

**Fort Valley State University
National Alumni Association, Inc.
Nomination Form ~ 2020 Elections**

I/We nominate _____ for the position of _____

I/We believe this nominee meets all of the requirements for this position.

Name

Address

City/State/Zip Code

This member has agreed to be nominated? Yes No

Skills or interests to the National Alumni Association, Inc. (i.e., Leadership, Management, Communications, Financial Record Keeping, Fund Raising, Finance, Recruitment, Public Relations, etc.):

Current and past involvement in the Alumni Association (National and Local):

Why would this person be an asset to the National Alumni Association, Inc. as an officer or district representative?

Nominating Chapter:

OR Names of 10 Individuals:

Name:

Address:

City/State/Zip:

Date:

July 21, 2018

The information provided in this letter is in conjunction with the nominations for consideration as candidates for national officers and district representatives for the Fort Valley State University National Alumni Association, Incorporated. Final selection of these nominees will be based on the candidates' ability to meet the requirements for office as stated in the Fort Valley State University, National Alumni Association, Inc. Bylaws. Please refer to the attached FVSU NAA, Inc. Bylaws.

SECTION 2: PRESIDENT

1. The President is the principal executive officer of the NAA and shall preside over all meetings of the Board of Directors, regular, and called meetings of the NAA. The President shall:

- a) Conduct all meetings in accordance with the NAA Constitution and Bylaws and Robert's Rules of Order, Newly Revised.
- b) Appoint the Parliamentarian, all standing and special committees and may serve as an ex-Officio member of all committees except the nominations committee.
- c) Work with the Secretary in the development of the agenda for the meetings.
- d) Responsible for communicating the NAA mission, goals, and committee objectives to members of the NAA Board and other alumni, staff, administration, faculty, and students as well as inspire and motivate alumni to find innovative ways to help the NAA succeed.
- e) Direct the duties of the other officers and chairs the executive committee.

2. A candidate for President must:

- a) Be financially active with the National Alumni Association, Inc. for a minimum of three consecutive (3) years prior to becoming a candidate for president;
- b) Have held an elected position at the national or chapter level;
- c) Must have attended at least one national conference within three (3) consecutive years prior to his/her candidacy; and,
- d) Must have attended two annual meetings within three (3) consecutive years prior to his/her candidacy.

SECTION 3: VICE-PRESIDENT

1. The Vice-President shall assist the President with his or her duties, when requested, and to be responsible for such duties as are delegated or assigned by the President or the Executive Committee. The Vice-President shall:

- a) Have the authority of the president at any regular or called meeting when the president is absent.
- b) Serve on the Nominating Committee.

2. A candidate for Vice-President must:

- a) Be financially active with the National Alumni Association, Inc. for a minimum of three consecutive (3) years prior to becoming a candidate for vice-president;
- b) Have held an elected position at the national or chapter level;
- c) Have attended at least one national conference within three (3) consecutive years prior to his/her candidacy; and,

July 21, 2018

d) Have attended two annual meetings within three (3) consecutive years prior to his/her candidacy.

SECTION 4: SECRETARY

1. The Secretary shall oversee the proper recording of proceedings of meetings of the Association, Executive Committee, and Board of Directors. The Secretary shall:

- a) Handle all correspondence for the Association as directed by the President.
- b) Be prepared to read the Minutes whenever the president calls for or authorizes such action.
- c) Place minutes of the NAA, Executive Committee, and Board of Directors electronically on the Alumni website and stored in the Alumni Office for public review within thirty (30) days after the meeting on the National Alumni website. Those minutes, with attachments, shall also be archived and electronically stored in the Office of Administrative Assistant of the NAA.
- d) Maintain records of the Association as appropriate.

2. A candidate for Secretary must:

- a) Be financially active with the NAA for a minimum of three consecutive (3) years prior to becoming a candidate for Secretary.
- b) Possess good communicative, organizational and technological skills.
- c) Have attended at least one national conference within three (3) consecutive years prior to his/her candidacy;
- d) Have attended two annual meetings within three (3) consecutive years prior to his/her candidacy.

SECTION 5: ASSISTANT SECRETARY

1. The Assistant Secretary shall:

- a) Assist the Secretary as needed and serve in the absence of the Secretary.
- b) Assume the office of the Secretary in the event the Secretary is unable to carry out the duties and responsibilities during the term of office.

2. A candidate for Assistant Secretary must:

- a) Be financially active with the National Alumni Association, Inc. for a minimum of three consecutive (3) years prior to becoming a candidate for Assistant Secretary;
- b) Possess good communicative, organizational and technological skills;
- c) Have attended at least one national conference within three (3) consecutive years prior to his/her candidacy; and
- d) Have attended two annual meetings within three (3) consecutive years prior to his/her candidacy.

SECTION 6: TREASURER

1. The Treasurer shall:

- a) Be responsible for reporting the status of all funds of the Association to the Board of Directors and to the Association at its biennial meetings or whenever requested by the the Association.
- b) Accurately maintain all financial records of the NAA in a safe and secure place, and prepare the documents for auditing.
- c) Be bonded through an insurance bonding agency.
- d) Receive and give an account for all monies payable to the NAA.
- e) Accurately record receipt of chapter dues, assessments, and funds to the NAA.
- f) Work in partnership with Committees and the NAA to plan a budget for programs and activities.
- g) Rent a safe deposit box as the Board of Directors designate.
- h) With the Board of Directors, secure an outside auditing firm to audit all financial records prior to transferring the book to the new Treasurer.
- i) Post the financial report electronically on the Alumni Website and store in the Alumni Office for public review within thirty (30) days after it is made to the Board of Directors.

2. A candidate for Treasurer must:

- a) Be financially active with the NAA for a minimum of three consecutive (3) years prior to becoming a candidate for Treasurer;
- b) Possess good communicative, organizational, business/bookkeeping/financial and technological skills;
- c) Have attended at least one national conference within three (3) consecutive years prior to his/her candidacy;
- d) Have attended two annual meetings within three (3) consecutive years prior to his/her candidacy; and
- e) Have some basic knowledge of accounting and possess data processing skills.

SECTION 9: DISTRICTS

Each district shall elect one district representative who will serve as liaison among Chapters in his/her representative districts, the President of the NAA, and the Board of Directors. The District Representative shall:

- a) Assist in establishing new Chapters and revitalizing existing Chapters.
- b) Assist Chapters in coordinating fundraising and recruiting activities.
- c) Cooperate with the Treasurer of the Association in monitoring bank accounts of local Chapters in his/her district.

DISTRICT I:

DISTRICT I consists of 1. Athens Area; 2. Atlanta; 3. Columbus; 4. DeKalb County; 5. LaGrange; 6. Meriwether County; and, 7. Southern Crescent

DISTRICT II:

DISTRICT II consists of: 1. Baldwin; 2. Dublin-Laurens County; 3. Fort Valley Area; 4. Macon/Bibb County; 5. Macon County; 6. Roberta-Crawford County; 7. Taylor County; 8; Warner Robins area; and, 9. West Central Georgia

DISTRICT III:

DISTRICT III consists of: 1. Albany Area; 2. Americus; 3. Dooly County; 4. Eastman; 5. Fitzgerald; 6. Telfair County; and, 7. Tift County

DISTRICT IV:

DISTRICT IV consists of: 1. Cairo; 2. Camden/Coastal; 3. Golden Isles; 4. Rose City; 5. Valdosta-Lowndes County; and, 6. Tallahassee

DISTRICT V:

DISTRICT V consists of: 1. DC Capitol Area; 2. Detroit; 3. New England; 4. New Jersey; 5. New York; 6. Ohio; 7. Pennsylvania; 8. Rhode Island; 9. Virginia; 10. Kentucky; 11. West Virginia; 12. Washington DC (DC Metro DC Area); and, 13. Maryland

DISTRICT VI:

DISTRICT VI consists of: 1. Augusta Area; 2. Burke County; 3. Carolinas; 4. Tennessee; 5. Washington County; and, 6. Savannah

DISTRICT VII:

DISTRICT VII consists of: 1. Alabama; 2. Bahamas; 3 Florida (Miami, Palm Beach, Jacksonville); and, 4. Mississippi

DISTRICT VIII:

DISTRICT VIII consists of: 1. Arkansas; 2. Illinois; 3. Iowa; 4. Minnesota; 5. Missouri; 6. Wisconsin; and, 7. New Chapters and Alumni east of Texas, not members of District VIII.

DISTRICT IX:

DISTRICT IX consists of: 1. Kansas; 2. Oklahoma; 3. Nebraska; 4. North Dakota; 5. South Dakota; 6. Texas; and, 7. New Chapters in the Midwestern States

DISTRICT X:

DISTRICT X consists of: 1. Arizona; 2. California; 3. Colorado; 4. Idaho; 5; Montana; 6. Nevada; 7. New Mexico; 8. Oregon; 9. Washington; 10. Wyoming; and, 11. New chapters on the West Coast; and Alumni therein.