

Getting to Know Our Documents

Soror Glenda Glover
Supreme Basileus

Alpha Kappa Alpha Sorority, Incorporated

Soror Lucretia Payton-Stewart, Chairman
International Leadership Development Committee
Former Supreme Parliamentarian & 13th South Atlantic Regional Director

Soror Patricia Petty Wilson,
Resource to International Leadership Development Committee &
23rd Great Lakes Regional Director

Soror Jennifer King Congleton
Mid-Atlantic Regional Director
Directorate Liaison, International Leadership Development Committee



Soror Glenda Glover Supreme Basileus



Alpha Kappa Alpha Sorority, Incorporated



Soror Lucretia Payton-Stewart



Chairman, International Leadership Development Committee
Former Supreme Parliamentarian
13th South Atlantic Regional Director



Soror Patricia Petty Wilson



Resource, International Leadership Development Committee
23rd Great Lakes Regional Director



Soror Jennifer King Congleton



Mid-Atlantic Regional Director

Directorate Liaison, International Leadership Development Committee



Welcome to AKA University



PURPOSE

To equip all chapter members with the necessary tools and resources that are used to govern our organization.



OBJECTIVES

- To provide Sorors with an overview of the AKA toolkit
- To provide a detailed examination of the most pertinent governing documents
- To provide a listing of other useful resources that will aid chapter members/leadership



AKA TOOLKIT

Governing Documents

Constitution and Bylaws

Manual of Standard Procedure

Pertinent Documents, Manuals, Guides to Lead in Excellence

Chapter Bylaws (after approved by the Regional Director)

Robert's Rules of Order (Newly Revised), *12th Edition*

So You Want to Run for Office (Current Edition)

So Now You're Elected (Current Edition)

The Official Guide to Alpha Kappa Alpha Protocol (Current Edition)

Standards Resource Guide (Current Edition)

Fiscal Fitness Guide for Chapter Financial Operations (Current Edition)

Graduate Membership Intake (MIP) Manual (Current Edition)

Undergraduate Membership Intake (MIP) Manual (Current Edition)

Program Resource Guide (Current Edition)

Connection Resource Guide (Current Edition)

Most current manual/document guides from the Spring/Fall Mailing

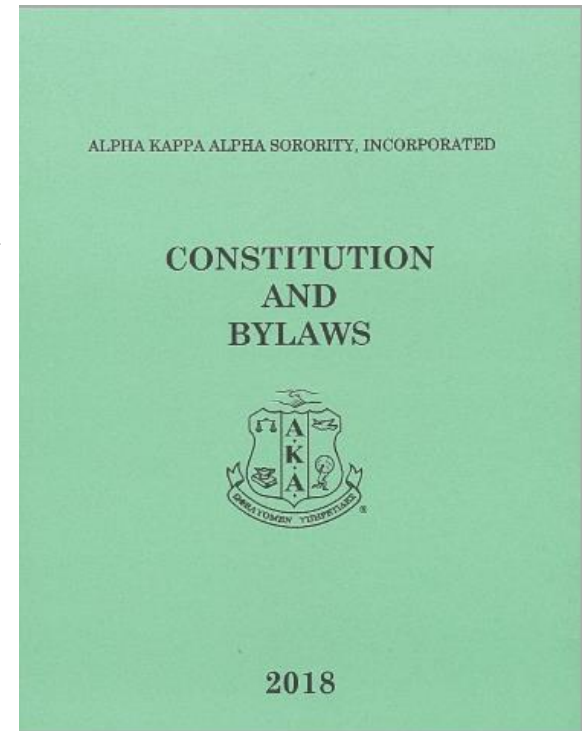
AKA1908 Website for forms and other pertinent information

Chapter Strategic Plan



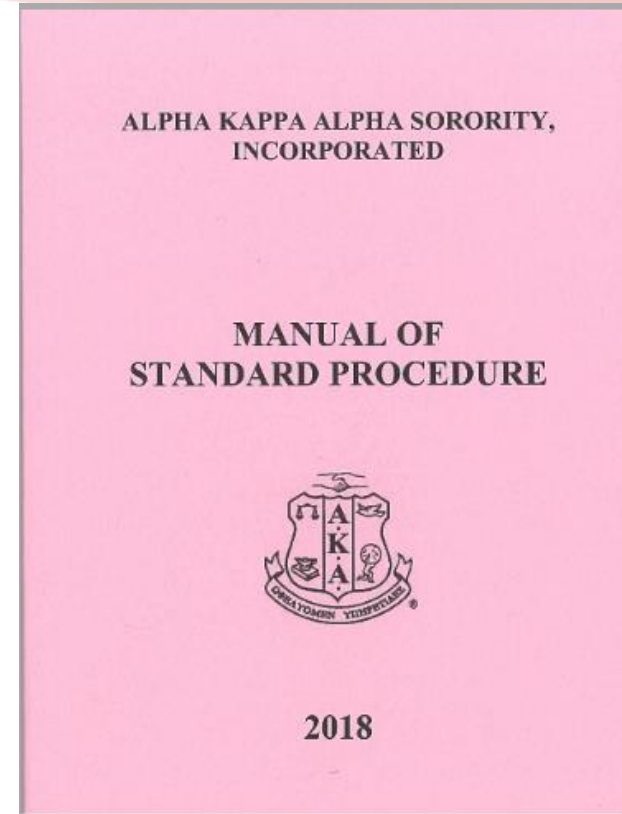
CONSTITUTION AND BYLAWS

- One of two Official Governing Documents of Alpha Kappa Alpha
- Establishes our foundational/organizational purpose and structure
 - Constitution - contains the fundamental characteristics of our organization
 - Bylaws - establishes the specific rules of guidance by which our organization is to function



MANUAL OF STANDARD PROCEDURE

- One of two Official Governing Documents of Alpha Kappa Alpha
- Establishes the standard operating procedures of Alpha Kappa Alpha
- Contains special rules of order



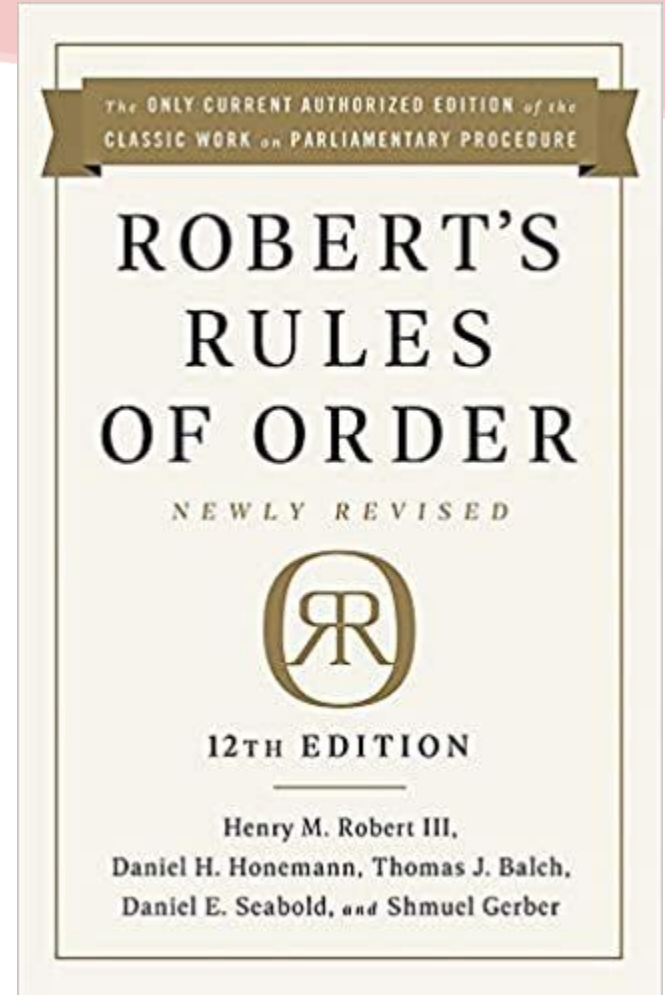
CHAPTER BYLAWS

- Required by all chapters
- Along with the Official Documents, all sorors should be knowledgeable on their Chapter Bylaws
- Reviewed, updated, and approved regularly by the chapter and sent to the Regional Director



ROBERT'S RULES OF ORDER (NEWLY REVISED)

- The most widely used manual of parliamentary procedure
- It has been adopted as the parliamentary authority within our organization
- Used to govern and guide meetings and making decisions as a group in an orderly manner



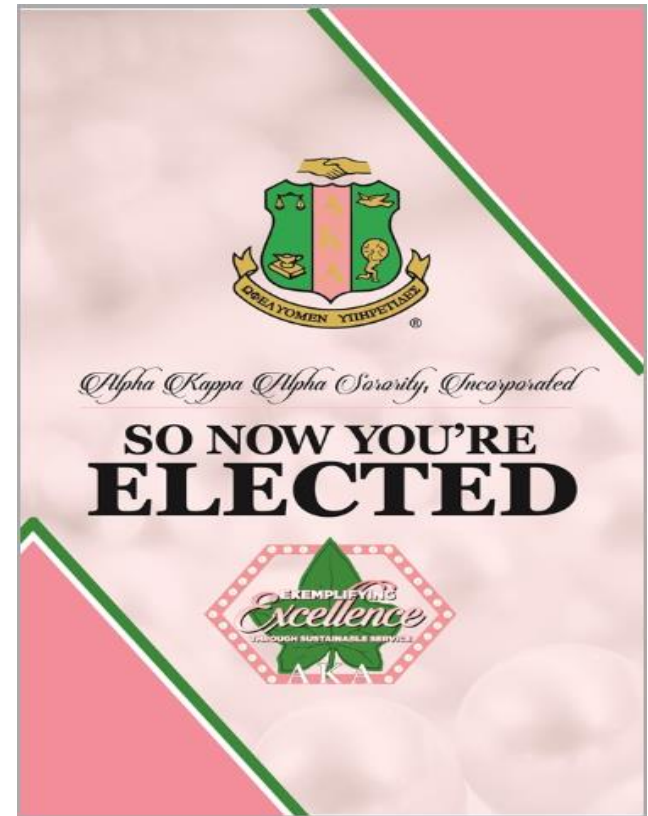
SO YOU WANT TO RUN FOR OFFICE

- Provides guidelines for the Nomination, Certification and Campaign Process
- If interested in serving as an officer, at the Regional or International level, you should own a copy of this handbook.



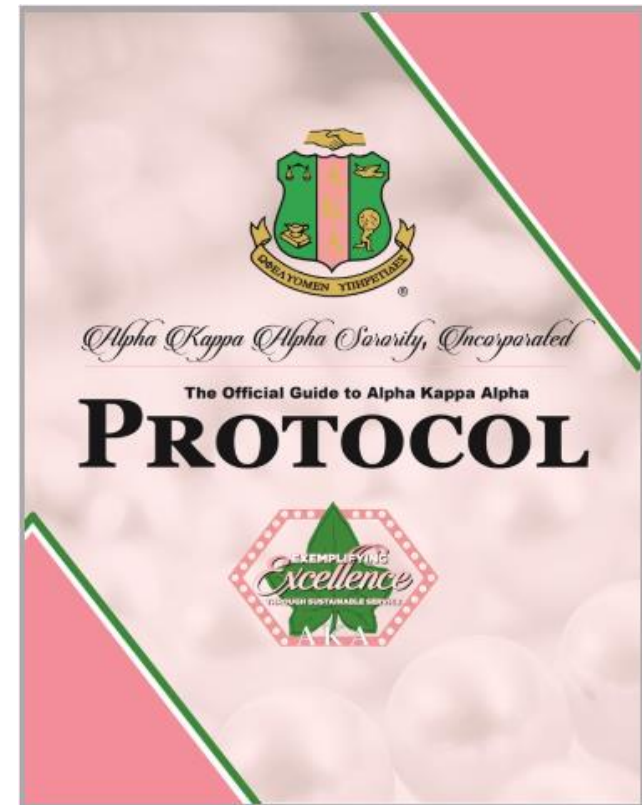
SO NOW YOU'RE ELECTED

- Resource guide for effective leadership and chapter operations
- Provides eligibility requirements and guidance for all offices
- Provides resources for effective operations.



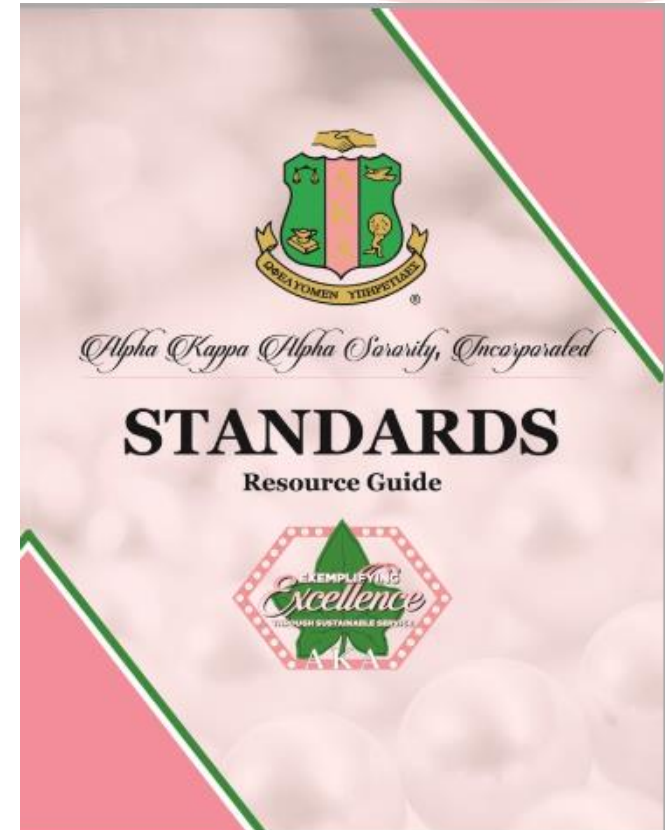
THE OFFICIAL GUIDE TO ALPHA KAPPA ALPHA PROTOCOL

- Protocol is the responsibility of all members of Alpha Kappa Alpha.
- Provides the correct protocol in conducting chapter meetings, hosting sorority functions, sponsoring major public events, etc
- Adherence to protocol enhances the Sorority's operations and aids in the creation of a more sisterly environment.



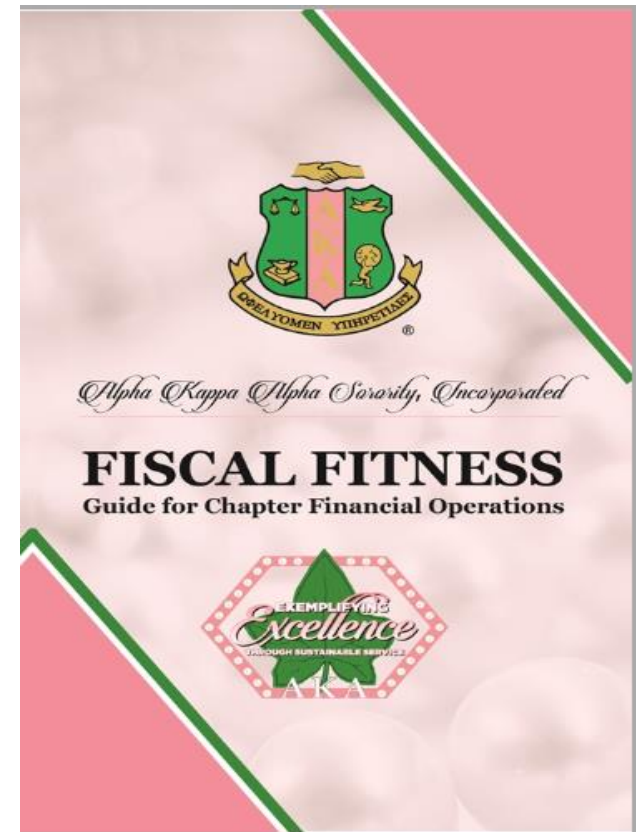
STANDARDS RESOURCE GUIDE

- All chapter members should possess this document
- It provides the essentials to effectively carry out the business of Alpha Kappa Alpha in excellence
- Ensures standardization, accountability and compliance of chapter operations throughout the entire organization.



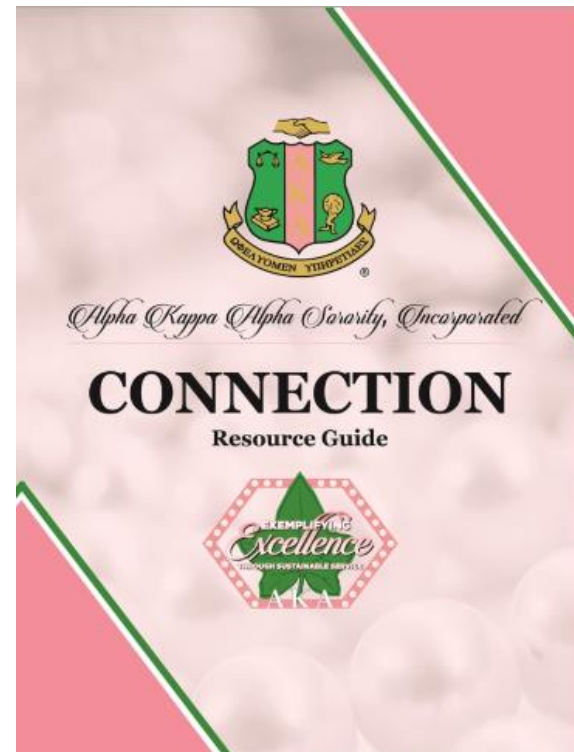
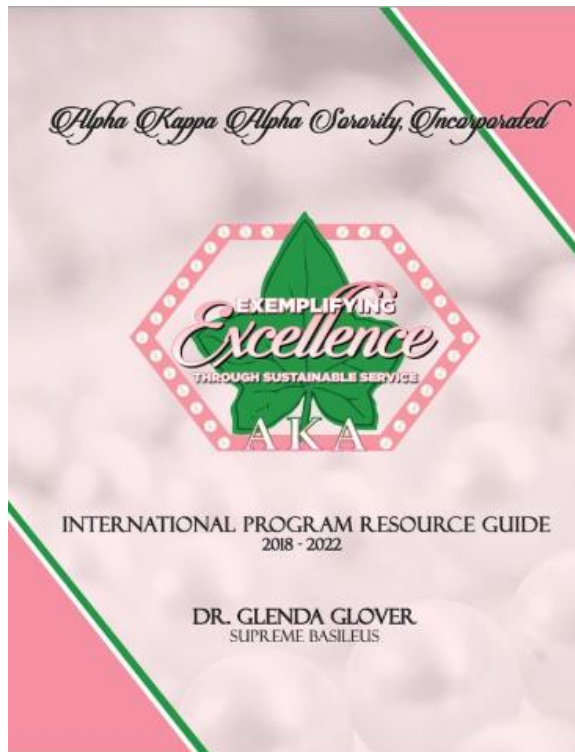
FISCAL FITNESS GUIDE TO CHAPTER FINANCIAL OPERATIONS

- This serves as the foundation for all chapter financial operations
- Provides and orderly method for recording revenues and expenditures accurately and consistently reporting the chapter's financial operations
- In order to carry out the chapter's program, the chapter's finances must be considered



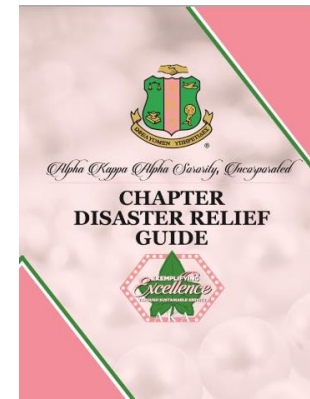
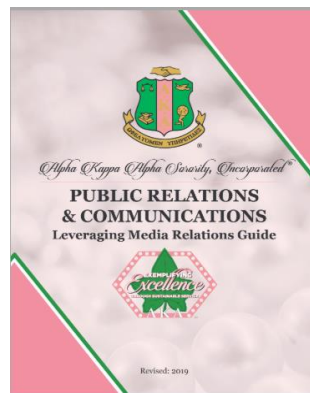
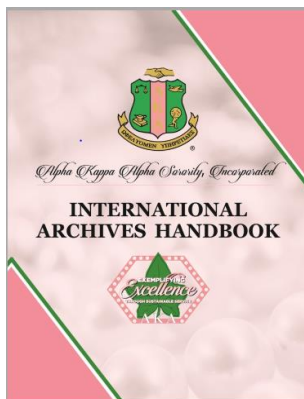
RESOURCE GUIDES

- International Program Resource Guide
- Connection Resource Guide



OPERATIONS

- International Archives Committee Handbook
- Public Relations & Communications: Leveraging Media Relations Guide
- Communications: A Guide to Social Media
- Chapter Disaster Relief Guide
- Technology
 - Online User Guides for Chapter Officers



MEMBERSHIP/SISTERHOOD

- Graduate Membership Intake Process (MIP) Manual
- Undergraduate Membership Intake Process (MIP) Manual
- Mentoring Guide: The Process of Lifelong Sisterhood
- Rituals (restricted; not available for purchase)
- History Books



CHAPTER STRATEGIC PLAN

- A document that provides direction to an organization
- Serves as a roadmap and resource tool to guide chapters
- Annually set a time to review, reflect, and refresh the plan



QUESTIONS?



ACKNOWLEDGEMENTS

Soror Glenda Glover, Supreme Basileus
Alpha Kappa Alpha Sorority, Incorporated

Soror Lucretia Payton-Stewart
Chairman, International Leadership Development Committee
Former Supreme Parliamentarian
13th South Atlantic Regional Director

Leadership Development Committee Members

Workshop Attendees



Workshop developed May 2020



INTERNATIONAL LEADERSHIP DEVELOPMENT COMMITTEE

Chairman, Soror Lucretia Payton-Stewart, South Atlantic Region

Soror Patricia Petty Wilson
Great Lakes Resource

Soror Jennifer King Congleton
Mid-Atlantic Regional Director, Directorate Liaison

Soror Sharilyn D. Franklin
Central Region

Soror Tiffany Moore Russell
South Atlantic Region

Soror Gwendolyn Kirtley
Great Lakes Region

Soror Kimberley N. Tull
International Region

Soror Desiree McNeil
North Atlantic Region

Soror Polly Sparks Turner
South Central Region

Soror Rina D. Neal
Mid-Western Region

Soror Lashell M. Vaughn
South Eastern Region

Soror Diane Peete
Far Western Region

Soror Brenda Lilienthal Welburn
Mid-Atlantic Region



Thank You for Your Participation



Contact Information

AKA University
lpaytonstewart@aka1908.com

Dr. Lucretia Payton-Stewart
Chair of Leadership Development
leadershipdevelopment@aka1908.com

