

TRANSFER PROCEDURES

This form must be mailed in along with the appropriate fee for a member transferring into a chapter or any member that wishes to become a General Member.

Step-by-step instructions are listed below for:

- I. Transferring to a chapter.
- II. Transferring from General Membership to a chapter.
- III. Transferring from a chapter to General Membership.

I. TRANSFERRING TO A CHAPTER

A member who wishes to change her chapter affiliation must:

- STEP 1** Have the Basileus or Tamiouchos of her former chapter fill out and return to her this **TRANSFER VERIFICATION FORM**.
- STEP 2** Submit the **TRANSFER VERIFICATION FORM** to the chapter with which she wishes to affiliate.
- STEP 3** Have the **NEW** chapter submit this form along with Per Capita for the current year to the Corporate Office for processing.

Note: If member has already paid Per Capita to her former chapter for the current year the new chapter must:

- STEP 1** Request to see the member's current financial card and the **TRANSFER VERIFICATION FORM** from her former chapter.
- STEP 2** Determine that the member is currently active and has no financial obligations to her former chapter.
- STEP 3** If these two conditions are met submit member's name for processing.
- STEP 4** List member's name on the Transfers Report and attach the Transfer Verification Form.
- STEP 5** Submit to the Corporate Office for processing.

II. TRANSFERRING FROM GENERAL MEMBERSHIP TO A CHAPTER

If a General Member would like to affiliate with a chapter she must:

- STEP 1** Submit a written request to the Executive Director indicating that she would like to transfer to a chapter.
- STEP 2** Upon receipt of this request the **TRANSFER VERIFICATION FORM** will be filled out by the Executive Director and mailed **DIRECTLY** to the member.
- STEP 3** Submit the **TRANSFER VERIFICATION FORM** to the new chapter with appropriate fees.

III. TRANSFERRING FROM A CHAPTER TO GENERAL MEMBERSHIP

If a member wants to become a General Member she must:

- STEP 1** Notify her former chapter that she would like to transfer.
- STEP 2** Request the **TRANSFER VERIFICATION FORM**.
- STEP 3** Submit this form with the General Membership fee to the Corporate Office for processing to:

ALPHA KAPPA ALPHA SORORITY, INCORPORATED
Corporate Office
5656 S. Stony Island Avenue
Chicago, Illinois 60637

Article IV; Section 40 of the Constitution and Bylaws states:

"A soror must clear through the Alpha Kappa Alpha Corporate Office all financial obligations to her former chapter and the Boule before receiving her transfer. No chapter shall accept a soror into active membership before receiving the soror's transfer from the Alpha Kappa Alpha Corporate Office, and no chapter shall have the power to refuse to accept a soror for whom a transfer has been received. A soror's current financial obligations to her chapter begin as of the date of the transfer on a pro-rata basis. Where two or more graduate chapters exist in a city, transfer from other chapters will be issued to either chapter in accordance with the soror's request. The inactive soror(s) of a city where there are two or more graduate chapters may be reinstated in either chapter."

NOTE: A MEMBER WILL NOT BE TRANSFERRED WITHOUT A TRANSFER VERIFICATION FORM FROM HER LAST CHAPTER AFFILIATION.

ALPHA KAPPA ALPHA SORORITY, INCORPORATED

TRANSFER VERIFICATION FORM

Member Name _____

Financial Card Number _____

Address _____

City _____ State _____ Zip _____

Chapter you wish to affiliate with: _____

Former chapter should complete Part A, if member has met all of her financial obligations to the chapter:

- A. Give member a copy.
- B. Mail the copy with original signatures to the Corporate Office.

Former Chapter should complete Part B, if member has not met her financial obligations to the chapter, is currently suspended, or is recommended for expulsion:

- A. Mail the copy with original signatures to the Corporate Office.
- B. Inform member that until she has cleared this debt, completed the suspension or successfully appealed the suspension or expulsion she will not be issued a Transfer Verification Form.

(If transferring to general membership, fees must be in the form of a money order or certified check. Personal checks will be returned)

PART A

SOROR _____ HAS MET ALL OF HER FINANCIAL OBLIGATIONS.

PART B

1. SOROR _____ HAS NOT MET HER FINANCIAL OBLIGATIONS.

The amount owed to our chapter is \$ _____

2. SOROR _____ has been suspended until _____

3. SOROR _____ has been recommended for expulsion at the _____ (year) Boule.

CHAPTER MUST COMPLETE THE FOLLOWING INFORMATION:

CHAPTER NAME _____

CHAPTER ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNATURE OF CHAPTER BASILEUS _____

SIGNATURE OF CHAPTER TAMIUCHOS _____

DATE _____

SIGNATURE OF GRADUATE ADVISOR
(Undergraduate Chapter Only) _____

DO NOT WRITE IN THIS SECTION FOR OFFICE USE ONLY GENERAL MEMBERS TRANSFERRING TO A CHAPTER

A/R CHECK: CK: LIST _____

EXECUTIVE DIRECTOR _____

INITIAL _____

DATE _____