

PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION



POLICY & PROCEDURE MANUAL

NATIONAL HEADQUARTERS
148 University Drive * Prairie View, Texas
www.pvualumni.org

Adopted: May 1997
Revision A-20 & A-21: May 14, 2010

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
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Title: Definitions of Alumni Organizations and Groups	Procedure A.1	Page 1 of 2
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PURPOSE: To provide alumni, the University community and staff with working definitions of alumni organizations and groups as they relate to the National Alumni Association (NAA).

POLICY: The NAA defines Prairie View A&M University alumni organizations and groups based on their structure, relationship and governance. These definitions provide the NAA and the organization(s)/group(s) with guidance in assessment of how various alumnus interests are served and what formal or informal relationships exist, if any.

PROCEDURE: There are four definitions of alumni organization(s) / group(s) which delineate how they interact with the NAA. They are as follows:

1. CHARTERED CHAPTERS AND CLUBS CHAPTER

The Bylaws of the Association outline specific guidelines for the formation of geographically - based chartered chapters of the NAA. Open to all alumni in identified areas, chapters represent branches of the NAA. and are dependent. Chapters must conform to the bylaws of the Association, submit annual financial statements and (*according to the Bylaws*) “must comply with policies concerning the management and affairs of chapters as determined by the Board of Directors.”

CLUBS

Clubs represent smaller, less formal geographically - based extensions of the NAA. Policies do not require specific organizational structures but clubs often represent alumni who want to be formalized as a chapter but cannot support that level of organization or activities.

Association Commitments (budgetary and administrative)

- professional / administrative involvement and assistance
- liability coverage (*when applicable*)
- mailing to alumni in area (*as defined by mailing policies*)
- limited supplies and materials
- speakers / program’s assistance
- news coverage / features, announcements, flyers as needed
- examples of chapters: Greater Metropolitan Washington, D.C., Houston, Chicago
- examples of clubs: Prairie View Athletic, Purple & Gold
- use of Alumni House at no cost (*during normal business hours*)

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TITLE: Definitions of Alumni Organizations and Groups		Page 2 of 3
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2. SPONSORED CONSTITUENT ORGANIZATIONS

Sponsored constituent organizations are established because of identified need to incorporate alumni groups, previously working independently, into the NAA for better overall planning and increased efficiency and effectiveness. The Bylaws of both groups require approval of the Board of Directors for amendments. A member of the staff serves on each board and is the executive administrator.

Association Commitments (budgetary and administrative)

- professional / administrative involvement and assistance
- liability coverage
- mailings (*limited*)
- meetings, planning, organization
- speakers, program support
- mailing / membership lists
- examples of Sponsored Constituent Organizations: Pre-Alumni Association

3. AFFILIATED CONSTITUENT ALUMNI ORGANIZATIONS / ASSOCIATION

Affiliated constituent alumni organizations / associations are organized in a manner similar to chapters and clubs with the exception that they do not represent geographically - based areas.

Association Commitments

- professional / administrative involvement and assistance
- liability coverage (*when applicable*)
- mailings to alumni in area (*as defined by mailing policies*)
- limited supplies and materials
- mailing / membership lists
- speakers / program assistance
- news coverage / features, announcements, flyers as needed
- examples of chapters: *Houston, Chicago, Port Arthur*
- examples of clubs: *Purple & Gold*
- publicity / announcements in publications / schedules as appropriate
- examples of affiliated constituent alumni organizations / association: *Houston Nurses, Class of 1943, Panther Club*

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TITLE: Definitions of Alumni Organizations and Groups		Page 3 of 3
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4. INDEPENDENT GROUPS

There are numerous small independent groups which are affiliated with Prairie View A&M University membership. The NAA's efforts on behalf of these groups are limited. The NAA does not maintain mailing order lists but may assist in the identification of member group.

Association Commitments

- assistance in planning (*when required*)
- publicity / schedules in publications as appropriate
- no liability coverage
- use of Alumni House at established rates
- examples of independent groups: Panther Club (*and other non-chartered/non-sponsored groups*)

Whenever the NAA publishes a general listing of alumni events that includes organizations and groups that are independent, the following statement shall be incorporated:

“ The NAA of the Alumni does not provide financial support nor does it represent independent alumni groups. Activities and events sponsored by these groups are published as a courtesy upon request and does not imply endorsement or responsibility.”

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WORKING DEFINITIONS OF ALUMNI GROUPS

	Chartered Chapters & Clubs	Sponsored Constituent Organizations	Affiliated Constituent Alumni Organizations Association	Independent Groups
Approval of Bylaws	X		X	
Approval of Amendments	X		X	
Mailing List /membership	X	X	X	
Budgetary Support	X		X	
Liability	X	X	X	
Supplies/Office Assistance	X	X	X	
Administrative Fee	X	X	X	
Publicity & Announcements	X	X	X	
Technical Assistance	X	X	X	
Special NAA Publications	X	X	X	X
Independent Publications	X	X	X	X
Reduced Rent for Alumni House Use	X	X	X	
Politically Independent				X
Independent Fund-raising	X	X	X	X
Separate Non-Profit Status	X	X	X	X

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Title: Board of Directors Vacancies	Procedure A.2	Page 1 of 1
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PURPOSE: To provide guidelines in filling vacancies on the Board of Directors.

POLICY: It is the policy of the Board to fill all vacancies occurring on the board unless the value of an appointment would be negated by the proximity of a board election. By the authority granted in the Bylaws, the Executive Committee shall make the appointment to fill a vacancy unless the vacancy occurs within sixty (60) days of a scheduled full board meeting.

PROCEDURES:

1. Resignations must be submitted in writing to the President with copies to the Executive Committee and the Executive Director. The Executive Director shall notify the full board, by telephone or mail, of any resignation.
2. If the vacancy does not occur within sixty (60) days of a scheduled board meeting or just prior to or during a board election which would negate the said appointment, the Executive Committee shall act to fill the vacancy immediately.
3. The entire Board will be contacted by telephone or mail to invite submission of names for consideration.
4. In filling vacancies, the Executive Committee shall review the credentials of the candidates who were not elected during the last board election.
5. The Executive Committee will make every effort to discuss candidates for appointment at a called meeting. If a meeting cannot be arranged, an effort will be made to conduct a meeting by conference call. If neither method is possible, the Executive Director can be directed to poll the Executive Committee by telephone.
6. The President of the Association shall contact a candidate appointed to fill a vacancy. If the candidate confirms his or her willingness to serve, the Executive Director shall arrange for announcement of the appointment to the board, alumni and the university community.

If a candidate does not wish to serve an unexpired term, the Executive Committee shall select an alternate.

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TITLE: Board of Directors Attendance Policies	Procedure A.3	Page 1 of 1
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PURPOSE: To provide a process by which Board members' attendance is evaluated as part of their official duties.

POLICY: Attendance by members of the Board of Directors at all regularly scheduled meetings is expected as part of their agreement to serve and an important part of their duties.

PROCEDURE:

1. The names of members of the Board of Directors who are absent from two consecutive regularly scheduled or any three regularly scheduled full Board meetings will be referred to the Executive Committee by the Executive Director.
2. The Executive Committee will evaluate the attendance of Board members who have missed two consecutive or any three regular scheduled full Board meetings and take appropriate action. This may include:
 - A. Forward a letter, under the President's signature, to members who have missed two consecutive or any three regularly scheduled full Board meetings which states the need for consistent and regular attendance and asks for a more active role as a member of the Board of Directors.
 - B. Recommending to the individual(s) identified that he or she may want to consider resigning from the Board.
 - C. Recommending to the Nominations Committee that members who have missed two or more consecutive meetings should not be considered for renomination for any position based on attendance records.
 - D. Recommending that the individual(s) be dropped from the Board.

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Title: Selection of Outstanding Chapter Award	Procedure A.4	Page 1 of 2
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PURPOSE: To provide the Alumni Board of Directors with a policy and procedures for the selection of the Chapter of the Year 1st-Tier and Chapter of the Year 2nd-Tier Awards and to ensure the continuity of this process on an annual basis.

POLICY: The annual selection of the Chapter of the Year 1st and 2nd Tier shall be achieved under the direction of the Alumni Awards Committee using standard procedures adopted by the Board of Directors.

PROCEDURE: The procedures for selecting the Outstanding Chapter and Honorable Mention Awards shall be as follows:

1. Evaluation forms will be mailed to the incumbent Chapter Presidents at least six weeks before the deadline for submission by the Chapter Office.
2. The deadline for submission of evaluation forms by chapters shall be one month before the Spring meeting of the Board, or by a date determined by the Awards Committee.
3. The Chapter President or its designee shall complete the evaluation form and provide other documentation as requested and return it to the National Alumni Office.
4. The office, under the direction of the Executive Director, shall compile all eligible evaluation forms and send them to the members of the Alumni Awards Committee and the President of the National Alumni Association at least two weeks prior to the Spring meeting of the Board or by a date determined by the Awards Committee.
5. The alumni Award Committee shall carefully review each of the evaluation forms and upon consultation with staff, shall select by majority vote, two (2) alumni chapters as the recipients of the Chapter of the Year Award. One of the Chapters should be selected from Tier I Chapters. One of the Chapters should be selected from Tier II Chapters. (Tier I Chapters are those which have 50 or more alumni members in the chapter. Tier II Chapters are those with fewer than 50 alumni members in the chapter.)
6. Criteria for selection of awards is outlined in the Awards Guidelines and shall include the number, creativity and diversity of chapter events, overall improvement from the previous year, the financial strength of a chapter and its offering of student scholarship(s), and involvement with the Alumni Association and the University. A standardized scoring sheet will be provided for evaluating chapters.

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TITLE: Selection of Chapter of the Year Award		Page 2 of 2
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7. Announcement of the selections will be made during the Awards Banquet at the annual alumni convention.
8. The Chapter President or a designated representative of the Chapter of the Year will be recognized at the NAA's annual Awards Banquet during its National Convention. The Chapter of the Year representative will also be invited to ride in the Homecoming Parade during Homecoming activities on the campus of Prairie View A&M University.

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TITLE: Selection of NAA Award Recipients	Procedure A.5	Page 1 of 1
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PURPOSE: To provide the Alumni Board of Directors with policy and procedures for the selection of NAA Awards and to ensure continuity of this process on an annual basis.

POLICY: The selection of NAA Award recipients shall be achieved under the direction of the NAA president and Awards Selection Committee. The process shall comply with the By-laws of the Association and should not be amended, altered, or deviated from without the consent of the full board.

PROCEDURE: The procedures for selection of NAA Award recipients shall be as follows:

1. All NAA Awards recipients shall be nominated in accordance with procedures outlined in the Awards Guideline document available through the NAA office.
2. A call for nominations from the general alumni body shall be issued by the Executive Director or NAA President if the Executive Director Position is vacant no later than sixty (60) days prior to the deadline for submission of nominations and will indicate that a nomination will be effective for three years.
3. Nominations shall be submitted on a standard form as determined by the Awards Committee to the Executive Director or NAA President if the Executive Director Position is vacant.
4. Sixty (60) days prior to the Spring meeting of each year, a binder containing all nominations submitted properly and verified as eligible by the Executive Director or NAA President if the Executive Director Position is vacant will be mailed or delivered to the entire board. All available background supplemental information on each nominee shall be included.
5. The Committee shall approve all award recipients prior to the award presentation at the Convention Awards Banquet program.

MAJOR AWARD CATEGORIES

Monetary Recognition: Hilltopper Award (*\$1000 & above*)
Alta Vista Award (*\$500 to \$999*)
Appreciation Award (*given to Mr. & Ms. Homecoming contestants*)

Recognition of Achievement: Promethius Award
Lifetime Achievement Award
President's Certificate of Appreciation
Young Alumnus Award
Pre-Alumnus Award

OTHERS: Available from Awards Committee

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**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
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TITLE: Nominations for Appointment to The Texas A&M University System Board of Regents	Procedure A.6	Page 1 of 2
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PURPOSE: To establish policy and procedures for making nominations for appointment to the Board of Directors of the Texas A&M University System.

POLICY: The Board of Directors of the National Alumni Association annually shall submit Nominations for Appointment to the Board of Directors to the Governor of Texas as provided for in the Texas A&M University System policy and State policy.

The External Affairs Committee shall assume procedural responsibility for nominations for appointment to the Texas A&M University System Board of Directors, but the authority to submit nominations reside with the National Alumni Association Board of Directors.

PROCEDURE: Every board member will hold a listing of the following:

1. Prairie View A&M University National Alumni Association Board of Directors living members;
2. Texas A&M University System Board of Directors, including term expiration, eligibility for reappointment, and state of residence;
3. Former NAA Board of Directors members;
4. Nominees to the Board of Regents previously submitted by the NAA with notation as to the year(s) nominated and those selected to serve on the Board of Regents;
5. Alumni of the Year recipients;
6. Officers and Trustees of the Prairie View University Athletic Educational Foundation.

These listings shall be maintained by individual board members in a separate binder. Revisions, additions and deletions shall be sent to each board member by June 1 of each year.

Members of the Board of Directors, the Office of the President of Prairie View A&M University, and the faculty may recommend individuals for nomination to the Board of Regents by July 15 of each year to the External Affairs Committee. The newsletter will publish a call for the alumni body to propose names to be considered for nomination to the Board of Regents; this notice is to be published at least two months in advance of the July

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TITLE: Nominations for Appointment to the Texas A&M University System Board of Regents		Page 2 of 2
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15 deadline and include a form for providing biographical information to support the recommendation.

At the Fall meeting of the Board of Directors of the National Alumni Association, the External Affairs Committee shall review all recommendations. A list of those recommended individuals whom the committee considers the most qualified and appropriate for consideration by the Governor shall be submitted to the full board. The Board of Directors, by majority vote, may add or delete names of the nominated individuals or accept the entire list. If any current member of the Board of Directors is on the list, that member must be absent for the discussion of her/his nomination. Once the list is approved, names cannot be added. Discretion in deleting names is reserved for the Executive Committee for extenuating circumstance such as illness and inappropriateness of the nomination.

The final determination of all names to be submitted for nomination from the approved Board listing must be made no later than November 15.

The final letter of nomination for appointment, submitted by the president of the National Alumni Association to the Governor , shall contain Aat least three names for each vacancy to be filled.@ Supporting materials reflecting biographical information on each nominee shall be submitted to the Governor no later than the Board designated date.

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TITLE: Selection of Homecoming Grand Marshall	Procedure A.7	Page 1 of 1
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PURPOSE : To establish a policy that permits consistent and effective selection of the Homecoming Grand Marshal.

POLICY : The annual selection of the Homecoming Grand Marshal shall reside with the Alumni Homecoming Committee of the Board of Directors of the National Alumni Association (NAA). The Grand Marshal shall preside at the Homecoming Parade and take part in Homecoming events and activities appropriate to the office.

The Grand Marshal of the annual Homecoming Parade is an honorary position. The person selected for this honor should have special ties to Prairie View A&M University. Serving as Grand Marshal also should bring recognition to the NAA, the University, and the individual. Occasionally a husband and wife may be selected as Grand Marshals.

PROCEDURES:

1. The Grand Marshal shall be selected by the Board of Directors of the NAA upon recommendation of the Alumni Homecoming Committee at their Spring meeting.
2. Nominations shall be sought from the members of the Board of Directors, class reunions chairman, chapter presidents, alumni staff, the President's office, Office of University Advancement, the Development office, and the Office of Student Affairs. A letter requesting nominations shall be sent from the chairman of the Alumni Homecoming Committee to the Director of Alumni Affairs 90 days preceding the Spring committee meeting. Nominations shall be due 60 days in advance.
3. All nominations will be considered by the Alumni Homecoming Committee. The recommendation to the full Board shall be based on the appropriateness of the individual serving as Grand Marshal.
4. Nominations shall not be limited to alumni, but can include current and emeritus faculty and administrators, as well as friends of the University.
5. Once a Grand Marshal is selected, a letter of invitation will be sent by the President of the NAA notifying the honoree giving specific information about Homecoming events and activities.
6. The official announcement of the Grand Marshal will be made as appropriate for Homecoming information and publicity.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

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TITLE: Recommendation for Honorary Degrees	Procedure A.8	Page 1 of 2
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PURPOSE: To provide an appropriate process by which the Alumni Board of Directors submits recommendations for honorary degrees to the Texas A&M University System Board.

POLICY: The Alumni Board of Directors annually shall submit to the Texas A&M University System Board of Directors through the appropriate committee liaison, recommendations of alumni for consideration in the awarding of honorary degrees.

PROCEDURES: The External Affairs Committee of the National Alumni Association oversees the process for submitting recommendations. The following procedures provide guidelines for determining what name(s) shall be submitted to the Texas A&M University System Board.

1. The Alumni Board of Directors shall make recommendations only in compliance with the criteria and procedures already established by the University and the Texas A&M University System Board.
 - A. **Time of Awards**
Conferral of honorary degrees should be made only upon University ceremonial occasions such as Commencement and Charter Day.
 - B. **Number of Awards**
At a particular commencement, either a single award should be made, or there should be several honorary degrees conferred, up to a maximum of five.
 - C. **Eligibility for Consideration**
Consideration should be given to qualified candidates without regard to race, color, sex, creed, or national origins.

The most important single guideline determining eligibility for consideration is implied in the fact that the recipient of the degree is forever associated with the University, and must, therefore, be of sufficient stature and character so as to honor the University by receiving an honorary degree from it. The recipient must be chosen with special concern for the person's eminent public stature, and for broadness of his or her contributions to society.

A college or university says much about itself in announcing its degree recipients, and care must be taken that what is said is intended and appropriate.

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TITLE: Recommendations for Honorary Degrees		Page 2 of 2
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2. Names for consideration may be submitted throughout the year to the External Affairs Committee of the National Alumni Association. Nominators are urged to provide supporting information. If documentation and amplifying data are not available, the Executive Director of the National Alumni Association will seek assistance from appropriate records and research offices. No name will be forwarded as a recommendation by the Board without ample supporting information.
3. The full Alumni Board of Directors shall have an opportunity to comment on recommendations as presented by its External Affairs Committee and may remove a candidate by majority vote.
4. The Executive Director of the National Alumni Association shall forward all Alumni Board of Directors recommendations, with supporting documentation, as appropriate to the Texas A&M University System Board of Directors by the stated deadline.
5. The Executive Secretary shall maintain a listing of Honorary Degree recipients in their Alumni Reference Manual.

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TITLE : Use of Alumni Endowment Funds	Procedure: A.9	Page 1 of 1
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PURPOSE: To establish a policy which directs the use of the National Alumni Association Endowment Fund budgetary support and for exigencies.

POLICY: It shall be the general operating policy of the board to provide annual budgetary operating support by utilizing a portion of the earned interest from the National Alumni Association Endowment Fund. Policy also provides for use of the Endowment Fund corpus if an exigency exists as determined by the Executive Committee or the full board.

PROCEDURES:

1. On or about the first of the month at the beginning of each quarter, the earned interest from the Endowment Fund will be transferred to the General Fund Operating Account of the NAA.
2. The Finance and Operations Committee shall review the funds provided from the earned interest of the Endowment Fund at the Spring board meeting to determine if interest, performance, or projections of the investment require reassessment.
3. The corpus of the Endowment Fund shall not be available for use under any circumstances unless it is determined by the Executive Committee or the full Board that a state of exigency exists and the use of these funds is the only resource by which the situation can be reversed.

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TITLE: Admission of Students and the Associations Support for Children & Relatives of Alumni	Procedure: A.10	Page 1 of 2
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PURPOSE: To provide the Alumni Board of Directors and members of the National Alumni Association (NAA) with a policy which supports established standards for student admission to Prairie View A&M University while advocating an application process that carefully takes into consideration any family relationships with alumni that applicants possess.

POLICY: It shall be the policy of the Board of Directors to endorse the current policies governing the admission of students as enacted by the Board of Directors for the Texas A&M University System. It also shall be the obligation of the board to advocate the acceptance of children or relatives of alumni when they meet acceptance standards for enrollment as determined by the Dean of Admission.

PROCEDURES: The procedures which support this policy enable board members and alumni to bring to the attention of the University's Admission Office candidates with credentials linking them to alumni.

1. At any time throughout the year, all alumni may contact the Executive Director or a member of the Board of Directors concerning applicants having relatives who are graduates of the University. Board members shall forward names of applicants brought to their attention to the Executive Director. It remains, however, the responsibility of all applicants, to report alumni relationships on their applications.
2. The Executive Director shall keep a confidential listing of all candidates who have been supported through the above process. When the Office of Admissions reviews the applications with the Executive Director, alumni records which may indicate involvement, support, and interest in the University or the NAA shall be taken into consideration along with the names of applicants who received support from individual alumni and board members. The NAA advocates the strongest possible consideration for children whose parents or close relatives have demonstrated loyal and active alumni service on behalf of the University.
3. The Executive Director annually shall request the Dean of Admissions to meet with the University Relations Committee to discuss the admissions process and, in particular, the enrollment of children of alumni. Statistics relating to the percentage of alumni children admitted, total number admitted, and a profile of the total class shall be available for board dissemination.

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TITLE: Admission of Students & the Associations Support for Children & Relatives of Alumni		Page 2 of 2
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4. The Executive Director, working with the President of the Association, the President of the University and the Vice President of University Advancement has the responsibility to ensure that alumni children who are not admitted be notified appropriately.
5. Letters of congratulations to children of alumni accepted for admission shall be sent annually on behalf of the Association.

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TITLE: Acceptance of Personal Property and Deed of Gift Form	Procedure: A.11	Page 1 of 1
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PURPOSE: To establish definitive policy and procedures which allow for the Association to accept gifts of personal property clear of encumbrances, inappropriate requirements, undue restrictions or permanent covenants.

POLICY: The National Alumni Association may accept property, described here as equipment, furnishings, room appointments, gifts of historical, traditional, or institutional value and other items, materials, or real estate. Prior to final acceptance of personal property, the donor(s) must complete and sign, with witness, a Deed of Gift which provides the Association with full discretion in the use or disposition of the property.

PROCEDURE:

1. Gifts of personal property may be accepted on behalf of the Association if they are clearly desirable for use, display, historical acquisition or as sellable assets.
2. Charitable gift credit would be provided according to standard gift receipting procedures.
3. Items of undetermined or marginal value or use shall be referred to the Finance Committee for review and disposition.
4. All personal property deemed acceptable requires the completion and filing of the Deed of Gift from (*attached*).
5. Any deviation from this policy must be approved by the Board of Directors.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

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POLICY AND PROCEDURE**

DEED OF GIFT

This Deed of Gift is made this _____ of _____, 19 ____, by

_____ of _____

(donor (s)) to the Prairie View A&M University National Alumni Association. The Donor(s) hereby give, grant and convey to the National Alumni Association all of his\ her (their) right, title, and interest in the following described property:

The Donor(s) warrant(s) that the property described herein is owned solely by him\her (them) and is free and clear of all liens, bills, mortgages, taxes, or encumbrances of any kind. The National Alumni Association shall have absolute ownership of the said property including, without limitation, full powers of management, display, conservation, and disposition, as the Board of Directors shall see fit in its absolute discretion and full exercise of its corporate responsibilities.

IN WITNESS THEREOF, the said Donor(s) has (have) hereunto set his\her (their) signature(s) the day and year as written above.

Donor: _____
(Printed Name) / (Signature)

Donor: _____
(Printed Name) / (Signature)

Donor: _____
(Printed Name) / (Signature)

Witness _____
(Printed Name) / (Signature)

Witness _____
(Printed Name) / (Signature)

Accepted by: _____
(Signature of Officer Authorized to Receive Gifts)

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Divestment and Disposal of Association Property	Procedure A.12	Page 1 of 1
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PURPOSE: To establish a policy and prescribe procedures for divestment and disposal of National Alumni Association property, not including instruments of investment and deposit and securities which may include stocks, bonds and mutual funds.

POLICY: The Board of Directors shall have the exclusive authority to divest or dispose of all property except when granted by procedure to the Executive Director or NAA President if the Executive Director Position is vacant.

PROCEDURES:

1. Removal of items from the National Alumni Association's Property Inventory requires approval of the Finance Committee at a regularly scheduled meeting unless it is clearly advantageous to seek removal by special action of the Executive Committee or because the value of the items permit the Executive Director to divest or dispose of property (*see procedure 2*).
2. The Executive Director shall have the authority to divest or dispose of property which has a current market value up to \$1500 for the purposes of trade-in, sale, loan, or auction. In such instances the National Alumni Association Property Report must be completed and a report provided to the Finance Committee at its next regularly scheduled meeting.
3. All items on the inventory to be sold or having been sold, traded-in, auctioned or discarded shall be listed with current market value on the National Alumni Association Property Report (*attached*) and signed by the Executive Director or NAA President if the Executive Director Position is vacant and the Chairperson of the Finance Committee. Such action shall be noted in the minutes of the Committee. The Property Report will be retained with the Property Inventory records.
4. The National Alumni Association Property Report shall be filed with the NAA's "Property Inventory and provided upon request for the annual audit."
5. Property that is of significant historical, traditional or institutional value which needs special care to prevent deterioration by aging, prolonged exposure or use can be transferred or placed on a temporary or permanent loan to the University, its Archives or other units determined to be appropriate for display or preservation of these items. Such action shall be recorded on the Property Report and maintained with the NAA's Property Inventory record.
6. Property on the inventory record which is lost or stolen must be reported to the Finance Committee on the Property Report form.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

PROPERTY REPORT

I. CATEGORY

Sale Auction Trade-in
 Disposal Lost Stolen
 Transfer/Temporary Loan to: _____
 Transfer/Permanent Loan to: _____
 Other (describe): _____

II. ITEM

Inventory or Serial Number: _____

Description: _____

Date purchased or given: _____

Original cost or value: _____

Current market or depreciated value: _____

III. APPROVAL

Initiated by: _____ Date: _____

Approved by: _____ Date: _____
(Executive Director)

Approved by: _____ Date: _____
(Treasurer/Chairperson, Finance Committee)

Complete if property is sold or auctioned:

Sales/Auction Price: \$ _____

Attachments, if applicable and maintained:

1. Original invoice
2. Current or depreciated value documentation

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

3. Deed of Gift Form

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

Title: Investment and Management of NAA's Endowment	Procedure A.13	Page 1 of 1
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PURPOSE: To provide a clear understanding of the investment policy, guidelines and objectives of the National Alumni Association's endowment fund for the Board of Directors, the Executive Director and the Investment Manager. It also provides the Investment Manager an understanding of the limitations and directions that the Board feels are appropriate for this endowment fund.

POLICY: The Endowment Fund of the Prairie View A&M University National Alumni Association is maintained to provide a portfolio for capital appreciation and supplemental income for the Association. These funds are anticipated to be committed to this goal for at least three years, the Board anticipates withdrawals from the fund to initially exceed contributions.

Following investigation and review by the Finance Committee, the Board will act upon that Committee's recommendations to select and engage the services of an Investment Manager and to set the direction for the investments. The overall investment direction is to maximize the return consistent with the risks that the Board is willing to accept as stated in this policy. The Investment Manager will be given full discretion in managing funds within this investment policy.

The Board recognizes and endorses that the function of the Investment Manager is to allocate the assets of the plan among common stocks, bonds and cash reserves.

This policy does not apply to endowments which benefit the National Alumni Association but are maintained by the University.

The following guidelines are adopted as part of this policy:

1. Bonds purchased in the account should be of investment grade quality only.
2. Cash reserves should be invested in interest-bearing securities that are instantly saleable and free of risk of loss and fluctuation.
3. Investments may be chosen from NYSE, AMEX, regional exchanges and the national over-the-counter market.
4. All assets must have readily ascertainable market value and be easily marketable.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Private Fund Support For Association Operations	Procedure: A.14	Page 1 of 1
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PURPOSE: To provide guidance and authority to use private, non-endowment funds acquired by the National Alumni Association (NAA) in support of its operations and programs.

POLICY: Undesignated donations and funds acquired through the Alumni House rentals and other NAA Service programs are to be used as appropriate in support of the operations and programs of the NAA. If the income derived from these sources exceeds need, as determined by the Executive Director, the excess funds will be retained for future operational use or distributed among endowment funds and savings accounts as approved by the Finance Committee.

PROCEDURES:

1. The annual budget of the NAA shall include minimum level of private fund support necessary for operations and programs.
2. Additional private fund support for operations and programs is provided based on need, unbudgeted expenses, unbudgeted programs and projects, unexpected cost increases, inadequate budget allocations and Board initiative.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Property Inventory for Fixed Assets	Procedure: A.15	Page 1 of 1
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PURPOSE: To establish policy and procedure for maintaining a Property Inventory for Fixed Assets.

POLICY: The Board of Directors shall require of the Executive Director that a Property Inventory for Fixed Assets be maintained and that each item listed on the inventory be verified annually in preparation for independent audit.

PROCEDURE:

1. An inventory of all property, described herewith as equipment, furniture, office furnishing and room appointments valued or purchased in excess of \$500 and not including instruments of investment and deposit and securities which may include stocks, bonds and mutual funds, shall be maintained by the NAA.
2. Items determined to be of value because of their historical, traditional or institutional significance, either given to the NAA or purchased, will be included on the inventory regardless of monetary value.
3. The Property Inventory for Fixed Assets shall contain date of acquisition, method (*purchase, gift or loan*), price/value, check number, quantity, description, location and identification number/serial number if applicable.
4. The Property Inventory for Fixed Assets will be available for review by the Board during its semi-annual meetings.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Alcohol Beverage Control Policy (ABC Policy)/Forms	Procedure : A.16	Page 1 of 2
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PURPOSE: To insure that the National Alumni Association and all affiliated Chapters are in compliance with Texas Law regarding the service of alcoholic beverages at all programs and activities within the Alumni House and on its grounds.

POLICY: The National Alumni Association abides by Texas Alcoholic Beverage Control Law and supports the intent of the University Policy for the Service of Alcoholic Beverages. Recognizing the special needs of the National Alumni Association, this policy is adopted in lieu of the Prairie View A&M University Policy and approved by the appropriate College administrative offices.

PROCEDURE:

I. General

- A. The Texas Law currently pertaining to the consumption and sale of alcoholic beverages as of January 1, 1994 states:
 - 1. Persons who are not 21 years of age may not purchase, possess, or consume any type of alcoholic beverage.
 - 2. Alcoholic beverages may not be sold or served to individuals who appear to be or are intoxicated.
 - 3. No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any person take alcoholic beverages out of a licensed area or facility.

- B. Any National Alumni Association event at national or chapter levels at which alcoholic beverages are likely to be served must be listed on the National Alumni Association Programming Calendar.

II. On-Campus Association Sponsored Events

- A. When sponsoring an event on campus that will include alcoholic beverages, a Scheduling Request Form must be submitted and approved by the Office of Student Affairs. The deadline for submission of this form is one month before the event. The approved form must be displayed at the event.

- B. At all events at which alcoholic beverages are served, a sign must be posted that lists the sponsoring group, the title of the event indicating whether the event is private or public and who is permitted to attend. For example, "Class of 1972 Bar- B - Q, and open to members of the Class of 1972 and their guests." The sponsoring office must supply the sign.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

- C. Campus policy requires that the serving of alcohol must stop thirty minutes prior to the scheduled end of the event. For example, at a dance scheduled to end at midnight, the bar would close at 11:30 p.m.
- D. If the Caterer is not designated to serve the alcohol, a separate special events ABC license is required. The cost of this license is \$_____ and requires _____weeks processing time. The sponsoring office must complete the paperwork for the license application.
- E. At all functions serving alcoholic beverages, there must be a Bar Manager on duty. The Bar Manager will supervise the serving and selling of alcoholic beverages and shall determine when individuals appear intoxicated and may not be served. The Bar Manager must be 21 years or older, stay in the area where alcohol is served and refrain from consuming any alcoholic beverages before and during their shift. The name of the Bar Manager must be posted at the event. In some circumstances when the Caterer will assign a Bar Manager. The Alumni must make these arrangements directly with the Caterer.

III. Student Use of the Alumni House and Grounds

Student groups renting or otherwise using the Alumni House grounds and/or Alumni House are required to abide by all policies outlined in the Prairie View A&M University Policy for the Service of Alcoholic Beverages. All policies outlined in Section II of this document are required to be adhered to, including but not limited to completing the Supplemental Contract of On-Campus Groups.

ADDENDUM:

Prairie View A&M University prohibits all sanctioned campus based student groups having events off campus.

APPENDIX INDEX

FORM A-- Addendum to Alumni House Usage Contract

FORM B--Scheduling Request Form

FORM C--Alcoholic Beverage Control License Application Form

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

FORM- A

ADDENDUM TO ALUMNI HOUSE USAGE CONTRACT
--

Name of Organization or Individual: _____

If organization, name of responsible person: _____

Mailing Address: _____

Daytime Telephone Number: _____

Evening Telephone Number: _____

Date: _____ Time: (Start) _____ (End) _____

I (We) agree to the Alumni House guidelines as outlined in the Alumni House Usage Contract and accept responsibility for the Alumni House and its facilities in accordance with these guidelines. I (We) understand that I (we) must have the caterer's address (if utilized), all necessary Alcoholic Beverage Control requirements and that the Alumni House property has no standard exemption from these rules. Further, I (we) understand that the Association assumes no responsibility for the improper and/or illegal serving of alcoholic beverages by groups or individuals renting the Alumni House.

It is further understood that the National Alumni Association abides by Texas Law for the service of alcoholic beverages, (the ABC Policy). In the instance of On-Campus based groups/organizations, a copy of this Addendum may be provided to the office of the Vice President for Student Affairs to supply information about these groups and/or organizations which are using the Alumni House.

On behalf of the organization or group listed above, I (we) certify that I (we) understand this Addendum. I (We) agree to abide by its regulations including, but not limited to, the service of alcoholic beverages, and hiring at our organization's or group's expense, any necessary security personnel. I (We) understand that failure to comply with this Addendum and the ABC Policy may result in cancellation of the event, sanctions noted in Section E of the ABC Policy and in the loss of any deposits already paid to the Association as well as loss of future usage privileges.

NAME(S): _____
(Signature of Individual or Organization Representative)

PRINTED NAME(S): _____

DATE: _____

NOTE: *If required, it is the responsibility of the individual or organization to obtain an Alcoholic Beverage Control license and to present a copy to the Association.*

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

**FORM B
SCHEDULING REQUEST FOR A PRIVATE PARTY
WHERE ALCOHOL WILL BE PRESENT OR SERVED**

Sponsoring Organization: _____

Facility(s) Requested: _____

Description of Event: _____

Date of Event _____ Beginning Time _____ Ending Time _____

Estimated Attendance: 21 years and over _____ Under 21 _____

Type of Alcohol to be Served _____ Quantity _____
(*cans are recommended*)

Is This a BYO event? _____ (*refer to policy for regulations*)

Type and quantity of non-alcoholic beverage _____

Type and quantity of food _____

Will a band or DJ be present ? _____

(There are restrictions for amplified music outdoors which apply to both location and hours. Please confer with the Scheduling Office well in advance of the event for clarification and approval)

Key points of the Policy for the Service of Alcoholic Beverages and the Scheduling Policies are stated below. If a student organization or group, please refer to the full policy statements for complete details found in the University's Student Handbook.

1. Persons must be at least 21 years of age to possess or consume alcohol.
2. The Association reserves the right to limit the amount of alcohol which may be present and/or served at any function. Further, non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages served. No one who appears intoxicated or unable to function properly will be served an alcoholic beverage.
3. Common container alcohol (keg, beer ball, etc.) IS NOT PERMITTED except under special circumstances and with prior written permission from the Executive Director.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

(Form B, continued)

4. Food must be available in sufficient quantity to last throughout the event.
5. Unattended bars/serving areas are not permitted. Alcoholic beverages may only be served one at a time per person.
6. Any event with alcohol, whether served or BYOB, where the estimated attendance exceeds 50 persons, the alcohol must be served and consumed in an area which is physically separated from the event such as an adjoining room or adjacent floor. The admission of persons to the alcohol area must be controlled at all times and only those persons producing proper identification for proof of legal drinking age are to be admitted. Under no circumstances may alcoholic beverages be taken from the controlled area.
7. At affairs where college students are expected to attend, a Prairie View A&M University ID-card and proof of age must be checked at the entrance to determine a person's age and that he/she is an invited guest. The use of a false, altered, or borrowed identification card of any type is a lying infraction of the Honor Code.

Signs must be posted stating the private nature of the event and that only members and invited guests may attend.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

**FORM C
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
APPLICATION FOR BANQUET LICENSE**

NOTE: The Department requires a minimum of seven (7) working days to process an uncontested application. If this application is contested and requires a hearing, thirty days (30) time is necessary.

Applicant's Full Name (print/type) *Social Security Number* *Date of Birth*

Home Address: include street/box, city, state, zip *Home or Business Telephone*

Have you ever been convicted of: a felony _____; a crime or offense involving moral turpitude _____; or a crime involving the illegal manufacture, transportation, possession, use or sale of alcoholic beverages, _____? If the answer is yes to any of these, furnish details on a separate sheet and attach to this application.

Name of Group or Organization: _____
Purpose of Group or Organization: _____
Does Organization: have a Charter _____; hold IRS Tax Exempt Status _____?
If so, list Charter Number or Tax Identification Number: _____
Applicant's Relationship with Group: _____. No. Of members in Group ____.

Who will attend the affair? (Check all appropriate sections)
Family & Guests: ___ Members & Guests: ___ Employees & Guests: ___ Open to Public: ___
Number of members expected to attend: ___ Number of guests expected to attend: ___
Will tickets be sold or admission charged? ___ Cost of ticket admission: \$ ___
Will tickets be sold in advance: ___ Sold at door? ___ Will event be advertised? ___
Will all profits be used for any of the following purposes? (Check appropriate sections)
Athletic : ___ Charitable: ___ Civic: ___ Educational: ___ Political: ___ Religious: ___ Other: ___
_____(explain on back)
Group/organization to which profits will be donated: _____
Type of alcoholic beverages to be served: _____ Brown bagging permitted? ___
Will alcoholic beverages be sold? _____
College group?: Give name of President or Dean of Students: _____
Has approval been granted for an off-campus event? YES [] NO []
If previously licensed, give name of applicant or group and date: _____

Where should license be mailed: _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE AND BELIEF

_____, _____

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

Applicant Signature

Date

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Fund- Raising	Procedure : A.17	Page 1 of 2
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PURPOSE: To provide guidance in ensuring all fund raising activities conducted in and under the name of the Prairie View A&M University National Alumni Association are conducted in accordance with acceptable fund raising principles and policies and to provide the NAA, chapter and individuals specific guidance as to raising funds through alumni activities and to provide a procedure for accounting and forwarding funds raised.

POLICY: The NAA is responsible for all fund raising activities by alumni chapters/clubs or individuals when done in the name of the NAA. Accordingly, the NAA will review and approve all requests for fund raising by chapters, clubs or individuals when the activity is representing the Association, University or alumni and will ensure funds raised are properly accounted for, reported and dispensed.

PROCEDURE:

- A. Requests to host fund raising activities will be forwarded to the NAA at least 90 days prior to the event.

The NAA Executive Director will review, evaluate and forward as necessary the request to the NAA Fund-raising Committee for their evaluation, review and recommendations. That action by the Fund-raising Committee should be completed within 45 days and returned to the NAA Executive Director.

On receipt of the Fund-raising Committee's recommendations, the Executive Director will forward the request to the NAA President for approval or if the President determines, for subsequent submission and approval by the NAA Board of Directors for final review and approval. This action should be completed within 15 days after receipt of the Fund-raising Committee recommendations.

B. **Fund-raising Requests**

Fund raising requests must state a minimum of the following:

1. The name of the chapter, club or alumni member requesting the fund raising.
2. The time, date, and place of the activity.
3. The concept of the fund raiser.
4. The purpose of the fund raiser.
5. Whether the fund raiser is projected as a one- time event or is to be repeated.
6. The expected outcome.

NOTE: Neither the NAA nor the University desires to approve of activities that could potentially obligate either the NAA or the University or that may inappropriately reflect on the image or representation of the NAA or the University.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Fund-raising	Page 2 of 2
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C. **Reporting:**

On completion of the activity the requestor will report as follows :

Preliminary Financial Report :

1. Within 30 days after completion of the activity, provide a preliminary financial report showing all revenue and expenses (in detail).

Final Report:

2. Within 60 days after completion of the activity, provide a final report showing all revenues and expenses (in detail).

Signing and Notarizing Reports:

3. The report will be signed by at least two persons, consisting of either the President, Treasurer or activity Chairperson.

The report must also be notarized.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: National Alumni Association (NAA) Representation on University Presidential Search Advisory	Procedure: A.18	Page 1 of 1
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PURPOSE: To establish policy and procedures for ensuring a representative of the Prairie View A&M University National Alumni Association (NAA) Board is a standing member of any Presidential Advisory Search Committee responsible for screening and selecting a President for our alma mater, Prairie View A&M University.

POLICY: The Board of Directors of the National Alumni Association intends our association be accorded the same status as the alumni associations of Texas A&M University and other institutions of the Texas A&M University Systems as regards participating in the search and selection process for Presidents of our alma mater. To this end we will act as necessary to ensure our association is not discriminated against or treated in any manner that may be considered as less than equal.

The sitting NAA President will be the first choice to represent the NAA on the Presidential Search Committee. Where the NAA President chooses not to represent the NAA, the External Affairs Committee shall assume procedural responsibility for nominations for appointment to the Presidential Advisory Search Committee, but the authority to submit nominations resides with the NAA Board of Directors.

PROCEDURE:

1. Board members have the discretion to nominate any active member of the NAA who they believe will represent the interest of the NAA. These nominations should be made within the time frame established by the board of External Affairs Committee.
2. The External Affairs Committee will prepare a list of those recommended individuals whom the committee considers the most qualified and appropriate for consideration and shall submit that list to the NAA Board. The Board of Directors, by majority vote, may add or delete names of nominated individuals or accept the entire list. The Board will then vote to select the representative. That person's, or persons', name will then be submitted to the appropriate official to ensure representation on the Advisory Search Committee.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Budget/Fiscal Management Responsibilities and Accountability	Procedure: A.19	Page 1 of 1
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PURPOSE: The purpose of this directive is to delineate responsibility for the development, submission, approval and management of the Prairie View A&M University National Alumni Association (NAA) annual operating budget.

RESPONSIBILITIES:

1. **NAA President:** The NAA President shall be responsible for:
 - a. Ascertaining that the provisions of the policy contained herein are followed and adhered to.
 - b. Appointment of a Budget Committee.

2. **NAA Board of Directors (BOD):** The NAA BOD shall be responsible for:
 - a. Setting the financial direction of the NAA by scrutinizing and approving an annual operations budget which will provide adequate funds to attain operational goals.
 - b. Assessing the status of the approved operating budget through the use of required records and reports.
 - c. Addressing requests for deviation or revision of the annual approved budget.

3. **NAA Budget Committee:** The NAA Budget Committee shall be responsible for:
 - a. Preparation and presentation, in conjunction with the Executive Director (ED), a proposed annual operating budget to the NAA BOD for review no later than the February board meeting of each fiscal year.
 - b. Preparation and presentation of the final operating budget to the BOD for approval at the May board meeting of each fiscal year.
 - c. Periodic review of the current operating budget for the purpose of monitoring the status of income and expenditures as they apply to the approved budget.
 - d. In conjunction with the NAA ED and Treasurer, presenting to the BOD recommendations for any deviation, amendment, or revision of the current approved budget.
 - e. In conjunction with the ED and Treasurer, preparation and presentation of the status of the current budget to the BOD at the February and May board meetings.

4. **NAA Executive Director (ED):** The NAA Executive Director shall be responsible for:
 - a. Monitoring, maintaining, and execution of expenditures and income as authorized in the current approved operating budget.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

(4. NAA Executive Director (ED), continued)

- b. Providing the Budget Committee with a proposed operating budget for the forthcoming fiscal year covering all entities of the daily operations of NAA business no later than 10 working days prior to the February board meeting.
- c. Submission of a budget status report and recommendations to the Budget Committee no later than 10 working days prior to the February and May board meetings.
- d. Submission of any request for necessary adjustments to the current operations budget, with justification, to the Budget Committee as required.

GENERAL:

1. Operating expenditures will not exceed those funds authorized in the approved budget without BOD approval.
2. Operating expenditures will only be utilized for those line items or categories as authorized in the approved budget.
3. Cross transactions may be approved by the NAA President upon recommendation and justification from the Budget Committee and Treasurer.
4. Emergency operating expenditures may be approved by the NAA President upon notification, consultation, and justification from the Budget Committee and Treasurer.
5. **Pending revision of Article V, Section 4(a) of the By-Laws,** All disbursements by check or draft will be co-signed by the Treasurer and either the NAA President or the NAA Executive Director. The Treasurer should sign all checks. In addition, during an emergency or high degree of financial urgency, authorization to co-sign checks may be granted to the NAA Administrative Assistant. **This authority shall be delegated by the NAA President thru the BOD if required.**
6. A formal audit of the NAA's financial records and reports shall be conducted upon change of the NAA Treasurer or Executive Director, or each fourth fiscal year, whichever comes first. *(Requires amendment of Article 1, Section 8 of the By-Laws.)*
7. An informal audit of the NAA's financial records shall be conducted upon change of the NAA President, unless a formal audit is to be conducted for the appropriate fiscal year. *(Requires amendment of Article 1, Section 8 of the By-Laws.)*

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Credit Card Responsibility & Accountability	Procedure: A.20	Page 1 of 2
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PURPOSE: The purpose of this procedure is to outline the responsibility and accountability for purchases, payment, record keeping, and security of the Prairie View A&M University National Alumni Association (NAA) issued credit card(s).

GENERAL: The NAA will obtain a National credit card to be utilized by the association for purchases and or payment for goods and services as required. This policy sets forth the acceptable and unacceptable uses of subject credit card(s) as indicated below:

1. **Access:** NAA credit card(s) will be retained and secured in the NAA office safe under the custodianship of the authorized and duly appointed Credit Card Custodian. Normally, the custodian will be the NAA Executive Director (ED). Cards will be issued by the Custodian as per request and returned upon completion of association business.
2. **Usage:** NAA credit card(s) will only 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 NAA business. Any credit card purchases or payments made in violation of this policy will result in appropriate remedial action.
3. **Transaction Records:** The Credit Card Custodian will develop, maintain and monitor adequate and appropriate records and reports pertaining to the use of subject credit card(s).
4. **Security:** **Upon notification of a lost, misplaced or stolen card, the custodian will immediately notify the issuing authority in accordance with the instructions established in the credit card contract agreement.**

RESPONSIBILITIES:

1. **NAA President:** The NAA President shall be responsible for:
 - a. Ascertaining that the provisions of the policy contained herein are followed and adhered to.
 - b. Appointment of an NAA Credit Card Custodian , normally the NAA ED. If the ED position is vacant, the NAA President will designate a person to assume the ED responsibilities.
2. **NAA Board of Directors (BOD):** The NAA BOD shall be responsible for:
 - a. Assessing the status and maintenance of established financial records and reports pertaining to subject credit card(s).
 - b. Addressing any issue pertaining thereto as required or requested by the NAA President or NAA Treasurer.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

3. Credit Card Custodian:

- a. Develop, maintain , and monitor adequate financial records and reports pertaining to the policy established herein.
- b. Prepare a monthly financial report of same in conjunction with the association financial report.
- c. Develop a sign in- sign out log for the issuance and return of subject credit card(s).
- d. Report to the NAA Treasurer of any potential or pending financial problems or shortfalls pertaining to the credit card(s) transactions.

4. NAA Treasurer: Ascertain that subject credit card(s) are in accordance with the NAA approved budget and or other financial obligations to include any authorized formal or informal audits.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: VIP & Outside Agencies Visitation Protocol	Procedure: A21	Page 1 of 1
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PURPOSE: The purpose of this policy is to establish standard operating procedure to be utilized by all Prairie View A&M University National Alumni Association (NAA) chapters and the NAA President for the conduct, notification, coordination, and collaboration of requests for visits or other official communications by VIP's to include the University president and or staff and other outside agencies as appropriate.

POLICY: It will be the policy of the NAA home office and NAA chapters to include individual members acting as an official representative of the NAA to initiate notification and coordination procedures or requests to or for official visits in order to afford maximum participation and exposure to all concerned.

PROCEDURES:

1. Notification: Upon request by any of the above mentioned officials or by any NAA chapter to initiate such a visit, the following procedure shall apply:

NAA Chapter: Upon receipt of a request, contact the NAA office within 24 hours of the request Monday thru Friday or as soon as possible if the request occurs on a weekend. If the request is made for an immediate visit (within 72 hours), contact the NAA office immediately or as soon as possible. All contacts to the NAA office should be by email or telephone as required.

NAA Executive Director:

- a. Upon notification of a request from an NAA chapter representative or a direct request from a requesting organization, effect coordination with the subject party , obtain necessary information, and notify the NAA President ASAP thereafter.
- b. Develop a log for the purpose of monitoring, maintaining, and retaining a record of subject requests and the resolution thereof.

Note: If the Executive Director position is vacant, the NAA president will designate a person to assume these duties, normally the Administrative Ass't or whomever they desire.

NAA President:

- a. Ascertain that the provisions of this directive contained herein are followed and adhered to.
- b. Determine the involvement by the NAA pertaining to subject request. If travel is required, contact the NAA Treasurer to ascertain the availability of funds
- c. Coordinate the necessary outcome as appropriate.
- d. Notify the NAA Board of Directors (BOD) as appropriate.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

NAA Board of Directors: BOD members will take appropriate action as directed by the NAA President.

GENERAL: Requests for official visits to NAA chapters by the NAA President , whether initiated by the NAA President or the NAA chapter will be conducted under the provisions of par 1 (NAA President) b-d.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

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**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Expense Guidelines and National Convention Expenses with Travel Costs and Expense Statement Form	Procedure: B.1	Page 1 of 1
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PURPOSE: To cover national convention and other expenses of the Executive Director, the Executive Secretary/Administrative Assistant and other employees incurred as a result of their employment or professional duties.

POLICY:

- A. The Executive Director and staff employees who are expected to travel in the course of their work assignments shall be compensated for travel expenses, but not paid in excess of exact expenses.
- B. **National Convention:** Convention registration and hotel expenses for the Executive Director and the Executive Secretary/Administrative Assistant will be provided, either out of convention funds or NAA operating funds.

PROCEDURE:

If travel away from Prairie View is required, the most cost efficient means of travel will be encouraged. If an employee uses his/her personal car, reimbursement will be made on a per mile cost.

If air travel is deemed necessary, the most time and cost efficient means will be considered. Travel costs will be paid directly by the NAA, unless under emergency situations, and will then be reimbursed to the employee.

Each employee incurring expenses as a result of position requirements or needs of the NAA must submit a completed **Travel Costs and Expense Statement Form** and attach all available receipts, program materials, announcements, and flyers. If reimbursement for entertainment expenses is being requested, the names, and relationship to the NAA should be noted on the form.

There is no general use of the Association's credit card(s) (except for telephone).

A telephone credit card is available for use by the management staff when traveling or assigned a location other than the Alumni House.

Cash advance requests will be reviewed on a case basis, in writing, by the Executive Director.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TRAVEL COSTS AND EXPENSE STATEMENT

[] Staff [] Faculty [] Board Member [] Candidate [] Other _____
(Specify)

Name: _____ Date: _____

I. TRANSPORTATION: STAFF AND PERSONAL VEHICLE USE

DATES	MODE	FROM	TO	MILEAGE	FUEL COSTS

Total I: _____

Mileage reimbursement \$0.26 x mileage. Fuel costs indicate purchased gas for staff rental car.

II. TRANSPORTATION: AIRFARE, BUS, TAXI, LIMO, TRAIN, ETC.

DATES	FROM	TO	COSTS

Total II: _____

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

III. HOST\HOSTESS ENTERTAINMENT: COSTS RELATING TO PURCHASE OF MEALS, DRINKS, AND MISCELLANEOUS ITEMS FOR GUESTS, ALUMNI AND OTHERS

DATES	DESCRIPTION	NAMES OF INDIVIDUALS	COSTS

Total III: _____

GRAND TOTAL: I -to- III	\$
Minus Travel Advance	\$< >
TOTAL DUE TRAVELER	\$
TOTAL DUE ASSOCIATION	\$

NOTE

1. Attach all available receipts.
2. Attach any program materials, flyers, announcement relating to report.
3. Provide any comments or explanations below.

I CERTIFY THAT THE COSTS DOCUMENTED ON THIS STATEMENT TRUE AND ACCURATE EXPENSES INCURRED AS PART OF MY OFFICIAL DUTIES/ POSITION.

Traveler's Signature

Title

Supervisor's Signature (if applicable)

Title

(For office use only)

Approved by : _____
Name Title

Check # _____ Date Paid: _____ Amount : \$ _____ Account : _____

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Performance Evaluation	Procedure B.2	Page 1 of 1
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PURPOSE: To establish requirements for annual and probationary performance evaluations of all employees.

POLICY: Every employee will be evaluated on an annual basis, by the Executive Director or the NAA President if the Executive Director Position is vacant. A review by the Executive Director or the NAA President if the Executive Director Position is vacant will be incorporated into all support staff members' performance evaluations. A signature will be required from the Executive Director or the NAA President if the Executive Director Position is vacant. Employee and the Executive Director or the NAA President if the Executive Director Position is vacant will discuss the document and will sign the document. The original will be placed in the employee's personnel file, and copies will be given to the employee.

PROCEDURE: Evaluation procedures and supporting forms exist for both the management staff and the support staff. Managers will prepare evaluations of support staff, and the Executive Director will prepare evaluations for managers. The following is provided to assist in the preparation.

1. **Staff Members:** The Executive Director or the NAA President if the Executive Director Position is vacant will evaluate and complete the form on each member of the. The form will be typed by the Administrative Assistant/Executive Secretary and given to the Executive Director or the NAA President if the Executive Director Position is vacant. The Executive Director or the NAA President if the Executive Director Position is vacant will discuss the evaluation individually with each staff member. All parties will sign the document. The original will be placed in the employee's official personnel file, and copies will be given to the Executive Director or the NAA President if the Executive Director Position is vacant and the employee. All staff member evaluations must be complete by April 15.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

STAFF MEMBER PERFORMANCE REVIEW

NAME: _____ TITLE: _____
Date of Employment: _____
Today's Date: _____ Date of Last Review: _____
Reviewing Official: _____

A formal written performance review is done on an annual basis as part of the ongoing management process and is discussed in detail with the employee. The review is intended to facilitate understanding and improve performance.

The performance level definitions are:

Excellent:	Consistently exceeds job requirements.
Above Average:	Often exceeds job requirements.
Average:	Meets job requirements.
Marginal:	Meets minimum job requirements; however, improvements expected in many areas.
Unacceptable:	Fails to meet minimum job requirements; <u>must</u> make improvements in area for continued employment.

JOB KNOWLEDGE

Employee's professional expertise in job-related skills and technology.

___ Excellent ___ Above Average ___ Average ___ Marginal
___ Unacceptable

Comments:

COMMUNICATION SKILLS

Employee's effectiveness in expressing ideas, facts, and data through speech and written communication.

___ Excellent ___ Above Average ___ Average ___ Marginal
___ Unacceptable

Comments:

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

Staff Member Performance Review

PROBLEM SOLVING/DECISION MAKING

Ability to resolve problems by applying logic and reason and exercising good judgment.
Capability of understanding the work and selecting the proper method or procedure to achieve the desired result.

___ Excellent ___ Above Average ___ Average ___ Marginal
___ Unacceptable

Comments:

SUPERVISION/LEADERSHIP (if applicable)

Ability to train, supervise, obtain desired results from subordinates, and to motivate others and convince them to strive for improvement.

___ Excellent ___ Above Average ___ Average ___ Marginal
___ Unacceptable

Comments:

COOPERATION WITH OTHERS

Employee's effectiveness in working well with others; the maturity to accept and evaluate suggestions and criticism, and to resolve disagreements in a professional and productive manner.

___ Excellent ___ Above Average ___ Average ___ Marginal
___ Unacceptable

Comments:

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

Staff Member Performance Review

PRODUCTIVITY/MOTIVATION

Individual's ability to organize, prioritize, and schedule time, material, and skills for effective results.

Excellent Above Average Average Marginal
 Unacceptable

Comments:

PROGRAM ACHIEVEMENT/CREATIVITY

The ability to obtain a higher level of achievement through improved program management and creative ideas. Marked improvement of existing program responsibilities should be noted here.

Excellent Above Average Average Marginal
 Unacceptable

Comments:

MANAGEMENT EFFECTIVENESS

The ability to effectively and efficiently administer programs and projects including being responsible for implementation of programs from conception to completion. The responsiveness of a manager to evaluations, critiques, and program assessment should be taken into account.

Excellent Above Average Average Marginal
 Unacceptable

Comments:

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

Staff Member Performance Review

GOALS FOR IMPROVEMENT

List the actions which the staff member should take to increase job effectiveness.

OVERALL EVALUATION

The assessment should include a discussion of the staff member's overall improvement, or lack thereof, since the previous evaluation.

____ Excellent ____ Above Average ____ Average ____ Marginal
____ Unacceptable

Comments:

EXECUTIVE DIRECTOR'S OR NAA PRESIENT COMMENTS:

EMPLOYEE'S COMMENTS:

My supervisor has discussed this evaluation with me.

Comments:

<hr/>	<hr/>	<hr/>
(Signature of Employee)	(Title of Employee)	(Date)
<hr/>	<hr/>	<hr/>
(Signature of Executive Director)	(Title)	(Date)
<hr/>	<hr/>	<hr/>
(Reviewing Board Official)	(Title)	(Date)

Copies: 1--Original to Personnel Files; 2--Employee

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE : NAA Staff and Employee Apparel Standards	Procedure : B.3	Page 1 of 2
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PURPOSE: To provide guidance for all employees in selecting and wearing appropriate clothing for normal work conditions at the Alumni House/Center or at Association activities.

POLICY: It is the responsibility of all employees to be dressed appropriately at all times when working at the Alumni House/Center or when representing the National Alumni Association at activities or events on or off campus.

Recommended standards for normal working conditions **include** the following:

1. Dress shirts with ties, suits and sport coats.
2. Dresses, skirts, dress slacks and blouses appropriate for office wear (dark blue denim skirts tailored for office wear are acceptable).
3. Dress shoes or footwear normally acceptable in an office environment.
4. Sweaters and sweater- vests appropriate to wear with ties, suits or other acceptable attire.
5. Hosiery and socks which complement the outfit.

Exceptions to these standards may be made under the following guidelines:

- A. When the position or tasks assigned require more appropriate clothing;
- B. During special activities, such as Homecoming registration, retreats, office cleanup days, Alumni, College or other programs which promote casual wear by participants.
- C. During periods of inclement weather or unusual circumstance at the Alumni House/Center or at home which would make normal office clothing impractical (such as flooding, snowstorms or equipment breakdown) or
- D. For medical reasons as recommended by a physician in writing.

It is recognized that apparel standards are sometimes subject to acceptable community styles, fashion and individual tastes. However, when employed by an Association which primarily exists as a service organization for alumni and the university community, each employee must recognize the importance of a presentable appearance.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE : Non-Smoking Policy	Procedure : B.4	Page 1 of 1
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PURPOSE: To establish policy and guidance regarding smoking throughout the Alumni House and on the grounds by all employees, student aides, in-house volunteers and visitors.

POLICY: The smoking of tobacco products in the Alumni House is prohibited by all employees, student aides and in-house volunteers during normal business hours. Due to the NAA's role as a service organization it cannot dictate to visiting alumni and guests that the no smoking rule be observed, however, employees should request that visitors not smoke in their respective offices. The no smoking policy is established to provide a clean and healthful environment for all staff and visitors.

PROCEDURES:

1. All candidates for employment will be informed of the no smoking policy and that the policy was initiated due to the identified health risks, computer equipment malfunctions which can be identified as associated with office smoking, the public relations aspects of smoking which may be interpreted as discourteous to visitors and the creation of a repugnant atmosphere to many of the very clientele the Association seeks to serve.
2. It is recognized that while smoking is discouraged in the public areas of the Alumni House, that groups renting the facility after business hours, holding meetings or attending events cannot be forbidden from smoking. However, smoking will be regulated to outside the building only.
3. During regularly scheduled business hours, outside groups which schedule use of the public areas will be strongly advised to adhere to the no smoking policy.
4. Smoking outside is permitted for all groups. Appropriate containers for discarding of tobacco products and waste will be provided outside of the building.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Gift Processing	Procedure B.5	Page 1 of 3
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PURPOSE: To standardize procedures by which gifts to the National Alumni Association (NAA) and the University are processed appropriately.

POLICY: All gifts to the NAA, whether monetary or in-kind, or gifts received by the NAA for the University will be properly recorded and acknowledged consistent to the Association's and the University's gift receipting procedures.

PROCEDURE:

A. MONETARY GIFTS TO THE NAA.

1. Gifts of cash or check are to be recorded and acknowledged with a receipt by the Executive Director. Checks will be recorded in the cash receipts ledger. A copy of the gift receipt should be attached to the file copy of the acknowledgment letter.
2. All unsolicited gifts will be acknowledged by the Executive Director of the NAA. Gifts exceeding \$1000 may also be acknowledged by officers or members of the Board of Directors, depending on the size and purpose for which it was intended. Solicited gifts, such as those received for the Band, Athletic programs, or Nurses program, will receive an acknowledgment from the Executive Director for all gifts above \$500. Gifts of under \$500 will be sent a standard acknowledgment. Gifts under \$250 will be sent acknowledgments at the discretion of the Executive Director.
3. Copies of the acknowledgment letters for gifts will be routed to the Treasurer and the NAA President.

B. GIFTS- IN-KIND TO THE NAA

1. Gifts-in-kind are to be recorded and acknowledged (when appropriate) with a receipt by the NAA Executive Director. Generally, gifts-in-kind include those of personal property (memorabilia, artwork, furnishing, equipment, etc.) or those costs associated with the NAA programs that utilize volunteers for training, presentations, speakers, governance, meetings, etc. A copy of the gift receipt for a gift-in-kind should be sent to the Treasurer.
2. Gifts-in-kind of property should be accepted with the stipulation that the value of the items must be verifiable through an appraisal, receipts or personal verification. Some items may be accepted with no value determined.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Gift Processing		Page 2 of 3
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3. All donors of personal property must sign a property release form which does not restrict the NAA from selling, as in the case of College memorabilia, or reassigning the items to more suitable custodial care.
 4. Gifts-in-kind of costs associated with NAA programs shall be determined by the submission of a Charitable Deduction Form. Once completed, and verified by the appropriate NAA staff member, the form is to be notarized and returned to the donor. The NAA shall retain a copy for its records.
 5. Gifts-in-kind of personal property valued at more than \$100 will be acknowledged by the Executive Director.
- B. GIFTS TO THE UNIVERSITY, THE NATIONAL ALUMNI ASSOCIATION AND OTHER RELATED FUNDS**
1. All gifts received by the N.A.A. that are intended for the University, the NAA's endowment fund, the University Foundation fund or other recognized funds held by the University , should be hand delivered to the NAA Liaison Officer with the Development Office for deposit and handling as soon as possible.
 2. The gifts should be recorded on a Gift Log, or copies made of the documents for inclusion in the permanent file, prior to delivery for backup record keeping.
 3. Any checks received, intended for the NAA but made out to the University or its Foundation fund, are to be hand delivered to the NAA Liaison Officer with the Development Office for endorsement certifying that the NAA is to deposit the gifts.
 4. Any check received, intended for the University, its Foundation fund or other recognized funds, but made out to the NAA will be deposited and another check, accompanied by a fund transmittal letter, will be issued to the University for the appropriate designation and for proper acknowledgment by the Development Office.
- D. REUNION GIFTS**
1. All acknowledgments of gifts to the reunion gift programs for the 25th and 50th Reunion classes are handled by the Office of Alumni Affairs.
 2. The same procedures pertain to processing gifts received by the NAA for reunion gifts as outlined in Section C.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Gift Processing		Page 3 of 3
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3. All gifts to the reunion gift programs will be acknowledged by the appropriate University Office.
4. All gifts of \$1000 or more will also be acknowledged by the Executive Director of the NAA and the President of the University.
5. Copies of all acknowledgment letters for reunion gifts submitted by the NAA will be maintained in the NAA records.

E. GIFTS OF STOCK TO THE N.A.A.

1. When the NAA is notified that a donor wishes to make a gift of stock, the donor should be requested to send the unsigned certificates of stock and a stock power (sent separately). Once the stock and stock power are received, processing of a gift credit will be executed. The appropriate NAA management body will arrange for sale of the stock. Monies from the sale will be deposited into the NAA's account.
2. Gifts of stock exceeding \$1000 will be acknowledged by the Executive Director (solicited or unsolicited) and may also be acknowledged by officers or members of the Board of Directors, depending on the size and purpose for which it was intended. Solicited gifts, such as those received for the Band, Athletic programs, etc. will receive an acknowledgment from the Executive Director for all gifts above \$500. Gifts of under \$500 will be sent a standard acknowledgment from the alumni office assigned to the project.

F. BEQUESTS TO THE NAA

1. Upon notification of a bequest to the NAA, the Director of Planned Giving should be notified. He/she will work with the estate attorneys in handling the probate.
2. The NAA will process the gift credit.
3. All bequests will be acknowledged by the Executive Director. Gifts (solicited or unsolicited) exceeding \$1000 may also be acknowledged by officers or members of the Board of Directors, depending on the size and purpose for which it was intended. Solicited gifts, such as those received for the Band, Athletic programs, etc. will receive an acknowledgment from the Executive Director for all gifts above \$500. Gifts of under \$500 will be sent a standard acknowledgment.

G. YEAR END GIFT REPORT

1. The Executive Director is responsible for requesting a year-end gift report from the University's Development Office in August.
2. The year end NAA gift report will be distributed to the President, the members of the board and the management staff.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Rental of Alumni House and Alumni Equipment	Procedure: B.6	Page 1 of 1
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PURPOSE: To establish a policy for rental of the Alumni House and alumni tables.

POLICY: Approved individuals or groups may rent the Alumni House and alumni tables. The fee structure will be set at the discretion of the Executive Director with the approval of the Executive Board.

PROCEDURE:

1. The requesting individual or organization must coordinate with the Executive Director regarding availability of the Alumni House or alumni tables no later than 30 days prior to the requested date.
2. Upon confirmation of the requested date, the requesting individual or organization will be required to make payment in full for the cost of the rental .
3. For rental of tables, the requesting party will arrange for all transportation requirements. The requesting party is also responsible for the care and safety of the tables while in his or her possession. The tables must be returned in the same condition as when borrowed.
4. For rental of the Alumni House, the requesting party is responsible for care and safety of all the building and its contents. On completion of use of the building, to include the outside grounds, it must be returned to the same condition as when rented.
5. The Executive Director may require a security deposit if felt necessary.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Loan of NAA Equipment to Staff	Procedure B.7	Page 1 of 1
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PURPOSE: To establish a policy for loan of NAA equipment to NAA staff.

POLICY: NAA staff members may borrow equipment for personal use at no cost.

PROCEDURE:

1. The staff member must check with the Executive Director regarding availability of equipment no sooner than one (1) month prior to the requested date.
2. Available equipment is signed out to staff member for the time needed.
3. Borrowing staff member must arrange for transportation of the equipment.
4. The borrower is responsible for the care and safety of equipment while in his or her possession and for prompt return of all equipment to the custody of the Executive Director. Equipment must be returned in the same condition as when borrowed.
5. Use of equipment will only be considered if the absence of that equipment from the facility does not interrupt normal business activities. In the case of alumni tables, If a potential paying customer requests such for a date which conflicts with a staff member's request, the staff member will have the option of renting the tables at the standard rate or securing tables elsewhere. Existing staff requests will be honored if the paying request comes less than seven (7) days before the requested date.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Work Schedule	Procedure: B.8	Page 1 of 1
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PURPOSE: To establish standard working hours for full-time salaried employees of the NAA.

POLICY: Standard work hours of the NAA are eight (8) hours per day (9:00 a.m. to 6:00 p.m.), forty (40) hours per week, Monday through Friday, with one (1) hour lunch break. Lunch breaks are not considered part of minimum work hours. Weekend and evening work may be required during special events at the request of the supervisor.

PROCEDURE:

Employees will be notified of standard working hours during employment interviews.

Employees are expected to be at work each day at 9:00 a.m. If an employee is tardy, the employee may be required by the supervisor to make up the missed time during lunch time, or stay beyond 6:00 p.m.

Habitual lateness will be cause of counseling, and will be reflected on the employee's performance evaluation.

Tardiness that is not excused by the supervisor, and not made up during that work day, will be charged a minimum of one (1) hour of compensatory leave or one (1) hour of annual leave.

Flextime, as a rule, will not be allowed. Any variation in schedule, either on a regular basis or as business needs dictate will be determined in advance by the Executive Director and documented in the employee file.

Lunch breaks normally will be taken between 11:00 a.m. and 2:00 p.m. and will be arranged in advance with the supervisor in accordance with workload and demands. Employees will work no more than six consecutive hours without taking a lunch break.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

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Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Employee Agreement on Confidentiality	Procedure : C.1	Page 1 of 1
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PURPOSE: To document understanding and acceptance of employees regarding the need to maintain the confidentiality of documents, fiscal accounts and records.

POLICY: All employees, as part of an orientation procedure, must review with their supervisor the Board policy on Information Access and Privacy and discuss what other information is considered confidential. At the conclusion of the review and discussion, employees are asked to sign the employee agreement on confidentiality. Failure to sign the agreement could require the supervisor to limit an employee's access to information of confidential nature.

PROCEDURES:

1. Prior to formally offering a position on the NAA staff, regardless of management, support or student classification, a prospective employee should be informed during orientation that they will be asked to sign an agreement on confidentiality as a condition of employment.
2. If a prospective employee states an unwillingness to sign an agreement, no offer can be extended without further review and final approval of the Executive Vice President.
3. The agreement (attached) must be signed and witnessed by an employee's immediate supervisor(s) and the original placed in the employee's personnel file. Upon request, a copy may be provided to the employee, supervisor or Executive Director.

* Attachment

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

EMPLOYEE AGREEMENT ON CONFIDENTIALITY

As an employee of the Prairie View A&M University National Alumni Association, I fully understand that my position requires the handling, maintenance and knowledge of sensitive and confidential Association documents, fiscal accounts and records. I further acknowledge that unauthorized disclosure, full or in part, would represent a serious breach of confidentiality. I recognize that any such improper disclosure could lead to disciplinary action, including layoff without pay, probationary status, termination, legal action or other appropriate action.

Signature ♦

Printed Name ♦

Witness (Supervisor) Signature ♦

Printed Name ♦

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

Title: Bereavement Leave	Procedure : C.2	Page 1 of 1
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PURPOSE: To allow full- time employees who experience the death of an immediate family member time off with pay to attend the funeral and take care of personal needs.

POLICY: Leave of three (3) work days will be granted to employees upon the death of an immediate family member (listed below) or an individual living in the employee’s residence.

PROCEDURE: Upon the death of an immediate family member, the employee should notify the supervisor directly. Three (3) work days of bereavement leave will be granted before any other form of leave is charged the employee. If more than three (3) work days are needed to attend to personal business associated with the death, the employees may be granted sick leave, annual leave, compensatory leave or leave without pay with the prior approval of the supervisor.

If an employee requests time off to attend the funeral of someone other than an immediate family member, annual leave , compensatory leave or leave without pay may be granted by the supervisor.

Upon return to work , the employee must complete a Leave Request Form with appropriate information to substantiate the leave.

There is no limit on the number of times bereavement leave can be legitimately used by an employee during the course of their employment.

Immediate family members include:

Deceased Family Member	Employee	Spouse
Spouse	Yes	N.A.
Parent *	Yes	Yes
Child *	Yes	Yes
Sister*	Yes	Yes
Brother *	Yes	Yes
Grandchild	Yes (1 day)	Yes (1 day)
Grandparent	Yes (1 day)	Yes (1 day)
Aunt	No	No
Uncle	No	No

* Applies to natural, adoptive, or step- relative.

Adopted for the Prairie View A&M National Alumni Association and all of its members, affiliated chapters, and affiliated club organizations.

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE : Holiday Policy	Procedure : C.3	Page 1 of 1
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PURPOSE: To provide leave on designated National and State holidays.

POLICY: Full time and permanent part time employees of the NAA who are scheduled to work more than twenty (20) hours per week shall be entitled to leave with pay on the following days:

NEW YEARS DAY
MARTIN LUTHER KING'S BIRTHDAY
MEMORIAL DAY
JULY FOURTH
LABOR DAY
THANKSGIVING DAY and THE FOLLOWING DAY
CHRISTMAS DAY

Full time employees shall also receive the day off with pay for Christmas Eve and New Years Eve. Additional days off other than those listed above may be given at the discretion of the Executive Board.

The four working days following Christmas shall be deemed as floating national and state holidays (Columbus Day; Veteran's Day; President's Day; Juneteenth Day)

**PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
POLICY AND PROCEDURE**

TITLE: Vacation Policy	Procedure: C-4	Page 1 of 1
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PURPOSE: To provide an established schedule of vacation benefits for all employees.

POLICY: Full time employees of the NAA shall be entitled to vacation benefits based on years of service in accordance with the established schedule shown below.

PROCEDURE: The employee will meet with the Executive Director or the NAA President if the Executive Director Position is vacant at the beginning of the fiscal period to determine when vacation time will be taken.

**SCHEDULE OF ANNUAL VACATION BENEFITS
(Full-Time Employees)**

<u>YEARS OF SERVICE</u>	<u>ANNUAL BENEFIT (DAYS)</u>
0-5 years of service	10
5-10 years of service	15
10+ years of service	20

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