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CHAPTER 1
Executive Board

A. Rationale

The Executive Board is the administrative arm of the chapter. It is established in the Chapter Bylaws as an administrative unit. It is necessary to be governed by the same professional standards that govern other organizations of the same nature and size as Alpha Kappa Alpha Sorority, Incorporated.

B. Members

The official members (i.e. voting members) are the elected/appointed officers, standing committee chairmen, and the immediate past-Basileus.

C. Meetings

The Epistoleus will notify all Board members of the date, time and place of meeting. This shall be done during the week prior to the Executive Board meeting.

Meetings will be held the Thursday prior to the general membership meeting of each month at the designated location, and will last no longer than one and one-half hours (1½) unless those present agree to extend the time.

D. Agenda

The Basileus or Presiding Officer will establish the agenda for the Executive Board meeting. During Executive Board meetings, agenda items will be followed. Debate of items will be limited to voting members. Any member may petition the Basileus to place an item on the agenda prior to the official meeting.

The agenda for the General Body meeting will be set at the end of the meeting prior to adjournment.

E. Quorum

After due notification in writing, those sorors present at the Executive Board meeting are duly authorized to carry on Executive Board business. At a minimum the presiding officer and Grammatus shall be present so that business can proceed.

F. Minutes

The Grammateus will keep all minutes of the Executive Board in a permanent record book and distribute copies of minutes to Executive Board members prior to or at the next meeting.
G. **Voting**

After appropriate debate on agenda items, the presiding officer will call for the vote. Only officers present may vote on motions. A Standing Committee Chairman’s representative may vote in her place.

H. **Action**

The Board will listen to and review all reports before they are taken to the General Body meeting. Once the Board has reviewed, discussed, and approved a report, the Grammateus giving the report will rewrite it to include any adjustments needed, before giving it to General Body meeting. Once approved, Board members are expected to support the action when it is reported to the General Body meeting. A Board member may request to give a minority report to the general body; otherwise, action passed by the Board will be binding to members.

Recommendations by the Executive Board, including those attached to committee reports, will be given by the Grammateus to read to the general body at sorority meetings. All recommendations will be kept in a permanent record and indexed for easy access.

Recommendations that are referred to a committee for a decision must be brought back to the next official Board meeting for review and final disposition.

I. **Attendance**

All officers and standing Committee Chairmen are expected to be present at each meeting or notify the Basileus or Epistoleus—via phone or in writing—of absences. Other committee chairmen making reports should also attend.

Any official member missing three (3) consecutive meetings without notification to the other officers shall be referred to the Standards Committee for appropriate action.

If a Committee Chairman cannot attend a Board meeting, it is her responsibility to send the assistant or another representative of the committee to represent her.

J. **Responsibility**

If an officer or Committee Chairman refuses to carry out her responsibilities or is remiss in carrying out her duties, then the Board will refer the Officer to the Standards Committee for investigation and appropriate action.
CHAPTER 2
Financial Operating Procedures

A. PURPOSE

The purpose of the Financial Operating Procedures is to set forth the Chapter procedures and guidelines for collecting and disbursing funds and to delineate the financial responsibilities of all members. These procedures supplement any existing guidelines of Alpha Kappa Alpha Sorority, Incorporated, and Zeta Chi Omega documents relating to financial transactions.

B. AUTHORITIES

This Chapter document should be used in conjunction with the following documents: Alpha Kappa Alpha Constitution and Bylaws; Alpha Kappa Alpha Manual of Standard Procedure; Fiscal Fitness: Guide to Chapter Financial Procedures; and Zeta Chi Omega Bylaws.

C. COLLECTION OF FUNDS- PECUNIOUS GRAMMATEUS

1. POLICY

   The general policies for collecting funds within the Chapter are as follows:
   a. No post-dated checks will be accepted.
   b. No money will be receipted **during** Chapter meetings.
   c. No money will be collected or receipted at any event by the Pecunious Grammateus or any members of the Finance Committee.
   d. **The Tamiouchos does not receipt funds for any purpose.**
      i. All checks received by a soror of this chapter from a non-member **must** have the soror’s name and the event/activity on the memo line of the check.
      ii. All monies received from non-member sorors for headquarters activities (i.e. Boulé, Regional, Cluster, etc.) must be in the form of a money order or cashier’s check.
      iii. When tickets are distributed, a running account of tickets issued, tickets paid for, and tickets returned should be maintained. (The subcommittee for finance may be given this responsibility.)
      iv. Deadlines for receipt for funds **must** be established and **must** be adhered to. Any tickets not paid for by a specified date are the financial responsibility of the soror who has them.
Checks will be accepted from non-members if submitted fifteen (15) days prior to the event. After that time, cash, certified check, cashier’s check or money order will be the ONLY acceptable method of payment. All payments from vendors must be made in the form of cashier’s check or money order. Any other form of payment will not be accepted and will be returned to the vendor.

Money will not be receipted in a public place.

**D. ROLES AND RESPONSIBILITIES**

1. Responsibilities of the Pecunious Grammateus — The Pecunious Grammateus shall receive monies of the Chapter, make entry of the amounts in her records, and turn the money over within seventy-two (72) hours to the Tamiouchos, when feasible. She shall maintain a list of financial sorors and notify all sorors of their financial status. She shall submit records necessary for an annual audit. She shall be a member of the Executive Board and Assistant Chairman of the Finance Committee.

2. Responsibilities of the Anti-Pecunious Grammateus — The Anti-Pecunious Grammateus shall assist the Pecunious Grammateus with her duties. The Pecunious Grammateus and Anti-Pecunious Grammateus are charged with the responsibility of collecting funds.

3. Each designated finance committee member will choose an activity in which they will be available to receipt monies for particular dates (i.e. Cotillion, Luncheon/Fashion Show, Special Activities, etc.). The following are procedures that need to be followed for designated finance committee members assisting in fundraising activities:

   b. A grand total of the money receipted showing the total of the different categories should be submitted in a spread sheet form.
   c. Total the receipts book and verify the amount collected.
   d. Within seventy-two (72) hours when practical, turn over to the Pecunious Grammateus all monies collected. The Pecunious Grammateus will issue a receipt from the Chapter receipt hook. This receipt should be turned over to the Finance Committee representative and will be recorded and tallied.
   g. Return the receipt book to the Finance Committee representative who will pass the book to the Activity Chairman.
   h. Be available to assist the Pecunious Grammateus during the general meetings.
E. DISBURSEMENT OF FUNDS-TAMIOCHOS

A. Role and Responsibilities of the Tamiouchos — The Tamiouchos shall pay all authorized Chapter expenses. She shall also prepare a written financial report at each Chapter meeting. She shall make a written annual report of all finances, the Annual Statement of Chapter Financial Operations Report and the Annual Budget. She shall submit records necessary for an annual audit. She shall be Chairperson of the Finance Committee and shall be a member of The Executive Board. She shall execute any additional responsibilities as defined in Sorority documents. Money received from the Pecunious Grammateus shall be deposited within seventy-two (72) hours when feasible.

1. General Policies and Procedures

   a. All disbursements of funds will be dependent upon a completed voucher. All Vouchers must include the name of the committee, the event/activity and the fund or account from which the reimbursement will be drawn. A completed voucher must include the signatures of the person submitting the voucher, the Committee Chairman and the Basileus. All vouchers must have the necessary receipts, invoices and appropriate documents attached.

   b. The committee chairman will submit completed vouchers to the Tamiouchos. Individual committee members must submit their vouchers to the committee chairman.

   c. Written approval must be obtained from the Basileus before obligating the Chapter for $250.00 or more. This approval must be attached to the voucher when payment is requested.

   d. Disbursements will not be made unless a completed voucher has been submitted.

   e. All sorors (including officers) must have the approval of the committee chairman before disbursements will be made.

   f. In instances where prepayment is necessary, a voucher is submitted to the Tamiouchos by the committee chairman. After the purchase has been made, the receipt must be given to the Tamiouchos for attachment to the voucher.

   g. In instances where signatures are required for contracts and/or other documents that are associated with an event, all contracts must be first reviewed by the Contracts Chairperson and all appropriate signatures
must be on the document (i.e., the Committee Chairman and the Basileus). The contract or document must be submitted with the voucher requesting payment. Disbursements will not be made if the documents do not accompany the completed voucher.

h. When feasible, checks will be written on a weekly basis. All completed vouchers received by the Tamiouchos must be paid within 30 days.

F. RESPONSIBILITIES OF COMMITTEE CHAIRMEN AND OFFICE

1. Each committee chairman will prepare a proposed budget for its activities.

2. The subcommittee working within the Ways and Means Committee shall each have a representative from the finance committee.

3. The chairman has ultimate responsibility for ensuring that a record of all income and expense is maintained for each event. This may be assigned to the representative from the Finance Committee.

4. The chairman must obtain written approval from the Basileus prior to obligating any funds of $250.00 or more.

5. The chairmen will sign all vouchers for reimbursement or payment and submit to the Basileus for approval.

6. Budget request must be submitted to the Chairman of the Finance Committee by August in order to have a line item in the budget for the following year. If no budget is submitted, the budget will remain the same as in prior years or may be reduced.

7. Within thirty (30) days of an event, the committee chairman must submit financial accounting of all funds (income and expenses—paid and unpaid), including all outstanding vouchers.

8. Any requests for new line items or an increase in existing line items after the budget request has been submitted in August shall first be submitted to the Executive for approval and then to the Finance Committee and then to the Chapter.

9. Notify committee members of meetings with two (2) weeks notice. Prepare meetings by establishing a location, agenda, etc.

G. RESPONSIBILITIES OF SORORS

1. General Financial Obligations and Responsibilities
a. Sorors are to be financial by December 31. Dues and assessments may be paid on an installment plan but should be completed by the deadline date.

b. All dues and assessments are to be either given to or mailed to the Pecunious Grammateus. (Dues include corporate/chapter fees along with hostess responsibilities)

c. A late fee of $15.00 will be assessed if dues are paid after the deadline to cover the cost of postage and handling.

d. **No post-dated checks will be accepted**

e. The memo section of checks should indicate the purpose of the check (i.e., dues, fashion show, cotillion, etc.)

f. No money will be receipted during sorority meeting and chapter activities.

g. All checks that a soror submits from a non-member must have the soror’s name and event/activity on the memo line of the check.

h. A fee shall be assessed for ALL RETURNED CHECKS. This amount is to be determined by the Finance Committee each year.

i. Personal checks will not be accepted from a soror who has two returned checks in a calendar year.

j. Sorors are expected to support the fundraising activities of the chapter.

k. Sorors who have not accounted for tickets received for an activity by the deadline date will have the responsibility of paying for the tickets (i.e. Bowling party tickets, Old School Dance, etc.)

l. Sorors must financially support at least one fundraising activity of the chapter— luncheon/fashion show not included (If there are options, they will be announced at the beginning of the year).

m. Sorors must submit vouchers within thirty (60) days of an event, unless there are extenuating circumstances. After 30 days, vouchers may not be honored.

n. Delegates who submit reports more than thirty (30) days after the conclusion of the Boulé or Mid-Atlantic Regional Conference will not be reimbursed their registration fee.
The goals of Alpha Kappa Alpha Sorority are achieved by and through the functioning of all committees. This is the key to whether the sorority fails or succeeds. Working on a committee can be a deeply rewarding experience, both for the soror and to the sorority. Committees shall be properly organized, selected, and oriented, they make the following contributions to the sorority:

1. Committees do the majority of the planning in the sorority.
2. Committees provide an opportunity for sorors to do the kind of work for which they are suited.
3. Committees permit wider participation by sorors.
4. Committees provide an orientation ground for new leaders in the sorority.

With these thoughts in mind, the following committee procedures have been compiled to facilitate and standardize the conduct of business in the chapter through committees. It should be a supplement to the bylaws and should be kept available for reference at all times.

A. COMMITTEE SELECTION

1. Ex-officio. The Basileus is an ex-officio member of all committees.

2. Chairman. The Basileus shall appoint the chairman of all committees, both special and standing, not elected by the general body or provided for in the bylaws by nature of the office. The appointment of Chairmen shall be done after the election of officers. Chairmen shall hold their position at least two years to coincide with the term of the Basileus.

3. Co-Chairman. Every committee may have a co-chairman. (In some cases two assistants may be necessary.) The co-chairman is appointed by the Basileus after consultation with the chairman. The assistant chairman should complement the chairman and be a compatible working partner. As near as possible an inexperienced soror should be paired with an experienced soror.

4. Recorder. At the first convening of the committee, the members will select a soror to take the minutes and keep the records of each committee meeting. The soror will be recording corresponding, and will keep all records in a permanent record book.

5. Liaisons. At the first convening of the meeting, the members will select sorors to serve as the liaisons between the Public Relations, Protocol, and Contracts. (See Appendix for Liaison roles.)
6. **Committee Members.** On committee lists published to chapter members all members of a committee will be listed by nature of their office. Each soror will be given an opportunity to join a program committee of her choice. Each soror must belong to at least one programming committee but can serve on as many, as she feels she can effectively work with, taking into consideration that committees must meet on a regular basis. A soror may also request to be on an operations committee, however, since the number on these committees must be kept small, the Basileus may not be able to honor all requests. The Protocol, Public Relations, and Standards Committees will be comprised of liaisons appointed from all program committees. Sorors should list committees in order of preference, in case there is a limit on the number that can serve on the committee.

7. **Elected Members of Committees.** Some sorority officers are automatically chairmen or functioning members of committees by virtue of their elected office:

- **Anti- Basileus.** Program Chairman and member of the Finance Committee
- **Pecunious Grammateus.** Member of the Finance and the Ways and Means Committees
- **Epistoleus.** Chairman of the Communications Committee
- **Tamiouchos.** Chairman of the Finance Committee
- **Hodegos.** Chairman of the Courtesy Committee and member of the Membership Committee
- **Philacter.** Member of the Courtesy and Membership Committees
- **Ivy Leaf Reporter.** Chairman of the Public Relations Committee
- **Graduate Advisor.** Chairman of the Undergraduate Activities Committee
- **Archivist.** Chairman of the Archives Committee
- **Parliamentarian.** Chairman of the Bylaws Committee

**B. COMMITTEE RESPONSIBILITIES**

1. All committees are considered active as soon as committee officers and members are appointed (before the end of the sorority year) and should meet and make a tentative calendar and a tentative budget to be presented to the Program Chairman and The Tamiouchos respectively. This should be done as indicated in the manual of Standard Operating Procedures under Committee timelines.

2. Committees must meet on a regular basis. Meeting date, time, and place must be established at the first meeting. This schedule must be passed to the Program Chairman in order for her to establish the annual calendar. The nature of the activities of the committee will dictate the frequency of meetings. All operations committees should meet at least quarterly.

3. A committee shall be considered active until a complete report is made. A committee whose work needs to extend beyond the current sorority year will make its report as soon as the work is completed.
4. All committee reports must be done in duplicate and typewritten or printed electronically. They will be distributed in this manner: one copy goes to the Grammateus, one to the Basileus, and the original is kept for the committee file. The Basileus and Grammateus should have their copies in hand before the report is given to either the Executive Board or the membership.

5. After a report is given to the Board, adjustments as indicated by the Board should be made before the report is given to the membership. (These reports are for different groups and should reflect that.)

4. No committee report will be placed on the agenda of the general meeting without first having been given to the Executive Board, except those reports automatically given monthly as a matter of information.

C. CHAIRMAN’S RESPONSIBILITIES

1. The chairman’s primary responsibility is to organize the committee into a working group, give leadership to the members of the group, and stimulate the group members to their highest productivity.

2. The chairman will call and conduct meetings on a regular basis according to standard business procedures. She is responsible for notifying all committee members at least 2 weeks in advance, including, ex-officio members of the meetings and coordinate all activities necessary for these meetings.

3. The chairmen of standing committees will attend all Executive Board meetings. Programming chairmen are automatically members of the Program Committee. The chairman is expected to attend meetings and make reports. If the chairman is unable to do so, then the assistant chairman will be asked to attend and or make the report in her plate.

4. Each chairman will receive a notebook with committee materials and is expected to keep a current record of committee activities.

5. The chairman will at no time act independently without group knowledge and consent, but shall have the right to drop the name of any soror who has demonstrated unwillingness to work or inability to work on committee assignments.

6. No committee chairman has the authority to obligate the sorority financially or otherwise without the approval of the Executive Board and/or body, and shall make sure all correspondence and other written/printed/electronic materials regarding chapter activities are reviewed, approved, and/or signed by the Basileus.
7. The chairman is responsible for all tickets, monies and properties handled by her committee, and must make a final accounting for all to the Pecunious Grammateus and Archivist.

8. Before the final committee report is made, the chairman is responsible for contacting sorors with outstanding obligations and informing them of same. To facilitate procedure, a deadline must be set for completion of all financial obligations.

9. At the end of the sorority year, the chairman shall return to the Program Chairman the committee folder, along with her final report and any printed materials from her committee. The notebook is turned over to the Archivist.

10. If a chairman, for any reason unforeseen finds it impossible to continue serving in the capacity, she must notify the Basileus immediately, submit a progress report, a financial report, and turn over all records in her possession for the assistance of the next chairman.

D. COMMITTEE MEMBERS’ RESPONSIBILITIES

1. Members should attend all committee meetings or notify Chairman of inability to attend.

2. Members of committees are responsible for discharging duties regarding assigned activities, and to notify the chairman when they are unable to serve.

3. Members arriving late for meetings should not require a review of action taken up to that point, but make it her responsibility to be briefed later.

4. Members of committees should be prepared to explain actions, and to support the chairman in discussion of committee business when a report is given.
A. PURPOSE

The purpose of the Program Committee is to plan activities that implement the International Program. It includes the following areas: educational and career development; heritage and culture (including black family and the arts); health and social actions; business and economics; and connection (global and political affairs).

B. RESPONSIBILITIES

The Committee shall provide the following:

1. The Program Committee is an umbrella committee and shall operate in accordance with The International Program structure and shall consist of the Anti-Basileus as chairman and an assistant (sub committee chairmen) chairman.

2. The Committee shall have a plan in place outlining its yearly activities. This plan shall be presented at the chapter retreat held in September. Activities planned shall coincide with the goals and objectives of the International Programs current initiatives.

3. The Program Committee shall hold regular meetings and keep a record of the minutes. In addition, it shall periodically review the financial records of each program.

4. With the Executive Committee, the Program Committee shall plan and distribute by the January general membership meeting a yearly calendar of the chapter activities.

Committee Chairmen shall provide the following:

1. Pass on all pertinent information to the next chairman.

2. Each chairman is responsible for submitting a calendar to the Program Committee chairman. Activities shall be prepared according to the International Program initiatives.

3. Prepare a proposed budget for the Committee operations prior to the Chapter retreat to the Anti-Basileus and Tamiouchos.

4. Submit a budget request for an upcoming calendar to the chairman of the Finance Committee by August 1 to have a line item in the budget for the following year.
5. The program chairmen are responsible for keeping minutes and reporting the results to the Program Committee chairman for inclusion in the overall report.

6. Each program chairman shall coordinate its efforts with other committees as appropriate.

7. All program chairmen are responsible for monitoring their expenditures, and those of their respective subcommittees. Each is responsible for reviewing and approving vouchers. Once the program chairman has approved the vouchers, the Basileus must also approve.

8. The Program chairmen must obtain the approval—for all activities that involve chapter financial obligation or participation—of the Executive Board, and if necessary, the membership. Program chairmen must obtain the approval of the Executive Committee for all activities that require financial obligation and/or Chapter’s participation.

C. Timelines

1. January general membership meeting, distribute the yearly calendar.

2. By August 1, submit budgets for the Program Committee and the program initiatives to the Finance Committee chairman

3. October 1 Have all finalized forms from Committee for their dates/times/places of meeting/activities for next year

D. Meetings

The Program Committee shall meet as necessary, but not less than four (4) times per year.

1. The Chairman serves as a member of the Program Committee

2. Attends Board meetings and makes committee reports to The Board and membership when requested

3. Calls and facilitates committee meetings, include ex-officio officer and keeps her informed on committee progress

4. Prepares proposed committee budget including all line items

5. Reports to Anti-Basileus all dates, times and places for meetings, activities, projects, and events

6. Coordinates and insures that all planned activities, projects and events are implemented
7. Maintains a record of all expenses, and signs all vouchers for reimbursements and payments

8. Insures that all public relations activities, i.e. correspondence, media coverage, promotions, publications, etc. are reviewed and approved by the Chairman of Public Relations

9. Insures that all correspondence, and other written/printed materials are routed to the Basileus for review, approval and/or signature

E. COMMITTEE MEMBERS

1. Attend all committee meetings or notify Chairman of absence

2. Serve as sub-committee Chairmen

3. Participate in all program activities, projects, and events

4. Assist the Chairman as requested

5. Report feedback to Chairman

6. Take an active role in planning, assessment, and decision-making
CHAPTER 3 SECTION 2
Program Committees

A. THE CHAIRMAN
1. Serves as a member of the Program Committee
2. Attends Board meetings and makes committee reports to The Board and membership when requested
3. Calls and facilitates committee meetings, include ex- officio officer and keeps her informed on committee progress
4. Prepares proposed committee budget including all line items
5. Reports to Anti-Basileus all dates, times and places for meetings, activities, projects, and events
6. Coordinates and insures that all planned activities, projects and events are implemented
7. Maintains a record of all expenses, and signs all vouchers for reimbursements and payments
8. Insures that all public relations activities, i.e. correspondence, media coverage, promotions, publications, etc. are reviewed and approved by the Chairman of Public Relations
9. Insures that all correspondence, and other written/printed materials are routed to the Basileus for review, approval and/or signature
10. Passes on all pertinent information and materials to the next Chairman

B. TIMELINES
1. Submit a proposed calendar of all activities, projects, and events for the upcoming year to the Chairman of the Program Committee prior to August 1 of each calendar year.
2. Submit a proposed budget for the upcoming year to the Chairman of the Finance Committee prior to August 1 of each calendar year.
3. Submit an Annual Report for the current program to the Anti-Basileus by the end of November in each year.
Chapter 3 Section 2
Committees for International Programs

Section 2a       Business and Economics

A. PURPOSE

The purpose of the Business and Economics Committee is to provide the chapter members and the citizens of the Arlington/Alexandria communities with an understanding of the nature of business and economic forces that impact our lives and design strategies to solve problems these forces cause.

B. RESPONSIBILITIES

The Committee shall

1. Plan and implement program activities, projects and events in order to:
   a. Increase the economic knowledge and expand economic participation of sorors and citizens of the community
   b. Upgrade world-of- work skills of the socio-economically disadvantaged
   c. Promote Black entrepreneurship — especially among sorors and with youth
   d. Support Black businesses — especially in the Northern Virginia area

2. Engage in any solicitation for support of committee activities, projects and events

3. Assess expected outcome(s) and make recommendations for the next year’s program

C. TIMELINESS

1. Economic Empowerment at the annual Luncheon Fashion Show (held in November)

2. Black Dollar Month as designated by the International Program Calendar

6. Promote other Business/Economic activities (as designated by the International Program Calendar)
CHAPTER 3 SECTION 2
Committees for International Programs

Section 2b  Connection

A. PURPOSE

The purpose of The Connection Committee is to provide a forum to transmit information and to mobilize the membership to influence positively decisions relative to political, educational, and economic issues from a local and global perspective,

B. RESPONSIBILITIES

The Committee shall

1. To plan and implement program activities, projects, and events in order to:
   a. Increase the chapter’s visibility and influence through interaction with those in the arenas listed in the purpose.
   b. Address issues and causes for which the sorority advocates

2. To identify, study and monitor local, state, national and international issues that impact the quality of life for “All Mankind"

3. To serve as the Chapter liaison to community agencies, institutions, and organizations

4. To engage actively in community volunteer projects

5. To engage in grant solicitation for support of committee activities, projects, and events

6. To assess expected outcome(s) and make recommendations for the next year’s program.

C. TIMELINESS

1. Promote the Public Policy forum to chapter members (as designated by the International Program Calendar)

2. Inform the chapter members of elections in the Arlington/Alexandria (remaining neutral on proposed candidates)

3. Promote other Business/Economic activities (as designated by the International Program Calendar)
CHAPTER 3 SECTION 2
Committees for International Programs

Section 2c                Education

A. PURPOSE

The purpose of the Education Committee is to provide a program through which the Chapter can serve the citizens of the Arlington/Alexandria communities in the areas of educational competency and enrichment; development of career goals; and academic assistance in existing programs.

B. RESPONSIBILITIES

The Committee

1. To plan and implement program activities, projects, and events in order to:
   a. Upgrade basic academic skills or area youth
   b. Improve academic standings of youth who attend area schools
   c. Increase academic knowledge of varied groups in varied disciplines
   d. Enhance personal and life development skills
   e. Ensure greater opportunity for competition in the workplace

2. To partner with established institutions on educational projects.

3. To engage actively in educational volunteer efforts

4. To engage in grant solicitation for support of committee activities, projects and events

5. To assess expected outcomes and make recommendations for the next year’s program

C. TIMELINESS

1. Secure dates for the children in the Arlington/Alexandria programs with community centers for the academic year. (September – May)

2. Promote the Educational activities (as designated by the International Program Calendar)
CHAPTER 3 SECTION 2
Committees for International Programs

Section 2d   Health and Social Action

A. PURPOSE

The purpose of the Health and Social Action Committee is to raise the level of awareness among sorors, and citizens of the Arlington/Alexandria communities concerning illness and preventive health issues prevalent in society; and to help improve the quality of life for the less fortunate through social service assistance.

B. RESPONSIBILITIES

The Committee

1. To plan and implement program activities, projects, and events in order to:
   a. Provide interventions for addressing health and social service related issues and concerns including preventive health care, physical fitness, and good nutrition
   b. Assist citizens with specific social service needs
   c. Distribute health and social service informational handouts

2. To collaborate and/or partner with other health and social service agencies in the community

3. To engage actively in community volunteer projects

4. To engage in grant solicitation for support of committee activities, projects, and events

5. To assess expected outcome(s) and make recommendations for the next year’s program.

C. TIMELINESS

1. Conduct the Senior Citizens dinner in December

2. Coordinate the Dinner with Friends (formerly the TACTS Dinner)
   a. In the spring (TBD by Arlington County)
   b. In the fall (TBD by Arlington County)

3. Prepare “health” activity in the month designated by the International Program calendar.
Section 2e
Heritage and Culture

A. PURPOSE

The purpose of the Heritage and Culture Committee is to serve as a vehicle for the preservation, development, and promotion of Black heritage and culture within the Arlington/Alexandria communities.

B. RESPONSIBILITIES

The Committee

1. To plan and implement program activities, projects and events in order to:
   a. Foster a remembrance of Black history and traditions
   b. Promote the development and growth of the Black family, i.e. values, character, behavior
   c. Support Blacks who are in Arts & Humanities professions, i.e. music, literature, fine arts, and performing arts
   d. Develop an appreciation of Black culture and arts from within and with other groups
2. To engage in grant solicitation for support of committee activities, projects, and events
3. To assess expected outcome(s) and make recommendations for the next year’s program.

C. TIMELINESS

1. AKA Coat Day in October
2. Arts Panorama in May
3. Conduct activity (as MLK Day of Service, Family Volunteer Day, etc.) in the month designated by the International Program calendar.
CHAPTER 3 SECTION 3
Committees for Local Programs

Section 3a

Founders Day

A. PURPOSE

The purpose of the Founders’ Day Committee is to plan program activities commemorating the Founders, the founding, and the history/traditions of Alpha Kappa Alpha Sorority, Inc

B. RESPONSIBILITIES

The Committee

1. To plan and implement a program of tribute to the founders of the sorority and organizers of Zeta Chi Omega Chapter — for sorority members only.

2. To plan and implement an historical and cultural program which would be informational and which would acquaint the public with the goals of the sorority — open to the public,

3. To participate in contractual arrangements and agreements relative to Founders Day activities (the chairman, assistant or designee),

4. To engage speakers and other participants for Founders Day activities and events

5. To assess expected Outcome(s) and make recommendations for the next year’s program (the Chairman, Assistant Chairman or designee)

C. TIMELINESS

Commemorate Founders’ Day annually — in January or February or March.
CHAPTER 3 SECTION 3
Committees for Local Programs

Section 3b Scholarship Committee

A. PURPOSE

The purpose of the Scholarship Committee is to develop and implement the Scholarship Program of the Chapter, updating and revising when necessary, as well as maintaining a permanent record of scholarship recipients.

B. RESPONSIBILITIES

The Committee

1. To establish criteria, set deadlines and advertise the program

2. To distribute scholarship applications at the designated time

3. To review applications and select scholarship recipients

4. To notify recipients and schools through the (Basileus) of the awards

5. To verify that the recipient has enrolled in school for the Fall Semester, and authorize the Tamiouchos to transmit the funds to the appropriate school

6. To recognize recipients at the Luncheon Fashion Show

7. To keep track of all Scholarship recipients and make progress reports to The Chapter

8. To evaluate special requests received by the Scholarship Committee

9. To assess expected outcome(s) and make recommendations for the next year’s tasks

C. TIMELINESS

1. March 14th --- Circulate scholarship applications

2. April 30th --- Deadline for receipt of application

3. Present recipients to Executive Board for Approval

4. May 8th --- Notify recipients and schools
Committees for Local Programs

Section 3c Membership

A. PURPOSE

The purpose of the Membership Committee is to recruit, reclaim, and retain members for Zeta Chi Omega Chapter, and to implement the thrust developed by the International Membership Committee.

B. RESPONSIBILITIES

The Committee

1. To plan and implement program activities, projects, and events in order to:
   a. Encourage reactivation of inactive Sorors
   b. Maintain retention of active Sorors
   c. Recruit new members into the Chapter

2. To interpret the International Membership Program for the Chapter, including the Intake Process

3. To conduct the Intake Process and follow-up activities

4. To facilitate efforts to promote sisterly relations in the Chapter

5. To assess expected outcome(s) and make recommendations for the next year’s program

C. TIMELINESS

1. For Recruitment: Based on Guidelines developed by the National Membership Committee

2. For Sisterly Relations: Based on guidelines developed by the National Membership Committee or committee determination
CHAPTER 3 SECTION 3
Committees for Local Programs

Section 3d    Undergraduate Activities (Graduate Advisor’s Council)

A. PURPOSE

The purpose of the Undergraduate Activities Committee is to work with the assigned undergraduate chapter, Sigma Alpha. The Sorors on this committee "must" be certified under the Graduate Advisor Certification process.

B. RESPONSIBILITIES

A. Graduate Advisor
   1. Submit reports and materials to Regional Director and International Headquarters
   2. Sign all checks written by the undergraduates
   3. Approves all budgets and expenses for chapter operations
   4. Coordinate the mentor’s program with the graduate chapter
   5. Oversee the Membership Intake Process for the undergraduate chapter
   6. Recommends to the Regional Director the suspension of candidates from the MIP along with the current members of the undergraduate chapter
   7. After “all means” have been exhausted with the Executive Board, the Graduate Advisor may communicate with the Regional Director (on matters that are not in the general administering the chapter operations, programs or academic concerns.)

B. Graduate Advisor/Committee
   1. Keep the lines of communications open between the undergraduate chapter and the Regional Director
   2. Keep the lines of communications open between the undergraduate chapter and the graduate chapter
   3. Insure that the laws governing Alpha Kappa Alpha are maintained
   4. Insure that the integrity of the University (universities) are upheld (GPA)
   5. Interprets the programs and constitution and bylaws
   6. Read, study and approve all reports and correspondence coming in and going out from the chapter (Sign forms where necessary)
Committees for Local Programs (cont)

Section 3d  Undergraduate Activities (Graduate Advisor’s Council)

B. RESPONSIBILITIES (cont.)

7. Supervise all chapter functions (program or fundraisers)
8. Attend all Chapter meetings, community service activities and fundraisers
9. Encourage the chapter to adhere to the calendar set by the corporate office for documents and programs.
10. Attend meetings, conferences and workshops related to the supervision of the undergraduate chapter (Undergraduate Roundup/Caucus). The Graduate Advisor may send a designee.
11. Encourage chapter members to attend meetings and conferences
12. Encourage chapter members to apply for undergraduate offices and scholarships
13. Utilize the graduate chapter’s Graduate Advisors Council/Undergraduate Activities Committee. The Sorors on this committee "must" be certified under the Graduate Advisor Certification process.

C. TIMELINESS

<table>
<thead>
<tr>
<th>Month</th>
<th>Send to Corporate Office</th>
<th>Send to Regional Office</th>
<th>Provide to Grad Chap</th>
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<tbody>
<tr>
<td>September</td>
<td>Calendar</td>
<td>Submission of grades</td>
<td>Calendar</td>
</tr>
<tr>
<td>December</td>
<td>Adoption of chapter program</td>
<td>Adoption of chapter program</td>
<td>Adoption of chapter program</td>
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<td></td>
<td>Adoption of chapter budget</td>
<td>Adoption of chapter budget</td>
<td>Adoption of chapter budget</td>
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<tr>
<td></td>
<td>Preparation of Chapter Report</td>
<td>Preparation of Chapter Report</td>
<td>Preparation of Chapter Report</td>
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<tr>
<td></td>
<td>Completion of Payment of Dues</td>
<td>Completion of Payment of Dues</td>
<td>Completion of Payment of Dues</td>
</tr>
<tr>
<td>January</td>
<td>Chapter Reports</td>
<td>Submission of grades</td>
<td>Chapter Reports</td>
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<tr>
<td></td>
<td>Program Thrust</td>
<td>Chapter Reports</td>
<td>Budget</td>
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<td>Financial Operations</td>
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<td>Chapter Tax</td>
<td>Copy of chapter Bylaws</td>
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<td>Application for Leadership Fellows</td>
<td>Application for Leadership Fellows</td>
<td>Regional Conf. Materials</td>
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<td>Awards Fee</td>
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CHAPTER 3 SECTION 3
C. TIMELINESS (cont.)

**Month-to-Month Activities**

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
<th>Conferences</th>
</tr>
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<tbody>
<tr>
<td>September</td>
<td>Reactivation/Reclamation, Elect Officers if grad., Program/Fundraiser/Chapter Mtg, Conduct New Officers Orientation</td>
<td>Attendance Roundup/Caucus</td>
</tr>
<tr>
<td>October</td>
<td>Nomination of Officers, Program/Fundraiser/Chapter Mtg, Standards Forms</td>
<td>Attendance Roundup/Caucus, Attendance Cluster</td>
</tr>
<tr>
<td>November</td>
<td>Election of chapter officers, Program/Fundraiser/Chapter Mtg, Presentation of Budget</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Program/Fundraiser/Chapter Mtg, Installation of Chapter officers, Submit list of new Chapter officers</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Program/Fundraiser/Chapter Mtg, Conduct New Officers Orientation</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Program/Fundraiser, Celebrate Founders’ Day</td>
<td></td>
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<tr>
<td>March</td>
<td>Program/Fundraiser/Chapter Mtg</td>
<td></td>
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<tr>
<td>April</td>
<td>Program/Fundraiser/Chapter Mtg</td>
<td></td>
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<tr>
<td>May</td>
<td>Program/Fundraiser/Chapter Mtg</td>
<td></td>
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<tr>
<td>June – Aug</td>
<td></td>
<td>Attendance Boule/Leadership</td>
</tr>
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</table>

*The plans for the Membership Intake Process should be planned in advance. The outline in this process can be found in the official Membership Intake Process Manual.*
CHAPTER 3 SECTION 4
Ways and Means

The purpose of the Ways and Means Committee is to develop and implement fundraising activities to support community service programs, community organizations, and/or scholarship.

Section 4a Luncheon/Fashion Show Committee

A. PURPOSE

The purpose of the Luncheon/Fashion show is to focus on one of our continuing international program areas, scholarship, by raising funds to support the Cooley Moore scholarship recipients.

B. RESPONSIBILITIES

The Committee
1. To plan and implement the Luncheon/Fashion show event through various sub-committees that act as the steering committee

2. To engage any presenters and participants for the Luncheon/Fashion show event.

3. To participate in contractual arrangements and agreements relative to the Luncheon/Fashion show (the chairman, assistant or designee)

4. To assess expected outcome(s) and make recommendations for the next year’s program

C. TIMELINESS

1. Select location at least one year prior to event.

2. Chairs must be in place by the spring along with appropriate subcommittee chairs.

3. Provide tickets for Luncheon/Fashion Show at least two to three months before the affair.
A. PURPOSE

The purpose of the Cotillion Committee is to work with, young ladies in the community to enhance their leadership abilities, support and enrich their cultural experiences, and develop in them an appreciation of the aesthetics through planned experiences leading to their presentation to society.

B. RESPONSIBILITIES

The Committee

1. To plan and implement all activities, projects, and events leading to and including the Debutante Ball through various sub-committee chairmen who act as the steering committee

2. To prepare, publish and keep updated a handbook giving specific information about the Cotillion for Debutantes and guidelines for the various sub-committees

3. To participate in contractual arrangements and agreements relative to the Cotillion (the chairman, assistant or designee).

4. To assess expected outcome(s) and make recommendations for the next year

5. Select the date and place for the next year’s Cotillion, where possible (Contract Committee will have the responsibility for all negotiations).

C. TIMELINESS

1. Chair must be selected by the June meeting

2. Orientation — September/October

3. All fees collected — December/January

4. Ad patron deadline — set by Souvenir journal sub-committee

5. Souvenir Journal — completed two (2) weeks before the Cotillion

6. Cotillion – March/April/May

7. A complete financial report within thirty (30) days after the completion of the final event.
CHAPTER 3 SECTION 5
Committees for Operations

Section 5a

A. PURPOSE

The purpose of the Archives committee is to serve as the vehicle through which the history and traditions of Zeta Chi Omega Chapter are preserved.

B. RESPONSIBILITIES

The Committee

1. To collect, organize, and store in a permanent place all the records and materials of Zeta Chi Omega Chapter,

2. To maintain an inventory of all furnishings and equipment.

3. To use primary and secondary sources to write the official history, and to update annually.

4. To design a system for circulating items from the Archives

5. To assess expected outcome(s) and make recommendations for the next year’s tasks

C. COORDINATION WITH OTHER OFFICERS/COMMITTEES

1. Awards and Exhibits

2. Basilei Council

3. Standards

4. Publicity

5. All other Officers and Committee Chairmen

D. TIMELINESS

1. Develop Scrapbook (in December)

2. Historical Yearly Review (in December)
SECTION 5b

Awards and Exhibits

A. PURPOSE

The purpose of the Awards and Exhibits Committee is to plan and execute activities to promote Zeta Chi Omega Chapter through internal and external awards, displays, and exhibits.

B. RESPONSIBILITIES

The Committee

1. To design and display the chapter exhibit at the Mid—Atlantic Regional Conference

2. To coordinate all chapter awards for competition in and outside the sorority and insure the material is of high standards, and meet deadlines

3. To designate, set up criteria, and purchase awards that are given to the members of the Chapter and (in collaboration with the Public Relations Committee) outside recipients

4. To maintain the Chapter scrapbook of all activities, projects, and events for the current year, (Showcase at the Regional Conference and other places)

5. To assess expected outcome(s) and make recommendations for the next year’s activities.

C. TIMELINESS

1. Start collecting material for the Regional Conference (September).

2. Complete Regional Conference material for Regional Awards Chair (January)
Committees for Operations

Section 5c  Bylaws

A. PURPOSE

The purpose of the Bylaws Committee is to review and propose needed changes to the Chapter’s Bylaws and standard operating procedures; examine all proposed amendments, and evaluate them with respect to Alpha Kappa Alpha’s Constitution and Bylaws.

B. RESPONSIBILITIES

The Committee

1. Presents proposed changes of bylaws to the Board and membership for consideration.

2. Reviews bylaws periodically and revise as necessary.

3. Notifies the membership thirty (30) days prior to a vote on a bylaws change.

4. Forwards changes if affirmed, to the Regional Director for approval.


6. Publishes and distribute the bylaws and procedures to members.

7. Assesses expected outcome(s) and make recommendations for the next year’s tasks.

C. COORDINATION WITH OTHER OFFICERS/COMMITTEES

1. All Officers.

2. All Committees.

3. All Members.

D. TIMELINESS

1. Review all proposed bylaws (with bylaws committee) as presented by a chapter member or committee.
CHAPTER 3 SECTION 5
Committees for Operations

Section 5  Courtesy

A. PURPOSE

The purpose of the Courtesy Committee is to foster and strengthen social interactions among sorors by creating an atmosphere of sisterliness, and by extending standard courtesies and remembrances to sorors and others designated by the chapter.

B. RESPONSIBILITIES

The Committee
1. Purchases and send cards, flowers, fruit, gifts, and other items to those affected by areas of consideration listed in the courtesy guidelines (See Addendum)

2. Receives and introduces visiting sorors at monthly sorority meetings, and keep a record for any follow-up needed by other committees

3. Welcomes and assists with any sorors visiting from outside the area for speaking engagements or special events

4. Assists the Basileus/designee with rituals and ceremonial activities and local program committees with activities related to courtesies

5. Prepares and sends “thank-you” letters, for services rendered to the sorority

6. Provides leadership for the monthly hostess committees

7. Assesses expected outcome(s) and make recommendations for the next year’s Tasks

8. Send courtesy to Basileus during sorority sponsored events (such as Boule, Leadership Conference, etc.)

C. TIMELINESS

1. Cotillion --- September and early Spring

2. Founders’ Day --- January/February/March

3. Luncheon/Fashion Show --- October or November
A. PURPOSE

The purpose of the Finance Committee is to provide and to have oversight for fiscal planning, budget development, cost control, investments, financial accountability, and financial policy formulation for the chapter.

B. RESPONSIBILITIES

The Committee
1. Prepares the Annual Budget and submit to the Board and membership for approval.

2. Analyzes funding requests from officers, committee chairs and others, and make recommendations for dispensation.

3. Keep records of earmarked funds and make sure they are used for purpose indicated, such as those from public appeals, grant solicitation, and personal donations.

4. Prepare, review, and keep updated the financial operating procedures for the Chapter’s Manual of Standard Operating Procedures.

5. Assess expected outcome(s) and make recommendations for the next year’s tasks.

The Chairman
1. Serves as Tamiouchos for the Chapter

2. Attends all Board meetings and makes committee reports to the Board and membership

3. Completes forms for committee work and the activity/project form for the Standards Committee

4. Reviews proposed committee budgets, including all line items.

5. Reports to Anti-Basileus all dates, times and places for meetings, activities, projects and events
B. RESPONSIBILITIES (cont.)

6. Maintains a record of all expenses and signs all vouchers for reimbursements and payments

7. Insures that all correspondence and other written/printed materials are routed to the Basileus for review, approval and/or signature

8. Passes on all pertinent information and materials to the next Chairman

9. Maintains the notebook passed out by the Standards Committee, and turns it over to the Archives Committee at the end of committee cycle

C. TIMELINESS

1. Collect Budget information (August)

2. Prepared budget given to chapter (October)

3. Vote on budget (November)
CHAPTER 3 SECTION 5
Committees for Operations

Section 5f  Music

A. PURPOSE

The purpose of the Music Committee is to provide appropriate music for Chapter activities and promote the mission and traditions of Alpha Kappa Alpha Sorority through music, songs, and poetry.

B. RESPONSIBILITIES

The Committee
1. To select, compose, and purchase music for the chapter.

2. To provide props or instruments necessary for a musical activities.

3. To collaborate with committees needing music to support program activities

4. To accept and perform musical engagements requested by the sorority or other entities that are supported by the Chapter

5. To prepare and publish a songbook for use by Alpha kappa Alpha In ceremonies, retreats, and other events

6. To provide inspirational and motivational music at monthly sorority meetings

7. To assess expected outcome(s) and make recommendations for the next year’s activities/events.
   a. Founders Day
   b. Annual Retreat
   c. MIPs
   d. Ivy Beyond the Wall
CHAPTER 3 SECTION 5
Committees for Operations

Section 5g Newsletter

A. PURPOSE

The purpose of the Newsletter Committee is to publish the *Ivyette*, Zeta Chi Omega’s monthly newsletter, transmitting information on local, regional, and international sorority activities and events as well as important community events.

B. RESPONSIBILITIES

A. The Committee
   1. Collect, and edit all news items
   2. Maintain a mailing list for the newsletter
   3. Design and maintain a consistent format for presentation of newsletter
   4. Engage reporters for continuing items and feature stories
   5. Print newsletter (or have printed) and mail in a timely fashion to assess expected outcome(s) and make recommendations for the next years' tasks.

B. The Chairman
   1. Serves as Epistoleus for the Chapter.
   2. Acts as or appoints an editor for The Newsletter
   3. Appoints a recorder and the editorial staff, providing responsibilities and guidelines for tasks
   4. Completes forms for committee work and the activity/project form for the Standards Committee
   5. Maintains the notebook passed out by the Standards Committee, and turns it over to the Archives Committee at the end of committee cycle

C. TIMELINESS

1. Request all information by the 15th of each month.
2. Send newsletter at least one week prior to Board meeting

CHAPTER 3 SECTION 4
A. PURPOSE

The purpose of the Property Committee is to look for and identify appropriate buildings and space that would be appropriate to serve as the permanent sorority house for Zeta Chi Omega Chapter, and to oversee and maintain such property once obtained,

B. RESPONSIBILITIES

The Committee

1. Involve membership to find out their needs (set up a profile) and willingness to support.

2. Present all facts to the Board and membership for feedback based on profile of property to be secured and/or maintained

3. Engage a realtor (preferably Black to support this national program target in business) to work with the Committee on finding property that fits profile,

4. Work with the entire membership on designs and plans for maintaining property once secured

5. Assess expected outcome(s) and make recommendations for the next year’s tasks
Chapter 3 Section 4
Committee for Operations

Protocol

Section 4i

A. PURPOSE

The purpose of the Protocol Committee is to monitor, analyze, and advise in all matters that require appropriate order for programs, meetings, events, and etiquette.

B. RESPONSIBILITIES

The Committee

1. To provide information and guidelines for written materials, programs and events.

2. To provide information or procedural protocol for public events, including seating of the dais (i.e. Founders Day, Cotillion, Ivy Ball, Luncheon/Fashion Show, etc.)

3. To provide information or procedural protocol for sorority matters (i.e. chapter meetings, committee meetings, chapter retreats, etc.)

The Chairman

1. Serves on the Standards Committee

2. Attends all Board meetings and makes committee reports to the Board and membership

3. Appoints a recorder and all sub-committee chairmen, providing responsibilities and guidelines for their tasks.

4. Completes forms for committee work and the activity/project form for Standards

5. Prepares proposed committee budget

6. Coordinates and insures that all planned activities, projects, and events are implemented

7. Insures that all correspondence is routed to the Basileus for review, approval, and/or signature

8. Maintains the notebook passed out by the Standards Committee, and turns it over to the Archives Committee at the end of committee cycle

Chapters Section 4
Committees for Operations

Section 4j                                           Public Relations

I. PURPOSE

The purpose of the Public Relations Committee is to interpret the Chapter’s goals and services to various public entities, including the membership, and to target population served by exposing the activities, projects, and events to the sorority and community through a coordinated and penetrating Public Relations Campaign using print and non-print media, as well as PR strategies.

II. RESPONSIBILITIES

The Committee

1. Develop the annual Public Relations Campaign.

2. Handle all publicity for chapter program activities, projects and events, including promotion, advertisements, announcements, and publications.

3. Communicate Chapter news events to Alpha Kappa Alpha’s national journal, The Ivy Leaf

4. Engage professionals to support public relations activities such as photographers, graphic artists, and printers.

5. Assess expected outcome(s) and makes recommendations for the next Year’s public relations campaign

The Chairman

1. Serves as Ivy Leaf Reporter for the Chapter

2. Attends all Board meetings and makes committee reports to the Board and membership

3. Appoints a recorder and oil sub-committee chairmen, providing responsibilities and guidelines for their tasks.

4. Prepares proposed committee budget, including all line items

5. Coordinates and insures that all planned activities, projects and events are publicized

6. Maintains the notebook passed out by the Standards Committee, and turns it over to the Archives Committee at the end of committee cycle

CHAPTER 3 SECTION 4
A. PURPOSE

The purpose of the Standards Committee is to facilitate chapter planning; organize training workshops; monitor committee progress; evaluate chapter operations, programs, activities, projects, and events; and make recommendations for continuous improvement.

B. RESPONSIBILITIES

The Committee

1. To assist the Basileus and Anti-Basileus with chapter planning and organizational activities including the Annual Retreat

2. To plan and implement the officers training and other leadership training workshops for the chapter

3. To design and implement questionnaires to assess program activities, projects and events

4. To conduct the annual Chapter evaluation and submit results to appropriate sorority officers

5. To coordinate all assessment procedures and provide feedback to committees in time for their yearly planning meeting and assess expected outcome(s) and make recommendations for the next year’s activities

6. To provide each officer and Committee Chairman with a notebook to compile for Archives. Collect and forward to Archives at the end of the tenure of the Committee

C. TIMELINESS

1. Officers Training Workshop --- November/December

2. Chapter Retreat --- August/September

3. Internal Evaluation --- On-going

4. Chapter Objectives Form --- Due annually

5. Status Report Form/Chapter Evaluation --- Due December
A. PURPOSE

The Nominating Committee shall prepare nominees for officers of the Chapter slate. The Committee shall encourage sorors to suggest potential nominees for various offices and shall retain a copy of suggested candidates for reference when compiling the slate.

B. RESPONSIBILITIES

The Chairman

1. Plan a committee meeting, immediately following installation, in order to familiarize the committee members with their duties and responsibilities, especially any new directives coming from the International Nominating Committee.

2. Holds at least four (4) meetings prior to the presentation of the slate.

3. Presents a state of nominees at the October meeting.

4. Prepares the necessary ballots for the election in November.

5. Establishes the procedure to be followed during voting.

6. Passes on all pertinent information to the next chairman.

7. Coordinate with the Pecunious Grammateus and Bylaws and Standards Committees.

C. TIMELINES

1. A slate of nominees must be prepared by the October meeting and presented to the membership.

2. Election must be held in November.

D. OTHERS

1. The Committee may decide to distribute a biographical sketch of each of the nominees.

2. The committee must see to it that all materials are submitted to the appropriate place in a timely fashion, on a name submitted by the chapter for a national or regional office.
A. PURPOSE

The purpose of the Basilei Council (which is composed of all past Basilei) is to serve as an advisory body to the current Basileus and to the committee chairmen of Zeta Chi Omega Chapter.

B. RESPONSIBILITIES

The Council
1. Shall when requested by the Basileus:
   a. advise on management and operational policies and procedures
   b. advise on the resolution of problems and conflicts that arise in the chapter
   c. assist with rituals and ceremonial duties
2. Serve as consultants to committees, both program and operations
3. Assist with leadership and training workshops, seminars, and clinics
4. Serve as history & archival resource persons
5. Develop ideas for projects that would be beneficial for the Chapter
6. Assess expected outcome(s) and make recommendations for the next year

The Chairman
1. Attends Board meetings and makes committee reports to the Board and membership when requested
2. Calls and facilitates Council meetings. Includes the current Basileus and keeps her informed on Council progress
3. Appoints a recorder and all sub-committee chairmen, providing responsibilities and guidelines for their tasks.
4. Completes forms for council work and the activity/project form for the Standards Committee
5. Prepares proposed council budget including all line items
6. Reports to Anti-Basileus all dates, times and places for meetings, and other activities

7. Coordinates and insures that all planned activities are implemented

8. Maintains a record of all expenses and signs all vouchers for reimbursements and payments

9. Insures that all correspondence and other written/printed materials are routed to the Basileus for review, approval, and/or signature

10. Passes on all pertinent information and materials to the next Chairman

11. Maintains the notebook passed out by the Standards Committee, and turns it over to the Archives Committee at the end of committee cycle (It really isn’t that type of committee, we are advisory and don’t have need of a budget etc. The next chair knows all she needs to know by virtue of her experience.)

C. TIMELINES

1. Submit a proposed calendar for the upcoming year so the Chair of the Program Committee prior to October of each calendar year,

2. Submit a proposed budget for the upcoming year to the Chair of the Finance Committee prior to October of each calendar year

3. Submit an Annual report for the current agenda to the Anti-Basileus by the end of November in each year

4. Chapter Events
   a. Monthly Meetings --- provide meditation if requested
   b. Installation --- December
   c. Founders Day --- January/ February
   d. Retreat --- September
   e. Officer Training --- November
   f. Membership Intake
A. PURPOSE

The purpose of the Contracts Committee is to review, secure and finalize requests from chapter committees that require a contract or agreement for services to Zeta Chi Omega Chapter.

B. RESPONSIBILITIES

The Committee
1. To plan and identify fully the section of an approved activity or project that requires a contract or agreement

2. To explore extensively all recommendations for the contract or agreement

3. To make inquiries about the committee and submit these to the chairman of the committee for action

4. To finalize decisions of the committee and submit these to the chairman of the committee for action

The Chairman

1. Confirms with the committee ALL requests identified relating to the contract or agreement

2. Completes the Contract Form and other attached forms for the committee (Activity Expense Form and necessary Vouchers as requested)

3. Participates in the contractual negotiations and should have the flexibility to make changes for the committee, if needed

4. Signs and submits all vouchers to the Basileus in order to be signed for payment or reimbursements, with a copy for the contracts chair and committee file

5. Maintains a record of all expenses paid and balances due

6. Submits a complete financial report to The Board and membership at least thirty (30) days after the event

7. Maintains the contracts, agreements, correspondence and other related material to be passed on to the next chairman
The Contract Chairman
1. Receives the Contract Form and other requested forms from the chairman
2. Reviews, contacts, reserves for information requested and confers with the committee chairman for a negotiation date to confirm the contractual arrangements
3. Coordinates with the Committee Chairman, Basileus and Tamiouchos for completion of vouchers for deposits and other payments when due. Assures payment to the contractor for services provided

The Basileus
1. Participates in contractual negotiations
2. Approves and signs all contacts and agreements
3. Approves or disapproves any unanticipated change in contractual agreements

The Tamiouchos
1. Provides budget information as requested by contracts committee members
2. Attends negotiation sessions (optional)
3. Honors approved vouchers as requested and accommodates deadlines for the request

C. TIMELINES

A. Committee Chairmen shall secure dates on the Chapter Calendar for all activities and projects that require a contact in the upcoming year. Recommendations should be made immediately following an event,

B. Submit Contact Forms to the Contracts Committee at least 9—12 months in advance.

C. Submit proposed budget plans in or prior to September of each year. Using estimated increased amounts for contracts or agreements as related to the cost in the previous year.
Chapter 3 Section 6
Advisory Committees

Section 6c Pan Hellenic Representative

A. PURPOSE

The Northern Virginia Chapter of the NPHC serves as the official coordinating agent of the member organizations in order to further their programs within the Northern Virginia Community.

B. RESPONSIBILITIES OF REPRESENTATIVES

1. Serve as the communication link between Zeta Chi Omega and the NHPC.
2. Participate in community programs and activities of the NPHC.
3. Advertise and solicit support for the functions of member organizations.
4. Serve as a conduit to foster better relationships among Greek letter organizations.
CHAPTER 4 SECTION 1
Rules and Regulations

Standing Rules

Rule 1. Active sorors shall have met all financial and other obligations for the current year. This will include any reports due or properties held.

Rule 2. The right to vote, hold office and serve as an official representative or delegate shall be reserved for active sorors.

Rule 3. Priority for holding elected office in Zeta Chi Omega will be given to those active sorors who have indicated an interest, and completed “Alpha Kappa Alpha Leadership Training.”

Rule 4. Officers Training Workshop shall be complete by all newly installed officers. All newly installed officers must pay her sorority dues for the coming year before the installation of officers.

Rule 5. A quorum of the general meeting will be as designated in the Chapter Bylaws. The quorum of all other meetings will be those members present after notification in writing via regular or e-mail.

Rule 6. General meetings will be scheduled for no more than two (2) hours, unless the rule is suspended by two-thirds (2/3) vote of financial sorors present and voting.

Rule 7. The agenda (Order of Business) will be adhered to unless suspended by a vote of two thirds (2/3) of financial sorors present and voting.


Rule 9. The Basileus shall appoint a soror to serve as parliamentarian, to whom questions may be directed only through the presiding officer. If deemed advisable by the presiding officer, a question may be referred to the Bylaws Committee for an advisory opinion. The presiding officer rules on questions from the floor. The parliamentarian and the committee may advise.

Rule 10. The Executive Board is composed of members as defined by the Bylaws, and shall meet to plan the meeting’s agenda, serve as a clearinghouse for proposals prior to their submission to the body for action and act on behalf of the body between meetings for urgent matters.

Rule 11. All reports must be approved by the Executive Board before presentation to the general membership.
Rule 12. The Grammateus will bring to the general membership at the designated time on the agenda, all recommendations from officers and committee chairmen approved by the Executive Board.

Rule 13. On a debated question, the chair shall rotate between those sorors speaking in favor and those sorors speaking in opposition. No soror shall speak and/or be recognized in debate more than twice to the same question during the same meeting, nor longer than three (3) minutes at one time.

Rule 14. Debate on any question is limited to twelve (12) minutes, allowing for at least two (2) speakers from opposing views to address the issue for the three (3) minute limit.

Rule 15. Items of business which require financial expenditure from chapter funds not approved in the budget shall be submitted to the Finance Committee by the Board for review and a decision prior to their presentation to the body for action.

Rule 16. All matters concerning the chapter must be referred to the appropriate Chairman and then the Basileus for approval before they can be implemented under the name of the sorority.

Rule 17. Any oral, printed, or electronic communiqués items—such as publications, including programs and souvenir journals letters, notes, invitations, reports, displays, and other materials—must be approved first by the Committee Chairman, then by the Basileus before being printed, distributed, and/or displayed. Time must be allowed on each side for effective review, consideration, and distribution. Reports of the Pecunious Grammateus to the Corporate Office are excluded.

Rule 18. To insure that chapter bills are paid expeditiously, checks will be authorized by the Basileus and written by the Tamiouchos on a continuous basis.

Rule 19. The Standing Rules may be amended or revised whenever the International Constitution and Chapter Bylaws on which it is dependent are amended.

Rule 20. During the Executive Board Meeting and the General Body Meeting, a soror must be recognized by the chair to speak to the assembled group. During the General Body meeting, a soror wishing to make an announcement must provide a written sheet to the Hodegos with the specific message.
CHAPTER 4 SECTION 3
Rules and Regulations

Courtesy Committee Guidelines

Guidelines for sending gifts to sorors and/or family members: First, definition of family members is the soror’s husband, child, parent/guardian, sister, and brother.

A. Guidelines for sending flowers
   1. Death of a financial soror or family member (amount including taxes — $60.00)
   2. Soror hospitalized for a major illness or major surgery (amount including taxes — $45.00)
   3. Birthday of a financial Golden Sorer and the Chapter’s Basileus (amount including taxes — $28.00)

B. Guidelines for sending cards:
   1. All financial sorors with a personal illness, and not in the category of hospitalization
   2. Illness of a financial soror's family member, using the above definition of family member.
   3. Death of a family member of a financial soror or Boulé soror if she was active (within one year) in Zeta Chi Omega Chapter.
   4. Death of a relative of a financial soror not covered in definition of family member.
   5. Retirement or promotion of a financial soror.

C. Guidelines for other gifts:
   1. Childbirth (Financial soror)—A baby cup or bank or a gift not exceeding $25.00 including taxes.
   2. Outgoing officers (amount for gift including taxes $25.00)
   3. Marriage of a financial soror—(amount including taxes $35.00)

D. Guidelines for Sunshine Box
   1. Holder of small bags of items such as small bars of soap, sachets, lotion, stationery, potpourri, etc.
   2. Given to long-term ill financial sorors.

E. Birthdays of financial sorors will be acknowledged verbally in our monthly meetings. A small token may be given and/or their names will be published in the Ivyette.