

**Ancient Egyptian Arabic Order Nobles Mystic Shrine of
North and South America and its Jurisdictions,
Incorporated**

Imperial HBCU Initiative Department



**Standard Operating Procedures
2024**

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HBCU Department

Purpose

These Standard Operating Procedures (SOP) govern the internal and external operations of the A.E.A.O.N.M.S Historically Black Colleges and Universities (HBCU) Department, standardizing the processes and procedures governing the operations within this Department and all Subcommittees.

This Joint Department will serve the Imperial Council as the conduit towards bringing awareness and support to HBCUs by coordinating and raising funds to provide scholarships along with making donations to their various programs. Donations will be made on a quarterly basis. Disbursement of funds will be monitored and coordinated through this department as directed through the Imperial Council.

This Standard Operating Procedure (SOP) also outlines the procedures and responsibilities for all levels (Imperial and Desert) of the HBCU Department. It will define how the HBCU Department will support HBCUs by raising awareness, coordinating fundraising, and disbursing donations.

Mission Statement

Our mission is to actively support and advance the mission of Historically Black Colleges and Universities by raising funds and resources to enhance educational opportunities, empower students, and strengthen community partnerships.

Vision Statement

We are committed to engaging alumni, friends, and partners in philanthropic efforts to ensure the sustainability and growth of HBCUs. Through strategic fundraising initiatives, community outreach, and donor cultivation, we aim to bridge financial gaps, promote access to quality education, and foster an environment that celebrates the rich history and cultural heritage of HBCUs. Together, we strive to empower the next generation of diverse leaders and make a lasting impact on the future of education.

Scope

This SOP applies to all HBCU Department members at the Imperial and Desert levels unless otherwise directed. Reports and procedures will be modified to adhere to, conform to and support the mission and requirements of the Imperial Council.

The Department operates under the guidelines of the Imperial Council, with the Imperial Administrator overseeing and providing guidance to the leadership of the Imperial Director.

All actions must adhere to the mission of the Imperial Council: to assist students wishing to obtain higher education at HBCUs and to enrich the lives of students through partnerships with HBCUs.

Structure

1. Imperial Director
2. Imperial Chief Deputies
3. Department Subcommittee Lead Deputies
4. Department Subcommittee Deputies
5. Department Supporters/Volunteers

Responsibilities

All Levels

- Raise awareness and support for HBCUs.
- Coordinate fundraising efforts, with the appropriate approvals, for HBCU donations and scholarships.
- Support activities initiated by the Imperial HBCU Department (i.e., School of the Quarter, HBCU Week, Imperial Session Events)
- Disseminate information within their respective Desert, Temple, and Court.

Imperial

- Oversee the entire HBCU Department operations.
- Manage HBCU Department social media and online presence.
- Organize Imperial Session fundraising and activities.
- Coordinate Quarterly School Selections and Presentations.
- Provide training to Deserts semi-annually.
- Maintain bi-annual reports from Desert representatives.
- The HBCU Director will review and submit this SOP to the Imperial Administrator. The Administrator will submit to the Imperial Potentate for his endorsement and approval after it is accepted by the HBCU Department members.
- The HBCU Department will work with Desert Deputies, local Temples/Courts, and other designated Imperial Committees to promote the HBCU Department as directed.
- All merchandise, images, and campaigns will be managed and used by HBCU Department members.

Desert

- Collaborate with the Imperial Department on fundraising and events.
- Support school presentations within their Desert/Oases.
- Submit bi-annual financial reports (January 15th and June 15th) to Imperial HBCU Department.

Desert Level

In conjunction with the Imperial HBCU Department Director, the Deputy of and for the Desert shall have a Desert Level Committee comprising of the following members: Desert Chair and Co-Chair, Recorder/Recordress, Treasurer, and at least two (2) Members from each Temple and Court.

- a) Desert Chair and Co-Chair will be assigned by Imperial Deputy of and for the Desert, with concurrence from the HBCU Director. These positions will be considered reporting members to the Imperial HBCU Department.

- b) The Recorder/Recordress and Treasurer are recommended to remain with the Desert Recorder/Recordress and Treasurer. However, these duties may be delegated as subcommittee duties at the discretion of the Chair and Co-Chair. A roster of this committee must be provided to the Imperial HBCU Department.
- c) The Desert Committee will be comprised of Nobles and Daughters from all the Temples and Courts within their Desert. One representative from each Temple and Court is required.

Desert Chair and Co-Chair will work with their respective committee to:

1. Raise funds for designated/selected HBCUs to support the Imperial HBCU Department.
2. Assist and participate with school presentations within their respective Desert/Oasis and will promote the school and solicit donations to support the HBCU Department.
3. Meet with the Imperial HBCU Department to coordinate, discuss, and plan fundraising and other activities to support students who attend HBCUs (i.e., toiletry bags, cookouts for students, tailgates, etc.).
4. Support Imperial HBCU Department programs as directed (School of the Quarter, HBCU Week, HBCU Scholarship Gala, Imperial Session Events, and others).
5. All Desert Level HBCU Initiative fundraisers must receive approval from the Imperial Director of the HBCU Department prior to implementation. Fundraisers need to be submitted in accordance with dispensation guidelines.
6. A written financial report will be sent to Imperial Director HBCU Department Bi-Annually on June 15th (covering activities Jan 1st– May 31st) and Jan 15th (covering activities June 1st– Dec 31st).

Meetings

The Imperial HBCU Department will meet monthly, with subdepartment meetings as needed.

Desert-level HBCU Committees will meet as needed with Temple and Court representatives and on a quarterly basis.

Quarterly Desert Representative Meetings: Each Desert will send representatives to a mandatory quarterly meeting with the Imperial HBCU Director (in-person or virtual). These meetings will focus on:

- Sharing best practices
- Coordinating fundraising efforts
- Addressing challenges
- Aligning with the overall Imperial HBCU initiatives

Finance & Collection

Methods of Funds Collection

Funds will be collected through the appropriate donation portal provided through the Imperial Council.

Monthly status reports on donations will be requested from the appropriate Imperial office as needed.

Distribution of Funds

Quarterly donations will be disbursed by the Imperial Director, Chief Deputies, or in their absence, Deputies of and For the Desert and/or Oasis.

Notification/Communication to Colleges and Universities

School Selection: Quarterly selection via lottery system.

The format of the Quarterly Selection Show is developed by the Promotions Subdepartment.

The HBCU Department maintains an internal SOP for the Selecting and Promoting the Quarterly School Selection show.

HBCU of the Quarter Notification and Presentation Process (For Internal Use of the Imperial HBCU Department Only)

Once the School is selected, they are notified via phone within seven (7) days of selection by a Deputy of the Imperial HBCU Department.

Once the School is officially notified and a Point of Contact is identified, the Official Notification letter is sent via email within 24 hours.

The Imperial Director will notify the Deputies of and For the Desert where the school is located. A date is then selected for the presentation.

Once the date is selected, contact is made again to the school to advise them of the Date in which the Department intends to make the Presentation. This can be done via phone or email.

Within 10 days of when the Presentation is scheduled to take place, the Department will contact the School and Deputies of and for the Desert to verify date, time, location, and any other pertinent information regarding the Presentation.

Once all information is verified, the Department will ensure all items needed for the presentation are requested (actual check, presentation check, etc.)

Media Coverage: Ensure photos and coordination with appropriate media outlets and Imperial Media Relations Department.

***All information is shared with the Imperial Director throughout the process, usually within 24 hours of any contact made. Any changes or needed adjustments require the approval of the Imperial Director and Administrator.

Additional Notes

Individual scholarships are handled by other designated Imperial Departments or Desert Committees. The Imperial HBCU Initiative supports fundraising and donations to specific institutions, not to individual students. The Imperial HBCU Department will refrain from providing direct scholarships to individual students as this is the function of other Imperial Departments/Desert Committees.

Communication

Prior to release, all official communications, particularly those directed to entities outside the organization, will be reviewed and approved by the Imperial Director and Administrator.

Communication Workflow

Imperial to Desert:

- The Imperial HBCU Department Operations Subdepartment will be the primary point of contact for Desert HBCU Representatives. Communication can be sent to the following email: HBCU@aeaonms.org
- Important updates, announcements, and new initiatives will be communicated via email, conference calls, or official memos as needed.
- Desert Representatives are responsible for disseminating this information to their respective committees.

Bottom-Up Feedback

- Temple/Court representatives will channel questions, ideas, and concerns to their Desert Representatives.
- Desert Representative will consolidate and communicate relevant feedback to the Imperial HBCU Department.

Additional Notes

Technology: The HBCU Department is encouraged to utilize available technology (group emails, shared online documents, video conferencing) to optimize communication and collaboration.

Emergencies: In urgent situations, the Imperial Administrator may directly contact Desert Deputies or Temple/Court leaders as needed.

Revision and Approval

This SOP will be reviewed annually and updated as necessary.

The Imperial HBCU Director will submit the SOP to the Imperial Administrator for review, and final approval will be granted by the Imperial Potentate.