

Alpha Theta Omega Christian Sorority,
Incorporated

“Royal Book”



*For I am not ashamed of the gospel of Jesus Christ.
Romans 1:16*

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ACKNOWLEDGEMENT

I have received a copy of the Royal Handbook of Alpha Theta Omega Christian Sorority, Incorporated. I understand that the handbook is intended to provide an overview of the ministry's personnel policies and does not necessarily represent all policies in force. The Visionaries and National Headquarters may at any time, add, change, or revoke any policy or practice at its sole discretion.

I further understand and agree that no person other than the Visionaries and the National Executive Board have the authority to enter into any written or oral agreement different from what is stated herein.

PERSONAL MEMBERSHIP COMMITMENT TO QUALITY AND SERVICE

I understand and agree that as a condition of membership with Alpha Theta Omega Christian Sorority, Incorporated, I will make a personal commitment to quality of service and will abide by ATO By-Laws and conduct standards. In return for my commitment to quality of service, I understand that I will be acknowledged and rewarded by God.

By signing below, I acknowledge that I have received a copy of the Royal Handbook of Alpha Theta Omega Christian Sorority, Incorporated By-Laws and conduct standards and make my personal commitment to quality service.

Member Name (Please Print)

Date

Member Signature

Date

Visionary Signature

Date

Visionary Signature

Date

WELCOME TO ALPHA THETA OMEGA CHRISTIAN SORORITY, INC.

We have always emphasized that outstanding members are the key to a successful ministry. To ensure continued success, we feel it is important that all members understand our policies and procedures. This Royal Handbook will familiarize you with the various aspects of membership with ATO. We encourage you to use it as a valuable resource for understanding the ministry. Also, we believe it will be a useful reference document for all members. If you have any question, please do not hesitate to contact the National Headquarters in Silver Spring, Maryland. Our best wishes to you and thank you for your commitment to the work of the Lord.

Visionary Signature

Date

Visionary Signature

Date

INTRODUCTION

Our policies, practices, and conduct standards are continuously reviewed for updating. Anticipate that they will change from time to time. Therefore, all chapters will be notified of the changes made to the Royal Handbook.

Enclosed in this Royal Handbook, you will find the by-laws, policies, and conduct standards to help you understand the expectations of Alpha Theta Omega Christian Sorority, Incorporated. You are expected to fully comply with all policies and guidelines. Please read the handbook carefully. Keep it with you for future reference.

You will be expected to turn this Royal Handbook in if you ever leave this ministry.

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

SORORITY HISTORY

Two anointed women, Aileen Cunningham and Ailisha Vaughn birthed the vision of Alpha Theta Omega on March 11, 2002 at Middle Tennessee State University. God gave a vision that would allow women to come together in fellowship and promote the name of Jesus Christ.

In order to bring the vision to pass, they incorporated a plan that would later develop a ministry known as Alpha Theta Omega Christian Sorority Inc. Aileen Cunningham and Ailisha Vaughn wanted Alpha Theta Omega to include distinct women who were not ashamed of the gospel of Jesus Christ.

Five awesome women of God, Shalynda Parker, Nikita Murray, Andrea Scott, Carmen Chandler, and Robbie Snapp (advisor), helped Aileen and Ailisha further develop the vision the Lord gave them. These women are known as the Historical Chapter Founders of Middle Tennessee State University. With great help and support from the community and Middle Tennessee State University, Alpha Theta Omega became not only a vision but a REALITY.

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

ESTHER _____ CHAPTER

BY-LAWS

Article I. Name and Address

The name of this organization shall be called Alpha Theta Omega Christian Sorority. The principal office shall be located at 13217 New Hampshire Ave #10104, Silver Spring, MD 20914.

Article II Purpose and Vision

The purpose of Alpha Theta Omega Christian Sorority, Inc. shall be a sorority of distinct women who are not ashamed of the gospel of Jesus Christ (Romans 1:16). It is a ministry for women who share the desire to grow in excellence spiritually, mentally, and socially. Through this ministry, we will spread the uncompromising message of Jesus Christ through discipleship, fellowship, and evangelism. We plan to incorporate these endeavors within our sorority and our community.

Discipleship: Luke 14:25-35, John 8:31

Through discipleship, we plan to live our lives accordingly to the word of God through Jesus Christ to be examples to one another and to our community.

Fellowship: 1 John 1:7

Through fellowship we will commit ourselves to serving and interacting throughout our campus as well as the community. By doing so, we will take on the nature of the Christ who committed himself to be a help to all mankind.

Evangelism: 2 Timothy 4:5

Through evangelizing, we shall spread the gospel of our Lord and Savior Jesus Christ by using our sorority as a witnessing tool for our campus and our community.

Article III Authority

The Holy Scriptures shall be accepted as final authority on matters relating to faith and practice by the members of Alpha Theta Omega.

Article IV Finance

Dues, donations, and fundraising brought into the general treasury of this organization are the only method of finance. It shall be the duty of the members to bring their dues and donations into the general treasury of the organization. All expenses, trips, and travel taken by the Visionaries on behalf of Alpha Theta Omega shall be paid in full through the ATO treasury.

- Alpha Theta Omega will sow financial seeds each year to different organizations and ministries. It shall be deemed routine business of the ATO and taken care of by National Headquarters.

Section 1

A. Undergraduate member financial responsibility shall be:

1. Local chapter's annual dues shall be specified by the membership. National dues will be required of members once a year of \$100. Dues shall be paid in full by the last day of February of each year. Failure to pay dues by the due date places a member in an inactive status if not paid by the end of March. The total amount should be paid to the National Headquarters. In accordance with ATO by-laws, Article VI Membership; Section 2 (B): Should a member fail completely in making **any** financial contribution to the organization for a period of three months unless they are providently hindered, the name of the said member would be removed from the ACTIVE ATO roll and placed on the INACTIVE ATO roll. Payment arrangements are allowed, but must be submitted to the Chapter Executive Board and approved by the National Board.

B. Alumni member financial responsibility shall be:

2. Local chapter's annual dues shall be specified by the membership. National dues will be required of members once a year of \$200. the last day of February of each year. Failure to pay dues by the due date places a member in an inactive status if not paid by the end of March. The total amount should be paid to the National Headquarters. In accordance with ATO bylaws, Article VI Membership; Section 2 (B): Should a member fail completely in making **any** financial contribution to the organization for a period of three months unless they are providently hindered, the name of the said member would be removed from the ACTIVE ATO roll and placed on the INACTIVE ATO roll. Payment arrangements are allowed, but must be submitted to the Chapter Executive Board and approved by the National

Board.

- C. Non-Collegiate/Professional member financial responsibility shall be:
 - 3. Local chapter's annual dues shall be specified by the membership. National dues will be required of members once a year of \$240. the last day of February of each year. Failure to pay dues by the due date places a member in an inactive status if not paid by the end of March.. The total amount should be paid to the National Headquarter. In accordance with ATO bylaws, Article VI Membership; Section 2 (B): Should a member fail completely in making **any** financial contribution to the organization for a period of three months unless they are providently hindered, the name of the said member would be removed from the ACTIVE ATO roll and placed on the INACTIVE ATO roll. Payment arrangements are allowed, but must be submitted to the Chapter Executive Board and approved by the National Board.

- D. Honorary Members and Spiritual Mothers are asked to make an annual financial contribution to the organization based on their ability and adherence to the Holy Spirit.

- E. All members will be responsible for any late fees and must be paid to the treasury before they can continue National business with ATO.

Article V Inner Organizations

Every organization or society within ATO will be an integral part of the organization and not an entity to itself. They shall therefore, have as their aims and objectives that of assisting ATO in discharging the obligations and responsibilities which it has imposed upon itself, rather than having separate aims and objectives which act as divisive forces. They must have the approval of the Visionaries and they may preside over all such organizations or societies.

Article VI Membership Responsibilities and Expectations

Section 1 Active Member: An Active member is defined as one who meets all financial requirements for the current year at the chapter.

- A. Supports the Sorority financially on the local level through dues and assessments.
- B. Supports chapter affairs by participation in community projects, committees, and other chapter activities.
- C. Is a registered member of ATO and has met the orientation process criteria.
- D. Member must have a church home and be faithful in Thursday fasting and prayer on a regular basis.
- E. All collegiate members are expected to hold a minimum 2.0 cumulative g.p.a.

Historical Charter Members: Founding members of the first Chapter of Alpha Theta Omega. The only members who will receive special recognition for their duties toward ATO for eternity shall be:

1. Shalynda Parker
2. Nikita Murry
3. Carmen Chandler
4. Robbie Snapp
5. Andrea Scott

Section 2 Membership in ATO may be **dissolved** in the following ways:

A. Death

B. Delinquency:

1. It is the duty of every member to be faithful in attendance at all meetings and activities when it is humanly possible to do so. Should a member however, fail to be present, or fail completely in making any financial contribution to this organization for a period of three months unless they are providentially hindered, the name of said member would then be removed from the ACTIVE NATIONAL ATO roll and placed on the INACTIVE NATIONAL ATO roll. Inactive members are not allowed to make any National decision in the ministry. An inactive member is not permitted to have or attend any National meetings or events unless approved by the National Headquarters. No action of ATO shall be necessary to make this change; it shall be deemed routine business of the ATO and taken care of by the Executive Board.
2. An INACTIVE member automatically forfeits her vote to any National ATO business.

C. Participation in unauthorized meetings or secret meetings with members of ATO shall be cause for automatic exclusion.

D. If any member attempts to cross a line or start a chapter without the approval from the National Headquarters this would result in that said member being terminated from membership.

Section 3. General duties of the members of ATO shall be to acquire Bible knowledge, to progress spiritually, put away questionable habits and to live a life that would honor the Lord Jesus Christ and strengthen His ministry.

- A. It is the duty of the members to cultivate sisterly love (John 13:35) for all the other members of ATO and to show this love by using all proper measures to promote their spiritual benefits and prosperity.
- B. It is the duty of members to honor, and highly esteem or regard their Visionaries; to pray for them (II Thess. 3:1-2); to submit to them in the Scriptural exercise of their Holy Spirit given authority {Acts 20:28, Heb. 13:7, 17); to guard their reputation; to contribute toward their support regularly according to their ability.

- C. Toward those outside the membership, it is the duty of members to be exact in fulfilling obligations, keeping promises, and as opportunity enables, to commend the Gospel of Christ to them.

Section 4 If any member of ATO has a cause for any complaint against the leadership and management of ATO, she shall be required to take the same complaint to the chapter's Executive Board first. Then, if it is necessary, the complaint shall be taken to the National Headquarters.

Article VII Visionaries, National Board and Chapter Executive Board

Section 1 VISIONARIES – Duties and Qualifications

A. Qualifications

1. Visionaries are the shepherds or spiritual overseers. The Visionaries are to oversee and supervise the affairs of ATO. They shall not only have the general supervision of ATO but shall have unrestricted liberty in presenting any matter they deem necessary to ATO for its consideration and instruction.
2. The life of the Visionaries should be an example of Godliness and spirituality. They should not indulge in worldly or sinful practices that would tend to weaken the testimony of Alpha Theta Omega.
3. Because of their office, the Visionaries shall be counted worthy of double honor (1 Tim 5:17). There are only two Visionaries of ATO for eternity, Aileen Cunningham and Ailisha Vaughn. Aileen and Ailisha can never be replaced throughout this ministry or another person can never fill the Visionaries' title.

B. Duties

4. They shall be the moderator of ATO and preside at all its business meetings to the best of their ability; ex officio member of all the committees and organizations, which include the privilege of voting; and responsible for supplying speakers. In legal matters, shall act as president.
5. The Visionaries are to have the authority and responsibility to appoint all teachers, spiritual mothers, and, if necessary, may also discharge such if deemed necessary.
6. All members and Executive Board must have the approval of ATO, but the Visionaries will have the privilege to select or reject such workers, as this will enable ATO to carry on its work with harmony and oneness of spirit and conviction.
7. Visionaries will travel across the world establishing ATO on different college campuses.
8. Visionaries will act as full time ministers in ATO and will be financial supported through the ministry at the appointed time.
9. The Visionaries are trusted by the members and public to manage donated and

membership funds to fulfill the organization's mission.

Section 2 NATIONAL BOARD – Duties and Qualifications

A. Qualifications

No woman shall be elected to the office of National Board who has not been a faithful member of ATO for a period of one year or more except approved by Visionaries. National Board Members shall be active in their local chapters. National Board Directors must hold a collegiate degree. National Board Assistants can be undergraduate, non-collegiate, or alumni members.

B. Election. National Board Members are nominated by Visionaries or current National Board Members.

C. Terms. Members of the National Board shall serve in position for three calendar years. After, the third calendar year the board member would have to be re-elected and voted in at the Annual Meeting.

D. Removal. A director who has missed three or more consecutive meetings or due to conduct unbecoming may be removed by the Visionaries.

E. Vacancies. Current active members can apply for National Board vacancies. Vacancies may be filled at any time by a majority vote of members then sitting.

F. Duties

1. Alpha Theta Omega accepts the Scriptures as final authority rather than tradition; the office of National Board shall not in any way be taken to mean authority over the members or Visionaries.
2. The National Executive Board will assist the Visionaries in the care, operation, and repair of the physical property of ATO.
3. Board members should not indulge in worldly and sinful practices, which would tend to weaken the testimony of this ministry. No one who is addicted to intoxicating liquors, tobacco products, and/or drugs in any form can serve as a board member or such practices and persisting in same, be retained.
4. In keeping with the Scriptures, gossiping, tattling, backbiting, undermining, holding grudges, violent uncontrolled temper, etc., are unbecoming of the

office of National Executive Board and if indulged in by either a National Executive Board shall be grounds for dismissal.

5. A board member must be faithful to the organization's mission. She cannot act in a way that is inconsistent with the organization's goals. The board member is trusted by the public to manage all funds to fulfill the organization's mission.
 6. The National Board shall act as the "Discipline Committee" for any grievances.
- G. Annual Meeting. A meeting during the first quarter of the year shall be designated as the "Annual Meeting," at which new members are elected and other formal annual business conducted.
- H. Notice of Meetings. Board members shall receive ten days' notice of regularly scheduled meetings. This notice may be given in writing, in person, by telephone, or by any other reasonable method.
- I. Attendance by Telephone. If a member is not reasonably able to attend a meeting. The Visionaries or a majority of the members present may authorize participation by telephone, so long as the absent member can hear, or be advised of the discussion of business, and other members can hear, or be advised of the absent member's votes or comments: A member participating by telephone may count toward a quorum.
- J. Resignations. Any Director or Assistant Director may resign at any time by giving written notice to the Visionaries or Board.
- K. Quorum. A quorum shall be 50% of the directors then sitting.
- L. Committees. The board of directors may appoint any committee it deems necessary to help fulfill its functions.
- M. Compensation of Board Members. Board Members will be financially supported through the ministry at the appointed time.

Article VIII National Officers and Duties

Section 1: National Board President-Duties:

- A. The President will preside over all meetings and business of the National Board. They will observe that all the rules of the chapters and executive boards of ATO are enforced. Presidents are responsible for appointing new board members upon request. They shall supervise the performance of all officers and subcommittees of the board. Duties also include signing all documents from Nationals and Chapters for approval. They will approve all orders for payments of monies by affixing their signature to all vouchers. Receive an annual report from all directors and committees. Presidents will provide bi-annual Leadership training to the board and chapter members.

Section 2: National Board Vice President-Duties:

- A. The Vice President will assume the duties of the President in the event President is unable to serve at any time. She will assist the President in the promotion of all activities for the best interest of the sorority and community. Should both Visionaries pass away she will become the President.

Section 3: National Board Visionary Assistant-Duties:

- A. The Visionary assistant will work directly with the Visionaries in the promotion of all activities for the best interest of the sorority and community. She shall provide a high-level of confidential administrative support to the Visionaries. Duties may be clerical, administrative and project-based and include scheduling travel, arranging meetings, handling information requests, preparing reports and correspondence and liaising with board members.

Section 4: National Secretary-Duties:

- A. The National Secretary will perform a variety of administrative tasks that is highly confidential and sensitive to ATO. She will prepare agenda and collect materials for meetings, speeches, and conferences. Duties include tracking minutes and keeping records of proceedings from National meeting. She will submit an annual report of membership addition. Duties also include updating and making amendments to the Royal book, National Handbook, and Leadership Manual.

Section 5: National Treasurer-Duties:

- A. The National Treasurer shall receive all funds due to the sorority for memberships and donations. She will make all financial deposits in the assigned banking institution for the board. Duties include keeping an itemized account of all receipts and disbursements on behalf of the ministry. She will submit vouchers and appropriate receipts for all National expenses related to the duties of board members for reimbursements. She will perform other duties that may be assigned by the President.

Section 6: National Marketing Director-Duties:

- A. Duties include assisting with planning advertisement for National ATO events. The Marketing Director will work in conjunction with the board to make sure all programs have the necessary marketing materials and press outreach to succeed. She will create and update materials for presentation, national website, flyers, banners, informational DVD, requirement packet, chapter's start-up kits, and etc. Duties also include developing a four-year overall marketing plan as well as a very specific one-year plan for each year.

Section 7: National Fund Development Director- Duties:

- A. The Fund Development Director is the voice and face of the ministry. She is responsible for identifying and researching possible sponsors, writing proposals, compiling national fundraisers, collecting financial reports, and ensuring that financial deadlines and requirements are met for the National Board. She shall create and organize a scholarship budget for ATO Theta Lite scholarship events. She will provide assessments of existing and proposed fundraisers plans and policies. Duties also include proposing changes and to ensure that the ministry achieves its financial targets each year. The Fund Development Director will implement various fundraising initiatives by using volunteers and community support as resources.

Section 8: National Executive Director of Orientation, Diversity, and Recruitment -Duties:

- A. Is responsible for expanding the membership of ATO. The Recruitment Director works with the Visionaries to provide training, mentoring, and assistance to strengthen and educate the members on recruitment etiquette. Duties also include overseeing the Theta Lite Director, Membership Transition Director, Regional Recruitment Directors and Assistant Directors, and the Diversity Director. The Executive Director shall also meet with Directors to determine annual budget needed for each area.

B. The Executive Director shall publish the Theta Newsletter. Determines publication dates for Theta News newsletter. She shall publish at least four newsletters per calendar year.

Section 9: National Alumni Director-Duties:

The Alumni Director is responsible for the planning and implementation of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and graduate students. Also, serving as an ambassador, the Alumni Director is charged with securing commitments from alumni to provide professional expertise and volunteer service. Duties include directing, promoting, and develop comprehensive and diversified alumni service. She will create programs and social activities for ATO to include alumni travel, leadership training, and committees, and alumni benefits and marketing services, with accompanying responsibilities to alumni members.

Section 10: National Membership Transition Director-Duties:

(Formally known as the Orientation Director) shall conduct and supervise orientation training and development programs for ATO members and prospects. The Director makes sure that the orientation process is enhancing and promotes spiritual growth. The Orientation Directors plans, organize, and direct a wide range of training for the Deans of orientation. Duties include overseeing all Deans at the local chapter level. Also, conducts yearly trainings to ensure that Mentors and prospects are equipped for the process. She shall direct and lead programs to assist Mentors with the transition of new members into membership with ATO.

Section 11: National Counselor/Mediation Director-Duties:

- A. The Counselor/ Mediation Coordinator shall provide individual counseling for ATO members. She shall advocate for members by providing appropriate referrals for services with other agencies, and by providing information to member that enable them to improve their quality of life. Such resources that provide assistants for financial crisis, food banks, health and wellness, domestic violence, mental illness, divorce recovery and more. Duties also include assisting members with an avenue for resolution of disagreements with their chapter or other members of the ministry through a formal grievance procedure. No member will be retaliated against as a result of filing a grievance.
- B. A member may grieve formal corrective counseling or an action thought by the member to be unjust and/or adverse. Neither policies nor decisions relating to By-Laws may be grieved. National Executive Board will assist members in determining whether an issue qualifies for the grievance procedure. Grievances

should be filed within five working days after the incident. The Meditation Director of ATO will assist members in completing the process.

Section 12: National Theta Lite Director-Duties:

- A. The Theta Lite Director shall help the youth reach their potential through professionally supported, one-to-one relationships with sorority to have a measurable impact on youth. She shall oversee all Theta Lite chair members at each chapter to ensure that the schedule and activity are conducted. She shall work with the Special Event Coordinator to conduct the annual “Giving Thanks” Theta Lite pageant.

Section 13: National Program/Training Director- Duties:

- A. The Program Director shall organize and plan meaningful training classes each year for leaders, individual members, and chapters. Duties include researching prospective speakers to conduct workshops and seminars. She shall work directly with the Visionaries to insure training programs are meeting the goals for membership and our community.

Conflict Resolution - Conflict, strife and opposing points of view are always part of work and life. These workshops will focus on managing conflict as a potential for learning and change. It will provide key approaches and insight into best practices for conflict resolution.

Conducting Effective Meetings- Gathering a group of busy professionals in one room to discuss a mutual issue is a feat in and of itself, so how does one maximize the productivity of such a gathering? This workshop will introduce the essentials of effective meeting management and provide specific advice on how to address those factors that can torpedo even the most well planned meeting.

Dealing with Problematic Behavior & Performance -This workshop will cover the ATO grievance policy and procedures of ATO. Effective use of the grievance process is an important component of members having a voice.

Successful Customer Service- Knowledge goes a long way toward the delivery of exceptional customer service. This workshop looks at the factors that make service outstanding while focusing on the member’s needs and wants. This interactive workshop will take a positive approach to handling all

members, even the difficult ones.

Team Building- True teamwork occurs in an open and trusting atmosphere where flexibility is the key and hierarchy is of little importance. Explore forming, storming, performing and forming your team and member.

Theta Thursdays (Weekly Prayer and Monthly Spiritual Growth Studies) – Don't let your spiritual growth end at orientation. Our Visionaries will delve into topics on a monthly basis such as successful marriages, singleness, divorce, finances, accountability, and much, much, more!!! Conversations will be conducted via the National Theta Thursday's Conference Line.

Section 14: National Diversity Recruitment Director-Duties:

- A. Assists the Executive Director with expanding the membership of ATO and making sure our membership reflects all races. The Director works with the Visionaries and the Program/Training Director to provide training, mentoring, and assistance to strengthen and educate the membership body on diversity training. The director shall organize and plan the following training classes yearly. Duties include researching prospective speakers to conduct workshops and seminars.

Diversity (why is it so important?)- The Kingdom of God is very diverse so why shouldn't we be? Discover the diversity in you. Explore ways to reach out to other cultures, denominations, and races. Explore events that will promote diversity in your chapter and recruit a diverse background of potential members.

Section 15: National Spiritual Mother Director-Duties:

- A. The Spiritual Mother Director is responsible for helping to expand the membership of ATO through recruiting and maintaining contact with Spiritual Mother Membership interest. The Spiritual Mother Director works with the Visionaries to provide training, mentoring, and assistance to strengthen and educate the Spiritual Mother members. Duties also include working with the Training Director to administer training and seminars for Spiritual Mothers. Sending out Spiritual Mother Membership invitations and coordinating the yearly intake class of those you are being inducted in as Spiritual Mothers for the year.

Section 16: National Honorary Director-Duties:

- A. The Honorary Membership Director is responsible for helping to expand the membership of ATO through recruiting and maintaining contact with those being nominated for Honorary Membership. The Honorary Membership Director works with the Visionaries to provide training, mentoring, and assistance to strengthen and educate the Honorary Members. Duties also include working with the Training Director to

administer training and seminars for Honorary Members. Duties also include sending out Honorary Membership invitations and coordinating the yearly intake class of those being inducted in as Honorary Members for the year.

Section 17: National Regional Recruitment Director-Duties:

Assists the National Executive Director with expanding the membership of ATO. The director shall report to the National Executive Recruitment Director and shall be responsible for strengthening the bonds between the members of the ATO and work for the general welfare of the Region and National Board. She shall work with the National Recruitment/Marketing Liaisons to order promotional materials and ensure each chapter has the marketing and promotional materials needed. The Regional Recruitment Director works with the National Recruitment Director, National Diversity Recruitment Director, National Thetalite Director and the Visionaries to provide training, mentoring, and assistance to strengthen and educate the members. The Regional Director would make sure that all chapters within their region have submitted completed semester and annual reports. She shall review and submit all reports, annual election of officers, and chapter events calendars to the National Recruitment Director for final review and sign off. She shall work with the Undergrad and Alumni Directors to organize and guide the activities of each chapter. She shall work in coordination with the National Diversity Director to schedule and promote chapter training and ensure chapter participation in regional training and National conferences. She shall gather information regarding upcoming events, chapter highlights, volunteer and community service activities and pictures for submission to the National Theta Newsletter.

Section 18: National Marketing/Recruitment Liaison-Duties:

- A. Works with the Regional Recruitment Directors and Chapter Recruitment Coordinators to determine publication dates for Theta News newsletter. She shall publish six newsletters per calendar year. She shall gather news from a variety of members, chapters, and the national Board. Duties included writing, editing, designing the layout for the Theta News newsletter. The Liaison also coordinates the preparation of graphic design materials to be presented on the National website for ATO national website and approves chapters' websites. Duties include supervising and training members how to use the national website. The Liaison also plans the most effective ways of getting a message across such as flyers, e-mail, and national website. Duties also include assisting with planning advertisement for National ATO events. Will report to The Marketing

Director and will work in conjunction with the board to make sure all programs have the necessary marketing materials and press outreach to succeed. She will assist in the creation and updating of materials for presentation, national website, flyers, banners, informational DVD, requirement packet, chapters start-up kits, and etc.

Section 19: National Orientation Liaison-Duties:

- B. Works with the Membership Transition Director, Regional Recruitment Directors, and Chapter Recruitment Ambassadors to estimate how many orientation manuals, mentor manuals, and spiritual growth guides will be needed for the year. Chapters will place orders via the National website to the liaison. The Orientation Liaison will be responsible for filling all orders. Duties include supervising and training members how to use the national website to place orders.

Section 20: National Hospitality Coordinator- Duties:

- A. The Hospitality Coordinator will work closely with the Visionary Assistant. The Hospitality Coordinator is responsible for handling the celebration and condolence for the following events: Members birth of a baby, graduation, wedding, showers, and the death of a loved one. She mainly supports other events designated and approved by the Visionaries. In the event of the death of a member, a member's spouse, child, or parent, the Hospitality Coordinator should be notified so the member and the family may be remembered in the thoughts and prayers. Duties also include notifying members and the Theta News Director of information regarding funeral arrangements, the loved one's name and relation to the member and an address for condolences should be included.

Section 21: Undergrad/Collegiate Program Director- Duties:

- A. duties will include managing the resolution of undergrad member's issues and matters of

governance occurring within the chapter. She shall direct and coordinate duties and development of chapter members and provide effective communication and coordination among undergrad members to the National Board. Duties also include working with the Regional Directors to complete chapter Executive Board evaluations and reports. Reports and evaluations shall be submitted each academic semester. Also, she shall work with Regional Directors to organize and guide the activities of each chapter.

Section 22: National Health and Wellness Coordinator- Duties:

- A. The Wellness Coordinator shall create and implement programs for the purpose of educating and engaging members in healthy lifestyle choices. The Wellness Coordinator shall actively partner with Chapter Executive Board to market the wellness program and solicit member's participation. Duties also include designing and delivering workshops and training, as well as providing health tips to present to members through Theta Newsletter.

Article IX Chapter Officers and Duties Detailed

Section 1 CHAPTER EXECUTIVE BOARD– Duties and Qualifications

- A. Alpha Theta Omega accepts the Scriptures as final authority rather than tradition; the office of Executive Board shall not in any way be taken to mean authority over the ATO and Visionaries.
- B. The general duties of the Executive Board, aside from appointed tasks, shall be to assist the Visionaries and National Board in building up the ATO numerically, financially, and spiritually; to PERSONALLY strive to win the lost to Christ; to guard and protect the reputation of ATO and Visionaries against gossip, lies and false accusations; to investigate delinquents and to endeavor to remedy any spiritual weakness in the lives of its members; to cooperate with the Visionaries in the care, operation, and repair of the physical property of ATO. Duties toward the Visionaries shall be to pray for them earnestly and continually; to act as a host and friend in behalf of ATO; to see that their natural and physical needs are taken care of; to strive in every way to help them in the performance of Scriptural duties.
- C. They should not indulge in worldly and sinful practices, which would tend to weaken the testimony of this ministry. No one who is addicted to intoxicating liquors, drugs or tobacco products in any form; or who brings disrepute upon ATO through sinful language, practice, or associations shall be considered for Executive Board or having fallen into such practices and persisting in same, be retained. In keeping with the Scriptures, gossiping, tattling, backbiting, and undermining, holding grudges, violent uncontrolled temper, etc., are unbecoming of the office of Executive Board and if indulged in by either an Executive Board shall be grounds for dismissal.
- D. No woman shall be elected to the office of Executive Board who has not been a faithful member of ATO for a period one semester or more. Unless qualified women are not available.
- E. There shall be six Executive Board members, unless qualified women are not available.

Section 2 RULES FOR OFFICER ELECTIONS

The Executive Board:

President
Vice President
Secretary
Treasurer
Chaplain
Chapter Recruitment Ambassador
(Committee Chair)

Determining the Date:

Elections of executive board members (excluding the Chaplain) are to be conducted at the *end of the spring semester*. Newly elected officers will train throughout the summer months with the previous officer whose position they will assume. New officers will officially be self-governing at the start of the fall semester.

Term in Office:

The term of office for each collegiate officer will be for the *Fall through Summer semesters following elections*. Officers may be re-elected for two consecutive terms.

The term of office for each alumni officer will be for two years *following elections*. Officers may be re-elected for two consecutive terms.

Voting Rules:

- Election of officers will be by majority vote *on secret ballots* by members present (at least 2/3 members).
- Elections must occur at official meetings only.
- Ballots will be tallied by the current president and secretary and will be checked by the current treasurer.
- Depending on time constraints, results may be revealed either at the current or following meeting.

Choosing a Chaplain:

Because the Chaplain is such an integral part of the spiritual facet of Alpha Theta Omega, she will be chosen by the newly appointed officers during the summer months and will be introduced to the sorority at the start of the Fall semester for collegiate chapters and new term for alumni chapters.

Section 3 Chapter President- Duties:

- A. At the annual election of ATO, there shall be elected a President. She shall be a member of ATO, whose Christian life and conduct shall be beyond reproach in

her church and community.

- B. Preside over all meetings of the Chapter.
- C. She shall ensure that all the rules of the Chapter and Alpha Theta Omega Christian Sorority, Inc. are enforced.
- D. Appoint all committee members.
- E. Supervise the performance of all officers and committee chairs
- F. Sign all documents of the Chapter upon the approval of the members.
- G. Submit an annual report of all Chapter activities to the Regional Director.**
- H. Be responsible for Chapter properties.
- I. Provide orientation for the incoming members.
- J. Sign or counter-sign all checks
- K. Approve all orders for payments of monies by affixing her signature to all vouchers.
- L. Receive an annual report from all officers and committee chairs
- M. Submit a report of the financial activities for each semester to the Regional Director.**

Section 4 Chapter Vice President- Duties:

- A. At the annual election of ATO there shall be elected a Vice President. She shall be a member of ATO, whose Christian life and conduct shall be beyond reproach in

her church and community.

- B. Assume the duties of the President when the President is unable to serve.
- C. Assist the President in the promotion of all activities for the best interest of the Sorority.
- D. Server as the chair of the Program and Projects Committee.
- E. Succeed the President should that office become vacant.

Section 5 Chapter Secretary-Duties:

- A. At the annual election of ATO there shall be elected a Secretary. She shall be a member of ATO, whose Christian life and conduct shall be beyond reproach in her church and community.
- B. Keep a record of proceedings of the Chapter and the Executive Board meeting.
- C. Maintain a current roster of Chapter membership by name, address, birthdays, and telephone number.
- D. Notify the members of meetings (date, time, and place) at least 1 week prior to the meeting.
- E. Submit a statement of active and inactive membership once every semester to the Regional Director.**
- F. Submit a chapter officer state at the beginning of each semester.
- G. Submit a report of the activities of this office to the Executive Board.

Section 6 Chapter Treasurer - Duties:

- A. At the annual election of the ATO there shall be elected a Treasurer. She shall be a member of ATO, whose Christian life and conduct shall be beyond reproach in her

church and community.

- B. Keep accurate records of all receipts and disbursements, which shall be open to inspection at all times.
- C. Assure that all checks are co-signed by the President (should be two (2) out of three (3) signatures.)
- D. Disburse all monies by check.
- E. Monitor that the amount spent does not exceed the budget.
- F. Submit a financial report at every meeting
- G. Forward dues to account
- H. Prepare and submit a financial statement to the Chapter and relinquish all records, books, and statements to the newly elected Treasurer prior to the September meeting.
- I. Be a member of the Finance Committee
- J. Pay all bills and invoices upon receipt.
- K. Every semester submit a report of the activities of this office along with a financial report to the Regional Director..

Section 7 Chapter Assistant Treasure shall:

- A. At the annual election of ATO there shall be elected an Assistant Treasurer. She shall be a member of ATO, whose Christian life and conduct shall be beyond reproach in her

church and community.

- B. Receive all money and keep accurate records of all money received and disbursed.
- C. Chair or be member of the Finance Committee.
- D. Notify members when dues are delinquent and of the late fees.
- E. Notify members of their inactive status.
- F. Submit a report of the activities of this office along with a financial report.

Section 8 The Chapter Recruitment Ambassador shall:

Report to the Regional Recruitment Director and shall be responsible for strengthening the bonds between the members of the ATO and work for the general welfare of the Chapter and National board. She will serve as a gap builder and shall work with the specified Regional Recruitment Director to insure that the chapter is successful. She would also be responsible for addressing any issues that are important to the members in the chapter. Duties also include acting as the voice of the chapter's Executive Board. The Coordinator would make sure that all chapters within the regions semester reports are completed and submitted annually. She will submit all reports, annual election of officers, and chapter events calendars to the Regional Recruitment Director for her area. She shall work with the Undergrad and Alumni Directors to organize and guide the activities of each chapter. She shall work in coordination with the National Program Director to schedule and promote chapter training and ensure chapter participation in regional training and National conferences. She shall gather information regarding upcoming events, chapter highlights, volunteer and community service activities and pictures for submission to the National Theta Newsletter.

- A. Report membership Intake to the National Board and the Executive Board each school year semester.
- B. Submit a report of the activities of this office along with a financial report.

Section 9 The Alpha Sponsor (Advisor) shall:

- A. Keep abreast of school/campus rules and regulations regarding Greek Letter organizations and advise the Chapter accordingly.

- B. Serve as official advisor to the Chapter and assume responsibility for assuring Chapter's conformance to policies and programs of the Chapter.
- C. Be present at all mandatory meetings of the Chapter.
- D. Encourage and assist Thetas with transfer into the Alumnae Chapter.
- E. Advisor does not have any authority over the Visionaries.
- F. Advisor is responsible for signing all campus activities sheets.

Section 10 The Chapter Historian shall:

- A. She shall be a member of ATO, whose Christian life and conduct shall be beyond reproach in church and community.
- B. Compile and keep a current historical record in chronological order in a yearbook and present at Regional meetings and as directed by the Chapter.
- C. Report activities of this office monthly at Executive Board and Chapter meetings.
- D. Submit a report of the activities of this office along with a financial report.

Section 11 The Chapter Chaplain shall:

- A. At the annual election of ATO there shall be elected a Chaplain. She shall be a member of ATO, whose Christian life and conduct shall be beyond reproach in her church and community and church.
- B. Open and close all meetings with prayer.
- C. Coordinate spiritual activities for the Chapter and the community.
- D. Submit a report of the activities of this office along with a financial report.

Section 12 In order to promote a high spiritual standard of ATO, all officers and committee-women will be required to attend all regular meeting and activities, except they be sick or providentially hindered, and the office shall be declared vacant.

Article X Committees

Section 1 The term of office for each committee chair shall be for one school year. Chapter officers and chairs may be re-elected for an office.

The standing committees of the Chapter shall be Finance, Hospitality/Social, Programs and Projects, Scholarship/Awards, Thetalites. Other committees shall be appointed by the Executive Board as necessary and with the approval of the National Board and the body.

Section 2 All committees shall be composed of active members. Committees shall assume such duties as specified in the Bylaws and/or assigned by the President. The committee chair shall report monthly at regular meetings and shall submit an annual written report of the activities and accomplishments of the committee for the sorority year at the May meeting.

Section 3 The Finance Committee shall be composed of the Treasurer, assistant Treasurer and three (3) other members. It shall be their responsibility to prepare and submit an annual budget to the Chapter.

Section 4 The Hospitality/Social committee shall be composed of at least (3) members. The committee shall be responsible to send appropriate acknowledgments for significant events in the lives of members.

Section 5 The programs and Projects Committee shall be composed of at least three (3) members and be responsible for coordinating all programs and projects.

Section 6 The Scholarship/Awards Committee shall consist of at least three (3) members who shall have the responsibility of reviewing applications for scholarships, to select applicants according to established guidelines and make recommendations to the membership for approval of the applicant(s) to the National Headquarters. This committee shall also have the responsibility of receiving, reviewing and evaluating appropriate data for annual Chapter awards according to established guidelines.

Article XI Officers and Their Election

Section 1 The elected officers of every chapter shall be President, Vice President, Secretary, Treasurer, Assistant Treasurer, Chapter Recruitment Ambassador, Historian, and Chaplain.

Section 2 At the time of election, nominations may be obtained from the floor at the meeting prior to the election meeting. Once all nominations are in, the Chapter Secretary will complete the voting ballot and have ready for the election meeting for members to fill out.

Section 3 Before any officers of ATO shall be officially authorized to perform the duties of their offices, they shall stand before ATO members at the election meeting and make the statement that they have read the statements adopted by ATO pertaining to their offices, and that they will perform their duties to the best of their abilities, along with written essay minimum of one page of why they would be best suited for that office.

Section 4 Collegiate officers shall be elected and installed in May. A majority vote of those present and voting shall elect. They shall assume their duties June through May. Officer listings shall be sent to Regional Directors no later than the last day of June each year.

Section 5 Alumni officers shall serve a two year term and be installed in May bi-annually. Officer listings shall be sent to the Regional Directors no later than the last day in May of the installation year.

Section 6 Any officer who is unable to fulfill the duties of her office for more than two (2) months without notification shall be removed from office. The Executive Board shall appoint a member to fill the office until the next regular election is held.

Eligibility: Members who have at least one semester membership shall be eligible for office unless otherwise approved by Visionaries and National Board.

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

OFFICER DUTIES OVERVIEW

President:

As the leader in the organization, the President will set the agenda for the meetings, preside at all meetings, be responsive to the members' needs, and facilitate the shared vision of the organization. Along with the Treasurer, the President will be required to sign all financial documents.

The President will serve as the "spiritual head" of the chapter body of Alpha Theta Omega. She must, therefore, be willing to devote much of her time to seeking God's will for the body and must be ready to "be broken spiritually" in order to do so. It is her responsibility to maintain confidentiality when asked and to exemplify true sisterhood by being honest when necessary.

Vice President:

The Vice President will preside at all meetings when the President is absent, succeed the President should the office become vacant, and assist the President with all organizational activities.

As the President's backbone, the Vice President's position plays an integral role in the survival of the organization. Not only must she serve as a physical replacement for the President in her absence, she must also provide spiritual encouragement and knowledge when necessary. She will often be called to "stand in the gap" for the President and her other sisters when tests arise and the enemy attacks.

Secretary:

The Secretary will take minutes at all meetings (both general and official), maintain and help generate all records and committee appointments, handle correspondences, and update the "Royal Handbook."

Because the Secretary must often serve as the liaison between the organization and the community and must often handle the "grunt work," the Secretary's spiritual development is equally important. She must definitely be a bold representative for Christ.

Treasurer:

The Treasurer will be responsible for all financial property of the organization, for keeping accurate records of fundraisers and events, and for handling the disbursement of funds and check cashing. The Treasurer will be one of two signatures required on the checking account.

Besides scholastic achievement, the Treasurer must possess a genuine heart for God and His people. She must be spiritually grounded enough to handle the "financial stresses of life," which may include lack of funding, missing documents, and other financial dilemmas.

Chaplain:

The Chaplain will be responsible for opening and closing all meetings with prayer and scripture. It is the Chaplain's restorability to govern the purity of the ministry.

Chapter Recruitment Ambassador:

Report to the Regional Recruitment Director and shall be responsible for strengthening the bonds between the members of the ATO and work for the general welfare of the Chapter and National board. She will serve as a gap builder and shall work with the specified Regional Recruitment Director to insure that the chapter is successful. She would also be responsible for addressing any issues that are important to the members in the chapter. Duties also include acting as the voice of the chapter's Executive Board. The Coordinator would make sure that all chapters within the regions semester reports are completed and submitted annually. She will submit all reports, annual election of officers, and chapter events calendars to the Regional Recruitment Director for her area. She shall work with the Undergraduate and Alumni Directors to organize and guide the activities of each chapter. She shall work in coordination with the National Program Director to schedule and promote chapter training and ensure chapter participation in regional training and National conferences. She shall gather information regarding upcoming events, chapter highlights, volunteer and community service activities and pictures for submission to the National Theta Newsletter.

- A. Report membership Intake to the National Board and the Executive Board each school year semester.
- B. Submit a report of the activities of this office along with a financial report.

Article XII Meetings

Section 1 Regular meetings of the Chapter shall be held twice a month. (Subject to change based on vote by quorum (50%) of active chapter members)

- A. All meetings shall open and close in prayer.
- B. The Purpose Statement shall be recited at the beginning of each meeting.
- C. Speaking Rights
 - 1. Every ACTIVE MEMBER wishing to speak shall rise and respectfully address the body. No member shall speak more than twice upon the same subject. Discourteous language or remarks shall be ruled “OUT OF ORDER” and shall forfeit the speaker’s right to the floor.
 - 2. Any speaker who introduces any matter foreign to the subject under discussion shall be ruled “OUT OF ORDER”.

Section 2 Special meetings may be called by the Visionaries, President, and the Executive Board as a whole, or by a written request of five (5) members. The purpose of the meeting shall be stated in the letter. Except in cases of emergency, at least three (3) days’ notice shall be given.

Section 3 The Annual meeting for the election of officers and the reading of annual reports shall be held on any date announced at least two Sundays in advance. All retiring officers shall relinquish positions and documentation and all newly elected officers shall assume their responsibilities following the annual election.

- No secret or unauthorized business meetings are valid.

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED
MEETING PROTOCOL

Protocol for Attending Alpha Theta Omega Meeting.

- A. If running late to a meeting, a member is responsible for calling and notifying the executive board of her tardiness and the reason for her tardiness.
- B. If the member will be running late a call must be made at least two hours in advance. However after the grace period, the member will be fined \$2.00 per minute unless it is humanly impossible or the circumstance is out of her control.
- C. The member's call to the executive board must be made at least 24 hours in advance for a meeting and 48 hours in advance for an event if calling out.
- D. No call no show to any meeting will result in a \$15.00 fine and must be paid in full upon next meeting.
- E. No call no show for any sorority event will result in a fine of \$25. Fines must be paid in full by the next sorority meeting in order to attend any meetings or events.
- F. All fines must be paid in full in order to attend any meeting or activities of Alpha Theta Omega Christian Sorority, Incorporated and before transferring to another chapter.

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

DOCUMENT SUBMISSION PROTOCOL

Protocol for no response to Request/Late Submission of Documents by Chapter

- A. First Offense- \$25 chapter fine paid to Nationals
- B. Second Offense- \$50 chapter fine paid to Nationals
- C. Third Offense- Chapter will be set to inactive status for a season of 1 semester
- D. Fourth Offense- Chapter will be set to inactive status for a season of 1 year or greater.

All fines must be paid in full in order to attend or host any meeting or activities of Alpha Theta Omega Christian Sorority, Incorporated.

Rules of Order/Meeting Rules: *(Taken from Robert's Rules of Order)*

Fundamental rights of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committees to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time

- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time

- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed

- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.

- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

- **Take from the Table:** Resumes consideration of item previously “laid on the table” – state the motion to take from the table.

- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.

- **Postpone Indefinitely:** Kills the question/resolution for this season – exception: the motion to reconsider can be made this session.

- **Previous Question:** Closes debate if successful – may be moved to “Close Debate” if preferred.

- **Informal Consideration:** Move that the assembly go into “Committee of the Whole” - informal debate as if in committee, this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

Article XIII Symbols

The symbols of ATO shall be:

The MOTTO: “Jesus is Lord”
The FLOWER: Myrrh
The COLOR: Purple and Coral
The MASCOT: Lioness

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

REGIONAL CHAPTERS

(North Region 1)

(South Region 2)

(Mid State Region 3)

MN-Minnesota

OK- Oklahoma

KS – Kansas (Mid-Central Sectional)

WI- Wisconsin

TX- Texas

NE – Nebraska (Mid-Central Sectional)

MI- Michigan	LA- Louisiana	MO- Missouri (Mid-Central Sectional)
ND- North Dakota	MS- Mississippi	IL- Illinois (Mid-Central Sectional)
SD- South Dakota	AR- Arkansas	IA- Iowa (North -Central Sectional)
	KY- Kentucky	OH- Ohio (North -Central Sectional)
		IN- Indiana (North -Central Sectional)

(East Region 4)

PA – Pennsylvania (NE Sectional)	NC – North Carolina (SE Sectional)
MD – Maryland (NE Sectional)	SC – South Dakota (SE Sectional)
DE – Delaware (NE Sectional)	TN – Tennessee (SE Sectional)
NJ – New Jersey (NE Sectional)	FL – Florida (SE Sectional)
CT – Connecticut (NE Sectional)	GA – Georgia (SE Sectional)
RI – Rhode Island (NE Sectional)	AL – Alabama (SE Sectional)
MA – Massachusetts (NE Sectional)	WV – West Virginia (SE Sectional)
VT – Vermont (NE Sectional)	
NH – New Hampshire (NE Sectional)	
ME – Maine (NE Sectional)	
NY – New York (NE Sectional)	
DC- District of Columbia (NE Sectional)	
VA – Virginia (NE Sectional)	

(West Region 5)

WA – Washington (NW Sectional)	NM – New Mexico (SW Sectional)
OR – Oregon (NW Sectional)	ND – North Dakota (SW Sectional)
CO – Colorado (NW Sectional)	AK – Alaska (SW Sectional)
MT – Montana (NW Sectional)	CA – California (SW Sectional)

ID – Idaho (NW Sectional)

NV – Nevada (SW Sectional)

WY – Wyoming (NW Sectional)

UT – Utah (SW Sectional)

HI – Hawaii (SW Sectional)

AZ – Arizona (SW Sectional)

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

MEMBERSHIP LEVELS

Level 1 Membership (Collegiate)

- Basic Standard Membership Minimum Requirements:
- The candidate must be a Christian and have been baptized.

- The candidate's life must be one of purity and sanctification (Hebrews 12:15, II Peter 3:14).
- The candidate's life must be of a good report (Acts 2:38).
- The candidate must be submitted to a pastor and church home.
- The candidate is required to be actively involved in a local church/ministry.
- The candidate is required to have a cumulative GPA of 2.0 in order to be considered for membership.
- The candidate must be currently enrolled in an accredited college, university, or technical school leading to an Associates or Bachelor's Degree
- The candidate must have completed a minimum of fifteen (15) credit hours.
- The candidate seeking membership in Alpha Theta Omega will not be considered if a member of another sorority.
- Alpha Theta Omega does not accept cross membership

The National office of Alpha Theta Omega Christian Sorority, Incorporated does not permit membership for first semester students.

Level 2 Membership (Alumni)

Alumnae Purpose: The purpose of the alumnae program shall be to further the vision and mission of Alpha Theta Omega Christian Sorority, Incorporated, to strengthen the bond of eternal sisterhood, to advance the Kingdom of God through evangelistic ministry, to aid the development and stability of collegiate chapters, and to strengthen the overall involvement of Alpha Theta Omega with the community at large.

- Basic Standard Membership Minimum Requirements:
- The candidate must be a Christian and have been baptized.
- The candidate's life must be one of purity and sanctification (Hebrews 12:15, II Peter 3:14).
- The candidate's life must be of a good report (Acts 2:38).
- The candidate must be submitted to a pastor and church home.
- The candidate is required to be actively involved in a local church/ministry.
- The candidate must be a graduate of an accredited college, university, or technical school and able to submit proof of Bachelors or Graduate degree certification.
- The candidate seeking membership in Alpha Theta Omega will not be considered if a member of another sorority. Alpha Theta Omega does not accept cross membership

Level 3 Membership (Professional/Non-Collegiate/Trade)

- Basic Standard Membership Minimum Requirements:
- The candidate must be a Christian and have been baptized.
- The candidate's life must be one of purity and sanctification (Hebrews 12:15, II Peter 3:14).
- The candidate's life must be of a good report (Acts 2:38).
- The candidate must be submitted to a pastor and church home.
- The candidate is required to be actively involved in a local church/ministry.
- The candidate may hold a certificate in a trade (ie; beauty school, massage therapy, CNA) or show herself as a career woman
- The candidate may hold a professional degree from a community college (i.e.; Associates of Nursing)
- The candidate should possess the characteristics of a virtuous woman (Psalms 31)
- The candidate must be at least 30
- Once full membership is attained, candidate would become a part of the Alumnae Chapter.

Level 4 Membership (Honorary)

The purpose of the honorary membership program shall be to further the vision and mission of Alpha Theta Omega Christian Sorority, Incorporated, to strengthen the bond of eternal sisterhood, to advance the Kingdom of God through evangelistic ministry, to market the organization to the community, to aid the development and stability of the organization, and

to strengthen the overall involvement of Alpha Theta Omega with the community at large.

- The honorary candidate must be a Christian and have been baptized. (Matthew 28:19; Mark 1:8, Romans 10:9)
- The honorary candidate's life must be one of purity and sanctification (I Thessalonians 5; Hebrews 12:14 ;).
- The honorary candidate's life must be of a good report (Romans 12:1-2; II Corinthians 6; I Timothy 3:7).
- The honorary candidate must be submitted to a pastor and church home.
- The honorary candidate is required to be actively involved in a local church/ministry.
- The honorary candidate must have been referred by a current active member.
- The honorary candidate should be women having done outstanding work on a local or national level in their career, ministry, or community/civic work
- The honorary candidate seeking membership in Alpha Theta Omega will not be considered if a member of another sorority. (Not to include trade, music, honor societies, or scholastic sororities or fraternities) Alpha Theta Omega does not accept cross membership.
- Any person who has shown an active interest in Alpha Theta Omega Christian Sorority Inc., and who is not a full-time undergraduate, may be proposed for honorary membership.
- The honorary candidate must be a tither

Before an invitation to honorary membership is extended, the unanimous vote of all National Board Members must be obtained.

Level 5 Membership (Spiritual Mothers)

The purpose of the spiritual mother membership program shall be to further the vision and mission of Alpha Theta Omega Christian Sorority, Incorporated, to strengthen the bond of eternal sisterhood, to advance the Kingdom of God through evangelistic ministry, to market the organization to the community, to aid the development and stability of the organization, to serve as a prayer warrior and spiritual mentor to the sorority as a whole, and to strengthen the overall involvement of Alpha Theta Omega with the community at large

- The honorary/spiritual mother candidate must be a Christian and have been baptized. (Matthew 28:19; Mark 1:8, Romans 10:9)
- The honorary/spiritual mother candidate's life must be one of purity and sanctification (I

Thessalonians 5; Hebrews 12:14 ;).

- The honorary/spiritual mother candidate's life must be of a good report (Romans 12:1-2; II Corinthians 6; I Timothy 3:7).
- The honorary/spiritual mother candidate must be submitted to a pastor and church home.
- The honorary/spiritual mother candidate is required to be actively involved in a local church/ministry.
- The honorary/spiritual mother candidate must have been referred by a current active member.
- The honorary/spiritual mother candidate should be a tither.
- The honorary/spiritual mother candidate referred for membership in Alpha Theta Omega will not be considered if a member of another sorority. (Not to include trade, music, honor societies, or scholastic sororities or fraternities) *Alpha Theta Omega does not accept cross membership.*

Before an invitation to honorary/spiritual mother membership is extended, the unanimous vote of all National Board Members must be obtained.

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

SORORITY SONGS

History Chant:

In 2002

At MTSU

Theta was created for me and you

Thru ups and downs

And adversity

Seven Godly ladies made history

They carried their cross

*So vigorously
As they stood for G-O-D
They chose myrrh as their plant
For beauty and healing
Lioness as their mascot
And you know that's appealing
Wearing purple and coral
So virtuously
A-T-O is the way for me
I said
A-T-O is the way for me
AO!*

Unity Song:

Oh! Alpha Theta Omega was made for me
We've got unity
And that's the way it should be
So when you see us walking around
With our heads up high,
It's the Lord Himself
That keeps us unified,
And that's why
I'll be a Theta 'till the day that I die!

I Love My ATO:

I love my ATO
Jesus is the way to go
And that's why
I praise Him to the day that I die
I die
Jesus is the way to go

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

SORORITY SONGS cont.

Stepping for Christ:

Alpha Theta Omega
Has come to let you know
This ain't no show
Get it right
A-O
We're stepping for Christ

AO!

Pressing:

ATO has come to let you know
That we're pressing, striving
Soul saving sisters
He died on the Cross
So that we wouldn't be lost
And that's why
I'm serving Jesus
To the day that I die!
AAAO!

Funeral Song:

Unified we stand
Sisters hand and hand
Humble and meek
We bow before His feet
Now it's time to part
But you're still in our hearts
Sisters in Christ
Sisters for life
Sister in Christ
Sisters for life
Oh Alpha Theta Oh Omega
Will always be with you
Oh Alpha Theta Oh Omega
Will always love you
A-O my sorors
AAAO!

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

SORORITY POEMS

The Alpha Theta Omega Woman:

The Alpha Theta Omega Woman
Purpose driven, humble and meek
In the face of adversity
Turns the other cheek
Confident that she, above all other creations
Is prized most by the Master
And without Him,
Her life would be a complete and utter disaster
Yes,
Strong-willed and determined is she
To spread her Father's Word faithfully
So that others might know God like she knows God
The revelation of His love speaks sweetly to her spirit;
From revelation to demonstration
No earthly experience comes near it
Why did he bestow on me the honor of being an ATO?
It was His way to keep me near His Kingdom
So that I could learn and grow
For the steps of a good man are ordered by the Lord
Therefore I must stay close to Him
Keeping prayed up and connected through my own "I'm Biblical Cord"
Receiving direction, comfort, and protection in each of my developmental stages
God is a way maker and an over taker
In tight situations for all ages
The Alpha Theta Omega Woman standing firm in her faith;
Facing the daily tests and trials with victory and fun
For how can she lose with God on her side
The battle is already won!
And if by chance she waivers unsteadily,
Her sisters are alongside
To hold her up readily
I'm proud to be an ATO
Me and my sisters
Fighting this battle high and low
So proudly I go
Into the world to tell the devil "WATCH OUT!"
God's running this show!

Author: Soror Kim Cubit

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

SORORITY POEMS cont.

Leading Ladies:

We are leading ladies
Known to be strong
And when the winds begin to blow
We will keep hold on
We believe in prayer
And fasting too
The Bible describes this as a virtuous woman
We thought you knew
For Jesus is Lord
King of Kings
Lord of Lords
Jehovah Jireh
Lord, we salute you.

Tribute to the Visionaries:

In 2002, a vision was given women. To two very special and anointed women
They began to work, to plan, and pray
That God would move in a magnificent way

God gave them a purpose, He gave them a name
He gave them the courage, to be not ashamed
A Sorority of distinct women, is who we are
And God has placed this ministry both near and far

What an awesome work, through you He has done
To Ailisha and Aileen, the victory has been won
For sharing your vision with us; we say, "To God be the Glory"
For allowing us to run with the vision and to become a part of this story

For who can find a virtuous woman
One in whom God is well pleased
She can be found in ATO
She can be found in you and me
A-A-A-O!
By Soror Maisha Cooper



Alpha Theta Omega Christian Sorority, Inc.
PERSPECTIVE/INTEREST INFORMATION
National Headquarters
13217 New Hampshire Ave #10104,
Silver Spring, MD 20914.

ALPHA THETA OMEGA CHRISTIAN SORORITY, INCORPORATED

EVENT ETIQUETTE

Meet and Greet

- ☛ Sign-in Table
- ☛ ATO display table (to showcase sorority)
- ☛ Program
- ☛ Attire: Business Attire (sorority colors).
- ☛ Podium (for speakers)
- ☛ Refreshments (ex: cookies/punch/cake etc.)
- ☛ Sorors arrive 1 hr. early to prepare

Meet and Greet Packet To Include:

- ☛ Business Card
- ☛ Prospective Interest Sheet
- ☛ Community Service Flyer
- ☛ Informational Flyer
- ☛ What Cost To Expect Sheet?
- ☛ Early Application Instructions

Informational

- ☛ Sign-in Table
- ☛ ATO display table (to showcase sorority)
- ☛ Application Table
- ☛ Program
- ☛ Attire: Business Attire (sorority colors).
- ☛ Podium (for speakers)
- ☛ Refreshments (ex: cookies/punch/cake etc.)
- ☛ Sorors arrive 1 hr. early to prepare
- ☛ Business Cards

Interviews

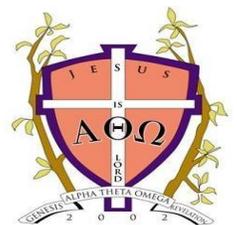
- ☛ Panel will consist of Membership Transition Intake Committee and 1 or 2 representatives from Chapter
- ☛ Attire: Business Casual (clean khakis/nice shirt)
- ☛ Video camera: record interviews
- ☛ Question List
- ☛ Sorors should arrive an hour early to prepare
- ☛ Candidates should arrive 10-15 minutes. before interview

Orientation Training Requirement

- All members must go through this training
- Training is held in September and February of each year
- Training is conducted by National Membership Transition Team

Royal Book Training Requirement

- All members must go through this training
- Chapter Mentors will help schedule training for new members
- Training is conducted by National Program Director



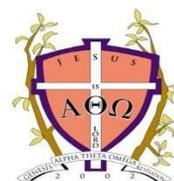
Pastoral Letter of Recommendation Form

_____ has shown interest in Alpha Theta Omega Christian Sorority, Incorporated. This is a letter of recommendation form. Please take the time to complete the questions on a separate document.

- How long have you known her?
- How long has she been an active member of your church?
- Does she display godly characteristics in your eyes?
- Is she a faithful member of your church?
- Please express how you feel she would be a positive member of Alpha Theta Omega Christian Sorority ministry.

Please add any additional comments you feel are important. Also, identify your information that we may contact if necessary.

Alpha Theta Omega Christian Sorority, Inc.



For we are not ashamed of the gospel of Jesus Christ, for it is the power of God to salvation for everyone who believes, for the Jew first and also to the Greek.

Romans 1:16

Congratulations!!!

You have been divinely chosen to participate in the Orientation process for Alpha Theta Omega Christian Sorority, Incorporated. We are a group of anointed, spirit-led women who share the desire to grow in excellence and spiritual unity by spreading the uncompromising message of Jesus Christ. Successful completion of this process will permit full entrance into this Holy Ghost-filled ministry.

Alpha Theta Omega is definitely on the move. Through our faithfulness and obedience, we will grow as true blood sisters, sweeping different college campuses, the community, and the “uttermost parts of the earth” (Acts 1:8) with the Word of God. Continuously striving to live the life that Jesus called us to live, we will utilize our gifts and abilities to impart encouragement and faith into the lives of those who we come in contact with. We will be stretched and pruned, but all to reach the various levels to which God has called us for the uplifting of His Kingdom.

God has called you “for such a time as this” (Esther 4:14) and we feel honored that through your obedience, have taken the initial steps in making this life changing decision. Thank you for sharing yourself and your time with us. It is our prayer that the application and interview process blessed as it definitely blessed us. And until we formally meet, may God’s grace, peace, and utter blessings abound in your life.

Alpha Theta Omega Christian Sorority, Incorporated.

Alpha Theta Omega Christian Sorority, Inc.



Greeting sister in the name of our Lord and Savior Jesus Christ,

We pray this letter find you experiencing God's richest blessings. We, your sisters and the members of Alpha Theta Omega Christian Sorority, Incorporated, are so grateful and encouraged by your interest in our ministry.

We are impressed and excited about your life for Jesus and your desire to further His Kingdom through this ministry. We pray that you will continue to allow the Lord to guide you and use you.

During this season of our ministry, we are unable to accept your application to be a member of Alpha Theta Omega Christian Sorority, Incorporated. We regretfully inform you that you did not meet all of our application requirements.

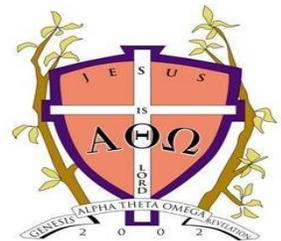
On the other hand, we embrace you as sister in Christ and soldier in the army of the Lord. Please feel free to re-apply one year after your current application date.

We would be happy to answer any questions or concerns you have. You can do so by contacting the National Membership Transition Director.

Jasmine Davis
atonationalorientation@gmail.com

Alpha Theta Omega Christian Sorority, Incorporated.

Alpha Theta Omega Christian Sorority, Incorporated
Membership Overview



Woman of God,

On behalf of Alpha Theta Omega Christian Sorority, Incorporated, we would like to take this grand opportunity to thank you for your interest in this ministry. God is doing phenomenal things through this sorority and we are excited about what lies ahead.

If you have any questions, feel free to ask them at the end of the informational. Thank you!

Sincerely,

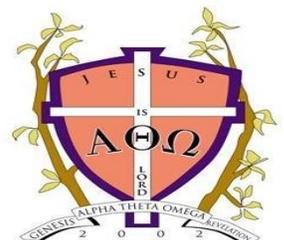
Visionary: Aileen Cunningham

Visionary: Ailisha Vaughn

Alpha Theta Omega Christian Sorority, Incorporated

Membership Overview

Membership Process



Membership Information

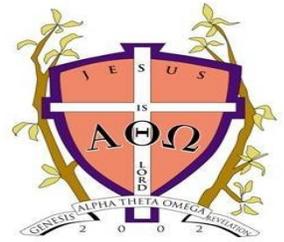
Alpha Theta Omega Christian Sorority, Incorporated is not an organization for everybody, but is here to minister to everyone inside and outside God's Kingdom. By reviewing the information provided to you and agreeing to join this organization you would be accepting a high level of responsibility. We are honored and hope that you are too, to have been led to this organization by the Spirit of God. We pray that you accept the requirements of this organization and agree to join with us.

Basic Standard Membership Minimum Requirements:

- ☛ The candidate must be a Christian
- ☛ The candidate's life must be one of purity and sanctification (Hebrews 12:15, II Peter 3:14).
- ☛ The candidate's life must be of a good report (Acts 2:38).
- ☛ The candidate must be submitted to a pastor and church home.
- ☛ The candidate is required to be actively involved in a local church/ministry.
- ☛ If applying for collegiate/undergraduate membership the candidate is required to have a cumulative GPA of 2.0 in order to be considered for membership.
- ☛ If applying for collegiate/undergraduate membership the candidate must be currently enrolled in or a graduate of an accredited college or university.
- ☛ If applying for collegiate/undergraduate membership the candidate must have completed a minimum of fifteen (15) credit hours.
- ☛ The candidate seeking membership in Alpha Theta Omega will not be considered if a member of another sorority. Alpha Theta Omega does not accept cross membership

The National office of Alpha Theta Omega Christian Sorority, Incorporated does not permit membership for first semester students.

Upon acceptance and completion of the intake process, members are required to make annual financial contributions (i.e. dues) to the organization. The proper officials will address the amounts and due dates for the payment.



Alpha Theta Omega Christian Sorority, Incorporated

Membership Overview

Application Process

An application packet for membership consideration consists of the original online application, official college transcript (Collegiate/Undergraduate only), photocopy of degree (Alumni only), two (2) personal letters of recommendation, one (1) pastoral/spiritual letter of recommendation, self-essay, and self-photo. Upon receiving the application packet, please read the packet in its entirety. Follow all instructions as stated.

Be advised that all communication regarding the process must be directed to the appropriate official. A completed application should be forwarded directly to Alpha Theta Omega Christian Sorority Inc. with attention to National Membership Transition Director. **Alpha Theta Omega will not consider an application for membership unless all requirements are fully satisfied.**

Applications should not be duplicated and distributed to other potential candidates. All persons must follow proper procedure for requesting access to an application.

How to submit application and forms:

- Submit the Completed Application including (self-photo, self-essay, all recommendation letters, and a scanned copy of current transcript or degree) online via www.alphathetaomega.com

Online Application Instructions

Go to www.alphathetaomega.com

On the Right hand side of screen click on FAQs, in the drop down choose Orientation Login

You will get a box asking for a password. Type the password: **atofuture** in the box.

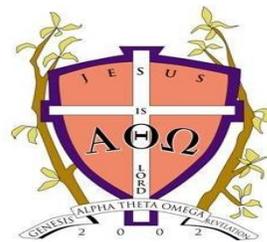
You will be sent to the landing page, click on the picture and type in **atofuture** again

On the Membership Transition Screen, click to Pay Your Application Fee First

Click the Buy Now Button to be taken to PayPal

PayPal offers two options, you can pay using an existing PayPal account, or click option 2 to pay with a bank account, debit, or credit card.

Once PayPal payment has been made go back to the Membership Transition screen and select the option to **Submit My Application and Materials**. All Applications are online.



Alpha Theta Omega Christian Sorority, Incorporated

Membership Overview

Policies

Orientation Process and Policy

Although everyone is free to minister and be ministered to, we, Alpha Theta Omega, are seeking women who are not ashamed to spread the gospel of Jesus Christ (Romans 1:16). The orientation process is not intended to exclude anyone, but it is in place to align women who are truly dedicated to serving God, after God's own heart, and dedicated to completing their Father's Kingdom business. The orientation process focuses on community service, learning more about the organization, and showing thyself to be a woman after God's own heart.

Once a candidate has expressed interest in Alpha Theta Omega Christian Sorority, Inc., by attending an informational meeting and completing the application, if all requirements are met, she will be asked to partake in an interview. The interview will be conducted by a panel of current members. An invite to partake in the orientation process is contingent on approved application and interview consideration.

The orientation invite does not indicate membership with Alpha Theta Omega Christian Sorority, Inc...

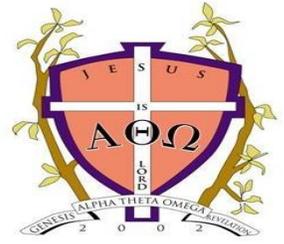
Briefly, the orientation process is typically a 3 day weekend orientation retreat, followed by a 4 month spiritual growth experience (takes place during regular chapter meetings) there is a non-refundable membership fee of \$500.00 (Collegiate/Undergraduate) and \$600.00 (Alumni and Non-Collegiate/Professional) required during the orientation process. Candidates will receive a cash disbursement sheet on the first day of orientation.

The orientation process does not involve hazing. Person(s) should not accept or be subjected to any form of hazing as outlined in the hazing policy. **Hazing is prohibited.**

Any grievances or disputes regarding membership should be referred to National Headquarters for investigation and resolution. Person(s) to the organization agree to follow all rules, regulations, and guidelines relative to the membership process. The person further agrees to report in writing any infractions and violations of the rules, regulations, and guidelines relating to the intake process. Failure by the person to abide by the intake process or to report illegal

activities may exclude the person from membership in the Sorority.

Alpha Theta Omega Christian Sorority, Incorporated
Membership Overview

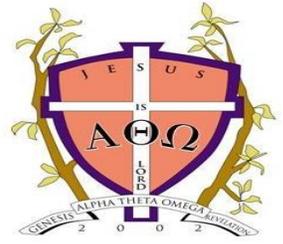


The information should be sent to:

Alpha Theta Omega Christian Sorority, Inc.
National Headquarters
13217 New Hampshire Ave #10104, Silver Spring, MD 20914
Or email atonationalboard@gmail.com

Alpha Theta Omega Christian Sorority, Incorporated

Membership Overview



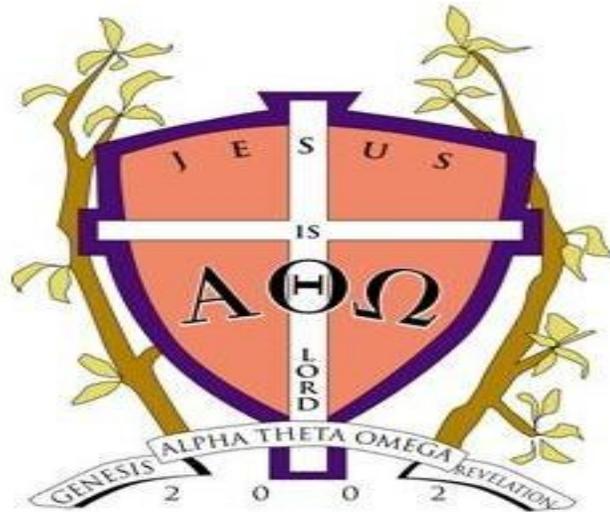
Hazing Policy

NO HAZING [OR OTHER ILLEGAL ACTIVITIES]!!! Alpha Theta Omega Christian Sorority strictly prohibits hazing in any form, whether physical or mental, as a term or condition of membership in the organization. Hazing is illegal and a crime in most jurisdictions. Persons to the organization should participate only in the sanctioned membership process of the Sorority. Persons must **not** agree to submit to hazing in order to obtain Sorority membership.

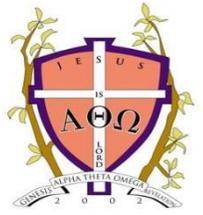
Members of Alpha Theta Omega Christian Sorority are forbidden from and are not authorized to require any person to engage in prohibited membership activities. All official contact and correspondence to the person regarding membership will come from Alpha Theta Omega Christian Sorority, Inc. National Headquarters. The only official and sanctioned contact regarding intake is outlined for the person in the Sorority's description of the 'Membership Process.' Persons should only participate in membership activities according to the date, time, and place established by National Headquarters or Chapter Executive Board. Further, no individual member of the Sorority may require additional or different terms or conditions of membership for a person or group of persons. Persons should immediately report any infraction or irregularity in membership to Alpha Theta Omega Christian Sorority, Inc. National Headquarters.

For Your Information: 'Hazing'...is any action taken or situation created that involves or results in abusive physical contact or mental harassment of a prospective Sorority member. Any such action is considered HAZING whether it occurs on or off Sorority premises, campus, or place where chapters or prospective members meet. HAZING is also described as any action that results in excessive mental or physical discomfort, embarrassment, or harassment. Such activities include but are not limited to, paddling, creation of excessive fatigue, physical or psychological shock, morally degrading or humiliating activities, late work sessions that interfere with scholastic activities, and any other activities inconsistent with fraternal law, the regulations and policies of the affiliated educational institution, federal, state, or local law. The described actions are expressly forbidden. Members or chapters involved in such infractions are subject to disciplinary action.

Alpha Theta Omega Christian Sorority, Inc.
ATO AUXILIARIES
National Headquarters
13217 New Hampshire Ave #10104, Silver Spring, MD 20914



Alpha Theta Omega Christian Sorority, Inc. Theta Lite Ministry



The Purpose of Alpha Theta Omega Christian Sorority, Inc. Theta Lite ministry is to help build spiritual integrity, self-esteem, and a winning attitude with each young lady in our community. We plan to help them develop a positive relationship that would have a direct and lasting impact on each young lady and in their community.

The Goal of Alpha Theta Omega Christian Sorority, Inc. Theta Lite ministry is to unite diverse young women who desire to grow spiritually, socially, and academically in the spirit of excellence.



Alpha Theta Omega Christian Sorority, Inc.

Theta Lite Ministry

Ministry Application

Name _____

Birth Date _____ Age _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Cell phone _____

E-mail _____

What are your hobbies & special interests:

What is your grade level: _____ T-Shirt Size: _____

What school do you attend:

What organization are you involved in:

How did you find out about Theta Lites:

Our Purpose

The Purpose of Alpha Theta Omega Christian Sorority, Inc. Theta Lite ministry is to help build spiritual integrity, self-esteem, and a winning attitude with each young lady in our community. We plan to help them develop a positive relationship that would have a direct and lasting impact on each young lady and in their community.



Alpha Theta Omega Christian Sorority, Inc.

Theta Lite Ministry

PARENTAL/GUARDIAN CONSENT FORM

I consent to my child's participation in the Alpha Theta Omega Christian Sorority Inc. Theta Lites program events and activities. I have read the ministry manual and event schedule and accept responsibility for my child's attendance to each class and events outlined.

I understand that participation in Theta Lites program is strictly voluntary and that participation will not be allowed without a signed consent form. I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities. I understand, acknowledge, and agree that Alpha Theta Omega Christian Sorority Inc., or volunteers shall not be liable for any injury/illness suffered by my child which is incident to and/or associated with preparing for and/or participating in any of the activities. In case of illness or injury, the site administrator is authorized to have my child examined and treated, and authorize the medical agency to render treatment.

Please list any known medical conditions that your child has:

CONSENT CLAUSE:

I agree not to hold Alpha Theta Omega Christian Sorority Inc. liable for any expense or injuries that my child may incur or cause while attending the events and activities. I understand that my child is responsible for her own behavior at all times. If my child becomes involved in any behavior which presents a danger to herself and/or others or is considered seriously inappropriate (e.g. general harassment, leaving, sexual harassment or misconduct, use of drugs and/or alcohol, use of cigarettes, or participation in any illegal activities), one or more of the following steps may be taken: limitation of “free” and “fun” activities, exclusion from participation in Ladies 1st activities, conference call with parent/guardian. If my child damages any assets or property, I understand that I will be charged for any damages incurred. If my child is asked to leave the activity, I understand that I will be responsible for any transportation. I understand that I will be kept abreast of my child’s activities and behavior and will be aware of the situation before any action is taken. However, I understand and realize that the Director of Theta Lites will make the final decision in any action that involves my child irrespective of my opinion. I understand that Theta Lites program reserves the right to handle the situation in any way that it deems appropriate and that will have the most positive result and outcome for Theta Lites, and my child.

I, _____, the parent/guardian of _____, have read and signed this consent form.

I, _____, the child have read and signed this consent form.

Parent signature

Date

Child signature

Date

Alpha Theta Omega Christian Sorority, Inc.
Theta Lite Ministry

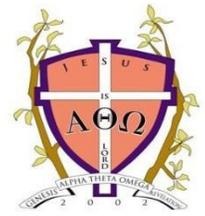


SEPTEMBER – JULY CALENDAR

Meeting Date: 1st Friday of each month
From 7:00 pm- 9:00 pm

September	Love the Diva inside of Me / Motivational Speaker
October	Back to School Celebration
November	Giving Back Community Outreach
December	Cooking Classes / Christmas Party
January	Talent Show
February	Fine Dining & Unity Dance
March	Skate Party
April	Introduction / New Member & Parents Please Attend
May	Teach Me How to Be a Lady / Sleep Over
June	Six Flags (Saturday 12:30 pm)
July	Car Wash Fundraiser for the next year
August	Summer Break

Alpha Theta Omega Christian Sorority, Inc.



Spiritual Mothers Ministry

(Membership Level 5)

Spiritual Mother Membership Purpose

The purpose of the spiritual mother membership program shall be to further the vision and mission of Alpha Theta Omega Christian Sorority, Incorporated, to strengthen the bond of eternal sisterhood, to advance the Kingdom of God through evangelistic ministry, to market the organization to the community, to aid the development and stability of the organization, to serve as a prayer warrior and spiritual mentor to the sorority as a whole, and to strengthen the overall involvement of Alpha Theta Omega with the community at large.

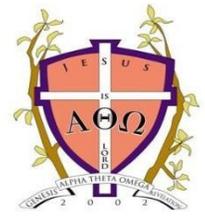
Spiritual Mother Membership Mission:

A woman that is chosen as a Spiritual Mother for Alpha Theta Omega Christian Sorority, Inc. is one who is considered to be a “Women after God’s Own Heart.” She will act as an intercessor within the sorority. She will also support the ministry by participating in community projects, committees, and chapter activities as she is willing and available. She is required to be a tithe paying member at her church home. She is expected to be spiritually mature and pray regularly for the sorority. She must be a faithful and committed member to an outreach ministry within her community.

Primary Responsibilities of Spiritual Mother Members:

- Continued commitment to the Purpose and values of ATO
- Create an environment to grow, learn, share, and preserve lasting relationships with Thetas of all ages.
- Support, cover, and interact with other members and chapters in designated areas. Coordinate and sponsor National programs/philanthropies.
- Serve as an intercessor within the sorority.
- Promote Alpha Theta Omega through community, charity, and networking involvement.

Alpha Theta Omega Christian Sorority, Inc.



Spiritual Mother Membership Overview

Membership Information

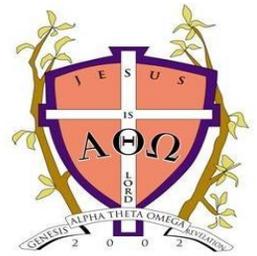
Alpha Theta Omega Christian Sorority, Incorporated is not an organization for everybody, but is here to minister to everyone inside and outside God's Kingdom. By reviewing the information provided to you and agreeing to join this organization you would be accepting a high level of responsibility. We are honored and hope that you are too, to have been led to this organization by the Spirit of God. We pray that you accept the requirements of this organization and agree to join with us.

Basic Standard Membership Requirements:

1. The honorary/spiritual mother candidate must be a Christian and have been baptized. (Matthew 28:19; Mark 1:8, Romans 10:9)
2. The honorary/spiritual mother candidate's life must be one of purity and sanctification (I Thessalonians 5; Hebrews 12:14 ;).
3. The honorary/spiritual mother candidate's life must be of a good report (Romans 12:1-2; II Corinthians 6; I Timothy 3:7).
4. The honorary/spiritual mother candidate must be submitted to a pastor and church home.
5. The honorary/spiritual mother candidate is required to be actively involved in a local church/ministry.
6. The honorary/spiritual mother candidate **must** have been referred by a current active member.
7. The honorary/spiritual mother candidate should be a tither.
8. The honorary/spiritual mother candidate referred for membership in Alpha Theta Omega will not be considered if a member of another sorority. (Not to include trade, music, honor societies, or scholastic sororities or fraternities) ***Alpha Theta Omega does not accept cross membership.***
9. Before an invitation to honorary/spiritual mother membership is extended, National Board Members will be notified..

Upon acceptance of invitation and completion of spiritual mother application, members will be officially inducted into the membership of Alpha Theta Omega at our Annual Honorary and Spiritual Mother Membership Banquet. At that time the new honorary and spiritual mother class will receive an official membership card, pin, and gift.

We do ask that honorary members and spiritual mothers make an annual financial contribution to the organization based on your ability and adherence to the Holy Spirit.



Alpha Theta Omega Christian Sorority, Inc.

Alumnae Program Overview

Alumnae Introduction:

Now that you have graduated and your college days are behind you doesn't mean you should break ties with the ATO experiences that enriched your life in school. Alpha Theta Omega's eternal bond of sisterhood means you can continue to surround yourself with women of all ages, who are committed to service, fellowship within the body of Christ, evangelism, discipleship, and worship.

Sorors, your life is changing and the leaders of ATO have created the alumnae program to keep you connected with this organization. Alumnae membership will provide you opportunities for leadership, mentoring, community service, and personal growth and development.

So what are you waiting on, **join today!**

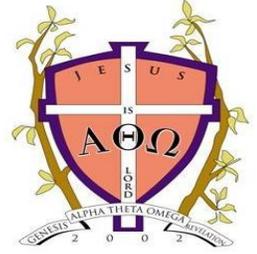
Alumnae Purpose: The purpose of the alumnae program shall be to further the vision and mission of Alpha Theta Omega Christian Sorority, Incorporated, to strengthen the bond of eternal sisterhood, to advance the Kingdom of God through evangelistic ministry, to aid the development and stability of collegiate chapters, and to strengthen the overall involvement of Alpha Theta Omega with the community at large.

Alumnae Mission: The alumnae chapters will uphold and fulfill the purpose of Alpha Theta Omega Christian Sorority, Incorporated. Alumnae chapters will encourage and transition collegiate members toward spiritual and personal growth, professional development, provide opportunities for philanthropic service, and foster avenues for evangelistic ministry. Alumnae chapters will support and endeavor to strengthen local collegiate chapters, all auxiliaries, and the National Board of Alpha Theta Omega.

Alumnae Committee: The alumnae committee will function as the governing body for alumnae chapters. The Alumnae committee is an extension of the National Board of Alpha Theta Omega Christian Sorority, Incorporated. The alumnae committee consists of the Director, Assistant director, Theta Lite Director(s), and Regional Recruitment Director(s). The alumnae committee also has chairpersons that represent the various aspect of alumnae membership which include but are not limited to recent graduates, new members, inactive members, former members, and out-of-state alumnae members. The chairs of the alumnae committee will be modified as the needs of its members change. The alumnae committee will also consists of sorors who are apart of the National Board of Alpha Theta Omega. These ladies will represent the voice of alumnae members to the National Board.

Alpha Theta Omega Christian Sorority, Inc.

Alumnae Program Overview



Committee Members:

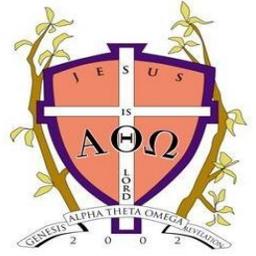
Soror Nellie Brown* ~ Alumnae Director

Soror Ashley Felton and Jade Hicks* ~ Theta Lite Director

Soror Ashley Cheffen * ~ Regional Recruitment Director/Recent Graduates Chairperson

Soror Teresa Woods* ~ Regional Director/New Members Chairperson

*Denotes National Board Member



Alpha Theta Omega Christian Sorority, Inc.

Alumnae Chapter Overview

Primary Responsibilities of Alumnae Members/Chapters:

- † Continued commitment to the purpose and values of ATO
- † Create an environment to grow, learn, share, and preserve lasting relationships with Thetas of all ages
- † Support, cover, and interact with collegiate chapters in designated areas
- † Coordinate and sponsor National programs/philanthropies
- † Recognize the commitment, talent, and involvement of members
- † Programming and support in areas of social skills, leadership, spiritual/personal growth and development
- † Facilitate two (2) required quarterly events addressing Service, Worship, Evangelism, & Worship
- † Host soror fellowships quarterly (e.g. celebrate birthdays, job promotions, marriages)
- † Facilitate the Theta Lite Ministry locally

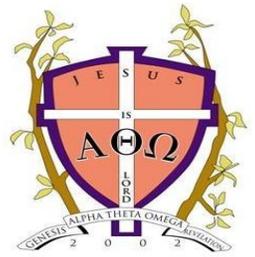
Chapter Structure:

An alumnae chapter can be chartered with at least five (5) active and current alumnae members. The group of members must contact National Headquarters to submit a request to charter an alumnae chapter. All documentation must be completed and filed before an alumnae chapter initiates. Once approval is provided by National Headquarters, the alumnae chapter will become official.

In general, alumnae chapters will take the same structure of undergraduate chapters with the following positions:

President	Theta Lite Chair
Vice-President	Membership Chair
Secretary	Scholarship/Awards Chair
Treasurer	Undergraduate Chapter Chair
Assistant Treasurer	Historian
Chaplain	Hospitality/Social Chair
	Chapter Recruitment Ambassador

Alumnae members will hold executive positions for two years. The leadership terms will begin June 1st and conclude May 30th. (e.g. June 1st, 2015 thru May 30th, 2016)



Alpha Theta Omega Christian Sorority, Inc.

Alumnae Chapter Overview

Financial Obligations:

Financial Obligations:

Alumnae and Non-Collegiate/Professional members will be required to pay a higher membership fee than undergraduate

members. Membership dues are required by the last day in Feb each year for interests who cross in the Fall Semester and

by the last day in July each year for interests who cross in the Spring Semester.

Alumni Dues\$200 (per year)

Non-Collegiate Professional Dues.....\$200 (per year)

Note dues are considered late March 31st of each year for Fall Semester sorors, and August 31st of each year for Spring

Semester sorors. If dues are not paid sorors will be unable to participate in any “national” events, up to and including Leadership Conferences.

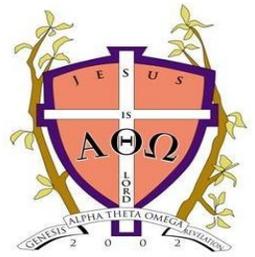
all current sorors (as of July 2015) due date is last day of February each year, dues are considered late the last day of March each year.

New Sorors-

if you cross in Fall dues are due in Feb each year and late in Mar if

you cross in Spr dues are due in July each year and late in Aug

if you cross in Sum dues are due in Feb each year and late in Mar

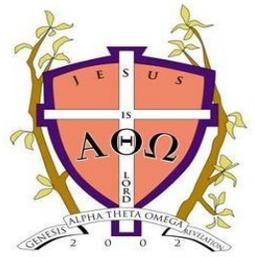


Alpha Theta Omega Christian Sorority, Inc.

Alumnae and Non-Collegiate/Professional Orientation Overview

Alumnae and Non-Collegiate/Professional Orientation/New Alumnae Members:

- o New Alumnae Application Fee.....\$ 50.00
- o Alumnae Orientation Fee.....\$600.00
- o Alumnae Budget as follows:
 - Orientation Manual and Material Supplies.....\$20.00
 - Orientation Meals.....\$30.00
 - Membership ID.....\$30.00
 - Membership Pin.....\$40.00
 - Membership Certificate and Frame.....\$20.00
 - National Headquarters Operating Budget.....\$260.00
 - Marketing and Advertising.....\$200.00
 - Alumnae Administrative Fee\$20.00 (goes back to chapter)
 - Thetalites Mentoring Program..... \$30.00
- o Line jackets will not be purchased by National Headquarters or the Alumnae Committee



Alpha Theta Omega Christian Sorority, Inc.

Collegiate Orientation Overview

- o New Alumnae Application Fee.....\$ 50.00
- o Alumnae Orientation Fee.....\$500.00
- o Alumnae Budget as follows:
 - Orientation Manual and Material Supplies.....\$20.00
 - Orientation Meals.....\$30.00
 - Membership ID.....\$30.00
 - Membership Pin.....\$40.00
 - Membership Certificate and Frame.....\$20.00
 - National Headquarters Operating Budget.....\$260.00
 - Marketing and Advertising.....\$100.00
 - Collegiate Administrative Fee\$20.00 (goes back to chapter)
 - Thetalites Mentoring Program..... \$30.00
- o Line jackets will not be purchased by National Headquarters or the Alumnae Committee

Financial Obligations:

Financial Obligations:

Alumnae and Non-Collegiate/Professional members will be required to pay a higher membership fee than undergraduate

members. Membership dues are required by the last day in Feb each year for interests who cross in the Fall Semester and

by the last day in July each year for interests who cross in the Spring Semester.

Collegiate Dues\$100 (per year)

Note dues are considered late March 31st of each year for Fall Semester sorors, and August 31st of each year for Spring

Semester sorors. If dues are not paid sorors will be unable to participate in any “national” events, up to and including Leadership Conferences.

all current sorors (as of July 2015) due date is last day of February each year, dues are considered late the last day of March each year.

New Sorors-

if you cross in Fall dues are due in Feb each year and late in Mar if you

cross in Spr dues are due in July each year and late in Aug

if you cross in Sum dues are due in Feb each year and late in Mar



Alpha Theta Omega Christian Sorority, Inc.

<Date>

<Name>

<Address 1>

<City, State, Zip Code>

RE: Membership Status

Dearest Soror:

It is with sincere regret that we inform you that you are inactive with Esther _____ Chapter and Alpha Theta Omega Christian Sorority, Incorporated for the <year> academic year. As an inactive member, you are expected to adhere to Article VI, Section 1 of your Royal Book.

Your inactive status is the result of the following:

- ✿ Failure to meet the National financial requirements due.
- ✿ Failure to make payment arrangements with National Board prior to due date

Please note you may continue to participate in Chapter related activities, but may not participate in Regional or National related activities until you have become current.

You are requested to contact the National Board of Alpha Theta Omega Christian Sorority, Inc. immediately concerning this matter. Please submit your correspondence by emailing:

atonationaltreasurer@gmail.com

It is our sincere hope and prayer that you resolve this issue in a responsible and timely manner. As your sisters in Christ and co-laborers in this ministry, we will continue to cover you with accountability, encouragement, and prayer.

Sincerely,
Alpha Theta Omega Christian Sorority Inc. National Board

Alpha Theta Omega Christian Sorority, Inc.



<Date>

<Name>

<Address>

<City, State, Zip Code>

RE: Dissolution of ATO Membership

<Name>,

We (Executive Board) appreciate your prompt response to your current membership status.

Although we are disappointed with your decision, we pray that you will remain connected to those you have bonded with through the ministry of Alpha Theta Omega Christian Sorority, Incorporated.

Please follow the proper protocol outlined in your Royal Book and submit your ATO materials to National Headquarters.

Alpha Theta Omega Christian Sorority, Incorporated
National Headquarters
13217 New Hampshire Ave #10104,
Silver Spring, MD 20914.

Once National Headquarters receives your materials, you will receive an official letter confirming the dissolution of membership/affiliation with Alpha Theta Omega Christian Sorority, Incorporated. If you have questions or concerns, we invite you to contact a member of the National Executive Board immediately.

Again, thank you for making an official statement.

May God bless and keep you.

Jesus Is Lord,
Esther _____ Chapter Executive Board
CC: National Headquarters



Alpha Theta Omega Christian Sorority, Inc.

Esther _____ Chapter

TRAVEL DOCUMENT

Please provide the following information:

☛ Departure
Location: _____

☛ Departure Time:

☛ Arrival Location:

☛ Arrival Time:

☛ Name of Insurance
Carrier: _____

☛ Insurance Policy
Number: _____

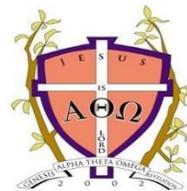
***Please provide a copy of your insurance card and attach it to this form.**

☛ License Plate Number:

☛ Which State is your vehicle registered:

***Please provide a copy of your registration card and attach it to this form.**

☛ Total number of people traveling with you:



Alpha Theta Omega Christian Sorority, Inc.

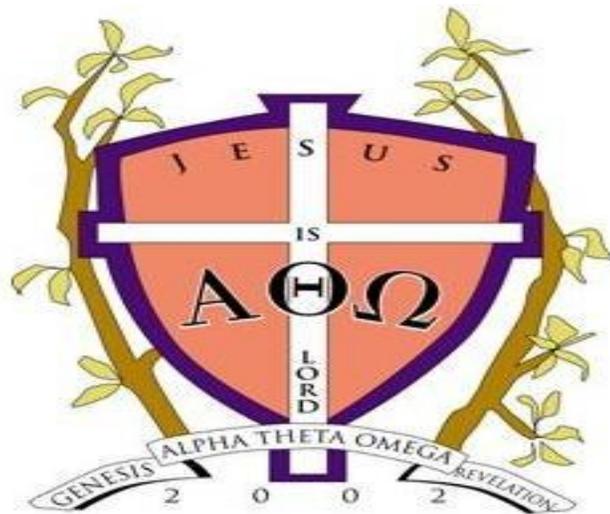
Esther _____ Chapter

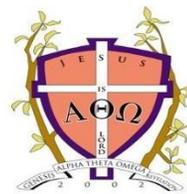
TRAVEL DOCUMENT

***Please print and sign your full signature below on the space provided for you below.**

_____	_____	_____
Member's Name	Member's Signature	Date
_____	_____	_____
President's Name	President's Signature	Date
_____	_____	_____
Witness's Name	Witness's Signature	Date

Alpha Theta Omega Christian Sorority, Inc.
ORIENTATION INFORMATION
13217 New Hampshire Ave #10104,
Silver Spring, MD 20914.

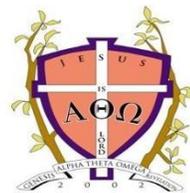




Alpha Theta Omega Christian Sorority, Inc.

Informationals/Meet and Greets

- ☛ **For All Chapters** Send Perspective dates for Meet and Greets, Informationals, and Interviews within 8 weeks before the beginning of the semester to your Regional Recruitment Director.
- ☛ **Requirement for All chapters** is to hold 2 Informationals a year (FALL and SPRING)
- ☛ **For Perspective Mentors for ALL Chapters** All prospective deans and assistant deans should submit a Mentor Application within 4 weeks before the perspective Informational date online via the National website www.alphathetaomega.com.
- ☛ **For All Chapters** After Meet and Greet send listing of interest to your Regional Recruitment Director so that they can update the National Prospective Interest Spreadsheet.
- ☛ **For All Chapters** After Informationals send listing of interest to your Regional Recruitment Director so that they can update the National Prospective Interest Spreadsheet.
- ☛ **For Alumnae Chapters** After Informationals send list of names of those that attended, contact information, and who picked up an application to Soror Nellie Brown-Pruitt atonationalalumni@gmail.com .
- ☛ The Orientation Intake Team will follow up after all applications have been received with the schedule for interviews and times.



Alpha Theta Omega Christian Sorority, Inc.

Chapter Quick Links

[Chapter Success Kit](#)

[Chapter Ballots](#)

[Chapter Bank Account Requests](#)

[Chartering a New Chapter](#)

Article XIV Amendments

Only Visionaries may introduce amendments to this Constitution and Bylaws, unless a written approval given from Visionaries to the National Headquarters has been issued.

Amended by Visionary Aileen Vaughn 4/27/05

Amended by Visionaries Ailisha Breedlove and Aileen Cunningham 7/1/07

Amended by Visionaries Ailisha Vaughn and Aileen Cunningham and National Board Training Committee 4/29/13

Amended by Visionaries Ailisha Vaughn and Aileen Cunningham and National Board Training Committee 6/2/15

Amended by Executive Director Orientation, Recruitment, and Diversity Soror Kimberly Beasley 7/30/15