



North Carolina Central University Alumni Association, Inc. • P.O. Box 19856-C • Durham, North Carolina 27707 • (919) 530-5222

“Truth & Service”

www.nccualumni.org

As we continue our commitment to upholding high standards for NCCU Alumni Association, Inc., it is crucial that we maintain compliance as set forth by our bylaws and constitution. To ensure that our regions and chapters operate smoothly and in accordance with these standards, the letter outlines the seven actions that all region and chapter leaders must adhere to ensure your region and chapter maintain an active status in the NCCU National Alumni Association, Inc.:

Direct questions to your Regional Vice President (RVP). They will be tracking the status of completing the requirements.

Action	Date Due	Explanation
Ensure all region and chapter leaders' (president, vice president, etc.) are financial both nationally and locally	July 31	The NCCU Administrative Specialist will verify membership status beginning August 1. Individuals will be sent notification.
Complete the Chapter Information Form	July 31	CHAPTER COMPLIANCE FORM Be prepared to share chapter email addresses leadership names, and email addresses.
Complete Receipts and Expenditures for FY End	July 31	<input checked="" type="checkbox"/> Blank Year End Cash Receipts and Expenditures.xls
Pay Assessment	July 15	Send payment via Paypal (paypal.me/nccuaa) or mail. If payment is sent by Paypal, send a notification to treasurer@nccualumni.org and tamos@nccualumni.org
Pay \$500 toward NCCU Alumni Scholars Scholarship (only required for chapters not participating in the Ms./Mr. Al Contest)	September 30	Send payment via Paypal (paypal.me/nccuaa) or mail.
Listing of Chapter Meeting Dates	July 31	Email to Tonette at tamos@nccualumni.org and cc RVP
Identify a representative to attend the two Council Meetings and Annual Meeting	July 31	Include the name on the Chapter Information