

CLARK ATLANTA UNIVERSITY
ALUMNI ASSOCIATION
(CAUAA-NATIONAL)



OPERATIONS MANUAL
2014 – 2015 Edition

4th Revision
October 2014
Marshall J. Taggart, Jr. '92, '97
National President
(2014-2016)



TABLE OF CONTENTS

Summary	4
Purpose	4
Goals and Objectives	7
Membership	8
Organizational Chart for Clark Atlanta University	11
Organizational Chart for CAUAA-National.	12
Operations	13
Executive Board	13
Executive Committee	14
Alumni Chapters	18
Listing of Active and Inactive	20
Finances	21
Election Process	22
Officers and Duties	22
Meetings	27
May Weekend Conference	
Fall Conference	
Special Meetings	
Standing Committees	29
Audit Committee Guidelines	
Conference Guidelines	33
Awards Criteria	35
How to Handle Controversy	37
APPENDIX	31
Attendance Record	37
Sample Meeting Agenda	41
Local Chapter	41
Fall Conferences	42
May Weekend	43
Sample Reporting Forms	44
Minutes of Meeting	44
National Treasurer's Report	47
Chapter Treasurer's Report	48
National Financial Secretary	49
Chapter Financial Secretary	50
Chapter Year-End Report	51
Evaluation and Feedback	52



Requisition Form	53
Membership Application	54
Application for New Chapter	56
Constitution and Bylaws, November 2011 (Separate Document)	57
Donations Form	59



SUMMARY

PURPOSE

This manual was originally prepared under the aegis, request and need of the Clark Atlanta University Alumni Association in May 2000. Prior to this time, a document of this kind did not exist. The purpose was to design a tool that would provide some abbreviated helpful ways to facilitate the operations of the National Alumni Association (CAUAA-National) and local Alumni Chapters achieve higher performance goals. This document will enable better utilization of time and provide professional guidelines for the entire **CAUAA-National** to function on consistent, professional levels; thus, providing a tool for alumni nationwide to efficiently and effectively operate within the organization.

More-over, it will serve to streamline our meeting processes and assist us in remaining task-oriented on National and local levels (i.e., continuity and guidance in the implementation of an agenda, submission of required uniform reports, and making better utilization over time). The topics included in this document are listed in the Table of Contents.

Wilma Jeff, past CAUAA-National Vice President, accepted the responsibility as chairperson of the manual committee. The National Committee consisted of seven members who represented a cross section of alumni from different generations. There were two Atlanta University graduates: Velma Banks, '58 and Wilma Jeff, '62; two Clark College graduates: Lyle Gittens, '42 and Eleanor Gittens, '41; and three Clark Atlanta University graduates: Charmaine Lewis-Charles, '97, Karima Pace, '97 and Felicia Staton, '96. All members reside in the New York area, except Charmaine, who resides in New Jersey.

It is our hope that this document will serve as a viable tool in order to raise the operational performance of our CAUAA-National and Local Chapters--and most importantly, to raise the level of excellence inclusive of supporting the image of our dear alma mater, Clark Atlanta University.

Special thanks to the committee members for their hard work and dedication during the completion of this document. It has also been our pleasure to implement this task and resubmit this manual at the request of past CAUAA-National President Juanita Eber, who viewed it as a viable asset to the Association. An updated version has been completed in 2014.

The first presentation of this document was made at the 2004 Fall Conference Executive Board meeting on October 27. The document was approved by the Board and has become the official Operations Manual of The National Alumni Association.



Respectfully submitted,

Wilma Jeff, AU '62 - Chairperson
Operations Manual Committee

Note: The Operations Manual Committee was formed in June 2000, in order to honor a request made during a planning meeting of the National Association Executive Board. A draft of the document was completed and submitted to the then National President, Juanita Eber, in July 2000. No action on the document was taken until it was turned over to the current National president, who following review requested that the document be upgraded and resubmitted. The request was honored and submitted by the committee to President Brenda Tolliver July 21, 2004. On September 19 several pages were resubmitted, which included several minor changes/corrections.

The remainder of this page is left intentionally blank.



History

The Clark Atlanta University National Alumni Association (CAUAA-National) was born as a result of the consolidation of Atlanta University and Clark College in 1988. Since that time, efforts have been made in building and strengthening the two respective Alumni Associations. It was later discovered that the need for an Association Procedures Manual would be an asset primarily to close the gap between what is happening and what should be happening during alumni meetings and other alumni-related events.

Prior to the consolidation, only one manual existed, the “Atlanta University National Alumni Association: Procedural Manual” (July 1979). This manual was produced by one of the former Directors of Alumni Affairs, James Powers, and Richard Dent, former President of the Atlanta University National Alumni Association. Since that time, no Procedural Manual or any other manual for alumni had been produced.

Thirteen years later, at the conclusion of May Weekend in 2000, a group of alumni (newly elected officers and others) met at the home of the newly elected National Alumni Association President, Juanita Eber. It was during this meeting that the idea of an operations manual for the CAU National Alumni Association (CAUAA-National) was introduced. Wilma Jeff, Vice President, volunteered to chair a committee to implement this task. Dr. Eleanor Gittens, also in attendance, volunteered to serve on the committee.

Since May Weekend 2002, work began to complete a draft of the manual. As the task progressed, it became apparent that an additional cross section of graduates would be helpful in the implementation. Thus, five additional local members, including three recent graduates, were added to the task group for the purpose of representation and carrying on the legacy of this effort.

2008 REVISION INFORMATION

In order to assure that this manual will continue to serve as a viable tool for the Association and Alumni Chapters, several revisions have been made. These revisions were made during the August 2008 Alumni Retreat at the request of CAUAA-National President Dr. Ramona Houston. The presentation made by the Manual Chairperson provided an opportunity for those present to offer input and make changes already suggested by several initial committee members.

Additional members were appointed to the committee by Dr. Houston, which served as an asset to its completion in time to be presented and disseminated at the 2008 CAUAA-National Fall Conference. The following members were: Nneka Ekwuatu CAU '07, Sunnie Jackson CAU '98, Dr. Erica Sullivan Worthy CAU '93, and Ericka Knight.



2014 REVISION INFORMATION

It was decided during Fall Conference 2013 that additional revisions were required to the manual to ensure that as our organization forges into the future, we continue to empower alumni with new tools that simplify the operation of a successful organization. These revisions were led by CAUAA-National Vice President Corey Echols, CAU '96, '98, in conjunction with the guidance from the 2014-2015 Executive Board. CAUAA-National President Marshall Taggart, CAU '92, '97 and Apryl Smith, CAU '91 made edits to the document.

OF NOTE:

*The Clark Atlanta University Alumni Association (CAUAA), Inc. was incorporated as CAUAA, Inc. After consultation with the CAUAA Board of Directors, the CAUAA, Inc. will be henceforth, within this document, referred to, and branded as **CAUAA-National** in order to provide a distinction between the National organization and the other entities that fall under the auspices of CAUAA, Inc. Chapters and Alumni Affiliates are authorized to refer to themselves as CAUAA – _____ and can add the respective organizations (e.g. CAUAA-Chicagoland Area Chapter).*

GOALS AND OBJECTIVES

The task of CAUAA-National is to “build a strong and viable association that will serve both the alumni and the University on a consistent basis.”

The goals and objectives are to:

- 1) **Continue to unite the alumni into a permanent and active body**, which will support the overall efforts of CAUAA-National on a regular and consistent basis as well as build stronger and active local chapters.
- 2) **Maintain a high level of operation and visibility** in order to incite interest and encouragement among alumni across the country and abroad so that they will have the desire and need to join their local chapters and CAUAA-National. In addition, this effort will also help to expose and recruit students to Clark Atlanta University.
- 3) **Assist in the reactivation of inactive chapters** in order to have a more viable Association and increase alumni participation and involvement on local levels, which would introduce students to Clark Atlanta University.



- 4) **Make sizable annual contributions to the University** in order to enhance the “giving image” of CAUAA-National, this will instill and provide a positive image to University corporate donors when they ask, “What is the percentage of alumni giving to the University”?
- 5) **Participate in National Alumni Fundraising** efforts in order to increase and maintain alumni consistent giving that will increase overall alumni giving to the University. This can be promoted and encouraged increasing alumni giving via social media campaigns, local alumni chapter promotions, and nationally sponsored efforts.

If we accomplish these goals, we will successfully achieve the CAUAA-National Alumni Oath:

As an alumnus/alumna of Clark Atlanta University, I do solemnly swear to uphold the honorable traditions of the University and its two illustrious ancestors, Atlanta University and Clark College. Imbued by the spirit of their historical mission to serve the needs of students of diverse backgrounds, I will endeavor to earn my own place among alumni who, by their devotion to this ideal have brought recognition and honor to their alma maters.

I do solemnly swear to commit myself to the highest standards of service to humanity wherever my life touches that of others. As a socially responsible citizen, I commit myself to the search for solutions to all forms of oppression.

I do solemnly swear to provide moral, intellectual and generous financial support; and I will encourage others to attend my alma mater and thus to contribute to the perpetuation of the noble work of Clark Atlanta University – One Exceptional University.

MEMBERSHIP

There are three types of membership in the CAUAA-National. They are below as per the CAUAA-National Constitution:

General Membership:

- (1) A. Any person who has received a degree from Clark College, Clark University, Atlanta University or Clark Atlanta University shall be eligible as a member of CAUAA-National by paying annual membership dues to the CAUAA-National. Members in good standing shall have full privileges and voting rights and shall receive the publications of the CAUAA-National.



B. Any person who has been enrolled and attended Clark College, Clark University, Atlanta University or Clark Atlanta University at least one semester shall be eligible as a member of CAUAA-National by paying annual membership dues to the CAUAA-National. Members in good standing shall have full privileges and voting rights and receive the publications of the CAUAA-National.

C. Membership status is conferred annually upon payment of dues for the fiscal year of CAUAA-National which begins on July 1 and ends on June 30 of the succeeding year.

Levels of CAUAA-National Memberships include the following:

Basic	Fee: \$50.00
Grey	Fee: \$100.00
Red & Black	Fee: \$250.00
Panther	Fee: \$500.00
Life*	Fee: \$1,000.00

***Installment Plan Available:** \$250.00 per year for 4 years
\$200.00 per year for 5 years

All payments should be made payable to CAUAA, and mailed to CAUAA-National, 223 James P. Brawley Drive, S.W., Campus Box #1913, Atlanta Georgia, 30314

- (2) **Associate Membership.** Any individual or corporation who manifests interest in and support of CAUAA-National and subscribes to the purpose of same may become an associate member. Membership can be granted to spouses of alumni, parents of alumni, former and current faculty and staff, corporations and former recipients of Honorary Degrees received from any of the named institutions listed under general membership as defined in the Constitution.

Any alumnus or friend of Clark Atlanta may recommend in writing, the name or names of individuals for an Associate Membership. Names will be submitted to the Executive Board for review.

- (3) **Honorary Membership.** Honorary membership may be conferred to the president



of Clark Atlanta University, members of the Clark Atlanta University Board of Trustees, and recipients of Honorary Degrees received from Clark College, Clark University, Atlanta University, or Clark Atlanta University.

The CAUAA-National Board may also elect as honorary members, upon recommendation by the Board of Directors, persons who have made significant financial or material contributions to the University or who have rendered notable service to CAUAA-National or to the University. It is at the discretion of the Board as to who may be granted this status or designation.

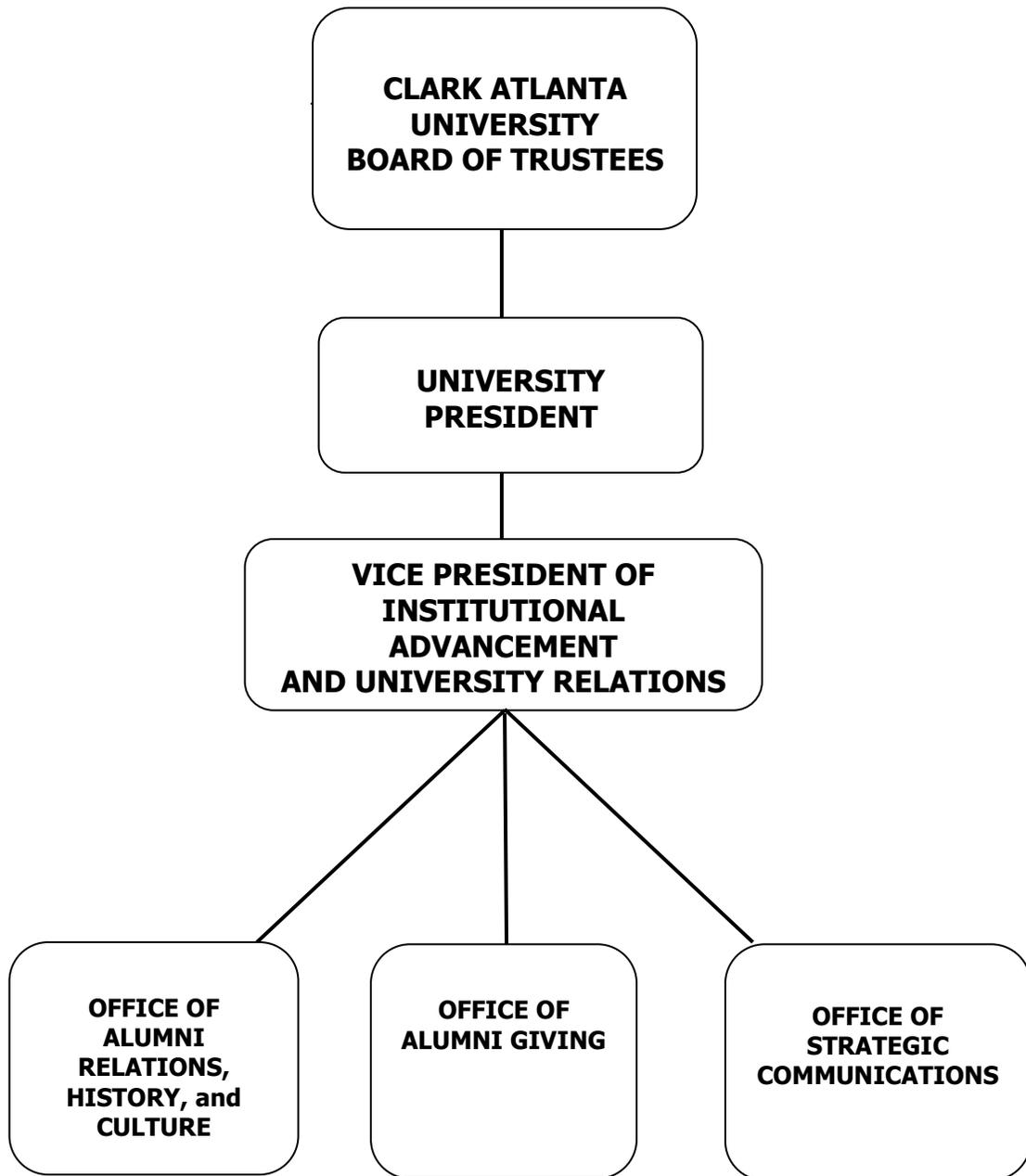
Honorary members have no requirement to pay dues, shall not hold office nor have voting privileges.

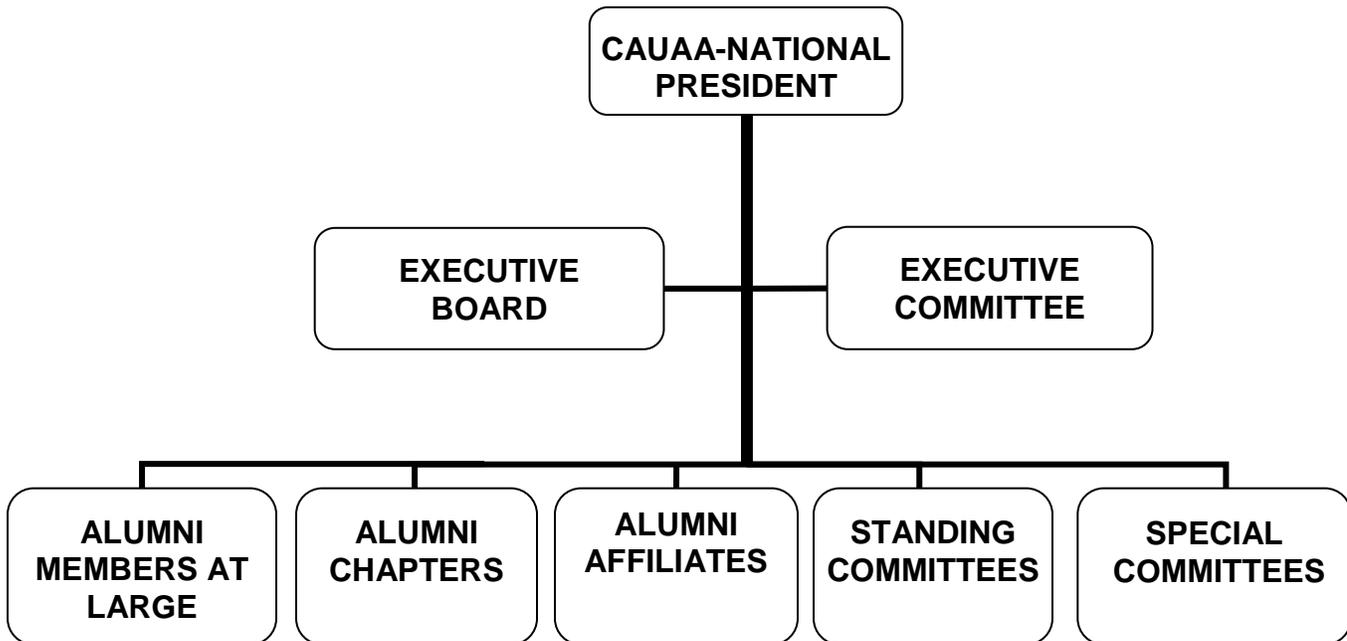
The names of members who are not on the Board of Trustees are recommended by the Executive Committee, and their names will be sent to the Executive Board for review. Upon approval, a letter will be sent to the recommended persons by the Executive Board inviting them to become honorary members of CAUAA-National.

The remainder of this page is left intentionally blank.



CLARK ATLANTA UNIVERSITY ALUMNI ASSOCIATION-NATIONAL ORGANIZATIONAL CHART





The remainder of this page is left intentionally blank.



OPERATIONS

CAUAA-National, is comprised of two components:

- (1) The Executive Board:** The Executive Board is composed of the following officers: President, who shall serve as Chairperson; Vice President, who shall serve as Vice Chairperson; Vice President for the Undergraduate and Graduate Schools; Recording Secretary; Corresponding Secretary; Chaplain; Treasurer; Financial Secretary; Historian; Young Alumni Representative to the Board; Parliamentarian; Alumni Representative to the Clark Atlanta University Board of Trustees and President Emeritus. In addition any appointed members shall also be considered members of the Executive Board.

Responsibilities: The President shall call a meeting when deemed necessary to deal with Association business. Members of this board are expected to attend and participate in all annual or “call” meetings. The Executive Board is also responsible for carrying out the business of CAUAA-National as indicated in the Constitution and oversees the operation of local chapters. A listing of Executive Board members is found on page 11.

- (2) The Executive Committee:** The Executive Committee is composed of the Vice President of Institutional Advancement and University Relations for Clark Atlanta University, the Director of Alumni Relations, History and Culture for Clark Atlanta University, the Executive Board of CAUAA-National, Presidents of Chapters and Affiliates, Chairpersons of Standing Committees, and other appointed designees.

The remainder of this page is left intentionally blank.



EXECUTIVE BOARD

National President

Marshall Taggart, Jr. CAU '92, '97

Elected Term 2014-2016

(404) 880-8071

Atlanta, GA

E-mail: president@cauaa.org

National Vice President

Corey Echols, CAU '96, 98

Elected Term 2013-2015

(214) 228-1542

Sachse, Texas

E-mail: vicepresident@cauaa.org

National Vice President for Undergraduate and Graduate Schools

Shaunte' Norris, CAU '96

Elected Term 2013-2015

(281) 782-5922

Houston, TX

E-mail: vicepresidenttoundergrad@cauaa.org

National Treasurer

Revonna Mitchell, Ph.D., CC '76, AU '78

Elected Term 2014-2016

Atlanta, GA

E-mail: treasurer@cauaa.org

National Recording Secretary

Carla Cooper, CAU '98

Elected Term 2013-2015

(678) 472-0933

Atlanta, GA

E-mail: recordingsecretary@cauaa.org

National Financial Secretary

Arthur Tyson, III, CAU '05

Appointed Term 2014-2015

(404) -759-6827

Atlanta, GA

E-mail: financialsecretary@cauaa.org

National Corresponding Secretary

Phinda Hillmon, CAU '05

Elected Term 2014-2016

(678) 323-8811

Lithonia, GA

E-mail: Phinda.Hillmon@gmail.com

National Chaplain

Tversa Ricks CAU '05

Elected Term 2013-2015

(404) 210-3500

Atlanta, GA

E-mail: chaplain@cauaa.org

National Historian

Tony B. Smith, CAU '89

Appointed Term 2014-2015

(813) 763-6156

Riverview, FL

E-mail: historian@cauaa.org

National Alumni Representative to the Board of Trustees

Rick Robinson, CAU '94, '96

Appointed Term 2014-2015

Elected 2013-2015

404-691-4915

Atlanta, GA

E-mail:

alumnirepresentativetotheboardoftrustees@cauaa.org

**National Parliamentarian****Jayan Allen, Ph.D., CC '78**

Appointed Term 2014-2015

404-446-5649

Atlanta, GA

E-mail: parliamentarian@cauaa.org**National Young Alumni Representative to the Board****Raymond K. DeLoatch, CAU '02**

Appointed Term 2014-2015

E-mail: youngalumnirepresentative@cauaa.org**Immediate Past National President****Devin P. White, CAU '95, '00**

Appointed Term 2014-2015

(404) 664-3403

Atlanta, GA

E-mail: immediatepastpresident@cauaa.org**National President Emeritus****Maurice F. Page, CC '56**

No Term—First CAUAA-National President

(708) 214-2893 or (708) 798-9155

Flossmoor, IL

E-mail: presidentemerita@cauaa.org

CAUAA-National Council of Chapter Presidents and Affiliates 2015-16 Roster

Alabama***Birmingham/Central Alabama***

Calvin Briggs, Ph.D.

(205) 792-2826

E-mail: calvinbriggs68@hotmail.com**Georgia cont'*****LaGrange - Columbus***

O'Livia Meeks

(706) 882-8745

E-mail: Obmeeks@charter.net**California*****San Bernardino-Riverside***

Stuart Young

(760) 486-1821

E-mail: stuart@saypromos.com**Illinois*****Chicagoland Area (Northern IN)***

Bakari Baker

(630) 329-7228

E-mail: bakari.baker@gmail.com**District of Columbia*****D.C. Metro***

Amia Johnson

(202) 669-8358

E-mail: Ajohnson@dcprep.org**Michigan*****Detroit***

Marsha Lewis

(313) 587-6362

E-mail: maeducator95@yahoo.com

**Florida*****Palm Beach County***

Debra Davis Walker
 (813) 507-2348
 E-mail: walker@checkers.com

South Florida/Miami Area

Phillipe Jean-Bart
 (305) 527-2325
 E-mail: pjeanbart7@gmail.com

Georgia***Atlanta***

Arthur Tyson, III
 (404) 398 – 6968
 E-mail: arthur.tyson.2010@gmail.com

Dekalb County

Carla Cooper
 (678) 472-0933
 E-mail: carlacooper2003@yahoo.com

Tennessee***Chattanooga***

Sullivan Russ
 (423) 894-4419
 E-mail: sullivanruss@efbf.com

Memphis

De'Neia Mabry-Whitted
 (678)548-2180
 E-mail: weddingsbyday@gmail.com

Nashville

Robert Harris
 (615) 523-6653
 E-mail: rlharris1911@hotmail.com

New Jersey***New Jersey State***

Fred D. Mitchell
 (703) 585-1882
 Email: Fred.Mitchell@uncf.org

New York***New York***

Nia Modeste
 (646) 523-5481
 E-mail: niamodeste@gmail.com

North Carolina***Charlotte***

A Nicole Bell
 (678) 778-2552
msanbell@gmail.com

Pennsylvania***Philadelphia (PA/Northern Delaware)***

Jennifer Callender
 (610) 955-3890
 E-mail: jac631631@gmail.com

Texas***Dallas-Ft. Worth Metroplex***

Calvin J. Wilson
 (404) 668-3531
 E-mail: calvin_james_wilson@yahoo.com

Houston

Shaunte' Norris
 (281) 782-5922
 E-mail: Teshaun14@aol.com



AFFILIATES

CAUAA Inspirational Voices of Faith (IVOFAS) Alumni Affiliate

Tony B. Smith

(813) 763-6156

E-mail: Tsmith1906@hotmail.com

CAUAA-National Mass Media Arts (MMA) Alumni Affiliate

Anthony White

(404) 307-0296

antwhite71@gmail.com

CAUAA-National Men of CAU Alumni Affiliate

Gerry L. White, Ph.D.

(678) 637-2539

drglwhite@yahoo.com

CAUAA-National Alumni Music Association Affiliate

John Beatty

(678) 887-5630

johnbeatty17@gmail.com

Office of Institutional Advancement & University Relations

TRISA LONG PASCHAL

Vice President

(404) 880-8935

Office of Alumni Relations

GAY-LINN E. GATEWOOD-JASHO

Director

(404) 880-8751



ALUMNI CHAPTERS

Alumni chapters are the foundation and most important units of CAUAA-National. Thus, all interested in organizing a chapter of the CAUAA-National should believe in the purpose of the Association and be willing to support and promote the efforts of CAUAA-National and the University. See page 54 for a copy of an application form for a New Chapter. (Refer to the Constitution for additional information regarding local chapters.)

Types of Chapters:

- 1) Active: Alumni groups that have been established under CAUAA-National and have adhered to guidelines stated in the Constitution and Bylaws.

It is required that all Chapter Affiliation Fees, CAUAA-National Dues, and Local Dues be paid by July 1 of each year. Annual year-end reports should be submitted to the CAUAA-National no later than two weeks before May Weekend of each year and presented during the first business meeting of CAUAA-National. It is also recommended that chapters make annual contributions to the University during May Weekend and support other efforts of the CAUAA-National and the University. Minutes of each chapter meeting should be recorded and kept on file in the chapter site.

- 2) Inactive: Chapters will be considered **inactive** when they have not satisfied the above responsibilities (#1) and followed guidelines set forth in the CAUAA-National Constitution.

Starting a Chapter:

1. Request from the CAU Office of Alumni Relations a listing of graduates in your area of residence or surrounding areas, inclusive of a New Chapter Application.
2. Send an invitation to those listed requesting their attendance at a meeting, inclusive of purpose.

**At the First Meeting:**

1. Nominate a temporary Chairperson, Secretary and Treasurer.
2. Agree on a name for the chapter and some general objectives, which should complement the overall objectives of the National. THE NAME SHOULD INCLUDE location of chapter (i.e., City, State, or Area) of the CAUAA-National. Example: The Greater New York Chapter or New Orleans Chapter of CAUAA-National.
3. Establish a suitable time and place for the second meeting (A place that will be accommodating for most interested attendees).
4. The Chairperson should appoint a committee to submit a report on the recommendations provided in this manual.

NOTE: The Constitution of CAUAA-National governs local chapters. Chapter Bylaws should not be in conflict with the National Constitution. Once there are enough local members, it is suggested that your officers' format should complement that of the National.

5. Notify interested members of the next meeting, inclusive of the purpose. Example: To review and consider the Bylaws and nominate/elect officers in accordance with rules listed in the Bylaws.
6. Elected officers should pay their dues and sign the New Chapter Application. Signers will be considered CHARTER members of the chapter. The Chapter application, Bylaws, and attendance should be forwarded to CAUAA-National. The Chapter Affiliation fee and a copy of the application should also be sent to CAUAA-National. CAUAA-National will announce the time and place of the Chartering of Chapters.
7. After the election of permanent officers, all temporary officers will be relieved of their duties.
8. The president should appoint standing committee chairs and any other special committees that might be needed in the implementation of the chapter goals. Appointed committee chairs should be alumni who have expressed a real interest in supporting the efforts of the chapter and overall efforts of CAUAA-National and the University.



If there are fewer than seven (7) alumni in an area:

Alumni are encouraged to join a chapter in proximity. If this is not possible, encourage those alumni to join CAUAA-National. They should adhere to the guidelines set forth in the National Constitution.

CHAPTERS

The following list of Alumni Chapters have been financial and active at one point in time and many have continued to remain active to date. Efforts will be made to reactivate all inactive chapters. The first step in becoming an active chapter is to pay a Chapter Affiliation fee to CAUAA-National.

ATLANTA
CHARLOTTE
CHICAGO LAND AREA
DEKALB (GA)

HOUSTON
MEMPHIS AREA
NASHVILLE

GREATER NEW YORK
PHILADELPHIA (DELAWARE)
SAN BERNARDINO – RIVERSIDE (CA)

BIRMINGHAM (CENTRAL ALABAMA)
CHATANOOGA
DALLAS – FORT WORTH METROPLE
DETROIT
LAGRANGE – COLUMBUS (GA)
MIAMI(SOUTH FL)
NEW JERSEY
PALM BEACH COUNTY (FL)
WASHINGTON DC METRO

ACTIVE AFFILATE GROUPS

IVOF ALUMNI
MASS MEDIA ARTS
MEN OF CAU
MUSIC ALUMNI

***Active Chapters:** As of January 1, 2015

NOTE: Chapter affiliation fee is due by July 1 of each year.



FINANCES

All incoming monies related to CAUAA-National should be sent directly to the National Financial Secretary (i.e., national dues, chapter affiliation fees, conference registrations, or any special CAUAA-National fundraising projects). Proper identification should be included.

The Financial Secretary will record appropriate information and send to the CAUAA-National Treasurer. All checks or money orders should be made payable to CAUAA-National.

Individual contributions (checks or money orders) to the Consistent Giving National Alumni Fundraising Project should be sent directly to **CAUAA-National**. All items should be earmarked: **Fundraising**. If national dues (\$50.00) are included in the contribution, the amount of chapter dues should also be earmarked on the check.

Alumni contributions in support of University efforts should be sent directly to the University and made payable to Clark Atlanta University. All gifts sent to the University (directly) will be considered nonrestrictive UNLESS the donor specifies a particular purpose for such.

Example: If you send a contribution of \$1000.00 to Clark Atlanta University, earmarked for a particular School (i.e., Education or School of Social Work), that contribution will be credited by the University to that particular school. If your contribution is earmarked: CAU Capital Campaign, your contribution will be credited to that particular campaign.

Please do not send cash via mail. When cash payments can be made in person, you will receive a receipt.

The remainder of this page is left intentionally blank.



ELECTION PROCESS

National Alumni elections are held on an annual basis by secret ballot. Nominations can also be made from the “floor” of meeting, if necessary. Officers are elected on a staggered basis as stated in the Constitution. Alumni can run for office if they meet the criteria stated in the Constitution.

The Election Committee Chairperson will announce the Offices open for nomination and election for the next biennium at the Annual Fall Conference. The Election results will be revealed at the May Weekend Conference.

Election information will be sent to all alumni whose names appear on the Alumni financial roster prepared by the Financial Secretary. Alumni accepting a nomination for office shall sign and return the “willingness to serve” form and supply any additional information requested by the nominating chairperson. If this information is not received at the time requested, names will not be placed on the ballot. A copy of the financial roster will be sent to the Nominating Chairperson for the mailing of official ballots. Any financial member who does not receive a ballot, should inform the Financial Secretary and the chairperson immediately.

Any alumni not meeting all of the election requirements set forth in the constitution will be considered ineligible as a nominee or voter. Alumni interested in appearing for the ballot count are welcomed to do so.

The Election Committee will adhere to guidelines set forth in the Constitution.

OFFICERS AND DUTIES

All officers are entitled to serve a two (2)-year term and run for consecutive terms in office. No officer shall serve more than two (2) consecutive terms in the same office. All officers shall continue in office until a successor has been duly elected and installed. Outgoing officers shall pass on all information and necessary records to the incoming elected officers who will serve in the same capacity. All other transitions will be rectified according to the National Constitution.

All officers should be financial before participating in any business or general meetings.

**SPECIAL NOTE:**

In order to assure productive and successful terms of office, responsibilities should begin immediately after election. All officers (National and Local) are expected to do some of the following: Be willing to accept the office and carry out the duties of that office as effectively as possible, become familiar with the CAUAA-National Constitution and Operations Manual, attend all meetings, prepare necessary reports promptly, and resign if unable to perform the duties of the office.

President

The President shall be Chief Executive Officer of CAUAA-National, Chairperson of the Board of Directors, and ex-officio member of all committees of CAUAA-National (except the Nominating Committee), and a representative of alumni to the Board of Trustees of Clark Atlanta University.

The President Shall:

- A. Preside at all CAUAA-National Board of Directors Meetings.
- B. Establish committees for specific purposes with the concurrence the Board of Directors or CAUAA-National in session.
- C. Appoint all committee chairpersons.
- D. Interpret and enforce the provisions of the Constitution and Bylaws and Board of Directors actions.
- E. Sign all proclamations and awards issued by CAUAA-National.
- F. Be an authorized signatory on all accounts maintained by the CAUAA-National.
- G. Execute all contracts on behalf of CAUAA-National.
- H. Represent CAUAA-National at all significant public affairs or designate a representative when he/she is unable to attend.
- I. Submit a program plan and budget for the fiscal year to the general body at the annual meeting of CAUAA-National.
- J. Be one of the two Alumni Representatives to the Board of Trustees of Clark Atlanta University.
- K. Maintain consistent communication with the Vice President and Vice Presidents for the Graduate and Undergraduate Schools regarding the business and programs as defined by CAUAA-National.
- L. Pass on his/her records to the incoming President at the close of his/her tenure



The Vice President

The Vice President shall fulfill the duties of the President in his or her absence. The Vice President shall:

- A. Serve as the Program Chairperson of Association programs as defined by CAUAA-National.
- B. Pass on his/her records to the incoming Vice President at the close of his/her tenure.

The Vice President for the Undergraduate and Graduate Schools

The Vice President for the Undergraduate and Graduate Schools shall be responsible for expressing the concerns and grievances for undergraduate and graduate alumni and encourage participation in the CAUAA-National. The Vice President for the Undergraduate and Graduate Schools shall:

- A. be responsible for maintaining a relationship with the Pre-Alumni Council and facilitating communication with the SGA Presidents, Presidents of all active alumni groups of CAU, and all Deans.
- B. This officer shall engage in ongoing participation in the CAU experience, formulate ideas to help with student retention and encourage undergraduates to become active alumni upon graduation. (Join their local chapters and CAUAA-National.)
- C. Additionally, this Officer shall pass on his/her records to the incoming Vice President for the Undergraduate and Graduate Schools at the close of his/her tenure.

Recording Secretary

The Recording Secretary takes all minutes for all meetings of the Association.

The Recording Secretary shall:

- A. Read and/or report all minutes of official proceedings of CAUAA-National.
- B. Provide a draft of the minutes of the Association meetings within thirty days after the meeting.
- C. Have in his/her possession all official proceedings of CAUAA-National, keep same in good order and have them available during all meetings of the Association.
- D. The Recording Secretary shall turn over all minutes at the end of his/her tenure to the CAUAA-National President and incoming Recording Secretary.



Corresponding Secretary

The Corresponding Secretary shall act as corresponding officer for the CAUAA-National, and shall maintain a permanent record of correspondence emanating from his/her office or received from chapters, members or sources outside CAUAA-National. He/she shall:

- A. Also present a written summary of all major correspondence received by CAUAA-National at the Annual and Spring Meetings.
- B. Have the responsibility of sending correspondence as directed by the President and copies of the minutes of all General Meetings to financial members within two months following the meeting.
- C. Pass on his/her records to the incoming Corresponding Secretary at the close of his/her tenure.

Treasurer

The Treasurer shall be Chief Fiscal Officer of CAUAA-National and a member of the Budget Committee. The Treasurer under the direction of the Board of Directors or Association in session shall:

- A. Disburse all funds for CAUAA-National and keep a record of current balances.
- B. Be responsible for all monies, current balances and expenditures of CAUAA-National and shall be the custodian of all funds of CAUAA-National.
- C. Submit financial records to the Audit Committee annually.
- D. Maintain detailed records of financial accounts of CAUAA-National except those of the Financial Secretary.
- E. Serve as principal signatory along with one other authorized signatory (either the President or Financial Secretary), on all checks or instruments evidencing disbursements of Association funds or any other related financial accounts.
- F. Deposit all monies of CAUAA-National in such banks, trust companies or other depositories as shall be instructed by the Board of Directors in accordance with provisions of the Constitution and Bylaws in a timely manner.
- G. Present a written detailed report at each meeting of CAUAA-National and Board of Directors commensurate with good and efficient business practice.
- H. Perform all duties incident to the office and such other duties as from time to time may be assigned by the President and/or Board of Directors.
- I. Work in conjunction with the Financial Secretary.
- J. Be a bonded officer.
- K. Pass on his/her records to the incoming Treasurer at the close of his/her tenure



Financial Secretary

The Financial Secretary shall be a member of the Budget Committee and submit financial records to the Audit Committee annually.

The Financial Secretary shall:

- A. Collect all funds of CAUAA-National, issue receipts for same and keep records of funds received, and have current list of financial alumni available at all meetings.
- B. Transfer funds to the Treasurer for deposit in the name of CAUAA-National.
- C. Present a written detailed report at all Board of Directors and Association meetings commensurate with good and efficient business practice.
- D. Keep an up to date record of names (alphabetically) of financial alumni members and made available prior to each official CAUAA-National, or Chapter Meeting. Transfer all monies to the Treasurer with an accompanying memorandum in a timely manner prior to Annual/Fall conferences in order to compliment treasurer report.
- E. Work in conjunction with the Treasurer.
- F. Be a bonded officer.
- G. Perform the duties of the office and such other duties as from time to time may be assigned by the President.
- H. Pass on his/her records to the incoming Financial Secretary at the close of his/her tenure.

Historian

The Historian shall:

- A. Perform the primary function of publishing all newsworthy achievements in of the CAUAA-National and public press at the direction of the Board of Directors.
- B. Compile and collect historical and biographical materials annually for the use of the CAUAA-National and direct their publication in the manner prescribed by the Board of Directors.
- C. Maintain files copies of all CAUAA-National publications and maintain a CAUAA-National history.
- D. Establish and help maintain a process for accepting archival submissions from CAUAA-National chapters and individual alumni in conjunction with the Clark Atlanta University Alumni Relations Office.
- E. Pass on his/her records to the incoming Historian at the close of his/her tenure.



Parliamentarian

The Parliamentarian shall:

- A. Advise the President on all matters of parliamentary procedure, including the interpretation of the Constitution and Bylaws of the CAUAA-National and shall
- B. Perform such other duties as are usual to this office.
- C. Pass on his/her records to the incoming Parliamentarian at the close of his/her tenure.

Chaplain

The Chaplain shall:

- A. Perform such services as will provide inspirational and divine guidance.
- B. Adhere to the guidelines set forth in the National Constitution
- C. Pass on any records to the incoming Chaplain at the close of his/her tenure.

Alumni Representative to the Board of Trustees

The Alumni Representative shall act as a Representative of the Alumni Association.

- A. He/she shall serve as a liaison to CAUAA-National to the Board of Trustees of Clark Atlanta University
- B. Provide a written report of the highlights of the Board of Trustees meetings.
- C. Pass on his/her records to the incoming Alumni Representative to the Board of Trustees at the close of his/her tenure.

All Officers and Committee Chairpersons are required to submit written reports at all appropriate meetings. Copies should be available for dissemination.



MEETINGS

All meetings should be called to order at the time designated even if there is no quorum. In order to conduct business of the National Alumni Association, there should be a representative quorum. A listing of all financial alumni should be available at meetings. All meetings attendees should wear appropriate badges (i.e., registration badge). Attendees should make a special effort to arrive to meetings on time. All required reports should be available during meetings.

1. MAY CONFERENCE/ANNUAL MEETING

Meetings of the Executive Board (all officers) and the Executive Committee (Officers, chapter presidents, etc.) shall meet prior to general meetings. Exit meetings (same as above) shall be held prior to leaving the meeting site location. Anyone can attend.

The following meetings are:

- Wrap-up Meetings
- Election Results
- Installation of Officers
- Recognition of Outgoing Officers

2. FALL CONFERENCE

Historically, Fall Conferences were held by Clark College Alumni. This event has continued on an annual basis since the consolidation of Atlanta University and Clark College in 1988. During these conferences there are meetings of the Executive Board, General Meetings including all alumni and an Exit meeting.

The Executive Board Meeting

Anyone may attend

An agenda should be presented prior to the meeting

Any member may be recognized to speak, but only Board Members can vote.

Only issues that have been adopted by the Board will be presented to the body in the form of a motion.

Host chapter submits proposal for Fall Conference

Required reports:

- Chapter Presidents
- Financial
- Standing Committees
- Time and Place



General Meetings

Present agenda prior to meetings

All attendees can speak, however, only financial members can vote

Financial and nonfinancial seating is recommended

Alumni can become financial during meeting

Required reports:

Chapter Presidents

Financial

Status of National Alumni

Important: All reports should be submitted in written form.

Wrap-up Meetings

Anyone can attend

Evaluation and Feedback

Financial Planning

Host chapters should submit plans for Fall Conference at the May Weekend meeting for the following year.

3. SPECIAL MEETINGS

The President and/or fifty (50) financial alumni can call these meetings when deemed necessary.

STANDING COMMITTEES

According to the Constitution, there are nine (9) permanent committees. The National President appoints the chairperson of each committee. Any chairperson appointed and discovers that he/she is unable to fulfill the duties of chairperson, should notify the National President so that another chairperson can be appointed. The outgoing chairperson can make recommendations to the president, when a chairperson leaves before his/her term has expired. All are charged with the responsibility of carrying out the functions of their respective committees. The primary responsibility will be that of selecting interested alumni or requesting volunteer alumni to serve on their committees. Chapters should follow the same procedure.

Nonpermanent committee chairpersons can volunteer or be appointed by the president. This category refers to short-term projects or tasks unrelated to the standing committees. Example: Alumni Operations Manual Committee.



Chairpersons will be responsible for the submission of all necessary reports required and requested by the National Alumni Association and chapters. Chapter Presidents will be responsible for disseminating copies of reports to financial members of their chapter who may not be in attendance at annual meetings. Copies of reports should be made available to all alumni in attendance. Reports should be limited to 1-2 type written pages if possible. **Chairpersons shall be present and submit required reports at all annual meetings or upon request by the Executive Committee. The following standard committees are:**

Audit

Shall inspect financial records of all officers, members or groups in CAUAA-National who conduct monetary matters in the name of the Alumni Association.

Awards

Shall be responsible for the nomination and awards procedures of CAUAA-National.

Budget (Finance) Committee

Shall be responsible for presenting a yearly budget to be approved by the Executive Board and ratified by the Alumni Association.

The Budget Committee is normally chaired by the Treasurer and includes the Financial Secretary, and President and appointed members.

Consider the financial needs and programs and develop a zero balance budget based on the needs of CAUAA-National. Prepare operating budget for year, presented by the Treasurer and approved by members. Review and recommend quarterly budget modifications.

Passwords to PayPal and bank accounts are only provided to Financial Secretary, Treasurer, and President.

Two signatures are required on all checks.

CAUAA-National Fiscal Year Begins – July 1

Each member is required to pay \$50 to National Association for National dues.

CAUAA-National's credit card is only issued to the President and Treasurer.

Constitution and Bylaws

Shall function when directed by the Alumni Association to make revisions for the constitution.



Fundraising

Shall be responsible for initiating projects, and activities which have been recommended and approved by the Executive Board and ratified by the Alumni Association.

Membership

Shall be responsible for increasing the membership of the Alumni Association.

Nominating

Shall be responsible for the nomination and selection process of the Alumni Association.

Program

Shall be responsible for the planning and assisting with the implementation of all programs of the Alumni Association.

Time and Place

Shall be responsible for the long-range planning for meeting sites and dates to be approved by the Executive Board and ratified by the Alumni Association.

NOTE: All committee chairpersons should adhere to the guidelines set forth in the National Constitution. All alumni shall be responsible for carrying out the function and goals of the committees they have been appointed to chair. If you do not feel you can fulfill this role, inform the National President so that another alumnus/na can be appointed.

AUDIT COMMITTEE

(Definition, Rules, and Responsibilities)

Internal auditing activity is primarily directed at improving internal control. Internal control is broadly defined as a process, affected by an entity's board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following internal control categories:



Effectiveness and Efficiency of Operations
Reliability of Financial Reporting
Compliance with Laws, Regulations and Rules of Procedure

Management (Executive Board and Executive Committee) is responsible for internal control. Establishes policies and processes that help the organization achieve specific objectives in each of these categories.

Internal Auditors perform audits to evaluate whether the policies and processes are designed and operating effectively and provide recommendations for improvement.

In order to strengthen transparency and comply with the governance and accountability of the Clark Atlanta University Alumni Association, the books and accounts of the Treasurer, Financial Secretary and Committees (regular and special) shall be audited by the auditing committee. The financial records of such officers must be submitted to the Auditing Committee on the first day of the Fall and Spring Conferences, together with expense vouchers, bills, receipts and any other related items reflecting the receipts and disbursements of their office.

The Audit Committee shall report its findings to the General Body assembled at the Annual Meeting during the Conference.

The remainder of this page is left intentionally blank.



CONFERENCE GUIDELINES

These guidelines are subject to change. However, they can be used as a guide for future conference planning.

They are as follows:

1. Guidelines from the National President should be provided, inclusive of clearly defined roles of the local host chapter.
2. The chapter or group to host the Fall Conference will submit a proposal at least one to two years beforehand (at a May Weekend). The proposal should include hotel information, time, place, tentative budget and information which support the guidelines set forth by the President. The local convention bureau should be contacted regarding specifics.
3. At a stipulated time (set by the President), the President will meet with proposed host to review tentative plans. Some attention should be given to allowing time for alumni recreation, which could be an added attraction for increased conference attendance.

4. Suggested Conference Committees:

- Registration
- Finance
- Program
- Housing
- Hospitality
- Corporate Breakfast
- Luncheon or Banquet
- Souvenir Journal
- Other

5. Finance

- All attendees will pay Registration fee
- All monies collected will be made payable to CAUAA-National.
- Financial members will be identified with a badge
- Nonfinancial registrants will receive badges of a different color.
- Dues may be paid at the conference



6. Adequate space should be provided for the Financial Secretary to collect dues (In the area of registration, but not at the same desk/table).
7. Profit is realized through activities generated thru registration. The proceeds should be divided as follows: Host Chapter 75% and National 25%.
8. Include in hotel contract the following:
Suites, meeting rooms which will complement the type of meeting, shuttle services (to and from airport to hotel) clerical services, complimentary beverages, DVDs, etc. If these services (except shuttle) are not complimentary, the National Alumni Association will be billed for the service.
9. Local talent or alumni should be used where possible.

Items to consider:

Seed money to local chapter should be paid by National.

Workshops or other events should be provided to strengthen chapters.

Adequate time should be allowed to get from one event to the next.

Should a chapter default, the National Alumni Association President will make decision for continuance.

The remainder of this page is left intentionally blank.



AWARDS CRITERIA

The Clark Atlanta University Alumni Association has an annual tradition of recognizing alumni. Awards are presented to alumni based on decisions made by the Awards Committee, which is responsible for designing the criteria for selection of outstanding alumni. The Categories include the following:

A. Service to the National Alumni Association

Alumni whom the Committee selects based on alumni information received by committee. Recipients can be recommended on an individual or chapter basis that they feel have been outstanding in their support of the National Alumni Association.

B. Service to the Community

Alumni whom the Committee selects based on alumni information received by committee. Recipients can be recommended on an individual or chapter basis who they feel have served their respective communities of residence on an outstanding basis.

C. The President's Award

Alumni recommended by the National President who the president feels have made outstanding contributions to the University. This award is presented by the University President.

D. Dean's Award

The Awards Committee should select the awardees in this category with input from respective School Deans. However, if a Dean recommends alumni from their respective schools and they have not been active with the National Alumni Association (based on the criteria set by the committee), they should not be considered for an award from the National. This fact should be shared with respective Deans. However, in order to bring the graduate schools closer to the National Alumni Association, *it is suggested that respective Deans be invited to present the awards to alumni from their respective School.*

E. Wall of Fame Award

This award will be given to graduates who have achieved celebrity status or who have been in charge of renowned organizations. Nominations can be made by individual alumni association members or by chapters. Persons making nominations must submit a narrative and documentation that will verify the nominee's celebrity status and contributions to society. If the nominee is selected, the person must send a photograph suitable for enlarging to a 16X20 size for framing. Further instructions will be provided by the committee.



F. Golden Sons and Daughters and Others

As selected by the Awards Committee.

G. Legacy Award

H. Young Alumni Council

I. Chapter of the Year

This award will be presented to chapters that have met the following criteria
MAKE MEASURABLE GOALS

1. That the chapter has a written and up-to-date set of Bylaws.
2. That the chapter is financial and in good standing with CAUAA-National.
3. That the chapter has a written Annual Plan of Operation that includes the following:
 - a. A membership recruitment, reclamation and retention drive.
 - b. A student recruitment and maintenance program.
 - c. A fund-raising initiative that supports the Annual Fund Drive as well as Planned Giving.
 - d. A focus on getting alumni to return to the campus periodically for occasions such as Homecoming, Consolidation Celebration, Class Reunions and the several musical, artistic, academic and athletic events.
 - e. A mechanism for identifying, publicizing and sharing with the University the accomplishments of alumni.
 - f. A mechanism for providing the Office of Alumni Relations updated names, addresses and phone numbers of alumni in the area of the chapter.
 - g. A mechanism for ensuring the attendance of "delegates" at the Annual Alumni Fall Conference.
4. That chapter submits reports to Clark Atlanta University Alumni Association and to the Office of Alumni Relations on a timely/requested basis.
5. That chapter makes at least annual contributions to the University.



HELPFUL HINTS FOR MEETING MANAGEMENT

Knowing how to lead group discussions and handle controversy during a meeting are very important. Perhaps these five suggestions will prove helpful.

1. It is easier to handle people who belong at your meeting. In large gatherings, encourage people to identify themselves prior to speaking.
2. Encourage everyone at the meeting to participate in the discussion. Do not allow individuals to monopolize the meeting.
3. Do not criticize those who speak up. A leader who does so, can expect to face a withdrawn or hostile audience.
4. Prevent disagreements and antagonism whenever possible. Make the most of areas of agreement between parties involved. If tempers flare, do not hesitate to intervene or call a recess to cool things off.
5. Do not monopolize discussions. Give everyone's ideas precedence over your ideas. The leader should be a listener rather than a talker.

The remainder of this page is left intentionally blank.

APPENDIX

ATTENDANCE RECORD

MEETING AGENDA ITEMS

Local Chapter
Fall Conference
May Weekend

REPORTING FORMS

Minutes of Meeting
National Treasurer Report
Chapter Treasurer Report
National Financial Secretary Report
Chapter Financial Secretary Report
Chapter Year-End Report

EVALUATION AND FEEDBACK

REQUISITION FORM

MEMBERSHIP APPLICATION

APPLICATION FOR NEW CHAPTER

CONSTITUTION AND BYLAWS

(November, 1999)
(Not included in this document)



AGENDA LOCAL CHAPTER

Name of Chapter: _____

Chapter President: _____

Name and Title of Presiding Officer (if not the President)

Name: _____ Office Held: _____

Meeting Site: _____

City: _____ State: _____ ZC: _____

Date: _____ Time: _____

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Introductions
5. Minutes
6. Correspondence
7. Reports
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment



FALL CONFERENCE

YEAR: _____

City : _____ State: _____

Site: _____

AGENDA

- Call to Order
- Invocation
- Adoption of Rules
- Approval of Agenda
- Greetings
- Approval of Minutes
- Correspondence Highlights
- Officer Reports
- President
- Vice President
- Vice President of Graduate School
- Vice President of Undergraduate
- Financial Secretary
- Treasurer
- Historian
- Alumni Representative to Board of Trustees
- Reports from Standing Committees
- Reports from Special Committees
- Election
- Other
- Unfinished Business
- New Business
- Appointment of May Weekend Chairperson
- Other
- Adjournment

(All in attendance should sign the ATTENDANCE sheet before leaving the meeting.)



MAY WEEKEND
YEAR: _____

City: _____ State: _____

Site: _____

AGENDA

- Call to Order
- Invocation
- Adoption of Rules
- Approval of Agenda
- Greetings
- Approval of Minutes
- Correspondence Highlight
- Officer Reports
- Vice President of Graduate School
- Vice President of Undergraduate
- Financial Secretary
- Treasurer
- Historian
- Alumni Representative to Board of Trustees
- Reports from Standing Committees
- Reports of Special Committees
- Fall Conference
- Election
- Introduction of New Officers
- Other
- Unfinished Business
- New Business
- Appointment of Nominating Committee Chairperson

- Adjournment

(All in attendance should sign the ATTENDANCE sheet before leaving the meeting.)

NOTE: The agenda for other events during this period are designed based on planned program.(Example: Installation of officers during luncheon, etc.)



SAMPLE REPORTING FORMS

The use of these forms would add to uniformity in the alumni reporting system. It is recommended that all chapters use a similar format, which complements their mode of operations.

SUGGESTED FORMS:

Minutes of Meetings

Minutes from previous meetings should be prepared by Recording Secretary, circulated and read at each meeting.

Treasurer Report (Local and National)

Report should be properly prepared by National Alumni Association and Local Chapter treasurers. Reports should be circulated and read at each meeting.

Financial Secretary Report (Local and National)

It is suggested that the Financial Secretary maintain up-to-date records of monies received and pass on to the local and national Treasurers. Up-to-date reports should be properly prepared, circulated and read at appropriate meetings.

Chapter Year-End Report

All chapters and committees should submit reports to the National Corresponding Secretary by the designated deadline date and be prepared to read them at meetings. If the deadline is missed, the chapter or committee representative is responsible for having report duplicated, circulated and presented at meeting.

Evaluation and Feedback

Participants are encouraged to complete this form before leaving National Alumni Association meetings.

Requisition Form

This form should be submitted by those requesting reimbursement from CAUAA-National. All requestors must submit supporting receipts of their expenses (i.e., receipts, invoices, etc.). **No requisitions will be processed without the required information.** Requestors should keep a copy of documentation for their personal file.

Membership Application

This form should be completed by all new national members and alumni and friends of Clark Atlanta University interested in joining the National Association.



New Chapter Application

This form should be completed by alumni groups interested in forming a local chapter in their area and submitted to the National Alumni Association.

The remainder of this page is left intentionally blank.



MINUTES of MEETING

All minutes of meetings should include **at least** the following:

The meeting was called to order by president

Invocation was given by.....

The **minutes** of the previous meeting were read by Secretary (or alumnus) in absence of secretary (Name).

President asked **new members** to introduce themselves. New members were welcomed and requested to encourage other CAU graduates to join the National and Local Chapter. Other alumni/guests in attendance are asked to introduce themselves.

Correspondence was read by

The **treasurer's report** was presented by

Report was accepted as information.

President called for **reports**. State the reports.....given byaccepted and approved. Content and decisions made included

The **Unfinished business** referred to in the minutes was discussed.....Include actions taken.

New Business included.....

Announcements read included....

Include summary of announcements.....

The next meeting of the _____ will be held _____ (Time and Place)

The _____ meeting adjourned at _____.

Sam Jones, CAU, '96, Recording Secretary

Sarah Allen, CC, '82, President

NOTE: A listing of all in attendance at meeting should be attached to this report. (See copy of attendance form on page 32.)



NATIONAL TREASURER'S REPORT

() Fall Conference Year _____ () Spring Conference Year _____ () Other (Identify) Year _____

BALANCE FROM PREVIOUS REPORT \$ _____

A. INCOME

- Alumni Dues \$ _____
- Chapter Affiliation \$ _____
- Total Registration \$ _____
 - Fall Conference \$ _____
 - Spring Conference \$ _____
- Bank Interest \$ _____
- Journal Ads \$ _____
 - Fall Conference \$ _____
- Donations \$ _____
- Fundraisers (Provide detail) \$ _____
- Other (List on back of page) \$ _____

TOTAL \$ _____

B. EXPENSES

- Postage \$ _____
- Printing and Supplies \$ _____
- Stationary \$ _____
- Executive Board Travel \$ _____
- Chapter Chartering Ceremonies \$ _____
- Telephone \$ _____
- Homecoming Parade \$ _____
- Banking Fees \$ _____
- Fundraising (Provide detail) \$ _____
- Souvenir Journal \$ _____
- Photographer \$ _____
- Reception \$ _____
- Decorations \$ _____
- Award Plaques/Certificates \$ _____
- Class Certificates \$ _____
- Hospitality \$ _____
- Bills Outstanding \$ _____
- Contribution to University (CAU) \$ _____
- Other (List) \$ _____

TOTAL \$ _____

ENDING BALANCE \$ _____

Prepared by: _____, **Treasurer Date:** _____

Note: A projected budget should be completed for the following year. Receipts should be attached to all of the above items.



**CHAPTER
TREASURER'S REPORT**

NAME OF CHAPTER: _____

BALANCE FROM PREVIOUS REPORT \$ _____

A. INCOME

- 1. Local Membership Dues @ \$50.00 \$ _____
- 2. Fundraiser (Detail) \$ _____
- 3. Contributions \$ _____
- 4. Other (Detail) \$ _____

TOTAL INCOME \$ _____

SUM TOTAL INCOME \$ _____

B. EXPENSES

- 1. Outstanding Debts (Provide Detail) \$ _____
- 2. Chapter Affiliation Fee @ \$75.00 \$ _____
- 3. Fundraising (Provide Detail) \$ _____
- 4. Contributions \$ _____
 - a. Clark Atlanta University \$ _____
 - b. UNCF \$ _____
 - c. Other (Provide Detail) \$ _____
- 5. Journal Ads \$ _____
 - a. National Alumni \$ _____
 - b. UNCF \$ _____
- 6. Recruitment/College Fairs \$ _____
- 7. Other (Provide Detail) \$ _____

SUM TOTAL EXPENSES \$ _____

Total Balance Forwarded \$ _____

Prepared by: _____
Treasurer

Date: _____



NATIONAL FINANCIAL SECRETARY'S REPORT

() Fall Conference Year: _____ () May Weekend Year: _____

MONIES RECEIVED

- 1. Total Memberships \$ _____
- Dues \$ _____
- Gray \$ _____
- Red and Black \$ _____
- Panther \$ _____
- Life \$ _____
- Installments \$ _____

- 2. Chapter Dues \$ _____
- 3. Contributions/Donations \$ _____
- 4. Fundraisers \$ _____
- 5. Conference (Provide Detail) \$ _____
- 6. Souvenir Journal \$ _____
- 7. Other (Provide Detail) \$ _____

TOTAL MONIES PASSED ON TO TREASURER \$ _____
(At the time of report)

Prepared by: _____
Financial Secretary

Date: _____

All monies received should be documented and compliment all monies received from alumni/others. A copy of receipt documentation should accompany monies passed on to the Treasurer. All payees will receive a receipt for their payment(s).



CHAPTER FINANCIAL SECRETARY'S REPORT

NAME OF CHAPTER:

INCOME (MONIES RECEIVED)

1.	Total Membership Dues	\$ _____
	a. Chapter Dues	\$ _____
	b. Chapter Dues Including Natl. Dues	\$ _____
	c. National Dues	\$ _____
2.	Contributions	\$ _____
3.	Fundraisers	\$ _____
4.	Other (Provide Detail)	\$ _____
	TOTAL MONIES RECEIVED AND PASSED ON TO TREASURER	\$ _____

Prepared by: _____
Financial Secretary

Date: _____

Attachments:

- (1) This report, along with listing(s) of all paying alumni/others and amounts received, is being passed on to Chapter Treasurer. Appropriate receipts will be given to alumni.



CHAPTER YEAR-END REPORT
Year _____

Chapter: _____

Telephone: _____ **E-mail:** _____

Fax: _____

OFFICERS

Contact Number/ E-mail Address

President	_____	_____
Vice President	_____	_____
Rec. Secretary	_____	_____
Corr. Secretary	_____	_____
Fin. Secretary	_____	_____
Treasurer	_____	_____
Historian	_____	_____
Parliamentarian	_____	_____
Chaplain	_____	_____

Number/Frequency of Meetings: _____ Average Number in Attendance: _____
 Number of Financial Members: _____ Number of Alumni in Area: _____

Chapter and National Participation Checklist

- No. of Student Recruitment Fairs _____
- No. of Student Recruitment Tours _____
- CAU Alumni Day Yes () No ()
- National Service Initiative Yes () No ()
- No. of Chapter Fundraisers _____
- No. of Student Events _____
- No. of Membership Drives _____
- No. of Service Projects _____
- Chapter Reports Fall () May () Chapter Finance
- Reports Fall () May () CAUAA-National
- Fundraising Activity Yes () No ()
- No. of Correspondences sent to Local Alumni _____
- Executive Board Information sent to National Corresponding Secretary Yes () No ()
- Chapter Historical Information sent to National Historian Fall () May ()
- Amount of Chapter Contribution _____

For any comments/recommendations, please attach an additional sheet. A copy of this report should be submitted with the Chapter Year-End Annual Report.

Prepared by _____
 Chapter President

Date: _____



EVALUATION AND FEEDBACK

() Fall Conference Year: _____ () May Weekend Year: _____

() Chapter: _____

Please take a few moments and provide us with your opinions by completing the form below. **If this is a chapter evaluation, include the name of your Chapter.** Thank You.

Name of Activity: _____ No. in Attendance: _____

Date: _____ Place: _____

Rate Listed Items	Excellent	Very Good	Good	Poor
1. Overall Registration	_____	_____	_____	_____
2. Meeting Facilities	_____	_____	_____	_____
3. On-site Transportation	_____	_____	_____	_____
4. Info. Rec'd. On Time	_____	_____	_____	_____
5. Objectives Met	_____	_____	_____	_____
6. Overall Program	_____	_____	_____	_____
7. Hotel Accommodations	_____	_____	_____	_____
8. Food Services	_____	_____	_____	_____
9. Souvenir Journal	_____	_____	_____	_____
10. Entertainment	_____	_____	_____	_____
11. Overall Rating	_____	_____	_____	_____

Would you attend again? YES _____ NO _____

Additional Comments: (For additional space, use back of page.) _____

(Please leave completed form in the designated place. Thank you.)



REQUISITION FORM

This form should be completed to request authorized, official expenditures.

Requestor Name (Print): _____

Requisition Amount: \$ _____

Requisition Purpose (i.e., conference, homecoming, special event) _____

Detailed Description of Expenses: _____

Check Payment Information

Payable to: _____

Mailing Address: _____

Approval Signature

Date

Approval Signature

Date

Notes:

1. Please attach documentation (i.e., receipts, invoices, etc.)
2. For reimbursement, the approved form with original documentation must be attached.
3. Treasurer retains the original form and receipts for financial records.

**Requestor should keep a copy of documentation for personal file.



MEMBERSHIP APPLICATION

MEMBERSHIP LEVELS

Basic Level- \$50.00

Membership Card

Panther Level- \$500.00

Membership Card
Denim Shirt

Life Membership - \$1000.00

Membership Card
Denim Shirt

Gray Level - \$100.00

Membership Card
Paperweight

Travel Mug
5% OFF CAUAA-National Merchandise

Paperweight

Certificate

10% OFF CAUAA-National Merchandise

Red & Black Level -\$250.00

Membership Card
Paperweight
Travel Mug

PLEASE NOTE

Installment Plans Available:
\$250.00 Per Year for 4 Years
\$200.00 Per Year for 5 Years

NOTE: Dues are for the fiscal year July 1- June 30. Alumni gifts are subject to change based on availability

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact #s

(H): _____ (B): _____ (C): _____

E-Mail Address (Please Print Clearly): _____

Atlanta University Clark College Clark University Clark Atlanta University

Schools:

Bachelor's: A&S BA Edu Social Work LIS Class Year _____

Master's:

A&S BA Edu Social Work LIS Class Year _____

Doctorate: A&S BA Edu Social Work LIS Class Year _____

Basic Level Gray Level Red & Black Level Panther Level Life Membership

Shirt Size: Small Medium Large X-Large

Enclosed are membership dues for \$ _____ . Make check payable to CAUAA-National

Please accept my donation of \$ _____ to Clark Atlanta University.

Make separate check payable to CAU and earmark your preference.

Mail ALL checks to:

**CAUAA-National
223 James P. Brawley Drive, S.W.
Campus Box # 1913
Atlanta, Georgia 30314**

I am interested in helping to recruit students for Clark Atlanta University.



Thank You for Your Support!!! CAUAA-National. Get more alumni news and information at <http://www.cauaa.org> and please join your local chapter!

The remainder of this page is left intentionally blank.



APPLICATION FOR NEW CHAPTER

This application is an official document of the Clark Atlanta University National Alumni Association, Inc. It must be submitted for approval by the National Alumni Executive Board and Office of Alumni Relations.

We will adhere to the purpose and mission of the National Alumni Association, the Office of Alumni Relations and Clark Atlanta University. We, the undersigned submit this application for the _____ Chapter of the Clark Atlanta University National Alumni Association. Included are copies of our chapter bylaws, listing of current members (the first seven (7) representing charter members) and check in the amount of \$75.00 for chapter affiliation fee.

President Telephone/
 Name: _____ E-mail: _____
 Address: _____

Vice President Telephone/
 Name: _____ E-mail: _____ Address: _____

Treasurer Telephone/
 Name: _____ E-mail: _____
 Address: _____

Recording Secretary Telephone/
 Name: _____ E-mail: _____
 Address: _____

Financial Secretary Telephone/
 Name: _____ E-mail: _____
 Address: _____

Corresponding Secretary Telephone/
 Name: _____ E-mail: _____
 Address: _____

Parliamentarian Telephone/
 Name: _____ E-mail: _____
 Address: _____

Historian Telephone/
 Name: _____ E-mail: _____
 Address: _____

Chaplain Telephone/
 Address: _____ E-mail: _____

Completed by: _____ **Date:** _____

NOTE: Use separate page for additional information.



CONSTITUTION & BYLAWS

This document serves as a guide for the operation of the national association. Local chapters should also operate within the guidelines set forth in the national alumni constitution as related to their respective chapters.

The constitution is not included in this publication. Copies are available via CAUAA-National or members of the Constitution Committee.

The CAUAA-National Constitution can be found at:

<http://www.cauaa.org/forms---applications.html>



Name/Business	Date of Donation	QTY	Donated Item(s)	Value of Items (Estimated or Actual)	Receipt (y/n)	Donated To:	
						Event	Committee

** Non-Cash Donations are items or professional services given to the chapter that do not involve the use of cash nor expensed to the chapter.

Instructions: Please complete an entry line for each family of items donated. Return form to an Internal Audit Committee Member or to your Committee Chair. Amounts will be tallied each quarter then annually. Attach or include receipts if available, if not, give a dollar estimate.

Examples: Food items, blankets, belts, purses, toys, office supplies, professional services/time, etc.

Initiatives: