

**Clark Atlanta University Alumni Association, Inc.  
Nomination Guidelines for 2023 Election**

This year, the Clark Atlanta University Alumni Association, Inc. (CAUAA) will elect the following six (6) officers in accordance with the Constitution and By-Laws of CAUAA **Article VII – Elections** to serve for a two-year term beginning July 1, 2023, and ending June 30, 2025

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

This election cycle will also include a Corresponding Secretary to complete an unfulfilled term of one year and this term will end June 30, 2024. This will make a total of seven (7) offices for this election cycle.

Please see full description of all responsibilities for each office pursuant to the CAUAA Constitution and By-laws of the Clark Atlanta University Alumni Association, Incorporated (as ratified on 6/19/2021).

**Article XI. - Duties of Officers – Term: (July 1, 2023 – June 30, 2025)**

**Section 2. The Vice President**

- A. 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.
- B. Pass on his/her records to the incoming Vice President at the close of his/her tenure.

**Section 3. The Vice President for the Undergraduate and Graduate Schools**

- A. 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.
- B. 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.
- C. Pass on his/her records to the incoming Vice President for the Undergraduate and Graduate Schools at the close of his/her tenure.

**Section 4. Recording Secretary**

- A. The Recording Secretary takes all minutes for all meetings of the Alumni Association.
- B. The Recording Secretary shall read and/or report all minutes of official proceedings of the Association.

- C. The Recording Secretary provides a draft of the minutes of the Alumni Association meetings within thirty days after the meeting.
- D. The Recording Secretary shall have in his/her possession all official proceedings of the Association, keep the same in good order and have them available during all meetings of the Alumni Association.
- E. The Recording Secretary shall turn over all minutes at the end of his/her tenure to the CAUAA President and incoming Recording Secretary.

#### **Section 6. Corresponding Secretary (Term of Office, July 1, 2023 - June 30, 2024)**

- A. 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.
- B. Pass on his/her records to the incoming Corresponding Secretary at the close of his/her tenure.

#### **Section 9: Parliamentarian**

- A. The 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.
- B. The Parliamentarian shall serve as Chair of the *Constitution and Bylaws* Committee ensuring that governance documents are reviewed annually and shall process any revisions to be approved by members.
- C. Pass on his/her records to the incoming Parliamentarian at the close of his/her tenure.

#### **Section 10. Chaplain**

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

#### **Section 11. Alumni Representative to the Board of Trustees**

- A. The 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.
- B. Pass on his/her records to the incoming Alumni Representative to the Board of Trustees at the close of his/her tenure.

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**A. 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, 2022 - June 30, 2023), and the year immediately preceding the elections. For the 2023 elections the candidates must have been financial members during the 2021 – 2022 year (July 1, 2021 – June 30, 2022).
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 canceled check(s) made payable to CAU.

**B. 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.

**C. 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 February **28, 2023**.
2. Any member financially active with the CAUAA, Inc. as of **March 1, 2023**, may nominate an alumna/alumnus for office beginning **March 7, 2023** and ending **March 15, 2023; no later than 11:59 p.m. EST.**
3. Any Chapter or Affiliate in good standing with the CAUAA, Inc. as of **March 1, 2023**, may nominate an alumna/alumnus for office beginning **March 7, 2022**, and ending **March 15, 2022; no later than 11:59 p.m. EST.**

4. Any member of the CAUAA, Inc. Chapter or Affiliate in good standing as of **March 1, 2023**, may self-nominate for office beginning **March 7, 2023**, and ending **March 15, 2023; no later than 11:59 p.m. EST.**
  5. The CAUAA Nominating Committee Chair and Committee must receive nominations in writing no later than **March 15, 2023, 11:59 p.m. EST.** All nominations submitted must include the candidate's name, complete mailing address and email address, if available (**see attached form-to be provided in the mail to all financial members**). Nominations can be submitted via email at: [cauaanom@gmail.com](mailto:cauaanom@gmail.com).
  6. If additional information is requested from a nominee by the Nominating Committee, please submit immediately. All information requested from nominees by the Nominating Committee Chair (see Items a-c below) must be received in the prescribed format no later than **March 21st of the election year**, by the Nominating Committee, **no later than 11:59 p.m. EST.**
    - (a) A signed "willingness to serve" letter or statement
    - (b) A biographical summary (One Page or Less)
    - (c) A current photograph (Head Shot)
  7. The Nominating Committee Chair or his/her designee will inform all nominees of their eligibility or ineligibility to run for office, in writing via email no later than **March 25th of the election year.**
  8. All nomination materials and written inquiries should be addressed to:  
**Committee Email Address:** [cauaanom@gmail.com](mailto:cauaanom@gmail.com) or  
**Telephone:** (678) 310-5204
- CAUAA Nominations Committee 2023**  
**Clark Atlanta University Alumni Association, Inc.**  
**P.O. Box 92238**  
**Atlanta, GA 30314**
9. **All eligible nominees will receive a list of financial members on March 28, 2023.**

#### **D. Elections**

1. **The 2023 CAUAA Candidate Campaign period officially begins on April 2nd of the election year.** Each nominee has met the requirements to submit all required documentation to the Nominating Committee, and has been declared an eligible candidate for office, may begin campaigning. **Candidates who begin campaigning before April 2nd will be disqualified.**
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, **Simply Voting** will be the sole distributor of all written or electronic communication to the nominees.

4. The election will be conducted online by electronic ballot. Each member will receive an email that includes voting credentials and instructions. Any member without a valid email address on record, will receive a ballot by mail with voting instructions and credentials.
5. Ballots will begin to be mailed to financial alumni who do not have an email address on record on **April 21, 2023**.
6. All financial members with an email address (as defined in this document as of **March 1, 2023**) will receive an electronic ballot on **April 24, 2023**.
7. Any financial members **failing to receive a ballot by April 26, 2023**, should contact the Nominating Committee via email at [cauaanom@gmail.com](mailto:cauaanom@gmail.com) or **(678) 310-5204**, if you do not have an email address.
8. All ballots must be **cast electronically by 11:59 pm on April 28, 2023** or returned by paper ballot (**delivered to the post office box of CAUAA**) on **April 28, 2023**.
9. The mail ballot counting will be open for certified candidates and his or her designee to attend via Zoom. Write-in candidates are not certified at this point. (if applicable)
10. The opening and counting of the ballots will be conducted on **April 30, 2023 via Zoom**. The date and time will be announced prior to that date.
11. The candidate receiving the majority of the votes will be declared the winner and will be officially announced on **April 30, 2023 as well as during May Weekend**. All officers will be elected by a majority vote of the voting CAUAA members in good financial standing per the Constitution and By-Laws.
12. All written or electronic inquiries should be sent to Nominations Committee Chair and Nominations Committee below:

**Ms. Thomasina Turner, Chairman  
CAUAA Nominations Committee 2023  
Clark Atlanta University Alumni Association, Inc.  
P.O. Box 92238  
Atlanta, GA 30314**

**Committee Email Address:** [cauaanom@gmail.com](mailto:cauaanom@gmail.com)