



**Talladega College
National Alumni Association**

**Chapter Guide
05/06/2006**

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.
- To implement projects and programs which benefit Talladega College and Talladega College National Alumni Association
- To serve as a supplement to the Talladega College National Alumni Association 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 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. Actively participate with the College in scholarship support, other funding 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 Board and approved by the membership at the next regular Annual Meeting of The Association. 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 Association.

III. Chapter Composition

A Chapter shall consist of no fewer than five (5) members. Chapters are required to operate under the auspices of TCNAA. In addition, each Chapter will be required to participate in and support the activities of TCNAA.

IV. Chapter Officers

- A. Required officers shall be president, secretary, and treasurer. Other officers may be chosen as deemed necessary by the chapter.

V. Chapter Meetings

Each chapter should meet monthly but no less than quarterly in order to carry out the objectives as stated in Item I.

VI. Chapter Contributions and Funds

- A. All funds raised or collected by chapters in the name of Talladega College or TCNAA are to be reported to the Office of Institutional Advancement or Talladega College National Alumni Association, 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 for *Chapter of the Year* awards.
- 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 included. Expenses 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 Regional President:
 - 1. Chapter meeting dates;
 - 2. Calendar of planned projects/activities;
 - 3. Roster of current officers and members, including addresses, fax and phone numbers, and e-mail addresses;
 - 4. Talladega College National Alumni Association memberships.

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This information should be submitted to the Regional President by March 1st, and should be updated by September 15th.

- B. Chapters are to submit to Talladega College National Alumni Association a summarized report of projects and activities completed during the current fiscal year (January 1 – December 31). This report should be submitted to the Regional President by April 1st and presented at the Spring Board Meeting.

- C. Any correspondence required by Talladega College is to be submitted to the Office of Alumni Affairs (Talladega College, 627 West Battle Street, Talladega, Alabama 35160). Any information being submitted for Chapter Award recognition should be submitted to the Office of Alumni Affairs. 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.

- D. The Chapter President and Treasurer must provide a detailed statement of income and expenses annually to the TCNAA Treasurer. This report must be provided by March 1 and should also include all information regarding Chapter income and expenses to help ensure the Tax Exemption status of the TCNAA.

Note: It is recommended that Chapters submit a courtesy copy of the information requested above to the TCNAA President to facilitate communications and support of local efforts.

IX. Procedures for Organizing or Reorganizing Chapters

- A. The President of the TCNAA identifies an alumnus/alumna or is provided a recommendation of an alumnus/alumna to serve as organizational chairperson in the desired area. After the identified/recommended individual agrees, he/she is appointed organizational chairperson for that area.

- B. The Office of Alumni Affairs will supply the 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 members is required to charter or reactivate a chapter.

- D. The organizational chairperson, in conjunction with the Office of Alumni Affairs, will schedule a "Kick-Off" meeting with the Director of Alumni Affairs, National Officers, Regional President and/or Member at Large and other alumni chapter members.

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- 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. Informing the Chapter of programs and events which will enhance Talladega College, Talladega College National Alumni Association, and the chapter activities
 - 4. Election of officers
 - 5. Establishment of committees, and
 - 6. Orientation to Chapter Guide
- F. A *Charter* will be issued upon the completion of the aforementioned steps.

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

Alumni have several opportunities for recognition by way of the TCNAA and the College. The types of recognition are:

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 Grand Reunion.

Award: **Outstanding Regional Alumnus Award**
Purpose: To recognize a member at the Regional level demonstrating outstanding and consistent contributions in the interest of Talladega College at the local and regional level(s); Demonstrated commitment to the ideals of service for which the College was founded.
Process: Candidates can be nominated by any Chapter, alumnus, friend of the College, faculty/staff, student, or others. Each Region selects an Honoree.
Presented: Every three years at the TCNAA Grand Reunion.

Award: **Galaxy Award**
Purpose: To recognize a faculty or staff member who has made outstanding contributions to the College. 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 determines the process for identifying appropriate candidates and makes the selection.
Presented: Every three years at the TCNAA Grand Reunion.

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.

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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. It also allows all chapters, regardless of size, to compete for honors. All chapters can win awards whether it is giving to the annual fund, recruiting students, in-kind gifts, or TCNAA membership (See Chapter Awards Categories).

- 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 current year
 - b. Chapter members must be financial to be included
 - c. Chapters 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, annually
 - e. Name each award in memory of outstanding alumni or dedicated supporter of Talladega College
 - f. Present awards annually 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 can not be counted as a class contribution gift at the Reunion and as a Chapter contribution.

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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. One member selected by each Regional President. 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, preferably with two (2) nominees for each position. 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. The election shall be conducted by direct mail ballot.
5. Ballots will be mailed to the financial or active members no later than April 15th.
6. Return ballots must be received by return mail at the College by May 1st.
7. Ballots will be returned to the Office of Alumni Affairs and counted by designees of the Alumni President.
8. Election results will be announced at the May meeting of the Alumni and Board.
9. New officers will be installed during the Business Session at the triennial meeting.

Section 2. Election of Regional Officers

To be provided by each Regional President.

Section 3. Election of Local Officers

To be documented and included in this Chapter Guide by each Chapter.