

Winston-Salem State University National Alumni Association



Regional Memorandum of Agreement

New - April 2019

Winston-Salem State University | National Alumni Association
S. G. Atkins House
Winston-Salem, NC 27110
www.wssunaa.org | 336-750-2122

In 2017, the Winston-Salem State University National Alumni Association, Inc. (WSSU NAA) amended its BYLAWS to establish a provision for development of a Memorandum of Agreement (MOA) among active chapters in designated regions. The MOA is designed to collaboratively coordinate the scholastic activities of the University, promote the missions of the University and the WSSU NAA in a unified manner. The MOA describes the terms of participation by the region to implement and promote the mission of scholarship and community outreach.

I. PURPOSE OF THE AGREEMENT

The purpose of this MOA shall be to promote consistency within chapters of all regions in accordance with the WSSU NAA by-laws and policies. Through collaboration with Regional Coordinators, strengthen and engage chapters to establish a relationship that recognizes the value of promoting mutual unity with all chapters. The regional coordinators shall strive to assist in organizing new chapters, develop and growing existing chapters, while providing supportive services to all chapters. Every effort shall be made by regional coordinators to enhance the interchange relationship between the chapters and the WSSU NAA.

In cooperation with assigned chapters, regional coordinators shall assist with establishing a social interest that promotes and supports the WSSU NAA and Winston-Salem State University. In addition, an elected regional coordinator shall be represented on the Board of Directors of the WSSU NAA.

II. ROLES AND RESPONSIBILITIES

a. Responsibilities of the Region/Coordinator

- Develop strategies and provide administrative assistance to local chapters.
- Implement programs to foster financial support for the NAA and the university
- Provide representation on the Board of Directors and other committees as requested by National Association leadership.
- Assist in organizing new chapters, growth & development and reactivating dormant chapters.
- Provide supportive services to existing chapters in the recruiting of inactive alumni and the recruitment and retention of students.
- Participate in nationally sponsored events, programs and mandatory leadership training.
- Develop Financial and Operational Procedures to be approved and adopted by Region.

b. Responsibilities of the Chapters

- Organize and conduct chapter business in accordance with approved NAA Bylaws.
- Participate in various community service activities to support and promote the National Alumni Association and the University at large.
- Promote fellowship among local alumni.
- Regularly attend and participate in regional meetings.
- Increase chapter visibility in the community while maintaining cooperative relations with other chapters.
- Develop and implement fundraising strategies to provide scholarships to students attending Winston-Salem State University
- Recruit inactive alumni and assist the University in the recruitment and retention of students

c. Election of Officers and Term of Office

- Elected officers shall be regional coordinator, secretary and treasurer.
- Officers shall be elected in even-numbered years and serve for a term of two years.
- Term of office begins July 1 of the elected year.
- All officers may be re-elected, but may not serve more than two consecutive terms in the same office.
- Each elected officer shall hold only one elected office at any one time.

III. FINANCIAL MATTERS

- The Region shall contribute annually to the Winston-Salem State University Alumni Scholarship Fund or the National Alumni Association Endowment Fund.
- The Region shall provide financial support for the candidate or candidates competing in the Miss and Mr. Alumni Contest.
- The Region shall develop a budget annually if funds are collected to assist with the coordination and disbursement of regional funds.
- The Region shall document and maintain records and reports required by the WSSU NAA, all of which are subject to audit.

IV. DURATION OF THE AGREEMENT

This agreement is effective July 1, 2019 thru June 30, 2022. Thereafter, it will be renewed every two years.

V. AMENDMENTS WITH NOTICE

Amendments to this agreement shall be held in odd number years. All proposed amendments shall be submitted in writing and referred to the NAA Bylaws Committee for study and recommendations. All proposed amendments approved by committee must be received by Association President by March 1.

The Association shall publish and distribute such amendments to financial members in good standing of the Association by April 1 prior to the Annual Meeting. Such amendments shall be adopted by a 2/3 vote of approval by the financial members in good standing at the Annual Meeting. No proxy votes shall be allowed.

VI. SIGNATURES OF REGIONAL COORDINATOR AND CHAPTER PRESIDENTS

_____	_____
Regional Coordinator - Region Name	Date
_____	_____
President Signature - Chapter Name	Date
_____	_____
President Signature - Chapter Name	Date
_____	_____
President Signature - Chapter Name	Date
_____	_____
President Signature - Chapter Name	Date
_____	_____
President Signature - Chapter Name	Date
_____	_____
President Signature - Chapter Name	Date
_____	_____
President Signature - Chapter Name	Date

President Signature - Chapter Name

Date

President Signature - Chapter Name

Date

President Signature - Chapter Name

Date

Send copy to WSSU NAA Office before September 1.



For internal use

Received: _____

National President Signature

Date

National Secretary Signature

Date