their graduating class.

March

- During the last two weeks of March, dates and times are scheduled for individual interview sessions. Each session is approximately 15 minutes.
- At the interview session, each Scholarship Committee member will be assigned specific responsibilities.

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- Tally sheets are distributed to each judge. Scholarship Committee members may have specific questions to ask each applicant.
- Pictures are taken of each applicant immediately after their interview session. The “Media Release Agreement” form must be signed by the applicant.
- After the final applicant has been interviewed and all tallies have been calculated, suggested monetary awards and the number of recipients to be rewarded are determined by plurality vote by the Scholarship Committee members present at the interview session.

April

- At the April chapter meeting, the Scholarship Committee chairman shall provide an oral report to the chapter members and a written report submitted to the chapter officers (Basileus, Anti-Basileus and Grammateus) acknowledging the designated scholarship winners for the current academic year.
- The chapter Ivy Leaf Reporter prepares and submits the media publicity.

May

- Scholarship recipients may be introduced to the community at a reception and/or an electronic presentation.
- Each scholarship recipient is presented a certificate and a letter with procedures that must be adhered to in order to receive their monetary award. The letter will include the Scholarship Committee chairman’s contact information and the chapter’s mailing address.

June

- Names and addresses of scholarship recipients, for the current year, shall be placed in the appropriate files. The contact information will include email addresses and cell phone numbers.
- A copy of any written materials used during receptions/acknowledgements/media release etc. shall be submitted to the Archives Committee. Written programs will include pictures of the scholarship recipients, the names of their respective high school, and college/university each will attend.
- The Chapter Ivy Leaf Reported will prepare and submit a media release regarding any receptions or presentations.

July/August

- The Scholarship Committee will meet to discuss budgetary needs for the next fiscal year. The scholarship committee budget will include the suggested amount of scholarship money to be awarded.
- The Scholarship Committee chairman will provide a written budget request to the chapter Finance/Budget Committee Chairman for inclusion in the proposed chapter budget.

September

- The scholarship recipient will submit completed college/university enrollment documentation to the Scholarship Committee chairman.
- Enrollment documentation, along with properly signed vouchers, are submitted. Checks should be written, and forwarded, to the appropriate department, (Bursar’s Office) in the college/university with the scholarship recipient clearly identified.
- During September, the Scholarship Committee chairman will contact prior scholarship awardees to determine their eligibility to receive a recurring scholarship if funds are available.

October

- Eligible recurring scholarship applicants will be selected by the scholarship committee and presented to the executive committee and to chapter members.
- The Scholarship Committee shall meet to review all procedures for the upcoming year.

November/December

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- The End of Year Report shall be submitted to the Executive Committee giving detailed procedures and actions completed within the current fiscal year.

Ongoing Scholarship Committee Responsibilities:

- Maintain a current list of 12th grade high school guidance counselors and principals.
- Retain a contact list of Scholarship Recipients.
- Scholarship Correspondence shall be typed on chapter stationary

CONTINUING SCHOLARSHIP & OTHER AWARD PROCEDURES

- Former scholarship recipients currently enrolled in undergraduate college/university programs are eligible to apply for Continuing Scholarship awards
- Recipients are asked to provide updates and details to the scholarship committee related to their academic success, community service, outstanding extracurricular activities, academic travels, internships and other evidence of outstanding performance related to scholastic experiences and community service
- Students interested in continuing scholarships will receive and must complete applications with above date, provide transcripts and other documentation by the application deadline to the chapter P. O Box to the attention of the Scholarship Chairman
- Scholarship committee shall review all applications and assess against criteria established for allotted continuing scholarships recommending names and award amounts to chapter for approval.
- Other scholarship /grant awards the chapter promotes and recommends shall be reviewed and awarded upon approval by the chapter

TECHNOLOGY

Social Media

Alpha Kappa Alpha Sorority, Incorporated® Theta Rho Omega Chapter will utilize Social Media in accordance with rules and regulations as set forth in the Alpha Kappa Alpha Sorority, Incorporated®, International Technology Committee and International Communications Committee publication “Social Media Policy Guidelines.”

Web Presence

The Alpha Kappa Alpha Sorority, Incorporated® Theta Rho Omega Chapter website’s development and usage adheres to guidelines established by the Alpha Kappa Alpha Sorority, Incorporated’s International Technology Committee publication “Guidelines For Alpha Kappa Alpha Web Presence.”

The website is located at <http://www.troaka.org>. The chapter’s website is maintained by the chapter’s Technology Chairman. The Technology Chairman is appointed by the Basileus. The

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chairman should be technologically savvy and familiar with modifying and editing WordPress themes, Google Calendar and able to perform basic website updating.

The website was created using a WordPress Theme and it was originally modified by The Web Boutique. The current WordPress theme is modifiable and may be modified as the Technology committee addresses needed/required changes. The website should include chapter and AKA history, Events Calendar, and a password protected members-only section. Additional sections may be added to the website.

The website is managed and updated by the chapter technology chairman on an as needed basis. Updates, additions, and changes to the website may only occur after the technology committee has received approval from the Basileus.

A new members-only password is selected and distributed to the membership each February. The website domain name is registered with GoDaddy and is renewed on a recurring basis every year. The website is also hosted by GoDaddy and the hosting is renewed on a recurring basis every year. The Technology Chairman is notified via email from GoDaddy when it is time to renew. The technology Chairman keeps record of all accounts and passwords related to GoDaddy, WordPress, and the chapter website.

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APPENDIX

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