



Membership Committee Operating Procedures

PURPOSE: The purpose of this manual is to outline processes and procedures of the Membership Committee.

GOVERNING DOCUMENTS: Alpha Kappa Alpha Constitution & Bylaws, Alpha Kappa Alpha Manual of Standard Procedure, The Official Guide to Alpha Kappa Alpha Mentoring, The Membership Experience Guide and the group/chapter Bylaws.

ROLES & RESPONSIBILITIES: The Membership Committee is tasked with welcoming and **onboarding** members who transfer into the group/chapter by planning a new member **orientation**, planning membership **engagement** and **reclamation** activities, and executing a formal **mentor** program. During the Membership Experience, the Membership Chairman is responsible for taking the lead in this process with the assistance of her Membership Committee.

MEMBERSHIP SUBCOMMITTEES

The Membership Committee is divided into 6 subcommittees as follows:

- **Membership Bylaws:** This subcommittee is responsible for evaluating current processes within the membership committee and submitting Bylaws and/or Standing Rules recommendations on behalf of the Membership Committee.
- **Membership Engagement:** This subcommittee is responsible for planning activities that promote member engagement, participation, and sisterly bonding, as well as coordinating the annual reclamation event.
- **New Members Orientation:** This subcommittee is responsible for welcoming and onboarding members into the group/chapter who joined through transfer or reactivation. This subcommittee is tasked with planning a New Members Orientation to assist new members with becoming acclimated within our group/chapter. The New Members Orientation will entail a variety of workshops that details the group/chapter's signature service programs, sisterly relations events, fundraising events, chapter operations and technology procedures.
- **Visitor Verification:** The verification subcommittee is responsible for reviewing the visiting member's form on the chapter website once she makes a request to visit the chapter. The verification subcommittee is responsible for verifying membership status **BEFORE** she visits the chapter informing her of the attire for the meeting, then informing her what documents should be provided to the Keeper of the Door upon checking in. The

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verification subcommittee must also let the Keeper of the Door know how many visiting members to expect and confirm their names.

- **Mentoring Program:** This subcommittee is responsible for executing the Mentoring Program per the official Alpha Kappa Alpha Sorority, Inc. Mentoring guide.
- **Welcome Committee:** This subcommittee is responsible for the visitation and onboarding of new members. The Welcome Committee collaborates with other Membership Committee members to greet new members and provide them with initial, pertinent information regarding chapter operations and engagement opportunities. The committee also gathers additional details about visiting members, such as their current membership status and contact information. Following the meeting, a committee representative will send a sisterly email thanking the visiting member for attending.

Meeting Visitation Process

- **Step 1:** Refer members who wish to visit a chapter meeting to the chapter website for instructions and to fill out the Visiting Members Form
- **Step 2:** Verification subcommittee to review and verify visiting Soror information and share with Keeper of the Door
- **Step 3:** Visiting member attends the chapter meeting.
- **Step 4:** Upon her arrival, the Doorkeeper will greet her, ask her to sign in and verify her documents.
- **Step 5:** Meets a designated member of the Membership/ Welcoming committee who may sit with her during the meeting.
- **Step 6:** During the meeting the Hostess Committee will acknowledge all visitors and encourage others to greet and engage with visitor
- **Step 7:** Following the meeting, the Welcome Committee will send a thank you email

Visiting Members Form

https://docs.google.com/forms/d/e/1FAIpQLSdRp8U2Rnmkdx3N_uFhdd7hN1ivgCXI66Gcz1DKr2X7rN_RpA/viewform?usp=header

Information To Be Added To The Website & Top of Visiting Member Form

Greetings Sisters of Alpha Kappa Alpha Sorority, Inc.!

We are so glad you want to visit our chapter.



Alpha Kappa Alpha Sorority, Incorporated®

Alpha Delta Chi Omega

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Chapter meetings are monthly from September to June at 10:00 AM unless otherwise noted. Per our bylaws, all visitors are permitted to attend up to two (2) chapter meetings during the calendar year prior to joining. Please note that our November meeting is not open to visitors.

Chapter meetings are only open to initiated members of Alpha Kappa Alpha Sorority, Inc.. Consequently, proof of membership is required and must be verified BEFORE admittance is granted. Individuals seeking membership in Alpha Kappa Alpha Sorority, Inc. **will NOT be admitted** into a chapter meeting. For more information regarding membership, please visit our national website at www.aka1908.com.

Visiting Member Form

To expedite check-in at chapter meetings, please complete the Visiting Members Form using the link below in advance of your visit. Please complete the form no later than 5:00 PM EST, the Monday before the chapter meeting. [Visiting Member Form](#)

After the form is completed, you will receive correspondence from the membership committee. Please be sure to check your spam folder.

Required Documentation

Bring a state-issued photo ID and one (1) proof of membership documentation, including:

- A current or expired financial card
- An official certificate of sorority membership
- A transfer verification form from their respective chapter with required signatures
- An Ivy Leaf® showing the member's financial card number and address label

Because the safety and perpetuity of our sisterhood are critical, admittance will not be granted until documentation authenticity is confirmed by our Doorkeeper. If you do not have or have misplaced your credentials, please contact the AKA Corporate Office Membership Department at membership@aka1908.com

Attire:

Dress is business attire unless otherwise noted by the Chapter Basileus. Wear your pretty pink and gorgeous green. The membership committee will communicate any changes to the attire guidelines for the day of your visit.

Arrival Instructions



Alpha Kappa Alpha Sorority, Incorporated®

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- Please arrive no later than 10 minutes before the meeting starts to ensure a smooth check in for you.
- When greeted by the doorkeeper, please sign in and present verification of your membership.

We look forward to seeing you soon!