

Cheyney University National Alumni Association



PROCEDURES MANUAL

SECOND EDITION

REVISED AUGUST 2017

**CHEYNEY UNIVERSITY
NATIONAL ALUMNI ASSOCIATION
PROCEDURES MANUAL**

TABLE OF CONTENTS

SECTION	PAGE
Section 1 CHEYNEY UNIVERSITY NATIONAL ALUMNI ASSOCIATION	1
Section 2 PURPOSE OF THE PROCEDURES MANUAL	1
Section 3 PARLIAMENTARY AUTHORITY	1
Section 4 MISSION OF THE ASSOCIATION	1
Section 5 MEMBERSHIP SUPPORT	2
A. Board of Directors	2
B. Semi-Annual Reports to Membership	2
Section 6 FIDUCIARY RESPONSIBILITIES	3
A. Receipt of Cash and Checks	3
B. Distribution of Funds	3
C. Reporting Transactions	3
Section 7 STANDING COMMITTEES	4-7
Section 8 ANNUAL REPORT TO MEMBERSHIP	8
Section 9 LOCAL CHAPTERS	8

**CHEYNEY UNIVERSITY
NATIONAL ALUMNI ASSOCIATION**

PROCEDURES MANUAL

(Second Edition)

August 2017

Section 1 CHEYNEY UNIVERSITY NATIONAL ALUMNI ASSOCIATION

The Cheyney University of Pennsylvania National Alumni Association (Association) seeks to promote the advancement of Cheyney University and establish a harmonious, social and professional relationship among its general membership, life members, local chapters, and area representatives.

The Association continues to increase its membership and number of local chapters. It has become essential, therefore, for the Association to prepare a Procedures Manual (Manual) of established practices and procedures so that all chapters can become familiar and informed of their roles and responsibilities as prescribed by the Constitution of the Association.

Section 2 PURPOSE OF THE PROCEDURES MANUAL

The purposes of the Procedures Manual as provided herein are as follows:

- A. Identify and describe the manner by which the Association shall operate.
- B. Serve as the model by which the Association and local chapters shall conduct business according to the Association's Constitution.

Section 3 PARLIAMENTARY AUTHORITY

All matters not covered by the *Constitution* and/or *Procedures* of the Association shall be covered by the current edition of *Robert's Rules of Order, Newly Revised*.

Section 4 MISSION OF THE ASSOCIATION

The Association was formed pursuant to the Articles of Incorporation of "*The Cheyney State College General Alumni Association*" dated August 17, 1970. The mission of the Association is to promote the advancement of education by sponsoring, supporting, encouraging, aiding and conducting selective educational activities of Cheyney University in its efforts to recruit, retain, and promote successful matriculation of its students, and encourage the support of alumni through service and financial contributions.

Section 5 MEMBERSHIP SUPPORT

A. Board of Directors

1. The Board of Directors (Board) of the Association is composed of nine (9) directors elected from members in good standing of the Association.
 - a. The officers of the Executive Board are President, Vice-President, Financial Secretary, Treasurer, and Corresponding Secretary.
 - b. A Parliamentarian is appointed to the Board by the President.
 - c. The Director of Alumni Relations for Cheyney University shall serve without voting rights as an ex-officio member of the Board.
2. Members of the Board shall have the following obligations and responsibilities.
 - a. Attend all meetings of the Board, unless excused in advance.
 - b. Actively lead and/or participate on a committee of the Board.
 - c. Receive all committee reports before each meeting of the Board.
 - d. Receive the Alumni Day Report and the Homecoming Day Report before the General Membership Meetings.
 - e. Perform all duties as indicated in the Constitution
3. Commitment to Cheyney University
 - a. Support University organizations that provide student services and activities.
 - b. Ensure that organizations that request funds from the Association have followed appropriate procedures before taking any action.
4. Responsibilities to Local Chapters and Area Representatives
 - a. Demonstrate support of local Chapters and Affiliates through its participation in activities sponsored by them; this includes who will attend and an equitable degree to which ads for souvenir booklets and tickets will be purchased.
 - b. Make every effort to publicize Local Chapter events to all of its Affiliates in order to encourage greater participation and general increased communication among the Chapters.
 - c. Develop a calendar of events in order to avoid possible scheduling conflicts among Local Chapters.

B. Semi-Annual Reports to Membership

The Board of Directors shall adhere to the following requirements in the preparation and distribution of Semi-Annual reports to the membership of the Association.

- a. Reports shall consist of national committee reports, national officer's reports, and local chapter reports.

- b. The notice of due dates for reports due shall be at least a minimum of two (2) weeks prior to the due date; this will allow Chapters and Affiliates to prepare, complete, and submit the required forms.

Section 6 FIDUCIARY RESPONSIBILITIES

A. Receipt of Cash and Checks

1. All funds (cash, checks, money orders, etc.) are to be sent to the mailbox of “Cheyney University National Alumni Association.”
 - a. Checks are to be made payable to “Cheyney University National Alumni Association.”
 - b. Funds are never to be sent to individuals or made payable to anyone other than “Cheyney University National Alumni Association.”
 - c. Person(s) designated to collect mail from the Post Office or other offices of Cheyney University related to the Association will distribute mail only to the address listed on the envelope.
2. All funds are to be sent to the Financial Secretary.
3. All funds received should be categorized under the headings – e.g., Gifts, Membership, etc.
4. The Financial Secretary will transfer all funds received to the Treasurer.
5. Exception to this procedure: When the Treasurer receives mail from the post box, checks are photographed and sent to the Financial Secretary for documenting; the documentation of the checks eliminates double handling of funds (e.g., from Treasurer to Financial Secretary back to Treasurer).
6. The Treasurer records receipts and immediately deposits fund.

B. Distribution of Funds

1. Requests for Distribution of Funds
 - a. Check Request Form must be completed by officer and/or committee chair, and forwarded to the Treasurer. An invoice shall accompany all requests.
 - b. Requests for funds shall be submitted no later than two (2) weeks before the scheduled event.
 - c. **All** requests for funds shall be checked against the budget of the committee.
 - d. All check requests for funds must be signed by the President and the Treasurer before disbursement.
 - e. Reimbursement requests for prior personal outlay of funds are limited to a maximum of \$150, without exception.

- f. Fund requests are limited by amounts of allotment outlined in approved budget line.
- g. The Board shall approve the outlay of all funds to committees or individuals where requests exceed the budget line or the payee is not outlined in the budget.
- h. The Treasurer records the request and writes a check for the approved sum of money.
- i. In case of emergency due to illness or other personal reasons, which make the Treasurer unavailable for a period of 2 – 6 weeks, the checkbook of the Association shall be submitted to the President for management and care.

C. Reporting Transactions

- 1. The Treasurer and Financial Secretary shall give written reports monthly at all regular Board meetings, and semi-annual reports at the national meetings of the Association.
- 2. The Treasurer and Financial Secretary shall meet monthly before the regularly scheduled regular meetings of the Board and prior to the semi-annual meetings of the Association, for the purpose of reconciliation of all financial accounts of the Association.
- 3. Fund Reports
 - a. Financial Secretary – From funds that are actually received.
 - b. Treasurer – From treasurer’s records and statements that have been reconciled by the bank.

Section 7 STANDING COMMITTEES

The Standing Committees of the Association are Recruitment; Alumni Annual Giving; Public Relations; Scholarship; Budget; Auditing; Nominating; Membership; Alumni Day and Homecoming Day.

- A. The President shall appoint Chairpersons of standing committees annually to serve for a period of one (1) year.
- B. Each committee chairperson, in conjunction with members of the committee will create and maintain a budget.
- C. Each committee will establish a set meeting schedule.
- D. All committee chairpersons or their designees are required to attend all regularly scheduled Board Meetings.
- E. Ad Hoc Committees may be established by the President, as needed.

F. Names and responsibilities of Association Committees:

1. Recruitment Committee

- a. Cooperate with and assist the University Office of Admissions, Local Chapters and area representatives in enhancing the image of the University, and encourage students to enroll at the University.
- b. Recommend worthy students to the Scholarship Committee for financial assistance.
- c. Submit a written progress report to the President and the Board no later than 2 weeks prior to the general Spring and Fall membership meetings and at all regularly scheduled meetings of the Board.
- d. Organize a membership event for graduating students.
 - Graduates will receive a free membership to the Association with all the rights and privileges as a paid voting member until December 31 of the graduating year.
 - Graduates will be encouraged to get involved with their local chapters.
 - The Office of Alumni Relations will be requested to forward its "Welcome to the Alumni Association" packet to all graduates.
 - Local Chapters are asked to develop ways to encourage participation and active involvement of new alumni.

2. Alumni *Annual Giving* Committee

- a. Develop an annual program to raise funds. Encourage and demonstrate to individuals and groups the value of their financial support.
- b. Submit a written progress report to the President and the Board no later than 2 weeks prior to the general Spring and Fall membership meetings and at each regularly scheduled meeting of the Board.

3. Budget Committee

- a. Prepare a budget for each fiscal year and submit it to the Board for approval two weeks prior to the regularly scheduled Fall meeting.
- b. Submit a written report at the Fall general membership meeting.
- c. Make recommendations to improve the economic status of the Association.
- d. Operate under all current IRS regulations.

4. Auditing Committee

- a. On an annual basis, conduct an internal audit of all accounts and properties of the association.
- b. Present a written report of findings to the President and the Board at least 2 weeks prior to the Fall general membership meeting.

5. Nominating Committee

- a. Open nominations in the Spring and receive all nominations by the second (2nd) Friday in June.
- b. Submit names of nominees to the Financial Secretary and Treasurer by the fourth (4th) Friday in June to determine if he/she is eligible as described in the Constitution (Article V, Section 2). Certification of the nominees shall be forwarded to the Nominating Committee by the second (2nd) Friday in July.
- c. Develop a ballot with names and biographical sketches of nominees. Provide sufficient space for write-in candidates. (Write-in candidates must also meet eligibility as indicated in the Constitution.)
- d. Submit ballots to the Corresponding Secretary to be mailed no later than the second (2nd) Friday in August to members in good standing as certified by the Financial Secretary and Treasurer.
- e. Give all ballots received to the Chairperson of the Teller Committee (Ad Hoc Committee appointed by the President to count votes), to determine candidates receiving majority vote count.
- f. Submit a report of names of candidates receiving majority office vote counts to the Recording Secretary with a copy to the President.
- g. Declare office winners for announcement and release by the President.
- h. Submit a final report to the President for receipt no later than two (2) weeks prior to the Fall Meeting.
- i. Inform the membership of the results at the Fall General Meeting.

6. Public Relations Committee

- a. Support the Association in managing traditional and digital communications.
- b. Publish the Alumni Newsletter and other publications as approved by the Board.
- c. Foster positive relations with the public and the University on behalf of the Board.
- d. Submit a written report at the Spring and Fall Meetings and at each regularly scheduled Board meeting.

7. Scholarship Committee

- a. Attend monthly Board meetings.
- b. Determine qualifications and criteria for granting scholarships.
- c. Create an awareness to the general public to develop a pool of potential candidates.
- d. Submit recommendations for recipients to the Board.
- e. Announce recipients at chapter, Board meetings, alumni website.

- f. Update scholarships as new scholarships are received.
- g. Submit a written progress report at the Spring and Fall Meeting and at each regularly scheduled Board meetings.

8. Membership Committee

- a. Plan and implement programs to increase membership in the Association with a submission to the Board on an annual basis.
- b. The Director of Alumni Relations is an ex-officio member of the committee.
- c. Prepare vote cards to distribute for use at general membership meetings.
- d. Assist with registration at general membership meetings.
- e. Maintain contact with local chapter membership chairpersons.
- f. Develop a plan for recognizing life and general members.
- g. Provide membership cards to all members in good standing.

9. Alumni Day/Homecoming Committee

- a. Assist the University and Alumni Relations Office in the development and implementation of activities for these special events.
- b. The Director of Alumni Relations is an ex-officio member of the committee.
- c. Prepare a plan and budget.

Section 8 ANNUAL REPORT TO MEMBERSHIP

The Association shall submit a comprehensive annual report to the membership of the Association at the Fall Meeting Membership.

- A. The Annual Report shall consist of national committee reports, national officer's reports, and local chapter reports.
- B. The Annual Report and all other reports shall be submitted in the standardized format.
- C. The Board shall submit advance notice of the due date of the Annual Report and all other reports for receipt no later than two (2) weeks prior to their completion date and return by the chapters and affiliates.

Section 9 LOCAL CHAPTERS

The Association can create a Local Chapter in any geographic region.

- A. Established Local Chapters are required to use the revised A&B Forms to submit information to select 'Chapter of the Year.'
 - 1. Each chapter will set up a free Bank account dedicated to their specific chapter by signing on to Bank's Internet web page.

2. The folder will allow the submission of forms and documentation on line.
3. The due date for submitting A&B Forms and documentation for the next fiscal year of the Association is the last Friday in February.
4. Anyone having technical issues with the process should contact the Association for Technical Support.

B. Becoming a Local Chapter requires:

1. Complete the Local Chapter Charter Application
2. All Chapters of the Association in organizing must adhere to the Constitution and Procedures of the Association.
3. Once membership of a Chapter is confirmed by the Association, the Local Chapter shall comply with the Constitution and Procedures of the Association.