



Florida A&M University

National Alumni Association, Inc.

REGINALD J. MITCHELL, SR., ESQ.

RECORDING SECRETARY

NATIONAL OFFICES

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Florida A&M University National Alumni Association (FAMUNAA)

Executive Board Minutes

Wednesday, March 23, 2016

Call to Order

President Clark Called the Meeting to order.

Invocation

Opening Prayer was done by Chaplain Keith Shannon.

Roll Call

Roll Call was taken by the Recording Secretary

Executive Board Members Participating: 20

Leroy Bell, Northeast RVP;
Eleanor Carter, Midwest MAL;
Greg Clark, President;
Carolyn Collins, Past NAA President;
Jean Downing, Florida Regional Vice President (RVP);
Cassie Farmer, Northeast MAL;
Tirrell Hamilton, Far West RVP;
Derris King, Midwest RVP;
Reginald Mitchell, Recording Secretary;
Juanita Moore, Financial Secretary;
James Moran, Treasurer;
Akunna Olumba, General Counsel;
Yolanda Pinkard, Southern RVP;
Artisha Polk, Corresponding Secretary;
Bob Porter, Sargent-At-Arms;
Kier Riley, FAMU Student Alumni Association;
Van Russ, Far West Member-At-Large (MAL);
Keith Shannon, Chaplain;
Pat Shaw, Florida Region MAL;
Mary Smith, Third Vice President;

Other Non-Voting Board Members Participating: 5

Lenard Franklin, Executive Assistant;
Carolyn Jones, Membership Committee Chair
Carmen Cummings-Martin, FAMU NAA Executive Director
Regina Gardner, FAMU NAA Fiscal Operations
Leila Walker, History Book Committee Chair

Invited Guests: FAMU Federal Credit Union: 3

Ernest Allen, President/CEO
Alexandria Cawthon, Vice President of Member Services; and
Andrea Steinlauf, Vice President of Operations

Quorum

A Quorum was established.

Approval of the Agenda

The Agenda was presented for approval. Carolyn Collins added discussion of the Resolutions Committee to the New Business section of the Agenda. She attempted to add the Procedures drafted by the 2nd Vice President to the agenda, but Artisha Polk, Constitution and Bylaws Chair mentioned that those procedures were on the agenda as part of her Committee Report. James Moran moved for adoption of the Agenda. Reginald Mitchell seconded the motion. The Agenda was approved unanimously.

Presidential Invited Guests: FAMU Federal Credit Union (FAMU FCU)

President Clark invited several members of FAMU FCU on the call to reintroduce the FAMU FCU to the board and discuss services available in the future from the FAMU FCU. Ernest Allen, President/CEO (FAMU Class of 1972), Alex Cawthon VP of Member Services and Andrea Steinlauf, VP of Operations The FAMU FCU is interested in offering the Affinity Credit Card with a low introduction rate to members of the Association and participate in the Credit Union. They also offer a great location, but internet banking, 24 hour home banking, loans and great rates.

Jean Downing stated that the Florida Region had discussed using the Credit Card and will get back in touch with the FAMU FCU. Tirrell Hamilton asked if any special benefits or rates for organizations. Earnest Allen stated that several organizations are members of the FAMU FCU. Carolyn Collins asked, and it was answered that Student Alumni Members are eligible to receive the Credit Card. Dr. Leila Walker mentioned that Earnest Allen is a member of the Capital City Chapter of the FAMU NAA. President Clark mentioned that the FAMU FCU is also a sponsor of the FAMU NAA Convention in Tampa.

Committee Referrals: The President asked the Budget and Finance Committee and the Membership Committee to look at the ways to offer services of the FAMU FCU to members.

Reading and Approval of the Minutes.

The reading and approval of the minutes were tabled until the Recording Secretary can listen to all the past recordings (i.e. 1/26, 2/8 (Special Meeting), 2/24, 3/16 and 3/23) and prepare the minutes for approval at the next meeting after they are distributed to all board members.

President's Report

The continuity of our Committees and internal discussions. Committees are asked to keep committee work information internal to the Committee until it is time to present the information to the Board. The Draft Budget was released to officials at the University before the President had a chance to review it. He does not want Committee work released to the public before the Board has had a chance to review and approve the work.

1st Vice President and Convention Report

Yolanda Pinkard, Southern Region Vice President, brought the Convention Report in the absence Charles Lewis. Ms. Pinkard referenced the report that was sent to all board members. The convention will be held on the Memorial Day Weekend at the end of May at the Grand Hyatt in Tampa. The current Convention Schedule was attached as one of the Board Reports. The schedule on the website is being continuously updated. There are a limited number of rooms still available at the host hotel on Friday and Saturday night. The FAMU NAA did add another hotel for the overflow at the Doubletree Hilton Westshore. That link is also going onto the website.

The President asked that we all promote the Convention. We are looking to the Foundation meeting down there and we have commitments from the Board of Trustees, the SGA and the Student Alumni Association to be present as well.

The report was accepted for informational purposes only.

Treasurer's Report

Dr. James Moran presented the Treasurer's Report. The report was current as of March 2, 2016. It covers the restricted funds (\$1,416,346.48) and unrestricted funds (89,194.06). The Bank of America (\$12,100.70); FAMU CU (\$72.46); NAA Endowment and Endowment Earnings of (\$273,282.80). All These accounts total a grand total balance of \$1,790,996.50.

Tirrell Hamilton asked one question as to: "Whether there were any transactions that occurred during this quarter?" The answer was "Yes." There was a transaction that took place during this week. A Bank of America transaction of \$10,616.and some cents. That reporting will come in the next Treasurer's Report.

The report was accepted for informational purposes.

Financial Secretary's Report

Juanita Moore presented the Financial Secretary's Report. She reminded Board Members that she did submit a written report and e-mailed it to the Recording Secretary. She spoke of what will be considered as the total membership and funds raised at the National Convention. Funds and dues should be received by her by April 30, 2016. She suggests that Chapters mail the reports by April 22, 2016. This is to inform all Chapters of the deadline. Chapters can submit information after the deadline, but that information will not be included in the Annual Convention Report. She is asking the Corresponding Secretary to notify all Chapters of the deadline by April 1, 2016.

Van Russ, asked the question: "What is the total membership for 2016?" The Financial Secretary was going to look at the spreadsheet to answer the question. There are currently 1005 active members of the NAA.

President Clark asked the Financial Secretary to send weekly reports of the Chapters in good standing to the Regional VP and Members-At-Large so that they can assist in getting their Chapters to report their membership and dues.

The report was accepted for informational purposes.

Florida Region Vice President's Report

Jean Downing presented the Florida Region Report. There are thirty (30) Chapters in the Florida Region. The Vice President is having trouble with two (2) Chapters due to inactivity that are St. Petersburg and Indian River County. He is asking that the Financial Secretary and Treasurer verify that dues were sent in directly from the Chapter and not via an online PayPal Account. If not, he is recommending the decertification of these chapters. He spoke with a neighboring Chapter and confirmed that St. Petersburg has been inactive for quite some time. Both the Financial Secretary and Treasurer confirmed that they have not received dues from either chapter. There was a request from the President asking for a motion to decertify the two (2) chapters. Dr. Carolyn Jones had an unreadiness in asking do we have an approved process to decertify Chapters in light of a proposal submitted eight (8) months ago. President Clark recognized her concern. In light of the efforts with the IRS to clarify

Dr. Jones asked to further clarify the difference between "inactive" and "decertified". General Counsel Akunna Olumba stated that for IRS purpose essentially there is no difference. The FAMU NAA will report that these chapters are inactive for the current year.

Dr. Jones stated that decertification is a more serious step from the NAA as a chapter. The General.

Akunna Olumba recommended that we hold off on decertifying any chapter until we have a clear picture of all chapters that are similarly situated and that we not piece-meal the decertification process.

The Recording Secretary concurred with the General Counsel that we have a due process in place to notify Chapter of their rights and the steps necessary for re-Chartering in the event that the Chapter loses the Charter.

Tirrell Hamilton recommended that we put pen to paper as to the process for decertification. He recommended that the Executive Board approve the written process.

Dr. Carolyn Jones stated that we have a written procedure in place that covers this process. There needs to be a sense of urgency to approve the document recommended by the Membership Committee. That process is currently under review by the Constitution and Bylaws Committee. She committed to resend the policies to the Corresponding Secretary to send to the entire Executive Board so that they can refresh their memories.

Dr. Carolyn Collins also asked to make sure that within the policy we keep the Regional Vice Presidents in the loop.

Jean Downing withdrew his motion to decharter the two (2) chapters.

Regarding membership, there are other Chapters that Nassau County, Okaloosa County and the Osceola Rattlers. We still have to address the College of Engineering Chapter (Affinity Chapter). Akunna Olumba received information from the Osceola County Chapter and there is a new Employee Identification Number (EIN) for them. The General Counsel will discuss that Chapter with the Florida Regional Vice President.

The report was received for informational purposes.

General Counsel Report

Akunna Olumba presented her report. Two weeks ago the General Counsel sent out a Suspect List and a Chapter NAA list. She has been trying to vet, verify and purge the lists of Chapters not active. She has been seeking Annual Agreements and EIN numbers. The General Counsel will circle back with the Regional Vice Presidents to complete the lists by the end of the month.

The General Counsel sent a Contract Termination Letter to Mr. Curtis Ford and has 30 days to get a final accounting of the work done. She expects to get a final bill for more dollars given the amount of work expended thus far.

President Clark asked the Region VPs to work with the General Counsel that need to prepare their agreements.

Van Russ asked: "If a Chapter is not listed there, are they good to go?" The answer was yes.

The General Counsel wants to complete the list by next Tuesday.

General Bell asked if we can relate the reports to a current EIN Number? The answer from the General Counsel was "Yes"

The report was accepted for informational purposes.

Budget & Finance Committee Report

Reginald Mitchell, Budget and Finance Committee Chair presented the proposed budget (See Attachment). One of the highlights of the budget as an action item is in order to pay for professional staff, the Committee is proposing both raising the dues from \$35 - \$50, and to increase the annual membership greater than the 1,300 members.

The budget document was reviewed and discussed.

There were a number of concerns about reflecting monies given to the University. After checking with the CPA (Auditor) and General Counsel, the Committee ruled out including any monies given directly to the University. However, if members write checks to the NAA directly for the purpose to flow through to the University as a donation, then we can include those amounts. We are treating these forecasted dollars as donations that will not affect the other expenditures of the NAA.

The History Book Committee Budget will be self-supportive. There were other requests from Chapters and Regions which the Committee determined should be self-supportive. Insurance for Officers, President's Travel due to increasing membership. We are recommending a fiscal person on board that will be an employee of the NAA.

Juanita Moore's names was not included in the Budget and Finance Committee Report. That will be immediately corrected by the Chair and resent.

Keith Shannon asked did the Committee meet at 9:00 a.m.? The answer was no, the Committee met yesterday at 1:30 p.m., but the Committee Chair dated the report for presentation for tonight at 9:00 p.m.

Carolyn Jones asked is the hiring of the Fiscal Person contingent upon the raising of dues. The answer was "Yes". The three options are to raise membership levels, raise dues, or take the required funds from the reserves of other accounts.

The answer given by Reginald Mitchell was that "Yes", currently the hiring of staff was contingent upon the raising of dues. There are three (3) options for paying for professional staff: 1) Raising of dues; 2) Increasing the level of membership at the current dues level; or getting the money from Life Membership Reserves that come from the interest on the Life Membership principal account that are not placed into the FAMU NAA Operating Account.

He agreed with Carolyn Jones that we will have to sell the membership on just what the ROI currently is for what the members are currently paying. Thus, we have to announce or create discounts that come with membership, newsletters, annual reports, hospitality, Game-day bus rides and other services.

Gen. Roy Bell spoke as a member for the Budget and Finance Committee. He wanted to see an HR Report or Job Description to justify the position. Chapters in the Northeast Region will want a greater articulation of the need for the Fiscal position with facts and figures.

President Greg Clark commented that we are at a crossroads with the association dealing with millions of dollars run by volunteers. We need to prepare for an audit, and QuickBooks has not been updated since Regina Gardner was terminated by the University. The proposed employee will need to be multi-faceted and not just fiscal.

We will have to look at housing an employee with an office, internet, computer, printer and other resources. Attorney Daryl Parks has agreed to house our employee gratis for a few months. The Association needs to put resources in place to help us grow. This person will work with fiscal operations, membership growth, annual convention, and other duties.

Akunna Olumba stated that she had been in contact with 32 chapters. She has talked to leadership and they stated if there could be a streamlined approach and a person in place to handle their questions and issues regarding 990s. This is needed every year. The Treasurer and the General Counsel are volunteer and a permanent person would be better suited to handle those questions.

President Clark mentioned that the Foundation itself has employees writes a check for \$900,000 to pay for salaries. Those employees are not paid for by the University. We need to package this correctly.

Tirrell Hamilton agrees with the statement that there is a need. But we haven't made a complete list of all the needs. The list hasn't been presented on the top 20 needs. Do we find 1 person or 20 persons to meet all the needs? He does, however, support hiring a fiscal person.

Information needs to come down from the top as to what are the 1 – 20 needs.

Dr. Carolyn Collins stated that it was suggested in 2001 for a part-time person. When she looks at what happened with scholarships, but we didn't have anybody in the position to ensure that those students get that support. She appreciates Carmen, Brandon and Regina that worked magic and came back to help with FAMU Day at the Capitol. We have regressed because according to an IRS Report they made it explicitly clear that in order to not return to the position that we are currently in with the IRS and the 990s we needed to hire a full-time person. We can't let what happened to us at the end of last year happen again.

Dr. Leila Walker mentioned that a month ago she was kicked out of the Office of Alumni Affairs that doesn't exist anymore. Since she is retired, she goes often in the Office of Alumni Affairs to do the work of the NAA. She has to work with both Anthony Bryant and Carmen Cummings that are the only two (2) employees left. There is no longer an Office of Alumni Affairs. She was informed that there are now the Offices of Development and Advancement. The only way to get assistance now from Anthony Bryant is to get permission from Dr. Lee and Carmen Cummings. We, therefore, need clerical and research help.

Jean Downing mentioned under the expenditure category of the proposed budget line item 2025.1 Regional Support of the Alumni Village. It appears that GEICO will be the full sponsor this year.

Reginald Mitchell stated “Yes” that we discovered that they get the money on a different line item. On the bottom 4065.1 “GEICO Hospitality Alumni Village” gives \$1,000 and there are other sources. We did not give a lot of money towards it because the Region charges the Chapters and has its own Regional Dues and a budget.

Derris King stated he hears the need that we need a permanent person. He cautions that we don’t overburden this person. He recommends that we get a Committee first to review all the needs as Tirrell Hamilton mentioned. There is also a statement in the budget that the active members will cover the additional cost” and he wanted an explanation of that statement. He was referring to the Budget and Finance Committee Report under “Economic Impact”.

Reginald Mitchell stated that if in addition to raising the national members’ dues from \$35 - \$50, we need to increase the number of active dues paying members from the current levels to more members to take the burden off of the dues. So to increase the numbers from 2,000 to 3,000 or even 7,000.

Derris King asked for an additional clarification about collecting dues beginning in January. Reginald Mitchell clarified that we have already been collecting dues this year. Consequently, if the membership approves the budget and increases the dues at the May meeting, we still will only collect dues beginning January 1 Calendar year at the increased amount.

Dr. Carolyn Jones commented that we should probably state for the 2017 Membership Year the dues are increased because people do pay for the new membership year earlier in 2016.

Dr. Carolyn Jones asked about \$5,000 (Line 65, Item 4085 Annual Meeting) and another location. She was hoping that we can combine the two websites.

The Media & Technology has taken on a lot of updates. We have a separate line for updates to the (Line 4, Line Item 2009) to get an online database, Constant Contact, Domain Updates, and other needs of members.

Dr. Carolyn Jones asked about software for the online database or a data management system. Reginald Mitchell mentioned that yes we are aware of the Leon County Chapter efforts and will collaborate with them when we select the system.

Dr. James Moran made the motion (as clarified by a friendly amendment of Dr. Carolyn Collins) for the Board to receive the Budget and Finance Committee for our review and approval today, in order to send out to the membership for their approval at the National Convention in May. Reginald Mitchell seconded the motion.

The Budget will be reviewed by the Executive Board and voted upon by the Membership at the Convention. There will be a Committee to review the

Greg Clark, Mary Smith, Reginald Mitchell, Artisha Polk, Juanita Moore, James Moran, Derris King, Yolanda Pinkard, Jean Downing, Van Russ, Cassie Farmer, Akunna Olumba, Robert Porter, Keith Shannon, Kier Riley, and Carolyn Collins. [**Sixteen (16) For**]

None [**Zero (0) Opposed**]

Tirrell Hamilton & Leroy Bell [**Two (2) Abstentions**]

Dr. Carolyn Jones asked if the Budget and Finance Committee can have teleconferences prior to the meeting and a full hour at the annual meeting so that we don't get bogged down at the Convention.

Reginald Mitchell answered that we do have the hour meeting at the Convention prior to the Business Meeting; but we haven't had the Conference Call prior to the convention as suggested. We can, however, do that.

President Greg Clark directed that both the *Budget and Finance* and the *Constitution and Bylaw Committees* have conference calls prior to the Convention to allow Chapter Presidents to get questions answered.

Dr. Carolyn Collins moves that the President get with his administrative team to take steps to form a Committee to look at the NAA Employee as listed in the 6000 section of the proposed budget. Van Russ seconded the motion.

Tirrell Hamilton asked should we just look at one (1) employee or all needs? Reginald Mitchell answered that the Strategic Planning Committee can look at all needs and make appropriate recommendations. Carolyn Collins stated that we need to deal directly with the amount in the budget, but other needs can be looked at by Strategic Planning or the Committee created by the President.

The motion passed unanimously with no opposition and no abstentions.

Constitution and Bylaws Committee

Artisha Polk gave the report of the Constitution and Bylaws Committee.

Committee is responsible for reviewing and recommended changes to all documents. We do have proposed Constitutional changes. The Committee will also review proposed changes to Bylaws by the Membership Committee prior to the Convention. The Committee will also review proposed Risk Management policies and Chapter Chartering and De-Chartering.

She thanked members serving on the Bylaws Committee.

She generally discussed the proposed amendment for the Constitution. General corrections: How we are stating Florida A&M University reference; grammatical and punctuation changes; spelling of "bylaws"; Order of Succession; "alumni" members as opposed to "regular" members; removing redundancy as to meeting once per year; precise statement of our Parliamentary

authority; clarifying approving vs. ratification; amendment of effective dates; and clarifying the meaning of “clean copy”.

Dr. Carolyn Jones asked are we changing the name of the University. Artisha Polk responded that both phrases “Florida Agricultural and Mechanical University” and “Florida A&M University” are both accepted by the University, so we are not changing the name, but shortening the reference after being stated.

Dr. Carolyn Collins asked can we keep the Preamble the same.

Artisha Polk responded that she would consult with the Constitution and Bylaws Committee on the issue and get back to the Executive Board.

Reginald Mitchell asked that in order to safely comply with the notice requirements of the Constitution, can't we simply pass the proposal as it is? Even if we desire to amend it at the Constitution, we could do so if we simply get the proposal to the Recording Secretary after the meeting.

Artisha did not interpret the Constitution as requiring the Committee to get approval of the Executive Board prior to submission to the Membership.

Reginald Mitchell stated that all Committees serve at the will and pleasure of the President that appointed them and need to submit its reports to the Board for approval. He also cited Section 9.1 of the Bylaws: “All Committees must report all action items to the Membership or the Executive Board for approval.” What would be the harm in approving the proposal as-is, subject

Artisha Polk responded that the above sections states “or”, as in “the Membership or the Executive Board”.

Dr. Carolyn recommended that we revise the Bylaws to make clear that Committee reports should come to the Board for approval. Dr. Carolyn Collins responded that the President mentioned in his report that all Committees should send their reports to the President and the Board before releasing them outside of the Board. Dr. Collins recommended to leave the Preamble the same, and clarifying later under the Preamble.

President Clark asked if we send the proposal as it is, can the committee meet again after the Board approval and make tweaks. Artisha Polk responded “No”. There is no provision that there can be a change in between time of the 60-day submission to the Recording Secretary and the 30-day submission to the Membership. She stated that if there is to be a change, then it needs to be done by Monday.

Akunna Olumba asked if it is approved by the Executive Board today, can the committee meet later and make changes. Artisha Polk responded “No”.

Reginald Mitchell asked if she would accept leaving the document as it is, sending it out to the Membership, and considering the change that she seeks at the Convention.

Dr. Carolyn Collins mentioned that she does not recall a second to her motion, so she will not make a motion. She still seeks to get the Bylaws clarified that no Committees should present information to the Membership that has not come before the Board.

General Bell had a question regarding Bylaws. He wanted to know if there was any indication as to when the proposed Bylaws would be addressed. He clarified that he had two (2) Policies that were submitted. Artisha Polk restated that the current priorities are Constitution, Bylaws, Risk Management, and Chapter Review & Certification. Ideally this will be done before the convention, but that is the goal.

President Clark asked about Article V, Section 2 did you kick around how the Order of Succession should work. Artisha Polk recommended that the listing was recommended by a majority of the Committee. We have now listed the officers in the Constitution in their rank order as consistent with the Bylaws.

Motion to accept the changes to the Constitution by Reginald Mitchell, and seconded by Robert Porter.

Carolyn Collins noted that she eventually wanted no change to the Preamble.

Vote was taken by acclamation. All “Ayes” in favor except Carolyn Collins who opposed.

Fundraising Committee Report

Mary Smith gave the report. The Fundraising Committee is moving towards its goal for \$500,000. We are collecting about \$800 per week. There is a list of how much has been given online, and how much has been given by mail. The next move is to send out a second flyer by the President.

President Clark is asking the Board to support this campaign to Save Our Students. The ask this year at the Breakfast Fundraising Campaign is to support this campaign.

Mary Smith stated that the website is up and running and will be amended as information changes. She thanked members of the Committee for working hard on this campaign.

The report was accepted for informational purposes only.

Governmental Relations Committee

Dr. Carolyn Collins gave the Committee Report. They have developed a training PowerPoint presentation where eventually a video will be added. They will incorporate Florida Legislators in the training. She thanked University Staff, Past President Tommy Mitchell and Executive Board members in getting flyers all over campus. They set up a new 800 number. All Regional Vice Presidents and 13 Chapters in attendance. Three (3) Staff members came out of the Governor’s Office for the event for the first time. Great lunch. Charter Bus. She is requesting a

copy of the past year's invoices in planning for next year. They will encourage the Alumni to visit alumni in their home districts. This is an election year, so all members are encouraged to get involved with Civic Engagement. Thanked General Bell and Artie Polk with the Navaho American Indian Project in Washington, D.C. and to increase our African American and Navaho student enrollment. President Clark made history after the FAMU Board of Trustees as Chair Warren moved to have President Clark seated at the table with the Board of Trustees. This has been an ongoing effort to make this possible since her administration and through the past administration. President Clark attended the last 2 Board of Governor's Meetings.

Her report was accepted for informational purposes.

President Clark asked about any more duties of the Special Committee.

New Business

Dr. Carolyn Collins are quite concerned about the F/D school grade at FAMU DRS. Dr. Joseph Webster has been discussing this issue about K-12 preparedness. African American and Hispanic students are suffering. She suggested that we have a Resolution Committee and do a resolution that can presented at Conventions for a vote at the Convention.

Artisha Polk clarified that it depends on whether a Courtesy Resolution that would need to be committed to a Special Committee. Otherwise there are the Rules Committee at the Convention or the Constitution and Bylaws Committee.

Good of the Order

Carmen Cummings brought greetings from the Office of the Alumni Affairs. She has been working diligently. There has been an increase in resolution memorials for fallen rattlers. They are trying to streamline the process for check disbursal. They are also preparing for the National Convention in terms of cost savings and meeting rooms. Dr. Carolyn Collins is going to be recognized this Saturday as a Heroine in the Grand Ballroom as the President's Tea.

President Clark thanked Carmen Cummings.

The Next Meeting will be April 20, 2016. The reports are due by April 17, 2016 to the Recording Secretary so that they can be pushed out in a timely matter.

Dr. Carolyn Collins asked about the minutes. Reginald Mitchell responded that he will listen to the recordings and work on them this weekend.

President Clark mentioned that we will get the Recording Secretary the dictation software to help in this matter. Also if there is any correspondence that needs to go out, people are asked to work with the Corresponding Secretary to get them out.

The Meeting was adjourned at about 10:32 p.m. until April 20, 2016.

ATTACHMENTS

**FAMU National Alumni Association
2015-2016 Final Budget
EXPENDITURES**

Line Item	EXPENDITURES CATEGORIES	FUND	2014-2015 BUDGET 7/1/2014	2015-2016 BUDGET 7/1/2015	Unaudited 2015-2016 Actual	2015-2016 Variance 1/31/2016	2016-2017 BUDGET 7/1/2015	NOTES
2000- Operating Expense - Alumni Operations								
2004	NAA Printing	211	\$1,000	\$300	\$207	\$93	\$600	
2009	Media and Technology Committee	211	\$2,400	\$4,949	\$18	\$4,931	\$3,740	Online Database and all internet service charges (e.g. GoDaddy, Constant Contact, domains)
2010	Annual NAA Audit/990 Report	211	\$12,500	\$12,500	\$9,500	\$3,000	\$12,500	
2013	Membership Packets (Pins, etc.)	211	\$14,000	\$16,000	\$9,264	\$6,736	\$20,000	Regular & Life Membership
2021	Travel - Executive Board Annual Meeting	211	\$7,100	\$7,100	\$300	\$6,800	\$7,100	National Officers (8 Elected officers+6 Appointed officers)*700
2022	Travel - Alumni Affairs/University Office / NAA Annual Meeting	211	\$1,014	\$1,014	\$689	\$325	\$2,000	Two representatives from OAA (travel and hotel expense)
2023	Travel - President Special Meeting & Events	211	\$3,000	\$7,000	\$11,034	\$4,034	\$10,000	For president, or his/her designated rep. per EB approval
2024	NAA Teleconferences/Phone	211	\$100	\$0	\$0	\$0	\$1,800	12*150 per month
2025	NAA Homecoming	211	\$1,600	\$4,500	\$3,710	\$790	\$4,500	
2025.1	Regional and Chapter Support - Alumni Village	211	\$3,000	\$0	\$0	\$0	\$0	GEICO Sponsored Hospitality
2025.2	Regional and Chapter Support - MEAC Basketball Tournament	211	\$800	\$0	\$0	\$0	\$0	GEICO Sponsored Hospitality
2025.3	Hospitality - Alumni, Supporters and Friends - Florida Classic	211	\$3,400	\$2,000	\$5,389	\$3,389	\$5,000	GEICO Sponsored Hospitality
2025.4	Hospitality - Alumni, Supporters and Friends	211	\$1,200	\$0	\$1,110	\$1,110	\$523	GEICO Sponsored Hospitality
2026	Governmental Affairs Committee	211	\$500	\$1,200	\$0	\$1,200	\$1,200	BOG & BOT Meeting Travel. Also see 2040.1 FAMU Day @ Capitol
2028	Check Charges / Bank Fee / Merchant Fee	211	\$1,500	\$250	\$155	\$95	\$250	
2029	NAA Document Update	211	\$0	\$0	\$0	\$0	\$0	
2030	New Student Preview (Fall & Spring)	211	\$1,500	\$200	\$0	\$200	\$200	Spring Preview Door Prizes
2031	State Licenses	211	\$75	\$75	\$0	\$75	\$75	Secretary of State Division of Corporations Annual Report
2032	NAA President's Expense Account	211	\$500	\$1,000	\$224	\$776	\$1,000	
2039	NAA Membership Committee Expenses	211	\$8,000	\$6,000	\$0	\$6,000	\$3,000	
2039.1	Scholarship Committee	211	\$1,600	\$1,600	\$304	\$1,296	\$1,500	Original budget had this item coming out of the 0206 account, however, expense paid from 0211
2040	NAA Publicity Expenses/Gala, Reception, Meetings, etc.	211	\$3,000	\$3,000	\$0	\$3,000	\$8,000	
2040.1	FAMU Day @ Capitol	211	\$3,250	\$8,130	\$7,759	\$371	\$8,130	
2042	Fundraising Committee	211	\$3,000	\$4,500	\$5,091	\$591	\$6,000	*Note This includes a \$500 amount for Church Day which is now combined with the Fundraising Committee Appropriation
2042.1	Church Day	1335	\$0	\$500	\$0	\$500	\$0	
2044	NAA Contingencies (Contract Services, etc.)	211	\$500	\$500	\$0	\$500	\$500	
2049	NAA Postage	211	\$1,500	\$200	\$66	\$134	\$500	
2050	NAA Liability Insurance-Financial Officer's Bonding	211	\$300	\$300	\$0	\$300	\$300	2 officers bonding
5000	Election - 2015 Election	211	\$0	\$10,000	\$11,630	\$1,630	\$0	Survey Ballots
3050	Student NAA Chapter	211	\$3,000	\$10,632	\$0	\$10,632	\$5,316	2016 National Convention Assistance
7000	History Book	211					\$6,754	The History Book must be self supportive
Total Operating Expenses			\$79,339	\$103,450	\$66,450	\$37,000	\$110,488	
NAA Association Employees								
6000	Fiscal Operations Director Salary	211					\$63,000	
6010	Fiscal Operations Director Benefits	211					\$19,530	Benefit Salary Rate is 31%
6000	Membership Director Salary	211					\$0	
6010	Membership Director Benefits	211					\$0	Benefit Salary Rate is 31%
6020	Payroll Management	211					\$1,260	= 2% of the Salary amounts.'
							\$83,790	
Contributions to University								
3010	NAA Scholarships	211	\$50,000	\$0	\$0	\$0	\$0	NAA Scholarships monies to come directly from scholarship accounts
3010	NAA Chapter Scholarships	204	\$78,397	\$50,000	\$63,628	\$13,628	\$20,000	0204 Restricted Disbursements: = \$142,737.93 average (2011-12 - \$120,415.00, 2012-13 - \$128,017.35, 2013-14 - \$179,781.44)
3020	NAA Scholarships	206	\$0	\$50,000	\$50,200	\$200	\$20,000	NAA Scholarship Committee Awards to First Time In College FAMU Students. 0206 Unrestricted Disbursements.
3030	Unrestricted Contributions to the University	206	\$0	\$0	\$0	\$0	\$3,000	
3040	Endowed Scholarship	1405	\$0	\$20,000	\$4,200	\$15,800	\$0	Student Retention Scholarships
3050	NAA Retention Scholarship	1894					\$300,000	Student Retention Scholarships
Total Contributions to University			\$128,397	\$120,000	\$118,028	\$1,973	\$343,000	
4000 Restricted Expense - Annual Meeting								

3/23/2016

Proposed ~~2010~~ 2016 Amendments to the FAMU NAA, Inc. Constitution

(AMENDED - MAY ~~2010~~ 2016)
CONSTITUTION
OF THE
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
NATIONAL ALUMNI ASSOCIATION, INC.

PREAMBLE

In an effort to foster a spirit of loyalty, fraternity and scholarship, to promote the continuous active interest in and support of Florida Agricultural and Mechanical University (Florida A&M University), to effect united action on behalf of and for the general welfare of ~~Florida Agricultural and Mechanical University~~ Florida A&M University (the University) as an educational institution of higher learning: we, the graduates and former students of ~~Florida Agricultural and Mechanical University~~ Florida A&M University, do hereby ordain and establish this Constitution of the ~~Florida Agricultural and Mechanical University~~ Florida A&M University National Alumni Association, Inc.

**ARTICLE I
NAME AND SYMBOL**

Section 1. This organization shall be known as the ~~Florida Agricultural and Mechanical University~~ Florida A&M University National Alumni Association, Inc. (the Association).

Section 2. The sSymbol of the organization shall be the same as the University's official seal with the "National Alumni Association, Inc.," appropriately inscribed.

**ARTICLE II
PURPOSE**

Section 1. The purposes of the Association are as follows: To enhance and insure the continued existence of Florida A&M University in any manner not inconsistent with this Constitution, and function exclusively religious, charitable, scientific, literary and educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 2. Notwithstanding any other provision of this Constitution, this organization shall not carry on any activities not permitted to be carried on by any organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue ~~code~~ Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

**ARTICLE III
SUPREMACY OF THE CONSTITUTION**

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Proposed 2010-2016 Amendments to the FAMU NAA, Inc. Constitution

Section 1. By the authority of this Constitution, all power to contract, operate, maintain, and otherwise carry out the lawful purpose of this Association rests with the membership of the Association.

Section 2. When the general membership is not in session, the authority to act, contract, operate, maintain, and otherwise carry out the lawful purposes of this Association is entrusted to the officers and Executive Board of this Association.

Section 3. All powers not specifically delegated to the Association in the Constitution and By-Laws ~~laws~~ rests with the membership.

ARTICLE IV MEMBERS

Section 1. Alumni of the former Normal School, ~~all~~ alumni of Florida A&M College, and Florida A&M University, and all persons who have completed one academic term semester or trimester or one quarter and who left in good standing, shall be eligible for ~~regular~~ alumni membership in this Association.

ARTICLE V OFFICERS

Section 1. Only active ~~regular~~ alumni members of this Association shall be eligible to hold national office.

Section 2. The officers of the Association shall be President, First Vice President, Second Vice President, Third Vice President, ~~all five (5) Regional Vice Presidents,~~ Recording Secretary, ~~Corresponding Secretary,~~ Treasurer, Financial Secretary, Corresponding Secretary, Publicity Director, Parliamentarian, Sergeant-at-arms, all five (5) Regional Vice Presidents, five (5) all Members-At-Large Committee Persons (One from each of the established regions), General Counsel, Parliamentarian, Sergeant-At-Arms, Publicity Director and Chaplain ~~Chaplain and General Counsel.~~

Section 3. The regular affairs of the Association shall be administered by an officer or officers agreed upon by the Executive Board.

ARTICLE VI EXECUTIVE BOARD

Section 1. The Executive Board shall control and manage the affairs of the Association, in accordance with the Constitution and ~~By-Laws~~ Bylaws. They shall have the power to authorize all acts on behalf of the Association, except as limited by this Constitution and the By-Laws Bylaws of the Association. The Executive Board may make rules for the conduct of its own meetings, and in the absence of any such rules, said meeting shall be conducted according to Robert's Rules of Order Newly Revised. Any such rules inconsistent with the Constitution and ~~By-Laws~~ Bylaws shall not be valid.

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Proposed ~~2010-2016~~ Amendments to the FAMU NAA, Inc. Constitution

ARTICLE VII COMMITTEES

Section 1. The President, with majority approval of the Executive Board, or the Executive Board, may create and appoint committees to assist in the purposes and objectives of the Association. These committees shall perform such functions and make reports as the President or Executive Board shall determine and define.

ARTICLE VIII MEETINGS

Section 1. The general body of the Association shall meet at least once a year at a time and place determined by the Association. ~~A second meeting may be held during the weekend of commencement.~~

Section 2. The Executive Board shall meet at least four (4) times a year as provided in the Bylaws of the Association.

ARTICLE IX ORDER OF BUSINESS

The order of business of the Association shall be, insofar as is practicable, as follows:

1. Call to Order
2. Devotion
3. Adoption of the Agenda
4. Reading of Minutes from previous meeting
5. Reports of Officers
6. Reports of Committees
7. Unfinished Business
8. New Business
9. Adjournment

The order of business may be changed by affirmative vote of the majority of the registered active and ~~regular~~ alumni members present and voting at the meeting.

ARTICLE X ~~RULES OF PROCEDURE~~ PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all matters to which they are applicable and in which they are not inconsistent with the Association's Constitution, Bylaws, or other adopted rules of order. ~~The proceedings and business of the Association shall be governed by Robert's Rules of Order (latest edition), unless otherwise provided herein.~~

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Proposed ~~2010~~ 2016 Amendments to the FAMU NAA, Inc. Constitution

ARTICLE XI CHARTERS OF AUTHORITY

Section 1. The National Association through the Executive Board may grant a charter of authority to chapters having ten (10) or more active members of the National Alumni Association.

Section 2. The National Association, through the Executive Board, may establish and grant a charter of authority to each ~~regional office (chapter)~~.

ARTICLE XII ELECTIONS

The officers of the Association will be elected as prescribed in this Constitution and ~~the By-Laws~~ Bylaws.

ARTICLE XIII BY-LAWS

Section 1. ~~By-Laws~~ Bylaws shall be adopted pursuant to this Constitution.

Section 2. ~~By-Laws~~ Bylaws shall be adopted by a simple majority vote of the general membership at an annual meeting.

ARTICLE XIV AMENDMENTS

Section 1. This Constitution may be amended at an Annual Meeting or at any called for the purpose, by a two-thirds (2/3) majority vote ~~for ratification~~ of the registered active and ~~regular~~ alumni members present and voting at such meeting provided that such amendments have been filed with the Recording Secretary in writing sixty (60) days prior to the meeting. The Recording Secretary shall provide notice to all chapters either in writing or by publication of intent to amend, not less than thirty (30) days notice shall include proposed amendments to the Constitution. In an emergency or situation which would adversely limit the effective operations of the Association, a suspension of a portion of the Constitution for a specified time may be placed into effect by a two-thirds (2/3) majority vote of registered active and ~~regular~~ alumni members present and voting.

Section 2. The President shall appoint active members of the Association to review this Constitution at least once every two (2) years for possible revision and updating. Proposed amendments, if any, shall be submitted for ~~ratification~~ a two-thirds (2/3) majority vote approval by the Association at the next subsequent Annual Meeting of the Association in compliance with this Constitution.

Section 3. Any amendments ~~ratified~~ approved by the membership shall be ~~official~~ effective immediately, ~~unless language in the motion dictates otherwise.~~ upon the proper

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Proposed ~~2010~~ 2016 Amendments to the FAMU NAA, Inc. Constitution

~~ratification process.~~ An official coded copy of such amendments shall be filed with the Florida Secretary of the State as an authenticated copy of such change as a part of the Articles of Incorporation. Only through a constitutional change may the Articles of Incorporation be changed, amended or modified and vice versa. A “coded” copy of the document is one that shows all words stricken as deletions and words underlined as additions.

Section 4. This Constitution and all amendments shall be attested by the signing of the appropriate officer present at the time of ratification and signed and witnessed by the President and Recording Secretary of the Association accompanied by a sworn notarized affidavit. If either the President or Recording Secretary were not present during the meeting, however, they may still attest to the validity of the documents in good faith by sworn affidavit if provided verified proof of the accuracy of the documents by the official minutes of the meeting.

Section 5. An official “clean” (non-coded) final copy of the Constitution and all amendments signed by the President and Recording Secretary shall be made available to the FAMU Office of Alumni Affairs and other archives to be determined by the Executive Board. A “clean” copy of the document is one that does not show words stricken as deletions or words underlined as additions.

ARTICLE XV DISSOLUTION

Section 1. Upon dissolution of the Association, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose. Any such assets not so disposed of by the Court of Common Pleas of the county in which the principal office of the Association, ~~INC~~Inc. is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

The Constitution was adopted at the 1979 Spring Meeting. Signed by the NAA President, Rev. Moses G. Miles on 14 January 1980. The Constitution was amended:

December, 1985
December, 1988
December, 1989
May, 1990
December, 1991
January, 2008
May, 2010
May, 2016

3/23/2016

Proposed ~~2010~~ 2016 Amendments to the FAMU NAA, Inc. Constitution

~~Tommy L. Mitchell, Sr.~~ Gregory L. Clark
President

~~Mary H. Smith~~ Reginald J. Mitchell, Sr.
Recording Secretary

AFFIDAVIT

STATE OF _____)
COUNTY OF _____)

Before me, the undersigned authorities personally appeared

1. ~~Tommy L. Mitchell, Sr.~~Gregory L. Clark

to me well known or identified with the following identification _____;

and known to be persons who subscribed to the foregoing revised Constitution as an amendment to the Articles of Incorporation of Florida A&M University Alumni

Association, Inc., a corporation not for profit, organized under Chapter 617, Florida

Statutes, and they acknowledged before me that they executed the same for the uses and

purposes therein expressed, and that each of them after being first duly sworn by me upon

oath according to law says that they are a natural person competent to contract, and it is

the intent by each of them severally as subscribers and incorporators in the above and

foregoing r revised Constitution as an amendment to the Articles of Incorporation to

carry out the purposes and objects set forth the purposes and objects set forth therein in

good faith on May ~~22~~_____, ~~2010~~2016.

Sworn to and subscribed before me this _____ day of _____, ~~2011~~2016.

~~Tommy L. Mitchell, Sr.~~Gregory L. Clark
President

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed
Before me on this _____ day
of _____, ~~2011~~2016.

Notary Public

My Commission expires:

AFFIDAVIT

STATE OF _____)
COUNTY OF _____)

Before me, the undersigned authority personally appeared

1. ~~Mary H. Smith~~ Reginald J. Mitchell, Sr.

to me well known or identified with the following identification _____;

and known to be persons who subscribed to the foregoing revised Constitution as an amendment to the Articles of Incorporation of Florida A&M University Alumni

Association, Inc., a corporation not for profit, organized under Chapter 617, Florida

Statutes, and they acknowledged before me that they executed the same for the uses and

purposes therein expressed, and that each of them after being first duly sworn by me upon

oath according to law says that they are a natural person competent to contract, and it is

the intent by each of them severally as subscribers and incorporators in the above and

foregoing r revised Constitution as an amendment to the Articles of Incorporation to

carry out the purposes and objects set forth the purposes and objects set forth therein in

good faith on May ~~22~~ _____, ~~2010~~ 2016.

Sworn to and subscribed before me this _____ day of _____, ~~2011~~ 2016.

~~Mary H. Smith~~ Reginald J. Mitchell, Sr.
Recording Secretary

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed
Before me on this _____ day
of _____, ~~2011~~ 2016.

Notary Public

My Commission expires:

**FAMU National Alumni Association
2015-2016 Final Budget
EXPENDITURES**

Line Item	EXPENDITURES CATEGORIES	FUND	2014-2015 BUDGET 7/1/2014	2015-2016 BUDGET 7/1/2015	Unaudited 2015-2016 Actual	2015-2016 Variance 1/31/2016	2016-2017 BUDGET 7/1/2015	NOTES
4010	Contract Services (Food, Rooms, etc.)	213	\$50,000	\$50,000	\$3,003	\$46,998	\$50,000	
4020	Printing (Souvenir Booklets, Programs, etc.)	213	\$3,500	\$3,500	\$803	\$2,698	\$3,500	
4030	Bags & Badges	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000	
4040	Hospitality	213	\$2,500	\$2,500	\$403	\$2,098	\$2,500	
4050	Travel (Negotiations, etc.)/University/Guest Speaker Hotel	213	\$12,000	\$12,000	\$1,115	\$10,885	\$12,000	
4060	Postage & Telephone	213	\$2,500	\$2,500	\$3	\$2,498	\$2,500	
4070	Miscellaneous (Reimbursement)	213	\$700	\$700	\$0	\$700	\$700	
4075	GEICO Hospitality Sponsorships (Fall Football Season)	213	\$0	\$8,000	\$5,825	\$2,175	\$8,000	GEICO Sponsored Hospitality
4075.1	GEICO Hospitality - Alumni Village	213	\$0	\$1,000	\$0	\$1,000	\$1,000	GEICO Sponsored Hospitality
4075.2	GEICO Hospitality - MEAC Basketball Tournament	213	\$0	\$1,000	\$0	\$1,000	\$1,000	GEICO Sponsored Hospitality
4080	Materials & Supplies (Trophies/Awards, etc.)	213	\$700	\$700	\$0	\$700	\$700	
4085	Advertising/Website Development	213	\$5,000	\$5,000	\$0	\$5,000	\$5,000	
4090	Event Planner	213	\$0	\$0	\$0	\$0	\$0	
	Total Restricted Expense - Annual Meeting Expenses		\$77,900	\$87,900	\$11,150	\$76,750	\$87,900	
	4000 D.A.A.G - Distinguished Alumni Awards Gala							
6010	Contract Services (Food, Rooms, etc.)	202	\$5,000	\$5,000	\$0	\$5,000	\$5,000	
6020	Awards/Trophies/Certificates	202	\$1,500	\$1,500	\$0	\$1,500	\$3,500	
6030	Printing (Souvenir Booklets, Programs, etc.)	202	\$1,000	\$1,000	\$0	\$1,000	\$1,000	
6040	Travel	202	\$1,500	\$1,500	\$0	\$1,500	\$1,500	
6050	Rental Expenses	202	\$750	\$750	\$0	\$750	\$750	
6070	Materials & Supplies	202	\$250	\$250	\$0	\$250	\$250	
	Total Restricted Expense - DAAG Expenses		\$10,000	\$10,000	\$0	\$10,000	\$12,000.00	
	Accounts							
	National Alumni Life Membership	197	\$37,500	\$56,250	\$31,685	\$24,565	\$56,250	We account for the same revenue amount on the Revenue side because we have to restrict these monies and deposit them in the Alumni Endowed account and not expend any principal dollars.
	Scholarships (Unrestricted)	206	\$9,033	\$0	\$4,405	\$4,405	\$0	
	Scholarships (Restricted)	204	\$0	\$0	\$60,500	\$60,500	\$0	
	Million Dollars Campaign Earnings	1405	\$7,014	\$0	\$7,517	\$7,517	\$0	
	Endowment/Restricted Accounts		\$53,547	\$56,250	\$104,107	\$47,857	\$56,250	
	Total Projected Expenditures/Contributions		\$349,183	\$377,600	\$299,735	\$169,635	\$693,428	
	Total Projected Revenue/Other Source		\$349,183	\$379,389	\$200,965		\$693,428	
	Total Projected Expenditures/Contributions		\$349,183	\$377,600	\$299,735		\$693,428	
	Revenue/Other Source Less Expenditures/Contributions		\$0	\$1,789	\$98,770		\$0	
	Gregory L. Clark							
	President, National Alumni Association							
	Reginald J. Mitchell, Sr., Recording Secretary							
	James Moran, Treasurer							
	Juanita Moore, Financial Secretary							

FAMU National Alumni Association
2015-2016 Final Budget
 EXPENDITURES

Line Item	<u>EXPENDITURES CATEGORIES</u>	<u>FUND</u>	<u>2014-2015 BUDGET 7/1/2014</u>	<u>2015-2016 BUDGET 7/1/2015</u>	<u>Unaudited 2015-2016 Actual</u>	<u>2015-2016 Variance 1/31/2016</u>	<u>2016-2017 BUDGET 7/1/2015</u>	<u>NOTES</u>
	Reginald J. Mitchell, Sr., Chairman, Budget Committee							