

FSU NATIONAL
ALUMNI ASSOCIATION
CHAPTER HANDBOOK

Forward

As members of the FSU Alumni Chapter in your local area, you are responsible for representing the institution there. You are a major link in the communications system that will keep alumni and friends in contact with the university.

This booklet is designed to provide guidelines for organizational structure and programming. Some of the ideas presented may need to be modified to accommodate the diversity in local conditions, i.e., geographical location, number of alumni in the area, and the age of the alumni. We encourage each chapter to be innovative in planning local activities.

The National Alumni Association Officers and the Office of Alumni Affairs staff are always ready to be of assistance. Please feel free to call. Additionally, the Alumni Office will gladly coordinate visits by the Chancellor and other university officials to your chapter events.

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The purpose of an FSU Alumni chapter is to support the university in the achievement of its educational goals through the organized efforts of its alumni. The alumni chapter is essential in the promotion of the interest and needs of the university in a specific locale. Therefore, each chapter should;

Provide a continuous identification with the university for local alumni.

Through the local chapter and its programs, alumni can become aware and stay informed of current developments, activities, and future plans at FSU.

Provide services to Fayetteville State University. The time that alumni give to the university is a valuable gift. Through specific projects initiated at the local level, alumni can provide valuable services in a variety of ways.

Provide continuity to alumni programs. Rather than an occasional alumni function in the area, the local chapter should serve as an ongoing organization that sponsors major events, works on special projects, and acts as a contact base for area alumni.

Provide an opportunity to meet other alumni and to identify new alumni in the area. Chapters can be invaluable in sending updated names and addresses to the Alumni Office. Chapter meetings help to identify those alumni whose interest in the university is strong, while chapter events help to make social contacts. In this way, chapters promote a positive image of the university, focusing upon its commitment to academic excellence, as well as its service to the people of North Carolina, the nation, and the world.

Alumni Chapter Structure

In order for a chapter to be established, there must be at least ten (10) qualified members who have paid or are prepared to pay their annual dues. The local chapter must also ratify and agree to the provisions of the Constitution and By-Laws of the National Alumni Association (hereafter referred to as Association).

At its May meeting, each chapter should propose a budget, and plan chapter activities for the upcoming year. A copy should be submitted to the Secretary. Every two years the meeting will include the election of officers: Chapters who have not had ten (10) members in the past should contact the Chairmen of the Membership Committee or the Alumni Office for assistance with a membership drive. All other chapters interested in increasing their membership should do the same.

Chapter Guidelines

At least one meeting during the year should include a visit from the Chancellor, the National Alumni President, a National Officer or University Representative. It is important to know what the priorities are at the university.

Other meetings and activities for the year should include:

- A. **A major fundraiser.** Each chapter should have a major fundraiser for the year in addition to any efforts to raise money for a Ms. Alumni contestant. Some ideas for those fundraisers may include, but are not limited to, the following:
 1. Little Miss/Master FSU Pageant
 2. Athletic Event with local radio and television personalities or teams from other institutions or local businesses
 3. FUN RUN or walk-a-thon
 4. Halloween Carnival
 5. Car Wash
 6. Dances, Cabarets, Banquets
 7. Monthly chapter drawing. Each member of the chapter is asked to contribute at least a dollar to the chapter drawing. The money that is collected is earmarked for the scholarship fund in the name of the person winning the drawing.
- B. **Recruitment Reception.** Each chapter should host a recruitment reception in order to familiarize area students and their parents with the benefits of attending Fayetteville State University. The Alumni and Admissions Offices will take care of the mailing once you have finalized details. They will also provide speakers and printed material for distribution. Refreshments need not be elaborate and may even be donated by various members of the chapter.
- C. **SAT. Financial Aid and “How to Study” Workshops.** Again the chapter may contact the Alumni and Admissions Offices for assistance. Providing this service to the community will enhance the university’s reputation in your area.
- D. **College/Career Day.** Chapters should contact the high school counselors in their areas to find out when the College and Career Days are being held. Each chapter should then contact the Alumni or Admissions office to make sure that Fayetteville State is represented.
- E. **County Fair.** Chapters should contact the administration of their county fairs and make arrangements to have a Fayetteville State booth or display in a prominent location at appropriate times.
- F. **Adopt-A-Student.** Each chapter is encouraged to “adopt” a student(s). The Alumni Office will work with the Division of Student Affairs to find a student for you. This “adoption” may include sending cards and gifts on special holidays, inviting the student to the home of a chapter member for a visit, etc.

Chapter Responsibility

All chapter members shall pay the annual assessment of dues by July 1 annually in order to be considered financial for the following fiscal year (July 1 – June 30). Monetary dues paid between July 2 – May 30 will apply to the current fiscal year unless other wise annotated on the membership roster.

Chapter is responsible for maintaining all supporting documentation that confirms when a member paid his/her annual assessment. All chapter members **must** also be members of the Association.

Each chapter should retain all records and reports, including financial, in a form prescribed by the Association. All information received from the Association should be copied and shared with chapter members. Additionally, all correspondence coming from the Association should be promptly answered. A report of chapter activities should be made at the Board of Directors meeting.

Each chapter President is a member of the FSU National Alumni Association Board of Directors and as such must be present at the quarterly, annual, and other meetings as deemed necessary. The chapter will be responsible for the expense of travel.

Each chapter is required to report all special programs and projects in the name of the Fayetteville State University National Alumni Association and/or said chapter to the National Alumni President and the Alumni Affairs Office.

Each chapter may retain no more than \$500.00 of all monies solicited in the name of Fayetteville State University Alumni Association or said chapter at the end of the fiscal year which is June 30th. Requests for exceptions must be addressed in writing to the Board of Directors and approved by that body. Funds should be sent to the Financial Secretary.

Duties of Officers

The duties of the Officers may be found in the attached “Sample By-Laws”. Elected Officers should consist of President, Vice-President, Recording Secretary, and Treasurer. Other officers may be added as needed.

Remember when choosing your leaders, that good leaders may not come to you – they must be sought out and encouraged to accept a position.

Committees

The president appoints all Chairmen of all standing committees. Listed below are suggested committees. You may adjust this according to the needs of your local chapter.

- A. The **Fundraising Committee** shall be charged with the responsibility of planning, organizing, and implementing all fund raising in the chapter.
- B. The **Program Committee** shall be responsible for planning, organizing and implementing special social functions as sponsored by the chapter. These functions should be designed to maximize alumni interest and involvement.
- C. The **Student Recruitment Committee** shall interface with the Admissions Office as well as the Alumni Office in planning those Activities and/or programs that will encourage qualified students Attend FSU.
- D. The **Membership Committee** shall plan, organize and implement programs to increase membership. The Office of Alumni Affairs will provide assistance with rosters, etc.
- E. The **Publicity Committee** shall publicize all programs and activities as planned by the chapter in a manner to encourage active participation in all these events. This will include working with newspapers, radio stations, and TV stations.
- F. The **Special Projects Committee** shall plan, organize and implement such projects as deemed necessary and appropriate by the chapter. Bus trips, pre-post-game parties, and any other events that are not regularly scheduled by the chapter would come under the jurisdiction of this committee.

Suggestions for Greater Chapter Effectiveness

- The chapter should choose its Ms. Alumni candidate right after Homecoming. Making this decision early will allow the chapter a year to work on this project.
- **For the President** –Chapter meetings should be limited to one hour if possible. Attendance will be greater if persons know the duration in advance. Having consistent Executive Committee meetings, in which ideas can be thoroughly discussed, will help to eliminate lengthy discussions at chapter meetings. The meeting should be scheduled for a

date day at a set time; for example, every third Tuesday at 7:30 p.m. this type of schedule will help members to remember meetings more easily. Meetings should follow the agenda as set by the Executive Committee or the President if the Executive Committee has not met. The latest edition of Robert's Rules of Order will be used as the authority in deciding matter of parliamentary procedures.

- **For the Secretary.** Because meetings often have lengthy and detailed discussions the use of a cassette/digital recorder may be useful. The minutes should be bound at the end of the fiscal year and maintained according to the Records Retention Policy. Pages with errors should be voided and included in the bound copy.

In order to keep accurate membership rosters, all membership monies should be recorded by the Secretary (Financial Secretary for those chapters who have them) and passed on to the Treasurer within 48 hours. Any person who has collected membership dues has the responsibility of passing those monies on to the Secretary/Financial Secretary within 48 hours. The membership roster should include name, address, telephone number, e-mail address, and class year of each member.

- **For the Treasurer.** Treasury records should be kept in a register with numbered pages. All monies passed on to the Treasurer from the Secretary/Financial Secretary must be deposited within 48 hours. In this way, all membership monies will be in the bank within seven (7) days of payment. If a receipt must be voided, the original and copy must be stapled together. If the original is lost, all information concerning the situation must be written on the copy.

The membership roster and applicable Association monetary dues shall be paid to the Association by July 15 annually.

Any annual assessment of dues collected throughout the year that are considered Association membership dues should be sent to the Association within 10 business days after receipt with a copy of the membership roster.

Since local dues are used for operating expenses, they must be set at the convenience of the members but also allow for chapter expenses. Amounts such as \$2.00 a month, typically go over well with chapter members.

Each chapter should try to keep \$50.00 to \$100.00 in its treasure in case of emergency. Each chapter should also have an Amenities Committee. Donations may be taken at each meeting in order that benevolence does not deplete the treasury.

National Meetings

Each chapter must be represented by one official voting delegate (Chapter President). Each chapter should also be represented by one official alternate delegate. The voting delegate must be present at the time of Chapter Roll Call. The alternate delegate is the person who may replace the primary voting delegate in his/her absence.

The president, as voting delegate, should ensure that the chapter is represented at national meetings. If the President is not able to attend, an alternate financial member may be sent in his/her place to act as the voting delegate. The Chapter should include in their budget the expense of sending the Chapter President or delegate to the National Convention.

Chapter Discipline

Upon the approval of the Board of Directors, a chapter's charter may be recalled for a period not to exceed three (3) months for failure to observe the rules and regulations of the National Alumni Association.

The Association may permanently recall a chapter's charter if a chapter fails to remove causes for the recall within a year. If a chapter remains inactive for two or more years and shows no indication of revival, it shall be recalled by the Executive Committee, and consequently, subject to confirmation at the National Alumni Association's meeting. The President of the Association shall inform the said chapter in writing.

Amended 2011
Retyped 08/15/11

Attachments

Sample by-Laws

BY-LAWS OF THE _____ CHAPTER
FSU NATIONAL ALUMNI ASSOCIATION, INC.

Article I. Name

The Name of this Chapter shall be _____, hereinafter referred to as the Chapter

Article II. Purpose

The purpose of this Chapter shall be to _____; to _____; and to _____.

Or

The purpose of this Chapter shall be:

- A. _____;
- B. _____;and
- C. _____.

Article III

Section 1. The membership of this Chapter shall be accorded to the following classes of persons upon the payment of annual dues: regular, life, and associate.

Section 2. Regular Members – Persons who have matriculated at or graduated from FSU or any of its former entities.

Section 3. Life Members – Persons who have paid \$1000.00 or more during any consecutive two-year period. The \$1000.00 must be credited through the Chapter and Association’s Treasurers.

Section 4. Associate Members – Persons who have not matriculated at or graduated from FSU, or any of its former entities, but who desire to support the Chapter. They may not hold

office in the National Alumni Association and therefore cannot be elected to a local office that serves on a national board.

- Section 5. There shall be an annual assessment of dues for members to be fixed by the Chapter and the Association at their annual meeting.

Article IV. Officers

- Section 1. The election of officers of the Chapter shall be President, Vice-President, Recording Secretary, Treasurer, and Financial Secretary (if needed). These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Chapter.
- Section 2. The President shall appoint a Parliamentarian, Sergeant-at-Arms, and an Historian.
- Section 3. At the regular meeting held on the _____ in _____, a nominating Committee of _____ members shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in _____. The Nominating Committee shall report at the regular meeting in _____. Before the election at the annual meeting in _____, Before the election at the annual meeting in _____, Additional nominations from the floor shall be permitted.
- Section 4. The officers shall be elected by ballot to serve for _____ years(s) or until their successors are elected, and their term of office shall begin in the close of the annual meeting at which they are elected.
- Section 5. No member shall hold more than one office at a time, and no member shall be eligible to serve more than _____ consecutive terms in the same office.
- Section 6. Qualification: Any regular or life member who is in good standing with the Chapter for the two preceding years, prior to election, is eligible to hold and elected or appointed office in the Chapter.
- Section 7. Vacancies –

Article V. Duties of Officers

- Section 1 The President shall:
- A. Preside at all Chapter meetings.
 - B. Be an ex-Officio member with right to vote on all chapter committees with the exception of the Nominating Committee;
 - C. Appoint committee members and chairmen except the Nominating Committee. The Nominating Committee shall maintain liaison with the National Alumni Association and the University's Chancellor on behalf of the chapter;
 - D. Appoint the Parliamentarian, the Sergeant-at-Arms, and the Historian.
- Section 2 The Vice-President shall:
- A. serve in the absence of the President
 - B. _____;
 - C. _____;and
 - D. Succeed to the office of President for the unexpired term.
- Section 3 The Recording Secretary shall:
- A. keep a record of all the proceedings (minutes) of the Chapter
 - B. keep on file all committee reports;
 - C. maintain record book(s) in which the By-laws, special rules of order, standing rules and minutes are entered.
 - D. _____
- Section 4 The Treasurer shall:
- A. receive the money from the Secretary or Financial Secretary (if Chapter has one);
 - B. keep a just and accurate accounting of all finances paid or due by the Chapter;
 - C. present a written report at Chapter meetings
 - D. make payments only with the approval of the President
 - E. jointly sign all checks drawn on the Chapter account with the President (or designee)

Article VI. Meetings

- Section 1 The regular meeting of the Chapter shall be held on ____ of each month, September through June inclusive.
- Section 2 The regular meeting on the _____ in the _____ shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers

and committees, and for any other business that may arise.

Section 3 Special meetings may be called by the President or upon the written request of the members of the Chapters. The purpose of the meeting shall be stated if called.

Article VII. Committees

Section 1 The standing committees of the Chapter shall be: _____; and _____.

Section 2. All standing and special committees shall be appointed by the President, as deemed necessary to carry on the work of the Chapter.

Section 3. _____ Committee shall be responsible for _____.

Section 4. _____ Committee shall be responsible for _____.

Section 5 _____ Committee shall be responsible for _____.

Article VIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules Order Newly Revised* shall govern the Chapter in all cases to which they are appropriate and in which they are not consistent with these by-laws and any special rules of order the Chapter may adopt.

Article IX

Amendment of By-Laws

**Section 1 These by-laws may be amended at any regular meeting of the Chapter by a two-thirds vote, provided that the amendment has been submitted in writing to all of its members thirty (30) days prior to such meeting.

**Section 2 Amendment or revisions of these by-laws do not go into effect until approved by the Standards and Performance Committee of FSU National Alumni Association.

*****Must be included in Article IX**