



**Talladega College
National Alumni Association**

**Chapter Guide
January
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Chapter Guide

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FOREWORD

The Talladega College National Alumni Association Chapter Guide is an easy self- help guide designed to assist Talladega College Alumni Chapters as follows:

- To understand the functions of Talladega College National Alumni Association (TCNAA)
- To implement projects and programs which benefit Talladega College and TCNAA
- To serve as a supplement to the TCNAA Bylaws
- To serve as a self-help reference for members in alumni chapter meetings
- To assist chapters in managing and promoting more effective involvement of alumni and non-alumni in chapter activities

This Guide is published by The Talladega College National Alumni Association.

Talladega College National Alumni Association

I. Purpose

The purpose of the Talladega College National Alumni Association shall be:

- A. To be the permanent network of communication, fellowship, and of common effort among all alumni and friends of the college;
- B. To provide resources, both human and financial, for the furtherance of the continuing growth of Talladega College, its students, alumni, and those related to the College;
- C. To provide a channel through which the public can be made aware of the needs of the College, can know of the contributions of the College and alumni to civic and community welfare, can contribute toward the constant progress of the College; and
- D. To annually participate with the College through financial support, promotion of good news about the school and student recruitment.

II. Membership and Dues

Section 1. Eligibility

Membership shall be open to all former students of Talladega College and to others who express an active interest in the welfare of the College and its purposes.

Section 2. Membership and Dues

- A. Active members are those persons who have paid dues for the current year of The Association. They may vote and hold office in accordance with the By Laws.
- B. Those persons who are members of the most recent graduation class automatically hold active membership through December 31st following the year of their graduation year. The payment of dues for this group is optional.

Section 3. Membership Dues

- A. Annual dues for each member of the Association will be established by the TCNAA Board. Membership in the National Alumni Association is not contingent upon holding membership in a local chapter. Local chapters may levy dues, as they deem appropriate.
- B. Dues are due and payable in December for the next fiscal year, beginning January 1st and effective through December 31st of the following year.

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Section 4. Voting Privileges

A member is eligible to vote in elections if he/she is a current dues-paying member of Talladega College National Alumni Association.

III. Chapter Composition

There must be no fewer than five (5) active TCNAA members in order to charter or to reactivate a chapter. Chapters are required to operate under the auspices of TCNAA. In addition, each Chapter will be required to participate in and support activities of TCNAA.

IV. Chapter Officers

- A. At a minimum a chapter must have a president, secretary, and treasurer. Other officers may be chosen as deemed necessary by the chapter.

V. Chapter Meetings

Each chapter should meet quarterly at a minimum in order to carry out the objectives as stated in Item I of this Chapter Guide.

VI. Chapter Contributions and Funds

- A. All funds raised or collected by chapters in the name of Talladega College or TCNAA are to be submitted to the Office of Institutional Advancement (OIA) with the exception of funds that may be needed by a chapter for its operations. All funds raised during any given year are to be reported and submitted by the specified deadline in order for a chapter to be considered active.
- B. In-kind gifts are those gifts or services rendered to Talladega College that enhance programs, projects and events of the College. Expenses incurred for performing these services, for example, student recruiting, office equipment, choir support, basketball teams support, and etc. may be considered as in-kind gifts. Anything regarded as an in-kind contribution must be documented and submitted to OIA for approval.

VII. Alumni Giving

Individual Annual Alumni Giving is the "Life Blood" of Talladega College; therefore, it is imperative that the number of alumni givers and the total contributions show continuous improvement. All chapters should strive to have all chapter members participate in the Annual Alumni Giving Fund Campaign. (**See CHAPTER of the YEAR AWARDS**).

VIII. Chapter Reports and Forms

- A. Chapters are to submit the following to the TCNAA Recording Secretary:
 - 1. Chapter meeting dates;
 - 2. Calendar of proposed projects/activities;
 - 3. Roster of current officers including addresses, fax and phone numbers, and e-mail addresses;
 - 4. Minutes reflecting chapter election of officers and chapter representative to the TCNAA Board.

This information should be submitted to the TCNAA Recording Secretary by March 1st.

- B. Chapters are to submit to Talladega College National Alumni Association a report of projects and activities completed during the previous fiscal year (January 1 – December 31). This report should be submitted to the TCNAA Recording Secretary by mid-March.

- C. All chapter correspondence to the TCNAA or to the College is to be reviewed, dated and signed by the Chapter President or his/her designee prior to submission.

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- D. The Chapter President and Treasurer must provide a detailed statement of income and expenses annually to the TCNAA Treasurer, copied to the TCNAA President. This report must be provided by March 1. Every chapter must file an annual information return with the Internal Revenue Service using form 990, 990-EZ or 990-N depending on the chapter's gross receipts and total assets. A copy of the completed IRS form is to be provided the TCNAA Treasurer.

IX. Procedures for Organizing or Reorganizing Chapters

- A. The TCNAA President identifies an alumnus to serve as organizational chairperson in the desired area and an individual to be the point of contact for TCNAA.
- B. The Office of Institutional Advancement (OIA) will supply the organizational chairperson with a list of names, addresses and telephone numbers of alumni in the prospective chapter area.
- C. The chairperson contacts area alumni and friends to encourage participation in the formation of a chapter or the reorganization of the chapter. A minimum of five TCNAA financial members is required to charter or reactivate a chapter. (It is appropriate for any/all of those individuals to pay TCNAA dues at the time that chapter chartering is being considered.)
- D. The organizational chairperson, in conjunction with the OIA, will schedule a "Kick-Off" meeting extending timely invitations to include TCNAA Officers, College administrators, and other alumni chapter members.
- E. The "Kick-Off" meeting agenda should include the following:
 - 1. Update on alumni and the state of the College
 - 2. Information and suggestions for the actual organization or reorganization
 - 3. Programs and event opportunities for the new chapter
 - 4. Election of officers
 - 5. Establishment of committees
 - 6. Orientation to Chapter Guide
- F. A *Charter* will be issued upon the completion of the aforementioned steps and approval by the TCNAA Board.

X. Active Chapters

Those chapters that subscribe to and implement the objectives outlined in Item I of the Chapter Guide are considered active chapters.

XI. Individual Alumni Awards and Award Criteria

Opportunities for alumni recognition include:

Award:	The Franklin Whittaker Thomas Outstanding Alumnus Award
Purpose:	To recognize an alumnus who has made outstanding and consistent contributions in the interest of Talladega College; demonstrated leadership and consistent participation in the Alumni Association at the local, regional and/or national level(s); Demonstrated commitment to the ideals of service for which the College was founded; Degree of professional achievement to society as a whole.
Process:	Candidates can be nominated by any Chapter, alumnus, friend of the College, faculty/staff, student, or others. The TCNAA Board selects the honoree by vote.
Presented:	Every three years at the TCNAA Triennial Meeting.

Award:	Outstanding Chapter President Award
Purpose:	To recognize a member at the chapter level demonstrating outstanding and consistent

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contributions in the interest of Talladega College at the local level; demonstrated commitment to the ideals of service for which the College was founded.

Process: Candidates can be nominated by any Chapter.
Presented: Every three years at the TCNAA Triennial Meeting.

Award: **Galaxy Award**

Purpose: To recognize a faculty or staff member who has made outstanding contributions to College/alumni relations. Candidates for this special recognition are individuals who have long-standing service with the College and are outstanding contributors to the goals of the College.

Process: The College and alumni determine the process for identifying appropriate candidates and the TCNAA Board makes the selection.

Presented: Every three years at the TCNAA Triennial Meeting.

Award: **UNCF Outstanding Alumnus Award**

Purpose: This recognition is provided by UNCF, on behalf of the TCNAA. The Award goes to the alumnus who has made outstanding contribution to the College and his/her community. Each UNCF member school is recognized with an honoree.

Process: Candidates can be nominated by any Chapter, alumnus, friend of the College, faculty/staff, student, or others. The TCNAA Board selects the honoree by vote.

Presented: Annually at the UNCF conference.

Award: **UNCF Outstanding Young Alumnus Award**

Purpose: This recognition is provided by UNCF, on behalf of the TCNAA. The Award goes to the young alumnus who has graduated in the last 5 – 7 years, and has made outstanding contributions to the College and to his/her community. Each UNCF member school is recognized with an honoree.

Process: Candidates can be nominated by any Chapter, alumnus, friend of the College, faculty/staff, student, or others. The TCNAA Board selects the honoree by vote.

Presented: Annually at the UNCF Conference.

Award: **Amistad Award**

Purpose: To recognize an alumnus who demonstrates superior leadership in helping the College achieve its mission.

Process: Candidates are selected and chosen by the TCNAA Board.

Presented: At the discretion of the TCNAA Board.

XII. Chapter of the Year Awards

The purpose of the Chapter of the Year awards is to motivate chapters to support Talladega College and the Talladega College National Alumni Association, as well as to motivate chapter members to become more involved in chapter activities. Any chapter, regardless of size, may compete for honors.

- A. The awards are named in honor or in memory of outstanding Alumni or dedicated supporters of Talladega College.
- B. Chapter awards will be presented at the Annual Alumni Meeting.
- C. Chapter Awards Categories:
 1. Largest combined cash donation – includes individual chapter member cash contributions and cash contributions from fundraisers and other sources.
 2. Percent of chapter members' contribution –largest percentage of chapter members contributing.
 3. Key Ground rules:
 - a. Measurement period January 1 through December 31 of the previous year

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- b. Chapter members must be financial to be considered
- c. Chapters are responsible for communicating information to the Talladega College Director of Alumni Affairs and meeting reporting deadlines
- d. Deadlines to be jointly established by the Director of Alumni Affairs and the TCNAA President, and to be communicated to the Chapters by January 31
- f. Present awards for the prior year at the Annual Alumni Meeting.

Note: An individual contribution can be counted in only one category, i.e. a single contribution cannot be counted as a class contribution gift at the Reunion and as a Chapter contribution.

XIII. Nominations and Election of Officers and Directors

Section 1. Election of National Officers

A. Nominating Committee

A. Nominating Committee shall be elected triennially as follows: one Member elected by the Alumni Board at the Board's November meeting immediately preceding the triennial meeting of the Association. The President shall identify at least 3 other alumni who represent the country geographically. The term of membership on the Nominating Committee is three (3) years. If a vacancy occurs during the three (3) year term, the original appointer shall fill it. No member of the Nominating Committee shall serve more than two (2) consecutive terms.

B. Election Process

1. Beginning December 1st, of the year prior to the next scheduled Triennial Reunion the Nominating Committee shall solicit suggestions from the total membership of the Association and prepare a ballot. Nominees must be active members of the Association.
2. January 2nd will be the deadline for receipt of suggestions by the Nominating Committee.
3. The Nominating Committee shall strive to develop a slate of at least two nominees for each office. The ballot shall be prepared by March 1st. A biographical sketch, including factors that affect potential success in the position, must accompany each ballot.
4. The Officers of the Association shall be elected triennially by majority vote of financially active members. The election shall be conducted by direct mail ballot.
5. Ballots will be mailed to active TCNAA members only.
6. Ballots will be returned to the Office of Alumni Affairs and counted by designees of the TCNAA President.
7. Election results will be announced at the Annual Spring TCNAA meeting.
8. New officers will be installed during the Business Session at the Triennial Meeting.

Section 2. Election of Local Officers

Each chapter should have a documented process for election of local officers as a part of its chapter bylaws.