



Fellow Falcons:

This correspondence is to notify you that nominations are open for the National Alumni Association of Saint Augustine's University (NAA-SAU) for the offices listed below. The term of office is July 1, 2022, through June 30, 2024. **The nomination period is open now through January 31, 2022.**

ALL FINANCIAL MEMBERS OF THE NAA-SAU ARE ELIGIBLE TO NOMINATE AND VOTE.

Nominations may be submitted by any NAA-SAU member in good financial standing (nominator can indicate chapter membership or general member status (not a member of a chapter)).

OFFICES

PRESIDENT

The President shall preside at all meetings of the NAA-SAU and the Executive Committee.

In addition, the President shall:

- a. Be a member, ex-officio, of all standing ad hoc and special committees except the nominating committee;
- b. Call meetings to order at the appointed time, to announce the business (agenda) before the body in its proper order, to state and put all questions properly brought before the body, to preserve order and decorum, and to decide all questions with the advice of the parliamentarian; and
- c. Perform such other duties as outlined and stated in its Constitution and Bylaws and Financial Management Procedures as approved by the NAA-SAU of Saint Augustine's University and incorporated by reference in the Constitution.

VICE PRESIDENT

The Vice President shall perform the duties of the President in the absence or incapacity of the President or such other duties as the President may properly assign. In the event of a vacancy in the office of the President, the Vice President shall serve as President for the unexpired term of the President or until the next regular general meeting. Shall supervise all NAA-SAU committees and receive written committee reports for dissemination to the Executive Committee.

SECRETARY

The Secretary shall be responsible for the recording, transcribing, and distribution of the minutes of the general or special meetings of the NAA-SAU and shall serve as a custodian of all reports and records of the NAA-SAU and its committees. In addition, the Secretary shall receive, answer, distribute, and post all general correspondence, notices and agenda for the NAA-SAU and its committees. Moreover, the Secretary shall perform other duties as assigned by the President.

ASSISTANT SECRETARY

The Assistant Secretary shall perform the duties of the Secretary in the Secretary's absence. In addition, the Assistant Secretary shall perform other duties assigned by the President.

TREASURER

The Treasurer shall deposit all funds received from the Financial Secretary into the NAA-SAU bank account within 72 hours, sooner if possible. Shall disburse funds only on approved forms with vouchers countersigned by the President or appropriate committee chairs; keep an accurate ledger of all financial transactions of the association along with the Financial Secretary; shall provide a monthly income and expense report to the NAA-SAU President. The Treasurer shall be responsible for the preparation and submission of all tax reports; be bonded and chair the Budget Committee.

FINANCIAL SECRETARY

The Financial Secretary shall be responsible for collecting and logging all funds received and payable to NAA-SAU and providing receipts for all transactions. Provide the Treasurer a budget line-item voucher for funds received; transfer funds to the Treasurer for deposit; maintain the funds receipt journal and reconcile all receipts and deposits with the Treasurer on a monthly detailed spreadsheet.

All officers shall be elected to serve a two-year term.

Any alumni member of the NAA-SAU who has been active and in good financial standing in the Association for the current year and two consecutive years preceding the current fiscal years is eligible to hold office in the NAA-SAU either elected or appointed. Honorary members are not eligible to hold an office. Duties of officers are also listed on the [NAA-SAU website: https://tinyurl.com/NAA-SAU-Officers](https://tinyurl.com/NAA-SAU-Officers)

The Membership Committee Chairperson will submit to the Nominating Committee Chairperson and Executive Director a list of all active members eligible to vote.

All nominations for office must be accompanied by a consent form and a short biography from all potential candidates for office.

All candidates verified as eligible to run for office must submit a recent photograph.

The nomination period is open now through January 31, 2022.

Vickie A. Hawkins is the Nominating Committee Chair and will provide a timeline for the election process.

Falcon Strong,

Roland Otey



Executive Director

National Alumni Association of Saint Augustine's University

Attachments:

Nomination for Office Form

Consent Form