

BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION



ALUMNAE HANDBOOK for LOCAL OFFICERS & CHAPTERS

Bennett College National Alumnae Association
P. O. Box 20321
Greensboro, NC 27420

www.bcnaa.org
info@bcnaa.org
Distributed to Chapter Presidents
September 2021

TABLE OF CONTENTS

TABLE OF CONTENTS	1
THE PURPOSE OF HANDBOOK	3
THE BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION	4
Purpose	4
Structure	4
How We Work	4
BCNAA—Chapter Relationship—Office of Alumnae Relations	5
THE FUNCTION OF THE ALUMNAE CHAPTER	6
FORMING A BCNAA ALUMNAE CHAPTER	7
NATIONAL ALUMNAE ASSOCIATION’S RESPONSIBILITY	7
LOCAL ALUMNAE CHAPTER’S RESPONSIBILITY	7
Secure Approval from the BCNAA	7
Organize a Steering Committee Meeting	8
Conduct an Organizational Meeting	8
Follow-up the Organizational Meeting	9
ROLE OF ELECTED CHAPTER OFFICERS	9
PRESIDENT	9
VICE PRESIDENT	10
RECORDING SECRETARY	10
CORRESPONDING SECRETARY	10
FINANCIAL SECRETARY	11
TREASURER	11
CHAPTER COMMITTEES AND OPERATIONS	12
Membership Committee	12
Program Committee	13

BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION HANDBOOK

Recruitment Committee	13
Publicity/Communication Committee	14
Annual Giving Committee	14
CHAPTER MEETINGS	15
Sample Meeting Agenda	16
PROGRAMMING	17
SPECIAL EVENTS AND PROJECTS	19
PUBLICITY	20
Publicity to the Membership	20
Publicity/Communication to the General Public	20
Publicity/Communication Pointers	21
CHAPTER FINANCES	22
THE ANNUAL APPEAL	23
THE ALUMNAE AWARDS PROGRAM	23
APPENDICES	24
Branding and Organizing	24
Sample Letterhead	25
Sample Constitution and Bylaws	26

THE HANDBOOK PURPOSE

This handbook has been prepared for use by (1) organized alumnae chapters, (2) alumnae seeking to organize chapters, and (3) alumnae seeking to revitalize or reactivate their chapters.

The handbook has multiple purposes, including to:

1. Make the chapters/individuals more effective in implementing components of the Bennett College National Alumnae Association (BCNAA);
2. Assist alumnae in conducting the affairs of their respective chapters, special committees, and officers;
3. Make the chapters stronger vehicles to support former students in relationship building and networking; and
4. Provide more effective means by which alumnae may support the college.

The suggestions and ideas included in this publication cover many aspects of chapter endeavors as well as individual alumnae endeavors. Recognizing that chapters and cultures differ from one area to the other, the handbook seeks to build similarity in purpose by providing flexible guidelines, which depend on the interest, creativity, resourcefulness, and initiative of chapter and national leadership.

Suggested amendments and proposed improvements are welcomed and should be sent to the National BCNAA Parliamentarian and Chair of the Constitution and Bylaws Committee. The BCNAA Executive Committee will discuss and propose necessary changes as needed.

THE BENNETT COLLEGE ALUMNAE ASSOCIATION OVERVIEW

Purpose

As stated in the BCNAA Constitution and Bylaws, the prevailing governance document), the purposes of the BCNAA are as follows:

- The BCNAA is organized exclusively for religious, charitable, and educational purposes as defined by Section 501 (c) (3) of the Internal Revenue Code (IRS) of 1986, as amended, or to any corresponding provision of any future federal tax law.
- The BCNAA shall *work to strengthen the relationship of the College and its alumnae by encouraging continued alumnae interest in Bennett College's growth with financial support and student recruitment.*
- The BCNAA shall *encourage the alumnae to serve as effective role models of the College's educational programs.*
- The BCNAA shall *share information about the College with alumnae, parents, benefactors, students and potential stakeholders, as appropriate.*

Structure

To further the purposes, the BCNAA and its chapters are inextricably linked in partnership to accomplish the Association's overarching strategy.

How We Work

Officers: Labeled as the Executive Committee, the leading officers include the President, 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary, Treasurer, and Parliamentarian. Each holds a duly elected office and serves as the board of the BCNAA.

Standing Committees: As outlined in the bylaws, standing committees serve to supplement the work of the officers. In most cases, committee chairs are appointed by the president after an election year has been completed.

THE FUNCTION OF THE ALUMNAE CHAPTER

An alumnae chapter is a coordinating force of five (5) or more Belles, of a particular community. It functions as a cohesive entity in achieving the purpose of the BCNAA. The fundamental purpose of a Bennett College Alumnae Chapter is to organize graduates and former students who reside in a city or in proximity into a unified body affiliated with the Bennett College National Alumnae Association (BCNAA). It is the vehicle that fosters the advancement of the alumnae and College through engagement and fundraising. Efforts and services rendered in the name of a Bennett College Alumnae Chapter strengthen the image of Bennett College in a local community.

The Bylaws permit the development of virtual chapters. Should a group of alumnae want to organize their efforts they must receive approval of the 1st Vice President of the BCNAA.

An alumnae chapter should establish the following objectives:

1. Provide a medium through which alumnae of Bennett College (former students and graduates) may inspire sisterhood through networking, development, and engagement with each other.
2. Assist alumnae in keeping abreast of recent developments, policies, programs, and progress of the BCNAA and Bennett College.
3. Promote the value of membership and networking in the Bennett College National Alumnae Association.
4. Create pipelines of perspective students through events to recruit those who demonstrate potential for high academic achievement.
5. Assist the BCNAA with data management by supporting efforts of locating and maintaining current alumnae names, addresses, and careers.
6. Support the Alumnae Annual Giving Fund (Loyalty Fund).
7. Generate interest and attendance at special college activities such as Commencement-Alumnae Weekend, Founders Day, etc.
8. Assist in cultivating support from United Methodist Churches, special foundations, and businesses.

9. Support college projects, when invited/appropriate.

As individual alumnae chapters mature, other worthwhile purposes may develop. Chapter leadership should be cognizant of local talents, interests, and needs as it relates to formulating and responding to alumnae chapter purposes.

FORMING A BCNAA ALUMNAE CHAPTER

A BCNAA Alumnae Chapter may be organized by (1) a group of former students and graduates meeting and taking the initiative to organize, or (2) the BCNAA Regional Coordinator and BCNAA 1st Vice President deciding that a chapter would be beneficial to the BCNAA in a certain location provided that there is enough potential membership in that area. The initial organizing steps must be taken by the alumnae.

NATIONAL ALUMNAE ASSOCIATION'S RESPONSIBILITY

1. Support organizers in identifying potential members.
2. Assist with advertising and marketing of initial meetings.
3. Provide guidance on set up of legal documentation (Charter, EIN application) and financial practices (e.g., set up bank account, 501 (c) (3) discussion).
4. Send a representative of the BCNAA to assist with the organizational meeting if the Regional Coordinator or National President is not available.
5. Provide any other available information which the group requests and deems necessary in the initial organizational stages.

LOCAL ALUMNAE CHAPTER'S RESPONSIBILITY—SECURE APPROVAL

1. Secure approval from BCNAA 1st Vice President to begin a chapter.
2. Offer suggestions and information about key persons who might be willing to assist with the organization of the chapter.
3. Provide a communication strategy and messages that the BCNAA can share on all available communication channels.
4. Provide information concerning past efforts at chapter organization in the area and names of former officers or members.
- 5.

Organize a Steering Committee Meeting

1. All alumnae in the area should be invited to this meeting. A representative of the BCNAA should also be invited to attend this meeting. Where there are a limited number of alumnae residing in the area or distance is a factor, this meeting may also serve as the organizational meeting.
2. A temporary Chairperson should be elected until regular chapter officers are elected.
3. The temporary Chairperson should appoint (1) a Nominating Committee to prepare a slate of officers (President, Vice President, Recording Secretary, Corresponding, Financial Secretary, and Parliamentarian) to be presented at the organizational meeting, (2) a Constitution and By-Law Committee to prepare a basic form of organization for the chapter, and (3) other persons to assume responsibility for arranging the initial meeting and its related tasks.
4. Decide upon a date, place and time for the organizational meeting.
5. Appoint a facilitator, a recorder, and create an agenda, which should be submitted to the BCNAA President and the BCNAA Recording Secretary.
6. Obtain a business address (may be a Postal address), telephone, and email address.

Conduct an Organizational Meeting

1. Review briefly the purpose of an alumnae chapter.
2. Introduce the Chairperson of the temporary Nominating Committee and hear the committee's report after the slate has been presented; nominations may come from the floor.
3. Elect new chapter officers.
4. Present the draft Constitution and Bylaws prepared by the Constitution and Bylaws Committee and vote on it.
5. Obtain names of alumnae willing to serve on chapter committees.
6. Discuss chapter program budget and determine alumnae chapter dues.
7. Set date, time, and place for next meeting(s).
8. Allow sufficient time for fellowship period.

Follow-up the Organizational Meeting

1. Send a report of that meeting to BCNAA 1st Vice President Include names of officers and a copy of adopted draft Chapter Constitution and Bylaws for review, approval, and record retention.
2. Send a brief report of the chapter's organizational meeting to the area alumnae who were unable to attend the first meeting.
3. Proceed now as an organized chapter once permission is granted from the BCNAA.

ROLE OF ELECTED CHAPTER OFFICERS

The effectiveness of your chapter program depends on you, the elected officer. Your selection is an indication of the confidence the alumnae have in your leadership and guidance. The resourcefulness and vigor displayed by your members in attaining chapter goals will be in proportion to the quality of your success in assuming your designated responsibilities.

Some duties of the elected officers are cited below. However, based on the talents and resources in your chapter, you may add others to your chapter's constitution.

PRESIDENT

1. Presides at all chapter and executive committee meetings.
2. Serves as ex-officio member of all committees, advising and encouraging, but not encroaching upon their responsibilities.
3. Assumes responsibility for the success of each activity and project the chapter undertakes.
4. Co-signs all checks approved for expenses and financial obligations.
5. Approves and signs all written contracts and financial obligations for chapter.
6. Approves reimbursement requests as appropriate.
7. Represents the chapter at designated National Alumnae Association annual meetings or special activities.
8. Represents the college within the local area when necessary.

9. Complies promptly with requests from the BCNAA for information about chapter affairs.
10. Cultivates new members for the chapter.
11. Keeps the chapter membership informed of important BCNAA affairs.
12. Acts as hostesses to special guests of the chapter.
13. Nurtures new leadership within the chapter and seeks to encourage widespread involvement.
14. Prepares an annual report of the chapter's programs and sends a copy to the BCNAA upon request.

VICE PRESIDENT

1. Performs the duties of the President when requested.
2. Assists the president in the fulfillment of her duties.
3. Executes any other assignments given her by the President (special committee chair, high profile fundraising, program, or membership).
4. Helps the president prepare the chapter's annual report.

RECORDING SECRETARY

1. Takes the minutes of all chapter and executive committee meetings to be maintained as a permanent record, which can be passed on and referred to.
2. Compiles committee and individual chapter reports.

CORRESPONDING SECRETARY

1. Sends notices for all regular and special chapter meetings and events.
2. Notifies the BCNAA of special chapter projects.
3. Maintains and updates chapter roster.
4. Assists the Membership Committee in the Annual Fund Solicitation.
5. Informs the BCNAA of any newsworthy chapter events or membership achievements.
6. Sends lists of new officers and members to the BCNAA.
7. Informs the BCNAA Corresponding Secretary of all name and/or address changes, and necrology.

FINANCIAL SECRETARY

1. Assists the Membership Committee in the Annual Fund solicitation by maintaining accurate records of membership contributions.
2. Coordinates the distribution of membership cards with the corresponding secretary.
3. Presents a monthly financial statement.

TREASURER

1. Receives and banks chapter funds; writes checks for the financial obligations of the chapter; and keeps an accurate record of all financial transactions.
2. Assumes the lead in the Executive Committee to develop the Chapter Annual Budget.
3. Coordinates with appropriate officers the distribution of membership cards upon receipt of annual dues.
4. Presents reconciled quarterly financial reports.
5. Signs, with the President, all written contracts, financial obligations
6. Arranges an annual external audit of financial records and presents results to chapter in the annual report.

CHAPTER COMMITTEES AND OPERATIONS

The alumnae chapter should have various standing committees. The number, size and types of committees will be determined by the purposes and scope of the chapter's annual program. While distributing the workload among chapter members, committees also serve to provide opportunities for members to work with each other, and make a contribution to the success of the chapter.

The constitution of the chapter usually indicates the standing committees and authorizes their appointment by the President or Executive Committee. In some cases, the chairpersons are permitted to name other members for their respective committees.

Some of the traditional standing committees and their responsibilities are:

MEMBERSHIP COMMITTEE

1. Conducts an annual membership drive.
2. Contacts alumnae moving into the area and acquaints them with the chapter program.
3. Assists the Corresponding Secretary in keeping a current list of active chapter members.
4. Provides follow-up for written notices and publicity of upcoming meetings or special events by organizing a campaign connecting by phone/text to contact chapter members. Using other media is strongly recommended (e.g., social media, email, phone, or meet and greet).

PROGRAM COMMITTEE

1. Shares with the Executive Committee the responsibility for planning the total year's program.
2. Appoints a committee member to take charge of a program for each meeting.
3. Arranges responsibility for activity, physical facilities, and necessary equipment.
4. Selects, when the occasion demands, program speakers, toastmasters, mistresses/masters of ceremonies, music, etc.
5. Provides a place on the program or agenda for the introduction of new members.
6. Designates some members of the committee to act as hostesses at each meeting in the absence of a hospitality committee or hostess grouping.

RECRUITMENT COMMITTEE

1. Arranges special recruitment activities in the area high schools, churches, youth organizations, etc. for colleges or chapter representatives, and distributes posters and publications.
2. Plans chapter recruitment programs to acquaint area youth with Bennett College (in some cases, College Fairs may be planned which include representatives from other HBCUs¹).
3. Coordinates small and large group visitations to the college with the assistance of the BCNAA Chair of the Recruitment Committee.
4. Arranges activities for the parents of potential Bennett students to acquaint them with Bennett policies and programs.
5. Maintains close contact with college Admissions personnel; keeps updated college publications in supply.
6. Informs the Office of Admissions and BCNAA Chair of the Recruitment Committee of potential student pools in the area.
7. Sends a current listing of high school counselors to the BCNAA Chair of the Recruitment Committee.

¹ Historically Black Colleges and Universities

8. Coordinates local alumnae recruitment workshops for chapter members (a representative from the college may be invited to assist in this endeavor).

PUBLICITY/COMMUNICATIONS COMMITTEE

1. Establishes working relationships with appropriate newspaper editors and broadcast personnel; invites them to newsworthy events.
2. Arranges for publicity prior to and following the chapter meeting or special event.
3. Arranges for pictures to be taken in advance and/or during the chapter activity.
4. Contacts the BCNAA when information and pictures of college or BCNAA speakers are required for advance publicity.
5. Publicizes not only the chapter's activities, but news of chapter members' achievements and honors; send copies of information to the BCNAA Communications and Technology Chair.

**See additional publicity pointers on pages 20-21.*

ANNUAL GIVING (ALUMNAE LOYALTY FUND) COMMITTEE

1. Assumes responsibility for coordinating fundraising activities with the program and executive committees.
2. Coordinates a volunteer workshop to train chapter members in solicitation techniques.

CHAPTER MEETINGS

How Often Should You Meet?

There is no magic formula for determining the number of meetings the chapter should have each year. The frequency of the meetings depends on the scope of the chapter programs. However, no chapter should consider itself active unless it holds at least four meetings a year.

Where Should You Meet?

Carefully select the meeting place where your chapter convenes. Where members live requires that meeting location (s) are given special attention. Give the place some critical thought and investigate several possibilities. Take into consideration space, atmosphere, noise level, and facilities. Suggestions include:

1. YWCA or YMCA
2. Church Fellowship Halls
3. Hotel/Motel
4. Private Homes
5. College Clubs or Rooms
6. Private Clubs
7. Libraries
8. Community Centers
9. Virtually (Zoom, Google Meet, etc.)

Meeting Suggestions

1. Prepare and send out attractive meeting notices.
2. Follow-up with telephone calls.
3. Prepare an agenda and time schedule for each part of the meeting (try to keep the business of the meeting within 90 minutes).
4. Be sure to introduce new members.
5. Use Robert's Rules of Order to ensure that the meeting runs smoothly.
6. Vary special activities to keep interest of chapter members.
7. Provide opportunities for chapter members to meet special dignitaries and featured guests.
8. Plan an alternative meeting place if an outdoor meeting is scheduled in case of bad weather.
9. Arrange a system of simple evaluation of the meeting or program for future reference.
10. Do not "pass the hat" or appeal for money to the Annual Fund (Loyalty Fund) at regular or special meetings.
11. Use the BCNAA Alumnae Handbook when planning meetings and programs.

Sample Meeting Agenda

- Call the meeting to order; establishment of a quorum
- Invocation or other formality
- Adoption of agenda
- Adoption of minutes
- Secretary's minutes, Treasurer's Report and Committee reports
- Unfinished business
- New business
- Special announcements
- Major program feature
- Adjournment
- Closing activity and social period (singing Alma Mater or another college song)

PROGRAMMING

Specific programs should be planned well in advance and should appeal to the varied interests of the alumnae in your area. They should also mesh with the themes (or goals) of the BCNAA.

A schedule of programs and activities for the year should be sent to all chapter members at the beginning of the calendar year so that people may reserve dates on their personal calendars. Remember to check the community calendar for possible conflicts before scheduling big special events. At specific meetings, be sure to keep organizational matters, the major program, and any entertainment in balance.

The visibility of Bennett College alumnae in any community is of extreme importance at this particular time in our society. Social capital is more intense in a community that holds Bennett College graduates in high esteem both academically and socially.

The variety of chapter programs selected can be endless, depending upon the imagination, ingenuity, and determination of your program committee. The committee may wish to poll the membership via questionnaire occasionally to help determine individual membership expectations and desires.

1. An Alumnae Mixer—a "get-acquainted" gathering: This is usually held at the beginning of each year particularly to welcome new members. The atmosphere should be informal, friendly and sociable. Do not attempt to crowd this occasion with a lot of formal business details about the chapter.
2. Reception, Dinner and Special Guest Speaker: You may wish to consider the following options for speaker:
 - a. College officials or faculty;
 - b. President, chairman, or other officers of special national or local organizations;
 - c. National Alumnae Association President or Regional Coordinator;

- d. Business and labor executives;
- e. Representatives from local or state governmental agencies or departments;
- f. Alumnae from among your own group or from a distant locale who are experts in areas of current interest or who are connected with important community projects or organizations; or
- g. Outstanding teachers or educational administrators in your area or elsewhere, including members of the local Board of Education.

Note: There are several variations of the speaker-type meeting. You may also wish to consider:

- Panel discussions
- Roundtable discussions
- Lectures
- A Forum or symposium series

3. Pot-Luck Dinner: Everyone shares in this event by preparing and bringing a food or beverage specialty. Make sure you have someone to coordinate the menu so that you do not have many people bringing the same foods and drinks.
4. Outings: Barbecues, picnics, steak fries, shore dinners, lawn parties or beach parties can provide an interesting change of pace in the spring or summer if you find that many of your programs are of the formal nature.
5. Meeting for Prospective Belles: This should be an informal get-together to introduce high school students to the College and to alumnae in the community. Naturally, this type of program fulfills one of the basic purposes of any alumnae chapter.

SPECIAL EVENTS AND PROJECTS

Almost every chapter has at least one, and maybe more, special events each year. These are occasions when that extra special effort is made to have all Bennett Alumnae attend occasions and join the festivities. Many times, these events become part of the traditions of the chapter.

Naturally, the first occasion of this nature comes to mind is the celebration of Bennett College Founders Day in October. Your chapter may observe its founding with a special banquet (White Breakfast) and have as its guest a member of the college faculty or administrative staff. When chapters do plan to have a speaker from the college, they will usually schedule the celebration either on a date prior to or after college events so that college officials are not taken away from the official celebration at the college.

- A testimonial or recognition luncheon or dinner is a popular special event. Alumnae are honored on these occasions for their outstanding achievements or service to the chapter, the community or the college; past presidents receive awards; high school and college students are recognized for exceptional achievement. It may be that the chapter is sponsoring a new student at the college and wishes to make the announcement of the scholarship at such an occasion.
- Chapters often assume sponsorship of a visit by a college student organization, e.g., the Choir.
- Send-off parties for area students before they leave for Bennett and parties during the Christmas or spring break can be events that alumnae and students alike will look forward to with much enthusiasm.

PUBLICITY

The best possible publicity techniques should be used when you are ready to announce and publicize your chapter's activities or members' achievements.

Publicity to the Membership

The notice of chapter meetings and activities is the most common form of chapter publicity sent to members. However, these notices also require careful planning. They should serve to generate as well as supply vital information. Talented members on the Publicity/Communications Committee should be challenged to work on creating novel, eye-catching and effective announcements. These announcements should be attractive, original, direct, readable, and above all, in the hands of the membership at least a week or ten days prior to the event.

Social media is another important medium for reaching chapter membership. Each chapter is encouraged to engage with the BCNAA Communications and Technology committee for best practices.

Publicity/Communication to the General Public

Newspapers, radio, television, internet (web articles) publicity not only cover more audiences, but add some dignity and prestige to your chapter's program. Several types of newspaper publicity serve your purposes, depending on the nature of the event.

1. News stories such as scholarship awards, visitors to the city from the college, honors to students enrolled at Bennett or high school seniors, awards to alumnae or chapter members for service activities, and service activities of the chapter. Better results are often obtained if you send a gracious thank you cover letter with the story.
2. Chapter or social event such as regular business meetings or chapter activities, accompanied by a list of alumnae participating, provides great publicity as well as the publication of the names of newly elected officers.

3. Stories or announcements of visiting entertainment groups from the college should be given to the Arts, Entertainment or Music Editors.

Publicity/Communication Pointers

1. Do not favor one type of medium or one newspaper over the other. Notify all media of a story at the same time.
2. Refrain from requesting special consideration on possible length, or handling of your story. Policy and news value govern all stories.
3. Do not use flowery language, triviality and over enthusiasm. Avoid nicknames and abbreviations. Omit unnecessary adjectives.
4. Use simple short sentences. Write in the third person except in quotes. Observe deadlines for each medium. Have materials in the hand of all concerned in plenty of time.
5. Time notices in the newspapers or on radio or television a day or two before the meeting and after members have received mailed notices.
6. Use pictures to add interest to the newspaper story.
7. Be accurate. Make certain all names, addresses, and titles are correct and that date, time and location are correct.
8. Consult with a broadcaster as to what the station might do for you. Many opportunities are available for Public Service Announcements (PSAs).
9. If a guest interview can be arranged, be ahead of time and have some key questions prepared for the interviewer.
10. Always express your appreciation to the various media for their cooperation. Complimentary tickets to special programs and events are always appreciated by members of the press.
11. Send copies of your news releases to the Office of Alumnae Relations.
12. Provide pictures from chapter activities for the Belle Ringer.

CHAPTER FINANCES

Your chapter will need a source of revenue to finance operational and program expenses. The preparation and mailing of announcements and promotional materials related to meetings and other inescapable items of expense necessitate the levying of some annual voluntary dues. The problem often arises as the best method of financing a local alumnae chapter. The solution, however, is essentially a matter to be decided by the individual group.

Often when the Chapter is just organizing, several voluntary underwriters take care of initial cost until the treasury accumulates sufficient funds. As soon as possible, the Chapter should reimburse members or officers for expenditures paid from personal funds so as to avoid imposing on their goodwill and generosity. The following may be considered:

1. Dues: The Chapter may vote to assess each member annually to guarantee meeting the expenses of the year. If dues are too high, there might be a tendency to restrict membership.
2. Donations: The Chapter may seek contributions from local alumnae to cover program expenses.
3. Fundraising projects: The Chapter may wish to supplement its operating income or rely solely on benefits from one or several activities designed to raise money such as jazz brunches, fashion shows, bridge parties, rummage/yard sales, bake sales, door prizes, auctions, bazaars, dances, etc.
4. Extra charge on dinner costs: Many chapters feel that a luncheon or dinner should, in general, be self-sustaining.

THE ANNUAL APPEAL

The Bennett College National Alumnae Association has a strong legacy in supporting our alma mater through giving to the Loyalty Fund, also known as the Annual Alumnae Fund. We support and encourage any means by which an alumna chooses to invest in our college. In the spirit of friendly competition, chapter giving is recorded to encourage increased giving year-over-year.

There are two pathways to give—through the Alumnae Fund of the College, or to the Alumnae Association as a 501(c)(3) that directly supports students through scholarships and gifts.

THE ALUMNAE AWARDS PROGRAM

In recognition of outstanding chapter and individual achievement in the area of alumnae affairs and service, a variety of awards are made each year. The most updated criteria of the Alumnae Awards Program can be found in the Bylaws of the National Alumnae Association.

APPENDICES

Branding and Organizing

1. When chapters organize, the following nomenclature of the chapter's name is required: (LOCATION) Chapter of the BCNAA (e.g., Greensboro Chapter of the BCNAA).
2. To ensure proper branding alignment, the following protocol is to be followed:
 - a. Chapters are only permitted to use the logo of the National Alumnae Association.
 - b. Chapters should create letterhead using the BCNAA logo and approved naming construct.
**See the sample letterhead on page 25.*
3. A sample Constitution and Bylaws is provided as a model only (*see page 26*). Seek the assistance of the BCNAA's officers (1st Vice President, Parliamentarian) and/or your Regional Coordinator to provide guidance when needed.

SAMPLE LETTERHEAD



ABC Chapter of Bennett College National Alumnae Association

****If your chapter has a 501 (c)(3) and is raising funds for the chapter, we recommend the following reminder.***

The ABC Chapter of the Bennett College Alumnae Association is a 501(c)(3) organization, so your contribution is tax deductible.

SAMPLE CONSTITUTION & BYLAWS

ABC CHAPTER

BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION



CONSTITUTION

AND

BYLAWS

DATE

TABLE OF CONTENTS

CONSTITUTION

Name.....	Page 3, Article I
Purpose.....	Page 3, Article II, Sections 1 thru 5
Membership.....	Page 3, Article III, Sections 1 thru 2
Officers and Terms of Office.....	Page 3, Article IV, Sections 1 thru 2 Page 4, Article IV, Sections 3
Meetings.....	Page 4, Article V
Method of Constitutional Amendment.....	Page 4, Article VI
Parliamentary Law.....	Page 4, Article VII

BYLAWS

Nominations and Elections.....	Page 5, Article I, Sections 1 thru 3
Duties of Officers.....	Page 5, Article II, Sections 1 thru 7
Governing Body.....	Page 5, Article III, Sections 1 thru 2
Functions of the Governing Body.....	Page 5, Article IV, Section 1 Page 6, Article IV, Sections 2-4
Budget and Finance.....	Page 6, Article V, Sections 1 thru 3
Membership and Dues.....	Page 6, Article VI, Sections 1 thru 4
Committees.....	Page 6, Article VII, Sections 1 thru 4 Page 7, Article VII, Sections 5 thru 8
Parliamentary Law.....	Page 7, Article VIII
Amendment.....	Page 7, Article IX

ABC CHAPTER BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION

CONSTITUTION

ARTICLE I. NAME

This organization shall be known as the **ABC Chapter** of Bennett College National Alumnae Association.

ARTICLE II. PURPOSE

Section 1. The purpose for which the CHAPTER is organized are religious, charitable, literacy, and educational within the meaning of Section 501 (c) (3) of the Internal Code of 1954 or the corresponding provision of any future United States Internal Revenue Law in collaboration with the Bennett College National Alumnae Association.

Section 2. Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by any organization exempt from federal income tax under Section 502 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

Section 3. The CHAPTER shall work to strengthen the relationship with the College through continued interest in its growth with financial support and student recruitment.

Section 4. The CHAPTER shall encourage its members to serve as effective models of the College's educational programs in community activities.

Section 5. The CHAPTER shall interpret the College to parents, benefactors, students and other segments of communities.

ARTICLE III. MEMBERSHIP

Section 1. Alumnae and Associates who qualify under provisions of the Bylaws shall be eligible for membership in the CHAPTER.

Section 2. The eligibility requirements of the several classes of members, their rights, privileges and the dues of each class shall be adhered to as defined in Article VI of the Bylaws.

ARTICLE IV. OFFICERS AND TERM OF OFFICE

Section 1. The officers shall consist of a president, vice president, recording secretary, corresponding secretary, financial secretary, treasurer, and parliamentarian.

Section 2. Vacancy in the office of the President shall be filled by the Vice President. All other vacancies shall be filled as follows: The CHAPTER, by a majority vote, shall appoint a successor to fill the term of the any vacant office.

Section 3. TERM OF OFFICE: The Term of Office for all officers shall be for two years, commencing January 1st of the election year.

ARTICLE V. MEETINGS

Monthly meetings shall be held the _____ of each month unless otherwise announced.

ARTICLE VI. METHOD OF CONSTITUTIONAL AMENDMENTS

This Constitution shall be amended by a majority vote of active members present during meeting of the CHAPTER, provided that a written notice of the proposed Amendment is given to the membership a minimum of thirty days prior to the CHAPTER meeting.

ARTICLE VII. PARLIAMENTARY LAW

The Constitution of the CHAPTER and Robert's Rules of Order, newly revised issue, are the parliamentary authority for the CHAPTER.

ABC CHAPTER BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION

BYLAWS

ARTICLE I. NOMINATIONS AND ELECTIONS

- Section 1. To be a nominee for an Office, an alumna shall be a financially active member of the CHAPTER and actively participate in the programs of the CHAPTER.
- Section 2. Election of the officers, as defined in Article IV of the Constitution shall be by a majority vote of each financial member.
- Section 3. Each officer shall be elected for two years. Terms for officers shall commence January 1st of the Election Year (*or consider alignment to the BCNAA's Fiscal Year calendar*).

ARTICLE II. DUTIES OF OFFICERS

- Section 1. The **PRESIDENT** shall preside _____.
- Section 2. The **VICE PRESIDENT** shall perform _____.
- Section 3. The **RECORDING SECRETARY** shall _____.
- Section 4. The **CORRESPONDING SECRETARY** shall _____.
- Section 5. The **FINANCIAL SECRETARY** shall _____.
- Section 6. The **TREASURER** shall _____.
- Section 7. The **PARLIAMENTARIAN** shall _____.

ARTICLE III. GOVERNING BODY

- Section 1. The **EXECUTIVE BOARD** shall consist of the elected officers and members of the CHAPTER.
- Section 2. The **EXECUTIVE COMMITTEE** shall consist of the elected officers of the CHAPTER as stated in Article IV of the Constitution.

ARTICLE IV. FUNCTIONS OF THE GOVERNING BODY

- Section 1. The **EXECUTIVE COMMITTEE** of the CHAPTER shall control the property of the CHAPTER, and shall have general oversight of all business matters affecting the CHAPTER. It shall meet during the time of the meeting of the CHAPTER and at other special meetings of the CHAPTER called by the President.

- Section 2. The **EXECUTIVE COMMITTEE** shall transact the affairs of the CHAPTER between meetings of the Executive Board.
- Section 3. A Quorum for the Executive Committee meeting shall consist of a majority of the Executive members, one of which shall be the President or Vice President.
- Section 4. An **AUDIT COMMITTEE** shall be appointed by the Executive Committee.

ARTICLE V. BUDGET AND FINANCE

- Section 1. The actual expenses of the President or her representative to (determine number) professional Meeting per twelve-month period shall be defrayed by the CHAPTER.
- Section 2. The CHAPTER shall establish a scholarship fund.
- Section 3. An audit of the CHAPTER’s financial records shall be conducted annually. An audit shall be required upon the resignation or failure to serve for any reason of the Financial Secretary and/or the Treasurer.

ARTICLE VI. MEMBERSHIP AND DUES

- Section 1. **MEMBERSHIP.** An alumna of Bennett College is eligible upon payment of Annual Dues. Members in good standings are those who complete payment of both local chapter dues as set by the CHAPTER, when applicable. All members are encouraged to pay local dues. Graduating seniors shall receive one-year free membership in the CHAPTER.
- Section 2. **ASSOCIATE MEMBER.** A former or present member of the faculty of Bennett College, parents, guardians, and any other interested person, may become an associate member upon payment of the Annual Dues.
- Section 3. **LIFE MEMBERSHIP** and associated fees are established by the National Alumnae Association.
- Section 4. **LOCAL DUES** shall be set by the CHAPTER annually. Dues shall be submitted to the Financial Secretary by December 31st of each year. **(See Article I, Section 3—Fiscal Year or Calendar Year).**

ARTICLE VII. COMMITTEES

- Section 1. The **Membership Committee** shall be responsible for _____.
- Section 2: The **Program Committee** shall _____.
- Section 3. The **Recruitment Committee** shall _____.
- Section 4: The **Publicity Committee** shall _____.

Section 5: The **Budget Committee** shall _____.

Section 6. The **Scholarship Committee** shall _____.

Section 7. The **Nominating Committee** shall _____.

Section 8. The **Audit Committee** shall be appointed by the Executive Committee at the end of the year. The Committee shall, at a minimum, ensure _____.

ARTICLE VIII. PARLIAMENTARY LAW

Robert's Rules of Order, newly revised issue, shall be the CHAPTER's final authority on all questions for procedures of parliamentary law not covered by these Bylaws.

ARTICLE IX. AMENDMENT

See Constitution, Article VI, Page 4, for method of amendment.