



**NCCU ALUMNI ASSOCIATION, INC.  
(NCCUAA)  
STANDARD OPERATING POLICIES AND  
PROCEDURES**

**2023 EDITION  
(Updated March 2024)**

Note: This Standard Operating Procedures (SOPs) is a working document that provides detailed, step-by-step instructions on how to perform specific tasks or operations to ensure consistency, quality, and compliance within NCCUAA.

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# SECTION I – GENERAL INFORMATION

## MISSION

The mission of the NCCU Alumni Association, Inc. (NCCUAA) is to create a lifelong network among its members and the University through meaningful opportunities that promote pride and philanthropy.

## VISION

To be recognized nationally and internationally as a premier alumni association promoting the spirit of fellowship among its graduates, those that attended and partners, strengthening its relationship with the University; serving as a catalyst to promote the university's global mission.

## CORE VALUES

The NCCUAA strives to be the preeminent alumni network promoting the spirit of fellowship among its members which include graduates, former students, friends, and fans.

- Partnership
- Stewardship
- Loyalty
- Pride
- Innovation

## STRATEGIC GOALS

- **Membership.** As a membership organization, NCCUAA relies on membership fees, donations, and sponsorships to fulfill its mission.
- **Recruitment.** Members serve as an ambassador, working to recruit tomorrow's brightest scholars, raise funds to support scholarships, and assist fellow NCCU alumni
- **Leadership.** NCCUAA leaders build and maintain leadership capacity across NCCUAA and local NCCU Alumni Chapters
- **Infrastructure.** NCCUAA continuously seeks to improve processes Association-wide that enhance efficiency and effectiveness

## **NAME**

The NCCU Alumni Association is referred to as NCCUAA and the NCCU Alumni Association, Inc. Some refer to NCCUAA as national. This name isn't official.

## **ORGANIZATIONAL CHART**

The history of NCCUAA is marked by friendship, fellowship, continual growth, and fierce school pride. Little is known about the first alumni meeting or chapter, but the NCCUAA was founded in 1925, committed to supporting the University, our students, and alumni, becoming a tax-exempt nonprofit organization in October 1972.

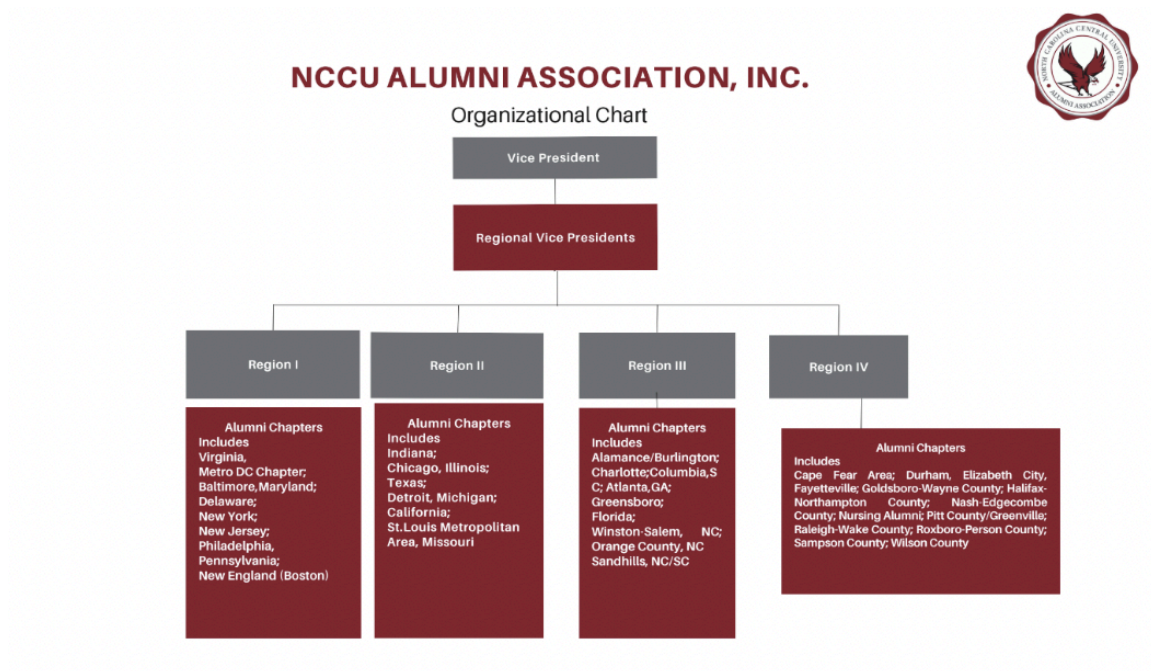
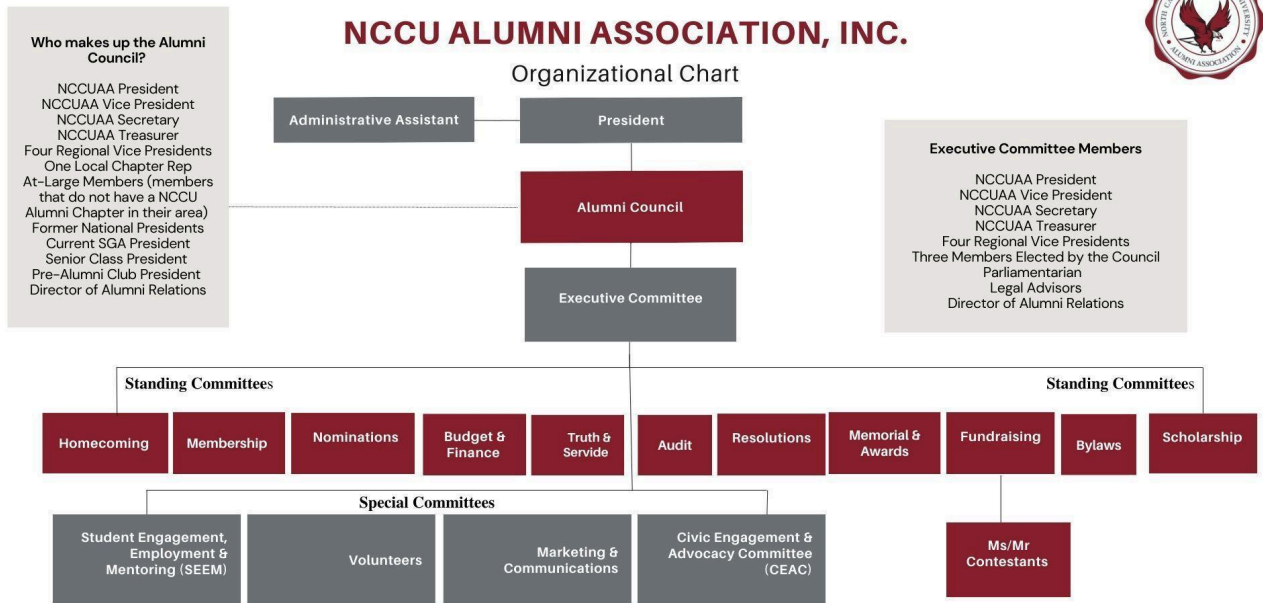
Over the years, NCCUAA has grown from a few chapters to more than 40 chapters, located in four regions, across the United States.

Below is the organizational chart that shows the internal structure of NCCUAA. NCCUAA is the national organization that is a North Carolina nonprofit corporation qualified under Section 501 ( c )(3) of the Internal Revenue Code and exists for the purposes of aiding and promoting educational and charitable purposes and lawful activities of NCCU and is an Associated Entity of NCCU.

NCCU has officially recognized the NCCUAA as satisfying the standards and eligibility requirements as an Associated Entity of NCCU as set forth in the University of North Carolina and University rules and regulations.

As a mostly volunteer-led nonprofit organization, NCCUAA has 13 standing committees. The number of special committees fluctuates. These committees are determined by the President and Executive Board.

The local chapters are affiliates of the NCCUAA, while regions are the branches. Regions and chapters share the same mission as the NCCUAA Regions are organized geographically and chapters are organized statewide, specializations, or by city.



# ARTICLES OF INCORPORATION



## NORTH CAROLINA Department of The Secretary of State

To all whom these presents shall come, Greetings:

I, ELAINE F. MARSHALL, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

### ARTICLES OF INCORPORATION

OF

### NORTH CAROLINA CENTRAL UNIVERSITY ALUMNI ASSOCIATION, INCORPORATED

the original of which was filed in this office on the 28th day of July, 1969.



IN WITNESS WHEREOF, I have hereunto set  
my hand and affixed my official seal at the City  
of Raleigh, this 5th day of February, 2007

*Elaine F. Marshall*

Secretary of State

Certification# 86304934-1 Reference# 8470205-es Page: 1 of 6  
Verify this certificate online at [www.secretary.state.nc.us/verification](http://www.secretary.state.nc.us/verification)

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ARTICLES OF INCORPORATION

OF THE

THIRD EURE  
SECRETARY OF POLICE  
NORTH CAROLINA  
NORTH CAROLINA CENTRAL UNIVERSITY ALUMNI ASSOCIATION, INC.

THIS IS TO CERTIFY that we, the undersigned natural persons of the age of twenty-one years or more, acting as incorporators for the purpose of creating a non-profit corporation under the laws of the State of North Carolina, as contained in Chapter 29A of the General Statutes of North Carolina entitled "Non-Profit Corporation Act", and the several amendments thereto, do hereby set forth:

I

The name of the corporation is the NORTH CAROLINA CENTRAL UNIVERSITY ALUMNI ASSOCIATION, INCORPORATED.

II

The period of duration of the corporation shall be perpetual.

III

The purposes for which the corporation is organized are:

(a) to advance the cause of education, to establish a mutually beneficial relationship between the North Carolina Central University and the alumni of the North Carolina Central University.

(b) to acquire and maintain a place of meeting for its members and guests.

(c) to organize, conduct and carry on various plans, efforts and undertakings for the general, social, mental and physical well-being and improvement of its members, the community in which they live, and the North Carolina Central University.

(d) to furnish its members means and opportunities for social intercourse, mental improvement, advancement and recreation.

(e) to lease, buy, purchase, own, operate, maintain and hold real or personal property for its own use or for the purpose of obtaining an income from accumulated funds.

(f) to do and perform such matters and things as are allowed by law and



may be reasonably convenient or necessary, and proper to attain the objects and ends for which it was organized as hereinafter set forth.

12.

The corporation is to have the following classes of members and the qualification for each class shall be as set forth in the by-laws of the corporation:

- (a) Active Members
- (b) Associate Members
- (c) Honorary Members

Participation in its affairs shall be by membership therein subject to the following rules and regulations:

(a) By-laws governing the election of members, the amount of fees and periodic dues, the rules and regulations to be observed, the qualifications for voting, the election, powers and duties of officers and the general governing, bodies, and all other matters and things usually and lawfully contained in corporate by-laws may from time to time be adopted, amended or repealed by the members entitled to vote under the by-laws then existing.

(b) Donations from the funds of the corporation may from time to time be made under such regulations as the by-laws may provide to any religious, educational, charitable or civic organization or purpose, but no dividends shall be declared or paid to the members.

13.

In carrying out its purposes and in exercising its powers, the corporation shall be subject to the limitations here:

(a) No part of its net earnings shall inure to the benefit of any member, or individual; but the corporation shall have the power to employ persons and to compensate them for services actually rendered to or in behalf of the corporation.

(b) No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation or the advocacy of, or the campaigning for objectives which can be obtained only by legislation or the repeal of proposed legislation.

(c) The corporation shall not participate in or intervene in (including

(c) Upon dissolution or the corporation, the governing body or not set in the works of the corporation shall, after paying or making provision for the payment of all of the liabilities of the corporation, distribute the remainder of the assets as follows:

(2) Disposal of All of the remaining assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as or be such organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Superior Board of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, or said Board shall determine which, or, organized and operated exclusively for such purposes.

The location of the principal office of the corporation is in the City of  
Western, County of Durham, in the State of North Carolina, but may have one or  
more branch offices and places of business either in the State of North  
Carolina or in any other state.

North Carolina Central University Alumni Association  
8600 5th Avenue

# INTERNAL REVENUE SERVICE TAX EXEMPT LETTER

**Internal Revenue Service**

**Date:** February 7, 2007

NORTH CAROLINA CENTRAL UNIVERSITY  
ALUMNI ASSOCIATION  
PO BOX 19795  
DURHAM NC 27707-0024 957

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

David Harry ID# 31-08704  
Customer Service Representative

**Toll Free Telephone Number:**

877-829-5500

**Federal Identification Number:**

23-7227866

Dear Sir or Madam:

This is in response to your request of February 7, 2007, regarding your organization's tax-exempt status.

In October 1972 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

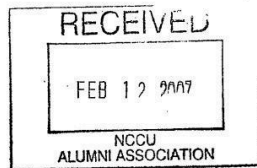
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations 1



## **SECTION II - POLICIES AND PROCEDURES**

### **Authorities**

The President serves as the official authority of NCCUAA. Unless designated, any official statement released to the public or representation of this body lies solely within the powers of this officer, based on his/her/their election by the members NCCUAA.

The Bylaws Committee developed the process for NCCUAA members to request to make changes to the Constitution and Bylaws that must be reviewed by the Executive Committee and approved by the NCCUAA Members before taking effect. See the current process [HERE](#).

When it comes to spending NCCUAA funds, the President has the authority to incur costs. However, following the activities of standing and special committees approved in the annual budget is critical. The budget is approved by NCCUAA members and any adjustments to the budget must be approved by the Alumni Council or discussed among members of the Executive Committee.

### **National Officers & Regional Vice President Responsibilities**

#### **The Office of President**

This alumnus is elected by popular vote of annual, recent graduate, young alumni, and life members. This alumnus must be financial and active in a local chapter and a member of NCCUAA. If an alumni chapter is not in the area where the member resides they must be a member of NCCUAA.

Length of term: Two-year term and can be re-elected for no more than two consecutive terms. Election results are announced at the Annual Meeting with the swearing in taking place on the same date. Term of office will commence on July 1, at the beginning of the fiscal year after the election.

The NCCUAA President is the chief executive officer and volunteer leader of the organization. It is the responsibility of the president to represent the alumni body to NCCU. Often, the president serves as ambassador and representative of both the Association and NCCU. The president works closely with the executive director to promote the long-range vision for NCCUAA to alumni and stakeholders.

The president manages the Executive Board and Executive Committee. The president visits with alumni groups as often as is feasible and presides at key alumni events on campus including Alumni Weekend and Homecoming. The president, in consultation with the Executive Board, appoints alumni to serve as the chairpersons of the various committees of the Association.

### **Key Responsibilities**

1. Serve as the Chief Executive Officer and volunteer for the Association, representing the Association and NCCUAA to the alumni body in person, online, and in print
2. Chair the Executive Committee and preside at all meetings of the Alumni Council and Annual Meeting, starting meetings on time.
3. Identifies governance issues that should be brought before the General Body and consults with the Executive Board and Committee on policy matters.
4. Serves as an ex-officio member of all NCCUAA committees and on the NCCU Foundation Board.
5. Appoint an Assistant Secretary, Assistant Treasurer, Parliamentarian.
6. Appoint other officers as the Council should desire.
7. Appoint chairpersons and members of committees as prescribed in the Constitution and Bylaws, except the nominating Committee.
8. Conduct meetings following NCCUAA Bylaws and Constitution and following Robert's Rules.
9. To guard against any breach of decorum during debate.
10. Shall participate in special events sponsored by the Association, such as homecoming, Alumni Weekend, etc.
11. To represent the Association at the Board of Trustees meetings.
12. To approve/disapprove invoices presented to the Association for payment
13. Manages contractors (e.g., bookkeeper and administrative specialist)
14. Host an annual planning for committee chairs to develop the annual budget

### **Qualifications and Requirements**

The president of NCCUAA should exhibit qualities of energy, leadership, and dedication. Candidates will be graduates of NCCU, accomplished professionally and have a record of significant and diverse service to NCCUAA. Candidates will possess management skills at the strategy and policy levels, and broad perspectives on the long-range goals of NCCUAA and its constituencies of alumni, students, and friends of NCCU. Have served in a combination of Executive Board of the Association, multiple terms as a regional leader, or as a leader of their chapter for at least a full term. Possesses diplomacy, candor and an ability to communicate effectively with a diverse constituency. Candidates will have both the capacity and willingness to devote a substantial amount of time to the duties of the office. Willing to engage in Association events, outreach and Annual Giving, as well as possessing the desire to encourage others to do so.

As past president, the individual is expected to continue as a member of the Association Board for two years.

### **The Office of Vice President**

This alumnus is elected by popular vote of annual, young alumni, One & Done Membership, recent graduates, and life members. This alumnus must be financial and active in a local chapter or member-at-large, and an annual or life member of the General Association.

Length of term: Two-year term and can be re-elected two consecutive times. Election results are announced at the Annual Meeting with the swearing in services taking place on the same date. Term of office will commence, July 1, at the beginning of the fiscal year after the election.

The NCCU Alumni Association Vice President is a crucial leadership role within the organization's Executive Board and the Alumni Council. The Vice President is responsible for providing strategic direction, overseeing operations, and driving the mission and goals of NCCUAA. The role involves close collaboration with the President and other Executive Board members to develop and execute strategies, manage committees, and ensure the long-term sustainability and success of the organization.

### **Key Responsibilities**

1. **Strategic Leadership:** The Vice President is expected to collaborate with the President, Executive Committee, and Alumni Council to establish and implement the organization's vision, mission, and strategic goals. Providing guidance and expertise in developing long-term strategic plans that align with the organization's mission is also a key responsibility.
2. **Management and Operations:** Overseeing the organization's overall operations to ensure the efficient and effective delivery of initiatives, engagement, and services is a critical aspect of the role. Another essential responsibility is implementing engagement strategies, including planning and budgeting, to advance the organization's mission. Fostering a collaborative and inclusive environment that promotes a strong commitment to the Association's mission is emphasized.
3. **Financial Management:** The Vice President is expected to work closely with the Treasurer and Finance Chair to develop and manage the organization's budget, ensuring fiscal responsibility and sustainability. Collaborating with the fundraising team to develop and execute fundraising strategies, diversifying revenue streams, and securing financial resources is also highlighted.
4. **External Relations:** Cultivating and maintaining relationships with alums and key partners to seek partnerships and collaborations that enhance the Association's impact is an important responsibility. Staying informed about relevant issues affecting the Association, University, and HBCUs (Historically Black Colleges and Universities) and advocating for necessary changes or reforms is also emphasized.
5. **Executive Committee and Alumni Council Engagement:** Supporting the Executive Committee in fulfilling its responsibilities, providing regular updates, and collaborating on strategic decision-making is highlighted. Participating in Council meetings, committees, and other tasks to provide insights and recommendations is expected. Additionally, assisting in recruiting and orienting new members to foster a diverse and engaged board that reflects the organization's values and goals is emphasized.

### **Qualifications and Requirements**

The specified qualifications for the Vice President position are as follows:

- Graduation from NCCU or completion of at least 24 semester or 36 quarter hours at NCCU: This requirement ensures a solid connection to the university and its values.
- Proven experience (minimum of 4 years) with a combination of serving on the Executive Board of the Association, being a leader in their chapter, or a volunteer executive leadership role in a nonprofit. This experience prerequisite indicates that the candidate should have a substantial background in leadership and involvement with alum associations or nonprofit organizations.
- Understanding of nonprofit management, governance, management, and best practices: The candidate should possess knowledge and expertise in nonprofit management and best practices to lead the organization effectively.
- Demonstrated success in strategic planning and organizational development: This qualification highlights the importance of successfully planning and developing organizations to achieve their goals.
- Financial acumen and experience in budgeting, financial analysis, and fundraising: These qualifications are crucial for managing the organization's finances and securing necessary resources.
- Excellent communication and interpersonal skills, with the ability to build relationships and engage with diverse partners: Strong communication and relationship-building skills are essential for effectively representing the organization and collaborating with stakeholders.
- Proven ability to lead and motivate individuals, fostering a collaborative and inclusive alumni culture: This qualification emphasizes the importance of leadership skills in creating an inclusive and engaged alumni community.
- Knowledge of relevant operating procedures that impact the NCCU Alumni Association: Understanding the specific operating procedures that affect the organization is valuable for effective decision-making.
- Deep passion for NCCU, the Association's mission, and a strong commitment to supporting the University: A genuine passion for NCCU and its mission is vital to inspire others and drive the Association's initiatives effectively.

### **The Office of National Treasurer**

This person is elected by popular vote of annual, young, and life members. This person must be financial and active in a local chapter and financial member of the NCCU Alumni Association, Inc.

Length of term: Two-year term and can be re-elected two consecutive times. Election results are announced at the Annual Meeting with the swearing in services taking place on the same date. Term of office will commence at the beginning of the fiscal year, July 1, after the election.

### **Key Responsibilities**

1. Custodian of the Association's funds.
2. Deposit or have deposited the Association's money in a bank or banks as designated by the Association.
3. Make a report at each Executive Committee, Alumni Council, and Annual Meetings. (Please note: The Treasurer's report is not "accepted" at each meeting but is filed for audit. The acceptance of the report of the auditing committee and/or the auditor carries with it the acceptance of the Treasurer's report)
4. Sign checks drawn on the Association's account(s).
5. Follow up, as appropriate, with the NCCU Foundation to collect monies due to the NCCUAA Association.
6. Contact members or persons necessary to arrange for collection of returned checks.
7. Assist, and not lead, with the preparing the annual budget
8. Member of the Executive Committee, Finance Committee, and Alumni Council. The treasurer should not chair the Finance Committee, be a member of the Audit Committee, or chair any financial related subcommittees

### **Qualifications and Requirements**

The specified qualifications for the National Treasurer position are as follows:

1. Maintain knowledge of the organization and personal commitment to its goals and objectives.
2. Proven financial experience (minimum of 1-2 years) with a combination of serving as treasurer for a region, local alumni chapter, or in a volunteer executive leadership role in a nonprofit: This experience prerequisite indicates that the candidate should have a background in leadership and involvement with alumni associations or nonprofit organizations.
3. Serve as financial officer of the organization and a member of the finance committee.
4. Manage, along with the finance committee, the Association's review and action related to financial responsibilities.
5. Support the Audit Committee with the annual audit

### **Assistant Treasurer**

This person is a paid part time position of NCCUAA. This person is financial and active in a local chapter or member-at-large, and an annual or life member of NCCUAA. This individual is a CPA and provides continuity for the Association.

Length of term: Until contract ends

### **Key Responsibilities**

- Coordinate with Chapter Officers (especially the Treasurer) and Chairs to support facilitation of membership payments.



- Coordinate with the Treasurer to ensure all fees are collected and a budget is followed
- Coordinate with the Treasurer and Finance Chair to ensure a budget is in effect and bills are paid on-time.

### **Qualifications and Requirements**

The specified qualifications for the treasurer position are as follows:

- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Proven financial experience (minimum of 1-2 years) with a combination of serving as treasurer for a region, local alumni chapter, or in a volunteer executive leadership role in a nonprofit. This experience prerequisite indicates that the candidate should have a background in leadership and involvement with alumni associations or nonprofit organizations.
- Serve as financial officer of the organization and a member of the finance committee.
- Manage, along with the finance committee, the Association's review and action related to financial responsibilities.

### **The Office of National Secretary**

This person is elected by popular vote of annual and life members. This person must be financial and active in a local chapter or member-at-large, and an annual or life member of NCCUAA.

Length of term: Two-year term and can be re-elected. Election results are announced and the swearing-in takes place at the Annual Meeting. Term of office will commence at the beginning of the fiscal year after the election.

The National Secretary corresponds with members and others, prepares Council Business Meeting minutes, maintains historical records and keeps current with Association activities.

The National Secretary is a senior leadership role responsible for overseeing NCCUAA within a specific region. The key aspects of the role involve managerial expertise, strategic thinking, and a deep understanding of the Alumni Association and its mission-driven support to NCCU. The Regional Vice President will collaborate with chapter leadership within the region and the Executive Committee to effectively implement the Association's initiatives and mission.

### **Key Responsibilities**

1. Keep a record of all proceedings of the Association and store the video (if applicable).
2. Keep on file all committee reports, chapter reports, President and VP reports.
3. Prepare, prior to each meeting, an order of business for use by the presiding officer.
4. In the absence of the President and Vice President, shall call the meeting to order and preside until the immediate election of a chairman pro tem.
5. Send out meeting notices.
6. To make the minutes and records available to members upon request and/or as directed by the President or Alumni Council.
7. To maintain record book(s) or electronic file in which the bylaws, special rules, standing rules and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

8. Make sure website content is current.
9. Member of the Executive Committee and Alumni Council.
10. Perform other duties properly assigned by the President or the Alumni Council.

### **Qualifications and Requirements**

The specified qualifications for the National Secretary position are as follows:

- Graduation from NCCU or completion of at least 24 semester or 36 quarter hours at NCCU: This requirement ensures a solid connection to the university and its values.
- Proven experience (minimum of 1-2 years) with a combination of serving on the Association's Executive Board, leader in their chapter, or in a volunteer executive leadership role in a nonprofit: This experience prerequisite indicates that the candidate should have a background in leadership and involvement with alumni associations or nonprofit organizations.
- Desire to learn governance, management, and best practices: The willingness to learn and improve demonstrates openness to growth and adaptation to best practices.
- High-level organizational skills: These qualifications are crucial for managing the administrative records and performing various clerical tasks.
- Ability to foster a collaborative and inclusive alumni culture: A strong focus on inclusivity and collaboration is important for building a supportive alumni community.
- Deep passion for NCCU, the Association's mission, and a strong commitment to supporting the University: A genuine passion for NCCU and its mission is essential to motivate and drive the Association's initiatives effectively.

### **Assistant Secretary**

This person is appointed by the president. This person must be financial and active in a local chapter or member-at-large, and an annual or life member of NCCUAA.

Length of term: Two-year term or until appointment ends. Term of office will commence at the beginning of the appointment.

### **Key Responsibilities**

1. Prepare a record of all proceedings of the Association.
2. Maintain chapter and regional files, including: chapter roster, chapter constitution and bylaws, and events
3. Work with Vice President to track compliance with Chapter Information Form
4. Prepare a roster of all officers, committee chairs, and committee members
5. May be requested by the President or Alumni Council to send out meeting notices.
6. To make the minutes and records available to members upon request and/or as directed by the National Secretary or President.
7. Serve on a Committee.
8. Perform other duties properly assigned by the National Secretary or President.

### **Qualifications and Requirements**

Standard Operating Policies & Procedures for NCCU Alumni Association, Inc

The specified qualifications for the Assistant Secretary position are as follows:

- Graduation from NCCU or completion of at least 24 semester or 36 quarter hours at NCCU: This requirement ensures a solid connection to the university and its values.
- Proven experience (minimum of 1-2 years) with a combination of serving on the Association's Executive Board, leader in their chapter, or in a volunteer executive leadership role in a nonprofit: This experience prerequisite indicates that the candidate should have a background in leadership and involvement with alumni associations or nonprofit organizations.
- Desire to learn governance, management, and best practices: The willingness to learn and improve demonstrates openness to growth and adaptation to best practices.
- High-level organizational skills: These qualifications are crucial for managing the administrative records and performing various clerical tasks.
- Ability to foster a collaborative and inclusive alumni culture: A strong focus on inclusivity and collaboration is important for building a supportive alumni community.
- Deep passion for NCCU, the Association's mission, and a strong commitment to supporting the University: A genuine passion for NCCU and its mission is essential to motivate and drive the Association's initiatives effectively.

## **Regional Vice Presidents (RVPs) and Regions**

The section outlines the role regions and region vice presidents, also referred to as RVPs, and the regions. RVPs are by Article VII, Section I of the NCCUAA Constitution and Bylaws.

The NCCU Alumni Association consists of chapters that are organized into four regions, with each being led by a RVPs that report to the NCCUAA Vice President. RVPs are representatives of NCCUAA and are the hands-on liaison between the region's leadership, chapters in the region and the NCCUAA Alumni Council. RVPs serve as advisors and offer guidance to local alumni chapter presidents and their leadership. They also report on the status of chapters and make recommendations to the NCCUAA Alumni Council. The recommendations often include on how to support the local alumni chapters in their efforts to to help NCCUAA expand its reach (e.g., organizing new chapters) in each region.

The Alumni Council determines the geographical area of responsibilities for each RVP along with the number of regions and the local alumni chapters assigned to each region. Through a vote the Alumni Council can increase or decrease the area of responsibility of each region and the number of RVPs.

### **Overview of the Regional Vice President Position**

The RVP is a senior leadership role in NCCUAA responsible for providing oversight to the operations and strategic direction of NCCUAA within the region the RVP was elected to serve. Currently, NCCUAA has four regions and four RVPs. The key aspects of the role involve having managerial expertise, being a strategic thinking, and having a deep understanding of NCCUAA and its mission-driven support to NCCU. The RVP collaborates with chapter leadership within the region and is a member of the Executive Committee to help implement the Association's initiatives fulfill our mission.

### **Key Responsibilities**

1. **Strategic Leadership:** The Regional Vice President will collaborate with the President, Executive Committee, and Alumni Council to establish and implement the organization's vision, mission, and strategic goals. This aspect highlights the importance of setting clear objectives for the Alumni Association's growth and impact.
2. **Operational Leadership:** This role involves providing leadership and direction to regional leadership, fostering a collaborative and inclusive culture that promotes a strong commitment to the Association's mission. Additionally, overseeing regional office operations, ensuring efficiency, compliance, and adherence to organizational policies and procedures, is a crucial responsibility.
3. **External Relations and Financial Management:** Collaborating with the finance team to develop and manage the regional budget to ensure financial sustainability and accountability is essential. The Regional Vice President is also expected to represent the Association at chapter events, conferences, and meetings to raise awareness of its mission and initiatives.
4. **Reporting and Communication:** Preparing regular reports on regional activities, progress, and outcomes for the Executive Committee Alumni Council, as requested, is a vital aspect of the role. Collaboration with the marketing and communications committee to amplify the positive impact and value NCCU alumni are having in their communities further emphasizes effective communication.

### **Qualifications and Requirements**

The specified qualifications for the RVP position are as follows:

- Graduation from NCCU or completion of at least 24 semester or 36 quarter hours at NCCU: This requirement ensures a solid connection to the university and its values.
- Proven experience (minimum of 1-2 years) with a combination of serving on the Association's Executive Board, leader in their chapter, or in a volunteer executive leadership role in a nonprofit: This experience prerequisite indicates that the candidate should have a background in leadership and involvement with alumni associations or nonprofit organizations.
- Desire to learn governance, management, and best practices: The willingness to learn and improve demonstrates openness to growth and adaptation to best practices.
- Financial acumen and some experience in budgeting, financial analysis, and fundraising: These qualifications are crucial for managing the regional budget and ensuring financial sustainability.
- Ability to foster a collaborative and inclusive alumni culture: A strong focus on inclusivity and collaboration is important for building a supportive alumni community.

- Deep passion for NCCU, the Association's mission, and a strong commitment to supporting the University: A genuine passion for NCCU and its mission is essential to motivate and drive the Association's initiatives effectively.

### **Meeting Requirements**

As NCCUAA grows in reach and members throughout the country, it is best if RVPs convene chapter presidents and members living in the region a minimum of three times a year (this includes the annual meeting or annual conference gathering). RVPs are responsible for leading their respective regions toward the same pillars of NCCUA: Membership, Volunteerism, and Philanthropy and promote the goals of the association at the time.

Moreover, RVPs should have a pulse on the opportunities to expand the chapters in the regions and the challenges chapter's may face. This includes meeting regularly with chapter presidents quarterly to get updates and identify opportunities chapters may need support. The meeting should consist of discussing their calendar of events for events scheduled, the annual budget, fundraising opportunities, upcoming to connect with NCCU and students visiting the region, and student recruitment efforts.

Lastly, RVPs are responsible for tracking whether local alumni chapters are adhering to the bylaws through submitting the compliance information as requested by NCCUAA. The information required is outlined [HERE](#). This includes tracking funds collected for annual assessment and Ms. and Mr. Alumni donation toward the Alumni Scholarship. Those due dates will be presented by May of each year to each chapter president and RVP. Note: Chapters in their first year of operation are only required to pay the annual assessment of \$100 and complete the chapter information form and submit meeting days. Chapters in their second year and beyond are required to complete all the requirements.

Following these perimeters, the RVP will determine the active status of a chapter. There are 5 different statuses that chapters will fall into during this process:

- Compliant - the chapter has met all core requirements.
- Probation - the chapter has met some requirements and has additional time to submit requirements
- Suspended - the chapter has not shown effort to meet requirements
- New - the chapter has been chartered during the last fiscal year (23-24)
- Reorganized - the chapter is currently being reorganized with new leadership or absorbed into a bigger chapter

RVPs will prepare a report to present at at least two Alumni Council Meetings. These reports should include:

- Fiscal Year Goals (which include increasing membership and raising funds to support)
- Chapter Goals (outlining the goals for each chapter)
- Financial Status (which includes the budget)
- Update on Chapter Compliance
- Listing Upcoming Events in the Region for Support

**Elections.** All the financial NCCUAA members living in a region are eligible to vote and elect the region's leadership officers (RVP, Assistant RVP, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary) every other year during the Region's Annual Meeting (or Annual Conference). Each region's bylaws may outline the process for election; however, if the bylaws do not outline a process the region should follow the same process as the NCCUAA Nominations Committees. (View bylaws for each region [here](#).) All regional officers must be financially active with a local chapter and a member of NCCUAA. If a vacancy occurs, the Assistant Regional Vice President assumes the position of Regional Vice President (RVP). If the Assistant RVP is unable to perform the duties of RVP, the region will convene a special election at a special meeting that will be called within 45 days of the vacancy to fill the position.

## **COMMITTEE RESPONSIBILITIES**

### **Executive Committee Responsibilities**

The Executive Committee is a Standing Committee based on Article V, Section 5, Paragraph A of the [NCCUAA Constitution & Bylaws](#). The elected NCCU Alumni Officers shall comprise the basis for this committee. Along with the four NCCU Regional Vice Presidents (RVPs), the immediate past NCCU alumni president, and three members elected from the Alumni Council comprise the remaining voting membership of the Committee. The Assistant Secretary and Assistant Treasurer (if the elected officer is unable to attend or the position is vacant), and Director of Alumni Relations (or Executive Director), legal advisor participate as ex-officio members of this Committee. The President is the Chairperson of this Committee. When present, committee chairpersons do not have voting rights on the Executive Committee.

Membership Composition: There shall be 12 members of this Committee.

Duties of this Committee:

1. Prepare and present an annual priorities and goals (this includes the annual calendar of events) for NCCUAA.
2. Receive (hear) reports from standing and special committees. The Committee may recommend to the Council that the reports be approved or denied. However, the Committee does not have the authority to approve/accept any reports or revisions to the bylaws.
3. May assist in the preparation of agendas for the Council Meetings, Annual Meetings, and Alumni Weekend.
4. Oversee the Council approved budget expenditures.
5. Provide input on the day-to-day operation of NCCUAA and make recommendations for change to the Alumni Council.
6. Appoint the chairperson of the Nominating Committee and the five members of this committee.

Meeting requirements: This Committee shall meet at least three times per year. Meetings are generally held before the Alumni Council convenes its meetings. The Chairperson may request additional meetings as the need may arise. Six members are needed for a quorum.

Reporting requirements: This Committee shall prepare a written report to be presented at the Annual Meeting detailing the works of this Committee for the past year. Other reports or recommendations may be presented at the Alumni Council Meetings.

### **NCCUAA Committee Chairperson and Committee Responsibilities**

The President appoints alumni to serve as chairpersons of Standing and Special committees. They are integral in the execution of the goals, objectives, and programs of NCCUAA. Chairpersons are appointed by the NCCUAA President and serve during the term of the President or as circumstances allow. If a chairperson is unable to fulfill his, her, their term, it is incumbent upon the chairperson to notify the NCCUAA President as soon as practicable of relinquishing the role.

Chairpersons are responsible for:

1. Conducting committee meetings as necessary to accomplish the goals and objectives established by the NCCUA President and/or Executive Committee for their respective committees.
2. Communicating any problems, issues, or concerns to NCCUAA President or National Officer designee.
3. Preparing annual budgets and submitting them to the Budget and Finance Committee chairperson by the stated deadline.
4. Attend the Association's Planning Meeting or send a committee representative.

Meeting requirements: Chairpersons are invited to attend Executive Committee meetings. They are required to attend Alumni Council and Annual Meetings to be available for questions or concerns that may come from the Alumni Council.

Reporting requirements: Chairpersons provide a written or verbal report at the Executive Committee Meeting, and may report to the Alumni Council in the same manner. Chairpersons shall present and submit a written report at the Annual Meeting or as requested by NCCUAA President.

### **Committee on Alumni Scholarships**

This standing committee is established by Article V, Section 5, Paragraph C of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

Committee Composition: There shall be at least five members of the committee in addition to a non-voting representative of the University Admissions Office and the Director of Alumni Relations.

Duties of the Committee:

1. Select and verify credentials of students applying for scholarships from the Alumni Scholars Program.
2. Review and verify credentials of continuing alumni scholars.
3. Develop and/or revise guidelines for the Alumni Scholars and Roger Gregory Scholarship Programs annually.

4. Assist in the development and implementation of guidelines for other designated scholarships and/or student assistance programs, if applicable.
5. Prepare and disseminate scholarship applications and other pertinent materials to Alumni chapters, high schools, prospective students, and other interested parties.
6. Set limits on the amount of each scholarship awarded through the Alumni Scholarship programs.
7. Review and act upon emergency requests and/or exceptions to standard guidelines and procedures.
8. Request, manage, and allocate annually the budget for the Alumni Scholars and Roger Gregory Scholarship Programs.
9. Determine the use and allocation of excess funds in the program at the discretion of the committee.
10. Plan and implement (with Alumni Council approval) projects to secure additional funds for student assistance.
11. Maintain relationships with the Alumni and Roger Gregory Scholars.
12. Perform other duties as deemed necessary by the Alumni Council.
13. Assist in the preparation of the committee's submission for the annual budget.

Meeting requirements:

1. Meet to review and revise (if applicable) the current application and process.
2. Convene as early as practicable following the scholarship deadline each year to select the new Alumni and Roger Gregory Scholars.
3. In late May or June, review the progress of current Alumni and Roger Gregory Scholars.
4. Other periods when necessary to implement the duties of the committee.

Reporting Requirements:

1. Report to the Alumni Council in June; announce the selection of the new and continuing Alumni Scholars and Roger Gregory Scholars.
2. Disseminate to chapters and other parties forms and other pertinent materials for prospective Alumni and Roger Gregory Scholars.
3. Report to the Executive Committee and/or Alumni Council at other periods necessary to secure approval or implement any actions deemed necessary by the Scholarship Committee.
4. Make a yearly report at the Annual Meeting.

**Committee on Budget and Finance**

This standing committee is established by Article V, Section 5, Paragraph D of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

Committee Composition: There shall be at least six members of the committee. Four of the six are designated to be persons who hold the following offices/roles:

- a. Treasurer of the Association



- b. Chairperson of the National Fundraising Committee
- c. Vice Chairperson of the National Fundraising Committee
- d. Assistant Treasurer

The balance of the committee must be at least three other persons, one of whom is a member of the Alumni Council.

Duties of the committee:

- 1. Provide liaison between the National Fundraising leadership and the Council;
- 2. Report to the Council on the progress of or recommend any fundraising initiatives;
- 3. Consider recommendations for allocation of restricted contributions to the annual unrestricted contribution to the University;
- 4. Advise the President and the Alumni Council on matters of fiscal policy.
- 5. Review all financial proposals not in the budget before presenting to the General Membership or Alumni Council.

### **Investment Policy Duties**

- 1. Review investments;
- 2. Monitor general investment criteria;
- 3. The committee chairperson shall make day-to-day investment decisions in accordance with criteria set forth in the Investment Policy section of these policies and procedures;
- 4. The committee chair shall receive and invest all designated life membership or endowment classified funds when transferred; and,
- 5. The committee chair shall receive reports from the Treasurer on funds that may be temporarily placed in short-term, daily interest-bearing funds and receive monthly reports from the Treasurer on or status of interest-bearing funds.

Meeting Requirement:

This Committee shall meet at least twice a year. One meeting shall be held prior to the Annual Meeting to prepare the upcoming budget. The other meeting shall be held in early January or as soon as practicable of the new fiscal year to review progress of budget implementation and develop recommendations as appropriate for action to be taken by the Alumni Council.

Reporting Requirements:

- 1. Report to the Alumni Council on the progress of the fundraising drive.
- 2. Report investment performance to the Alumni Council each quarter.
- 3. Prepare a written report to be presented at the Alumni Council Meetings, and to the Executive Committee, if requested by the President.
- 4. A written report shall be presented at the Annual Meeting.

### **Committee on Bylaws and Resolutions**

This standing committee is established by Article V, Section 5, Paragraph G of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

Committee Composition: There shall be at least five members on this committee.

Duties of the committee:

1. Enforce provisions of Article IX, Section I of the Association's Constitution and Bylaws.
2. Suggest amendment changes to the Constitution and Bylaws on petition from the membership, or request from the Alumni Council, or the committee itself.
3. Draft and present the proposed amendment(s) to the Constitution and Bylaws to the Alumni Council and the suggested method for voting on the amendment(s) at the Council Meeting for its approval or rejection.
4. Upon request of the President, the Alumni Council and/or Regional Vice President(s), shall review the bylaws of local and/or regional organizations.
5. Upon request of the President or Alumni Council, interpret the provisions of the Association's Constitution and Bylaws.
6. Upon the request of the President and/or Alumni Council, compare other associations' constitutional related documents with those of this Association.
7. Prepare or have prepared constitutional related documents so they may be submitted for publication and for distribution to the membership.
8. Submit an annual budget request to the Finance Committee to cover expenses for training support to officers, chapters, and regions.
9. Assist in the preparation of the committee's submission for the annual budget.

Meeting Requirement:

This committee shall meet at least twice a year with one meeting being held prior to a triennial Council Meeting. At this meeting, the Committee shall meet to discuss drafts of amendments to be presented to the Alumni Council. Here is the current process the bylaws committee follows to review and amend requests to make changes [HERE](#).

Reporting Requirements:

1. Shall prepare a written report to be presented at the Annual Meeting, including proposed amendments to the Constitution and Bylaws.
2. Shall present any proposed changes to the Constitution and Bylaws at an Alumni Council Meeting for discussion.

### **Committee on Homecoming**

This standing committee is established by Article V, Section 5, Paragraph F of the Constitution and Bylaws. The President appoints the chairperson of this committee. The Chairperson in consultation with and approval of the President shall appoint members of this committee.

Committee Composition: There shall be at least four members on this committee and at least one must be a member of the Alumni Council.

Duties of the committee:

1. Plan and carry out alumni activities during Homecoming weekend.
2. Serve as liaison and coordinate activities with the student committee on Homecoming.
3. Publicize Homecoming.
4. Promote alumni attendance.
5. Foster interest and participation by alumni.
6. Assist in the preparation of the committee's submission for the annual budget.

Meeting requirements:

1. The Committee should meet prior to homecoming and after homecoming
2. Host and hostesses meeting should be held two weeks prior to Homecoming.
3. The Chairperson shall attend Alumni Council meetings, Annual Meeting, and Executive Committee Meetings, if requested by the President.

Reporting Requirements:

1. Must report through the Executive Committee to the Alumni Council.
2. Shall make a written report at the Annual Meeting. Progress reports and Homecoming plans should be presented at the October Council Meeting.
3. A final report of the past Homecoming should be presented at the winter Council Meeting.

### **Committee on Membership**

This standing committee is established by Article V, Section 5, Paragraph I of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

Committee Composition: The Bylaws do not set a minimum on the number of members. However, because membership fees support the work we do, this committee should have at least 9 members. The membership should include at-large members, chapter leaders, regional leaders, and local chapter membership chairs. One member should be familiar and have access to the membership software.

Duties of the committee:

1. Advise the Association on strategies to select non-members and retain present membership.
2. Publicize and promote National Membership Drives that promote being members of both the national association and local chapter.
3. Develop procedures to reclaim inactive members.
4. Recommend to the alumni council membership goals for the fiscal year.
5. Monitor the progress toward the annual membership goal.
6. Assist in the preparation of the committee's submission for the annual budget.

Meeting Requirement: This Committee shall meet monthly to review membership goals and strategies.

Reporting Requirements:

1. Shall present a written report at least at the first meeting or the Alumni Council and at the Annual Meeting.
2. The President or Alumni Council may require additional reports at the Alumni Council Meeting.
3. Shall maintain and review membership software

### **Committee on Memorials and Awards**

This standing committee is established by Article V, Section 5, Paragraph E of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

Committee Composition: There shall be no less than five members, a minimum of two and not more than three may be incumbents.

Duties of the committee:

1. Devise and revise guidelines for the purpose of recognizing an outstanding alumnus or alumni.
2. Select recipients of awards to be presented by the General Membership.
3. Establish criteria for presentation of memorials for deceased alumni or persons designated by the Alumni Council.
4. Be responsible for the Awards and Memorials Services at Alumni Weekend or other programs and occasions where alumni will be recognized.
5. Advise the Alumni Council of the need to establish additional award presentations as the need may arise. Conversely, the Committee shall recommend the elimination of awards that are outdated or have lost their effectiveness.
6. Upon request by the President, the Chairperson may serve on a special awards committee either for the Association or the University.
7. Prepare an annual budget request to be presented upon demand to the Budget and Finance Committee.
8. Perform the Annual Memorial Awards Ceremony at the June Council Meeting (at the Meeting voted on by the General membership or Alumni Council). (Note: To recognize and memorialize deceased alumni members)
9. Review and revise nomination forms for the Awards Program.

Meeting Requirements:

1. The Committee shall meet at a time prior to the Annual Meeting to review applications submitted for the award categories in the Association's Awards Program and select winners and runners-up in the designated award categories.

2. Shall be represented by one or more members at each Alumni Council Meeting.
3. At the discretion of the President, the committee Chairperson may meet with the Executive Committee of the Association.

**Reporting Requirements:**

1. Shall prepare a written report to be presented at the Annual Meeting, detailing the works of the committee for the past fiscal year.
2. The President or Alumni Council may require additional reports at the Alumni Council Meetings.

**Committee on National Fundraising Projects**

This standing committee is established by Article V, Section 5, Paragraph H of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

**Committee Composition:** There shall be at least five members on this committee.

**Duties of the committee:**

1. Develop and recommend fundraising initiatives that will advance the Association's programs or to help meet University needs.
2. Has oversight of the Mr. & Ms. Alumni Contest, which is a subcommittee to this Committee. The subcommittee is the primary source of funds raised for the National Alumni Scholarship Program.
3. Provides support to the annual Roger Gregory Scholarship Golf Tournament, which is the primary source of funds raised to support the scholarship fund.
4. Share fundraising strategies with local alumni chapters and provide guidance
5. Chairperson and Vice Chairperson serve as members of the Finance Committee.
6. Assist in the preparation of the committee's submission for the annual budget.
7. Communicate any recommendations or proposals for fundraisers to the Committee on Budget and Finance for review prior to presentation to the General Membership or Alumni Council.

**Meeting Requirements:** This Committee shall meet at least once a year, with one of these meetings being held prior to the Association planning meeting for the next fiscal year and before the budget is compiled by the Budget and Finance Committee.

**Reporting Requirements:**

1. Shall report to the Executive Committee on fundraising initiatives/projects during the Association Planning Meeting, and any other Executive Committee Meetings as requested by the President.
2. Shall submit a written report at the Annual Meeting.
3. Shall provide reports on initiatives/projects approved by the Alumni Council and present the progress at Alumni Council Meetings.

### **Committee on Nominations**

This standing committee is established by Article V, Section 5, Paragraph B of the Constitution and Bylaws. The Executive Committee shall appoint the chairperson and members of this committee.

Committee Composition: There shall be at least five members on this committee.

Duties of the committee:

1. Develop nominating criteria or guidelines for the election of national officers.
2. Inform annual, young alumni, recent graduates, and life members of the established guidelines, including dates for the submission of nominations.
3. Select or suggest methods for counting ballots for the election of the national officers.
4. Certify or have certified the election results.
5. Present the election results at the Annual Meeting.
6. Ensure there is an induction ceremony of the newly elected officers, including an oath to office taken by each national officer.
7. Provide a newspaper write-up and pictures to Alumni-related publications (i.e., NCCU Now, Association website, etc.), the local newspapers, and the hometown papers of the newly elected officers.

Meeting Requirements:

1. Present a nominating report at the winter Council Meeting the year of the election.
2. At the Annual Meeting, the committee shall present or have presented the election results.

Reporting Requirements:

1. Nominating reports must be submitted during an election year.
2. Changes in the election criteria or guidelines may be presented on an as needed basis.

### **Committee on Resolutions**

This standing committee is established by Article V, Section 5, Paragraph J of the Constitution and Bylaws. The Executive Committee shall appoint the chairperson and members of this committee.

Committee Composition: There shall be at least five members on this committee.

Duties of the committee:

1. Prepare resolutions for financial fallen NCCU Alum, working with the Administrative Assistant to verify financial status

2. Distribute resolutions via mail or in-person to the family or designee
3. Ensure all resolutions adopted by the membership be reviewed annually by the Resolutions Committee for evaluation of their continued appropriateness.

### **Committee on Truth and Service**

This standing committee is established by Article V, Section 5, Paragraph K of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

Committee Composition: There shall be no less than five members, a minimum of two and not more than three may be incumbents.

Duties of the committee:

1. Identify volunteer opportunities that allow alumni to give back to the University and our local communities
2. Coordinate annual volunteer opportunities with Chapter and Regions
3. Plan annual Alumni Weekend Day of Service activities, working with the Marketing/Communications Committee to promote the volunteer opportunities.

### **Committee on Audit**

This standing committee is established by Article V, Section 5, Paragraph I of the Constitution and Bylaws. The President appoints the chairperson and members of this committee.

Committee Composition: There shall be no less than five members, a minimum of two and not more than three may be incumbents. Expertise required of at least two members of the audit committee: understanding of generally accepted accounting principles and financial statements; experience in applying such principles; experience in preparing, auditing, analyzing, or evaluating financial information; experience with internal controls and procedures for financial reporting, and an understanding of the audit committee function.

Duties of the committee:

- Oversight of financial reporting (financial statements) and disclosure,
- Monitoring/Reviewing of accounting policies and principles,
- Consulting with the executive board on the hiring, performance, and independence of the external auditors,
- Oversight of any external auditors,
- Asking questions of management and the independent auditors to evaluate the audit process,
- Receiving reports directly from the auditors (not the executive director) in connection with the audit's findings,
- Receiving and considering actions to recommend to the full board as a result of recommendations from the auditors about actions the nonprofit should take to improve its financial reporting and management practices, as needed,

- Regulatory compliance,
- Discussion of risk management policies with executive leadership,
- Ensuring internal controls are in place and performed as expected,
- Protecting the interests of stakeholders, and
- Providing recommendations to the executive board.

## **Special Committees**

Special committees may be created by the President to fulfill a particular task or initiative of NCCAA. Chairpersons and committee members may be appointed by the President. Chairpersons of these committees may attend Executive Committee Meetings at the request of the President and report to the Alumni Council as requested by the President.

To date, the following are the special committees and their roles:

- Centennial Committee - Supports the planning of Alumni Weekend 2025 to celebrate the 100th anniversary of NCCUAA
- Marketing and Communications Committee - Manages all the social media platforms and supports the membership and memorial and awards committee
- Volunteer Committee - Coordinates volunteer opportunities during homecoming and as needed
- Student Engagement, Employment and Mentorship (SEEM) - Connects students and alumni with job opportunities and mentorship
- Chancellor Search Committee - Supported the alumni listening sessions and alumni perspective during the Chancellor engagements
- Civic Engagement and Advocacy Committee - Provides advocacy and legislative information

## **HISTORY OF NCCU ALUMNI CHAPTERS**

**Alumni are the heart of the NCCU Alumni Association. Chapters bring them together.**

The roots of NCCUAA can be traced back to the early days of our institution. Founded in 1925, NCCUAA emerged as a platform for former students to stay connected to NCCU and each other. Initially, its scope was modest, serving as a means of communication and occasional gatherings for graduates.

As NCCU flourished, so did NCCUAA. For 100 years, concerted efforts were made to expand NCCUAA's reach and activities. NCCUAA began organizing homecoming dances, networking events, and professional development workshops, fostering a sense of camaraderie and lifelong learning among alumni.



Moreover, NCCUAA ventured into philanthropic endeavors, launching fundraising campaigns, like Ms and Mr Alumni, to support student scholarships, campus and community initiatives. These efforts not only strengthened ties between alumni and the institution but also reinforced the spirit of giving back.

The concept of NCCUAA is not limited to a single entity—it extends far beyond the boundaries of the alma mater itself to NCCU local alumni chapters. The significance of NCCU local alumni chapters, the dynamic hubs that bring together graduates, those that attended NCCU, and others all from diverse backgrounds and locations, united by a common bond of shared experiences and aspirations.

Local NCCU chapters operate under the umbrella of NCCUAA, adhering to its guidelines and policies while also enjoying a degree of autonomy. Each chapter has its own leadership structure, including elected officers responsible for overseeing chapter activities and initiatives.

Chapters may also establish committees dedicated to specific areas of interest, such as membership, student recruitment, community service, or fundraising. This decentralized approach allows chapters to tailor their programs and services to the unique needs and preferences of their members.

## **ORGANIZING OR REACTIVATING A LOCAL ALUMNI CHAPTER**

### **Purpose of a chapter**

Chapters are geographically-based organizations that support NCCU and NCCUAA through activities for alumni and fans. Local chapters, all celebrating Eagle Pride, can be found all across the country and globe!

**STEP 1:** A group of alumni express an interest in organizing a local NCCU alumni chapter by contacting the NCCU Alumni Association, Inc. A liaison will be assigned to work with you. This person will either be the Regional Vice President, Vice President, or a member of the Regional Leader. Often individuals will reach out to the Office of Alumni Relations. The liaison will contact the alumni group to begin the process of determining interest.

**STEP 2 – Organizing Phase:** Using public resources such as a Google Survey, Facebook, or LinkedIn, identify others who would be willing to help form a chapter. Give them a call or send out a chapter development survey in coordination with your liaison to recruit other volunteers.

You need eight interested alumni to start a chapter, as required by the Constitution & Bylaws.

Once eight alumni have been identified, working with the liaison, convene a meeting. During the meeting select temporary officers, establish tentative goals, and formulate a set of bylaws to govern future meetings and activities of the alumni group. Interest group members must be members of the NCCU National Alumni Association and the prospective local chapter via NCCUAA's website.

During the organizing phase of a new group, the name chosen by that group should not include “chapter” as part of the name (for example: if the group is organizing in the Raeford, NC area, the name may be called the Hoke County NCCU Alumni Interest Group or the Raeford Area NCCU Alumni Interest Group). Your “chapter” status will be granted once you have been approved by the Alumni Council. Lastly, the group will also need to get an EIN and select a banking institution.

**STEP 3 - Host an Interest Meeting:** Lastly, the organizing group will hold an interest meeting with alumni living in the area/county/region. During this meeting the members will review the proposed chapter bylaws, approve the officers, meeting dates and format, align on the purpose of starting the chapter and strategic goals, and explain the expectations of the NCCU Alumni Association, Inc.. The Regional Vice President should attend this meeting. And other key leaders, such as the Director of Alumni Relations, National VP, National President, etc. should be invited to attend the interest meeting.

The temporary chapter officers are expected to attend and participate in regional and NCCUAA meetings as required by the Constitution & Bylaws during the organizing phase. If there are any changes in officers from the transition from temporary to permanent, please advise the NCCU Alumni Association, Inc. prior to the chartering date.

**STEP 4 – Chartering a Chapter:** Permanent officers are elected to serve the chapter for the period specified in the Constitution and Bylaws of the NCCU local chapter.

- A recommendation is made by the Regional Vice President to the Alumni Council for a Charter, with an effective date of the chartering, and a date for the installation of officers and the Charter presentation ceremonies.
- NCCUAA and regional officers are invited to attend a formal meeting for the purpose of installing the new officers and making the official Charter presentation.

**STEP 5 –**The local chapter is officially welcomed at the next regional and/or NCCUAA meetings. Once officially chartered, the chapter is expected to follow all rules and guidelines of NCCUAA

- The local chapter is under a one-year probationary period to ensure it can be active for its first year of existence or reactivation. The chapter is only responsible for completing the chapter information form and paying the annual assessment.

#### **FINAL DOCUMENTS TO BE SUBMITTED TO NCCUAA:**

1. COPY OF CHAPTER BYLAWS
2. PAYMENT OF CHAPTER ASSESSMENT
3. CHAPTER INFORMATION FORM (LINK TO FORM SUPPLIED)

#### **First Year Chapters**

Chapters in their first year of operations, such as newly chartered chapters or reactivating chapters, do not have to pay the contribution toward the Mr and Ms Alumni Scholarship. They must pay the annual assessment of \$100.

## **Chartering Ceremony**

A chartering ceremony is not mandatory. It is at the discretion of a newly formed or reactivating chapter whether it wishes to host a chartering ceremony. If a ceremony is desired, the chapter president may seek guidance from the respective RVP or NCCUAA Vice President.

## **[Chapter Compliance Document](#)**

## **Local Alumni Chapter Officer Responsibilities**

Behind every successful local NCCU local alumni chapter lies a dedicated team of officers who work tirelessly to uphold NCCUAA's mission, engage members, and foster a vibrant community. This section will explore the essential roles and responsibilities of local chapter officers, highlighting their invaluable contributions to the organization's success.

### *Leadership Structure*

The leadership structure of a local alumni chapter typically consists of several key positions, each with distinct roles and responsibilities. At a minimum, each local alumni chapter must have a president, vice president, secretary, and treasurer. Other officers needed to successfully run the chapter are determined by the local NCCU alumni chapter and must be identified in the chapter's bylaws, noting the responsibilities of the office.

In addition to traditional duties of each officer, local chapter officers are to be financial with the local NCCU alumni chapter and NCCUAA. They are to make a valiant effort to attend events and meetings hosted by NCCUAA.

**President:** The president provides overall leadership and direction for the local alumni chapter. Responsibilities include presiding over meetings, setting agendas, and representing the local alumni chapter to external stakeholders.

**Vice President:** The vice president assists the president in fulfilling their duties and assumes leadership in their absence. They may also oversee specific committees or initiatives as assigned by the president.

**Secretary:** The secretary is responsible for maintaining accurate records of local alumni chapter meetings, including minutes and attendance. They also handle correspondence, communications, and official documentation.

**Treasurer:** The treasurer manages the local chapter's finances, including budgeting, accounting, and financial reporting. They look after fundraising efforts, manage dues collection, and ensure compliance with financial policies and regulations.

**Committee Chairs:** Depending on the needs of the local alumni chapter, various committees may be established to focus on specific areas such as membership, community service, communications/marketing, or fundraising. Committee chairs are responsible for leading and coordinating the activities of their respective committees. The Executive Committee provides leadership, guidance, and oversight to the local alumni chapter. This

Committee is required because it plays a key role in driving the chapter's success, and ensures decisions made align with the NCCUAA's mission, vision, and goals.

### **Expectations of a Local Alumni Chapter**

1. Host or sponsor alumni activities and functions to provide opportunities for area alumni, their families, friends, etc., to become better acquainted with each other;
2. Recruit alumni for active membership in NCCUAA and local chapter through the “All In” Campaign;
3. Share information about NCCU’s academic programs, scholarship, programs to the community, etc.;
  - a. Provide information to NCCAA and the Office of Alumni Relations for mailings and publications.
4. Serve as a vehicle for members and former students to have meaningful participation in community service and become informed spokespersons on behalf of NCCU;
5. Assist graduates and alumni of NCCU in their respective areas to obtain employment, housing, and social outlets;
6. Encourage and solicit contributions from all former students in the area; and,
7. Maintain contact with the University regarding individual and group concerns and matters that affect the welfare of the University and current/prospective NCCU students.
8. Annual Calendar of Events: Chapters should develop an annual calendar of events. These events should include membership drives/pop ups, alumni engagement opportunities, volunteer projects, and chapter meetings to conduct business. Chapters should also invite the NCCUAA President to attend at least one meeting or event during the fiscal year.
  - a. Chapter presidents should seek assistance and counsel from their respective regional vice presidents.
9. Budget Development: Budgets for chapters are required to be developed annually. At the core, determining income and expenses is rudimentary to establishing a basis for proper chapter operations. Regional and chapter’s follow programming from NCCUAA and can be expanded. The national programs are: Membership, Scholarships, Fundraising, Student Recruitment and Alumni Employment, and Community Service Projects (a specific cause or organization may be recommended). A budget committee should be established for each cycle (i.e., annually or biannually). If there is a need to revisit an approved budget, parliamentary procedures are to be followed to handle any changes.

### **Chapter Officer Removal**

Each chapter officer is entrusted to uphold the office in which he/she/they serve in the highest regard.

- A. An officer may be removed from his/her/their office only pursuant to the duly authorized procedures established by the Local Chapter of the North Carolina Central University Alumni Association, Inc. Bylaws or by petitioning for a recall election by fifty-one percent of the chapter’s paid membership, as described in NCCUAA policies and procedures.
- B. Voting members may submit to the chapter Secretary, with a copy to each member of the chapter Executive Committee, a written petition for a Recall Election for a particular officer, together with the reasons for their request set forth in reasonable detail. The

- original petition submitted to the Secretary must reflect the original signatures of all of the voting members seeking the Recall Election. All properly framed and executed requests shall be granted by the Executive Committee. Within 10 days of receiving such a petition, the Secretary shall notify all voting members of the Recall Election, indicating in the notice the reasons for the Recall Election and providing at least 30 days advance notice of the election meeting. The Recall Election shall be held no more than 40 days after the Secretary receives the petition.
- C. The Recall Election meeting shall be chaired by the Immediate Past President (IPP) of the chapter or the next previous IPP (if the more current IPP is deceased or unavailable) or Executive Committee member designated by the IPP, who is not the subject of the Recall Election. After opportunities for discussion, including statements by any officers who are the subject of the Recall Election, that election shall be conducted by secret ballot. To carry, the recall of an officer pursuant to a Recall Election must be supported by no less than two thirds of the voting members present at the meeting.
  - D. In the event an officer is recalled through a Recall Election, a special election to fill that office shall be conducted in accordance with the procedures set forth in the appropriate Section of the chapter bylaws, except that (a) the same person who chaired the recall election also chairs the Special Election; (b) the Special Election shall be conducted no more than 40 days after the Recall Election, with no less than 30 days notice to the members; and (c) if the Executive Committee chooses to nominate a candidate for any available office, it will do so no less than 20 days prior to the Special Election.

### **Chapter Probation and/or Revocation of Charter**

All chapters are required to meet several standards to be classified as an “active” chapter. The standards are as follows: (a) pay the required chapter assessment fee as established by the General Association; (b) have eight financial members (NCCUAA and local chapter); (c) submit annual chapter report at the Annual Meeting or ask requested by the President; (d) file a financial report with a bank statement, referred to as the Statement of Income Report; (e) file the names and addresses of each chapter officer using the Chapter Information form; (f) pay the required \$500 assessment for the National Alumni Scholarship Program, unless the chapter runs a candidate in the Mr./Ms. Alumni Contest; (g) have representation at the Council meetings and Annual Meeting; (h) file annual meeting calendar.

Note: There are exceptions for new chapters.

If the above conditions are not met or waived by NCCUAA, the following actions must apply:

NOTIFICATION: All chapters that have not completed items A-H will be notified immediately following the Fall Council Meeting. The regional vice president will notify each chapter in their region of the items which are due. Chapter's are required to comply within 60 days of this notification. All materials are to be forwarded to the NCCUAA Vice President, unless otherwise stated.

**PENDING ACTION:** If a chapter has not complied or at least made a good faith effort to comply with all the items as state in the letter of notification, the chapter will be notified by the regional vice president of impending action, which may lead to probation or revocation of the chapter's charter. The chapter will have 60 days to file any outstanding reports, pay assessments or present any reason(s) why the NCCUAA should not proceed with appropriate action.

**PROBATION:** NCCUAA may place a chapter on probation when the chapter has not filed appropriate reports as required, lacks eight financial members (even if assessment is paid), and for failure to consistently have representation at Council meetings as stated above in item (f). The regional vice president is responsible for making the recommendation for probationary status to the Executive Committee. The Executive Committee will review the recommendation of the regional vice president and take appropriate action. The Executive Committee's action must be approved at a meeting of the Alumni Council. A chapter can be placed on probation for no more than 180 days.

**REVOCATION:** Revocation of a chapter's charter is the last and most drastic action of the Association. This action should be used only when all other measures fail or when a local chapter pursues actions or activities, which might jeopardize the tax-exempt status of the National Association. In addition, the Association may revoke the charter for actions or activities which are not in the best interest or image of the Association and University. If a chapter has proceeded through all of the above actions and has not met all of the standards of the Association, then the chapter's charter may be recommended for revocation by the regional vice president. Automatic revocation may be recommended for a chapter which has not met any of its financial obligations within a given year and for which there were nor five financial members. The Executive Committee will take appropriate action on the recommendation for revocation and this action must be approved at a meeting of the Alumni Council.

<b>TIMETABLE</b>	
<u>Probation Process</u>	<u>Response Period</u>
Notification	45 days from the date the item is due
Pending Action	30 days after the last item is due
Probation	90 days after the last item is due
	Total lapse time: 300 days
Revocation	Immediately after the above is not met automatically

## **Fiscal Policy and Procedure**

### **Receipts and Purchasing**

General – (For the purposes of this section, the term “purchases” means one transaction for any product or service not related to food or lodging while on travel status.) Purchases should be made with consideration toward cost control. Practices such as bulk purchasing, comparison shopping to identify vendors who provide the best products and services, etc. are encouraged. With these practices however, wherever possible, purchases of goods and services should be made from enterprises owned and/or managed by: (1) financial members of NCCU Alumni Association, Inc.; (2) graduates of NCCU; or (3) Black or other minorities. Dollars spent with these people are an investment in their goodwill and our future. Additionally, there are some individuals/vendors that we should not work with, see list below.

### **L. Financial Policy**

#### **I. Receipts/Revenue**

1. Dues: NCCUAA collects annual, All In, Young Alumni, Associate, and Lifetime dues. These monies are collected via mailed checks, online via Salsa, and via PayPal (note these platforms are integrated with our bank). All checks must be logged by the Administrative Assistant and safely secured awaiting deposit by the Treasurer or person designated by the President.
2. The Administrative Assistant will notify (email) the President, Treasurer, Asst. Treasurer, or any other person designated by the President.
3. Deposits of checks are mainly done via mobile deposit with Bank of America (BOA) within three days of email notification by the Treasurer or Assistant Treasurer or designee.
4. Cash received during events are counted by the Event Chair, the Treasurer, and Asst. Treasurer at the close of the event. Cash must be immediately deposited the next business day.
5. Other receipts: Other receipts (royalties or event fees) may be received online at BOA or via PayPal.

To date there are four vendors that have not followed our process (or are under inquiry by the University) to submit a W-9:

- Cut Up Entertainment owned by Corey Taylor (under inquiry for the trademarking of 10:40 Break)
- Sekou Gee owned by Sekou Gargonnu
- Heavyweight Security owned by Daryl Long
- Aggies and Eagles on the Vineyard operated by Vicki Suggs (under inquiry for trademark and not adhering to grant requirements)

#### **II. Disbursements, Expense Form, and Check writing**

1. The President or his/her/their designee shall approve by signing all expense requests for purchases.
2. The following procedures shall be used for the handling of disbursements:
  - a. The [Vendor Payment Request/ Reimbursement form](#) shall be completed by the Committee Chair or person needing personal reimbursement or an expense paid. They should include all invoices and/or receipts attached;
  - a. All Vendors (individuals and LLCs) must complete a W9 to be submitted with the expense form
  - b. The expense form shall be transmitted to the President for approval and signature.
  - c. The President will review the expense form and supporting documentation and approve by signing the document electronically. The President will send the form to the Treasurer for payment.
  - d. The Treasurer shall review the expense form, invoices, and/or receipts for arithmetic accuracy. A copy of the expense form will be stored in Quickbooks.
  - e. The Treasurer shall write and sign checks for approved voucher packages.
  - f. All checks will be signed by one authorized signature.
3. All cash receipts and cash disbursements shall be recorded in the checkbook/Quickbooks and a balance computed on the appropriate place in the checkbook ledger or software record.
4. Three signers (President, Treasurer, President's designee or Asst. Treasurer) shall be authorized for all accounts, with one signature required for all checks.

### III. Credit Card

The Alumni Association has a credit card. The use of this card will be approved by the President, Vice President, and Treasurer for goods or services necessary for the operation of the Association..

### IV. PayPal

To facilitate the efficient and effective operation of the Association, the NCCUAA has utilized PayPal as a means to pay some expenses and receive revenues. For expenditures, committee chairs or expense requesters must follow the same steps as outlined above before expense payments are executed.

### V. Stipends for NCCUA Elected Officers

The Alumni Council and/or the general membership of NCCUAA may recommend stipends for certain officers of the Association, pending available funds. The Alumni Council or Full Alumni Association (consists of all financial members) may increase the number and the amount of the stipends. Stipends are to be considered taxable income and shall be reported to the Internal Revenue Service.

Amount of Stipends: Stipends shall be paid in equal installments during the fiscal year. In 2020, stipends were suspended. This is a non-profit organization with the mission to support the University. Stipends are expenditures that take away from the fulfillment of that mission.



Budget procedure: The Committee on Budget and Finance can/shall include stipends in the yearly budget as expenditure for the Association. Funds for the stipends shall be budgeted from monies set aside for the operation of the Association.

#### VI. Contracts/Grants/Agreements

Any binding contract, grant or agreement that commits the NCCU Alumni Association, Inc. into paying for or receiving goods or services must be signed by the President, Vice President, or individual to whom the President designates that authority. The Legal Advisor must be consulted by the person signing the document before the contract or agreement is signed, if it requires the Association obligated to make payment toward a financial commitment. The Treasurer and Finance Committee should be notified for awareness and to flag any concerns.

The NCCU Alumni Association, Inc., being an IRS recognized 501 (c) (3) organization must comply with all laws and regulations of the United States, the State of North Carolina, and the City and County of Durham, NC, and ensure that due diligence is practiced in the receipt or disbursement of funds entrusted to the Association.

#### VII. Liability Insurance & Bonding

The Association has commercial property, general liability, and terrorism insurance through State Farm. The current policy is on file at the Alumni Office.

#### VIII. Funding Alumni Association Scholarships & Endowments

National Alumni Scholarship Program - The Mr./Ms. Alumni Contest serves as the primary fundraiser for providing funds toward the National Alumni Scholarship Program. The contest is a subcommittee under the Committee on National Fundraising. All monies raised for this contest are held in an account with the NCCU Foundation, Inc. and there is a CD with Mechanics and Farmers. This year, contestants are paying \$1,000 toward their homecoming expenses. These funds are pay to NCCUAA via a dedicated page on Salsa Labs.

The Roger R. Gregory Scholarship - The Roger R. Gregory Academic Scholarship honors Roger R. Gregory, former Director of the Office of Alumni Relations, his service to NCCU and the NCCU Alumni Association, and was announced at the 2011 Awards Dinner. This is a university recognized scholarship. The annual golf tournament held during homecoming is the primary fundraiser for this scholarship. All funds raised go toward this scholarship.

#### M. Budget Requests

Members of the Executive Committee with program responsibility and Committee Chairpersons, including chairs of special committees and subcommittees under a standing committee, are required to submit a budget at the time and in the format identified by the Chair of the Budget and Finance Committee. This is the form chairs use to submit budget requests [HERE](#).

## N. Investment Policy

### 1. GENERAL OBJECTIVE

A. Safety shall be one major consideration for investment of all NCCUAA funds. This factor relates to the kind of financial institution used as a repository for the funds (e.g., banks, saving and loan associations, brokerage houses) and to the type of investment instrument selected (e.g., certificate of deposit, savings plan, government securities, stocks, bonds).

B. Return on investment shall be another major factor for consideration when Association funds are invested.

C. At maturity, NCCUAA's investments shall be carefully reviewed to ensure that the needs and objectives for the funds are met. Life membership funds may be invested in long or short-term high yielding investments with the interest or dividend payments structured to periodically flow to the Association's operation account. Seventy-five percent of a life membership payment will be invested for these purposes. This amount can be adjusted based on funding needs.

D. Wherever possible, NCCUAA should use minority banks and other financial institutions and minority investment professionals to meet our general investment objectives.

### 2. RESPONSIBILITY

A. The responsibility for investment review and for monitoring our general criteria shall be delegated by the Alumni Council to the Budget and Finance Committee.

B. The chairperson of the Budget and Finance Committee shall have the day-to-day responsibility for making the investment decisions in accordance with the criteria set forth under Section 1 – General Objectives.

C. The Treasurer of the Association shall forward to the Chairperson of the Budget and Finance Committee all designated life membership or endowment classified funds for investment within 10 days of receipt of such funds.

D. The Budget and Finance Committee shall review and report investment performance to the Alumni Council each quarter.

E. The Treasurer shall advise the chairperson of the Budget and Finance Committee of excess funds that may be temporarily placed in short-term daily interest or dividend bearing funds and forward to the chairperson each month a report on those interest-bearing funds.

### 3. ACCEPTABLE PORTFOLIO INVESTMENTS

A. Certificates of Deposit

B. Savings Certificates

- C. Savings Accounts
- D. U.S. Government Securities
- E. Federal Agencies Securities
- F. Stocks and Other Equities
- G. Bonds and Other Debt Instruments

Read the investment policy [HERE](#).

#### O. Travel Policy (Note NCCUAA suspended paying for travel in 2020.)

For those officers or others who travel on behalf of NCCUAA, the following travel policies apply:

##### a. Advances

1. After checking to see if funds are available in the budget for travel, Executive Committee members and persons approved by the Executive Committee shall be allowed to receive travel advances.
2. Travel advances shall be only used for official Alumni Association business or whereas the traveler, upon arrival, is representing the Association or University.
3. Travel advances may be requested no more than 45 days before travel is to commence. The Association will mail or deliver checks for advances to the traveler no more than 15 days before the travel is to commence.
4. Travel advances shall be accounted for by the traveler within 30 days after the completion of travel with documentation. The Treasurer shall contact traveler in writing if appropriate documentation is not provided in a timely fashion. If it is not, then the traveler must reimburse the Association for the amount of the advance within 30 days of notification the debt is owed.

##### b. Reimbursements

A traveler on official Association business will generally be reimbursed within a seven-day period, as long as operating funds are available. It is the responsibility of the traveler to submit reimbursable expenses on the Travel Reimbursement Form found in Section IV, G.7 for proper processing.

1. Personal Auto – Officers or others traveling on behalf of the Alumni Association will be paid \$.30 per mile for the use of their personal automobile. The traveler must submit an expense report showing dates of travel, destination, purpose of travel and the actual number of miles.
2. Meals – We do not reimburse for meals.

3. Lodging – The Association will pay the actual cost of hotel or motel accommodations. The traveler is urged to exercise modesty when selecting accommodations.
4. Air Travel – All air travel will be arranged at the lowest fare. We will not reimburse the cost of luggage.
5. Rental Cars – NCCUAA will reimburse a traveler for the cost of a rental car when it is needed to do NCCUAA business. Travelers are encouraged to take advantage of special discounts offered by rental companies when available.
6. Ground Transportation – NCCUAA encourages travelers to coordinate pick up and travel upon arrival with chapter point of contact. Further, the Association will provide reimbursement of actual cost of ground transportation required to get from place to place of lodging to meeting or event and site and return. (Note: If personal auto is used to get to and/or from airport, etc., reimbursement will be at least at the stated \$.30/mile plus any costs for parking, tolls, etc.)
7. Receipts are required for all expenses over \$20.00, except meals. Personal expenses (e.g., dry cleaning, laundry, cost of travelers checks, luggage fee) are not reimbursable items.
8. Charges for travel and other expenses should be reported not later than the fifth business day of the month after travel is completed. Use the expense report [HERE](#).

## P. General Expense (Non-travel) Reimbursement

To receive reimbursement for non-travel expenses for items or service NCCUAA related must be accompanied with a receipt or documentation which includes the cost associated with the expense. Use this expense reimbursement [HERE](#).

## Q. Organizational Conflict of Interest

NCCUAA is composed of volunteers who are affiliated with other organizations of profit or non-profit status. It is imperative that volunteer leaders do not put themselves in compromising positions that may create the misrepresentation of trust or harm to the Alumni Association in any way. All elected and appointed officers must complete and sign the Organizational conflict of Interest form found in Section IV, G.4.

## R. Fraud Policy

It is the intent of the NCCU Alumni Association, Inc. to operate this organization with minimal risks and opportunities for fraud to be committed. The elected officers, appointees, and officers at the local chapter level who represent the National organization in their respective communities are to perform their duties in a respectable manner, exemplifying the high ideals for which NCCU stands. Behavior contrary to upholding these high standards and otherwise jeopardizes the integrity of this Association will not be tolerated and will result in immediate disciplinary action.

Examples of action may range from a letter of reprimand, the removal from office or responsibility to litigation.

When fraudulent behavior is observed, it is incumbent upon the observer to document the behavior, indicating the date and time the fraud occurred, person or persons involved, and the situation for which created the opportunity to create fraud, and signed by the observer. This information must be sent certified mail through the US Postal Service or email and addressed to the National President. If the National President is being accused of fraud, then the information above should be sent to the Director of Alumni Relations.

All active alumni chapters are required to submit fiscal year-end bank statements to accompany its statement of income and expenses, which is due to NCCUAA no later than August 1 or the next business day closest to this date of each year. This is the Association's method for ensuring at the chapter level that chapters accurately report their financial transactions during a fiscal year (July 1 – June 30).

The NCCU Alumni Association, Inc. budgets annually for auditing services to check its compliance against these policies and procedures.

Each year, it is recommended that the regions and chapters conduct an internal audit, and the audit committee is composed of the treasurer; the individual responsible for collecting and receiving funds; the regional vice president/chapter president, and four other members of the region/chapter. If a region or chapter encounters a fraudulent situation due to the mismanagement of funds by a responsible party, it is imperative that the regional vice president/chapter president or concerned party notifies the President, Vice President, and Treasurer immediately. Once the facts are presented to NCCUAA officers and Executive Committee, the governing body (i.e., either Alumni Council or National Body) will apply the appropriate form of discipline or legal recourse.

## S. Awards Procedure

The Memorial and Awards Chairperson serves as the primary manager of the awards procedure for the Association. Any monetary awards issued as a result of winning a particular award will be identified in the Memorial and Awards Committee budget submission. The President may also appoint a person(s) to serve on this committee for special awards outside of the Association's standard award categories. Award categories may change over time as determined by the Memorials and Awards Committee.

Current award categories: Founders', Recent Graduate, Truth and Service, Volunteer, Distinguished Alumni, Alumnus of the Year, and Chapter of the Year.

Award prizes may be in the form of certificates, trophies, plaques, and/or cash.

## T. Protocol

1. During national alumni meetings, it is appropriate to address the presiding officer by his, her, their title or last name (e.g., Mr. or Madame President, Mr./Madame Chair or President's/Presiding officer's last name – President Johnson or Presiding Officer Jones).
2. Chapter Presidents should address concerns to their respective Regional Vice President. If the Regional VP cannot resolve the concerns, they are elevated to the Vice President.
3. Official Association letters and other correspondence are handled by the NCCUAA Secretary, unless authorized by the resident or his, her, their designee to be performed by someone else.
4. Information on the Association's website will be maintained and managed by the approved webmaster and information for posting on the website must be reviewed by a member of the Executive Committee (President, designee or Secretary) and/or Marketing/Communications Chairperson before it is shared with the Association's webmaster.
5. When responding to the Chancellor or addressing the media, clear identify from which position you are addressing the issue. In other words, it should be clear to the audience that you are speaking on behalf of yourself as an alumnus or on behalf of a chapter or on behalf of the NCCU Alumni Association. If you speak on behalf of a chapter or NCCUAA, you must get approval from your chapter members or NCCUAA Executive Committee.
6. When communicating with the Office of Alumni Relations, chapters should copy their respective Regional VP on the communication, whether by email or U.S. Mail. Likewise, Regional VPs should copy the NCCUAA VP.
7. As a courtesy, Regional VPs should copy the NCCUAA VP on notifications for regional-level meetings planned for current and/or past regional officers (regional leadership meeting or conference call).

8. Attire to national alumni meetings is business casual (unless otherwise specified), preferably wearing the colors maroon and gray or the attire is adorned with a University or Alumni Association lapel pin.

9. It is always appropriate to recognize former NCCUAA Presidents at alumni events.

10. Use Association letterhead for all correspondence written in an official capacity. The template is available [HERE](#).

11. Resolutions will be written for any financially active (Annual, Young Alum, Associate, or Life) member. Letters of condolence for non financial members may be written, sympathy cards, or some other acts as decided on by the Alumni Council for Associate, Honorary, and Complimentary members .

## U. Communications & Marketing Policy

Every Alumni Association presents itself to the community through a diverse range of media: from apparel and gift items, athletic events to signs and promotional materials.

The public perception of the Alumni Association is based on how graduates of NCCU portray ourselves. It is essential that care be taken to ensure that the quality of our great institution is always held in high regard. The uniform use of coordinated communications graphics such as the logo, must present the public with a consistent, professional, and aesthetically pleasing image of the university.

The purpose of this document is to present the standards for the Alumni Association's printed and electronic graphic identity. It specifies the protocol for use by anyone involved in the development, purchase, implementation, or supervision of Alumni Association communications.

The university's name, seal and logos are the primary coordinating elements for the university. The Alumni Association's name and logo are primary to the Association. Correct and consistent use of these marks is essential to the branding of the university and Alumni Association.

If there are any questions, need for clarification, or concerns with specific guidelines presented, please contact the Electronic Communications Committee for clarification and review. It is more cost effective to raise questions early in the developmental stages of a project than to wait until the design is finalized and time for production is running short.

## MISSION

North Carolina Central University Alumni Association's (NCCUAA) Electronic Communications Committee (ECC) has a responsibility to promote public good, the NCCUAA and its chapters. Its specific responsibilities include drafting communications, web content, press

releases, advertising and marketing content, and serving in an advisory capacity to the Association, local chapters, and its officers and members.

## TIPS FOR TALKING TO THE MEDIA

- Know with whom you are speaking. Get the reporter's name and telephone number
- Rely on facts, do not speculate. Contact the Electronic Communications Committee if you need assistance.
- Know your objective & message, and stick to them.
- If you make a mistake, set it straight as soon as possible. Reporters should give you the benefit of the doubt for giving them bad information – once.
- Say something positive in every answer
- Say the name of the organization in every answer so regardless of what they use, NCCU Alumni Association's name is included
- Never say any form of “no comment”
- Never lie
- Never get angry with the reporter
- Ego is your enemy when talking to reporters. Remember, the reporter gets to write the story and has the last word.
- No take backs. Once you've said it, you've said it. It's too late to take it back – even through a letter from your attorney.

## SPOKESPERSON

You are not the official University Spokesman or the official spokesperson for the NCCU Alumni Association. The chancellor is the official spokesperson of the university, and the President is the official spokesperson for the NCCU Alumni Association.

## STYLE: ASSOCIATED PRESS WRITING

The Associated Press Stylebook and Briefing on Media Law, usually called the AP Stylebook, is the primary style and usage guide for most newspapers and news magazines in the United States.

To enhance efficiency, if you are producing text for a public audience, please consider adopting the AP style of writing.

## OFFICIAL TYPEFACE (FONTS)

The official university and NCUAA typefaces are Time New Roman.

## UNIVERSITY COLORS

The official colors of NCCU are maroon and gray.



The appearance of the colors will vary slightly according to the types of printers and copiers used.

However for all professional print work that is contracted out, NCCUAA identifies itself with these two approved color palette specifications using the PANTONE color system:

	<b>Maroon</b>	<b>Gray</b>
Process color (CMYK) on solid coated paper	0C, 100M, 61Y, 43K	0C, 0M, 0Y, 40K
Process color (CMYK) on uncoated paper	0C, 100M, 65Y, 28K	0C, 0M, 0Y, 37K
Spot color on coated paper	PANTONE 202	PANTONE 423
Spot color on uncoated paper	PANTONE 7427 U	PANTONE Cool Gray 7U
hexidecimal (web)	660000	333333
RGB (web and video)	142, 0, 28	143, 143, 143

## THE UNIVERSITY SEAL

The seal is the official trademark and primary identifier of the university to be used on diplomas and other official university documents. It presents the university name, North Carolina Central University, in a distinctive and thoughtful manner. The seal represents many of the positive aspects of our university. Dr. James E. Shepard, the university's founder, is depicted as a seeker of knowledge, with book in hand. He stands tall amidst the clouds, his eyes fixed upon the future. Below the image of Dr. Shepard are the motto "Truth and Service" and the institution's founding date, 1910. Below the entire seal is the founder's name, James E. Shepard. The seal is never to be reproduced without the accompanying text "James E. Shepard Founder."

Right



rating Policies & Procedures for NCCU Alumni Association, Inc

- The seal may be reproduced in black or maroon (PMS 202). The official seal may never be represented in a multi-color format. The text, center image, motto, name of the university, city and state, and name of founder must all be reproduced in the same color.
- The seal must be reproduced on a background of either white, light gray, or gray (PMS 423).
- The one-color seal may be reproduced in reverse, i.e. as white on a black or maroon (PMS 202) background. See illustration on the following page.
- Do not use the logo in the background or behind text as a watermark.

### THE NCCU ALUMNI ASSOCIATION LOGO

The NCCU Alumni Association logo is the formal mark of the Association. It should be used in all in documents, graphics, etc.



### SIZE AND PROPER PLACEMENT OF NAME LOGO

The logo should always be placed in an area void of other elements. The minimum size of the name logo is 1.25 inches wide.

### LOGO COLOR SPECIFICATIONS

The logo was designed with the official university colors in mind. In the interest of consistency and to preserve the design's integrity, the logo may be reproduced only according to the color

scheme specified as follows:

- The logo itself may be reproduced in black, white, gray (PMS 423) and maroon (PMS 202). The logo may never be represented in a multi-color format. The text, image, and name of the chapter must be reproduced in the same color.
- The name logo may be reproduced on a background of either white, light gray, or gray (PMS 423).
- The one-color logo may be reproduced in reverse, i.e. as white on a black or maroon (PMS 202) background.

### NAME LOGO FORMATS

To ensure the highest quality logo, please use the files provided by the Electronic Communications Committee.

### ATHLETIC LOGO

The Eagle, which is the athletic logo and university mascot, is intended to be used as a coordinating symbol for all sports-related and school spirit activities of the university. The athletic logo may be used for commercial purposes only with prior approval from the NCCU Office of Legal Affairs.



### USE OF THE ALUMNI ASSOCIATION NAME

NCCUAA is a gateway to North Carolina Central University. Approved use of the association's name is North Carolina Central University Alumni Association, Inc. or NCCUAA.

Please refrain from using the following written presentations:

- N.C.C.U.A.A.
- Central Alumni Association
- NC Central Alumni Association
- North Carolina Central Alumni Association
- Eagle Alumni

Read more in our Brand Guidelines [HERE](#).

## V. Officer Training

Officer Training will be offered in intervals as deemed necessary by the Executive Committee not exceeding three years from the last known training session.

## W. National Meeting Schedule

The meeting schedule is recommended by the Executive Committee and presented and voted on at the Annual Meeting. It is at that time the schedule is set for the fiscal year.

## X. Alumni Association Contractors

The Alumni Association may from time to time determine the need to have paid contractors to better facilitate the operations of the organization. Listed below are the paid positions currently performing duties for the General Association:

Administrative Specialist – This paid, part-time position is responsible for:

- Day-to-day operations of the NCCUAA Office (e.g. checking and responding to voicemails, answering phone calls, responding to email, opening mail and logging it, welcoming visitors, requesting supply orders, responding to requests, filing, etc).
- Receiving and logging monies received on behalf of the Alumni Association.
- Processing memberships and Updating the Membership database.

Bookkeeper – This paid, part-time position is responsible for:

- Classify and record receipts and disbursements
- Reconcile bank accounts
- Update and maintain the chart of accounts
- Assist with preparing financial reports in compliance with GAAP
- Assist the auditor with the audit and preparation of the 990

## Y. Retention of Documents

The Document Retention procedures identifies the record retention responsibilities of the Executive Board, contractors, volunteers, and outsiders for maintaining and documenting the storage and destruction of NCCUAA's documents and records.

All are required to honor the following rules:

- a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by uploading a copy in the NCCUAA's Google Drive (its main filing system);
- b.* All other paper documents will be destroyed after three years;
- c.* All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year;
- d.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated investigation or proceeding or private litigation (check with legal advisors); and
- e.* No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

### **Record Retention**

Here are the time requirements we are following

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	None - stored in the accounts
Checks (for important payments and purchases)	Permanently
Contracts	3 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Expense analyses/expense distribution schedules	2years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years

Minute books, bylaws, and charter	Permanently
Tax returns and worksheets	Permanently
NCCU MOU	Permanently

## A. University Structure

### MISSION

North Carolina Central University is a comprehensive university offering programs at the baccalaureate, master's and selected professional levels. It is the nation's first public liberal arts institution founded for African-Americans. The university upholds a strong liberal arts tradition and a commitment to academic excellence in a diverse educational and cultural environment. It seeks to encourage intellectual productivity and to increase the academic and professional skills of its students and faculty.

The mission of the university is to prepare students academically and professionally to become leaders prepared to advance the consciousness of social responsibility in a diverse, global society. As the university continues to serve its traditional constituency of African-American students, it will expand its commitment to meet the educational needs of a student body that is diverse in race and other socio-economic qualities.

Teaching, supported by research, is the primary focus of the university. As a part of that focus, the university encourages its faculty to pursue intellectual development and rewards toward effective teaching and research. The university recognizes the mutually reinforcing impact of scholarship and service on effective teaching and learning. NCCU, therefore, encourages and expects faculty and students to engage in scholarly, creative, and service activities that benefit the community.

## B. NCCU Foundation, Inc.

### HISTORY

The NCCU Foundation was incorporated June 28, 1972 by the Secretary of State for the State of North Carolina. It was created under the leadership of Chancellor Albert N. Whiting in response to the University's recognition that private support had to be encouraged in order for NCCU to maintain its quality and position of eminence among institutions of higher education.

The Foundation is the successor to the NCCU Advisory Committee, which launched the \$1M Endowment Fund Campaign in 1971 under the leadership of Liggett & Myers Chief Executive Officer, Milton E. Harrington. The objective of the Endowment fund Campaign was to raise money to recruit and retain outstanding scholars to replace those who retired or were lured elsewhere because of more lucrative opportunities.

As the horizons of the University and the Committee expanded, the need for an independent organization was recognized. The organization, which became the North Carolina Central University Foundation, would raise money not only for endowment, but for a variety of purposes. Never before in the history of NCCU have private funds been more essential to nurturing the special excellence which has characterized the University over the years.

## MISSION

The mission of the North Carolina Central University Foundation, Inc., is to foster and promote the growth of higher education in North Carolina and specifically North Carolina Central University by whatever name it may be designated, and to that end, to encourage, solicit, receive and administer gifts and bequests of property and to hold in trust any property, real and personally given, devised, bequeathed, given in trust or in any other way made over to said corporation for the use or benefit of North Carolina Central University; to invest or disburse all monies received, and generally to care for, manage, administer and control all such property received, and to carry out the wishes and to see that the funds and property so received, and to carry allowable designations of the donors, and to perform any acts and expend funds not specifically designated, in any manner in which the corporation's Board of Directors shall determine will be beneficial to the University.

## ROLE OF THE FOUNDATION

The NCCU Foundation has the authority to receive endowments, bequests, gifts and contributions of all kinds of property in order to carry out its stated objectives. The Foundation has tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code and all donations to the Foundation are tax deductible for income, gift or real estate purposes.

An important objective of the Foundation is to provide unrestricted funds which can be used at the University's discretion where the need is greatest. This provides an important resource, enabling NCCU to take advantage of outstanding educational, research, and public service opportunities when and where they arise.

The Foundation's flexibility enables it to serve many purposes. For example, gifts to the Foundation can:

- Provide seed money to initiate important one-time projects designed by administration.
- Provide incentives of "matching" funds, other gifts, often resulting in total contributions several times the initial gift.
- Provide financial assistance to students through scholarships, fellowships, and awards.
- Support experimental academic programs and faculty development aimed at improving the quality of education at NCCU.
- Generate more endowment funds to perpetuate the University's quality.

## C. Pre-Alumni Club

The Pre-Alumni Club serves as a training ground for undergraduates to begin their journey in learning the responsibilities of becoming committed, supportive alumni to maintain the sustainability and perpetuity of North Carolina Central University. Oversight for this club falls under the responsibility of the Office of Alumni Relations. A representative of this club serves as an ex-officio member of the Alumni Council.

D.

### Alma Mater

The sloping hills, the verdant green  
The lovely blossoms' beauteous sheen  
Surround our college proud and gay,  
Where wave our colors, Maroon and Gray.  
What matters it how far we roam?  
Our thoughts will oft return to home,  
And hearts will e'er be true to thee,  
Our Alma Mater, N.C.C.

Refrain:

Then Rah! Rah! Rah! For our colors so gay!  
Dear old N.C.C.'s Maroon and Gray;  
Thy sons and daughters will honor thee,  
Dear old N.C.C.

### II

We gather here to fit our lives,  
As from darkness light revives,  
So let us hail, both night and day  
Our glorious colors, Maroon and Gray.  
We'll ever love and honor thee,  
For thou hast taught us loyalty.  
Then let our watchword, "Service" be  
To Alma Mater, N.C.C.

### III

You send us forth with hearts of love  
So like a blessing from above  
And from the path we'll never stray.  
Our dear Alma Mater, Maroon and Gray.  
We'll work and fight, we'll win our way  
When duty calls we shall obey  
And may we e'er return to thee  
Our Alma Mater, N.C.C.

E.

### Ring Dem Bells



Ring dem bells on NCC's campus  
Sing dem songs as n'er before  
Bow down all, now all together  
We have brought the vic'try home – ome – home!

Ring dem bells for (alumnus name or person of recognition)  
Let him/her know we love him/her so  
Bow down all, now all together  
We will bring the vic'try home – ome – home!

F. **Fight Song**

We are the mighty Eagles  
Our majesty will soar high  
There's victory for you and me  
When we show our Eagle Pride.

Fight! Fight!

Our mighty campus we have here  
Our spirits will reign free  
For we are the mighty Eagles  
Dear old NCC!

G. **NCCU Alumni Pledge of Allegiance**

I hereby solemnly pledge unbroken allegiance to my alma mater in appreciation for the opportunities for development afforded me as a student at North Carolina Central University.

I pledge active membership in the Alumni Association wherever I may be. Through association with fellow alumni, I shall ever do my best to uphold the ideals and traditions of my alma mater.

I pledge as a citizen to exemplify the high ideals thus implied, seeking truth always, rendering positive service to community, state, and nation, and so to live as ever to bring honor and respect to my alma mater.

## **SECTION IV – MISCELLANEOUS INFORMATION & FORMS**

A. **Oaths of Office**

We, the newly elected officers of the \_\_\_\_\_ Chapter of the North Carolina Central University Alumni Association, Inc., do pledge solemn allegiance to our Alma Mater in appreciation of the opportunities for development, both personal and professional, afforded us as students at North Carolina Central University.

We pledge to remain active members and to abide by the Bylaws of the \_\_\_\_\_ Chapter and the Constitution and Bylaws of the National Alumni Association.

We further pledge to exemplify the high ideals of our Alma Mater, to render positive service to community, state, and nation, and to bring honor and respect to North Carolina Central University.

You are now duly installed officers of the \_\_\_\_\_ Chapter for the time span specified by your Chapter Bylaws. CONGRATULATIONS!

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We, the newly elected officers of Region I/II/III/IV of the North Carolina Central University Alumni Association, Inc., do pledge solemn allegiance to our Alma Mater in appreciation of the opportunities for development, both personal and professional, afforded us as students at North Carolina Central University.

We pledge to remain active members and to abide by the Bylaws of Region I/II/III/IV and the Constitution and Bylaws of the National Alumni Association.

We further pledge to exemplify the high ideals of our Alma Mater, to render positive service to community, state, and nation, and to bring honor and respect to North Carolina Central University.

You are now duly installed officers of Region I/II/III/IV for the time span specified by your Regional Bylaws. CONGRATULATIONS!

## B. Memorandum of Understanding between NCCU and NCCUAA

A copy of the MOU is in the Contracts and MOU folder and [HERE](#).

## C. “What an Alumni Organization Should Mean to its University”

1. Alumni should be a “proud” and “informed” voice on behalf of NCCU and other historically Black Colleges and Universities.
2. The alumni should be a vital source of political strength of their alma mater and the community.

3. Alumni, as individuals and collectively, should be an asset and not a liability to the institution.
4. An alumni organization should be a built-in cadre for fundraising and other forms of financial support for the institution.
5. The alumni should educate themselves and become much more aware of what is happening to their institution so that they can provide ideas for the survival and strength of the institution in the future.
6. The alumni, having had an opportunity to test the value of their education in the world of work, should become elevators of the institution's academic programs.
7. Alumni who have distinguished themselves in their profession and brought honor and recognition to the university should serve as inspiration to students and fellow alumni.
8. Alumni should take advantage of every available opportunity to provide meaningful service to the University, National Alumni Association, and the community.
9. An alumni organization should demonstrate a willingness to recruit and utilize the talents of the young graduates so that all levels of the organization will have a cadre of trained leadership for the future.
10. The alumni, as a national body, should encourage all alumni to become involved in the Annual Giving Program.
11. An alumni organization should direct its resources toward the heart of the institution's programs so that the institution's survival will always be assured.
12. Alumni, as individuals and as organized groups, should "impress" and not "depress" future students. Alumni should be living examples of the institution.
13. The alumni should be an organized sales force for the University. A top priority of the chapter should be to market the University.
14. The Alumni should be a primary point of contact and a center of information and influence in the local community.
15. The Alumni, representing Historically Black Colleges and Universities, can let America know that we are not only concerned about our schools, but are doing all we can to keep them alive and well.

#### D. "50 Ways to Support NCCU and the Alumni Association"

1. Wear your NCCU Eagle lapel pin EVERYDAY!

2. View everyone – at any age – as a prospective NCCU student.
3. Mention NCCU to a local academic awards winner (if they have not committed to a university).
4. Connect a prospective student with a student on campus.
5. Keep current NCCU data and material for easy reference.
6. Take NCCU materials to your church, community center, clubs and service organizations.
7. Serve as an Alumni Recruitment Coordinator for your NCCU Alumni Chapter or Area Point of Contact if no chapter exists.
8. Mention NCCU to parents of a high school student and prospective transfer students.
9. Encourage a prospective student to visit campus and the website.
10. Send NCCU the name of a possible applicant.
11. Send articles about potential students to the Admissions Office and share your recruitment ideas.
12. Host a Recruitment Reception for prospective students (coordinating with Admissions Office).
13. Speak about your career at a high school Career Day and show how your NCCU education helped.
14. Assist Admissions Staff member at an NCCU table for high school College Night.
15. Attend an area information session with an Admissions Representative.
16. Offer to have a prospective student “shadow” you at work; even consider hiring NCCU students and graduates.
17. Drive students to an NCCU Open House Event.
18. Adopt a school in your neighborhood to make sure NCCU information is available (especially if their school colors are Maroon and Gray or their mascot is an EAGLE).
19. Tell a local scholar/athlete about NCCU. Also support NCCU Athletics and cheer loudly at games.
20. Encourage all teenagers you meet through work, church, community, etc., to consider NCCU.
21. Wear NCCU paraphernalia and Maroon and Gray attire often.
22. Contact your local students currently enrolled at NCCU.
23. Invite a newcomer (NCCU alumnus or not) to a local area alumni event.
24. Send NCCU your “new” e-mail and/or home address.
25. Find a lost classmate and send the address to NCCU and NCCUAA.
26. Keep in touch with NCCU faculty, staff and mentors.
27. While traveling, try to get in touch with NCCU alumni where you are traveling.
28. Wear you NCCU Eagle apparel when traveling for business or pleasure.
29. Start a day of Community Service with all the NCCU Alumni in your area to benefit a local charity or non-profit agency.
30. Celebrate Founder’s Day as often as possible. Return for Homecoming and class reunions.
31. Be a strong advocate for NCCU. Join the NCCU Alumni Association!
32. Keep the latest edition of the NCCU magazine on a table at your business or in your office.
33. Tell new friends about your experiences at NCCU. Invite them to games and events.
34. Wear an NCCU polo shirt on casual day at work or at the golf course.
35. Hang your NCCU diploma in your office or at your work station.
36. Buy pictures of the NCCU campus, frame them, and hang them in you place of business or office.
37. Mention NCCU in your credentials or any news story about you.
38. Keep NCCU up-to-date with your personal and professional accomplishments.

39. Mention NCCU when addressing the public.
40. Quote NCCU people in your writing or research.
41. Use your NCCU coffee mug everyday...and make sure it's coffee!
42. Make a gift annually to the NCCU Foundation, Inc., in support of university scholarships and other needs. Remember NCCU and the Alumni Association in your will and estate planning.
43. Check out the NCCU website at [www.nccu.edu](http://www.nccu.edu), as well as the Alumni Association website at [www.nccualumni.org](http://www.nccualumni.org).
44. Purchase an NCCU license plate (where available) and/or put an NCCU decal or license frame on the front of your car.
45. Wear an NCCU t-shirt or sweatshirt while shopping or washing your car.
46. Share your NCCU magazine with non-alumni.
47. Dedicate a "Maroon and Gray" room in your home complete with Soaring Eagles.
48. Get to know the NCCU administration, faculty, staff, and students by name.
49. Share your LOVE for North Carolina Central University and be an Eagle Ambassador!!!
50. Send your children and/or grandchildren to the "Sloping Hills and Verdant Green of North Carolina Central University"!!!

E. "The Value of a Member"

Ten little members standing in a line,  
One disliked the president, then there were nine.

Nine ambitious members offered to work late,  
One forgot her promise, then there were eight.

Eight creative members had ideas as good as heaven,  
One lost enthusiasm, then there were seven.

Seven loyal members got into a fix,  
They quarreled over programs, then there were six.

Six members remained with spirit and drive,  
One moved away, then there were five.

Five steadfast members wished there were more,  
One became indifferent, then there were four.

Four cheerful members who never disagree,  
'Til one complained of meetings, then there were three.

Three eager members! What do they do?  
One got discouraged, then there were two.

Two earnest members, each enrolled one more,  
Doubling their number, then there were four.

Four determined members just could not wait,  
'Til each won another, then there were eight.

Eight excited members signed up sixteen more,  
In another six verses, there will be.....  
A thousand and twenty-four!

Author Unknown

## F. Samples of Litanies

### A LITANY FOR CHARTERING

Adapted

In honor of those who in their time ignited the lamp of truth by which succeeding generations have been inspired; as a tribute to those whose labor of yesterday bless many who serve mankind today; as a means of inspiring all who now live to give unselfish service and devoted loyalty; we come now to charter this Chapter to the North Carolina Central University Alumni Association.

**LEADER:** To the glory of god and support of North Carolina Central University,

**PEOPLE:** **We charter this chapter.**

**LEADER:** As a group through which combined efforts will be offered to strengthen and expand North Carolina Central University,

**PEOPLE:** **We charter this chapter.**

**LEADER:** For the preparation of volunteers whose work will be dedicated to promoting North Carolina Central University,

**PEOPLE:** **We charter this chapter.**

**LEADER:** As a group where volunteers may be stimulated to grow in numbers and increase the activities in which they participate,

**PEOPLE:** **We charter this chapter.**

**LEADER:** As a group where the virtue of sharing and the art of cooperation can be further perceived and generously practiced,

**PEOPLE:** **We charter this chapter.**

**LEADER:** For the extension of courtesies and service to the Nation, the State, and the Alumni Association,

**PEOPLE:** **We charter this chapter.**

**LEADER:** To the memory of all whose life and love have in times past been given to the support of North Carolina Central University,

**PEOPLE:** **We charter this chapter.**

**LEADER AND PEOPLE:**

May this group be forever dedicated to the enrichment of all who volunteer; May it be used to help foster the best in scholarship and all that humanizes people in the academic community; To these ends, we charter this chapter to the service of all alumni.

**LEADER:**

Ever-living and eternal Father, we thank Thee for this new group. Teach us how to use it for thy glory. Bless it with Thy benediction, and grant that all experiences we share may find a place in the building of thy Kingdom here on earth, even as Thou wouldst have it organized in Thy name. Grant us Thy peace as we work toward a better world. Sanctify Thy people with the power of new zeal for accomplishing goals toward abundant living, through Jesus Christ our Lord.

**ALL: Amen.**



**A Litany of Gratitude**  
(Used at a Region III Conference)

**LEADER:** Region III of the NCCU Alumni Association seeks to give homage to its “Fallen Eagles” during the past fiscal year for their human contribution to the communities where they lived and served as well as throughout the world.

**PEOPLE: We honor you in Truth and Service**

**LEADER:** For the god-given years that you used your sense of stewardship – time, talents and monetary gifts – for the building of education for those students who experienced life-building values from the environment created on the “sloping hills and verdant green”.

**PEOPLE: We honor you in Truth and Service**

**LEADER:** Region III of the NCCU Alumni Association seeks then to continue your legacies by motivating and encouraging alumni and friends to involve themselves in service to all mankind as you have shown us.

**ALL: We dedicate and give ourselves in the spirit that we have been taught in your honor – In Truth and Service.**

(Region III’s name can be substituted with another group’s name)

**NCCU Heritage Litany**  
(Written by Alumnus Leonard King, '65)

**LEADER:** For the sloping hills and verdant greens,

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For visionary leadership from Dr. James E. Shepard to (insert name of current Chancellor,

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For keen, professorial minds that sparked and nurtured our love of learning,

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For the Bull City community that beckoned us to come and actualize our dreams,

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For invaluable parental support and family sacrifices that lifted our fledgling wings,

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For alumni past and present, far and near, whose lives continuously reflect the essence of Truth and Service",

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For our illustrious heritage that anticipates a bright tomorrow,

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For future impact and contributions that will inspire aspiring Eagles,

**PEOPLE:** Lord, we graciously give thanks.

**LEADER:** For NCCU, beloved alma mater, NCCU par excellence,

**ALL:** Lord, we graciously give thanks, again and again.

G. Forms (All forms can be provided electronically for easier completion)

1. [Obituary Submission](#)
  2. [Expenses & Reimbursements Form](#)
  3. [Annual Conflict of Interest Certification](#)
  5. [Gift-In-Kind](#)
  7. Travel Reimbursement (see below)
  8. [Statement of Income and Expenses](#)
  10. [Alumni Award Criteria & Chapter of the Year](#)
-

**NORTH CAROLINA CENTRAL UNIVERSITY  
ALUMNI ASSOCIATION, INC.**

**TRAVEL REIMBURSEMENT FORM**

INSTRUCTIONS - PREPARE IN TRIPLICATE. ATTACH RECEIPTS FOR ITEMS OVER \$ 5.00  
RETURN TO THE OFFICE OF ALUMNI AFFAIRS (POST OFFICE BOX 19795, DURHAM, NC 22707)  
NOT LATER THAN THE FIFTH BUSINESS DAY OF THE MONTH AFTER TRAVEL IS COMPLETED.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Purpose of Trip or Business: \_\_\_\_\_  
Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_  
=====

PART A: This is a true and accurate statement of expense incurred in the services of the North Carolina Central University Alumni Association, Inc. The amount entered on line 6 of this form is NOT TO BE REIMBURSED, \$0.00 But my copy of this statement will show proof of charitable contribution at the time personal taxes are reported.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PART B: This is a true and accurate statement of expense incurred in the services of the North Carolina Central University Alumni Association, Inc. The amount entered on line 6 of this form is to be reimbursed, \$0.00

The amount requested for reimbursed will not be claimed as charitable contribution at the time personal taxes are reported.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED:

President \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

7/2006

ATTACH RECEIPTS FOR ITEMS OVER \$ 5.00

TRAVEL (SHOW EACH CITY VISITED)		(1) TRANSPORTATION			(2) PER DIEM		(3) OTHER EXPENSES	
DAY	FROM   TO	MODE	PRIV. CAR MI.	AMOUNT	TYPE	AMOUNT	EXPLAIN.	AMOUNT
		//////////	//////////	//////////	//////////	//////////	//////////	//////////
		(P)		\$0.00	B	\$0.00		\$0.00
		(A)	//////////	\$0.00	L	\$0.00		\$0.00
		(R)	//////////		D	\$0.00		\$0.00
		(O)	//////////	\$0.00	H	\$0.00		
		//////////	//////////	//////////	//////////	//////////	//////////	//////////
		(P)		\$0.00	B	\$0.00		\$0.00
		(A)	//////////		L	\$0.00		\$0.00
		(R)	//////////		D	\$0.00		\$0.00
		(O)	//////////	\$0.00	H	\$0.00		\$0.00
		//////////	//////////	//////////	//////////	//////////	//////////	//////////
		(P)		\$0.00	B	\$0.00		\$0.00
		(A)	//////////		L	\$0.00		\$0.00
		(R)	//////////		D	\$0.00		\$0.00
		(O)	//////////	0	H	\$0.00		\$0.00
//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
//////////	TOTALS	(1) TRANSPORTATION		\$0.00	(2) PER DIEM	\$0.00	(3) Other	\$0.00
<u>Transportation</u>								
(P) Personal car @ \$.30 per mile		Total Cost (Add lines 1, 2, 3)		(4)	\$0.00			
(A) Air		Advance Amount ( - )		(5)	\$0.00			
(R) Railroad		** Difference (If 4 > 5)		(6)	\$0.00			
(O) Other - (T) Taxi		* Excess (If 4 < 5)		(7)	\$0.00			
(LI) Limousine								
(RA) Rental Car								
(BU) Bus								
<u>Per Diem</u>								
(B) Breakfast-\$6.50 (L) Lunch-\$8.50		* Payable to NCCU Alumni Association, Inc.						
(D) Dinner-\$14.50 (H) Hotel		** Payable to Claimant						
<u>Other Expenses</u>								
Tolls, Parking, Tips								
7/91								