

2011 - 2012 EDITION

Sections of this manual have been revised and so noted. Sections not revised have been reprinted/re-keyed from the original documents.

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NATIONAL ALUMNI ASSOCIATION, INC.

The Official Policy and Procedures Manual of the National Alumni Association, Inc. of Alabama State University

This reference manual has been designed to be used by an officer of the National Alumni Association Incorporated. It is not intended to be all encompassing, but to serve as a general guide as you conduct the activities of your chapter, region and/or your position as a national officer.

Obviously, there are certain sections such as the Articles of Incorporation, National Constitution and Bylaws which you may wish to recommend to your chapter members.

Please maintain the manual and insert revisions as they are issued. Also, it would be appreciated if you would forward this booklet to your successor upon leaving your elected office.

Additional Information/Forms Available on a Need to Use Basis

Please call the Office of Alumni Relations at 334/229-4280
for

- o New Chapter Development Kit
- o ASU Trust Fund Letter of Intent
- o Planning for Career Day with Alumni
- o NAA Convention Guidelines

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

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**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

PREFACE

This manual is designed to codify in one document ways in which alumni, individually and organizationally, may enhance relationships and more effectively accomplish their cardinal objectives. Its intent, therefore, is to provide an information base and suggested mechanisms for alumni chapters to use to strengthen the ties that bind Alabama State University and the National Alumni Association, Inc.

Since the bedrock of the NAA there has been local alumni chapters. The effective participation of these local groups is absolutely essential for a strong, viable and successful alumni program. It is principally to assure the viability of these critically important local organizations that this manual has been developed. Comments on the manual's usefulness and completeness are invited.

SECTION 1

ABOUT THE ASSOCIATION

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

HISTORY

The National Alumni Association Incorporated (NAA) of Alabama State University was established by some of its graduates in the early 1960s, which at that time was called the General Alumni Association. Its objective was to provide an association that would form the nucleus for common sharing of interests in the University by its graduates. Membership in the Association is held by all graduates of Alabama State University and former students who attended for at least one grading period whether quarters or semesters. Active membership is held by graduates and former students who contribute to the University and affiliate with local chapters.

The Office of Alumni Relations maintains records of alumni and former students, communicates on a timely basis with active alumni, and serves as liaison between graduates and the University.

The NAA attempts to encourage a spirit of loyalty to the University through its programs of activities on the campus, in local chapters, in regional areas, and through national conventions. A major campus event is Homecoming. The NAA in collaboration with the Office of Alumni Relations sponsor many activities during Homecoming including a mini-conference.

Committed alumni give financial support to the University through annual planned giving. Other avenues of support provide financial stability to programs that assist the University. Many alumni chapters sponsor scholarships that are awarded on the basis of

high scholastic achievement, financial need, and participation in extra-curricular activities.

The supreme governing body of the NAA is a Delegate Assembly which sets policies and elects officers. The interim business affairs of the Association are managed and controlled by an Executive Committee which is comprised of the president, vice president, recording secretary, financial secretary, secretary-treasurer, four regional representatives, four regional directors and two ex-officio members.

Alumni chapters are organized in those geographic regions of the county where there is a concentration of ASU alumni. The function of these chapters is to keep alumni in touch with one another through sponsorship of activities and events that support the University. The chapters maintain direct contact with the Office of Alumni Relations for updates and guidance in matters relative to University priorities and policies.

NATIONAL ALUMNI ASSOCIATION PRESIDENTS

1963 -1964	- Fred D. Gray	1985 - 1989	- Abraham T. Smith, Jr.
1964 -1967	- Charles W. Pecke	1989 - 1993	- Janet H. Sutton
1967 -1969	- Thomas Gray	1993 - 1996	- Eddie T. Harris
1969 -1971	- Prince G. Stollenwerek	1996 - 1999	- Janet H. Sutton
1971 -1973	- Matthew H. Dawson	2000 - 2003	- Lindsey T. Williams
1973 -1974	- Joe L. Reed	2004 - 2005	- Willie A. Alexander
1974 -1976	- Jack L. Green	2006 - 2009	- Brenda Kahn-Spells
1976 -1981	- Willie J. Smith	2010 - 2011	- Lucius Black, Jr.
1981 -1985	- Cleophos Vann	2012 -	Beatrice (Bea) Forniss

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

**SIGNIFICANT MOMENTS
IN THE HISTORY OF THE NAA**

This document is being presented as a capsule compilation of the programs and activities established by the National Alumni Association, Inc. (NAA). With new leaders and increasing neophyte membership in the Association, it seemed appropriate that a brief history of the organization and its accomplishments be presented.

The NAA was founded by graduates of the University. The NAA's major purpose was to establish an official organization of supporters interested in assisting the University in further obtaining its goals and objectives.

Membership in the NAA is held by graduates and former students affiliated with local alumni chapters. Today, there are more than 40 chapters within four regions. The supreme governing body is a Delegate Assembly and an Executive Committee who manage and control the interim business affairs. The NAA's Executive Committee is comprised of elected officers, four regional directors, four regional representatives and two ex officio members.

The following is an event account of the NAA's activities. The dates listed are the dates when the program/activity was first established.

THE BEGINNING:

1936-1963 Alumni chapters were known as National Alumni Association.

1963 Formation of the General Alumni Association: The Council for the Advancement and Support of Education requested that the chapters change their name because they were not independent of the University. The Association becomes national when there are chapters in most states and the association is independent of the University.

1963-1972 Henry A. Spears was coordinator for Alumni Relations.

MEMBERSHIP:

- 1995 National membership drive - Telethon
- 1996 Membership card changed to membership/phone card

FUND RAISING PROJECTS:

- 1976 GAA Raffle - Ongoing "Bread and Butter" fundraiser
- 1981 FASUD (Funds for ASU Defense (program expired)
- 1989 Projection 2000 - presented at the 1989 Convention; \$200 per chapter/year paid to the NAA to help support NAA activities (expired)
- 1960 Cramton Bowl - Concessions - T-shirts, etc; entire stadium was made available to the NAA. This project was accomplished with the help of Professor Arthur Barnett's marketing class
- 1993 Life Membership Program - NAA life membership at the national level **ONLY**
- 1995 LCI - Telephone discount to NAA and other alumni (expired)
- TBD Endowment for Excellence - Purpose: to establish a "chair" at ASU (expired)

PLANNED GIVING PROGRAMS:

- 1967 ASU Foundation - ongoing
- 1993 ASU Challenge - ongoing
- 1995 ASU Trust Fund for Educational Excellence - ongoing (Obtained a Fully Funded Named Scholarship)
- 1998 Letter of Intent - Scholarship established in the name of the NAA

COMMUNICATIONS / ADMINISTRATIVE / MANAGEMENT

- 1987 Petitioned the ASU Board of Trustees regarding continuation of ASU vs Tuskegee football game

- 1991 Petitioned the ASU Board of Trustees regarding the continuing of Coach Houston Markham as head football coach
- Resolution request to ASU Trustees Board to award Mrs. Rosa Parks an honorary doctorate degree - proposed by George Andrews (request denied)
- 1992 Published the GAA Newsletter - *Alumni News Connection*
- 1993 Published *A Guide to Better Alumni Operating Procedures*
- 1995 Established the Five-Point Program for Success as a major program
- 1997 Formed the "Committee for an Improved NAA"
- 1998 Published the Chapter Assessment Form - ratified, Convention 1999
- 1999 Acquired the first NAA office space in Montgomery, Alabama
- Developed/published Convention/Conference/Meeting Guidelines
- 1999, 2000 Petitioned the ASU Board of Trustees for improved office space for the NAA and for the Office of Alumni Relations
- 2003 NAA suspended the 27th National Convention in Atlanta, Georgia, on Saturday, August 2, 2003, to travel to Montgomery to express discontent with the President of the University as well as the Board of Trustees
- TBD Provided resolutions for deceased members
- TBD Petitioned ASU to keep the bookstore open the Friday after Homecoming so that the out of town alumni could make purchases
- 2005 Purchased the first property - NAA Alumni House

NAA CONVENTIONS AND CONFERENCES:

National Conventions

- 1963-1970 Conventions held yearly on the ASU Campus in Montgomery, Alabama
- 1971 Alternated conventions between Montgomery and other locations
- 1987 Established biennial conventions

Conferences

- 1975 Spring Leadership Conference for Chapter presidents (program cancelled)
- 1981 Homecoming Mini-Conference

NAA PROGRAMS/ACTIVITIES

- 1963 Recognition of Homecoming queens at Homecoming football games
- 1975 Homecoming Hospitality - opened at the Madison Hotel
- 1983 Pre-Alumni club organized
- 1990 Prepared/sold/Homecoming packages
- 1993 Established "Career Day with Alumni" - alumni/ student day
AVIS Discount Rental Package (expired)
- 1994 Established the Harper Council Trenholm Memorial Award - proposed by alumnus, George Andrews
- 1996 Established the Tuition Rebate program - for alumni whose children attend ASU
- 1997 Began ongoing support of ASU student programs
- 2000 Inaugural Coronation Ball
- 2001 Provided a five (5) percent discount on football game tickets with presentation of NAA Membership card (expired)
- TBD Ten percent ASU Bookstore discount with presentation of NAA membership card (expired)

CONSTITUTIONAL HIGHLIGHTS:

- 1991 NAA officers must be a graduate of ASU

Criteria for incoming NAA president changed from "having to attend two prior conventions" to "having to attend three prior conventions"

- 1991 That the Delegate Assembly be seated for the first business session

- 1993 Association's name changed from General Alumni Association back to
National Alumni Association

- Changed fiscal year beginning June to beginning January

- 1997 Increased Foundation assessment from \$5 to \$10

- Established Montgomery, Alabama as the residence for mail and banking

- Required all funds except operational funds to be left with the ASU
Foundation

- 2000 Attained 50(c)3 status

- 2001 Association's name changed from National Alumni Association to National
Alumni Association, Inc.

NAA HOMECOMING HOSPITALITY FACILITIES

The NAA has used various motels/hotels as its headquarters. The Madison/Holiday Inn provided hospitality suites. The Governor's House, Sheraton Downtown, Embassy Suites, and Renaissance Hotel and Spa offered open rooms that were used for a variety of activities. The NAA has also used a big tent on the lawn of the Sheraton Hotel. On campus, the NAA has used the Acadome and the renovated bookstore facility on Carter Hill Road.

SOURCES:

NAA minutes, resolutions, proposals, letters, input from alumni: Daisy Baxter - Past Northeast Regional Director, Charles Varner, Jr. - former Director of Alumni Relations at Alabama State University

RESEARCH:

Virginia Harper, Past NAA Treasurer
Henry A. Spears, Executive Director, Alabama State University Foundation, Inc.
(deceased)

PRESENTED BY:

Janet H. Sutton, Past NAA National President



SECTION 2

OPERATIONAL PROCEDURES





NAA CONSTITUTION



ARTICLE 1 - NAME AND OBJECTIVES

Section 1. Name and Location: The name of this organization shall be the National Alumni Association Incorporated of Alabama State University. It shall maintain a permanent office at Alabama State University, Montgomery, Alabama.

Section 2. Objectives: The objectives of this Association are to promote the interests of Alabama State University, to establish mutually beneficial relations between the University and its alumni, and to assist in the advancement of educational opportunities for the University. The purpose of the Association shall be charitable and non-profit.

ARTICLE II - MEMBERSHIP

Section 1. Eligibility for Membership: (a) **Graduates.** All graduates of Alabama State University are eligible for membership and may hold office in the Association. (b) **Non-Graduates.** All non-graduates of Alabama State University who were regularly enrolled and left the institution in good standing are eligible for membership in the Association.

Section 2. Active Members: Active membership is held by those who are eligible for membership and who have paid their annual NAA dues and have made an annual contribution to the ASU Foundation.

Section 3. Associates: Persons who subscribe to the objectives of this Association have an identifiable relationship to Alabama State University, have paid their annual NAA dues and have made an annual contribution to the ASU Foundation may be nominated as associate members by an active member. Associate members shall be eligible to vote and hold office, other than the president or treasurer at the local level.

Section 4. Member-at-Large: Any group consisting of not less than five (5) active members who cannot otherwise join a local chapter shall be assembled on call by the National President or his/her designee during each national, special, or regular meeting, for the purpose of forming a chapter-at-large and electing from among themselves one (1) delegate for every five (5) or major fraction thereof who shall be elected as delegate-at-large provided, however, that such cluster shall be required to pay an affiliation fee in the same manner as other affiliated chapters. Such fee shall be proportionally divided; not to exceed the proportional amount based on the number represented in the cluster from among the representatives participating in said cluster.

Section 5. Life Membership: A National Alumni Association Life Membership is available. A life member is an honorary title voted upon by the Delegate Assembly in

1993, and includes national dues for the life of the alumnus. The fee should be remitted to the National Alumni Association's secretary-treasurer. A life membership pin and plaque will be presented to the alumnus upon payment of the \$1000 fee. The payment schedule can be found in the Bylaws.

ARTICLE III - DUES, FEES AND CONTRIBUTIONS

Section 1. Chapter Affiliation Fee: Each chapter or chapter-at-large shall pay an annual affiliation fee to the National Alumni Association's secretary-treasurer by January 31 of each year. Such fee shall be recommended by the Executive Committee and approved by the Delegate Assembly and remain in effect until a new fee is officially established. Chapters failing to pay affiliation fees shall not be recognized as National Alumni Association affiliated chapters. Any chapter that has not affiliated with the NAA shall not collect dues from its members or host activities using the name of the National Alumni Association without paying the appropriate fees to the NAA. Chapters not adhering are subject to legal action.

Section 2. National Dues: Each member of the National Alumni Association shall pay annual dues, the amount which shall be recommended by the Executive Committee and approved by the Delegate Assembly. Said dues shall remain in effect until such time as a new amount is officially established.

Section 3. Local Dues: Each chapter and chapter-at-large may assess its members local dues. All local dues shall include the prevailing national dues.

Section 4. Remittance of Dues and Contributions: All National Alumni Association dues and fees (regional, national, Foundation, and others as determined) shall be remitted to the National Alumni Association's secretary-treasurer by January 31. Individual contributions to the Alabama State University Foundation (ASUF) shall be remitted directly to the ASUF.

Section 5. Donations to the ASU Foundation: Donations to the ASUF by non-NAA members may be made through a local chapter or directly to the ASUF. Evidence of such donations may be identified by documents provided by a local chapter, the donor or the ASUF.

Section 6. Chapter Reinstatement Fee: Chapters that were affiliated with the NAA, but became inactive for one year or more, must pay a "reinstatement fee" of \$50 in addition to the yearly chapter affiliation fee.

Section 7. Chapter Late Fee Assessment: Each chapter shall be active by January 31 by submitting its chapter affiliation and regional fees to the National Alumni Association's secretary-treasurer. A \$25 late fee will be assessed if a chapter is not active by January 31.

Section 8. Late Fee Assessment for Officers: Membership dues for all officers (national, regional, local) must be submitted on or before January 31 as required by the Constitution or a late fee of \$10 will be assessed.

ARTICLE IV - MEETINGS

Section 1. Meetings: Notices of the meetings shall be made not less than 60 days prior to the meeting dates. The Association shall hold its national meeting biennially at a time and place to be determined by the Executive Committee.

Section 2. Special Meetings: (a) Special meetings of the Delegate Assembly may be called following the approval of the Executive Committee. (b) Meetings of the Executive Committee shall be announced immediately following the setting of the time and place by the president. (c) The Executive Committee shall schedule an "end of year" transition meeting with its chapter presidents and Executive Committee to review goals and objectives, determine accomplishments and determine what needs to be accomplished beginning the new year.

Section 3. Regional Meetings: Regional meetings may be held during the off years of the biennial convention at a time and place to be determined by the Regional Executive Committee with approval of the National Alumni Association's Executive Committee.

Each regional meeting shall include a minimum one-half hour segment of education/information/training about the Association.

Section 4. Quorum: A quorum shall consist of a majority of the delegates from at least one-third (1/3) of the affiliated chapters registered at the convention or meeting.

Section 5. Voting: Only Executive Committee members and persons who are certified delegates shall be eligible to vote in the business session of the Delegate Assembly. All voting delegates shall be officially registered for the respective meetings.

ARTICLE V - DELEGATE ASSEMBLY

Section 1. The business affairs of the Association shall be governed by the Delegate Assembly which shall set policies and elect officers.

Section 2. The Delegate Assembly shall be the supreme governing body of the Association.

Section 3. The Delegate Assembly shall be composed of delegates elected from each chapter affiliated with the Association. Each chapter shall have one delegate for each five (5) members or major fraction thereof.

Section 4. The local chapter president shall certify all delegates to the national president or designee no later than 30 days prior to the national meeting.

ARTICLE VI - ALUMNI REGIONS

Section 1. Number of Regions and Boundaries: The number of regions and regional boundaries shall be recommended by the Executive Committee, subject to the approval of the Delegate Assembly.

Section 2. Regional Bylaws: Each region of the National Alumni Association shall develop bylaws by which it shall be governed. Said bylaws shall in no way be in conflict with the constitution of the National Alumni Association, Inc.

Section 3. Regional Membership: Each chapter shall be a member of the region in which it is located and shall pay annual dues. Regional dues shall be recommended by the Executive Committee and approved by the Delegate Assembly of said region.

ARTICLE VII - LOCAL CHAPTERS

Section 1. Local chapters affiliated with the Association may be authorized by the Executive Committee in any city or county upon written petition of not less than twelve (12) members who wish to serve through said unit. No person may become an active member of the local unit without affiliating with the National Alumni Association, Inc.

Section 2. The Executive Committee may merge, consolidate, or disaffiliate any local chapter by a majority vote for any proper cause following a hearing at which time said unit shall have the opportunity to present its views.

Section 3. Developing Chapters: Any five (5) alumni located in a remote area where no chapter exists may petition the Executive Committee for recognition as a developing chapter.

Section 4. Local Constitution: Local chapters are NOT to establish constitutional procedures that are in conflict with the constitution of the National Alumni Association, Inc.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1. Executive Committee: (a) **Function.** The interim business affairs of the Association shall be managed and controlled by an Executive Committee. (b) **Members of the Executive Committee.** The Executive Committee shall be composed of the elected officers, the immediate past president, four (4) regional representatives, and the regional directors. Alabama State University shall have one (1) representative on the Executive Committee. Such representative shall have no vote. All other members of the Committee shall be eligible to vote in the business session of the Delegate Assembly.

Section 2. Regional Representative: Each region shall elect a regional representative to serve for a two-year term. A regional representative may be elected for a second term. Regional Representative duties are to be assigned by the president.

Section 3. Regional Directors: Regional Directors shall be elected by the active members of their regions. They shall serve for a two-year term and shall be eligible to succeed themselves. Regional Directors shall not be eligible to succeed themselves for more than two (2) terms.

Section 4. Meetings of the Executive Committee: The Executive Committee shall meet immediately after each national election, after each meeting where new national officers are installed, and during the interim biennial meetings. The president shall serve as chairperson of the Executive Committee and shall be a non-voting member except in the event of a tie vote.

ARTICLE IX - OFFICERS

Section 1. Officers of the Association: Officers shall consist of the president, vice president, recording secretary, financial secretary and secretary-treasurer - all of whom shall be elected every two (2) years by the Delegate Assembly.

Section 2. Term of Office: All officers are elected at the national meeting. They shall serve for a two-year term and may succeed themselves. No elected officer shall serve for more than two (2) consecutive terms. The ex-officio president shall serve for one term only.

Section 3. Vacancies: In the event of death, physical or mental disability or other disqualification of the president, the vice president shall become president. In the event a vacancy occurs in an office, the president shall appoint an active member to fill the unexpired term, subject to the approval of the Executive Committee. In the event a vacancy occurs

in both offices of president and vice president concurrently, the recording secretary shall ascend to the presidency and complete the unexpired term. The recording secretary shall appoint active members to fill the unexpired terms of the president and vice-president, subject to the approval of the Executive Committee.

Section 4. Prerequisites for Election to Office: Any member nominated for a national office shall have been an active member of a local chapter or chapter-at-large for at least two (2) years, and shall have attended and registered during at least one (1) National Alumni Association Convention within the last three (3) national conventions.

However, any member nominated for national president shall have been an active financial member of an active financial chapter, shall have been actively involved in his/her region, and shall have attended and registered at any two (2) of the last three (3) conventions. Nominees must be present and registered at the convention for which he/she is nominated.

Section 5. The President: The president shall preside at all meetings of the Association and represent the Association in person on all public occasions. The president shall appoint all committees except as otherwise provided in the Constitution and Bylaws and sign all drafts on the treasury of the Association. The president shall appoint a parliamentarian for Association meetings. Such person should have a working knowledge of parliamentary law.

Section 6. The Vice President: The vice president shall, in the absence or disability of the president, exercise the powers and perform duties of the president. The vice president shall also generally assist the president and exercise such powers and perform such duties as shall be prescribed by the president. The vice president shall serve as chairperson of the Programs and Membership Promotions Committee, assisting with development and implementation of membership activities inclusive of retention and reclamation.

Section 7. The Recording Secretary: The recording secretary shall keep the minutes of biennial and special meetings and shall serve as secretary for the Executive Committee. The recording secretary shall report to all local and regional units all official actions taken by the Association and the Executive Committee. The recording secretary shall perform all duties incident to the office of secretary and sign all drafts on the treasury. The secretary shall mail all correspondence authorized by the president in a timely manner. The secretary shall serve as chairperson of the Information and Communications Committee. The recording secretary shall also perform such other duties as shall be prescribed by the president.

Section 8. The Financial Secretary: The financial secretary keeps a record of all dues-paying members. Additionally, the financial secretary sends bills when due to the secretary-treasurer, makes provision for collection of dues at meetings if required, turns over all collected monies to the secretary-treasurer, and gives an accurate record to the secretary- treasurer and keeps a duplicate. This duplicate document should be signed by the secretary-treasurer as having received such money. These records are to be kept by both for auditing purposes. The financial secretary shall report on status of paid-up chapter membership at regular intervals, process membership cards and send to each member.

Section 9. The Secretary-Treasurer: The secretary-treasurer shall have as custodian all funds of the Association, deposit same in such bank and trust company as designated by the Executive Committee, receive and give all receipts for monies paid on account of the Association, pay out of the funds just debts of the Association, and enter regularly in books of the Association (kept by him/her) a full and accurate account of any money received and paid out on account of the Association. The secretary-treasurer shall serve as chairperson of the Budget and Finance Committee of the Association, assist the recording secretary with the recording and communications of the Association, and perform all other duties incident to the office. The secretary-treasurer shall be bonded.

The secretary-treasurer shall make the books available for audit before each biennial convention. An audited report shall accompany the secretary-treasurer's report, which is presented at each biennial convention. The auditing process can be accomplished by an internal auditing committee or an external auditing service. A notation shall be made on the report to show that the books have been audited. The notation shall include the audited date, signature of the auditor or committee chairperson, and findings and recommendations of the auditor/committee regarding the status of the books. The Delegate Assembly shall vote on the auditor's report.

ARTICLE X - COMMITTEES

Section 1. Standing Committees: All standing committees shall be appointed by the president, except those specifically or otherwise provided. The following shall be standing committees of the Association, including duties and responsibilities of each committee:

a. Program and Membership Promotions:

This committee shall develop and promote continuous programs or activities of recruitment, reclamation and retention, including social events/activities, membership drives, incentives for membership and special recognition of alumni achievement. This committee shall work with the Office of Alumni Relations, Student Orientation Services, Student Government Association, Career Services and any other necessary entities at the University to increase involvement in university activities, including but not limited to Freshman Orientation, Career Day, class reunions, graduation activities, homecoming activities and sporting events.

b. Budget and Finance

This committee shall plan the Association's annual budget, considering the financial needs, programs, and activities. The committee shall present a three-column (approved previous year, actual previous year and proposed previous year) budget at the biennial convention and shall review and recommend budget modifications as needed.

c. Necrology

This committee shall receive notices and maintain a record of alumni deaths. The chairperson or designee of this committee shall be responsible for presenting the necrology services at Association meetings and conventions. This committee shall also extend courtesies to the immediate family of deceased alumni, including but not limited to a resolution, card, plant, and/or floral arrangement as approved by the president.

d. Fundraising

This committee shall be responsible for generating funds to carry out Association business and events/activities. All fundraisers shall be coordinated through this committee.

e. Information and Communication

This committee shall advise the president on matters pertaining to public relations, information, communication technology applications and systems and other related concerns. The secretary serves as chair of the Information and Communications Committee. All public relations activities shall be approved by the president prior to dissemination. This committee shall edit the Association's newsletter. This document shall be published on a quarterly basis. This committee shall maintain the Association's website and list serve.

f. Education

The education committee shall plan the educational segments for regional and national meetings/conventions.

Section 2. Temporary and/or Event Committees: All temporary committees, together with chairpersons, shall be appointed by the president to accomplish the objectives of the Association.

Section 3. Report of Committee Activities: Each standing committee shall report quarterly to the Association and shall make a written report of its activities to the secretary of the Association.

Section 4. Nominating Committee: The Nominating Committee will be selected by the NAA Executive Board during an election year. The selected members will serve two (2) years. They cannot succeed themselves and must wait two years before they can be

eligible to serve another term. Members selected to serve on the Nominating Committee must have attended at least two (2) of the last three (3) conventions including the year prior to being selected. Members selected must be financially eligible with their chapter and region.

An individual nominated from the floor during the election must be screened by the nominating committee. Any person nominated from the floor must be present and give consent to be nominated. The individual must meet all eligibility requirements for the nominated position.

Section 5. Teller's Committee: The Executive Committee shall select a Teller's Committee consisting of three (3) eligible qualified members for counting the votes. The Teller's Committee chairperson will be in charge of all ballots during the meeting. Tellers should be trained and instructed on the procedures that will be followed in counting the ballots. Illegal or irregular ballots should be presented to the presiding officer of the meeting. Challenges shall be made before the individual takes office.

ARTICLE XI - PROCEDURES

Section 1. Procedures: *Robert's Rules of Order* will govern all proceedings of the Association except as provided in the NAA Constitution and Bylaws.

Section 2. Amendments: The Constitution and Bylaws of the Association may be amended by two-thirds (2/3) vote of the Delegate Assembly whose members are registered at the biennial meeting of the Association, provided the substance of the proposed amendment has been officially presented at the preceding national meeting or has been submitted with one of the notices for the meeting at least thirty (30) days prior to the national meeting at the last known address of record of each active member of the Association.

Section 3. Alternate Delegate(s): Each member may elect an alternate delegate(s) to serve in the place of a delegate(s) who has to leave the convention due to an emergency. The alternate delegate(s) must be officially registered at the convention as an alternate.

ARTICLE XII - FISCAL YEAR

Section 1. Fiscal Year: The fiscal year of the Association shall begin January 1 and extend through December 31 of each year. All chapters shall operate on the fiscal year of the National Alumni Association, Inc.

ARTICLE XII - OFFICIAL SPOKESPERSON (S)

Section 1. National Office: The NAA President is the official spokesperson for the National Alumni Association, Inc. All issues regarding the University, the press or other outside sources and/or persons shall be referred to the National Office. Under no circumstances shall a region or chapter respond to these issues unless authorized to do so and provided an official text.

Section 2. Regions: The NAA Regional Director is the official spokesperson for NAA regional matters only, and shall be bound by Section 1 above. Others do not speak on behalf of the region unless authorized by the regional director.

Section 3. Local Chapters: The chapter president is the official spokesperson for NAA chapters on local chapter matters only, and shall be bound by Section 1 above. Others do not speak on behalf of the chapter unless authorized by the chapter president.

NOTES:

1. Revised at the 1974 Annual Convention in Newark, New Jersey.
2. Approved by the Executive Committee at the called meeting of November 29, 1974.
3. Clerical errors and semantics clarified at the 1975 National Convention in Chicago, Illinois, August 2 1975.
4. Revised by majority vote of the Delegate Assembly at the National Convention in Montgomery, Alabama, July 27-29, 1978.
5. Revisions ratified at the National Convention in Los Angeles, California, July 25-30.
6. Revisions ratified by the Delegate Assembly at the National Convention in Birmingham, Alabama, July 27-31, 1983.
7. Revisions ratified by the Delegate Assembly at the National Convention in Cleveland, Ohio, July 31-August 4, 1991.
8. Revisions ratified by the Delegate Assembly at the National Convention in Philadelphia, Pennsylvania, July 29-August 1, 1993.
9. Revisions ratified by the delegate Assembly at the National Convention in Los Vegas, Nevada, July 21-23, 1999.
10. Revisions ratified by the Delegate Assembly at the National Convention in Atlanta, Georgia, July 29 - August 2, 2003.
11. Revisions ratified by the Delegate Assembly at the National Convention in Montgomery, Alabama, July 20-24, 2005.
12. Revisions ratified by the Delegate Assembly at the National Convention in Tunica, Mississippi, July 22-25, 2007.
13. Revisions ratified by the Delegate Assembly at the National Convention in Detroit, Michigan, July 28-31, 2009.
14. Revisions ratified by the Delegate Assembly at the National Convention in Mobile, Alabama, July 27-30, 2011.



NAA BYLAWS



**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

BYLAWS OF THE NATIONAL ALUMNI ASSOCIATION INCORPORATED

ARTICLE I

Authority

The Executive Committee of the National Alumni Association Incorporated (NAA, Inc.) in accordance with the Articles of Incorporation of the NAA, Inc. adopts and institutes these bylaws to regulate the internal affairs of the NAA, Inc., as are appropriate to its authority and responsibilities.

ARTICLE II

Membership

There shall be four (4) classes of membership.

Section 1: Regular Active Membership

All graduates of Alabama state University and all non-graduates who were regularly enrolled and left the institution in good standing, have paid their annual NAA, Inc. dues and have made an annual contribution to the ASU Foundation are afforded regular membership in the NAA, Inc.

Section 2: Associate Membership

Associate memberships may be granted by a local chapter of the NAA, Inc. To any person who subscribes to the objectives, exhibits interest by support of and participation in the programs of the Association. Associate members shall not be eligible to vote or hold office.

Section 3: Life Membership

Life membership includes national dues for the life of the alumnus of Alabama State University.

Section 4: Graduating Seniors Membership

The NAA dues for the 1st year after graduation shall be free. The new alumni may join a chapter of his/her choice.

ARTICLE III

Executive Committee

Section 1: The Executive Committee of the NAA, Inc. shall consist of the following persons:

- 1) President who is designated chairperson
- 2) Vice President
- 3) Recording Secretary
- 4) Financial Secretary
- 5) Secretary-Treasurer
- 6) Farwest Regional Director
- 7) Midwest Regional Director
- 8) Northeast Regional Director
- 9) Southeast Regional Director
- 10) Farwest Regional Representative
- 11) Midwest Regional Representative
- 12) Northeast Regional Representative
- 13) Southeast Regional Representative
- 14) Immediate Past National President (Ex officio, non voting)
- 15) Director of Office of Alumni Relations of ASU (Ex officio, non voting)

Section 2: The Executive Committee of the NAA, Inc. shall meet twice a year at the call of the National President. A quorum for committee meetings shall be eight (8). *Robert's Rules of Order* shall be the guide for parliamentary procedures at committee meetings/ conferences/conventions.

Section 3: The business affairs of the NAA, Inc. are governed by a Delegate Assembly which shall set policies and elect officers. The Executive Committee of the NAA, Inc. shall have the authority to conduct the interim business affairs of the Association to include, but not limited to, the following:

- a) Prescribe the duties of appointed chairperson;
- b) Dismiss with or without cause any appointed officer without previous notice;
- c) Establish cost of membership;
- d) Establish operational guidelines;
- e) Enter into contracts or other agreements consistent with the purpose of the Association;
- f) Conduct any lawful activity in which the Association may interest itself for the accomplishment of the Association's purposes.

Section 4: Executive Board members must agree to abide by and uphold the Constitution and Bylaws of the Association.

Section 5: Regional officers of the Executive Board of Directors of the NAA, Inc. shall be elected by the regular voting membership residing in the region of their representation.

ARTICLE IV

Executive Committee Travel Policy

Section 1: Executive Committee members shall receive no compensation for his/her services as a member. But they shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties.

Section 2: The National President shall approve all travel. Airline tickets shall be purchased at least 21 days in advance and be reimbursed at the rate of coach fare. If mode of transportation exceeds coach fare, the member shall be responsible for the additional costs. The following regarding airfare will be adhered to:

- a) Flights must be scheduled in accordance with time and date of the scheduled meetings (unless there is a cost-savings).
- b) Members will be responsible for any penalty for changes made to airline reservations, unless in extreme emergence (i.e., death of an immediate family member).
- c) Unused tickets with value must be returned. (Note: If a flight is cancelled due to inclement weather, a full refund or credit may be applicable).

Section 3: The Association will reimburse \$15 for ground transportation (i.e., taxi, shuttle, limousine). If ground transportation exceeds this amount, the excess is reimbursed **ONLY** upon the presentation of all receipts.

Section 4: The Association will reimburse the government rate per mile for board members who choose to drive either personal vehicle or rental (the maximum amount reimbursable will be at the rate of air coach fare).

Section 5: The Association will reimburse only one mode of parking either at meeting site or airport parking (whichever is less). Taxicab expenses are reimbursable up to thirty (\$30) dollars.

Section 6: The following trips of Executive Committee members will be considered reimbursable by the Association:

A. **National President**

Founder's Day
Commencement
Farwest Regional Conference
Midwest Regional Conference
Northeast Regional Conference
Southeast Regional Conference
Executive Board Meetings (two a year recommended)
Mini-Conference
NAA, Inc. Convention

B. **Vice-President**

Executive Board Meetings (two a year)
NAA, Inc. Convention
(When performing duties in the absence of the president)

C. **Recording Secretary**

Executive Board Meetings (two a year)
Mini-Conference
NAA, Inc. Convention

D. **Financial Secretary**

Executive Board Meetings (two a year)
Mini-Conference
NAA, Inc. Convention

E. **Secretary-Treasurer**

Executive Board Meetings (two a year)
Mini-Conference
NAA, Inc. Convention

F. **Regional Directors (4)**

Executive Board Meetings (two a year)
NAA, Inc. Convention

G. **Regional Representatives (4)**

Executive Board Meetings (two a year)
NAA, Inc. Convention

ARTICLE V

House and Per Diem Policy

Section 1: The Association or its designee will select and negotiate hotel accommodations for members for committee meetings/conferences/conventions. Hotel rates vary from city to city; therefore, a hotel with a reasonable and/or modest rate should be considered.

Section 2: Hotel expenses shall be **one-half (½) the cost** of a single/double room rate for all Executive Board Members except the National President. The National President will be entitled to a single room rate reimbursement. Members choosing another type of accommodation will pay the difference over the cost.

Section 3: A member accompanied by a spouse/family member/guest who chooses to make their own lodging arrangements will be responsible for paying the difference between a single/double room. Committee members will also be responsible for paying the amount of hotel bill that exceeds the conference hotel rate.

Section 4: Executive Committee members are responsible for all incidental expenses, i.e., laundry, telephone calls, etc., and must be paid directly to the hotel.

Section 5: Executive Committee members who choose not to have hotel accommodations will be reimbursed at the government rate per mile to-and-from the meeting and will not be eligible for housing reimbursement.

Section 6: Executive Committee members must have a hotel receipt in order to obtain reimbursement for lodging expenses when using accommodations other than the designated hotel. The hotel receipt should reflect a zero balance.

Section 7: The per diem allowance for meals will be \$30 per day based upon days in actual attendance at the meeting. The \$30 per diem allowance is for meeting days only and not for travel days.

Section 8: Executive Committee members must be in attendance at least 80% of the duration of the meeting to be eligible for Per Diem. No receipt is needed to claim per diem.

Section 9: The Association will not reimburse per diem when a luncheon or banquet is provided during board meetings, committee meetings and/or national convention. If only one meal is provided, the per diem is \$15.

ARTICLE VI

Temporary/Annual Event Committees

Section 1: The National President shall appoint chairpersons for all standing and temporary committees. Committee policies and actions are subject to review and determinations by the Executive Committee.

Section 2: The purpose of the Annual Event Committees shall be as listed below:

a) **Homecoming Planning Committee** shall be organized to coordinate all activities in preparation for homecoming. The Homecoming Planning Committee shall be comprised of financially active members. The planning committee must meet and discuss the plans for homecoming. The proposed plan and budget must be reviewed and approved by the Executive Committee. *To avoid travel expenses, it is recommended that the committee be comprised of members from the Montgomery Chapter and the Southeast Regional Director.* The role of the Homecoming Chairperson shall be as follows:

- Manage all homecoming activities at the University
- Be liaison between the Executive Committee and the University
- Submit a budget for approval
- Prepare a time-line for the completion of all activities
- Ensure that tasks have been assigned to handle specific activities
- Report to the executive Committee any issues and concerns that may require their involvement
- Prepare a financial report of income and expenditures, along with all receipts
- Submit a written report at the Mini-Conference
- Other duties as prescribed by the Executive Committee

b) **Career Day Planning Committee** shall be organized to coordinate all activities in preparation for Career Day with Alumni. The committee shall be comprised of financially active members. The committee must meet to plan and submit a budget for review and approval by the Executive Committee. The role of the Career Day Chairperson shall be as follows:

- Secure a day for Career Day
- Coordinate the event with University officials
- Contact alumni for participation
- Assign alumni to various classes

- Coordinate student activities
- Submit a written report to the Executive Committee
- Other duties as prescribed by the Executive Committee

c) **Raffle Ticket Committee** shall be organized to coordinate all activities relating to the annual raffle fund drive and assist the Raffle Ticket Chairperson. The committee is comprised of financially active members and the Executive Committee. The role of the Raffle Ticket Chairperson shall be as follows:

- Coordinate the printing and purchase of raffle tickets
- Distribute raffle tickets to all chapters
- Schedule a time for collecting funds
- Coordinate the collection of all monies and raffle ticket stubs
- Submit a written report to the Executive Committee and to Mini-Conference
- Coordinate the drawing
- Submit the funds to the Secretary-Treasurer
- Other duties as prescribed by the Executive Committee

ARTICLE VII

Local Chapters

Section 1: A chapter shall be any regular organized affiliation with at least 12 or more members who have been recognized by the Association as having paid their annual national dues, annual chapter affiliation fee and annual required donation to the ASU Foundation as prescribed by the NAA Constitution and Bylaws.

Section 2: It is mandatory that all the national dues, chapter affiliation fees and donations to the ASU Foundation be remitted to the Association's Secretary-Treasurer by January 31 each year.

Section 3: A chapter shall be committed to the purpose and spirit of the Association and cooperate with its programs. Chapters are expected to adopt rules and regulations consistent with the Constitution and Bylaws of the NAA, Inc.

Section 4: A new chapter may not be organized where a chapter is currently functioning without the approval of the Regional Director and the Executive Committee. The Executive Committee shall issue a charter for the new chapter upon certification that the credentials have been met.

ARTICLE VIII

Alumni Regions

Section 1: The number of alumni regions and regional boundaries shall be recommended by the Executive Committee, subject to the approval of the Delegate Assembly.

Section 2: The four (4) constituted regions of the NAA, Inc. are:

- a) Farwest Region
- b) Midwest Region
- c) Northeast Region
- d) Southeast Region

Section 3: A local chapter shall be a member of the region in which it is located and shall pay annual dues.

Section 4: Each regional director shall coordinate the activities of the chapters within region's jurisdiction, and shall aid them in carrying out their programs to the fullest extent possible. Each region shall convene an annual convention and/or retreat, shall have the authority to adopt rules and regulations and to execute plans to accomplish its mission. Regional Directors are responsible for informing and training its membership about the operations, mission and business of the Association.

Section 5: Each region of the NAA, Inc. is expected to adopt rules and regulations consistent with the Constitution and Bylaws of the NAA, Inc.

ARTICLE IX

Duties of the National Officers

Section 1: President. The president shall have the usual executive powers of supervision and management of the NAA, Inc. Including, but not limited to, preside at all meetings of the Association and represent the Association in person on all public occasions. The president shall appoint all committees except as otherwise provided in the Constitution and Bylaws and sign all drafts on the treasury of the Association. The president shall appoint a parliamentarian who has a working knowledge of parliamentary law for Association meetings.

Section 2: Vice President. The vice president shall, in the absence or disability of the president, exercise the powers and perform duties of the president. The vice president shall also generally assist the president and exercise such powers and perform such duties as shall be prescribed by the National President and Executive Committee.

Section 3: Recording Secretary. The recording secretary shall keep the minutes of biennial and special meetings and shall serve as secretary for the Executive Committee. The recording secretary shall report to all local and regional units all official actions taken by the Association and the Executive Committee. The recording secretary shall also perform other duties as shall be prescribed by the Executive Committee.

Section 4: Financial Secretary. The financial secretary keeps a record of all dues paying members. Additionally, the financial secretary sends bills when due to the secretary-treasurer, makes provision for collection of dues at meetings if required, turns over all collected monies to the secretary-treasurer, and gives an accurate record to the secretary-treasurer and keeps a duplicate. This duplicate document should be signed by the secretary-treasurer as having received such money. These records are to be kept by both for auditing purposes.

The financial secretary shall report the status of paid-up chapter members at regular intervals, process membership cards, send to each member and send a copy of the chapter membership reporting form to the Office of Alumni Relations. The financial secretary shall perform other duties as shall be prescribed by the Executive Committee.

Section 5: Secretary-Treasurer. The secretary-treasurer shall have as custodian all funds of the Association, deposit in such bank and trust company as designed by the Executive Committee, receive and give all receipts for monies paid on account of the Association, pay out of the funds just debts of the Association, and enter regularly in books of the Association (kept by him/her) a full and accurate account of any money received and paid out on account of the Association. The secretary-treasurer shall serve as chairperson

of the Budget and Finance Committee of the Association, assist the recording secretary with the recording of communications of the Association and perform all other duties incident to the office. The secretary-treasurer shall be bonded.

ARTICLE X

FEES

Section 1: Affiliation Fee

The annual chapter affiliation fee shall be \$25.

Section 2: NAA Dues

The annual National Alumni Association's dues shall be \$20.

Section 3: Life Membership

The Life Membership dues shall be \$1,000, to be paid in full or in three (3) consecutive yearly payments of two (2) \$333.33 and one (1) \$333.34.

ARTICLE XI

ADMINISTRATIVE

Section 1: Minutes

Minutes taken at the NAA's Biennial Convention are to be published 90 days after the convention.

Section 2: Revised Documents

Documents that have been revised must have the revised date notation on each page of the document.

SECTION 3

NAA PROGRAMS

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

**5 POINT PROGRAM
FOR SUCCESS**

INTRODUCTION

Most of the activities, programs, projects, committees, etc. presented in this **5-Point Program** are not new. All have been organized so that they are not viewed in isolation, but as part of a whole process for the achievement of the Association's objectives. If we can make these projects more effective and meaningful to our University and alumni, we will have accomplished much.

When we review these projects, etc. under the individual program groups, we can better understand where and how our attention needs to be focused and/or how to more effectively design a particular group of programs.

A master chairperson and co-chairperson will be assigned to each program. It is the duty of these persons to manage a particular program, not to necessarily do the work. They are to give assistance, direction, ensure the goals of the program are being accomplished and report to the particular committee chairperson and the Executive Committee on areas of concern in the program. The committee chairperson along with committee members shall perform the duties. Therefore, the master chairpersons and co-chairpersons should carefully review the activities included under their assigned program.

The role of the master chairperson and co-chairperson of the *Membership Promotion Program* will be a bit expanded. They are to design an effective program to be implemented at a national, regional and local level. Review membership strategies in the ***New Chapter Development Kit***.

Personnel for the committees must be assigned. However, some positions will not change. We suggest that the chairperson and co-chairperson of a committee select persons to work with them for their local chapter and/or region. Names should be submitted as soon as possible so that they may be formally notified and included in the documentation.

A thought to remember:

*You don't learn to hold your own in the world by standing guard,
but by attacking and getting well hammered yourself.*
—**George Bernard Shaw**

**NATIONAL ALUMNI ASSOCIATION ,INC.
ALABAMA STATE UNIVERSITY**

5-POINT PROGRAM FOR SUCCESS

- **MEMBERSHIP PROMOTION:** To promote the interests of ASU and to establish mutually beneficial relations between the University and its alumni.

Objective: Increase NAA membership by _____% by _____ year end

- **FUND RAISING:** To provide funds for financial assistance to ASU and for maintenance of this organization.

Objectives: (1) Increase fund raising effort on major fund drive(s) by minimum of _____%. (2) Determine the most effective method for fund raising. (3) Determine the feasibility/implementation/success of new fund raising programs.

- **PLANNED GIVING:** To determine planned giving programs and the distribution of funds for the advancement of educational opportunities at ASU.

Objective: Put a plan in place to systematically distribute funds to ASU yearly, with the exception of the ASU Foundation, Inc. funds.

- **COMMUNICATION:** To provide for an exchange of ideas and the dissemination of news and information.

Objectives: (1) Streamline current communication vehicles. (2) Distribute information timely and/or as required.

- **ALUMNI PROGRAMS:** To recognize the outstanding contributions of chapter members and others, encourage continuous support, provide a forum for the exchange of ideas and a vehicle for on-going training.

Objectives: (1) To determine the appropriate incentive and recognition programs and the award, etc. (2) To ensure that adequate training and/or business is being planned - meetings, workshops, training, etc.

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

LIFE MEMBERSHIP

In accordance with the Constitution of the National Alumni Association, Inc. of Alabama State University, Section five: A National Alumni Life Membership is available. Life membership includes national dues only for the life of the alumnus. **Life membership fee is \$1,000.** The fee can be paid in three (3) consecutive payments (two payments of \$333.33 and one payment of \$333.34).

The fee is payable to the National Alumni Association, Inc. of ASU and submitted to the National Alumni Association's secretary-treasurer. A Life membership pin and plaque will be presented upon payment of the \$1,000 in full. **(See Appendix B - Life Membership Application)**

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

RAFFLE PROGRAM

NAME: ASU/NAA National Raffle

PURPOSE: To increase the net worth of ASU/NAA through a fundraising project.

DATE: The raffle drawing will be at Homecoming (Thanksgiving) during the annual Mini-Conference on Friday.

RULES

The following rules are set forth for the sole purpose of controlling the issuing of tickets, accounting for income, and determining the profit.

- Rule 1.** The Raffle Ticket Chairperson **will issue tickets in blocks of 100**, based on the previous years' ticket sales for each chapter.
- Rule 2.** Additional tickets will be issued by Raffle Ticket Chairperson upon receipt of request and **depending on chapter(s) circumstances**.
- Rule 3.** **Final reports from chapters will be no later than 5:00 pm on Wednesday prior to Thanksgiving and no later than 9:00 am the morning of the Mini-Conference.** Chapters are encouraged to turn stubs and money into the Raffle Ticket Chairperson before the Homecoming activities. **If this is impossible, prior arrangements must be made with the Raffle Ticket Chairperson for accountability.**
- Rule 4:** Payment for tickets issued to chapters will be by money orders, certified or chapter checks. **Personal checks will not be accepted.**
- Rule 5.** Unsold tickets must be returned to Raffle Ticket Chairperson when the report is made. **Chapters are responsible for all tickets assigned and will be held responsible for any unreturned tickets. Tickets must be returned by the deadline.**

- Rule 6.** The chapter selling the highest amount of tickets over 4,000 will receive their rebate plus an additional \$1,000 for a NAA, Inc. scholarship.
- Rule 7.** **Only active chapters will be allowed to sell raffle tickets. Individuals wanting to sell raffle tickets who are regional representatives will be allowed to sell tickets through the NAA. The funds are to be submitted to the NAA's secretary-treasurer and the regional representative will specify how the funds should be allocated and receive credit.**

RAFFLE REBATE PROCESS

Chapters will be reimbursed 50% for tickets sold through Wednesday prior to Thanksgiving and tickets sold no later than 9:00 am on Friday at the Mini-Conference. All unsold tickets must be returned or the chapter(s) will be responsible for all outstanding tickets. **All unsold tickets must be returned before the rebate checks are issued.**

Rebate checks will be sent to chapter presidents immediately after the final report has been completed and approved by the National President, secretary-treasurer and Raffle Ticket Chairperson. **Rebate checks will be mailed to all chapter presidents after all checks submitted by chapters have been cleared.**

SELECTION OF MR. NATIONAL & MS. NATIONAL

The chapter selling the highest number of raffle tickets will have the choice of selecting a **Mr. or Ms. National** and the chapter selling the next highest amount of raffle tickets will select the other. **In the event of a tie, a special drawing will be held during the Mini-Conference to determine the winner.** The two chapters must notify the Raffle Ticket Chairperson of their intentions by August of that year. The secretary-treasurer will reimburse the participants for Mr. And Ms. National for \$250.00 each for their expenses to represent the NAA during Homecoming activities. These funds will be given to the winners at the annual Mini-Conference. **This amount will help defray individual's expenses, such as: travel, hotel, flowers, game ticket, Homecoming packages etc.**

The NAA will provide transportation for Mr. And Ms. National in the Thanksgiving Day Parade as well as the next top three (3) chapters for a total of five chapters to be represented on the Thanksgiving Day Parade Float.

In the event that Mr. or Ms. National chooses not to participate in the Homecoming activities, the \$250 will be forfeited.

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

NATIONAL SCHOLARSHIP PROGRAM

The National Alumni Association, Inc. Will offer scholarships to qualified high school seniors especially, **but not limited to**, beginning 1996. Initially, one scholarship will be offered for each NAA, Inc. region. Hopefully, we can expand the program each year. The initial amount will be \$500 - \$1000. The National President will appoint a Scholarship Chairperson along with three other individuals to make-up the Scholarship Review Board. The Scholarship Review Board should be comprised of educators and the membership will be rotated annually to increase participation. The Scholarship Chairperson will be responsible for developing a score card to rate the criteria. The Scholarship Review Board will meet one week after the deadline to review all scholarship applications and make a recommendation to the NAA Executive Committee. **(See NAA Scholarship Application)**

Instructions

- _____ 1. Applicants must complete scholarship application form in its entirety. If more space is needed than provided on the form, applicants may attach a separate sheet of paper. Photocopies of the application form are acceptable. *Please type or print neatly.*
2. Include all required attachments (see "Required Attachments") with completed application form. Any application forms received without all required attachments will be ineligible.
3. Send all materials to: National Alumni Association, Inc. P.O. Box 6078, Montgomery, AL 36106. The applicant's entry must be postmarked no later than March 30th. Entries postmarked after March 30th will be ineligible. Students selected as scholarship recipients will be notified by June 15.

Eligibility Requirements

To be eligible to enter the National Scholarship Program, an individual must meet all of the following criteria:

1. Must be a graduating high school senior at the time of application submission or a matriculating student.
2. Must be a U.S. citizen.
3. Must be able to provide written acceptance to Alabama State University.
4. Must submit all required attachments with the completed application form.

Selection Criteria

Applicants will be selected based on:

1. Scholastic achievement (e.g., honors classes, grade point average, SAT or ACT scores, class rank).
2. Character and leadership (e.g., extra-curricular involvement, honors, awards, achievements, personal references).
3. Essay responses (communications skills, personal insight).
4. Financial need.

Required Attachments

Applicants must include all of the following with the completed application form. Any application forms that are submitted without these required attachments will be ineligible.

1. Copy of high school transcripts with class rank and SAT and ACT scores noted. (Note: The program recognizes that some high schools do not calculate class rank. Students whose schools do not provide rank will not be penalized.)
2. Two letters of recommendation. At least one letter must be from a teacher or school administrator. Applicant must be certain that each letter has the reference's name, address and phone number. References should also include how long they have known you and in what context.

Additional Requirements / Final Judging Round

If an applicant is selected to proceed to the final judging, the applicant will be notified and asked to verify the facts stated in the application by providing the following materials:

1. Current, official high school transcripts with school seal, including SAT or ACT scores and class rank (if available).
2. A copy of pages 1 and 2 of parents' /guardians' Federal Income Tax Return.
3. An acceptance letter to Alabama State University.

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

PLANNED GIVING PROGRAMS

ASU TRUST FOR EDUCATIONAL EXCELLENCE

Alabama State University's Trust for Educational Excellence was established in 1995 in the Knight vs. State of Alabama remedial decree. The Trust was funded by an annual payment of \$1 million from the Alabama Special Educational Trust Fund and an additional sum of up to \$1 million matched by gifts, grants and contributions to the Trust from alumni, foundation corporations, associations, estates and other sources. The annual payment and matching grant were for a period of 15 years. The matching program expired July, 2010.

Monies received by the Trust are required to be maintained in perpetuity as the *corpus of the Trust* with at least 25 percent of the annual income to be reinvested in the *corpus*. The 75 percent of the interest not required to be reinvested is used only (1) to grant academic scholarships at ASU based upon academic excellence, (2) for the endowment of department chairs, (3) for matching funds to endow chairs of eminent scholars under Alabama's Eminent Scholars' (4) for subsidizing the salaries of full-time faculty members with outstanding reputations as scholars and (5) for payment of fees and expenses for lectures series conducted on campus by nationally known educators, public officials, writers, scholars and national and world businesses and government leaders. (Approved 09/24/1997)

**Minimal Criteria to Establish a Named Scholarship
In the ASU Trust for Educational Excellence**

By Clubs or Organizations

In developing the corpus of the Trust Fund for Educational Excellence we should make every effort to accommodate the interests of everyone who wishes to contribute. Some donors and potential donors have inquired about how to establish named scholarships within the Trust. It is important that the trustees establish and publish minimal standards that will apply to all such scholarships so that all donors will know the requirements. The following was proposed for consideration:

1. A club (or organization) may establish a named scholarship within the Alabama State University Trust Fun for Educational Excellence by making a minimum contribution of \$25,000 to the Trust. The Trust, through contributions from the state, will match that contribution in an equal amount.

2. A club (or organization) must inform the University of the intent to establish such a scholarship and must make an initial deposit of \$2,500 to initiate the process. The minimum amount of \$25,000 must be paid into the Trust before July 31, 2010, the date on which the State match requirement expires. Should the club (organization) fails to reach the \$25,000 minimum, the proposed named scholarship will be cancelled and the amount deposited shall be used by the Trustees for other legitimate purposes, including general scholarships.
3. The club (or organization) must establish criteria for scholarship recipients, subject to the approval of the Trustees.
4. The Trust administrators shall account for the size of the *corpus* of each named scholarship (both the contribution and the a matching amount) and shall determine annually the amount available to be paid in scholarships in accordance with earnings and the restrictions placed on expenditures by the court.

(Approved 09/24/1997)

National Alumni Association , Inc. Named Scholarship

The National Alumni Association, Inc. submitted a Letter of Intent to Alabama State University to establish a scholarship in the name of the NAA, Inc.

During the 1999 Biennial Convention of the National Alumni Association, Inc., a resolution offered by then President Janet Sutton passed by the Delegate Assembly that the NAA and its affiliated chapters would raise the equivalency of \$200 per member and make one contribution per chapter to the ASU Foundation for the Trust Fund prior to the July 31st deadline. The ASU Foundation would then make a collective contribution to the Trust from the National Alumni Association. This proposal was passed to ensure the NAA, Inc. would make a significant impact in giving to Alabama State University..

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

CAREER DAY PROGRAM

Since 1993, the National Alumni Association, Inc. in conjunction with the Office of Career Services and the Office of Alumni Relations has annually planned and implemented a *Career Day with Alumni* program for Alabama State University students. The day consists of classroom presentations by alumni and an open forum awards luncheon/reception with alumni and students.

Objectives of the Program

- 1) To provide a positive forum for alumni to give something back to the University by meeting with students to:
 - a. share their varied professional experiences (successes and failures)
 - b. identify job opportunities for students: short-term and long- term
 - c. provide encouragement
 - d. provide student competition via the *Resume Writing & Web Page Contests* to give more depth to the program so that each student can participate even if no alumni attends his/her class
- 2) To foster student/alumni awareness, fellowshiping and networking.
- 3) To heighten and strengthen the NAA's visibility at ASU.
- 4) To provide alumni an opportunity to speak with ASU professors regarding what is currently expected of employees in today's businesses.
- 5) To work with ASU's Career Services to assist with readying students for employment.

Chairpersons for the program are members from the NAA, Inc., Career Services and the Office of Alumni Relations.

Since *Career Day with Alumni* is an NAA-initiated program, the NAA has always taken the lead. Therefore, the chairperson for the NAA must work closely with ASU to ensure that the students' needs are being met through the program.

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

NAA CONVENTION

The NAA Convention is underwritten by the NAA and hosted by a local chapter. When the local chapter is selected, there should be a meeting of the NAA President, Regional Director of the area, Regional Representative and Convention Committee. At this time all of the convention committee representatives should review the plan for hosting a convention.

(See Convention Guidelines)

Convention Rules

- 1) Determine activities for convention.
- 2) Set cost for each activity.
- 3) Set cost for all other expenses to include speakers, awards, gifts, and other.
- 4) Determine registration fee to cover all expenses plus an amount for miscellaneous expenses.
5. The NAA will advance the local chapter seed money to get the planning of the convention started.
6. A separate account shall be set-up with three signatures: chapter president, Convention Chairperson and chapter treasurer.
- 7) Two of the three can be used to negotiate an instrument.
- 8) After all expenses have been paid, the seed money advanced to the local chapter should be returned to the NAA, Inc. Treasury. The proceeds should be divided equally between the host chapter and the NAA, Inc.. **(See Convention Guidelines)**

NAA CONVENTION AWARDS

Chapter/Regional and National Award Recognition

The National Alumni Association, Inc. presents awards to chapters, regions, and alumni at the National Biennial Convention and/or the Mini-Conference. The awards are as follows:

Raffle Awards:

Awarded to the chapters that sell 1000 or more NAA Raffle tickets from the past two years as verified by the Raffle Ticket Chairperson.

Chapter of the Year Award:

Awarded to the chapter that receives the highest points from a total of 100 as verified by the National Secretary-Treasurer in conjunction with the Chapter of the Year Application Form. This award is presented at the Mini-Conference or the National Biennial Convention.

Chapter Membership Increase Award:

Awarded to the chapter with the greatest percentage increase in financial members from the past two years as verified by the National Secretary-Treasurer.

Region of the Year Award:

Awarded to the region that receives the highest points from a total of 100 as verified by the National Secretary-Treasurer in conjunction with the Chapter of the Year Application Form. This award is presented annually at the Mini-Conference or the National Biennial Convention.

Scrapbook Award:

Awarded to the chapter that represents the best choice scrapbook selected by a committee or assigned judges appointed by the convention director.

NAA Leadership Award:

Nominations may be made by self, any graduate of ASU or special interest group of ASU or the NAA.

Harper Councill Trenholm Memorial Award:

Nominations may be made by self, any graduate of ASU, special interest group of ASU, or the NAA. Nominee must meet prerequisites as indicated on the Harper Councill Trenholm Memorial Award Nomination form. This award is presented at the NAA National Biennial Convention.

The criteria for selection of each award follows:

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

Criteria for Selection of Chapter of the Year Award

Eligibility

In order to be considered for the Chapter of the Year Award, your chapter must be financially up-to-date. This includes Projection 2000.

YEAR _____

Chapter Name _____

Chapter President _____

Number of financial members prior year () _____

Number of financial members current year () _____

Percentage Increase % _____

List the names of the students to whom your chapter provided some financial aid:

How many raffle tickets did your chapter sell last year? _____

Average dollars per chapter member \$ _____

Did any chapter members attend the most recent regional conference?

_____ Yes _____ No

Did any chapter members attend the most recent national conference?

_____ Yes _____ No

How much did your chapter donate to ASU last year? \$ _____
(Excluding ASU Foundation, Inc. And student Scholarship)

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

Criteria for Selection of Chapter of the Year Award
By Points

Membership Increase

Points

01% - 24% = 05

25% - 49% = 10

50% - 74% = 25

75% - 99% = 30

100% & Above = 35 Points

Scholarship Program
Number of Students Supported

Points

1 - 3 = 05

Over 3 = 10

Raffle Tickets Average Sold Per Member

Points

\$ 1 - \$33 = 05

\$34 - \$66 = 10

\$67 - \$100 = 15

Chapter Active in National and Regional Programs = 5 points

Chapter Members Attended Regional Conference = 5 points

Chapter Members Attended National Conference = 5 points

Chapters' Donation to ASU

(Excluding ASU Foundation and student Scholarship)

Points

\$200 - \$ 499 = 5

\$500 - \$ 799 = 10

\$800 - \$1,000 = 25

Over \$1,000 = 30

Maximum points - 100

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

Criteria for Selection of Region of the Year Award

YEAR _____

Region Name _____

Regional Director _____

1. Number of members in region prior year () _____

Number of members in region current year () _____

Percentage of increase _____%

2. List chapters visited last year:

3. Percentage of regional membership attended regional conference _____%

4. Percentage of regional membership attended national convention _____%

5. Did you (Regional Director) attend the last national convention? ____ Yes ____ No

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

Criteria for Selection of the Region of the Year Award
By Points

Chapter Membership % Increase
Points

1% - 24% = 05

25% - 49% = 10

50% - 74% = 20

75% - 99% = 40

Chapter Visitation = 5%

% Membership Attended Regional Meetings
Points

1% - 24% = 05

25% - 49% = 10

50% - 75% = 15

75% - 100% = 25

% Membership Attended National Convention
Points

1% - 24% = 05

25% - 49% = 10

50% - 74% = 15

75% - 100% = 25

You Attended Last National Convention = 5

Maximum points = 100

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

Criteria for Evaluation of Scrapbook Award

The scrapbook should be organized on the basis of the convention theme and in relation to the objectives of the NAA, Inc. The following criteria will be used in judging the scrapbook:

Points Given:

15 UNIQUENESS OF COVER

1. Organization and neatness of layout (visual appeal)
2. Contents of the book

20 TABLE OF CONTENTS

1. History of the University (documentation of papers and photos)
2. History of the chapter
 - a) Documentation of papers and photos
 - b) Charter or signature of three persons present when organized
 - c) Photographs
 - d) Region's history

15 OUTSTANDING PROJECTS IN ANY OF THE NAA PROGRAM THRUST

1. Support of the University morally and financially
2. Financial contribution to any of the University's projects
 - a) Scholarship
 - b) Sports
 - c) Honors and awards
 - d) Choir
 - e) Trust Fund

30 NATIONAL MEETING PICTURES

1. Community service and contributions
2. Chapter membership in civic organizations
3. Participation in community organizations - religious
4. Volunteer hours
5. Drugs and other programs
6. NAACP ad UNCF
7. Founder's Day observance

- Document for each project is encouraged (photos, newspaper articles, letters)
- Number of associate members involved
- A brief description of each item is encouraged and everything labeled

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

Harper Council Trenholm Memorial Award

The Harper Council Trenholm Memorial Award recognizes the outstanding contributions of Harper Council Trenholm, Alabama State University's fifth president who served from 1925 to 1962.

This commemorative award was created by the NAA Executive Committee in 1993 from a proposal presented to the Committee by George Andrews ('51), founder of the New York Metropolitan Alumni Chapter. The graphic design and illustration were produced by Dorothy E. Hayes ('57) and Dominik Sarica of Dorothy's Door, New York City. The crystal design and etching were done by Tiffany & Company, New York City. The crystal selection, award design and orchestration of the entire project were done by Janet H. Sutton ('60).

The award has been established for presentation as the highest honor to be bestowed by the NAA on alumni or other individuals who have served ASU in a highly meritorious manner. The inaugural award presentation was made on Founder's Day, February 11, 1994, to Mrs. Portia L. Trenholm (wife of Dr. Trenholm) in the name of Harper Council Trenholm. Future awards are to be presented at the National Alumni Association's Biennial Conventions.

Prerequisites for Nomination

Nominees for the Harper Council Trenholm Memorial Award must have made significant noteworthy service and/or financial contributions to ASU, the NAA, the community or the nation. His/her activities must have made an imprint upon some facet of one of the above entities that is worthy of emulation.

He/she must have made the minimum noteworthy service and/or financial contributions as indicated:

SERVICE: Initiated an effective program at ASU, in the NAA, in the community or in the nation which has enhanced or made for a better life in one of those entities: 1) mentoring program, 2) community/national support for a project, 3) recruitment program (membership or students, 4) other (explain).

FINANCIAL: Made a significant life insurance contribution and/or contributed a minimum of \$10,000 within the past five (5) years or \$5,000 within the past two (2) years.

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

**Criteria for Selection of Nominee for the
Harper Council Trenholm Memorial Award**

POINTS GIVEN:

05 Active participation in the NAA

- Local
- Regional

30 Demonstrated financial support of ASU

- Local
- Regional
- National
- Other

30 Demonstrated support of ASU via service

- Local
- Regional
- National
- Other

25 Demonstrated service to local community, national, etc._

-
- Cultural
 - Political
 - Religious
 - Educational
 - Other

10 Special achievements

- Membership / leadership in organizations
- Honors and awards
- Development / promotion of major projects
- Other

100 Total

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

NAA LEADERSHIP AWARD

Award Description

The NAA Leadership Award was established in August, 2000, by the Executive Committee to replace the Ruby J. Gainer Leadership Award. It was initiated as a way to recognize outstanding alumni achievement and services to the community. The award may be given annually to an ASU alumnus who has made significant and sustained contributions that reflect favorably on the National Alumni Association, Inc. of Alabama State University and the community. The criteria for the award was written by Howard Watkins ('81) and approved by the Executive Committee.

Selection Methodology

An active member or chapter of the NAA/ASU may nominate candidates for this prestigious award. The award recipient is selected based upon a one-page recommendation succinctly written describing the qualification of the nominee. If no one is nominated, the NAA President, with the consent of the Executive Committee, may nominate an individual or individuals based on alumni community input.

Selection Criteria

Nominees must have demonstrated an excellence of accomplishment that merits this award to include, but not limited to, the following:

- Have tirelessly and selflessly given outstanding service to the community, both civic and cultural organizations;
- Have distinguished themselves with outstanding achievements, contributions and service to society, the community and ASU;
- Successfully promoted mutual respect, understanding and appreciation for advancement of ASU's educational, financial and social programs;
- Promoted ASU's national academic reputation and achievements and directly contributed toward recruiting new students;

- Encouraged students, alumni and campus employees participation in all ASU's academic, social and athletic activities and programs supporting the NAA;
- Provided unwavering encouragement, enthusiasm and support for recruiting new NAA/ASU members; and
- Demonstrated the highest quality of leadership and statesmanship for the benefit of the community and ASU.

Nominations must be submitted in accordance with NAA/ASU guidelines. Submissions will be evaluated on clarity of content. Selection of the award recipient will be made using the guidelines established by the NAA to those stated above.

The President of the NAA will notify the individual or chapter whose nominee is selected to receive the award. The recipient will receive a one-year complimentary membership in the NAA and a personalized plaque. The recipient and the person or chapter submitting the nomination will be featured in an article in *ASU Today*.

Nomination Procedures

- Nominations may be made by self, any graduate of ASU or special interest group of ASU or the NAA.
- Nominees must meet prerequisites as indicated.
- The award will be presented at the Biennial Convention. However, the award may not necessarily be presented biennially.
- The recipient may only receive the award once.
- The decision of the judges is final.
- Please type and submit nominations on plain bond paper to the National Alumni Association, Inc. P.O. Box 6078, Montgomery, AL 36106-6078. Supply support materials on official letterhead to verify the information presented. Newspaper clippings, etc., may also be included.



SECTION 4

CHAPTERS & REGIONS



**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

Alumni Chapter Activities and Purposes for Being Established

The perpetuation and encouragement of local chapters, regions and members-at-large may be justified only in terms of service to Alabama State University. Service to the University, both direct and indirect, should be the principal objective of each and should be the element which provides a sense of direction and a purpose. The desire to serve the University should arise not only from the more traditional sentiments of loyalty and gratitude but from a realization on the part of alumni that an institution such as ASU stands for something significant in higher education, that it provides a “unique academic experience.”

An effectively organized chapter should keep alumni well-informed and concerned about the University. It can serve as a key vehicle for communication between the University and her alumni, and vice versa, promote “ASU influence” in distant areas and provide a means of identifying individual alumni to be assigned future positions of responsibility by the University. All in all, chapters can be a considerable source of support to the University, both spiritually and financially.

Each chapter should tailor its program of activities to the dispositions of its members, and the limitations or advantages which result from geography and number of alumni. An effectively operating alumni association will have some programs that are purely social, some that provide information on the University, and some which directly serve the University. All such programs have a useful function. A growing number of alumni desire educational

programs, both ASU-oriented and general. In other words, the term “service to ASU” may be broadly defined. The mere encouragement of the fraternization of alumni should benefit the University.

The key to a successful club is energetic and imaginative leadership. A continual effort must be made to bring along new and different alumni who will provide the future leadership.

The local chapter is the bedrock of our National Alumni Association and effective participation is essential to a strong viable Association.

There are more than 40 chapters on the alumni roster. These chapters range in participation from very active to inactive. Alumni chapters are divided into four regions with four regional directors and one regional representative for each region who are elected at the regional level to coordinate and oversee the work of the alumni chapters located within their region. The regional director and regional representatives are members of the National Executive Board and serve as liaison between the NAA and the local chapters.

Farwest Region - includes 13 states from Washington, Idaho, Wyoming, New Mexico, Oregon, Nevada, Colorado, California, Montana, Arizona, Oklahoma, Utah, Hawaii

Midwest Region - includes 14 states from West Virginia, Michigan, Minnesota, Nebraska, Ohio, Illinois, Missouri, North Dakota, South Dakota, Kentucky, Wisconsin, Iowa, Indiana, Kansas

Northeast Region - includes 12 states from Maine, Massachusetts, Pennsylvania,

Delaware, New Hampshire, Connecticut, New Jersey, Rhode Island, Vermont, New York,
Virginia, Maryland/ DC

Southeast - includes 10 states from North Carolina, Florida, Mississippi, South Carolina,
Alabama, Arkansas, Georgia, Tennessee, Louisiana, Texas

**NATIONAL ALUMNI ASSOCIATION, INC
ALABAMA STATE UNIVERSITY**

HOW TO ORGANIZE A CHAPTER

Local chapters are organized generally in a city or an area basis, so alumni who reside in a city or small towns and communities can join with other alumni to promote chapter activities. To have an effective unit, there should be at least 12 interested alumni within the area of consideration. The following outline is suggested for starting a chapter.

- STEP 1.** Contact the Office of Alumni Relations to request a printout of all alumni residing in or near your city or area. Select a nucleus of five or six alumni and call a meeting of these people at your home or some convenient location. You should decide if there is the potential for a chapter in your city or area from those present and see if they are willing to help with the formation of a chapter.
- STEP 2.** This group should consider itself an organizational committee and elect a chair, vice chair, and a secretary.
- STEP 3.** Decide upon a time, date and place for an organizational meeting. Then notify the Office of Alumni Relations Director and the Regional Director of your intentions.
- STEP 4.** Draw up a set of bylaws as a guide for your chapter. These need not be complicated (a sample copy of a constitution is available in the Office of Alumni Relations). Send a notice of the organizational meeting to all alumni you wish invited in the area, and include a copy of the proposed bylaws as suggested by the organizational committee

For more detailed information, Call the Office of Alumni Relations - request a copy of the **New Chapter Development Kit.**

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

MEMBERSHIP REQUIREMENTS

Individual Membership. Any person who is in accord with the philosophy, principles, policies and objectives of the Alabama State University National Alumni Association Incorporated and agrees to adhere to the same, may become a member of the organization with the consent of the Executive Committee paying the applicable annual membership fees, provided he/she is qualified as stated herein.

Membership Categories. There shall be three categories of individual membership: Regular, Associate and Life. Other categories of membership may be established by the Executive Committee. Individual membership in the organization at the national level is a requirement for local chapter membership.

(1) Regular Membership. Any graduate of Alabama State University or student who left in good standing, who is in accord with the principles, policies and objectives of the organization and who agrees to adhere to the same, may become a regular member of the organization with the consent of the Executive Committee and by paying the applicable annual national membership fee.

(2) Regular members shall be accorded all privileges of membership, except being a national delegate unless they are also chapter members, elected or appointed by said chapter.

Associate Membership. Any person who is in accord with the principles, policies and objectives of the Alabama State University National Alumni Association Incorporated and who agrees to adhere to the same may become an associate member with the consent of the Executive Committee and by paying the applicable annual membership fee. Such members shall be accorded all rights and privileges of membership except those of voting and holding elective office.

Life Membership. Any regular member who is in accord with the principles, policies and objectives of the organization and who agrees to adhere to the same may become a life member of the Alabama State University National Alumni Association Incorporated with the consent of the Executive Committee and by paying the life membership fee.

(For more detailed information, request the **New Chapter Development Kit**)

SECTION 5

APPENDICES



APPENDIX A

ARTICLES OF INCORPORATION



ARTICLES OF INCORPORATION

OF

Alabama State University National Alumni Association, Inc.

A Non-Profit Corporation

STATE OF ALABAMA)

COUNTY OF MOBILE)

I, the undersigned person, desiring to organize a non-profit corporation under Alabama Non-Profit Corporation Act, with all rights, powers, and privileges of a corporation organized under said Act and under the constitution and Laws of the State of Alabama, hereby make and file this Certificate of Incorporation as required by the provisions of said Alabama Non-Profit Corporation Act, and certify as follows:

ARTICLE I

_____The name of the corporation shall be the Alabama State University National Alumni Association, Inc.

ARTICLE II

The duration of the corporation shall be perpetual.

ARTICLE III

The objectives and purposes for which this corporation is organized are:

1. To provide

In addition to those powers expressly granted by the Alabama Non-Profit Corporation Act and those expressed to accomplish the purposes and objectives narrated in these Articles, the Corporation shall have the following powers:

- A. To accept or refuse any bequests, devises, grants, or gifts of any property.
- B. To exercise all the powers now existing, and those granted hereafter, by the Alabama Non-Profit Corporation Act, subject to all present and future limitations of said Act. The corporation shall be entitled to exercise all powers necessary, incidental to, or conducive to achieving the purpose of this organization, only such powers shall be exercised as are necessary to fulfill the objectives of the tax exempt purposes of the Corporation granted under Internal Revenue Code and its supporting regulations as they any be amended.
- C. The corporation shall not operate for private profit, and no part of the earnings shall benefit any member, officer, director or any other individual with exception of:
 - (i) Reimbursing officers or directors for actual expenses incurred in the carrying out of their official duties.
 - (ii) Paying salaries to any person who may be employed by the corporation, for the purpose of assisting the corporation in the furtherance of its organization purposes.
 - (iii) Reimbursing any other individual for approved expenses incurred in undertaking the purposes of the corporation.

ARTICLE IV

There shall be twelve members of the initial Board of Directors of the corporation. The names and addresses of the officers chosen for the first year and until successors are elected and qualified are as follows:

Lindsey T. Williams, President

Brenda Kahn, Vice President

Fannie Steele, Secretary

Virginia Harper, Treasurer

ARTICLE V

The name and address of the incorporator is as follows:

ARTICLE VI

The address of the initial registered office of the corporation is _____
_____. The mailing address is _____

The name of the initial registered agent of the corporation as such addresses is

_____.

ARTICLE VII

Upon the dissolution of the organization, assets shall be distributed for the exempt purpose within the meaning of Section 501© (3) of the Internal Revenue Code (or corresponding section of any future tax code). Any such assets not so disposed of shall be disposed by the Circuit Court of the county in which the principal office of the organization is then located, exclusively for such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, I, the undersigned incorporator, have hereunto set my hand and seal, this ____ day of May 2000.

Incorporator

STATE OF ALABAMA)

COUNTY OF MOBILE)

I, the undersigned authority in and for said State and County, do hereby certify that _____, whose name is signed to the foregoing Article of Incorporation of the Alabama State University National Alumni Association and who was made known to me, acknowledged of the foregoing Article of Incorporation, she/he executed the same voluntarily on the day the same date.

NOTARY PUBLIC

My Commission Expires: _____

**THIS INSTRUMENT WAS PREPARED BY:
J. MALCOLM JACKSON, III
JACKSON HARRIS, PC
Attorneys at Law
912Dauphin Street
Mobile, Alabama 36604
334-441-0053**



APPENDIX B
LIFE MEMBERSHIP
REQUEST FORM



**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY
P. O. Box 6078
MONTGOMERY, AL 36106-6078**

LIFE MEMBERSHIP REQUEST FORM

NAME _____
 LAST **FIRST** **MIDDLE** **MAIDEN**

DOB _____
 MONTH **DAY** **YEAR**

ADDRESS _____
 CITY **STATE** **ZIP CODE**

PHONE () _____ **HOME** **()** _____ **WORK**

CLASS OF _____ **LOCAL CHAPTER** _____

SELECT PAYMENT PLAN:

- | | | | |
|-----------|-----------------------------|----------------|--------------------------|
| A. | TOTAL PAYMENT: | () | <u>\$1,000.00</u> |
| B. | INSTALLMENT PAYMENT: | () | |
| 1. | FIRST PAYMENT | | <u>\$ 333.33</u> |
| 2. | SECOND PAYMENT | | <u>\$ 333.33</u> |
| 3. | THIRD PAYMENT | | <u>\$ 333.34</u> |

APPENDIX C
STUDENT SCHOLARSHIP
APPLICATIONS

**NATIONAL ALUMNI ASSOCIATION, INC.
MONTGOMERY, ALABAMA**

SCHOLARSHIP/FINANCIAL AID APPLICATION

CHAPTER NAME_____

Scholarship or Financial Aid Application (To be used by _____
when selecting students for assistance)

Date: _____

Name: _____ Birth Date: _____

Birthday _____
(Last) (First) (Middle)

Address: _____
(Number) (Street) (Town) (State) (Zip Code)

Telephone: () _____

Name School: _____ Location _____

Class Rank: _____

Father's Name: _____ Occupation: _____

Mother's Name: _____ Occupation: _____

Number of Brothers and sisters: _____ Their Ages _____

Are there any brothers or sisters who are presently attending college? _____

Give the names, addresses and phone numbers of two acquaintances who can be
contacted for personal references (relatives excluded)

(Name)	(Address)	(Phone)
--------	-----------	---------

(Name)	(Address)	(Phone)
--------	-----------	---------

List extra-curricular activities in which you have participated and any leadership positions you have held:

List community organizations and activities (apart from those give above) in which you have participated (indicate year):

List recreational activities (apart from those above) in which you have participated (indicate year):

List outside school jobs which you have held, the year held, duration of employment and employer's name:

(Job)	(Year)	(Duration)	(Employer)
-------	--------	------------	------------

(Job)	(Year)	(Duration)	(Employer)
-------	--------	------------	------------

List colleges to which you plan to apply, or have already applied:

How do you plan to finance your college education?
education?

Brief narrative about your career goals:

Note: Please include a copy of high school transcript along with recommendation from counselor or teacher.

**ALABAMA STATE UNIVERSITY
TRUST FOR EDUCATIONAL EXCELLENCE SCHOLARSHIP**

Application For: _____
Semester/Year

Name of Scholarship you are applying for: _____

____ **Renewal Applicant**
____ **New Applicant**
____ **Transfer Applicant**
____ **Student Athlete**

Classification: _____
Major: _____
Minor: _____
H.S. GPA: _____ **College GPA:** _____

Name (Please Print or Type)

Social Security Number/ID Number

Street Address

E-Mail Address

City **State** **Zip Code**

Phone Number (Include Area Code)

Name of Last High School Attended

Name of Last College Attended

Career Ambition: _____

In order for this application to be complete, you must submit a personal essay, 350 words or less, describing your educational goals, community involvement, and leadership qualities.

Applications and essays may be submitted by:

Email: asudevelopment@alasu.edu
Mailing Address: Alabama State University
Office of Development
P.O. Box 271
Montgomery, AL 36101-0271
Hand Delivery: Alabama State University
Councill Hall, Room 335

APPENDIX D

**THE
HARPER COUNCILL TRENHOLM
MEMORIAL AWARD**

**THE
NATIONAL ALUMNI ASSOCIATION, INC
OF
ALABAMA STATE UNIVERSITY**

PRESENTS

THE

**1925 - 1962
HARPER COUNCILL TRENHOLM
MEMORIAL AWARD**

A

MOST PRESTIGIOUS HONOR

THE HARPER COUNCILL TRENHOLM MEMORIAL AWARD

The Harper Council Trenholm Memorial Award recognizes the outstanding contributions of Dr. Harper Council Trenholm, Alabama State University's fifth president who served from 1925 - 1962.

This commemorative award was created by the NAA's Executive Committee in 1993 from a proposal presented to the Committee by George H. Andrews '51. The graphic design and illustration on the award was produced by Dorothy E. Hayes '57 and Dominick Sarica of *Dorothy's Door*, New York City. The crystal design and etching was done by Tiffany & Company of New York City. The crystal selection, award design and orchestration of entire project was done by Janet H. Sutton '60.

The award has been established for presentation as the highest honor to be bestowed by the NAA on alumni or other individuals who have served ASU in a highly meritorious manner.

The inaugural award presentation was made on Founder's Day, February 11, 1994, to Mrs. Portia L. Trenholm (wife of Dr. Trenholm) in the name of Harper Council Trenholm. Future awards are to be presented at the National Alumni Association's biennial conventions.

**HARPER COUNCILL TRENHOLM MEMORIAL AWARD
NOMINATION FORM**

Name _____

Address _____

Alumni Member: Yes ____ No ____ Associate Member ____

I. Office (s) Held:

Local _____ Year _____

Regional _____ Year _____

National _____ Year _____

Number of years active in the National Alumni _____

Are you on the University's mailing list? Yes _____ No ____

II. Total Financial Contribution to: (excluding dues within the past 10 years)

Local \$ _____

National \$ _____

University \$ _____

III. Description of:

Program Participation (Tangible Assistance to ASU):

Local _____

National _____

University _____

HARPER COUNCILL TRENHOLM MEMORIAL AWARD NOMINATION FORM

IV. Recruitment:

A. High School Recruitment Presentation:

School _____ Year _____

B. Attended one or more college fairs: Yes _____ No _____

C. Contributed toward student scholarships:

Yes _____ No _____ Years _____ Amount \$ _____

D. Accompanied a group of students to ASU:

Year(s) _____

E. Identify 5 or more students recruited:

Name

Classification

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

V. Description of Personal Accomplishments:

Education _____

Civic and Social Awareness _____

Community Service (volunteer) _____

HARPER COUNCILL TRENHOLM MEMORIAL AWARD NOMINATION FORM

VI. Description of:

Membership and leadership in two or more organizations:

Outstanding Leadership Honors or Awards:

Promotion of a Major Project:

VII. Family ties through attendance at ASU: Identify, (Explain - son, daughter, niece, nephew, etc.)

1. First generation (son, daughter, niece, nephew)

2. Second generation (sister, brother, 1st or 2nd cousin)

3. Third generation (aunt, uncle, mother, father)

4. Fourth generation (grandparents)

5. Fifth generation (great grandparents)

HARPER COUNCILL TRENHOLM MEMORIAL AWARD NOMINATION FORM

NOMINATION PROCEDURES

- Nominations may be made by self, any graduate of ASU or special interest group of ASU or the NAA.
- Nominees must meet prerequisites as indicated.
- The award will be presented at the Biennial Convention. However, the award may not necessarily be presented biennially.
- A recipient may only receive the award once.
- The decision of the judges is final.
- Please type and submit nominations on plain bond paper to the National Alumni Association, Inc. - P.O. Box 6078 - Montgomery, AL 36106.
- **Supply support materials/documents.** They must be on official letterhead to verify the information presented. Newspaper clippings, etc., may also be included.



APPENDIX E
CHAPTER ASSESSMENT FORM



NATIONAL ALUMNI ASSOCIATION, INC.
OF
ALABAMA STATE UNIVERSITY
MONTGOMERY, ALABAMA

Chapter Assessment Form

**ALABAMA STATE UNIVERSITY
NATIONAL ALUMNI ASSOCIATION, INC.**

CHAPTER ASSESSMENT FORM

Chapter Name: _____
Address: _____
City/State/Zip: _____

BASIC ORGANIZATIONAL STRUCTURE:

(The following items will be inspected by the assessing officer.)

1. Chapter Charter Date _____ Chapter Constitution & Bylaws Date Approved _____
2. Chapter membership directory _____ check book(s) _____ IRS 501(c)3 _____
3. Secretary Journal _____ Committee Roster _____ Savings Account _____
4. Are chapter files/records secure when not in use? _____ Office _____ Other _____
5. Who has access to chapter records/files when not in use? _____
6. Chapter Objectives: _____

7. What percentage of the chapter's membership attends chapter meetings regularly?
_____ %
8. What is the average age of the chapter's membership? _____
9. What is the average Number of financial members? _____
Number of Life Members? _____

FISCAL ADMINISTRATION:

1. Does the chapter have a checking account? _____ Bank? _____
2. Whose signatures are required on each check? _____
3. Who are the bonded fiscal officers of the chapter? _____
4. Does the chapter have certificate of surety for bonded officers? _____

FISCAL ADMINISTRATION

5. When was/were the chapter's bank account(s) last reconciled? _____
6. Are/Is bank account(s) reconciled monthly? _____ By whom? _____
7. Are copies of financial reports, including current budget on file? _____

NAA STATUS:

1. Does the chapter own a Post Office Box? _____
2. Is chapter in good standing with the NAA?: _____ All Dues/Affiliation Fees Paid? _____
Projection 2000 amount paid in full? _____
3. If the chapter is not active, has it applied to reactivate with the NAA? _____
4. When was the last year members attended a Regional Meeting? _____
National Convention? _____
5. Delegate strength registered at the last Regional Meeting _____ National
Convention _____

NATIONAL PROGRAMS:

1. Does the chapter receive any grants or other external funding? _____
2. If yes, amount and source \$ _____. Source _____
3. In which NAA national programs does the chapter participate? _____

4. What percentage of chapter members participate in implementing national
programs? _____%
5. What percentage of chapter members contribute through the chapter to the national
programs? _____%
6. Percentage of funds contributed to ASU from fundraising done on behalf of NAA or
ASU? _____%

NATIONAL PROGRAMS

7. Amount contributed to ASU through NAA and/or ASU Foundation last year for:
Scholarships \$ _____ Trust Fund for Excellence \$ _____

8. In what service community projects or activities does the chapter participate?

RISK / LIABILITY:

1. Does the chapter lease or rent facilities for office or meetings? _____

2. Does the chapter have an outstanding lease or mortgage? _____

3. Does the chapter own a liability policy? _____

4. Is alcohol served before, during, or after meetings or sponsored events? _____

5. Name of insurance company the chapter uses to cover chapter liabilities. _____

ASSESSORS RECOMMENDATION:

I unequivocally recommend the continuance of this chapter's charter. _____

I recommend the continuance of this chapter's with the following provisions and conditions: _____

I recommend this chapter be immediately declared inactive, its charter and constitution be turned into NAA Secretary-Treasurer, activities in the name of ASU/National Alumni Association, Inc. cease and desist immediately, because: _____

CHAPTER CONTACTS:

The name of four chapter officers, their title, phone number, e-mail and mailing address are:

I attest the foregoing statements are true and this assessment is accurate to the best of my knowledge and was personally conducted or supervised by me in my capacity as the Regional Director of the _____ Region.

Print Name

Signature

Date

(for National Alumni Association Office use only)

_____ This chapter is in good standing with the National Alumni Association, Inc., all recommendations are favorable. A letter of certification (signed by NAA President) will be forwarded within _____ days

_____ This chapter is not in good standing with the National Alumni Association, Inc. Or its region. A letter of deficiencies or delinquencies (signed by NAA President) will be forwarded, by certified mail, to the chapter president and officers within 10 days.

Secretary

Date

Vice-President

Date _____

President

Date



APPENDIX F

CHAPTER REPORTING FORMS



NATIONAL ALUMNI ASSOCIATION, INC.
Alabama State University
Membership Dues Reporting Form
Current Year _____

Chapter Name: _____
Address: _____

President: _____
Phone: _____

NATIONAL DUES

Membership Dues			
Regular	_____	X \$20.00	\$ _____
Life	_____	X \$ 0.00	\$ 0.00

ASU Foundation, Inc.			
All Members	_____	X \$10.00	\$ _____
TOTAL Membership Dues			\$ _____

Chapter Affiliation Fee **\$ 25.00**

Reinstatement Fee: (\$50 - inactive chapters only) **\$ _____**

TOTAL National Dues/Fees/ASU Foundation **\$ _____**

REGIONAL DUES:

~FARWEST Regional Affiliation Fee **\$ 125.00**

~ NORTHEAST Region ~			
# Members	_____	X \$ 5.00	\$ _____
Regional Affiliation Fee			\$ 25.00
Total Regional Dues			\$ _____

~ MIDWEST Region ~			
# Members	_____	X \$ 10.00	\$ _____
Regional Affiliation Fee			\$ 15.00
Total Regional Dues			\$ _____

~ SOUTHEAST REGION ~			
Regional Affiliation Fee			\$ _____

PROJECTION 2000 **\$ _____**

Required Housing Fund (2010) **\$ _____**

TOTAL SUBMITTED **\$ _____**

Mail check along with Chapter Roster to:

Secretary-Treasurer ~ National Alumni Association, Inc.~ P. O. Box 6078
Montgomery, AL 36106-6078

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

ALUMNI CHAPTER ANNUAL REPORT FORM

Please prepare in triplicate (type or print) and return one copy to the Office of Alumni Relations, one copy to the National Alumni Association secretary, and keep one copy for your files.

1. Name of Chapter _____ Date Organized _____

2. Chapter Officers: *(Name, Address and Phone)*

President: _____

Vice President: _____

Secretary: _____

Recording Secretary: _____

Financial Secretary: _____

Secretary-Treasurer: _____

Reporter: _____

Others: _____
_____*(Name Office)*

3. _____ Date officers were elected: _____ Date term expires: _____

4. _____ Number of members in chapter: _____

5. Approximate number of alumni in city: _____

6. The items checked below have been submitted to the ASU's Office of Alumni Relations:

_____ 6a. () Chapter Constitution Date sent _____

_____ 6b. () Roster of active members _____ Date sent _____

_____ 6c. If items have not been submitted, on what date will you send them? _____

7. List amount of annual dues per member for local chapter affiliation? _____

8. Amount of Chapter contributions remitted to ASU this year? _____

9. Regular meeting dates: _____ Place of meetings _____

10. Financial status of chapter for the period of January through December 31, _____

11. List activities and projects sponsored by your chapter in _____ to _____

Report prepared by: _____

Position: _____ Date: _____

Mail copies to: _____ NAA Secretary-Treasurer
NAA Financial Secretary
ASU Office of Alumni Relations
Regional Director
_____ NAA National President

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

AFFILIATION FORM

NOTICE: All chapters must be affiliated with the National Alumni Association, Inc.

**Name of
Chapter** _____

Name of Chapter President

Mailing Address

Name of Person Reporting

Affiliation Fee Amount \$ _____ **Date** _____

Mail to: National Alumni Association, Inc. ~ Secretary- Treasurer

**NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**

ALUMNI CHAPTER REPORT

CERTIFICATION FORM

This certifies that the attached Roster of Active Chapter Members is accurate and complete as to our membership. Any additional names to the Roster will be submitted at a later date on the official reporting form.

**Name of
Chapter** _____

Signed: _____
President **Date**

Signed: _____
Secretary **Date**

Signed: _____
Reporter **Date**

APPENDIX G

LOCAL & REGIONAL CONSTITUTIONS
