



South Carolina State University National Alumni Association

Policies and Procedures Manual

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POLICIES AND PROCEDURES

For more than 103 years, South Carolina State University National Alumni Association has successfully provided strong support to South Carolina State University. How will SCSUNAA survive the next 103 years? Higher education is under increased pressure to become more self-supportive. Institutions that successfully activate strong alumni associations seem to increase their chances to weather difficult situations. One doesn't have to look far in the state of South Carolina to see that several of our neighboring public universities have been incredibly successful in building support networks of alumni.

This organization shall be known as the South Carolina State University National Alumni Association, Incorporated (SCSUNAA), hereafter called the "Association."

Mission:

South Carolina State University National Alumni Association will be an integral force of the University by supporting and reinforcing its mission and goals.

Objectives:

The objectives of the Association are to:

- a. Develop and maintain the spirit of the University
- b. Disseminate information
- c. Promote education and scholarship
- d. Cement the bond of fellowship and loyalty to the University

CHAPTERS

Each chapter has the responsibility of carrying out the purpose and mission of the Association and the chapter. The chapter leadership includes the officers as specified by the Association Bylaws and appointed committees deemed necessary by the chapter to implement the chapter's program. Each chapter is to send a delegate to each national meeting and convention.

MEMBERSHIP

The primary membership shall consist of graduates and former students of South Carolina State University. Non-graduates may also be members in special categories. Each member is connected to a chapter by one of these categories:

1. Chapter Member
2. Associate
3. At-Large
4. Life
5. Honorary

Each member is expected to participate in the chapter and national programs. Each member is also expected to abide by the rules and policies set forth by the Constitution and By-laws of the National Alumni Association and the local chapter.

Rights and Privileges of Membership:

Chapter Member

- May attend all regularly scheduled meetings of the Association (Regular meetings: May, November, February/March, and National Convention – July/August)
- May vote on issues pertaining to the Association.
- May hold office or serve on committees of the Association, when appointed or elected, subject to the Association's Constitution and By-laws.
- May take advantage of alumni discount rates and special programs.
- Are invited to alumni association activities, as applicable.
- Shall receive appropriate mailings of the Association. A membership card is issued to financial members.

Honorary Member:

Honorary membership shall be extended to those persons recommended by an active member or chapter to the Executive Committee and approved by a majority vote at a national meeting in recognition of their outstanding service to the Association and who has exemplified the interest and desire to promulgate the objectives of the Association. Honorary Members do not have voting privileges. Special cards are authorized and issued to Honorary Members.

Associate Member:

An Associate Member shall be any person who exemplifies interest and desires to promulgate the objectives of the Association. To be an Associate Member requires receiving the approval of the majority vote of those in a regular chapter meeting. An Associate Member has voting rights. All financial Associate Members receive a membership card.

Life Member:

A Life Member shall be any graduate, certificate holder, or any person who attended the University a minimum of one year and paid the full amount of \$750.00 to the Association as the Life Membership fee. See **Life Membership Dues Remittances** on page 40. Life Members are afforded voting privileges at the national level and at the chapter level if financial with the chapter. A special card and pin are authorized and issued to Life Members.

At-Large Member:

A graduate or any person who has attended the University a minimum of one year and is not affiliated with a chapter, may become an At-Large Member. At-Large Members have the privilege of voting during the national election of officers and all voting matters brought forth at the annual meeting. At-Large financial members receive a membership card.

Members' Responsibilities

Members shall be engaged in the pursuit of fundraising projects and student recruitment to assist the University in its efforts to educate and develop young minds.

Fundraising: All members of the Association are expected to assist in all fundraising projects through either their local chapter or directly to the Financial Secretary.

Student Recruitment: Each member of the Association is expected to engage in the recruitment of at least one student eligible and qualified to attend South Carolina State University.

Immortalized Bulldog Membership

The Immortalized Bulldog Membership is the name of the membership category which recognizes our deceased alumni of SCSU. This category recognizes SCSU alumni deceased on or after July 1, 2014. Any alumnus of SCSU deceased as of July 1, 2014, may be listed in this membership. (For this purpose, an alumnus is anyone who has attended SCSU for a semester or longer.)

Transfer of membership – Names of deceased alumni will be removed from their local chapter’s roster (if active) and placed on the Immortalized Bulldog Membership roster. Local chapters have the responsibility of submitting the names and class years of deceased alumni to the National Membership Team to be transferred and acknowledged. During the membership report of the annual meeting held during the National Alumni Convention, the number of deceased alumni transferred to the Immortalized Bulldog Membership roster for the year will be reported. Names of deceased alumni (from July to July) will be acknowledged during the ecumenical service of the convention.

The National Corresponding Secretary will be responsible for the archiving of the annual Immortalized Bulldog Membership lists. The establishment of this procedure began at the 2015 convention.

GOVERNANCE

National Council

The South Carolina State University National Alumni Association’s National Council (National Officers, Regional Coordinators, President or a representative from each local chapter, all Past Presidents of the Association, Chairperson(s) of all Committees, Director of Alumni Relations, one Future Alumni Chapter Member elected by the Future Alumni Activities Committee) shall be the governing body of the Association. The Council has comprehensive duties and powers for the control, supervision, management, and governance of all affairs of the Association. In addition, the Council has the responsibility to approve and operate a single unified budget for all operations of the Association and approve the establishment of any new committees. The National Council must determine the functions, fundraising activities, and disbursement of funds as identified in the adopted budget.

The National Council shall meet quarterly (May, July/August, November, and February/March). All members of the Council shall be eligible to vote on actions by the national body.

The President of the Association is elected biennially by the membership and may not serve more than four years (two terms) in succession. Members of the council, that are elected, may not serve more than two successive full terms (two years per term) in the same position. However, members may serve more than two terms, if the office is different.

Executive Committee

As put forth in the SCSUNAA Constitution, the Executive Committee shall consist of the National Officers, Immediate Past President, Committee Chairpersons, Regional Coordinators, and the Director of Alumni Relations. The Association President shall preside over meetings of the Executive Committee, the National Council and the national body.

The Executive Committee shall support the President and elected members of the Association in activities and processes established for the advancement of the Association. The Committee is charged to assist in the formulation of Association policies as follows: fundraising projects, property control, National Alumni Association scholarships, management of life membership funds, and other appropriate matters when specified.

The Executive Committee will meet at the request of the Association President for the purpose of addressing matters of concern to the National Association. Actions taken during called meetings shall be reported fully to the National Council, as soon as feasible, and to the national body at its next meeting for ratification.

To better facilitate the timely execution of business pertinent to the Association, which requires disbursement actions between called meetings of the National Council and the national body, the Executive Committee shall be authorized to spend up to \$500 per fiscal year prior to receiving National Council approval. All actions taken in this manner shall be reported fully and in established order to the National Council as soon as possible and to the national body at its next called meeting. This designated amount is independent of and unconstrained by any amount the Association President is similarly authorized to disburse between called meetings.

It shall be the duty of the Executive Committee to authorize the establishment of new chapters in areas where none exist. The Committee shall recommend candidates for the National Council whenever a vacancy occurs.

Business of the Executive Committee and/or the National Council may be conducted via: US mail, electronic mail, telephone, or other communication technologies. Likewise, voting by either body can also be executed by the above communication sources. Any actions from these resources must be ratified by the respected body at its next meeting.

OFFICERS AND COMMITTEES

President

The administrative and executive head of the South Carolina State University National Alumni Association is the President, who exercises complete authority subject only to the direction of the Executive Committee of the Association. The President is responsible for carrying out policies of the Executive Committee and National Council. It is the duty of the President to keep the National Council, and through them, the membership fully informed concerning the operations and needs of the Association.

The President reports regularly to both the Executive Committee and National Council and makes a detailed report on the annual operations of the Association. The President recommends development of programs/projects, appointment of chairpersons of committees, and Ad Hoc committees.

The President presents all matters concerning the Association that are considered by the National Council to the Executive Committee. He/she also participates in the development of the proposed budget of the Association. He/she is the official medium of communication between the chairpersons of committees, all other administrative officers, and the total membership.

It is the duty of the President to meet with the Executive Committee and to keep them fully informed on the operation of the Association and its needs. He/she must prepare for the National Council through the Executive Committee, by July 31st of each year, a detailed report on the operation of the Association for the preceding year. He/she is responsible to the Executive Committee for enforcing all its policies, rules, and regulations; and he/she is also the official medium of communication between the National Council, University officials, agencies, and organizations.

To better facilitate the timely execution of business pertinent to the Association, which requires disbursement actions between meetings with the Executive Committee, the President shall be authorized to spend up to \$200 per fiscal year prior to receiving Executive Committee approval. All actions taken in this manner shall be reported fully and in established order to the Executive Committee and the National Council as soon as possible and to the national body at its next called meeting.

The President is the leader and official spokesperson for the Association, subject to established policies. He/she promotes the educational excellence and general development and welfare of the Association. He/she is a member of all committees of the Association and has the right to attend all meetings. The President also ensures the establishment of appropriate procedures to provide members the means for getting advice on questions of Association policy and governance.

First Vice President

The First Vice President shall preside in the absence of the President, exercise all functions of the President in case of his/her absence, serve on committees when appointed to such by the President.

Second Vice President

The Second Vice President shall serve on special and ad hoc committees when appointed to such by the President. He/she assist the First Vice President and exercise all functions to the First Vice President in case of his/her absence.

Within the Association hierarchy, the Second Vice President shall rank as the senior officer of the Association after the President and First Vice President.

Financial Secretary

The Financial Secretary is responsible to the President. The Financial Secretary is the liaison between the President and the Treasurer on all monies paid to the Association. Specifically, the Financial Secretary shall receive and record all finances, transfer all finances to the Treasurer, keep and maintain all financial records, both receipts and disbursements. He/she shall keep a record of disbursements through the use of vouchers that are submitted to the Treasurer. He/she shall inform chapters of all assessments and the deadline for submitting the same. He/she shall be bonded at the expense of the Association.

Recording Secretary

The Recording Secretary is responsible to the President and shall keep accurate and detailed records of the minutes of all national meetings (to include the National Convention) and National Council/Executive Committee meetings. He/she makes available copies of the National Convention Minutes to Chapters no later than three (3) months after the close of the National Convention.

He/she circulates copies of minutes of the National Council/Executive Committee meetings to chapter presidents. He/she makes available a written report of the actions and activities of National Council/Executive Committee to all chapter presidents. He/she performs such other duties pertaining to the office as the National President and National Council/Executive Committee may designate.

Corresponding Secretary

The Corresponding Secretary has the responsibility, with commensurate authority, for the effective and efficient management of all printed materials pertaining to the Association. He/she shall be responsible for sending all correspondence authorized by the National President, National Council/Executive Committee, such as notice of meetings and minutes. All authorized correspondence must be signed by the President.

Treasurer

The Treasurer is responsible for supervision of all aspects of the financial program of the Association, which includes the operational budget and any problems which may develop in any aspect of the accounts of the Association. Specifically, he/she shall be responsible for all monies of the Association. He/she shall receive and deposit all funds of the Association from the Financial Secretary and keep written account of the same. He/she shall disburse monies only when vouchers are submitted by the Financial Secretary. He/she shall prepare and present a detailed report of income and disbursements to the National Council/Executive Committee and the general membership at each meeting. He/she serves as Chairperson of the Budget and Finance Committee. He/she shall insure the financial records are audited on a quarterly basis. He/she must keep a financial file which includes: bank statements, cancelled checks, investment statements, IRS forms and records. He/she shall be bonded at the expense of the Association.

Parliamentarian

The Parliamentarian **is** an appointed position and responsible for all duties related to the office using the latest edition of “Roberts’ Rules of Order”. He/she advises and counsels the President and the Association on matters of Parliamentary procedure. He/she shall have a copy of the Association’s National Constitution and By-laws, as well as “Roberts’ Rules of Order” at each meeting. He/she provides explanation and advice on parliamentary law.

The Parliamentarian shall sit in close proximity to the President during meetings to facilitate alerting the “Chair” to any errors in procedure or violations of rules. In addition, he/she shall assist in the preparation of by-laws and amendments, and interpretation of rules and general procedures.

Chaplain

The Chaplain is responsible for all duties related to the religious order of the Association and other duties as assigned by the President.

Regional Coordinators

A Regional Coordinator is appointed to each of seven areas encompassing the membership. The role of this body is to provide oversight and support to chapters in matters relating to membership. The chapter's membership chairperson will serve as the point of contact to the Regional Coordinator. Regional Coordinators may also provide recommendations to the Executive Committee for the establishment of new chapters in their area. (See detail description on page 55)

Standing Committees

Only those committees listed in the Constitution and By-laws are Standing Committees (Nominating Committee, Auditing Committee, Credentials Committee, Hospitality/Special Events Committee, Scholarship Committee, Membership Committee, Alumni Awards Committee, Future Alumni Committee, National Alumni House Committee, Constitution and By-laws Committee, Development Committee, Technology Committee, and Political Action Committee)

Standing Committees shall meet and plan assigned activities and functions.

Reports of committee assignments should be sent to chapters in order to facilitate quality discussion and decision-making. Presentation of reports shall include a standard format to include the purpose, rationale, expectations, cost (if any) and recommendations. Upon approval by the national membership, a corrected typed copy should be given to chapter presidents for their membership, the National Council and Executive Committee.

To facilitate the orderly transfer of records to newly elected and/or appointed Standing Committee Chairs, following a transitional meeting, all records and materials relating to the position of the South Carolina State University National Alumni Association shall be delivered to that successor within thirty days.

Ad Hoc Committee

An Ad Hoc Committee may be appointed by the National President for a specific purpose, case, or situation. Upon completion of the assigned task, the committee is dissolved.

TENURE OF OFFICERS

The officers of the National Alumni Association shall be those voted into office by eligible voting members during authorized elections. Each officer shall serve a term of two years and may be re-elected for one additional consecutive term in that office, except as provided for in Article VII, Section 8 of the Constitution and By-laws. An officer desiring to continue in the same capacity, may seek said office after staying out for one term.

ELECTION AND VOTING

The Constitution and Bylaws of this Association require the election of National Officers every two years:

All officers of this Association shall be elected by the voting members of this Association, each odd year by the “BALLOT BY MAIL SYSTEM” or the “ELECTRONIC BALLOT SYSTEM.” Under this system, every At-Large, chapter, associate (who is financial), and life member shall be entitled to one vote for each office to be filled.

All ballots shall be distributed to voting members by mail through the United States Postal System, the approved electronic ballot/voting system, or both.

To qualify as a nominee for any national office, one must meet the following:

- Must be a graduate or any person who has attended South Carolina State University for a minimum of one year.
- A financial voting member of the Association
- Attended at least three general meetings within the last 24 months; of the three General meetings at least, one must be an annual meeting.

To qualify as a nominee for National President, First Vice President, and Second Vice President, one must meet the following additional qualifications:

- Member of the SCSUNAA for a minimum of 5 years.
- Served as a member of the National Council for a minimum of one 2-year term.
- Attended a minimum of three (3) General Meetings during the 24-month period prior to the election.

The **Credentials Committee** shall certify all nominees for office and determine whether chapters and general members are eligible to vote in the election.

Responsibility of Candidates:

- Candidates are restricted from being involved in the election process (i.e., handling ballots, determining voter eligibility) unless their current position (i.e., President, Financial Secretary, Chapter President, Treasurer) justifies their involvement.
- This does not prohibit a candidate from serving on the Nominating/Election Committee.
- Candidates are cautioned to refrain from making personal attacks on other candidates as a campaign strategy.
- Each candidate will have a maximum of two minutes to address the body at the Quarterly meeting prior to the May meeting. (Either the candidate or their representative may make remarks on their behalf)

The Nominating/Election Committee shall prepare with the aid of “Nominating Blanks” an official ballot.

Nominations will also be accepted during a National Meeting that precedes the Nominations deadline. Each nomination must be submitted by a financial member of the Association. This Committee shall prepare the official ballot after the Credentialing Committee has considered eligibility of all nominations received from chapters and individual members. The prepared ballot shall include space for write-in candidates and shall be circulated to every active general and /or chapter member not less than 30 days prior to the date of the “May” meeting.

All ballots must be sent through the United States Mail so as to arrive at the approved election receipt address in a sealed envelope at least five business days prior to the date of the “May” meeting **or** submitted through the approved electronic ballot/voting system within the same time span. The seals on envelopes are not to be broken until the official election confirmation process begins prior to the “may” meeting.

The Elections/Nominating Committee, an ad hoc committee, shall be selected by the Executive Committee. The Elections/Nominating Committee shall submit an official slate or roster of nominees for the various National offices and execute the National Elections, as prescribed above.

Ballots completed electronically will be tabulated electronically. Paper ballots completed by hand and returned at least five business days prior to the date of the “May” meeting shall be manually tabulated by the vendor. Electronic and paper counts shall be combined so that election results can be announced at the spring meeting. The newly elected officers will take office effective at the National Alumni Association Annual meeting.

Newly elected National Officers will be installed during the National Alumni Convention and shall immediately assume their official duties.

At the end of an officer’s term all records shall be transferred to the incoming officer for that respective position within thirty (30) days or at a scheduled transitional meeting. Outgoing National Officers will conduct the necessary turnover with the incumbent in preparation to assume their duties.

QUORUM

A quorum shall consist of the voting members present at the time the meeting is scheduled.

FISCAL YEAR

A fiscal year shall be from July 1 to June 30 of any given year.

AMENDMENTS

The Constitution and By-laws of the Association may be amended by the vote of two-thirds (2/3) of the voting members present at any general body meeting. Prior to the vote, the substance of the proposed amendment, submitted in writing by a financial member, must be circulated to the membership at least two (2) months prior to the meeting at which a vote is proposed. No amendment to the By-laws may have the effect of amending, modifying, or altering the Constitution of the Association.

IMPEACHMENT

The South Carolina State University National Alumni Association has an impeachment procedure as described in the Constitution and By-laws and must be in accordance with Robert's Rules of Order.

GENERAL INFORMATION

The Constitution

The Constitution of the National Alumni Association is the basic governance document for the Association and its chapters. Each chapter shall establish its Constitution and By-laws in accordance with the Association's Constitution and By-laws.

Chairpersons

A member may be appointed chairperson to perform the duties and functions of one of the Standing Committees which the Association operates. Such member serves a one-term period and is a member of the National Council during that tenure. The Chairperson is appointed and may be reappointed. The Chairperson is responsible for the overall operation and supervision of committee members, including planning of programs, upgrading of programs, and continuous evaluation of activities within the designated committee. It is the responsibility of the Chairperson to ensure that the committee executes its mandate within the Association's framework. The Chairperson also maintains records and receipts of the committee's operation.

Reports

Basic records of actions and deliberations shall be in the minutes kept by, or under the supervision of, the Recording Secretary. Copies of the minutes shall be circulated to all members of the National Council, Executive Committee, and such other individuals as specified by the President.

An annual report of the works of the National Council and Executive Committee shall be submitted to the membership. This report shall be prepared in time for submission to the membership at national meetings. Special reports may be prepared, on an as-needed basis, by the National Council and Executive Committee and distributed as deemed appropriate.

The records of the National Council and Executive Committee shall be open to inspection or review by any financial member of an active chapter and to such other persons as may be granted permission by the President.

Records Transfer

At the end of an officer's term, all records shall be transferred to the incoming officer for that respective position within thirty (30) days or at the scheduled transitional meeting. Within the same thirty (30) day period, contact information for incoming officers, to be used for handling Association business (phone number, email, or mailing address), should be made available to local chapters via the Association's website, so there is no interruption of business correspondence between the Association and local chapters. Necessary signatures must be filed on financial and other documents. Note: Signature cards for the Association's banking accounts should be changed to include the signatures of the current Treasurer, President, Financial Secretary, or First Vice President. All proper forms and reports must be completed for the outgoing National President.

Reimbursement Regulations

The operational budget set forth policies and regulations for authorization and reimbursement. The administration and control of funds is in accordance with the provisions of the budget. The Association's Executive Committee and National Council members may have their travel expenses reimbursed by the Association, subject to the limitations contained in the operational budget regulations. All travel is contingent upon the availability of funds in the proper budget line item.

National officers, who travel on official business for the Association, shall be reimbursed at the rates set forth by the National Council.

Persons requesting supplies for the performance of their official duty for the Association must submit a voucher which contains all pertinent information.

Note: To be reimbursed for any expenses, or payments made to vendors, a signed voucher with attached receipts must be submitted to the Treasurer.

PROTOCOL

The South Carolina State University National Alumni Association is an organization that is dependent upon elected and appointed officers to perform specific gratis service.

Alumni are expected to follow established procedures for:

- Problem resolution as listed in the Constitution and By-laws.
- Development of new chapter initiative with chapter approval.
- Referral of membership issues to the Chairperson of the Membership Committee with a copy to the National President and Treasurer.
- Constitution and By-laws issues are referred to the National Parliamentarian with a copy to the National President.

There are traditions and observances that should be followed. These include respect for the Association's Past National Presidents, Honorary Members, and Past National and Chapter Officers. They are honored for their contributions to the Association. When present at National Conventions, Past National Presidents shall be introduced by year of seniority, and their years of office should be stated after their name. When introducing the dais, the National President is the last to be introduced. When the President of the University is introduced, (at National Conventions, area meetings, public luncheon, etc.), the membership stands. These persons should be introduced at chapter functions.

The highest-ranking officer present shall install officers at the national and chapter levels. If only past officers are present, the most recent officer shall perform the installation ceremony. Installation of officers at the national level is at the direction of the National President. Gifts of appreciation are acceptable for any outgoing national or chapter officer; the amount not to exceed \$100.00.

The National President is the highest elected officer of the Association. The National President speaks for the Association. Persons other than the official spokesperson should not take positions on issues or response to inquiries on statements of policy to the public for the Association. The National President may designate individuals to represent him/her for specific events or to represent the Association before other bodies or the media.

Final approval by the National President is necessary prior to any information being released to the media.

For consistency and clarity, national and chapter stationery should have the same format. It is proper to list officers and members of the Executive Committee.

Designs on public announcements (invitations, programs) should reflect the image of the Association. Simplicity and elegance are always in good taste.

Death of a Past National President

The President of the Past President's chapter is responsible for notifying the National President of the death. A memorandum from the National President regarding the death should be mailed to chapter presidents within forty-eight hours. E-mail, overnight mail, or facsimiles are among the acceptable means.

The same notification procedure for Past National Officers is followed as for Past Presidents.

Death of a Serving President

The President of the chapter where the National President is a member is responsible for notifying the National First Vice President. The First Vice President is in charge and the same procedure is followed as Past President.

The same notification procedure for serving National Officers is followed as Past Presidents.

Death of a Chapter Member

The President of the chapter is responsible for informing the National President and chapter members. Chapters should have procedures to follow for the death of a member, a member's immediate family, and other related family members.

Recognition of Life Events

Upon notification of the following occurrences, the Hospitality Committee shall respond as designated on behalf of the National Alumni Association:

- The University President
 - Illness Send a get-well card
 - Death Send a resolution from NAA

- University President Spouse
 - Illness Send a get-well card
 - Death Send a sympathy card

- Active National Officers
 - Illness Send a get-well card
 - Death Send a sympathy card, a resolution from NAA, and a \$25 donation

- Death of spouse, parent, child Send a sympathy card

- Birth Send a congratulatory card

- Past National President
 - Illness Send a get-well card
 - Death Send a sympathy card and resolution from NAA

- Active Chapter President
 - Illness Send a get-well card
 - Death Send a sympathy card and resolution from NAA

- Chapter Members

| | |
|---------|----------------------------|
| Illness | Send a get-well card |
| Death | Send a sympathy card |
| Birth | Send a congratulatory card |

RIGHTS AND RESPONSIBILITIES OF MEMBERS

Rights

- Receive notices of meetings
- Attend meetings
- Make motions
- Second motions (when a second is needed)
- Debate motions (when a debate is permitted)
- Vote on motions (except those on which the member has a conflict of interest)
- Nominate persons for office
- Elect people to office in the Association
- Be elected to office in the Association
- Know the meaning of the question being debated
- Object when rules are being violated
- Appeal the decision to the chair
- Not have to suffer personal abuse and attack at meetings of other Association gatherings
- Have access to minutes of all meetings
- Receive the treasurer's report
- Get a copy of the Association's Constitution and By-laws

Responsibilities

- Attend meetings
- Be on time
- Stay until the end of the meeting
- Be ready to talk knowledgeably and intelligently on a topic
- Be attentive
- Be open-minded
- Treat everyone with courtesy

- Speak openly, but also let others have their turn to speak
- Follow the rules of debate
- Make a point concisely
- Attack issues, not people
- Insist on law and order at meetings
- Work to create dignity and decorum
- Participate actively in the meetings
- Work with others in a cooperative manner
- Be familiar with the basic rules of parliamentary law
- Obey the rules of the Association
- Pay all dues and assessments
- Respect the rights of others
- Abide by the final decision of the majority
- Bring in or recommend new chapter members
- Select well-qualified officers
- Participate in committees
- Respect the chair's opinions and rulings
- Promote the Association's growth and influence
- Enhance the Association's reputation
- Be familiar with the Association's Constitution and By-laws

COMMUNICATIONS

The purpose is to initiate and facilitate communication between the Association and alumni by providing information that announces and describes Association activities as well as promotes alumni awareness of South Carolina State University.

Communication Distribution

All communication for distribution will be reviewed and approved by the Association President or designee to ensure its contents are Association-related activities or programs (i.e., events, service announcements, newsletters, surveys, agendas).

- Emails are subject to editing and approval by the Association President or designee for content, length, formatting, timing, and frequency.
- Emails will be sent by the Association's Corresponding Secretary or the Communications Committee Chair on behalf of the sender.

The following types of communication requests are unacceptable:

- Any solicitation of a commercial nature and
- Any solicitation of a personal nature to include fundraising

The Association's Corresponding Secretary or Communication Committee Chair will send out emails updating members about upcoming events and other important information. The recipient list will be generated by the Association platform.

Using or sharing of information mailing lists and/or biographic information for private, commercial, or political purposes, for the purpose of creating an independent database, or for a purpose other than that which is approved by the Association is strictly prohibited.

The Association reserves the right to refuse any communication request because of a bylaw and/or procedural violation.

Minutes

The Association Recording Secretary is responsible to the President and will keep accurate and detailed records of the minutes of all National Meetings and the National Council/Executive Committee Meetings. Minutes will be distributed within thirty (30 days) of the meetings.

Personal Contact Information

An Executive Committee and Council directory with contact information will be distributed at the beginning of the fiscal year by the Association's Corresponding Secretary with the consent of each individual to release personal information. Individuals should update profiles within *YourMembership*, when changes occur.

SOCIAL MEDIA PROTOCOL

The purpose is to govern the official development, implementation, and use of social media for the Association to expand reach, foster engagement, and build relationships with stakeholders.

Definition

For the purposes of this document, social media is defined as any publicly accessible platform for electronic communication through which users create online communities to share information, ideas, personal messages, and/or content. Examples include, but may not be limited to, Facebook, Twitter, LinkedIn, Instagram, and YouTube.

Social Media Provisions

- Any use of the social media platform, creation of a new profile/page/group, or development of a social media application for the official use of the Association must first be approved by the President or designee. All accounts that have not been approved by the Association President or designee are prohibited and will be requested to be deleted.
- All official social media accounts are subject to review at any time for Association brand consistency, content appropriateness, and compliance.
- Social media platforms are not for personal use or to be used to state personal opinions.
- The Association President or designee reserves the right to block or remove the content of any post that violates the Constitution and Bylaws and policies. Content may be removed at any time without prior notice for any reason deemed to be in the best interest of the Association.
- The Association does not take responsibility for pages or social media content purported to represent the Association on unofficial or unapproved social media sites.
- The Association social media procedure may be adjusted to reflect issues/concerns that arise.

CHAPTER CONSTITUTION AND BYLAWS

Standard Chapter Bylaws

The following is intended as a standard base for the organization of SCSUNAA Chapter Constitution & Bylaws. This is a general guide for organization of a SCSUNAA Chapter which mirrors the National Constitution & Bylaws. It may be modified or reworded to fill specific local purposes and circumstances; however, the format and order of topics should remain the same.

See Appendix D for Chapter Bylaws Template

DEVELOPMENT/FUNDRAISING

The Development Committee shall be responsible for planning activities to raise funds and programs designed to improve and promote the public image of the Association. The committee shall be the principal fundraising organ in the Association at the national level. All SCSUNAA Chapter sponsored events require approval at the National level. SCSUNAA does not sanction and is not liable for any individual sponsored or hosted event. All Chapters hosting events will review and comply with 501c3 guidelines. (See Compliance section)

FINANCIAL MANAGEMENT

Financial Roles and Responsibilities

The Association's Financial Team is composed of the elected General Treasurer and Financial Secretary. Both Financial Team members are bonded at the expense of the Association.

Association General Treasurer: The Association General Treasurer is responsible for developing and managing the operational budget. The General Treasurer reviews all Association financial accounts and monitors the financial position. On a quarterly basis, the General Treasurer shall prepare and present a Statement of Financial Position and Budget to Actual Comparison Report. To ensure that adequate records are maintained to support the Association's financial position, the General Treasurer maintains records that shall include: bank statements, cancelled checks, investment statements, IRS forms and records.

Association Financial Secretary: The Association Financial Secretary is responsible for ensuring that all funds received are deposited and recorded; all disbursements are properly supported and recorded. On a quarterly basis, the Association Financial Secretary will prepare a Statement of Activity for review and inspection.

Association Audit Committee: On a quarterly basis, the Association Audit Committee will review all financial records to ensure that:

- Association financial management policies and procedures are followed
- All activities recorded on the bank statements are accurately reflected on the Statement of Activity
- The balances reported on the Statement of Financial Position are accurately reported
- The number of active financial members are accurately reported
- The collection and disbursement of restricted donations are accurately reported

The Audit Committee will prepare a written report summarizing the results of the review that details all findings noted and proposed recommendations. The report will be orally presented by the Audit Committee at quarterly Association National Council business meetings.

Controls Over the Receipt of Funds

Funds are remitted to the Association from a variety of sources. They may include, but are not limited to, funds for dues and assessments, the annual Association convention, unrestricted donations, and restricted donations. To the extent practicable, the preferred method for broad collection of funds is through the established Association electronic payment accounts (PayPal, Zelle, or CashApp). If manual payment is necessary, the remittance should be made payable to the Association and mailed directly to the Association Financial Secretary. Cash payments will be collected, in person, by the Association Financial Secretary or specifically assigned designee.

The collection of funds should be performed by the Association Financial Secretary unless a specific auditable process has been coordinated with and approved by the Financial Secretary. Association mail will be checked at least biweekly to monitor the receipt of funds. The Association Financial Secretary will acknowledge receipt of funds within five business days of receipt and provide a report to the General Treasurer of all funds received. Acknowledgement of funds will be sent electronically, to the extent practicable, if the remitter provides an email. If no email is provided, acknowledgement of funds will be mailed, if a mailing address is available. The General Treasurer will reconcile the report to confirm that funds have been deposited and allocated to the accounts.

Collection of Restricted Donations

The Association's Financial Secretary will ensure that funds received for restricted purposes are tracked until disbursed for their intended purpose. Acknowledgement receipts to the donor will clearly identify the amount and the restricted use of the funds. The Statement of Activity will contain line items that clearly identify the receipt and disbursement of restricted funds. The Statement of Financial Position will separately identify the balances of all funds collected on behalf of another entity until disbursed to the intended entity.

Collection and Tracking of Alumni Donations

Alumni are encouraged to support fundraising and development initiatives sponsored by the Association and SCSU through the SCSU Foundation. To track the level of alumni giving, Association Chapters and members are encouraged to remit donations to support SCSU Foundation-sponsored events to Association for disbursement. All such disbursements to the SCSU Foundation will identify the source of the donation to ensure that individual member contributions can be tracked and acknowledged by the SCSU Foundation upon receipt from the Association. When remitting funds for disbursement to the SCSU Foundation on behalf of chapter members, the remittance must include a report that separately identifies the full name, mailing address, email address, and amount of the donation.

Annual Chapter Administrative and Scholarship Remittances

Annually, the Association Executive Committee recommends, through the annual budget proposal, the amounts to be collected from chapters for chapter administrative and scholarship assessments.

The amounts are ultimately approved by the Association National Council upon adoption of the annual budget. As specified in the Association's Constitution and Bylaws (Article XI), chapter administrative and scholarship must be remitted by December 31st of each year.

Funds collected from chapters for administrative and scholarship assessments are remitted to the SCSUNAA Financial Secretary. After recording and acknowledging receipt of the funds, the funds are deposited into the Association's General Operating Account and maintained in that account until Association remits funds for authorized expenses.

Funds remitted for the administrative assessment are maintained in the Association's General Operating Account. Funds collected for the scholarship assessment are transferred to a separate interest-bearing and/or other Association investment accounts and maintained in those accounts until the Association remits funds to Association for scholarship recipients.

Chapter administrative and scholarship assessments are also collected from newly forming chapters that have not yet received a permanent charter. The assessments for newly forming chapters are based on the amounts as determined in the policies and procedures for that category of chapters.

Annual Membership Dues Remittances

Annually, the Association Executive Committee recommends, through the annual budget proposal, the amounts to be collected for member dues for each member that has not met the requirements for life membership or are not a recent graduate. Life Members are exempt from the annual member dues assessments. Recent graduates are exempt from annual membership dues for one year after graduation.

The member dues amounts are ultimately approved by the Association Executive Committee upon adoption of the annual budget. As specified in the Association's Constitution and Bylaws (Article XI, Section 3), member dues must be remitted by December 31st of each year.

Funds collected for member dues are remitted to the Association Financial Secretary. After recording and acknowledging receipt of the funds, the funds are deposited into the Association's General Operating Account and maintained in that account until the Association remits funds for authorized expenses.

Remittance of funds for members by chapters must be supported by an electronic roster in the prescribed format as requested by the Association Financial Secretary and Membership Committee. A copy of the electronic roster must be submitted to the Association Financial Secretary and Membership Committee. The roster must identify all non-life members for which payment is being made, Life members, and recent graduates.

Remittance of funds for at-large membership must be supported by an email notification to the Association Financial Secretary and Membership Committee.

Life Membership Dues Remittances. The amounts to be collected for life membership are specified in the Association Constitution and Bylaws. Life membership payments remitted through should be remitted to the Association Financial Secretary upon full payment of life membership fee. Installment payments for life membership payments should not be remitted through chapters. After recording and acknowledging receipt of the funds, the funds are deposited into the Association's General Operating Account and maintained in that account until Association remits funds for authorized expenses.

Members may remit funds for life membership in one lump payment or through installments. Members are strongly encouraged to remit installment life membership payments through their local chapters. If installment payments are made through remittance to the Association, the full amount required for life membership must be paid within two fiscal years. Members are assessed an administrative fee after the first year of the installment payments. If the full amount required for life membership is not remitted after the second year of installment payments, all funds remitted to date will be forfeited and are not refundable.

All remittances for life payment must be supported by electronic notification to the Association Financial Secretary and Membership Committee. Funds collected for the life membership fees are transferred to a separate interest-bearing and/or other Association investment accounts and maintained. The Association General Treasurer in those accounts until the Association remits funds to Association for scholarship recipients.

Annual Convention Remittances. The Association Executive Committee approves, through the approval of the Association Convention Committee proposed budget, the amounts to be collected for registration fees associated with the Association annual convention. The Association Finance Team will participate in all Association Convention Committee planning meetings and will establish and set-up the process for collection of registration fees. To the extent practicable, the preferred method for collection of funds is through the established Association electronic payment accounts (PayPal, Zelle, or CashApp) or an approved event management software. If manual payment is necessary, the remittance should be made payable to the Association and mailed directly to the SCSUNAA Financial Secretary. Cash payments by mail will not be accepted.

Fundraising and Development. The Development Committee plans and executes a variety of fundraising events each year. To ensure that there are proper controls in place for the collection of funds, the Chair of the Development Committee must coordinate with the Association Finance Team during the initial planning of all events to discuss the event budget, how funds will be collected, and expectations for how funds should be categorized and reported.

Controls Over the Disbursement of Funds

Generally, the disbursement of funds to pay expenditures on behalf of Association should be made through the Association General Treasurer. Payments can be made online or by paper check. The Association President has access to a limited amount of funds for emergency purposes when time is of the essence, and the Association Finance Team is not available to make the payment. All disbursements of funds must be for authorized purposes and supported by adequate source documentation, including emergency purposes made through the Association President.

The Association General Treasurer is responsible for ensuring that expenditures comply with planned budgeted amounts. It is reasonable to expect that expenditures that were not accounted for during the budget planning process will occur. In such cases, the unplanned expenditures must be reviewed and authorized by the Executive Committee. For greater transparency, the Association General Treasurer will report all unbudgeted expenditures as an addendum to quarterly Budget to Actual Comparison Report.

General/Administrative and Committee-Related Reimbursements to Members

Reimbursements for members for Association expenses must be requested through a voucher that is submitted electronically to the Association General Treasurer and Association Financial Secretary. A readable scanned copy of all receipts must be attached. For Committee related expenditures, the Committee Chair must provide written concurrence of the expenditures, and record of such acknowledgement must be attached to the request.

Travel Policy. Travel expenses will be paid or reimbursed within set limits for lodging and transportation/mileage. Expenditures for meals are not authorized under the travel guidelines. The travel policy limits apply for all travel and all travelers, regardless of whether the payment is made directly by the Association General Treasurer or by the Association President. There are no exceptions for the travel reimbursement policy. Travelers will not be reimbursed for amounts that exceed the travel policy, unless a request is approved in advance by the Executive Committee.

| Travel Category | Limit |
|-----------------|--|
| Lodging | Lodging is authorized if one-way travel is 50 miles or more. The daily lodging rate will vary depending on location. Travelers should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Luxury accommodations are not acceptable. |
| Transportation | \$300 maximum. This amount can include use of a rental car. However, the maximum that will be reimbursed is \$300. |
| Mileage | \$.40 per mile up to \$300 maximum |

Travel Authorization for National Officers and Committee Chairs

Association National Officers are pre-authorized to be reimbursed for travel expenses incurred for travel to Association quarterly business meetings. Association Committee Chairs are pre-authorized to be reimbursed for travel expenses incurred for travel to Association business meetings, if they are approved by the Association President to present on the agenda. Travel for other business purposes may be incurred upon authorization of the Executive Committee.

Travel Reimbursements

Reimbursements for Association travel expenses must be requested through a voucher that is submitted electronically to the Association General Treasurer and Association Financial Secretary. A readable scanned copy of all receipts must be attached. Travelers will only be reimbursed for travel expenses within the established limits.

Travel incurred by the Association President can be paid using the assigned Association debit card. A voucher to support that travel expenses comply with established limits must be submitted electronically to the Association General Treasurer and Association Financial Secretary. A readable scanned copy of all receipts must be attached.

AUDIT

As previously described, the Audit Committee will conduct quarterly reviews to ensure that:

- 1) Association financial management policies and procedures are followed
- 2) all activities recorded on the bank statements are accurately reflected on the Statement of Activity
- 3) the balances reported on the Statement of Financial Position are accurately reported
- 4) the number of active financial members are accurately reported
- 5) the collection and disbursement of restricted donations are accurately reported.

In addition, on a biannual basis, a financial statement audit will be conducted by an independent Certified Public Accounting firm. The Executive Committee may request special reviews or financial audits, as warranted.

MEETINGS

Special Meetings

Special meetings shall be called by the Executive Committee of the Association at its discretion or by the President of the Association.

Definition

A virtual meeting is a meeting where parties in different locations interact provided the parties have access to a computer, internet, and a land or mobile phone line.

Virtual Meetings

- The Association may meet virtually for quarterly and annual meetings provided the virtual meeting platform safeguards information and maintains privacy.
- The Association's Executive Committee is responsible for selecting the virtual platform.
- The Association President or designee should maintain the responsibility for purchase.
- The Association President or designee is responsible for sharing the meeting link and password to individuals who will be attending.
- The Association President or designee will host the meeting. The host and any designated panelists can share their video, audio, and screen with view-only attendees. Attendees will have the ability to interact via Q&A, chat, and answering polling questions.
- The Association President or designee is responsible for managing the settings of the meeting and the participants.
- The Association's virtual meeting procedure may be adjusted to reflect issues/concerns that arise.

Quarterly Business Meetings

Purpose

The purpose of the SCSUNAA quarterly business meeting is to foster a spirit of loyalty and to promote the general welfare of the Association. SCSUNAA exists to support SCSU's strategic goals and to strengthen the ties between alumni, the community, and SCSU.

Introduction

Convening quarterly association business meetings, in person or virtually, serve as a vehicle to engage and inform alumni of recent initiatives and activities of SCSU and SCSUNAA. More importantly, these meetings provide the association the opportunity to actively engage chapters and members at large in its national initiatives. Through the quarterly meetings, the association seeks to involve, inform and inspire. Meetings will include reports from standing and ad-hoc committees, University updates, and presentations by alumni chapter representatives and at-large members. Additionally, other pertinent information and business will be presented for the good of the Association.

The Association shall hold three (3) Business meetings and one (1) annual meeting during the fiscal year and at such additional times as the Executive Committee shall deem necessary. Meetings should occur during the following times/events: alumni convention, the fall season, the University Founder's Day Weekend, and the University Commencement Weekend. The President or designee, in conjunction with the Executive Committee, shall determine the annual meeting date.

Planning for an Association Business Meeting:

- The Communications Committee chair, in conjunction with the Corresponding Secretary, shall provide a quarterly business meeting "Save the Date" notice to all members 30 days prior to the quarterly meeting.
- The President shall plan and hold an Executive Committee meeting two (2) weeks prior to the scheduled National Council meeting. Meeting minutes shall be recorded by the Recording Secretary.
 - The DRAFT agenda for the Executive Committee meeting shall be prepared by the President and distributed two (2) weeks prior to the meeting.
 - Each committee chair will be required to submit a report in an established format (to be determined by the current administration) to the Corresponding and Recording Secretaries one week prior to the Executive Committee meeting. The committee chair will present its report at the Executive Committee meeting, and highlight action items that should be an agenda item for the quarterly business meeting.
 - Members of the Executive Committee shall fully exhaust all questions or provide comprehensive input into reports given during the Executive Committee meeting that may warrant any changes prior to the quarterly business meeting.
 - The President shall utilize the output of the Executive Committee meeting to draft an agenda for the Association quarterly business meeting. In general, if a committee has action items or a major milestone update, a committee representative will be allowed to participate on the agenda to receive input from the general body.

- The President shall provide the Corresponding Secretary a final agenda, to be included with the meeting information packet, that should be forwarded to all members and the University Alumni Director 10 days prior to the quarterly business meeting.
- All Committee Chairs selected to participate on the agenda must submit its committee PowerPoint slides to the Corresponding and Recording Secretaries two weeks prior to the Association's quarterly business meeting.
- Announcements provided by committee chairs and/or alumni chapters will be presented by the Corresponding Secretary during the announcement agenda item.
- The Hospitality Committee is responsible for coordinating any refreshments needed for the Association's quarterly business meeting.

Conducting an Association's Quarterly Business Meeting:

- The Hospitality Committee is responsible for the meeting room setup in coordination with the President.
- Meeting room setup should include, at a minimum:
 - Podium and microphone
 - Head table setup with alumni table covering
 - Seating at the Head Table shall accommodate the Executive Committee.
 - For in-person meetings, there should be a designated area for national council voting members. Only voting members will be allowed to sit and participate with voting on association business. (Badge Stickers to ID voters)
 - For virtual meetings, the virtual/technology committee will set up the meeting via Zoom. The voting members will be assigned Panelist rights and all others would be invited as attendees. The President will coordinate with the virtual/technology committee on invited guest(s) who would have panelist rights.
 - The President shall assign two Sergeant-at-Arms for each quarterly and annual business meeting
 - The President shall appoint a timekeeper for each meeting (in-person and virtual)
- The President shall chair the meeting based upon an adopted agenda. All matters not covered by the Association's Constitution and the current edition of Robert's Rules of Order shall be governed by the Bylaws.

- Association members are allowed an opportunity to address agenda items in support or opposition.
- Any member seeking to speak must first be recognized by the President. The member must provide full name, chapter affiliation, or membership status (At-Large, Associate, Honorary).
- Any member seeking to speak will be allotted one minute to ask a question. A member shall only be allowed to speak a maximum of two times during any given agenda item.
- The President shall transact the business of the association per the agenda and adjourn the meeting promptly.
- Meeting minutes shall be recorded by the Recording Secretary.

CONVENTIONS

The Association may, on approval of the general body, hold conventions with the time and location to be determined by the Executive Committee. The Executive Committee shall determine the theme. (See **Appendix A**)

The purpose of conventions shall be consistent with the Association's objectives and mission as outlined in Article II of this Constitution. <https://scstatealumni.org/mission-vision>

NEW CHAPTER PROCESS

Steps To Chartering An Alumni Chapter

An individual or group may organize a chapter. It is required to keep the South Carolina State University National Alumni Association's (SCSUNAA) Regional Coordinator informed of chapter plans and activities. When forming a chapter, carefully consider your alumni population base. Although you might live in a large city or populated area, the actual number of SCSU graduates may be quite small. Familiarize yourself with the procedures below as you begin forming your chapter:

Planning Process

- Identify alumni or interested individuals who are willing to serve in an organizing capacity.
- Contact the SCSUNAA Regional Coordinator to inform us of your intent.
- The Office of Alumni Relations may be able to assist with the research of alumni in the geographical area. If the number is sufficient, you may move forward in the creation of a chapter.
- Locate an appropriate location and set the date and time for an interest meeting.
- Communicate the date, time, and location with the Regional Coordinator to possibly attend the event.

Maintaining the Momentum

- Email a thank you note to all participants; make sure to announce the first official meeting and the election of officers.
- Request the Office of Alumni Relations and the SCSUNAA Communications Committee advertise the meeting time and date to alumni in the area, be sure to indicate elections will be held.

Prior to the first meeting

- Search for and secure a venue to host the first meeting
- Secure the availability of the Regional Coordinator to attend.
- Request that the Office of Alumni Relations and the SCSUNAA Communications Committee promote the meeting time and date to alumni in the area.
- Establish an agenda for the first meeting with the assistance of the SCSUNAA Regional Coordinator.
- Create Name badges and sign-in sheets for the event.
- Finalize the room set-up, menu, and items for registration table.

Items to bring to the meeting

- Name tags
- Sign-in sheets
- Agenda
- Chapter business cards with contact information
- Information for registration table

Post-Event Follow-up

- Schedule a second meeting to devise the chapter's constitution and by-laws.
- Send a thank-you email to all alumni attending, announce the date and time of the next meeting, and provide information on chapter leadership.
- Request the Office of Alumni Relations and the SCSUNAA Communications Committee promote the meeting time and date to alumni in the area (Chapters will be responsible for all other meeting announcements).

Ideas for the meet and greet event might include:

- Dinner/meal type event at a local black-owned restaurant.
- After church fellowship
- Potluck dinner or light refreshments at a local home, park, etc...
- After work cocktail social at a local establishment.

Once you have interested alumni, plan an effective meeting built around organizing the new chapter. Ideas might include:

- Organization of group (name, by-laws, leadership)
- Mission Statement
- Potential activities (social, fundraising, etc....)
- Planning for election of officers
- Creation of a Chapter Budget
- Financing the chapter
- Scholarship goals
- Sharing ideas

FORMING A NEW ALUMNI CHAPTER

The Formation Of A Chapter Shall Include

- Ten (10) or more persons meeting the criteria of a member of the Association, consistent with the South Carolina State University National Alumni Association's (SCSUNAA) Constitution and By-laws
- Living in an area where no chapter exists.
- Applying to the Association's Regional Coordinator to form a new chapter.

Functions Of The Alumni Chapters

- To design and promote social and cultural activities that will foster alumni solidarity.
- To promote the interest of the university and offer support in all University endeavors in collaboration with the SCSUNAA.
- To contribute annually to the University's Annual Fund Drive.
- To aid the University's Admission Office in the identification of promising and outstanding students and to encourage the same to attend South Carolina State University.
- To encourage participation among alumni in activities.
- To periodically send the Director of Alumni Relations and the SCSUNAA Communications Chair newsworthy events about alumni for inclusion in SCSUNAA Newsletter or other official alumni publications (i.e. promotion, new and exciting jobs, advance study and/or grants, fellowship, the death of alumni, etc.).
- To maintain an avid interest in the University's development by keeping abreast of current activities and events that are occurring on campus, as well as being cognizant of the national political events that may affect the University's well-being.

Application Process

Application – The application shall contain, at a minimum, the geographic area in which the chapter seeks to function, the proposed name of the Alumni Chapter, and the names of the proposed charter members.

Temporary Charter - If the application is approved by the Executive Committee, a one-year Temporary Charter will be granted provided the applicant Alumni Chapter certifies that during the year of formation, it completes the following:

- Create Chapter Bylaws that shall not conflict with that of the SCSUNAA
- Elect Officers
- At least six meetings are held
- Inactive individuals shall pay a fee of \$25 for membership
- Fees are waived for active At-Large members of the SCSUNAA

- Forward chapter bylaws, goals, objectives, and minutes to the Regional Coordinator.
- A Temporary Chartering fee of \$100 is due at submission of the application
Payable by cashier's check or money order to:
SCSUNAA
Mailed to:
Financial Secretary
PO BOX 1617
Waldorf, MD 20604
Or
For PayPal Use
FinancialSecretary@scsunaa.org

Permanent Charter - A Permanent Charter will be granted after certification that all of the following conditions have been met:

- Officers have been elected
- At least six meetings have been held
- Submission of a two-year chapter strategic plan in alignment with the SCSUNAA goals and objectives
- Submission of meeting minutes to the Regional Coordinator
- An association's assessment fee of \$150
Payable by cashier's check or money order to:

SCSUNAA
Mailed to:
Financial Secretary
PO BOX 1617
Waldorf, MD 20604
Or
For PayPal Use
FinancialSecretary@scsunaa.org

- Apply for and obtain the chapter's Federal Tax ID number and submit paperwork to the SCSUNAA Tax Coordinator to be appended to the association's 501©(3) status.
- **Note: After the initial year, the chapter assessment is \$350, which is assessed at the beginning of the fiscal year but not later than December 31st. One hundred dollars (\$100) is applied to the SCSUNAA office expenses, and two hundred fifty dollars (\$250) is applied to the SCSUNAA Scholarships.**

Instituting a New Alumni Chapter - A new Alumni Chapter shall be instituted within 60 days after the date the Permanent Charter is authorized by the Executive Committee. The Chair of the Executive Committee shall appoint an Officer or Executive Committee Member of the Association to institute the new Alumni Chapter and install its officers within 45 days of the issuance of the permanent charter.

SCSUNAA NEW CHAPTER APPLICATION

This electronic application must be submitted to SCSUNAA Regional Coordinators via the [New Chapter Application](#) or emailed to: scsunaarc@gmail.com. Upon receipt, it will be presented to the Regional Coordinators and Executive committee for approval. Once approved, a one-year temporary charter will be granted provided the applicant chapter certifies that during the year of formation, the following actions will occur:

- Create Chapter Bylaws that shall not conflict with that of the SCSUNAA
- Elect Officers
- At least six meetings are held
- Inactive individuals shall pay a fee of \$25 for membership
- Fees are waived for active At-Large members of the SCSUNAA
- Forward chapter bylaws, goals, objectives, and minutes to the Regional Coordinator.
- A Temporary Chartering fee of \$100 is due at submission of the application
Payable by cashier's check or money order to:

SCSUNAA

Mailed to:

Financial Secretary

PO BOX 1617

Waldorf, MD 20604

Or

For PayPal Use

FinancialSecretary@scsunaa.org

****NOTE: A permanent charter will be granted after these conditions have been met. Chapter activity should not commence until a temporary charter has been issued by the SCSUNAA.**

APPLICATION

Please have each new member complete the [New Member Application](#) online or email this form to scsunaarc@gmail.com.

Application Date: _____
Geographical region the chapter seeks to function: _____
Proposed name of the chapter: _____

Below, please provide the following information for the proposed members (should be 10 or more, feel free to add additional members):

Refer to the Membership Article III, Sections 1-5 of the Constitution and By-Laws for a complete listing of membership classification as you insert the names of members for the proposed new chapter.

Contact Information: (The first entry should be for the contact person for this application.)

Last Name: _____ First Name: _____
Mailing Address: _____
Contact number: (____) ____ - ____ Email: _____
Graduation Year: _____ Membership Class _____
Signature: _____

Last Name: _____ First Name: _____
Mailing Address: _____
Contact number: (____) ____ - ____ Email: _____
Graduation Year: _____ Membership Class _____
Signature: _____

Last Name: _____ First Name: _____
Mailing Address: _____
Contact number: (____) ____ - ____ Email: _____
Graduation Year: _____ Membership Class _____
Signature: _____

Last Name: _____ First Name: _____
Mailing Address: _____
Contact number: (____) ____ - ____ Email: _____
Graduation Year: _____ Membership Class _____
Signature: _____

Last Name: _____ **First Name:** _____
Mailing Address: _____
Contact number: (____) ____ - ____ **Email:** _____
Graduation Year: _____ **Membership Class** _____
Signature: _____

Last Name: _____ **First Name:** _____
Mailing Address: _____
Contact number: (____) ____ - ____ **Email:** _____
Graduation Year: _____ **Membership Class** _____
Signature: _____

Last Name: _____ **First Name:** _____
Mailing Address: _____
Contact number: (____) ____ - ____ **Email:** _____
Graduation Year: _____ **Membership Class** _____
Signature: _____

Last Name: _____ **First Name:** _____
Mailing Address: _____
Contact number: (____) ____ - ____ **Email:** _____
Graduation Year: _____ **Membership Class** _____
Signature: _____

Last Name: _____ **First Name:** _____
Mailing Address: _____
Contact number: (____) ____ - ____ **Email:** _____
Graduation Year: _____ **Membership Class** _____
Signature: _____

Last Name: _____ **First Name:** _____
Mailing Address: _____
Contact number: (____) ____ - ____ **Email:** _____
Graduation Year: _____ **Membership Class** _____
Signature: _____

REGIONAL COORDINATOR ROLES AND RESPONSIBILITIES

The purpose of the SCSUNAA Regional Coordinators is to increase membership and assist with the chartering of new Chapters for SCSUNAA. The SCSUNAA Regional Coordinators are appointed by the SCSUNAA President to represent selected cities and states across the country. Each Regional Coordinator will work with his/her active alumni volunteers to build camaraderie and ownership in volunteer work for the Office of Admissions. They will also work with the SCSUNAA Executive Committee to provide guidance to existing chapters and coordinate the formation of new chapters. The Regional Coordinators will build stronger relationships with the local alumni chapter, increasing the number of college fairs covered by volunteers and establishing new alumni chapters.

Regional Coordinator positions currently exist in seven regions across the United States: South Carolina, South, Northeast, North Central, South Central, and West.

Duties and Responsibilities

- Serve as a resource for new members
- Recruit points of contact to develop new chapters and reactivate inactive chapters
- Build relationships with chapters in the region and serve as a point of reference
- Collaborate with the Membership Committee to increase alumni members to the SCSUNAA
- Develop a training platform for new chapter officers.
- Share "Best Practices" across all chapters
- Attend Office of Admission events in the region; including Guidance Counselor breakfasts, prospective student/family receptions, etc.
- Foster a relationship with the Office of Admissions to provide feedback and keep abreast of SCSU news
- Recommend volunteers to the Office of Admission to serve as panelists and assist at local events in support of admission goals
- Identify new college fairs and other recruitment opportunities in the region
- Brainstorm ways to foster greater opportunities for relationship building among alumni volunteers

Qualifications

- A current active member of the SCSUNAA
- Ability to recruit, delegate, and involve a diverse group of alumni volunteers
- Enthusiasm for promoting South Carolina State University

SCSUNAA Regional Coordinators

Regional Boundaries by State

Below is a list of the SCSUNAA regional geographical boundaries. Several states likely have very few SCSU alumni. Those states have a regional coordinator assigned for coordination and representation.

Northeast

- Maine
- Vermont
- New Hampshire
- New York
- New Jersey
- Massachusetts
- Connecticut
- Rhode Island
- Pennsylvania
- Delaware
- Maryland
- Virginia

North Central

- Illinois
- Indiana
- Iowa
- Kentucky
- Michigan
- Ohio
- West Virginia
- Wisconsin
- Minnesota

South

- Tennessee
- North Carolina
- Georgia
- Mississippi
- Alabama
- Florida

West

- Alaska
- Washington
- Oregon
- California
- Montana
- Idaho
- Wyoming
- Nevada
- Utah
- Arizona
- Hawaii

South Central

- Arkansas
- Louisiana
- Oklahoma
- Texas
- New Mexico
- Colorado
- Kansas
- Missouri
- North Dakota
- South Dakota
- Nebraska

South Carolina

Divided due to the number of chapters (See map on next page)

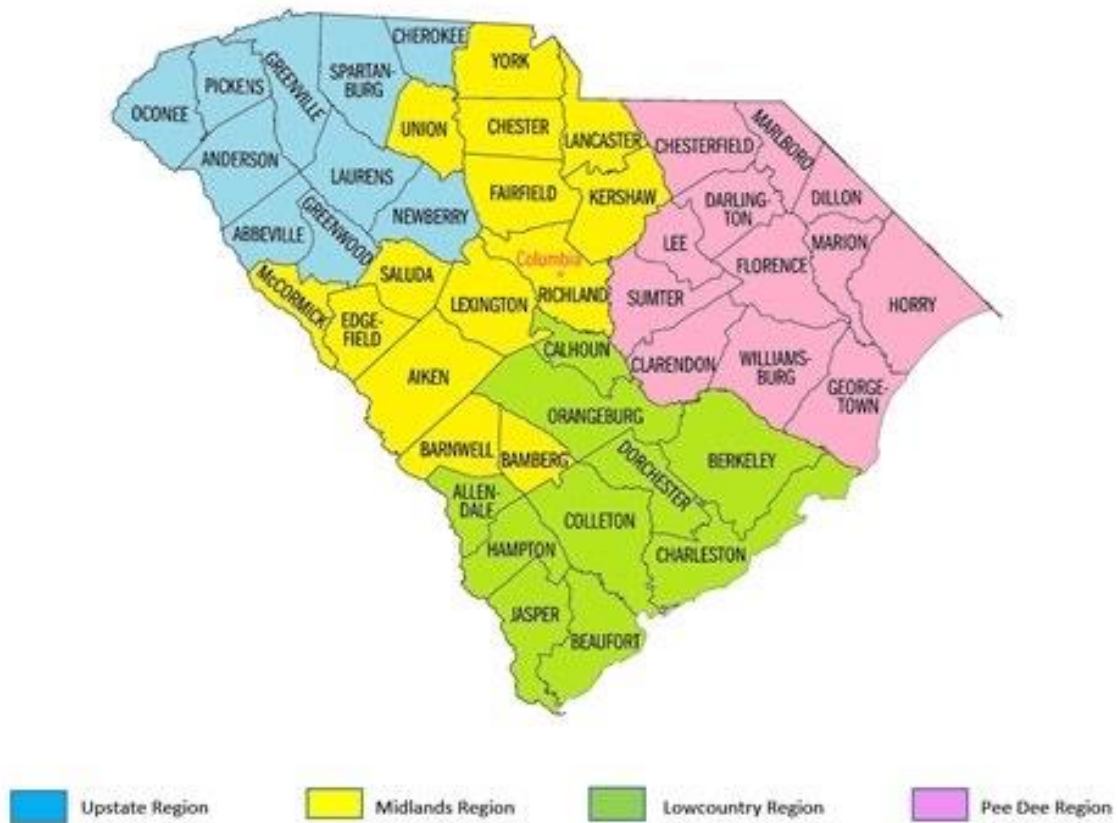
Section 1

- Upstate
- Midlands

Section 2

- Pee Dee
Lowcountry

South Carolina County Breakout



SOCIAL/POLITICAL ACTIVISM

The South Carolina State National Alumni Association (The Association) is a non-profit corporation under the laws of South Carolina and 501c3 tax-exempt under [the Internal Revenue Code \(IRC\)](#). It is recognized as a group of organizations as tax-exempt for the Association. *The Association is recognized as a group organization and all chapters are liable to the guidance and activities listed in this document Section XIV 501c3 Compliance.* [IRS Compliance Guide for 501c3 Public Charities pages 4-7](#)

Attendance at marches and rallies is one way to show your support for an issue. Members may participate in such activities as individuals and may wear SCSUNAA paraphernalia. Chapters may participate in such activities and wear SCSUNAA paraphernalia as long as the participation is in the name of the chapter. A banner with the name of the chapter may be used. SCSUNAA members may not participate in marches and rallies in the name of SCSUNAA, unless pre-approved in writing by the SCSUNAA President or their designee.

The following guidelines must be followed when participating in marches, rallies, and/or protest activities until further notice:

- Do not make statements that are or can be constructed as a position of SCSUNAA
- The SCSUNAA President is the only spokesperson for SCSUNAA, unless the authority is delegated to someone else in writing.
- Never partner with a partisan group or one that endorses candidates.
- If you choose to engage in marches, rallies, or other events similar in nature without the written approval of the SCSUNAA, you are solely responsible for yourself and your activities. SCSUNAA disclaims all responsibilities and liability for any injury or damage that may result by your participation.

Safety Procedures for Public Displays of Support

- SCSUNAA members should always make safety a priority.
- Contact your Chapter President and/or Regional Coordinator and share the Who, What, When, Where, and with whom details for each event.
- Know the laws of the jurisdiction where the event will take place regarding lawful public gathering or marches.
- If joining others, know their rules of engagement regarding lawful gatherings
- Be mindful of how the gathering is being advertised and promoted in the community.
- If SCSUNAA emblems or trademarks are being used in promoting the event, ensure proper approval was given by the SCSUNAA President or designee.

COMPLIANCE

Purpose

Federal tax law provides tax benefits to nonprofit organizations recognized as exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). The IRC requires that tax-exempt organizations must comply with federal tax law to maintain tax-exempt status and avoid penalties.

Governance

The South Carolina State National Alumni Association (The Association) is a non-profit corporation organized and existing under the laws of South Carolina and 501c3 tax-exempt under It is recognized as a group of organizations as tax-exempt for the Association. The group tax-exempt avoids the need for each of the chapters to apply for exemption individually.

Official Information in this section can be found in [IRS Compliance Guide for 501c3 Public Charities](#). The Association is recognized as a group organization and all chapters are liable for the activities listed below.

Allowed Activities

Association shall have the authority and power to pay for reasonable services rendered as well as compensation and reimbursement expenses incurred on its behalf.

All SCSUNAA Chapters must exercise and adhere to state and local laws whenever alcohol is present at an event. See below.

Alcohol

- The Association and all affiliated Chapters must be in compliance with State Law regarding the service of alcoholic beverages at all programs and activities.
- The Association abides by South Carolina or the state it will provide alcohol by the Alcoholic Beverage Control Law and supports the intent of the University Policy for the Service of Alcoholic Beverages (when on the SCSU campus).
- In order to serve **alcohol** at an event, the organization must **have a permit**. According to their State policy, nonprofit organizations **can** apply for a 1-day **permit**, which acts as a one-day **liquor license**.

Social Host Liability Law

- In a situation where alcohol is provided to guests at no cost, nonprofits want to be familiar with the **social host liability law**.
- Social host liability law holds the host liable for any accidents that happen as a result of serving alcohol to minors.
 - These laws can hold the Association (including chapters) responsible for accidents caused by an attendee who was allowed to drink to excess, then injures themselves or others. Some states have stricter social host liability laws that can go beyond underage drinking, causing irreparable damage if a consumer pursues financial restitution.

Dram Shop Law

- In an event where alcohol is available for purchase, a different liability law comes into play, dram shop law. **Dram shop law** determines where the liability falls in the event of an accident when alcohol is sold at a nonprofit event.
- Depending on the state, an establishment selling alcohol could be held 100 percent liable for alcohol-related accidents if it has been proven that a person become intoxicated or further intoxicated at their establishment.

Crowd Control

- A best practice to implement would be to control the drinks being served at the event. Simple measures can be taken to monitor consumption by attendees, such as:
 - Asking for identification to verify the legal drinking age
 - A drink ticket system can be implemented, providing a set limit of drink vouchers per attendee.
 - Bracelets that are available to those with a valid I.D. that designate who is allowed
 - to drink.
 - Hire a licensed bartender to serve all alcoholic beverages
- At all events at which alcoholic beverages are served, a sign must be posted that lists the sponsoring group, the title of the event indicating whether the event is private or public and who is permitted to attend. For example, “Class of 1972 Bar- B - Q, and open to members of the Class of 1972 and their guests.” The sponsor must supply the sign.
- SCSU policy <http://www.scsu.edu/files/01%20-%20Alcohol%20Licenses.pdf>

Other Controls

- The Association must also have controls in place to make sure visibly intoxicated people are cut off from being served additional alcohol.
- Any National Alumni Association event at national or chapter levels at which alcoholic beverages are likely to be served must be listed on The Association's

Insurance

A standard general liability policy provides host liquor liability, which covers events where alcohol is provided free to guests, but not situations where alcohol is sold.

The organization should request a full liquor policy to cover these events as they may not be covered under the host liquor liability included in the policy.

Lobbying Activities

[IRS Compliance Guide for 501c3 Public Charities](#) **pages 4-7**

The Association may participate in a small amount of lobbying.

The expenditures are:

| Total Annual Exempt Purpose Expenditures | Percent that May be Spent on Lobbying |
|--|--|
| \$500,000 or less | 20% |
| \$500,000-\$1 million | \$100,000 + 15% of budget over \$500,000 |

Annual reporting obligation

[IRS Compliance Guide for 501c3 Public Charities](#) page 8

The Association and chapters must report the Form 990 to IRS.

Non Compliance for the report form 990 could result in revocation of chapter charter.

- **Form 990** is due on the **15th day of the 5th month** following the end of the organization's taxable year. (**November**)
- The fillable form is located at <https://www.irs.gov/pub/irs-pdf/f990.pdf>.
- **Form 990-N** ("ePostcard") electronic return that a nonprofit may file if its gross receipts are normally <\$50,000. How to file the form is located at <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

- **Form 990-EZ** is a two-page return that a nonprofits may file if its gross receipts for a tax year were <\$200,000 and assets were <\$500,000. The fillable form is located at <https://www.irs.gov/pub/irs-pdf/f990ez.pdf>
- The Association may also be responsible for things like tax on unrelated income, employment tax, excise taxes, and certain state or local taxes.

Operate in accord with stated nonprofit purposes

If the Association makes a big shift from being unprofitable to making money needs to refile as a for-profit entity and to pay the applicable taxes.

Private Fund Support

[IRS Compliance Guide for 501c3 Public Charities](#) page 4

- The Association provides guidance and authority to use private, non-endowment funds acquired by The Association in support of its operations and programs.
- Undesignated donations and funds acquired through Service programs are to be used as appropriate in support of the operations and programs of The Association. If the income derived from these sources exceeds need, as determined by the Executive Board, the excess funds will be retained for future operational use or distributed among endowment funds and savings accounts as approved by the Finance Committee.
- The annual budget of the Association shall include the minimum level of private fund support necessary for operations and programs.
- Additional private fund support for operations and programs is provided based on need, unbudgeted expenses, unbudgeted programs and projects, unexpected cost increases, inadequate budget allocations, and Board initiatives.

Prohibited Activities

[IRS Compliance Guide for 501c3 Public Charities](#) page 4

Private Benefits

[IRS Compliance Guide for 501c3 Public Charities](#) page 4

- The Association cannot serve the private interests, or private benefit, of any individual or organization besides itself.
- The Association (including chapters) may not permit any of its income or assets to benefit insiders, such as board members, officers, directors, and important employees.

- No part of the net earnings of the Association shall insure to the benefit of or be distributed to Board members or officers of the Association

Nonprofits are not allowed to urge their members to support or oppose legislation.

- Lobbying activities may not exceed a certain amount of the organization's total expenses.
- No substantial part of the activities of the Association shall consist of carrying on propaganda or otherwise influencing legislation nor participate or intervene (including the publication or distribution of public statements) any political campaigning supporting or opposition of any candidate for public office.

Political campaign activity

- The Association may not financially support or endorse any political candidates verbally or in writing.
- They may not oppose candidates
- This rule applies to candidates at every level — local, state, and federal.

Unrelated business income

[IRS Compliance Guide for 501c3 Public Charities page 15](#)

Conflict of Interest

Care in voting and personal actions shall be exercised to avoid conflicts of interest by all Executive Committee and Alumni Association members.

- The Executive Committee and National Council members shall abstain from voting on any projects or proposals through which they may incur personal or financial gain. Each Executive Committee and National Council members shall review, complete, and sign a Conflict-of-Interest Statement (See Appendix B).
- The Recording Secretary shall maintain the original of the statements in the Association records for a period of five years.

- If the member discovers a potential conflict of interest, they shall inform the president and the recording secretary immediately and recuse themselves from further action/involvement surrounding the matter.

Whistleblowers

- Whistleblowers are persons who bring to light improprieties and wrongdoing within the organization. Such individuals are required to be protected by law. Therefore, no person who brings to light such improprieties and wrongdoing within the organization shall be punished, disciplined, or harassed by the Executive Committee or any member of the Association. Persons who violate this policy will be held personally liable for their actions. **(See Appendix C)**

Bylaws

- Bylaws for the Association and chapters are required to maintain the 501(c) (3) tax-exempt status from the IRS, since the IRS asks for a copy of its internal governing documents to be included in the application packet.
- A copy must be kept at the Association's corporation's place of business.
- Chapters must send a copy of bylaws and amended bylaws to the Constitution and Bylaws Chairperson and place in the Association's repository.
- **The Bylaws should** summarize the officers' duties to act in good faith, in the best interest of the organization.

Why Keep records and what records should be kept

[IRS Compliance Guide for 501c3 Public Charities](#) pages 14-18

How long should record be kept

[IRS Compliance Guide for 501c3 Public Charities](#) pages 18-19

STEPS TO OBTAIN AND MAINTAIN FEDERAL TAX EXEMPTION

Individual chapters can become exempted from paying federal taxes under the umbrella of the parent organization, which is South Carolina University National Alumni Association. The National Alumni Association has its own unique tax exempt number and all chapters will be assigned their own unique number by the internal Revenue Service (IRS).

Steps to obtain Federal Tax ID (EIN) for 501 C3 deductions and guidelines are as follow:

1. From the IRS website, download form complete form SS-4
2. Mail or fax the completed form to the IRS to request your chapter's EIN
3. Send EIN to Nathaniel Howard at howard1972@comcast.net. Also, send Chapter's full name, Chapter's mailing address, and name of chapter's contact person
4. Please note that the name listed in #3 is current and subject to change.
5. Please also note that chapter's may become active throughout the year but that the IRS only accepts additions and other changes during the 1st quarter of the calendar year (January – March).
6. For the purpose of filing taxes, our fiscal year begins on July 1 and ends on June 30.
7. Chapters must file taxes no later than November 15 for the previous fiscal year.
8. Chapters are required to file taxes every year
9. Chapters that neglect to file taxes for any year may be audited and required to pay a fine.
10. Chapters that neglect to file taxes for 3 consecutive years will have their exempt status revoked by the IRS.
11. Chapters with a gross receipt of more than \$50,000 for the fiscal year must use form 990 to file taxes.
12. Chapters with gross receipts of \$50,000 or less bust file taxes using form 990-N also known as e-postcard.,
13. Please note that for local taxes chapters are directed to their state's tax department end the National Alumni Association does not provide specifics because the laws vary from state to state.

APPENDIX

Appendix A

NATIONAL CONVENTION

There shall be an Annual Convention of the South Carolina State University National Alumni Association. It shall be held July/August, or as near thereto as the National Council shall deem feasible.

Each chapter shall elect one (1) delegate from their respective chapter, and may have one (1) alternate. Any active member, regardless of classification, may attend the National Convention, including all meetings, and events.

National Convention Committee

The National Convention Committee has the responsibility of the convention, with the local chapter carrying out all specific assignments. The committee shall consist of the National President, 2nd Vice President (or designee assigned by the President), Financial Secretary, Treasurer, Development Committee Chairperson, Immediate Past Chairperson of National Convention, and Local Chapter Convention Chairperson.

The National President, 2nd Vice President (or designee appointed by the President), Treasurer, Financial Secretary, and the Local Chapter Convention Chairperson (or a representative) are authorized to have their convention registration waived.

To aid in efficiently conducting the business of the convention, the National President, 2nd Vice President (or designee appointed by the President), Treasurer, and Financial Secretary are expected to be on site prior to the start of the convention, and all days the convention is in session. In consideration thereof, each is authorized to have two (2) nights lodging paid for by the Association as an expense of the convention budget.

The National Convention Committee shall have authority for the following in working with the Host Chapter:

- Establishment of areas
- Determination of policy and programs
- Receipt of contributions and donations
- Acceptance of the budget
- Periodic meetings with the Host Chapter

The Host Chapter shall work cooperatively with the National Convention Committee as follows:

- Acquisition of an appropriate place for lodging, workshops, luncheons, receptions, and banquet.
- Select appropriate chapter committees and delineate responsibilities of each committee.
- Periodic meetings with National Convention Committee.

Chapter Responsibilities For Hosting Convention

The following procedures are presented and approved as the responsibilities of the local chapter hosting the South Carolina State University National Convention. The management of the National Convention will be the responsibility of South Carolina State University National Alumni Association. Additional responsibilities may be added as deemed appropriate by the South Carolina State University National Alumni President and South Carolina State University National Alumni Convention Chairperson.

- Secure proposed contract for hotel and lodging space in the local market.
 - Contract is reviewed by the National Alumni Convention Committee.
 - National Alumni Convention Chairperson will communicate to finance team to provide funds for convention space.
 - National Alumni Convention Committee is to be kept informed of all proposed agreements by the local chapter chairperson.
 - Contract is signed by the National Alumni Convention Chairperson, or National Alumni President, to be forwarded to the local chapter for delivery to the appropriate venue.
- Research types, prices, colors, and appropriate souvenirs for registrants as well as gifts and recognition for speakers and workshop presenters.
- Prepare introductions of local area for Convention brochure to include transportation and directions.
 - Secure appropriate information from local Chamber of Commerce and/or Visitors Bureau, et cetera.

- Present suggestions for brochure front cover to National Alumni Convention Committee.
 - Help determine meal prices for each luncheon and banquet based on prices for the host chapter location.
 - Secure packets from hotel or designated venue with meal prices. A packet should be provided to the National Alumni Convention Committee.
-
- Identify prospective sponsors and supporters by developing a list of names and addresses. (Local chapter will be responsible for securing ads, patrons, and sponsorships from supporters.)
 - Develop a forum to include community leaders, HBCU, and University officials.
 - Plan for local committees locally, to include but not limited to, registration, hospitality, souvenir booklet, publicity, sponsorships, banquet, vendor, and housing.
 - Develop a registration process to be used for registration.
 - Secure vendors, location of vendors, and an appropriate cost based on convention location.
 - Plan local chapter fundraiser. **Note:** Upon clearance of all bills incurred from the convention, 15% of profit will be given to host chapter.
 - Host chapter chairperson and chapter president will be provided directional information, and is the direct link to National Alumni Convention Chairperson, National Alumni President.

Appendix B

CONFLICT OF INTEREST STATEMENT

The Association is committed to integrity and fairness in the conduct of all of its activities. Inevitably, the interests of the Executive Committee/National Council/ Alumni members will involve them in organizations, causes, and other endeavors that intersect with the affairs of the Association. This conflict-of-interest statement is intended to give guidance on disclosure of conflicts. This conflict-of-interest statement applies to all persons holding positions of responsibility and trust on behalf of the Association, including but not limited to members of the Executive Committee/National Council and alumni members.

(Executive Committee /National Council/Alumni members). Individuals worthy of affiliation with the Association will govern themselves by the spirit of this statement.

1. Each Executive Committee member/National Council/Alumni member has the duty to place the interest of the Association foremost in any dealings on behalf of the Association. This accountability supersedes any conflicting loyalty to business interests, personal interests, or paid or volunteer service to other organizations.
2. No Executive Committee member/National Council/Alumni member will derive any personal profit or gain, directly or indirectly, by reason of his or her service to the Association.
3. The conduct of personal business between any Executive Committee member/National Council/Alumni member and the organization is prohibited (no self-dealing).
4. Executive Committee members/National Council/Alumni members may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with the Association.
5. If an Executive Committee member/National Council/Alumni member has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision-taking actions. With disclosure to other participants, the work of the Association is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration.
6. No Executive Committee member/National Council/Alumni member may accept any payment or article of value from a grantee, potential grantee, or supplier, except nominal hospitality such as meals or token recognitions. In general, board members and staff should make every effort to decline to accept gifts on behalf of the Association, but in cases where it could be considered ungracious to decline, the Association representative should make clear that the gift is being accepted on behalf of, and will be given to, the Association.

7. If a conflict, or the potential appearance of a conflict exists, the Executive Committee member/National Council/Alumni member must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote.

Appendix C

WHISTLEBLOWER POLICY

South Carolina State National Alumni Association (The Association) requires the Executive Committee, National Council Members, Association members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of the Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility:

This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that the Association can address and correct inappropriate conduct and actions. It is the responsibility of the Executive Committee, National Council, and members to report concerns about violations of the Association's code of ethics or suspected violations of law or regulations that govern the Association operations. No Retaliation It is contrary to the values of the Association for anyone to retaliate against any Executive Committee member, National Council, or member who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Association. An alumni member who retaliates against someone who has reported a violation in good faith is subject to discipline (What could be the discipline?)

Reporting Procedure:

The Association has an open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with the President or Executive Committee. Complaints or concerns about suspected ethical and legal violations are required to report in writing to the Association's designated Executive Committee member, who has the responsibility to investigate all reported complaints. The Association's designated member is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The designated member will advise the Executive Committee of all complaints and their resolution and will report at least annually to the Finance Committee/Audit Committee on compliance activity relating to accounting or alleged financial improprieties. Accounting and Auditing Matters, the Association's designated member shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding accounting practices, internal controls, or auditing and work with the committee until the matter is resolved. Acting in Good Faith Anyone filing a written

complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. Confidentiality Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Handling of Reported Violations the Association's designated member will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. Designated member: *

{Note: Designated member may be an Executive Committee member, or a third party designated by the organization to receive, investigate and respond to complaints. }

{Name} {Title/Organization} {Contact information} Policy approved by the Executive Committee on {Date}.

Appendix D

CHAPTER BYLAWS TEMPLATE

**South Carolina State University
National Alumni Association**

_____ **CHAPTER**

**CONSTITUTION AND BYLAWS OF THE _____ CHAPTER
SOUTH CAROLINA STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC.
CITY, STATE**

CONSTITUTION

ARTICLE I NAME

Section 1. This organization shall be known as the _____Chapter of South Carolina State University National Alumni Association, Inc. (SCSUNAA), hereafter called the _____Chapter SCSUNAA

ARTICLE II MISSION AND OBJECTIVES

Section 1. **MISSION:** The _____Chapter of South Carolina State University National Alumni Association will be an integral force of the University in supporting and reinforcing its mission, aspirations, and goals. (additional wording may be added here to fit specifics of your chapter)

Section 2. **OBJECTIVES.** The objectives of the Chapter are to:

- a. Develop and maintain the spirit of the University;
- b. Disseminate information;
- c. Promote education and scholarship; and
- d. Cement the bond of fellowship and loyalty to the University
(Additional items may be added here)

ARTICLE III AUTHORITY

Section 1. The Executive Committee of the Chapter, in accordance with the Articles of Incorporation of the SCSUNAA, Inc., adopts and implements the Constitution and Bylaws to regulate the internal affairs of the _____Chapter SCSUNAA, Inc., as are appropriate to its authority and responsibilities.

The Chapter shall have the right to:

- a. Organize and constitute local Activities;
- b. Hear and adjudicate all matters that are referred to it on appeal or otherwise; and
- c. Support and contribute to the Endowment, Scholarship and Development Funds of the University.

(Additional items may be added here)

Section 2. Elected Chapter Officers have the authority to conduct and take action on urgent business when the entire chapter cannot meet. All business conducted under this Section must be reported to the Chapter at its next meeting.

ARTICLE IV **MEMBERSHIP**

Section 1. Membership shall be of four classes: (1) Chapter member, (2) At-Large member, (3) Associate member and (4) Life member. (More details may be supplied here)

ARTICLE V **OFFICERS AND ELECTIONS**

Section 1. The Officers of this Chapter shall be a President, Vice President, Secretary, Financial Secretary, and Treasurer. They shall be elected for a term of two years. The officers will be installed at the next meeting following the election and shall immediately assume their official duties. (additional officers may be added - refer to National Constitution, Article V)

Section 2. The President, of the Chapter, shall appoint the Parliamentarian to serve as an advisor.

Section 3. An officer of the Chapter shall be a graduate or any person who has attended South Carolina State University for a minimum of one year.

ARTICLE VI **MEETINGS**

Section 1. The Chapter shall hold a minimum of three (3) general meetings and one (1) annual meeting during the fiscal year. The Executive Committee of the Chapter shall determine the meeting dates, places, and times. (additional meetings may be added)

Section 2. All matters not covered by this constitution and the current edition of Robert's Rules of Order, newly revised, shall be governed by the Chapter bylaws.

BYLAWS

ARTICLE I MEMBERSHIP

- Section 1.** Chapter Member shall be a graduate or any person who has attended South Carolina State University for a minimum period of one year, who is affiliated with an organized chapter (consisting of five or more members) established and duly chartered under the Association who exemplifies the interest and desire to promulgate the mission of the Association. A chapter member has voting rights as indicated below:
- a. In chapter elections
 - b. In Association elections for National officers
 - c. All voting matters brought forth at Chapter and National Council Meetings.
- Section 2.** Associate Member shall be any person who has exemplified the interest and desires to promulgate the objectives as set forth in Article II, and received the approval of the majority vote of those present in a regular meeting. An Associate Member has voting rights as indicated below:
- a. In chapter elections
 - b. In Association elections for National officers
 - c. All voting matters brought forth at Chapter and National Council Meetings.
- Section 3.** Life Member shall be any Chapter Member who has satisfied the requirements for life membership as set forth by the National Association. A Life Member has all rights of other chapter members
- Section 4.** Membership Cards shall be issued to Chapter Members or At-Large Members and Associate Members who are classified as financial members of the Association. The Executive Committee shall designate any additional qualifications. Special cards are authorized and issued to Honorary and Life members.

ARTICLE II ADMINISTRATION

- Section 1.** The Chapter Officers shall be as indicated in Article V of this Constitution.

Section 2. The Executive Committee shall consist of all Chapter Officers, Immediate Past President, and Committee Chairpersons. They are expected to be present at all Chapter meetings. This committee shall convene before each Chapter meeting.

Section 3. The Chapter shall maintain the following standing committees: Auditing, Chapter Scholarship, Development & Awards, Membership, Elections & Credentials, Hospitality, Constitution and Bylaws, Historian/Archive and Technology. (Other committees may be added)

ARTICLE III
DUTIES AND RESPONSIBILITIES OF OFFICERS AND
COMMITTEES

Section 1. Elected Officers:

- **The President** shall preside at all the meetings, appoint all standing committees and all other committees except as herein or otherwise provided. The President shall serve as Chairperson of the Executive Committee. The President shall provide an agenda for each chapter meeting.
- **The Vice President** shall preside in the absence of the President, exercise all functions of the President in case of his/her absence; serve on committees when appointed to such by the President.
- **The Secretary** shall record all transactions of official meetings and send a report of those transactions to all authorized members within thirty (30) days. The Secretary shall prepare letters for the President, as requested, and publish Chapter documentation as directed.
- **The Financial Secretary** shall receive and record all finances, and maintain financial records including both receipts and disbursements, and make a report each meeting to measure compliance with the annual budget. This position must be bonded with a recognized bonding institution. The Financial Secretary will chair the Credentials Committee.
- **The Treasurer** shall receive all monies from the Financial Secretary, give a receipt for monies received and promptly deposit these monies to the credit of the Chapter designated financial institutions. All checks shall be signed by the Treasurer and one other officer; (Chapter may decide the other signer). The Treasurer shall make an annual report at the annual meeting of the Chapter and other reports that are required by the Chapter.

This position must be bonded with a recognized bonding institution.

- **The Chaplain** (Optional) shall lead invocations and benedictions where such prayers are offered at opening and closing of meetings or other events.

Section 2. Appointed Officer:

- **The Parliamentarian** shall advise the President and other officers, Committees and members of parliamentary procedures. He or she serves in an advisory capacity only.

Section 3. Executive Committee's Responsibility

- The Executive Committee shall meet on the call of the President or on petition of two-thirds of the Executive Committee, between Chapter meetings.

Section 4. Other Committees Responsibility.

- **Nominating/ Election Committee**. The Elections/Nominating Committee, an ad hoc committee, shall be elected by the Chapter. The President will appoint the chair. The Elections/Nominating Committee shall submit an official slate or roster of nominees for the various Chapter offices and execute the National Elections, as prescribed in these Bylaws, each odd year. (The year may be changed to even if preferred by the chapter)
- **Auditing Committee**. The Auditing Committee shall, at the end of each fiscal year, audit to ensure that the financial books of the Chapter are audited as directed by the Executive Committee.
- **Credentials Committee**. The Credentials Committee shall certify all nominees for office and determine whether chapters members are eligible to run for office and vote.
- **Hospitality/Social Welfare Committee**. The Hospitality/Social Welfare Committee shall be responsible for planning activities for the Chapter and Executive Committee members whenever such meetings are held. This Committee shall be responsible for the organization and administration of all other events of the Chapter not assigned to any other committee. (More specific duties may be assigned by chapter) - optional

- **Scholarship Committee.** The Scholarship Committee shall be responsible for soliciting local students for Alumni scholarships. The Committee shall secure materials and formulate necessary materials for applications and distribute it to each chapter member. Applicants must submit their applications to the National Scholarship Committee. (More specific duties may be assigned by chapter)
- **Membership Committee.** This Committee shall assist local chapters in recruiting, retaining, and reclaiming members. Each year, this committee shall promote an effort to provide recruitment activities for membership into Chapter. (More specific duties may be assigned by chapter)
- **Awards Committee.** The Awards Committee shall be subject to the direction of the National Association and shall submit nominations for such awards as may be approved, select the chapter winners and make appropriate arrangements for submissions to the National Association. (Details for local awards may be added here)
optional
- **Constitution and Bylaws Committee.** The Constitution and Bylaws Committee shall receive proposed changes to the constitution and bylaws from chapter members and formulate recommendations for changes to the constitution and bylaws to be circulated to members and presented for approval at the annual meeting of the Chapter. The Constitution and Bylaws committee chair will work in conjunction with a Co-chair on the Chapter's policy and procedures manual.
- **Development Committee.** The Development Committee shall be responsible for planning activities and programs to raise funds designed to improve the Chapter and National Association. This committee shall be the principal fundraising entity in the Chapter.
- **Information Technology Committee:**
The Technology Committee shall ensure that alumni and supporters have personal access to information about the Chapter and National Association. This committee shall continually examine and implement current technologies to fundamentally improve the way the Chapter interacts and communicates in order to accomplish its' overall mission and goals. This committee is responsible for the Management of the Chapter's website.

- **Historian/Archive Committee**
The Historian shall maintain and archive the historical files of the Chapter, maintain materials produced by the Chapter, and document Chapter achievements through the years. The Historian shall maintain organized historical files and provide this information to members as requested. optional

ARTICLE IV **TENURE OF OFFICERS**

- Section 1.** All officers shall be elected for a period of two years and shall be eligible for re-election for one additional consecutive term in that office, except as provided for Article VII, Section 8. If an officer has the desire to continue in the same capacity, they may seek said office after staying out for one term. **(May add local specifics)**
- Section 2.** The immediate past President of the Association shall become a member of the Executive Committee.
- Section 3.** All Committee Chairpersons shall be members of the Executive Committee.

ARTICLE V **ELECTION OF OFFICERS**

- Section 1.** All officers of this Chapter shall be elected by the voting members of this Chapter, each odd year by the “BALLOT BY MAIL SYSTEM” or the “ELECTRONIC BALLOT SYSTEM”, except as provided for in Section 7 and 8 of VII. Under this system, every At-Large, chapter, associate (financial), and life member shall be entitled to one vote for each office to be filled. All ballots shall be distributed to voting members by mail through the United States Postal System, the approved electronic ballot/voting system or both
(Edit to Specify chapter voting procedure)
- Section 2.** Any voting member who has met the following: attended at least three Chapter meetings within the last 24 months may become a nominee for any national office of the three General meetings; at least one must be an annual meeting. To qualify for Chapter President, First Vice President, and Second Vice President, one must meet the following qualifications:

1. Member of the SCSUNAA for a minimum of 5 years.
2. Served as a member of the National Council for a minimum of one 2-year term.
3. Attended a minimum of three (3) General Meetings during the 24-month period prior to the election.

(May be edited to meet chapter requirements)

Section 3. Each election year, the Nominating/Election Committee shall circulate nomination blanks 180 days prior to the “May” meeting to active chapters and general members. Nominations will also be accepted during a National Meeting that precedes the Nominations deadline. Each nomination must be submitted by a financial member of the Association.

(May be edited to meet chapter requirements)

Section 4. The Nominating/Election Committee shall prepare with the aid of “Nominating Blanks” an official ballot. This Committee shall prepare the official ballot after the Credentialing Committee has considered eligibility of all nominations received from individual members. The prepared ballot shall include space for write-in candidates and shall be circulated to every active chapter member not less than 30 days prior to the date of the election meeting.

Section 5. All ballots must be sent through the United States Mail to arrive at the approved election receipt address in a sealed envelope at least five (5) business days prior to the date of the “May” meeting or submitted through the approved electronic ballot/voting system. THE SEALS ON ENVELOPES ARE NOT TO BE BROKEN UNTIL THE OFFICIAL ELECTION CONFIRMATION PROCESS BEGINS PRIOR TO THE “MAY” MEETING.

(May be edited to meet chapter requirements)

Section 6. In case of a vacancy in the office of the President, the First Vice-President shall become the President. In the case of a vacancy in the office of the First Vice-President, the Second Vice-President becomes the First Vice-President. In the event of a vacancy in the office of the Second Vice-President, the vacancy shall be filled as provided for in Section 7 of this Article.

Section 7. In the event of a vacancy in the offices of the Second Vice-President, Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer or Chaplain, the name of a qualified nominee (as determined by the Nominating Committee) shall be submitted to the Executive Committee within 30 calendar days for consideration to fill the said vacancy (or vacancies). The

Executive Committee shall approve or disapprove the aforementioned nominee by a simple majority. Upon approval of the Executive Committee, the Nominee immediately assumes the office in question.

Section 8. No person who has held the position for more than one year of a term to which some other was elected shall be elected to the office more than once. But, this Article shall not apply to any person holding the office when this Article was proposed or approved.

ARTICLE VI MEETING

Section 1. Meetings shall be as prescribed in Article VI of this Constitution.

ARTICLE VII QUORUM

Section 1. A quorum shall consist of the voting members present at the time the meeting is scheduled.

ARTICLE VIII FISCAL YEAR

Section 1. The fiscal year shall be from July 1 to June 30 of any given year.

ARTICLE IX DUES

Section 1. Annual Chapter membership dues shall be established at the Annual Meeting and payable at any time during the fiscal year. **(May be edited to meet chapter requirements)**

Section 2. Annual chapter assessments shall be established by the Annual Meeting and payable during the fiscal year, but no later than December 31

Section 3. Each chapter, upon receipt of annual individual membership dues, shall forward dues along with financial roster to the Financial Secretary no later than December 31.

ARTICLE X AMENDMENTS

Section 1. These Bylaws may be amended at any general body meeting of the Chapter by a two-thirds vote, provided that a financial member has submitted in writing the amendment change at the previous meeting to the Constitution and Bylaws Committee.

Section 2. The Constitution and/or Bylaws may be amended by a two-third vote of the members present at the Annual Meeting.

ARTICLE XI

ARTICLE OF INCORPORATION

Section 1. In the event of dissolution, the residue assets of the Chapter will be turned over to one or more organizations which themselves are exempt as organizations described in section 501 (c) (3) and 170 (C) (2) of the Internal Revenue Code of 1954 or corresponding section of any prior or future Internal Revenue Code, or to the Federal, State, or Local Government for exclusive public purpose.

Section 2. Notwithstanding any other provision of these articles, this corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation whose contributions are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 or any future United States Internal Revenue Law.

ARTICLE XII

ARTICLE OF IMPEACHMENT

Section 1. Any elected officer that fails to carry out the duties of that office in keeping with the Constitution and Bylaws may be voted out of office by a two-thirds majority at the Annual Meeting or a call meeting for that specific purpose. The President or a majority of the voting members of the Executive Committee may convene the call meeting.

