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## Section II

## Requesting a Membership Intake Process

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Prior to submitting the *Request for Authorization to Conduct a Graduate MIP Form*, chapters must comply with the following:

- Update or review Chapter Bylaws to include Sponsor/Co-Sponsor criteria. A Soror desiring to Sponsor/Co-Sponsor a prospective candidate must have previously demonstrated a significant commitment to the goals and objectives of Alpha Kappa Alpha Sorority, Incorporated by actively participating in chapter activities for at least 24 consecutive months preceding the request for MIP as well as other criteria in the chapter bylaws.
- MIP Health Check process helps a chapter to determine if it meets the basic criteria to conduct MIP.
- The Retention Rate Requirement has been integrated into the Health Check as a quality indicator measure and not a specific requirement for intake approval. This quality indicator will serve as a Graduate Chapter self-assessment to gauge chapter retention rate of new members. The Retention Rate attainable goal should be 66%.
- A Guide to Sponsorship Form should be submitted by sorors who desire to Sponsor/Co-Sponsor a prospective candidate. Once completed, the form should be submitted to the Membership Chairman. The Membership Chairman will submit to the Regional Director names of sorors eligible for consideration according to the criteria listed in the chapter bylaws. Use the Sponsor/Co-Sponsor Eligibility Verification Form.

After a favorable vote to conduct MIP is obtained at a regularly scheduled chapter meeting, the Membership Committee should begin to work on the MIP budget for submission to the chapter for approval. The computation of membership intake fees for candidates shall include one (1) additional year's chapter dues, per capita fee, EAF dues, and upcoming year conference registration.

The following must be submitted to the Regional Director to request authorization to conduct MIP:

- MIP Health Check
- Request for Authorization to Conduct Graduate MIP
- Sponsor/Co-Sponsor Eligibility Verification Form
- MIP Budget
- Schedule of Activities

Approval must be received prior to the MIP Chapter Orientation Workshop. **Allow three (3) weeks** for a response from the Regional Director. Once approval is received, the Membership Chairman will notify sorors of their sponsorship eligibility.