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HOWARD UNIVERSITY ALUMNI ASSOCIATION

HUAA

CLUB/ASSOCIATION HANDBOOK

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**Howard University Alumni Association (HUAA)
Club/Association Handbook
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INTRODUCTION

This handbook has been developed for the Executive Officers, Regional Chairs, Regional Representatives, Club/Association Presidents and other Club/Association Officers of the Howard University Alumni Association (“HUAA”). This handbook is also published for the general alumni population of Howard University who may be interested in learning about the operations of HUAA.

The handbook is comprehensive in scope and covers the basic information each officer should know regarding the establishment of a club or association, including a sample constitution and bylaws, suggested committees, sample programs, suggested meeting schedules and locations, and recommendations for financing the alumni organization. The relationship of clubs or associations to HUAA and the University, the support available from the Office of Alumni Relations, and guidelines for raising and managing funds are also included. Required forms a club or association will need are also included for your convenience.

The handbook also provides information for the HUAA Executive and Regional Officers. The duties and responsibilities of the Officers, the Regional Chairs, and the Regional Representatives are specifically set forth in the section on Officer Job Descriptions. HUAA’s Constitution and Bylaws are also included for your reference.

This handbook is intended to be an evolving document. As HUAA undertakes new initiatives, the handbook will be updated as needed.

We hope you find the handbook useful. We welcome your comments.

THE HOWARD UNIVERSITY ALUMNI ASSOCIATION

**HISTORY OF THE
HOWARD UNIVERSITY ALUMNI
ASSOCIATION**

History of the Howard University Alumni Association

In 1964, Howard University created its first University driven alumni organization known as the Howard University Alumni Federation, which replaced the self supporting General Alumni Association. At the same time, the Office of Alumni Affairs was established to provide technical support to the new organization. The Federation is credited with the development of various programs that strengthened the ties between the University and its alumni around the world.

During the decade of the seventies, the Federation had tremendous growth in its support to alumni. The University sought a new direction in alumni programs by implementing innovative programs, which attracted a larger constituent¹ base. From this growth, the University believed broad changes in alumni programming should occur. In January 1976, the Board of Trustees approved a new alumni organization, the Howard University Alumni Association (HUAA).

HUAA was established to advance the welfare of Howard University by establishing, encouraging and maintaining a mutually beneficial relationship between the University and its alumni. Under HUAA the following initiatives were approved: an assessment of annual dues to support alumni-oriented University programs; the division of HUAA into six regions; the addition of twenty-four regional representatives to the Alumni Council; and the election of HUAA officers and regional representatives by all members through direct mail balloting.

Through its deliberative bodies — the Alumni Council, Executive Committee, Officers Committee and the Nominating Committee — the Association establishes policies and makes recommendations that occasionally results in policies adopted by the University's Board of Trustees.

Membership in the Association is open to all graduates and honorary degree recipients upon the payment of annual dues. However, dues for graduates are waived for the first twelve months following graduation. Former students, who completed at least one year and withdrew in good standing, and non-graduates on the faculty and administrative staff may also join the Association upon application and approval by the Director of Alumni Relations.

¹ A constituent unit is a club, association or other entity that falls under the constitutional umbrella of HUAA.

**THE HOWARD UNIVERSITY
ALUMNI ASSOCIATION OFFICERS
OATH OF OFFICE**

The Howard University Alumni Association Pledge

“I, _____, have read and understand the HUAA Constitution and Bylaws and pledge to uphold the ethical standards of the Association. I also pledge to uphold the standards of the University as set forth by the Board of Trustees.

As an officer of the Association, I shall govern by the rules as set forth by the Board of Trustees and the Howard University Alumni Association Constitution and Bylaws. I shall stand on my honesty of purpose, belief in the work of the Association and the integrity of the University.”

**THE HOWARD UNIVERSITY
ALUMNI ASSOCIATION OFFICER
JOB DESCRIPTIONS**

Howard University Alumni Association Officer Job Descriptions

President

1. The President will attend Convocation, Charter Day, and Commencement.
2. The President will act as a liaison between the HUAA and the Board of Trustees, the President's Office, Faculty Senate, various campus offices and other national and international organizations.
3. The President manages the operations of HUAA and will be required to issue an annual report to all members.
4. The President will attend and preside over Alumni Council and Executive Committee, and Officers' Committee meetings.
5. The President will attend Alumni Board meetings and serve as the Board's Vice Chair.
6. The President, or his or her designee, will represent HUAA, when appropriate, at meetings or other events sponsored by clubs/associations of HUAA and other organizations.

Vice President for Administration

1. The V.P. for Administration will act for the President in his/her absence.
2. The V.P. for Administration will assist with administration and management of HUAA.
3. The V.P. for Administration will attend Alumni Council, Executive Committee, Officers' Committee and Alumni Board meetings.
4. The V.P. for Administration will perform other duties as assigned by the HUAA President and Alumni Council.

Vice President for Finance

1. The V.P. for Finance will act as the CFO of the HUAA.
2. The V.P. for Finance will be responsible for annual budget reports.
3. The V.P. for Finance will be responsible for monitoring financial matters and preparing budgets and corresponding reports.
4. The V.P. for Finance will evaluate the HUAA's dues structure and make recommendations as needed.
5. The V.P. for Finance will work with the Executive Secretary in regards to HUAA financial matters.
6. The V.P. for Finance will facilitate all fund collection, including transfer of funds to/from Alumni Relations at HUAA events.
7. The V.P. for Finance will attend Alumni Council, Executive Committee, Officers Committee and Alumni Board meetings.
8. The V.P. for Finance will chair the Finance and Fundraising Committee.

9. The V.P. for Finance will review travel settlement forms for compliance with HUAA's travel policy.
10. The V.P. for Finance will perform other duties as assigned by the HUAA President and the Alumni Council.

Vice President for Membership

1. The V.P. for Membership will be responsible for the development of membership strategies.
2. The V.P. for Membership will develop an annual membership plan and a year-end report to be presented at the annual Alumni Council meeting.
3. The V.P. for Membership will coordinate membership efforts with the various regions and clubs.
4. The V.P. for Membership will attend Alumni Council, Executive Committee, Officers Committee and Alumni Board meetings.
5. The V.P. for Membership will chair the Membership Committee.
6. The V.P. for Membership will perform other duties as assigned by the HUAA President and the Alumni Council.

Executive Secretary

1. The Executive Secretary is responsible for record maintenance for HUAA and the Alumni Board.
2. The Executive Secretary will ensure minutes are taken at Executive Committee meetings and the Annual Alumni Council meeting in the absence of the Recording Secretary.
3. The Executive Secretary is responsible for record archiving.
4. The Executive Secretary is responsible for membership data of HUAA.
5. The Executive Secretary will coordinate meeting and event logistics for HUAA and Alumni Board meetings.
6. The Executive Secretary acts as a liaison between HUAA and the University.
7. The Executive Secretary is responsible for facilitating HUAA fiscal operations and reporting.
8. The Executive Secretary is responsible for balloting and elections.
9. The Executive Secretary is required to submit an annual report to HUAA.
10. The Executive Secretary will attend Alumni Council, Executive Committee and Officers Committee meetings.
11. The Executive Secretary will attend and record the minutes of the Alumni Board meetings.
12. The Executive Secretary will perform other duties as assigned by the HUAA President and the Alumni Council.

Recording Secretary

1. The Recording Secretary is responsible for recording minutes of the Alumni Council, Executive Committee, and HUAA officer meetings, and will submit those minutes to the Executive Secretary.
2. The Recording Secretary is to assist the Executive Secretary with record keeping.
3. The Recording Secretary will attend Alumni Council, Executive Committee, Officers Committee, and Alumni Board meetings.
4. The Recording Secretary will perform other duties as assigned by the HUAA President and the Alumni Council.

Regional Chairs

1. Regional Chairs will hold quarterly meetings with Regional Representatives and Club/Association Presidents.
2. Regional Chairs will serve on the Membership Committee and will work with the VP for Membership in regards to club reactivation and other membership issues.
3. Regional Chairs will assist in establishing new clubs.
4. Regional Chairs will be responsible for tracking membership levels and trends.
5. Regional Chairs must provide annual reports to the Executive Secretary.
6. Regional Chairs will monitor club activities in conjunction with Regional Representatives.
7. Regional Chairs will attend Alumni Council and Executive Committee meetings.
8. Regional Chairs will act as a “Troubleshooter” within assigned region.
9. Regional Chairs will serve on the Finance and Fundraising Committee and will assist with HUAA fundraising programs.
10. Regional Chairs will perform other duties as assigned by the HUAA President and the Alumni Council.

Regional Representatives

1. Regional Representatives will assist Regional Chair with duties.
2. Regional Representatives will attend quarterly meetings with Regional Chairs and Club/Association Presidents.
3. Regional Representatives will be the primary point of contact for clubs.
4. Regional Representatives will work with VP for Membership and Regional Chairs in tallying pertinent regional numbers.
5. Regional Representatives will attend the annual Alumni Council meetings.
6. Regional Representatives will assist with HUAA’s fundraising programs.
7. Regional Representatives will perform other duties as assigned by the Regional Chair.

**THE HOWARD UNIVERSITY
ALUMNI ASSOCIATION
COMMITTEE RESPONSIBILITY
DESCRIPTIONS**

(Approved September 30, 2006)

<p>POLICIES AND PROCEDURES COMMITTEE Chairperson: <i>Vice President for Administration</i> Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Make recommendations for procedures to supplement the HUAA Constitution to be approved by the Executive Committee • Periodically review the HUAA Handbook for outdated information. • Prepare amendments for inclusion in the HUAA Handbook. • Prepare budget to be submitted to VP of Finance for approval. 	<p>FINANCE COMMITTEE Chairperson: <i>Vice President for Finance</i> Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Prepare annual budget • Evaluate dues structure and make recommendations as needed • Review budgets from the various HUAA committees 	<p>MEMBERSHIP COMMITTEE Chairperson: <i>Vice President for Membership</i> Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Develop annual HUAA membership plan and year-end report • Coordinate membership efforts with various regions and clubs • Prepare budget to be submitted to VP of Finance for approval.
<p>AWARDS COMMITTEE Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Develop criteria for awards to be approved by the Executive Committee • Tabulate the results of the awards • Notify winners of awards • Develop agenda for awards ceremony • Coordinate logistics of awards ceremony • Prepare budget to be submitted to VP of Finance for approval. 	<p><u>EVENTS/PROGRAMS COMMITTEE</u> Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Propose events and programs for the fiscal year • Coordinate volunteer efforts to implement events • Manage budget for events and programs • Prepare budget to be submitted to VP of Finance for approval. 	<p><u>COMMUNITY INVOLVEMENT COMMITTEE</u> Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Identify community activities that increase the visibility of HUAA • Identify community activities of HU students and/or the University for HUAA support • Act as liaison between HUAA and outside community organizations • Prepare budget to be submitted to VP of Finance for approval.

<p>WEBSITE/TECHNOLOGY COMMITTEE Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Develop recommendation for HUAA internet presence • Work with DAR to create enhancements to existing HUAA website • Assist constituent units in developing an internet presence • Provide training when needed • Prepare budget to be submitted to VP of Finance for approval. 	<p>CORPORATE SPONSORSHIP Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Develop relationships and contacts with potential corporate sponsors • Determine what corporate sponsors are appropriate for what event • Coordinate with the University to make sure there are no potential conflicts • Coordinate with local clubs to make sure there are no potential conflicts • Assist local clubs in soliciting corporate sponsors • Prepare budget to be submitted to VP of Finance for approval. 	<p>PUBLIC RELATIONS COMMITTEE Committee Chair Responsibilities</p> <ul style="list-style-type: none"> • Recruit Committee Members • Coordinate committee meetings and/or conference calls • Draft and distribute press releases for all HUAA events • Act as liaison between HUAA and Howard University Publications • Coordinate advertising needed in University and outside publications • Prepare flyers or other distribution materials for HUAA events • Act as point person for all press inquiring about activities of HUAA. • Prepare budget to be submitted to VP of Finance for approval.
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CONSTITUTION COMMITTEE

Committee Chair Responsibilities

- Recruit Committee Members
- Coordinate committee meetings and/or conference calls
- Work with constituent units to develop by-laws
- Review constituent unit by-laws to insure compliance
- Submit reviewed constituent unit by-laws to Executive Committee for approval
- Notify constituent units of approvals
- Be familiar with HUAA constitution and make recommendations on interpretation of ambiguous areas
- Be familiar with Roberts Rules of Order
- Prepare budget to be submitted to VP of Finance for approval.

SCHOLARSHIP COMMITTEE

Committee Chair Responsibilities

- Recruit Committee Members
- Coordinate committee meetings and/or conference calls
- Develop scholarship criteria to be submitted to Executive Committee for approval
- Once criteria is established, develop scholarship form
- Coordinate with DAR the gathering of application submissions
- Select awards recipients based on approved criteria either via committee or the Dept. of Financial Aid
- Prepare budget to be submitted to VP of Finance for approval.

**HOWARD UNIVERSITY ALUMNI
ASSOCIATION
EXECUTIVE COMMITTEE**

Howard University Alumni Association Executive Committee

The Executive Committee meets twice a year; in September, the Saturday after Howard University's Opening Convocation and in March, the Saturday after Howard University's Charter Day Convocation.

The HUAA Executive Committee consists of the following individuals: one (1) Member-at-Large, four (4) Constituent Unit Presidents, Regional Chairs, the HUAA President, the HUAA Vice President for Administration, the HUAA Vice President for Finance, the HUAA Vice President for Membership, the HUAA Recording Secretary, the HUAA Executive Secretary, the immediate past President of HUAA and the two student members of the Alumni Council.

The Executive Committee, as the agent of the Alumni Council, shall be responsible for the management and administration of HUAA, and to the extent permitted by the HUAA Constitution, shall have all powers that the Alumni Council otherwise would have.

In conducting HUAA business, the following administrative procedures should be followed as it relates to the Executive Committee.

- A listing, with contact information, of all appointed committee chairpersons, committee members and committee resource persons will be provided to the members of the Executive Committee by the September Executive Committee meeting.
- An updated list of HUAA committees will be provided, as modifications are made.
- Committee Chairpersons or their designee are expected to attend Executive Committee meetings in person or by teleconferencing and participate in conference calls to provide information regarding committee recommendations.
- All contracts and/or expenditure recommendations must be reviewed by the Finance Committee and signed off by the Vice President for Finance prior to any commitment on behalf of HUAA.
- All recommended activities must be forwarded in writing to the appropriate Vice President and reviewed by the appropriate standing committee prior to any action.
- Recommendations of the standing committees will be presented as a part of the respective Vice President's report or by the appropriate Vice President during a conference call or meeting.

- Individuals interested in organizing a club or association must initially contact the Department of Alumni Relations and then be referred to the appropriate Regional Chairperson for guidance and direction.
- All clubs and associations must be organized in accordance with the process as outlined in this Handbook.

HUAA GENERAL POLICIES AND PROCEDURES

ON-LINE VOTING PROCEDURES

(Approved March 4, 2006)

1. A formal motion must be sent out by the HUAA Recording Secretary.
2. A second for the motion must be made within 24 hours.
3. 5 business days will be allotted for voting on the motion.
4. The HUAA Recording Secretary will record the vote and submit the documentation at the next Executive Committee meeting.

**RELATIONSHIP OF ALUMNI
CLUBS/ASSOCIATIONS TO THE
HOWARD UNIVERSITY ALUMNI
ASSOCIATION**

How does a club/association relate to HUAA?

Alumni clubs/associations are extensions of the Howard University Alumni Association that reach out into communities throughout the world. Alumni clubs/associations help to promote the interest and welfare of Howard University and its constituents, encourage HUAA's activities in a community, and provide an opportunity for Howard alumni to become better acquainted. There are over **31** active clubs/associations worldwide servicing over 80,000 alumni.

Through clubs and associations, HUAA strives to meet various needs and interests of alumni. HUAA wants to keep alumni informed of events and activities which enhance their lives and involvement with the University. HUAA also hopes to broaden the interest and appreciation of alumni, through participating in cultural events, travel and continuing education programs.

HUAA wants everyone to take part in its activities. In order to achieve a greater sense of inclusiveness, the Howard University Alumni Association has made a commitment to developing long lasting relationships among alumni, students, parents, and friends.

Purpose Of An Alumni Club/Association

The ultimate, continuing strength of Howard University rests with its alumni. Its officers come and go, its faculties change and its buildings are remodeled and replaced; but its alumni provide a continuity that perpetuates the University's spirit and traditions.

An Alumni club or association is a coordinating force between the University, its graduates, its students and a particular local community. It is a cohesive element, a vital link bringing all together.

The basic purpose of a Howard Alumni club is to organize graduates and former students who reside in various communities into a unified body affiliated with the Howard University Alumni Association (HUAA) as a vehicle through which worthwhile and beneficial goals are accomplished.

An Alumni association, on the other hand, is not based on alumni who reside in a particular geographic location. The basic purpose of an association is to organize graduates from a particular school or college to join together to advance the interest of that school or college and the particular profession.

The Department of Alumni Relations, as the technical assistance arm to the HUAA, has focused its attention on ways in which the Department can assist the many clubs and associations located throughout the United States and abroad become extensions of the University in their local and professional communities. Clubs collective efforts as alumni groups will be directed primarily at their own communities for the purpose of bringing about improvements in those communities for the benefit of Howard University. Those efforts, performed in the name of the local Howard University Alumni club/association, will have the effect of strengthening the image of the University, but more importantly will provide a much-needed service in those communities.

To attain this broader objective, a club or association may establish several specific purposes such as:

- To provide a medium through which alumni may keep in contact with each other and with the University
- To promote increased participation on the part of alumni in the life of the University
- To secure and disseminate information about Howard University that will bring the University into a proper perspective for the adults and youth of a local area or have a particular professional interest
- To assist the Department of Alumni Relations in promoting Alumni programs and services and keeping track of the names and addresses of alumni

- To assist the University in recruiting top caliber students
- To advance the cause of higher education at Howard University by increasing financial support to the University
- To boost interest and attendance at special occasions such as Charter Day, Commencement, Homecoming, Alumni Seminars, etc.

As the individual club or association progresses, other worthwhile purposes may develop based on the local talent, interest and need.

**THE HOWARD UNIVERSITY
ALUMNI ASSOCIATION
CONSTITUTION**

HOWARD UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION

PREAMBLE

The Board of Trustees of Howard University (the "University") recognizes the existing special relationship between the University and its alumni and wishes to encourage and expand the contacts between the University and its alumni. Furthermore, the Board of Trustees recognizes the importance of alumni in assisting in fundraising for the University, in maintaining and raising the stature of the University worldwide, and supporting the recruitment efforts of qualified and deserving students to attend the University. In order to further the purposes of maintaining, fostering and expanding the unique and special relationship between the University and its alumni, the Board of Trustees hereby adopts this Constitution for the governance of the Howard University Alumni Association, as a unit of the University.

ARTICLE I. NAME

Section 1. The name of this organization is the Howard University Alumni Association, hereinafter referred to as the "Association" or "HUAA."

ARTICLE II. AUTHORITY

Section 1. The Association is formed by the Board of Trustees under the charter of the University, a tax-exempt entity under Internal Revenue Code Section 501(c)(3). The Association is not a separately incorporated entity. The Association shall operate under the authority of the University as a unit of the University and shall be recognized as the parent organization of local alumni clubs, school-based alumni associations and professional alumni associations/organizations (collectively the "Constituent Units"). In order to use the name of "Howard University" and receive benefits thereof, neither the Association nor any of its Constituent Units may be separately incorporated or separately seek tax-exempt status.

Section 2. Limitations: In order for the Association to fulfill its role as a subordinate organization to the University:

- a. HUAA shall remain subject to the authority of the University and the Bylaws of the Board of Trustees.
- b. The Association and its affiliated Constituent Units must comply with any policies and procedures set forth by the University before entering into all contracts or agreements or incurring any liabilities or obligations.
- c. Neither the Association nor any of its Constituent Units shall take any action or engage in any activity which would adversely impact the University's status as a Section 501(c)(3) exempt organization, nor shall the Association or its Constituent Units take any action or engage in any activity which could bring disrepute upon Howard University. The Association and its Constituent Units shall strictly adhere to all policies and procedures adopted by the University.

Section 3. Fiscal Year: The fiscal year of the Association shall run from July 1 through June 30 of the following calendar year, or as the fiscal year may be amended by the University.

ARTICLE III. PURPOSE

The purpose of this Association shall be to promote the University as an institution of academic excellence and to create and maintain an environment that encourages alumni participation through volunteerism and financial support.

ARTICLE IV. MEMBERSHIP

Section 1. Categories of Members: The Association shall have two categories of members - Regular Members and Associate Members. All Regular Members and Associate Members of the Association may, but need not, be members of a Constituent Unit.

Section 2. Eligibility for Membership: Individuals shall be eligible for Regular Membership or Associate Membership in the Association as follows:

- a. All graduates and honorary degree recipients of Howard University shall be eligible for Regular Membership status.
- b. Former students of Howard University who completed at least one (1) year of studies at Howard University and withdrew in good standing may become Regular Members upon application and verification of such status by the Director of Alumni Relations of Howard University. The application of such individual shall be in the form and manner as provided by the Department of Alumni Relations. Such individuals, regardless of Association membership status, shall be considered alumni of the University. The determination of the Director of Alumni Relations to approve or reject any application is appealable to the Executive Committee and then to the Alumni Board whose decision shall be final.
- c. Faculty and staff of Howard University who do not qualify for Regular Membership under this Article IV, and spouses of individuals who qualify for Regular Membership under this Article IV, are eligible to become Associate Members of the Association upon application to and approval by the Director of Alumni Relations. The application for Associate Membership of such an individual shall be in the form and manner as provided by the Department of Alumni Relations. The determination of the Director of Alumni Relations to accept or reject any application for Associate Membership is appealable to the Executive Committee and then to the Alumni Board whose decision shall be final.

Section 3. Revocation of Membership: The Executive Committee may revoke the membership of any individual in the Association for good cause, including, but not limited to, actions by an individual which bring disrepute, damage or injury to the stature or reputation of Howard University. Any determination to revoke the membership status of any individual is appealable to the Alumni Board whose decision shall be final.

Section 4. Dues: Each Regular and Associate Member will be charged national dues for membership in the Association for a twelve-month (12) period, effective from the date such individual's application for membership is received by the Department of Alumni Relations. The amount of the annual national dues is thirty-five dollars (\$35.00). National dues for graduates shall be waived for the first twelve months immediately following graduation. The Association may increase or decrease the annual dues subject to the approval of the Alumni Board. All changes shall become effective at the beginning of the next fiscal year (July 1). National dues must be collected by the Association or Constituent Units. Constituent Units must submit all national dues collected to the Department of Alumni Relations within thirty (30) days of collection. No individual shall be considered to be a member in good standing of the Association unless and until such dues have been paid and received by the Department of Alumni Relations. An individual who fails to pay annual dues when required shall automatically cease to be a member in good standing of the Association.

ARTICLE V. CONSTITUENT UNITS

Section 1. In order for a local alumni club, school-based alumni association or professional alumni association/organization to form as a Constituent Unit, it must (a) have a membership of at least ten (10) alumni of the University who meet criteria for membership in Article IV, Section 2 of this Constitution, (b) agree to be bound by the provisions of this Constitution, and (c) adopt and operate under the Bylaws in the

form attached hereto (as may be changed from time to time) and as have been approved and accepted by the Alumni Council.

Section 2. Upon approval and acceptance by the Alumni Council in accordance herewith, a local alumni club, school-based alumni association or professional alumni association/organization shall be recognized as a Constituent Unit of the Association.

Section 3. The Alumni Council has authority to terminate the Constituent Unit status of any local alumni club, school-based alumni association or professional alumni association/organization at any time by a two-thirds (2/3) vote of its members present at a regular or special meeting. Such Constituent Unit must be informed in writing of the proposed action and its justification at least thirty (30) days prior to the Alumni Council meeting at which such action is to take place. It shall be further advised by such writing that it may be represented by its delegate or by counsel in all proceedings relevant to this matter.

Section 4. The Constituent Units shall be grouped by regions as follows:

- Region I: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Europe and Africa.
- Region II: Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia.
- Region III: Alabama, North Carolina, South Carolina, Kentucky, Tennessee, Georgia, Mississippi, Florida, Bermuda, West Indies, The Bahamas, Central and South America.
- Region IV: Michigan, Illinois, Ohio, Indiana, Missouri, Iowa, Wisconsin, Minnesota, Kansas, Nebraska, South Dakota, North Dakota, and Canada.
- Region V: Texas, Oklahoma, New Mexico, Arkansas, Louisiana, and Mexico.
- Region VI: California, Nevada, Arizona, Utah, Idaho, Colorado, Montana, Wyoming, Oregon, Washington, Hawaii, Alaska, Asia and the Pacific Islands.

ARTICLE VI. ALUMNI BOARD

Section 1. The Alumni Board shall recommend policy to and advise the Department of Alumni Relations with respect to the management of the affairs of HUAA, subject to the directions and approval of the Board of Trustees. The Alumni Board shall consist of the following individuals:

1. The President of the University
2. The Vice President for University Advancement (Chair)
3. The Association President (Vice Chair)
4. The Association Vice President for Administration
5. The Association Vice President for Finance
6. The Association Vice President for Membership
7. The Association Recording Secretary
8. Two (2) Members-at-Large (one appointed by the Chair and one appointed by the Vice Chair).
9. The Director of Alumni Relations of the University
10. The University General Counsel or his/her designee
11. The Provost of the University or his/her designee
12. The Vice Provost for Student Affairs of the University

The Vice President for University Advancement shall be the Chair of the Alumni Board and the President of the Association shall be the Vice Chair. The Chair shall preside at all meetings of the Alumni Board. In the event that the Chair is unable to be present at any meeting of the Alumni Board, the Vice Chair shall preside over such meetings. The Alumni Board may establish committees as it deems necessary.

Section 2. A majority of the membership of the Alumni Board at a duly called meeting shall constitute a quorum.

Section 3. The Alumni Board shall meet at least once a year at such time and date as may be determined by the Alumni Board. Between annual meetings, the Alumni Board may convene special meetings or may approve actions by mail, teleconference or other electronic means as long as a quorum is present at such meetings.

Section 4. With the exception of the President of the University, the Vice President for University Advancement, the Director of Alumni Relations, the University General Counsel, the Provost, and the Vice Provost for Student Affairs all members of the Alumni Board must be members in good standing of the Association. In the event any Alumni Board member who is required to be a member in good standing of the Association ceases to so qualify, he or she shall not be entitled to vote on any matter presented to the Alumni Board, and the presence of such individual shall not count in determining whether a quorum is present. In the event that any member of the Alumni Board ceases to hold his or her position with the Association or the University, such person simultaneously shall cease to be a member of the Alumni Board and shall be succeeded by that person who succeeds to the same position with the Association or the University.

The term of office for the two Members-at-Large shall be two years to coincide with the term of office of the Association Officers. Such members may be reappointed to a second two-year term.

Section 5. Powers and Duties of the Chair of the Alumni Board. The Chair of the Alumni Board shall preside at all meetings of the Alumni Board at which he or she is present. The Chair shall report to the President of the University and in all respects shall be subject to the supervision, direction and control of the President of the University and the Board of Trustees of the University.

ARTICLE VII. ALUMNI COUNCIL

Section 1. The Alumni Council of the Association, hereinafter referred to as "Alumni Council," shall manage and administer the internal affairs of the Association as a unit subject to the authority of the University, and meets for the purpose of hearing reports and considering recommendations from its members. The Alumni Council shall advise the Alumni Board on issues of concern to the members of the Association and recommend policy for the Association and its Constituent Units. The Alumni Council shall consist of the following individuals:

1. The Association President
2. The Association Vice President for Administration
3. The Association Vice President for Finance
4. The Association Vice President for Membership
5. The Association Recording Secretary
6. The immediate past President of the Alumni Association
7. The Director of Alumni Relations
8. The Regional Chairs and Regional Representatives (as defined in Article X, Section 2) from each region of Constituent Units
9. The President of each Constituent Unit
10. One (1) Member-at-Large appointed by the President of the Association
11. The student representatives serving on the University Board of Trustees and
12. Any past President of the Association (excluding the immediate past President), who may serve as honorary voting members. Past Presidents (excluding the immediate past President) do not count in determining the quorum.

The Association President shall act as the Chair of the Alumni Council and shall preside at all meetings of the Alumni Council, and the Association Vice President for Administration shall act as Vice Chair of the Alumni Council. In the event that the Chair is unable to be present at any meeting of the Alumni Council, the Vice Chair shall preside over such meeting. The Alumni Council may establish committees as it shall deem necessary.

Section 2. One quarter of the membership of the Alumni Council at a duly called meeting shall constitute a quorum.

Section 3. The Alumni Council shall meet as set forth in Article XI.

Section 4. With the exception of the Director of Alumni Relations and the student members of the University's Board of Trustees, all members of the Alumni Council must be members in good standing of the Association. In the event that any Alumni Council member who is required to be a member in good standing of the Association ceases to so qualify, he or she shall not be entitled to vote on any matter presented to the Alumni Council, and the presence of such individual shall not count in determining whether a quorum is present. Similarly, in the event that any member of the Alumni Council ceases to hold his or her position with the Association or the University, such person simultaneously shall cease to be a member of the Alumni Council and shall be succeeded by that person who succeeds to the same position with the Association or the University.

Section 5. For the purpose of a quorum, with respect to local alumni clubs, school-based alumni associations and professional alumni associations/organizations, only "active" Constituent Units shall be counted. A Constituent Unit is considered "active" when it has held at least one (1) meeting or event during the past twelve (12) months, maintained at least ten (10) dues-paying members, and annually submitted all required financial and activity reports.

Section 6. If a quorum is not achieved during the annual Alumni Council meeting or a special meeting of the Alumni Council, any action taken at the meeting must be validated and ratified via mail ballot within 30 days of the meeting by a majority vote of the membership of the Council.

ARTICLE VIII. OFFICERS

Section 1. Election and Tenure: The officers of the Association shall be a President, a Vice President for Administration, a Vice President for Finance, a Vice President for Membership, a Recording Secretary and an Executive Secretary, and such other officers as the Alumni Council from time to time may consider necessary for the proper conduct of the business of the Association. The officers shall be elected biennially in even numbered years by the members of the Association in accordance with Article X. The Executive Secretary shall be that person who holds the office of Director of Alumni Relations at the University. The term of office for each officer shall commence on July 1 of each even numbered year immediately following the election to office and shall conclude on June 30 of the next even numbered year. No officer (other than the Executive Secretary) shall serve more than two consecutive terms.

Section 2. Powers and Duties of the President: The President shall preside at all meetings of the Alumni Council, Executive Committee, and the Officers Committee. The President shall be the Vice Chair of the Alumni Board. The President shall take an active role in promoting the Association's activities to the University community. The President shall be an ex-officio voting member of all committees except the Nominating Committee. The President shall have and perform such other duties as may, from time to time, be assigned by the Alumni Council.

Section 3. Powers and Duties of the Vice President for Administration: The Vice President for Administration shall have such powers and shall perform such other duties as may be assigned by the Alumni Council or by the President. In case of the absence or disability of the President, the Vice President for Administration shall perform the duties of that office.

Section 4. Powers and Duties of the Vice President for Finance: The Vice President for Finance shall prepare an annual budget and other budgets as needed; monitor and prepare reports on Association accounts; make recommendations about the Association's dues structure; and perform other financial duties as assigned by the Alumni Council or by the President.

Section 5. Powers and Duties of the Vice President for Membership: The Vice President for Membership shall develop and implement an annual plan to increase the membership of the Association and its

Constituent Units (the "Membership Plan"). The Membership Plan shall be presented to the Executive Committee at least thirty (30) days prior to the annual meeting of the Alumni Council. The Vice President for Membership shall perform other duties as assigned by the Alumni Council or by the President.

Section 6. Powers and Duties of the Executive Secretary: The Executive Secretary shall give notice of all meetings of the Alumni Board, the Alumni Council, Executive Committee, Officers Committee, and all other notices required by law or by this Constitution. The Executive Secretary shall record all the proceedings of the meetings of the Alumni Board in books provided for that purpose, and shall perform such other duties as may be assigned by the Alumni Board. In general, the Executive Secretary shall perform all the duties generally incident to the office of secretary of a corporation, subject to the control of the Alumni Board.

Section 7. Powers and Duties of the Recording Secretary: The Recording Secretary shall record all the proceedings of the meetings of the Alumni Council, the Executive Committee and the Officers Committee in books provided for that purpose. The Recording Secretary shall provide assistance as necessary to the Executive Secretary. In case of the absence or disability of the Recording Secretary, the President of the Association shall appoint a recording secretary pro tempore. The Recording Secretary shall perform other duties as assigned by the Alumni Council or by the President.

ARTICLE IX. COMMITTEES

Section 1. The Association President with the majority approval of the Executive Committee has the authority to establish committees and appoint chairs of such committees, unless otherwise directed by resolution of the Alumni Council and/or stipulation in this Constitution.

Section 2. The Association President and Executive Secretary shall be ex-officio members of all committees with voting privileges, unless otherwise provided by this Constitution.

Section 3. The Executive Committee: The Executive Committee shall be a standing committee consisting of the following individuals: one (1) Member-at-Large, four (4) Constituent Unit Presidents, Regional Chairs, the Association President, the Association Vice President for Administration, the Association Vice President for Finance, the Association Vice President for Membership, the Association Recording Secretary, the Association Executive Secretary, the immediate past President of the Association and the two student members of the Alumni Council. The Association President has the authority to appoint the Member-at-Large and the aforementioned four (4) Constituent Unit Presidents. The identities of the standing members of the Executive Committee shall change immediately as the identities of the individuals serving in such capacities change and without further action by the President.

The term of office for the appointed positions shall be two years to coincide with the terms of office of the Association Officers. Such individuals may be reappointed to a second two-year term.

The Executive Committee, as the agent of the Alumni Council, shall be responsible for the management and administration of the Association, and to the extent permitted by law and this Constitution, shall have all powers that the Alumni Council otherwise would have. Wherever in this Constitution any reference is made to the Alumni Council or any of its powers, such references shall be deemed to refer to and include therein the Executive Committee duly designated by the Alumni Council.

Section 4. The Nominating Committee: The Nominating Committee shall consist of five (5) members elected annually by the Alumni Council. Members of the Nominating Committee cannot be nominated for office or an award. The Nominating Committee shall be responsible for developing a slate of candidates for the positions as an officer of the Association, Regional Chair and Regional Representative, the alumni positions on the University's Board of Trustees, and other positions or awards as assigned by the Alumni Council or Executive Committee. Nominations for the officers, Regional Chairs, and Regional Representatives shall be submitted to the President and the Executive Secretary no later than January 31 of the year in which the election is to be held. Nominations for alumni positions on the University Board of Trustees shall be made at such times and in such manner as shall comply with the Charter and Bylaws of

the University, and the policies and procedures established by the University, its Board of Trustees and its Officers as such may be amended including, but not limited to:

- a. As stipulated by Article I, Section 4, Subsection B(2)b in the Bylaws of the Howard University Board of Trustees (or any successor provisions), only holders of earned degrees from Howard University shall be eligible to serve as Alumni Trustees. No person who is a full-time employee of the University shall be eligible to serve as Alumni Trustee.
- b. The Nominating Committee shall request recommendations for nominations through University publications or special notices and through Constituent Units.
- c. All nominations must be submitted using the Nomination Credentials Form.
- d. The Nominating Committee shall use the following criteria to determine the Alumni Trustee slate: contribution to Howard University; demonstrated leadership in the nominee's community, profession, and/or public service; and involvement, contribution and membership in the Howard University Alumni Association.

Section 5. Officers Committee: The Officers Committee shall include the Association President , the Association Vice President for Administration, the Association Vice President for Finance, the Association Vice President for Membership, the Recording Secretary, the Executive Secretary, and such other officers as the Alumni Council may consider necessary for the proper conduct of the business of the Association. The Officers Committee shall act as an agent of the Executive Committee in the management and administration of the Association.

Section 6. All members of any Association committee must be members in good standing of the Association. If such individual ceases to be a member in good standing of the Association, that individual simultaneously shall cease to be a member of the Association committee.

ARTICLE X. ELECTION OF OFFICERS, REGIONAL CHAIRS, AND REGIONAL REPRESENTATIVES

Section 1. Officers: The members of the Association shall elect the officers biennially, in even numbered years, by ballot. The vote of the members shall be conducted by mail, facsimile or electronic mail using a ballot developed by the Director of Alumni Relations. The candidate for each office who received the greatest vote total shall be elected to that office. All Association members in good standing shall be eligible to vote. Election results shall be tabulated by an independent accounting firm and the results must be published within thirty (30) days of the tabulation.

Section 2. Regional Chairs and Representatives: Biennially, in even numbered years, the members of each of the six regions shall elect one (1) Regional Chair and three (3) Regional Representatives from among the members of the region. The members shall be able to vote for such Regional Chairs and Representatives by mail, facsimile or electronic mail using a ballot developed by the Director of Alumni Relations. The candidate for Regional Chair who received the greatest vote total shall be elected to that office. The three candidates for Regional Representative who received the highest number of votes shall be elected to that office. Election results shall be tabulated by an independent accounting firm and the results must be published within thirty (30) days of the tabulation.

Section 3. Qualifications: In order to qualify as an officer or a Regional Chair of the Association, the candidate must have an earned degree from the University, have graduated at least three (3) years prior to the election and have been a member of the Association for at least one (1) year. In order to qualify as a Regional Representative of the Association, the candidate must have an earned degree from the University, have graduated at least two (2) years prior to the election and have been a member of the Association for at least one (1) year. All elected officers, Regional Chairs and Regional Representatives must remain dues paying members in good standing with the Association during their term in office. Within one hundred twenty (120) days of assuming office, each officer, Regional Chair, and Regional Representative shall participate in an orientation program developed by the Department of Alumni Relations.

Section 4. Removal: An elected officer, Regional Chair, and Regional Representative may be removed from office by the Alumni Council at a regular or special meeting for good cause including, but not limited to, the following: (1) failure to pay Association dues; (2) failure to attend three (3) meetings within a term of office without sufficient justification; (3) failure to respond to requests for information from the Association or the University; (4) failure to fulfill the duties of the office; or (5) taking any action or engaging in any activity which could bring disrepute, damage or injury to the stature or reputation of the University. Removal shall require an affirmative vote of two-thirds (2/3) of the members of the Alumni Council, not including the past presidents. Removal from office includes, without any additional action, removal from the membership of the Alumni Council, the Executive Committee, and any other Association committee.

The Vice President for University Advancement in accordance with the Office of General Counsel reserves the right to remove any officer, Regional Chair, or Regional Representative who has taken any action or engaged in any activity which has brought disrepute, damage or injury to the stature or reputation of the University or the Association.

The appointed members of the Executive Committee may be removed by a two-thirds (2/3) vote of the Executive Committee at a regular or special meeting for the same good cause factors listed above.

The appointed Members-at-Large to the Alumni Board may be removed by a two-thirds (2/3) vote of the Alumni Board at a regular or special meeting for the same good cause factors listed above.

Section 5. Vacancies: In the case of a vacancy in the Office of the President, the Vice President for Administration shall succeed to the Office of the President, and shall serve until the expiration of the current term. In the case of concurrent vacancies in both the Presidency and the Vice Presidency for Administration, the Executive Committee by a majority vote shall appoint an Acting President and Vice President for Administration who will serve until the expiration of the current term. In the case of a vacancy in any other national office, the President shall appoint a successor, with approval by a majority vote of the Executive Committee, who will serve until the expiration of the current term. Should a vacancy occur in the positions of Regional Chair or Regional Representative, the vacancy shall be filled with the individual who received the next highest number of votes for the appropriate position during the last election. If the predetermined line of succession fails to produce an individual willing to serve, the President shall appoint a successor subject to the majority approval of the Executive Committee. Such individual shall serve until the expiration of the current term. Should a vacancy occur in the appointed positions of the Executive Committee, the President shall appoint the successor, subject to approval by a majority vote of the Executive Committee, who will serve until the expiration of the current term. Should a vacancy occur in the positions of Members-at-Large to the Alumni Board, the vacancy shall be filled by the original appointing authority, the Chair or Vice Chair of the Alumni Board, subject to approval by a majority vote of the Alumni Board, which successor will serve until the expiration of the current term.

ARTICLE XI. MEETINGS

Section 1. Annual Meeting of the Alumni Council: The Alumni Council shall meet annually on the day before graduation ceremonies are scheduled to take place at the University, or on such other date as may be decided by a two-thirds (2/3) vote of the Alumni Council, not including the past presidents. Written notice of the Alumni Council annual meeting shall be given to the members of the Alumni Council at least thirty (30) days prior to the scheduled meeting date.

Section 2. Special Meetings of the Alumni Council: The President and/or the Executive Secretary may call special meetings of the Alumni Council with the approval of a majority of the members of the Alumni Council. Written notice of such special meeting shall be given to the members of the Alumni Council at least thirty (30) days prior to the scheduled meeting date.

Section 3. Regular Meetings of the Executive Committee: Regular meetings of the Executive Committee shall be held on the Saturday after the University's Opening Convocation and the Saturday after the University's Charter Day Convocation or on such other dates as may be decided by a majority of Executive Committee members. Written notice must be given to the members of the Executive Committee at least thirty (30) days prior to the scheduled meeting date.

Section 4. Special Meetings of the Executive Committee: Special meetings of the Executive Committee may be called by the President or the Executive Secretary and/or upon the written request of at least a majority of the members of the Executive Committee. Written notice of such special meetings must be given to the members of the Executive Committee at least fifteen (15) days prior to the date of the special meeting.

Section 5. Quorum: A majority of the membership of any committee meeting in regular or special session shall constitute a quorum (unless otherwise specified).

Section 6. Teleconference: Regular or special meetings of the Alumni Board, the Alumni Council, the Executive Committee or any committee may be held via teleconference upon the approval of a majority of the members of that body.

Section 7. Attendance at Alumni Council Meetings; Reimbursement of Expenses: It shall be a duty of each Alumni Council member to attend the annual meeting of the Alumni Council. In the event of a member's inability to attend, he or she shall give another member of the Association his or her proxy in a form provided by the Department of Alumni Relations. Any reimbursements for travel and related expenses by the Association shall comply with the travel procedures established by both the University and the Association.

Section 8. Attendance at Executive Committee Meetings; Reimbursement of Expenses: It shall be a duty of each Executive Committee member to attend Executive Committee meetings. Any reimbursements for travel and related expenses by the Association to Executive Committee members shall comply with the travel procedures established by both the University and the Association.

Section 9. Attendance at Alumni Board Meetings; Reimbursement of Expenses: It shall be a duty of each Alumni Board member to attend at least one (1) annual meeting of the Alumni Board. Each member of the Alumni Board shall be responsible for his or her own travel and related expenses to attend such Alumni Board meeting, unless otherwise approved by the Alumni Board. Any reimbursements for travel and related expenses by the Association to the Alumni Council Officers and Members-at-Large shall comply with the travel procedures established by both the University and the Association.

Section 10. Meetings of the Officers Committee: The President and/or the Executive Secretary may call meetings of the Officers Committee on an as needed basis. With at least three (3) days advance notice, such meetings shall be conducted via teleconference or by any other means as determined by the Officers Committee.

Section 11. Informal Action: Any action required or permitted to be taken by the Alumni Council, Alumni Board, Executive Committee or any committee thereof, may be taken without a formal meeting. Voting may be conducted by regular mail, telegram, facsimile or electronic mail, as may be decided by each such body, provided however, a written consent setting forth the action so taken and signed by at least a majority of the members of the Alumni Council, Alumni Board, Executive Committee or other committee shall be filed with the minutes of the next official meeting of that body.

ARTICLE XII. ANNUAL REPORTS

Section 1. The President of the Association shall prepare an annual report to present at the annual meeting of the Alumni Council. Additionally, the President may present a suggested program of activities and goals for the coming year at the annual Alumni Council meeting.

Section 2. The President of each Constituent Unit and each Regional Chair shall submit an activity report to the Alumni Council by April 30 of each year. Additionally, each President of a Constituent Unit shall submit an end-of-the-year financial report, and other reports requested by the Department of Alumni Relations, by July 31 of each year.

Section 3. The Director of Alumni Relations shall prepare an annual report of Association programs to be

presented at the annual meeting of the Alumni Council.

Section 4. The Vice President for Finance shall submit a year-end report of the Association's income and expenses and a proposed budget for the coming year at the annual meeting of the Alumni Council.

Section 5. The Vice President for Membership shall submit a year-end report on membership at the annual meeting of the Alumni Council, including actual dues collected, changes from previous year(s), and strategies for increasing membership for the Association and its Constituent Units.

ARTICLE XIII. AMENDMENTS AND PROCEDURES

Section 1. Any amendment to this Constitution shall require the two-thirds (2/3) vote of those members present and voting by both the Alumni Council and the Alumni Board at a regular or special meeting of the Alumni Council and Alumni Board. The Executive Secretary shall provide notice of the proposed amendment(s) to all Alumni Council members either in writing or by publication, not less than forty-five (45) days prior to such meeting. Such notice shall include a copy of the proposed amendment(s) to the Constitution. All such amendments shall be subject to ratification by the University Board of Trustees. The University Board of Trustees reserves the right to amend this Constitution at any time with a majority vote of the Alumni Board.

Section 2. Robert's Rules of Order (newly revised) shall govern all proceedings of any regular or special meeting of the Association, the Alumni Board, the Alumni Council, and the Executive Committee, provided that the aforementioned entities have not adopted other rules or procedures governing such meetings.

**THE DEPARTMENT OF ALUMNI
RELATIONS INFORMATION AND
GUIDELINES**

What Support is Available from the Department of Alumni Relations?

Advice and Consultation - A staff representative is available to answer any question or resolve any issue concerning your club/association.

Assistance to New Chapters - Many clubs/associations will attempt to go it alone and waste valuable time in planning events. The Department has the knowledge and experience to help you plan successful programs and will refer you to the appropriate Region Chair for further guidance.

Identification of campus representatives for club events - The Department will make contact with university officials and help in securing information and speakers from campus.

Arrangements for any unique items - The Department will arrange to get any item needed by a club/association for an event. This might include any Howard sportswear or memorabilia. All items will be billed to the club/association at cost.

Mailings - A staff liaison will be able to provide clubs/associations with mailings for major events.

Requesting Information From the Department of Alumni Relations

The Department of Alumni Relations fields many requests from clubs and associations. To keep track and document the request for follow-up, the following procedures should be followed:

- A) For mailings, speaker requests, information releases and financial aid requests for students, the appropriate forms should be emailed or faxed to the Department of Alumni Relations Program Associate, Porsche A. Harrison Gordon at pgordon@howard.edu (fax) 202-667-0839. The forms can be found in the corresponding section of this handbook. A copy of the email or the fax confirmation with the date and time should be retained for your records.
- B) For all other requests made by a club or association, an email should be directed to the Department of Alumni Relations Program Associate with a copy to the Director of Alumni Relations and the HUAA Vice President for Administration. A copy of the email with the date and time should be retained for your records.

The Department of Alumni Relations will make every attempt to service the request in a timely manner. When making telephone calls to check on the status of a request, the date and time of the fax or email should be used as a reference.

Howard University Department of Alumni Relations Constituent Mailing Service Procedures

In response to the Division of University Advancement's policy towards the release of alumni records to the University Community, the Department of Alumni Relations has implemented new alumni mailings procedures for the Howard University Alumni Association and its clubs and associations. The Department of Alumni Relations will print, collate and mail materials for club/associations for one mailing per year free of charge. A club/association can make additional requests to the department to mail materials or print materials for a fee as well. When requesting a mailing service from the Department of Alumni Relations, please follow the procedures below:

1. For mail service request:
 - a. Text can be submitted via email to pgordon@howard.edu or on an IBM disk in Microsoft Word or Word Pad.
 - b. Text can be submitted on a typed 8 ½ x 11 paper
 - c. Images may be submitted via email to pgordon@howard.edu, on a IBM disk, or 100MB zip in a JPEG or EPS format
2. Requests are processed on a first-in-first-out basis, thus please use the Mail Service Request Form to request mailing service. This form should be requested from the Department of Alumni Relations. When completing the Mail Service Request Form, the president or vice president of the club/association must sign the form.
3. Requests may be faxed or mailed to the Alumni Office and will be processed (printed, collated, labeled and mailed) on the following time schedule:
 - a. Two (2) weeks from the date of receipt of all materials for flyers or standard letters
 - b. Four (4) to six (6) weeks from the date of receipt of all items for printed materials (i.e. formal invitations, postcards or brochures)
4. Mailing provided free by the Department will be mailed at a presorted first class or standard postage rate.

CAMPUS NUMBERS

Account Payable, 806-2324	Executive Vice President, 806-2050	Pharmacy, Nursing & Allied Health Sciences, 806-5431
Admission, 806-2752	Faculty Senate, 806-7595	Physical Facilities Management, 806-1002
Alumni Affairs, 806-5857	Financial Aid, 806-2820	Post Office, 806-2009
Arts and Sciences, College of, 806-6700	General Counsel, 806-2650	President, 806-2500
Athletics, 806-7140	Government Affairs, 806-2530	Press 238-2570
Benefits, 806-1280	Graduate School, 806-6800	Printing and Reproduction 806-1200
Blackburn Center, 806-5983	Health Affairs, 865-7470	Provost & Chief Academic Officer, 806-2550
Board of Trustees, 806-2250	<i>Hilltop, The</i> (Student paper), (202) 806-4749	Recruitment, 806-2900
Bookstore System, 238-2640	Hospital, 865-6100	Research Administration Office of, 806-5567
Business, School of, 806-1500	Human Resources Management, 806-5770	Resident Life, 806-6131
Campus Police, 806-1100	Information Systems & Services, 806-2940	Secretary of the University & Board of Trustees, 806-2250
Capital Project, 238-2381	Internal Audit, 238-2470	Social Work, School of, 806-7300
Capstone, 238-2330	International Center, 806-4363	Staff Benefits, 806-1280
Cashier, 806-2630	International Student Services, 806-7517	Special Student Services, 238-2420
Chapel, 806-7280	Law, School of, 806-8000	Student Accounts, 806-2610
Chief Information Officer, 806-2940	Library, Architecture, 806-7774	Student Life & Activities, 806-5990
Comptroller, 806-2300	Library, Business, 806-1560	Student Affairs, 806-2100
Communications, School of, 806-7690	Library, Divinity, 806-0760	Student Employment, 806-2820
Community Association, 806-4771	Library, Founders/Circulation, 806-7250	Student Financial Services, 806-2570
Continuing Education, (301) 585-2295	Library, Founders/Reference, 806-7252	Student Government, 806-7007
Cramton Auditorium, 806-7198/9	Library, Health Sciences, 806-7680	Student Health Center, 806-7540
Credit Union, 806-6128	Library, Law, 806-8045	Support Staff Organization, 806-2328
Dentistry, College of, 806-0100	Library, Moorland-Spingarn Research Center, 806-7240	Telephone Service, 806-2955
Divinity, School of, 806-0500	Library, Social Work, 806-7316	Transportation, 806-5003/4/5
Education, 806-7340	Medicine, College of, 806-6270	University Advancement, 238-2340
Emergency Service, 806-1000	Moorland-Spingarn Research Center, 806-7240	University Communications, 238-2330
Employment, 806-7714	Operator, 806-6100	University Research & Planning, 806-0977
Engineering, Architecture & Computer Sciences, 806-6565	Parking & Shuttle Bus Services, 806-2000	WHUR-FM 96.3 - info@whur.com - Phone: 202-806-3500
Enrollment Management, 806-2705	Payroll, 806-1240	WHUT-TV - TV Schedule - Phone: 202-806-3200

Statement of Information Release Policies:

- I. The following may request information from the University's Alumni database:
- A. University-affiliated organizations and alumni constituent groups, in support of approved activities (see list of approved activities below). Those organizations include but are not limited to:
- Howard University Alumni Association
 - Department of Alumni Relations
 - Alumni constituent groups chartered under the Howard University Alumni Association
 - Howard University Development
 - Administrative units of Howard University
 - Academic units of Howard University
 - Athletic units of Howard University
 - Central Administration
 - Career Development Center(s)

In cases of dispute about whether an organization has a legitimate affiliation with the University, the final decision will rest with the Vice President for University Advancement or his designee.

- B. Other colleges and universities seeking the location of alumni with degrees from both Howard University and the requesting institution.
- C. Law enforcement agencies and student loan agencies.
- D. Agencies that assist Advancement Services or Alumni Relations in locating Howard University's lost alumni (e.g. USPS Locator Service).
- E. Upon establishing their status on our system by providing their social security number (in the case of alumni) or other identifying fact(s), individuals may request public information for up to three individuals. Requests for public information for more than three individuals must be made in writing, stating the reason for the requested information. Staff may, at any time, require a written request from any individual if they feel unsure about the request.

All requests from anyone else seeking information on another person will be forwarded to that person so that he/she can decide whether or not to contact the requestor. No information will be released for those records coded "Do Not Release" indicating the alumnus or alumna has requested no University contact.

All requests for information from members of the media must be referred to the Howard University Office of Communications or similar professional school office.

II. The following is information that may be released from the Alumni database:

Information available for release is confined to "public information" which is limited to:

- Full name
- Address and telephone number
- Degree(s) and date of degree(s) awarded by Howard University
- School(s) from which degree(s) was/were granted with major field of study
- Employer address and telephone number
- E-mail address
- Fax number(s)

"Public information" will be provided only to those requestors identified in I.A through I.E above.

Federal law severely restricts the amount of information that may be released on current students. No information on students will, therefore, be released based on data maintained by the Division of University Advancement. All requests for information on current students should be forwarded to the appropriate Registrar's office.

Information provided to volunteer alumni constituent groups will be limited to those alumni who are affiliated with the requesting group.

In addition to "public information," requests from the Howard University Alumni Association, Development, administrative, academic, or athletic units of Howard University and Central Administration will be provided the following information:

- Employment
- Student activities
- Alumni activities
- Family members
- Degrees obtained from other Schools
- Miscellaneous comments, awards, text, etc.
- Gift/Pledge data

III. The following statements specify the acceptable internal uses of information from the alumni database:

A. The Division of University Advancement will make available information from its database for the support of approved, University-related activities. Approved activities include the following:

- Alumni relations
- Development
- Public relations
- Government relations
- School/department communications to alumni/constituents
- University-sanctioned research
- Continuing education programs
- Student recruitment

In cases of dispute about what constitutes an approved activity, the final decision will rest with the Vice President for University Development or his designee.

- B. Information maintained by the Division of University Advancement is not available for release for non-related commercial or political purposes.
- C. If the information provided will result in the preparation of lists or directories that are to be published in book, magazine, newsletter or other forms for general distribution among alumni groups, prior to publication each individual who might be included must be provided the opportunity to indicate in writing whether he/she wishes to be excluded.
- D. Requestors of data from University Advancement may contract the services of outside vendors (e.g. data processing consultants, direct mail firms, marketing and merchandise firms, etc.) to process and/or distribute information obtained from University Advancement. In these cases:
1. The vendor must agree to use the information only for the purpose intended by the University client. The sale or transfer of the information by the vendor is strictly prohibited.
 2. If the project in question results in the publication of directories or lists as identified in III.C above, the procedures outlined in III.C must be followed prior to publication.
 3. The vendor must ensure the prompt return of any University owned computer tapes or electronic software provided in fulfillment of the contract.
 4. The University client or the vendor agrees to pay any costs associated with systems programming or special data processing that might be required beyond the normal capabilities of the Division of University Advancement computer system.
 5. In all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the alumni database is the responsibility of the requestor.

IV. Formats available for distribution of information.

Information may be obtained in the form of lists, labels, diskettes, and downloads by authorized university representatives in support of approved activities as noted in III.A of this document. It is the responsibility of the unit requesting information

to maintain the absolute confidentiality of that information as specified in this policy statement.

V. Compliance with the above policy.

Failure to abide by any of the policies stated within this document may result in denial of access to information contained in the University Advancement database and possible prosecution. Request for re-instatement of access to this information must be approved by the Vice President for University Advancement or his designee and must include written assurance of future compliance with these policies.

**Howard University
Division of University Advancement
Records Information Release Policy Statement**

Statement of Purpose:

The Howard University Division of University Advancement maintains a database of biographical and gift/pledge information about the University community. The information contained in this database is intended exclusively for purposes related to Howard University's programs.

It is the desire of University department of Alumni Relations to support the ongoing activities of Howard University by providing assistance for programs, communications, and events which bring together alumni, donors, and friends of the University. In order to provide the best possible service to those with legitimate needs for such information, and at the same time maintain the confidentiality of the information entrusted to us by our alumni, the following policies have been developed. These policies have been approved by the Vice President for University Advancement, the Associate Vice President for Advancement Services as well as the Director of Alumni Relations, and will apply to every request for information.

“I, the undersigned have read and understand the policies of the Division of University Advancement regarding the use of information provided from the Alumni database. I agree to use the information provided only for the approved University program(s) as stated below.

Furthermore, I understand that the use of the information for political or commercial purposes is strictly prohibited.”

Print Name

Signature

Date

**Howard University Department of Alumni Relations
Speaker Request Form**

Name of Club/Association: _____

Contact Person: _____

Home Telephone: _____ Work Telephone: _____

Email: _____

Format Reception Luncheon Dinner
 Workshop Breakfast Informal Gathering
 Other _____

Date Needed:

Topic and/or Person Requested:

1. _____
2. _____
3. _____
4. _____
5. _____

WE NEED THIS REQUEST FORM 10-12 WEEKS BEFORE YOUR EVENT!

Mail to: Department of Alumni Relations
 607 Howard Place, NW
 Washington, DC 20059
 (202) 806-5857
 (202) 667-0839 Fax

Request for Home - Going Resolutions for Howard University Alumni

(Approved September 30, 2006)

The HUAA Home - Going Resolution is a document that is presented at a Howard University Alumnus' Home Going Ceremony or Memorial Service to express gratitude for their contribution to Howard University, the Howard University Alumni Association and/or a constituent unit during his/her life.

A sample resolution is on the following page.

The criteria for issuing an HUAA Home - Going Resolution is as follows:

1. The request for the Home - Going Resolution should be made, in writing, to the appropriate Department of Alumni Relations representative (Program Associate or Director of Alumni Relations).
2. The request for the resolution must be made by an active HUAA member.
3. The requestor must provide a "brief" biography of the deceased which includes surviving family members, Howard University School/College of graduation, and involvement with Howard University, HUAA and/or the constituent units. The requestor must provide the date, time and location of the Home - Going Ceremony and/or the Memorial Ceremony.



HOWARD UNIVERSITY ALUMNI ASSOCIATION

July 15, 2006

TO THE FAMILY OF **Christopher P. Crowder**

WE, the Howard University Alumni family express to you our deepest heartfelt sympathy in the loss of your loved one Christopher P. Crowder

*Let all who are sad take heart again;
You are not alone in your hours of pain;
Our Father stoops from his throne above,
To soothe and quiet us with his love.
He leaves us not when the storm is high,
And we have safety for he is nigh;
Or, rest in peace for God does care.*

WHEREAS, Christopher P. Crowder, a Washington, DC native son who later made the District of Columbia his home, a 1985 graduate of Howard University College of Arts and Sciences, a community activist, a son, a brother, an uncle, a nephew, and a friend to many until he was taken away from us on July 8, 2006. We therefore find it fitting to address this resolution to the family.

AND WHEREAS, we wish to place on record our love for Christopher as a Howard University alumnus and we salute his academic achievements and civic accomplishments.

AND WHEREAS, Christopher P. Crowder graduated from Howard University College of Arts and Sciences, and after receiving his complimentary membership into the Howard University Alumni Association in 1985, worked passionately to support the Greater Washington DC Howard University Alumni Club and Howard University. When there was an event and a need for volunteers, Chris could be counted on to volunteer and roll forward in his wheel chair. He was not one to let a disability stop him from serving humanity.

Chris lived up to the words penned by J.H. Brooks in our Alma Mater:

Make us true and leal and strong,
Ever bold to battle wrong.
When from thee we've gone away,
May we strive for thee each day.
As we sail life's rugged sea,
O' Howard, we'll sing of thee.

Be it resolved on the day of Christopher Crowder's "Home Going Celebration" that he will be remembered as a Howardite who made a difference and made us proud."

Jeanie Humphrey, President
Howard University Alumni Association
Greater Washington, DC Alumni Club

Sarah J. Davidson, Chair, Region II
Howard University Alumni Association

Ray Archer, Director of Howard University Alumni Relations

**CLUB/ASSOCIATION
INFORMATION**

How To Form A Howard University Alumni Club/Association

Alumni clubs/associations are formed in two ways: a group of Howardites takes the initiative; or the Department of Alumni Relations makes the initial organizing step by encouraging a local group or professional association. In both instances the Department provides all the necessary technical assistance.

In a location where at least ten Howardites agree to organize an alumni club, the Department of Alumni Relations will:

- Connect the group to the Region chair to assist with organizing the alumni club
- Furnish the group with list of names and addresses of all known alumni in the area or alumni who graduated from a particular school or college.
- Provide the organizing group with suggested Bylaws and helpful program suggestions.
- When possible, mail an initial letter to all potential members, inviting them to join in the local organizing efforts. Or, supply the group with a set of mailing labels.
- When possible, send a representative of the Department of Alumni Relations or a Regional Chair/Representative to the organizational meeting.
- Supply other information that the Department identifies as helpful in the initial stages of organizing.

Meeting of a Steering Committee

Once the original nucleus of interested Howardites has been arranged as a Steering Committee and a meeting is set, the following steps might be taken:

1. Elect a temporary chairman to preside until regular club officers are elected.
 2. Decide upon a date, time and place for an organizational meeting. All Howardites in the area should be invited to this meeting.
 3. Request that the Department of Alumni Relations send each alumnus in the area an announcement about the initial meeting and an invitation to attend.
- Where there are a limited number of alumni in a community, the meeting of the Steering Committee may also be the initial organizational meeting.

4. The temporary chairman should appoint: (a) Nominating Committee to prepare a slate of officers to be presented at the initial meeting; (b) Bylaws Committee to prepare a basic form of organization for the club (the template for Constituent Unit Bylaws should be used); (c) other persons to cover the arrangements for the organizational meeting, to follow up the Department's written notices with telephone calls, emails and personal contacts, and to plan a brief but interesting program.

Organizational Meeting

Conduct an organizational meeting for all Howardites in the area.

1. Discuss the purposes of an alumni club/association.
2. Introduce the chairman of the temporary Nominating Committee and hear the Committee's report. After the slate has been presented, others present should be permitted to nominate candidates if they so desire.
3. Elect officers.
4. Present the Bylaws prepared by the committee assigned by the temporary chairman and vote on its approval.
5. Obtain the names of persons willing to serve on standing committees as designated by the new Bylaws.
6. Discuss club finances.
7. Decide on a date, time and place for the next meeting.
8. Allow sufficient time for a fellowship period at which refreshments are served.

Follow –up to the Organizational Meeting

1. Send a report of that meeting to the Department of Alumni Relations. Include the names of the officers, charter members and the original copy of the adopted Bylaws. Request recognition as a constituent club and a charter from the HUAA.
2. Upon approval and acceptance of the club's Bylaws by the Alumni Council or Executive Committee, the club will become an official constituent unit of HUAA.
3. Give the story of the proceedings to the local newspaper.
4. Send a brief report of the club's organization to area alumni who could not attend this first meeting.

Proceed now as an organized Howard University Alumni Club.

**BYLAWS
HOWARD UNIVERSITY
ALUMNI CLUB OF _____**

PREAMBLE

The Howard University Alumni Club of _____ (HUAC of _____) has been organized to assist in implementing the goals and purposes of the Howard University Alumni Association, hereinafter referred to as the “Association” or “HUAA”. This constituent unit shall be organized to represent the alumni of the _____ area. HUAC of _____ shall operate in accordance with all of the terms of the Constitution of the Howard University Alumni Association.

**ARTICLE I
NAME AND PURPOSE**

Section 1. Name. The name of this constituent unit is “The Howard University Alumni Club of _____.” (HUAC of _____)

Purpose. The purpose of HUAC of _____ shall be to:

- A. Promote Howard University as an institution of academic excellence and to create and maintain an environment that encourages alumni participation through volunteerism and financial support for the University.
- B. Promote closer fellowship among the alumni, our community and the current student body.
- C. Establish a medium for serving and supporting the university in the advancement of higher education.
- D. Keep the _____ area alumni informed concerning their alma mater, its problems, needs, plans and its progress toward the realization of its goals.
- E. Recruit students to Howard University.
- F. Assist in establishing scholarship programs for students at Howard University.

**ARTICLE II
AUTHORITY**

Section 1. HUAC OF _____ has been formed as a constituent unit of the HUAA, an organization formed by Howard University, a tax-exempt entity pursuant to Internal Revenue Code Section 501(c)(3). Neither HUAA nor HUAC OF _____ is a separately incorporated entity. In order to use the name of Howard University and receive the benefits thereof, HUAC OF _____ shall not be separately incorporated or take any action to seek separate tax-exempt status under the Internal Revenue Code.

The authority of HUAC of _____ to operate is derived solely from the Constitution of HUAA, as such Constitution may be amended by HUAA and approved by the Howard University Board of Trustees.

Section 2. Restrictions on Authority. HUAC of _____ must comply with any policies and procedures set forth by the Association and Howard University before entering into any contracts, agreements, or incurring any liabilities or obligations. HUAC of _____ shall not take any action or engage in any activity which would adversely impact Howard University's status as a Section 501(c)(3) tax exempt organization, nor shall HUAC of _____ take any action or engage in any activity which could bring disrepute, damage or injury to the stature or reputation of Howard University.

ARTICLE III **MEMBERS**

Section 1. Categories of Members. HUAC of _____ shall have two categories of Members; Regular Members and Associate Members. All Regular Members and Associate Members of HUAC of _____ shall be Regular Members or Associate Members of the Howard University Alumni Association.

Section 2. Eligibility for Membership. Individuals shall be eligible for Regular Membership or Associate Membership, in HUAC of _____ as follows:

- a. All graduates and honorary degree recipients of the Howard University shall be eligible for Regular Membership status.
- b. Former students of the Howard University who completed at least one year of studies at Howard University and withdrew in good standing may become Regular Members upon the application and verification of such status by the Director of Alumni Relations of Howard University. The application of such individual shall be in the form and manner as provided by the Department of Alumni Relations. The determination of the Director of Alumni Relations to approve or reject any application shall be appealable to the Executive Committee of the Association. The determination of the Executive Committee of HUAA shall be final.
- c. Faculty and staff of Howard University who do not qualify for Regular Membership under Article III, and spouses of individuals who qualify for Regular Membership under Article III, are eligible to become Associate Members of HUAC of _____ upon application to and approval by the

Director of Alumni Relations. The application for Associate Membership of such individual shall be in the form and manner as provided by the Department of Alumni Relations. The determination of the Director of Alumni Relations to approve or reject any application for Associate Membership shall be appealable to the Executive Committee of HUAA. The determination of the Executive Committee of HUAA shall be final.

Section 3. Revocation of Membership. The Executive Committee of HUAC of _____ may revoke the membership of any individual in this constituent unit for good cause, including, but not limited to, actions by an individual which bring disrepute upon Howard University or adversely affect the image or reputation of Howard University. Any determination by the Executive Committee of HUAC of _____ to revoke the membership status of any individual shall be appealable to the Executive Committee of HUAA, whose decision shall be final.

Section 4. Dues. Annual dues of active members shall be twenty-five dollars (\$25.00), an amount set by the general body of HUAC of _____ and payable by December 31st. The amount of dues may be changed by a (2/3) two-thirds vote of the general body. The amount of the annual national dues to HUAA is thirty-five dollars (\$35.00). HUAA may increase or decrease the annual dues in accordance with the terms of its Constitution. National dues collected by HUAC of _____ must be sent to the Department of Alumni Relations within thirty (30) days of collection. No individual shall be considered to be a member in good standing of HUAC of _____, or a member in good standing of HUAA unless and until such local and national dues have been paid. An individual who fails to pay annual dues shall automatically cease to be a member in good standing of HUAC OF _____ and HUAA.

ARTICLE IV

MEMBERSHIP MEETINGS

Section 1. Annual Meeting. Should it be required by law, an annual meeting of the members of HUAC of _____ shall be held each year during the month of June, or during such other month as may be established by resolution of the Members. The precise time and location of such meeting shall be determined by the President. Notice of the annual meeting shall be sent to all members at least thirty (30) days prior to the meeting.

Section 2. Regular Meetings. Regular meetings of the members shall be held at such date, time, and place as shall be determined by the HUAC of _____ Executive Committee members. Notice of regular meetings shall be sent to all members at least 30 days prior to the meeting.

Section 3. Special Meetings. Special meetings of the members may be called for any purpose by or at the request of the President. In addition, if at least one-third (1/3) of

the members submit to the Recording Secretary of HUAC of _____ a written request for a special meeting of the members, the President shall call such meeting for the purpose specified in the request. The President need not, however, call a special meeting of the members to consider any matter that was voted on at a meeting of the members within the preceding twelve (12) months, unless the meeting was requested by a number of members sufficient to adopt the measure for which the special meeting is requested. Notice of special meetings and the agenda shall be sent to each member at least ten (10) days before the meeting.

Section 4. Notice of Meetings. Notice of meetings of the Members shall be delivered personally, or sent by mail, facsimile or by e-mail to each member. A notice sent by mail shall be deemed to have been delivered when deposited in the United States mail properly addressed, with postage prepaid. A notice sent by facsimile shall be deemed to have been delivered when transmitted. A notice sent by e-mail shall be deemed received absent notification that the e-mail was undeliverable to the named recipient. With the exception of special meetings, the business or the purpose of any meeting need not be specified in the notice.

Section 5. Quorum. The presence of at least 10% of the Regular and Associate Members of HUAC of _____ who are in good standing shall constitute a quorum for the transaction of business by HUAC of _____. If less than a quorum is present, any actions taken at the meeting will be valid if such actions are ratified by the members at a meeting where a quorum is present or by mail or electronic means.

Section 6. Manner of Voting. Except as otherwise provided by these Bylaws, a majority vote of the Members, at a meeting at which a quorum is present, shall be the act of HUAC OF _____.

Section 7. Communications Equipment. Based on the availability, a HUAC of _____ Member may participate in a meeting of HUAC of _____ by means of a conference telephone or other device by which all participants in the meeting can hear one another. Participation in a meeting by such means shall be deemed equivalent to presence in person at the meeting.

Section 8. Election of Officers. At the first meeting of the Members at which these Bylaws are adopted, the Members shall elect the officers specified in Article V hereof. The terms of the officers elected at such organizational meeting shall expire on the 30th day and 6th month of the following year. The membership shall elect officers at that time and every 2 years thereafter. Each officer may succeed himself or herself in office but may not hold the same position for more than two consecutive terms.

ARTICLE V **OFFICERS**

Section 1 Required Officers. HUAC of _____ shall have the following officers: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. HUAC of _____ may create additional officers as needed.

Section 2. President.

- A. The President shall preside at all HUAC of _____ meetings and at all meetings of the Executive Committee and shall have such other responsibilities as may be assigned to him or her by the Members.
- B. Is an ex-officio member of all committees.
- C. Directs and assumes ultimate responsibility for the success of all activities and projects sponsored by HUAC of _____.
- D. Is accountable for all contracts, monies and privileges made for and by HUAC of _____.
- E. Represents HUAC of _____ on official Howard University business within his/her position as representative to the Howard University Alumni Council.
- F. Serves as the liaison of HUAC of _____ to the Office of Alumni Relations, keeping that office abreast of HUAC of _____'s activities and complying with all requests of the Office of Alumni Relations.
- G. Acts as host to special guests of HUAC of _____.
- H. Assigns new leadership roles within HUAC of _____.

Section 3. Vice President.

- A. The Vice President shall preside at meetings of the Members and the Executive Committee when the President is unable to do so and shall have such other responsibilities as may be assigned to the Vice President by the President or by the members. Performs the duties of the president in his/her absence.
- B. Executes any other assignment given him/her by the President.
- C. Prepares HUAC of _____'s annual report conferring with the President.
- D. If the position of President is vacated between regular elections, the current Vice President will assume that position.

Section 4. Recording Secretary.

- A. The Recording Secretary shall take and prepare the minutes of all HUAC of _____ meetings including all reports submitted by sub-committees and/or individuals.

- B. Maintains HUAC of _____ official membership roster including certification of officers, and reports any changes to the Executive Committee.
- C. Sends to the Office of Alumni Relations the Certification of membership, and the certification of elected officers.
- D. Act as custodian of HUAC of _____ records.
- E. Performs all other duties incident to the office of Recording Secretary and such other duties as may be assigned to the Recording Secretary by the President or the members.

Section 5. Corresponding Secretary

- A. The Corresponding Secretary shall send to local alumni and Office of Alumni Relations any newsworthy stories concerning alumni in the area or any special activity of HUAC of _____.
- B. Sends out correspondence and notices of activities to HUAC of _____ members and the Office of Alumni Relations as required by these bylaws.
- C. Assists the Treasurer and co-signs all financial transactions.
- D. Performs all other duties incident to the office of Corresponding Secretary and such other duties as may be assigned to the Corresponding Secretary by the President or the members.

Section 6. Treasurer.

- A. The Treasurer shall be responsible for collecting all funds, paying all financial obligations, keeps a written record of all financial transactions, and maintains all financial accounts for HUAC of _____.
- B. Assists in establishing a budget for HUAC of _____'s operation to be subsequently approved by the Executive Committee.
- C. Distributes membership cards upon the receipt of annual dues.
- D. Compiles a written financial report to be submitted semi-annually to the entire HUAC of _____ membership.
- E. If required by the Department of Alumni Relations, the Treasurer shall give a bond for the faithful discharge of his or her duties in such amounts and with such surety or sureties as the Department of Alumni Relations shall determine.

- F. The Treasurer must forward national dues or donations to the Department of Alumni Relations within (30) thirty days of receipt.
- G. Serves as Chair of the Finance Committee.
- H. The Treasurer shall in general perform all of the duties of Office of Treasurer and such other duties as may be assigned to the Treasurer by the President or the members.

Other offices may be added such as: Chaplain, Parliamentarian and Sergeant-at-Arms

Section 7. Term of Office.

- a. Except as provided in Article IV with respect to the initial officers of HUAC of _____, each officer shall serve for a term of 2 years.
- b. Within 120 days of assuming office, all officers shall participate in an orientation program developed by the Office of Alumni Relations.
- c. At the end of each term, each officer shall formally transfer all records to their successor.

Section 8. Removal. Any elected officer may be removed by the two-thirds (2/3) vote of HUAC of _____ members for cause, including, but not limited to conduct which would bring disrepute, damage, or injury to the stature or reputation of Howard University and/or HUAA and/or HUAC of _____.

Section 9. Filling of Vacancies. A vacancy in any office occurring for any reason may be filled by the President with the approval of the Executive Committee for the unexpired portion of the term.

ARTICLE VI
COMMITTEES

Section 1. Executive Committee.

- a. HUAC of _____ shall have an Executive Committee consisting of the President, the Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and such other officers as HUAC of _____ may determine from time to time.
- b. The Executive Committee shall have the right to act for HUAC of _____ and to approve all actions or activities on behalf of HUAC of _____ between regularly scheduled Membership

meetings, subject to the limitations on authority contained in these Bylaws.

- c. HUAC of _____ Executive Committee meetings may be held in any reasonable manner, including in person, or by telephone or video conference. The Executive Committee may also authorize any act by written consent executed in one or more counterparts by a majority of the members of the Executive Committee as then constituted. The presence of a majority of the members of the Executive Committee at a duly called meeting shall constitute a quorum.

Section 2. Nominating Committee.

- a. HUAC of _____ shall have a Nominating Committee which shall nominate all candidates for officers of HUAC of _____. Each Member shall also have the right to nominate candidates for officers of HUAC of _____ by sending a written nomination to the Recording Secretary of HUAC of _____ at least sixty (60) days prior to the meeting at which the election is to be held, or by making a motion to nominate a candidate at such meeting.
- b. The Nominating Committee shall consist of five members appointed by HUAC of _____ from the membership, at least 4 months prior to the annual business meeting.

Section 3. Other Committees.

- a. HUAC of _____ may have a Budget and Finance Committee, a Recruitment Committee, an Events/ Programming Committee, a Scholarship Committee, a Fund-Raising Committee, a Membership Committee and such other committees as the Members may specify. Each committee shall have such authority as the members may specify.
- b. The term of service of committee members shall be designated by the Members. If no term is specified, a committee member shall serve until the member is replaced. Committee members may be removed at any time by the Executive Committee, for cause.

- c. Vacancies in the membership of any committee shall be filled by the President.

Section 4. Rules. Each committee may adopt such rules for its meetings and the conduct of its activities as it may deem appropriate, as long as such rules are not inconsistent with applicable law, the Constitution of the Howard University Alumni Association, and these Bylaws. Minutes shall be recorded or a report is to be made at the General Membership meeting of all Executive Committee proceedings. Minutes should be recorded of all other committee meetings.

ARTICLE VII MISCELLANEOUS PROVISIONS

Section 1. Books and Records. HUAC of _____ shall keep correct and complete books and records of account, which shall be provided annually to the Office of Alumni Relations. HUAC of _____ shall also keep minutes of General Membership meetings.

Section 2 Fiscal Year. The fiscal year of HUAC of _____ shall be from July 1 through June 30, or as the fiscal year may be amended by Howard University, or as required by state law.

Section 3. Compliance with the Association and Howard University Policies. HUAC of _____ shall at all times comply with and adhere to all policies and procedures of the Association and Howard University which are applicable to HUAC of _____ as such policies and procedures may be amended and modified by the Association or Howard University.

Section 4. HUAC of _____ shall use Robert's Rules of Order where appropriate in conducting its meetings.

ARTICLE VIII AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted, by the vote of two-thirds (2/3) of the members of HUAC of _____ who are present and voting at a meeting of HUAC of _____ at which a quorum is present, provided a copy of the proposed amendments have been sent to members in good standing no less than thirty (30) days prior to the meeting at which the vote is to be taken. Such approved changes shall be subject to ratification by the Alumni Council of the Association.

Suggested Standing Committees

The activities of an alumni club/association will be organized and executed through various standing committees. From time to time there will also be a need for temporary committees with single assignments. The purpose and scope of the club's or association's programs and activities will determine the size and types of committees. Committees not only provide a means for the distribution of the workload; they provide the opportunity for alumni to work with each other and to contribute to the success of the club/association.

Bylaws usually name standing committees and authorize their appointment by the President or the Executive Committee. In many cases, the chairs are permitted to name other members for their respective committees. Large committees may function better with sub-committees to which detailed responsibilities are delegated.

A listing of some of the usual standing committees can be found in the sample Bylaws of this Handbook. Four of the more important standing committees are the following.

- I. Membership Committee (It is suggested that the Corresponding Secretary or Vice President serve as the chair of this committee)
 - A. This should be a standing committee ready to be activated at any time prior to an event in order to assure a successful turnout.
 - B. Conduct an annual membership drive using a strategically picked group representing all age brackets and residential areas.
 - C. Contact alumni moving into the area and acquaint them with the organization's program.
 - D. Assist the Corresponding Secretary in keeping an up-to-date list of active members.
 - E. Contact members by telephone or email concerning meetings and activities. This is an excellent follow-up to written notices and publicity, and valuable in promoting attendance.

- II. Program Committee
 - A. This committee shares the responsibility for planning the annual program with the Executive Committee.
 - B. The committee arranges for speakers, entertainment, physical facilities, equipment, and prepares necessary materials.
 - C. Provides a place on the program for the introduction of new members.
 - D. Unless there is a special Hospitality Committee, the Program Committee designates some members of the committee to act as hosts and hostesses at each meeting. Everyone should be made to feel welcome and a part of the Howard family.

- III. Fundraising Committee

- A. The Fundraising Committee's primary responsibility is to raise funds in support of the organization's scholarship fund, other programs, and University initiatives.
- B. This committee can also be charged with generating revenues for the operations of the organization.
- C. The committee should form long lasting partnerships with local businesses for sponsorship and discount privileges that are beneficial to members.
- D. The committee must submit an Annual Report to the executive committee.

IV. Publicity Committee

- A. Promotes the general interest of Howard University and the organization.
- B. Establishes a working relationship with newspaper editors, society editors, and radio stations and television stations. Invites representatives to functions whenever appropriate. Issues press releases for upcoming activities and elections.
- C. Arranges for pictures to be taken in advance and during activities.
- D. Contacts the Department of Alumni Relations when information about and pictures of University speakers or programs are required for advance publicity.
- E. Works with the organization's secretary to provide the Alumni Office with information about forthcoming activities and any other communications for the HUAA Newsletter.

Suggested Programs

After School Program
Alumni Art Exhibit
Amusement Park Trip
Bar-B-Que
Bazaar
Tutorial Program
Boat Ride
Calendar
Call to Worship
Career Orientation
Casino Night
Charter Day Observance
Christmas Party
Community Forums, Seminars and Workshops
Cook Book
Cultural Events
Dating Game
Dinner Dance
Food Drive
Golf Tournament
Health Fair
Invite University Groups to Perform
Jazz Brunch
Happy Hour Membership Drive
Neighborhood Beautification Day
Newsletter
Picnic
Pool Party
Pot Luck Dinner Meeting
Scholarship/Fundraising Raffle
Recruitment/College Fair
Scholarship Ceremony
Sponsor a Howard Night at a concert, play or sports event
Student trip to Alma Mater
Film Screenings
Movie Parties
Book Signings

Suggested Meeting Schedule

There is no magic formula for determining the number of meetings your organization should have each year. The frequency of meetings will be geared by the scope of the organization's programs. Four times a year appears to work well for many general membership meetings. We do not discourage more frequent general meetings. However, we caution officers that each meeting should have a definite purpose or a uniqueness, which will appeal to the membership. Remember the Executive Committee should meet as necessary.

As a leader, you should give serious consideration as to where you meet. Investigate several possibilities and select a site that attracts attendance. Listed below are a few suggestions about where you might meet:

A University Club - highly regarded; usually reasonable in price; and a natural atmosphere for an alumni group.

A Private Club - usually arranged through a member; price may be a little higher, but non-members will welcome the chance to visit.

A Suburban Hotel - facilities less crowded with commercial trade; prices are usually reasonable; parking problems are a minimum and quieter.

A City Hotel - centrally located; appeal to many people; but generally, more parking problems and expenses are higher.

Private Homes - allows for a more intimate atmosphere; however, the crowd may be too large to accommodate a private home.

Community Halls - many cities have facilities for meetings in civic club houses, libraries-community centers, etc.; the cost associated with these locations are very reasonable; generally ample free parking.

Churches and Schools - often provide excellent facilities at very reasonable rates.

Financing

Your alumni organization will need a source of revenue to finance operational and program expenses. The extent to which funds are needed depends upon the scope of the organization's activities. The preparation and mailing of announcements and promotional materials related to activities and meetings and other inescapable items of expense necessitate the levying of some annual voluntary fee or donation. Each local club or alumni organization must determine how to finance its operations.

Often when an alumni organization is just organizing, several volunteers underwrite the initial cost until the treasury accumulates sufficient funds. As soon as possible the organization should reimburse members or officers for expenditures paid from their personal funds in order to avoid imposing on their good will and generosity.

The following are methods generally used to finance an alumni organization.

1. Dues - The organization may vote to assess each member a nominal sum. This income could be used to cover the organization expenses. In addition, your organization must collect national HUAA dues from each member and forward those dues to the Department of Alumni Relations within 30 days of receipt.
2. Pricing of Events - A surcharge may be added to the cost of special events to cover expenses and to generate operating revenues.
3. Fundraising projects - The organization may wish to supplement its operating income or rely solely on benefits from one or several activities designed to raise money such as: fashion shows; rummage sales; auctions; raffles; bazaars; concerts; and excursions.
4. Donation - The organization may seek contributions from local alumni and friends to cover club expenses.
5. Sponsorship - A local business can sponsor an event to cover program fees.

HOWARD UNIVERSITY ALUMNI CLUB OF _____

MEMBERSHIP FORM

HUAC of _____ Membership \$_____ (Single) \$_____ (Couple)
This membership fee also covers HUAA membership.

Please Make Checks Payable to HUAC of _____.

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone (Day) _____ (Night) _____

E-Mail _____ Fax _____

Year Graduated _____

School/College _____

Please check the committees below for which you would like to volunteer:

Membership _____

Fundraising _____

Newsletter _____

Recruitment _____

Scholarship _____

Please mail your check along with this form to:

HUAC of _____
Address
City, State, Zip

RESPONSIBILITIES OF AN ALUMNI CLUB/ASSOCIATION

Expectations from Howard University

Alumni organizations are the driving force which keeps the legacy of Howard University alive. As such, the university expects alumni clubs to adhere to the following guidelines when conducting business.

- Offer a wide range of programs so that everyone will have an opportunity to feel included
- Set realistic goals and follow a plan
- Plan all activities at least six months in advance
- Seek and heed the advice of professionals from Howard University
- Meet deadlines imposed by Howard University or the Alumni Association

In addition to the guidelines, alumni organizations are asked to fulfill the following expectations.

- Sponsor at least one annual student recruitment event or other student activity
- Provide an annual scholarship for students from your area
- Host at least two events per fiscal year
- Provide logistical and other local support for University fundraising events and efforts
- Put forth some effort to support programming from the Department of Alumni Relations
- Maintain and increase alumni membership
- Send a representative to annual Alumni Council meeting in May
- Work in conjunction with regional efforts

The following descriptions of major responsibilities are intended as a general guideline. The role of a club/association is not set in stone and varies based on the organization's size.

Serve as a liaison for the Alumni Office

There should be continuous communication to and from the Department of Alumni Relations. The Alumni Office will make every effort to ensure clubs/associations know about University activities and individuals available to make presentations.

Ensure the organization's leadership succession

Plan for the future by seeking a replacement for future officers. Though officers may be at the start of their tenure, officers should always be on the lookout for potential successors.

Assist the University in recruiting volunteers

Clubs/associations should assist in recruiting alumni volunteers for career services, reunion, homecoming, and student recruitment.

Assure that information is communicated and recorded

An Alumni club/association must maintain up to date and accurate records. The organization is responsible for passing on its history to the Department of Alumni Relations, including communications to committee members, publicity of local events, and contributing articles to the newsletters published by the Alumni Association. Please remember to provide two copies of all materials submitted.

Reporting Results/Evaluation

Clubs/Associations are expected to report all activities to the Department of Alumni Relations. Supporting documentation should accompany all summaries and reports. Generally, a club/association will transmit event or annual reports.

Event Report

Immediately after an event, the organization should file a summary report that describes the event/program. The report should include an event description, a financial summary, donation report (if applicable), and a count of attendees.

Annual Reports

At the conclusion of the Fiscal year (June 30), each organization shall file a year end activity report. A preliminary version of the activity report is usually required for the annual Alumni Council Meeting held in May. Also, by July 31 following the end of the Fiscal year, each organization shall file a financial report.

**HOWARD UNIVERSITY ALUMNI ASSOCIATION
CLUB AND AFFILIATE
ACTIVITY REPORT
200_-200_ Fiscal Year**

I. CONTACT INFORMATION

Name of Organization: _____

Official Address: _____

Contact telephone number and email: _____

Officers Serving During the Fiscal Year:

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Other: _____

When does the term of the existing officers expire? _____

What was the date of your last election? _____

If available, provide the contact information for the incoming president:

II. MEMBERSHIP INFORMATION

Please indicate the number of financial members in your organization for each category. If you are not sure about the HUAA member status, please contact the Department of Alumni Relations. Also attach a roster of your current members, indicating local **and** HUAA membership status.

Beginning of Fiscal Year

Most Recent

Local _____

Local _____

HUAA _____

HUAA _____

III. MEETINGS

Number of meetings held during the fiscal year:

General Membership Meetings: _____

Executive Committee Meetings: _____

Planning or Other Meetings: _____

IV. ACTIVITIES

(On a separate sheet, please list the names and dates of your activities)

	<u># of Activities</u>	<u>Estimated Attendance</u>
Alumni Education/Professional Development: _____		_____
<ul style="list-style-type: none"> • Career Programming • Alumni Education 		
Enhancing University Image: _____		_____
<ul style="list-style-type: none"> • Community Service • Student Recruitment • Advocacy Work 		
Fundraising: _____		_____
<ul style="list-style-type: none"> • Scholarship/Book Awards • Membership Drives 		
Networking: _____		_____
<ul style="list-style-type: none"> • Social Gatherings • Sports Events • Cultural Events 		
Other: _____		_____

V. ORGANIZATION HIGHLIGHTS

Please describe highlights or special accomplishments experienced by your organization this fiscal year.

VI. ORGANIZATION CHALLENGES

Please describe any challenges your organization is currently facing or has faced during this fiscal year.

VII. TECHNICAL ASSISTANCE

Please indicate what type of technical assistance your organization would require to operate more efficiently.

VIII. HUAA PROGRAMS

Please list the HUAA programs your organization has participated in during this fiscal year and any previous years. (Brick Project, Film Screening, Book Signings, etc.)

IX. FINANCIAL

Please indicate the amount of money, during the current fiscal year, contributed directly to a Howard University account from your organization (scholarships, book awards, donations, endowment funds, etc.)

Submitted by _____

Date _____

Title _____

Please return this form to:

**Howard University Department of Alumni Relations, 607 Howard Place, NW,
Washington , DC 20059, Phone (202) 806-5857, Fax (202) 667-0839**

**Howard University Alumni Association
End of the Year Fiscal Report**

Alumni Club/Association

Fiscal Year July 1, _____ to June 30, _____

Incoming Funds & Expenses Statement

Incoming Funds

Membership dues	\$ _____
Interest	_____
Other (list each item separately)	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Income \$ _____

Expenses (Disbursements)

Postage	\$ _____
Stationary	_____
Entertainment	_____
Caterers and Food Service	_____
Rental Fees	_____
Travel	_____
Professional Services	_____
Other (list each item separately)	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses \$ _____

Total Profit/(Loss) \$ _____

Balance Sheet

Checking Account \$ _____
Savings Account _____
Fixed Assets (if any) _____
Assets \$ _____

Amount of funds transmitted to the University \$ _____

Description _____

Signature of Club/Association Treasurer

Signature of Club/Association President

Date

Please submit this report by July 31, _____

Department of Alumni Relations
607 Howard Place, NW
Washington, DC 20059
(202) 806-5857 Fax (202) 667-0839

**MANAGEMENT OF
CLUBS/ASSOCIATIONS
FUNDS**

Management of Funds

Whenever possible, the treasurer should pay all bills by check. The use of "petty cash" is strongly discouraged. A receipt or other voucher indicating the amount of the purchase, what items were purchased and the reason for the purchase should accompany all checks that are written. The treasurers, in concert with the club/association president, should work with the staff liaison of the Department of Alumni Relations to understand budgets and University accounts which are associated with that particular club/association.

Often a club/association may wish to purchase items from the University for resale or for use as gifts or door prizes. Again, the club/association should work closely with the staff liaison to identify and secure these items. The club/association will be billed accordingly. It is the treasurer's responsibility to ensure that these and all bills are paid in a timely manner.

The treasurer must submit an annual report indicating all revenues, donations and expenditures. This report must be submitted regardless of the club's or association's status. The Department of Alumni Relations will forward an annual report of all Howard University accounts to those clubs/associations that have University accounts. In addition, the Alumni Office will notify the club/association of its scholarship commitment for the year, and provide a listing of contributors to the scholarship fund at the end of the year.

Role of a Treasurer

The treasurer's position will vary in responsibility from organization to organization, but in all cases it is a very important function. As the treasurer for a club/association of the Howard University Alumni Association, you will be handling money on behalf of the University. Consequently, the treasurer should take care to ensure that he/she is able to account for all dollars received and disbursed in the name of the club/association.

Responsibilities

- Maintain and balance all accounts held by the alumni club/association.
- Receive payments for events, pay bills as appropriate, and ensure fulfillment of scholarship commitments (if appropriate).
- Report to the executive committee on account balances, including revenues and expenses during a stated period.
- Report and copy to the Department of Alumni Relations all financial information.
- Keep accurate records.

If you are assuming the role of treasurer, individuals should:

- Identify all accounts held by the organization
- Make changes to the signature card (s) on these accounts as appropriate.
- Verify that all account information is accurate and on file at Howard.

**FUND RAISING GUIDELINES
OF
HOWARD UNIVERSITY ALUMNI ORGANIZATIONS**

With the growth and development of the Howard University Alumni Association's regional structure, individuals and alumni groups are becoming increasingly involved in fund raising activities on behalf of the University. All acquisitions, programs, projects and procedures involving the use of the name Howard University, in either the soliciting of or transmittal of contributions from or through alumni, must be cleared with the Director of Alumni Relations of Howard University. University policy requires that the Director of Alumni Relations must, in turn, clear these projects with the Vice President for University Advancement

Guidelines on both fund raising and tax-exemption follow:

DONATIONS TO AND THROUGH ORGANIZATIONS

When soliciting personal (individual) and corporate contributions for Howard, the donor's check must be made payable to Howard University and transmitted to the Department of Alumni Relations.

When an alumni organization solicits on behalf of the University, the alumni organization must complete the Donation Report and attach all original documentation. University Advancement will then send official receipts to donors.

For fundraising events, alumni organizations must follow the following procedures. When individuals make the alumni organization the payee, a lump sum check from the organization must be accompanied by a list of those individuals' names, addresses and amounts to be credited to each person from whom individual credit is desired. In addition, the alumni organization must attach copies of all forms of payment (i.e. check, money order, or charge slip). This information must accompany the organization's check. as individual credit cannot be retroactively given. University Advancement will then send official receipts to donors.

TAX DEDUCTIBLE GIFTS

Contributions to fundraising activities are deductible to the extent above the cost of the event. Publicity for alumni-sponsored fundraising activities should clearly specify the tax-deductible portion of the amount charged. Both tickets and invitations should contain that information, (e.g., A dinner actually costs \$20; however, tickets are sold for \$50. The tax-deductible amount is \$30). Outright gifts to the University are fully tax deductible.

Contributions from individuals, which designate the recipient by name, are not gifts to Howard University and as such are not tax deductible. (An alumnus designates a University student by name).

Dues are not tax deductible. Checks made payable to Howard University in payment of Alumni Association dues should not be claimed as a tax deduction. Money used for the operation of an organization is not exempt.

DUAL CREDIT

If the University directly deposits funds, dual credit can be given to both the individual and the alumni organization. In financial accounting of gifts, credits to both the alumni organization and the individual cannot be given when the funds are deposited by the alumni organization and forwarded to the University. In the latter case, only the alumni organization will receive the credit.

UNIVERSITY ACCOUNTS

Operating - To help clubs/associations maintain their accounting records and to ensure proper recording of alumni participation rates, the University can establish an operating account for each club/association. The purpose of these accounts is to show disbursement and collection of funds as they relate to the day-to-day business of each club/association.

Scholarship - To establish an endowed scholarship, a club/association must make a commitment of \$10,000 within a two to five year period. The purpose of this account is to provide financial support for qualified students. The Department of Alumni Relations will provide clubs/associations with guidance on setting up these accounts.

Howard University Department of Alumni Relations Disbursement of Funds Guidelines

The guidelines below are for Howard University Alumni Association Constituent Units with accounts on campus.

1. All disbursements are made in accordance with Howard University's Department of Materials Management.
2. Disbursements on the local level should be made with approval by the local Executive Committee or membership. All disbursements must be signed off by the president and treasurer of the local constituent unit.
3. Disbursements are to be made only on the basis of proper supporting documentation.
4. Requests for disbursements must be submitted on the Request for Fund Disbursement form to the Department of Alumni Relations thirty (30) days prior to the needed expenditure date. Furthermore, original estimates and receipts must accompany all disbursement requests. Failure to produce original documentation may result in non-payment or non-reimbursement of services/goods.
5. Request for Disbursement Forms (provided by DAR) and documents may be faxed and mailed to the Department of Alumni Relations at:
Howard University
Department of Alumni Relations
607 Howard Place, NW
Washington, DC 20059
Attn: Constituent Services
Fax: 202.667.0839

HOWARD UNIVERSITY ALUMNI ASSOCIATION
Financial Aid Requisition Form

Alumni Organization

Name of fund to be charged

Fiscal Year

Special Restrictions

Account Number

Tuition/Fees Full-Time Only Books Only

Total Amount

Date

32

This form is used to report all scholarship and stipends awards by Howard University Alumni Association and its Constituents unit. Submit the form to the Department of Alumni Relations. If an award is being canceled, please indicate the dollar amount of the cancellation, and enter "C" in column 32 above. Do not combine academic year and summer awards—submit separate requisition(s) for summer recommendations.

PLEASE DOUBLE SPACE BETWEEN NAMES

Social Security Number	Student ID Number	Name of Student	Award Amount	
			Fall	Spring

Chairperson, Scholarship Committee
Approved/President

Phone No.

Date

Alumni Relations Received By

Date

OTHER FORMS AND ATTACHMENTS

**Howard University Alumni Association
Geographical Regions**

REGION I

New Jersey, New York, Connecticut,
Maine, Massachusetts, Vermont,
Rhode Island, New Hampshire,
Europe, Africa

REGION II

Maryland, Virginia, Pennsylvania,
Delaware, West Virginia, District of
Columbia

REGION III

North Carolina, South Carolina,
Kentucky, Tennessee, Georgia,
Alabama, Mississippi, Florida,
Bermuda, the West Indies, The Bahamas,
Central and South America

REGION IV

Michigan, Illinois, Indiana, Ohio, Missouri, Iowa,
Wisconsin, Minnesota, Kansas, Nebraska,
South Dakota, North Dakota, Canada

REGION V

Texas, Oklahoma, New Mexico
Arkansas, Louisiana, Mexico

REGION VI

California, Nevada, Arizona, Ala Utah, Idaho,
Colorado, Montana Wyoming, Oregon,
Washington, and Pacific Islands, Hawaii

HUAA MEMBERSHIP BENEFITS

- Voting privileges in the Howard University Alumni Association elections.
- The use of specific University facilities.
- 10% discount at the Howard University Bookstore.
- 5% to 15% discounts on car rentals from Hertz, Avis, Budget, National and Alamo.
- Discounts on worldwide car, air and hotel reservation services through Europe/Destination Europe Programs.
- Discounts at Choice Hotels (Clarion, Quality, Comfort, Rodeway, and Econo Lodge).
- Reduced price for all Howard University athletic events for which tickets are purchased from the Cramton Box Office.
- The privilege to borrow books (four books at one time) from Howard University Libraries. To check out library materials, please submit an annual tax-deductible donation of \$100 to Howard University Libraries. The donation helps the Library fund projects in the Founders Renaissance Initiatives. Return shipping costs are the borrower's responsibility.
- Participation in the Home Buyers Assistance Program. For more information on this program, go to <http://www.howard.edu/howardlife/homebuyerassist.asp>

HUAA Car Rental Benefits

As a member of HUAA, you have the following ways to save on your next rental car.

Company	Toll Free Number	Rate Code	Discount Rate
1. Alamo	800 354-2322	BY446913	15%
2. Avis	800 225-7094	A869200	5-15%
3. Hertz	800 654-3131	54235	5-15%
4. National Car	800 227-7368	Howard Alumni	10%

Please present your HUAA card at time of rental.

Program Checklist

Event Title	Event Date	Time
Program Coordinator	Sponsoring Club/Association	
E-mail	Phone	Fax
Howard University Representative		
Facility Name	Contact Person	
Address: _____	Phone	
_____	_____	
_____	Fax	
E-mail	Room being used	
Program Content: _____		

Guests/VIPs (Name and title):	Featured speaker: _____	
_____	Contact information _____	
_____	_____	
_____	Speaker: _____	
_____	Contact information _____	
_____	_____	
Host/MC	Phone	Fax

Catering Checklist

Event Title

Event Date

Club/Association Representative

Sponsoring Club/Association

E-mail

Phone

Fax

Howard University Representative

Facility Name

Facility Manager

Address: _____

Phone

Fax

E-mail

Room being used

Catering Company

Contact person

Address

Phone

Fax

E-mail

Cost/Person: _____ Total cost: _____ Down payment: _____

Balance Due: _____

Menu/Special instructions: _____

Equipment Checklist

Event Title

Event Date

Club/Association Representative

Sponsoring Club/Association

E-mail

Phone

Fax

Howard University Representative

Facility Name

Facility Manager

Address: _____

Phone

Fax

E-mail

Room being used

Equipment provider

Contact person

On-campus _____

Address

Phone

Off-campus _____

Fax

Equipment needed: _____
(include quantity of each item)

Total Cost: _____

Special Instruction: _____

Down Payment Amount: _____

Remaining Balance due: _____

Event Setup Checklist

Event Title

Event Date

Club/Association Representative

Sponsoring Club/Association

E-mail

Phone

Fax

Howard University Representative

Facility Name

Facility Manager

Address: _____

Phone

Fax

E-mail

Room being used

Other Information (check box and print name if yes):

 Guest Speaker

Phone/fax

 Florist

Phone/fax

 Entertainment

Phone/fax

 Caterer

Phone/fax

Equipment Needs: _____

Audiovisuals Checklist

 Event Title _____
 Event Date

 Club/Association Representative _____
 Sponsoring Club/Association

 E-mail _____ _____
 Phone _____
 Fax

 Howard University Representative

 Facility Name _____
 Contact Person

 Address _____
 Phone

 Fax

 E-mail _____
 Room being used

 Equipment provider _____
 Contact Person

On-campus _____
Address _____
 Phone

Off-campus _____

 Fax

Check each item needed and input quantity on lines provided

- | | | |
|---|--|---|
| <input type="checkbox"/> Slide Projector_____ | <input type="checkbox"/> Extension Cord_____ | <input type="checkbox"/> Screen_____ |
| <input type="checkbox"/> LCD Projector_____ | <input type="checkbox"/> Overhead Projector_____ | <input type="checkbox"/> Computer_____ |
| <input type="checkbox"/> Microphone_____ | <input type="checkbox"/> Podium_____ | <input type="checkbox"/> Television_____ |
| <input type="checkbox"/> VCR_____ | <input type="checkbox"/> Flip Chart/Pad_____ | <input type="checkbox"/> Laser Pointer_____ |

Total Cost: _____ Special Instructions: _____

Down Payment: _____

Remaining Balance: _____

Work Phone _____ E-Mail _____

Volunteer for Howard University

Please let us know if you are interested in volunteering/or Howard University in any of the following areas.

_____ Enrollment Services	_____ HUAA program
_____ Career Programming for Students & Alumni	_____ Fundraising
_____ Alumni Athletics Programs	_____ Reunion/Homecoming

***Please return this form to the Department of Alumni Relations Howard University, 607
Howard Place, NW Washington, D.C. 20059
(202) 806-5857 Fax (202) 667-0839***

**Howard University Alumni Association (HUAA)
Proxy Designation Form**

HUAA Alumni Council Meeting

Date of Meeting: _____

Council Member Information

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Proxy Information

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Signature of Club President or
Regional Representative: _____

Date: _____

**Howard University Alumni Association
Alumni Club/Association
Officer Contact Sheet**

Club/Association Name

President: _____

Home Phone	Work Phone	E-Mail	
Address	City	State	Zip Code
School(s)	Degree(s)	Year(s)	

Vice President: _____

Home Phone	Work Phone	E-Mail	
Address	City	State	Zip Code
School(s)	Degree(s)	Year(s)	

Secretary: _____

Home Phone	Work Phone	E-Mail	
Address	City	State	Zip Code
School(s)	Degree(s)	Year(s)	

HOWARD UNIVERSITY ALUMNI ASSOCIATION
607 Howard Place, NW
Washington, DC 20059

NEWS RELEASE

For Immediate Release
JANUARY 23, 2004

Contact: Kim Singleton
Phone: (212) 592-3909
E-mail: singsing2000@att.net

HOWARD UNIVERSITY ALUMNI ASSOCIATION PRESENTS BLACK FILM SERIES

The Howard University Alumni Association (HUAA), in partnership with local Howard University clubs around the country, is presenting the film series, *Reflecting Black: Highlighting Howard*. The series, which features short films by Howard University alumni filmmakers, will kick off during Black History Month.

The series will visit Philadelphia on Tuesday, February 17, 2004 at the Philadelphia Inquirer Building, 400 North Broad Street, 6:00 – 9:00pm. This event is being hosted by the Howard University Alumni Club of Greater Philadelphia – Karma Pace, President.

Featured filmmakers are Melvin James, “*On My Way To School*,” (duration 10.00); Shandra McDonald, “*Can’t Let Go*,” (duration 16.30); Parrish Smith, “*Motive*” (duration 28.00); James Ball, “*There’s No Place Like Home*,” (duration 15:00);” Kim Singleton, “*Scorned*,” (11:30) and Edford Banuel, “*Unjust Cause*,” (duration 8:30). Banuel is a winner of Showtime’s Black Filmmaker Competition.

Reflecting Black: Highlighting Howard was conceived and presented to HUAA by Atlanta based Howard alumnus, Lorna Wilson, an aspiring independent filmmaker. Wilson created the Reflecting Black Series to increase the exposure of Black films and videos that would not typically have mass distribution. Kim Singleton, an independent filmmaker and HUAA Chair of Region I, developed the implementation plan for the series. "Through this series, HUAA brings a broader audience to Howard Alumni filmmakers that have worked so hard on their projects. I applaud both Lorna and Kim for their efforts to showcase these talented filmmakers," says Anita D. Stearns Mayo, President of the Howard University Alumni Association.

The HUAA was organized in 1964 to promote the University as an institution of academic excellence and to create and maintain an environment that encourages alumni participation through volunteerism and financial support. HUAA also purports to establish, encourage, and maintain a mutually beneficial relationship between the university and the alumni.

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THE HOWARD UNIVERSITY ALUMNI CLUB OF GREATER PHILADELPHIA
P.O. Box 27744
Philadelphia, PA 19118
Phone: (215) 387 – 9490
E-mail: philly_huac@hotmail.com

January 23, 2003

For information contact:
Karma Pace
(215) 387-9490

PUBLIC SERVICE ANNOUNCEMENT

THE HOWARD UNIVERSITY ALUMNI CLUB OF GREATER PHILADELPHIA IS PRESENTING THE FILM SERIES, "REFLECTING BLACK: HIGHLIGHTING HOWARD", TUESDAY, FEBRUARY 17, 2004, 6:00 – 9:00 PM AT THE PHILADELPHIA INQUIRER BUILDING, 400 NORTH BROAD STREET, PHILADELPHIA, PA. THIS FILM SERIES FEATURES SHORT FILMS BY HOWARD UNIVERSITY ALUMNI FILMMAKERS. FEATURED FILMMAKERS ARE MELVIN JAMES, "*ON MY WAY TO SCHOOL*," (DURATION 10.00); SHANDRA MCDONALD, "*CAN'T LET GO*," (DURATION 16.30); PARRISH SMITH, "*MOTIVE*" (DURATION 28.00); JAMES BALL, "*THERE'S NO PLACE LIKE HOME*," (DURATION 15:00); KIM SINGLETON, "*SCORNED*," (11:30) AND EDFORD BANUEL, "*UNJUST CAUSE*," (DURATION 8:30). BANUEL IS A WINNER OF SHOWTIME BLACK FILMMAKER COMPETITION. THIS SERIES IS BEING HELD IN PARTNERSHIP WITH THE NATIONAL HOWARD UNIVERSITY ALUMNI ASSOCIATION AND WILL BE PRESENTED AT LOCAL ALUMNI CLUBS THROUGHOUT THE COUNTRY. FOR MORE INFORMATION ON THE REFLECTING BLACK: HIGHLIGHTING HOWARD FILM SERIES, CALL KIM SINGLETON AT 212-592-3909.

**HOWARD UNIVERSITY ALUMNI ASSOCIATION
REGIONAL
ACTIVITY REPORT
200_-200_ Fiscal Year
REGION ____**

I. CONTACT INFORMATION

Region Chair: _____

Address: _____

Contact telephone number and email: _____

Please list the name and contact information for your regional representatives:

Name: _____

Address: _____

Contact telephone number and email: _____

Name: _____

Address: _____

Contact telephone number and email: _____

Name: _____

Address: _____

Contact telephone number and email: _____

II. CLUBS AND AFFILIATES WITHIN THE REGION

Please list the active clubs in your region:

_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club
_____	___ New Club	___ Existing Club

III, MEMBERSHIP

Please list the number of financial members within your region:

Beginning of Fiscal Year _____ Most Recent _____

IV. MEETINGS

Please indicate the number of regional meetings held during the fiscal year.

With Regional Representatives _____ With Club/Affiliate Presidents _____

V. REGIONAL ACTIVITIES

Please list the regional activities held during the fiscal year. Regional activities can be activities that are a collaboration of two or more clubs/affiliates or an activity funded out of the Region Chair budget (i.e., Regional Conference).

Activity:_____ Attendance:_____

Activity:_____ Attendance:_____

Activity:_____ Attendance:_____

VI. REGIONAL HIGHLIGHTS

Please describe highlights or special accomplishments experienced in your region this fiscal year.

VII. REGIONAL CHALLENGES

Please describe any challenges your region is currently facing or has faced during this fiscal year.

VIII. TECHNICAL ASSISTANCE

Please indicate what type of technical assistance your region would require to operate more efficiently.

IX. FINANCIAL

Please indicate the amount additional funds raised for Howard University that was not included in any of your club or affiliate's fundraising efforts.

Submitted by

Date

Title

Howard University Alumni Association
Travel Policy
Amended by Executive Committee on September 24, 2005

1. Overview

A. General

This policy prescribes the rules and procedures governing travel to meetings and other activities of the Howard University Alumni Association (“HUAA”), travel to attend special events at Howard University, and travel to attend other events supported by HUAA. HUAA will defray the costs of travel only if the travel is performed in conformity with the provisions of this policy. This policy will remain in effect until superseded or canceled. Supplements to this policy will be issued periodically as necessary.

All expenditures for travel will be reviewed by the Vice President for Finance and the Director of Alumni Relations for propriety and reasonableness. It is expected that the expenditures will not be excessive or more than what a prudent person would expend in similar circumstances. Travelers are reminded that in choosing travel and hotel services the goal must always be to choose the most cost effective service available.

B. Applicability

This policy applies to the HUAA officers designated in the HUAA's Constitution, the other members of the Executive Committee, the Regional Representatives, and the Members-at-Large to the Alumni Board.

The HUAA officers shall be reimbursed for their travel expenses subject to the provisions of this policy. Each fiscal year the Executive Committee shall adopt a budget which includes the projected travel expenses for the HUAA officers.

Each fiscal year the Executive Committee shall determine the maximum dollar amounts that may be reimbursed to the other members of the Executive Committee, the Regional Representatives, and the Members-at-Large to the Alumni Board, for travel to the University for meetings, and shall include the projected travel expenses in the budget.

C. Authority to Travel

Travel expenses incurred by the HUAA officers the other members of the Executive Committee, the Regional Representatives, and the Members-at-Large to the Alumni board, will be deemed to be authorized travel expenses, so long as the Executive Committee has approved a budget including such projected expenses and the Executive Secretary has certified the availability of funds for travel. Travel costs incurred without this approval and certification of the funds remain the personal obligation of the individual traveler and may not be reimbursed by HUAA.

The HUAA officers must receive prior approval from the President and the Vice President for Finance before incurring any expenses for travel throughout the regions. Prior approval must be requested in writing via e-mail, fax or postal mail. A copy must be submitted to the Director of Alumni Relations. The request must describe the purpose of the trip and include the total amount of the projected expenses. If the traveler is the President, the Vice President for Finance must approve the request. If the traveler is the Vice President for Finance, the President must approve the request.

D. Permissible Items

Reimbursable items include local transportation and parking, travel to or from, meals, and lodging in connection with, meetings, events and activities held or sponsored by HUAA, its Alumni Council, Executive Committee, and other constituent organizations thereof, meetings and events sponsored by members of the executive or senior staff of Howard University, and other events supported by or consistent with the purposes of HUAA.

2. Permissible Travel costs

A. General

Validated receipts are required for expenditures where it is generally practical to obtain them. Only original receipts are acceptable. Authorized members of the Association, excluding the HUAA officers, will be reimbursed for travel according to the following schedule:

Travel from East Coast to Washington, DC	\$600
Travel from West Coast to Washington, DC	\$900
Travel from Midwest and South to Washington, DC	\$700
Travel from Bahamas, Bermuda and Caribbean Islands to Washington, DC	\$900

B. Transportation

Reimbursable expenses include economy or coach airline fares, similar accommodations on passenger trains, expenses resulting from the use of taxies, rental cars (including gas), mileage and gas in connection with the use of personally owned vehicles, and parking. Extra fare expenses for sleeping and other services are not reimbursable. Reimbursable amounts for long distance air flights, generally coast to coast flights, shall not exceed \$500, and flights of shorter duration, e.g., flights within a region or of two or three hours in duration, shall not exceed \$300.

C. Lodging

HUAA will reimburse lodging expenses that are reasonable and not lavish in nature. Travelers should make use of all discount programs reasonably available to them, such as

discounts for members of the bar, or other professional groups, or automobile club discounts. Reimbursable amounts for lodging shall not exceed \$100.00, unless the lodging is in a "high cost city" pursuant to the University's travel guidelines. HUAA will not reimburse for expenses related to extra days, i.e., days unrelated to the meeting or event being attended. For example, when a meeting is scheduled to convene the next morning, a traveler may be reimbursed for a prior night's lodging. When a meeting is to conclude before noon, the traveler should check out that day. A noon or later meeting should result in the traveler checking out the following day.

D. Meals

HUAA will reimburse expenses for meals for an amount not to exceed forty-eight dollars (\$48.00) per day. This rate will apply only when a member is in travel status. This rate will be prorated at \$12 per quarter on the days of departure from and return to the Member's home, depending on the time of day. For purposes of this section, each day is divided into the following quarters:

- Quarter 1 - 12:01AM - 6:00AM
- Quarter 2 - 6:01AM - 12 Noon
- Quarter 3 - 12:01PM - 6:00PM
- Quarter 4 - 6:01PM - 12 Midnight

Notwithstanding the above, the daily rate will adjust automatically to correspond with any adjustments to the rate made by Howard University.

E. Miscellaneous

1. HUAA will not pay for travel agents
2. HUAA will not pay for telephone calls
3. HUAA will not pay for laundry or valet services
4. HUAA will not pay for personal or social entertainment
5. HUAA will not pay for flight or rental car insurance
6. HUAA will not pay for alcohol consumption
7. HUAA will not pay for credit card fees
8. HUAA will not pay gratuities
9. HUAA will not pay for any expenses not expressly permitted and approved under this policy
10. HUAA will not pay for mileage when renting automobiles
11. HUAA will not reimburse for usage of personal frequent flyer or similar program benefits

3. Claims and Documentation

Travelers' claims for reimbursement should reflect accurately the facts involved in each instance. Expenses not properly supported will be considered as personal expenses of the traveler.

Claims for reimbursement should be submitted on the HUAA Travel Settlement Form available from the Office of Alumni Relations. The University Travel Settlement Form must also be signed. Both forms should be submitted to the Office of Alumni Relations within 30 days of the end of travel together with original receipts for each item for which reimbursement is sought. Failure to produce original documentation can result in nonreimbursement of travel expenditures.

A copy of the completed HUAA Travel Settlement Form should be forwarded to the Vice President for Finance at the same time the original form is forwarded to the Office of Alumni Relations. The Vice President for Finance will review the form for compliance with this policy. If the form complies with the policy, the Vice President for Finance will approve the form by signing, dating and forwarding the form to the Office of Alumni Relations. If the form does not comply with the policy, the Vice President for Finance will inform the Director of Alumni Relations. The Director will contact the traveler requesting reimbursement and give the traveler an opportunity to correct the form so that it does comply with this policy.

The Director of Alumni Relations will approve the Travel Settlement Form for the University and the Vice President for Finance will approve for HUAA. If the Vice President for Finance is unavailable, or if the Vice President for Finance is requesting the reimbursement, the President shall be the designated person to approve the request.

4. Limits of Liability

Each traveler expressly understands and agrees that by offering reimbursement as contemplated herein, HUAA expressly disclaims any duty or obligation to pay the traveler's expenses and is offering to do so only as a courtesy and convenience to the traveler.

Each traveler agrees that in return for extending this courtesy the traveler shall hold HUAA, its officers, members and affiliates harmless from any and all claims, expenses and cost arising from any activity arising from any travel or lodging for which reimbursement is sought or approved by HUAA. Each traveler further expressly understands and agrees that reimbursement, if granted, may be granted in whole or in part, and only when and if and to the extent funds are available.

HOWARD UNIVERSITY
Donation Report

Name of Department

Date of Transmittal

Donor Name and Address (Contact Name and address is MANDATORY)	ANONYMOUS? Please indicate with a "Y"	*Form	**Gift Type	Matching Gift? Please indicate the Company	Donor Category (Alumni, Friend, Faculty, Staff, Corp., Org.)	Amount

Submitted By:

Received by:

Form*: 1-Cash 2-Check 3-Money Order 4-Credit Card 5-Securities
 Gift Type**: 1-Outright Gift 2-Pledge 3-Pledge Payment

All Original supporting documentation **(INCLUDING ENVELOPE)** MUST accompany this document.