

**The  
Alumni Association of  
Tuskegee University,  
Incorporated (TAATU)**



**Policies &  
Procedures**

**Board of Directors  
Approved: July 30, 2023**

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## TAATU Policies and Procedures

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## Introduction

The Alumni Association of Tuskegee University, Incorporated is a Domestic Non-Profit Corporation pursuant to the Alabama Non-Profit Corporation Act and an IRS 501(c)(3) tax exempt organization.

The Association membership consists of alumni and friends of Tuskegee University. Collectively, the members are a body of people dedicated to supporting the mission and vision of Tuskegee University.

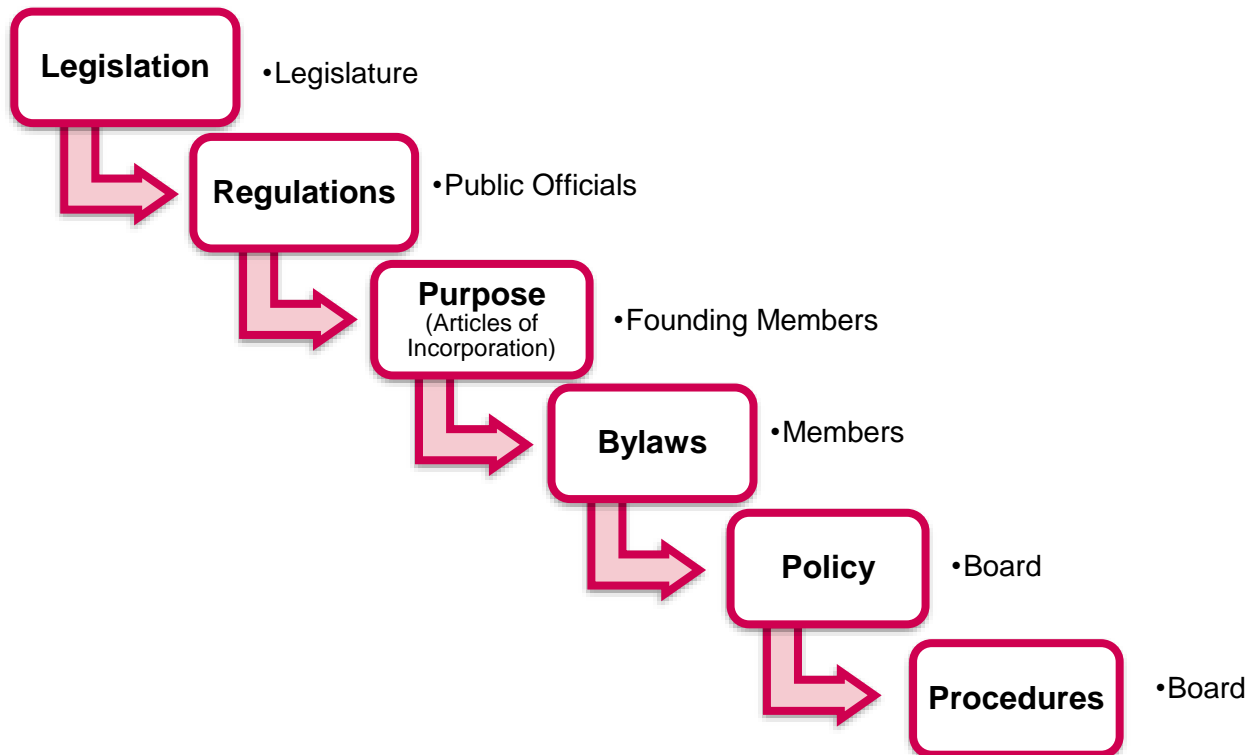
The Bylaws and these Policies and Procedures shall serve as two of the governing documents of the Association. Bylaws have precedence over Policies and Procedures.

The Association shall comply with all applicable federal, state, and local laws and regulations.

All officers (elected and appointed) and members serving on committees are expected to have a working knowledge of the Association’s Bylaws and the Policies and Procedures.

It is important to remember that a **policy** is “what will be done” and a **procedure** describes “how, when, and by whom it will be done”. Every policy should therefore have at least one procedure and every procedure should have a related policy.

## Levels of Authority



Legal Component – In the red outlined box  
Who possesses authority to make changes – Name to the right of the red outlined box

## **Benefits of Policies and Procedures**

- Fosters stability and continuity in planning and decision making
- Enhances board/committee efficiency
- Serves as a storehouse of wisdom
- Clarifies governing styles, roles, responsibilities and expectations
- May reduce liability
- Assists in the orientation of new Board members
- Helps shift the Association from a reactive to a proactive position

## **Standard of Conduct for Board Members**

A TAATU board member shall, based on facts then known to the board member, discharge the duties as a board member, including the board member's duties as a member of a committee:

- In good faith
- With the care an ordinarily prudent person in a like position would exercise under similar circumstances
- In a manner the board member reasonably believes to be in the best interest of TAATU and the TAATU Board

<b>Title: Updating Policies and Procedures</b> <b>Policy Number: 1.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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The Policies and Procedures document is a 'living' document. It must be reviewed and revised by the Board of Directors on a regular basis, especially when there are changes to the Association's Bylaws. The Board is the only body authorized to approve changes to Policies and Procedures.

Apply the 3 C's – clear, concise, and coherent when preparing any recommendations for revisions or additions.

**Procedure:**

- A board member must prepare a document(s) capturing the information for proposed changes to the Policies and Procedures document.
- Submit the document(s) to the entire Board of Directors at least 30 calendar days before the next called board meeting.
  - Parliamentarian – review content to ensure no conflicts with Bylaws or Roberts Rules of Order. Report findings to the board during the called meeting.
  - Chair of the Board and Recording Secretary – add item to agenda for board to review proposal(s) for approval.
- Upon approval by the Board of Directors:
  - Each policy approved will be updated by the Recording Secretary with the appropriate effective/revised date.
  - The approval/revision date will be appropriately documented on the cover page of the document.
- A revised Policies and Procedures document will be distributed to the board, within 30 calendar days of approval, by the Recording Secretary.

<b>Title: Position Description – Chair of the Board</b> <b>Policy Number: 2.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Possesses a working knowledge of the governing documents of the Association.
- Serves as the presiding officer for all called meetings with the necessary tools to manage the business of the meeting.
  - A copy of the bylaws and other rules of the Association.
  - A copy of the Association’s parliamentary authority (Robert’s Rules of Order Newly Revised).
  - A list of all standing and special committees and their members.
  - A copy of the complete order of business (agenda).
- Calls and schedules meetings.
- Coordinates, with the Recording Secretary, the preparation of the agenda for all meetings.
- Confers with the Parliamentarian before the meeting opens in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during meetings.
- Serves as one of the approvers/signers for all vouchers and checks/electronic payments, except payments made to oneself.
- Serves as the signer for all contracts for services or products approved by the Board of Directors.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Appoints, after consultation with the Board of Directors, standing and special committees.
- Appoints, with the approval of the Board of Directors, members to fill vacant officer positions.
- Serves as ex-officio member of all committees except the Nominating Committee and the Elections Committee.
- Speaks, or authorizes a designee to speak, on behalf of the Association.
- Performs government relations through activities that positively impact the University.
- Retains custody of the Corporate/Association Seal.
- Shall be bonded (covers the theft of Association funds if stolen by the person who is bonded).
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be a member of the Association at least three (3) years at the time of nomination.
- Shall be a graduate of Tuskegee University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Proven ability to preside, according to parliamentary law, at all meetings.
- Proven ability to provide leadership to facilitate effective decisions intended for managing and operating the Association.
- Evidence of current service and support to Tuskegee University.
- Demonstrated skills e.g. diplomacy, tact, etc. in interpersonal relationships with a diverse audience.
- Ability to achieve quantifiable and measurable results as defined by the Association.
- Ability to effectively communicate (orally and verbally) the mission and vision of the Association to the membership and the general public with passion and authenticity.
- Ability to build an exceptional group of Association leaders.
- Dependable.

<b>Title: Position Description – First Vice Chair</b> <b>Policy Number: 2.1</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Coordinates program planning for the Association.
- Possesses a working knowledge of the governing documents of the Association.
- Serves as the presiding officer in the absence of the Chair of the Board for called meetings with the necessary tools to manage the business of the meeting.
  - A copy of the bylaws and other rules of the Association.
  - A copy of the Association’s parliamentary authority (Robert’s Rules of Order Newly Revised).
  - A list of all standing and special committees and their members.
  - A copy of the complete order of business (agenda).
- Serves as one of the three authorized signatories on all checks, drafts, and vouchers of the Association. Serves as the secondary signer on any check payable to COB or Treasurer.
- When serving as the presiding officer, confers with the Parliamentarian before the meeting opens in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during meetings.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be a member of the Association at least three (3) years at the time of nomination.
- Shall be a graduate of Tuskegee University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Proven ability to plan programs that align with the purpose and goals of the Association.
- Proven ability to preside, according to parliamentary law, at all meetings.
- Proven ability to provide leadership to facilitate effective decisions intended for managing and operating the Association.
- Evidence of current service and support to Tuskegee University.
- Demonstrated skills e.g. diplomacy, tact, etc. in interpersonal relationships with a diverse audience.
- Ability to achieve quantifiable and measurable results as defined by the Association.
- Ability to effectively communicate (orally and verbally) the mission and vision of the Association to the membership and the general public with passion and authenticity.
- Ability to build an exceptional group of Association leaders.
- Dependable.



<b>Title: Position Description – Second Vice Chair</b> <b>Policy Number: 2.2</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Works closely with students on campus through the Student Government Association to recruit students to the Association for the purpose of developing better Student-Alumni relations
- Possesses a working knowledge of the governing documents of the Association.
- Serves as the presiding officer in the absence of the Chair of the Board and First Vice Chair for called meetings with the necessary tools to manage the business of the meeting.
  - A copy of the bylaws and other rules of the Association.
  - A copy of the Association’s parliamentary authority (Robert’s Rules of Order Newly Revised).
  - A list of all standing and special committees and their members.
  - A copy of the complete order of business (agenda).
- When serving as the presiding officer, confers with the Parliamentarian before the meeting opens in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during meetings.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be a member of the Association at least three (3) years at the time of nomination.
- Shall be a graduate of Tuskegee University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Proven ability to develop working relationships with students and the university.
- Proven ability to preside, according to parliamentary law, at all meetings.
- Proven ability to provide leadership to facilitate effective decisions intended for managing and operating the Association.
- Evidence of current service and support to Tuskegee University.
- Demonstrated skills e.g. diplomacy, tact, etc. in interpersonal relationships with a diverse audience.
- Ability to achieve quantifiable and measurable results as defined by the Association.
- Ability to effectively communicate (orally and verbally) the mission and vision of the Association to the membership and the general public with passion and authenticity.
- Ability to build an exceptional group of Association leaders.
- Dependable.

<b>Title: Position Description – Third Vice Chair</b> <b>Policy Number: 2.3</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Provides overall support and assistance, as needed to improve membership participation.
- Possesses a working knowledge of the governing documents of the Association.
- Serves as the presiding officer in the absence of the Chair of the Board, First Vice Chair or Second Vice Chair for called meetings with the necessary tools to manage the business of the meeting.
  - A copy of the bylaws and other rules of the Association.
  - A copy of the Association’s parliamentary authority (Robert’s Rules of Order Newly Revised).
  - A list of all standing and special committees and their members.
  - A copy of the complete order of business (agenda).
- When serving as the presiding officer, confers with the Parliamentarian before the meeting opens in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during meetings.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be a member of the Association at least three (3) years at the time of nomination.
- Shall be a graduate of Tuskegee University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Proven ability to develop working relationships with students and the university.
- Proven ability to preside, according to parliamentary law, at all meetings.
- Proven ability to provide leadership to facilitate effective decisions intended for managing and operating the Association.
- Evidence of current service and support to Tuskegee University.
- Demonstrated skills e.g. diplomacy, tact, etc. in interpersonal relationships with a diverse audience.
- Ability to achieve quantifiable and measurable results as defined by the Association.
- Ability to effectively communicate (orally and verbally) the mission and vision of the Association to the membership and the general public with passion and authenticity.
- Ability to build an exceptional group of Association leaders.
- Dependable.

<b>Title: Position Description – Recording Secretary</b> <b>Policy Number: 2.4</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Records minutes and presents for approval at all meetings.
- Serves as the official custodian of all documents, except those specifically assigned to others, such as the Treasurer’s books.
- Transmits all minutes, reports, committee reports, constitutional changes, etc. to the members and Board of Directors within sixty (60) days after meetings.
- Keeps on file all committee reports recording on them the date they were received and what action was taken on them.
- Maintains record book(s) in which the bylaws, special rules of order, standing rules, policies & procedures and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- Calls the roll where it is required.
- Signs all certified copies of acts of the Association.
- Sends to the members and Board of Directors any required notice of each meeting, known as the *call* of the meeting.
- Prepares, prior to each meeting, an order of business (Agenda) for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and – if applicable- the times for which they are set.
- Conducts the general correspondence of the Association.
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Active Listening Skills – Listen to obtain information. – Listen to understand. – Put aside distracting thoughts.
- Communication Skills - Written and verbal – Write notes that follow the order of the agenda. – Accuracy and attention to detail when recording minutes. – Ask questions to clarify, when necessary.
- Time Management – Produce minutes according to Association defined deadlines.
- Communicate call of the meeting according to Association defined deadlines.
- Information Technology Literacy – Skills to produce minutes for distribution and approval in an electronic format. – Internet skills for communicating meeting information, etc.
- Dependable.

<b>Title: Position Description – Treasurer</b> <b>Policy Number: 2.5</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Serves on the Budget and Finance Committee.
- Issues all checks for board approved expenditures.
- Deposits income received from the Financial Secretary.
- Reconciles the check registry in collaboration with the Financial Secretary.
- Gives complete account of financial records when called upon.
- Submits reports at every meeting.
- Maintains accurate records by performing monthly audits to coincide with the disposition of funds.
- Creates a budget variance report for operational and event budgets to be presented at each board meeting or upon request by the board
- Submits an annual report to the Association at its general meeting.
- Responsible for the care and custody of all funds
- Serves as one of the three authorized signatories on all checks, drafts and vouchers, except payments to oneself.
- Prepares and submits the annual IRS 990 report to the board for approval.
- Maintains a working knowledge of the accounting and financial procedures for nonprofit corporations.
- Stays up to date on Internal Revenue Service (IRS) requirements for Exempt Organizations (EO), including filing requirements.
- Stays up to date on the State of Alabama requirements for Nonprofit Corporations.
- Shall be bonded (covers the theft of Association funds if stolen by the person who is bonded).
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Experience with financial controls and budgeting.
- Ability to utilize software tools to ensure the Association’s financial information is always up to date and reconciled.
- Ability to evaluate financial needs of the Association and make appropriate recommendations.
- An orderly mind and methodical way of thinking.
- Available to be contacted for ad hoc advice.
- Demonstrated ability to communicate effectively in oral and written form.
- Good time management skills.
- Dependable.

<b>Title: Position Description – Financial Secretary</b> <b>Policy Number: 2.6</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Serves on the Budget and Finance Committee.
- Maintains official records of financial members of the Association, separating memberships in appropriate categories.
- Maintains the TAATU Master Membership Database.
- Receives all incoming Association funds and prepares receipts for the same.
- Surrenders all collected Association funds to the Treasurer with appropriate documentation.
- Gives complete account of financial records when called upon.
- Submits reports at every meeting.
- Prepares and submits an annual report to the Association in collaboration with the Treasurer.
- Maintains a working knowledge of the accounting and financial procedures for nonprofit corporations.
- Stays up to date on Internal Revenue Service (IRS) requirements for Exempt Organizations (EO), including filing requirements.
- Stays up to date on the State of Alabama requirements for Nonprofit Corporations.
- Shall be bonded (covers the theft of Association funds if stolen by the person who is bonded).
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Experience with financial controls and budgeting.
- Ability to utilize software tools to ensure the Association's financial information is always up to date and reconciled.
- Ability to evaluate financial needs of the Association and make appropriate recommendations
- An orderly mind and methodical way of thinking.
- Available to be contacted for ad hoc advice.
- Demonstrated ability to communicate effectively in oral and written form.
- Good time management skills.
- Dependable.

<b>Title: Position Description – Parliamentarian</b> <b>Policy Number: 2.7</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Appointed

**Duties and Responsibilities:**

- Chairs the Bylaws Committee.
- Gives advice to the presiding officer upon request.
- Calls to the attention of the presiding officer any area in the proceeding that may affect the rights of any member or may otherwise do harm.
- As a member of the Association, has the same duty as the presiding officer to maintain a position of impartiality.
- Does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. Unlike the presiding officer, cannot temporarily relinquish his/her position in order to exercise such rights on a particular motion.
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Working knowledge of Robert’s Rules of Order. OWN A COPY OF THE BOOK.
- Working knowledge of the Association’s bylaws and policies.
- Experience in conflict resolution.
- Excellent oral and written communication skills.
- Dependable.

**Title: Position Description – Communications Director**  
**Policy Number: 2.8**

**Effective Date: 10/17/2021**  
**Revised Date:**

**Position Elected or Appointed:** Appointed

**Duties and Responsibilities:**

- Sends notices to the membership announcing meetings, elections, etc. in a timely manner.
- Conducts general correspondence of the Association, excluding correspondence that is functionally proper to other officers or committees.
- Sends notices to Alumni groups, the University's communications media, etc. covering all Association events.
- Compiles and transmits documents to be published through media sponsored and/or supported by the Association.
- Prepare and manage all (website, etc.) communications material.
- Create, maintain and enhance the reputation of the Association.
- Assist in the creation of digital, video, audio and print content.
- Create a favorable public image of the Association by strengthening its credibility.
- Ensure that the logo and branding of the Association in advertisements, websites, signage, E-blasts, etc. are in accordance with the Association's policies.
- Ensure all social media postings are in compliance with the Social Media Policy.
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Tech-savvy
- Knowledge of website management
- Video conferencing experience
- Creativity
- Networking skills
- Interpersonal skills
- Excellent written and oral communication skills
- Dependable.

<b>Title: Position Description – Archivist</b> <b>Policy Number: 2.9</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Appointed

**Duties and Responsibilities:**

- Responsible for assembling, cataloging, preserving and managing the Association’s written records and historical information.
- Coordinate the collection of memorabilia of historical significance.
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Show genuine interest in the Association’s history and connection with the past.
- Organizational skills - important in developing systems for storing materials and making them available as needed.
- Ability to create an archive of documents and memorabilia.
- Computer literacy – ability to access databases and other electronic document management tools for research.
- Dependable.



<b>Title: Position Description – Chaplain</b> <b>Policy Number: 2.10</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Appointed

**Duties and Responsibilities:**

- Responsible for presenting opening prayer at Association functions and events.
- Coordinates resolution service for deceased alumni with the Recording Secretary.
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Experience serving in a secular leadership position.
- Excellent oral and written communication skills.
- Experience in conflict resolution.
- Dependable.

<b>Title: Position Description – Members-At-Large (2)</b> <b>Policy Number: 2.11</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Position Elected or Appointed:** Elected

**Duties and Responsibilities:**

- Serves as liaisons between the Board of Directors and the rest of the Association.
- Performs duties as assigned by the Board of Directors.
- One Member-At-Large shall be a TU senior or graduate within the last five (5) years.
- Possesses a working knowledge of the governing documents of the Association.
- Attends all called meetings or notifies the appropriate board member in advance if attendance is not possible.
- Prepares and presents written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- Shall be an active regular or associate member for at least one year at the time of nomination. University.
- Shall be an active financial contributor to Tuskegee University.

**Desired Qualities:**

- Ability to use his/her knowledge or special insight in the best interest of the Association.
- Dependable.

**Title: Committee Description – Nominating**  
**Policy Number: 3.0**

**Effective Date: 10/17/2021**  
**Revised Date: 4/20/2023**

**Committee Type:** Standing

**Purpose:**

- Assist the Board of Directors in developing and administering a fair and transparent process for selecting the best qualified candidates for elected offices or positions.
- Responsible for all activities associated with the nominating process.

**Membership:**

- The Nominating Committee shall consist of five (5) active members appointed by the Chair of the Board.
- The chair and members of the Nominating Committee shall not be a candidate for any elected office while serving on the Nominating Committee.
- The chair and members of the Nominating Committee must resign prior to the 'call for nominations' to be eligible to run for an elected office or position.

**Duties and Responsibilities:**

- Develops or reviews the process by which the committee shall operate prior to any applications being reviewed. This includes discussing and agreeing to a method for evaluating applications.
- Develops a basic application for the positions that candidates are seeking to fill so the membership can learn more about the candidates and assess their degree of interest in a leadership position.
- Review and recommend changes to the process as needed.
- Presents the recommended nominating process to the Board of Directors. This must include the communications announcement for the 'call for nominations' and the committee's timeline for each step in the process.
- Consult with the Financial Secretary to certify candidates meet the requirements for membership according the elected position seeking to hold.
- Selects candidates for elected officers based on TAATU Bylaws – Candidate Eligibility Section.
- Prepares a written report to present the slate of candidates to the membership or Board of Directors at a properly called meeting.
- Vets candidates nominated from the floor to validate candidate eligibility.

**Desired Member Qualities:**

- Ability to maintain strict confidentiality and act in a moral and ethical manner at all times.
- Knowledgeable of the leadership needs and strategic direction of the Association.
- Committed to the Association's mission, vision, values and goals, and must be able to communicate them clearly to potential candidates.
- Have a comprehensive understanding of the roles and responsibilities of the positions they need to fill.
- Knowledge of nominating rules sited in Roberts Rules of Order.
- Strong collaboration skills.
- Ability to use electronic tools to exchange resumes, applications and other documents.
- Good time management skills.
- Dependable



The Alumni Association of  
Tuskegee University, Inc. (TAATU)  
Post Office Box 383234  
Birmingham, Alabama 35238

**Board of Directors Nomination Form**

We are accepting nominations for the Board of Directors to be elected at the next Annual Meeting. Board members must be motivated people with a passion for furthering the mission and vision of TAATU.

There will be scheduled board meetings and each member must attend unless excused by the Chair of the Board. Refer to current TAATU Bylaws for Candidate Eligibility information.

Use this form to submit nominations for elected positions on the board. All nominations will be reviewed by the Nominating Committee. Individuals will be contacted by the Committee for an interview if needed.

This form must be completed and returned by insert month and day and time of the election year.

For submission by deadline: *(submission accepted via email only)*

1. Email: insert email address
2. Submit a headshot with the completed form

**Nominee's Information**

<b>Name:</b>
AIN (Alumni Identification Number):
Address:
Preferred Phone Number
Email Address:

<b>Educational Background:</b>

<b>How do you currently support Tuskegee University?</b>

**TAATU Policies and Procedures**

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<b>Nomination for the Position of:</b>
Elected positions - Chair of the Board, First Vice Chair, Second Vice Chair, Third Vice Chair, Recording Secretary, Treasurer, Financial Secretary, Member-at-Large

<b>Occupational or Volunteer Experience Information:</b>
Current occupation:
Professional or Other Volunteer Experiences (if relevant to board membership):

<b>Membership on boards of other organizations? Enter 'X' on one choice Yes ___ No ___</b>
List name and type of organization below. Include any positions held on the board (current and past):
1.
2.
3.
4.

<b>What is your vision for the position you are seeking on the board?</b>

<b>Identify programs, events or activities that the association can consider implementing?</b>

<b>I have read and understand the expectations of the position in the current version of the TAATU Policies &amp; Procedures document. Enter 'X' on one choice Yes ___ No ___</b>
---

I, the undersigned, hereby submit my Board of Directors Nomination Form.

<b>Signature</b>	<b>Date</b>

<b>Title: Committee Description – Elections</b> <b>Policy Number: 3.1</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date: 4/20/2023</b>
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**Committee Type:** Special

**Purpose:**

- Appointed to conduct and oversee the election process.
- Responsible for all activities associated with the election process.

**Membership:**

- The Elections Committee shall be appointed by the Chair of the Board.
- The chair and members of the Elections Committee shall not be candidates for any elected position.

**Duties and Responsibilities:**

- Develop the elections and voting processes for approval by the Board of Directors.
- Determine the method of voting (paper ballot, machine, or electronic voting devices, etc.).
- Ensure that any electronic voting method is secure. \*
- Implement the approved election process.
- Ensure that the election process is carried out with integrity.
- Present the elections report to the membership and to the Board of Directors.
- Execute the ballot retention and destruction process.

**Desired Member Qualities:**

- Experience in developing election processes.
- Knowledge of Roberts Rules of Order for election rules.
- Ability to maintain strict confidentiality and act in a moral and ethical manner at all times.
- Strong collaboration skills.
- Good time management skills.
- Dependable

\*The Board may adopt a web-based or other electronic-based method, which allows members to cast votes electronically.

Members may vote through the internet using a unique login username and password registered with and administered by the Association or an agent authorized to tabulate the votes.

Members may vote after an official ballot has been received and must be made through a secure connection to the Board of Director’s approved server.

Electronic voting must be initiated using a unique ballot ID and random PIN assigned to each ballot.

Any member vote cast by electronic voting is final and cannot be amended or rescinded after the vote is cast.

**Sample Virtual Election Process Summary:**

A. The election will begin at approximately 11:00AM or immediately following the Board Member reports. At 11:00AM the virtual meeting room will be locked to prepare the ballots for the election.

B. Members must be present to vote. Only Financial members are eligible to vote.

C. The election will be held using Election Runner – IT Voting Platform. A voting ballot link will be emailed to eligible and present voting members tentatively at 11:45AM. Ballots will be emailed to the email address listed on the Membership database. Voting will be open for 20 minutes and will close after 20 minutes. Only votes submitted within the 20 min. timeframe will be counted. If a runoff is warranted, a new ballot and duration of time will be set.

D. You must stay in the meeting once the doors lock (No re-admittance) and be present when voting begins. Send all Technical Issues to Elections Committee designated representative.

E. If you are using a second device to retrieve your email with your ballot, please log into the meeting with one device only.

F. Ballot will have applicable candidate(s) for each office. No Write-in candidates will be allowed. You continue to have your right to abstain from voting.

G. No “Do-overs” once your ballot is submitted. You will receive an acknowledgement of submission reply.

H. Candidates are elected by a majority vote of the members present and voting (by office).

- A majority vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions, at a properly called meeting. (Example:  $19 \times \frac{1}{2} = 9 \frac{1}{2}$ , 10 votes needed for majority.)
- Re-balloting/Runoff will occur when there are two or more candidates and the office remains unfilled after the first ballot.

I. Final tabulations will be read by Elections Chair. Chair of the Board declares the winner(s).

<b>Title: Committee Description – Budget and Finance</b> <b>Policy Number: 3.2</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Committee Type:** Standing

**Purpose:**

- Reviews and provides guidance for all financial matters.
- Manages the TAATU annual budget

**Membership:**

- The Budget and Finance Committee shall be appointed by the Chair of the Board.
- The committee will consist of the Treasurer, Financial Secretary and at least two (2) other members.

**Duties and Responsibilities:**

- Provides direction to the entire Board for fiscal responsibility
- Regularly reviews the Association’s revenues and expenditures, balance sheet, investments and other matters related to its continued solvency.
- Ensures that Association’s funds are spent appropriately.
- Ensures the preparation of tax form (990), and audited Financial Statements.
- Prepares the annual budget and submits it to the full Board for approval.
- Implements and maintains appropriate risk management measures such as proper insurance coverage.

**Desired Member Qualities:**

- Ability to understand financial statements.
- Experience in creating budgets.
- Knowledge of financial policy and procedures for non-profits.
- Strong collaboration skills.
- Good time management skills.
- Dependable.



<b>Title: Committee Description – Bylaws</b> <b>Policy Number: 3.3</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date: 4/20/2023</b>
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**Committee Type:** Standing

**Purpose:**

- The Bylaws committee is responsible for the maintenance of the Association’s Bylaws.
- This committee also provides the necessary communication to the membership pertaining to the Bylaws including but limited to proposed amendments.

**Membership:**

- The Bylaws Committee shall be appointed by the Chair of the Board.
- The committee will consist of the Parliamentarian and at least two (2) members.

**Duties and Responsibilities:**

- Review, at least annually, the Bylaws and any other Association governing documents for current status and possible recommendations for changes.
- Ensures that all Association governing documents comply with the principles of parliamentary procedures and are not in conflict with any applicable superseding rules.
- Compiles and organizes the approved Bylaws of the Association and makes them available to the membership.

**Desired Member Qualities:**

- Experience creating and reviewing bylaws, especially nonprofit bylaws.
- Strong background in parliamentary procedures.
- Strong collaboration skills.
- Good time management skills.
- Dependable.

## Sample Bylaws Amendment Form



The Alumni Association  
of Tuskegee University, Inc.

### THE ALUMNI ASSOCIATION OF TUSKEGEE UNIVERSITY, INC. (TAATU)

### PROPOSED AMENDMENT FORM - BYLAWS

**Submit completed form to TAATU Bylaws Committee Chair**

Current Page	Article	Section	Number/Letter	Document must be:
				<ul style="list-style-type: none"><li>• Type written WORD document. NO PDFs.</li><li>• One form for each proposed change.</li><li>• Completed by sponsoring member and Bylaws Committee Chair</li></ul>
<b>Current Bylaw Wording (include the current text of the section or number exactly as it appears in the TAATU Bylaws):</b>				
<b>Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strike outs, and substitutions):</b>				
<b>Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):</b>				

List other bylaws affected by the proposed amendment. *(Review the bylaws to determine other bylaws that may require a revision because of this proposed amendment.)*

Page	Article	Section	Number/Letter

**PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:**

<b>Sponsoring Member:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Bylaws Committee Review:</b>	<b>Date Received:</b>	<b>Date Reviewed:</b>
<b>Board of Directors Review:</b>	<b>Date Reviewed:</b>	
<b>TAATU Membership Review:</b>	<b>Date Reviewed:</b>	<b># of Votes / Pass or Fail:</b>

<b>Title: Committee Description – Audit</b> <b>Policy Number: 3.4</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date: 4/20/2023</b>
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**Committee Type:** Standing

**Purpose:**

- Provide oversight of the financial reporting process, the audit process, the company’s system of internal controls and compliance with laws and regulations.
- Analyze and review the internal operations of the Association.

**Membership:**

- The Audit Committee shall be appointed by the Chair of the Board.
- The committee will consist of the First Vice Chair and at least two (2) members that are not current TAATU financial officers
- No member of the committee shall have participated in the preparation of the financial statements of the Association.

**Duties and Responsibilities:**

- Develop an internal audit process and schedule.
- Perform audits of all Association activities at least once a year.
- Objectively monitor the health of financial, operational, and compliance controls.
- Provide insight into the effectiveness of risk management.
- Offer guidance regarding internal/compliance controls.
- Act as a catalyst for positive change in processes and controls.
- Coordinate activities with the independent auditor.

**Desired Member Qualities:**

- Strong accounting and or finance skill sets.
- Experience in reading and understanding financial statements
- Strong collaboration skills.
- Good time management skills.
- Dependable.

**THE ALUMNI ASSOCIATION OF TUSKEGEE UNIVERSITY, INC. (TAATU)  
AUDIT REPORT**

**This form should be completed by the Audit Committee**

**GENERAL INFORMATION:**

Report for Audit/Fiscal Period:   
 Date Audit was Completed:

**REVIEWS:**

**Internal Control Procedures:**

- |  | <b>Yes</b>                             | <b>No</b>                             |
|--|--|---------------------------------------|
| 1. Does TAATU have written fiscal policies and procedures?<br>If yes, provide Audit Committee with a copy  | <input type="checkbox"/>               | <input type="checkbox"/>              |
| 2. Audit review  |  |                                       |
| a. Were the receipts validated for the audit/fiscal period?<br>If not, give reason: _____  | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |
| b. Were the expenditures validated for the audit/fiscal period?<br>If not, give reason: _____  | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |
| c. Were the bank balances validated for the audit/fiscal period?<br>If not, give reason: _____   | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |
| d. Was adherence to the budget line items validated?<br>If not, give reason: _____   | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |
| e. Was adherence to separation of fiduciary responsibilities validated?<br>(i.e., are the Financial Secretary and Treasurer positions held by different people?)<br>If not, give reason: _____ | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |

**FINANCIAL REPORTS:**

- |  |  |                                       |
|--|--|---------------------------------------|
| 1. Required Annual 501(c)(3) Federal Income Tax Return (990) filed? Provide proof.<br>Date submitted to IRS _____                    | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |
| 2. Have all required reports been completed within the review period? Provide copies.<br>If no, which one's are missing & why: _____ | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |
| 3. Do records of Treasurer and Financial Secretary reconcile? Provide copy of each.<br>Date provided: _____                          | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/> |

**TAATU Policies and Procedures**

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**BANK ACCOUNTS:**

1. How many accounts does TAATU have? \_\_\_\_\_  
 Provide the information requested below for each account

	Type of Account	Account Number	Institution Name	Transaction History Balance	Bank Statement Balance
a.					
b.					
c.					
d.					

Provide the Name(s) and Positions of the authorized signers:

Name	Position
a. _____	_____
b. _____	_____
c. _____	_____

2. Bank records reviewed to ensure monthly reconciliation? Yes | No
3. How many signers are required on each check? \_\_\_\_\_
4. Describe how voided checks are maintained?

	Yes	No
Are reasons provided for voided checks? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
5. Have all unused checks been accounted for? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
6. Are the checks issued in numerical sequence? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
7. Are there any missing check numbers If yes, why?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
8. Does TAATU use a voucher system for all disbursements?	<input type="checkbox"/>	<input type="checkbox"/>

**TAATU Policies and Procedures**

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**INSURANCE POLICIES**

- How many policies does TAATU have? \_\_\_\_\_  
Please provide the information requested below for each policy (attach separate sheet if more than five).

Type of Policy	Policy Number	Insurance Carrier	Expiration Date

**RETURNED CHECKS**

In the box below, describe how returned/bounced checks are handled.

**REVIEW OF DEPOSITS**

Select a statistical sample of deposits for the review period and determine the following :

- |   |     |    |
|---|-----|----|
| 1. Was the source of the deposit properly indicated | Yes | No |
|   |     |    |
| 2. Was the amount of the deposit properly reported  | Yes | No |
|   |     |    |

How many deposits were selected? \_\_\_\_\_  
 How many did not have proper source identification? \_\_\_\_\_  
 How many did not reflect the proper amount? \_\_\_\_\_

**REVIEW OF DISBURSEMENTS:**

Select a statistical sample of disbursements and determine if appropriate procedures were followed.

- Voucher – a voucher exists with approved signatures for the expense
- Signers – each check have required authorized signers
- Separation – confirm that check is not made payable to the check signer
- Online Electronic Payments - confirm that Online Electronic Payments policy followed
- Debit/Credit Card payments - confirm that Debit/Credit Card Usage policy followed
- Documentation – Receipts were provided that justify the expense

Of the disbursements selected:

How many were paid by check? \_\_\_\_\_

How many were paid by debit/credit card? \_\_\_\_\_

How many were paid by Online Electronic Payments? \_\_\_\_\_

How many had appropriate vouchers? \_\_\_\_\_

How many have the required authorized signers? \_\_\_\_\_

How many were made payable to one of the authorized check signers? \_\_\_\_\_

How many had appropriate documentation? \_\_\_\_\_

**OVERALL AUDIT FINDINGS (please check one):**

- After review by the Audit Committee, it has been determined that TAATU has satisfactory financial internal controls and the review supports the existence and utilization of these controls.
- After review by the Audit Committee, it has been determined that TAATU has satisfactory financial internal controls but the review does not support the utilization of these controls.
- After review by the Audit Committee, it has been determined that TAATU does not have satisfactory financial internal controls and the review supports the lack of their existence

\_\_\_\_\_  
Name of Audit Committee Chair (printed)

\_\_\_\_\_  
Signature of Audit committee Chair

**List members of Audit Committee that participated in this audit:**

**NAME** (printed)

**SIGNATURE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendations:**



<b>Title: Scholarship Committee</b> <b>Policy Number: 3.5</b>	<b>Effective Date: 4/20/2023</b> <b>Revised Date:</b>
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**Committee Type:** Standing

**Purpose:**

- Appointed to develop and manage a scholarship process that is fair and unbiased.
- Responsible for all activities associated with selecting deserving Tuskegee University students to award financial assistance.

**Membership:**

- The Scholarship Committee shall be appointed by the Chair of the Board.
- The Committee members shall be appointed by the Chair of the Board.

**Duties and Responsibilities:**

- Develop scholarship selection criteria, for board approval, to select students eligible to receive scholarship funds.
  - Design scholarship application. Review yearly for modifications needed.
- Review scholarship application(s) according to approved selection criteria.
- Prepare written report and present recommended awardees and award amounts to the Board of Directors for approval.
- Notify all applicants, individually, of the results of the review.
- Committee chair prepares voucher(s) to disburse funds to awardee(s).
- Committee prepares communication for distribution to the membership with results of the selection process.

**Desired Member Qualities:**

- Willingness to spend quality time evaluating and reviewing scholarship applications
- Ability to work with other reviewers in a team environment
- Openness in revealing any conflict of interest with potential scholarship applicants
- Understanding the need for fairness, objectivity and nondiscrimination within the scholarship selection process
- Ability to focus on the specific selection criteria in determining the award winners
- Ability to maintain strict confidentiality and act in a moral and ethical manner at all times.

## Sample Scholarship Application



The Alumni Association  
of Tuskegee University, Inc.

### The Alumni Association of Tuskegee University, Inc. Scholarship Application

Last Name:	First Name:	MI:
Home Address:		
City:	State:	Zip Code:
Telephone Number:		
E-Mail Address:		
School Address:		
School Organizations:		
Grade Point Average:		
Classification and Major:		
Are you eligible to return to Tuskegee University in 'good standing'?		
Why do you need this award? Please explain in detail.		
Applicant's Signature _____		Date _____

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TAATU Scholarship Application

<b>Title: Fiscal Policies</b> <b>Policy Number: 4.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Purpose:**

The fiscal policies should ensure that The Alumni Association of Tuskegee University Inc. (TAATU) will complete their collective financial duties under the least amount of risk.

**Receipts and Deposits:**

Task	Financial Secretary	Treasurer
Receipt funds received: <ul style="list-style-type: none"> <li>• Receipts <b>all</b> funds received by check. This includes online payments.</li> <li>• Provide hard copy receipt or electronic acknowledgment to each payer. (Note: all funds submitted via on-line payment system (Square) will be automatically deposited into TAATU's bank account. A notification email will be sent to TAATU's email account along with the applicable information about the member (name, address, telephone number, email address, etc.).</li> <li>• Two days after the member sign up, the Square system will send another email to TAATU's email account notifying the financial officers that the funds had been transferred to the bank account.</li> <li>• The Treasurer as well as the Financial Secretary has access to the TAATU email account but only the Treasurer has access to the bank accounts</li> </ul>	✓	✓
Prepare Receipt Log Form (hard copy or electronically) and submit to Treasurer with funds received.	✓	
Post each 'funds received' transaction to the financial record keeping software. Identify each by source e.g. check, online payment, cash, etc.	✓	
Reconcile funds received to the Receipt Log – report any out of balance to Financial Secretary to reconcile differences		✓
Prepare Deposit Log.		✓
Deposit money in appropriate accounts (financial institutions) according to TAATU guidelines. Attach deposit receipt to Deposit Log.		✓
Post all deposits, by source e.g. bank or online to the financial record keeping software.		✓

**Chart of Accounts:**

The Chart of Accounts (COA) is a listing of all of the accounts in the general ledger accompanied by a reference number. The COA should correlate to the categories in the budget to allow financial officers to easily produce budget-to-actual statements.

Financial officers should review at least once a year for updates and modifications.

**Voucher System:**

An internal financial control system for payments that relies on vouchers to support the following:

- Establishing the propriety of transactions
- Establishing the amount being paid
- Documenting required approvers
- Documenting supporting documentation
- Naming the budget line item/budgetary code accounts which the transactions are to recorded against

The following financial standards apply to disbursements:

- All requests for disbursements must be supported by a voucher and the appropriate supporting documentation (i.e. invoices, contracts, receipts). All vouchers must be signed by the COB and Treasurer.
- Secondary signer (1<sup>st</sup> Vice Chair) shall sign any voucher where reimbursement will be payable to the COB or Treasurer.
- Disbursements requested that meet all established requirements for approval will be processed and distributed within 15 business days.
- All TAATU payments for financial obligations shall be made in the form of a check or comparable banking instrument. No cash payments allowed.
- The use of postdated checks, checks payable to bearer or cash is prohibited.
- Under no circumstances should blank checks be pre-signed.

Financial officers design the voucher form(s) and review at least once a year for modifications.

**Processing Vouchers**

<b>Task</b>	<b>Board Member/ Committee Chair</b>	<b>Financial Secretary</b>	<b>Treasurer</b>	<b>Chair of the Board</b>
Prepare required voucher providing all required information and supporting documents	✓			
Deliver to Treasurer, preferably electronically.	✓			
Review voucher to ensure all required data provided			✓	
Compare all documents attached to the voucher. Resolve any differences before completing review for approval.			✓	
Compare expense amount with available funds in the approved budget that will be reduced by the funds requested. Transactions resulting in a less than zero balance should not be approved.			✓	
Review voucher for approval and prepare check to support voucher's request. Sign voucher and check.			✓	
Deliver voucher and check to Chair of the Board for signature and approval			✓	
Review voucher and check for matching payee on voucher and check, match amount on voucher and check, confirm Treasurer's approval, etc.				✓
Sign check and voucher. Return to Treasurer to mail/distribute.			✓	✓
Deliver copy of approved voucher to Financial Secretary			✓	
Post transactions to the financial record keeping software		✓	✓	

**Check Signing:**

- All checks shall contain two signatures.
- The signatures shall be the primary signers (Treasurer and COB with the 1<sup>st</sup> Vice Chair being the secondary signer). Under no circumstances should primary signers (COB, Treasurer) sign checks made payable to themselves.
- Secondary signer (1<sup>st</sup> Vice Chair) shall sign any check payable to COB or Treasurer. This should be a rare occurrence.

**Budgeting:**

TAATU uses the zero-based budgeting approach. With zero-based budgeting, TAATU starts from scratch each year. The entire budget is built up from the ground level and allows the Association to reevaluate priorities and efficiencies from year to year and result in more effective utilization of resources.

- The overall all operational budget and event budgets (e.g. National Meeting) must be approved by the TAATU Board before implementation.
- Activities/purchases that exceed the approved budget(s) must be approved by the TAATU Board before the activity/purchase commences.
- Financial officers shall not approve any vouchers for expenses not documented in an approved budget.
- The Treasurer shall create a budget variance report for operational and event budgets to be presented at each board meeting or upon request by the board.
- The Board's role with respect to budget variances is to determine whether any change in plans is called for, based on the amount and the direction of each variance, and its ramifications on TAATU's overall plans.

**Auditing:**

Auditing tests the accuracy and completeness of information presented in financial statements.

- An external audit/review evaluates the integrity of TAATU's financial records.
- An internal audit evaluates internal controls, financial records, regulatory compliance etc.

**Banking:**

Change of banking institutions or investment broker may occur upon recommendation by the Treasurer and subsequent approval by the TAATU's Board of Directors.

**Financial Officer Transition:**

Defined procedures guide the current and newly elected financial officers in a smooth transference of information and tools to support a seamless transition.

- Each outgoing financial officer provides the new financial officer with the following within 30 days of the election:
  - All TAATU's financial records
  - A copy of the current TAATU's Bylaws
  - A copy of the current TAATU Policies and Procedures Manual
- Outgoing officers set up time to meet with the incoming financial officers to show them the all processes and forms required by TAATU

### **Records Retention:**

All financial records will be kept for a minimum of seven years by TAATU's Board of Directors (or in accordance to the current IRS requirement) in a secure location. The location will be determined by the Board of Directors.

### **Tax-Exempt Status:**

- TAATU is a 501(c) (3) tax-exempt organization.
- Financial officers shall retain a copy of the Letter of Determination.
- IRS Form 990, or IRS 990 E-Post Card "Return of Organization Exempt from Income Tax" shall be filed annually with the IRS.
  - Return is due on the 15th day of the 5th month after the end of the calendar year.
  - Form must be reviewed by the board before submission to IRS.
- Donations to TAATU should be acknowledged with the appropriate Donor Acknowledgement letter.

### **Insurance:**

- TAATU should purchase Directors' and Officers' (D&O) liability insurance each year to provide protection from wrongful acts by officers and directors.
- TAATU should review this policy carefully with its insurance agent in connection with new fundraising events to make sure these new activities fall within the general liability coverage of the policy.

### **Financial Reporting and Review:**

Financial reporting is a process of summarizing all financial transactions—all revenue coming in and all expenditures going out—for a given period.

- All financial records and documentation should be maintained with the same software such as QuickBooks, Quicken or a database application such as Excel.
- All files should be backed up. The frequency and location should be determined by the TAATU board.
- Financial officer's reports shall be reconciled before presenting to board. Any difference must be noted and explained.

**TAATU Policies and Procedures**

<b>Title: Sample – Chart of Accounts</b> <b>Policy Number: 4.1</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date: 1/26/2023</b>
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**SAMPLE - Chart of Accounts**

Budgetary Code	Account
1000	Cash - Operating Account
1000-1	Cash – Membership Dues Received
1001	Donation - General
1001-2	Donation - Scholarship
1001-3	Donation – Legacy Foundation of Alabama
1002	Gifts
1003	TAATU Fundraising
1003 -1	TAATU Fundraising - Donation
1100	Cash - Scholarship Account
1100-1	Cash – Scholarship account at the University
1200	Conferences
1300	On-Line Sales Revenue
2000	Association Name Registration
2001	Probate Court Filing
2002	State of Alabama Secretary of State Fees
2003	IRS Filing Fees
2004	Web Design Fees
2005	Established Scholarship Bank Accounts via transfer
2005-1	Establish Scholarship Account at the University
2006	Transfer scholarship funds from the operations account to the Scholarship account and vice visa
2100	Bank Fees
2101	Postage/Mailing/Box Fees
2102	Printing
2103	Supplies
2104	Scholarships Awards
2105	Conferences
2106	Trademark Fees
2107	Web Hosting & Development
2108	Web Updates
2109	Miscellaneous – General
2200	Donation to Support TU Students

**TAATU Policies and Procedures**

<b>Title: Sample – Budget Proposal and Budget Analysis Reports</b>	<b>Effective Date: 10/17/2021</b>
<b>Policy Number: 4.2</b>	<b>Revised Date: 1/26/2023</b>

**Sample - Budget Proposal Report**



The Alumni Association of Tuskegee University, Inc.  
**Proposed Budget**  
**Calendar Year 2023**

Budgetary Code	Account	Budget	Notes
1000-1	Membership	\$4,000.00	90 members X \$40 (Regular) 10 members X \$40 (Associate) 0 (Honorary) 25 (Recent Graduate)
1001	Donations	\$500.00	
1003	TAATU Fundraising	\$7,500.00	
1003-1	TAATU Fundraising - Donation	\$500.00	
1001-2	Scholarship - PHLP	\$4,000.00	
1100	Scholarship - Other	\$500.00	
1200	Conference	\$1,000.00	
1300	Online Sales	\$100.00	
<b>Total Income</b>		<b>\$18,100.00</b>	
2100	Bank Fees	\$60.00	
2101	Postage/Mailing/Box Fees	\$300.00	
2102	Printing	\$300.00	
2103	Supplies	\$500.00	
2104	Scholarships Awards	\$4,000.00	
2105	Conferences	\$500.00	
2107	Web Hosting & Development	\$364.00	
2108	Web Updates	\$100.00	
2109	Misc - General	\$750.00	
2200	Donation to Support TU Students	\$4,000.00	
<b>Total Expenditures</b>		<b>\$10,874.00</b>	
<b>Total Income less Total Expenditures</b>		<b>\$7,226.00</b>	
<b>Submitted by,</b>			
<i>John Excel, Treasurer</i>			
<i>Jane Excel Financial Secretary</i>			
1/26/2023			



**Sample - Budget Analysis Report**



**The Alumni Association of Tuskegee University, Inc.  
Budget Analysis  
YTD as of 12/31/2022**

Budgetary Code	Account	Budget	YTD Actual	Variance	Notes
1000-1	Membership	\$3,400.00	\$2,400.00	(\$1,000.00)	
1001	Donations	\$500.00	\$200.00	(\$300.00)	
1003	TAATU Fundraising	\$7,500.00	\$3,432.62	(\$4,067.38)	
1003-1	TAATU Fundraising - Donation	\$500.00	\$200.00	(\$300.00)	
1001-2	Scholarship - PHLP	\$4,000.00	\$4,000.00	\$0.00	
1100	Scholarship - Other	\$500.00	\$550.00	\$50.00	
1200	Conference	\$1,000.00	\$0.00	(\$1,000.00)	
1300	Online Sales	\$100.00	\$62.32	(\$37.68)	
<b>Total Income</b>		<b>\$17,500.00</b>	<b>\$10,844.94</b>	<b>(\$6,655.06)</b>	
2100	Bank Fees	\$100.00	\$0.00	(\$100.00)	
2101	Postage/Mailing/Box Fees	\$300.00	\$177.13	(\$122.87)	
2102	Printing	\$300.00	\$200.00	(\$100.00)	
2103	Supplies	\$500.00	\$52.70	(\$447.30)	
2104	Scholarships Awards	\$2,000.00	\$2,000.00	\$0.00	
2105	Conferences	\$500.00	\$0.00	(\$500.00)	
2106	Trademark Fees	\$0.00	\$0.00	\$0.00	
2107	Web Hosting & Development	\$364.00	\$364.00	\$0.00	
2108	Web Updates	\$100.00	\$100.00	\$0.00	
2109	Misc - General	\$500.00	\$0.00	(\$500.00)	
2200	Donation to Support TU Students	\$3,500.00	\$3,000.00	(\$500.00)	
<b>Total Expenditures</b>		<b>\$8,164.00</b>	<b>\$5,893.83</b>	<b>(\$2,270.17)</b>	
<b>Total Income less Total Expenditures</b>		<b>\$9,336.00</b>	<b>\$4,951.11</b>	<b>(\$4,384.89)</b>	
<i>John Excel</i>					
1/22/2023					

**TAATU Policies and Procedures**

<b>Title: Sample – Financial Officers Reconciliation Reports</b> <b>Policy Number: 4.3</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date: 1/26/2023</b>
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**Sample – Treasurer’s Report**



The Alumni Association of Tuskegee University, Inc.  
**Treasurer's Report - Operations Account**  
 As of December 31, 2022

Beginning Book Balance as of December 1, 2022						<b>\$3,254.95</b>
<b>Deposits Made</b>						
Date	Bank Deposit/Online Deposit		Received From	Budgetary Code/Account	Amount	
12/1/2022	Online Deposit		Richard Allen	1001/Donation	\$100.00	
12/1/2022	Online Deposit		Richard Allen	1000-1/Membership	\$40.00	
12/18/2022	Online Deposit		John Wesley	1001/Donation	\$250.00	
12/18/2022	Online Deposit		John Wesley	1000-1/Membership	\$40.00	
12/30/2022	Bank Deposit		Olivia Davidson	1001/Donation	\$106.00	
<b>Total Deposits</b>						<b>\$536.00</b>
<b>Expenses Incurred and Paid</b>						
Date	Check/Credit Card/Other	Voucher #	Payee's Name	Budgetary Code/Account	Amount	
12/05/22	Credit Card		Vista Prints – Christmas Cards	2102/Printing	(\$152.46)	
12/15/2022	Credit Card		USPS (Stamps for Cards)	2101/Postage Mailing/Box Fees	(\$60.00)	
<b>Total Expenses Incurred and Paid</b>						<b>(\$212.46)</b>
<b>Ending Balance as of December 31, 2022</b>						<b>\$3,578.49</b>
Book Balance as of December 31, 2022					<b>\$3,442.46</b>	
Bank Balance as of December 31, 2022					<b>\$3,442.46</b>	
Difference - See Notes					\$0.00	
<b>Notes</b>						
Submitted by,						
<i>John Excel, Treasurer</i>						
1/26/2023						

**Sample – Financial Secretary’s Report**



The Alumni Association of Tuskegee University, Inc.  
 Financial Secretary's Report - Operations Account  
 As of December 31, 2022

<b>Beginning Balance as of December 1, 2022</b>					<b>\$3,254.92</b>
<b>Income Received</b>					
Date	Check/Online/ Cash/Money Order	Receipt Log Date	Received From	Budgetary Code/Account	Amount
12/1/2022	Online Deposit		Richard Allen	1001/Donation	\$100.00
12/1/2022	Online Deposit		Richard Allen	1000-1/Membership	\$40.00
12/18/2022	Online Deposit		John Wesley	1001/Donation	\$250.00
12/18/2022	Online Deposit		John Wesley	1000-1/Membership	\$40.00
12/30/2022	Bank Deposit		Olivia Davidson	1001/Donation	\$106.00
<b>Total Funds Received and Transferred to Treasurer</b>					<b>\$536.00</b>
<b>Expenses Incurred and Paid</b>					
Date	Check/Credit Card/Other	Voucher #	Payee's Name	Budgetary Code/Account	Amount
12/05/22	Credit Card		Vista Prints – Christmas Cards	2102/Printing	(\$152.46)
12/15/2022	Credit Card		USPS (Stamps for Cards)	2101/Postage Mailing/Box Fees	(\$60.00)
<b>Total Expenses Incurred and Paid</b>					<b>(\$212.46)</b>
<b>Ending Balance as of December 31, 2022</b>					<b>\$3,578.46</b>
<b>Notes:</b>					
<b>Total Members - 63</b>					
Submitted by,					
<i>Jane Excel, Financial Secretary</i>					
1/26/2023					

<b>Title: Debit/Credit Card Usage Policy</b> <b>Policy Number: 4.4</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**POLICY:** TAATU may obtain a debit/credit card to be utilized by the Association for purchases and or payment for goods and services as required.

**PURPOSE:** To outline the responsibility and accountability for purchases, payment, record keeping, and security of the TAATU's issued debit/credit card(s).

**PROCEDURE:** This policy sets forth the acceptable and unacceptable uses of debit/credit card(s) as indicated below:


- Access: TAATU's debit/credit card(s) will be retained and secured by the COB and Treasurer.
- Usage: TAATU's debit/credit card(s) will be used for **business purposes only**. Cards will not be used for any personal purchase or any other transaction that is not authorized or required in the performance of official TAATU business. All cards should be used as a 'credit card' to reduce liability in case card is lost or stolen. No ATM transactions for cash are allowed.
- Transaction Records:
  - A TAATU voucher must be completed and submitted to the TAATU's Financial Secretary and Treasurer, respectively, with supporting receipts to validate debit/credit card transaction.
  - Routine voucher approval procedure is required.
- Treasurer will reconcile debit/credit card transactions on bank statements to ensure accuracy.
- Security: Upon notification of a lost, misplaced or stolen card, the TAATU's COB or Treasurer, respectively, will immediately notify the issuing authority in accordance with the instructions established in the debit/credit card contract agreement.

**RESPONSIBILITIES:**

- TAATU's **COB** shall ensure that the provisions of the policy contained here are followed and adhered to.
- TAATU's **Board** shall:
  - Assess the status and maintenance of established financial records and reports pertaining to subject debit/credit card(s).
  - Address any issue pertaining to debit/credit card policy as needed.
- TAATU's **Treasurer** shall
  - Report any potential or pending financial problems or shortfalls to the TAATU COB and Financial Secretary, respectively.
  - Confirm that debit/credit cards(s) are in accordance with the TAATU's approved budget and or financial obligations to include any authorized formal or informal audits.

<b>Title: Sample Financial Forms</b> <b>Policy Number: 4.5</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date: 1/26/2023</b>
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**Sample Transfer Form**

	<b>The Alumni Association of Tuskegee University, Inc.</b>				<b>Transfer #</b>
	<b>Transfer of Funds Request Form</b>				
<b>TO:</b>	TREASURER				
<b>FROM:</b> (Name and Board Title)					
<b>Date of Request</b>					
	<b>Budgetary Code/Account</b>	<b>Bank Account</b>	<b>Reason for Transfer</b>	<b>Amount</b>	<b>Approved ? Yes or No</b>
<b>Transfer From</b>					
<b>Transfer To</b>					
<b>Transfer From</b>					
<b>Transfer To</b>					
		<b>TOTAL</b>		<b>\$0.00</b>	
<i>Instructions: Transfer from one Budgetary Code/Account to another Budgetary Code/Account OR Transfer from one Bank Account to another Bank Account. DO NOT MIX.</i>					
<b>Approvers</b>					
	Chair of the Board Signature and Date		Treasurer Signature and Date		
<b>Date transfer(s) posted to financial records</b>					

**Sample Deposit Form**



The Alumni Association of Tuskegee University, Inc.  
 Treasurer's Deposit Log  
 From MM/DD/YYYY to MM/DD/YYYY

Deposit Log #
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**OPERATIONS ACCOUNT**

Date	Received From	Check/Online/ Cash/Money Order	Budgetary Code/Account	Amount	Total

<b>Total Deposit(s)</b>	<b>\$0.00</b>
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**SCHOLARSHIP ACCOUNT**

Date	Received From	Check/Online/ Cash/Money Order	Budgetary Code/Account	Amount	Total

<b>Total Deposit(s)</b>	<b>\$0.00</b>
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Submitted by,
<i>John Excel, Treasurer</i>
1/23/2023

**Sample Receipt Log Form**



The Alumni Association of Tuskegee University, Inc.  
 Financial Secretary's Receipt Log  
 From MM/DD/YYYY to MM/DD/YYYY

Receipt Log #
------------------

**OPERATIONS ACCOUNT**

Date	Received From	Check/Online/ Cash/Money Order	Budgetary Code/Account	Amount	Total

**Grand Total** **\$0.00**

**Scholarship Account**

Date	Received From	Check/Online/ Cash/Money Order	Budgetary Code/Account	Amount	Total

**Grand Total** **\$0.00**

Submitted by,
<i>Jane Excel, Financial Secretary</i>
1/23/2023

<b>Title: Online Electronic Payments Policy</b> <b>Policy Number: 4.6</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**POLICY:** TAATU may pay the amount due on an approved voucher to a vendor or individual using the checking accounts electronic payment feature, commonly referred to as Online Bill Pay or a chosen Merchant Account e.g. Square.

**PURPOSE:** To outline the responsibility and accountability for payments made over an electronic payment system, such as the Automated Clearing House (ACH).

**PROCEDURE:** This policy sets forth the acceptable and unacceptable uses of online electronic payments using the checking accounts.

- TAATU’s voucher must be completed and submitted to TAATU’s Financial Secretary and Treasurer, respectively, with supporting documents e.g. receipts, invoices, etc. to validate the request for payment. Routine voucher approval procedure is required.
- Treasurer will complete the bank process for creating an online electronic payment and record the transaction number in the check register and on the approved voucher.
- For vouchers that will be paid to TAATU’s board members using Online Bill Pay, a copy of the approved voucher will be sent electronically to the payee on the voucher.
- Treasurer will reconcile online electronic payment transactions on bank statements to ensure accuracy.

**RESPONSIBILITIES:**

- TAATU’s **COB** shall ensure that the provisions of the policy contained here are followed and adhered to.
- TAATU’s **Board** shall:
  - Assess the status and maintenance of established financial records and reports pertaining to subject online electronic payments.
  - Address any issue pertaining to online electronic payment policy as needed.
- TAATU’s **Treasurer** shall
  - Report any potential or pending financial problems or shortfalls to the TAATU’s COB and Financial Secretary, respectively.
  - Confirm that Online Electronic Payments are in accordance with the TATU’s approved budget and or financial obligations to include any authorized formal or informal audits.



<b>Title: Donor Acknowledgement Letters – Samples</b> <b>Policy Number: 4.7</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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THE ALUMNI ASSOCIATION OF TUSKEGEE UNIVERSITY, INC.  
POST OFFICE BOX 383234  
BIRMINGHAM, ALABAMA 35238

April 6, 2021

**BOARD OF DIRECTORS**

RICHARD MATHIS  
BOARD CHAIR

BRENDA LORTRIDGE  
FIRST VICE CHAIR

WILLIAM MATHIS  
SECOND VICE CHAIR

KAROL MONTGOMERY, ESQ  
THIRD VICE CHAIR

KEY W. EDWARDS  
TREASURER

RONALD ANDERSON  
FINANCIAL SECRETARY

DR. KRISTEN BISHOP  
SECRETARY

E.J. LORTRIDGE, Sr.  
MEMBER-AT-LARGE

MILES T. WILEY  
MEMBER-AT-LARGE

ANTHONY WESTON  
CHAPLAIN

ALICIA F. WILEY, RP  
PARLIAMENTARIAN

Mrs. Janie Jones  
2014 Starr Avenue  
Any Town, AL 36088

Mrs. Jones,

Thank you for your generous donation in the amount of \$500.00 to The Alumni Association of Tuskegee University, Inc. (TAATU). As a sponsor for the National Convention you will receive the following:

- One convention registration - valued at \$250.00
- Quarter page color ad in the Souvenir Journal – valued at \$100.00

The entire TAATU association extends their gratitude to you.

If you have any questions or concerns, please do not hesitate to contact me.

Again thank you.

Respectfully,

\_\_\_\_\_  
TAATU Chair of the Board

\_\_\_\_\_  
TAATU Financial Secretary

**Sample – Convention Registration Donation**



THE ALUMNI ASSOCIATION OF TUSKEGEE UNIVERSITY, INC.  
POST OFFICE BOX 383234  
BIRMINGHAM, ALABAMA 35238

**BOARD OF DIRECTORS**

April 6, 2021

RICHARD MATHIS  
BOARD CHAIR

John Smith, M.D.  
123 Main Street  
Any Town, AL 36088

BRENDA LORTHRIDGE  
FIRST VICE CHAIR

WILLIAM MATHIS  
SECOND VICE CHAIR

KAROL MONTGOMERY, ESQ  
THIRD VICE CHAIR

KEY W. EDWARDS  
TREASURER

RONALD ANDERSON  
FINANCIAL SECRETARY

DR. KRISTEN BISHOP  
SECRETARY

E.J. LORTHRIDGE, Sr.  
MEMBER-AT-LARGE

MILES T. WILEY  
MEMBER-AT-LARGE

ANTHONY WESTON  
CHAPLAIN

ALICIA F. WILEY, RP  
PARLIAMENTARIAN

Dr. Smith,

Thank you for your generous donation in the amount of \$10,000.00 to The Alumni Association of Tuskegee University, Inc., Scholarship Fund.

Your donation will benefit many students attending The University. The entire alumni association extends their gratitude to you.

If you have any questions or concerns, please do not hesitate to contact me.

Again thank you.

Respectfully,


\_\_\_\_\_  
TAATU Chair of the Board

\_\_\_\_\_  
TAATU Financial Secretary

**Sample – Scholarship Fund Donation**

**TAATU Policies and Procedures**

<b>Title: Sample Expense Voucher</b> <b>Policy Number: 4.8</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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	<b>The Alumni Association of Tuskegee University, Inc.</b> <b>Expense Voucher</b>	<b>VOUCHER #</b>
<b>Requested By:</b>		
<b>Pay To:</b>		
<b>Address:</b>		
<b>Preferred Phone Number:</b>	<b>E-Mail Address</b>	
<b>Wording on Memo Line of Check/Bill Pay</b>		
<b>Reason for Request</b>		
<b>Date</b>	<b>Charged To Budgetary Code/Account</b>	<b>Description of Expense Item</b>
		<b>Amount</b>
		\$0.00
		\$0.00
<b>Total Expenses</b>		
		\$0.00
		<b>Amount Advanced</b>
		\$0.00
		<b>Paid By TAATU Credit Card</b>
		\$0.00
		<b>AMOUNT TO BE REIMBURSED</b>
		\$0.00
<b>Requester Signature</b>	<b>Date</b>	
<b>Approved</b>		
<b>Chair of the Board Signature/Date</b>		<b>Treasurer's Signature/Date</b>
<b>Paid-Check No.</b>	<b>Amount</b>	<b>\$0.00</b>
<b>Bill Pay Transaction Number</b>	<b>Amount</b>	<b>\$0.00</b>
<b>Mail all Expense Vouchers with Bills, Statements and Receipts to the TAATU Treasurer at:</b>		
<b>P O Box 383234, Birmingham, AL 35238</b>		

<b>Title: Membership and Dues Procedures</b> <b>Policy Number: 5.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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The membership period shall be from **January 1<sup>st</sup> to December 31<sup>th</sup> (Calendar year)**.

- Member's dues can be submitted directly to the Financial Secretary via the Association's Post Office Box or can be paid directly on-line via the website through the Square Financial System.
- The Financial Secretary will record all submissions and shall remit to Treasurer via the Receipt Log form. In conjunction, a copy of the Membership Remittance Form shall be submitted to the 2nd Vice Chair.
- The Financial Secretary will denote on the Membership Remittance Forms the calendar year that dues should be applied to.
- The 2<sup>nd</sup> Vice Chair will mail membership cards and/or other membership insignia directly to the member.

<b>Dues received by TAATU (mail or online)</b>	<b>Will be applied to Current Calendar year (unless otherwise indicated)</b>
1/1/Year to 10/31/Year	1/1/Year to 12/31/Year
11/1/Year to 12/31/Year	Applies to the following Calendar Year

<b>Title: Conflict of Interest Policy</b> <b>Policy Number: 6.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date: 1/26/2023</b>
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**Introduction**

A **conflict of interest** is an actual or perceived interest by an officer, board member/director, or staff member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

Conflicts of interest may become a major obstacle to fulfilling the ‘duty of loyalty’ — one of the main legal obligations of board members — it may be necessary to re-evaluate the board member’s suitability for current board service.

**Article I**  
**Purpose**

The purpose of the conflict of interest policy is to protect the tax-exempt interest of The Alumni Association of Tuskegee University, Inc. (TAATU) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of TAATU or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II**  
**Definitions**

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which TAATU has a transaction or arrangement,
  - b. A compensation arrangement with TAATU or with any entity or individual with which TAATU has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that aren’t insubstantial. A financial interest isn’t necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. The main legal responsibilities of a nonprofit board are often summarized in the **"three Ds"**

- a. **Duty of care:** Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.
- b. **Duty of loyalty:** When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.
- c. **Duty of obedience:** Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

**Article III  
Procedures**

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/ she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether The Alumni Association of Tuskegee University, Inc. can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement isn't reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in The Alumni Association of Tuskegee University, Inc. best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV  
Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V  
Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from The Alumni Association of Tuskegee University, Inc. for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Alumni Association of Tuskegee University, Inc. for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Alumni Association of Tuskegee University, Inc., either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI  
Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its tax exempt status must adhere to all policies and procedures.

**Article VII  
Periodic Reviews**

To ensure The Alumni Association of Tuskegee University, Inc. operates in a manner consistent with charitable purposes and doesn't engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to The Alumni Association of Tuskegee University, Inc. written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and don't result in inurement, impermissible private benefit, or in an excess benefit transaction.

**Article VIII  
Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, The Alumni Association of Tuskegee University, Inc. may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



<b>Title: Conflict of Interest Disclosure Statement</b> <b>Policy Number: 6.1</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**THE ALUMNI ASSOCIATION OF TUSKEGEE UNIVERSITY, INC. (TAATU)  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate; complete the balance of the form; sign and date the statement; and return it to the board chair.

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and TAATU on the other. Initials: \_\_\_\_\_

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and TAATU on the other. Initials: \_\_\_\_\_

Corporate (either nonprofit or for-profit) directorships, positions, and employment:  
\_\_\_\_\_

Memberships in the following organizations:  
\_\_\_\_\_

Contracts, business activities, and investments with or in the following organizations:  
\_\_\_\_\_

Other relationships and activities:  
\_\_\_\_\_

My primary business or occupation at this time:  
\_\_\_\_\_

I have read and understand TAATU's Conflict of Interest Policy and agree to be bound by it. I will promptly inform the board chair of TAATU of any material change that develops in the information contained in the foregoing statement.

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Title: Whistleblower Protection Policy</b> <b>Policy Number: 7.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Purpose:** This policy creates a mechanism whereby, if an employee or volunteer becomes aware of a violation of policy or law, this can be reported without fear of retaliation. The policy can protect the organization and ensure that directors, employees and volunteers are aware of the policy and understand how to report concerns.

Policy approved by the Board of Directors of The Alumni Association of Tuskegee University, Inc. (TAATU) on MM/DD/YYYY.

TAATU requires its directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of TAATU we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Protection Policy is intended to encourage and enable employees and members to raise serious concerns internally so that TAATU can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of TAATU's code of ethics or suspected violations of law or regulations that govern the organization.

### **No Retaliation**

It is contrary to the values of TAATU for anyone to retaliate against any board member, officer, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of TAATU. An employee or member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or dismissal from the organization.

### **Reporting Procedure**

TAATU has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with any Board member of the organization. The Chair of the Board has the overall responsibility to investigate all reported complaints. Employees or members with concerns or complaints may also submit their concerns in writing directly to the entire board.

### **Compliance Official**

The Chair of the Board is responsible for ensuring that all complaints about unethical or illegal conduct at TAATU is investigated and resolved. The Chair of the Board is also responsible for ensuring that all complaints about unethical or illegal conduct at TAATU is investigated and resolved. All complaints and their resolution will be reported at least annually to the Board of Directors.

**Accounting and Auditing Matters**

Officials at TAATU shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

TAATU will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

<b>Title: Document Retention/Destruction Policy</b> <b>Policy Number: 8.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**ARTICLE I PURPOSE**

The purpose of the document retention/destruction policy for The Alumni Association of Tuskegee University, Inc. (TAATU) is to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of the Organization.

**ARTICLE II POLICY**

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

Section 2. Exception for Litigation Relevant Documents. TAATU expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or TAATU informs you, that its records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories.

(a) Organizational Documents. Organizational records include the TAATU's Articles of Incorporation, Bylaws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request. (See the attached schedule for details)

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning (Name's) revenues (See the attached schedule for details)

(c) Employment Records/Personnel Records. State and federal statutes require TAATU to keep certain recruitment, employment and personnel information (where applicable). The organization should also keep personnel files (where applicable) that reflect performance reviews and any complaints brought against TAATU or individual employees under applicable state and federal statutes. TAATU should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. (See the attached schedule for details)

(d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in TATUU's minute's book. A clean copy of all other Board and Board Committee materials should be kept by TAATU. (See the attached schedule for details)

(e) Press Releases/Public Filings. TAATU should retain permanent copies of all press releases and publicly filed documents under the theory that TAATU should have its own copy to test the accuracy of any document a member of the public can theoretically produce against TAATU (See the attached schedule for details)

(f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should be maintained by TAATU (See the attached schedule for details)

(g) Marketing and Sales Documents. TAATU should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement. (See the attached schedule for details)

(h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to TAATU and are protected as a trade secret. May 2008 (See the attached schedule for details)

- (i) derives independent economic value from the secrecy of the information; and
- (ii) (ii) has taken affirmative steps to keep the information confidential. TAATU should keep all documents designated as containing trade secret information for at least the life of the trade secret.

TAATU should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(i) Contracts. Final, execution copies of all contracts entered into by TAATU should be retained. TAATU should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(k) Banking and Accounting. TAATU shall maintain all accounts payable ledgers and schedules, bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases), any inventories of products, materials, and supplies and any invoices according to the established schedule (See the attached schedule for details)

(l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be maintained (See the attached schedule for details)

(m) Audit Records. TAATU shall maintain both external and internal audit reports. (See the attached schedule for details)

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

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## TAATU Policies and Procedures

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- (i) printed in hard copy and kept in the appropriate file; or
- (ii) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy. See the schedule.

### Document Retention/Destruction Schedule

<u>Record Type</u>	<u>Retention Period</u>
Corporate Records Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status	Permanent
Letter of Determination (for example, from the IRS in the USA) granting tax exempt	Permanent
Bylaws	Permanent
Board policies	Permanent
Corporate Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent
Financial Records Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	Permanent
General Ledger	Permanent
Retirement and pension records	Permanent
Patents and copyrights	Permanent
Press releases and publicly filed documents	Permanent
Insurance current and expired	Permanent
Electronic Mail	Permanent
Legal documents	10 years
Check registers/books	7 years
Check registers/books	7 years
Bank deposit slips	7 years
Cancelled checks	7 years
Receivable and payable records, inventories and schedules	7 years
Investment records (deposits, earnings, withdrawals)	7 years
Property/asset inventories	7 years
Form 990 or 990• EZ – annual information return	7 years
Employment and personnel records	7 years
Petty cash receipts/documents	3 years
Employment applications	3 years
Board and Board Committee materials	3 years
Marketing and sales documents	3 years

<b>Title: Nondiscriminatory Policy</b> <b>Policy Number: 9.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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TAATU does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

TAATU is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

<b>Title: Compensation Policy</b> <b>Policy Number: 10.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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The Association shall have no paid elected or appointed positions.



<b>Title: Seal and Logo Policy</b> <b>Policy Number: 10.0</b>	<b>Effective Date: 10/17/2021</b> <b>Revised Date:</b>
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**Purpose:** The TAATU seal is used to authenticate Association documents. The logo is a less formal visual image of what the Association represents.

**Usage:** Both the seal and the logo may be used on promotional items with the approval of the board.



**TAATU Seal**



**The Alumni Association  
of Tuskegee University, Inc.**

**TAATU Logo**

<b>Title: Social Media Policy</b> <b>Policy Number: 12.0</b>	<b>Effective Date: 3/6/2022</b> <b>Revised Date:</b>
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**PURPOSE:** This policy outlines the standards that TAATU members and officers are to observe when using social media in reference to TAATU.

**STANDARDS and PROCEDURES:**

- This policy includes blogs, wikis, social networking websites, electronic newsletters, online forums, message boards, or comments on websites, such as Twitter, Facebook, LinkedIn and other sites and services that permit users to share information with others in a contemporaneous manner.
- The use of social media should be appropriate and professional in nature.
- A signed release from a parent or legal guardian must be obtained for children/youth featured in Association related photographs displayed on social media.
- The TAATU Chair of the Board or the TAATU Communications Director shall have the authority to delete inaccurate, inflammatory or inappropriate information, photos and posts at any time.
- TAATU members and officers are not to publish, post, or release any information that is considered confidential or not public. Questions about what is considered confidential or not public should be directed to the TAATU Chair of the Board or the TAATU Communications Director.
- The use of TAATU social media for personal use is prohibited.
- TAATU members and officers should keep TAATU related social media accounts separate from personal accounts.
- All TAATU members and officers are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of TAATU.
- Social media sites may be used to promote TAATU programs provided the Board of Directors approved the planned promotion.

**MONITORING and REVIEW of this POLICY:**

- This policy shall be reviewed at least once a year.
- The TAATU Chair of the Board or the TAATU Communications Director shall be responsible for reviewing this policy to ensure that it meets current legal requirements and reflects best practices.

<b>Title: Approval of Motions Via Email Policy</b> <b>Policy Number: 13.0</b>	<b>Effective Date: 3/6/2022</b> <b>Revised Date:</b>
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**POLICY:** The TAATU Board of Directors may approve motions via email.

**PURPOSE:** To allow the board to make decisions on items of business that are not considered controversial and do not require extensive background and explanation to be made between called board meetings.

**PROCEDURE:** This policy sets forth the acceptable and unacceptable uses for voting via email.

- Any board member may make a motion via email.
- The email shall be sent to all members of the board.
- The subject line on the email shall include the word "Motion."
- The first line of the body of the email shall include the words "I move that the board approve/authorize/recommend ..."
- A member of the board must second the motion via email.
- The COB puts the motion to a vote via email.
- The motion shall expire in seven calendar days or at the start of the next board meeting, whichever comes first.
- All board members, including the Chair of the Board, may vote.
- A majority vote of the board is required to pass/approve an email motion. The secretary is responsible for tallying the votes and the COB informs the board of the outcome.
- Votes should be circulated (CC'd) to all board members.
- If a member fails to CC: other board members on his vote, the secretary shall forward the email to the others.
- Board members shall include the words "I vote No" or "I vote Yes" in the first line of their response.
- Email motions shall only be voted up or down. They cannot be amended.
- The member who proposed the motion may withdraw it at any time prior to approval.
- If the motion does not receive the required votes by the deadline, it fails.
- All votes completed via email shall be ratified in the minutes of the following board meeting.
- If any board member wishes to request that voting on a particular item be at a regular meeting and not via email, then he/she shall inform the COB prior to the end of the prescribed voting period (seven calendar days), which would end the voting and the motion shall be deferred to the next called meeting.

<b>Title: Association Email Accounts Policy</b> <b>Policy Number: 14.0</b>	<b>Effective Date: 3/6/2022</b> <b>Revised Date:</b>
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**POLICY:** The Association shall have email accounts for official communications with members, and the public.

**PURPOSE:** To provide a professional business address to members and the general public

**PROCEDURE:** This policy sets forth the process.

- The Association shall provide Association officers and Association committees with email accounts.
- The Association officers and committee chairs shall have access to their Association email account.
- To aid in transition and record keeping, Association officers and committee chairs must use their Association email to conduct business related to their office or committee.
- Access to these email accounts must be passed on to the new Association officer/committee chair when a new officer/committee chair is elected or appointed. This includes passwords, access information, and any other information pertaining to the email account.
- The passwords to Association email accounts should be changed whenever officers change (i.e. during election cycles/transition, resignation, impeachment).
- All Association email accounts must be checked at least weekly.
- Examples:
  - [taatu21@gmail.com](mailto:taatu21@gmail.com)
  - [taatu1vc@gmail.com](mailto:taatu1vc@gmail.com)

<b>Title: Board Member Reports Policy</b> <b>Policy Number: 15.0</b>	<b>Effective Date: 3/6/2022</b> <b>Revised Date:</b>
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**PURPOSE:** This policy defines the how and when TAATU board members should submit written reports to the board.

**STANDARDS and PROCEDURES:**

- Board members are to prepare and present written reports documenting all activities completed since the last meeting and plans for the future weeks/months.
- The form to use:



**The Alumni Association  
of Tuskegee University, Inc.**

**Board Member Report**

**Name:**  
**Board Position:**  
**Date:**

<b>Tasks Completed</b>	•
<b>Tasks In Progress</b>	•
<b>Action Items</b> <i>(These will be put in the form of a motion for the board)</i>	•

Submitted By,  
*Board Member Signature*



**DISPOSITION OF REPORT:** *(To be completed by the Board Secretary and filed with the minutes)*

- |  |   |
|--|---|
| <input type="checkbox"/> Adopted In Whole or In Part | <input type="checkbox"/> Rejected In Whole or In Part |
| <input type="checkbox"/> Postponed/Tabled            | <input type="checkbox"/> For Information Only         |

<b>Title: Board Member Attendance Policy</b> <b>Policy Number: 16.0</b>	<b>Effective Date: 7/30/2023</b> <b>Revised Date:</b>
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## **Board Member Attendance**

Board members must be paid members of the association for the current calendar year to be eligible to attend and vote during board meetings.

A Board member who is absent, without notice to the Chair, from two consecutive called meetings of the Board during a calendar year shall be encouraged to have a discussion with the Chair of the Board about his/her commitment to the association. The Board may deem a board member who has missed two consecutive board meetings, without any discussion with the Chair, to have resigned from the Board.

## TAATU Policies and Procedures

**Title: TAATU Letterhead**  
**Policy Number: 17.0**

**Effective Date: 4/20/2023**  
**Revised Date:**

**PURPOSE:** The purpose of a letterhead is for TAATU branding to be recognizable across all of the business correspondence.

**STANDARDS and PROCEDURES:**

Use this format for official TAATU letters.





Policies &  
Procedures