

## **Clark Atlanta University Alumni Association, Inc. Nomination Guidelines for 2020 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, 2020 and ending June 30, 2022

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 Bylaws of the Clark Atlanta University Alumni Association, Incorporated (as amended on 11/10/2011)

### **A. Article XI. - Duties of Officers – Term: (July 1, 2020 – June 30, 2022)**

#### **Section 1 – President**

The President Shall:

- A. Preside at all Association Board of Directors Meetings.
- B. Establish committees for specific purposes with the concurrence of the Board of Directors or Association in session.
- C. Appoint all committee chairpersons.
- D. Interpret and enforce the provisions of the Constitution and Bylaws and Board of Directors actions.
- E. Sign all proclamations and awards issued by the Association.
- F. Be an authorized signatory on all accounts maintained by the Association.
- G. Execute all contracts on behalf of the Association.
- H. Represent the Association at all significant public affairs or designate a representative when he/she is unable to attend.
- I. Submit a program plan and budget for the fiscal year to the general body at the annual meeting of the Association.
- J. Be one of the two Alumni Representatives to the Board of Trustees of Clark Atlanta University.
- K. Maintain consistent communication with the Vice President and Vice Presidents for the Graduate and Undergraduate Schools regarding the business and programs as defined by the Association.
- L. Pass on his/her records to the incoming President at the close of his/her tenure.

#### **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 or 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. The Treasurer shall:

- A. Maintain detailed records of financial accounts of the Association except those of the Financial Secretary.
- B. Maintain records of all transactions involving monies of the Association.
- C. Serve as principal signatory along with one other authorized signatory (either the President or Financial Secretary), on all checks or instruments evidencing disbursements of Association funds or any other related financial accounts.
- D. Deposit all monies of the Association in such banks, trust companies or other depositories as shall be instructed by the Board of Directors in accordance with provisions of the *Constitution and Bylaws* in a timely manner.
- E. Present a written detailed report at each meeting of the Association and Board of Directors commensurate with good and efficient business practice.

F. Perform all duties incident to the office and such other duties as from time to time may be assigned by the President and/or Board of Directors.

### **Section 6. Corresponding Secretary**

The Corresponding Secretary shall act as corresponding officer for the Alumni Association and shall maintain a permanent record of correspondence emanating from his/her office or received from chapters, 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 Meetings to financial members within two months following the meeting.

### **Section 7 – Financial Secretary**

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

- A. Collect all funds of the Association, issue receipts for same and keep records of funds received and have current list of financial alumni available at all meetings.
- B. Transfer funds to the Treasurer for deposit in the name of the Association.
- C. Present a written detailed report at all Board of Directors and Association meetings commensurate with good and efficient business practice.
- D. Work in conjunction with the Treasurer.
- E. Be a bonded officer.
- F. Perform the duties of the office and such other duties as from time to time may be assigned by the President.
- G. Pass on his/her records to the incoming Financial Secretary at the close of his/her tenure.

### **Section 8. Historian**

The Historian shall:

- A. Perform the primary function of publishing all newsworthy achievements of the CAUAA and public press at the direction of the Board of Directors.
- B. Compile and collect historical and biographical materials annually for the use of the CAUAA and direct their publication in the manner prescribed by the Board of Directors.
- C. Maintain files copies of all CAUAA publications and maintain a CAUAA history.
- D. Establish and help maintain a process for accepting archival submissions from CAUAA chapters and individual alumni in conjunction with the Clark Atlanta University Alumni Relations Office.
- E. Pass on his/her records to the incoming Historian at the close of his/her tenure

### **Section 10: Chaplain**

The Chaplain shall perform such services as will provide inspirational and divine guidance. Pass on any records to the incoming Chaplain at the close of his/her tenure.

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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, 2019- June 30, 2020), and the year immediately preceding the elections. For the 2020 elections the candidates must have been financial members during the 2018 - 2020 year (July 1, 2018 – June 30, 2020).
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 current fiscal year (July 1, 2019 - June 30, 2020) and the fiscal year immediately preceding the election cycle (July 1, 2018 - June 30, 2019).**

**\*\*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 **Tuesday, March 10, 2020.**
2. Any member financially active with the CAUAA, Inc. as of **Friday, March 13, 2020** may nominate an alumna/alumnus for office beginning **Friday, March 13, 2020** and ending **Monday, March 23, 2020; 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 **Friday, March 13, 2020** may nominate an alumna/alumnus for office beginning **Friday, March 13, 2020** and ending **Monday, March 23, 2020; no later than 11:59 p.m. EST/8:59 p.m. PDT.**
4. Any member of the CAUAA, Inc. Chapter or Affiliate in good standing as of **Friday, March 13, 2020** may self-nominate for office beginning **Friday, March 13, 2020** and ending **Monday, March 23, 2020; no later than 11:59 p.m. EST/8:59 p.m. PDT.**
5. The CAUAA Nominating Committee Chair and Committee must receive nominations in writing no later than **Monday, March 23, 2020 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: [CAUAANominatingCommittee@gmail.com](mailto:CAUAANominatingCommittee@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 **March 25, 2020; no later than 11:59 p.m. EST.**

6. All information requested from nominees (items a-c) must be received in the prescribed format no later than **Friday, April 3, 2020** 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)

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

**CAUAA Nominations Committee 2020**  
**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](mailto:CAUAA NominatingCommittee@gmail.com)

8. All eligible nominees can receive a list of financial members upon request in writing to the nominations committee after April 3, 2020.

## **E. Elections**

1. The 2020 CAUAA Candidate Campaign period officially begins on **Monday, April 7, 2020**, after each nominee has submitted all required documentation to the Nominating Committee and has been declared an eligible candidate for office.

2. Individuals 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. 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 7, 2020**

5. All financial members (as defined in this document as of **Wednesday, March 10, 2020**) should receive a ballot on or before **Friday, May 1, 2020**.

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, April 20, 2020**.

7. All ballots must be cast online, by telephone, or secret mail ballot, postmarked and received by the Nominations Committee no later than **Tuesday, May 11, 2020**

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 14, 2020** 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 14, 2020**. 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**  
**2020 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: [CAUAA Nominating Committee@gmail.com](mailto:CAUAA Nominating Committee@gmail.com)**