

**Clark Atlanta University Alumni Association, Inc.**  
**Nomination Guidelines for 2018 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, 2018 and ending June 30, 2020.

The officers identified for this biennium in **Article IX – Election of Officers** are:  
President, Treasurer, Corresponding Secretary, Financial Secretary, and Historian.

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

**A. Article XI. - Duties of Officers – Term: (July 1, 2018 – June 30, 2020)**

**Section 1 – President**

The President shall be Chief Executive Officer of the Association, Chairperson of the Board of Directors, and ex-officio member of all committees of the Association (except the Nomination Committee), and a representative of alumni to the Board of Trustees of Clark Atlanta University.

**Section 5 – Treasurer**

The Treasurer shall be Chief Fiscal Officer of the Association and a member of the Budget Committee. The Treasurer under the direction of the Board of Directors of Association in session shall disburse all funds for the Association and keep a record of current balances. The Treasurer shall be responsible for all monies, current balances and expenditures of the Association and shall be the custodian of all funds of the Association.

**Section 6 – Corresponding Secretary**

The Corresponding Secretary shall act as corresponding officer of the Alumni Association and shall maintain a permanent record of correspondence emanating from his/her office or received from chapters/affiliates, members, or sources outside the Association. He/she shall also present a written summary of all major correspondence received by the Association at the Annual and Spring Meetings. The Corresponding Secretary shall have the responsibility of sending correspondence as directed by the President and copies of the minutes of all General Meeting to financial members within two months following the meeting.

**Section 10 – Financial Secretary**

The Financial Secretary shall be a member of the Budget Committee and submit financial records to the Audit Committee annually.

**Section 8 – Historian**

The Historian shall perform the primary function of publishing all newsworthy achievements of Clark Atlanta University Alumni Association, Inc., and public press; compile and collect historical and biographical materials annually at the direction of the Board of Directors.

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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, 2017- June 30, 2018), and the year immediately preceding the elections. For the 2018 elections the candidates must have been financial members during the 2016-2017 year (July 1, 2016 – June 30, 2017).
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 **Thursday, March 15, 2018**.
2. Any member financially active by **Wednesday, March 14, 2018** may nominate fellow alumni for office beginning **Friday, March 16, 2018** and ending **Tuesday, April 3, 2018; no later than 11:59 p.m. EST.**
3. Any Chapter or Affiliate in good standing with CAUAA, Inc. as of **Wednesday, March 14, 2018** may nominate an alumna/alumnus for office beginning **Friday, March 16, 2018** and ending **Tuesday, April 3, 2018; no later than 11:59 p.m. EST.**
4. The CAUAA Nominating Committee Chair and/or committee must receive nominations in writing no later than **Tuesday April 3, 2018**. 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 ca
5. The Nominating Committee Chair or his or her designee will inform all nominees of their eligibility or ineligibility to run for office, in writing no later than **Friday, April 6, 2018; no later than 11:59 p.m. EST. All eligible nominees can receive a list of financial members upon request in writing to the nominations committee.**
6. All information requested from nominees (items a-c) must be received in the prescribed format no later than **Thursday, April 12, 2018** by the Nominating Committee Chair; **no later than 11:59 p.m. EST**. 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)

7. All nomination materials and written inquiries should be addressed to:  
**CAUAA Nominations Committee 2018**  
**Clark Atlanta University Alumni Association, Inc.**  
**223 James P. Brawley Drive, S.W.**  
**Campus Box 1913**  
**Atlanta, GA 30314**  
**Committee E-mail address: [Nominations2017.cauaa@gmail.com](mailto:Nominations2017.cauaa@gmail.com)**

#### **E. Elections**

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

The election will be conducted by secret mail ballot, electronic ballot, or telephone ballot. Each person receiving a mail ballot will receive an envelope containing two (2) envelopes to be returned, an official ballot and instructions for returning the completed ballot. All ballots will be numbered for accountability purposes.

A two (2)-envelope process will be used for returning mail ballots. Voted ballots will be placed in a small plain white envelope with no markings or delivery address. The small envelope is to be placed in a larger envelope that will be pre-addressed and have a check off box on the sealing flap. The check off box will be a completion check for the voter.

Voter's signature will be required. The larger of the two envelopes will be assigned a number.

2. Ballots will be provided to all financial alumni on **Friday, April 27, 2018**
3. All financial members (as defined in this document as **Wednesday, March 14, 2018**) shall receive a ballot on or before **Friday, May 4, 2018**.
4. Any financial alumni failing to receive a ballot should inform the Nominating Committee Chair via e-mail, immediately, but prior to **Monday, May 7, 2018**.
5. All ballots must be cast online, by telephone, or secret mail ballot, postmarked and received by the Nominations Committee no later than **Tuesday, May 15, 2018**
6. 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 17, 2018** of May Alumni Weekend held in Atlanta, Georgia. The date, time, and location will be announced prior to that date.

7. The candidate receiving the majority of the votes will be declared the winner and will be notified at such time, on **Thursday, May 17, 2018**. 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:

**Mr. Corey Echols; Chair, Nominations Committee**  
**2018 CAUAA National Nominations Committee**  
**Clark Atlanta University Alumni Association, Inc.**  
**223 James P. Brawley Drive, S.W.; Campus Box 1913; Atlanta, GA 30314**  
**Committee E-mail Address: [Nominations2017.CAUAA@gmail.com](mailto:Nominations2017.CAUAA@gmail.com)**  
**Committee Chair E-mail Address: [CoreyEchols.CAUAA@gmail.com](mailto:CoreyEchols.CAUAA@gmail.com)**