

Clark Atlanta University Alumni Association, Inc. Nomination Guidelines for 2019 Election

This year, the Clark Atlanta University Alumni Association, Inc. (CAUAA) will elect the following (5) officers in accordance with the Constitution and By-Laws of CAUAA **Article VII – Elections** to serve for a two-year term beginning July 1, 2019 and ending June 30, 2021

The officers identified for this biennium in **Article IX – Election of Officers** are:
Vice President, Recording Secretary, Alumni Representative to the Clark Atlanta University Board of Trustees, Parliamentarian, Vice President for the Undergraduate and Graduate Schools and Chaplain.

Please see full description of all responsibilities for each office by going to www.cauaa.org for the Constitution and Bylaws of the Clark Atlanta University Alumni Association, Incorporated (as amended on 11/10/2011)

A. Article XI. - Duties of Officers – Term: (July 1, 2019 – June 30, 2021)

Section 2 – Vice President

The Vice President shall fulfill the duties of the President in his or her absence. The Vice President shall serve as the Program Chairperson of Association programs as defined by the Association.

Section 3 – Vice President for the Undergraduate and Graduate Schools

The Vice President for the Undergraduate and Graduate Schools shall be responsible for expressing the concerns and grievances for undergraduate and graduate alumni and encourage participation in the Alumni Association.

Additionally, the Vice President for the Undergraduate and Graduate Schools shall be responsible for maintaining a relationship with the Pre-Alumni Council and facilitating communication with the SGA Presidents, Presidents of all active alumni groups of CAU, and all Deans.

Section 4 – Recording Secretary

The Recording Secretary takes all minutes for all meetings of the Alumni Association. The Recording Secretary shall read and/or report all minutes of official proceedings of the Association. Provide a draft of the minutes of the Alumni Association meetings within thirty days after the meeting.

Section 9 – Parliamentarian

Parliamentarian shall advise the President on all matters of parliamentary procedure, including the interpretation of the *Constitution and Bylaws* of the CAUAA and shall perform such other duties as are usual to this office.

Section 11 – Alumni Representative to the Board of Trustees

Alumni Representative shall act as a Representative of the Alumni Association. He/she shall serve as a liaison from the Association to the Board of Trustees of Clark Atlanta University and provide a written report of the highlights of the Board of Trustees meetings.

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B. Officer Qualifications

Candidates for each office will conform to the following criteria as outlined in **Article IX, Section 5** of the Constitution and By-Laws. Candidates for each office shall conform to the following criteria:

1. A graduate of Clark College, Clark University, Atlanta University, or Clark Atlanta University.
2. A financial member of the Association for the (current) fiscal year (July 1, 2018- June 30, 2019), and the year immediately preceding the elections. For the 2019 elections the candidates must have been financial members during the 2018-2019 year (July 1, 2018 – June 30, 2019).
3. A member in good standing in his/her chapter, affiliate, and/or the National Alumni Association who exhibits good leadership qualities, commitment and dedication to the Association and the University and has integrity.
4. ****A financial contributor to the University for the fiscal year immediately preceding the election cycle.**

****Candidates will be responsible for providing proof of financial contribution to Clark Atlanta University (CAU).**

Acceptable proof will be an acknowledgement letter from CAU or copies of the front and back of their cancelled check(s) made payable to CAU.

C. Write-In Candidates

1. Provisions will be made on the ballot to accommodate write-in candidates for each office up for election
2. Write-in candidates' eligibility for office will be based on the same four criteria as listed in **Section B** of this document.

D. Nomination Procedures

1. The Nominating Committee and approved company will be the sole distributor of all written or electronic communications. The nomination guidelines will be sent to all financial members beginning **Friday, March 29, 2019.**
2. Any member financially active with the CAUAA, Inc. as of **Wednesday, March 20, 2019** may nominate an alumna/alumnus for office beginning **Saturday, March 30, 2019** and ending **Monday, April 8, 2019; no later than 11:59 p.m. EDT/8:59 p.m. PDT.**
3. Any Chapter or Affiliate in good standing with the CAUAA, Inc. as of **Wednesday, March 20, 2019** may nominate an alumna/alumnus for office beginning **Saturday, March 30, 2019** and ending **Monday, April 8, 2019; no later than 11:59 p.m. EDT/8:59 p.m. PDT.**
4. Any member of the CAUAA, Inc. Chapter or Affiliate in good standing as of **Wednesday, March 20, 2019** may self-nominate for office beginning **Saturday, March 30, 2019** and ending **Monday, April 8, 2019; no later than 11:59 p.m. EDT/8:59 p.m. PDT.**
5. The CAUAA Nominating Committee Chair and Committee must receive nominations in writing no later than **Monday, April 8, 2019; no later than 11:59 p.m. EDT/8:59 p.m. PDT. 11:59 p.m. EST/8:59 p.m. PDT.** All nominations submitted must include the candidate's name, complete mailing address and e-mail address, if available (**see attached form-to be provided in the mail to all financial members**). Nominations can be submitted via email at: CAUAA.NominatingCommittee@gmail.com.

6. The Nominating Committee Chair or his or her designee will inform all nominees of their eligibility or ineligibility to run for office, in writing via email no later than **Wednesday, April 10, 2019; no later than 11:59 p.m. EST.**

7. All information requested from nominees (items a-c) must be received in the prescribed format no later than **Friday, April 12, 2019** by the Nominating Committee Chair; **no later than 11:59 p.m. EST/8:59 p.m. PDT.** Failure to comply may invalidate candidacy. Each candidate must provide the following:

- (a) A signed "willingness to serve" letter or statement
- (b) A biographical summary (One Page or Less)
- (c) A current photograph (Head Shot)

8. All nomination materials and written inquiries should be addressed to:

CAUAA Nominations Committee 2019
Clark Atlanta University Alumni Association, Inc.
223 James P. Brawley Drive, S.W.
Campus Box 9015
Atlanta, GA 30314
Committee E-mail address: CAUAA NominatingCommittee@gmail.com

9. All eligible nominees can receive a list of financial members upon request in writing to the nominations committee after **Monday, April 15, 2019**.

E. Elections

1. The 2019 CAUAA Candidate Campaign period officially begins on **Monday, April 15, 2019**, after each nominee has submitted all required documentation to the Nominating Committee and has been declared an eligible candidate for office.

2. Individual must abide by CAUAA Campaign / Election Guidelines in order to be eligible to run for an office. The Nominating Committee manages the process and maintains order through the elections process.

3. The Nominating Committee and contracted company will be the sole distributor of all written or electronic communication.

The election will be conducted online by electronic ballot or by secret ballot. Each person will receive an Email including voting credentials and instructions. Any person without a valid email address, will receive a letter by mail including voting instructions and credentials.

4. Ballots will begin to be distributed to financial alumni on **Monday, April 15, 2019**

5. All financial members (as defined in this document as of **Wednesday, March 20, 2019**) should receive a ballot on or before **Sunday, April 28, 2019**.

6. Any financial alumni failing to receive a ballot should contact the Nominating Committee via e-mail (NominationsCAUAA@gmail.com), immediately, but prior to **Monday, May 6, 2019**.

7. All ballots must be cast online, by telephone, or secret mail ballot, postmarked and received by the Nominations Committee no later than **Monday, May 13, 2019**

8. The ballot counting will be open for certified candidates and his or her designee to attend as a teller's count once it is made, and as space permits, by any financial CAUAA member. Write-in candidates are not certified at this point. (if applicable)

The opening and counting of the ballots will be conducted on **Thursday, May 16, 2019** of May Alumni Weekend held in Atlanta, Georgia. The date, time, and location will be announced prior to that date.

9. The candidate receiving the majority of the votes will be declared the winner and will be notified at such time, on **Thursday, May 16, 2019**. All officers will be elected by a majority vote of the voting CAUAA members in good financial standing as per the Constitution and By-Laws.

All written or electronic inquiries should be sent to Nominations Committee Chair and Nominations Committee below:

Ms. Jamila S. Jones; Chair, Nominations Committee
2019 CAUAA National Nominations Committee
Clark Atlanta University Alumni Association, Inc.
223 James P. Brawley Drive, S.W.; Campus Box 9015; Atlanta, GA 30314
Committee E-mail Address: CAUAANominatingCommittee@gmail.com