



# National Alumnae Association of Spelman College

## CHAPTER INFORMATION SHEET

Chapter Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Chapter E-mail Address: \_\_\_\_\_  
Chapter Website: \_\_\_\_\_

### Chapter Officers

#### **PRESIDENT \***

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### **VICE PRESIDENT/PRESIDENT-ELECT \***

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### **TREASURER\***

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_



**ASSISTANT TREASURER**

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**FINANCIAL SECRETARY**

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**RECORDING SECRETARY**

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ASSISTANT RECORDING SECRETARY**

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CORRESPONDING SECRETARY**

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_



## PARLIAMENTARIAN

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## MEMBERSHIP CHAIRPERSON

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### \*CURRENTLY REQUIRED POSITION BY NAASC

YES	NO	ITEM
_____	_____	1. Our chapter president has a copy of the Association Handbook.
_____	_____	2. Our chapter collects chapters dues from the local alumnae
_____	_____	3. Our chapter has written by-laws.
_____	_____	4. Our chapter by-laws are on file with the chair of the national constitution and by-laws committee
_____	_____	5. Our chapter has a copy of the NAASC Constitution and By-laws.
_____	_____	6. Our chapter maintains a permanent, regularly updated address and telephone roster of all known alumnae in our area and informs all area alumnae of our full meeting schedule.
_____	_____	7. Our chapter follows the guidelines set forth in the NAASC digital media style guide regarding logos, websites, and nomenclature.



- \_\_\_\_\_ 8. Following each election, our chapter prepares a complete list of all officers and membership and recruitment chairpersons. The list contains names, titles, addresses, telephone numbers, and the month and year when each person's terms of office will end.
- \_\_\_\_\_ 9. Our chapter maintains a regular, published meeting schedule as outlined in our bylaws.  
Meeting schedule \_\_\_\_\_  
Meeting location \_\_\_\_\_
- \_\_\_\_\_ 10. Our chapter has a newsletter. Its publication schedule is: \_\_\_\_\_.
- \_\_\_\_\_ 11. Our chapter recognizes local alumnae for achievements and/or outstanding public service
- \_\_\_\_\_ 12. Our chapter fully participates at the Regional and National levels' activities and meetings.

***Please return this form by September 30<sup>th</sup>***