

ALPHA KAPPA ALPHA SORORITY, INC.

PI ETA OMEGA CHAPTER



POLICY & PROCEDURE MANUAL



Revised February 2019

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POLICY & PROCEDURE

FOR

BUSINESS MANAGEMENT



Bylaw:

ARTICLE IV – OFFICERS: Section 3 Duties of officers

*Q. It shall be the duty of the **Business Manager** to assist committee chairs with making arrangements for activities connected with chapter projects or social affairs. She shall be a member of the Budget Committee.*

OBJECTIVE

The Business Manager's responsibilities are to negotiate and secure goods, services, and venues at the best possible rate and within the budget set for the activity/event. The Business Manager's services are used for an event or activity **ONLY** at the committee's request.

If a committee requests the assistance of the Business Manager then

- * The committee activity/event requiring goods, services, or/and venues over \$250.00, may include the Business Manager.
- * The Business Manager and the Committee Chairman will work together in securing the contract to ensure that the needs and requirements for the activity/event are included in the agreement.
- * The contractual agreement will be handled and signed by the Business Manager once the Committee Chairman and the Basileus have reviewed and agree with the stipulations set forth in the contract.
- * A voucher is completed by the event/activity Chairman to secure payment for either deposit or full-payment for the goods, services or venue. The payment is provided to the Business Manager to complete the transaction.
- * The receipt of payment and a copy of the contractual agreement is presented for record by the Business Manager to the Committee Chairman.



POLICY & PROCEDURE

FOR

CHAPTER BY-LAWS AMENDMENTS



Bylaw:

ARTICLE IX – AMENDMENTS TO THE BYLAWS. *Bylaws shall be amended by the following procedures:*

- A. *Proposed changes can be recommended by active members or by standing and ad-hoc committees. Proposed changes must be submitted in writing to the chapter Parliamentarian.*
- B. *The Bylaws may be amended at a regular meeting by 2/3 vote of the sorors present, provided the proposed amendment(s) shall have been circulated at the previous meeting. Proposed changes can be presented at any time.*

Bylaws Committee. *The committee shall draft and present proposed amendment and changes to the chapter Bylaws to the general membership for adoption and prepare a copy for the Technology Committee for distribution after chapter review and approval. The Parliamentarian will chair this committee. The Grammateus will serve on this committee.*

OBJECTIVE

To Provide Chapter guidelines on how to present proposed amendments to the By-Laws

ELIGIBILITY

Active member of the Chapter or standing and ad-hoc committees

PROCEDURE

Proposed changes and Amendments to the Chapter By-laws **MUST** be presented in writing to the By-laws Committee by financially active members and Ad-hoc committees.

REQUIREMENTS

1. Proposed changes shall be submitted in writing to the Chapter's Parliamentarian who is chair of the By-Laws Committee.
2. The proposed change(s) shall be supported by a rationale with or without a fiscal impact to the chapter. If the bylaw has a fiscal impact on the Chapter, the Soror must explain how the bylaw is to be funded.



POLICY & PROCEDURE

FOR

CHAPTER AWARDS



Bylaw: *Awards and Exhibit Committee. The committee shall be responsible for identifying those members who have made meritorious contributions to the Sorority and present the names and information regarding their noteworthy contributions to the chapter for vote. The committee shall be responsible for securing the Helping Hands Awards presented at the annual Prayer Breakfast. The Basileus and committee chairman shall present certificates to sorors with assistance of the committee.*

The following guidelines are provided to assist the members of the Awards and Exhibit Committee in administering Pi Eta Omega Annual Chapter Awards to Sorors who have made noteworthy contributions to the Sorority, Helping Hands Recipients and selection of award submissions to Boule’, Regional or Cluster conferences in a fair and equitable manner to all applicants

OBJECTIVE

- To provide guidelines for the selection process in identifying, securing and selecting Awards to be presented and submitted.
- To provide detailed instructions to the committee, Executive Board and Chapter Members along with a timeline of submissions required.

ELIGIBILITY

- Sorors must have been an active member of Alpha Kappa Alpha Sorority, Inc., Pi Eta Omega Chapter at least two (2) calendar years to be nominated for each of the three (3) chapter awards. Criteria is as follows:

“COMMITTEE”	“SISTERLY LOVE”	“SOROR OF THE YEAR”
<p>The Committee member that demonstrates the following: Majority attendance to committee meetings, most participation in committee activities, Creative ideas, Reliable/Dependable to carry out committee task(s), Collaborative work ethic and attendance at regular Sorority Meetings.</p>	<p>This award is given to an active soror who has rendered assistance to many sorors within in the Chapter during the year; this soror always has the helping hands to assist sorors in the time of need whatever the task maybe. She is the reflection of giving, sharing, caring and rendering service on behalf of others. (She lives the creed of helping each other for there is no other like our sisterhood).</p>	<p>This award is given to an active soror who has demonstrated outstanding Service-above and beyond the call of duty-to the chapter during the past year. The Soror’s service is vital and visible to the total chapter, she promotes prominence and is cognizant of the chapter and individual Soror needs and provide information assistance and leadership to enhance effectiveness of the Chapter’s total program and or/operations.</p>

- For the Helping Hands Community Recognition Award, applicant must reside in Clay, Duval or Putnam Counties, demonstrated a positive impact in their community and have continuous meritorious volunteer service in the community over the past 15 or more years.
- For International Conference Awards, Submission must meet all International conference requirements.
- All submissions must meet both chapter and international deadlines to qualify.

PROCEDURE

The following steps are required in selecting annual awards by the Awards and Exhibit Committee:

1. Annually, during October and November, the Basileus will provide the committees sign-up list to chapter members. By the December Chapter Meeting, the Basileus will appoint a Chair for the Awards and Exhibit Committee.
2. The Committee Chair will plan an initial meeting within the first quarter of the new year to discuss the responsibilities of the Committee. The Chapter Awards preparation timeline shall begin no later than March of the new year.
3. The Chair shall give a brief presentation of the awards criteria to the Chapter after approved by the Executive Board. The presentation shall include the application, the submission location and deadline, introduction of the candidates and chapter voting procedures.
4. After the committee receives the applications following the deadline, a face-to-face meeting must be held with at least 50% of the committee members present. The final vote for both the chapter and helping hands awards will require 2/3 vote of the committee members.
5. If the Chairman or other Committee members receive a nomination for either a chapter or helping hands awards, the Soror must recuse herself from voting on that individual award.
6. A full report of the meeting is to be presented to the Basileus and the Executive Board which must include the following:
 - a) The name of the Sorors nominated and the Soror that made the nomination
 - b) A copy of the original application submission statements (No summaries)
7. At the end of each event or activity, the chairman shall submit a written and/or oral report within 30 minutes to the Executive Board.



POLICY & PROCEDURE

FOR

COMMITTEE OPERATION



Bylaw:

A. *The Program Committee shall address local and international programs according to the theme of the current International Administration and guidelines. The 1st Anti-Basileus shall chair this committee.*

B. *The Operations Committee shall be established to carry out all other functions necessary for chapter activities not covered by Program Committees. The 2nd Anti-Basileus shall chair this committee.*

The following guidelines are provided to assist the Chairs, Co-Chairs and members of the Program and Operation Committees in administering the local and international Programs as well as all other functions necessary for chapter activities.

OBJECTIVE

- To provide guidelines for short and long range planning of events/activities and committee meetings.
- To provide guidelines of a quorum for attendance and final decisions of committee actions to be presented to both the Executive Board and the Chapter for approval.

ELIGIBILITY

- Sorors must be a member of the Committee of their choosing.

PROCEDURE

The following steps are required for Committee Participation:

- The incoming Basileus shall appoint all committee chairmen for the upcoming year by the December sorority meeting. Sorors must be a member of the chapter at least two consecutive years and an active member of a committee before being appointed as chairman of a committee.
- Members shall sign up or volunteer for committees at the October and November meetings. The current Basileus shall have the list of committees available at both meetings.
- Co-chairmen and Activity Leaders will be appointed by the Incoming Committee Chair
- Each Committee shall elect a Protocol and Technology Representative
- Each Committee shall elect a secretary

REQUIREMENTS

8. The Committee Chair will plan an initial meeting within the first quarter of the new year to discuss the responsibilities of the Committee. The committee preparation timeline shall begin no later than March of the new year. The initial meeting shall be face-to-face.
9. The Chair shall give a brief presentation of the committee criteria to the members as outlined in the By-laws and Policy and Procedure as they make plans (calendar) for the upcoming year.
10. All committee final decisions shall be ratified by no less than 2/3 of the committee in attendance and no less than 50% of the committee casting votes.
11. Regular meetings shall be planned monthly with input from the members and approval from the 1st Anti-Basileus and 2nd Anti-Basileus in order to be included in the upcoming monthly calendar prepared by the Epistelous.
12. Emergency meetings must be approved by the 2nd Anti-Basileus
13. Plans for activities/Events that engage the in entire chapter require the following: Small activities must be planned with at least 3 months in advance. Large Activities with at least 6 months to a year in advance.
14. In Planning Activities/Events that require media publication, it **MUST** be approved by the technology Chair prior to presenting it to the Basileus for final approval to distribute.
15. Minutes shall be taken during each meeting and include all members in attendance and a record of all decisions made by the required ratification percent. A copy should be sent to both the 1st Anti-Basileus and 2nd Anti-Basileus within 15 days of the meeting.
16. Call Committees must work within their approved Budgets. Any revisions, **MUST** be presented to EB for approval.
17. If your meeting or Activity/Event involves another committee, the Chair must contact the other committee Chairs involved before making final decisions.
18. If a contract for funds is involved, you consult the Business Manager.
19. In planning ALL Events/Activities, you must request input from both the Protocol Chair and the Risk Management Chair.
20. If the committee Event/Activity involves ACP, then you must contact the Foundation's Chairman of the Board.

21. If the Committee wants to make one of their Activity/Event a fund raiser, there must be input from Protocol, Risk Management and Fundraising before presenting the proposal to the Executive Board and presentation to the Chapter for final approval.
22. At the end of each small or large event or activity that engages the entire chapter, the chairman shall submit a written report within 30 days to the 1st Anti-Basileus and 2nd Anti-Basileus and encourage members to complete the on-line evaluation.



POLICY & PROCEDURE

FOR

CUSTODIAL MANAGEMENT



Bylaw:

ARTICLE IV – OFFICERS: Section 3 Duty of Officers

O. It shall be the duty of the Custodian to maintain the chapter property, files and storage facility. She shall keep an up-to-date inventory list and log materials in and out of the storage unit.

OBJECTIVE:

- To Maintain the Chapter property, files and storage facility.
- To develop policies and guidelines to facilitate collection, storage codifying, access and use of Pi Eta Omega materials and holdings.
- To coordinate access and return of Pi Eta Omega materials and holdings.

PROCEDURE:

- The Custodian will call together as needed a committee. The committee will be made up of one (1) representative each from Standards, Operating, Decorating, Technology, and Executive Board. The committee shall also include the Archivist and Historian. The Committee will be responsible for:
 - Purging the storage locker.
 - Deciding what items to keep if they are not listed in Standards.
- Chapter documents will only be given to the Custodian by the Standards Chairmen.
 - The documents will already be in the appropriate water tight bin.
 - The Standards Chairmen is responsible for the inventory of the Chapter documents.
 - The Custodian will make available the Spring / Fall mailings.
- Other Chapter holdings which may have historical value, a decorative item or items stored specifically for use at a later time
 - The responsible Chairmen must provide a written description of the item including the size, color, manufacturer if known, number of item, approximate value if know, etc.
 - If the item is for use at a later time (i.e. nonperishable food items, school supply items, etc.), the responsible Chairman should provide a date by which the items will be needed.
- Items purchased with Pi Eta Omega funds are the property of Pi Eta Omega, unless those items were purchased with the clear intent to be given away or used. Materials and holdings of PEO should be transferred to the Custodian for storage.

The transfer shall be scheduled at a mutually agreed upon place and time.

- Chairmen should not expect the custodian to collect items immediately after an event unless previously agreed upon.
- It is the responsibility of the Chairmen to coordinate getting Pi Eta Omega holdings back to the Custodian
- Items can be borrowed from the storage unit by Pi Eta Omega Members only.
 - Items can be inspected and / or pulled from the storage locker at a mutually agreed upon time and place. The borrowing Soror takes responsibility for returning the item in the same or better condition than when borrowed.
 - Requests for storage locker visits should be made at least one (1) week in advance.
 - The borrowing Soror should be prepared to provide a return date.
 - Items can be returned to the Custodian a mutually agreed upon time and place.
 - Items not returned to the Chapter will be treated as an unmet financial obligation to the Chapter until such item is returned or replaced.



POLICY & PROCEDURE

FOR

FINANCIAL PROCEDURES



Bylaw:

ARTICLE IV – OFFICERS: Section 3 Duty of Officers

*H. It shall be the duty of the **Tamiouchos** to follow proper financial procedures. She shall receive all monies from the Pecunious Grammateus, keep an orderly record of income and expenditures, make timely deposits of all funds (within 48 hours of receipt), issue checks on receipt of proper vouchers, reconcile monthly bank statements, prepare and present monthly reports to include: balance on hand the first of the month, indicate income received and sources, itemize expenditures, note balance on date of report, list special funds bank accounts, to include special fundraising projects, prepare annual reports, maintain cash disbursements journal, sign vouchers, and assist in the auditing of books both internal and external. She shall keep abreast and update the chapter of program expenditures. She shall also maintain a record of reactivated or transferred sorors into the chapter. She ensures that the annual budget be read at the October and November meetings. The budget shall be voted on at the November meeting. She shall provide a copy of the end of the year financial reports, Surety bond, transfer report, and monthly financial statements to the Standards Committee to be placed in the chapter record handbook. She shall deliver to the Standards Committee all records, books and vouchers in her possession by February 1st of the next year. She shall conduct a financial procedure orientation for her successor. She also serves as Chairman of the Budget and Finance Committee. This is a bonded position.*

*6. **Budget and Finance Committee.** The Tamiouchos will chair this committee. The 1st Anti-Basileus, 2nd Anti-Basileus, Pecunious Grammateus and Anti-Pecunious Grammateus shall be members of this committee. The committee shall develop and present the annual budget to the chapter in October prior to the year which will be in operation. The committee shall also supervise the operation of this budget.*

- I. **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.
- II. **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; Financial Fundamentals; Guide to Chapter Financial Procedures; and Pi Eta Omega, Inc. Bylaws.
- III. **General Information:** The finance committee should be comprised of the Pecunious Grammateus, Tamiouchos and individuals that have a background with working with finance, audits, and record keeping. These individuals will work as a team and assigned to work as a liaison with chapter committees seeking financial guidance. This committee will present a financial workshop to the chapter twice a year, once at Sisterhood Retreat and the other with the transition of officers.
- IV. **Surety Bond:** An adequate surety bond shall be paid by the Chapter to cover, as a minimum, the Basileus, Anti-Basileus, Tamiouchos, Pecunious Grammateus, Anti Pecunious Grammateus, and any other appointed officer. This bond covers a maximum of 10 members.
- V. **Roles of the Financial Officers:**
 - A. All financial officers, Basileus and Anti-Basileus will be certified by completing the Financial Certification course offered by Alpha Kappa Alpha Sorority, Inc.

- B. If a financial officer has not completed the financial certification course when elected into a position with financial responsibility, they must register and complete the above certification course during the first offering post their election.
- C. The only officers designated to have signatory authority for Pi Eta Omega checking account will be the Tamiouchos, Basileus and Anti-Basileus.
- D. The Tamiouchos will provide monthly financial reports to the executive board and the chapter. These reports will include current balances along with monthly account activities. All financial records should be made available if requested by the executive board at the time of the report.
- E. The Tamiouchos, Pecunious Grammateus, and Anti Pecunious Grammateus must maintain monthly records and present written reports to the chapter. These financial records should include the following: Balance Sheet, Cash Receipts Report, Cash Receipts Journal, Cash Disbursements Report, and Cash Disbursements Journal, Comparison of Budget to Actual Revenues and Expenditures and Bank Reconciliation. At the end of the year the Tamiouchos, Pecunious Grammateus, and Anti Pecunious Grammateus must provide all financial records to Standards.
- F. Operating Funds and Program (Fundraising) Funds are to be maintained in separate accounts.
- G. In the absences of both the Pecunious Grammateus and the Anti Pecunious Grammateus, the Anti-Basileus will assume their role. No money will be receipted during chapter meetings.

VI. Receiving of Funds:

- A. The Pecunious Grammateus receives all funds in the name of the chapter. She will issue a receipt identifying the source of the funds and then turn such funds to the Tamiouchos within 5-7 business days. In the absence of the Pecunious Grammateus, the Anti-Pecunious Grammateus will collect all monies and give them to the Pecunious Grammateus within seventy-two hours.
- B. PayPal is another form of receiving funds. Payee must include a memo on what the funds are for and the payee is responsible for any fees associated with the electronic transfer. **If the funds are paid directly from a bank account (ACH), PayPal does not require a fee. If the funds are paid by credit card or any other form, there is a service charge that the paying party will be responsible for.** Email notification from PayPal will be considered the payee's receipt that money has been collected.
- C. Once electronic fees are collected and the money is certified, the Tamiouchos will send a collection report to the Pecunious Grammateus on how much money was collected. The tamiouchos will transfer the funds into the bank account.
- D. Checks must be made payable to Pi Eta Omega Incorporated. All checks received by sorors of this chapter from a non-member must have the soror's name and the event/activity on the memo line of the check and assumes financial responsibility of said check.

VII. Dispersing of Funds:

- A. All disbursement of funds will be dependent upon a completed voucher. All vouchers must include:
 1. The name of the committee.
 2. The event/activity
 3. The fund or account from which the reimbursement will be drawn.
 4. The signatures of the person submitting the voucher, the Committee Chairman and the Basileus.
 5. All vouchers must have the necessary receipts, invoices and appropriate documents attached. (The National Voucher form will be used as the chapter official voucher request form).
- B. The committee chairman will submit completed vouchers to the Tamiouchos. Individual committee members must submit their vouchers to the committee chairman.
- C. When feasible, checks will be written on a weekly basis. All completed vouchers received by the Tamiouchos must be paid within 30 days.
- D. Written approval must be obtained from the Basileus before obligating the Chapter for any expense over the budgeted line item. This approval must be attached to the voucher when payment is requested.
- E. In instances where prepayment is necessary, a voucher is submitted to the Tamiouchos by the committee chairman with a drafted invoice or quote. After the purchase has been made, the receipt must be given to the Tamiouchos to be attached to the voucher.
- F. 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 Business Manager. The Business Manager must submit contracts to the Basileus and Executive Board for approval. All appropriate contracts must include all itemized services.
- G. No money will be collected or receipted at any public event by the Pecunious Grammateus or any members of the Finance Committee except for donations.
- H. The Tamiouchos deposits all funds received from the Pecunious Grammateus into the Chapter's bank account. The deposit should be made within 5-7 business days of receipt of the funds from the Pecunious Grammateus. The Tamiouchos will not receipt funds for any purpose.

VIII. Assessments:

- A. All chapter members must pay any outstanding assessments prior to paying dues. Dues must be paid to the corporate office by January 1st of each year. It is the Sorors responsibility to ensure that all assessments and dues are paid to the Pecunious Grammateus, timely enough to allow a reasonable transition period in which funds are transferred to the Tamiouchos, deposited and the appropriate funds sent to the Corporate Office prior to January 1st which prevents a break in continuous service. Pi Eta Omega will impose the same late fees as outlined in the "Guide to Chapter Financial Operations". Pg3.

- B. Adherence to assessment deadlines: It shall be the duty of each chapter member to adhere to deadlines in reporting of money or unsold selling units (i.e. tickets). Any deviation from the deadline shall result in the chapter member becoming monetarily responsible for all unsold selling units.
- IX. **Insufficient Funds Checks:** Any member that submits a check that is returned due to insufficient funds is directly responsible for all financial obligations associated with the check. Chapter members who have checks returned to the Chapter for “Insufficient Funds” (ISF) shall be charged a fee of \$25 plus the bank fee to the Chapter. This amount is payable, in cash, to the Pecunious Grammateus immediately upon notice. Members who have two (2) insufficient fund checks returned per fiscal year shall be required to pay all future financial obligations by way of cash, cashier’s check or money order for the next six (6) months. Should a member repeat this pattern of returned checks within the next fiscal year, all future monies due the Chapter must be made payable via cash, cashiers’ check or money order. This penalty shall remain in effect for an indefinite period.
- X. **Two - Party Checks:** No two- party checks will be accepted by the Chapter for any type of payment. Checks must be made payable to Pi Eta Omega Incorporated.
- XI. **Expenditures:** All chapter expenditures must be authorized, either by inclusion in the chapter budget or by vote of the chapter. All disbursement of funds begins with a voucher for reimbursement that is prepared and signed by the Committee Chairman, or Co-Chairman and the Basileus or Anti-Basileus for authorized expenses on behalf of the Chapter. The purpose of the check should be placed on the check and the check register.
- XII. The Chapter does not currently have credit cards or prepaid cards, however if the chapter decides to obtain either of these, specific internal controls will be established including use of a pre-approved financial request for all expenditures.
- XIII. **Annual Report- End of the Year Report.** The Tamiouchos is responsible for completing this report annually by February 1st. A copy is to be submitted electronically to the Alpha Kappa Alpha Sorority Corporate Office, and to the Regional Director and a printed copy for Pi Eta Omega, Inc. records.
- XIV. **Internal Audit Evaluation** – Pi Eta Omega will perform an annual internal audit every other year to provide the chapter with information to measure compliance with chapter policies and procedures. The audit results are written and presented to the chapter. The Basileus appoints the Audit Committee. The audit committee should not include the Tamiouchos, Pecunious Grammateus or anyone involved in the disbursement and collection of funds.
- XV. **External Audit Evaluation** – At the conclusion of the Tamiouchos term, Pi Eta Omega, Inc. will request that an external party perform an audit to provide the chapter with information to measure compliance with chapter policies and procedures. The audit results are written and presented to the chapter. A non-chapter member should perform the external audit. The external party is not limited to an accounting firm, but can include graduate students from the School of Business at the local university. The auditor of record shall be retained until such party is unable to serve as external auditor. At such time, the audit committee will submit to the executive board three Request for Proposals (RFP) to be presented for selection to perform the external audit.

- XVI. **Reactivation** – Pi Eta Omega follows the sorority’s reactivation policy. A Soror is considering reactivating if she has not been financial active for over a year. At the time she wishes to affiliate the chapter she will be responsible for the reactivation fees to the corporate office and prorated chapter dues. The reactivation fee includes the current year per capita, EAF dues and a reactivation fee. If the Soror has not paid her Corporate Office Improvement Payment (COIP) that will be due at the time of reactivation. A late fee is not required for reactivation funds submitted to the corporate office after February 1st. A mailing fee may be charged to the reactivating soror to cover the fees associated with submitting required documentation to the corporate office. The Tamiouchos will be responsible for depositing the reactivation funds per the financial guidelines aforementioned in the procedures. She is also responsible for submitting the required reactivation form with a chapter check to the corporate office.
- XVII. **Transfer from Pi Eta Omega, Inc.** – For a current member wishing to transfer from the chapter, the following must occur:
- A. She must first fulfill all her financial obligations.
 - B. She must submit a completed Transfer Verification form to the Tamiouchos.
 - C. The Tamiouchos will verify with the Pecunious Grammateus, that the Soror has met her financial obligations within the chapter.
 - D. The Tamiouchos must present a copy of the requesting soror transfer form to the Basileus and Membership Chair immediately prior to signing the transfer request.
 - E. The Tamiouchos should retain a copy for the chapter records and mail the original form to corporate office for processing.
- XVIII. **Transfer into Pi Eta Omega, Inc.** – For a Soror who considers transferring when she has been financially active for less than a year, the following must occur:
- A. She must present her signed transfer verification form from the previous chapter that she was affiliated.
 - B. She must pay prorated dues.
 - C. She will pay the full chapter assessment.
 - D. She will be responsible to paying any dues to ensure there is not a breakin service.
 - E. The Tamiouchos will be responsible for depositing the funds per the financial guidelines.



POLICY & PROCEDURE

FOR

SCHOLARSHIP



Bylaw:

ARTICLE VII – COMMITTEES: Section 2

Scholarship Committee. The committee shall review and evaluate application of outstanding seniors for scholarship awards in coordination with Alpha Clay Pearls, Inc.

The following guidelines are provided to assist the members of the Scholarship committee in administering academic scholarships and the Juanita Henry Legacy Bookship Award in a fair and equitable manner to all applicants applying for a scholarship or bookship.

OBJECTIVE

- To provide guidelines for the selection process up to the awarding of scholarships.
- To provide detailed instructions are provided to the committee along with a timeline of submissions required.

JUANITA HENRY LEGACY BOOKSHIP ELIGIBILITY

- Sorors must have been an active member of Alpha Kappa Alpha Sorority, Inc., Pi Eta Omega Chapter at least two (2) calendar years immediately preceding the presentation of the recommendation for the Legacy Bookship.
- Family members of Pi Eta Omega Sorority are not eligible for the academic scholarships.
- All other applicants must meet all of the eligibility requirements and deadlines to qualify.

ACADEMIC SCHOLARSHIP CRITERIA

- Applicant must be a graduating senior from a local high school in Clay, Duval, Putnam or St. John's counties.
- Applicant must have a cumulative grade point average of 2.5 or above

PROCEDURE

The information requested on the application should be a reflection of the selection criteria designated for the scholarship program:

- I. Application availability. The scholarship committee will submit a pdf copy of the application to the technology committee for posting to Alpha Clay Pearls or Pi Eta Omega website. Applications should be available for distribution by the December sorority meeting or as determined by the Chapter.
- II. Essay topics for the Academic Scholarship will be modified annually by the scholarship committee. Exception - Juanita Henry Legacy Bookship (not required)
- III. All applications should be sent to the Pi Eta Omega post office box. No hand delivered applications will be accepted.
- IV. Application deadline is April 1st or as determined by the Chapter. All scholarship applications received after the deadline will not be placed for consideration.
- V. Additional information/documents that must accompany the application:
 - A. Applicant must include documentation of church and community involvement; documentation of volunteer hours within the last twelve months
 - B. Include two letters of recommendation (from school official, pastor, etc.)
 - C. Include the Acceptance letter from chosen college or university
- VI. All applicants will be notified via US mail or email.
- VII. The dollar amount for each applicant will be determined by the scholarship committee based on the following factors: number of applicants and total scholarship monies available.
- VIII. A written report must be presented to the executive board for approval for all scholarship awards. Scholarship checks will be disbursed after the scholarship committee chair complete a check request form listing all recipients. This form must be submitted to the chapter Tamiochous and Basileus for approval/signature within a timely manner. Award amounts will be based on the amount of funds budgeted for scholarships. A written report must be presented to the executive board.

JUDGING/RANKING APPLICATIONS

The committee members must receive all their information in a blinded, partially blanked out, form to prevent bias in judging. The best way to do this is to blind all name and address information of the student from the application copies that go to the committees. The committee's copies can then be numbered so if a question arises you can look up the information by number.

The committee members will work individually without consulting each other, all members' will read each scholarship application. Total scores are then reviewed by the Scholarship Committee who will rank the candidates and announces the top candidates.

ACCOUNTING LOG

The scholarship committee chair will maintain a log summarizing all applications. The accounting log will include the applicant name, applicant overall score, type of school HBCU or Non-HBCU, name of college/University, referring soror name, amount awarded and type of award academic or bookship.

SCHOLARSHIP LUNCHEON

The scholarship committee will be responsible for securing a location for the scholarship awards luncheon. Individual certificates and awards will be disbursed by the chapter Basileus and committee chair during the annual scholarship luncheon.



POLICY & PROCEDURE

FOR

TECHNOLOGY



Bylaw:

ARTICLE VII – COMMITTEES: Section 2

Technology Committee. The committee is to make sure that every technology project supports goals and objectives of the chapter. They shall maintain the chapter website and FACEBOOK page as well as address all other technology issues approved by the Basileus.

Objective:

- To make sure every technology project supports goals and objectives of the chapter
- To maintain the chapter website and Facebook page
- To address all other technology issues approved by the Basileus

Article I – Technology Committee

- A. A technology committee member will be the liaison to another committee to provide any technical assistance needed.
- B. Committee members will NOT be their own technology support if they are chairperson of another committee.
- C. All committee members MUST get approval for any printing, posting, etc. by the Technology Committee chairperson, who will get approval from the Basileus.

Article II - Request Form

- A. Any committee that need support from the Technology Committee must fill out the necessary request form.
- B. If additional assistance is needed after the initial form has been turned in, a new form will have to be completed.
- C. ALL information must be completely filled out. If such information is not complete, it can cause a delay in finishing the request.
- D. All cost associated with any request is charge to the requesting committee and NOT the technology committee.
- E. All request for technology projects must be requested in the timeframe as written:

Banner	2 months before needed
Booklet / Brochure	1 months before needed
Flyer	2 weeks before needed
Tickets	3 months before event
Program	3 weeks before event
Social Media Post	1 week notice
Copies	2 weeks before needed
PowerPoint Slide	3weeks before needed
Any other misc. request	As discussed with technology chairman

Article III- Chapter Website

- A. Technology Chairman is responsible for adding/deleting sorors who should have access to the “Members Only” section.
- B. All documents will be accessible on the “Members Only” section on the official Pi Eta Omega Website.
- C. Anything posted on the website must be approved by the Basileus.

Article IV- Chapter Facebook Page

- A. Chapter Facebook page will be used to promote community events.
- B. All post and pictures must be sent to the technology chairman in order to get the approval from the Basileus to post.
- C. Closed Pi Eta Omega events (sorority meetings, rituals, etc.) should NOT be posted on the Pi Eta Omega Facebook Page.

Article V- Audio and Computer Support

- A. Any program that requires A/V will need to be set up at least 30 minutes before the event.
- B. Committees should verify that the location of an event is equipped with the proper cables, screens, and any other electronic needs.
- C. The technology committee member that is assigned to support an event will ensure all audio and visuals needs are set up and running properly before the beginning of the program in advance.

Alpha Kappa Alpha Sorority, Inc.
Pi Eta Omega Chapter
Technology Request

**Please print 2 copies of the form and give to the technology chairman

Date of request [Click here to enter a date.](#)

Committee Information

Committee Name: [Click here to enter text.](#)

Chairperson: [Click here to enter text.](#)

Name of Event: [Click here to enter text.](#)

Contact Number: [Click here to enter text.](#)

Budget Amount: [Click here to enter text.](#)

Type of Request (check all that apply)

Banner

Brochure

Flyer

Tickets

Programs

Social Media

Copies

PowerPoint slide

Other [Click here to enter text.](#)

Details

Quantity Needed: [Click here to enter text.](#)

Will there be pictures: [Choose an item.](#)

Use this area to Include as much detailed information technology needs for your request

*****Technology Committee Use ONLY*****

Date request received: _____ Date request needed: _____

Date request completed: _____ Cost associated: _____



POLICY & PROCEDURE

FOR

WELFARE



Bylaw:

ARTICLE VII – COMMITTEES: Section 2

Welfare Committee. The committee will provide support to a soror who experience a significant personal or family event.

The welfare courtesies will be extended to and on behalf of financial Sorors, unless otherwise specified in these polices, by the Hodegos and her committee.

OJECTIVE

To provide support to a Soror who experiences a significant personal or family event.

PROCEDURES

I. ILLNESS OF A SOROR

- A. A plant, dish garden or fruit basket not to exceed \$50, or a \$50 check will be sent upon notification to the Basileus of the illness that has necessitated at least three days of hospital confinement; or
- B. A card and a plant will be sent upon notification to the Basileus of confinement at home for at least a week.

* This courtesy will be extended to Sorors once per year.

II. EXTENDED ILLNESS OF A SOROR

- A. After confinement of a month, sorors will be asked to participate in a card shower, especially during the holidays and the soror's birthday (if the birthday is during this period of confinement). A soror will advise the Hodegos whenever she is no longer in confinement.
- B. A financial Soror who cannot continue her financial status due to her extended illness, or the illness of an immediate family member (as defined on the family information sheet), will be afforded the same courtesies as a financial Soror. An inspirational card will be sent to the Soror four times a year (Spring, Summer, Fall, and Winter).

III. ILLNESS OF AN IMMEDIATE FAMILY MEMBER

A card will be sent upon notification to the Basileus, to the soror whose immediate family member is ill.

IV. DEATH OF AN ACTIVE SOROR

The Basileus will contact the family and relay information to the chapter of the family's request.

- A. A Peace Lily will be sent, unless there is a request from the family to receive or donate funds (not to exceed \$75) in lieu of flowers or if the family does not want to receive this courtesy at all.
- B. Sorors will attend the funeral or memorial service and sit as a body, as well as function in the requested role asked by the family, (i.e. flower attendants). The attire for services during the months of October through March is black and is white during the months of April through September. The attire for Ivy Beyond the Wall Ceremony is white year-round.

V. DEATH OF A CHARTER MEMBER (ACTIVE OR INACTIVE)

A Peace Lily will be purchased. Sorors will serve as flower attendants if requested by the family.

VI. DEATH OF AN INACTIVE SOROR

A card will be sent to the family upon proper notification. The Ivy Beyond the Wall Ceremony will be performed if requested by the family.

VII. DEATH OF AN IMMEDIATE FAMILY MEMBER

- A. Immediate family member is defined as a spouse, parent (as defined on the family information sheet) or child. A child includes a stepchild, adopted child or any child who is the ward of the soror.
- B. A Peace Lily will be sent, and a meal not to exceed \$150 will be provided to the Soror(s). If an out of town funeral service is planned, a monetary gift not to exceed \$75 will be given to the soror in lieu of a Peace Lily.

This courtesy will be extended in memory of the deceased soror (s) family member.

VIII. ILLNESS OR DEATH OF AN IN-LAW OR OTHER FAMILY MEMBERS

A card will be sent upon notification of the Basileus of an illness that has necessitated at least three days of hospital confinement or notification of death.

IX. MARRIAGE OF A SOROR

Upon official notification of marriage to the Basileus or chapter, a \$50 check will be given.

X. BIRTH OR ADOPTION

Upon official notification of a birth or legal adoption to the Basileus or chapter, a \$25 check will be given.

XI. RETIREMENT

Upon written notification of retirement, a \$50 check will be given. The Basileus will designate a specific sorority meeting to honor Sorors that are retiring. This is a one-time allotment.

XII. OFFICE OF REGIONAL DIRECTOR/CORPORATE OFFICE

A card will be sent out to those individuals identified as being hospitalized, requesting prayer, notification of death, or any special occasion deemed by either office.

XIII. Sorors will be recognized during the month of their birthday on behalf of the chapter.

XIV. The Basileus will notify the chapter by email of any welfare concern (s) of the chapter.

This welfare policy is not all-inclusive. Any extenuating circumstances that may arise and are not covered under the welfare policy can be addressed with the Basileus.



POLICY & PROCEDURE

FOR

VISITING SOROR



Bylaw:

ARTICLE V – MEETINGS

C. The Hodegos shall present all visiting sorors attending sorority meeting to the members. The Basileus should be notified of all potential visiting sorors prior to the meeting. Inactive sorors may attend only three (3) business meetings prior to joining the chapter.

An active Soror may be invited by the Basileus or a member of our chapter to a chapter's business meeting as follows:

1. The Visiting Soror Form* must be completed by the Soror and sent to the Basileus by the Monday preceding the monthly Sorority meeting.
2. A copy of the form must be provided to the Philacter by the Basileus to be placed in a Visiting Soror Notebook for the chapter's future reference.
3. A copy of the form must be provided to the Hodegos for the purpose of introducing the Soror to the general membership at the monthly meeting.
4. The visiting Soror must show proof of ID and member in Alpha Kappa Alpha Sorority Inc. to the Philacter before entrance into the monthly meeting. Proof of membership should be a financial card or an Ivy Leaf magazine with their name and financial card number on it.
5. Only the agenda will be given to the visiting soror(s).
6. The October and November monthly meetings are closed to visitors. NO exceptions.
7. The Basileus may decline the request based on the chapter's agenda at that particular meeting.
8. All Philacter and Hodegos documents must be submitted to the Standards Chairman at the December meeting. The Standards Chairman will turn over the necessary documents to the incoming officers (those records that should remain in her possession) and prepare the other records for storage.

* The Visiting Soror Form will be updated by the Membership Committee.

At this point the committee has authorized the use of the following forms:

- The committee sign-in sheet, revised 4-12-16
- The Visiting Soror Form (to be revised)

Pi Eta Omega Chapter Inc.



2019