



STEPS TO CREATING A CHAPTER

- Contact Office of Alumni Affairs to request list of alumni in your area
 - Contact alumni in your area using social media such as Facebook, Twitter, Instagram, LinkedIn, etc.
- Plan an Interest Meeting such as a Meet/Greet
 - The Office of Alumni Affairs and National Alumni Association (NAA) will help with advertising the meeting, i.e., Webpage, Save-the- Date postcards, Facebook, and Email Blast
- Determine if Meet/Greet produces enough interest to start/redevelop a chapter
- Schedule organizational meeting to elect interim officers
- Appoint Constitution and Bylaws Committee
- Review NAA-SAU Constitution and Bylaws to insure continuity of purpose and mission
 - Draft chapter Constitution and Bylaws
 - Adopt Constitution and Bylaws
- Submit Constitution and Bylaws to NAA Constitution and Bylaws Committee for review and comment where appropriate; once officially accepted by the NAA, then:
 - Submit Constitution and Bylaws with application for Articles of incorporation to your Secretary of State or the Agency that Incorporates Non/Not-for-Profit organizations; once Articles of Incorporation are received, then:
 - NAA will issue official charter to chapter
- Articles of Incorporation will be used to open a bank account
- Submit request to NAA to be included in the exempt status 501(c)(3)

Only active chapters can avail themselves of any tax exemption status or any other fiscal benefit which the NAA possesses. Inclusion in the NAA group tax-exempt determination is not automatic and requires criteria specifically established by the Executive Committee. Chapters who wish to become a member of the NAA group tax exempt determination must file Articles of Incorporation (become legally organized) and must have a valid Federal Employer's Identification Number (EIN) also known as (Tax ID #)

ARTICLE V - AFFILIATION WITH NATIONAL ALUMNI ASSOCIATION
(CHARTER AND ENFRANCHISEMENT) ----- Section 3 - BENEFITS TO CHAPTERS (TAX EXEMPT STATUS AND OTHER FISCAL BENEFITS)



ADDITIONAL CHAPTER INFORMATION

- Determine membership dues that should include national and local dues and honorary member dues
- The fiscal year for NAA is July 1 through June 30
 - A membership list should be sent to the NAA after first meeting of each new fiscal year.
 - A schedule of chapter fundraising activities should be submitted to the NAA and Office of Alumni Affairs at the beginning of each new fiscal year, with periodic updates
- Use of NAA's name for fundraising shall be authorized and permitted only by the NAA
- Chapter contributions to the University from Fundraising activities should be submitted to the University within 30 days following the Fundraiser
- Annual auditing of chapter Fundraising is under the direction of the NAA Executive Committee
- Chapter Fundraising must be in compliance with NAA's fund raising to maximize the effectiveness and efficiency of Fundraising and to avoid confusion on the part of the contributors
- Chapters wishing to establish a general scholarship or scholarship for which special criteria must be met should contact the Office of Institutional Advancement for assistance