

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 contribute to the Association, annually. This contribution is donated to Grambling State University.
- 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 an assessment fee and roster of all members of the Chapter. The roster is to include the following: Name (include maiden name if applicable), Email Address, Mailing Address, Telephone Number, and Graduation Year. This report is submitted with the annual chapter assessment fee of \$500, approved and effective July 2016 per the GUNAA National Convention held in Atlanta, GA. The due date of both is postdated on or before December 31st of each year.
- D. Any Chapter failing to adhere to "A", "B", or "C" of this document shall be placed in an inactive status, until all requirements have been met, including the payment of chapter assessment fees, late fees and reinstatement fees by the inactive chapter.
- E. There is a \$250.00 reinstatement fee due along with the above annual report, dues, and annual assessment for any chapter that became 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 of the GUNAA website on or before February 1st of each year. 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. If the report is not submitted, the Chapter will be placed in an inactive status.
- I. Each chapter is required to complete all annual reports included under the "Members Only" section on or before the due dates.