

CLARK ATLANTA UNIVERSITY
ALUMNI ASSOCIATION
INCORPORATED



OPERATIONS MANUAL
2008

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Second Edition

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SUMMARY

This manual was prepared under the aegis, request and need of the National 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 and Local Chapters in reaching higher performance goals. It will also assist better utilization of time and provide guidelines for ultimate performance on consistent, professional levels; thus, providing a tool for us to have a smooth and overall effective Clark Atlanta University Alumni Association.

More specifically, 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 agenda, submission of required and uniform reports, and making better utilization of time). The topics included in this document are listed in the Table of Contents.

Wilma Jeff, then CAUAA Vice President, accepted the responsibility as chairperson of the manual committee. The committee consisted of seven members who represented a cross section of alumni from different institutional eras. There are 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: Charmain Lewis-Charles, '97, Karima Pace, '97 and Felicia Staton, '96. All members reside in the New York areas, except Charmain, who resides in New Jersey.

It is our hope that this document will serve as a viable tool in order to raise the operational performances of our National Alumni Association and Local Chapters--and most important, to raise the level of excellence inclusive of supporting the image of our dear alma mater, Clark Atlanta University, as it strives to remain a first-class institution of higher learning.

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 our current National Alumni Association President, who viewed it as a viable asset to the Association.

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 will become the official Operations Manual of The National Alumni Association.

Respectfully submitted,

Wilma Jeff, Chairperson
Operations Manual Committee

WSJ:
10/04

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.

NEED

The Clark Atlanta University National Alumni Association 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 has been produced.

Thirteen years later, at the conclusion of May Weekend Alumni business 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 was conceived. Wilma Jeff, Vice President, volunteered to chair a committee to implement this task. Dr. Eleanor Gittens, who was 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 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 will serve as an asset to its completion in time to be presented and disseminated at the 2008 CAUAA Fall Conference. They are: Ms. Nneka Egwuatu, Ms. Sunnie Jackson, Dr. Erica Sullivan Worthy and Ms. Ericka Knight.

PURPOSE

As result of the previously stated need, it is the purpose of this manual to provide helpful information which will strengthen and maintain consistency in the overall operation of the CAU Alumni Association. More specifically, it will serve as a guide to orient local chapters and appointed committees to implement their goals and objectives on a regular and consistent basis. Thus, by instilling a higher level of alumni interest, responsibility, performance and visibility, an asset to the overall efforts of the University will be achieved.

GOALS AND OBJECTIVES

“The concept of voiceless alumni, where the caps and gowns are a reward for passivity rather than activism is a concept we, at Clark Atlanta University should REJECT! The task of the Clark Atlanta University Alumni Association is to build a strong and viable association that will serve both the alumni and the University on a consistent basis.”

As a result, 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 the National Alumni Association 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 the National Alumni Association. 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 the National Alumni Association, which would 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, which will increase overall alumni giving to the University.

MEMBERSHIP

The three types of membership in the National Clark Atlanta University Alumni Association are:

- (1) **General Membership:** Any person who has attended or received a degree from Atlanta University, Clark University, Clark College, or Clark Atlanta University shall be eligible as a member of the CAUAA by paying annual membership dues. Levels of memberships include the following:

Basic	Fee: \$50.00
Grey	Fee: \$100.00
Red & Black	Fee: \$250.00
Panther	Fee: \$500.00
Life*	Fee: \$1000.00

***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, Inc., and mailed to CAUAA, Inc., 223 James P. Brawley Drive, S.W., Campus Box #1913, Atlanta Georgia, 30314

NOTE: Alumni **NOT** paying their National dues (via their respective local chapter) should send check/money order directly to the National Financial Secretary.

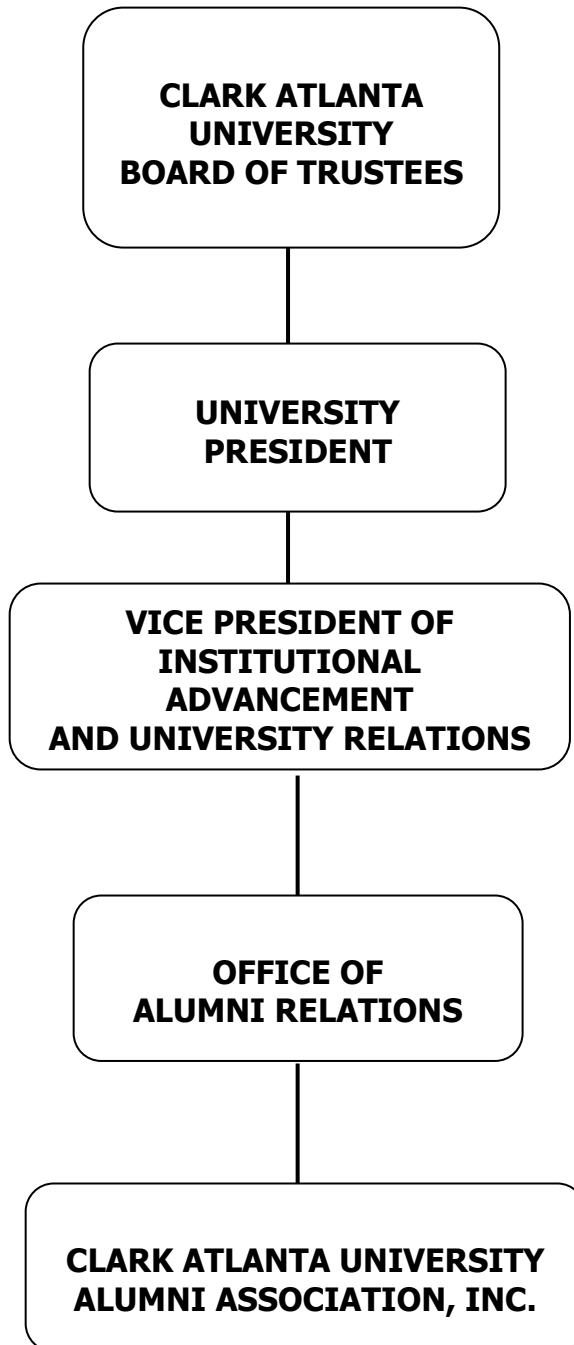
- (2) **Associate Membership.** Membership will be granted to spouses of alumni, parents of alumni, former and current faculty and staff, corporations and former recipients of Honorary Degrees received from any of the named institutions listed under general membership as defined in the Constitution.

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. If approved, the Association President will send a letter to the recommended person.

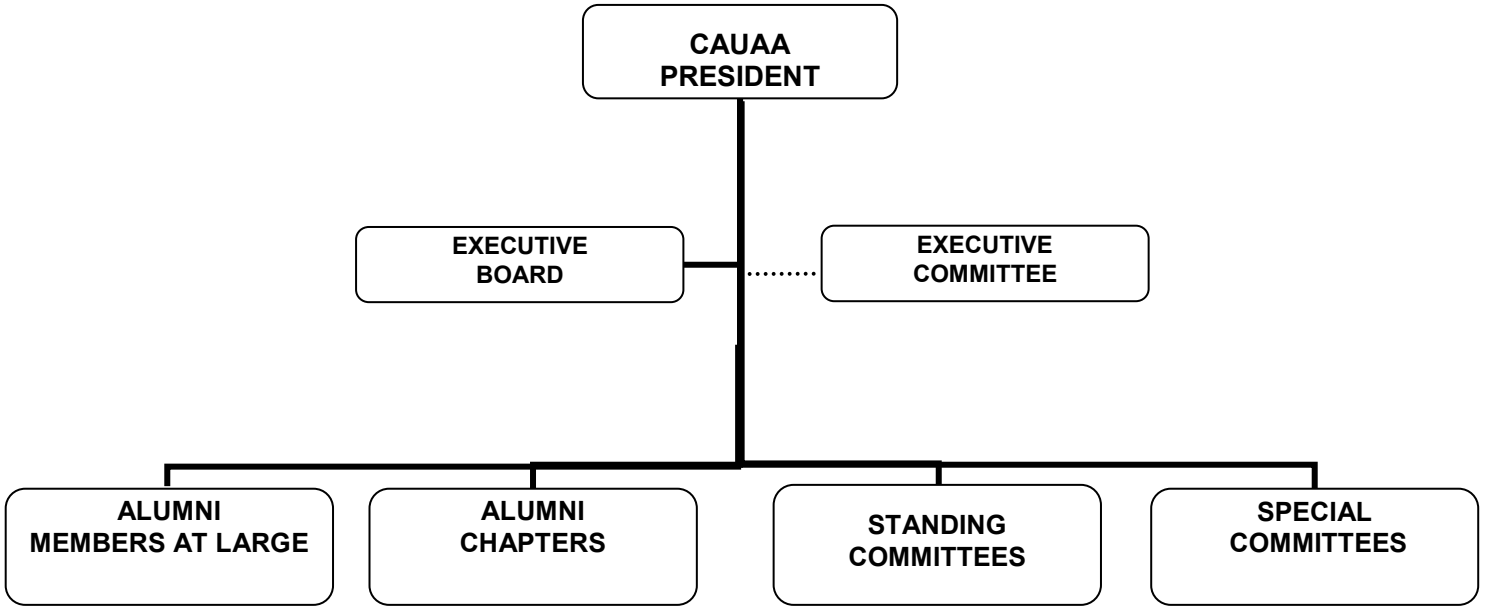
- (3) **Honorary Membership.** The President of Clark Atlanta University and other members of the Board of Trustees are granted honorary membership in the Association, as well as persons who have rendered notable service to the University.

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 and decision. Upon approval, a letter will be sent to the recommended persons by the Executive Board inviting them to become honorary members of the Association.

CLARK ATLANTA UNIVERSITY ORGANIZATIONAL CHART



**CLARK ATLANTA UNIVERSITY ALUMNI ASSOCIATION, INC.
ORGANIZATIONAL CHART**



OPERATIONS

The operation composition of the Clark Atlanta University National Alumni Association., Inc., is composed of two components:

- 1) **The Executive Board:** This component includes all elected officers and President Emeritus/ta of the Association. The duties and responsibilities of officers and annual meetings are defined in the Constitution, as well as in this document.

Responsibilities: The President can 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 board is also responsible for carrying out the business of the Association 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:** This committee includes all Executive Board members, affiliated Chapter Presidents, Clark Atlanta University Vice President of Institutional Advancement and University Relations, and the Director of the Office of Alumni Relations. A composition of additional members is listed on pages 12 and 13.

***As of July 1, 2008**

EXECUTIVE BOARD

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Vice President
(404) 880-8935

Office of Alumni Relations

MRS. GAY-LINN E. GATEWOOD-JASHO
Director
(404-880-8751)

ALUMNI CHAPTERS

Alumni chapters are the foundation and most important units of the National Alumni Association. Thus, all interested in organizing a chapter of the CAU National Alumni Association should believe in the purpose of the Association and be willing to support and promote the efforts of the National Association and the University. See page 46 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 the National Alumni Association and have adhered to guidelines stated in the Constitution and Bylaws.

It is recommended that all Chapter Affiliation fees, National Association Dues and Local Dues be paid by October 1 of each year. Annual year-end reports should be submitted to the National Alumni Association no later than May Weekend of each year and presented during the first business meeting of the Association. It is also recommended that chapters make annual contributions to the University during May Weekend and support other efforts of the Association 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 Association 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 compliment the overall objectives of the National. THE NAME SHOULD INCLUDE location of chapter (i.e., City, State, or Area) of the Clark Atlanta University National Alumni Association. Example: The Greater New York Chapter or New Orleans Chapter of the Clark Atlanta University National Alumni Association.
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 the National Alumni Association 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 compliment 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 the National Alumni Association. The Chapter Affiliation fee and a copy of the application should also be sent to the National Alumni Association. The National Alumni Association 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 the Association 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 the National Alumni Association. They should adhere to the guidelines set forth in the National Constitution.

CHAPTERS

(Active and Inactive)

The following list of Alumni Chapters has 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, Inc.

ATLANTA	JACKSONVILLE
CALIFORNIA (Northern)	LaGRANGE
CAUAMA	LOS ANGELES
CHATTANOOGA	MEMPHIS
CHICAGOLAND AREA	NEW ORLEANS
COLUMBIA	NEW YORK
COLUMBUS	ORLANDO
DALLAS	PENNSYLVANIA
DEKALB	SOUTH FLORIDA
DETROIT	ST. LOUIS
FORT VALLEY	WASHINGTON METRO
HOUSTON	WICHITA
INDIANAPOLIS	YOUNG ALUMNI COUNCIL

***Active Chapters in BOLD:** As of July 1, 2008

Inactive Chapters: Chapter affiliation fee not paid or recruiting for memberships.

NOTE: All inactive chapters are encouraged to become active. Chapter affiliation fee is due by October 1 of each year.

FINANCES

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

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

Individual contributions (checks or money orders) to the Consistent Giving National Alumni Fundraising Project should be sent directly to **CAUAA, Inc.** All items should be earmarked: **Consistent Giving**. 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.

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 alumni who do 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 Association Constitution and Operation Manual, attend all meetings, prepare necessary reports promptly, and resign if unable to perform the duties of the office.

President: This officer shall be the Chief Operating Officer of the National Alumni Association who will preside over all meetings of the Association and represent the National Association and University when necessary. An agenda of all meetings presided over by the president should be included along with meeting announcements to financial members. The president shall abide by and follow the guidelines set in the National Constitution. The president will maintain contact with the Vice President so that the Vice President will be prepared to fill in at any time during the absence of the President.

Vice President: This officer shall preside in the absence of the president and serve as the program chairperson of association programs as defined by the Association.

Vice President for Graduate Schools: This officer shall meet and maintain contact with graduate school Deans and respective graduate alumni. This officer shall encourage them to join the National Alumni Association and their respective local alumni chapter. This officer shall also maintain contact with members of the Graduate School Core Group which are selected by respective Deans. Members of the Core Group are not elected.

Vice President for Undergraduate School: This officer shall develop and establish rapport with current undergraduates, maintain communications with the Dean of Undergraduate Studies, SGA Undergraduate President and the Pre-Alumni Council. 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, Inc.)

Recording Secretary: This officer shall be responsible for maintaining updated and accurate records of all meetings sponsored by the National Alumni Association. Copies of

minutes (or abbreviated copies) should be sent to all financial Chapters two weeks before National meetings.

Corresponding Secretary: This officer shall disseminate all appropriate mailings of the Association. Shall receive all written communications of the Association and read at meetings including e-mails.

Treasurer: This officer shall receive all funds received by the financial secretary of The Association and adhere to the duties of office set forth in the National Constitution.

Refer to copy of Treasurer Reporting Forms (National and Local) on pages 38 and 39).

Financial Secretary: This officer shall receive all funds of the National Association and send to the Treasurer accompanied by a written report, including listing of monies received and from whom. Receipts of all revenue received will be sent to alumni-donor. Keep an up to date record of names (alphabetically) of financial alumni members and made available prior to each official CAUAA, Inc., 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. **Refer to Financial Secretary reporting forms (National and Local) on pages 40-41).**

Shall adhere to duties of office set forth in the National Constitution. Provide an updated listing of all financial alumni at all meetings. Nonfinancial members will not participate in the voting process during meetings. If any should, it should be called to the attention of the "floor" that said person is not financial. Dues can be collected during meetings and their names should be submitted to the financial secretary, who will issue membership cards.

Historian: Shall prepare and have display of alumni functions at all meetings. Adhere to guidelines set forth in the National Constitution.

Parliamentarian: Adhere to the guidelines set forth in the National Constitution

Chaplain: Adhere to the guidelines set forth in the National Constitution

Alumni Representative to the Board of Trustees: Adhere to the guidelines set forth in the National Constitution

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 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 the Association who conduct monetary matters in the name of the Alumni Association.

Awards

Shall be responsible for the nomination and awards procedures of the Association.

Budget

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

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 Auditing Committee shall report its findings to the General Body assembled at the Conference.

CONFERENCE GUIDELINES (Recommended)

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, Inc.
 - 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 will be divided 50-50; however, proceeds should be divided as follows: Host Chapter 75% and the National 25%.

8. Include in hotel contract the following:
Suites, meeting rooms which will compliment 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.

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. Chapter of the Year

This award will be presented to chapters that have met the following criteria:

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, Inc.
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.

In addition to the criteria outlined by the Awards Committee, all selected recipients should meet the following:

Should be a graduate of Atlanta University, Clark University, Clark College, and/or Clark Atlanta University.

Should be financial with National and Local Chapters; and

Should provide supportive information to back up their selection.

Note: It is also recommended that the selection of alumni awards be based on the quality of alumni involvement and participation, not on a friendship basis.

Clark Atlanta University Award Only

Alumni for this annual award are selected and approved by the President of the University. The President will submit names of alumni to National Association for Equal Opportunity in Higher Education (NAFEO). NAFEO will contact select Alumni for submission of required follow up information.

HOW TO HANDLE CONTROVERSY

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.

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, Inc. 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.

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

MEMBERSHIP APPLICATION

MEMBERSHIP LEVELS

Basic Level- \$50.00

Membership Card

Gray Level - \$100.00

Membership Card
Paperweight

Red & Black Level -\$250.00

Membership Card
Paperweight
Travel Mug

Panther Level- \$500.00

Membership Card
Denim Shirt
Travel Mug
5% OFF CAUAA Merchandise

Life Membership - \$1000.00

Membership Card
Denim Shirt
Paperweight
Certificate
10% OFF CAUAA Merchandise

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	<input type="checkbox"/>	BA	<input type="checkbox"/>	Edu	<input type="checkbox"/>	Social Work	<input type="checkbox"/>	LIS	<input type="checkbox"/>	Class Year	_____
Master's:	A&S	<input type="checkbox"/>	BA	<input type="checkbox"/>	Edu	<input type="checkbox"/>	Social Work	<input type="checkbox"/>	LIS	<input type="checkbox"/>	Class Year	_____
Doctorate:	A&S	<input type="checkbox"/>	BA	<input type="checkbox"/>	Edu	<input type="checkbox"/>	Social Work	<input type="checkbox"/>	LIS	<input type="checkbox"/>	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, Inc.**

Please accept my donation of \$ _____ to **Clark Atlanta University**. Make separate check payable to CAU and earmark your preference.

Mail ALL checks to:

**CAUAA, Inc.
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, INC.
Get more alumni news and information at www.cauaa.org and please join your local chapter!**

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 the Association or members of the Constitution Committee.