

# **TOUGALOO COLLEGE NATIONAL ALUMNI ASSOCIATION CHAPTER GUIDE**

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**Tougaloo College National Alumni Association**

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# **Tougaloo College National Alumni Association**

## **Chapter Guide** *Table of Contents*

### **INDEX**

- I. **OBJECTIVES**
- II. **MEMBERSHIP**
- III. **CHAPTER CONSTITUTION**
- IV. **CHAPTER OFFICERS**
- V. **CHAPTER MEETINGS**
- VI. **CHAPTER CONTRIBUTIONS AND FUNDS**
- VII. **ALUMNI GIVING**
- VIII. **CHAPTER REPORTS AND FORMS**
- IX. **REGIONAL REPRESENTATIVES ROLE**
- X. **PROCEDURES FOR ORGANIZING OR REORGANIZING CHAPTERS**
- XI. **ACTIVE CHAPTERS**
- XII. **CRITERIA FOR ALUMNUS OF THE YEAR**
- XIII. **NOMINATIONS AND ELECTIONS**
- XIV. **CHAPTER OF THE YEAR AWARDS**
- XV. **HALL OF FAME**
- XVI. **SCHOLARSHIPS AND LOANS**
- XVII. **BENEVOLENCE**

### **FOREWORD**

The Tougaloo College National Alumni Association Chapter Guide is an easy self- help guide designed to assist Tougaloo College Alumni Chapters as follows:

- To understand the functions of Tougaloo College National Alumni Association.
- To implement projects and programs which benefit Tougaloo College and Tougaloo College National Alumni Association
- To serve as a supplement to the Tougaloo College National Alumni Association Constitution and Bylaws
- To serve as a self-help reference for members in alumni chapter meetings
- To assist chapters in managing and promoting more effective involvement of alumni and non-alumni in chapter activities

This Guide is published by The Tougaloo College National Alumni Association.

## **I. Objectives**

The objectives of the Tougaloo College Alumni Association Chapters are as follows:

- A. To establish a mutually beneficial relationship between Tougaloo College and its alumni and friends;
- B. To serve as an agency to interpret the mission of Tougaloo College to the public;
- C. To serve as a clearing house for the employment of Tougaloo College alumni and students;
- D. To recruit alumni and friends as supporters for Tougaloo College and Tougaloo College National Alumni Association;
- E. To recruit prospective students for Tougaloo College;
- F. To sponsor and support programs and activities which will enhance the image, mission, interest(s) and ideas of Tougaloo College and Tougaloo College National Alumni Association; and
- G. To encourage alumni members and friends to make financial contributions to the Tougaloo College Annual Giving Fund.
- H. To work closely with regional representatives with fundraising initiatives and enhancement of chapter development.

## **II. Membership**

Section 1. Eligibility guidelines for admittance to the Tougaloo College National Alumni Association are as follows:

- A. Any graduate of Tougaloo College or Southern Christian Institute;
- B. Any former student of Tougaloo College, Tougaloo High School, Daniel Hand School, or former student of Southern Christian Institute;
- C. Any individual holding an honorary doctorate degree from Tougaloo College is eligible for membership;
- D. Any friend or family member of a Tougaloo College graduate who supports Tougaloo College by paying Tougaloo College National Association dues; and
- E. All graduating seniors. ONE YEAR FREE AFTER GRADUATING

Section 2. Membership is offered as follows:

- A. Annual- this type membership is good for one year and has a duration beginning July 1 and ending June 30.
- B. Subscription Life- this type membership is used to allow for an annual payment plan for

- C. Life – this type membership is for the life of the individual.
- D. Honorary - this type membership is available in the form of Annual, Subscription Life, or Life to any person who has genuine interest in supporting Tougaloo College but did not attend Tougaloo College or its affiliates.

### Section 3. Membership Dues

- A. Tougaloo College National Alumni Association annual dues shall be \$50 to be paid for a calendar year **July 1- June 30**.
- B. Tougaloo College National Alumni Association life dues shall be \$500 to be paid one time or \$100 per year on 5-year payment plan.
- C. Chapters are encouraged to collect and submit TCNAA dues in a timely manner to the Office of Alumni Affairs.

### Section 4. Voting Privileges

- A member is eligible to vote in elections if he/she is a current dues-paying member of Tougaloo College National Association.

## **III. Chapter Constitution**

- A Chapter shall consist of no fewer than five (5) members. Chapters are required to operate under the auspices of TCNAA. In addition, each Chapter will be required to participate in and support the activities of TCNAA.

## **IV. Chapter Officers**

- A. Required officers shall be president, secretary, and treasurer. Other officers may be chosen as deemed necessary by the chapter.
- B. The president shall represent the chapter on the Tougaloo College National Alumni Association Board of Directors.

## **V. Chapter Meetings**

- Each chapter should meet monthly or as often as deemed necessary in order to carry out the objectives as stated in Item I.

## **VI. Chapter Contributions and Funds**

- A. All funds raised or collected by chapters in the name of Tougaloo College or TCNAA are to be reported to the Office of Institutional Advancement or Tougaloo College National Alumni Association, with the exception of funds that may be needed by a chapter for its operations. All funds raised during any given year are to be reported and submitted by the specified deadline in order for a chapter to be considered for *Chapter of the Year* awards.
- B. In-kind gifts are those gifts or services rendered to Tougaloo College or to Tougaloo College National Alumni Association that enhance programs, projects and events of the College or TCNAA Expenses incurred for performing these services, for example, student recruiting, office equipment, choir support, basketball teams support, and etc.

## **VII. Alumni Giving**

- Individual Annual Alumni Giving is the "Life Blood" of Tougaloo College; therefore, it is imperative that the number of alumni givers and the total contributions show continuous improvement. All chapters should strive to have all chapter members participate in the Annual Alumni Giving Fund Campaign.

## **VIII. Chapter Reports and Forms**

- A. Any correspondence required by Tougaloo College National Alumni Association is to be submitted to the Executive Director (P.O. Box 288, Tougaloo, MS 39174); in a timely manner adhering to specific due dates in order to be considered for chapter awards, and is to be archived in the Office of Alumni Affairs. All chapter correspondence to the TCNAA is to be reviewed, dated and signed by the Chapter President or his/her designee prior to submission.
- B. Chapters are to submit the following to Tougaloo College National Alumni Association:
  1. Chapter meeting dates;
  2. Calendar of planned projects/activities;
  3. Roster of current officers and members, including addresses, fax and phone numbers, and e-mail addresses;
  4. Tougaloo College National Alumni Association memberships (life and annual)

This information should be submitted for the current academic year by October 31, and should be updated by May 1st. This information must be on file in the Alumni Affairs office for a chapter to be considered active.

- C. Chapters are to submit to Tougaloo College National Alumni Association a summarized report of projects and activities completed during the current fiscal year July 1 - June 30.

## **IX. REGIONAL REPRESENTATIVE ROLE**

I. A Regional Representative is any graduate or former student of Tougaloo College and an active member of TCNAA who has been nominated and elected by the alumni in their respective region to serve a three (3) year term of office.

### **II. Duties**

Regional Representatives should assist chapter presidents as necessary in the following ways:

#### **A. Fundraising Initiatives**

1. Collect Tougaloo College National Alumni Dues
2. Develop at least one major fundraiser for each chapter
3. Organize an Annual Phon-A-Thon
4. Identify and solicit alumni and friends as major gift donors for TCNAA and the Alumni Giving Fund in the following areas:

- |                              |                      |
|------------------------------|----------------------|
| A. Life Insurance Policies   | D. Real Estate       |
| B. Stocks and Bonds          | E. Inter Vivos Gifts |
| C. Direct Gift (actual gift) | F. Others            |

**B. Enhancement of Chapter Development**

1. Identify an alumnus in each chapter to serve as an Alumni Liaison Officer to work with the College's Recruitment Office in identifying and recruiting students interested in attending Tougaloo.
2. Identify an alumnus to serve as New/Media Coordinator. This person will be responsible for collecting information concerning chapter members and friends for publication in the Tougaloo News and TAB (i.e. award, births, special recognitions, honors, deaths).
3. Identify and recruit alumni for membership in local chapters and TCNAA.
4. Organize and conduct regional conferences
5. Disseminate information from TCNAA to the local chapters
6. Establish, in conjunction with chapter presidents, an Alumni Resource Bank:
  - A. Identify alumni business owners, corporate executives, upper and middle executives.
  - B. Assist in obtaining the professional designation of the chapter's alumni,(i.e. teachers, nurses, social workers, secretaries, lawyers and health care professionals).
7. Assist in the reactivation of inactive chapters and in the identification and organization of new chapters.
8. At-Large Representatives can assist each of the regional representatives/chapter presidents as requested in the implementation and planning of the above outlined goals and objectives.

**X. Procedures for Organizing or Reorganizing Chapters**

- A. The Regional President identifies an alumnus/alumna to serve as organizational chairperson in the desired area.
- B. The Office of Alumni Affairs will supply the chairperson with a list of names, addresses and telephone numbers of alumni in the prospective chapter area.
- C. The chairperson conducts a survey of area alumni and friends to determine the need for the formation of a chapter or the reorganization of the chapter. A minimum of five members is required to charter or reactivate a chapter.
- D. The organizational chairperson, in conjunction with the Office of Alumni Affairs, will schedule a "Kick-Off" meeting with the Executive Director of Alumni Affairs, Regional Officers, National Officers, and other alumni chapter members.
- E. The "Kick-Off" meeting agenda should include the following:
  1. Update on alumni and the state of the College
  2. Provision of guidelines and suggestions for the actual organization or reorganization
  3. Informing the Chapter of programs and events which will enhance Tougaloo College, Tougaloo College National Alumni Association, and the chapter activities
  4. Election of officers
  5. Establishment of committees, and
  6. Orientation to Chapter Guide
- F. A *Charter* will be issued upon the completion of the aforementioned steps.

## **XI. Active Chapters**

- Those chapters that subscribe to and implement the objectives outlined in Item I of the Chapter Guide are considered active chapters. Chapters are considered to be active chapters when the following are fulfilled: (1) files required information according to Article VIII, B 1, 2, 3, 4; (2) there are a minimum of 5 members; (3) there are at least 3 officers; (4) Chapter President's TCNAA dues are paid by September of each fiscal year; (5) contributes to the Annual Giving Fund; and (6) subscribes to the objectives as outlined in the Chapter Guide.
  
- **Criteria for Alumnus of the Year**

Nominees for Alumnus of the Year must meet the following criteria:

- A. Must be a graduate of Tougaloo College, Southern Christian Institute or must have attended Tougaloo High School;
- B. Must be a current dues-paying member of the Tougaloo College National Alumni Association for at least three consecutive years;
- C. Must be a member in good standing by participating actively in his/her local chapter (if established in area) for at least three consecutive years; and
- D. Must be a contributor to Tougaloo College, financially or in-kind.

## **XIII. Nominations and Elections**

### **Procedures for electing Tougaloo College National Alumni Association Officers/Board of Directors, Alumni Representatives to Tougaloo College Board of Trustees, and Alumnus/ Alumna of the Year:**

Nominations may be made by any current active TCNAA member (dues paid by January 30) or by any TCNAA active Chapter. Nominees must also be current active TCNAA members.

Nomination Forms are to be distributed to active TCNAA members on or before February 1. Nomination forms must be returned on or before February 28. Nomination forms are to be returned to:

***[nominations@tcnaa.org](mailto:nominations@tcnaa.org)***

- B. The Nominations and Elections Committee will meet on a predetermined date (to be set by chairperson) for the purpose of collecting, opening, and reviewing all nominations. All nominees meeting the criteria will be placed on the election ballot. Ballots will be mailed to all active TCNAA members (dues paid by January 31).
- C. The election process may be completed by electronic or mail-in balloting. Mail-in Ballots are to be returned in the "official TCNAA ballot only envelope" and sealed. This "ballot only envelope" will be placed in the "self addressed envelope" and the inside of the folding side (flap) of the self addressed envelope must be signed in the designated space and mailed back to TCNAA postmarked by April 30 in order to be tallied. Do not sign "ballot only envelope or ballot".
- D. Nominees must submit a short biography (including name, class year or last year of attendance, occupation, prior offices held in TCNAA (if any), chapter affiliation (if any), and a minimum of two methods of contact (email plus one other). Biography shall be included by the Nomination and Election Committee with the election ballot when distributed.

- E. The Nominations and Elections Committee will meet on a predetermined date for the purpose of tallying election ballots. All ballots will remain in the Tougaloo, Post Office until the tallying date at which time the ballots will be secured by the Committee and the Executive Director of Tougaloo College Office of Alumni Affairs for tallying. Nominees may have a representative present during the counting of the ballots.
- F. The results of the tally will be presented to the TCNAA Board of Directors at the May Board meeting, as well as all nominees will be notified of the outcome.
- G. All Officers, Regional Directors and Alumni Representatives to the Trustee Board shall be elected for a three (3) year term, which shall begin July 1st. None may be re-elected to hold a position for longer than six (6) consecutive years.
- H. A member is eligible to vote if he or she is in good standing financially with the National Association. (Current Annual, Subscription Life, or Life Member)
- I. An Honorary Member shall have voting rights and privileges, except the holding of national office.
- J. Qualifications- A member is eligible to run for office if he/she meets the following criteria:
  - 1. Must be a graduate or former student of Tougaloo College or Southern Christian Institute;
  - 2. Must be a regular contributor to Tougaloo College financially or in kind;
  - 3. Must be an active member of a local chapter when such a chapter exists in his/her area for one year; and
  - 4. Must be a financial member of the Association for two years.

**K. Chapter of the Year Awards**

The purpose of the Chapter of the Year awards is to motivate chapters to support Tougaloo College and the Tougaloo College National Alumni Association, as well as to motivate chapter members to become more involved in chapter activities. It also allows all chapters, regardless of size, to compete for honors. All chapters can win awards whether it is giving to the annual fund, recruiting students, In-kind gifts, or TCNAA membership (SEE AWARDS CATEGORIES).

- A. The awards are named in honor or in memory of outstanding Alumni or dedicated supporters of Tougaloo College.
- B. Chapter awards will be presented at the Hall of Fame Banquet, however, a status report on chapter contribution for awards pertaining to the Tougaloo College Annual Fund will be provided at the Annual Alumni Banquet. All chapter awards will be archived in the Alumni House.
- C. The reporting period covers the fiscal year July 1- June 30.
- D. Chapter Awards Categories:
  - 1. **The Dr. Walter Washington Award (Chapter Donation)**  
This award will be presented to the Chapter contributing the highest total combined financial and In-kind amount to Tougaloo College. The purpose of the award is to encourage chapters to donate to their fullest ability.
  - 2. **The Honorable Corneal A. David Award (Chapter Members Donating)**  
This award will be presented to the Chapter whose chapter members donates the highest combined amount to the Tougaloo College Annual Fund. The purpose of this award is to encourage Chapters to motivate their members.
  - 3. **The Julia A. Bender Award (Highest percent Of Members Donating)**  
This award will be presented to the Chapter having the highest percentage of its chapter members donating to the Tougaloo College Annual Fund. The purpose of this award is to motivate chapters to strive to have a high percentage of its members donate to the Tougaloo College Annual Fund, whether the donation is large or small, it is the numbers that count. Every chapter is encouraged to have 100% of its members donating.

4. **The Lucille M. Fraser Award (Highest Percentage TCNAA Members)**  
This award will be presented to the Chapter having the highest percentage of its members who are dues paying members of TCNAA. The purpose of this award is to encourage chapter members to be Life or Annual Members of Tougaloo College National Alumni Association.
5. **The Dr. Naomi Townsend Award (Recruiting)**  
This award will be presented to the Chapter recruiting the highest percentage of students attending Tougaloo College during a current term. The purpose of this award is to encourage chapters to recruit prospective students to attend Tougaloo College.
6. **The H. M. Thompson Award (In-Kind Contributions)**  
This award will be presented to the Chapter contributing the highest In-Kind valued amount to Tougaloo College and/or Tougaloo National Alumni Association. All In-kind Gifts must be reported to OIA for documentation. The purpose of this award is to honor those chapters who contribute the highest In-Kind gifts or rendered services to Tougaloo College or TCNAA. Such gifts or services may include student recruiting, office equipment, athletic programs support, choir programs support, and etc.
7. **The New or Reorganized Chapter Award**  
This award will be presented to all new or reorganized chapters during the TCNAA Annual Alumni Banquet.

**XV. Hall of Fame Induction** (See tcnaa.org website for update information.)

The Distinguished Alumni Award represents an attempt by the Tougaloo College National Alumni Association and Tougaloo College to carefully select and acknowledge supportive Alumni who have distinguished themselves in their respective professions. No more than five (5) individuals will be selected each year on their contribution and/or in success in either of the following ten categories which include: Athletics, Arts & Entertainment, Business, Communication, Community Service, Education, Government & Law, Medicine, Religion, and Science.

The selections will be made by the Hall of Fame Committee, consisting of six (6) members of the Tougaloo College National Alumni Association, appointed by the National Alumni Association President and four (4) members of the Tougaloo College Faculty and/or Staff, appointed by the President of the College. The two (2) Presidents should compare appointees to avoid duplication. Each member should stagger services from one (1) to three (3). The Director of Alumni Affairs will serve as a consultant to this Committee. Each member's term will be consistent with the term of the TCNAA officers. In the 3<sup>rd</sup> year of the President's term, the term ends June 30<sup>th</sup> and the new President will select new committee members as noted above. They will transition and learn the process from the existing committee who will be responsible until the Hall of Fame banquet in October is completed.

Tougaloo College Alumni Chapters must submit nominations before the April 30th deadline. Self-nominations may be mailed directly, if there is no chapter in the area.

Submission criteria for applicants being nominated is as follows:

- A. Nominee should be an Alumnus/Alumna of Tougaloo College;
- B. Nominee's accomplishments in his/her field must be documented;
- C. Nominee's contributions (Financially and In-kind) to Tougaloo College must be documented;
- D. Nominees must have a fifteen (15) year span or departure from Tougaloo College, either by graduation or transfer; and
- E. All Nominees must meet the Distinguished Alumni Award criteria.

The committee will use objective criteria (outlined in the application) to select the top nominee in each category. (See tcnaa.org website for information.)

#### **XVI. Scholarship and Loan Program**

- A. Selection criteria for Scholarship includes the following:
  - 1. A minimum cumulative grade point average of 3.00 out of 4.00
  - 2. Applicant must be enrolled at Tougaloo College before the scholarship is awarded.
- B. Selection criteria for the Loan will include the following:
  - 1. A minimum cumulative grade point average of 2.50 out of 4.00
  - 2. Applicant must be enrolled at Tougaloo College before the loan is granted.
- C. The loan must be repaid within the academic year.
- D. Granting of a loan will also be based on need as established by a statement of need from the student, chapter, and Admissions Office personnel.
  - o **Awarding of a scholarship will also be based on need as established by a statement of need from the Student, Local Chapters, and Tougaloo College Admissions Office Personnel.**

#### **XVII. Benevolence Committee Guidelines**

- A. In case of death of a member of Tougaloo National Alumni Association, a resolution is sent to the family.
- B. In case of death of an Alumnus/ Alumna of Tougaloo College who is not member of Tougaloo College National Alumni Association, **a sympathy card** will be sent to the family.
- C. In case of death of a member of the immediate family of a Tougaloo College National Alumni Association Member, **a sympathy card** will be sent to the family. Immediate family members shall include the following:

* Husband	* Wife	*Son	*Daughter
* Father	*Mother	*Sister	*Brother

In the case of sickness of a Tougaloo College National Alumni Association Member, **a Get Well** card will be sent to the Member.