

CHAPTER SELF-ASSESSMENT FORM - GRADUATE CHAPTER

Region/Chapter _____

ALPHA KAPPA ALPHA SORORITY, INCORPORATED® BYLAWS ARTICLE III – CHAPTERS

Chapters should conduct an annual self-assessment to assist in completing its End-of-the-Year Report. This form has been developed from criteria taken directly from the Alpha Kappa Alpha Sorority, Incorporated Bylaws®, Manual of Standard Procedures and other Resource Guides as approved by the Directorate and should be used by chapters in completing the Standards End-of-the-Year Report.

DUTIES AND POWERS OF CHAPTERS

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
8	Chapter has had representatives at a Boule within a six-year period.				<ul style="list-style-type: none"> • List of chapter delegates who attended last three Boules • Copies of registration forms/receipts generated from Alpha Kappa Alpha Sorority's website.
9	Officers are elected in November and installed in December.				<ul style="list-style-type: none"> • Copy of Chapter Bylaws • End-of-the-Year report sent to Regional Director • Copy of chapter newsletter, minutes of November and December meetings
10	Chapter files with the Regional Director, for review and approval, two copies of chapter bylaws.				<ul style="list-style-type: none"> • Copy of Chapter Bylaws • Chapter annual End-of-the-Year report
	Two copies of all subsequent changes to chapter bylaws are forwarded to the Regional Director for review and approval.				<ul style="list-style-type: none"> • Copy of dated form listing subsequent changes to Chapter Bylaws
11	Chapter had at least one meeting per month except during the summer months.				<ul style="list-style-type: none"> • Copy of Chapter Bylaws • Copy of minutes of chapter meetings

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
12	<p>a. Chapter sponsors activities which interpret, implement and support the Program of the Sorority.</p> <p>b. A strategic plan has been implemented for alignment with the program of the Sorority.</p>				<ul style="list-style-type: none"> • List of chapter activities/local programs, with descriptions relating them to the Sorority's current Programs • Copy of the chapter annual report book • Copy of the Strategic Plan
13	Chapter submits an annual report of chapter program activities and finances to the Alpha Kappa Alpha Corporate Office at the end of each year by the required due date.				<ul style="list-style-type: none"> • Annual reports on file in the Corporate Office Copy of October minutes and budget committee report (for presentation of annual budget)
14	Chapter observes Founders' Day annually.				<ul style="list-style-type: none"> • Founders' Day programs of last three (3) Founders' Day observances • Copy of chapter minutes and newsletters (Jan, Feb or Mar only)
15	Chapter had at least one meeting per month except during the summer months.				<ul style="list-style-type: none"> • Copy of Chapter Bylaws • Copy of minutes of chapter meetings
16	Chapter has solicited funds from other AKA chapters or members.				<ul style="list-style-type: none"> • Copies of any letters, flyers, notices used for solicitation • Copy of Directorate approval
17	Chapter has taken a position on any issue within the preceding 12-month period.				<ul style="list-style-type: none"> • Copies of any statements, letters of endorsements, opinions and/or notices of support or protests

JOINT MEETINGS OF CHAPTERS

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
19	<p>Graduate chapters sponsoring at least one undergraduate chapter(s): - have at least two joint meetings with undergraduate chapter(s). The main purpose of these meetings shall be social in order to increase fellowship and better understanding.</p>				<ul style="list-style-type: none"> • Agenda(s) of joint meetings with presiding officer clearly identified • Copy of chapter minutes • Copy of newsletter

PURCHASE-OF PROPERTY BY GRADUATE CHAPTERS

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
20	Chapter owns property.				<ul style="list-style-type: none"> • Copy of purchase contract and all records filed with Corporate Office • Copy of written permission by Supreme Basileus (if required)

CHAPTER OFFICERS AND DUTIES

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
21	Chapter meets minimum requirement for elected officers as required by Bylaws.				<ul style="list-style-type: none"> • Copy of October, November and December minutes • Copy of the Officer Transition Document that affirms that records were transferred within 30 days of installation.
23	<p>Graduate chapter sponsoring an undergraduate chapter(s): Graduate Advisor is an elected position and meets all certification requirements designated by the Directorate approved Alpha Kappa Alpha Sorority, Incorporated® Graduate Advisor' Certification Program.</p>				<ul style="list-style-type: none"> • Copy of chapter roster for last two years • Copy of official list of officers on file with Regional Director and Corporate Office • Copy of chapter bylaws identifying required officers and duties • Copies of registration forms for last two Boules and/or Regional Conferences • Copy of Graduate Advisor Certification

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
24	Graduate chapter sponsoring an undergraduate chapter(s): Duties and responsibilities of the Graduate Advisor				<ul style="list-style-type: none"> • Copy of Chapter Bylaws identifying required officers and duties • Copy of letter of appointment from Supreme Basileus or Regional Director (if required)
25	Graduate chapter sponsoring an undergraduate chapter(s). The responsibility for supervision of the undergraduate chapter shall be with the graduate chapter which provides the graduate advisor(s) to the undergraduate chapter.				<ul style="list-style-type: none"> • Copy of official list of officers • Copy of Chapter Bylaws • Copy of any correspondence specific to undergraduate activities

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED® BYLAWS
ARTICLE XVI – PARLIAMENTARY AUTHORITY**

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
	Chapter has a copy of the current edition of Robert's Rules of Order Newly Revised.				Copy of Robert's Rules of Order Newly Revised edition

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
FINANCIAL FUNDAMENTALS GUIDE - AUDITING**

SECTION	CRITERIA	YES	NO	N/A	DOCUMENTATION
X	The financial records of a chapter should be audited internally on an annual basis, and a written report made to the chapter.				<ul style="list-style-type: none"> • Basileus appoints an Audit Committee • Copy of the Written Internal Audit Report.
X	An external audit is performed by a non-chapter member at the end of the Tamiouchos' term of office.				Copy of the Written External Audit Report