

Policy and Procedures Manual Memphis (TN) Chapter



**Third Edition
May 13, 2023**

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Preface

This Policies and Procedures Manual serves to further clarify the roles and responsibilities of the Jackson State University National Alumni Memphis Chapter (“Chapter”) officers, committee chairpersons, committees, and members. The governing document of the Chapter are the Constitution of the Jackson State University National Alumni Association Constitution, the Chapter Constitution & Bylaws, and the Chapter Policies & Procedures Manual. The rules of parliamentary procedure followed are those presented in Robert’s Rules of Order.

The first edition of the Policies and Procedures Manual was the brainchild of President Lori Evans (2017 – 2021) who wanted to memorialize the operational procedures of the Chapter in a written form. She felt this manual would assist officers and leaders of the Chapter in the effective and efficient performance of their duties. Additionally, she felt it would provide a foundation for new officers and committee chairpersons to easily assume their positions and understand their responsibilities. A centralized repository for Chapter forms and report samples provides accessibility for all members.

The elected and appointed officers, committee chairpersons, and members of the Policies and Procedures committee helped in preparing this inaugural Policies and Procedures Manual. Your time, energy and dedication to this project is greatly appreciated.

2022 – 2023 Policies and Procedures Committee Members:

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Thomas McDonald, Chairperson

Policy 1:00 -- Chapter Information

Name/Location:

- a. This Chapter shall be called the Jackson State University (JSU) Memphis Alumni Chapter and referred to in this Policies and Procedures Manual as "The Chapter".
- b. The Chapter shall be located in the state of Tennessee in the city of Memphis.
- c. The Chapter is assigned to the Southeast Region of the JSU National Alumni Association.
- d. The Chapter is under the responsibility of the Southeast Regional Vice President.

Chapter Service Area: The geographic service area of the Chapter for membership is Shelby County, Tennessee; DeSoto County, Mississippi; and Arkansas.

Chapter Contact Information:

- a. Mailing Address: PO Box 171342, Memphis, TN 38187
- b. Chapter Website: www.jsumemphis.org
- c. Chapter Email Address: jsumemphisalumni@gmail.com

Policy 1:01 -- Chapter Structure, Governing Bodies & Responsibilities

The ruling authority of the Chapter will be the Jackson State University National Alumni Association. Locally, the Chapter will be governed by elected and appointed officers.

- a. Officers: The principal elected officers of this chapter shall consist of: President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, and Assistant Financial Secretary. The appointed officers of this chapter shall consist of: Chaplain, Historian, Courtesy Coordinator, Parliamentarian, Sergeant-at-Arms and Reporter.
- b. Executive Committee: The members of the Executive Committee shall be the principal elected officers. The past president shall serve for one year as an ex-officio member of the Executive Committee.
- c. First Vice President: The responsibility of the First Vice President shall include coordination of committee activities and fundraising. The First Vice President shall maintain the Chapter's calendar and receive the reports of each committee.
- d. Second Vice President: The responsibilities of the Second Vice President shall include membership and student recruitment.
- e. Committee Chairpersons: It is the responsibility of the Committee Chairperson to plan, organize, and coordinate the work of the committee to support the Chapter's plan of operations for each fiscal period. The Committee Chairperson is also responsible for scheduling meetings, appointing subcommittees, monitoring the approved budget line items that support the work of the committee, prepare/submit committee reports monthly to their respective Vice President or the Executive Committee if they do not report to a Vice President.

Policy 1:02 -- Duties and Responsibilities of Elected Officers

All officers shall remain financial, in good standing and abide by all governance of the Chapter during their term in office.

- a. President
 - i. Provide leadership and guidance to the operations of the Chapter.
 - ii. Demonstrate a working knowledge of parliamentary law and procedures through understanding the Constitution and Bylaws and Policies and Procedures Manual.
 - iii. Appoint all committees, committee chairpersons, fill committee vacancies.
 - iv. Serves as the chair of the Executive Committee.
 - v. Prepares the Executive Committee Meeting agenda along with the Secretary.
 - vi. Prepares Chapter Meeting agendas along with the Secretary
 - vii. Acts as the official spokesperson for the Chapter before other organizations, officers or members of the Jackson State University and the National Alumni Association.
 - viii. Attend National Alumni Association meetings.
 - ix. Signs all vouchers, checks and contracts approved by the Chapter that obligate the Chapter.
 - x. Serve as the liaison between the Chapter, National Alumni Association and the University.
 - xi. Approve all outgoing Chapter communication.
 - xii. Remain impartial and refrain from making motions or participating in debates.
 - xiii. Perform all other duties as stated in the Chapter's Constitution and Bylaws and Polices and Procedures Manual.
- b. First Vice President
 - i. Shall have the same leadership skills as the President.
 - ii. Performs all duties of the President in the absence of, request of, or upon the resignation of the President.
 - iii. Presides at Chapter or Executive Committee meetings when the President steps down from the Chair because he/she wishes to debate an issue.
 - iv. Coordinates committee activities and fundraising.
 - v. Maintains the Chapter's Calendar.
 - vi. Receives reports from all committees.
 - vii. Collects and compiles information for the Chapter's National report.
 - viii. Perform all other duties as stated in the Chapter's Constitution and Bylaws and Policies and Procedures Manual.
- c. Second Vice President
 - i. Performs all the duties of the President in the absence of, request of or upon the resignation or incapacitation of the President or First Vice President.
 - ii. Coordinates all student recruitment and success and membership activities.
 - iii. Performs all other duties as stated in the Chapter Constitution and Bylaws and Policies and Procedures Manual.
- d. Secretary
 - i. Serves as the recording officer of the Chapter.
 - ii. Prepares the Executive Committee Meeting agenda along with the President.
 - iii. Prepares the Chapter Meeting agenda along with the President.
 - iv. Prepares the Sign-In Sheet from the Membership Roster provided by the Membership Committee Chair.
 - v. Captures attendance at all meetings both in person and virtual to ensure the establishment of a quorum at Chapter meetings and Executive Committee meetings.

- vi. Keeps in permanent form complete and accurate records of all proceedings of the Chapter, called minutes.
 - vii. Records minutes of the Executive Committee and Chapter meetings.
 - viii. Reads incoming correspondence at Executive Committee and Chapter meetings.
 - ix. Maintains a Chapter Record Book for each fiscal period including but not limited to Executive Committee meeting minutes, Chapter meeting minutes, the Constitution and Bylaws, Policies and Procedures, all incoming correspondence, contracts, committee reports with the exception of Treasurer's books.
 - x. Notifies members of their appointment to committees and furnishing them with the proper documents.
 - xi. Records all votes.
 - xii. Provides draft of meeting minutes to the President within seven days prior to the published meeting date of the Executive Committee meeting.
 - xiii. Performs all duties of the position as outlined in the Constitution and Bylaws and the Policies and Procedures Manual.
- e. Assistant Secretary
- i. Assists the Secretary in the discharge of such duties as may be assumed by the Assistant Secretary.
 - ii. Acts as Secretary in the absence or incapacity of the Secretary.
 - iii. Sends out to the membership a notice of each meeting, known as a "Call of the Meeting" using any of the following mediums: text reminders, telephone calls, chapter website, postal mail and social media platforms.
 - iv. Conducts the general correspondence of the Chapter – that is correspondence which is not a function proper to other officers or to committees.
 - v. Maintains attendance records of members of the Chapter.
 - vi. Keeps the Chapter informed of those members who are delinquent in attendance.
 - vii. Responsible for the acquisition, maintenance, and collection of mail from the Chapter's
 - viii. United States Postal Service mail box.
 - ix. Performs all duties of the position as outlined in the Constitution and Bylaws and the Policies and Procedures Manual.
- f. Treasurer
- i. Serves as chair of the Budget Committee.
 - ii. Serves on the Fundraising Committee.
 - iii. Submits Chapter member membership fees to the National Alumni Association.
 - iv. Submits a list of members and donations collected to the National Alumni Association Foundation.
 - v. Receives monies from the Financial Secretary and issues a receipt.
 - vi. Shall deposit and disburse all monies of the Chapter as authorized by Constitution and Bylaws and Policies and Procedures Manual.
 - vii. Receives Chapter bank statements.
 - viii. Monitors all financial accounts including bank accounts, PayPal, etc.
 - ix. Renders financial reports at the Executive Committee and Chapter meetings.
 - x. Serves a second signer on checks.
 - xi. Receives and executes approved payments and reimbursement vouchers.

- xii. Prepares the Chapter budgets and monitors budget to actual spending by line item
- xiii. Keeps all records in a form that will allow a committee to audit the books of the Chapter.
- xiv. Ensures the preparation and timely filling of the IRS Form 990.
- g. Financial Secretary
 - i. Serves as co-chair of the Budget Committee.
 - ii. Receives all monies from the members of the Chapter.
 - iii. Keeps records of all dues-paying members, sends bills when due.
 - iv. Makes provisions for the collection of dues at meetings or electronically.
 - v. Turns over all monies collected to the Treasurer, maintains a record and receives a receipt from the Treasurer.
- h. Assistant Financial Secretary
 - i. Assists the Financial Secretary during peak periods of fundraising.
 - ii. Acts as Financial Secretary in the absence or incapacity of the Financial Secretary.
 - iii. The Assistant Financial Secretary shall also serve on the Budget Committee.

Policy 1:03 – Committees

The committees of the Chapter shall be designated as Standing Committees and Adhoc committees. Committee participation is voluntary unless otherwise noted. The President shall appoint all committee chairs and adhoc committees. A committee can only do what the Chapter authorizes it to do; it cannot act independently of the Chapter. Committees are subordinate to the Chapter. However, if a committee originates an idea that it feels will benefit the Chapter, it can bring the idea to the Chapter in the form of a motion. (Rev 05/13/2023)

Standing Committees:

- a. Executive Committee
- b. Budget Committee
- c. Membership Committee
- d. Student Recruitment & Success Committee
- e. Fundraising Committee
- f. Constitution and Bylaws Committee
- g. Audit Committee
- h. Chapter Policies and Procedures Committee
- i. Scholarship Committee
- j. Courtesy Committee
- k. Social Media
- l. Technology/IT Committee

Policy 1:04 -- Chapter Committee Descriptions

- a. The committees will conduct its meetings in accordance with Roberts Rules of Order, Newly Revised. The committee chair may conduct meetings in person or using virtual platforms or conference calls. Each committee will submit a report to the Executive Committee prior to submission to the Chapter for vote or information.

- b. The First Vice and Second Vice Presidents will serve as ex officio members of all committees under their authority. The chairperson should notify the applicable Vice President of all meetings. The Vice Presidents are not required to attend and are not counted in determining the quorum. The Vice Presidents are allowed to make motions and vote as any other member of the committee.

Policy 1:05 -- Chapter Standing Committees

- a. The Budget Committee shall monitor and oversee the financial affairs of the Chapter. The Treasurer and Financial secretary of the Chapter shall serve as chair and co-chair of the committee respectively. The Assistant Financial Secretary shall serve as a member of the committee. The two (2) other members of the committee shall be members of the general body who do not hold a principal elected office. They shall be nominated by the President of the Chapter and confirmed by the general body.
- b. The Nominations and Elections Committee shall plan and supervise all activities related to the Biennial elections of the Chapter. The committee, which will consist of three (3) members who are not principal elected officers of the Chapter, will assure that all election procedures and activities are in accordance with the Constitution and Bylaws and duly approved procedures.
- c. The Membership Committee shall be responsible for developing programs and strategies to increase membership in the Chapter. The Membership Chairperson shall serve as the chair of the committee and shall be required to call one meeting per fiscal year to accurately assess the status of the membership of the Chapter.
- d. The Fundraising Committee shall be responsible for developing programs, devising strategies, and overseeing events that will generate revenue for the Chapter. The Chapter will review all fundraising requests recommended by the Committee.
- e. The Constitution and By-Laws Committee shall be responsible for the revision of and/or resolving of any issues pertaining to the Constitution or By-Laws of the Chapter. The Parliamentarian shall serve as chair of the committee and the committee shall meet at the request of the President when constitutional matters arise.
- f. The Audit Committee shall be composed of members that are not involved in Chapter operations. This committee shall perform an audit of Chapter records in accordance with non-profit organization guidelines with a report provided to the Executive Committee in May and general body at the Chapter's Annual Meeting in June.
- g. The Chapter Policies/Procedures Committee will be responsible for developing written Chapter procedures.
- h. The Scholarship Committee is responsible for reviewing applications and recommending scholarships and book awards to the general body.
- i. The Legal Issues Committee will be responsible for reviewing all potential contracts (internal/external) including liability and indemnification issues.

- j. The Courtesy Committee will be responsible for implementing the Courtesy Policy of the Chapter.
- k. The Social Media Committee will be responsible for using social media as a means to connect and engage members, grow the membership base, increase revenue, and position JSUNAA - Memphis as the “go to” Chapter in the Memphis/Shelby County/Desoto region. The Social Media Committee is responsible for creating a forum where members can regularly connect and interact on social networks, ultimately raising the profile of JSUNAA- Memphis through the use of social media to market events and membership. For media inquiries please see Chapter’s Request for Information Policy.

The committee will use consistent Social media marketing on various subjects such as: member engagement, event follow-up, education, and recruitment. Committee members also research and review other associations’ use of social media for best practices. Types of social media include but not limited to Facebook, Instagram, Twitter, Linked-In, YouTube, Google+, snapchat, etc.

Accounts are administered by the committee Chairperson(s), or appointed committee members. New accounts must be approved by the social media Chairman.

All accounts must be linked to the official JSU Memphis email account (not a personal email). The President of the Chapter must be given all username & password information to ensure integrity of accounts.

Active members in good standing can submit a request for information to be posted on the Chapter’s pages by emailing the administrators with at least 24 hours’ notice.

Posted content must be relevant to Jackson State University, JSUNAA-Memphis chapter, and its members. Pictures/images must be appropriate and free of copyright restrictions.

Posted content must be respectful and nondiscriminatory. Use of ethnic slurs, personal insults, obscenity, harassment, or any conduct that would endanger the reputation of JSUAA- Memphis will not be permitted.

Violation of any of these guidelines may result in removal of administrator privileges and/ or removal from page accounts.

- l. The Technology/IT Committee will be responsible for creating mechanisms to enable the Executive Board’s decision-making in the area of technology growth, planning, support, training, and utilization; publicize best practices pertaining to technology and evaluate and recommend proposed technology investments. (Rev 05/13/2023)

Policy 1:06 – Membership

- a. Responsible Officer – The Membership Committee Chair shall maintain Chapter membership records and all chapter membership recruitment efforts are to be under the guidance of the Membership Committee Chair.
- b. Classifications of Membership – The Membership Committee Chair shall review and confirm that

all applicants meet the criteria for the classification of the membership sought. The Memphis Chapter offers two classifications of membership: Regular and Associate.

- i. Regular – Individuals who meet the criteria for Regular Membership must join as a Regular Member. They may join at any time during the fiscal year.
 - ii. Associate – Individuals who meet the criteria for Associate Membership must be sponsored and recommended by a Regular Member. Associate Members must be approved a simple majority of the members present and voting at any regular meeting.
- c. Member Profiles – Each Regular and Associate member must complete a Member Profile annually with the submission of their annual dues. Profiles that are not accurate or incomplete will be corrected or returned for additional information.
- d. Membership Fees
- i. Determination of Cost of Membership Fees – The amount of the membership fees will be determined by the Budget and Finance Committee when preparing the annual Operating Budget of the Chapter. The Budget and Finance Committee will present its annual Operating Budget recommendation to the Executive Committee at the February meeting. The Budget and Finance Committee will present its annual proposed Operating Budget to the membership and Chapter at its March meeting for information. The Chapter will approve its annual Operating Budget at the April meeting.
 - ii. Notification of Annual Membership Fees Amount – The membership will be notified via electronic mail of the annual proposed amount of the upcoming fiscal year's membership fees at the March meeting. This will allow all members to be informed of the any proposed increase in membership fees so that they may attend the next month's meeting and vote either in the affirmative or negative.
 - iii. Payment Process – The Memphis Chapter of the National Alumni Association of the JSU offers several methods to pay annual membership fees. Members may pay membership fees via the following methods and any processing or applicable fees will be paid by the member:
 1. Cash
 2. Personal Check – Any non-sufficient fee charged by the Chapter's banking/financial institution will be due from the member.
 3. PayPal – Processing fee may apply
 4. Square – Processing fee may apply
 - iv. Collections Process - All members will receive a receipt for the payment of their fees and any applicable fees from the Financial Secretary or the Assistant Financial Secretary.
 - v. Period of Membership – The Memphis Chapter of the JSU National Alumni Association operates on a fiscal year covering the period July 1 to June 30. The Memphis Chapter does not prorate membership fee payments.
- e. Membership Renewal – Regular and Associate membership fees are due by the May meeting. A late fee amount recommended annually in the Operating Budget proposal by the Budget and Finance committee will be approved by Chapter. The late assessment will begin with dues received after May 30th.
- f. Membership Roster – The Memphis Chapter's Membership Roster will be prepared and maintained by the Membership Director. An updated Roster will be forwarded to Membership monthly along with the meeting materials. The Membership Roster will be annotated to reflect the appropriate category of membership for Regular (RM), Associate (AM), or Life (LM).

Policy 1:07 – Life Membership

- a. Description – The National Alumni Association of Jackson State University offers a Life Member classification. Life membership shall be granted upon (1) submission of an application for Life Membership to the Chapter’s Membership Director and (2) payment of five hundred dollars (\$500) Life Membership fee to the Financial Secretary of the Memphis Chapter. The Chapter’s Financial Secretary will forward the Life Membership application and payment to the National Association.
- b. Installment Payment Plan – Regular members in good financial standing, dues must be current, are allowed to make a minimum payment of \$100 to the National Alumni Association towards a Life membership. The total fee is \$500 and must be received within one year of the start date. Failure to complete the payment of the Life Membership fee will result in forfeiture of the application and the monies paid will be applied toward that member’s future regular dues.

Policy 1:08 – Memphis Chapter Membership Database

The Memphis Chapter membership database cannot be provided to or shared with any other entity.

Policy 1:09 -- JSUNAA and Memphis Chapter Logo

The logo is the official symbol of the Memphis Chapter and should be used on official Chapter correspondence and communication. The Memphis Chapter President must approve the print or inclusion of the Chapter logo on any material/communication representing the Memphis Chapter.

Policy 1:10 -- Resolutions

The Memphis Chapter may approve to present resolutions of support or in celebration of individuals or events to other organizations including the National Alumni Association.

- a. All such resolutions must be presented to the Executive Committee or to the President prior to the meeting where it shall be presented for approval.
- b. A resolution template will be designed by the Constitution and Bylaws Committee.
- c. Examples of resolutions include but are not limited to:
 - i. In recognition of the life and alumni contribution of a member at that member’s funeral or memorial.
 - ii. Employment retirement celebrations of members.
 - iii. Lifetime achievement celebrations
 - iv. Other such events as determined by the Chapter.

Policy 1:11 - - Courtesy Policy

The Courtesy Policy is to extend timely acts of kindness, sympathy and good will to any financial member of the Chapter. The Courtesy Committee shall be responsible for greeting newcomers; extending timely courtesies for births, deaths, birthdays, and implementing the courtesy policy of the Chapter. As a close- knit organization that exists to support students and the University, the Chapter’s funds should be used for that purpose. However, the members are encouraged to show compassion and extend courtesies to members in non-monetary forms as much as possible.

The guidelines and a description of courtesies follow:

- a. Illnesses: Expressions of courtesy may be extended to members. Expressions may be visitation, cards or expressions of sympathy.
- b. Deaths: A courtesy may be extended in the event of the death of a member or an immediate family member of a member. Immediate family is defined as spouse, parents, and children.
- c. Special Occasions: Courtesy may be extended in celebration and recognition of promotions, marriages, births, and other special events
- d. The process to inform the Chapter's Courtesy Committee of courtesies to be extended is to complete the Courtesy Form found on the Chapter's website. Members may self-inform or others may inform the committee on their behalf.

Policy 1:12 – Travel Policy

It is policy of the Memphis Chapter to reimburse, if funds are available, the President or the official designee for fifty (50) percent of the total costs of pre-approved expenses by a majority vote of the body and after the submission of the Chapter's Travel Authorization Form and all receipts.

- a. The eligible expenses that may be reimbursed include but are not limited to the following:
 - i. JSU National Alumni Conference Registrations;
 - ii. Hotel lodging, room and tax only, for lodging necessary to attend the conference;
 - iii. Transportation costs including but not limited to airfare, train fare, or bus and/or mileage at the current Internal Revenue Mileage Rate for use of a personal vehicle.

Policy 1:13 – Memphis Chapter Financial Accounts

The Memphis Chapter maintains an operating banking account and a scholarship banking account. Two signatures are required on all checks. The Chapter accepts funds via the following methods:

- a. Cash
- b. Checks
- c. PayPal – Funds are deposited into the Chapter's checking account
- d. Credit Card via Square – Funds are deposited into the Chapter's checking account

Policy 1:14 – Reconciliation of Account Records

The accounting records of the organization will be reconciled on a monthly basis.

Policy 1:15 -- Disbursement of Funds

Reimbursement:

Members must complete and submit a Reimbursement Voucher along with receipts to the applicable committee chairperson for approval. The committee chairperson must approve the voucher and forward it and the receipts to the Memphis Chapter Treasurer within 60 days of the costs incurred or return it to the member for correction.

Vouchers for costs incurred in the month of May must be submitted to the Treasurer prior to the June meeting to allow the timely and adequate close out of the current fiscal year's financial records. Check Requests:

Members must complete and submit a Check Request Form along with the applicable supporting documentation i.e. invoices, contracts, quotes, purchase orders, etc. to the committee chairperson for approval. The committee chairperson must approve the Check Request and forward it and the supporting

documents to the Memphis Chapter Treasurer.

Check Requests for disbursements in the month of May must be submitted to the Treasurer prior to the June meeting to allow the timely and adequate close out of the current fiscal year's financial records.

Policy 1:16 -- Contract Negotiations

- a. Once a budget is established the Committee Chairperson shall establish a Negotiations team for all contracts to be signed.
- b. All contracts to be signed must be submitted to the Executive Committee for review. In cases where time is of the essence, upon recommendation of the chairperson, the Chapter President and Treasurer will give final approval on all contracts.
- c. All contracts are to be signed by the Chapter Treasurer and either the Chapter President or Secretary.
- d. The Treasurer and Recording Secretary will be responsible for keeping copies of all signed contracts. All contracts can be reviewed by any financial member of the Chapter, however, photocopies will not be allowed unless approved by the Executive Committee. Any financial member requesting to review any contract must submit a written request to the Treasurer ten (10) days prior to the next meeting.

Policy 1:17 -- Procurement (Contracting) of Goods and Services

- a. Prudent management requires that the Chapter establish minimum standards for the acquisition of goods and services. Because imprudent actions by individuals may jeopardize the reputation and financial standing of the Chapter, the Executive Committee establishes this policy for procurement.
- b. It shall be the policy of the Memphis Chapter that procurements of goods and services are necessary and/or desirable to add value to the National organization. The following is provided to serve as guidance in making determinations on procuring goods and/or services:
- c. No individual may incur costs or obligate the Memphis Chapter to pay for goods and/or services of any dollar amount unless an approved budget appropriation exists to cover the cost of such goods and/or services; and the appropriate officers (i.e., Chapter President and Treasurer) have approved payment for the services.

Policy 1:18 -- Spending Cap on Line Item Expenditures

No line item within the annual budget may be exceeded. Total obligations and expenditures may not exceed the total amount budgeted. When the approved budget level is met, spending will be cut off until additional funds are approved by the Executive Committee.

Policy 1:19 -- Corporate Donations and Sponsorships

All solicitations for funds from outside organizations by individuals, chapters, regions and the national organization must be used for the specific purpose as requested and accounted for.

All donations/sponsorships will be specifically identified in committee reports to the Executive

Committee and the Chapter.

All donations/sponsorships requested from the JSUNAA Memphis Chapter require the approval of the President and shall be reported to Executive Committee.

Policy 1:20 -- Public Release of Information

- a. The Chapter President is the official spokesperson for the Memphis Chapter. When making public appearances for the organization, the Chapter President shall communicate the official position of the organization on the topics covered. This authority may be delegated to another elected officer by the Chapter President.
- b. Chapter releases (i.e., Newsletters, articles for publications, social media posts, etc.) must be related to the Chapter and should communicate the official position of the Chapter or the University if so authorized.

Policy 1:21 -- Nominations and Elections Process

Chapter elections are held biennially on odd years. At the March Chapter meeting, the President shall accept nominations from the floor for three members of the Chapter to serve on the Nominations and Elections Committee. Members interested in being a candidate for an elected office are ineligible to serve on the Nominations and Elections Committee. The Committee will elect its Chairperson at its first meeting.

- a. April Meeting: (Delivered via email with the meeting materials.)
 - i. Present the list of elected positions.
 - ii. Policies and Procedures Manual and Constitution and Bylaws, Amended March 2019. See Article V – Officers and Article VI – Duties of the Officers in the Constitution. See Article III – Committees in the Bylaws.
 - iii. Present Nominations and Elections Process
 1. Nominations Process:
 - I. Members can either self-nominate or be nominated by others in writing.
 - II. All nominees must be in Good Standing. See Article VI. Good Standing in the Bylaws.
 - III. If nominated by others, the member must confirm their acceptance in writing (via email) to the Nominations and Elections Committee members.
 - IV. The committee members will contact all incumbents eligible for a second term to inquire their interest in being nominated.
 - V. The committee members will review the Constitution and Bylaws and the Policies and Procedures Manual and solicit nominations from members whose skills align with the qualifications of the positions.
 - VI. The deadline to submit nominations will be set by the Committee.
 - VII. No nominations will be accepted by the Committee after the date and time set.

- VIII. The Committee will prepare the Slate of Nominations as of the deadline set for distribution with May meeting materials.
2. Proxy Process (Not applicable if the election is held electronically):
 - I. Proxy Assignment forms will be available at the May meeting and will be forwarded via email with the May meeting materials.
 - II. Any member desiring to assign their proxy to other members for the purpose of voting in their absence at the June meeting must complete and sign the designated proxy form.
 - III. No additional ballots will be issued to members without presenting signed proxy forms. (Rev 05/08/2021)
 3. Candidate Campaign Process
 - I. After the presentation of the Slate of Nominations at the May meeting, candidates will be allowed to deliver two-minute speeches and distribute campaign material.
 - II. Candidates may also campaign for votes between the May meeting and the June meeting where elections will be held.
 4. Election Process:
 - I. The elections will be held at 10:30 a.m. at the June meeting.
 - II. Signed proxies will be collected.
 - III. Numbered ballots will be distributed to all members in Good Standing.
 - IV. Additional ballots will be distributed based on the proxies presented.
 - V. Ballots will be collected and counted by the Nominations and Elections Committee members.
 - VI. The new officers will be announced at the conclusion of the tallying session.
- b. May Meeting:
- i. Committee presents the Slate of Nominations.
 - ii. Nominations may be accepted from the floor.
 - iii. Remind members to review the Constitution and Bylaws to familiarize themselves with the duties of the positions.
 - iv. Candidates may make two-minute campaign speeches and distribute campaign materials.
 - v. Members who know they will not be present at the June meeting may sign proxy forms and give to any member of the Nominations and Elections committee.
- c. June Meeting:
- i. The Nominations and Elections Committee will conduct the election.
 - ii. At 10:30 a.m. the election will begin.
 - iii. Ballots will be distributed to members in Good Standing
 - iv. Proxies will be collected.
 - v. Additional ballots will be distributed based on proxies received.
 - vi. The committee will collect and tally ballots.
 - vii. The committee will announce new officers.
 - viii. Elected officers will be sworn into office at the conclusion of the meeting.

- ix. A photograph of newly elected officers are asked to dress in business attire for the official photograph of the officers will be taken and posted on the Chapter's website, posted on various social media sites, and forwarded to the JSU Office of Constituency and Alumni Affairs for distribution.
- x. The Elections Tally Sheet will be submitted to the Secretary for record keeping.

Policy 1:22 -- American Disabilities Act (ADA) Policy Statement

It is the policy of the Chapter that all Chapter conferences, meetings and training sessions shall be held in facilities that meet the Americans with Disabilities Act requirements for handicap accessibility.

The Chapter shall make reasonable modifications in policies, practices, and procedures to assist individuals with disabilities in acquiring and/or obtaining special accommodations without undue financial or administrative burden on the Chapter.

Policy 1:23 -- Fundraising

- a. The First Vice President shall be responsible for setting the fundraising goals for the Chapter. The Fundraising Committee Chair works under the direction of the First Vice President and shall be responsible for developing fundraising ideas and proposed budgets. The Treasurer shall be a voting member of this committee.
- b. Fundraising expenses shall be kept to a minimum, not to exceed 20% of the money raised. All monies shall be spent for the purposes represented in the solicitation.
- c. Fundraising promotional literature shall specify the purpose for which funds are requested. When designated gifts are received, they shall be used in accordance with the expressed wishes of the donor.
- d. Fundraising activities shall be conducted in compliance with federal, state and local charitable solicitation laws, and the guidelines of evaluation agencies, such as the Better Business Bureau and the National Information Bureau. Fundraising methods and techniques shall be truthful and ethical.
- e. No later than one month following an event, the Fundraising Committee shall submit a written report with itemized collections and expenses compared to the budget approved by the Chapter.

Policy 1:24 -- Members in "Good Standing" Requirements

The purpose of this policy is to clarify and define the requirements for a member to be considered in "good standing" with the organization as addressed in the Memphis Chapter Constitution in Article VI.

A member who becomes the subject of an investigation based on conduct that is considered not in the best interest of the Chapter," will have his/her standing determined by the Executive Committee. When the issue is brought to the Executive Committee's attention, the President will appoint an ad-hoc committee (at least three members) to investigate the charges and make a recommendation to the Executive Committee on the validity of the charges and action to be taken, if any.

While the investigation is ongoing, depending on the infraction*, the Executive Committee will have the option of suspending the member's "good standing" status until the issue is resolved. If the conduct is subject to further action, the Executive Committee will make a decision on whether to deem the member to be "not in good standing" for a specific period of time or to recommend permanent revocation of the individual's membership.

*NOTE: Examples include, but are not limited to, financially obligating the organization without proper authorization; bringing lawsuits against the organization; failure to comply with the will (by vote), policies, or Chapter's Constitution and Bylaws after being advised to do so; and other activities and actions that are considered "conduct unbecoming a member" or not in the best interest of the organization.

Policy 1:25 -- Establishment of Ad Hoc Committees

When a Standing Committee exists to address areas clearly identified in the Constitution, no special/ad hoc committee shall be formed to duplicate the effort.

Policy 1:26 -- Establishment and Funding of Chapter Programs

Prior to designating a program as a Chapter program, it must be approved by the Executive Committee. Additionally, all funding requests to establish programs not included in the approved budget must be reviewed and recommended by the Budget Committee to the Executive Committee for approval prior to presentation to the Chapter for approval.

The criteria, guidelines, and implementation of all Chapter Programs must be approved by the Executive Committee prior to submission to the Chapter for approval.

Policy 1:27 -- Budget Submission Format for Budget Request to Budget Committee

All budget requests to the Budget Committee, including standing and ad hoc committees, shall be presented in the format indicated in the Budget Request form.

The Budget Committee will also consider requests for revising budgeted line item amounts upon receipt of a detailed justification. The revised amounts shall be approved by the Budget Committee and recommended to the Executive Committee for approval prior to recommendation to the Chapter for

Policy 1:28 -- Fiduciary Responsibility of the Chapter President

The budget line item titled "Miscellaneous Expenses" is to be used to carry out the goals and objectives of the Memphis Alumni Chapter. It shall be used to support activities that are not clearly covered by an appropriate budgeted line item for activities deemed appropriate as specified by the Chapter President to be in the best interests of the Memphis Alumni Chapter.

Expenses should be documented and submitted with a completed Reimbursement Voucher.

Policy 1:29 -- Charitable Donations

In general, the Memphis Chapter is a non-profit organization that receives donations; it does not contribute financially to other charities, individuals or non-exempt organizations. Memphis Chapter funds are to be used to further the mission of the Memphis Chapter and are not to be given to other charitable causes. The following is an exception to the above general rule:

The Memphis Alumni Chapter may make donations in support of similar organizations wherein it is important for the Memphis Chapter to show a presence and advance its mission and fund-raising goals. Donations to any one cause, organization or individual that meet this criterion are limited to a maximum of \$100.00 per year, and shall be based on the current financial condition of the Memphis Chapter.

Policy 1:30 -- Protocol for Memphis Alumni Chapter Meetings and Other Events

The purpose of this policy is to outline the manner in which all meetings of the Jackson State University National Alumni Association – Memphis Alumni Chapter (The Chapter) will be observed to the chapter membership and the public. This policy also delineates the order in which meetings of the Chapter will be conducted. It also seeks to improve governance by increasing the number of chapter members taking part in discussions through expanded access of meeting mediums to support and challenge the chapter in furthering the vision, mission, and values of the University. For the purpose of this policy “meeting” is defined as either a properly convened Full Chapter, Executive Board, Standing, Ad-Hoc, or Special Called Committee meeting.

a. Chapter Meetings

- i. Meetings of Jackson State University National Alumni Association – Memphis Alumni Chapter shall be open to Members of the Chapter in good financial standing, visiting alumni, and guests or affiliates as determined by the Chapter.
- ii. Meetings of the Jackson State University National Alumni Association – Memphis Alumni Chapter shall be held the second Saturday of each month as per the posted website calendar, or at the discretion of the President and Executive Committee, if exceptions are necessary.
- iii. Executive Board Meetings shall be called by the President or his/her designee and should transpire prior to the regular Chapter Meetings.
- iv. The chair of each Standing Committee, Ad-Hoc, or Special Called committee shall call meetings, prepare the agenda, and preside at all meetings of the committee. Committee meetings shall be called as necessary to deal with committee business.

b. Meeting Format

Official meetings for the Full Chapter, Executive Board, Standing Committee, Ad-Hoc, or Special Called Committees may be conducted in multiple mediums to give greater access to chapter members for attendance and participation. All meetings can be conducted through physical attendance, hybrid, or remote options, including but not limited to: audio or video conference. Acceptable options include but are not limited to: telephone conference, Zoom, Microsoft Teams, Go to Meeting, Skype, etc.

c. Visiting Dignitaries & Guests

Memphis Chapter officers shall ensure the proper environment exists for visiting dignitaries and guests.

A chairperson of Protocol may be appointed by the President. The duties of the Chairperson may include, but not be limited to, ensuring proper procedures for greeting, seating, and escorting visiting dignitaries.

d. Business Meeting Notifications

Monthly and Special meetings may be held in accordance with the Bylaws.

The Assistant Secretary shall send notice of the membership of the Chapter in advance of the meeting using any of the following mediums: text reminders, telephone calls, chapter website, postal mail, and social media platforms.

e. Meeting Decorum

Discussion at meetings will be limited to published agenda topics unless the appropriate Chapter officer has approved additional topics or during any approved periods for new business open discussion. This includes discussions within chat functions of hybrid or remote meeting options.

The Chapter will operate in an environment of transparency, civility, and accountability. Accountability to any and all commitments by chapter members is crucial.

Minutes shall be recorded in writing for all meetings of the Chapter, including Executive sessions. Minutes shall be recorded in a manner as to reflect the actions, motions and statements of the chapter, without recording superfluous discussions. Minutes shall be distributed/made available to members of the Chapter, no later than the next scheduled meeting.

f. Rights Of Remote Members

The member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Chapter members participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, contributing to the quorum. The meeting minutes of the Chapter shall also reflect meeting attendance, whether each member is physically present, present by video, or present by audio means.

g. Responsibilities Of Remote Members

Remote attendees will ensure confidentiality by being aware of their surroundings. Confidentiality and sensitivity of information must be considered and conversations must not be conducted in a place where they will be overheard.

Due attention should be given to the matters being discussed and multi-tasking, such as reading emails or watching TV is discouraged.

Full participation in the whole meeting, whenever possible, is strongly encouraged – not just the items on the agenda in which the chapter member has an interest or is voting.

Remote attendees will mute their devices when not speaking, mitigate distractions and minimize background noise, whenever possible.

Policy 1:31 -- Chapter Cash Flow Controls

The Treasurer shall develop procedures to control the cash flow and submit to the Executive Committee for approval. At a minimum, the procedures must include a method for handling cash, electronic payment receipts (PayPal, Square, etc), creating reports for special events and onsite registration, end of day reconciliation and the report totals to the cash received.

Policy 1:32 -- Outgoing Chapter Officers

A Chapter Officer shall not make commitments or member supported obligations beyond his or her term of office which has not been approved by the previous Executive Committee and Budget Committee. All officers must surrender any documents, records, files, keys, and materials purchased or provided by the Chapter from its funds.

Policy 1:33 -- Chapter President Reports

The chapter president is required to submit a written quarterly report to the National 2nd Vice President and respective Regional Vice-Presidents. Reports are to include a summary of the chapter's quarterly activities, membership participation and financial contributions. A comprehensive annual report, with documentation, is due at the end of the fiscal year.

Policy 1:34 -- Annual Training of Newly Elected Chapter Officers

Training shall be required and conducted biennially during elections years to address constitutional issues and policy/procedures guidelines in June. Newly elected chapter officers, as well as, concurrent officers are required to attend. This training session will allow for efficient and effective operational processes including but not limited to the completion of the Officer Transition Checklist

Policy 1:35 -- Memphis Chapter Legal Matters

All correspondence regarding legal matters that comes into the organization is to be provided to the President within five working days of receipt. The President will ensure Executive Committee members are provided a copy as soon as possible, but no later than ten working days of receipt.

All decisions related to the legal matters shall be approved by the Executive Committee before any type of action is taken.

Policy 1:36 -- Proposed Amendments to Constitution and Bylaws

- a. Responsible Officer – The Parliamentarian serves as the Chairperson of the Constitution and Bylaws committee.
- b. Amendment Process
 - i. One month following amendments to the Constitution of the National Alumni Association the Memphis Chapter Constitution and Bylaws Committee will meet and determine if revisions/amendments to the Chapter's Constitution or Bylaws are required.
 - ii. It shall be the responsibility of each officer, committee chairperson and member to familiarize themselves with the Chapter's Constitution and Bylaws.
 - iii. Any officer, chairperson or member may prepare and submit revisions to the Parliamentarian using the Amendment provided.

- v. At the October meeting, the Parliamentarian shall present the Constitution and Bylaws Committee revision schedule for the year and provide the amendment form to the Chapter members.
- vi. On behalf of the Constitution and Bylaws Committee, the Parliamentarian will prepare and submit all new and/or revised amendments to the Executive Committee for approval and placement on the Chapter meeting agenda.
- vii. Amendments to the Constitution and Bylaws will be provided to Chapter members for review at least one chapter meeting prior the scheduled vote.
- viii. Annually, proposed revisions shall be approved by the Chapter no later than the April meeting.
- ix. Upon publication of newly ratified amendments to the Jackson State University National Alumni Association Constitution and/or Bylaws, the Constitution & Bylaws Committee shall review the Chapter's Constitution to ensure compliance. (Rev 05/13/2023)

Policy 1:37 – Policies and Procedures Manual Maintenance

The master copy of the Memphis Chapter's Policy and Procedures Manual will be maintained by the Chapter Parliamentarian.

- a. It shall be the responsibility of each officer, committee chairperson and member to familiarize
- b. themselves with the Chapter's 39 Policies and Procedures.
- c. Any officer, chairperson or member may prepare and submit revisions to the Parliamentarian using the Amendment provided.
- d. At the October meeting, the Parliamentarian shall present the Policies and Procedures Committee revision schedule for the year and provide the amendment form to the Chapter members.
- e. On behalf of the Policies and Procedures Committee, the Parliamentarian will prepare and submit all new and/or revised policies or procedures to the Executive Committee for approval and placement on the Chapter meeting agenda.
- f. Amendments to the Policies and Procedures Manual will be provided to Chapter members for review at least one chapter meeting prior the scheduled vote.
- g. Annually, proposed revisions shall be approved by the Chapter no later than the June meeting.
- h. The master Manual shall be passed to the succeeding Chapter Parliamentarian at the change of office. The current version of the Policy and Procedures Manual will be distributed to the membership electronically.

Policy 1:38 -- Forms Used by the Chapter

The forms listed below may be paper, electronic, or web-based.

- a. Member Profile– New or Renewing Members
- b. Membership Roster
- c. Life Membership Application (National Alumni form)
- d. Chapter Meeting Agenda
- e. Executive Committee Meeting Agenda
- f. Chapter Budget Request
- g. Committee Budget Proposal
- h. Constitution and Bylaws Amendment Form
- i. Policies and Procedures Amendment Form

- j. Book Award Scholarship Solicitation Letter
- k. Book Award Scholarship Application
- l. Ferpa Consent To Release Student Information
- m. Scholarship Committee Recommendation
- n. Annual Proposed Budget
- o. Annual Chapter Calendar
- p. Chapter Meeting Roster and Sign-In Sheet
- q. Committee Meeting Roster and Sign-In Sheet
- r. Reimbursement Voucher
- s. Check Request Form
- t. Nominations and Elections Slate of Nominations
- u. Elections Proxy Assignment Form
- v. Elections Tally Sheet
- w. Resolution Template
- x. Travel Authorization Form
- y. Receipts
- z. Officer Transition Checklist
- aa. JSUNAA Chapter Report Form

Policy 1:39 -- Chapter Reports

The reports listed below be prepared and submitted on paper, electronically or posted to the Chapter's webpage.

- a. Annual Chapter Calendar
- b. Membership Roster
- c. Membership Database
- d. Chapter Meeting Minutes
- e. Executive Committee Meeting Minutes
- f. Year-to-Date Budget to Actual Report
- g. Year-to-Date Treasurer's Report
- h. Year-to-Date Financial Secretary's Report
- i. Committee Reports
- j. Scholarship Committee Awards Recommendation Report
- k. Elections and Nominations Process Report
- l. Constitution and Bylaws
- m. Policies and Procedures Manual

END