August 1, 2014

To: Alumni,

Enclosed is a “Call for Nominations” form for officers for the National Alumni Association (NAA) of Johnson C. Smith University. The term of office is from July 1, 2015 to June 30, 2017. Forms must be completed and returned via email or to the address listed on the bottom of the form by December 15, 2014. Nominations received after that date will be considered at the discretion of the Nominations and Elections Committee on an as needed basis.

A Financial member for the Nomination process is one who has paid their national dues no later than November 15, 2014. (As per the NAA Treasurer’s record)

A Financial member in order to have their Final Ballot count must have paid their national dues no later than February 20, 2015. (As per the NAA Treasurer’s record)

Nominations are requested using the enclosed form for the following offices: President, First Vice President, Second Vice President, Secretary, Treasurer, Sergeant-At-Arms, Chaplain, Directors-At-Large (5) and Assistant Treasurer/Financial Secretary. See excerpt from NAA Constitution for duties of each office (pages 3 and 4).

JCSU NAA - Election Process Guidelines:
1. Enclosed form must be used for nominations.
2. DO NOT nominate a person without said person’s prior consent.
3. Financial members or the Nominations and Election Committee may make nominations. Individuals may nominate themselves.
4. Biographical sketches, not to exceed one page, are required.
5. The Nomination form along with the biographical sketch should be sent to the Nominations and Elections committee to the address indicated on the bottom of the form, POSTMARKED NO LATER THAN January 15, 2015
6. For your ballot to count, national dues ($25) must be received by the NAA Treasurer no later than February 16, 2015; checks and money orders should be made payable to JCSU National Alumni Association and mailed to:

   Juanita Jordan
   15943 Canada Goose Loop
   Woodbridge, VA 22191

7. Final Ballots will be mailed by February 20, 2015 to all financial members on record as of February 16, 2015.
8. Completed Final Ballots must be returned to the Nomination and Elections Committee, POSTMARKED NO LATER THAN March 16, 2015 to the address on the ballot.
9. The Nominations and Election Committee of the NAA will open and count the ballots. The new officers will be inducted at the NAA Commencement Meeting on May 16, 2015.
Nominations and Elections Committee of the National Alumni Association of Johnson C. Smith University

Dates to Remember

You can become financial several ways:

- Through your Chapter or
- Online at http://smithite.jcsu.edu/alumni-association/join-us, or
- By sending a check or money order for $25 made payable to JCSU National Alumni Association to the NAA Treasurer:

  Juanita Jordan  
  15943 Canada Goose Loop  
  Woodbridge, VA 22191  
  jj0rdan@yahoo.com

November 15, 2014 Deadline to be a financial member for the Nominations Process (both the nominee and nominator must be financial). Dues must be received by NAA Treasurer.

December 15, 2014 Deadline to submit Nomination form

February 1, 2015 Deadline to be a financial member eligible to receive a Final Ballot. Dues must be received by NAA Treasurer.

February 20, 2015 Final Ballots mailed to all financial members

March 16, 2015 Deadline to send-in Final Ballots (*plan for mail delivery time)

May 16, 2015 NAA Commencement Meeting – Induct new officers
ARTICLE IV
OFFICERS

Section 1. The Association shall elect National officers:
1. President
2. First Vice President
3. Second Vice President
4. Secretary
5. Treasurer
6. Sergeant-at-Arms
7. Chaplain
8. Five members to the Nominations and Elections Committee, the chairperson will be a member of the Executive Board.
9. Five Directors-At-Large to the Executive Committee of The Association. No chapter will be represented by more than one (1) director and two (2) director positions will be reserved for members who reside in a geographical area where no local chapter exists.
10. Parliamentarian - NOTE: this is an appointed position, not elected.
11. Assistant Treasurer/Financial Secretary

ARTICLE V
DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. The President shall preside at all meetings of The Association and of the Executive Committee and shall perform the regular duties of the office and the expectation of the General Body. The President shall serve as The Association's representative on The University Board of Trustees at the discretion of that body.

Section 2. The President, with the advice and consent of the Executive Committee, shall appoint the Executive Secretary, who may be compensated for services rendered.

Section 3. The President shall have the power to appoint chairpersons for functional committees with the exception of the Nominations and Elections Committee. All selected chairpersons must be financial.

Section 4. The First Vice President shall preside in the absence of the President and shall fulfill the duties of the President if the President is ill or otherwise unable to perform the duties of the office.

Section 5. The Second Vice President shall preside in the absence of both the President and the First Vice President, if they are unable to perform the duties of their office.
Section 6. The Secretary shall take the minutes of each meeting of the National Association and of the National Executive Committee. Within 42 days after any such meeting draft minutes shall be submitted to the President for immediate distribution by electronic means or U.S.mail to the members of the National Executive Committee, Presidents of all Chapters and Interest Groups, and to the Regional Directors.

Section 7. The Treasurer shall receive all money and give a receipt for and deposit the same to the credit of The Association in a financial institution designated by The Association. The Treasurer shall pay such sums as may be directed by vouchers signed by the person requesting the funds and the President, and shall keep records of receipts and disbursements which shall be open to inspection by members of the Executive Committee and the General Body at all times. The Treasurer shall make official reports at all meetings of The Association and such reports as may be called for by the President or Executive Committee. The Treasurer shall also serve as Chairperson of the Finance and Budget Committee. The Executive Committee shall be responsible for having the books audited every year. The Treasurer will be bonded in such sums as may be determined by the Executive Committee.

Section 8. The Sergeant-at-Arms shall maintain order at all meetings of The Association and the Executive Committee. The Sergeant-at-Arms shall have the authority to appoint as many deputy assistants as may deem necessary to fulfill this responsibility.

Section 9. The Chaplain shall be responsible for all of the religious services of The Association, and perform such duties as The Association shall designate.

Section 10. The President of The Association shall represent the General Alumni Association at all meetings of The University Board of Trustees and at all committees of The University Board of Trustees to which the said Alumni Representative may be assigned. The Alumni Representative shall advocate the policies, principles, goals, and objectives of the General Alumni Association and of The University Administration where compatible and practical.


Section 12. The Assistant Treasurer/Financial Secretary shall assist the Treasurer in the preparation and maintenance of the listings of financial members and Chapters and Interest Groups and shall perform other duties as prescribed by the Executive Committee. The Assistant Treasurer will serve as Vice-Chair of the Finance and Budget Committee.
CALL FOR NOMINATIONS
(Post Mark Return by December 15, 2014)

___________________________________________  __________________________________________
Name of Nominee (must be financial)          Office for which nominated

_____________________________________________________________
Name/Email & Phone Number of nominator (also must be financial)

_____________________________________________________________
Signature of nominator                                                                  Date

NOTE: A one page (max) Biographical Sketch of Nominee is REQUIRED. Must include the address (postal and email) and phone number of nominee.

CRITERIA:
Nominees must have demonstrated capability and willingness to perform duties of office for which nominated (information included in Biographical Sketch).

Return Nomination Forms to:
JCSU NAA Nomination & Elections Committee
C/O Office of Alumni Affairs
Johnson C. Smith University
100 Beatties Ford Road
Charlotte, NC 28216

Copying of This Form is Permitted