Chapter Operations: Back to Basics

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Workshop Objectives

- *To learn and/or reinforce Alpha Kappa Alpha's policies and guidance on chapter operations*
- *To provide an overview of the importance of efficient and effective chapter meetings, financial documents, and responsibilities*

Overview

- *Governance*
- *Leadership Roles and Responsibilities*
- *Chapter Operations*
- *Meetings*
- *Financial Responsibilities*
- *Continued Expectation of Excellence*

Governance

- Sorority's six tiers of governing authority:
  - Corporate Charter
  - Constitution
  - Bylaws
  - Special Rules of Order (Manual of Standard Procedure)
  - Standing Rules (Adopted Guidelines)
  - Parliamentary Authority (Robert's Rules of Order)
- Chapter Bylaws and Standing Rules

Standards-Key Reference Materials

- "Standards Resource Guide"
  - Fosters effective and strategic processes
  - Provides understanding of chapter operations, evaluations, training, and governing documents
- "Documents & Records Retention Guide"
  - Defines which documents must be maintained permanently or for a specific period of time
- "So Now You're Elected Guide"
  - Covers overall succession planning to grow and develop leaders
  - Blueprint built upon strengthening and improving skills and successfully preparing future leaders

Chapter Officers

- Required elected officers for all chapters
  - Basileus
  - Anti-Basileus
  - Grammateus
  - Epistoleus
  - Tamiouchos
  - Ivy Leaf Reporter
  - Graduate Advisor (if undergraduate chapter exist)

Effective Chapter Operations

- Process to conduct business and successfully accomplish sorority goal
- Standard operating procedures ensures efficient and effective execution of work
- Foster consistent practices and procedures within each chapter
- Successful chapter operations begins with a self-assessment
- Results provide input for continuous chapter planning and improvements

Chapter Operations

- Has representation at Boule within a six-year period
- Elect officers in November and install in December (campus rules may override)
- Conduct at least one meeting per month except summer months
  - Inactive if fails to meet three consecutive months between September and June
- Sponsor activities which interpret, implement and support Sorority's program
- Observe Founders' Day annually

Chapter Operations

- Determine other elected and appointed officers
- Select its own members (subject to sorority's rules and regulations)
- Power to:
  - Hear and adjust matters of its members
  - Suspend and restore members
  - Recommend cases for expulsion
  - Develop local by-laws (must not conflict with sorority's Constitution and Bylaws)

Annual Chapter Report Book
(End of the Year Report)

- Annual report of program activities, chapter finances and operations
- Maintain a complete copy in chapter files
- 11 separate reports due December 31st and no later than February 1st (report of sorors graduated due mid-year)
  - Budget (Incoming year)
  - Financial Operations (Current year)
  - W-9 Summary
  - Program Activities
  - Standards
  - Undergrad Sorors Graduating
  - Connections
  - Membership
  - Archive Activities
  - Hotel Expenditure
  - Foundation/Incorporated Entity/Not for Profit

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Purpose of Meetings

- Chapter Meetings
  - Provide status reports
  - Make decisions on well-defined proposals
  - Conduct the overall business of the chapter
- Committee Meetings
  - Plan the chapter's activities
  - Execute the chapter's programs

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Dysfunctional Meetings!!!

Chairs fly as members fight after disagreeing on choosing leaders. (Nov 20, 2012)

Characteristics:
- Lack of leadership
- Boring meetings
- Unclear directions
- Lack of follow through
- Inconsistent decisions
- Presence of cliques
- Stagnation

Effects:
- Poor execution
- Membership retention
- Misunderstandings
- Loss of creditability
- Loss of community relevance
- Weak sisterly relations
- Limited creativity

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Order of Business (Agenda)

- Call to Order
- Meditation (optional)
- Roll Call (optional)
- Adoption of agenda
- Approval of minutes
- Reports – Officers and committees
- Unfinished Business
- New Business
- Announcements
- Closing Remarks, Hymn and Pledge (may be at the beginning)

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Minutes

A record of chapter business accomplished, not what the various members said

- Minutes must be objective and in third person
- Only official copy is Grammateus copy with corrections and approvals

Should include:

- Meeting type
- Chapter name
- Date & time called to order, place
- Presiding officer
- Action taken on previous minutes
- All points of order & disposition
- Financial summary
- Committee reports
- All main motions
- All counted votes action
- Each roll-call vote cast
- Hour of adjournment
- Approval and date
- Signature of Basileus & Grammateus

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Joint Meetings

- Sponsoring graduate and undergraduate chapters shall have at least two joint meetings per year
- Meetings are presided over alternately by the Basileus of each chapter
- Only joint interest business, such as civic and social importance, are discussed and voted
- Example agenda topics:
  - Workshops (protocol, parliamentary procedures, chapter operations)
  - Joint Founders' Day
  - Joint program initiatives/activities

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Financial Fundamentals

- Fiscal year: January 1st – December 31st
- Dues and assessments payable to Alpha Kappa Alpha
  - Due January 1st/10% fine after February 1st
- Alpha Kappa Alpha operates under section 501(c)(7)
  - Dues, donations, contributions are NOT tax deductible
- EAF operates under section 501(c)(3)
  - All sorors must pay EAF membership dues
  - Only donations and contributions are tax deductible
  - Payments should be made payable to AKA-EAF
- Chapter's Employee Identification Number (EIN)
  - Use as identification on all accounts/annual report

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Financial Fundamentals

- All chapter funds are kept in financial institutions accounts
- Funds raised from the community should be a separate account
- Chapters should receive monthly statements for checking, savings and investments accounts from the financial institutions
- Undergraduate chapters should utilize available college facilities for banking and pay particular attention to the care of their records

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Purpose of Financial Procedures

- Establishes an orderly method of recording income and expenditures
- Ensures regular reporting of chapter's operations and financial condition
- Interrelates program and finances
  - Budget, financial operations, and financial reports reflect how funds are collected and used

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Financial Procedures

- Handling funds
  - Separation of duties in receipt and disbursement are critical
    - No one soror should receive and disburse funds
  - Financial officers should have knowledge of handling and reporting finances
- Bonding
  - Must bond Pecunious Grammateus, Tamiouchos and any other sorors handling funds or signing checks
  - Graduate Advisor must be bonded by undergraduate chapter
  - Review bonding coverage annually and ensure coverage is adequate

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Financial Procedures

- Pecunious Grammateus
  - Receives funds
  - Issues receipts for all income received
  - Maintains receipt books and keeps receipt records
- Tamiouchos
  - Disburses funds
  - Issues checks for authorized expenditures
  - Reconciles all bank statements
  - Presents monthly written report on expenditures, balance on hand (includes all assets and liabilities of chapter)
  - Maintains checkbooks and keeps disbursement records

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Financial Procedures

- Every chapter must have a budget for the fiscal year
- Budget preparation begins once programs are determined
- Once budget is adopted, voting should not occur again to authorize expenditures, except if
  - Decision is needed on what chapter can afford
  - Circumstances have changed and expenditure requires reconsideration
- Funds raised from the community MUST be used exclusively for community scholarships and/or service projects

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Financial Procedures

- Voucher process should be used to disburse funds
  - Include receipts, contracts, and/or invoices
- Basileus and Tamiouchos (or two authorized officers) must sign all vouchers and checks
- Graduate Advisor must sign all undergraduate chapter vouchers and checks with two authorized undergraduate sorors
- Credit cards/prepaid cards are authorized with established internal controls, including a pre-approved voucher
- Debit cards are not authorized

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Financial Procedures

- Auditing
  - Internal
    - Measures compliance with policies and procedures
    - Provides report of completeness and integrity of financial records
    - Performed annually
  - External
    - Performed by non-chapter members
    - Conducted when Tamiouchos leaves office or other occasions as necessary

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Foundations and Incorporated Entities

- Graduate chapters purchasing property may not involve or obligate Alpha Kappa Alpha Sorority
  - Must file record of purchase and annual report of status and operation with Corporate Office
- Prohibited from executing contracts above $100,000 unless incorporated or obtain written permission from Supreme Basileus

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Foundations and Incorporated Entities

- Foundation is a tax-exempt and usually charitable entity through which funds are generated for a concerted effort
- Chapter foundations are separate entities without tax exemption protection of the sorority
  - Must meet stringent IRS, local and state regulations
  - Comply with Directorate approved processes and annual compliance reporting, including
    - Separate bank account and mailing address from the chapter
    - Board of Directors are active members of the chapter, including the Basileus, Tamiouchos and Program Chairman
    - Cannot include sorority's or chapter's name

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Maintaining Operational Excellence

- Officers duties
  - Elect and install officers as specified
  - Bond appropriate positions
  - Sign and bind minutes annually
- Chapter operations
  - Maintain current chapter bylaws
  - Conduct monthly chapter meeting
  - Submit completed annual report

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Maintaining Operational Excellence

- Graduate-Undergraduate relationships
  - Have a least 2 joint meetings
  - Attend all meetings and activities
  - Execute a mentoring program
- Financial responsibilities
  - Enforce appropriate procedures and controls
  - Maintain accurate financial records
  - Conduct annual audit

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Operation Check-Up

- ***The Basileus should have the chapter's Standards Committee assist with cultivating and improving operations***
  - *Ensure the chapter and committees adhere to guidelines*
  - *Provide comprehensive training and development*
  - *Generate and utilize self-assessment data to correct deficiencies and promote continuous improvement*

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Conclusion

- *Knowing our governing documents, leadership roles, and chapter operations allows us to conduct business in an effective, efficient, and sisterly manner*
- *Conducting chapter business requires proper preparation and membership involvement*
- *Experience and knowledge is gained by executing a meaningful mentoring program*
- *Understand the sorority's financial fundamentals, policies, and procedures*

≈ Your chapter will continue to achieve an environment of excellence ≈

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