

Dillard University National Alumni Association

# OPERATIONS MANUAL

Executive Board Approved 6/28/2021

**REVISED 2021**



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## **Section 1.01 Foreword**

The purpose of this manual is to provide information regarding the operation of the Dillard University National Alumni Association and its local chapters. In it you will find historical information about the association, as well as contemporary information about the organizational structure and administrative procedures that govern its actions. Being knowledgeable about the contents of this manual will be valuable in developing strategies, processes, and procedures for the successful management of DUNAA. Officers, local chapters, and members alike should have access to copies of this document to aid them in their involvement with DUNAA.

## Section 1.02 Greetings



Dillard University National Alumni Association, Inc.

29<sup>th</sup> President

2019-2021

Dear Fellow Alumni,

First, I want to congratulate the members for pouring their valuable time and untiring efforts into producing a new Operations Manual and its ability to be found on our website.

Finally, as an organization, we can now fulfill its vision of having more systems in place to pursue the dreams of the ancestors who created the association to be a home for alumni and continue its **Eighty Seven** year tradition of helping students become alumni.

Proudly, we can introduce this manual as a guide for the incoming Executive Board and 30th President of DUNAA. This Operations Manual will serve as a guide in helping you maintain order and perform the many functions of this National Alumni Association. You may also find the many forms on our [dunaa.org](http://dunaa.org) website to assist in your day-to-day tasks.

Again, I salute the outgoing board members who have worked hard to pursue the efforts in achieving a better and more transformative DUNAA. Cheers to you as you move forward and pursue new endeavors and lastly, remember "Fair Dillard Forever."

A handwritten signature in blue ink, appearing to read "Shirley J. Williams Kane".

Shirley J. Williams Kane  
29<sup>th</sup> President and CEO  
Dillard University National Alumni Association, Inc.

### **Section 1.03 History of the Dillard University National Alumni Association**

The Dillard University National Alumni Association (DUNAA) was founded on June 28, 1934 by a group of alumni from Straight College and New Orleans University and was chartered as an organization a year before the official opening of Dillard University. This coming together was an extremely significant event in the life of the parent institutions as they had been rivals for many years but wanted to offer their mutual support for the new institution that was to be. And so, in unity, Christian love, service, and support of the new institution, Dillard University, the DUNAA was formed. DUNAA is the first and only organization created whose sole purpose is to support and to serve as advocates for the betterment of Dillard University.

From those beginnings, DUNAA has been true to its calling and continues the work of educational philanthropy and advocacy and recognizing the collective achievements of alumni throughout the nation and beyond. DUNAA has chartered numerous local chapters, given countless monetary gifts to the university, recruited thousands of students, responded in positive and supportive ways when called upon by the university, established a Perpetual Endowed Scholarship Fund supported Dillard's UNCF involvement, all the while advocating for our "Fair Dillard".

As DUNAA moves into the next period of its productive history it continues to strive for unparalleled success in areas of recruitment, alumni involvement, and general university support.



## Section 1.04 DUNAA Official Contact Information

### Address:

Dillard University National Alumni Association, Inc.  
2601 Gentilly Blvd  
PO Box 849  
New Orleans, Louisiana 70122

### Phone:

Alumni House, 1st floor, (504) 816-4056

### Websites:

[www.dunaa.org](http://www.dunaa.org)  
[dualumninews.wordpress.com](http://dualumninews.wordpress.com)

### Social Media Pages:

Facebook: <https://www.facebook.com/Dillard-University-National-Alumni-Association-247465915304042>

Twitter: <https://twitter.com/DUNAAalumni>

Instagram: <https://www.instagram.com/dunaaalumni/>

YouTube: <https://www.youtube.com/channel/UCpQCOvgewjfa58OWVoeYRLQ>

### Email Addresses:

National President: [president@dunaa.org](mailto:president@dunaa.org)

National First Vice President: [firstvp@dunaa.org](mailto:firstvp@dunaa.org)

National Second Vice President: [secondvp@dunaa.org](mailto:secondvp@dunaa.org)

National Recording Secretary: [recordingsecretary@dunaa.org](mailto:recordingsecretary@dunaa.org)

National Corresponding Secretary: [correspondingsecretary@dunaa.org](mailto:correspondingsecretary@dunaa.org)

National Treasurer: [treasurer@dunaa.org](mailto:treasurer@dunaa.org)

National Financial Secretary: [financialsecretary@dunaa.org](mailto:financialsecretary@dunaa.org)

National Chaplain: [chaplain@dunaa.org](mailto:chaplain@dunaa.org)

National Parliamentarian: [parliamentarian@dunaa.org](mailto:parliamentarian@dunaa.org)

National Sergeant at Arms: [sergeantatarms@dunaa.org](mailto:sergeantatarms@dunaa.org)

## Section 1.05 Governing Documents

Note: Double click the icons below to access documents.

Constitution & Bylaws – Last Updated November 2020

<https://dunaa.org/constitution-and-bylaws>



DUNAA

Constitution November 2020 vers



DUNAA By-Laws

### Superseded versions of the Operations Manual

- Spring 2013 Operations Manual



DUNAA Operation  
Manual\_FINAL.pdf

- Spring 2019 Operations Manual



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## **Section 1.06 Financial Information**

The information below describes the general fiscal responsibilities of the National Treasurer, National Financial Secretary, National President, and the Financial Review and Budget Committee.

### **1.1.1. Fiscal Year**

The Dillard University National Alumni Association operates on a fiscal year basis, July 1 to June 30.

### **1.1.2. Financial Accounts**

The Association has one (1) bank account with Hancock Whitney and one (1) PayPal Account. **As the Association has already utilized the IRS 501(c)(3) number for the PayPal account, no chapters can utilize the IRS 501(c)(3) number for their chapter's account.**

#### **1.1.2.1. Hancock Whitney Bank Account**

The National President, National Treasurer, and National Recording Secretary have financial signatory authority and check writing authority. Any checks written on these accounts shall require at least two signatures of those persons listed in the preceding sentence. The National Financial Secretary will be able to view the Bank account to ensure recording of all deposit of funds.

Any bank account that is opened on behalf of the Association shall be opened in the name of the Dillard University National Alumni Association and must be authorized in advance by the Executive Board.

##### **1.1.2.1.1. Changing Bank Account Signers**

To change signers, the following documentation is needed:

- Latest bylaws
- Meeting minutes that document the election and/or appointment of National President, National Treasurer, and National Secretary.
- Social security card and driver's license/state identification of all signers.

Typically, the change of signers should occur in the first month of the new term.

##### **1.1.2.1.2. Debit Card**

The National Treasurer is responsible for the Debit Card. All debit card uses must be approved via Expenditure Voucher.



### **1.1.2.1.3. Credit Card**

DUNAA does not have a credit card at the time of this writing.

### **1.1.2.2. PayPal**

The Association has one (1) PayPal account to transact business online. The National Financial Secretary is responsible for maintaining access to the account.

### **1.1.3. Budget**

The National Treasurer has primary responsibility for developing and finalizing the annual operating budget. The National Treasurer and the Financial Review and Budget Committee shall ensure that a fiscal-year budget is proposed and approved annually. Mid-year the National Treasurer and the Financial Review and Budget Committee shall review activity and make necessary re-allocations as deemed necessary.

- Allocations for the Fiscal Year
  - The allocation is for the fiscal year (FY) that starts July 1 and runs through June 30 the following year.
- Allocation Spending
  - All invoices and requests for reimbursement must be sent to the National Treasurer within 30 days of the event or other applicable dates and approved.
- Specific information about line items:
  - UNCF NAC Conference – The value of this line item will change yearly as registration fees increase during UNCF National Alumni Council (NAC) election years. Refer to Section 1.07 UNCF National Alumni Council in this Manual for more information.
  - Student/Alumni Relations – This line item is to support the transportation needs of the National Pre-Alumni Council attendees.
  - Endowment – The value for this line item is calculated as follows: Estimated Number of Life Members X Percentage of Full Paid Life Member Dues.

### **1.1.4. Recordkeeping**

The National Treasurer and National Financial Secretary shall maintain standard accounting records containing all aspects of the Association's financial operations including receipt of monies. These records include but are not limited to: i) a general ledger; ii) a check register; iii) Petty cash fund.

Bank statements shall be reconciled each month and the results reported to the Board during each Executive Board and Board of Governors meeting by the National Treasurer.

### **1.1.5. Income**

All monies directed to the Association shall be received and documented by the National Financial Secretary. From time to time, someone may provide temporarily restricted fund for a specific purpose. Such funds shall be identified and used for said purpose. Life membership dues is an example of temporarily restricted funds. For example, sixty percent of life membership dues are to be submitted to Dillard University for the DUNAA Endowed Scholarship.

### **1.1.6. Expenses**

Checks can be written as needed to meet obligations and ongoing operational expenditures. Checks and other disbursements must be supported by an expenditure voucher. The National President and National Treasurer must approve all Association's expenditures via the Expenditure Voucher. If the expenditure is for the National President, the National First or Second Vice President must approve in place of the National President. The National Treasurer and the National Recording Secretary must sign the reimbursement check. Visit <https://dunaa.org/forms> for the disbursement form.

### **1.1.7. Goods & Services**

A proposed purchase (for goods or services) may be made at the discretion of the Association's Executive Board and Committee Chairpersons without competitive bids. However, reasonable diligence should be exercised to comparatively shop for available sources.

### **1.1.8. Petty Cash**

A petty cash fund provides a systematic method for paying and recording out-of-pocket cash payments too small to be made by check. The Association shall maintain petty cash fund based on the amount approved by the fiscal year budget that is replenished as needed. The National President and Treasurer shall maintain responsibility for, records for, control of disbursements from this petty cash fund.

### **1.1.9. Travel**

National officers and UNCF National Alumni Association Conference Representatives may be entitled to reimbursement for actual and necessary travel and other expenses incurred while on official business, if approved by the Association. Persons who travel on Association business are encouraged to incur the lowest practical and reasonable expense while still traveling in an efficient and timely manner.

Commercial Travel (including air, rail, bus, or other common carrier, as well as lodging): Travelers are expected to book the lowest available convenient rate. The Association will reimburse the traveler for travel ticket purchases after the actual travel takes place. Travel expenses must be supported by a receipt or similar evidence of expense showing the details of travel.

Personal Automobile: Reimbursement is made at the current federal government rate for mileage for the use of privately owned or leased automobiles. It is the responsibility of the owner of the vehicle being used for business to carry adequate insurance coverage.

Hotel lodging will be reimbursed after the event/travel takes place and should request the lowest and most reasonable rate possible.

A request for reimbursement should be submitted to the National President and National Treasurer within thirty business days of the incurred expense.

#### **1.1.10. Other**

##### **1.1.10.1. Notes, Loans, Etc.**

The Association does not anticipate entering into any notes, loans or other indebtedness.

##### **1.1.10.2. Contracts**

The National President shall execute all contracts and other instruments in the name of the Association unless written delegation of duties is provided by the National President.

##### **1.1.10.3. Properties and Equipment**

The Association owns a camera, printer, Samsung tablet with 2 card readers but no other assets. In conducting its business, the Association uses property and equipment provided by the University primarily through the Office of Alumni Relations.

##### **1.1.10.4. Confidentiality & Records Security**

Financial records are restricted materials with limited access. Only the National President, National Treasurer, and Financial Secretary (or others so authorized) shall have access to financial records (vendor files, checks, journals, etc.).

##### **1.1.10.5. Document Retention**

Financial documents are retained for a period of time in keeping with IRS guidelines.

##### **1.1.10.6. Tax Reporting**

The Association is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code as amended. Accordingly, no provisions for income taxes shall be reflected in the financial statements. On a yearly basis, the National President shall complete the IRS Form 990 or 990-N process and the State of Louisiana Annual Reporting based on information from the National Treasurer and National Financial Secretary.

**1.1.10.7. Audit**

The Association should engage a Certified Public Accounting (CPA) firm to perform annual audits of the Association's annual financial statements.

**1.1.10.8. Bonding of Key Persons**

Those persons who are authorized to sign checks for the Association shall be bonded by a reputable bonding agency at the expense of the Association. Normally, these persons are: the National President, National Treasurer, National Recording Secretary, and National Financial Secretary. However, the Board may authorize the bonding of additional persons as needed.

## **Section 1.07 National Committees**

### **(a) Constitution and By-laws Committee**

#### **1.1.1. Overview**

The Constitution and By-laws Committee develops the process to prepare Constitution and Bylaws amendments to be voted on by the Executive Board, Board of Governors, and the General Body in accordance with the DUNAA Bylaws (November 2020) Article V Section I.

At the discretion of the President and Executive Board, the committee may be assigned to conduct an annual review of the Operations Manual to determine if any changes or updates are needed. It shall make a written report to the Executive Board that includes recommendations and proposed actions.

### **(b) Financial Review and Budget Committee**

#### **1.1.1. Overview**

The Financial Review and Budget Committee and members manages the fiscal activities of DUNAA in accordance with DUNAA Bylaws (November 2020) Article V Section III.

### **(c) Fund Development and Endowment Committee**

#### **1.1.1. Overview**

The Fund Development and Endowment Committee formulates plans to raise funds to support the goals of DUNAA and responsible for the growth of the DUNAA National Endowed Scholarship in accordance with the DUNAA Bylaws (November 2020) Article V Section IV.

#### **1.1.2. DUNAA Endowed Scholarship**

In 1983, DUNAA reestablished Life memberships as a membership category and the proceeds of which were designated to be deposited into a perpetual scholarship fund from which DUNAA would make annual contributions to the University's operating budget and scholarship fund. Each DUNAA administration has had the opportunity to determine the percentage of proceeds that would be used for operating needs and what percentage would be contributed.

At the time of this writing, the breakdown has been 60% contribution to DUNAA Endowed Scholarship and 40% retained by DUNAA for DUNAA operations. Life membership should receive a tax-donation receipt for the percentage contributed to the DUNAA Endowed Scholarship from the National Financial Secretary.

For the period ending June 30, 2019 (the latest endowment report made available by the University at the time of this writing), the DUNAA Endowed Scholarship financial summary was as follows:

- Corpus - \$92,306.01

- Ending Market Balance - \$140,214.48

The Endowment Report should be obtained from the Development Office.

The Memorandum of Understanding (MOU) for the DUNAA Endowed Scholarship Fund should be reviewed periodically with the University to ensure both parties have met terms and conditions of the gift agreement.

The interest earned on DUNAA Endowed Scholarship is distributed to eligible students in the form of a scholarship. Refer to the MOU for student eligibility requirements.

### **1.1.3. Fundraising**

Fundraising is a regulated activity in every state. The Fund Development and Endowment Committee should ensure compliance with local, state, and federal laws when planning fundraising activities for the National body. Chapter specific fundraising information can be found in the Section 1.12 Chapters & Affiliates.

### **1.1.4. Tax Deductible Gifts**

Unrestricted charitable contributions and gifts to DUNAA are 100% tax deductible. Restricted charitable contributions and gifts to DUNAA are tax deductible as well. However, the donor's purpose or time restriction must be honored.

Donors should receive a tax-donation receipt for their donation.

Information listed in this section on applies to National activities, chapter specific fundraising information can be found in the Section 1.12 Chapters & Affiliates.

### **1.1.5. Amazon Smile**

Amazon Smile sends a quarterly donation via the Hancock Whitney bank account to the Association through its participation in the Amazon Smile program. The donation is based on how many supporters utilize Amazon Smile specifically supporting DUNAA. For more information, visit [org.amazon.com](http://org.amazon.com) and [smile.amazon.com](http://smile.amazon.com).



(d) Membership Committee

**1.1.1. Overview**

The Membership Committee is responsible for annual and life membership and developing and sustaining chapter growth in accordance with the DUNAA Bylaws (November 2020) Article V Section VII.

**1.1.2. General Membership Information**

- A member is considered active upon payment of national dues making him/her eligible at that time for all rights and privileges afforded by membership.
- Each chapter will remit national dues and list of payees and their contact information no later than April 1 of each year in order that members will be eligible to vote at the May general meeting.
- In election years, dues must be remitted by the second Thursday in February so that each eligible member will receive a ballot.
- Membership Committee working in conjunction with the Financial Secretary will ensure each member receives a welcome letter acknowledgment of their dues payment.

**1.1.3. Annual Membership**

- Annual national membership is \$50.00 due annually.

**1.1.4. Life Membership**

- Life membership is \$500.00 due either in full or in installments (with the first installment being \$250.00).
- Those who choose the installment plan must finish payment within 2 years of the first \$250 installment.

**1.1.5. Member-at-large Membership**

- In those instances where members and potential members do not reside in a locale where there currently exists a duly organized local chapter, the member may elect to be a part of a chapter or become an at-large member (national dues only) paying his/her dues directly to the DUNAA.

(e) Awards and Achievement Committee

**1.1.1. Overview**

- DUNAA acknowledges the accomplishments of alumni through awards and recognitions at various times and in various ways. The Awards and Achievement Committee is responsible for recommending recipients for awards to be approved by the Executive Board and the Board of Governors in accordance with the DUNAA Bylaws (November 2020) Article V Section VIII.
- The Committee must nominate candidates for awards discussed in Section 1.06 (e) Sections 1.1.2 and 1.1.3 below.
- The Awards and Achievement Committee can also develop DUNAA specific awards.
- All recommendations for DUNAA awards and recognitions are received by the Awards and Achievement committee and acted upon by the Executive Board, and then the Board of Governors.

**1.1.2. National Black College Alumni Hall of Fame (NBCAHOF) Legacy Awards**

**1.1.2.1. Overview**

DUNAA may nominate potential candidates for three NBCAHOF Awards. Please verify with NBCAHOF by visiting <https://nbcahof.org/> to determine if criteria has been updated.

**1.1.2.2. Spring Awards**

Each spring the NBCAHOF requests candidates for awards in the following categories:

- Distinguished Alumnus
- Large Chapter of the Year
- Small Chapter of the Year
- National Alumni Association of the Year
- National Alumni President of the Year

**1.1.2.3. Fall Awards**

Each fall the NBCAHOF requests candidates for awards for the Hall of Fame in the following categories:

- Arts & Entertainment
- Athletics
- Business And Industry
- Civil Rights
- Community Service
- Education
- Faith And Theology

- Government And Law
- Lifetime Achievement
- Medicine
- Science

### **1.1.3. UNCF Awards**

#### **1.1.3.1. Overview**

DUNAA may nominate potential candidates for three UNCF Awards. The University President as well as the DUNAA President has to approve the candidate. The criteria below are general. Please verify with UNCF and the University if criteria has been updated.

#### **1.1.3.2. Outstanding Young Alumnus Award Criteria (for members)**

- Must have earned an undergraduate or graduate degree from the institution in the last ten years.
- Outstanding contribution to his/her alma mater, the community and/or UNCF.
- Specific details of the significant contributions and noteworthy community service performed by the individual to his/her alma mater and the larger community.
- Identify Awards and Recognition alum has received, particularly those that are reflective of his/her significant contributions to their alma mater, the community and/or UNCF.

#### **1.1.3.3. Outstanding Alumnus/ Hall of Honor Award Criteria (for members)**

- Must have earned an undergraduate or graduate degree from the institution.
- Outstanding achievement in their professional, civic or community activities.
- Distinguished service to their alma mater.
- Identify Awards and Recognition alum has received, particularly those that are reflective of his/her significant contributions to their alma mater, the community and/or UNCF.
- Community service and professional activities should be prominent.

#### **1.1.3.4. Cecilia E. Washington Award Criteria (for members)**

- Identify specific services(s) the nominee has rendered on behalf of UNCF.
- Identify three community service events rendered by the nominee on behalf of UNCF.

- Identify specific benefits received by UNCF as a result of these events.
- Identify at least two specific contributions (financial, social service, political, workplace Initiative, in-kind) made by the recipient on behalf of his/her UNCF alma mater and the tangible benefits received by the institution as a result of this initiative? Provide written documentation from the institution.
- Identify how, professionally, the alum has demonstrated his/her commitment to advancing the cause of higher education for UNCF students (at least three examples).

(f) Nominating Committee

**1.1.1. Overview**

The Nominating Committee is responsible for submitting the slate of candidates for National office in accordance with the DUNAA Bylaws (November 2020) Article V Section V.

**1.1.2. Timeline**

The table below displays the timeline for the Nominating Committee.

Action	Responsible	Due Date	Method	Change to
Submit names for Nominating Committee	P	By September Executive Board meeting prior to election year	Agenda item	Yes
Approves Nominating Committee	EX	By September Executive Board meeting	Call vote	Yes, date
Call for nominations for each office	N	October 1 <sup>st</sup>	Email, DUNAA Website, through BOG	Yes, date
Close nominations	N	December 31 <sup>st</sup>	DUNAA Website, Email, through Board of Governors	Yes, date
Verify member status & contact information with Financial Secretary and Chapter Presidents (if applicable)	FS	By 2nd Wednesday in January	Email	Yes, date
Notify/Verify nominee's willingness to serve and is an active member at beginning of call for nominees	N	By 2nd Wednesday in January	Phone, email to Active member: FS Lifetime members: N	Yes, date
<b>Submit slate to President &amp; 2<sup>nd</sup> VP, Financial &amp; Corresponding Secretary</b>	N	<b>By 2nd Thursday in January by noon</b>	<b>Email</b>	<b>Yes, date</b>
Submit slate of nominees to BOG	N	January meeting	Report	Yes, date
<b>Approve Report of Nominating Committee. Open Campaign Period</b>	<b>BOG</b>	<b>January Meeting</b>	<b>Call vote</b>	<b>Yes, date</b>

P – President, N – Nominating Committee, EX – Executive Committee, BOG – Board of Governors, FS – Financial Secretary

(g) Election Committee

**1.1.1. Overview**

The Election Committee is responsible for election process for National office in accordance with the DUNAA Bylaws (November 2020) Article V Section VI.

**1.1.2. Timeline**

The table below displays the timeline for the Election Committee.

Action	Responsible	Due date	Method	Change to
Establish Election Committee	P, BOG	By September Executive Board meeting prior to election year	Vote	Yes, date
Create serialized ballot	E	2 <sup>nd</sup> Thursday in February	Paper ballot	Yes, date
Mail ballot with return envelopes	E	2 <sup>nd</sup> Thursday in February	Postal mail	Yes, date
Election opened		2 <sup>nd</sup> Thursday in February		Yes, date
Receive Ballots	AD Office	Beginning 2 <sup>nd</sup> Thursday in February	Postal mail	Yes, date
Close of Campaigning	E	Last Thursday in March by Noon	DUNAA Website, Email to Nominees	Yes, date
Close of Elections		April 1 <sup>st</sup>	Post marked	
Count ballots and Certify election	E	2 <sup>nd</sup> Thursday in April		Yes, date
Present results to Alumni President	EC	2 <sup>nd</sup> Thursday in April	Phone and email	Yes, date
Inform Executive Committee	P	Called Exe. Board Meeting	Report at EB Meeting	
Inform winners	P or CS	After Called Exe. Board Meeting	Phone / email	
Inform Board of Governors	E	After Called Exe. Board Meeting	Report via email	
Inform Alumni Association Membership	E	Annual Meeting	Report	

P – President, E – Election Committee, BOG – Board of Governors, CS – Corresponding Secretary, AD – Alumni Director



(h) Public Relations, Information and Communications Committee

**1.1.1. Overview**

The Public Relations, Information and Communications Committee is responsible for DUNAA’s communication strategy and branding in accordance with the DUNAA Bylaws (November 2020) Article V Section IX. (Also See Branding Guide)

**1.1.2. Communication Strategy Tools**

DUNAA’s community strategy to its members, the University, and the general public is executed via emails, social media, websites, and newsletters.

During 2019-2021, GoDaddy’s website and newsletters features were utilized. The GoDaddy Websites + Marketing Standard product renews annually in September. The Domain name renews every two years in October. The items are set to auto-renew. However, it is important to verify that the payment has been made.

DUNAA social media has included Facebook, Instagram, and Twitter.

DUNAA also has a WordPress site that can be used for more blog style functionality.

**1.1.3. Branding and Logo Guidelines**

The official name of the organization is **Dillard University National Alumni Association, Inc.**

The official acronym is **DUNAA**.

The official name for any local chapters is the name of the association followed by name of city/locale chapter (e.g. **DILLARD UNIVERSITY NATIONAL ALUMNI ASSOCIATION, ATLANTA CHAPTER; DILLARD UNIVERSITY NATIONAL ALUMNI ASSOCIATION, NEW YORK TRI-STATES AREA CHAPTER** etc.)

**Note: Official chapter names for affiliates may be different due to IRS requirements. Refer to Section 1.12 Chapters & Affiliates for the definition of affiliates.**

The **DUNAA SEAL** is reserved for use by the National President, National Executive Board, and National Committees for official documents, including the official letterhead, awards, and any other documents as may be necessary.

The local chapter should never use the seal on any documents or publications.



The **DUNAA logo** is reserved for use by the Board of Governors and local chapters for all items as they pertain to the National Association such as stationary, t- shirts, social events, etc. Please use the DUNAA logo on chapter official documents, agendas, letterhead, publications, flyers, and any other documents as may be necessary.



(i) Recruitment, Admissions and Retention Committee

**1.1.1. Overview**

The following are suggested tasks for the Recruitment, Admissions and Retention Committee (RAR) Committee.

- Create a calendar for the upcoming recruitment year for DUNAA
- Meet with the Admissions team at Dillard University to order materials for each chapter
- Establish a working relationship with chapters by creating a RAR team with each chapters RAR rep.
- Meet with the Dillard University Recruitment Admissions and Programming team for a presentation on how the alumni help with recruitment.
- Identify top students in schools that Alumni work for/with to foster a closer relationship with future students who become future Alumni.

**1.1.2. Timeline**

The table below displays the timeline for the RAR Committee. These are just a few task, they may change as the need presents itself.

Month	Task
<b>July</b>	Summer Send Offs/Establish Meeting Timeline
<b>August</b>	Contact Educator Alumni to provide Applications
<b>September</b>	Meet with RAP/Dillard University Admissions Establish an Alumni Yearly Application Goal
<b>October/March</b>	Attend College Fairs
<b>April/May</b>	Prepare End of Year Power Point on Recruitment and Retention Efforts

## **Section 1.08 UNCF National Alumni Council**

### **1.1.1. Background**

The UNCF National Alumni Council (NAC) is a UNCF sponsored organization of concerned graduates, current students of the 37 member institutions supported by UNCF and individuals who want to advance the cause of black higher education. The NAC serves as the umbrella organization for Inter-Alumni Councils, the National Pre-Alumni Council, the UNCF National Alumni Associations and other organizations that subscribe to UNCF's mission. (<https://uncf.org/pages/nac>) A constituent group of the National Alumni Council (NAC) is the National, or General Alumni Association of UNCF-member colleges and universities. At the NAC level, this association is represented by its president, elected delegates and Alumni Affairs Directors. (<https://uncf.org/pages/uncf-national-alumni-associations>)

### **1.1.2. Dues/Fees**

UNCF NAC Dues are due yearly typically in September.

The UNCF NAC holds a conference (<https://uncf.org/pages/about-the-nac-conference>) yearly. DUNAA typically pays for the registration and per diem for delegates who vote.

### **1.1.3. Monthly National Alumni Association President's Call**

The UNCF National Alumni Council of Presidents has a monthly meeting or as needed on the 4<sup>th</sup> Thursday of every month. These meetings must be attended by the current President or Immediate Past President in order to capture the information of the National Alumni Council of the UNCF.

## Section 1.09 President’s Timeline and Summary

Date/Month	Action
June	1 <sup>st</sup> year/Meeting with Immediate Past President/ End of Fiscal Year
July	Trustee Board on Boarding with University Membership Drive
August	Retreat with Executive Board/Executive Board Meeting
September	Beginning of Year Board of Governors Meeting
October	Coronation/Founders’ Day/National Meeting (TBD)
November	Trustee Board Meeting/Homecoming (Dillard University)/National Meeting (TBD)
December	Giving Tuesday (Dillard University)
January	Trustee Board Retreat
February	UNCF Conference (TBD)
March	
April	Update budget for upcoming year
May	National Meeting/Graduation/ Trustee Board Meeting

### 1.1.1. PURPOSE

- To be the Executive Officer of the Association and provide general supervision and leadership to Executive Board and Board of Governors.
- To serve as the official spokesperson of the Association (or assign a surrogate) representing **DUNAA** to the public.
- To provide the vision to be achieved by the actions undertaken within the organization.

### 1.1.2. RESPONSIBILITIES

- Facilitate the communication between Executive Board and Board of Governors to ensure efficiencies and prevent duplication of efforts.
- Facilitate the functioning of the Board of Governors.
- Maintain a dialog with the Immediate Past President on current issues of the association and long range planning.
- Acts as an ex-officio member with voting rights to all committees with the exception of the Nominating Committee.

### 1.1.3. PRESIDE AT MEETINGS AND PARTICIPATE IN COMMITTEES

- Plan, set the agendas, and preside at all meetings of the Association, including the annual membership meeting, Board of Governors’ meetings, bi-annual Chapter Presidents’ meetings, and Executive Committee meetings when required.
- Approve all committee chairs before appointment.
- Serve as a member of the Standing Committees.
- Participate as requested on other committees.
- Arrange Bi-annual Strategic Planning Retreat.

## Section 1.10 Meetings

### 1.1.1. Executive Board Meetings

- The corresponding secretary sends out a notice to the executive board and all non-executive board committee chairpersons about 8 days before the meeting, informing them of the date of the meeting and asking them to send all committee reports to the corresponding secretary at least 5 days before the meeting. Included as reports are the minutes of the last meeting and the treasurer and financial secretary reports. No reports can be given at the board of governors meeting, unless they have been presented to the executive board first.
- The corresponding secretary sends out executive board meeting notices five days before the meeting. The call-in information number and Zoom access code or freeconferencecall.com (if service is used) will record the meeting. The meeting recording will be available immediately after the meeting.
- The minutes of the executive board meetings are not presented at the board of governors meetings, nor are the minutes of the board of governors meetings presented at the executive board meetings.

### 1.1.2. Board of Governors Meetings

- The corresponding secretary sends out a notice to the Board of Governors about 8 days before the meeting, informing them of the date of the meeting and asking them to send all chapter reports to the corresponding secretary at least 5 days before the meeting. Included as reports are the minutes of the last meeting and the treasurer and financial secretary reports. No reports can be given at the board of governors meeting, unless they have been presented to the executive board first.
- About 5 days before the meeting date, the corresponding secretary sends the all reports the corresponding secretary has received along with call in information e.g. number and access code Zoom or Freeconferencecall.com, if you use that service, will record the meeting and provide a link to the recording immediately after the meeting.
- The minutes of the executive board meetings are not presented at the board of governors meetings, nor are the minutes of the board of governors meetings presented at the executive board meetings. . **(It is imperative that these minutes are not confused and are received by the correct board)**

### 1.1.3. National Fall & Spring General Body Meetings

- The National Fall & Spring General Body Meetings should be held in accordance with the Constitution and Bylaws. Typically, in the past, the General Body Meeting format follows the Board of Governors format.

### 1.1.4. Meetings held by Zoom

- The Zoom account is the responsibility of the Sergeant At Arms. The Sergeant At Arms will be responsible for the coordination of the Executive Board and Board of Governors meetings held via DUNAA's Zoom account.

#### **1.1.5. Official Closing Prayer for the Association Meetings**

- The following prayer, authored by Life Member Rev. Otto Duncan '62, is the official closing prayer of the association meetings.

We are thankful for our experiences in the midst of gleaming white and spacious green and our journey along the Avenue of the Oaks.  
Now Lord, we pray that we will always be guided by the great heritage of our Fair Dillard.  
Amen

### **Section 1.11 Officer Transition**

#### **1.1.1. Overview**

- Following the election and installation of new officers and before the beginning of the new fiscal year, a New Officer session will be convened by the outgoing President and the incoming President for all outgoing and incoming officers. This will facilitate a cohesive transition as new officers are introduced to the nuances of their office and oriented to a variety of organizational issues that will affect their functioning including: the current state of DUNAA, existing programs/projects, finances and budgeting, Executive Board and BOG meeting schedules, and documents such as the Constitution, By-Laws and the Operations Manual and any other matters that will aid them in their work.
- The orientation will also be a time for teambuilding as the new executive team prepares to begin its leadership work. While a face-to-face gathering is the most ideal, other means of providing the orientation may be utilized; however all newly elected officers shall be required to participate in the Transition process.

#### **1.1.2. Email Communication, Succession and Access**

- To facilitate continuity of communication among the Executive Committee and between DUNAA members and the Executive Committee, email addresses have been established to be used exclusively for DUNAA business. In the interest of continuity, the address is to be used by each succeeding officer elected to that specific office. In order for the transition from current office holder to incoming office holder to be as smooth as possible the following procedure has been developed.
- Not less than 30 days after taking office, each office holder will provide the President and Recording Secretary with the passcode that protects his/her specific DUNAA email account.



- The Recording Secretary will keep the passcodes securely in his/her possession until such time as there is another election or an office needs to be filled due to a vacancy. The newly elected officer is given the email passcode for accessing the email account. He/she will use the outgoing officer's passcode to access the account and establish a new passcode for that account. When new officers are elected, the process repeats itself. Once the new passcode is established, it is given to the Recording Secretary for safe keeping.
- Only office holders will be given the passcode to the email account for his/her office.

## Section 1.12 Chapters & Affiliates

### 1.1.1. Background

The sustainability and productivity of DUNAA is the effective and efficient operation of local chapters. Dillard alumni are spread throughout the country. There are few major cities where there are no Dillard alumni. The goal is to have as many alumni actively participating in the Alumni Association as possible and that is accomplished through the establishment and maintenance of local chapters.

### 1.1.2. Chapters & Affiliates

DUNAA typically identifies all of its chapters as chapters. However, our organization has chapters and affiliates. It is common for the term “chapter” and “affiliate” to be used interchangeably in practice, they are not in fact the same<sup>1</sup>. In general, chapters are more closely associated with the parent organization (all being part of the same nonprofit corporation), while affiliates are frequently more distanced (all being separate legal entities). Affiliates usually formed for liability and tax reasons.

As of March 2021, the Dallas/Ft. Worth Chapter (Dillard University Alumni Association Dallas-Fort Worth) and Washington, DC Metro Chapter (Dillard University Washington DC Metropolitan Area Alumni Assoc Inc.) are affiliate chapters as they hold separate IRS 501(c)3<sup>2</sup> statuses. The Los Angeles Chapter (Dillard University Alumni) is in the process of reactivating its IRS 501(c)3 status. In the past, the Houston Chapter (Dillard University Alumni Association Houston) held its own IRS 501(c)3 status.

#### 1.1.2.1. Choosing Between Chapter or Affiliate Status

- It is a chapter’s decision to choose which status works for its chapter. When considering whether your chapter should apply for independent tax exempt status or utilizes DUNAA’s tax exempt status, you will want to think about which approach is most sustainable for your chapter. Ultimately, the chapter’s own circumstances will determine what the best way to proceed will be. The Internal Revenue Service exempts organizations that have annual revenues below \$5,000 from the application recognition requirements. The key considerations that a chapter needs to take into account are the following:

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<sup>1</sup> [https://www.legalforgood.com/post/expansion-should-your-nonprofit-add-chapters-or-affiliates#:~:text=Generally%20speaking%2C%20chapters%20are%20more,all%20being%20separate%20legal%20entities\).](https://www.legalforgood.com/post/expansion-should-your-nonprofit-add-chapters-or-affiliates#:~:text=Generally%20speaking%2C%20chapters%20are%20more,all%20being%20separate%20legal%20entities).)

<sup>2</sup> The section of the Federal Internal Revenue Code that spells out the definition and requirements for an organization to be exempt from federal taxes. It covers organizations that are operated exclusively for charitable, religious, educational, scientific, literary, testing for public safety, prevention of cruelty to children and animals, or fostering national or international amateur sports competition. DUNAA’s federal tax-exempt status comes from this section of the law.

- Does the chapter have the resources, time, or know-how to apply for its own federal tax exemption?
- Is the chapter willing to re-apply for exempt status annually to save time and money?
- Does the chapter's financial recordkeeping allow the officers to follow through with the requirements of the chosen approach?
- When a chapter has formally chartered and is ready to apply for recognition for federal tax exempt status, there are several things required by the IRS that the chapter has to have.
  - A set of governing documents that explain the organization's purpose for existence, its organizational structure, and its primary operating activities. A chapter constitution typically serves this purpose. Bylaws by themselves typically do not serve this purpose, but they can be included if they exist for your chapter.
  - Financial records for the prior three years of the chapter's existence, or for the duration of the chapter's existence if the chapter was chartered within the past three years.
- These documents form the foundation for a need to acquire tax-exempt status. With this information collected and in hand, the chapter can begin the process of initiating their application for federal tax exempt status.

### 1.1.3. Establishing a New Chapter

Dillard University National Alumni Association is always eager to add new local chapters to its roster. The chartering of a chapter can be initiated either by DUNAA or a group of alumni in an area where there is no established chapter. The guidelines listed below are the steps to be taken in any locale that wishes to establish and charter a local chapter.

- Contact the chair of the National Membership committee (DUNAA 2nd Vice President) indicating desire to organize and charter a local alumni chapter
- The correspondence must bear the signatures of a minimum of five currently active (financial) alumni in the geographical area.
- A meeting time and place will be established by **both** DUNAA and the local representatives requesting Charter DUNAA will appoint a national officer to conduct the chartering meeting which can be conducted either in person or by Zoom or Freeconferencecall.com
- The Chartering will be a collaborative effort between DUNAA, the Office of Alumni Relations, and the local alumni representatives.
- All alumni in the local area will be notified of the impending Chartering by the National Membership Chair, payment of chapter assessment will be due prior to chartering to the National Financial Secretary.
- Once the Chapter assessment is remitted, and the chapter is approved by the Executive Board, chartered and duly constituted, a copy of the chapter's

Constitution and By-Laws is to be submitted to DUNAA along with a chapter roster and elected officers and their contact information.

- Once Chartered, the chapter will have representation on the Board of Governors with all rights and privileges of membership attendant to the chapter and its members.
- Submit the goals and objectives of the chapter for the ensuing year. The program of the local chapter must be in keeping with the purposes as delineated in the Constitution.

#### **1.1.4. Reactivating Chapters**

In instances where a once active alumni chapter has gone dormant and now wishes to be reactivated, DUNAA will support reactivation when the following requirements are satisfied:

- Contact chair of the National Membership committee (DUNAA 2nd Vice President) indicating your desire to reorganize and reactivate a local alumni chapter
- The correspondence must bear the signatures of a minimum of five currently active (financial) alumni in the geographical area
- A meeting time and place will be established by DUNAA and the local representatives requesting reactivation
- DUNAA will appoint a national officer to conduct the reactivation meeting which can be conducted either in person or by conference call
- The Reactivation will be a collaborative effort between DUNAA, the Office of Alumni Relations, and the local alumni representatives
- All alumni in the local area will be notified of the reactivation by the Office of Alumni Relations Payment of chapter assessment will be due prior to reactivation
- Once the Chapter assessment is remitted, and the chapter is approved by the Executive Board, reactivated and duly constituted, a copy of the chapter's Constitution and By- Laws is to be submitted to DUNAA along with a chapter roster and elected officers and their contact information
- Once reactivated, the chapter will have representation on the Board of Governors with all rights and privileges of membership attendant to the chapter and its members
- Submit the goals and objectives of the chapter for the ensuing year. The program of the local chapter must be in keeping with the purposes as delineated in the Constitution.

### **1.1.5. Maintaining Chapter**

#### **1.1.5.1. Overview**

- Chapters must be certain that officers are chosen who will dedicate time to initiate, plan and promote a variety of activities that will appeal to Dillard University alumni, parents, and friends. Leaders should be able to work well with people, be imaginative and enthusiastic, and have administrative ability. The recruitment of new leaders and members is particularly critical if a chapter is to remain vital and is to represent all alumni in the area. Prior to electing officers, a nominating committee should identify potential candidates and verify their willingness to serve.
- Another key to chapter success is dynamic organization. This calls for teamwork and the delegation of responsibilities. One person need not, cannot, and should not do it alone. In addition to chapter officers, a host of members and other volunteers can be called on to help.
- Stable scheduling of meeting places and times is crucial in building and maintaining a viable local alumni chapter. An up-to-date roster of members and potential members will make corresponding about chapter events easier and more productive. At all gatherings, it is a great idea to have membership information available to capture those that may otherwise be missed in chapter recruitment efforts.
- Finally, interesting events are the heart of chapters' activities. Alumni like to belong to a "growing concern." Please the audience and pick quality gathering places, plan thoughtfully and make those who attend feel welcome, and strive for real fellowship.
- Chapters are encouraged to plan and implement recognition of meritorious service of their members through certificates, awards, and other appropriate honors in addition to recommending members to the National Awards Committee of DUNAA for recognition.

#### **1.1.5.2. DUNAA's Minimum Expectations of Chapters & Affiliates**

- Chapters are encouraged to have a minimum of 4 meetings annually.
- Chapters are expected to be represented by Chapter president or his/her designee at monthly Board of Governors' meetings.
- Chapter representation is expected at each general body membership meeting.
- Chapters are expected to pay the annual chapter assessment annually prior to the September Board of Governors Meeting.

#### **1.1.5.3. Chapter Assessment**

- The annual chapter assessment is \$50.00 due annually (prior to the September Board of Governors meeting).
- Each chapter has the responsibility of remitting to DUNAA a chapter assessment each year at the beginning of the fiscal year.

- Chapters that do not remit the assessment are considered inactive until the assessment is remitted. Once active, the chapter representative is considered a part of the Board of Governors and operates with all the rights and privileges afforded a duly organized, financially active chapter.

## **1.1.6. Financial Responsibilities**

### **1.1.6.1. Chapters**

- Chapters are expected to maintain an active state registration.
- Chapters are expected to notify the Fund Development and Endowment Committee for fundraisers.
  - The approval is to ensure DUNAA is prepared to recognize donors of DUNAA.
- Chapters are expected to provide financial data (bank statements, financial reports, and donor listings) to DUNAA on a quarterly basis. As Chapters are utilizing DUNAA's IRS 501(c)3 status, it is vital that DUNAA is able to have an accurate knowledge of its financial status. If DUNAA (which includes its non-affiliate chapters) has gross receipts over \$50,000, DUNAA's tax reporting process changes<sup>3</sup>.
- As the Association has already utilized the IRS 501(c)(3) number for the PayPal account, no chapters can utilize the IRS 501(c)(3) number for their chapter's account.

### **1.1.6.2. Chapter Affiliates**

- Chapter Affiliates are expected to maintain their own IRS 501(c)3 status with yearly Form 990 reporting.
- Chapter Affiliates are expected to continue to complete annual or bi-annual state reporting.

## **1.1.7. Chapter Fundraising Toolkit**

Visit <https://dunaa.org/fundraising-toolkit> for the Chapter Fundraising Toolkit.

## **1.1.8. Chapter High School Recruitment Toolkit**

Visit <https://dunaa.org/recruitment-toolkit> for the Chapter High School Recruitment Toolkit.

## **1.1.9. Chapter Reporting**

Visit <https://dunaa.org/forms> for the Chapter Monthly Reporting Template.

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<sup>3</sup> <https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in>

### 1.1.10. Suggested Agenda Template for Chapter Meetings

Call to Order	Presiding officer
Adoption of Agenda	
Prayer or brief meditation	Chaplain
Minutes of previous meeting	Recording Secretary
Correspondences	Corresponding Secretary
Financial Report	Financial Secretary or Treasurer
Committee Reports	
University Updates	
Unfinished Business	
New Business	
Announcements	
Adjournment	

### 1.1.11. Chapter Election Timeline

- For effective and efficient chapter operations, each chapter needs to develop its timeline for elections as directed by its Constitution and By-Laws and include but not be limited to
  - Officers elected
  - Schedule of election
  - Nominations process
  - Method of balloting
  - Notification of National office

Once developed this timeline will be reported to DUNAA not later than first Board of Governors meeting of the fiscal year when it is developed or modified. DUNAA will maintain the record n file.

### 1.1.12. Summer Send-Off

- The Summer-Send-Off (SSO) is an opportunity for local alumni to meet area enrolling and enrolled students and their families. It provides a personal connection with the students and offers an opportunity for fellowship, scholarship, and a sharing of history and heritage. The event is collaboration between the local alumni chapter and the Office of Recruitment, Enrollment, and Programming of the University.

Listed below are some suggestions to make the event a meaningful one for all involved.

- Should be no more than two (2) hours in length (starting and ending on time) and should be held in a warm and inviting atmosphere with a plethora of Dillard artifacts and souvenirs (mugs, banners, balloons, t-shirts, etc.).
- Should be planned for the months of June or July, preferably on a Saturday

- Should be planned and coordinated at least one month in advance so a representative from the University's Admissions Office can plan to participate and current and prospective students may be invited in a timely manner
- If the chapter is offering a scholarship or book award, applications may be available at the event
- The date of the final awards decision should be announced
- Pertinent, up-to-date University information should be available
- Chapter members should be encouraged to attend and share their Dillard story

### **SSO Suggested Agenda\***

#### GREETINGS AND WELCOME

Local chapter president or designee

University representative

#### INTRODUCTIONS

Current and new students/families

Alumni (may be by decade, major, or other affinity grouping)

BRIEF HISTORY OF DILLARD and DUNAA including notable alumni from the area

#### Q & A SESSION

INFORMATION SHARING/distribution regarding SCHOLARSHIP OPPORTUNITY

REFRESHMENTS / SOCIAL HOUR

DISMISSAL with "FAIR DILLARD"

\*Items may be added as appropriate



## Section 1.13 Appendix A - Past Presidents

### DILLARD UNIVERSITY NATIONAL ALUMNI ASSOCIATION

#### PAST PRESIDENTS

1934 – 36: Dr. C.H. D. Bowers '29 (First DUNAA president)  
1936 – 38: Mr. Romero B. Garrett '32  
1938 – 42: Mrs. W. J. Huntley '32  
1945: Mrs. Marie Pierce Jones '41  
1950 – 53: Mr. Wallace P. Grant  
1953 – 56: Mrs. Leona J. Williams '22  
1956 – 57: Mrs. Eola Lyons Baker '34  
1957 – 59: Dr. Mack J. Spears '42  
1960 – 62: Bishop William T. Handy ' 48  
1962 – 64: Miss Ruth Steel '38  
1964 – 67: Miss Sadie Bell Barrow '46  
1967 - 69: Mrs. Thelma R. Taylor '41  
1969 – 70: Dr. William S. M. Banks '37  
1970 – 72: Mr. James A. Gayle '33  
1972 – 73: Mr. Jesse James Marks '64  
1978 – 80: Dr. Alfred L. Norris '60  
1980 – 82: Mrs. Lillian Dunn Perry '40  
1982 – 84: Dr. Dorothy J. Perrault '60  
1984 – 89: Mrs. Gloria H. Scott '53  
1989 – 91: Dr. Louis W. Smith '70  
1991 – 95: Mr. William C. "Bill" Turnley '78  
1995 – 97: Mrs. Margaret F. Washington '68  
1997 – 2001: Mr. Tommy A. Vassel '78  
2001 – 03: Dr. Cottrell C. Mitchell '63  
2003 – 07: Mr. Michael G. Griffin '94  
2007 – 11: Mr. Ralph Laster '61  
2011 – 15: Mrs. Pamela H. Francois '79  
2015 – 19: Dr. Sidney Green '61  
2019 – 21: Mrs. Shirley J. Williams-Kane, M. Ed '97

## Section 1.14 Appendix B - 2019-2021 National Officers and Board of Governors

### EXECUTIVE BOARD

Shirley J. Williams-Kane '97  
National President  
Dunaa.President@gmail.com

Erica M. Williams '08  
National First Vice President  
Dunaa.1stvicepres@gmail.com

Quincy N. Jones '96  
National Second Vice President (2019-2020)

Lydia Kristie Ball '97  
National Recording Secretary  
Dunaa.Recordingsecretary@gmail.com

Eshiqita E. Washington '95  
National Corresponding Secretary  
Dunaa.Correspsecretary@gmail.com

Constance D. Parks '83  
National Treasurer  
Dunaa.Treasurer@gmail.com

Candis Turner Milbourne, '83  
National Financial Secretary  
Dunaa.Finsecretary@gmail.com

Ronald Lee '83  
National Chaplain  
Dunaa.Chaplain@gmail.com

LaQuinta T. Golliday '95  
National Parliamentarian  
Dunaa.Parliamentarian@gmail.com

Eric O. Harris '95  
National Sergeant-at-Arms  
Dunaa.Sgtatarms9@gmail.com

### CHAPTER PRESIDENTS

Eshiqita E. Washington  
Atlanta Chapter President  
Eshiqita@Dunaa-Atlanta.org

Lydia Kristie Ball-Arthur  
Baton Rouge Chapter President  
Dunaa.Batonrouge@gmail.com

Aquea N. Wynn  
Chicago Chapter President  
Aqueanwynn@gmail.com

Darilyn Washington Peterson  
Dallas/Ft. Worth Chapter President  
Dfwdillardalumni@yahoo.com

Amber Brooks  
Houston Chapter President  
Dunaa.Houston@gmail.com

Gabrielle High Davis  
Jackson (Magnolia) Chapter President  
Dunaa.Magnolia@gmail.com

Arlayn M. Ladson-Castle, JD  
Los Angeles Chapter President  
DillardalumniLosangeles@gmail.com

Jassaland Kelly-Demease  
Lake Charles (Imperial Calcasieu) Chapter  
President  
Dunaaic.President@gmail.com

Jhoilan Brown  
Memphis Chapter President (2019)  
Jhoilanb@gmail.com

## **CHAPTER PRESIDENTS CONTINUED**

Ervin Thornton  
Mobile Gulf Chapter President  
Erv.Thornton@gmail.com

Mack McGinnis  
(Greater) New Orleans Chapter President  
Dunaanola@gmail.com

Phyllis Ball  
New York Tri-State Chapter President  
Pball5876@yahoo.com

Tiffany Patterson  
San Antonio Chapter President  
Tiffanypatterson1@gmail.com

Roland Pickens  
San Francisco Chapter President  
Roland.Pickens@Sfdph.org

Cheryl Reid  
Washington D.C. Metropolitan Area  
Chapter President  
Reidch50@gmail.com

Rebecca Armstrong-English  
Director, Alumni Relations (2020-2021)  
rarmstrong@dillard.edu

Adrian Guy Anderson  
Director, Alumni Relations (2019-2020)  
aguy@dillard.edu

## **COMMITTEE CHAIRPERSONS**

**AWARDS & ACHIEVEMENTS**  
Brian Law & Shirlean Law, Chairpersons  
dunaa.awards@gmail.com

**CONSTITUTION & BY-LAWS**  
LaQuinta T. Golliday

**FUND DEVELOPMENT &  
ENDOWMENT**  
Erica M. Williams

**ANNUAL MEMBERSHIP**  
Amber Brooks

**LIFE MEMBERSHIP**  
Erica M. Williams

**PUBLIC RELATIONS, INFORMATION &  
COMMUNICATION**  
Erica M. Williams

**FINANCIAL REVIEW & BUDGET**  
Constance D. Parks

**STUDENT RECRUITMENT, ADMISSION  
& RETENTION**  
Kristin Clarkson  
dunaa.rar.chair@gmail.com

**NOMINATING**  
Shawnee McFarland

**ELECTIONS**  
Shermona Joseph-Dukes  
dunaa.election@gmail.com

## **Section 1.15 Appendix C – 2019 – 2021 DUNAA Awardees**

**2019**

### **UNCF Submissions**

**Outstanding Young Alumnus Award - Jholian Brown '17**

**Outstanding Alumnus/ Hall of Honor Award - Phyllis Ball '73**

**2020**

### **National Black College Alumni Hall of Fame Foundation's Hall of Fame Legacy of Leaders Submissions**

**National Alumni President of the Year – Shirley J. Williams-Kane '97 (Won)**

**Small Chapter of the Year – Washington, DC Metro Chapter (Won)**

**Distinguished Alumnus of the Year – Charline Jacob '59**

**UNCF Nominees (Due to COVID-19, the UNCF National Alumni Council Conference was not held. Thus, no submission were made.)**

**Outstanding Young Alumnus Award - Erienne Reniajal Lewis '20**

**Outstanding Alumnus/ Hall of Honor Award - Dr. Creaque Charles '96**

## Section 1.16 Appendix D – DUNAA National Officer Installation

To be elected as an officer is indeed an honor, but more than that it is a privilege, a duty and a great responsibility. Most of the progress and success of an organization is determined by the interest, activity and unselfish devotion of its leaders. I encourage you to fully read and become familiar with the bylaws, as well as the policies and procedures of the national alumni association. Your understanding of these documents will benefit the national alumni association and its operation through the coming year. Let all your decisions be directed by what is in the best interest of the University and the Association.

Officers, as your name is called, please come forward.

### Introduction of Officers

[NAME], you have been elected at the **Sergeant At Arms**. It is your duty to provide order and help the president guide the DUNAA meetings timely.

[NAME], you have been elected **Chaplain**. It is your duty to assist in the opening and closing of DUNAA meetings and represent the national association in religious matters when deemed necessary.

[NAME], you have been elected **Parliamentarian**. You are charged with keeping order during business meetings and to see that rules are observed in all deliberations of the Association. You are also charged with a working knowledge of Robert's Rules of Order as the governing document for all proceedings. You will also chair the Constitution and By-Laws Committee.

[NAME], you have been elected **Financial Secretary**. You shall serve in the absence of the Treasurer and assist in receipt and account of all monies of the Association. The Financial Secretary shall serve on the Budget Committee and assist the Treasurer in maintaining accurate financial records and preparing for the audit/review. You will also serve as member of the Financial Review and Budget Committee and the Fund Development and Endowment Committee.

[NAME], you have been elected **Treasurer**. You are charged with the financial record keeping of this organization and as such, will keep a complete and accurate accounting of the same. The treasurer shall record and make expenditures in keeping with the pledges, commitments and/or obligations of DUNAA. You will also serve

as chair of the Financial Review and Budget Committee and as a member of the Fund Development and Endowment Committee.

[NAME], you have been elected **Corresponding Secretary**. It is your duty to serve in the absence of the Secretary as needed perform the prescribed duties in a manner that will enhance the effectiveness of this National Alumni Association. The secretary shall receive and present to the National Board, Board of Governors, and General Body all correspondence. You will also serve as a member of the Public Relations, Information and Communications Committee.

[NAME], you have been elected **Recording Secretary**. It is your duty to keep any permanent forms; complete and accurate records of all meetings of the National Board, Board of Governors, and General Body. You will also serve as a member of the Public Relations, Information and Communications Committee.

[NAME], you have been elected **Second Vice President**. As such, you will coordinate life and annual membership activities and support chapter growth. You will chair the Membership Committee. You will also acquaint yourself with the duties and responsibilities of the President and be prepared to preside over this organization in the event of an absence of the President and the First Vice-President.

[NAME], you have been elected **First Vice President**. As such, you will coordinate committee activities and fundraising. You will chair the Fund Development and Endowment Committee. You will also acquaint yourself with the duties and responsibilities of the President and be prepared to preside over this organization in the event of an absence of the President.

[NAME], you have been elected as **President**. You shall serve as the spokesperson and representative of the National organization. As important as the bylaws are, and as meticulous as they are in setting forth your duties, they constitute only a partial list. Worthy of note are the leadership qualities that you will need as president—wisdom, patience and understanding. As the presiding officer, you must be fair, tactful and just, and—above all—you will be gentle and kind. Common sense and willingness will carry you far in the growth and development of the national alumni association. This means you will be alert to changing needs in your community and knowledgeable about regional and national goals of the Association.

In your hands lies the destiny of this national alumni association for the coming year. Faith is at the center of our foundation and these members of the **Dillard University**

**National Alumni Association, Inc]** have signified their faith in you by electing you to this high office of leadership. They have recognized your loyalty to the mission and vision of DUNAA and your dedication to upholding the Constitution and Bylaws of the national alumni association. You will carry out your duties with the assistance of the Committees and Board of Governors who will look to you for guidance.

Members of the **[Dillard University National Alumni Association, Inc]** Executive Board, raise your right hand and repeat after me.

## **OATH OF OFFICE**

I, **[STATE YOUR NAME]**, have read and understand the DUNAA 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 Governors and the Dillard University National Alumni Association, Inc. Constitution and Bylaws. I shall stand on my honesty of purpose, belief in the work of the Association and the integrity of the University.

## **Installation/Swearing In**

The mission of Dillard University National Alumni Association, Inc. is to support and advance the interest of the University and the future of its students. As Officers, you are bound by the Constitution and By-laws as well as the policies and procedures of the Association. Do you pledge to honor your commitment by upholding the mission and vision of the Association? You should answer: We Will.

## **Officers: We Will**

I declare the officers of the **[Dillard University National Alumni Association]** duly installed. Your term began on July 1, **[YEAR]** and will end on June 30, **[YEAR]**. Congratulations!

## **Section 1.17 Appendix E - Website and Social Media Administration**

### **Web System Administrators Responsibilities**

With guidance and oversight from the Public Relations, Information and Communications Committee, the Web System Administrator will act on the behalf of the committee. Because of the complexity and amount of work it takes to persevering the quality and integrity of the website, at least two administrators may be recommended at times. The administrators will maintain the website environment by identifying system requirements; installing upgrades, and monitoring system performance. The administrators can either be members of DUNAA's executive board or individuals appointed with the approval of the board.

### **Web System Administrators' Duties**

The administrators' responsibilities are to:

- Provide the specifications for the web system by analyzing access, information, and security requirements; designing website/system structure.
- Plan and execute the selection of vendors/services that provide the following: installation, configuration, and testing of server hardware, software, operating and system management systems; and defining system and operational policies and procedures which include disaster recovery and back ups
- Upgrading systems and services as needed to meet performance and service quality and standards.
- Perform a minimum level of system monitoring and analysis, troubleshooting, software, design and test; escalating application problems to vendor
- Secure the website by developing user and system access, monitoring control
- Meet financial requirements by submitting information for budgets; and monitoring expenses

### **Social Media Administrator's Responsibilities**

With guidance and oversight from the Public Relations, Information and Communications Committee, the Social Media Administrator will act on the behalf of the committee. The administrator has the responsibility to add and edit permissions and administer at will the management (add/edit/removal) of pages, apps, posts.

- Govern the creation and publishing of relevant, original high-quality content.
- Analyze key metrics (on an agreed cadence between the administrator and the Social Media committee) to see if anything is having an adverse effect on the goals and objectives of the site's goals and objectives.
- Prepare a yearly metrics report that is to be presented to the DUNAA president for distribution to members of the Board of Governors and Executive Board.



- Link all social media streams to ensure that all outlets are consistent in their content.

### **Duties of the Social Media Administrator**

The Social Media Administrator will:

- Collaborate with the Public Relations Information and Communications (Social Media) Committee to set measurable goals and objectives; developing a marketing plan that will be included in their annual report to the president of DUNAA for distribution to members of the Board of Governors and Executive Board.
- Establish criteria with the final approval of DUNAA's Executive Board for group membership and enforcing adherence to the code of conduct by all group members. The administrator will approve/screen potential members by directing them to the website's Code of Conduct.
- Develop positive brand awareness and online reputation.
- Manage the content on the social media pages.
- Govern the creation and publishing of relevant, original high-quality content.
- Analyze key metrics (on an agreed cadence between the administrator and the Social Media committee) to see if anything is having an adverse effect on the goals and objectives of the site's goals and objectives.
- Prepare a yearly metrics report that is to be presented to the DUNAA president for distribution to members of the Board of Governors and Executive Board.
- Link all social media streams to ensure that all outlets are consistent in their content.

### **Press Inquires**

If postings generate media coverage, the administrator is required to refer the inquirer to the president of DUNAA.

**Note: This Appendix specifies how the Website and social media page: Code of Conduct found in Section 4 of this Manual are to be administered and managed. Together, the Code and Website/ Social Media page Administration constitutes DUNAA's official policies and procedures for its Website and Social Media.**

## Section 1.18 Appendix F – IRS 501(c) 3 General Information

### What is 501(c)(3)

A 501(c)(3) is a type of incorporation that is used to set up a charitable corporation. A charitable company is a type of company that is set up with the intention of providing a service to the community, rather than making a profit.

Incorporating a company makes it a legal entity, responsible for its actions in the community. This is important, as it removes a great deal of the responsibility from the person who is starting the company. If you start a 501(c)3 company, you want the legal liability for possible damages to be the responsibility of the 501(c)(3) corporation so that your personal possessions are safe from creditors.

Rules for forming a 501(c)(3) corporation vary across every state, so legal and financial advice should be sought before using a 501(c)(3) incorporation. Costs for forming a 501(c)(3) corporation vary with the size of the corporation, increasing with the size of the organization. The 501(c)(3) designation is a reference to the section in the Internal Revenue Code that deals with charitable corporations. This is a very dry document, which may explain why such an unwieldy and unimaginative name is used for this type of organization.

501(c)(3) corporations are exempt from paying income tax. In return for this exemption status, a 501(c)(3) corporation may not take part in election campaigns in an attempt to cause one candidate to be elected in preference over another. 501(c)(3) corporations are also prohibited from providing any monetary or material benefit to the principle or principles running the organization. These restrictions are for the entire life of the organization.

A corporation is either a 501(c)(3) organization or it is not. It cannot change its function. If the organization ceases to be a nonprofit charitable organization, then the organization must be dissolved.

501(c)(3) corporations are an important means to allow individuals to set up organizations with the intention of the betterment of the community at large, without undue risk to personal wealth. 501(c)(3) corporations also allow charitable organizations to grow to a sufficiently large size that they are able to cause significant change. In effect, the organization can grow beyond the individual who started the organization, and even outlive him or her.

### 501(c)(3) Organization:

One of the important differences between a 401k and a 501(c)(3) is that contributions to a 401k remain in the possession of the contributors. Contributions to a 501 (c)(3) become the property of the non-profit organization to which one is contributing. Money given to a 401k is not taxed when withdrawn from a person's salary.

### **501(c)(3) Nonprofit Organization:**

Also known as not-for-profit organizations, nonprofit organizations are entities that are incorporated in accordance with prevailing laws and are structured to offer some type of support or service to the community at large, without the goal of generating profits for distribution to owners or shareholders.

The financial planning process is very similar to what an individual or for-profit business would undertake. The nonprofit organization's financial plan should include the financial goals of the organization.

Whenever you form a non-profit organization all assets and properties belong to the Corporation. The entity which gives the corporation the right to exist is the State. Therefore, if the 501(c)(3) runs afoul of anything the government is displeased with the 501(c)(3) status can be revoked causing the necessity of dissolving the Corporation. Yet, under the statutes if a 501(c)(3) Corporation is dissolved all assets and property MUST be given to another 501(c)(3) or the state.

### **Identification**

- A 501(c)(3) company is one that is organized and operated exclusively for any of the exempt purposes described in section 501(c)(3) of the Internal Revenue Code. These purposes do not include participation in political campaigns, and 501(c)(3) companies are prohibited from these sorts of operations, whether for or against any particular candidate. They are also limited in the lobbying they can do to influence legislation.

### **Features**

- 501(c)(3) companies are commonly known as not-for-profit organizations, a term that underscores their key feature. The earnings of these organizations cannot flow through to any of the owners or shareholders, as they do with corporations, partnerships and other business entities. Instead, the company's assets have to be dedicated to one of the exempt purposes in section 501(c)(3). Even if the organization dissolves, any remaining assets have to be distributed consistent with the exempt purpose(s) outlined in the company's organizational documents.

### **Types**

- There are 26 different charitable purposes in section 501(c) of the Internal Revenue code, ranging from credit unions to employee-funded pensions, all of which receive some preferential tax treatment. The particular benefits of 501(c)(3) companies are reserved to those organized to perform non-profit public service related to religion, education, general charity, science, literature, public safety research, amateur sports and the protection of children and animals.

## **Benefits**

- There are three major benefits of incorporating and obtaining 501(c)(3) status. Any individual can conduct charitable services or benefit the public interest without starting a business. Doing so, however, creates a protection of personal assets from the liabilities of the charitable organization. Second, the 501(c)(3) company is exempt from all federal income taxes and frequently receives beneficial treatment from states. Third, 501(c)(3) companies are qualified to receive tax-deductible donations. This means, subject to certain limitations, contributions to a 501(c)(3) company can be deducted from the giver's taxable income.

## **Considerations**

- The definition of "exclusive" for 501(c)(3) purposes is engaging primarily in activities that achieve exempt purposes. This seems to create a sort of greater than 50 percent rule that would make it relatively easy to maintain the 501(c)(3) designation. More than half of the organization's activities must be designed to achieve its stated public service purpose, and no more than "an insubstantial part of its activities" can be unrelated to an exempt purpose. Nevertheless, it's not uncommon for companies to lose their designation, and all its benefits, for either failing to file annual tax returns (which most tax-exempt companies must do) or for straying from their established charitable cause.

## **How Does a Nonprofit Organization Work?**

### **Starting a Nonprofit Organization**

- A nonprofit organization, though it receives special tax treatment and is subject to unique rules and regulations, starts off much like any other corporation. In other words, most need startup capital, a business plan, bylaws and a board of directors, though some exist as legal trusts or similar associations. And, if it is going to be successful, a nonprofit needs to provide a service that is not already being met or must do so in a way that offers concrete advantages for consumers. Nonprofits do charge for services and take in money, they are just restricted in what types of operations they can conduct and what they can do with their revenue.

### **Obtaining Nonprofit Designation**

- The official nonprofit designation can only be granted by the Internal Revenue Service (IRS) according to Section 501 of the Internal Revenue Code. To obtain this designation, the organizing documents of the corporation and its federal Employer Identification Number (EIN) must be submitted with the proper application usually Form 1023 or Form 1024. The most common types of nonprofit organizations are religious, education or charitable in nature, and many of these qualify for 501(c)3 tax exempt status and can receive tax-deductible charitable contributions. Depending on where they are incorporated, a nonprofit organization may also have to apply for state and municipal tax exemptions.

## **Restrictions on Nonprofits**

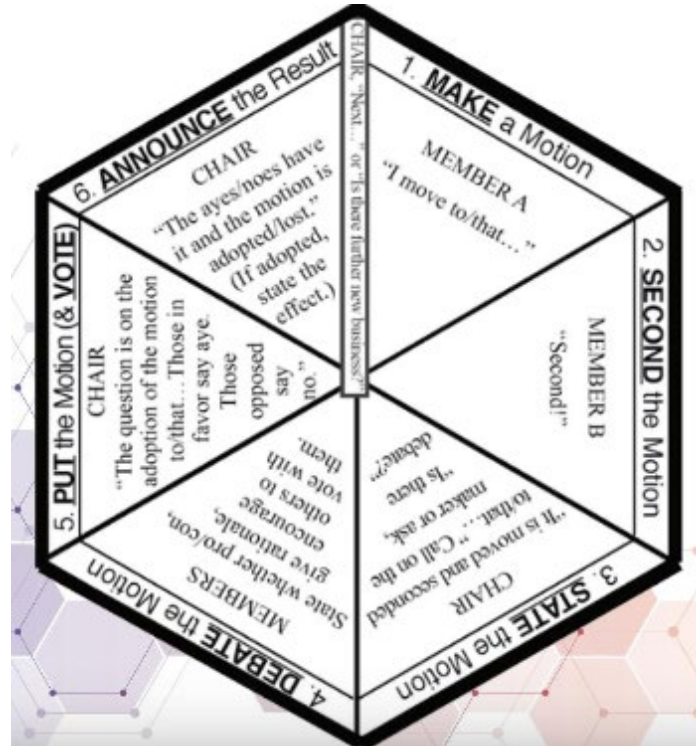
- Legally recognized nonprofit corporations are not taxed by the federal government, but must file an annual return with the IRS, Form 990, if its gross receipts normally exceed \$25,000. To earn and maintain their tax exempt status, they must only engage in activities of public interest or mutual benefit easily identifiable as charitable, religious, educational, scientific or literary, or which enhance public safety, foster amateur sports competition or work for the prevention of cruelty to children or animals. Though many nonprofits rely heavily on contributions for their funding, many also take in revenue in ways similar to for-profit ventures. They usually must pay for goods and services they consume, like any business, and they usually pay their employees competitive wages and salaries. A revenue surplus occurs if the money they earn exceeds their operating costs.
- These funds would represent profits to a normal business, but in a nonprofit cannot benefit owners, board members or investors of the organization. They instead must be spent in pursuit of the public interest goals outlined in their organizing documents. Failure to do so can lead to the revocation of their tax-exempt, nonprofit status.

## **About Non-Profit Donations**

Non-profit organizations rely on the donations of caring and loving people. They can't do what they do without finances. I mean, that's just a simple fact. They...non-profit organizations are set up to receive help to continue to do what they do. And so without people catching the vision, getting an understanding of why the particular organization is doing what they're doing and having a heart to help them, and then out of that heart to help them, reaching in their pocketbooks and giving up their finances -- without people doing that, non-profits simply can't make it. So the importance of your donation -- the importance of your dollar -- to any non-profit that you so choose, the lasting effects -- the ramifications -- of that really can go on for a very, very long time. Included with the simple fact and the simple joy of being able to give, there are certain tax benefits to giving to non-profit organizations.

There's generally a tax deduction that can come as a result of your giving. Not that people give for those reasons, but it is an added incentive to cause people to want to give more freely to support their favorite non-profit organizations.

## Section 1.19 Appendix G - Parliamentarian's Resource Center



[https://issuu.com/parliamentarians/docs/nap\\_np80-4-www](https://issuu.com/parliamentarians/docs/nap_np80-4-www)



Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>



## **The Presiding Officer**

At some point during your lifetime, you will probably be called on to preside over a meeting. Don't be scared, here is all you need to know:

### **Essence of the Presiding Officer**

- Believe in the organization
- Be knowledgeable about parliamentary procedure
- Be familiar with the rules of the organization
- Be self confident and poised
- Be tactful and courteous, with common sense
- Be fair but firm
- Have a sense of humor!



### **At each meeting, have:**

- Bylaws and other rules
- Parliamentary authority
- List of all standing and special committees and their members
- Order of business (agenda).

### **Duties**

#### **1. Open the meeting at the appointed time.**

- Take the chair
- Wait or signal for quiet
- Announce:  
    “The meeting will please come to order.”  
    or  
    “The meeting will be in order.”
- Wait or signal for quiet
- Determine if a quorum is present.

#### **2. Announce, in proper sequence, the business to come before the assembly (Agenda).**

##### **Minutes**

Reports of officers, boards and standing committees

Special Committee Reports

Special Orders

Unfinished business and general orders

New business.

**(MRSSUN)**

3. Recognize members who are entitled to the floor.

*members obtain the floor by rising and addressing the chair*

4. State and put to vote all questions that legitimately come before the assembly; announce the result of each vote.

5. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

A motion is frivolous or dilatory, if it:

- seeks to obstruct or thwart the will of the assembly
- misuses the legitimate forms of motions
- abuses the privilege of renewing certain motions
- is absurd in substance.

6. Enforce the rules relating to debate:

- The maker of the motion is entitled to speak first in debate if s/he claims the floor
- No member may speak a second time so long as any member who has not yet spoken claims the floor
- If a motion is called out by anyone who hasn't obtained the floor, the chair should ignore it
- Allow debate to alternate between those favoring and those opposing a measure.

7. Expedite business in every way compatible with the rights of members:

- Entertain a motion
- Use unanimous consent
- Assume a motion
- Adopt minutes
- Accept (or adopt) an auditor's report
- Adjourn.

8. Declare the meeting adjourned:

- when a motion to adjourn has been made and adopted
- when the predetermined hour of adjournment has arrived
- when it appears there is no further business
- when sensing a general desire to adjourn
- in the event of fire, riot, or another extreme emergency.



If you have questions or comments concerning the Presiding Officer, please e-mail or call me.

If you have questions or comments concerning the Presiding Officer, please e-mail or call me. Have a Good Meeting.

**Tophas Anderson, III**

Tophas Anderson, III

Certified Parliamentarian #15177 | International Association of Parliamentarians | [Tophas3@aol.com](mailto:Tophas3@aol.com) | 713-557-1195

The Parliamentarian's Corner – May 2011

### Six Steps in Handling a Motion

Do you want the body to vote on a concern of yours but you do not know how to get it on the floor?

Well, here is all you need to know:

After addressing the chair and being recognized:

A member makes a motion, "I move ..." (resumes seat) Never say, "I make a motion"

Another member seconds the motion, "Second!"

The chair states the question, "It is moved and seconded ..."

(The motion now belongs to the assembly after these 3 steps)

The members debate the motion or ask questions

The chair puts the question (takes the vote)

All in favor, say "I". Count number. Opposes? The number is counted. Abstentions? Number is counted.

The chair announces the results:

which side has it,

whether adopted or lost,

the effect of the vote, then the chair goes on to:

Next item of business. Have a Good Meeting.

Tophas Anderson, III

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***NOTE: All information in the Parliamentarian's Resource Center has been re-validated by the Operations Manual Review Committee in April 2019***