Poised and Polished

Launching New Dimensions of Protocol 1

Soror Toni S. Kendrick
Great Lakes Regional Director

Soror Dorothy Buckhanan Wilson
Supreme Basileus

Soror Eileen K. Cook
Great Lakes Region Representative

Developed Exclusively for Alpha Kappa Alpha Sorority, Incorporated

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Poised and Polished

- This workshop provides an overview of the basic protocol practices, principles and procedures of Alpha Kappa Alpha Sorority, Incorporated

- Topics will include Soror Code of Ethics, correct terminology, appropriate titles and introductions, appropriate attire and chapter decorum, gifts and courtesies, correct titles, terminology

- Updates of additions and revisions to the Official Guide to Alpha Kappa Alpha Protocol will be highlighted

Meet your 2014 - 2016 Directorate
Ms. Dorothy Buckhanan Wilson  
Supreme Basileus

Dr. Glenda Baskin Glover  
First Supreme Anti-Basileus

Ms. Autumn Kyles  
Second Supreme Anti-Basileus

Mrs. Charletta Wilson Jacks  
Supreme Grammateus

Mrs. Danette Anthony Reed  
Supreme Taniochous

Mrs. Martha L. Perine Beard  
Supreme Parliamentarian

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Launching New Dimensions of Service

Undergraduate Members At Large

Alpha Kappa Alpha Sorority, Inc.

Ms. Annalise Anise
Ms. Karrie S. Hargrave

Ms. Meredith L. Henderson
North Atlantic Regional Director

Ms. Joyce Henderson
Mid-Atlantic Regional Director

Alpha Kappa Alpha Sorority, Inc.

Mrs. Sharon Brown Harriott
South Atlantic Regional Director

Ms. Toni S. Kendrick
Great Lakes Regional Director

Alpha Kappa Alpha Sorority, Inc.
Soror Code of Ethics

• Respect and comply with Sorority governing documents
• Remain subject to the authority of the Boule and Directorate
• Respect our elected and appointed leaders
• Public demonstration of high moral and ethical character
• Demonstrate high regard for one another

Soror Code of Ethics

• Work diligently to foster and participate in programs and initiatives
• Maintain integrity in financial matters
• Invite for membership only those women who have true interest in upholding the principles of the sorority
• Refrain from soliciting sponsors that conflict with the sorority's program concerns and values

Alpha Kappa Alpha Sorority, Inc.
This is how we get away with Perfect Protocol

Updates to Alpha Kappa Alpha Protocol

Our Name

• Alpha Kappa Alpha Sorority, Incorporated®

• “Madam” not “Madame”

• “Soror” vs. “soror”

Stand for Our Leadership

When they enter a room and are being introduced:

• Supreme Basileus
• Former Supreme Basilei
• Regional Director
Order of Rank

Highest ranking Officer
• International – Supreme Basileus
• Regional – Regional Director
• Chapter – Chapter Basileus

Protocol FAQs

I’m giving a report at the Regional Conference. What do I say before I start?

Greetings: Regional Events

• “To Madam Regional Director, Soror Toni S. Kendrick, Madam Supreme Basileus (only if she is in attendance), Members of the Directorate, to our Former Supreme Basileus, to our Former Regional Directors, and all others who serve Alpha Kappa Alpha, Good Morning, Sorors”

• “To Madam Regional Director and the Supreme Basileus (only if she is in attendance), Good Morning, Sorors”

• In an informal setting, you may address Madam Regional Director as “Soror Toni”
Greetings: International Events

• “To Madam Supreme Basileus, Soror Dorothy Buckhanan Wilson, Members of the Directorate, to our Former Supreme Basilei, and all others who serve Alpha Kappa Alpha - Good Morning, Sorors”

• “To Madam Supreme Basileus, Good Morning, Soror”

• In an informal setting, you may address Madam Supreme as “Soror Dorothy”

Greetings: Chapter Meetings

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

• “To Madam Basileus – Good Morning”

• In an informal setting, you can address Madam Basileus as “Soror (First Name)”

No Greetings

• Grace

• Prayer

• Invocation
Protocol FAQs

Do we have to show our Graduate Advisor everything?

Protocol FAQs

Can we use the Sorority Crest/Shield for chapter invitations?
Use of the Sorority Crest

Our official sorority crest can be used on official documents of the sorority. It should be used with discretion to prevent potential misuse or deformation.

Official Symbols

- Official Sorority Crest
- Official Badge Emblem
- Launching New Dimensions of Service Logo
- Single Strand of Pearls

Not Official Symbols

- Alpha Kappa Alpha Sorority, Inc.
Protocol FAQs

At your chapters annual cotillion, you are to introduce the officers of the chapter. What title do you use for Basileus?

Public vs. Sorority Titles

<table>
<thead>
<tr>
<th>Non-Greek</th>
<th>Greek</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Basileus</td>
</tr>
<tr>
<td>Vice President</td>
<td>Anti-Basileus</td>
</tr>
<tr>
<td>Secretary</td>
<td>Grammateus</td>
</tr>
<tr>
<td>Corresponding Secretary</td>
<td>Epistleus</td>
</tr>
<tr>
<td>Financial Secretary</td>
<td>Pecunious Grammateus</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Tamiochus</td>
</tr>
<tr>
<td>Greeter or Hostess</td>
<td>Hodegos</td>
</tr>
<tr>
<td>Keeper of the Door</td>
<td>Philacter</td>
</tr>
<tr>
<td>Ms./Mrs./Dr.</td>
<td>Soror</td>
</tr>
</tbody>
</table>
Protocol FAQs

At the Regional Conference, you see sorors’ name badges, indicating their chapters. Name these chapters.

YΞ
ΦΧΩ

Greek Letters

<table>
<thead>
<tr>
<th>Letter</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>T = Tau</td>
<td>Tah (Taught)</td>
</tr>
<tr>
<td>Ξ = Xi</td>
<td>Zigh (Sigh)</td>
</tr>
<tr>
<td>X = Chi</td>
<td>Ki (Kite)</td>
</tr>
<tr>
<td>Φ = Phi</td>
<td>Fi (Fight)</td>
</tr>
<tr>
<td>Y = Upsilon</td>
<td>Oops-a-lon</td>
</tr>
<tr>
<td>M = Mu</td>
<td>Myu</td>
</tr>
</tbody>
</table>

Pronunciations

<table>
<thead>
<tr>
<th>Term</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basilei</td>
<td>Baa-suh-lee</td>
</tr>
<tr>
<td>Hodegos</td>
<td>Hah-de-goss</td>
</tr>
<tr>
<td>Plenary</td>
<td>Plen - er - e</td>
</tr>
<tr>
<td>Dais</td>
<td>Day-us</td>
</tr>
</tbody>
</table>
A newly reactivated soror wants to know when the next line will be and who is the Dean of Pledges. Help her with the new terminology for the Membership Process.

**Protocol FAQs**

M.I.P. = Membership Intake Process
- Candidate
- Initiated
- Initiation group
- Membership Intake Chairman

**UNACCEPTABLE TERMS**
- Neophyte
- Burning sands
- Line Sister
- Tail
- Paper
- Crossed
- The “K’s”

- Prophyte
- Sands
- Ship
- Back door
- Dean of Pledges
- Made

Alpha Kappa Alpha Sorority, Inc.
Protocol FAQs
While cleaning out your closet, you find AKA documents from the past 15 years and t-shirts several sizes too small. What do you do with them?

Disposal of Alpha Kappa Alpha Material
The following should be shredded or burned
- Rituals
- Paraphernalia
- Constitution and Bylaws
- Manual of Standard Procedure
- International, Regional, and Chapter Directories
- Any publication of Alpha Kappa Alpha Sorority, Incorporated® with private and/or confidential information

Do not donate your Paraphernalia
Protocol FAQs

Weddings are stressful enough. Do we have to check financial cards when sorors get ready to sing the Sweetheart Song to the bride & groom?

Singing to the Bride

- Inactive sorors may participate
- We do not have a “Sweetheart Song”
- No groom or other guests in our circle
- Hold hands with arms down
- Do not sway

Singing the Alpha Kappa Alpha National Hymn

- It is “we strive AND we do”; It is NOT “we strive as we do”
- It is “we help each other”, It is NOT “we’ll help each other”
- It is “we will pledge our faith, It is NOT “we’ll pledge our faith”
- It is “united we’ll forge away, It is NOT “we will forge away”
- Sorority song copyrighted version, “to thy honor”
- Practice singing the hymn correctly!!!
I want to get an ivy tattoo but my aunt told me that I couldn't get an AKA tattoo. Is she right?

Tattoos

- Sorors should not get tattoos of Alpha Kappa Alpha official symbols
- Always cover tattoos at chapter, business and formal events, and all Rituals

I and five of my chapter members bought tickets for the luncheon. It doesn’t look like there’s too many seats left together. Would it be okay if we sit at the table Reserved for Golden Sorors?
Event Seating

- Honor *RESERVED* seating signs
  - Former Directorate Members
  - Former Executive Directors
  - Diamond & Golden sorors
  - Physically challenged sorors
  - Musicians
  - VSGs not seated on the dais

Protocol FAQs

What is a “VSG”?

Very Special Guests (VSGs)

- Our Officers, former and present
  - Directorate
  - Former Supreme Basilei
  - Executive Director
  - Former Directorate
  - Former Executive Directors
- Persons designated by the Presiding Officers
- Guests to events
Protocol FAQs

My Sister is a Soror but she couldn’t make it to Regional Conference. Can I take pictures and post to Facebook so she can see what she’s missing?

Social Media

- Use discretion in posting to social media
- Sorority meetings and business should not be recorded (audio, video, or photos) and posted to social media.
- Be aware that your name, image or likeness may be used on Alpha Kappa Alpha social media when attending sorority events.
- See Social Media Policy as additional resource.

Electronic Media

- Refrain from using recording devices, audio devices or cameras at any conference plenary session. The only exceptions to photographs will be regional awards presented during plenary sessions, public meetings, and/or luncheons
- Never forward official email messages which contain Sorority and Chapter Business
Photographs must not be taken during Alpha Kappa Alpha Ceremonies.

An exception is made for the Recognition Ceremonies for Golden, Diamond and Silver Sorors.

Protocol FAQs

My husband has fraternity meeting and my babysitter is busy. Can I bring my baby to chapter meeting?

Chapter Protocol

- Refer to chapter bylaws or chapter standing rules and procedures.
Protocol FAQs

What should I wear to our chapter’s Founders’ Day celebration?

Attire for Chapter Events
The Chapter Basileus or Event Chairman should communicate attire for all chapter events

Attire Guidelines

- Business attire for chapter meetings
- Refer to invitation for appropriate attire for formal and social gatherings
- Sorors are encouraged to wear pink and green at Information Session/Rush (Undergraduate)
- Paraphernalia is appropriate for closed informal events and designated community service activities
Protocol FAQs

Who can attend sorority rituals? Can inactive sorors attend?

Sorority Rituals

- Rituals are conducted with dignity and reverence
- Rituals are for active sorors, with these exceptions:
  - Ivy Beyond the Wall
  - Installation of Officers
  - Rededication
- Rituals should never be printed or posted on websites

Protocol FAQs

Our chapter is conducting initiation in May. Can we wear white sleeveless dresses and sandals for the rituals? Will we have to wear hosiery?
White Attire for Rituals

- 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

White Attire for Rituals

- Alpha Kappa Alpha Sorority, Inc.

White Shoes for Rituals

- Alpha Kappa Alpha Sorority, Inc.
Hosiery for Rituals

Protocol FAQs
I have this beautiful white hat. Can I wear it to an Ivy Beyond the Wall Ceremony?

Ritual Attire
- Pants, pantsuits and hats are unacceptable attire for any rituals.
- Jewelry worn should be conservative; white pearls are recommended.
- Exceptions:
  - Head wraps (seasonal white only) for health and/or religious reasons
  - Orthopedic shoes for health reasons (no color restrictions)
Unacceptable Attire for Rituals

White Attire for Rituals

Protocol FAQs

What should I wear for the installation of officers at Boule?
Attire for Other Rituals

Installation of Officers - Boule and Chapter:
- Business attire
- Attire requested by Supreme Basileus or Chapter Basileus

Diamond Soror, Golden Soror, or Silver Soror Induction:
- Appropriate for the occasion
- Specified prior to the event and/or on the invitation

Founders’ Day Observance and Rededication Ceremony:
- Follow local custom
- Should be specified on the invitation

Protocol FAQs

What gifts should we give our Basileus and Committee Chairmen at the end of their term?

Gift and Courtesies

- Gifts should convey sincere thanks to the sorors for her leadership
- Refer to chapter bylaws or standing rules
- Courtesies to committee chairmen and members of a committee are usually given by the Basileus
- Do not use term “small token” or “small gift” when presenting a gift
**FREQUENTLY ASKED QUESTIONS**

**What documents do I need?**

- *Constitution and Bylaws*
- *Manual of Standard Procedure*
- *Chapter Bylaws and Standing Rules*
- *The Official Guide to Alpha Kappa Alpha Protocol*

**Q: Should our History Books be left out for others to read?**

A: Our history is an open book! Our history books are in the public, college, and university libraries.
Protocol Points to Remember

• Refer to past officers as Former (i.e. Former Regional Director or 27th Great Lakes Regional Director)
• Chapters have charter members, not founders
• The correct name for our International Headquarters is Corporate Office
• “Protocol having been established” & “Respectively submitted” should not be used

Alpha Kappa Alpha Sorority, Inc.

Protocol Points to Remember

• Use “Founders’ Day” not “Founder's Day”
• “Regional” Conference (not “regionals”)
• Boule or Leadership Seminars (not “nationals”)
• Use Chairman or Chairmen (not chair or chairlady)
• There is no “S” at the end of “strength” when reciting the pledge (do not print or write down the pledge)

Alpha Kappa Alpha Sorority, Inc.

How to get away with Perfect Protocol

Alpha Kappa Alpha Sorority, Inc.
Questions

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Cleveland, Ohio

Alpha Kappa Alpha Sorority, Inc.