

Chapter Responsibilities

- A. In keeping with the fundamental purposes of the Grambling University National Alumni Association and Regulations for tax purposes, each Chapter is required to make a contribution to the Association annually.
- B. Each Chapter is required to make a financial report to the Association annually postmarked on or before February 1st of its income, holdings, and expenditures. This form will be provided annually from the national office.
- C. Each Chapter is required to submit a roster of all members of the Chapter. The roster should include the following: Name (include maiden name if applicable), Email, Address, Telephone, Graduation Year This report is submitted with the annual chapter assessment. The due date of both is postdated on or before December 31st of each year.
- D. Any Chapter failing to adhere to "A" or "B" of this section shall be placed in an inactive status, until all requirements have been met.
- E. There is a \$250.00 reinstatement fee due along with the above annual report, insurance, dues, and annual assessment for any chapter that was considered inactive for the previous year.
- F. A 10% Late Fee is due and payable with all dues (Regular, Associate & Life Member M/S Contribution), and assessments paid on or after February 1st of each year.
- G. Each chapter is required to send a representative to the national convention. After missing 3 conventions, the chapter is removed from the GUNAA list as a subordinate.
- H. Each chapter is required to submit the standard 990 report included under the "*Members Only*" section on or before February 1st of each year. If the report is not submitted, it is the responsibility of the chapter to complete some type of 990 filing with the IRS on or before May 15th of each year. The chapter is required to send a copy of the receipt to verify that the 990 was filed to the national office.
- I. Each chapter is required to complete all annual reports included under the "*Members Only*" section on or before the due dates.