

Jackson State University  
National Alumni Association, Inc.  
Metro Atlanta Chapter, Inc.

**Policy and Procedures Manual**



**NATIONAL ALUMNI ASSOCIATION, INC.  
METRO ATLANTA CHAPTER, INC.**

Adopted:  
February 15, 2010 – Executive Board Meeting  
March 21, 2010 – General Meeting

# POLICY AND PROCEDURES MANUAL

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**Policy #1:00**

**Subject: Membership**

**A. Membership Renewal.** The expiration date for regular or associate membership is one fiscal year – July 1-June 30. Membership paid after April 15 are retain for the upcoming fiscal year. Membership packages will be mailed by the Office of Alumni and Constituency Relations within thirty days of receipt of payment.

**B. Membership Category.** Members who meet the criteria for Regular Membership must join as a regular member. Those who do not meet the regular membership criteria may join as an associate member. The Membership Roster will be annotated to reflect the appropriate category of membership for Life Members as a regular member (RLM) or associate member (ALM). All membership applications shall be screened to ensure the individual meets the criteria for the category for which they are submitted. Applications that are not accurate will be corrected (if possible), the potential member contacted for additional information, or returned.

**Policy #1:01**

**Subject: JSUNAA-MAC Logo**

The logo is the official symbol of the Metro Atlanta Chapter and should be used by all chapters and regions.

**Policy #1:02**

**Subject: Life Membership Installment Payment Plan**

Regular members in good financial standing, dues must be current, are allowed to make a minimum payment of \$100 to the National Office towards a Life membership. The total fee is \$500 and must be received within one year of the start date. Failure to complete payment of the Life Membership fee will result in forfeiture of the application and the monies paid will be applied toward that member's future regular dues.

**Policy #1:03**

**Subject: Proposed Amendments to the JSUNAA-MAC Constitution**

All proposed changes to the JSUNAA-MAC Constitution must be submitted in writing to the Executive Committee at least seven (7) days prior to the Executive Committee meeting.

**Policy #1:04****Subject: Resolutions**

All resolutions shall be submitted in writing to the executive committee no later than seven (7) days prior to the next Board Meeting.

**Policy #1:05****Subject: Policy and Procedures Manual Maintenance**

The current JSUNAA-MAC policy and procedures manual will be maintained by each member of the Executive Committee. All new and/or revised policies shall be added to the policy and procedures manual. The policy and procedures manual shall be passed to the succeeding chapter president at the change of office. A committee chair will be appointed to regularly maintain and update the manual.

**Policy #1:06****Subject: Travel**

It is the policy of JSUNAA-MAC to reimburse the office of the President (or his or her designee) for all travel costs incurred on behalf of JSUNAA-MAC for any mandatory alumni meetings. All travel expenditures are to be for "official JSUNAA business".

1. All receipts are to be submitted to the Treasurer prior the next executive committee meeting.
2. Frugality shall be encouraged in all Association travel.

**Policy #1:07****Subject: Reimbursement Procedures**

e. Submittal of Debit Voucher. Vouchers, including receipts if required, shall be submitted to the JSUNAA-MAC for reimbursement within ninety-days of costs incurred. All committee related reimburses must be approved by the chairperson and submitted to the treasurer, provided there are remaining funds in the budget. Any out-of-budget reimbursement must be approved by the executive committee.

**Policy #1:08**

**Subject: JSUNAA-MAC Membership Database**

The JSUNAA-MAC membership database cannot be provided to any other entity.

**Policy #1:09**

**Subject: Reconciliation of Account Records**

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

**Policy #1:10**

**Subject: JSUNAA-MAC Business Debit Card**

The Chapter President and Treasurer are authorized to possess a JSUNAA-MAC Business Debit Card. Persons issued the JSUNAA-MAC Debit Card are authorized to charge expenditures to conduct official organization business to ensure that expenditures are incurred in accordance with existing Procurement and Travel policies. The cardholder must provide supporting documentation in a timely manner. Within fifteen (15) calendar days following the expenditure, he/she must submit a receipt to the Treasurer. The Treasurer will debit expenses to the appropriate budget line item and retain the receipt for audit.

**Policy #1:11**

**Subject: Corporate Donations/Sponsorship**

All solicitations for funds from outside organizations by individuals, chapters, regions and the national organization must be used for the specific purpose as requested and accounted for. All donations/sponsorships will be specifically identified in annual reports to Nationals by individuals, chapters and regions.

All donations/sponsorships requested from the JSUNAA-MAC require the approval of the Executive Committee.

**Policy #1:12**

**Subject: Public Release of Information**

1. The Chapter President is the official spokesperson for the Metro Atlanta Chapter. When making public appearances for the organization, the Chapter President shall communicate the official position of the organization on the topics covered. This authority may be delegated to another elected officer by the Chapter President.

2. Chapter releases (i.e., Newsletters, articles for Region and/or National publications, etc) must be related to the Chapter and should communicate the official position of the Chapter or state it is the author or editor's opinion.

**Policy # 1:13**

**Subject: Contract Negotiations**

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

**Policy #1:14**

**Subject: American Disabilities Act (ADA) Policy Statement**

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

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



## **Policy #1:15**

### **Subject: Fund Raising**

1. The Executive Committee shall be responsible for fund raising policies and procedures.
2. The First Vice President shall be the chair of the fundraising committee and shall be required to call one meeting per fiscal year to carry out the duties of the committee. The Treasurer shall be a voting member of this committee.
3. Fund raising expenses shall be kept to a minimum, not to exceed 20% of the money raised. All monies shall be spent for the purposes represented in the solicitation.
4. Fund raising literature shall specify the purpose for which funds are requested. When designated gifts are received, they shall be used in accordance with the expressed wishes of the donor.
5. Fund raising activities shall be conducted in compliance with federal, state and local charitable solicitation laws, and the guidelines of evaluation agencies, such as the Better Business Bureau and the National Information Bureau. Fund raising methods and techniques shall be truthful and ethical.
6. Confidentiality shall be carefully observed. Contributors' lists shall not be divulged without formal Board approval.
7. The Fund Raising Committee shall monitor and report to the Executive Committee on all fund raising activities undertaken by or on behalf of JSUNAA-MAC.

## **Policy #1:16**

### **Subject: JSUNAA-MAC Members in "Good Standing" Requirements**

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

1. A member who becomes the subject of an investigation based on conduct that is considered "not in the best interest of JSUNAA-MAC," will have his/her standing determined by the Executive Committee. When the issue is brought to the Executive Committee's attention, the President will appoint an ad-hoc committee (at least three members) to investigate the charges and make a recommendation to the Executive Committee on the validity of the charges and action to be taken, if any.
2. While the investigation is ongoing, depending on the infraction\*, the Executive Committee have the option of suspending the member's "good standing" status until the

issue is resolved. If the conduct is subject to disciplinary action, the Executive Committee will make a decision on whether to deem the member to be "not in good standing" for a specific period time or to recommend permanent revocation of the individual's membership.

\*NOTE: Examples include, but are not limited to, financially obligating the organization without proper authorization; bringing lawsuits against the organization; failure to comply with Board directives, policies, or the National or Metro Atlanta Chapter's Constitution after being advised to do so; and other activities and actions that are consider "conduct unbecoming a member or not in the best interest of the organization.

### **Policy #1:17**

#### **Subject: Procurement (Contracting) of Goods and Services**

1. Prudent management requires that JSUNAA-MAC establish minimum standards for the acquisition of goods and services. Because imprudent actions by individuals may jeopardize the reputation and financial standing of JSUNAA-MAC, the Executive Committee establishes this policy for procurement.

2. It shall be the policy of JSUNAA-MAC that procurements of goods and services are necessary and/or desirable to add value to the National organization. The following is provided to serve as guidance in making determinations on procuring goods and/or services:

a. No individual may incur costs or obligate JSUNAA-MAC to pay for goods and/or services of any dollar amount unless an approved budget appropriation exists to cover the cost of such goods and/or services; and the appropriate officers (i.e., Chapter President and Treasurer) have approved payment for the services.

### **Policy #1:18**

#### **Subject: Spending Cap on Line Item Expenditure**

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

**Policy #1:19**

**Subject: JSUNAA-MAC Committees**

1. The Executive Committee will have committees to conduct preliminary work in preparation of matters that require Board action. The committees will conduct its meetings in accordance with Roberts Rules of Order, Newly Revised. The committee chair may have meetings via conference call. Each committee will submit a report at all Board meetings, when deemed necessary. The committees and functions are listed in the JSUNAA-MAC Bylaws, Article VII, Sections 1-7.
2. The Chapter President will serve as member ex officio of all committees. The chairperson should notify the Chapter President of all meetings. The Chapter President is not required to attend and is not counted in determining the quorum. The Chapter President is allowed to make motions and votes as any other member of the committee.

**Policy #1:20**

**Subject: JSUNAA-MAC Standing Committees**

**1) UNDER THE DIRECTION OF THE FIRST VICE PRESIDENT**

**a) Alumni Affairs**

- i) The Alumni Affairs Committee is responsible for creating an open line of communication between the local chapter and the national association. This committee shall disseminate information from the national association in a timely manner and ensure that the local chapter is aware of all pertinent national business.

**b) Campus Activities**

- i) The Campus Activities Committee is responsible for creating an open line of communication between the local chapter and the university. This committee shall disseminate information from the university in a timely manner and ensure that the local chapter is aware of all pertinent university events and announcements.

**c) Community Service**

- i) The Community Outreach Committee is responsible for creating and coordinating outreach efforts to enhance and to strengthen the ties between the Chapter and community. The committee meets as necessary according to the outreach event schedule.
- ii) Goals:
  - (1) To use University ideals to promote community growth and enrichment by exercising our political and economic powers.
  - (2) To support JSU and its students in any community endeavor it undertakes.

**d) Fundraising**

- i) To include marquee event and major fundraisers. Upon completion of activity planning by each committee, proposed budgets are created to cover to cost of the upcoming year's activities. Upon acceptance, the Fundraising Committee is responsible for planning and implementation of activities to generate funds to meet the Chapter's need and commitments. All committees are required to submit proposed budget by the end of April of the current year for the next year's operations.
- ii) Goals:
  - (1) To assist the Treasurer in the development of the annual operating budget for the Metro Atlanta Chapter based on the proposed budgetary input from each Standing Committee.
  - (2) To sponsor various fund raising projects and activities to implement both short term and long range goals of MAC and secure the necessary funds to finance the activities of the chapter.
  - (3) To design and implement fundraising campaigns that promote 100% active member participation.
- iii) Subcommittees
  - (1) Jazz Brunch
  - (2) Junior King and Queen Pageant

**e) Public Relations**

- i) The Public Relations Committee is responsible for all public relations and internal communications, including the monthly newsletter and website. Public relations responsibilities will include assisting other committees in publicizing various events. The committee meets as necessary according to publication deadlines.
- ii) Goals:
  - (1) To distribute information of importance to MAC members, members of JSU and the community via phone calls, email, and the MAC website.
  - (2) To provide a communications network for the membership by publishing an on-line newsletter.
  - (3) To publicize on-going MAC activities and special events.
  - (4) To provide graphic support services such as designing promotional flyers, posters, stationery, pamphlets, and agendas for seminars, bulletins and various programs at the request of the committee chairperson.
  - (5) To launch promotional campaigns for MAC Events such as
    - (a) Press releases and media advisories
    - (b) Radio and news promotion.
- iii) Subcommittees
  - (1) Tiger Tales Newsletter -
  - (2) Website
  - (3) Email Distribution List

## **2) UNDER THE DIRECTION OF THE SECOND VICE PRESIDENT**

### **a) Membership**

- i) To include Holiday Party, Bus Trips, SWAC Fest, Family Picnic & Courtesy. The Membership Committee is responsible for creating and coordinating programs to recruit new members and to retain the existing membership base.
- ii) Goals:
  - (1) To increase and retain the membership of the Metro Atlanta Chapter with Alumni who are willing to work diligently toward the betterment of the association.
  - (2) To work with the secretary, assistant secretary and public relations chair to establish a comfortable mode of communication among MAC members.
  - (3) To feature a member of the month spotlight to tell of member's accomplishments and goals.
    - (a) To recognize special days in the lives of MAC members, i.e. weddings, illnesses and bereavements with a gift value of \$40-\$50.
- iii) Subcommittees:
  - (1) Holiday Party
  - (2) SHC Bus Trip to Memphis
  - (3) SWAC Fest -
  - (4) JSU Family Picnic -

### **b) Student Recruitment**

- i) Goals:
  - (1) To increase Georgia students enrollment at JSU.
  - (2) To participate in local student recruitment events/fairs
  - (3) To create and maintain a database of potential JSU students and current Georgia students attending JSU. To include local students in MAC activities to build a rapport with Alum.
  - (4) To foster educational opportunities for our youth and ensure the security of historically Black colleges and universities.
  - (5) To coordinate the annual JSU High School Day bus trip to the JSU campus
  - (6) To coordinate the annual Corporate Tour.
- ii) Subcommittees
  - (1) Corporate Tour
  - (2) High School Day
  - (3) Scholarship

## **3) Special Committees**

- a) **Budget Committee** - The Budget Committee shall monitor and oversee the financial affairs of the Association. The Treasurer of the Association shall serve as chair of this committee. The four (4) other members of the committee shall be members of the Board of Directors who do not hold a principal office. They shall be nominated by the President of the Association and confirmed by the Board of Directors.

- b) **Elections and Nominations Committee** – The Elections and Nominations Committee shall plan and supervise all activities related to the biennial elections of the Metro Atlanta Chapter. The committee shall consist of three (3) members who are not principal officers of chapter appointed by the president and approved by the executive committee. The committee will ensure that all election procedures and activities are in accordance with the Constitution and By-Laws and duly-approved procedures.
- i) This committee will be charged with the processing of nominations from the general membership and producing a slate of nominees to be presented by ballot to the general membership for voting.
  - ii) No persons interested in running for an elective office in the chapter shall serve on this committee during that election cycle.
- c) **The Constitution and By-Laws Committee** –shall be responsible for the revision of and/or resolving of any issues pertaining to the Constitution and By-Laws of the Chapter. The committee shall meet at the request of the President when constitutional matters arise.

**Policy #1:21**

**Subject: Establishment of Ad Hoc Committees**

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

**Policy #1:22**

**Subject: Establishment and Funding of Chapter Programs**

1. Prior to designating a Program as a chapter program, it must be approved by the Executive Committee. All funding requests to establish programs not included in the approved budget must be approved by the Executive Committee prior to implementation.
2. The criteria, guidelines, and implementation of all Chapter Programs must be approved by the Executive Committee prior to execution.

**Policy #1:23**

**Subject: Equipment Accountability**

Computer and Communications equipment shall be purchased, as required (in accordance with approved procurement policies) for the chapter as approved by the Executive Committee. This equipment shall be accountable on the Chapter inventory of the organization's assets. The officers shall be required to sign a receipt for the equipment upon issuance and return it to the Chapter within 30 days following the completion of their term of office.

**Policy #1:24**

**Subject: Budget Submission Format for Budget Requests to the Executive Committee**

All budget requests from the Executive Committee, including standing and ad hoc committees, shall be presented in the format indicated in Addendum A, with justification that includes the following information:

- (a) Program element
- (b) Name of committee chair
- (c) Mission, goals and objectives
- (d) Prior year accomplishments
- (e) Planned activities and total associated costs
- (f) List each individual activity, including description, cost, assumptions, output measures and expected outcomes
- (g) The description for each activity should include milestones set to achieve the projected accomplishments that reflect the activity level

The Board will also consider requests for revising budgeted line item amounts upon receipt of a detailed justification. The revised amounts shall be provided to the Board.

**Policy #1:24 ADDENDUM A (BUDGET REQUEST FORMAT)**

**JSUNAA-MAC**

**SAMPLE FORMAT  
BUDGET SUBMISSION  
FOR THE PERIOD  
JULY 1, 20XX THROUGH JUNE 30, 20XX**

PROGRAM ELEMENT:

CHAIRPERSON:

MISSION:

GOALS AND OBJECTIVES:

PRIOR YEAR (20XX) ACCOMPLISHMENTS:

**TOTAL BUDGET REQUESTED:**

List each activity name

dollar amount

Total Dollar Amount

**CURRENT YEAR (20XX) PLANNED ACTIVITIES AND ASSOCIATED COSTS:**

ACTIVITY:

DESCRIPTION:

COST:

ASSUMPTIONS:

OUTPUT MEASURES:

EXPECTED OUTCOMES:

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_



**Policy #1:25**

**Subject: Investment Policy**

**JSUNAA-MAC**

**INVESTMENT POLICY STATEMENT**

**SECTION I Introduction**

- A. This statement of Investment Policy has been adopted by the Executive Committee of JSUNAA-MAC to provide guidance for the investment of funds held by the organization.

The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of JSUNAA-MAC and accurately reflects the current financial condition:

1. This investment policy shall be reviewed annually by the Budget Committee for any necessary revisions.
2. The Budget Committee will make recommendations for any revisions or modifications to the Executive Committee for approval.
3. The Executive Committee, in conjunction with the Budget Committee shall manage, invest, and oversee the investment activity of JSUNAA-MAC. All investment activities must be reported by Treasurer in his or her quarterly report.

**Policy #1:26**

**Subject: Fiduciary Responsibility of the Chapter President**

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

**Documentation of the expense shall be submitted in accordance with Policy 1:07.**

**Policy #1:27**

**Subject: Charitable Donations**

JSUNAA-MAC may make donations to a worthy cause, charitable organization or individual in accordance with the and as approved by the Executive Committee. Donations to anyone cause, organization or individual are limited to a maximum of \$100.00 per year.

**Policy #1:28**

**Subject: Protocol for JSUNAA-MAC Meetings and Other Events**

1. JSUNAA-MAC officers shall ensure the proper environment exists for visiting dignitaries and guests. The chair of protocol may be appointed by the President. The duties of the chair may include but not limited to ensure proper procedures for greeting, seating, and escorting visiting dignitaries.

**Policy #1:29**

**Subject: Liability Insurance for Elected Officers**

1. Liability insurance in the amount of a minimum \$1,000,000 shall be secured for elected officers of the Metro Atlanta Chapter. Liability insurance shall cover possible loss of or damage to property owned by the Metro Atlanta Chapter of JSUNAA, in the care, custody, or control of elected officers.

2. Additional Liability insurance required for Elected Officers shall include Errors and Omissions, Advertising Injury and Personal Injury insurance's. The additional types of insurance coverage would be applicable to suits claiming discrimination, slander, negligence, inadequate level of professional service coverage and coverage for other than employment related activities.

**Definitions:** Slander or damage to reputation falls under personal injury. Advertising injury protects from charges of negligence that result from the promotion of services. Claims regarding failure to provide an adequate level of professional service are handled by errors and omissions insurance.

Liability insurance fixes mistakes, providing coverage for claims related to negligent business activities or the failure to use reasonable care.

**Policy #1:30**

**Subject: State of Georgia Corporation Filing Requirements**

1. In accordance with the Secretary of State's Office, the Treasurer shall file an annual registration and pay all applicable fees on or before April 1 each year.
2. The Chapter President and Treasurer shall ensure the Articles of Incorporation are kept current.

**Policy #1:31**

**Subject: Chapter Cash Flow Controls**

The Treasurer shall develop procedures to control the cash flow and submit to the Board for approval. As a minimum, the procedures must include a method for handling cash, creating reports for special events and on site registration, end of day reconciliation and the report totals to the cash received.

**Policy #1:32**

**Subject: Outgoing Chapter Officers**

A Chapter Officer shall not make commitments or member supported obligations beyond his or her term of office which has not been approved by the previous Executive Committee and Budget Committee.

**Policy #1:33**

**Subject: Chapter and Executive Committee Meetings Standing Rules**

Rule 1 - The general authority controlling the Chapter and Executive Committee meeting shall be the National Constitution and By-Laws, Metro Atlanta Chapter Constitution and By-Laws, Policies and Procedures Manual, these standing rules, and Robert's Rules of Order, as newly revised.

Rule 2 - The Chair, with the assistance of the Parliamentarian, shall be responsible for maintaining order and decorum at all times to assure that the business of the organization is transacted fairly and judiciously.

Rule 3 - Chapter members representing a simple majority of the Chapter shall constitute a quorum (3). If at any time after the meeting has been called to order and is in

session with less than a simple majority of members present, the Parliamentarian and/or the Secretary shall notify the Chair that the body fails to have a quorum and any and all actions of the body are unofficial and nonbinding.

Rule 4 - All business shall be brought before the Chapter or Executive Committee by a motion of a member or presentation of a communication to the Executive Committee.

Rule 5 - Members must be recognized by the Chair before addressing the body. Members addressing the Executive Committee after being recognized by the Chair shall first state his/her name.

Rule 6 - Before any subject is open to debate it shall be put in the form of a motion, properly seconded, and restated by the Chair.

Rule 7 - Upon request of the Chair, a motion shall be submitted in writing, signed by the maker of the motion, and presented to the Secretary of the meeting.

Rule 8 - Discussions shall be limited to two (2) minutes for each speaker and no Chapter member shall speak more than twice on any one issue.

Rule 9 - All actions brought before the Executive Committee that involves financial information or the disbursement of funds must be decided by roll call vote. In accordance with Roberts Rules of Order, Newly Revised, the roll call vote must be conducted by the Presiding Official.

Rule 10 - These rules shall require a simple majority vote by the Board members for adoption. These rules may also be suspended by a (2/3) two-third majority vote of the Board members.

Rule 11 – The meeting shall be one (1) hour long and can be extended by majority vote in two (2) 15-minute intervals. The Parliamentarian shall be responsible for keeping the time of the meeting.

Rule 12 – The Executive Committee shall meet before the Chapter Meeting to discuss the business of the Chapter. The Executive Committee meeting can be conducted by conference call or face to face meeting.

#### **Policy #1:34**

#### **Subject: Legal Suit by Board Member**

No member of the Board of Directors shall bring legal suit against any member or officer of JSUNAA and/or JSUNAA-MAC until all administrative due process, as provided by the Constitution and Bylaws, are exhausted. To do so will result in automatic suspension from the Organization.

**Policy #1:35**

**Subject: Residence Requirement of Chapters Officers**

Chapter Officers must have legal residence, at the time of the election, within the Metro Atlanta Area.

**Policy #1:36**

**Subject: Awards and Recognitions**

JSUNAA-MAC shall annually recognize JSUNAA-MAC members.

1. JSUNAA-MAC Alumnus of the Year:
  - a. The award is given to a member of the Metro Atlanta Chapter who has made significant contributions to the University, the National Alumni Association and the Metro Atlanta Chapter throughout the year.
2. JSUNAA-MAC Trailblazer Award
  - a. This award was developed to recognize a person who given outstanding support to the chapter for many years. One who has shown extreme loyalty to the chapter during times of both leadership and membership. One who's visions and ideas helped build the foundation on which the chapter now stands.
3. The above awards will be in accordance with the Board approved standard design.

**Policy #1:37**

**Subject: Official JSUNAA-MAC Documents**

All official JSUNAA-MAC documents shall be secured by the President and/or Treasurer. Documents are to be maintained in accordance with a file maintenance plan approved by the Executive Committee.

**Policy #1:38**

**Chapter President Reports**

The chapter president is required to submit a written quarterly report to the National 2<sup>nd</sup> Vice President and respective Regional Vice-Presidents. Reports are to include a summary of the chapter's quarterly activities, membership participation and financial

contributions. A comprehensive annual report, with documentation, is due at the end of the fiscal year

**Policy: #1:39**

**Subject: Annual Training of Newly Elected Chapter Officers**

Training shall be required and conducted biennial during elections years to address constitutional issues and policy/procedures guidelines in June. Newly elected chapter officers, as well as, concurrent officers are required to attend. This training session will allow for efficient and effective operational process.

**Policy #1:40**

**Subject: JSUNAA-MAC Legal Matters**

1. All correspondence regarding legal matters that comes into the organization is to be provided to the President within five working days of receipt. The President will ensure Board members are provided a copy as soon as possible, but no later than ten working days of receipt.
1. All decisions related to the legal matters shall be approved by the Executive Committee before any type of action is taken.
2. It is recommended that a legal counsel be provided on retainer to review all contracts, public statements, and other binding documents prior to signing and distributions.

**Policy #1:41**

**Subject: Parliamentarian Assistance**

The Executive Committee should have a Parliamentarian present at each business meeting. The President shall appoint the person selected to serve at the meeting. The individual appointed may be the Parliamentarian, another Board Member with parliamentarian experience, or anyone the President deems appropriate to provide guidance and render opinions when requested.