



Protocol 101

Alpha Kappa Alpha Sorority, Inc.

Zeta Upsilon Omega Chapter

IVY Smart Academy

2022

Soror Lisa Brody, ZUO Chapter Basileus

Dr. Nathalia Jeffrey-Fort, ZUO Protocol Chairman

Definition of Protocol

A code prescribing strict adherence to correct etiquette and precedence.



Protocol for All Sorors

Protocol is the responsibility of all members of Alpha Kappa Alpha Sorority, Inc. Adherence to protocol enhances the Sorority's operations as well as aids in the creation of a more sisterly environment. Furthermore, the image of the Sorority in the larger community is greatly enhanced if each member demonstrates a command of protocol.



Overall Protocol

A. THE ALPHA KAPPA ALPHA PLEDGE

- A. All sorors should be able to recite the Pledge by memory.
- B. When reciting the Pledge, there is no “s” on the word strength.
- C. The Pledge should be recited at the beginning or end of chapter meetings
- D. When reciting the Pledge after the Hymn, keep arms crossed (right over left) and hands clasped; conclude with a gentle, inconspicuous hand squeeze before releasing hands.
- E. The Pledge should never be printed on any item
- F. The Pledge should not be recited publicly



Overall Protocol cont.

A. THE ALPHA KAPPA ALPHA NATIONAL SONG

A. The official sorority song is Alpha Kappa Alpha National Hymn (words & music by Marjorie Jackson)

B. The Hymn should be sung at a brisk pace.

C. Sorors should note the following when singing the Hymn:

A. “we strive and we do”

B. “we help each other”

C. “to thy honor”

D. “So together anew, we will pledge our faith and united we’ll forge a way”

D. Sorors should not cross arms when singing the hymn in public.

E. Sorors should not sway while singing the Hymn.

F. Singing of the Hymn should no be followed by a “skee-wee” call



Overall Protocol cont.

A. ATTIRE FOR ALPHA KAPPA ALPHA EVENT

The selection of attire should represent a positive image of Alpha Kappa Alpha Sorority, Inc. Whenever a soror wears or displays paraphernalia, she represents Alpha Kappa Alpha Sorority, Inc.

1. Attire for Rituals

A. Sorors wear conservative, solid, seasonal white dress or skirted suit with sleeves (without adornment, embellishment, color trim on edges), flesh tone or white hosiery and seasonal white shoes are mandatory for the following:

A. Chapter Chartering

B. Membership Intake process

C. Ivy Beyond the Wall Memorial Ceremony

D. Induction of Honorary Members

A. Pants, pantsuits, hats, and boots are not acceptable attire for any ritual. Any jewelry worn during rituals shall be conservative; white pearls are recommended

B. Note: The following are exception to the Attire Guidelines: Head wraps (seasonal whites only) may be worn for health and/or religious reason. Orthopedic shoes may be worn for health reasons (no color restrictions).

2. Attire for Other Rituals

E. Installation of Officer at Boule and in the chapter requires business attire or attire as requested by the Supreme Basileus or chapter Basileus.

F. Diamond Soror, Golden Soror and Silver Soror Induction attire should be appropriate for the occasion and specified prior to the event.

G. Rededication Ceremony attire should follow local custom and be specified on the invitation







Overall Protocol cont.

3. Attire for Founders' Day Observance will follow local custom and should be specified on the invitation
4. Sorors are encouraged to wear pink and green business attire for the Rush, Informational Session and other public events.
5. The Supreme Basileus, Regional Director or chapter Basileus establishes the attire for business meetings. Business attire is appropriate for chapter meetings and conference business sessions. Attire sets the tone for the work to be done.
6. Alpha Kappa Alpha paraphernalia is appropriate informal attire and indicates membership in the organization. Alpha Kappa Alpha paraphernalia should not be worn or displayed by non-members.
7. Chapter members should be advised of the recommended and required attire for conferences, Founders' Day and other occasions that require appropriate attire for admittance.
8. For Formal social gatherings, follow the printed invitation or communication. When in doubt, confirm with the chairman or presiding officer.





Overall Protocol cont.

A. BADGE

- A. The Alpha Kappa Alpha badge is the official insignia worn by a member.
- B. It is worn over the heart in the outer garment of clothing nearest the body. For example, when a blouse or top is worn under a jacket or sweater, the badge is attached to the blouse.
- C. The badge must not be transformed into another piece of jewelry, such as a charm for a bracelet, pendent or ring.
- D. The badge is not worn with formal attire, slacks/pant suits, sports attire or shorts. When in doubt, do not wear the Alpha Kappa Alpha Badge
- E. The badge may be: a) buried with the deceased soror, b) placed in the custody of a soror, c) returned to the Corporate officer or d) retained by the family. The chapter Basileus is responsible for making the family aware of these options and informing the Corporate officer.



Overall Protocol cont.

A. OFFICIAL JEWELRY

The signature jewelry of Alpha Kappa Alpha Sorority, Inc. shall be in single strand of cultured pearls.

B. LIFE MEMBERSHIP PIN

The Life Membership Pin can be worn at the soror's discretion. It must not interfere with the placement of the Sorority Badge.

C. ELECTRONIC FILES

Always delete Alpha Kappa Alpha files from computers used in public areas, Copy centers, hotel business centers, workplace computers and shared computers must be checked and cleared after use to delete any Alpha Kappa Alpha material. The best practice is to save all information to a USB drive or other electronic storage devices rather than saving information to a hard drive of a computer used in public areas.





Overall Protocol cont.

D. DISPOSAL OF ALPHA KAPPA ALPHA MATERIALS

The following materials should be burned or shredded or burned for permanent and proper disposal to avoid improper use or prevent use by non-members:

1. *Constitution and Bylaws, Manual of Standard Procedure, Rituals* and any other publication of Alpha Kappa Alpha Sorority, Inc containing private, confidential information;
2. International, Regional and Chapter Directories; and
3. Paraphernalia

E. TERMINOLOGY

Terminology associated with membership intake should coincide with the Graduate Membership Intake Process Manual and Undergraduate Membership Intake Process Manual. Be burning sands, sands, line sister, line number (for graduate chapters), line names (for graduate chapters), big sister, little sister (LS), back door, tail, paper and dean of pledgees (DP) are examples of inappropriate terminology.





Protocol for Chapter Members

A. THE CHAPTER MEMBER

1. Maintains all sorority documents in a safe and secure location in the home — (i.e. chapter financial reports or written reports, chapter bylaws, Alpha Kappa Alpha *Constitution and Bylaws*, *Manual of Standard Procedure*).
2. Maintains proper decorum in business meetings.
 - a. Dresses appropriately in business attire.
 - b. Arrives before the official start time.
 - c. Silences all electronic communication devices.
 - d. Speaks only when recognized by the presiding officer.
 - e. Projects voice or moves to a microphone when speaking so everyone can hear.
 - f. Addresses the presiding officer before speaking. (Example: Madam Basileus, I move that...)
 - g. Respects the Alpha Kappa Alpha Protocol and Order of Rank.
 - h. Keeps remarks brief and concise.
 - i. Accepts the decision of the majority.
 - j. Avoids individual conversations during meetings.
 - k. Avoids bringing children to business meetings (unless allowed by chapter).
 - l. Avoids walking during meditation periods.



3. Maintains proper decorum at chapter sponsored events.
 - a. Arrives early to greet guest(s).
 - b. Assists before, during and after events.
4. Participates in chapter activities and events and attends all ceremonies.
5. Maintains chapter business within the chapter.
6. Accepts committee appointments.
7. Completes assignments in a timely manner.
8. Commits to cooperate with chapter leadership in implementing all areas of programs and operations.
9. Volunteers to work on chapter projects.
10. Pays all dues and assessments promptly.
11. Participates in leadership training sessions at the chapter, regional and/or international levels
12. Offers commendations to sorors for a job well-done.
13. Offers constructive criticism with the intent of being a part of the solution; avoids undue criticism.
14. Welcomes visitors and new sorors to the chapter to help them experience a friendly, warm and welcoming atmosphere.
15. Informs the community of outstanding programs and activities, when appropriate.
16. Reaches out to those who do not utilize electronic communications (email and social media) to ensure they are properly informed.
17. Offers special consideration to Former Directorate Members, Former Executive Directors, elderly or physically-challenged sorors (seating, transportation assistance, securing handouts, meeting notifications, etc.)



CHAPTER OFFICERS AND COMMITTEE CHAIRMEN

1. Creates a positive climate.
 - a. Encourages participation of all chapter members.
 - b. Exhibits warmth, graciousness and impartiality.
 - c. Demonstrates inclusion and cooperation.
 - d. Strives to achieve clarity when giving directions and assigning tasks.
 - e. Recognizes sorors and praise liberally.
 - f. Provides training and mentoring opportunities.
 - g. Transfers documents to incoming officers no later than January 1. Arrives prepared and on time for meetings and activities. Stresses preparedness.
 1. Drafts an agenda and send to committee members in advance of meetings.
 2. Provides adequate notice of meetings and reminders.
 3. Requests written reports for presentation at meetings.
 4. Sends minutes of meetings to all members in a timely fashion.
 5. Communicates budget allocations and goals of an activity to committees.
- Demonstrates knowledge of documents by consulting the current version of chapter bylaws, standing rules, other Sorority documents, and

the **latest** edition of *Robert's Rules of Order, Newly Revised*, to proceed in an accurate and effective manner. Clarification from the Basileus

or Parliamentarian is sought if ambiguity exists.

Follows all financial guidelines set forth by the *Alpha Kappa Alpha Guide to Financial Operations* and chapter financial policies.

Presents thorough reports to the chapter in a timely manner. Reports should be made in the third person, dated and signed.

Informs the Basileus immediately if assistance is needed or if unable to perform duties because of extenuating circumstances.

Participates annually in leadership training at the chapter, regional and/or international level.

Represents the chapter and Alpha Kappa Alpha Sorority, Incorporated® in an exemplary manner at all times.

C. OFFICIAL REPRESENTATION

The Chapter Basileus is the official representative of the chapter.

D. RESOURCES

Chapter members who are elected or appointed members of the Directorate and International Committees should be acknowledged and utilized as resources at the chapter level.



Role of the Chapter Protocol Committee

A. GENERAL RESPONSIBILITIES OF THE CHAPTER PROTOCOL COMMITTEE

The chairman is appointed by the chapter Basileus. She serves in an advisory capacity whenever the chapter plans rituals, receptions, fundraisers, Founders' Day celebrations or hosts Regional Conferences, Boule and other special events. The chairman and the committee:

1. Uses *The Official Guide to Alpha Kappa Alpha Protocol* to establish protocol.
2. Determines if chapter traditions are relevant and in accordance with Alpha Kappa Alpha documents.
3. Ensures courtesies are written in the chapter's Standing Rules documents and/or Bylaws.

The chapter should review and update as necessary. Items to consider:

Courtesies extended to the Basileus

Current and Former Directorate Members and Former Executive Directors recognitions

Diamond Soror, Pearl Soror, Golden Soror and Silver Soror recognitions

d. Birthdays



Visiting soror recognition

Weddings

Birth/adoption of children

Retirements

Illness

Death of sorors

Death of soror's immediate family members

Going away gifts

Guidelines for gratuities such as purchased or complimentary tickets and hotel rooms or suites.

Conducts protocol workshops and disseminate information based on the current guidelines

in *The Official Guide to Alpha Kappa Alpha Protocol*.

Ensures the chapter bestows all courtesies fairly and in a timely manner.

Ensures all chapter members are informed of appropriate attire for special events before attendance (i.e. Founders' Day, Boule, Regional Conferences, fundraisers, service projects and other chapter events).

Reviews requirements and confirms that items needed for all Rituals have been secured.

Lists current and Former Directorate Members and Former Executive Directors and their positions in chapter handbook, directory and website.



B. WRITTEN CORRESPONDENCE

1. Chapter correspondence should be written in the name of the chapter of Alpha Kappa Alpha Sorority, Incorporated® and not just Alpha Kappa Alpha Sorority, Incorporated® when it references a chapter-sponsored event or activity. Correspondence on behalf of Alpha Kappa Alpha Sorority, Incorporated® must be issued through the Corporate Office.
2. Official Sorority stationery should be used for chapter correspondence. Contact the Corporate Office for ordering details.
3. Chapter names should follow Alpha Kappa Alpha Sorority, Incorporated®, when listed. Example: Alpha Kappa Alpha Sorority, Incorporated® Alpha, Alpha Lambda Omega Chapter.
4. In a graduate chapter, the Basileus must approve correspondence before mailing. In an undergraduate chapter, the Graduate Advisor must approve all correspondence before mailing.
5. The graduate Chapter Basileus or the Graduate Advisor in undergraduate chapters, must sign all correspondence sent on behalf of the chapter. Additional signature(s) may be needed depending upon the nature of the correspondence.
6. The chapter should specify policies and procedures for preferred manner of delivery of chapter communication.
7. Chapters **MUST** obtain written approval from the Corporate Office and the International Honorary Members and Awards Committee Chairman prior to inviting Honorary Members to Sorority events.



The Greeting

At a Chapter Meeting, the main greeting would be the following:

“To Madam Basileus, to our Former Basilei and all others who serve Alpha Kappa Alpha — Good Morning Sorors...”

This greeting, or other appropriate wording, is stated only by the first speaker of the event.

All others who follow need only acknowledge the leader — the Basileus:

“To Madam Basileus – Good Morning Sorors”

There is no greeting before offering a prayer, meditation, grace and/or invocation. These guidelines are applicable for plenary sessions, luncheons and events.



Q & A



Many Thanks

*To the Protocol
Committee*

Soror Yolanda Fintak
Soror Lena Wilfalk
Soror Tameko Lovett
Soror Cheryl Wardell
Soror Odessa Banks
Soror Erica Shepherd
Dr. Rongette Levy

Soror Angela Johnson
Soror Joyce Thornton
Soror Vera Spraggins
Soror Joycelyn Avery-Wright
Dr. Marilyn Fudge
Soror LaTonya Alexander
Soror Crystal Pruitt
Soror Debora Dandridge

