



Notice of Nominations for 2022-2024

Election Year 2022

Nominations are being accepted for the following SUAF Atlanta Chapter offices and positions: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Public Relations Officer, Sergeant-At-Arms, Business Manager, Chaplain, Executive Board Advisory Member.

Nomination for Candidacy Form, Candidate Statement, and all other supporting documentation must be submitted no later than April 2, 2022, 5:00 PM (EST).

Term of Office

All elected officers and positions will serve two-year (2) term. The term of office for the positions listed will commence after the ballot count on July 1, 2022.

Eligibility to Nominate

A financial member may self-nominate or nominate a candidate for office. Nominations will be accepted from the floor and by the Nominating Committee. Nomination from the floor shall require a second to be officially received.

Atlanta Metropolitan Chapter of the Southern University Alumni Federation in Georgia, Inc. Bylaws, Article VI, Section 1

Nominations

Nominations may be submitted to the Nominating Committee via email no later than 5:00 PM (EST) Saturday, April 2, 2022. Please email **ALL** candidacy material in **ONE** electronic file to:

SUAF Atlanta Chapter, Nominating Committee
Attn: Danielle D. Cooks
Nominating Committee Chairperson
electionssuatl@gmail.com

Eligibility to Run for Office

Criteria for eligible candidates are as follows:

- Each candidate must be a **financial member** for the period by **March 5, 2022**.
- The President must be a life member or a subscribing life member with the SUAF.
- Download, complete and sign the 2022-2024 Nomination for Candidacy form.
- Write a Position Statement (500 words or less) including the following information:
 - ✓ Why are you interested in the position you are seeking?
 - ✓ Volunteer Experience/Background
 - ✓ Educational/Professional Associations
 - ✓ Atlanta Chapter/SUAF involvement during July 1, 2019 to July 1, 2021.
 - ✓ Submit Headshot



Description of Offices and Positions

Listed below are the responsibilities for all elected offices and positions.

President:

The President shall:

- Provide leadership and be the spokesperson for the Atlanta Chapter.
- Handle all interaction between the Atlanta Chapter and the Office of Alumni Affairs.
- Preside at all meetings for the Board of Directors, the Executive Board, and the general membership; and direct all activities of the elected officers and committee chairpersons.
- Be a Life or Subscribing Life member, and a financial member of the Atlanta Chapter.
- The President **shall not** be a member of the Nominating Committee. (ex officio)

Vice-President

The Vice-President shall:

- Act as President when for any reason the chair becomes vacant.
- Assumes all duties of the President during his/her absence or Disability.
- Serve as a member of each standing committee.

Recording Secretary

The Recording Secretary shall:

- Be responsible for the minutes, reports and detailed records of the Chapter to have such matters filed where easily accessible when required and take care to ensure that the minutes reflect an accurate depiction of the occurrences during each meeting.
- Forward the minutes from each General Body meeting within fourteen (14) calendar days to the President for review.
- Forward the minutes from each Executive Board meeting within fourteen (14) calendar days to the President for review.

Corresponding Secretary

The Corresponding Secretary shall:

- Send out all correspondence regarding the Chapter meeting dates, time, location, fundraisers, and other pertinent activities in a timely manner.
- Communicate with the members by telephone when necessary.
- Review all incoming correspondence received by the chapter.
- Forward Executive Board meeting minutes to all Board Members seven (7) days prior to the next Executive Board meeting.
- Forward all Chapter minutes by email to financial members seven (7) days prior to the next general body meeting.
- Maintain a current list of names and addresses of all officers and the general membership and forward all records to the elected successors immediately upon the expiration of his/her term of office.
- In the absence of Recording Secretary, the Corresponding Secretary will take the minutes.



Description of Offices and Positions

Financial Secretary

The Financial Secretary shall:

- Collect all funds paid by members, keep accurate records, and assist Treasurer with his/her responsibilities by maintaining a current roster of members who are financially active.
- The duties and the responsibilities of the Financial Secretary shall be under the direct supervision of the President.

Treasurer

The Treasurer shall:

- Be responsible for accepting, banking, and keeping record of all chapter finances.
- Collect and disburse all funds of the chapter.
- Send all monies to the Director of Alumni Affairs' office for national dues in a timely manner.
- Maintain all financial records of the organization at the monthly meeting of the general membership, except for the records maintained by the Financial Secretary.
- Prepare books and records for audit by an Audit Team at the end of the year.
- Serve as the Chairperson of the Finance Committee.
- As directed by the President, prepare monthly financial statements, and distribute such statements to the general membership at its regular meeting.

Parliamentarian

The Parliamentarian shall:

- Interpret the Rules of Parliamentary Procedures as they relate to the conduct of all meetings when requested to do so by the Presiding Officer.
- Be familiar with Robert Rules of Order and the Chapter Bylaws so as to assure that the meetings are conducted according to proper Parliamentary Procedures.
- Call to the Chair's attention any error in the proceedings that may affect the rights of any member or otherwise do harm.

Public Relations Officer

The Public Relations Officer shall:

- See that all accomplishments by the Chapter members and Chapter activities of interest to the public are published in local papers and in the Southernite.
- Responsible for Media relations and coordination of website maintenance.



Description of Offices and Positions

Sergeant-At-Arms

The Sergeant-At-Arms shall:

- Ensure and maintain order during the chapter meetings.

Business Manager

The Business Manager shall:

- Coordinate and negotiate business contracts for the Chapter in collaboration with the President and Committee chairperson.

Chaplain

The Chaplain or designee shall:

- Open and close each meeting with the appropriate ceremony and shall be responsible for this service in all other meetings when such is required.
- Creating resolutions for members who transition to be presented to the family of the deceased.
- Send out bereavement cards and coordinate any spiritual event for the chapter

Executive Board Advisory Member

The Executive Board Advisory Member shall include:

- The above-named officers, the outgoing President and two (2) additional persons elected by the general body.



Nomination for Candidacy

Alumni Year: 2022 - 2024

Please complete, sign and submit to the SUAF Atlanta Chapter Nominating Committee.

Name of Nominee: _____

Name of Nominator: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Self-Nominating: ☐ Yes ☐ No

The nominee is proposed as a candidate for election to the following position:
(Please select *ONE* only)

☐ President

☐ Parliamentarian

☐ Vice President

☐ Public Relations Officer

☐ Recording Secretary

☐ Sergeant-At-Arms

☐ Corresponding Secretary

☐ Business Manager

☐ Financial Secretary

☐ Chaplain

☐ Treasurer

☐ Executive Board Advisory Member (2)

Consent to Serve

To be completed by Nominee.

Your consent is required in order to be nominated for the office marked. Your signature indicates that you have read the criteria for the position you have been nominated for and confirm that you meet the qualifications.

Signature of Nominee

Date

**Nominations and Consents to Serve must be submitted no later than April 2, 2022.
Please return to the Nominating Committee via email: electionssuatl@gmail.com.**