



Alpha Kappa Alpha Sorority, Incorporated®



Leadership Seminar

Pathways to SOAR:

Expanding Your Leadership Potential

So You Want to Run for Office

Soror Nichole Wilson, Chairman

Chicago



Welcome & Introductions



Leadership Seminar - Chicago



Workshop Objectives

- To educate attendees on the structure and role of the International Nominating Committee (INC).
- To share the International offices and Regional positions to be voted upon in 2024.
- To review the guidelines and provide clarity on the nomination, certification, campaigning and election processes outlined in the revised April 2023 version of the *So You Want To Run For Office Handbook*.

Leadership Seminar - Chicago



International Nominating Committee

- Standing committee consisting of ten members elected by the membership. Chairman is appointed by the Supreme Basileus.
- Convenes to **CERTIFY THE CREDENTIALS** of all sorors seeking elected International offices and Regional positions. Establishes **CHECKS** to ensure that all rules are followed during the nomination process up to elections.
- Serves to **GUIDE** potential and certified candidates along and throughout the process.

Leadership Seminar - Chicago



Theme and Goals

PEARLection: Soaring to Greater Heights of Leadership and Service

Process that is Trusted, Equitable and Fair

Elevates our Undergraduates

Accessible

Responsive

Leverages Technology

Sisterly

Leadership Seminar - Chicago



Positions to be Voted Upon in 2024

Undergraduate:

- Second Supreme Anti-Basileus
- Undergraduate Member At-Large (2)
- Regional Representative to the International Nominating Committee (*South Eastern, Mid-Western, and Far Western*)

Leadership Seminar - Chicago



Positions to be Voted Upon in 2024

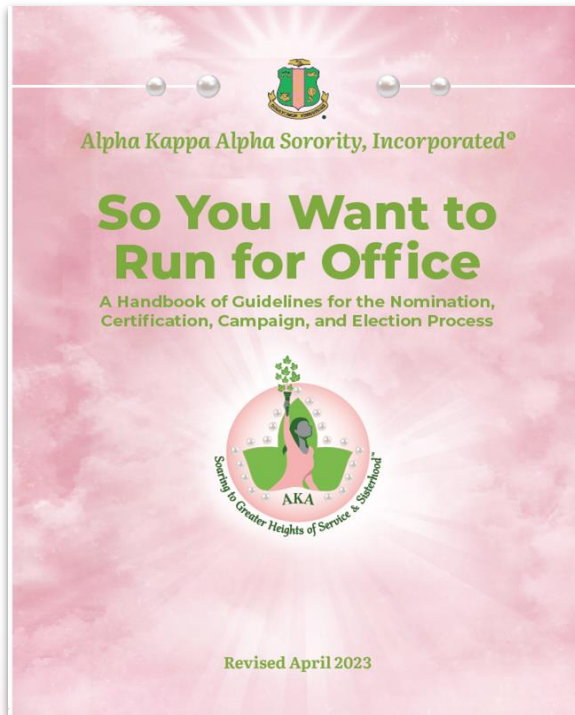
Graduate:

- Supreme Grammateus
- Supreme Tamiouchos
- Regional Directors (all regions)
- Regional Representative to the International Nominating Committee
(North Atlantic, Mid-Atlantic, South Atlantic, Great Lakes, South Central, Central, and International)

Leadership Seminar - Chicago



So You Want To Run for Office



- **NEWLY** revised version dated April 2023. Prior versions of SYWTRFO should not be utilized.
- **NEW** recommendations informed from the results of candidate survey and voted upon by Directorate.
- Available **now** for purchase on Members Only section of AKA website and at Leadership Seminar. Appendix and all forms available on website as well.
- Does not address nominations and elections at the chapter level.

Leadership Seminar - Chicago



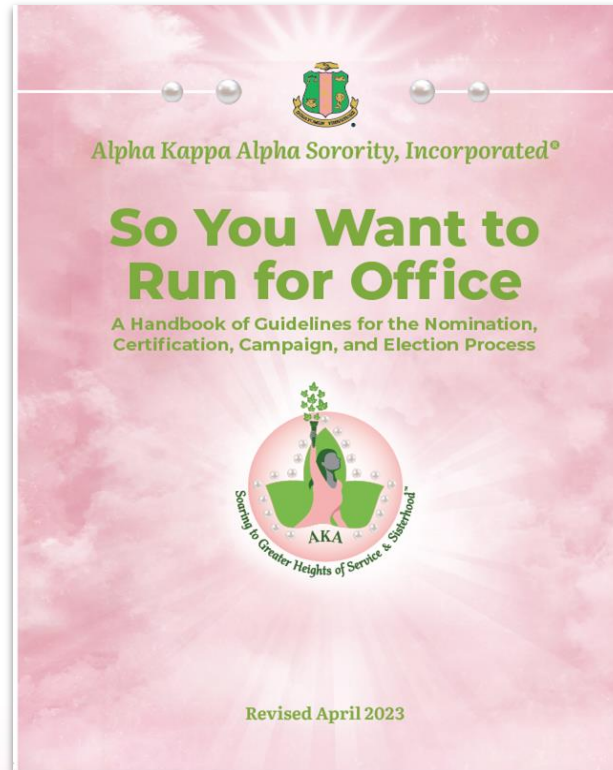
Alpha Kappa Alpha Sorority, Incorporated®



Leadership Seminar - Chicago



Chapter 1: Nomination Guidelines



Leadership Seminar - Chicago



Nomination Guidelines: Five Key Milestones

- Complete a self-evaluation of your qualifications.
- Complete the required certifications outlined by the International Leadership Development Committee (ILDC).
- Secure a nomination and letter of endorsement from your chapter.
- Complete and submit a Nomination Certification Package.
- Receive the official certification letter from the INC.

Leadership Seminar - Chicago



Qualifications & Required Certifications

Directorate Candidates, *Graduate:*

Office Sought:

	First Supreme Anti-Basileus	Supreme Grammateus	Supreme Tamiouchos	Regional Director
4 Consecutive Years Active	X	X	X	X
Completed Executive Leadership Certification	X	X	X	X
Completed Membership Experience Certification	X	X		X
Current Graduate Advisor Certification				X
Current Financial Officer Certification			X	
Boule Attendance	One of the last two	One of the last two	One of the last two	One of the last two
Basileus of Graduate Chapter	X	X		X
Regional Conference Attendance				One of the last three
Leadership Seminar Attendance				One of the last two
Tamiouchos of Graduate Chapter			X	
Term on Directorate	X			
Reside in Region				X
Present at Boule/Election	X	X	X	X





Qualifications & Required Certifications

Directorate Candidates, *Undergraduate:*

Office Sought:

	Second Supreme Anti-Basileus	Undergraduate Member-at-Large
Active	X	X
Chapter Officer	X	X
At Least One Academic Year Remaining	X	X
Present at Boule/Election	X	X
Completed Executive Leadership Certification	X	X

Leadership Seminar - Chicago



Qualifications & Required Certifications

Representative to the
International Nominating Committee

Office Sought:

Active	X
Completed Executive Leadership Certification	X
Present at Boule/Election	X

Representative to the International Nominating Committee

Leadership Seminar - Chicago



Chapter Nomination & Endorsement Letter

Chapter Endorsement Letter should include:

- A statement of introduction from the Basileus.
- Highlights of the potential candidate's contributions to the chapter including committee leadership/membership, interpersonal skills, and community service.

Leadership Seminar - Chicago



Chapter Nomination & Endorsement Letter

Chapter Endorsement Letter (continued):

- Verification of the number and length of the terms the potential candidate served as Basileus, Tamiouchos, or other chapter officer. Describe terms of office in **MM/YYYY – MM/YYYY** format.
- Acknowledge that a vote was taken at a **regularly scheduled chapter meeting, the meeting's date**, and the potential candidate received a favorable vote.
- If the candidate is an undergraduate soror, her intended major and graduation date must be provided.

An Endorsement Letter is not required for General Members.

Leadership Seminar - Chicago



Nomination Certification Package

- a. Nomination Certification Package Checklist (Appendix A)
- b. Chapter Endorsement Letter (not required for General Members) (Appendix B)
- c. Officers' Signatory Form (not required for General Members) (Appendix C)
- d. Biographical Data Form (Appendix D)
- e. Background Disclosure Form (Appendix E)
- f. Verification of Undergraduate Status Form (Undergraduates only) (Appendix F)

Leadership Seminar - Chicago



Nomination Certification Package

- g. Undergraduate Certification Affidavit (Undergraduates only) (Appendix G)
- h. Proof of conference attendance required for office (Not required for INC or Undergraduates)
- i. Verification that a potential candidate has completed the Executive Leadership Certification & other certifications will be provided by the ILDC
- j. Photo: Electronic file of a headshot in color
- k. A signed copy of the Soror Code of Ethics (Appendix H)

NOTE: Secure electronic signatures ARE accepted





Nomination Certification Package

The Nomination Certification Package must be submitted via

- Candidate submission portal on the Members Only Section of AKA website
- OR**
- Mail all original documents to Corporate Office. Label Candidate Materials to the attention of the Executive Director.

Deadline: December 1, 2023 at 11:59 CST. No exceptions. Timestamps, postmarks, and digital upload times will be verified.

Leadership Seminar - Chicago



Nomination Certification Package

Once the Nomination Certification Package has been submitted, please note the following:

- Any information disclosed in the package can be used in the Meet the Candidates Newsletter, Election Guide, *Ivy Leaf*®, or on the AKA Website.
- If any information changes from the time of submission up to ratification at Boule, the INC Chairman must be notified immediately.

Leadership Seminar - Chicago



Official Certification

- Receive official letter from the INC Chairman.
 - Certified or Not Certified
- **Mandatory** Candidate Information Session.

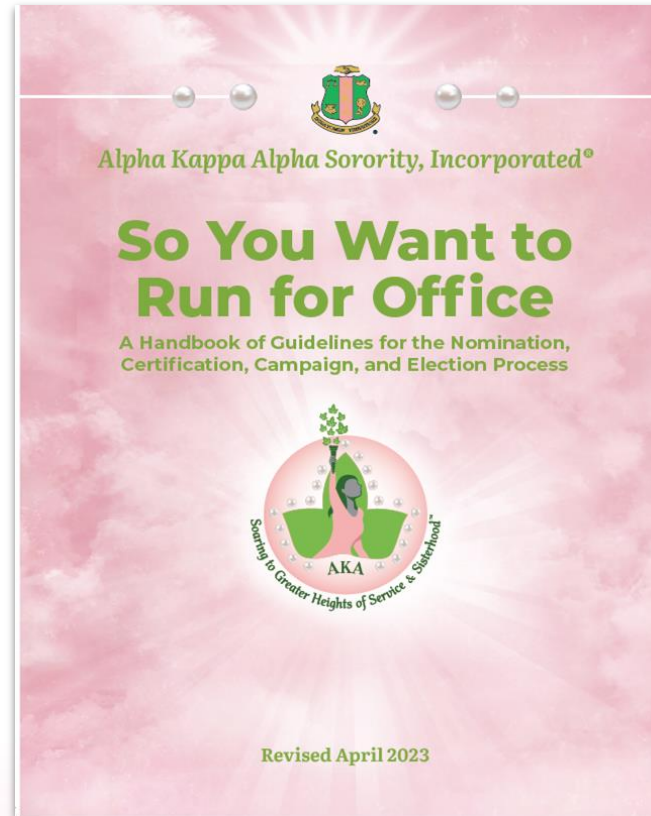
Leadership Seminar - Chicago



Leadership Seminar - Chicago



Chapter 3: Campaigning



Leadership Seminar - Chicago



Promotional Documents

A one-piece promotional document is allowed

- Must be approved by the INC before use.
- Campaign logos are not allowed.
- Can include chapter endorsement letter.
- Only approved document can be used.
- AKA Executive Director must approve copyrighted AKA images.

Leadership Seminar - Chicago



Promotional Documents

Approval process for promotional document

- Submit a print-ready copy to the INC and the Executive Director via the candidate portal.
- INC will review and provide feedback.
- A final copy must be submitted to the INC.

The candidate can only mail the promotional documents.

Leadership Seminar - Chicago



New Consent Process

To utilize the photo/image/quote of individuals and/or the logo or symbol of a company or organization:

- **Individual Consent Form** (Appendix I) - for individuals.
- **Logo/Symbol Consent Form** (Appendix J) - for logos, symbols, etc.
- **Photo Summary Form** (Appendix K) - must be submitted with the name of each person in each photo.

No consent form shall be signed more than 12 months prior to the due date of the Nomination Certification Package.

Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®

Individual Consent Form



So You Want to Run for Office

APPENDIX I
INDIVIDUAL CONSENT FORM

Page #:	Photo/Quote/Logo #:	
Page #:	Photo/Quote/Logo #:	
Page #:	Photo/Quote/Logo #:	
Page #:	Photo/Quote/Logo #:	

An **Individual Consent Form** must be submitted for each individual featured by photo, image or quote in the candidate's campaign materials and/or media presentation. The consent form is only valid for the current campaign. Consent forms must be submitted along with campaign materials and/or multimedia presentation.

Candidate Information:

Candidate Name _____ Candidate Region _____

Office/Position Sought _____

Consenter Information: List name and contact info of the person featured in the image/photo/quote.

Name _____

Cell Phone _____ Email _____

The individual providing/heeding consent is (check all that apply):

A member of Alpha Kappa Alpha* A minor (17 years old or younger)** A deceased individual***

*If a member of Alpha Kappa Alpha, please indicate your chapter and region.
Chapter _____ Region _____

**In the case of a minor, a legal parent or guardian must sign the consent form. Please indicate the following:

Parent/Guardian Name (Print) _____

Cell Phone _____ Email _____

***In the case of a deceased person, the next of kin or executor must sign the consent form. Please indicate the following:

Next of Kin/Executor Name (Print) _____

Cell Phone _____ Email _____

I give consent permission to this candidate to use my image, photo, and/or written quote in her campaign materials or multimedia presentation.

Signature _____ Date _____

(Cannot be signed more than 12 months before the due date for Nomination Certification Package)
This form can be used for an individual appearing in 1-5 different photos/quotes for the candidate.

16



Page #: _____	Photo/Quote/Logo #: _____
Page #: _____	Photo/Quote/Logo #: _____
Page #: _____	Photo/Quote/Logo #: _____
Page #: _____	Photo/Quote/Logo #: _____





Logo/Symbol Consent Form

So You Want to Run for Office

APPENDIX J
LOGO/SYMBOL CONSENT FORM

Page #:		Photo/Quote/Logo #:	
Page #:		Photo/Quote/Logo #:	
Page #:		Photo/Quote/Logo #:	
Page #:		Photo/Quote/Logo #:	
Page #:		Photo/Quote/Logo #:	

A **Logo/Symbol Consent Form** must be submitted for each logo, symbol, company slogan, fictional character, logotype, etc. that is associated with or owned by a company, organization, or entity and featured in the candidate's promotional documents, campaign materials, and/or media presentations. The consent form is only valid for the current campaign. Consent forms must be submitted along with campaign and/or multimedia presentation.

Candidate Information:

Candidate Name Candidate Region

Office/Position Sought

Consenter Information:

Name

Cell Phone Email

Title or Role

Business/Organization

Logo/Symbol Description

I give consent permission to this candidate to use the logo/symbol that I own and/or have delegated authority over in her campaign materials or multimedia presentation.

Signature Date

(Cannot be signed more than 12 months before the due date for Nomination Certification Package)

This form can be used for a logo/symbol appearing in 1-5 different instances for the candidate.

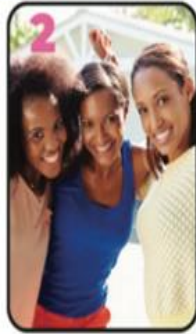
17

Page #: _____	Photo/Quote/Logo #: _____
Page #: _____	Photo/Quote/Logo #: _____
Page #: _____	Photo/Quote/Logo #: _____
Page #: _____	Photo/Quote/Logo #: _____
Page #: _____	Photo/Quote/Logo #: _____





Photo Summary Form



3 “ Soror Ivy embodies sisterliness & excellence. She will make a positive impact. — Soror Pearl Miner

Soror Ivy spending time with sorors at Regional Conference.



Soror Ivy serving her community.



7 “ Soror Ivy is a phenomenal leader. She will serve the sorority well. — Soror Rose Howard

SOROR IVY JEANE Vine | 10



Assigned labels for photo, quote and logo

Page#	Photo#	Name of each PERSON featured in the photo & description
10	1	(Left to Right): Lena Love, Ethel Wilson, Ivy Vine (potential candidate), Pearl Miner
10	2	(Left to Right): Ivy Vine (potential candidate), Joanna Smith (blue tank top & orange pants), Ruby Lyles
10	4	Ivy Vine (potential candidate)
10	5	(Left to Right): Rose Howard, Ivy Vine (potential candidate)

Leadership Seminar - Chicago



Fundraisers

The candidate may have a **SINGLE** fundraising activity.

- Fundraiser format: in-person, virtual, **OR** hybrid.
- Must be approved by INC.
- Cannot use the name of AKA to promote the fundraiser.

NEW guidelines for virtual fundraisers.

- Virtual backgrounds allowed.
- Use of chat or screen to share donation instructions.

Leadership Seminar - Chicago



Fundraiser Invitations

The fundraiser invitation can either be printed **OR** electronic.

- Electronic invitations, and all settings, must be approved by INC.
- Disclaimer statement must be on invite.

NEW guidelines for electronic fundraiser invitation.

- Only email functionality can be used (**no text or social media**).
- No other electronic mechanisms (direct emails/texts, group chats, social media, etc).
- No music, animation, or extra features/enhancements, active links, QR codes, etc.
- Invite list must be hidden.
- Invite cannot be sent to an email address for a mass distribution list.
- Recipients cannot forward the invitation.

Leadership Seminar - Chicago



Soliciting Funds

Guidelines on Soliciting Funds.

- Electronic donations are allowed.
- Instructions for donation must be included on the invitation.
- Electronic donation links cannot be sent outside of the invitation.
- Electronic donations must be received by or on the day of the event.

Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Leadership Seminar - Chicago



Receptions

Combined Reception or Meet and Greet.

- Held at Regional Conference or Boule.
- Participation is optional.
- Candidates who opt not to participate may not host their own reception at the conference.

Other non-fundraising gatherings or receptions can be held for a certified candidate.

Leadership Seminar - Chicago



Publicity

Publicity in *Ivy Leaf*, AKA Website, & Election Guide:

- Information provided in the Nomination Certification Package **may** be published.
- Information **will be** edited for uniformity.
- Photo publication fee is determined by the Corporate Office.

Leadership Seminar - Chicago



Campaign Insignia

Special candidate buttons will be provided to certified candidates.

- The official campaign button is the **ONLY** insignia the candidate may wear.
- The official campaign button cannot be altered.
- No other insignia is allowed to be worn or distributed.
- No uniform attire or special jewelry, buttons, scarves, etc. is permitted.

Leadership Seminar - Chicago



Campaign Speeches & Media Presentations

Each candidate will be permitted to give a three-minute campaign speech.

- Keep it **SISTERLY**.
- Audio/visual media presentations allowed for **international elections**.
- May not include any type of live performing arts.
- May not distribute novelties/gifts or use confetti.
- Candidates must email media presentation and form to the INC Chairman and AKA Executive Director by May 31st at 11:59pm CST of the election year.

Leadership Seminar - Chicago



Candidates' Forum

- Held **only for** Regional Director candidates and First Supreme Anti-Basileus candidates.
- Q & A session that is facilitated by INC.
- Date, time and location is at the discretion of Regional Director and/or Supreme Basileus.
- Chapters may **NOT** host Candidate Forums.

Leadership Seminar - Chicago



Candidates Nominated from the Floor

Promotional options:

- Campaign Insignia (official button).
- Combined Reception or Meet and Greet at Regional Conference or Boule. Must pay proportionate share of cost.
- Campaign speech. Audio/visual media presentations not allowed.
- Candidates' Forum.

*Certified candidates running from the floor **will NOT** be able to distribute any promotional documents or campaign materials.*

Leadership Seminar - Chicago



Distribution of Candidate Materials

- Distribution by the candidates
- Distribution by the chapter
- Chapters endorsing a candidate

Leadership Seminar - Chicago



Visiting Chapters

- Is a closed visit with active members of the chapter.
- Undergraduate chapters can participate with supervising chapter.
- Can be **in person or virtual**.
- **Must** be at the invitation or approval of the Basileus.
- Only one candidate can visit a chapter at a time.
- One chapter visit per candidate during the campaign season.
- Length of the visit at the discretion of the Basileus.
- Visit must be same length for each candidate by category of office.
- Candidate cannot send a representative to visit on their behalf.
- Candidate cannot send a video recording as a visit.

Leadership Seminar - Chicago



Campaign Precautions



Leadership Seminar - Chicago



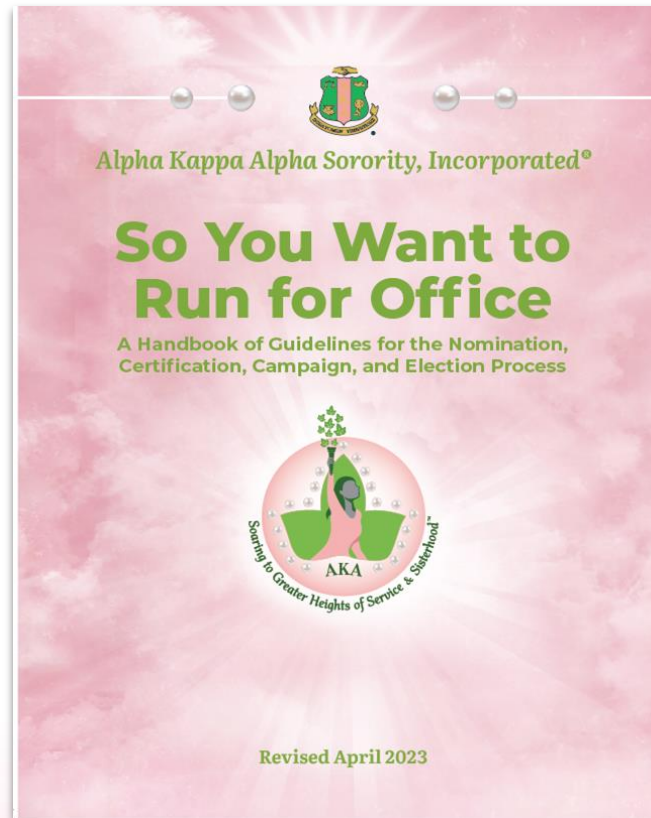
Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Chapter 4: The Election Process, Withdrawals & Complaints



Leadership Seminar - Chicago



The Election Process

Please note the following about the election process:

- An Election Guide with each candidate's photo will be available to voting delegates at the Regional Conference and Boule.
- Official ballots with the names of all certified candidates will be available during the election.
- Candidates cannot be within 200 feet (as identified by the INC) of the voting area other than to cast their ballot.

Leadership Seminar - Chicago



The Election Process

Election process, continued:

- The names of candidates for ratification as Regional Directors or Regional Representatives to the INC will appear on the official ballot at the Boule.
- The Boule voting process ratifies the region's elected candidates.
- The Tellers Committee Chairman will notify candidates and the presiding officer of any election results on the regional and international levels.

Leadership Seminar - Chicago



The Withdrawal Process

To withdraw from candidacy, a certified candidates must:

- Communicate decision with the INC Chairman.
- Complete and sign the Candidate Withdrawal Form (Appendix Q).
- Email the form to the INC Chairman and Regional Representative to the INC no later than 2 weeks prior to the election.

Leadership Seminar - Chicago



The Complaint Process

Any soror who would like to file a complaint regarding the process, candidate action, or any other issue, should:

- Complete and **sign** the Soror Complaint Form (Appendix R). Attach any evidence to substantiate your claim.
- Email the Soror Complaint Form and evidence to INC Chairman and Regional Representative to the INC. Confirmation of receipt of complaint will occur within 48 hours.
- The complaint will be forwarded to the Supreme Basileus and the Executive Director.

Leadership Seminar - Chicago



The Complaint Process

- The INC will caucus to discuss the complaint, initiate investigative activities, and determine the plan of action.
- A status will be provided to the complainant(s) within 72 hours. Please note that the status may or may not be the final resolution to the complaint, as that will vary on a case-by-case basis.
- Additional updates will be provided as needed until final resolution.

Leadership Seminar - Chicago



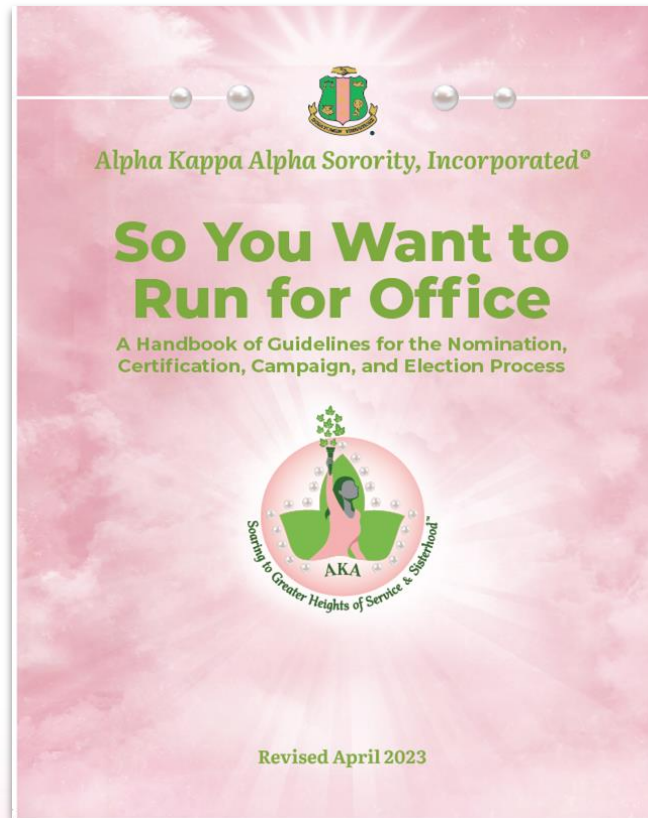
Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Chapter 5: Decertifications & Appeals



Leadership Seminar - Chicago



Decertification & Appeals

Decertification

- Violation of the guidelines outlined in the SYWTRFO handbook CAN lead to decertification of a candidate.
- Candidates will be notified of the decision to decertify and informed of the actions and reason.

Leadership Seminar - Chicago



Decertification & Appeals

Appeals

- A candidate that has been decertified may appeal the decision of the INC.
- The request for appeal must be made within 10 days of the notification of the decision to decertify.
- The appeal will be reviewed by an independent committee appointed by the Supreme Basileus. The independent committee will respond within five days of receipt of the appeal.
- If the decision of the INC stands, the candidate can withdraw their name before the presentation of the INC report at Boule.
- The candidate may also appeal the decision of the INC at Boule.

Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



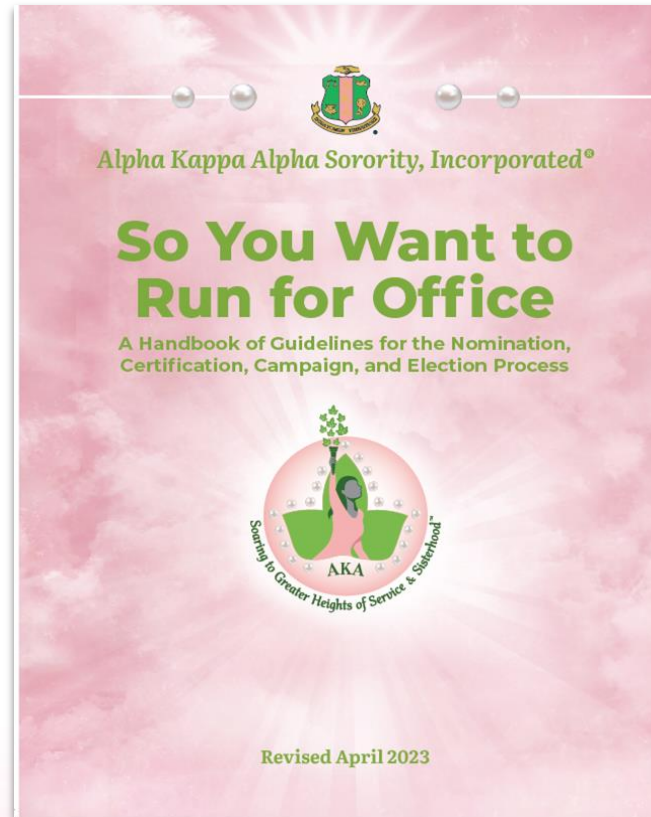
Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Chapter 6 & 7: Submission Instructions and Key Dates



Leadership Seminar - Chicago



Submission Instructions Nomination Certification Package

The Nomination Certification Package must be submitted via

- Candidate submission portal on the Members Only section of AKA website
- OR**
- Mail all original documents to Corporate Office. Label Candidate Materials to the Attention of the Executive Director.

Deadline: December 1, 2023 at 11:59 CST of election year. No exceptions. Timestamps, postmarks, and digital upload times will be verified.

Leadership Seminar - Chicago



Submission Instructions Promotional Document & Consent Forms

Promotional documents, consent forms and Photo Summary Forms must only be submitted via the candidate portal on the Members Only section of the AKA website. Consent forms & Photo Summary Forms must be submitted at the same time of the promotional document.

Date that Promotional Documents to be posted to AKA website for all sorors to view	Deadline to submit Initial Draft of Promotional Document	Deadline to submit Final Copy of Promotional Document:
February 1st of election year	December 1st at 11:59pm CST the year preceding election	January 25th at 11:59pm CST the year of the election
March 1st of election year	February 1st at 11:59pm CST the year of election	February 15th at 11:59pm CST the year of election



Submission Instructions Other Campaign Materials

The printed Fundraiser Invitation, RSVP card, Meet and Greet Invitation, Thank You Card and envelopes (inclusive of special labeling) must only be submitted via the Candidate Portal on the Members Only section of the AKA website.

For candidates using electronic fundraiser invitation, the INC Chairman and the following email address nominating@aka1908.com must be invited to through the electronic invite.

Deadline for Initial Draft: **February 1st at 11:59 CST of Election Year**

Deadline for Final Draft: **February 15th at 11:59 CST of Election Year**

Leadership Seminar - Chicago



Submission Instructions Media Presentation, Media Form & Fee for Ivy Leaf®

The media presentation, Media Presentation Form and associated consent forms must be emailed to the INC Chairman and the AKA Executive Director.

- Deadline for Initial Draft: **May 31st at 11:59 CST of Election Year**
- Deadline for Final Draft: **Per Instruction of INC Chairman**

The fee for candidate's photo to be featured in the *Ivy Leaf* must be in the form of check or money order and mailed to the Corporate Office. Deadline will be communicated by the INC Chairman.

Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Soror Check!

Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Question Submission Form

Leadership Seminar - Chicago

Alpha Kappa Alpha Sorority, Incorporated®



Soror Nichole Wilson, Chairman

Alpha Mu Omega Chapter

Cell Phone: (317) 442-4486

Email: Nwilson@aka1908.com

Contact



International Nominating Committee Contact Information



North Atlantic Region

Brooke Foyles
Alpha Delta Chapter
brooklyn.janae05@gmail.com
(410) 564-6609



Great Lakes Region

Richelle A. McCoy
Alpha Omega Chapter
RichelleAMcCoy@gmail.com
(216) 310-5590



South Atlantic Region

Kelsey A. Walker
Iota Nu Chapter
kaw173@miami.edu
(954) 549-9435



South Eastern Region

Kimberly R. Smith-Russ
Rho Lambda Omega Chapter
kymberlis@yahoo.com
(601) 918-5605

Leadership Seminar - Chicago



International Nominating Committee Contact Information



Mid-Western Region

Armisha Walker-Harrison
Sigma Sigma Omega Chapter
armisha.harrison@gmail.com
(405) 830-8403



Far-Western Region

Shauna Graves-Robertson
Upsilon Beta Omega Chapter
srobertson@slco.org
(801) 558-8924



South Central Region

Gwendolyn Kimble
Tau Rho Omega Chapter
gwenkimble@verizon.net
(214) 207-0765



International Region

Tekea A. Saunders
Sigma Xi Omega Chapter
Tekea_s@hotmail.com
(441) 534-3133

Leadership Seminar - Chicago



Alpha Kappa Alpha Sorority, Incorporated®



Thank You

