



TENNESSEESTATE UNIVERSITY
NATIONAL ALUMNI ASSOCIATION

POLICIES AND PROCEDURES GUIDE
ON
CHARTERING A LOCAL ALUMNI CHAPTER

July 2017

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IV. CHARTER REQUIREMENTS

STARTING AN ALUMNI CHAPTER

- 1) Must have at **least 10 people** who are interested in being members of the new proposed chapter
- 2) Complete the **chapter charter application** form and attach the **\$25 charter application fee**. The Charter Application (See enclosure) may be secured from the National Association website (tsu-alumni.org) or contact the National Office (615-963-5885).
- 3) Include on the Charter Application, the names and addresses of the charter members (minimum of 10) and **\$30 membership fee** for each member. Additional pages may be used if necessary.
- 4) Develop the chapter's **Constitution and Bylaws (Sample enclosed)**. A copy of the National Alumni Association Constitution is attached for information purposes. The chapter's document does not have to be as thorough as the National Alumni Association's document but it cannot conflict with the National's document.
- 5) Must have at least 4 people willing to serve as temporary officers until enough members join the chapter, and the chapter can hold an official election of officers. Additional officers may be added as desired by the Chapter.
- 6) Once the application, fees and documents have been submitted to the National Alumni Association Office, the Executive Secretary will secure a vote of approval of the application from the National Executive Board. The proposed chapter Constitution/Bylaws will be submitted to the National Parliamentarian for approval.
- 7) If the application is approved, the National Alumni Association Office will contact the acting president, inform you of your **National Officer of contact (Regional Vice President)**, and begin planning of the chartering ceremony. The proposed chapter indicates on the application, when and where they would like to be chartered. If feasible, the National will adhere to the preference given.
- 8) All required documents and fees must be submitted, prior to the chartering ceremony, to: TSU
National Alumni Association Office
3500 John A. Merritt Blvd.
Campus Box 1261
Nashville TN 37209-1561
- 9) Upon approval of the charter application, the Executive Secretary mails the signed original application back to the chapter contact person and a copy is placed in the National chapter file.

V. CHARTERING CEREMONY

The chapter should receive information from either the Executive Secretary and/or the Regional Vice President regarding the Charter Ceremony. The National Alumni Association usually tries to accommodate the chapter's request for the time and place of the chartering ceremony. As many chapter members as possible should attend. The actual ceremony is about 10-15 minutes in length. The National Alumni Association President, National Executive Secretary and the Regional Vice President will conduct the ceremony, at which time the chapter will receive the Chapter official **Charter Certificate**.

VI. CHAPTER ADDRESS/MAILBOX

The Chapters is encouraged to secure a post office box for the chapter's mailing address. This is recommended so that the mailing address will not have to change each time the officers change. The mailbox should be secured immediately upon approval and it should be in the chapter name, i.e. TSUNAA **Apple Bottom Chapter**

VII. CHAPTER BANK ACCOUNT

The Chapter should secure a bank account to hold the chapter's finances. An organization **EIN number** will be needed to secure the account and it may be secured from the IRS or the Social Security Office. Please make sure that the main portion of the Chapter's name is included on the account, i.e. TSUNAA Apple **Bottom Chapter**.

VIII. CHAPTER ANNUAL REQUIREMENTS

Each local chapter of the National Alumni Association is required to submit the following items to the National Association Office yearly:

- 1) **Annual National Chapter Assessment fee** - \$125, payable to TSUNAA. This fee is waived during the chartering year, but due every year thereafter. A **National Invoice** for this fee is sent to the chapter president by the National Alumni Association Office, usually in mid-July or early August.
- 2) **Annual Regional Chapter Assessment fee** – Amount determined by the respective region. May be waived by the Region if desired. Decision left to the region.
- 3) **Annual Individual Membership (Regular and Associate) fee** - The check for members fee, payable to TSUNAA, should equal to the total number of members times \$30 per member as reported on the membership form.
- 4) **National Chapter Annual Report** (Sample enclosed) - Chapters are required to submit to the National Alumni Office an annual report. During the year that a National Convention is held, a very detailed report is required (see enclosure). On other year, a brief report is normally requested from chapters. The National Office will provide chapters with the reporting form required on any particular year.
- 5) **Regional Chapter Annual Report** – Regions may require chapters to submit an annual report to the regional officer. If so, the notification and form will be sent from the region.

IX. MEMBERSHIP TYPES AND FEES

After the charter year, Chapters are required to submit to the National Alumni Association Office, their annual **National Membership Reporting Forms (form enclosed)**, with the current operating year financial members. The following membership types are the only approved ones for local chapters that are recognized by the National Alumni Association. Other membership types (At-large, Honorary, and Individual Alumni Donor) exist but are utilized at the National Association level only.

- 1) **Regular member** – Any person who graduated from TSU or who attended and was transcribed by TSU is eligible for this membership type. (\$30/year)

- 2) **Associate member** – Any person that did not attend TSU but has a genuine interest in supporting TSU may join as this membership type. This type member cannot hold officer positions but may serve on committees. (\$30/year)
- 3) **Complimentary member** – Any person who recently graduated from TSU may be offered this membership status for one year.
- 4) **National Life Member** – Any person who has paid \$750 to the National Alumni Association for this membership level. Persons have one calendar year to pay the \$750 or it can be paid in one lump sum. This fee may be paid through the local chapter for submission to the National Office or it may be paid directly to the National Office. Persons who are already National Life members only have to pay the local chapter fee and the regional fee (if applicable). All National life members' names and contact information must be submitted to the National Office yearly on the local chapter's membership report in order to be counted each year.
- 5) **National Millennium Member** – Any person that pays \$300 to the National Alumni Association for a ten year membership. It can be paid in one lump sum payment or over a 12 month period. This fee may be paid through the local chapter for submission to the National Office or it may be paid directly to the National Office. Persons who are already National Millennium members only have to pay the local chapter fee and the regional fee (if applicable). All millennium members' names and contact information must be submitted to the National Office yearly on the local chapter's membership report in order to be counted each year.

X. OTHER CHAPTER EXPECTATIONS

Other Chapter expectations include:

- 1) Chapter President or Representative must attend the National Biennial National Convention
- 2) Chapter President or Representative must attend the respective regional conference/meeting
- 3) Copy of chapter minutes should be submitted to the National Office for record purposes
- 4) As the chapter Constitution and Bylaws are revised, a copy should be submitted to the National Office
- 5) Update mailing addresses and email addresses of chapter members as necessary or upon submission of yearly membership rosters
- 6) Reports of chapter programs and activities should be submitted to the National Office for record purposes

NEW CHAPTER CHARTER APPLICATION

DATE _____

This charter application is being submitted for review and approval by the National Alumni Association from alumni in the city of _____ and the state of _____. It is our intention to complete all requirements for becoming an active and financial entity of this organization, to abide by the By-Laws/Constitution and Operations Guide, and to support physically and financially the institution known as TENNESSEE STATE UNIVERSITY.

We have selected _____ as our chapter name with the following persons as charter officers:

President _____

Vice-President _____

Recording Secretary _____

Treasurer _____

We are including national membership dues at \$30 per person for a total of \$ _____ for _____ (number) members plus the Charter Application Fee of \$25. The charter members (including officers) are listed below. **Note: A minimum of 10 members is required to file a charter application.

NAME _____ OFFICE _____
ADDRESS _____ CITY _____
STATE _____ ZIPCODE _____ YEAR GRADUATED/LAST ATTENDED _____
PHONE _____ E-MAIL ADDRESS _____

NAME _____ OFFICE _____
ADDRESS _____ CITY _____
STATE _____ ZIPCODE _____ YEAR GRADUATED/LAST ATTENDED _____
PHONE _____ E-MAIL ADDRESS _____

NAME _____ OFFICE _____
ADDRESS _____ CITY _____
STATE _____ ZIPCODE _____ YEAR GRADUATED/LAST ATTENDED _____
PHONE _____ E-MAIL ADDRESS _____

NAME _____ OFFICE _____
ADDRESS _____ CITY _____
STATE _____ ZIPCODE _____ YEAR GRADUATED/LAST ATTENDED _____
PHONE _____ E-MAIL ADDRESS _____

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PHONE _____ E-MAIL ADDRESS _____

NAME _____ OFFICE _____
ADDRESS _____ CITY _____
STATE _____ ZIPCODE _____ YEAR GRADUATED/LAST ATTENDED _____
PHONE _____ E-MAIL ADDRESS _____

NAME _____ OFFICE _____
ADDRESS _____ CITY _____
STATE _____ ZIPCODE _____ YEAR GRADUATED/LAST ATTENDED _____
PHONE _____ E-MAIL ADDRESS _____

(Please copy this sheet for additional names)

We, the members of the newly formed _____ Chapter of the
Tennessee State University National Alumni Association, desire to be chartered at (please check only ONE):

- TSU Homecoming Date _____
 TSU National Alumni Convention Date _____
 TSU Regional Alumni Conference Date _____
 Charter Chapter City _____ Date _____

All information contained within this application is true and correct to the best of our knowledge.

SIGNED BY: _____, President
_____, Recording Secretary

To the New Chapter: Once your application is received and processed, the person listed as President will be contacted by the TSU National Alumni Association Office and/or the area Regional Vice President (RVP) to arrange the details of your chartering ceremony. Please contact your RVP if you need assistance completing this form. A list of RVP's and the states they cover can be found on the TSUNAA website: <http://tsu-alumni.org>. If your chapter has already been chartered and only needs to be re-activated, please use the separate **Chapter Reactivation Form** found on the TSUNAA website.

TSUNAA OFFICE USE ONLY:

Total Membership Fees Collected \$ _____ for _____ Members Charter
Application Fee Collected \$ _____
Other _____ Assessment \$ _____
TOTAL FEES COLLECTED \$ _____

SIGNED, Executive Secretary: _____ Date: _____
National President: _____ Date: _____



Tennessee State University National Alumni Association

ANNUAL CHAPTER REPORT 2014-2016

DEADLINE: MAY 1, 2016, MIDNIGHT. EMAIL DATE WILL DETERMINE IF ON TIME.

Chapter: _____

Date: _____

Signature: _____
Chapter President

2014-2016 Annual Chapter Report

Directions: Please complete this form as fully as possible using 8 1/2 x 11 inch paper for additional space. Label each section to agree with the outline of this report.

Chapter Name _____

Location _____ **Region** _____

Officers:

President _____

Vice-President _____

Recording Secretary _____

Assistant Secretary _____

Financial Secretary _____

Interim Treasurer _____

Other/Sergeant At Arms _____

Chairpersons:

Program _____

Membership _____

Scholarship _____

Student Recruitment _____

Other _____

Section 1 Chapter Program for 2014-2016

Directions: List all of your chapter activities (meetings, programs, banquets, etc.) for the year. For each chapter activity:

A. List the activity. (Ex. Scholarship Banquet)

B. Make a statement describing the effort put into making the activity a success. (When did you start planning, how many people worked, what did you do that was above the ordinary)

C. Make a statement describing the success of the activity. (How many tickets sold, how many people attended, how much money raised, any large sponsors or donors)

D. Submit documentation (photos, flyers, etc.)

Do not include membership activities. They should be listed in Section 2.

Do not include student recruitment activities. They should be listed in Section 4.

Please document by including a program or announcement for each activity.

Use additional paper for additional space. Follow the format.

Activity # ____

A. Name the Activity _____

B. Describe the effort

C. How successful was the activity?

Activity # ____

A. Name the Activity: _____

B. Describe the effort: _____

C. How successful was the activity?

A. Section 2 Membership Recruitment for 2014-2016

Directions: List the activities of your chapter used to recruit new members to the Alumni Association. For each chapter activity:

A. List the activity. (Ex. Membership Drive)

B. Make a statement describing the effort put into making the activity a success. (When did you start planning, how many people worked, what did you do that was above the ordinary)

C. Make a statement describing the success of the activity. (How many tickets sold, how many people attended, how much money raised, any large sponsors or donors)

D. Include documentation (pictures, flyers.etc.)

Do not include activities listed in Section 1.

Please document by including a program or announcement for each activity.

Use additional paper for additional space. Follow the format.

Activity # __

A. Name the Activity _____

B. Describe the effort

C. How successful was the activity?

Do not complete this section. It will be completed based on dues submitted to the National Alumni Office.

	2014-2015	2015-2016
*Number of Paid Individual Members	_____	_____
*Number of Paid Life Members	_____	_____
*Number of Paid Millennium Members	_____	_____

*Complimentary

Total Membership

Section 3 Donations to the University/TSUNAA for 2014-2016

Directions: List the amount of donations and the category (Athletics, Scholarship, Band, Legal Fund, etc.) your chapter gave for the year.

Only list those donations made by the Chapter to the National Alumni Association and those to Tennessee State University.

Do not list dues.

Do not list donations made by individuals in the Chapter.

When submitting donations to TSU, copy the Executive Secretary, so that the National Alumni Association can verify those donations.

Do not include scholarships. They should be included in Section 4.

2014-2016

Donation Category	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Section 4 Student Recruitment/Scholarship for 2014-2016

Directions: List/describe student recruitment activities (College Fairs, College Nights, Career Days, etc.) that your chapter conducted or participated in during 2004-2016. List the activities of your chapter used to recruit new members to the Alumni Association. For each chapter activity:

A. List the activity. (Ex. College Fair)

B. Make a statement describing the effort put into making the activity a success. (When did you start planning, how many people worked, what did you do that was above the ordinary)

C. Make a statement describing the success of the activity. (How many people attended, any large sponsors or donors)

D. Please include documentation (pictures, flyers, etc.)

Do not include activities listed in Section 1.

Please document by including a program or announcement for each activity.

Use additional paper for additional space. Follow the format.

Activity # ____

A. Name the Activity _____

B. Describe the effort

Section 5 Image Building for 2014-2016

Directions: Describe or list any activities that your chapter conducted or participated in during 2014-2016, which fosters a positive image of TSU in your community. For each chapter activity:

A. List the activity. (Ex. Adopt-A-Highway)

B. Make a statement describing the effort put into making the activity a success. (When did you start planning, how many people worked, what did you do that was above the ordinary)

C. Make a statement describing the success of the activity. (How many people attended, any large sponsors or donors)

Do not include activities listed in Section 1.

Please document by including a program or announcement for each activity.

Use additional paper for additional space. Follow the format.

Activity # ____

A. Name the Activity: _____

B. Describe the effort: _____

C. How successful was the activity?

IF ADDITIONAL SPACE IS NEEDED FOR THE REPORT, YOU CAN ADD ADDITIONAL PAGES.

**CONSTITUTION AND BYLAWS OF THE
TENNESSEE STATE UNIVERSITY ALUMNI ASSOCIATION
_____ CHAPTER**

ARTICLE I ORGANIZATION

1. The name of the organization shall be Tennessee State University National Alumni Association _____ Chapter, hereafter referred to as the "Chapter."
2. The Chapter shall have a mailing address of _____

ARTICLE II PURPOSES

The purpose of this Chapter is to promote and support Tennessee State University by participating in recruitment activities; fundraising activities, and image building and community services activities.

ARTICLE III MEMBERSHIP

Membership in this Chapter shall consist of the following types, as described above:

1. Regular member
2. Associate member
3. National Life member
4. National Millennium member

ARTICLE IV MEETINGS

1. **Location and Time** - This Chapter shall meet (monthly, quarterly or annually) at _(Place), ___(Time)
2. **Meeting Notifications** - The Secretary shall send every member in good standing with this Chapter, at his/her address as it appears on the Chapter's membership roster, a notice telling the time and place of meetings.
3. **Special Call Meetings** - Special meetings of this Chapter may be called by the president when deemed in for the best interest of the organization. Notices of such meetings shall be announced to all members at their email addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of 50 percent of the members of the Executive Board or 50 percent of the members of the organization, the president shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.
4. **Special Call Meeting Purposes** - No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.
5. **Meeting Quorum** - The majority (half plus one) of the members present shall constitute a quorum for conducting the business of meeting.

ARTICLE V VOTING

1. **Election of Officers** - The election of officers shall be conducted via a private balloting process coordinated by a Nominating Committee appointed by the President. The voting may be done electronically or by paper ballot, at the discretion of the Chapter.
2. **Business Meetings Voting** at regular or special meetings shall be done by voice with the majority (half plus one) in attendance ruling. All voting results must be detailed in the recorded minutes of the Meeting in which the vote occurred.
3. **Term of Office** – All officers, elected and appointed, term of office shall be for one, two-year term. No officer shall serve more than two consecutive terms (4 years).

ARTICLE VI ORDER OF BUSINESS

1. Opening and Greeting
2. Call to Order
3. Reading of the Minutes of the preceding meeting.
4. Financial Report
5. Reports of Committees
6. Old and Unfinished Business
7. New Business
8. Adjournments
9. Alma Mata

ARTICLE VII Executive Board/Committee

1. This Chapter shall have an Executive Board/Committee consisting of the President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Parliamentarian and Committee Chairs.
2. The Executive Board/Committee shall meet (monthly, quarterly, annually) at least one week prior to the general body meeting of the Chapter.
3. The Chapter President or designee shall preside over the Executive Board/Committee meeting.
4. Call meetings of the Executive Board/Committee may be held as deemed necessary by the Chapter President.
5. The majority of the members present shall constitute a quorum for conducting the business of the meeting.
6. Each Executive Board/Committee member shall have one vote and such voting may not be done by proxy.
7. Vacancies on the Executive Board/Committee shall be appointed by the President with the approval of the remaining members of the Executive Board/Committee for the balance of the current year.

ARTICLE VIII OFFICERS

1. The **Elected Officers** of this Chapter shall be President, Vice President, Recording Secretary, Financial Secretary, and Treasurer.
2. The **Appointed Officers** of this Chapter shall be Parliamentarian, Program Chair, Membership Chair, Nominating Chair and other positions as deemed necessary by the Executive Board/Committee.
3. **Responsibilities of Officers:**

The **President or designee** shall preside over all meetings; set the agenda of all meetings; appoint all committee Chairs; responsible for overall leadership and guidance of the Chapter; attend all Regional and National

meetings as required and/or requested and provide reports of the same; shall have authority to co-sign checks in the absence or unavailability of one of the other co-signers.

The **Vice President** shall in the event of the absence or inability of the President to exercise his office, become acting president of the organization with all the rights, privileges and powers as if he/she had been the duly elected president.

The **Recording Secretary** shall keep the minutes and records of the chapter and distribute the same; shall provide meeting notices to all financial members of the Chapter, read all chapter correspondences at all meetings; shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The **Financial Secretary** shall be responsible for maintaining the recording of all financial transactions of the Chapter; serve a co-signer on Chapter checks; and, work closely with the Treasurer in preparation of the financial reports of the Chapter.

The **Treasurer** shall have the care and custody of all monies belonging to the Chapter; make regular deposits of chapter funds; make financial reports at all meeting and provide written copies of said reports; be one of the officers who shall sign checks or drafts of the organization; and shall exercise all duties incident to the Office of Treasurer.

The **Parliamentarian and Constitution and Bylaws Committee** shall propose and formulate needed changes to the Constitution and Bylaws; review proposed amendments from the membership; and present proposed amendments chapter body for approval or rejection following the procedure outlined in this Constitution and Bylaws.

The **Program Chair and Committee** shall develop Chapter programs based upon the emphasis determined by the chapter and be responsible for interpretation and implementation of the programs subject to the approval of the Executive Board.

The **Membership Chair and Committee** shall foster ways and means to increase membership in the Chapter and represent the interests of the members.

The **Nominating Chair and Committee** shall be appointed by the President with approval of the Executive Board/Committee and shall be responsible for conducting the nominating and election process of the Chapter. The process must be approved by the Executive Board/Committee prior to implementing.

ARTICLE IX STANDING COMMITTEES

The standing committees of this Chapter shall be the Program Committee, Membership Committee, Nominating Committee and Constitution and Bylaws Committee. Members of the committees shall be appointed by the President or volunteers may serve. Other ad hoc committees may be appointed at the discretion of the Chapter.

ARTICLE X DUES

The dues of this Chapter shall be \$_____ per year and shall be payable during a timeframe determined by the Executive Board/Committee.

ARTICLE XI AMENDMENTS

This Constitution and By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 75% of the members present at a regular, properly announced meeting of the body.

ARTICLE XII DISSERVEMENT

If for any reason this Chapter should dissolve, all financial assets shall be deposited with Tennessee State University and a report of the same must be filed with the National Alumni Association.