

Standard Operating *Procedures Manual*

A resource document for officers and committee chairs at the national, region and chapter levels.

EDITION

Revised January 2022

THIS PRINTING

Typeset October 2026

GOVERNS WITH

NHAA, Inc. Bylaws

Purpose of the Standard Operating Procedure Manual

The purpose of the Standard Operating Procedure Manual (SOP) is to serve as a resource guide for officers and leadership teams at the national, region, and chapter levels operating under the umbrella of the National Hampton Alumni Association, Incorporated (NHAA, Inc.). The documented procedures provide for continuity and smooth transitions by describing best practices to support operations in the most effective and efficient manner.

The SOP manual focuses on organizational structure and development, qualifications, duties and responsibilities of officers, administration, and protocol processes to assist in strengthening our association.

The SOP manual replaces the existing *Care and Feeding Manual* and aligns its processes to support the National Hampton Alumni Association, Inc. Bylaws.

About this edition. This is a newly typeset edition of the SOP Manual revised January 2022. The content is unchanged except for spelling and formatting corrections, and the removal of a personal email address from the Emergency Student Fund application. Forms are reference copies: check with your region or the national office for the current version before submitting one. Where the manual refers to the Bylaws, consult the current NHAA, Inc. Bylaws (last amended July 19, 2024).

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01

Governance Policy

Mission Statement
Objectives

Overview: Organizational Development for Chapter,
Region and National

Mission Statement

National Hampton Alumni Association, Inc. (formerly The Hampton Alumni Association) has pushed forward with momentum and direction designed to create in Hampton Alumni an abiding sense of personal commitment and individual responsibility for the life and growth of Hampton Institute/University. The Association has operated in a spirit of family togetherness with other sectors of the University to ensure its effective involvement in recruitment, fundraising, image enhancement and other activities of concern for the welfare of our alma mater and the concerns for Hampton University as a top priority.

To support the concept that fundraising has from the beginning been a major goal of NHAA, Inc., we quote from the minutes of the Triennial Alumni Meeting, 1881: "On motion it was decided to raise a fund to be devoted to the benefit of a student in Hampton." This was the beginning of the idea of raising money to aid students. The idea rapidly grew and expanded into the plan to raise permanent scholarships and funds for other aspects of Hampton's program that supports the fundraising initiatives for the Alumni Endowed Scholarship Program. (See the Appendix for more.)

Objectives

1. Raise monies for Hampton University.
2. Recruit students to attend Hampton University.
3. Propose and manage an Annual Program Budget.
4. Work cooperatively with University personnel to develop and implement programs that will benefit Hampton and the National Hampton Alumni Association, Incorporated.

Overview: Organizational Development for Chapter, Region and National

Chapters, Regions, and the National Hampton Alumni Association (NHAA), Inc. are the lifeline of the organization and therefore must function with utmost effectiveness in performing various services for the alumni association, Hampton University, and the community. The officers serve the alumni in leadership roles developing a strategic plan to implement national programs, train the organizational leadership, and support regional and chapter projects.

An important requirement of a successful national association is a well-qualified and dependable set of officers. With capable leaders, the business will be conducted in accepted parliamentary fashion. Additionally, the minutes and financial records of the association will be well organized and well kept, publicity of the right type will be forthcoming, effective programs and activities in which all members participate will be maintained, and every member will be interested.

02

National Organization & Management

Organizational Chart

Officers

Qualification of National Officers

Duties of National Officers

Appointed Officers

Elections

Term of Office and Appointments

NHAA, Inc. Board of Directors

Executive Committee

Regions

Alumni Council Members

Councils and Associations

Committees

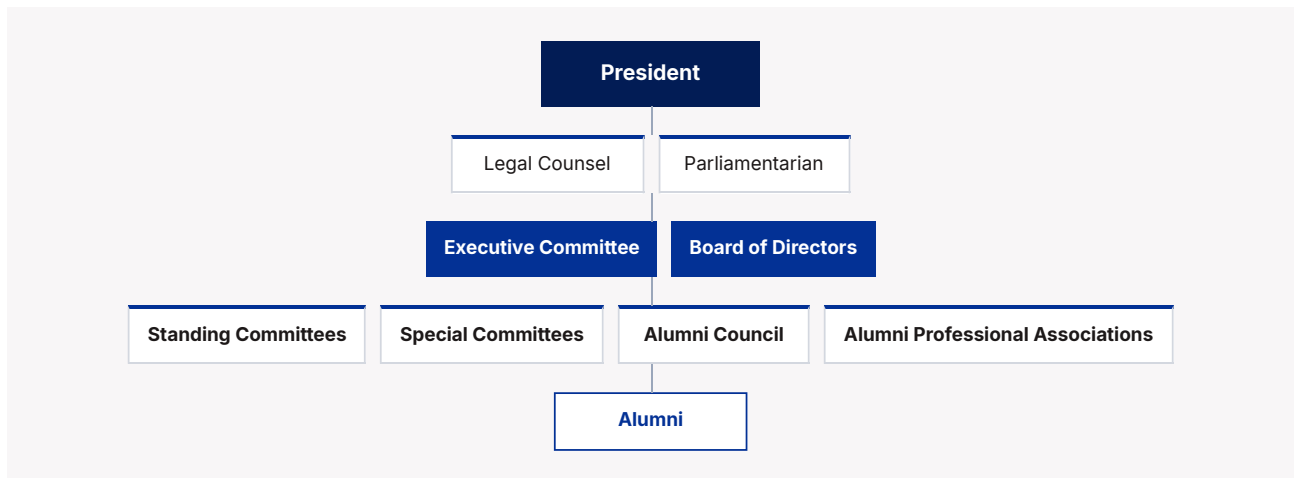
Standing Committees

Special Committees

Meetings and Activities Requiring Attendance

Fiscal Year

Organizational Chart



DEFINED POSITIONS OF THE BOARD OF DIRECTORS



Officers

NATIONAL OFFICERS: REQUIRED, DUTIES AND RESPONSIBILITIES, AND ROLES

There are nine national officers that are required by the NHAA, Inc. Executive Committee. They include:

1. President
2. 1st Vice President
3. Vice President for East Region
4. Vice President for West Region
5. Recording Secretary
6. Corresponding Secretary
7. Treasurer
8. Chaplain (appointed)
9. Immediate Past National President

Other roles shall be appointed by the President:

10. Legal Counsel (appointed)
11. Parliamentarian (appointed)

There shall exist an Executive Committee of the NHAA, Incorporated's Board of Directors, which shall be composed of the National President, the three National Vice Presidents, the Treasurer, the Recording Secretary, the Corresponding Secretary, Chaplain, Immediate Past President, Legal Counsel and Parliamentarian. When the

Board of Directors is not in session, this Executive Committee shall have the responsibility of managing the day-to-day functions of the NHAA, Incorporated's Board of Directors.

Qualification of National Officers

Refer to NHAA, Inc. Bylaws, Article XI.

Duties of National Officers

PRESIDENT

1. Serve as the chief administrative officer for the association.
2. Provide leadership, direction, and vision for the association.
3. Organize and facilitate the purpose and goal(s) of the association.
4. Oversee the financial welfare of the association.
5. Chair the Executive Board meetings and direct all Standing Committees as an ex-officio member with the exception of the Nominating and Teller Committees.
6. Break voting ties when necessary.
7. Appoint Standing Committee Chairs, Parliamentarian, Legal Counsel, Ad hoc Committees, and other leaders as necessary.
8. Work with Officers and Committee Chairs; request committee reports for official board meetings; and attend regional conferences to give the State of the NHAA, Incorporated.
9. Attend the Board of Trustees Sub-Committee Meetings held in April and October to report on the State of the NHAA, Incorporated.
10. Serve as the liaison with the Hampton University Administration, Office of Development and Office of Alumni Affairs.
11. Represent and speak on behalf of the Association.
12. Select and present the President's Trendsetter and Lifetime Achievement Awards at the Reunion Class Banquet.
13. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
14. Remain a member in good standing of his/her home chapter and region.

1ST VICE PRESIDENT

1. Report to the President and Executive Committee.
2. Serve as the Co-Chief Administrative Officer for the Association.
3. Preside over meetings in the absence of the President.
4. Serve as Chair of the Awards Committee for the NHAA, Inc. and select the Alumni Merit Award and the Chapter and Region Awards.
5. Assist the President with leadership, direction, and vision.
6. Liaise with and represent the NHAA, Inc. to the Reunion Class Leaders for Reunion.
7. Provide Greetings in the Reunion Weekend Booklet.
8. Host the Reunion Class Banquet.

9. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
10. Remain a member in good standing of his/her home chapter and region.

VICE PRESIDENT FOR EAST REGION

1. Report to the President and Executive Committee.
2. Serve as the liaison and point of contact for the regions and chapters located geographically in the East Region.
3. Ensure that chapters' and regions' mission, vision, and goals are consistent with the NHAA, Inc.
4. Responsible for chapter development and alumni recruitment for the following Regions: Middle Atlantic, North Atlantic, North Carolina and Southeast.
5. Serve as Co-Chairperson of the Chapter Development and Alumni Recruitment Committee.
6. Serve as Co-Chairperson of the Council of Chapters and Regional Presidents.
7. Advise the Board and Alumni Council on chapter issues.
8. Perform the duties of the President when the President and First Vice President are unable to serve.
9. Communicate regularly with assigned Regions and Chapters to maintain viable organizations.
10. Provide assistance and guidance to improve chapter operations and facilitate compliance with governance documents.
11. Monitor submission of financial reports and minutes from the chapters and regions, following up with those who do not report.
12. Identify needs and conduct training for chapters and regions.
13. Develop a work plan with specific tasks and dates.
14. Prepare and present written reports to the Board.
15. Represent the President in his/her geographic area of responsibility as requested.
16. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
17. Serve on the Time and Place Committee.
18. Remain a member in good standing of his/her home chapter and region.

VICE PRESIDENT FOR WEST REGION

1. Report to the President and Executive Committee.
2. Serve as the liaison and point of contact for the regions and chapters located geographically in the West Region.
3. Ensure that chapters' and regions' mission, vision, and goals are consistent with the NHAA, Inc.
4. Responsible for chapter development and alumni recruitment for the following Regions: Far West, Midwest, and Southwest.
5. Serve as Co-Chairperson of the Chapter Development and Alumni Recruitment Committee.
6. Serve as Co-Chairperson of the Council of Chapters and Regional Presidents.
7. Advise the Board and Alumni Council on chapter issues.
8. Perform the duties of the President when the President and First Vice President are unable to serve.
9. Communicate regularly with assigned Regions and Chapters to maintain viable organizations.
10. Provide assistance and guidance to improve chapter operations and facilitate compliance with governance documents.

11. Monitor submission of financial reports and minutes from the chapters and regions, following up with those who do not report.
12. Identify needs and conduct training for chapters and regions.
13. Develop a work plan with specific tasks and dates.
14. Prepare and present written reports to the Board.
15. Represent the President in his/her geographic area of responsibility as requested.
16. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
17. Serve on the Time and Place Committee.
18. Remain a member in good standing of his/her home chapter and region.

RECORDING SECRETARY

1. Report to the President and Executive Committee.
2. Record official meeting minutes.
3. Ensure that official minutes accurately record motions and decisions of the Executive Board, Alumni Council, and any Plenary Sessions.
4. Maintain records and permanent files for the association.
5. Maintain the attendance and roll call sheets for the Executive Board and Alumni Council Meetings.
6. Read the minutes at each regular or called meeting and attend the Executive Committee meetings.
7. Work closely with the President.
8. Coordinate with the Corresponding Secretary on the distribution of the meeting minutes in preparation for official Executive Board and Alumni Council Meetings.
9. Submit quarterly meeting minutes to the Office of Alumni Affairs for the association archives.
10. Read correspondence in the absence of the Corresponding Secretary; and write and send correspondence for the Corresponding Secretary if needed.
11. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
12. Remain a member in good standing of his/her home chapter and region.

CORRESPONDING SECRETARY

1. Report to the President and Executive Committee.
2. Collect and prepare association correspondence.
3. Write and mail correspondence, and send email notifications upon the request of the President. Other forms of technology can be used to send correspondence as a means of communication.
4. Read incoming correspondence at Association, Executive Board and Alumni Council Meetings.
5. Catalog correspondence at the end of the activity year and submit it to the Office of Alumni Affairs for the association archives.
6. Serve as Recording Secretary in his/her absence.
7. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
8. Remain a member in good standing of her/his home chapter and region.

TREASURER

1. Report to the President and Executive Committee.

2. Serve as the chief financial officer for the association.
3. Maintain all financial records of checking, savings, and investment accounts for the association.
4. Provide reports of finances at Association, Executive Board and Alumni Council Meetings.
5. Monitor the NHAA, Inc. budget approved by Hampton University with the Office of Alumni Affairs.
6. Coordinate financial requests for the Executive Board with the President.
7. Serve as the financial policy maker and resource for region and chapter financial responsibilities and reporting.
8. Coordinate the annual audit of the association's financial records.
9. Receive and deposit all monies within 7 business days, in accordance with the established policies and procedures, into designated bank account(s).
10. Make disbursements upon authorization of the President, Executive Board or Alumni Council, with the appropriate completed and signed check request form.
11. Maintain accurate records and/or a log of all check disbursements written.
12. Prepare a monthly Treasurer's Report giving an itemized reporting of all money received and disbursed at all Executive Board, Alumni Council and Plenary meetings.
13. Prepare financial reports required by the Association, Office of Alumni Affairs, IRS, and Auditors to ensure the EIN and 501(c)(3) status is maintained.
14. Reconcile bank statements and investigate all discrepancies.
15. Act as finance liaison with the Bank in regard to monitoring of funds.
16. Contact individual(s) regarding reimbursement of NSF checks to the Association.
17. Assist and advise the President on all financial related activities and ensure that all financial records are accurate.
18. Prepare and submit year-end IRS tax documents.
19. Serve as the Chairperson of the Audit Committee.
20. Safeguard the Association's money.
21. Manage and monitor special accounts for which the association is responsible.
22. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
23. Remain a member in good standing of his/her home chapter and region.
24. Serve as a mandatory member of the Biennial Convention Planning Committee, responsible for the budget and handling all funds.

CHAPLAIN

1. Preside as Chaplain for association functions.
2. Report to the President and Executive Committee.
3. Provide consolation to association members and families as necessary.
4. Deliver inspirational invocations at association meetings and official services, Reunion, and the Convention Memorial Service.
5. Organize and perform all devotional services as pertains to NHAA, Inc.
6. Coordinate the Alumni Memorial Service during Reunion Weekend and at NHAA, Inc. Biennial Conventions.
7. Express sympathies and resolutions of NHAA, Inc. to alumni and friends.

8. Serve on committees as assigned.
9. Provide a written report to NHAA, Inc. identifying accomplishments for the year.
10. Perform other duties as assigned by the President and/or Board.
11. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
12. Remain a member in good standing of his/her home chapter and region.

Appointed Officers

PARLIAMENTARIAN

Appointed by and serves at the pleasure of the President.

1. Appointed by the President.
2. Report to the President and Executive Committee.
3. Provide precedent and order for the association meetings.
4. Uphold parliamentary procedure to assure that all members are heard, the minority as well as the majority.
5. Be thoroughly familiar with Robert's Rules of Parliamentary Law, most current edition.
6. Interpret the body's rules and constitutional issues during debate.
7. Advise the President on the constitutional process and points of order.
8. Assist in drafting and interpreting the constitution and bylaws for the organization.
9. Define the makeup, governance, and rights and responsibilities of the organization and its members.
10. Ensure the bylaws are legislatively compliant and are adhered to as prescribed by the articles of incorporation and bylaws.
11. Ensure that parliamentary authority is clear and concise. Allow for variance in specific cases in accordance with Robert's Rules.
12. Work with the organization's Legal Counsel.
13. In the absence of the Parliamentarian, the duties fall to the presiding officer.
14. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
15. Remain a member in good standing of his/her home chapter and region.

LEGAL COUNSEL

Appointed by and serves at the pleasure of the President.

1. Report to the President and the Executive Committee.
2. Advise the President and the Association on legal matters.
3. Be knowledgeable of the laws of the Commonwealth of Virginia, where the Association is incorporated.
4. Be knowledgeable of 501(c)(3) tax-exempt organization regulations.
5. Review contracts for the NHAA, Inc., regions, and chapters.
6. Ensure that the Association's actions in a particular matter are legal.
7. Serve as a resource for informed opinion on legal questions.
8. Provide relevant materials and cite specific laws to help explain the law or craft a legal plan for the organization.

9. May serve as the Association's attorney in court.
 10. Assist with drafting proposals and legislation that meet the existing standards and policies for the organization's operations.
 11. Attend at least 50% of Board and Alumni Council meetings unless there is an excused absence.
 12. Remain a financial member in good standing of her/his home chapter and region.
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Elections

1. An election for the board positions of National President, First Vice President, Vice President (Eastern Regions), Vice President (Western Regions), Recording Secretary, Corresponding Secretary, and Treasurer shall be conducted among the voting membership in even-numbered years.
2. Nominations of national officers shall be made in writing by chapters for chapter members desiring to seek national office.
3. A Member-at-Large desiring to seek national office must submit the nomination form directly to the NHAA, Inc. Board of Directors, who will verify that he/she is a member in good standing.
4. All nominations shall be made in writing and be received by the Nominating Committee by October 15 of odd-numbered years. A ballot shall be prepared and distributed to each voting member by March 1 of the even-numbered years.
5. Each properly authenticated ballot received from regular voting members by midnight April 1 of even-numbered years will be counted, and the person receiving the most actual votes (a plurality) for each national office shall be certified by the Teller Committee as elected for a two-year term beginning July 1 of the even-numbered years.
6. Due to the charitable 501(c)(3) status of the NHAA, Inc., the Board of Directors voted on February 7, 2018, that candidates are prohibited from participating in any type of solicitation and/or campaign fundraising activity while seeking a position under the National Hampton Alumni Association, Inc. umbrella. Any candidate participating in campaign fundraising will be disqualified and his/her name will be removed from the ballot.
7. The National President is nominated by any Chapter/Member-at-Large and all alumni can vote for the candidates.
8. The National First Vice President is nominated by any Chapter/Member-at-Large and all alumni can vote for the candidates.
9. The National Vice President (Eastern Regions) is nominated only by Chapters/Members-at-Large from the Middle Atlantic, North Atlantic, North Carolina, and Southeast Regions. All alumni across the country can vote for that person(s). The person nominated must reside in one of those regions.
10. The National Vice President (Western Regions) is nominated only by Chapters/Members-at-Large from the Far West, Midwest, and Southwest Regions. All alumni across the country can vote for that person(s). The person nominated must reside in one of those regions.
11. The National Recording Secretary, Corresponding Secretary, and Treasurer may be nominated by any Chapter/Member-at-Large and all alumni can vote for the candidates.
12. If chapters do not nominate persons for all elected positions by the nomination deadline, the Board of Directors and the Alumni Council will nominate qualified persons for the vacant post. If positions are still vacant on the ballot, the elected President shall have the right to appoint qualified persons to vacant positions.

13. Regional Presidents shall be elected by eligible voting members residing in the region of their representation.
14. Chapter Presidents shall be elected by eligible voting members in their respective chapters.
15. All Regions and Chapters must adhere to the same election timeline as the NHAA, Inc.

Term of Office and Appointments

1. Officers are elected for two years.
2. Officers are eligible to be re-elected for one successive two-year term.
3. Duly elected officers may not occupy more than one elected National office at any given time.
4. Committee Chairmen are appointed for two years.
5. The Immediate Past President serves until a new President of NHAA, Inc. is elected.
6. The Immediate Past President serves on the Executive Council.

NHAA, Inc. Board of Directors

1. National President (designated the Chairman of the Board)
2. First Vice President
3. Vice President, East Regions
4. Vice President, West Regions
5. Recording Secretary
6. Corresponding Secretary
7. Treasurer
8. Chaplain
9. Immediate Past President
10. Regional Presidents from the seven represented regions
11. Standing Committee Chairs
12. Special Committee Chairs
13. Parliamentarian (ex-officio)
14. Legal Counsel (ex-officio)
15. Alumni Giving Chair(s)
16. Director of Alumni Affairs (ex-officio)

Executive Committee

Responsible for managing the day-to-day administrative duties of the Board of Directors, and acts on behalf of the Board when authorized.

COMPOSITION

1. President

2. 1st Vice President
3. Vice President for East Region
4. Vice President for West Region
5. Recording Secretary
6. Corresponding Secretary
7. Treasurer
8. Chaplain (appointed)
9. Immediate Past National President
10. Legal Counsel (appointed)
11. Parliamentarian (appointed)

Regions

1. Far West Region (FWR)
2. Middle Atlantic Region (MAR)
3. Midwest Region (MWR)
4. North Atlantic Region (NAR)
5. North Carolina Region (NCR)
6. Southeast Region (SER)
7. Southwest Region (SWR)

Alumni Council Members

1. The NHAA, Inc. Officers and Board of Directors
2. The current fiscal year Reunion Class Leaders
3. Chapter Presidents
4. The Regional Presidents
5. All Past National Presidents of NHAA and/or NHAA, Inc., in an honorary status
6. Standing Committee Chairpersons and Special Committee Chairpersons
7. President of the Hampton Boosters
8. Presidents of Alumni Affiliate Professional Associations

Councils and Associations

BODY	REFERENCE
Council of Regional Presidents	NHAA, Inc. Bylaws, Article XII
Council of Chapter Presidents	NHAA, Inc. Bylaws, Article XIII
Council of Reunion Class Leaders (CORL)	NHAA, Inc. Bylaws, Article XIV

 Alumni Professional Associations

 NHAA, Inc. Bylaws, Article XX

Committees

COMMITTEE CHAIRMEN DUTIES

1. Report to the President and Executive Committee.
 2. Responsibilities include planning and managing projects and/or programs for the Association and Alumni.
 3. Establish a budget for all projects and programs.
 4. Provide status reports at Executive Board, Alumni Council, and Plenary meetings, and on request from the President.
 5. Oversee projects and programs through completion.
 6. Attend at least 50% of Executive Board and Alumni Council meetings unless there is an excused absence.
 7. Remain a financial member in good standing of her/his home chapter and region.
-

Standing Committees

ALUMNI GIVING COMMITTEE

1. Report to the President and Executive Board.
2. Engage alumni to support the annual Alumni Giving Campaign.
3. Develop an annual alumni giving plan with an appropriate goal and strategies.
4. Partner and coordinate with the Office of Alumni Affairs and Office of Development on the alumni giving plan.
5. Coordinate the development of chapter and regional goals to reach the Association's giving goals.
6. Train chapter and regional alumni giving chairpersons and class leaders.
7. Keep abreast of legal guidelines and fundraising issues for private non-profit organizations and inform chapters and regions.
8. Prepare and present written reports to Executive Board, Alumni Council, and Plenary meetings.
9. Request alumni giving status reports from the Office of Alumni Affairs to gauge progress in achieving goals.
10. Develop marketing strategies and action plans from periodic reviews of the alumni giving plan.
11. Collaborate with other alumni associations on the alumni giving campaign and fundraising opportunities.
12. Chair(s) must remain a member in good standing of his/her home chapter and region.

AUDIT COMMITTEE

1. Coordinate, monitor and work closely with the President and Executive Board to prepare for the independent audit.
2. Audit the financial records and the financial management process of the Association.
3. Present the audit findings and any recommendations to the President and Executive Board.

4. Recommend changes in financial practices or financial reporting to bring the Association to a best-practices position.
5. Identify internal controls that are appropriate and best suited for the Association.
6. Monitor the internal control process.
7. Serve on committees as assigned.
8. Perform other duties as assigned by the President and/or Board.
9. Recommend the auditor to perform the audit.
10. Be responsible for evaluating the audit process.
11. Review risk management policies and practices with the President and Executive Board.

AWARDS COMMITTEE

1. The First Vice President serves as the Chair of the Awards Committee.
2. The Chair is responsible for overseeing all awards and committee activities.
3. Lead the Awards Committee's annual criteria review and selection of the Annual Alumni Awards presented by the NHAA, Inc., including but not limited to: National Alumni Merit Award, Chapter and Region Awards, and Young Alumnus Award.
4. Coordinate with the President in the selection of the Lifetime Achievement and Trendsetter Awards.
5. Serve as communication liaison for the Awards Committee, recipients, and Office of Alumni Affairs.
6. Form a committee with a representative from each of the seven Regions to serve on the Awards Committee.
7. Coordinate the judging of all award applicants and the announcement of the winners.
8. Review (and update as necessary) the awards committee assignments and their roles and responsibilities.
9. Plan and lead committee meetings with committee members.
10. Review and revise, if needed, the timeline for awards from announcement to selection.
11. Submit proposed changes to the Executive Board and Alumni Council at appropriate meetings for approval.
12. Ensure award criteria and other documentation are posted on time and deadlines are properly met.
13. Prepare and present a report to the Board.
14. Develop an annual work plan for implementing the awards program.
15. Maintain a record of all past recipients and provide information to Chapters, the Board and the Alumni Office.
16. Present awards during Reunion Weekend and/or the Biennial Convention.

See the Awards section of the Appendix for NHAA award categories.

CREDENTIALS COMMITTEE

1. Verify the credentials of candidates nominated for National office with the Office of Alumni Affairs.
2. Verify the credentials of alumni petitioning the Board to form a chapter with the Office of Alumni Affairs.
3. Determine if the members meet the definition of alumni as defined in the Constitution and Bylaws to form a chapter or alumni affiliate group.
4. Certify new chapters and alumni affiliate groups for Executive Board approval.
5. Prepare and present a report to the Executive Board.
6. Perform other duties as assigned by the President and/or Board.

7. The Recording Secretary shall serve as the Chair of the Credentials Committee.

EMERITUS CLASS COMMITTEE

1. Report to the President and Executive Board.
2. The Chair of the committee must be the Emeritus Class Leader.
3. The committee serves as the liaison to the Emeritus Class.
4. Work to engage the Emeritus Class members and plan activities to raise funds for the University.
5. Chair(s) must remain a member in good standing of his/her home chapter and region.

HU YOUNG ALUMNI (HUYA) COMMITTEE

1. Report to the President and Executive Board.
2. The Chair of this committee must be an alumnus from the Young Alumni classification.
3. The committee will work with NHAA, Inc. to keep young alumni engaged and serve as a liaison with the HUYAC (HU Young Alumni Council) to raise funds for the University.
4. The committee will assist Alumni Affairs when needed in planning events and activities that relate to the HU young alumni classification.
5. Chair(s) must remain a member in good standing of his/her home chapter and region.

MARKETING/PUBLIC RELATIONS COMMITTEE

1. Report to the President and Executive Board.
2. Develop a work plan that promotes the programs of NHAA.
3. Market and distribute NHAA programs to the general public, alumni, and students.
4. Serve on the Biennial Committee to provide marketing and public relations support.
5. Chair(s) must remain a member in good standing of his/her home chapter and region.

MENTORING-CAREER NETWORK COMMITTEE

1. Report to the President and Executive Board.
2. Develop a work plan for enhancing the relationship between the alumni and students attending Hampton University.
3. Coordinate all activities between the NHAA, Inc. and students at Hampton University.
4. Coordinate the mentoring program with the Hampton University Career Center officials, including recruiting and matching mentors, training, and monitoring the program implementation.
5. Review the mentor/mentee application to properly match student and alumni partners.
6. Develop and maintain the student-alumni mentoring database.
7. Evaluate the program annually and recommend improvements.
8. Maintain an alumni speakers' bureau that provides real-life work experiences to prepare students for the working world.
9. Prepare and present a written report of accomplishments to the Board.
10. Chair(s) must remain a member in good standing of his/her home chapter and region.

PROTOCOL COMMITTEE

1. Report to the President and Executive Board.
2. Work with the President to ensure that all events conducted by the NHAA, Inc. are organized in a manner that promotes a culture of dignity, mutual respect, and professionalism.
3. Work with the President to ensure meeting locations are properly set up and dismantled at the end of the meeting.
4. Provide the proper seating arrangements with the appropriate name place cards.
5. Serve as Sergeant at Arms during Association, Alumni Council, and Plenary Session meetings.
6. Chair(s) must remain a member in good standing of his/her home chapter and region.

STUDENT AND PARENT LIAISON COMMITTEE

1. Report to the President and Executive Board.
2. Work with Hampton University officials to enhance student-parent-university relationships.
3. Serve as the student-parent liaison and coordinate sponsored activities for parents during special occasions (e.g., receptions when students return to campus, Parents Weekend, Homecoming).
4. Coordinate meetings and conference calls with the Parents Club.
5. Provide guidance and procedures to Hampton University parents working to establish a Parents Club.
6. Develop a work program that includes partnerships with the Pre-Alumni Council.
7. Prepare and present a written report to the Board.
8. Chair(s) must remain a member in good standing of his/her home chapter and region.

STUDENT RECRUITMENT AND RETENTION COMMITTEE

1. Report to the President and Executive Board.
2. Develop a work program to recruit and retain quality students to attend Hampton University.
3. Monitor student recruitment trends and issues.
4. Keep abreast of current Hampton University policies on admissions and financial aid.
5. Establish the student recruitment team, comprised of the student recruitment representative from each region.
6. Maintain a tracking sheet of chapter and region student recruitment personnel for contact and outreach purposes.
7. Conduct workshops for student recruiters at the regional and national levels.
8. Serve as the primary point of contact to request recruitment materials from the Office of Admissions.
9. Maintain a viable working relationship with the Office of Admissions and Financial Aid.
10. Serve as the primary NHAA, Inc. contact for parents, students, and alumni.
11. Host conference calls with the student recruitment team and Office of Admissions to discuss new initiatives, proposals, issues and concerns, and recommendations on student recruitment activities and projects.
12. Disseminate communications received from students requesting financial support to remain in school.
13. Prepare written reports of plans and activities and submit them to the President and Executive Board.
14. Coordinate the NHAA, Inc. Alumni Endowed Scholarship selection and notification process with the alumni student recruitment team and Office of Alumni Affairs.

15. Conduct an annual review of the scholarship criteria and application and recommend revisions to the Executive Board and Alumni Council for approval.
16. Work with the President, Executive Board, and Office of Development to determine the availability of scholarship funds to award each year.
17. Provide the scholarship criteria and application to the Office of Admission to distribute in student award letter packages.
18. Provide the Technology Chair with the updated scholarship criteria and application for posting to the National Alumni website.
19. Coordinate with regions and chapters to distribute and review scholarship applications in the selection process.
20. Respond to all inquiries about the scholarship from students, parents, and alumni.
21. Coordinate with the Alumni Office in monitoring Endowed Scholars' volunteer service and GPA.
22. Coordinate with the Office of the Registrar on students' grade point averages and scholarship eligibility.
23. Coordinate monthly conference calls with scholarship students to discuss academic performance, volunteer hours, and issues and concerns.
24. Send important documentation to students on scholarship status and for other official notifications.
25. Provide recommendations to the Executive Board and Alumni Council on renewal of scholarship awards.
26. Chair(s) must remain a member in good standing of his/her home chapter and region.

TECHNOLOGY COMMITTEE

1. Report to the President and Executive Board.
2. Plan, develop, and implement the technology program for the NHAA, Inc.
3. Develop guidelines for association, chapter, and region websites.
4. Work with the Hampton University Webmaster to maintain and update the national website.
5. Check links to chapter and region websites for functionality.
6. Monitor websites to ensure conformance with guidelines.
7. Coordinate technology policy issues with Hampton University.
8. Recommend improvements to the national website for visibility and ease of use.
9. Prepare and present written reports to the President and Executive Board.
10. Serve on the Biennial Convention Committees to provide technology support.
11. Chair(s) must remain a member in good standing of his/her home chapter and region.

TIME AND PLACE COMMITTEE

1. Report to the President and Executive Board.
2. Provide the Board with recommendations as to dates and locations for biennial meetings of the National Hampton Alumni Association, Inc.
3. For planning purposes, the committee will ensure five meetings are always in the planning phase.
4. The schedule will be provided in a report due at the Board of Directors Meeting at the Biennial Meeting.
5. Members of the committee will be, at a minimum, the East and West Vice Presidents and all Regional Presidents. In addition, the National President will appoint the chair of the committee.
6. Chairmen must remain a member in good standing of his/her home chapter and region.

Special Committees

CLASS REUNION LEADER

1. Work in conjunction with the NHAA, Inc. First Vice President and the Office of Alumni Affairs to plan Reunion Weekend activities for the respective class.
2. Serve as the official class liaison between NHAA, Inc., the Office of Alumni Affairs and the University.
3. Elected or appointed for a five-year term.
4. Develop and maintain an updated class roster and provide this information to the Office of Alumni Affairs to update the alumni member profile.
5. Coordinate the distribution of class information and correspondence to classmates.
6. Coordinate with the First Vice President and Alumni Giving Chairperson on the class goal for raising monies for Hampton University.
7. Plan and implement activities to promote class organization, fellowship, and spirit.
8. Facilitate class member participation in the general Class Reunion Weekend activities.
9. Provide the Office of Alumni Affairs with an official update of class membership or the class roster.
10. Apprise the Office of Alumni Affairs of changes in the organizational structure of the class and/or class officers within 30 days after Reunion Weekend.
11. Assist the Office of Alumni Affairs in class registration during Reunion Weekend.
12. Prepare and present the class financial report at the Reunion Banquet.
13. Perform other duties as assigned by the NHAA, Inc. President and/or Executive Board.

NOMINATING COMMITTEE

1. The Chair of the Committee is selected by the President.
2. The Committee reports to the Board of Directors and Alumni Council.
3. Manage the NHAA, Inc. nominating process for elected officers.
4. Understand the election process and ensure that everyone follows the procedures.
5. Coordinate potential candidates' qualifications with the Credentials Committee and the Office of Alumni Affairs.
6. Solicit nominations for NHAA, Inc. elected positions as prescribed by the NHAA, Inc. Bylaws.
7. Submit nominations to the Board of Directors of the NHAA, Inc. at the Executive Board meeting prior to the Annual Alumni Council meeting of even-numbered years, for voting by the eligible membership, as prescribed by the NHAA, Inc. Bylaws.
 - a. In the event that there are no nominations for any position, inform the President in a timely manner so that the Board can solicit nominations for the open position.
 - b. The Board votes on approval of the nominations after they have been cleared through the Credentials Committee.
8. Verify that all nomination processes and election deadlines are met, including the distribution of ballots.
9. Coordinate the logistics for elections with the Technology Chair and the Office of Alumni Affairs Director, including the distribution of ballots, to meet the requirements of the Constitution and Bylaws.
10. Obtain each candidate's agreement to run and all data required for printing of the ballot prior to the Board meeting.

11. Review and update the election schedule timeline and present it at the September Board Meeting of odd-numbered years for approval.

TELLER COMMITTEE

1. Accurately record and report the ballot count of all national elections.
2. Ensure that the election ballots are counted.
3. Identify and secure an official vendor to count ballots.
4. Review and update procedures on distribution and return of ballots.
5. Prepare a timeline in conjunction with the Nominating Committee that includes ballot due dates, ballot counting and notification of election results.
6. Ensure that the balloting process is professional, fair, and presents no appearance of impropriety.
7. Notify candidates of election results.
8. Prepare and submit a written report at the Plenary Session during Reunion Weekend.

Meetings and Activities Requiring Attendance

1. Board of Directors (twice a year)
2. Alumni Council (at least once a year)
3. National Meetings
4. Executive Committee Meetings
5. Homecoming (upon request of the President)
6. Reunion Weekend (upon request of the President)
7. Region Conferences and Biennial Conventions

Fiscal Year

The fiscal year of the NHAA, Inc. shall conform to the fiscal year of Hampton University: **July 1 – June 30.**

03

Regional Organization & Management

Regional Officers
Duties of Regional Officers
Term of Office
Succession

Qualification of Regional Officers
Executive Committee
Standing Committees
Special Committees

Regional Officers

President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. For additional optional officers, see the national listing of officers and duties.

Duties of Regional Officers

PRESIDENT

1. Serve as the chief administrative officer of the Region.
2. Preside at the regular or called meetings and carry out the following duties as chairman of the Executive Committee.
3. Present for consideration proposed policies and programs for the Region.
4. Appoint the chair and members of all standing and special committees.
5. Call special meetings when deemed necessary.
6. Be the official liaison of communications between the NHAA, Inc. and the Region.
7. Represent the Region and NHAA, Inc. at community events, meetings, conferences, and conventions, or designate an alternate.
8. Serve on the NHAA, Inc. Board of Directors, Alumni Council, and the Council of Regional Presidents.
9. Be responsible for visiting chapters for organizational support, but may designate a Vice President to represent the office of the Regional President at his/her discretion.
10. Coordinate regional conferences during odd-numbered years with the Region Executive Board.
11. Remain a member in good standing of his/her home chapter and region.

VICE PRESIDENT

1. Perform the duties of the President in all cases in which the President is unable to serve.
2. Serve as an alternate to the President and assist in such matters as may be delegated by the President or by the Executive Committee.
3. Remain a member in good standing of his/her home chapter and region.

RECORDING SECRETARY

1. Record the proceedings of all official meetings and sessions of the Executive Committee and meetings of the Region in session, and perform such other duties common to the office.
2. Perform duties assigned by the President.
3. Remain a member in good standing of his/her home chapter and region.

CORRESPONDING SECRETARY

1. Prepare and distribute all official communications between the Executive Committee of the Region and its chapters, the NHAA, Inc., and parties outside the network of the NHAA, Inc.
2. Perform duties assigned by the President.
3. Remain a member in good standing of his/her home chapter and region.

TREASURER

1. Receive and deposit all monies within seven (7) business days, in accordance with the established regional policies and procedures, into designated bank account(s).
2. Prepare and render financial reports of the regional bank accounts as requested by the Regional President and Executive Committee and at all regional board and conference meetings.
3. Maintain accurate records of all disbursements of funds, with approval from the Regional President and a completed and signed check request form.
4. Reconcile bank statements and resolve any discrepancies in a timely manner.
5. Be the keeper and custodian of the region's funds and act as the financial liaison with the Bank in regard to the monitoring of funds.
6. Prepare and submit year-end IRS tax documents and financial reports based on the NHAA, Inc. Bylaws to ensure the region's EIN and 501(c)(3) status is maintained.
7. Assist and advise the President on all financial related activities to ensure all financial records are accurate.
8. Remain a member in good standing of his/her home chapter and region.

Term of Office

In accordance with the Bylaws of the NHAA, Inc., officers, as designated in the section dealing with elections, shall serve for a term of two (2) years and/or until their successors have been elected and assume the office. They shall be elected biennially in the even-numbered years, by ballot at the Regional Conference. They shall assume the responsibilities of their respective offices on July 1 of the ensuing even-numbered years. Officers are eligible for re-election for one successive two-year term.

Succession

In the event of death, resignation, or extended disability of an elected officer before the expiration of his/her term of office, the Executive Committee shall elect a successor who shall hold the office until the next regular election of officers. If the vacancy is in the office of the Presidency, the succession of the Vice President will be automatic. In turn, the Executive Committee will elect a new Vice President.

Qualification of Regional Officers

Only members in good standing in the Region may hold a regional office. Good standing shall consist of the following:

1. Active financial member of a chapter in the designated region.
2. Financial supporter of Hampton University.
3. Supporter of chapter and regional activities.
4. Exhibited leadership qualifications.
5. Supporter of NHAA, Inc. initiatives.

Executive Committee

Composition. The Executive Committee shall be composed of all elected officers of the designated Region, the Parliamentarian (if appointed), the Immediate Past Region President, Chapter Presidents or a designated chapter representative, and Chairpersons of Standing and Special Committees. In addition, Past Presidents of the Region and elected National officials are extended honorary membership, without voting power.

Duties. Responsible for managing the day-to-day administrative duties of the Region, and acts on behalf of the Region when authorized.

Standing Committees

ALUMNI GIVING COMMITTEE

1. Report to the Region President and Executive Board.
2. Engage alumni to support the annual Alumni Giving Campaign.
3. Develop an annual alumni giving plan with an appropriate goal and strategies to reach the NHAA, Inc. giving goals.
4. Coordinate the development of chapter and regional goals to reach the Association's giving goals.
5. Train chapter Alumni Giving chairpersons.
6. Keep abreast of legal guidelines and fundraising issues for private non-profit organizations and inform chapters and regions.
7. Prepare and present written reports to the President and Executive Board.
8. Request alumni giving status reports from the Office of Alumni Affairs to gauge progress in achieving goals.
9. Develop marketing strategies and action plans from periodic reviews of the alumni giving plan.
10. The Chair must remain a member in good standing of his/her home chapter and region.

STUDENT AND PARENT LIAISON COMMITTEE

1. Report to the Region President and Executive Board.
2. Coordinate meetings and conference calls with chapter Chair(s) of the Student and Parent Liaison Committee and the NHAA, Inc. Chair of the Student and Parent Liaison Committee.
3. Provide guidance and procedures to Hampton University parents working to establish a Parents Club in the region.
4. Develop a work program that includes partnerships with the Pre-Alumni Council.
5. Prepare and present a written report to the Board.
6. Chair(s) must remain a member in good standing of his/her home chapter and region.

STUDENT RECRUITMENT AND RETENTION COMMITTEE

1. Report to the Region President and Executive Board.
2. Develop a work program to recruit and retain quality students to attend Hampton University.
3. Monitor student recruitment trends and issues.
4. Keep abreast of current Hampton University policies on admissions and financial aid.

5. Establish the student recruitment team, comprised of the student recruitment representative from each chapter.
6. Maintain a tracking sheet of chapter and region student recruitment personnel for contact and outreach purposes.
7. Serve as the primary point of contact to request recruitment materials from the Office of Admissions.
8. Maintain a viable working relationship with the Office of Admissions and Financial Aid.
9. Serve as the primary regional contact for parents, students, and alumni.
10. Disseminate communications received from students requesting financial support to remain in school.
11. Prepare written reports of plans and activities and submit them to the President and Executive Board.
12. Coordinate with the NHAA, Inc. Student Recruitment Chair(s) and chapters to distribute and review scholarship applications in the selection process.
13. Chair(s) must remain a member in good standing of his/her home chapter and region.

TIME AND PLACE COMMITTEE

1. Report to the Region President and Executive Board.
2. Provide the Board with recommendations as to dates and locations for Region Conference meetings of the designated region.
3. For planning purposes, the committee will ensure sufficient meetings are always in the planning phase based on the Region's Bylaws.
4. The schedule will be provided in a report due at the Board of Directors Meeting at the Regional Conference.
5. Members of the committee will be, at a minimum, the President, appointed Chapter Presidents, the Region Financial Secretary and Treasurer, the Region Chaplain, and any other individuals the President may deem necessary. In addition, the National President will appoint the chair of the committee.
6. Chair(s) must remain a member in good standing of his/her home chapter and region.

Special Committees

NOMINATING COMMITTEE

1. The Chair of the Committee is selected by the President.
2. The Committee reports to the Regional Executive Board.
3. Manage the Regional nominating process for elected officers.
4. Understand the election process and ensure that everyone follows the procedures.
5. Coordinate potential candidates' qualifications with the Credentials Committee and the Office of Alumni Affairs.
6. Solicit nominations for Regional elected positions as prescribed by the Regional and NHAA, Inc. Bylaws.
7. Submit nominations to the officers at the Regional Executive Board meeting prior to the voting period by the eligible membership, as prescribed by the Regional and NHAA, Inc. Bylaws.
8. The Board votes on approval of the nominations after they have been cleared through the Credentials Committee.
9. Verify that all nomination processes and election deadlines are met, including the distribution of ballots.

TELLER COMMITTEE

1. Accurately record and report the ballot count of regional elections.
2. Ensure that the election ballots are counted.
3. Review and update procedures on distribution and return of ballots.
4. Prepare a timeline in conjunction with the Nominating Committee that includes ballot due dates, ballot counting and notification of election results.
5. Ensure that the balloting process is professional, fair, and presents no appearance of impropriety.
6. Notify candidates of election results.
7. Prepare and submit a written report at the Regional Conference.

04

Chapter Organization & Management

Chapter Officers
Duties of Chapter Officers
Term of Office
Succession

Qualification of Chapter Officers
Executive Committee
Standing Committees
Special Committees

Chapter Officers

President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. For additional optional officers, see the national listing of officers and duties.

Duties of Chapter Officers

PRESIDENT

1. Serve as the chief administrative officer of the Chapter.
2. Preside at the regular or called meetings and carry out the following duties as chairman of the Executive Committee.
3. Present for consideration proposed policies and programs for the Chapter.
4. Appoint the chair and members of all standing and special committees.
5. Call special meetings when deemed necessary.
6. Be the official liaison of communications between the Region and NHAA, Inc.
7. Represent the Chapter at community events, meetings, conferences, and conventions, or designate an alternate.
8. Serve on the Regional Executive Committee, Alumni Council, and the Council of Chapter Presidents.
9. Remain a member in good standing of his/her home chapter.

VICE PRESIDENT

1. Perform the duties of the President in all cases in which the President is unable to serve.
2. Serve as an alternate to the President and assist in such matters as may be delegated by the President or by the Executive Committee.
3. Remain a member in good standing of his/her home chapter.

RECORDING SECRETARY

1. Record the proceedings of all official meetings and sessions of the Executive Committee and perform such other duties common to the office.
2. Perform duties assigned by the President.
3. Remain a member in good standing of his/her home chapter.

CORRESPONDING SECRETARY

1. Prepare and distribute all official communications between the Executive Committee of the Chapter and its alumni members, the NHAA, Inc., and parties outside the network of the NHAA, Inc.
2. Perform duties assigned by the President.
3. Remain a member in good standing of his/her home chapter.

TREASURER

1. Receive and deposit all monies within 7 business days, in accordance with the established Chapter policies and procedures, into designated bank account(s).

2. Prepare and render financial reports of the Chapter bank accounts as requested by the Chapter President and Executive Committee.
 3. Maintain accurate records of all disbursements of funds, with approval from the Chapter President and a completed and signed check request form.
 4. Reconcile bank statements and resolve any discrepancies in a timely manner.
 5. Be the keeper and custodian of the Chapter's funds and act as the financial liaison with the Bank in regard to the monitoring of funds.
 6. Prepare and submit year-end IRS tax documents and financial reports based on the NHAA, Inc. Bylaws to ensure the Chapter's EIN and 501(c)(3) status is maintained.
 7. Assist and advise the President on all financial related activities to ensure all financial records are accurate.
 8. Remain a member in good standing of his/her home chapter.
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Term of Office

In accordance with the Bylaws of the NHAA, Inc., officers, as designated in the section dealing with elections, shall serve for a term of two (2) years and/or until their successors have been elected and assume the office. They shall be elected biennially in the even-numbered years, by ballot at a Chapter meeting. They shall assume the responsibilities of their respective offices on July 1 of the ensuing even-numbered years. Officers are eligible for re-election for one successive two-year term, or as determined by the chapter.

Succession

In the event of death, resignation, or extended disability of an elected officer before the expiration of his/her term of office, the Executive Committee shall elect a successor who shall hold the office until the next regular election of officers. If the vacancy is in the office of the Presidency, the succession of the Vice President will be automatic. In turn, the Executive Committee will elect a new Vice President.

Qualification of Chapter Officers

Only members in good standing in the Chapter may hold a Chapter office. Good standing shall consist of the following:

1. Active financial member of a chapter.
2. Financial supporter of Hampton University.
3. Supporter of chapter and regional activities.
4. Exhibited leadership qualifications.
5. Supporter of NHAA, Inc. initiatives.

Executive Committee

Composition. The Executive Committee shall be composed of all elected officers of the Chapter, the Parliamentarian (if appointed), the Immediate Past Chapter President, and Chairpersons of Standing and Special Committees. In addition, Past Presidents of the Chapter, the Region President, and elected National officials are extended honorary membership, without voting power.

Duties. Responsible for managing the day-to-day administrative duties of the Chapter, and acts on behalf of the Chapter when authorized.

Standing Committees

ALUMNI GIVING COMMITTEE

1. Report to the President and Executive Board.
2. Engage alumni to support the annual Alumni Giving Campaign.
3. Develop an annual alumni giving plan with an appropriate goal and strategies to reach the NHAA, Inc. giving goals.
4. Keep abreast of legal guidelines and fundraising issues for private non-profit organizations and inform chapters and regions.
5. Prepare and present written reports to the President and Executive Board.
6. Request alumni giving status reports from the Office of Alumni Affairs to gauge progress in achieving goals.
7. Develop marketing strategies and action plans from periodic reviews of the alumni giving plan.
8. The Chair must remain a member in good standing of his/her home chapter.

STUDENT AND PARENT LIAISON COMMITTEE

1. Report to the President and Executive Board.
2. Work and collaborate with the Regional and NHAA, Inc. Chairs of the Student and Parent Liaison Committee.
3. Provide guidance and procedures to Hampton University parents working to establish a Parents Club in the chapter area.
4. Develop a work program that includes partnerships with the Pre-Alumni Council.
5. Prepare and present a written report to the Board.
6. The Chair must remain a member in good standing of his/her home chapter.

STUDENT RECRUITMENT AND RETENTION COMMITTEE

1. Report to the President and Executive Board.
2. Develop a work program to recruit and retain quality students to attend Hampton University.
3. Monitor student recruitment trends and issues.
4. Keep abreast of current Hampton University policies on admissions and financial aid.
5. Serve as the primary point of contact to request recruitment materials from the Office of Admissions.
6. Attend chapter-area college fairs to recruit quality students in support of Hampton University.
7. Maintain a viable working relationship with the Office of Admissions.
8. Serve as the primary chapter contact for parents, students, and alumni.

9. Disseminate communications received from students requesting financial support to remain in school.
 10. Prepare written reports of plans and activities and submit them to the President and Executive Board.
 11. Coordinate with the NHAA, Inc. Student Recruitment Chair(s) and Regional Chair to review scholarship applications in the selection process.
 12. Chair(s) must remain a member in good standing of his/her home chapter.
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Special Committees

NOMINATING COMMITTEE

1. The Chair of the Committee is selected by the President.
2. The Committee reports to the Chapter Executive Board.
3. Manage the chapter nominating process for elected officers.
4. Understand the election process and ensure that everyone follows the procedures.
5. Coordinate potential candidates' qualifications with the Credentials Committee and the Office of Alumni Affairs.
6. Solicit nominations for Chapter elected positions as prescribed by the Chapter and NHAA, Inc. Bylaws.
7. Submit nominations to the officers at the Chapter Executive Board meeting prior to the voting period by the eligible membership, as prescribed by the Chapter and NHAA, Inc. Bylaws.
8. The Board votes on approval of the nominations after they have been cleared through the Credentials Committee.
9. Verify that all nomination processes and election deadlines are met, including the distribution of ballots.

TELLER COMMITTEE

1. Accurately record and report the ballot count at the designated chapter meeting.
2. Ensure that the election ballots are counted.
3. Review and update procedures on distribution and return of ballots.
4. Prepare a timeline in conjunction with the Nominating Committee that includes ballot due dates, ballot counting and notification of election results.
5. Ensure that the balloting process is professional, fair, and presents no appearance of impropriety.
6. Notify candidates of election results.

Appendix

Resource Information and Best Operating Practices
Guidelines

05

History & Traditions

National Hampton Alumni Association, Inc. History
Past National Presidents
Alma Mater
Hampton University Office of Alumni Affairs: Alumni
Services
Installation Ceremony for Officers of the National
Hampton Alumni Association, Inc.

Installation Ceremony: Abbreviated Version for
Regions and Chapters
Memorial Service for Alumni of the National Hampton
Alumni Association, Inc.
Code of Ethics for NHAA, Inc.

National Hampton Alumni Association, Inc. History

At a meeting of graduates of the Hampton Normal and Agricultural Institute, held in Saratoga Springs, NY, on August 20, 1877, the following preamble and resolutions were adopted:

"As in the providence of God, our alma mater will have been in successful operation 10 years at the close of this session. As it is the custom of the graduates of well-established schools and colleges to assemble within the walls of their alma mater, we think it will be fitting to hold a reunion, in the decennial year, composed of all the graduates or as many as can make it convenient at this time, for the purpose of forming the Alumni Association of the Hampton Normal and Agricultural Institute.

Therefore, be it resolved:

I. That there be a letter published in the Southern Workman for March inviting the graduates of different classes to attend such a reunion;

II. That the Committee of Arrangements be composed of a lady and gentleman from each class."

One hundred years ago, the above quotation was indeed a part of the Original Constitution of the Hampton Alumni Association. The writing of this document was one of the preliminary steps leading to the origin of the Association. Its pre-planning and final organization were carefully guided by the following farsighted alumni: David Evans, 1875; George W. Davis, 1874; L. B. Phillips, 1874; R. B. Jackson, 1876; W. T. Greenhow, 1874; W. L. Coleman, 1877; G. W. Latimer, 1871; A. M. Hamilton, 1877; A. W. McAdoo, Secretary, 1876; N. B. Clark, Chairman, 1877.

The Hampton Alumni Association was partially organized in May 1878. George W. Davis, 1874, was elected the first president and Alice S. Harris, 1877, became the organization's first secretary. In May 1881, at the first triennial meeting, the Association was fully organized and a constitution, including the opening quotation and provision for triennial meetings, was adopted. At this first 1881 meeting, the following officers were elected:

OFFICE	OFFICER
President	Booker T. Washington, 1875
Secretary	William H. Diggs, 1878
Corresponding Secretary	William M. Reid, 1876

The original constitution provided for triennial reunions. In 1925, biennial reunions were adopted, followed by annual reunions, which began in June 1942. With the strong belief that the Association could better serve itself and its alma mater, the Association became incorporated on May 7, 1986 under the 1950 Code of Virginia, with its registered office being the Office of Alumni Affairs, Hampton University. The purposes are exclusively charitable and educational and are stated in the 1986 Official Charter and amended bylaws of 1993. Specifically, the purposes of the National Hampton Alumni Association, Inc. are to raise monies for Hampton University, to recruit students to attend Hampton University, to propose and manage an annual program budget, and to work cooperatively with University personnel in order to develop and implement programs that will benefit Hampton and the National Hampton Alumni Association, Inc.

The Association sought and obtained a more intimate relationship with the University in reference to its policies. A quote from the *Southern Workman* in July 1923 states that "It (the Alumni Association) requested the appointment of a colored man on the Board of Trustees, which resulted in the selection of Robert R. Moton, Class of 1890, for that position." Dr. Flemmie P. Kittrell was the first Black female to be elected to the Board of Trustees. She was elected as an Alumni Trustee in 1945. James "Babe" Henderson was the first alumnus elected to that position in the mid-1970s. Presently, there are twelve alumni on Hampton University's Board of Trustees.

Further quoting from the July 1923 *Southern Workman*, Dr. James E. Gregg (then principal, in 1920) suggested that the Association appoint a committee of visitation. "This committee was appointed at the 1920 meeting and was charged with the duty of visiting the Institute at least once a year for the purpose of observing methods and making constructive suggestions based upon experience and a real knowledge of existing conditions which the alumni have to deal." This tradition continues today with joint meetings between the Hampton University Administrative Council and the National Hampton Alumni Association, Inc.'s Board of Directors. Also, during Dr. Gregg's administration, Hampton alumni published a quarterly journal. The journal was a medium of communication which enabled the alumni organization to concentrate its power on accomplishing the following objectives: to bind and continue the friendly ties formed during school days, to inform each other of the other's work, and to comfort those laboring in lonely places. Faculty members and graduates wrote articles. In addition, the Journal carried articles on outstanding citizens connected with Hampton.

During its one hundred and twenty-one-year history, the Hampton Alumni Association (now the National Hampton Alumni Association, Inc.) has pushed forward with momentum and direction designed to create in Hampton alumni an abiding sense of personal commitment and individual responsibility for the life and growth of Hampton Institute/University. The Association has operated in a spirit of family togetherness with other sectors of the University to ensure its effective involvement in recruitment, fundraising, image enhancement and other activities of concern for the welfare of our alma mater. The Association has continued to function with strong alumni leadership and with an unbroken line of 24 presidents spanning the years 1878 to 1999. Under the banner of leadership, these presidents were blessed with the support of a viable Association that has kept the concerns of the University as top priority.

Through each decade the Association has continued to focus on student recruitment, fundraising, membership expansion and, more recently, technological innovations. Selected events occurring through these decades to address goals, issues and concerns are:

- The Alumni Loan Fund (\$5,000), established in 1935, providing loans with no interest charges to students.
- The first Hampton Alumni Award, presented to Miss Dorothy Maynor (1933), celebrated soprano, in 1941.
- The founding of the Hampton Institute Parent Involvement Organization in 1965 by Julia Macbeth Green (1943).
- The founding of the Hampton Boosters in the mid-1960s by Robert Anderson (1940).
- Dr. W. Adrian Freeman's promotion of the 1966 Alumni Campaign Fund as a part of the Centennial Fund Campaign to raise \$18,000.00 in celebration of Hampton's 100th birthday in 1968.
- Anne Laura Roberts Wims was a "Gold Medalist" in the Council for the Advancement and Support of Education (CASE) "Volunteer of the Year Award." This was a first for any predominantly Black member institution of CASE (1987).
- Alumni contributions of more than \$1 million to Hampton University through the Alumni Giving Campaigns.
- The inclusion of the National Hampton Alumni Association, Inc. on the World Wide Web.

To support the concept that fundraising has from the beginning been a major goal of NHAA, Inc., we quote from the minutes of the Triennial Alumni Meeting, 1881: "On motion it was decided to raise a fund to be devoted to the benefit of a student in Hampton." This was the beginning of the idea of raising money to aid students. The idea rapidly grew and expanded into the plan to raise permanent scholarships and funds for other aspects of Hampton's program. In the last two decades Alumni Endowed Scholarships have rapidly increased, and the Alumni Association completed its \$5 million Endowed Scholarship Campaign, presenting a check for that amount to the University President at the January 1999 meeting of the NHAA, Inc. Board of Directors.

The restructuring of the National Hampton Alumni Association, which involved incorporation, reflected a new era of the Association. The change produced a more inclusive structure with a President, Board of Directors, Alumni Council, Regions, Chapters, and the accommodation of Professional Associations, all of which have evolved into the current organizational structure of the Association. The Association consists of seven regions and 104 chapters (74 active), with emphasis on chapter development and revitalization a continuing focus. To provide the opportunity for Hamptonians to perpetuate their reunions beyond the 50th year, the Emeritus Class was founded and organized in 1974. The class was organized under the guidance of Alphonso Knight (1947), and Dr. W. Adrian Freeman (1922) was the first president. In 1999, under the leadership of Dr. Gladys Hope Franklin White, president, the Emeritus Class contributed in excess of \$350,000.00 in alumni giving, and in 2000 the Emeritus Class exceeded that number with \$516,295.48.

The National Hampton Alumni Association, Inc. and Hampton University continue their historical partnership. The University is known by its products: the Alumni. In support of the University, the Alumni and their Association, the National Hampton Alumni Association, Inc., provide supportive services such as recruitment, student scholarships, special sponsorship of college groups in respective areas, organization and guidance of parent groups, consulting with University officials, and representing the University at various official ceremonies. Furthering the programs of the Association and providing an opportunity for more alumni to become involved in the business of the Association, to network professionally and socially and to learn through information sharing and training, the first biennial convention of NHAA, Inc. was held in July 1994 in Dedham, MA. The second convention convened in San Antonio, TX in August 1996, the third in Crystal City, VA in 1998, and the fourth convention was held in San Diego, CA in 2000. The biennial convention was hosted in St. Thomas, VI in 2002. Cleveland, OH was the site in 2004. The convention continues to be held every two years, rotating between the East and West Regions of the country.

The responsibility for the continued welfare of our alma mater rests in a very large measure upon the shoulders of alumni today. Our challenge is urgent and irresistible. Alumni involvement must become more in-depth, more serious, and more self-sacrificing. Working in close unity with the trustees, administration and faculty must continue to be a reality. To this end, unity and action must take on special and meaningful significance to all segments of the Hampton family, ensuring that the legacy continues. Quoting our founder, General Samuel Chapman Armstrong: "Hampton must not go down! Hampton must not go down!"

Past National Presidents

The Association has continued to function with strong alumni leadership and with an unbroken line of 30 presidents spanning 1878 to 2022. They have all allowed their lives to do the singing with dedication and focus, honoring our alma mater, Hampton (Institute) University, and its alumni.

PRESIDENT	CLASS	TERM
George W. Davis	1874	1879-1881

PRESIDENT	CLASS	TERM
Booker T. Washington	1875	1881–1884
Whit T. Williams	1876	1884–1896
William M. Reid	1876	1896–1905
Jesse H. Harris	1888	1905–1911
William M. Reid	1876	1911–1931
Joshua E. Blanton	1905	1931–1937
Pauline V. Massey	1909	1937–1939
Robert S. Abbott	1896	1939–1940
Albert O. Reid	1903	1940–1945
Saul M. Perdue	1933	1945–1949
Gertrude Perry	1911	1949–1953
Doswell Brooks	1921	1953–1957
Hugh Victor Brown	1913	1957–1959
William L. Watson	1937	1959–1967
Frank W. Render, II	1957	1967–1971
Amanda P. Cheatham	1930	1971–1977
Dr. Wendell P. Holmes, Jr.	1943	1977–1981
Thomas A. Bryant	1953	1981–1984
Bernard Pendleton, Sr.	1941	1984–1987
Josephine F. Whiting	1952	1987–1988
Alphonso W. Knight	1947	1988–1992
I. Emerson Bryan, III	1968	1992–1996
Jacqueline L. Antoine	1960	1996–2000
Ann (Baird-Bridges) Wells	1966	2000–2004
Anthony Cheatham	1980	2004–2008
Dr. Patricia Larkins Hicks	1971	2008–2010
Dr. Joan McMillian Wickham	1978	2010–2014
Dorothy M. Lee-Murray	1980	2014–2018
Gena Pemberton		2018–2022

Alma Mater

"O Hampton"

Words by Sarah Collins Fernandis, 1882 · Music by Chauncey Northern, 1924

Paste the words of the Alma Mater here (page 38 of the January 2022 edition).

Hampton University Office of Alumni Affairs: Alumni Services

The Office of Alumni Affairs is the center of alumni work and serves as the liaison between the alumni and Hampton University. It maintains records and mails to more than 22,000 alumni several times a year. The Office of Alumni Affairs is the corporate office for the National Hampton Alumni Association, Inc. and provides clerical services and a full range of activities for alumni across the country. The staff of the Office of Alumni Affairs assists the Association in promoting the welfare of the University. It interprets the mission and policies for alumni present and future and serves to heighten alumni interest and support of the University through its fundraising and student recruitment programs. The Director of Alumni Affairs reports to the Vice President for Development.

OBJECTIVES

The objectives of the Office of Alumni Affairs are:

1. To assist alumni in advancing and promoting the welfare of the University by creating a sense of personal commitment, loyalty, and affirmation of University goals and traditions.
2. To partner with the National Hampton Alumni Association, Inc. to implement programs that serve to stimulate the intellectual and cultural growth of its alumni.
3. To partner with the Association in fundraising efforts for the University.
4. To provide programs for the Pre-Alumni Council that will encourage interaction with the alumni, administration, faculty, staff, and friends of the University.
5. To assist NHAA, Inc. in monitoring the Endowed Scholarship Scholars in completing their required volunteer hours and GPA requirements.
6. To enhance communication between alumni and the University.
7. To establish a partnership with the National Hampton Alumni Association, Inc. that will benefit the growth and longevity of Hampton University.

RECORDS

Record-keeping is a critical support function in alumni administration.

1. **Storage.** An alumni computerized database is maintained by the Records Secretary and the Gift Records Maintenance Assistant.
2. **End of Year Reporting.** The NHAA, Inc., regions, and chapters must submit a completed and signed End of Year Financial Report annually to the Office of Alumni Affairs Director at the end of each fiscal year, by September 30.
3. **Incorporation Certificate.** The Office of Alumni Affairs Director acts as the Registered Agent on behalf of the Association and is responsible for the incorporation renewal with the Commonwealth of Virginia.
4. **Information Usage.** External use of an individual's information is prohibited. The permission of the alumnus must be given. The exceptions are the alumni lists provided for the chapters, regions, and class leaders of

the Association, for Association use only. No individual or organization may use the information for personal gain.

5. **Deceased Alumni.** Deceased alumni are reported to the Office of Alumni Affairs in a number of ways; however, only copies of the funeral program, death certificate or an obituary from a newspaper are acceptable proof of death.
 - a. A sympathy card is sent to the family of the deceased alumnus from the Office of Alumni Affairs, and a card is sent from the NHAA, Inc.
 - b. Notice of death is published in the "Necrology" section of the Alumni Magazine.

ALUMNI LISTS

Information pertaining to alumni is privileged. Alumni lists are sent only to the NHAA President, chapter and regional presidents, and class leaders, upon approval from the University President and with completed and signed Non-Disclosure forms submitted to the Office of Alumni Affairs Director. Requests from the NHAA, Inc. President may be mailed or emailed to the alumni office.

PUBLICATIONS

The Office of Alumni Affairs is fully responsible for the monthly Alumni Newsletter and is responsible for providing the information on alumni that is put in the Alumni Magazine, which is published two times each year.

HANDBOOKS

Handbooks are provided for Class Leaders to help in planning and organizing class members for reunion activities. The Class Leader's handbook is sent to the class leaders and co-class leaders before the first organizational meeting.

MEETINGS

1. The Office of Alumni Affairs collaborates with the NHAA, Inc. First Vice President to organize monthly meetings with Class Leaders and Co-Leaders to encourage and engage alumni to raise funds for the University.
2. The Office assists the NHAA President in organizing meeting locations for Board of Directors and Alumni Council meetings on the University's campus.

RECOGNITION

University awards are given to two or more alumni during the Commencement Ceremony. These are the Twenty-Year and the Alumnus-at-Large Awards. The Office of the President assumes responsibility for choosing the candidates from nominations submitted. Association members are encouraged to submit nominations.

PRE-ALUMNI COUNCIL

The Pre-Alumni Council, a student organization, falls under the auspices of the Office of Alumni Affairs. The organization serves to unify the classes through state organizations. The Council consists of the presidents, vice presidents and secretaries of the organized states and the president of each undergraduate class. The Council sponsors a minimum of one community service project and one social activity annually.

USE OF THE ALUMNI CENTER

The Board of Directors of the Association, chapters, Boosters, and classes may request the use of the Conference Room of the Office of Alumni Affairs.

CONTRIBUTIONS

All contributions received in the Office of Alumni Affairs are acknowledged and receipts processed in conjunction with the Business Office.

Installation Ceremony for Officers of the National Hampton Alumni Association, Inc.

Installing Officer: "It is now my function, as it is my privilege and pleasure, to install the new officers of the National Hampton Alumni Association, Inc."

"The Secretary will read the names of the newly elected officers. Each officer is invited to come to the front of the room."

Officers may be escorted to the front by the outgoing officer or by someone else. Read the names, beginning with the Chaplain, Treasurer, Corresponding Secretary, Recording Secretary, Vice Presidents, and President. When they are all in place:

Installing Officer: "My fellow members, you have been duly elected, by your peers, to fill the various offices of this organization, the National Hampton Alumni Association, Inc. While this is a great honor, it is also a tremendous responsibility.

You must always be mindful that the success and growth of any organization rests largely with its leadership. It is expected that you will familiarize yourselves with the duties of your office and that you will perform these duties in a business-like and timely manner.

This you must do, in order that the National Hampton Alumni Association, Inc. may render its greatest possible service to its members and to our Alma Mater.

I now charge you, individually and collectively, to the high calling of your office."

TO THE PRESIDENT

"(Name), you have been elected to lead the National Hampton Alumni Association for the next two years. The entire organization will be measured and judged by the manner in which you conduct its affairs. You are the single most important representative of this organization. You have the power commensurate with your office.

You are admonished not to exercise that power in an arbitrary or dictatorial manner, but, setting aside all personal agendas, to work with zeal for the good of the organization, thus ensuring that growth and peace and harmony may prevail.

Be reminded that the President who is fair and just and who exhibits strength and vision will gain respect and support, even from those who do not agree with him (her).

The President has a duty to those who follow him/her to hand down the office with its dignity, its rights and its privileges and responsibilities unchanged.

I will now administer the oath of office. Repeat after me:"

I, (name), do solemnly promise that I will serve the National Hampton Alumni Association, Inc. as President for the next two years and I will perform all duties appertaining to that office to the best of my ability.

TO THE VICE PRESIDENTS

Call each name.

"As Vice Presidents, to each of you is given co-responsibility with the President. You will stand ready to support the office of the President and to assume the duties of the same should you be requested to do so, in the order of your positions.

You will be ever mindful of the charges to the President and accept them as your own. You will further prepare yourselves to fulfill your individual duties as specified in the bylaws of the National Hampton Alumni Association, Inc.

Repeat after me:"

I, (name), do solemnly promise that I will serve the National Hampton Alumni Association, Inc. as (First Vice President / Vice President) for the next two years and I will perform all duties appertaining to that office to the best of my ability.

TO THE SECRETARY

Call the Secretary's name.

"The Secretary's duties are substantially of a business nature and are of the highest importance to the welfare of this organization. You are charged with the task of being present at all meetings and of keeping a complete and accurate record of all proceedings, proper to be written, that occur.

Your records are the official history of the organization. Yours is a position of accountability.

I will now administer the oath of office. Repeat after me:"

I, (name), do solemnly promise that I will serve the National Hampton Alumni Association, Inc. as Secretary for the next two years and I will perform all duties appertaining to that office to the best of my ability.

TO THE TREASURER

Call the Treasurer's name.

"Yours is a grave responsibility. You are charged with the record-keeping and the handling of all financial matters that come before this body. You have been entrusted with a most vital factor in the life and development of the organization. Sensitivity and accuracy are essential to the office.

I will now administer the oath of office. Repeat after me:"

I, (name), do solemnly promise that I will serve the National Hampton Alumni Association, Inc. as Treasurer for the next two years and I will perform all duties appertaining to that office to the best of my ability.

TO THE CHAPLAIN

Call the Chaplain's name.

"Your office brings to the organization strength and support. You shall stand ready, not only to offer spiritual guidance when attending meetings, but to take an active role in the deliberations and proceedings of the organization.

I will now administer the oath of office. Repeat after me:"

I, (name), do solemnly promise that I will serve the National Hampton Alumni Association, Inc. as Chaplain for the next two years and I will perform all duties appertaining to that office to the best of my ability.

DECLARATION

"I now declare the officers of the National Hampton Alumni Association, Inc. duly installed, to serve until their successors are elected. May the next two years be filled with successes, cooperation, and pleasantness."

Optional:

"To the members assembled, I congratulate you upon your choice of officers. Aid them in every way possible so that they experience success in their service to you and to our Alma Mater."

Installation Ceremony: Abbreviated Version for Regions and Chapters

"It is now my function, as it is my privilege and pleasure, to install the new officers of the (Region or Chapter), National Hampton Alumni Association, Inc."

Read the list of officers. When all are in place:

"You have been duly elected to fill the various offices of this organization, the (Region or Chapter) of the National Hampton Alumni Association, Inc. While this is a great honor, it is also a tremendous responsibility. You must always be mindful that the success and growth of any organization rests largely with its leadership. It is expected that you will familiarize yourselves with the duties of your office and that you will perform these duties in a business-like and timely manner. This you must do, in order that the (Region or Chapter) may render its greatest possible service to the members, the National Hampton Alumni Association and our Alma Mater. I now charge you, individually and collectively, to the high calling of your office. You have been elected to lead the (Region or Chapter) for the next two years. The entire (Region or Chapter) will be judged by the manner in which you conduct its affairs. You are the most important representatives of your (Region or Chapter) and your power is commensurate with your office.

I will now administer the oath of office. Repeat after me:"

I, (name), do solemnly promise that I will serve the (Region or Chapter) of the National Hampton Alumni Association, Inc. for the next two years and I will perform all duties appertaining to that office to the best of my ability.

"I now declare the officers of the (Region or Chapter) duly installed. May the next two years be filled with success, cooperation, and pleasantness. Congratulations."

Memorial Service for Alumni of the National Hampton Alumni Association, Inc.

The commemoration of deceased Hamptonians. Written March 1979 by William C. Cooper, Class of 1939.

PART ONE

Leader: My fellow Hamptonians and friends, we have assembled here to memorialize some of our Hamptonian Sisters and Brothers who have been called home since our last annual meeting.

Hamptonians have no less hold upon life than the mightiest monarch who ever shook the earth with his footsteps. Yet, Hamptonians realize there is no appeal for relief from the great law which dooms us all to dust. We flourish and fade as the leaves of the forest, and the flowers that bloom and wither in a day. Generations of men, including Hamptonians, will appear and disappear as the grass, and the multitude that throngs the world today will disappear as the footprints on the sand of the seashore. Men seldom think of the great event of death until the shadow falls across their pathway, hiding from their eyes the faces of loved ones whose living smile and loving touch make up the sunshine of their existence. My friends, none of us longs to go through the dark valley of death, although its dark passage may lead to paradise; we do not long to lie down in the dampness of our grave. Yet, we know that we must answer the same call which has been answered by the following Hamptonians:

PART TWO

Leader: The reading of the list of Hamptonians known to have died since the last annual meeting.

Read each name, with class and city, state.

PART THREE

Leader: Show your mercy to all of us gathered here, O Lord.

Audience: And grant us your salvation.

Leader: Clothe living Hamptonians and all your people with righteousness;

Audience: Let all your people, everywhere, sing with joy.

Leader: Lord, keep living Hamptonians and all your people under your care;

Audience: And guide all your people in the way of justice and truth.

Leader: As we remember Hamptonians departed, create in us clean hearts, O God;

Audience: And for the remainder of our days, sustain us with your Holy Spirit.

PART FOUR

Reader One: Psalm 36:5–10

Reader Two: I Corinthians 15:50–58

PART FIVE

All: O Eternal Lord God, who holds all souls in life, give, we beseech Thee, to Thy whole family of Hamptonians in paradise and on earth, Thy light and Thy peace; strengthen us to follow the good examples of those who have served Thee here and are now at rest. Grant that we, at last, may enter with them into Thine unending joy; through Jesus Christ our Lord, who liveth and reigneth with Thee in the unity of the Holy Spirit, one God, now and forever. Amen.

Code of Ethics for NHAA, Inc.

In order to maintain a standard that allows its members to serve cohesively on the Board and uphold the "Standard of Excellence" whenever representing the University, I agree to observe the following rules of conduct:

1. To respect and comply with the NHAA, Inc. Bylaws, Manual of Standard Operating Procedures (SOP), Protocol Manual, Ceremonies/Rituals and Conference Planning Manual.
2. To respect our elected/appointed leaders and support them in conducting the business of the NHAA, Inc.
3. To present myself publicly in a way that reflects the Standard of Excellence in all that we do by:
 - a. Exercising good manners, being polite, honest and fair.
 - b. Dressing in appropriate business casual attire, unless otherwise directed.
 - c. Refraining from profanity, acts of violence or any criminal acts.
 - d. Avoiding derogatory, demeaning, and insulting remarks.
 - e. Maintaining proper decorum during Business Meetings.
 - f. Speaking after being acknowledged by the presiding officer.
 - g. Addressing the Board by clearly stating my name, chapter, chapter location, and position.
4. To work diligently to foster the program as presented in the Work Plan.
5. To maintain integrity in financial matters by:
 - a. Remaining current with all dues and financial obligations.
 - b. Following accepted financial procedures.
 - c. Avoiding the co-mingling of personal funds with chapter, region or national funds.
 - d. Using tax-exempt status only as legally permitted.
 - e. Expecting financial officers to maintain records, make them available for inspection and pass them to succeeding officers as required.
6. When a Board meeting is in session, to minimize my movement in the meeting room and leave the room, when necessary, in a quiet and undistruptive manner.
7. To turn off ALL electronic communication devices that will interrupt the meeting.

06

Protocol & Meetings

Protocol

Role of the National Protocol Committee

Role of the Regional Protocol Committee

Role of the Chapter Protocol Committee

Protocol Committees for the Biennial Convention

Biennial Planning Organizational Structure

NHAA, Inc. Order of Rank

Introducing Members of the Dais

General Assembly: Parliamentary Procedures

Protocol

A guide to correct protocol in conducting National, Regional and Chapter meetings, sponsoring major public events, and more.

Proper protocol at the national, regional and chapter levels enhances the Hampton Spirit and protects our image as we carry on the business stated in our work plan. The need for excellence at all levels can only be met when we hold ourselves accountable. Therefore, this document sets forth a guide to help achieve this level of operation. Let every alumnus strive to adhere to these practices and know that Possibilities are Unlimited as we continue Leveraging the Legacy for our dear Alma Mater, for "Together... We Make A Difference."

The Protocol Committee works with all event committees to ensure success.

1. PRE-EVENT PLANNING FOR THE PROTOCOL CHAIRPERSON

- a. Serve as a member of the event planning committee.
- b. Provide assistance in drafting the planning schedule.
- c. Review the invitation draft.
- d. Assist in determining bouquet, corsage, and boutonniere requirements for participants and special guests.
- e. Confer with hotel, restaurant, or conference center staff, at the request of the Event Chairperson, regarding the following:
 - o Special guest entrance and parking
 - o Special guest room assignments
 - o Dais tiers and seating arrangement
 - o Placement of stages or platforms for performers or choral groups
- f. Confer with the Event Chairperson to provide written instructions, special requests, and a floor/room diagram regarding the following items: microphones, lecterns, piano and piano microphone, easels and screens, audiovisuals, and special lighting.
- g. Secure an adequate number of chapter hostesses to help. Committee members and hostesses should arrive at least one hour prior to the event.
- h. Prepare the dais seating chart, place cards, and dais introduction.
- i. Request the facility management to give special attention to the cleanliness of the lavatories before and during the event.
- j. Confirm that final arrangements have been made with the speaker or honored guests and obtain a copy of the travel arrangements for reference.

2. LOGISTICS ON THE DAY OF THE SPECIAL EVENT

- a. Arrive early to confirm that the physical arrangements of the facility are as specified.
- b. Meet the facility staff, maître d' or banquet captain, audiovisual staff, and security staff on duty, upon request of the Event Chairperson.
- c. Check directional and other signs for accuracy. Ensure hostesses are familiar with directions.
- d. Assign committee members as hostesses to assist with the holding room and dais guests. Special guests should be greeted at the facility entrance and escorted to the holding area. Once in the holding area, guests should be made to feel comfortable.

- e. Ensure that appropriate reserved seating areas are designated for special guests who are not seated on the dais, such as musicians, the physically challenged, University personnel and Emeritus members. Protocol Committee members should continuously monitor these areas during the seating process.
- f. Remain alert during the event for situations which may require attention, such as late-arriving and early-departing special guests or dais participants.
- g. If there are two events, such as a program followed by a luncheon or reception, assist special guests between events.

Role of the National Protocol Committee

The National President will define the structure and scope of responsibilities. The National Protocol Committee will know and practice the Standard Operating Procedures, Protocol Section; direct protocol activities at National events; and serve as a resource to regions and chapters regarding protocol concerns.

Members of the Committee will:

1. Arrange the dais and receiving lines for public meetings, plenary sessions, receptions, and ceremonies.
2. Secure room diagrams and arrange seating in the holding area.
3. Coordinate with the chapter committee, transportation, and courtesies for special guests.
4. Review and update the SOP and Protocol section as necessary.
5. Serve as a resource and liaison to Regional Protocol Coordinators.
6. Assign hostesses for special guests.
7. Provide the official workshop materials for protocol workshops at conferences.
8. Serve as a protocol workshop presenter as requested.
9. Prepare articles for the NHAA, Inc. newsletter.
10. Assist with distribution of gifts and courtesies to special guests.
11. Encourage reverence for NHAA, Inc.'s heritage, legacy and the role of the National President.

The following sections are optional for Regions and Chapters.

Role of the Regional Protocol Committee

Optional. Appointed by the Region President. The Regional President will define the structure and scope of responsibilities.

A. GENERAL RESPONSIBILITIES

1. Know and practice the Standard Operating Procedures of NHAA, Inc.
2. Serve as a resource and liaison for chapter protocol committees.
3. Assist national officers visiting in the region.
4. Prepare the Special Guest Guide for the Regional Conference.

B. RESPONSIBILITIES DURING THE REGIONAL CONFERENCE

1. Provide the Special Guest Guide to the Registration Committee for inclusion in the appropriate registration packets. Some special guests' packets will be placed in their rooms; this will be determined by the Regional President and implemented by the Protocol Committee.
2. Obtain travel itineraries of all special guests.
3. Assign protocol escorts to special guests as determined by the Regional President.
4. Ensure an escort is assigned, with transportation, for special guests to and from the airport. The escort should have appropriate signage to signal arriving guests.
5. Confirm that courtesies to special guests are bestowed in a timely manner.
6. Prepare the dais seating chart and dais introductions. Review pronunciation of names and titles with the Regional President.
7. Monitor the Special Guest holding area.
8. Escort special guests to predetermined meeting and activity locations and holding areas.
9. Review requirements and confirm that items needed for all rituals have been secured.
10. Inform the Regional President of chapter officials to whom invitations should be extended.
11. Function as an advance team, in coordination with the conference planner, that precedes the conference schedule by one or two hours to ensure that each room of the facility is ready for use.
12. Monitor the multiple events of the conference.
13. Collaborate with conference hostesses to encourage the availability of a children's hospitality area and guests' activities.
14. Work closely with the Conference Planner and Conference Chairperson to ensure all protocol functions are executed appropriately.

Role of the Chapter Protocol Committee

Optional. The Chairperson is appointed by the Chapter President.

1. Use the National Hampton Alumni Association, Inc. Standard Operating Procedures and Protocol section as the basis for establishing protocol.
2. Review chapter traditions regarding their continuation.
3. Ensure courtesies are written in the chapter's Standing Rules and/or Bylaws. The Chapter should review and update them as necessary. Items to consider:
 - a. Courtesies extended to the President
 - b. Birthdays
 - c. Visiting alumni recognition
 - d. Weddings
 - e. Birth/adoption of children
 - f. Retirements
 - g. Illness
 - h. Death of an alumnus or immediate family member
 - i. Bon voyage gift

4. Conduct protocol workshops and disseminate information based on the current guidelines established in the Standard Operating Procedures Manual.
5. Ensure the chapter bestows all courtesies extended to members fairly and in a timely manner.
6. Ensure all chapter members are informed of appropriate attire for special events before attendance (President's Reception, Founder's Day, etc.).
7. Serve in an advisory capacity whenever the chapter plans receptions, fundraisers or Founder's Day celebrations, hosts a Regional Conference or National Convention, or holds other special events.

Protocol Committees for the Biennial Convention

The President will define the structure and scope of responsibilities, which may include assisting the National Protocol Committee by:

1. Preparing and sorting the dais place cards and holding room chair cards by function.
2. Escorting special guests.
3. Monitoring secured rooms and conference areas.

Biennial Planning Organizational Structure

STEERING COMMITTEE

- Chair (appointed)
- National President
- National Treasurer
- First Vice President
- Vice Presidents, East and West
- Immediate Past Biennial Chair
- Protocol Chair
- Sub-Committee Chairs
- Regional President (designated region)
- Chapter President (if applicable)

FINANCE COMMITTEE

- National Treasurer
- Regional Treasurer
- Chapter Treasurer

PROTOCOL COMMITTEE

- National Protocol Chair
- Regional Chair
- Chapter Chair

TIME AND PLACE COMMITTEE

- Vice Presidents, East and West
- Regional Presidents
- Past Conference Chair
- Next Conference Chair

REGIONAL CONFERENCE PLANNING STRUCTURE

Steering Committee

- Chair
- Co-Chair (Accommodations & Transportation, Registration, Social)
- Co-Chair (Hospitality, Program, Public Relations, Sponsorship)
- National President
- Regional President
- Chapter President

Finance Committee

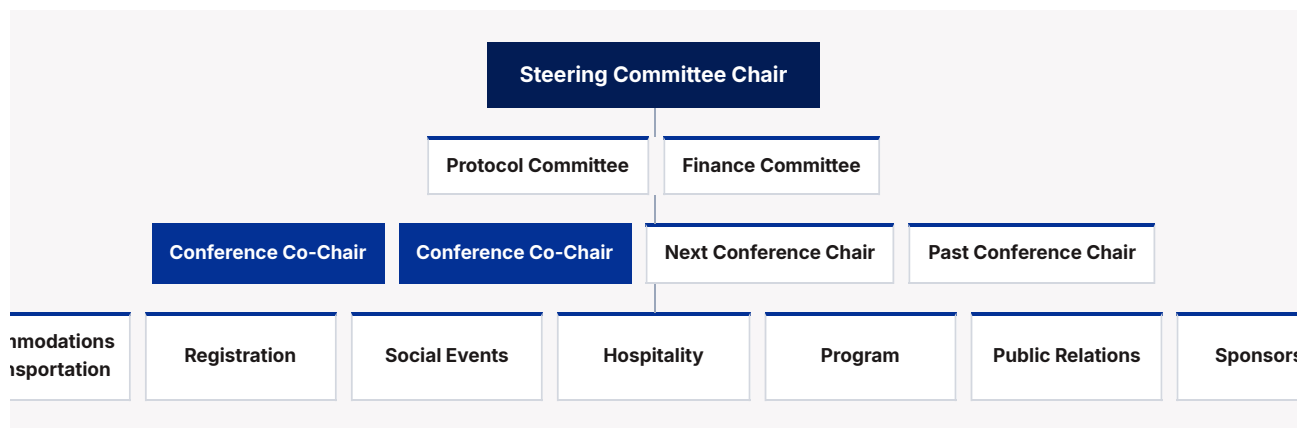
- National Treasurer
- Regional Treasurer
- Chapter Treasurer

Protocol Committee

- National Protocol Chair
- Regional Chair
- Chapter Chair

Time and Place Committee

- Regional President
- Chapter Presidents
- Past Conference Chair(s) (optional)
- Next Conference Chair(s)
- Region, Chapter and Venue Alumni Participants



NHAA, Inc. Order of Rank

Closely aligned to title and forms of address is the rank that an individual holds within the National Hampton Alumni Association, Incorporated. Rank determines seating, placement in receiving lines, and courtesies extended. Some meetings and events may make it appropriate for others to be seated on the dais. The ultimate responsibility for these selections rests with the presiding officer, and they will be implemented by the Protocol Committee members.

A. NATIONAL LEVEL

1. Board of Directors

1. National President
2. First Vice President
3. Vice President of the Eastern Region
4. Vice President of the Western Region
5. Recording Secretary
6. Treasurer
7. Corresponding Secretary
8. Chaplain
9. Legal Counsel
10. Parliamentarian
11. President of Far West
12. President of Middle Atlantic
13. President of Midwest
14. President of North Atlantic
15. President of North Carolina
16. President of Southeast
17. President of Southwest
18. Immediate Past President

B. REGIONAL LEVEL

1. Regional President
2. National President
3. First Vice President
4. Other Board members (see National Level)
5. Former Presidents
6. Former Regional Presidents

D. ORDER OF SEATING AND LISTING STANDING COMMITTEES

Standing Committees should be listed in the order of origin.

2. National Committee Chairpersons

1. Alumni Giving
2. Student Recruitment and Retention
3. Technology
4. Parent/Student Advocacy
5. Mentor and Career Network
6. Emeritus Alumnus
7. HU Young Alumnus
8. Nominations
9. Teller
10. Affiliate Associations
11. Protocol
12. Merit Awards
13. Credentials
14. Audit
15. Former Presidents
16. Honorary Members
17. Director of Alumni Affairs
18. President of the University

C. CHAPTER LEVEL

1. Chapter President
2. Regional President of the Chapter's Region
3. National President
4. First Vice President
5. Vice President of the Eastern Region
6. Vice President of the Western Region
7. Other Board members (see National Level)
8. President of the University
9. Former Chapter Presidents
10. Honorary Members
11. Alumni

E. AD HOC COMMITTEES

Ad hoc committees can be listed in alphabetical order. When planning dais seating, the Convention Planning Committee Chairperson and Protocol Committee Chairperson should be seated at the end of the row for accessibility.

Introducing Members of the Dais

Members of the dais should be introduced in ascending rank order, ending with the name of the presiding officer.

DAIS DIAGRAMS

A dais diagram is to be completed in advance of special events. It is to be prepared by the Protocol Chair. The first illustration shows the four seats closest to the podium at a luncheon. The others are for a business meeting.

Luncheon Dais

← DESCENDING ORDER OF RANK

DESCENDING ORDER OF RANK →

Guest Speaker or Honored Guest	Presiding Officer	PODIUM	President or Regional President	2nd Honored Guest
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AUDIENCE

Business Meeting Dais

UPPER TIER

1. Regional President
2. Regional President
3. Regional President
4. Regional President
5. Regional President
6. Vice President, West
7. Vice President, East
8. First Vice President

Right of podium

LOWER TIER

1. Protocol
2. Regional President
3. Regional President
4. Parent/Student Advocacy
5. Affiliate Association Chair
6. Affiliate Association Co-Chair
7. HOVAC
8. Member Advantage Program

UPPER TIER, LEFT OF PODIUM

9. President
10. Attorney
11. Recording Secretary
12. Treasurer
13. Corresponding Secretary
14. Immediate Past President
15. Chaplain
16. Conference Chair
17. President of the University

LOWER TIER, LEFT OF PODIUM

9. Alumni Giving, East
10. Alumni Giving, West
11. Student Recruitment & Retention, East
12. Student Recruitment & Retention, West
13. Mentor & Career Network
14. Nominations Chair
15. Teller
16. Director of Alumni Affairs
17. Technology

Alternate Business Meeting Dais (podium with the Alumni seal at center)

UPPER LEFT	UPPER RIGHT	LOWER LEFT	LOWER RIGHT
1st Vice President	President	Alumni Giving, East	Protocol
Vice President, East	Parliamentarian	Alumni Giving, West	Parent/Student Advocate
Vice President, West	Recording Secretary	Student Recruitment & Retention, East	Affiliate Association Chair
Regional President	Treasurer	Student Recruitment & Retention, West	Legal Counsel
Regional President	Corresponding Secretary	Mentor & Career Network	Emeritus Class
Regional President	Immediate Past President	Member Advantage	Director of Alumni Affairs
Regional President	University President	Teller	Office of Development
		Technology	HU Young Alum

General Assembly: Parliamentary Procedures

A. INTRODUCTION

1. Conducting an effective Association meeting depends upon how well members use parliamentary procedure.
2. The process gives all voices, majority and minority, an equal chance of being heard.
3. Additionally, regular use of parliamentary procedure within the Association helps members in other organized settings: work-related situations, community-based groups, professional organizations, or politics.

B. BASIC PARLIAMENTARY PROCEDURE

Basic parliamentary procedure allows officers and members:

1. To use basic parliamentary procedure in conducting effective meetings.
2. To state the purpose of parliamentary procedure.
3. To obtain the floor and place business on the floor by properly stating a motion.
4. To classify motions according to their type and order of precedence.
5. To understand debatable and non-debatable motions.

C. PURPOSE OF PARLIAMENTARY PROCEDURE

1. The purpose of parliamentary procedure is to provide an organized way to conduct meetings.
2. It allows the majority to rule while at the same time protecting the rights of the minority.
3. Main motions are the mechanism by which nearly all business is conducted and are the primary tool of the majority.
4. Nearly all other motions are tools for use by the minority.

D. ROLE OF THE PRESIDING OFFICER

1. The chairperson of a meeting is expected to be impartial.
2. Therefore, the person chairing a meeting should not enter into debate.
3. However, the chair may vote by secret ballot, or to make or break a tie, since none of these circumstances violates the chair's neutral position.
4. A good chair is decisive, rules on motions and should not equivocate.
5. Members who believe the chair is incorrect in a decision have parliamentary recourse to deal with their concerns.
6. The chair should use the gavel firmly, not harshly.
7. One tap signals that an item of business has been completed. It is also the signal to be seated.
8. Two taps signal that the meeting is to begin.
9. Three taps are the signal to rise.
10. A series of short raps is a signal for order.
11. After a motion has been made and seconded, the chair should state the motion for the entire group before any further action, such as discussion or a vote, is taken.

E. OBTAINING THE FLOOR AND STATING A MOTION

1. Generally, a person wishing to obtain the right to speak or make a motion simply stands and addresses the chair by stating, "Mister/Madam President" (or Chairperson).
2. Once the chair recognizes the individual by name, the person may then offer their statement or motion.
3. Generally, motions are stated, "I move..."

F. THE CONCEPT OF PRECEDENCE

1. Precedence is a method for determining the priority of handling motions, which keeps the concept of one thing at a time in force during a meeting.
2. Main and unclassified motions are at the bottom of precedence.

3. Privileged motions are highest.
4. Subsidiary motions are in the middle.
5. Incidental motions are simply handled as they arise.
6. The subsidiary and privileged motions are listed in order of precedence.

G. KINDS OF MOTIONS

Main Motion

1. The major principle of parliamentary procedure is "only one principal or main motion at a time."
2. All business is brought before the meeting by a motion or resolution, a report of a committee or a communication.
3. The terms motion and question are synonymous; when first stated, it is a motion, and when repeated by the chairperson, it is referred to as a question.

Unclassified Motions

1. There are a few main motions, not classified, which are very much in use to take up a question again, or to change or undo an action that has been taken.
2. In certain situations, some members believe there has been too small an attendance at the meeting or that it has been an unrepresentative one; therefore, they desire a new ruling on the subject.
3. These motions have no order of precedence.

Subsidiary Motions

1. Subsidiary motions are the most frequently used motions in parliamentary procedure. They are made while a main motion is pending, for the purpose of assisting or modifying it, or to delay action or otherwise dispose of the main motion.
2. The subsidiary motion supersedes the main motion for the time being and must be dealt with before action can be taken on the main motion.
3. However, all subsidiary motions must yield to privileged and incidental motions.
4. There are only seven subsidiary motions, and they have a specific order of precedence.

Incidental Motions

1. Incidental motions are those which arise out of a pending question and must be decided before any other business is taken up, or which are connected with the business of the assembly and require a temporary interruption.
2. They have no special rank among themselves and yield to privileged motions.
3. They are dealt with individually as they arise and take precedence over subsidiary motions.

Privileged Motions

1. Privileged motions have nothing to do with the pending question or motion, but are of such urgency and importance that they are allowed to interrupt the consideration of other questions, and take precedence over them.
2. They are undebatable because of their high rank.
3. When privileged motions do not interrupt other business, they are main motions and are without privileges.

4. They also have a rank of precedence within this category of motions.

H. RULES OF THUMB FOR MOTIONS

What motions require a second?

Whenever a motion is made by saying "I move...", it requires a second. The exception to the rule is the incidental motion "To appeal from the decision of the chair."

What motions are debatable?

Most motions by type are not debatable. The motions that are debatable are: main motions; the three R's (reconsider, rescind and ratify); and the bookends (postpone indefinitely, amend, refer, and postpone definitely).

What motions may be amended?

Motions that deal with time, sequence or volume are amendable.

What motions may have subsidiary motions applied to them?

Since to amend is a subsidiary motion, all motions that are amendable qualify. In addition, other motions that are debatable but not amendable may have subsidiary motions applied to them. The exception to the rule is the incidental motion "To appeal from the decision of the chair."

What vote is required for passage of motions?

The chair decides, without taking a vote, motions that do not begin with "I move..." Motions that affect individual rights regarding rules or debating privileges require a two-thirds vote. All other motions require a majority vote. The exception to the rule is the incidental motion "To appeal from the decision of the chair."

When may a person interrupt when another person has the floor?

One may interrupt another if the issue is urgent enough to warrant such action, but only with seven specific motions: to raise a question of privilege, to call for the orders of the day, to raise a point of order, to appeal from the decision of the chair, to call for a division, to make a request, and to reconsider.

07

Fiscal Management

A. Internal Controls
B. Financial Transactions
C. Audit Process
D. Year-End Reporting
E. Miscellaneous

Fiscal Policy Acknowledgment
Annual Financial Report
Check Request Form
Returned Check Form
Submission of Funds Form

A. Internal Controls

An integral component of sound financial management is internal accounting controls. These may be defined as policies, procedures, and measures to safeguard the Association's assets, check the accuracy and reliability of accounting, and encourage adherence to policies and procedures.

These fiscal procedures have been established as guidelines to assist in a sound financial balance within the Association and the accountability of every region and chapter responsible for the handling of funds within the Association.

B. Financial Transactions

1. The Treasurer shall deposit all funds of the association in an approved bank within seven business days of receipt.
2. The Treasurer shall have a form for members to make financial requests and request reimbursements.
3. The request form must be signed by the requestor, the Treasurer, and/or the President.
4. All requests for funds must be authorized by the President before a check can be issued by the Treasurer.
5. All checks written on Association accounts must carry the signature of the President and/or the Treasurer, preferably both when available.
6. The Treasurer shall have a form to document all incoming funds received, for audit purposes.
7. The Treasurer shall also present a written receipt for all funds received.
8. The Treasurer shall reconcile all bank accounts and provide a written report to the Executive Board, or upon request by the President, in a timely manner to minimize errors.
9. The Association shall not create, maintain, endorse, or otherwise sanction any corporation, foundation, limited liability company, partnership, or any other entity, whether for-profit or not-for-profit, that abridges the rights of its members to vote on ultimate issues such as amendments to bylaws, election of directors, or the right of the members to receive the annual report of any and all such entities.
10. The authorization and use of any type of credit and/or debit card linked to a checking and/or savings account at the National, Regional, and Chapter level is prohibited, in order to eliminate any inappropriate and fraudulent use of funds.
11. Guidelines, restrictions, and appropriate approvals must be established and monitored for online banking activities. Online banking access should be restricted to the President and Treasurer.
12. Two signatures should be required on checking and savings accounts.

C. Audit Process

INTERNAL AUDIT PROCESS

1. The Association must establish an Audit Committee.
2. Members of the Audit Committee cannot be financial officers of the Association or members of the finance committee.
3. Each Chapter must have its books audited by August 31 of each year.

FULL FINANCIAL STATEMENT DISCLOSURE

1. The Association must make its books available for review by any member of the organization at any time, upon request.
2. The books of the Association must be available upon the request of any officer or member.

D. Year-End Reporting

IRS FORMS

Form 990-N (e-Postcard). Under the law that became effective for 2007, small organizations file the electronic e-Postcard, Form 990-N.

1. It essentially alerts the IRS that the chapter still exists, who its principal officer is, and its current address.
2. There are no monetary penalties for late filing or non-filing, but if it is not filed for 3 consecutive years, the IRS will revoke the exempt status of the chapter.
3. The e-Postcard is due every year by the 15th day of the fifth month after the close of the organization's tax year. For example, if your tax year closes June 30, the form is due November 15.
4. File the e-Postcard online through the IRS website: www.irs.gov/form990n.

Form 990-EZ: Short Form Return of Organization Exempt From Income Tax

1. Form 990-EZ is used by tax-exempt organizations, nonexempt charitable trusts, and section 527 political organizations to provide the IRS with the information required by section 6033.
2. Form 990-EZ is an annual information return required to be filed with the IRS by many organizations exempt from income tax under section 501(a), and certain political organizations and nonexempt charitable trusts. Parts I through VI of the form must be completed by all filing organizations, and require reporting on the organization's exempt and other activities, finances, compliance with certain federal tax filings and requirements, and compensation paid to certain persons. Additional schedules are required depending upon the activities and type of organization.
3. The completed Form 990-EZ and certain schedules filed with the IRS are required to be made available to the public by the IRS and the filing organization.
4. For tax years beginning in 2009 and later, an organization with gross receipts of more than \$50,000 but less than \$200,000 and total assets at the end of the year of less than \$500,000 can file Form 990-EZ instead of the long Form 990.
5. Failure to file and comply can result in IRS penalties and fines, as well as revocation of exempt status. For additional information regarding reporting and compliance, visit www.irs.gov/charities.

Check current thresholds. The 2022 edition listed the Form 990-N limit as \$1 to \$50,000 in gross receipts (normally \$50,000 or less) and gave older Form 990-EZ thresholds. IRS limits change; confirm the current rules at www.irs.gov/charities before filing.

ANNUAL END-OF-YEAR REPORTING

1. Annual IRS filing forms are due to the Office of Alumni Affairs and the NHAA Treasurer by September 30 of each fiscal year.
2. The financial information should be a reconciliation of the previous fiscal year ending June 30.

3. The information on the form is a summation of the financial activities that took place during the fiscal year.
4. The beginning and ending totals must equal the Treasurer's reconciliation of the bank statements.
5. Submission of the Annual IRS Filing Form is mandatory at the National, Regional and Chapter levels and for Special Auxiliary Affiliates. Failure to comply will result in inactivity and suspension of 501(c)(3) status.
6. When submitting the Annual IRS Filing Form to the Office of Alumni Affairs, include a copy of the chapter's meeting minutes recorded by the Recording Secretary for the fiscal year.
7. **Reminder:** the Annual IRS Filing Form does not replace Form 990-N (e-Postcard) or Form 990-EZ. Both documents must be completed and distributed to the appropriate individuals and government organization.

E. Miscellaneous

BIENNIAL CONVENTION

1. To assist in managing the budget for the Biennial Convention, the Treasurer must be a member of the Biennial Convention Committee.
2. The role of the Treasurer is to ensure the convention budget is developed and approved according to the guidelines set forth by the Executive Committee.
3. The Treasurer will be responsible for and/or assist in tracking and collecting monies.
4. The Treasurer will work closely with the Committee Chair and President, know the budget, and may assist in reviewing check requests for approval and submission.
5. The Treasurer may create additional tracking reports to share with the committee.

BUDGET REPORT

1. Budgets are essential financial planning tools. A budget provides a listing of anticipated revenues, revenue sources, expenses, expense categories, surpluses, and shortfalls. The budget shall also include the amount of funds restricted for specific line items (e.g., Biennial, seed funding, Scholarship).
2. The Hampton University Board of Trustees determines the annual budget allocation for the Association for the ensuing fiscal year, and the Office of Alumni Affairs distributes a quarterly budget report to the Treasurer.
3. The Treasurer monitors the budget report and presents it to the Executive Board, Alumni Council, and at Plenary Sessions.

PAYPAL

1. The National Hampton Alumni Association, Inc. manages a PayPal account that may be used to facilitate payments for Biennial Convention registration, special events and other fundraising projects.
2. Access to PayPal, an online payment application, is through the NHAA, Inc. website and is therefore managed by the Technology Committee or an assigned person.
3. When PayPal is used to facilitate payments for the biennial, the PayPal fees are considered an operating expense.

BASIC OPERATION OF PAYPAL FOR PURCHASES

PayPal is a third-party sales service that provides payment options to merchants for a transaction fee. PayPal requires merchants to create a PayPal account that is set up with electronic deposits to the merchant's bank account. The PayPal account is established on the PayPal website and a password is established. There are

several options available in PayPal for tracking transactions and downloading account transactions. Merchandise, tickets, and donations are set up through the menu options on the site. As merchandise is purchased, an instant notification can be set up for the merchant's listed email address. PayPal has several requirements for merchants to manage their accounts:

1. Proof of 501(c)(3) tax status
2. Email contact
3. Signed Patriot Act statement

Transfer of funds from the merchant PayPal account to the merchant's bank account is a manual process through the merchant account.

Fiscal Policy Acknowledgment

National Hampton Alumni Association, Inc. · Hampton, Virginia

Please be advised that, as the National Treasurer of the National Hampton Alumni Association, Inc., it is imperative that we use best practices to ensure satisfactory financial controls. The NHAA, Inc. has an obligation to protect the financial health of our organization, which includes our subordinate regions and chapters. NHAA, Inc. also has an obligation to our beloved Hampton University, because our regions and chapters fall under the group tax exemption of the National Hampton Alumni Association, Inc., which is under the Hampton University 501(c)(3) tax-exempt status.

For these reasons, on January 25, 2019, the National Board of the National Hampton Alumni Association, Inc. approved and adopted the following fiscal policy:

FINANCIAL REPORTING

Timely submission of fiscal reports is a basic function of each region and chapter.

1. Submission of the region and chapter annual financial report (with bank statements) to National: **due September 30.**
2. Submission of confirmation of "Acceptance" of IRS Form 990-N to National: **due November 15.**
3. Submission of fiscal reports to local chapters and regions: **due at every meeting.**

USE OF CREDIT/DEBIT CARDS

The NHAA, Inc. forbids the use of credit/bank cards by its Regions and Chapters. If you currently have a credit or bank card attached to your chapter or region, you must notify the National Treasurer to detail the timeline for immediate termination of card use.

ACKNOWLEDGMENT

I acknowledge that I have been provided the opportunity to review the fiscal policies presented and agree to implement them immediately. "Chapters are expected to abide by and adopt rules and regulations consistent with the Articles of Incorporation, Bylaws, written operating procedures and/or duly promulgated rules and regulations of the NHAA, Inc. and its regions" (Bylaws, Article VIII, Section 3). Failure to comply with this fiscal policy can result in the closure of your organization.

CHAPTER/REGION

CHAPTER/REGION PRESIDENT'S NAME

CHAPTER/REGION TREASURER'S NAME

CHAPTER/REGION PRESIDENT'S SIGNATURE

CHAPTER/REGION TREASURER'S SIGNATURE

Annual Financial Report

_____ Region/Chapter of the National Hampton Alumni Association, Inc. · Annual Financial Report with Hampton University · For the year ended June 30, 20__

Reference copy. See the current online document for reporting.

REGION OR CHAPTER NAME

FEDERAL ID NUMBER (EIN)

PRESIDENT'S NAME

PRESIDENT'S ADDRESS, CITY, STATE, ZIP

PRESIDENT'S TELEPHONE (WORK)

PRESIDENT'S TELEPHONE (HOME/CELL)

TREASURER'S NAME

TREASURER'S TELEPHONE

DID THIS SUB-ORGANIZATION FILE FORM 990-N FOR THE YEAR ENDED JUNE 30, 20__? ☐ YES ☐ NO

1. CASH BALANCE AT JULY 1, 20__

Checking account	\$
Savings account	\$
CDs, escrow and other	\$
Total cash at July 1	\$

2. CASH RECEIVED FROM ALL SOURCES

Dues	\$
Fundraising revenue (gross)	\$
Other revenue (describe)	\$
Total cash received	\$

3. CASH EXPENDITURES FOR ALL PURPOSES

Supplies	\$
Fundraising expenses	\$
Dues	\$
Travel/meeting expenses	\$
Bank charges	\$
Contributions to Hampton University	\$
Scholarships	\$

Other expenses (describe)	\$
Total cash expenditures	\$
4. CASH BALANCE AT JUNE 30, 20__ FROM ALL SOURCES	
Checking account	\$
Savings account	\$
CDs, escrow and other	\$
Total cash at June 30	\$

Check: cash balance at the beginning of the year (1) plus cash received (2) less cash expenditures (3) must equal the cash balance at the end of the year (4).

Please send a copy of this form to each individual listed in the reporting requirements by ____.

I hereby declare that the above information is true, correct and complete to the best of my knowledge.

SIGNATURE OF TREASURER	SIGNATURE OF PRESIDENT
TREASURER'S EMAIL	PRESIDENT'S EMAIL
TREASURER'S PHONE	PRESIDENT'S PHONE

Check Request Form

National Hampton Alumni Association, Inc. · ☐ National ☐ Regional ☐ Chapter

PAYEE _____

DATE _____ AMOUNT (\$) _____

PURPOSE _____

Please attach all receipts, contracts, and/or proposals as supporting documentation.

REQUESTED BY _____ APPROVED BY _____

RECEIVED BY _____

CHECK NUMBER _____ CHECK DATE _____

Returned Check Form

National Hampton Alumni Association, Inc. · ☐ National ☐ Regional ☐ Chapter

Date: _____

(Name)

(Street Address)

(City, State ZIP)

Dear (Name):

Your check number __ **dated** _ **in the amount of** \$____, payable to the _____ Region/Chapter of the National Hampton Alumni Association, Inc., was returned by your bank for the following reason:

☐ Insufficient funds ☐ Closed account ☐ Miscellaneous

The returned check has incurred the following charge(s), which will unfortunately become part of your balance due:

CHARGES	DOLLAR AMOUNT
	\$
	\$
	\$
Total amount due	\$

We appreciate your efforts to pay this balance as soon as possible. Please mail funds, with a copy of this letter, to the NHAA Treasurer at the address below.

Thank you for your cooperation.

Sincerely,

Treasurer, _____ Region/Chapter of NHAA, Inc.

Submission of Funds Form

National Hampton Alumni Association, Inc. · ☐ National ☐ Regional ☐ Chapter

TO: TREASURER

DATE _____

ITEM(S)	CHECK (\$)	CASH (\$)
Totals		
Total submitted	\$	

RECEIVED BY _____

DATE _____

08

Chapter Standing & Best Practices

Responsibilities and Guidelines for Chapters of the
National Hampton Alumni Association, Inc.

Active Chapter

Inactive Chapter

Chapter Reactivation

EIN Reinstatement Procedures

IRS Reference: Status Retroactively Reinstated

New Chapter Proposal Packet

Chapter Profile Form

Best Practices

Responsibilities and Guidelines for Chapters of the National Hampton Alumni Association, Inc.

The purpose of chapter responsibilities and guidelines is to promote an understanding of chapters and their relationship to the national organization.

LEGAL AUTHORITY (NHAA, INC. BYLAWS)

- The chapter is the local organizational unit of the Association.
- A chapter shall be any regularly organized affiliation of five (5) or more regular members, as defined by Article II (Membership), which has been recognized by NHAA, Inc., Hampton University, and their predecessors.
- Five (5) or more regular members may seek recognition as a chapter by written petition to the NHAA, Inc. Credentials Committee and the NHAA, Inc. Board of Directors.
- A chapter shall be committed to the purpose and spirit of the NHAA, Inc. and shall cooperate with its program. Chapters are expected to adopt rules and regulations consistent with the Articles of Incorporation, NHAA, Inc. Bylaws, written operating procedures and/or promulgated rules and regulations of the NHAA, Inc. and its regions.
- Chapters are to abide by the rules and regulations of NHAA, Inc.
- A new chapter may not be organized where a chapter is currently functioning without the approval of the Executive Committee of the respective region. The NHAA, Inc. Board of Directors shall issue a charter for the new chapter upon certification by the Credentials Committee.
- Chapters are not allowed to change the chapter name without the approval of the Region and the NHAA, Inc. Board of Directors.
- Chapters must refer to this section for the description of Active, Inactive, and Reactivation status.

RESPONSIBILITIES

- Chapters should meet at least twice a year. *(An active chapter must hold at least four meetings each fiscal year; see "Active Chapter" below.)*
- Chapters should develop a process for electing officers in accordance with the NHAA, Inc. Bylaws and operating procedures.
- Chapter officers should attend regional and national meetings, conventions, and training sessions.
- Each chapter should have a President, Vice President, Secretary, and Treasurer, if the chapter has sufficient members, and additional officers and appointed positions as needed.
- Each chapter should have the following Standing Committee Chairs, if the chapter has sufficient members:
 - Alumni Giving
 - Student Recruitment and Retention
 - Membership and Retention
 - Audit
 - Student and Parent Liaison
- Each chapter should have the following Special Committees, if the chapter has sufficient members:
 - Nominating
 - Teller

- Chapter officers are responsible for sharing information from the region and national officers with their membership.
- Chapters should develop chapter programs consistent with region and national goals.
- Chapters should involve parents of Hampton students in their activities.
- Chapters must keep accurate records of their meetings and forward minutes to the Office of Alumni Affairs by September 30 of each year.
- Chapters should develop financial budgets and must send an end-of-year financial report to the Office of Alumni Affairs.
- Chapters must submit end-of-year required reporting to the IRS by November 15 of each year in order to maintain charitable 501(c)(3) status.
- A chapter's fiscal or program year should begin July 1 and end June 30 of the following year, consistent with the NHAA, Inc. and Hampton University fiscal year.
- Chapters must not implement programs or financial campaigns that conflict with state and federal non-profit rules and regulations.
- Chapters should develop a budget for the President to use for travel expenses for attending annual Alumni Council meetings and national biennial conventions.

RISK MANAGEMENT

- Chapters must become familiar with the legal aspects of being a charitable organization with 501(c)(3) tax-exempt status.
- Chapters cannot request to become a separate 501(c)(3) tax-exempt organization without permission of the Board of Directors of NHAA, Inc.
- A chapter's Employer Identification Number (EIN) must be listed under the NHAA, Inc. Group Exemption and listed with the IRS as a Subordinate of Hampton University.
- Chapters should not sponsor events for the general public, such as boat rides, bus trips, and conferences, without obtaining hazard and liability insurance, if required by contract.

FUNDRAISING

1. Chapters cannot raise money for one designated purpose and use it for another, excluding operating expenses.
2. Chapters cannot raise money for Hampton University or in Hampton's name and retain the money for other uses.
3. In accordance with the NHAA, Inc. Mission Statement, we are to raise money for Hampton University, recruit the best students to attend Hampton University, and develop and implement programs to benefit NHAA, Inc. and Hampton University.

Active Chapter

1. Each Chapter must have at least four meetings each fiscal year (July 1 through June 30) and at least five financial and active members. At the end of the fiscal year, each Chapter must send a copy of all Chapter Meeting Minutes to the Hampton University Office of Alumni Affairs by September 30.
2. By September 30, each Chapter must send its End of Year Financial Report to the following:

- Hampton University Office of Alumni Affairs
 - Treasurer, NHAA, Inc.
 - The respective Regional President, NHAA, Inc.
 - The respective Eastern/Western Regions Vice President, NHAA, Inc.
3. By November 15, each Chapter must file its annual Form 990-N or 990 (whichever is applicable) with the IRS. An electronic or paper copy of the IRS confirmation must be sent to the following:
 - Treasurer, NHAA, Inc.
 - The respective Regional President, NHAA, Inc.
 - The respective Eastern/Western Regions Vice President, NHAA, Inc.
 4. Each Chapter should meet the giving goal, set by the Alumni Giving Committee, for making a Chapter Donation to Hampton University each fiscal year.
 5. The President or a representative from each chapter should be present at, or send a progress report to, the NHAA, Inc. Board/Alumni Council meeting held in January of each year.

Sept. 30 Minutes and End of Year Financial Report due	Nov. 15 IRS Form 990-N or 990 filed; confirmation sent	January Board/Alumni Council meeting: attend or send a report	4 + 5 At least four meetings a year, five financial members
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Inactive Chapter

1. A Chapter will become inactive if it does not hold at least four meetings each fiscal year (July 1 through June 30) and does not have five or more financial and active members to sustain the chapter; and
2. A Chapter will become inactive if it does not send a copy of all Chapter Meeting Minutes for the fiscal year to the Hampton University Office of Alumni Affairs by September 30; and
3. A Chapter will become inactive if it does not send its End of Year Financial Report by September 30 to the following:
 - Hampton University Office of Alumni Affairs
 - Treasurer, NHAA, Inc.
 - The respective Regional President, NHAA, Inc.
 - The respective Eastern/Western Regions Vice President, NHAA, Inc.
4. A Chapter will become inactive if it does not file Form 990-N or 990 (whichever is applicable) with the IRS by November 15 and does not send an electronic or paper copy of the IRS confirmation to the following:
 - Treasurer, NHAA, Inc.
 - The respective Regional President, NHAA, Inc.
 - The respective Eastern/Western Regions Vice President, NHAA, Inc.
5. The Regional President, in consultation with the NHAA Vice President of the Region, will present the Chapter's inactive status at the next NHAA Executive Board meeting.
6. The NHAA Executive Board will discuss and vote to make the Chapter inactive and provide additional dissolution procedures.

Chapter Reactivation

1. A Chapter may reactivate after having lost its active status by contacting its Regional President to provide notice of reactivation.
2. The Regional President will work with designated alumni to provide guidance in collecting the necessary information to establish whether the request is feasible and meets all the requirements to become an active and viable chapter in its area and region.
3. Alumni should provide the following information to the Regional President, who will submit it to the Credentials Committee (Recording Secretary) to verify the individuals who would like to reactivate the chapter:
 - a. Names of individual alumni, contact information, and class year.
 - b. Proposed list of officers and members of the chapter.
 - c. Proposed chapter bylaws that follow the NHAA, Inc. Bylaws.
 - d. Financial status: dues, income, expenses, and fundraising ideas to establish a treasury to support the chapter.
 - e. Letter of recommendation from the Regional President to support the reactivation of the chapter.
 - f. Letter addressed to the NHAA, Inc. Board of Directors requesting reactivation of the chapter, signed by the proposed officers.
4. The Regional President submits all the information to the NHAA, Inc. President, Vice President of the Region, and Recording Secretary.
5. The Recording Secretary will submit the names of the alumni to the Hampton University Office of Alumni Affairs to verify and confirm that all individuals have attended and/or graduated from Hampton (Institute) University.
6. The Recording Secretary will notify the NHAA, Inc. President, Vice President of the Region, Regional President, and Chapter of confirmation in writing.
7. The NHAA, Inc. Vice President of the Region and Regional President will submit a written request to the NHAA, Inc. President asking to be added to the agenda of the next NHAA, Inc. Board of Directors meeting so chapter reactivation can be discussed and voted on by the Board.
8. During the reactivation period, Chapters are NOT permitted to raise or disburse money in the name of Hampton University or NHAA, Inc.
9. Once the chapter receives approval from the NHAA, Inc. Executive Board, it can apply for an EIN with the Internal Revenue Service as a charitable organization with 501(c)(3) status, under the Group Exemption of Hampton University. Please note that the reactivated chapter will not assume the old, deactivated EIN of the chapter. It must apply for a new EIN.
10. The Chapter must submit the new EIN to the NHAA, Inc. President, Vice President of the Region, Regional President, Treasurer, and Director of the Office of Alumni Affairs.
11. The NHAA, Inc. President will submit a letter to the Director of Alumni Affairs and the Hampton University Business Office requesting that they notify the IRS to add the chapter's EIN to the Group Exemption under the University as a Subordinate.
12. The Chapter must then follow the requirements and guidelines listed in the Standard Operating Procedures for an Active Chapter.

EIN Reinstatement Procedures

A Chapter that has lost its charitable 501(c)(3) status because its exemption was revoked by the Internal Revenue Service for failure to submit the required 990-series returns or notices for three consecutive years must request reinstatement of its tax-exempt status with the IRS.

1. The Chapter must notify its Regional President and the NHAA, Inc. Treasurer, who in turn will inform the NHAA, Inc. President and Vice President of the Region of the chapter's status.
2. Chapter Officers must work with the Regional President and NHAA Treasurer to complete Form 1023 or Form 1023-EZ (if applicable), Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, focusing on Reinstatement after Automatic Revocation.
 - If the Chapter is unable to complete the required forms, it must submit all required documentation, with the necessary fee, to the NHAA Treasurer to complete Form 1023 or Form 1023-EZ. Additional instructions will be given by the Treasurer.
 - The Chapter is prohibited from engaging in any type of fundraising activity or receiving donations in the name of the NHAA, Inc. and Hampton University during the reinstatement of its EIN and charitable status with the IRS.
 - The Chapter is still allowed to meet, fellowship, and discuss plans for the future while waiting for its EIN and charitable status to be reinstated. It should also stay engaged and continue to support its Region and NHAA activities.
 - The IRS may or may not reinstate the existing EIN, or it may require the chapter to apply for a new EIN. Information will be provided by the IRS after it has reviewed and approved the request.
 - The Chapter will receive written confirmation of the reinstatement decision from the IRS. The Chapter must notify the Regional President and NHAA Treasurer of the IRS decision, who will notify the NHAA President and Vice President of the Region.
 - If the IRS approves the Chapter's 501(c)(3) charitable status and allows it to retain its existing EIN, the Chapter can proceed with its fundraising activities. If the IRS assigns a new EIN to the Chapter after charitable status has been reinstated, the Chapter must submit the new EIN to the NHAA, Inc. President, Vice President of the Region, Regional President, Treasurer, and Director of the Office of Alumni Affairs.
3. The NHAA, Inc. President will submit a letter to the Director of Alumni Affairs and the Hampton University Business Office requesting that they notify the IRS to add the Chapter's EIN to the Group Exemption under the University as a Subordinate.

IRS Reference: Status Retroactively Reinstated

Verify with the IRS for current information. This summary of IRS Revenue Procedure 2014-11 is reproduced from the 2022 edition. Since January 31, 2020, Form 1023 must be filed electronically through Pay.gov, so the mailing instructions below may no longer apply. See www.irs.gov/charities for current procedures.

Organizations whose tax-exempt status was automatically revoked because they did not file required 990-series returns or notices for three consecutive years can apply for reinstatement of their tax-exempt status. In Revenue Procedure 2014-11, the IRS explains the four procedures an organization may use to apply for reinstatement.

STREAMLINED RETROACTIVE REINSTATEMENT

Organizations that were eligible to file Form 990-EZ or 990-N (e-Postcard) for the three years that caused their revocation may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Have not previously had their tax-exempt status automatically revoked.
- Complete and submit Form 1023 or Form 1024 with the appropriate user fee not later than 15 months after the later of the date of the organization's Revocation Letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.

These organizations should write at the top of Form 1023 or Form 1024, "Revenue Procedure 2014-11, Streamlined Retroactive Reinstatement," and send the application and user fee to: Internal Revenue Service, P.O. Box 12192, Covington, KY 41012-0192 (*confirm current address*).

In addition, the IRS will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure and files properly completed and executed paper Forms 990-EZ for all such taxable years. (For any year for which the organization was eligible to file a Form 990-N, the organization is not required to file a prior-year Form 990-N or Form 990-EZ to avoid penalties.) The organization should write "Retroactive Reinstatement" on the Forms 990-EZ and mail them to: Department of the Treasury, Internal Revenue Service, Ogden, UT 84201-0027 (*confirm current address*).

RETROACTIVE REINSTATEMENT PROCESS (WITHIN 15 MONTHS)

Organizations that cannot use the Streamlined Retroactive Reinstatement Process (such as those that were required to file Form 990 or Form 990-PF for any of the three years that caused revocation, or those that were previously auto-revoked) may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Complete and submit Form 1023 or Form 1024 with the appropriate user fee not later than 15 months after the later of the date on the organization's revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.
- Include with the application a statement establishing that the organization had reasonable cause for its failure to file a required annual return for at least one of the three consecutive years in which it failed to file.
- Include with the application a statement confirming that it has filed required returns for those three years and for any other taxable years after that period and before the postmark date of the application for which required returns were due and not filed.
- File properly completed and executed paper annual returns for the three consecutive years that caused the revocation and any following years. The organization should write "Retroactive Reinstatement" on these returns and mail them to: Department of the Treasury, Internal Revenue Service Center, Ogden, UT 84201-0027 (*confirm current address*).

These organizations should write at the top of Form 1023 or Form 1024, "Revenue Procedure 2014-11, Retroactive Reinstatement," and send the application and user fee to: Internal Revenue Service, P.O. Box 12192, Covington, KY 41012-0192 (*confirm current address*).

In addition, the IRS will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

RETROACTIVE REINSTATEMENT (AFTER 15 MONTHS)

Organizations that apply for reinstatement more than 15 months after the later of the date on the organization's revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Satisfy all of the requirements described under "Retroactive Reinstatement Process (Within 15 Months)" EXCEPT that the reasonable cause statement the organization includes with its application must establish reasonable cause for its failure to file a required annual return for all three consecutive years in which it failed to file.

In addition, the IRS will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

REINSTATEMENT FROM THE POSTMARK DATE

Organizations may apply for reinstatement effective from the postmark date of their application if they complete and submit Form 1023 or Form 1024 with the appropriate user fee. These organizations should write at the top of Form 1023 or Form 1024, "Revenue Procedure 2014-11, Reinstatement Post-Mark Date," and send the application and user fee to: Internal Revenue Service, P.O. Box 12192, Covington, KY 41012-0192 (*confirm current address*).

WHAT IS A REASONABLE CAUSE STATEMENT?

A reasonable cause statement establishes that an organization exercised ordinary business care and prudence in determining and attempting to comply with its annual reporting requirement. The statement should have a detailed description of all the facts and circumstances about why the organization failed to file, how it discovered the failure, and the steps it has taken or will take to avoid or mitigate future failures. For a detailed explanation, see Section 8 of Revenue Procedure 2014-11.

PENDING REINSTATEMENT APPLICATIONS AND PREVIOUSLY GRANTED APPLICATIONS

The reinstatement processes above apply to pending reinstatement applications to the extent they benefit an organization's ability to be retroactively reinstated.

Organizations that were previously reinstated from the postmark date but would have satisfied the streamlined retroactive reinstatement process requirements will be retroactively reinstated with no further action. They should keep their reinstatement determination letters and a copy of Revenue Procedure 2014-11.

Organizations that were previously reinstated from the postmark date but would have satisfied either the retroactive reinstatement within 15 months or after 15 months process requirements could reapply under Revenue Procedure 2014-11 on or before May 2, 2014. See Section 10 of Revenue Procedure 2014-11 for details.

AVOID BEING AUTOMATICALLY REVOKED AGAIN: FILE ANNUAL RETURNS

An organization can be automatically revoked again if it fails to file required returns for three consecutive years, beginning with the year in which the IRS approves the application for reinstatement. Organizations seeking reinstatement of tax-exempt status after a subsequent revocation are not eligible to use the Streamlined Retroactive Reinstatement Process.

Related IRS material: How to Apply to Be Tax Exempt; Annual Reporting and Filing; the online course "Applying for Section 501(c)(3) Status: An Overview." Notice 2011-44, Application for Reinstatement and Retroactive Reinstatement for Reasonable Cause under Internal Revenue Code § 6033(j), is modified and superseded.

New Chapter Proposal Packet

PROPOSAL TO START A NEW ALUMNI CHAPTER OF THE NATIONAL HAMPTON ALUMNI ASSOCIATION, INC.

Alumni should provide the following information to the Regional President, who will submit it to the Credentials Committee (Recording Secretary) to verify the individuals who would like to start a new chapter:

- a.** Names of individual alumni, contact information, and class year.
- b.** Proposed list of officers and members of the chapter.
- c.** Proposed chapter bylaws that are in compliance with the NHAA, Inc. Bylaws.
- d.** Financial status: proposed dues, income, expenses, and fundraising ideas to establish a treasury to support the chapter.
- e.** Letter of recommendation from the Regional President to support the activation of a new chapter. Contact the NHAA Vice President of the specific region if there is no designated Regional President to write the letter.
- f.** Letter addressed to the NHAA, Inc. Board of Directors requesting activation of the chapter, signed by the proposed officers.

Proposal Worksheet

PROPOSED NAME OF NEW CHAPTER

ITEM	WHERE IT GOES
Names of individual alumni, contact information, and class year	Attachment A
Proposed list of members of the chapter	Attachment B
Proposed chapter bylaws in compliance with the NHAA, Inc. Bylaws (the Regional President can provide a sample)	Attachment C
Income and expenses plan	Attachment D
Letter of recommendation from the Regional President	Attachment E
Letter to the NHAA, Inc. Board of Directors, signed by the proposed officers	Attachment F

Proposed Officers and Committee Chairs

PRESIDENT	VICE PRESIDENT
TREASURER	RECORDING SECRETARY
CORRESPONDING SECRETARY	PARLIAMENTARIAN
FUNDRAISING/EVENTS CHAIR	MEMBERSHIP CHAIR
CHAPLAIN	STUDENT RECRUITMENT & SCHOLARSHIP

Financial status. Charter members will donate \$__ each to establish a treasury.

Fundraising ideas (examples): Annual Fall Festival; Annual Christmas Brunch.

Sample: New Chapter President's Cover Letter

Date: _____

(Name)

Region President

(Contact Information)

Dear _____:

In February of this year, Hampton University connected you and me to possibly get a chapter started in the __ area. **From day one, you were extremely supportive, informative, and encouraging of the vision of the alumni in the _ area. We are forever grateful for your leadership and assistance in helping ___** alumni take the steps to become an official chapter of the National Hampton Alumni Association, Inc. ("NHAA"), and we hope that the Board of Directors will grant our request to add _____ as an official chapter.

Thus far, _____ alumni have completed the first three steps of the Procedures to Start a New Chapter outlined by the NHAA. It is our desire that this information will be forwarded to the Credentials Committee as directed.

We appreciate your continued support, and look forward to the future.

President, New Chapter

Attachment E: Regional President's Sample Letter

To: NHAA, Inc. Executive Committee
From: Region President
Re: Recommendation of __ (New Chapter)
Date: ____

The __ **Region** (__) is growing, and it is indeed a great time to be an "HU Pirate." The excitement has spread to the __ **area**. **Since my initial communication with alumni in the ____ area**, the alumni have moved swiftly to become an active chapter of NHAA.

The provided packet, supporting the __ **area's desire to be an active chapter, is filled with pride and love for Hampton University. __, Alumni Affairs, and ____**, NHAA Recording Secretary, confirmed that the _____ members have been cleared as active alumni. The supporting packet meets the requirements to be submitted to the NHAA Executive Committee for a vote of approval.

Therefore, I am pleased to recommend that the _____ be cleared to move forward with becoming an active chapter of NHAA, Inc.

Attachment F: New Chapter Sample Letter

National Hampton Alumni Association, Inc.
Board of Directors

Dear Board of Directors:

Please accept this letter as the formal request to activate a new chapter of the National Hampton Alumni Association, Inc.

As the proposed __ Chapter, our membership lives in the _ area(s). *We currently have contact with Hampton University alumni who are prepared to commit to the chapter membership fee of \$ each to support the activation of an alumni chapter. In the past few months, we have had several gatherings that included seasoned alumni, brand-new alumni, alumni in the middle and even some prospective Hamptonians. It is our desire to increase the number of Hamptonians from our area tremendously while also creating a community of Hamptonians who support each other and give back to our community. Alumni in the area have shared many ideas for ways to make an impact on the University and the ___ area.*

From our area, there are _____ students currently enrolled at Hampton University. (If applicable.)

PRESIDENT · NAME, CLASS OF

VICE PRESIDENT · NAME, CLASS OF

RECORDING SECRETARY · NAME, CLASS OF

CORRESPONDING SECRETARY · NAME, CLASS OF

TREASURER · NAME, CLASS OF

PARLIAMENTARIAN · NAME, CLASS OF

Chapter Profile Form

DATE COMPLETED

CHAPTER NAME

COMPLETED BY

OFFICIAL "ACTIVE" STATUS

OFFICERS FOR TERM BEGINNING

AND TERM ENDING

Contact information will be shown on the National website unless otherwise specified.

POSITION	NAME / ADDRESS	PHONE	EMAIL ADDRESS	CLASS YEAR
President				
Vice President				
Recording Secretary				
Corresponding Secretary				
Treasurer				
Parliamentarian				
Chaplain				
Alumni Giving Chair				
Student Recruitment Chair				
Alumni Recruitment Chair				
Parent/Student Relations				
Fundraising				

Number of active members in the chapter

Has your Chapter adopted its own Bylaws?

If yes, please ensure copies have been sent to the appropriate Regional officers, National officers, and the Alumni Affairs office.

☐ Yes ☐ No

Do you have a copy of the National Bylaws?

☐ Yes ☐ No

Do you have a copy of the National Standard Operating Procedures Manual?

Formerly the "Chapter Care & Feeding Manual."

☐ Yes ☐ No

Do you have a copy of your Region's Bylaws?

☐ Yes ☐ No

Do you have a Tax I.D. (EIN) number? If yes, Tax I.D. #

☐ Yes ☐ No

How much do you request for Chapter dues? _____

Do you allocate a specific portion of Chapter dues for National and/or Regional? If so, how much? _____

CHAPTER BANKING INFORMATION

NAME OF BANK _____

☐ CHECKING ☐ SAVINGS · ACCOUNT # _____

SIGNER NAME(S) ON ACCOUNT: 1. _____ 2. _____ 3. _____

NAME OF BANK _____

☐ CHECKING ☐ SAVINGS · ACCOUNT # _____

SIGNER NAME(S) ON ACCOUNT: 1. _____ 2. _____ 3. _____

CURRENT CHAPTER MAILING ADDRESS: NAME AND ADDRESS _____

FINANCIAL REPORTING

The last payment for Regional dues/assessment was paid for the fiscal period ending June 30, 20__

The last IRS worksheet/report submitted to the National Treasurer, Regional President and Director of Alumni Affairs was for the fiscal period ending June 30, 20__

The last Form 990-N submitted to the IRS was for the fiscal period ending June 30, 20__

ACTIVITIES, GOALS AND PLANS

THREE MOST SIGNIFICANT ACCOMPLISHMENTS FOR THE MOST RECENT PERIOD ENDING JUNE 30, 20__

1.

2.

3.

Do you know (or have a copy of) the NHAA, Inc. National Vision/Mission/Goals?

☐ Yes ☐ No

Do you know the current NHAA, Inc. Alumni Giving Goals?

☐ Yes ☐ No

Do you know the National Goals for your Chapter?

☐ Yes ☐ No

Does your Chapter have an Operating Budget?

If yes, please provide a copy.

☐ Yes ☐ No

Does your Chapter send, or plan to send, a representative to Regional and National meetings?

Including Regional Conferences, National Biennials, and January Alumni Council Meetings at Hampton.

☐ Yes ☐ No

SHORT-TERM GOALS: CHAPTER GOALS FOR THIS FISCAL YEAR

(e.g., increase donor base by 5%, increase Chapter participation by 10%, host on-site admissions, raise \$2,000)

1.
2.
3.
4.

LONG-TERM GOALS: CHAPTER GOALS FOR THE NEXT 2-3 YEARS

1.
2.
3.
4.
5.
6.

WHAT IS (OR WILL BE) YOUR ANNUAL "SIGNATURE EVENT"? WHAT IS ITS PURPOSE (FUNDRAISING, STUDENT RECRUITMENT, ETC.)?

WHAT STRATEGIES WILL YOU IMPLEMENT TO ACHIEVE YOUR GOALS?

1.
2.
3.
4.
5.
6.

WHAT ASSISTANCE CAN YOUR REGIONAL AND NATIONAL OFFICERS PROVIDE TO HELP YOU MEET YOUR GOALS?

MEETINGS AND EVENTS

How many times per year does your Chapter typically meet? _____

Where is your normal meeting location?

e.g., members' homes, restaurants, business, church _____

UPCOMING EVENTS YOU'D LIKE PUBLICIZED AT THE NATIONAL AND REGIONAL LEVEL	DATE	TIME	PLACE

MEMBER DEATHS SINCE YOU LAST REPORTED (for use in the Alumni Memorial Service)	CLASS OF	APPROX. DATE OF DEATH

ANY OTHER INFORMATION YOU'D LIKE TO PROVIDE? (e.g., biggest challenges, recommendations, questions)

SOCIAL MEDIA

Do you follow alumni activity on the Association's official social media channels? Many chapters also use social media, so check with your officers to ensure you are staying up to date.

YOUR CHAPTER HAS	NAME SHOWN AS	WEB ADDRESS
Website		
Facebook group or page		
Instagram		
X (Twitter)		
LinkedIn		
Other		

Best Practices

SERVING AS A CHAPTER PRESIDENT

Become familiar with the procedures for conducting meetings.

- **Types of meetings.** Regular meetings are scheduled and follow outlined procedures. Special meetings do not follow the outlined procedure and handle urgent matters as necessary.
- **Characteristics of satisfactory regular meetings:**
 - The meeting is planned in advance by the executive committee, which prepares an agenda.
 - The meeting starts and ends on time. Be respectful of members' personal time.
 - The meeting follows the established order of business on the agenda.
 - The meeting is conducted according to accepted parliamentary procedure. Officers shall be familiar with parliamentary procedure, and it is appropriate to have a parliamentarian on the leadership team.
 - Officers and Committee Chairs are prepared to present their reports as discussed in the executive board meeting.
 - Good meetings combine good business and fun.
 - Members are respectful during the meeting, especially when addressing each other and discussing motions.

Know the organization's constitution and bylaws. Examples of things often included in bylaws:

- Use of Association funds.
- Contractual responsibilities and limitations.
- Use of organization equipment or facilities (if applicable).
- Organizational dues structure.
- Officers' and Committee Chairs' responsibilities.
- Regular meeting schedule for Executive and Chapter meetings.
- Quorum required to conduct chapter business.
- Dissolution clause.

Be informed and knowledgeable regarding the program of activities (or business plan) for the fiscal year.

Ask members to commit and volunteer for committees.

- Appoint members who are interested in serving as a committee chair.
- Recognize the efforts and success of those serving on committees.
- Make clear the responsibilities and goals of each committee.
- Committee chairs must be prepared to provide monthly reports at executive board and chapter meetings on the status of program activities.
- The program activities of each committee must be in alignment with the overall goals of the chapter.
- Know the members' various talents to help achieve the goals of the chapter.

Develop good personal habits and characteristics as a leader.

- Be a friend to all; keep confidences.

- Admit mistakes and avoid alibis.
- Be respectful to all.
- Discover personal strengths and areas for improvement.
- Develop good judgment: have the facts before making statements or coming to conclusions.
- Be a good listener; don't try to dominate conversations.
- Be a living example of leadership to others in ideals, aims and moral character.
- Be prepared and focused, and plan for success.
- Speak clearly, concisely, and with strength.
- Be tactful.
- Show partiality to no one and be fair.
- Resist displays of emotion.
- Be an encouragement to yourself and others.
- Develop a challenging but realistic program of activities for success.
- Be informed and know the President's role in official programs and ceremonies.

Some points to remember

- The president is responsible for the total program of the organization.
- The president is the one the alumni have selected to lead them, and they will be looking to that person for direction.
- The president will need the participation of all alumni and should not try to do it all alone.
- Delegate responsibilities to others while offering help, encouragement, and guidance when needed to achieve the goals of the organization.
- Give praise and honor for a job well done by those appointed.
- Work closely with the officers and committee chairs on the tasks they have been assigned.
- Keep and/or improve the standards of performance.

The President and public relations

- The chapter president serves as the official spokesperson in the community.
- Be proud of the position and represent it well.
- Always be willing to present the purpose and goals of the organization to the public.
- Plan and implement program activities that support and encourage community projects.

Financial information

- The organization needs to operate on a budget approved by the executive board and members.
- Plan fundraising activities for the year in advance to ensure good publicity and a successful event.
- The person in charge of financial activities must be responsible and reliable.
- Provide a budget line item for the President's expenses.
- Provide a budget line item for yearly donations to Hampton University.
- Provide safeguards and audit trails for securing the chapter's finances.
- Develop procedures and resource tools (e.g., check request forms) for disbursing chapter funds.

- Provide receipts for receiving and depositing chapter funds.

GUIDE FOR THE VICE PRESIDENTS

A. Duties

1. Preside over and conduct meetings according to accepted parliamentary procedure in the absence of the president.
2. Call special meetings.
3. Keep officers and committee chairs on the subject and within the time limit.
4. Appoint committees and serve as an ex-officio member.
5. Represent the organization and speak on occasion when delegated by the President.
6. Coordinate organization efforts and check on progress.
7. Keep order.
8. Oversee all committee work under your position.
9. Preside over executive committee meetings.

B. Implementing these duties

1. Become familiar with the procedures for conducting meetings, including the types of meetings: regular and special (which does not follow the outlined procedure and handles urgent matters).
2. Characteristics of satisfactory regular meetings:
 - a. Planned in advance by the executive committee and alumni council;
 - b. Start and close on time;
 - c. Proceed according to an established order of business;
 - d. Conducted according to accepted parliamentary procedure.
3. Check committee reports and see that the chairs are prepared to give reports before the meeting begins; take care of business, have fun, and keep order.
 - a. Be firm, especially when program ideals and principles are at stake, but try not to give offense.
 - b. Command respect at all meetings by holding firm to methods of addressing the chair and discussing motions. Officers and committee chairs will respect you for it, if fully carried out; they want to see whether you are a leader who can be pushed around.

C. Guides to committee work

1. *What number should be on a committee?* This should be determined by the size of the job to be done. Some committees may require a large number of members with several subcommittees, whereas others may require only a few members.
2. *How should committee members be selected?* Membership should be voluntary. Members should be active in their chapter and region. Experience with committee work from previous years is desirable, particularly for the chair.
3. *What are the duties of the committee chair?*
 - a. Communicate clearly defined goals and objectives to the members.
 - b. Get the members of the committee to function and cooperate.
 - c. Seek outside help if needed.

- d. Help the members with the work.
 - e. Share the responsibilities.
 - f. Give a report of accomplishments to the chapter.
 - g. Give credit to committee members for work done.
 - h. Attend the appropriate executive committee meetings.
 - i. Prepare a written report of the committee's activities.
4. *What are the responsibilities of the committee?*
- a. Develop and implement strategies to reach the committee's goals and objectives.
 - b. Perform the assignment that is given.
 - c. Be creative and think outside the box.
 - d. Focus on the target audience: the alumni and students.
 - e. Inform the group of the results.
 - f. Prepare and submit reports regularly or as scheduled.
 - g. Give progress reports to keep the group informed on what is being done.
 - h. Give a final report: what was done, how it was done, and who performed the work.

D. Some things that every leader and chairperson should know

1. Never start a meeting without an agenda: a list of things to be covered by the meeting. An agenda saves time and keeps a meeting on track.
2. State the purpose of the meeting at the beginning and read the agenda aloud. Odd as it may seem, members do not always know why they are there. Informing them of the purpose helps them concentrate on what the meeting is to accomplish and helps direct their thinking.
3. Keep the meeting moving. Just as a meeting is seldom any better than its chair, it is seldom any more productive than the interest of its participating members. Interest lags when action lags.
4. Speak clearly. The chair has the agenda and knows what it's all about. If the chair can't be heard, it will be necessary to exercise control, which may mean using the gavel to rap for silence.
5. Prevent general hubbub. When everybody talks at once, no one can be heard, and when no one can be heard, nothing can be accomplished. Insist on order. Avoid talking to individuals without talking to the group; side conversations between the chair and individual members disrupt a meeting.
6. Keep speakers talking clearly and audibly. If a member asks for the floor and is given it, it is up to the chair to see that proper use is made of it.
7. Sum up what the speaker has said and state a decision. Not all members will be good at expressing themselves. It is up to the presiding officer to determine what they have said and whether it has been understood, and to get the decision of all members on the topic.
8. Stop aimless discussion by recommending committee study. Occasionally subjects are discussed on which general agreement cannot be reached at the time. On such occasions, submit the matter for further study by a committee, which may be appointed.
9. Keep control of the meeting at all times without stifling free comment. Invite criticism and even disagreement. Also ask for support and clarification of issues.
10. Don't argue with the speaker. Ask questions if necessary, but remember that the chair is supposed to be neutral. No matter how ardent the feelings, let the group make the decision. The chair is conducting a symphony, not a solo.

11. Be aware of the participants' comfort (temperature, refreshments, etc.). Check at the end of the meeting to see if every member feels particular subjects have been adequately covered. It is the duty of the chair to see that sound and just decisions are reached.

GUIDE FOR THE SECRETARIES

A. Duties

1. The secretary's position is one of great importance to the organization. The job means work if it is done correctly. To increase the progress of an organization, a good secretary is of equal or more importance than a good president. Therefore, secretaries should strive to do the best job possible.
2. Association records are often all that is available to show the activities for the year. The minutes and notes taken and left in the record file will be the only permanent record of the association's activities for the year. Make sure that complete and accurate minutes of the meetings are kept, and secure and use the appropriate secretary's record book.
3. The secretary ranks next to the vice presidents and presides over meetings if both the president and vice presidents are absent. The secretary should read and study the national constitution and bylaws.
4. The secretary's records belong to the association and, when completed for the year, should be filed as part of the permanent records of the association.
5. The secretary should always take accurate records during the meeting and strive to keep the best records.

B. Prior to each meeting

1. Check with the president and arrange the "orders of the day" (agenda), the items of business to be taken up in the meeting, if this has not been done in an executive meeting. (Remind the president and vice presidents to hold these meetings.)
2. Have on hand for the meeting:
 - a. Lists of committees and any committee reports that should be given.
 - b. Secretary's books and minutes of the previous meeting (ready to be read).
 - c. A copy of the chapter program of activities.
 - d. Copies of other official records and documents.
 - e. Pen, notebook for notes, letters, announcements, etc.
 - f. A regular calendar, the association's calendar of activities, and Hampton University's official calendar for the current academic year.

C. During each meeting

1. Take roll and report attendance.
2. Read the minutes of the previous meeting.
3. Keep minutes of all proceedings. (Doing this in outline form often helps the secretary keep up in a fast-moving meeting.)
4. Assist the president wherever needed: suggest the next order of business and read any letters, reports or records as needed.
5. Help keep the meeting running according to correct parliamentary procedure and in line with the constitution and bylaws.

6. Record accurately the maker of each motion and who seconded it. Ask for the motion to be repeated for clarity and accuracy.
7. Count rising votes, shows of hands or written ballots when taken.

D. Duties between meetings

1. Write up the minutes as soon after the meeting as possible.
2. Prepare organization reports, contest forms, etc., and help keep permanent records.
3. Provide the corresponding secretary with all notices to send out and post, and attend to all official correspondence immediately.
4. Attend executive committee meetings and keep minutes of the meetings.
5. Inform the president of coming events.

E. Suggestions for writing minutes

1. Write the place and date of the meeting at the top of the page.
2. Leave an inch of margin at the left of the page.
3. Make a separate paragraph for each item.
4. State, in the first paragraph, the name of the organization, the kind of meeting (regular or special), the place of meeting and the date.
5. State whether the meeting was called to order by the president, vice president, or a temporary chairperson, and give the person's name.
6. Give the name of the person who was appointed secretary pro tem if the regular secretary was absent.
7. Include a statement of the number of members present. (A complete attendance record should appear elsewhere in the secretary's book.)
8. If you do not use a computer or tablet, use ink in writing the copy of the minutes to be presented to the organization.
9. Record approval of minutes in this fashion: "Approved as read" or "Approved as corrected," followed by the date and the Secretary's signature.
10. Write legibly in the third person, use correct grammar, and spell all words in full.
11. See that all essential facts are included, accurately and in brief form.
12. Make rough notes in a notebook during the meeting regarding matters that should appear in the record, and write up the minutes at the first opportunity after the meeting. The final minutes should be clear enough to be fully understood by anyone reading them, whether they were present at the meeting or not.
13. Insist on receiving a written record of the report of any committee.

GUIDE FOR THE TREASURER

A. Duties

1. Serve as custodian of association funds.
2. Develop the association budget in consultation with the President.
3. Collect association monies and issue receipts for them.
4. Keep accurate records of all financial transactions.
5. Prepare financial statements for the association.

6. Chair the budget committee.
7. Attend all meetings.
8. Get a receipt for all money spent for the association.
9. Provide an invoice to request funds and for reimbursement of funds.
10. Be respected as an officer and leader.
11. Encourage thrift and sound spending of the association's funds.
12. Maintain the 501(c)(3) tax exemption status tracking system for the association, regions, and chapters.

Monitoring and processing the Association's financial assets

A. Collection procedures

1. All monies submitted to NHAA, Inc. shall be collected by the Treasurer, unless prior arrangements are made.
2. Receipts should be given for all monies collected by the Treasurer.
3. All checks must be made payable to NHAA, Inc.
4. No post-dated checks will be accepted.

B. Timing of deposits

1. All checks and cash should be deposited within 7 business days of collection and receipt.
2. All checks should be endorsed with the Association's deposit stamp or "For Deposit Only" prior to deposit.
3. Copies should be made of the deposit slip and all checks deposited into the bank account, for audit purposes.

C. NSF (non-sufficient funds) process

1. The Association shall charge a fee to all persons who submit NSF checks. This fee will be \$25, or the prevailing rate charged by the bank, whichever is higher.
2. The Treasurer shall contact the person by telephone, email, or letter as soon as an NSF notice is received. The person will be asked to reimburse the Association for the original check amount plus the designated NSF fee by money order or bank check.
3. The Treasurer will keep a list of all persons for whom NSF notices are received.
4. If a person has more than 2 NSF checks within the same fiscal year, the person will be asked to pay by cash, money order, or bank check for all financial transactions with the Association for the next 2 years.

D. Reimbursement/cash advance procedures

1. All persons requiring reimbursement or a cash advance must obtain approval from the President, with the appropriate approval signature. Requests can be submitted by email or mail to the Treasurer within 2 weeks of the original request, unless prior arrangements have been made and approved by the President.
2. If a cash advance was received, the original receipt(s) and change (if any) must be submitted to the Treasurer within 2 weeks of the final purchase.
3. The Treasurer will review funds to make sure sufficient funds are available for reimbursements and/or cash advances and inform the President.
4. All reimbursement and/or cash advance requests must have supporting documentation, as well as any original receipts, for auditing purposes.

5. Requests for reimbursement shall be made within 30 days of the event or purpose; otherwise, no reimbursement will be granted without President or Board approval.

E. Audit process

- **Documentation guidelines.** The Treasurer shall keep a complete record of all financial transactions for review. These records shall include deposit slips, bank statements, check requests with original receipts, check stubs, Treasurer's Reports, and any other pertinent financial information required for the audit.
- **External audit.** An external audit is recommended at the end of the Treasurer's 2-year term to review all financial records for due diligence and accuracy. An external auditor will review financial processes, controls, and documentation, produce financial statements, and render an opinion on the Treasurer's compliance with generally accepted accounting principles.

F. Year-end reporting

1. Complete and submit the IRS filing form to the Office of Alumni Affairs.
2. Submit minutes from Executive Board and Plenary meetings to the Office of Alumni Affairs.
3. The President should review and sign off on the IRS filing form and supporting documentation (e.g., the June Treasurer's Report and bank statement).

GUIDE FOR FUNDRAISING AND ALUMNI GIVING

The success of the Fundraising Chairperson depends on the quality of the fundraising proposal, organization, decisions, and management of all aspects of the project.

1. Develop a strategy as a first goal, or review the current fundraising strategies.
2. Have clearly defined fundraising goals and objectives.
3. Review past fundraising campaigns, best practices, failures, and successes.
4. Analyze the financial strategies and techniques.
5. Establish a realistic and profitable budget to monitor income and expenses.
6. Develop good fundraising ideas.
7. Seek feedback through discussion.
8. Target resources from your accepted or approved proposals.
9. Make networking a significant part of the fundraising strategy.
10. Be engaged and outgoing, and motivate members to support the annual fundraising and alumni giving goals.

CONDUCTING EFFECTIVE ASSOCIATION MEETINGS

Introduction. Effective Association meetings are essential to having a productive organization. A good leader knows the members and his or her own leadership style, and leadership style will dictate the success of the meetings. The information below is given to help members assess their leadership skills and to offer suggestions on how to carry out an effective meeting. A sample agenda is presented as a guide for developing appropriate agendas.

Leader's meeting objectives. An effective leader is able:

1. To understand the general responsibilities of a leader.
2. To identify the various types of leadership behavior patterns.

3. To apply leadership skills and style when conducting meetings.
4. To apply skills of group facilitation and agenda planning in order to conduct effective meetings.
5. To use parliamentary procedure in conducting a meeting.

General qualities of a good leader. These qualities lend themselves to an understanding of the general characteristics and expectations of leaders.

- **Well prepared.** Know that leadership takes work as well as practice.
- **Group-minded.** Regard yourself as a part of the group. Say "we" instead of "I"; don't try to run the crowd. Instead, be guided by the group's wishes.
- **Likes people.** Be understanding and friendly.
- **Poised.** Don't let irritations bother you.
- **Has humility.** Be confident. Don't be afraid to reveal that you don't know everything.
- **A hard worker.** Don't ask anyone to do something you would not be willing to do yourself.
- **Responsible.** Live up to your word and duties.
- **Cooperative.** Know how to work with others and enjoy working with them.
- **Fun-loving.** Enjoy life, the simple things as well as the big.
- **Has vision.** Help the people in your group learn and grow through the activities.
- **Clear.** Be able to express yourself effectively.
- **Proud.** Be proud of what you do. Take pride in being a leader, but earn it.
- **Neat.** Always be neat in dress and personal appearance.

09

Awards

NHAA Award Categories

Awards Timeline for Alumni Merit, Chapter and
Region Awards

Chapter Award Nomination Form 20__

Merit Award Nomination Form 20__

Recent Graduate (10 Years or Less) Merit Award
Nomination Form 20__

Region Award Nomination 20__

Chapter Award Rating Sheet

NHAA, Inc. Merit Award Rating Sheet

Region Award Rating Sheet

NHAA Award Categories

NATIONAL MERIT AWARD

1. The Merit Award is the highest honor awarded to an alumnus by the National Hampton Alumni Association, Inc.
2. The award is given to alumni who are committed to the goals and objectives of the alumni at all levels: chapter, region and national.
3. The recipient is selected based on his/her contributions to the alumni association at all levels: chapter, region and national.
4. The recipient has made contributions to the community on behalf of the alumni association.
5. The recipient continuously makes financial contributions to the alumni association, particularly on special occasions (e.g., Homecoming, Reunion Weekend, Alumni and Hampton University campaign drives).
6. The recipient is an active member of his/her alumni class.
7. The recipient has held leadership positions at all levels at some time during his/her alumni tenure.
8. The award is presented to no more than 4 alumni at Reunion Weekend: two to mid-career to senior alumni and two to alumni with 10–15 years of active service to the alumni association.

ALUMNI REGION AND CHAPTER AWARD

1. The award is given to chapters and regions that have exemplified excellence as outstanding alumni organizations.
2. The chapter or region has shown continuous commitment to achieving the goals and objectives of the alumni at all levels: chapter, region and national.
3. The chapter and/or region is selected based on a rating scale that encompasses participation at the chapter, region and national level, leadership, fundraising/alumni giving, alumni and chapter development, student recruitment, scholarship, and community service.

LIFETIME ACHIEVEMENT AWARD

1. The award is given based on the lifelong commitment a senior alumnus has made to the National Hampton Alumni Association, Inc.
2. The award highlights the contributions and dedication the alumnus has made at the chapter, region and national levels.
3. The recipient is selected by the National President.
4. The award is presented at special events hosted by the alumni association, such as Reunion Weekend, the Biennial Convention, or other momentous alumni occasions.

TRENDSETTER AWARD

1. The award is given based on the outstanding achievements and commitment an alumnus has made to the National Hampton Alumni Association, Inc.
2. The award highlights the contributions and dedication the alumnus has made at the chapter, region and national levels.
3. The recipient is selected by the National President.
4. The award is presented at special events hosted by the alumni association, such as Reunion Weekend, the Biennial Convention, or other momentous alumni occasions.

Awards Timeline for Alumni Merit, Chapter and Region Awards

DATE	ACTION
February 1	The NHAA, Inc. Awards Chair (First Vice President) disseminates guidelines and the packet to Region Presidents.
March 1	Region, Chapter, and Merit nominations, with the appropriate signatures, are emailed to the Office of Alumni Affairs Director and the NHAA, Inc. First Vice President. All submissions must arrive by March 1 in PDF or PowerPoint format. Please do not send hard-copy submissions.
March 6	The Awards Chair gives copies of all eligible nominations to Awards Committee members.
March 20	Awards Committee members return signed rating forms to the Awards Chair.
March 31	The Awards Chair completes the tally of rating forms and selects awardees.
April 1	The Awards Chair sends the Alumni Affairs Office the list of awardees.
April 8	The Awards Chair notifies recipients in writing of their selection and requests their presence at the Reunion Banquet.
April 14	The Awards Chair orders awards.
April 22	The Awards Chair submits award recipients' biographies to the Alumni Office.
May 13	The Awards Chair presents awards at the Alumni Reunion Banquet.

Note: If your chapter or region was recognized last year, only a change of President will allow the chapter or region to be considered this year.

Chapter Award Nomination Form 20__

National Hampton Alumni Association, Inc. · To: NHAA, Inc. Awards Committee

I / THE (INDIVIDUAL, CHAPTER OR REGION) _____ NOMINATE

NAME OF CHAPTER

STREET/POSTAL ADDRESS OF CHAPTER PRESIDENT

CITY, STATE, ZIP CODE

as a deserving and qualified chapter to receive a Chapter Award from the National Hampton Alumni Association, Inc. This nomination is accompanied by a completed application form.

Signatures in a computer font will not be accepted. Only handwritten signatures will be accepted to verify that the officers/nominator have signed off on the submission.

CHAPTER PRESIDENT OR NOMINATOR

REGION PRESIDENT

Merit Award Nomination Form 20__

NAME OF NOMINEE _____

MAJOR _____

CHAPTER MEMBERSHIP _____

REGION MEMBERSHIP _____

1. Provide a narrative of the nominee's Chapter, Regional and National involvement for 20__.
2. Years of active membership at the Chapter, Regional and/or National level.
3. Offices held at the Chapter, Regional and National level.
4. Committee chairpersonships at the Chapter, Regional and National level.
5. Regional meetings attended.
6. Number of class reunions attended. Please identify years.
7. Financial support to Hampton University. (Identify years of giving.)
8. Involvement in the Alumni Association/University. (Include alumni activities not included in 1 through 7 above, e.g., class leader, starting a new activity at the Chapter, Regional or National level.)

Note: Make sure this application is complete and the nomination form is attached and signed by both the Nominator and the Regional President. No nomination will be accepted without all required original signatures; computer-font signatures will not be accepted. Do not mail applications. Also include a biographical sketch of the nominee. Each nominee will be rated for activity and involvement in the NHAA, Inc., not for employment, civic, social or political positions. This award can be received only once. Email a PDF or PowerPoint file to _____ (Alumni Affairs) and _____ (First Vice President) no later than March 1, 20__.

Recent Graduate (10 Years or Less) Merit Award Nomination Form 20__

National Hampton Alumni Association, Inc. · To: NHAA, Inc. Awards Committee

I / THE (INDIVIDUAL OR CHAPTER) _____ NOMINATE

NAME OF ALUMNA/ALUMNUS

CLASS

STREET/POSTAL ADDRESS OF ALUMNA/ALUMNUS

CITY, STATE, ZIP CODE

as a deserving and qualified person to receive an Alumni Recent Graduate Merit Award from the National Hampton Alumni Association, Inc. This nomination is accompanied by a completed application form and a biographical sketch of the nominee.

Signatures in a computer font will not be accepted. Only handwritten signatures will be accepted to verify that the officers/nominator have signed off on the submission.

CHAPTER PRESIDENT OR NOMINATOR

REGIONAL PRESIDENT

APPLICATION

NAME OF NOMINEE

MAJOR

CHAPTER MEMBERSHIP

REGION MEMBERSHIP

1. Provide a narrative of the nominee's Chapter, Regional and National involvement for 20__.
2. Years of active membership at the Chapter, Regional and/or National level.
3. Offices held at the Chapter, Regional and National level.
4. Committee chairpersonships at the Chapter, Regional and National level.
5. Regional meetings attended.
6. Number of class reunions attended. Please identify years.
7. Financial support to Hampton University. (Identify years of giving.)
8. Involvement in the Alumni Association/University. (Include alumni activities not included in 1 through 7 above, e.g., class leader, starting a new activity at the Chapter, Regional or National level.)

Note: Make sure this application is complete and the nomination form is attached and signed by both the Nominator and the Regional President. No nomination will be accepted without all required signatures; computer-font signatures will not be accepted. Do not mail applications. Also include a biographical sketch of the nominee. Each nominee will be rated for activity and involvement in the NHAA, Inc., not for employment, civic, social or political positions. This award can be received only once. Email a PDF or PowerPoint file to _____ (Alumni Affairs) and _____ (First Vice President).

Region Award Nomination 20__

National Hampton Alumni Association, Inc. · To: NHAA, Inc. Awards Committee

I / THE (INDIVIDUAL, CHAPTER OR REGION) _____ NOMINATE

NAME OF REGION

STREET/POSTAL ADDRESS OF REGION PRESIDENT

CITY, STATE, ZIP CODE

as a deserving and qualified Region to receive a Region Award from the National Hampton Alumni Association, Inc. This nomination is accompanied by a completed application form.

Signatures in a computer font will not be accepted. Only handwritten signatures will be accepted to verify that the officers/nominator have signed off on the submission.

REGION PRESIDENT

VICE PRESIDENT, EASTERN OR WESTERN REGIONS

APPLICATION

REGION

1. Provide a roster of officers.
2. Attach financial statements (KPMG report and IRS Form 990-N).
3. Provide a narrative of the Region's activities for _____ (year).
4. Identify and describe the activities that took place between January 1, 20__ and December 31, 20__. Email your submission as a PDF or PowerPoint, in chronological order, with supporting documentation. (For example, if you produced a newsletter, attach a copy; if you developed a website or set up a social media page, provide the URL.)

There are 18 different activities, actions and events that a Region can undertake to earn a maximum of 220 points, including up to 25 bonus points for innovative activities. Regions must earn at least 150 points to receive the award.

Note: Make sure this application is complete and the nomination form is attached and signed by both the Regional President and the Vice President, Eastern/Western Regions. No nomination will be accepted without all required signatures; computer-font signatures will not be accepted. Do not mail submissions. Email submissions in PDF or PowerPoint format to _____ (Alumni Affairs) and _____ (First Vice President).

Chapter Award Rating Sheet

CHAPTER _____	REGION _____
RATER _____	DATE _____

To recognize Chapters that support the basic goals of the National Hampton Alumni Association, Inc. (NHAA, Inc.):

- Promoting Hampton University
- Providing financial support to Hampton University
- Recruiting students to attend Hampton University
- Assisting in developing and implementing programs that benefit Hampton University and the NHAA, Inc.

Criteria. There are 19 different activities, actions and events that a Chapter can undertake to earn a maximum of 250 points, including up to 25 bonus points for innovative activities. Chapters must earn at least 200 points to receive the award.

CHAPTER ACTIVITIES	MAX POINTS	POINTS
Newsletter	10	
Chapter events, activities, programs	15	
Dues-paying membership roster	10	
Representatives to National Meeting	5	
Send Chapter President to Council Meeting	10	
Chapter officers' names	10	
Chapter event scholarship funds	10	
Scholarship to a chapter HU student	10	
Chapter reports	15	
Chapter/member speaks/recognition	10	
Five new/activated members (5 each)	25	
Chapter annual giving goal met	15	
Joint meeting with another chapter	5	
Student/career recruitment program	20	
Serve/chair National committee	5	
Regional officer/committee	10	
Three members active in Region (5 each)	15	

Recent graduate members, 10 years or less (5 each)	25
Innovative activities (bonus)	25
Total	250

NHAA, Inc. Merit Award Rating Sheet

NOMINEE'S NAME

REGION

CHAPTER

RATER

DATE

CRITERIA	COMMENTS	MAX POINTS	POINTS
I. Years of active membership (A. Chapter, B. Region, C. National)		10	
II. Offices held (A. Chapter, B. Region, C. National)		15	
Bonus points if President at any level		10	
III. Committee chairperson (A. Chapter, B. Region, C. National)		15	
Bonus points for recruitment, membership or fundraising		15	
IV. Number of Regionals attended		10	
V. Number of Reunions attended		10	
VI. Financial support		15	
VII. Involvement in Alumni Association/University		25	
Rater bonus		10	
Total		135	

Rate each nominee for activity and involvement in the NHAA, Inc., not for employment, civic, social or political positions. Each rater has up to 10 bonus points for activities that are not directly listed.

Region Award Rating Sheet

REGION _____

RATER _____

DATE _____

To recognize Regions that support the basic goals of the National Hampton Alumni Association, Inc. (NHAA, Inc.):

- Promoting Hampton University
- Providing financial support to Hampton University
- Recruiting students to attend Hampton University
- Assisting in developing and implementing programs that benefit Hampton University and the NHAA, Inc.

Criteria. There are 18 different activities, actions and events that a Region can undertake to earn a maximum of 220 points, including up to 25 bonus points for innovative activities. Regions must earn at least 150 points to receive the award.

REGIONAL ACTIVITIES	MAX POINTS	POINTS
Newsletter	10	
Regional officers roster	5	
Regional annual giving goal met	15	
Representatives to National Meeting	5	
Send Chapter Presidents to Council Meeting (3 minimum)	10	
Chapter officers roster	10	
Regional event scholarship funds	10	
Scholarship to a Region student	10	
Region reports	15	
Region member speaks/community recognition	10	
Host National event, activity, program	20	
Region member on National event committee	10	
Student/career recruitment program	20	
Serve/chair National committee (each)	5	
Elected National officer (each)	10	
Three members active on National level (5 each)	15	
New/reactivated chapter	15	

Innovative activities (bonus)	25
Total	220

10

Scholarships & Student Aid

National Alumni Endowed Scholarship
National Alumni Endowed Scholarship Application

Endowed Scholarship Rubric
Application for Emergency Funds from NHAA, Inc.

National Alumni Endowed Scholarship

The National Hampton Alumni Association, Inc. National Alumni Endowed Scholarship is open to high school seniors who have been accepted to and plan to attend Hampton University. The scholarship will be awarded to one incoming freshman from each of the seven alumni regions: Far West, Middle Atlantic, Midwest, Southwest, Southeast, North Carolina and North Atlantic. This is a renewable scholarship that awards up to \$10,000 annually. The amount of the award will be determined annually, and recipients will be notified prior to returning to school for the upcoming fall. The enrollment criteria and scholarship criteria will be reviewed and re-evaluated every year.

ENROLLMENT CRITERIA

1. Students must have a Grade Point Average (GPA) of 3.0 or higher.
2. Students must have submitted the Free Application for Federal Student Aid (FAFSA) to Hampton University and have followed all financial aid procedures.
3. The scholarship amount for __ applicants is \$_____.

SCHOLARSHIP CONTINUATION CRITERIA

1. Awardees must maintain a 3.0 cumulative Grade Point Average for continuation of the scholarship.
2. Students must provide a minimum of 50 hours of service to a University entity per semester: 20 hours in the months of October, November, February and March, and 10 hours in the months of December and April. The placement and hours are coordinated by the Hampton University Office of Alumni Affairs.
3. All scholarship recipients must be full-time, with 12–17 credit hours.
4. This is a four-year scholarship. Initial awards will be up to \$10,000.00 for each incoming scholarship recipient. Recipients will continue to receive the scholarship, also up to \$10,000.00, for each of the remaining three (3) years provided they maintain their eligibility. The scholarship amount will be determined by dividing the funds available by the number of recipients. Recipients will receive half of the scholarship for the first semester and half for the second semester. Scholarship funds may be used for tuition, fees and books.
5. Provisional consideration for all scholars: if an endowed scholarship recipient does not meet the 3.0 GPA requirement, the Board reserves the right to place the student on probation for one semester, but only if a cumulative GPA of 3.0 can be mathematically attained by the following semester.
6. If it is determined that a cumulative GPA of 3.0 is not mathematically attainable, the award will be terminated immediately. This probation option is allowed only once during the entire scholarship and college enrollment period.

All of the above criteria must be met, or the student forfeits the funds. It is extremely important that recipients understand that they **MUST** complete the service component and **CANNOT** fall below the required cumulative grade point average. For questions, please contact the current Co-Chairs of Student Recruitment and Retention.

National Alumni Endowed Scholarship Application

For information only. See the current form for the current application. The application must be typed.

PERSONAL INFORMATION

NAME

DATE OF BIRTH (MM/DD/YYYY)

STREET ADDRESS

CITY

STATE, ZIP CODE

EMAIL ADDRESS

TELEPHONE NUMBER

HU STUDENT ID #

GUARDIAN 1 NAME

GUARDIAN 2 NAME

TELEPHONE NUMBER

TELEPHONE NUMBER

EMAIL

EMAIL

EDUCATION INFORMATION

A resume may be used to list activities and awards if necessary.

NAME OF HIGH SCHOOL

STREET ADDRESS

CITY

STATE, ZIP CODE

INTENDED MAJOR

EXTRACURRICULAR, COMMUNITY AND CIVIC ACTIVITIES, CLUBS AND ORGANIZATIONS (INCLUDE POSITIONS HELD)

1.

2.

3.

4.

5.

HONORS AND AWARDS RECEIVED (INCLUDE THE YEAR)

1.
2.
3.
4.
5.

FINANCIAL INFORMATION

How do you plan to finance your college education? Show the percentage from loans, work, scholarships, and parental contribution.

LOANS %	WORK %	SCHOLARSHIP/FINANCIAL AID %	PARENTAL CONTRIBUTION %
_____	_____	_____	_____

SCHOLARSHIPS/GRANTS RECEIVED

1.	2.
3.	4.
5.	6.

ESSAY

Please answer the essay questions listed below. Each essay must be typed, one page, double-spaced, in 12-point Times New Roman. The essays will be rated on content, depth, grammar, organization, and originality, and must not exceed one page each.

1. Why do I want to attend Hampton University, and what unique characteristics, qualities or skills do I bring to contribute to the diverse student population?
2. If you could solve any problem in the world, no matter how big or small, what would you solve and why? What solutions would you implement to solve this problem or area of concern?

SCHOOL OFFICIAL'S CERTIFICATION

The Guidance Counselor/Advisor or Principal must certify the student's cumulative Grade Point Average (GPA) on a 4.00 scale or the school's applicable grading system. Please sign and scan.

STUDENT'S NAME	CUMULATIVE GPA
_____	_____
GUIDANCE COUNSELOR/ADVISOR NAME (PRINT)	SIGNATURE AND DATE
_____	_____

STUDENT CERTIFICATION

I certify that the information provided in this application is accurate and has not been falsified. I understand that any misleading information will automatically disqualify me from consideration for any scholarship offered by the National Hampton Alumni Association, Inc. and its chapters and regions.

COMPLETE APPLICATION PACKETS MUST BE SCANNED AND
RECEIVED BY

SEND TO

Incomplete applications and documents sent by mail will not be considered. Applications will be deemed incomplete if all documents are not sent in one email. A complete application packet includes the following items, emailed together:

- ☐ Complete and typed application
- ☐ Scanned copy of the Hampton University acceptance letter (high school students)
- ☐ Typed essays
- ☐ Official high school transcript (signed and scanned)
- ☐ One letter of recommendation from a school official (e.g., principal, counselor, teacher, professor)
- ☐ One letter of recommendation from a community member (e.g., club sponsor, coach, church official, Hampton University alumnus). Both recommendations must be signed and scanned.

Endowed Scholarship Rubric

For each applicant, circle the point value earned in each category and enter the total in the last column. Then total the points at the bottom of the rubric and enter the scorer's name, chapter and role.

CATEGORY	EXCEPTIONAL	STRONG	VERY GOOD	GOOD	AVERAGE	MAX
Essay	The essay is clear and well focused. Main ideas are clear and supported by details. The introduction is inviting and provides an overview of the essay. The author uses vivid words and phrases and shows extensive knowledge of and/or passion for the topic. The conclusion is strong. Sentence structure is sound. No errors. 30 pts	The introduction states the main topic and provides an overview of the paper. A conclusion is included. The writing is somewhat clear. The author uses vivid words and phrases and makes a few errors, but they do not interfere with understanding. 25 pts	There is one clear, well-focused topic. Main ideas are clear but are not well supported by detailed information. The introduction states the main topic. The author's knowledge and/or experience is limited. The writing lacks variety. 20 pts	There is one topic. Main ideas are somewhat clear. The introduction states the main topic. A conclusion is included, but sketchy. Most sentences are well constructed. Several errors. 15 pts	The topic and main ideas are not clear. There is no clear introduction or structure. Limited vocabulary. Jargon or clichés present. Awkward sentences. Errors. 10 pts	30
GPA	3.8 or higher 20 pts	3.6 to 3.79 15 pts	3.4 to 3.59 10 pts	3.2 to 3.39 7 pts	3.0 to 3.19 3 pts	20
Resume	Exceptional extracurricular, community service, or employment activities 20 pts	Strong extracurricular, community service, or employment activities 15 pts	Very good extracurricular, community service, or employment activities 10 pts	Good extracurricular, community service, or employment activities 7 pts	Average extracurricular, community service, or employment activities 3 pts	20
Recommendation letters	Letters describe the candidate as exceptional in academics; strong evidence of the significance of the candidate's accomplishments. 10 pts	Letters describe the candidate as above average in academics; good evidence of the candidate's accomplishments. 8 pts	One letter describes the candidate as strong in academics; some evidence of accomplishments. 6 pts	Letters describe the candidate as good in academics; some accomplishments. 4 pts	Letters describe the candidate as average; little evidence of accomplishments. 2 pts	30
Total points (total possible: 100)						

NAME OF REVIEWER

REGION

Application for Emergency Funds from NHAA, Inc.

The Fund is designed to support current students encountering financial difficulties. The Fund provides individual grants of financial support, allowing students to focus on achieving academic goals. The maximum grant is \$2,000. Students must have a 2.3 GPA. Incoming freshmen are not eligible for emergency awards. Funds will be posted directly to the student's account.

In 2022 this application was collected through an online form. Use the current online application. Required fields are marked *.

EMAIL *

FULL NAME *

HU STUDENT ID *

PHONE NUMBER *

CLASSIFICATION * ☐ FRESHMAN ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR

CUMULATIVE GPA (WILL BE VERIFIED)

BRIEFLY EXPLAIN THE CIRCUMSTANCES CONTRIBUTING TO YOUR EMERGENCY FINANCIAL NEED (AT LEAST 3 SENTENCES) *

DOLLAR AMOUNT OF FUNDS NEEDED (WILL BE VERIFIED BY HU STUDENT ACCOUNTS)

11

Elections

Election Process Schedule
Memorandum: Nominations for National Officers
Nominations Form: National Officers (Term)

Nominee Agreement Form: National Officers (2-Year Term)
Biographical Sketch and Vision Statement of Nominee, 20__–20__

Election Process Schedule

National Hampton Alumni Association, Inc. · Fiscal Year _____

DATE	ACTION
September 25	Nomination forms and information are sent to the Alumni Office and the Corresponding Secretary by the Committee Chairman.
September 25	Nomination forms and information are sent electronically to Vice Presidents and Region Presidents by the Corresponding Secretary. Region Presidents send them to Chapter Presidents, copying the entire Board.
October 9	Nomination forms and information are emailed to Chapter Presidents by the Alumni Affairs Office.
November 13	Nominations, with the candidate's agreement to run for office, are returned to the Nominations Chair. They must be received (not postmarked) by the deadline, in both hard copy (mail) and soft copy (email).
November 14	Nominees' names are sent to the Credentials Chair by the Nominations Chair.
December 8	The Credentials Chair determines the eligibility of nominees and notifies the Nominations Chair, any ineligible candidates and the nominating Chapter(s).
December 15	Requests for biographical and platform data are sent to nominees by the Nominations Chair.
December 29	Nominees' photos, biographical and platform data are received by the Nominations Chair by email and postal mail.
January 12	The slate of nominees is submitted to the Board President to be included in the agenda for the Winter Board Meeting.
January 26	Any nominations made by the Board must present their nominees' photo, biographical and platform data to the Nominations Chair at the Board meeting. The Board approves the slate of officers.
January 29	The slate, with biographical data and photos of candidates, is sent to the Alumni Office by the Nominations Chair. If the format for biographical sketches is changed, the format will be sent to the Office of Alumni Affairs before __.
March 1	Ballots are sent by email and USPS to alumni by the outside vendor.
April 1	The outside vendor receives ballots (electronic and paper) from alumni. The deadline for receipt of ballots is midnight, April 1.
April 19	The Teller Committee receives the tally report from the Alumni Affairs Office and confirms the results to the Board.
April 26	The Teller Committee notifies candidates of the election results.
May 12	The Teller Committee announces the election results at the NHAA, Inc. Plenary Meeting during Reunion Weekend __.
May 18	The Alumni Affairs Office communicates the election results to all alumni by email, social media and USPS for alumni without email.

Memorandum: Nominations for National Officers

National Hampton Alumni Association, Inc. · Hampton, Virginia

To: Chapter Presidents

From: (Name), Nominations Chair

Date: _____

Re: Nominations for National Officers

It is time to obtain nominations for National Officers of NHAA, Inc. Enclosed you will find a Nominations Form and the Nominee Agreement Form. The Nominations Form must be signed by the Chapter President and the Secretary. The Nominee Agreement Form must be signed by the nominee. Both forms are due on or before _____. The calendar of the process is also included with this correspondence.

If there are any questions about the process, please contact me at _____ (email address). Thank you for your cooperation in this matter and for your service to our "home by the sea."

Nominations Form: National Officers (Term)

National Hampton Alumni Association, Inc. · Hampton, Virginia

You may nominate only ONE (1) person per office. You are expected to contact your nominees for their approval BEFORE submitting names.

OFFICE	NOMINEE
President	
First Vice President	
Vice President, Eastern Regions	
Vice President, Western Regions	
Recording Secretary	
Corresponding Secretary	
Treasurer	

The __ Chapter, NHAA, Inc., at its meeting on __, *nominated the above persons for the stated offices of the NHAA, Inc. Executed by order of the* _ Chapter of the NHAA, Inc. this _____ day of _____, 20.

CHAPTER PRESIDENT _____

SECRETARY _____

CHAPTER ADDRESS, CITY, STATE ZIP _____

CHAPTER EMAIL _____

Return form to: (Name), Chairman, Nominations Committee · Address · Email · Telephone

Note: No form will be processed after the deadline date of _____, 20__. All forms must be received, not postmarked, by the deadline. No form will be processed without the two (2) required signatures and a completed Nominee Agreement Form for each office.

Nominee Agreement Form: National Officers (2-Year Term)

National Hampton Alumni Association, Inc. · Hampton, Virginia

I, _____, of the ____ Chapter of the National Hampton Alumni Association, Inc. (NHAA, Inc.), hereby acknowledge and accept the nomination for the office of _____ in the NHAA, Inc.

SIGNATURE

DATE

PRINTED NAME

ADDRESS, CITY, STATE AND ZIP CODE

PHONE NUMBER(S)

EMAIL ADDRESS

Return form to: (Name), Chairman, Nominations Committee · Address · Email · Telephone (optional)

Note: No form will be processed after the deadline date of _____, 20___. All forms must be received, not postmarked, by the deadline. No form will be processed without the completed Nominations Form for the office.

Biographical Sketch and Vision Statement of Nominee, 20__-20__

National Hampton Alumni Association, Inc. · Hampton, Virginia

This form must be used, and the Vision Statement cannot exceed 200 words. If the Vision Statement is more than 200 words, the nominee is disqualified.

NATIONAL OFFICER POSITION

NAME

OCCUPATION

EDUCATION

NATIONAL EXPERIENCE

REGIONAL EXPERIENCE

CHAPTER EXPERIENCE

VISION STATEMENT (200 WORDS MAXIMUM)

12

Templates

Bylaws Template for Regions and Chapters

Bylaws of the _____ Region/Chapter of the National Hampton Alumni Association, Incorporated

How to use this template. Replace "Region/Chapter" with your region or chapter name, fill in the blank section numbers, and delete provisions marked for regions only (or chapters only) as they apply. Regional and chapter bylaws must not conflict with the NHAA, Inc. Bylaws.

Bylaws Adoption Chronology

Provide the list of dates on which the Region/Chapter Bylaws have been adopted and amended.

Table of Contents

Provide a table of contents for the Region/Chapter Bylaws.

Article I – Authority (Region and Chapter)

The _____ Region/Chapter of the National Hampton Alumni Association, Inc. (the NHAA, Inc.), in accordance with the Articles of Incorporation of the NHAA, Inc., adopts and institutes these Bylaws to regulate its internal affairs, as are appropriate to its authority and responsibilities.

Section 1: Purpose. The Region/Chapter should have the same purpose as the NHAA, Inc.:

- (a) Raise monies for Hampton University.
- (b) Recruit students to attend Hampton University.
- (c) Work cooperatively with University personnel to develop and implement programs that will benefit Hampton and the National Hampton Alumni Association, Inc.

Article II – Membership

There shall be five (5) classes of membership:

Section 1: Regular Membership (Region and Chapter). All holders of degrees, diplomas, and certificates heretofore and hereinafter granted by Hampton University and its predecessors, and all persons who attended Hampton University and its predecessors for at least one semester (including a summer session) and left in good standing, are afforded membership in the NHAA, Inc.

Section 2: Associate Membership (Region and Chapter). Associate membership may be granted by a local chapter of the NHAA, Inc. to any person who exhibits interest by support of, and participation in, the program(s) of the NHAA, Inc.

Section 3: Honorary Membership (Region and Chapter). Honorary membership may be granted by the Board of Directors of the NHAA, Inc., regions or local chapters.

Section 4: Voting Membership (Region and Chapter). Any regular member, as defined in Section 1 above, who has participated in alumni giving at least once in the last five (5) years shall have voting rights in the NHAA, Inc.

Section 5: Member-at-Large (regions only; chapters should not include this provision). All holders of degrees, diplomas, and certificates heretofore and hereinafter granted by Hampton University and its predecessors, and all persons who attended Hampton University and its predecessors for at least one semester (including a summer

session) and left in good standing, who live more than 60 miles from a chapter of the NHAA, Inc., may seek active membership in NHAA, Inc. as a Member-at-Large. A Member-at-Large shall pay membership dues directly to the NHAA, Inc., as determined by the Board of Directors and approved by the Alumni Council.

Article III – Officers and Elections

Section ____: Elections. An election for board positions of _____ shall be conducted among the regular voting membership in even-numbered years. *(The national template text reads: "An election for board positions of National President, First Vice President, Vice President (Eastern Regions), Vice President (Western Regions), Recording Secretary, Corresponding Secretary, and Treasurer." List your Region/Chapter offices.)*

Section ____: Meetings.

A. **Regular meetings.** Describe how the Region/Chapter will meet. Note: ALL Chapters must meet at least four times a year. Meetings can be held in person or virtually.

B. **Special meetings.** Regions/Chapters may hold special (called) meetings, with a stated purpose, in person or virtually.

C. **Cancellation of meetings.** Describe how meetings can be cancelled.

D. **Quorum.** State what constitutes a quorum for the Region/Chapter to make decisions.

E. **Parliamentary guide.** Robert's Rules of Order, latest edition, shall be the guide for parliamentary procedure.

Executive Committee duties. The Executive Committee shall have general charge of conducting the business affairs of the Region/Chapter, including management of the Region/Chapter budget. All elected and appointed officers of the Region/Chapter shall comprise the Executive Committee.

Section ____: Vacancies. Upon the death or resignation of the Region/Chapter President, the Vice President shall assume the title and duties of the President, and the Region/Chapter shall select a Vice President to serve until the regular election can be held. Upon the death or resignation of any other Region/Chapter officer, the Region/Chapter President shall appoint an active alumnus in the Region/Chapter to the vacant position for the remainder of the term.

Section ____: Dual offices. No member of the Region/Chapter shall hold more than one office within the Region/Chapter unless the reason for the dual office is properly documented and approved by the body.

Article IV – Finances

Section 1: Budget. The President of the Region/Chapter or his/her designated officer shall develop and prepare an annual program budget in consultation with the Executive Committee. The proposed budget for the next fiscal year, beginning July 1, shall be presented for adoption no later than the preceding August 31. *(The national template text refers to the President of the NHAA, Inc. and the NHAA, Inc. Board of Directors.)*

Section 2: Alumni Giving Goals. The National Alumni Giving Chairperson is responsible for developing and recommending the national alumni giving goal in consultation with the NHAA, Inc. Board of Directors and the Alumni Council. The National Alumni Giving goal, including goals for regions and chapters, for the next fiscal year beginning July 1 shall be prepared for Alumni Council review no later than the preceding April 30. The goals shall be ready for adoption at the following Fall Board of Directors meeting.

Section 3: Financial Reporting. The NHAA Treasurer shall set forth the procedure for annual financial reporting, which will include the Hampton University Financial Report and IRS Form 990-N. All NHAA entities (national, regional, and local) are required to comply with annual financial reporting.

Article VI – Standing Committees

Section 1. After the election of the Region/Chapter officers, the Region/Chapter President shall appoint the following Standing Committees: Budget & Finance, Alumni Giving, and Student Recruitment and Retention. Other committees deemed necessary by the Region/Chapter may also be appointed, including Protocol, Technology, Time and Place, HUYAC (HU Young Alumni Council), Emeritus Class, Marketing/Public Relations, Credentials, and Audit. Standing Committees may be combined at the discretion of the Region/Chapter President.

Section 2. The purposes of the committees are as follows:

- (a) **Credentials** – shall review and approve or deny the credentials of the Alumni Council, Official Delegates and Members-at-Large, and provide for their proper identification. It shall also verify the credentials of candidates nominated for national office, as well as requests from members seeking recognition as a Chapter.
- (b) **Audit** – shall monitor all income and expenditures of funds to assure compliance with budget appropriations.
- (c) **Awards** – shall select one or more persons, regions, and/or chapters to receive awards, and recommend criteria for the selection of recipients.
- (d) **Parents** – shall serve as the coordinating body and liaison with parents of all current and former students of Hampton University.
- (e) **Mentorship-Career Network** – shall coordinate all activities between the NHAA, Inc. and students at Hampton University.
- (f) **Alumni Giving** – shall develop a program or strategy and organize the regions and chapters to maximize the amount and participation of alumni in alumni giving for the benefit of Hampton University. This committee shall be chaired by the National Alumni Giving Chairperson and composed of the regional Alumni Giving Chairpersons.
- (g) **Student Recruitment and Retention** – shall serve as the coordinating body for local, regional and national student recruitment and retention activities. This committee shall be chaired by the National Student Recruitment and Retention Chairperson and composed of the regional Student Recruitment and Retention Chairpersons.
- (h) **Alumni Recruitment and Chapter Development** – shall serve as the coordinating body for alumni recruitment for local, regional and national activities. This committee shall be co-chaired by the Vice Presidents (Eastern and Western Regions).
- (i) **Time and Place** – shall provide the board with recommendations as to dates and locations for biennial meetings of the National Hampton Alumni Association. For planning purposes, the committee will ensure five meetings are always in the planning phase. The schedule will be provided in a report due at the Board of Directors Meeting at the Biennial Meeting. Members of the committee will be, at a minimum, the Eastern Vice President, the Western Vice President, and all Regional Presidents. In addition, the National President will appoint the chair of the committee.
- (j) **Protocol** – shall work with the National President to ensure that all events conducted by the NHAA, Inc. are organized in a manner that promotes a culture of dignity, mutual respect, and professionalism.
- (k) **Technology** – shall be responsible for developing and implementing a technology program for use by the NHAA, Inc.
- (l) **HUYA (HU Young Alumni)** – The Chair of this committee shall be an alumnus from the Young Alumni classification. The committee will work with NHAA, Inc. to keep young alumni engaged and serve as a liaison with the HUYAC (HU Young Alumni Council). The committee will assist Alumni Affairs when needed in planning events and activities that relate to the HU young alumni classification.
- (m) **Emeritus Class** – The Chair of the committee shall be the Emeritus Class Leader and will have a seat, with voting rights, as a member of the NHAA, Inc. Board of Directors. The committee serves as the liaison to the Emeritus Class and works to engage its members and plan activities to raise funds for the University.
- (n) **Marketing/Public Relations** – shall be responsible for promoting the programs of NHAA with the general public, alumni, and students.

Article VII – Special Committees

Special Committees appointed by the Region/Chapter President shall include, but not be limited to:

- 1. Nominations** – shall submit nominations to the Region/Chapter Executive Committee, at its meeting prior to the even-numbered years, for voting by the regular membership.
- 2. Teller** – shall assist in developing election procedures; be responsible for accurately recording the ballot count of all region/chapter elections if electronic balloting is not used to determine the outcome; and be responsible for reporting the election results to candidates.

Article VIII – Chapters: Purpose

A chapter shall be committed to the purpose and spirit of the NHAA, Inc. and shall cooperate with its program. Chapters are expected to abide by and adopt rules and regulations consistent with the Articles of Incorporation, Bylaws, written operating procedures, and/or duly promulgated rules and regulations of the NHAA, Inc. and its regions.

Article IX – Regions: Purpose

A region is a geographical area composed of any group of five (5) or more chapters. Each region shall coordinate the activities of the chapters within its jurisdiction and aid them in carrying out their programs to the fullest extent possible. Each region shall convene an annual convention and/or retreat and shall have the authority to adopt rules and regulations and to execute plans to accomplish its mission. Regions are responsible for informing and training their membership about the operations, mission, and business of the NHAA, Inc. and abiding by the rules and procedures of the NHAA, Inc.

Article X – Duties of Officers (Region/Chapter)

Section 1: President – shall have the usual executive powers of supervision and management of the Region/Chapter, including, but not limited to:

- (a) Serve as Chairperson of the Executive Committee.
- (b) Preside at all meetings of the Region/Chapter.
- (c) Present for consideration proposed budget, policies and programs for the Region/Chapter.
- (d) Serve as the official medium of communication for the Region/Chapter.
- (e) Appoint the Chairperson and members of all standing and special committees.
- (f) Call special meetings when deemed urgently necessary.
- (g) Represent the Region/Chapter with other societies at public meetings and conferences, or designate an alternate.

Section 2: Vice President – shall perform the duties of the President in all cases in which the President is unable to serve. He/She shall serve as alternate to the President and assist in such matters as may be delegated to him/her by the President or the Executive Committee. He/She may serve as a member of any committee, except the Nominations or Teller Committees, whenever designated by the President. He/She shall assist with administrative activities.

Section 3: Recording Secretary – shall record the minutes of the Region/Chapter's official meetings and serve as Secretary of the Region/Chapter.

Section 4: Corresponding Secretary – shall be responsible for preparing and distributing all correspondence for business undertaken by the Region/Chapter.

Section 5: Treasurer – shall serve on the Budget Committee and keep an accurate record of the sources, receipts, and disbursements of all Region/Chapter funds.

Section 6: Chaplain (appointed) – shall perform devotional services, express the sympathies of the Region/Chapter to alumni and friends, and perform other appropriate duties.

Section 7: Parliamentarian (appointed) – shall be appointed by the President and shall advise the presiding officer regarding the use of parliamentary procedure and the Bylaws, as defined by the current revision of Robert's Rules of Order, at all meetings of the Region/Chapter.

Section 8: Duties of all officers (optional for Region/Chapter) shall include the following:

1. Attend at least 50% of Board meetings unless there is an excused absence.
2. Remain a member in good standing of their home chapter and region.
3. Provide written reports to the Region/Chapter identifying accomplishments for the year.

The other duties of all officers shall be those customarily performed by such officers, except as otherwise provided herein.

Article XI – Qualification of Region/Chapter Officers

Section 1. Only members in good standing with the Region/Chapter may hold office. Good standing shall consist of the following:

1. Payment of dues; and
2. Making a financial contribution to Hampton University; and
3. Participation in and support of the Region/Chapter.

Section 2. Only members as defined in Article II, Sections 1 and 5, of the NHAA, Inc. Bylaws may hold Region/Chapter office.

Section 3. Elected officers, as defined in Article X, shall serve for a term of two (2) years and shall be eligible for re-election for one successive two-year term, unless the Region/Chapter agrees to additional terms.

Section 4. Individuals duly elected may not occupy more than one elected Region/Chapter office at any given time, unless there is an unexpected occurrence.

Section 5. Any elected or appointed officer who fails to fulfill the duties of his/her office, or the general duties defined, may be removed in accordance with the provisions for removal of officers in Robert's Rules of Order (latest edition).

Article ___ – Special Meetings

Special meetings of the Region/Chapter may be called by the President. Any member may call a special meeting with the support of at least three members of the Executive Committee. All requests for special meetings must be submitted to the Corresponding Secretary. Special meetings may be held in person or virtually.

Article XVII – Fiscal Year

The fiscal year of the Region/Chapter shall conform to the fiscal year of Hampton University: July 1 – June 30.

Article XXI – Limits of Contractual Obligations

Section 1: Authority to bind the Association. The Region/Chapter President shall have the authority to bind the Region/Chapter within the limits defined herein. From time to time, an individual(s) or officer(s) may be authorized by a majority vote of the Executive Committee to act on behalf of and bind the Region/Chapter.

Section 2: Contractual obligations. Neither the Region/Chapter President nor the Executive Committee shall enter into a contract which exceeds five hundred dollars (\$500.00) or one year in duration without the approval of a majority vote of the Region/Chapter members present at the meeting.

Article XXII – Amendment to the Bylaws

Section 1. Bylaws may be amended by a two-thirds vote of the voting members of the Region/Chapter present and voting at a scheduled Region/Chapter meeting, provided the duly proposed changes have been sent to all voting members at least sixty (60) days prior to the meeting at which the amendment(s) are sought to be passed. This meeting may be held in person or virtually. In an emergency, the Executive Committee can approve a shorter period for consideration of bylaw amendments.

Section 2. Proposals to amend the Bylaws must contain the exact language of the amendment and a rationale that explains the reason for the proposed amendment.

Section 3. Amendments to the Bylaws become effective at the beginning of the next fiscal year following approval, unless a specific date is determined by the voting members.

Section 4. Regional and chapter bylaws shall not be in conflict with the NHAA bylaws.

Article XXIII – Discretion in Board and Alumni Participation (optional for Region/Chapter)

Section 1: Conflict of interest. Care in voting and personal actions shall be exercised by all Board and Alumni Council members to avoid conflicts of interest.

Section 2: Personal gain. Board and Council members shall abstain from voting on any projects or proposals through which they may incur personal or financial gain.

Article XXIV – Dissolution Clause

Section 1. In the event of dissolution or final liquidation of the Region/Chapter, (a) none of the property of the Region/Chapter or any proceeds thereof shall be distributed to or divided among any of the officers or inure to the benefit of any individuals; and (b) after all liabilities and obligations of the Region/Chapter have been paid, satisfied and discharged, or adequate provision made therefor, all remaining property of the Region/Chapter and the proceeds thereof shall be distributed to Hampton University, provided that such organization is an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended; provided that if Hampton University does not qualify, then such distribution shall be made to an organization which does so qualify, upon condition that the organization receiving such distribution shall apply and devote such assets exclusively for the benefit of Hampton University.

Biennial Convention Proposal

NHAA, Inc.

GENERAL INFORMATION

NAME OF PERSON SUBMITTING PROPOSAL

PHONE

ADDRESS

EMAIL ADDRESS

PROPOSED CITY/LOCATION OF BIENNIAL

IS THERE AN NHAA CHAPTER IN THE CITY? ☐ YES ☐ NO

IF YES, CHAPTER NAME

CHAPTER PRESIDENT

NUMBER OF HAMPTON ALUMNI WITHIN A 50-MILE RADIUS

HAS THE CHAPTER BEEN CONTACTED ABOUT ASSISTING? ☐ YES ☐ NO

HAS THE CHAPTER AGREED TO ASSIST WITH HOSTING? ☐ YES ☐ NO

NHAA, INC. REQUIREMENTS

POSSIBLE BIENNIAL CONFERENCE DATES

Conference basic needs and interests

1. 50 sleeping rooms, with flexibility to increase or decrease the number of rooms needed; a mixture of king and double beds. Include room prices.
2. 100 estimated attendees.
3. 5 to 6 breakout/meeting rooms.
4. Large space for the Awards Luncheon, President's Reception, and Memorial Breakfast/Worship Service.
5. Hospitality suite. Can the organization bring its own food and beverages (alcohol)?
6. VIP suites (2 to 3).
7. What is the minimum food and beverage cost? (estimate)
8. Parking fees or discounts.
9. Complimentary room(s) after a number of rooms are booked.
10. Audiovisual availability and cost. Can you bring your own equipment?
11. Wi-Fi for participants. Is there a fee, or a waiver of the fee?
12. Direct billing option for the organization; payment options and deadlines.
13. Does the hotel have a piano, or an off-site option for a choir concert?
14. Time period of the estimates and deadlines.

OTHER INFORMATION OF INTEREST

- Travel and transportation: how close is the nearest airport or train station?

- Location of the hotel relative to city attractions: is the hotel near city events and restaurants?
- Does the city provide public transportation (train/bus)?
- Are there any local events in the city during the Biennial time period?
- Is there a convention or tourism bureau to assist with planning the conference?

DOCUMENTATION

- ☐ Provide a copy of ALL written hotel proposals.
- ☐ Provide in writing ALL documentation of the items listed above that are not in the hotel proposal(s).
- ☐ ALL information must be submitted to the Time and Place Chairperson by June 30.