

Dear Potential Chapter Members,

Thank you for your interest in establishing or reactivating a chapter of Grambling University National Alumni Association (GUNAA). The vision is that all alumni are inspired and empowered to connect with fellow alumni and support GUNAA and the University. In committing to these ideals, GUNAA has updated the process to start a GUNAA chapter.

We first ask the sponsored alumni to check the list of alumni chapters to be sure there is no chapter in your area. A list of chapters can be found online at https://www.gunaa.org/gunaa-chapters. Second, contact the alumni association as a liaison will be assigned to work with you through the process. You can email us at [office@gunaa.org](mailto:office@gunaa.org) or call at (318) 247-6770. Access to the GUNAA Charter Application Package will provide the documents needed in which must be submitted to establish or reactivate a GUNAA Chapter:

1. **Contact the National Office** to express interest in serving as a contact person for a particular area
2. **Determine Feasibility** to determine the need for an Alumni Chapter in your area.
3. **Organize Informational meeting** in your area to determine interest in starting a chapter and possible leadership assignments.
4. **Understand requirements** and reporting to function as an active GUNAA Chapter
5. **Identify a minimum of ten (10) GUNAA financial members** who will help start the chapter. (If members of a current chapter, they must provide notice to losing chapter and proof must be shown of notice and inclusion to gaining chapter).
6. **Receive approval to develop a chapter** which will be voted by the GUNAA BOD
7. **Elect Leadership** or designate interim officers until an election is formalized
8. **Complete Charter Application Package** which includes: Petition to Establish A Recognized Alumni Chapter, Charter Application, Officer/Charter Members Contact Form, Alumni Chapter Bylaws, State Articles of Incorporation, and Federal EIN
9. **Submit Charter Application Package** and $500 fees and applicable membership dues.
10. **Review Process for Charter Application** which will be voted on by the GUNAA Board of Directors
11. **Conduct Chapter Installation Ceremony**

Thomas Jones

GUNAA President