



## Nominations and Elections Committee National Alumni Association of Johnson C. Smith University

November 2024

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, 2025 to June 30, 2027. Forms must be completed and returned via email listed on the bottom of the form by January 15, 2025. 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 national and local dues (where chapters exist) no later than December 15, 2024. (NAA Treasurer’s record)

A Financial member **in order to have their Final Ballot count** must have paid their national and local dues (where chapters exist) no later than February 15, 2025. (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 (page 3).

### 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 (see attachment), 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 email address indicated on the bottom of the form, **SUBMITTED or EMAILED NO LATER THAN December 31, 2024**.
6. For your ballot to count, national dues (\$25) must be received by the NAA Financial Secretary no later than February 15, 2025; payments should be submitted online @ [JCSU Alumni Portal - National Alumni Association](#)

JCSU NAA  
Treasurer Douglas Jones  
P.O. Box 30354  
Charlotte, NC 28230

7. Final Ballots will be mailed or sent electronically by February 23, 2025 to all financial members on record as of February 15, 2025.
8. Final ballots:
  - i. Completed mail ballots must be returned via postal mail to the Nomination and

Elections Committee, **POSTMARKED NO LATER THAN March 31, 2025** to the address on the ballot.

ii. Electronic ballots must be responded to by **March 31, 2025**.

9. The Nominations and Election Committee of the NAA will tally the ballots and the officers will be inducted on a date to be determined.



Nominations and Elections Committee: Nina Newton, Chair '92 Lorenzo Bradshaw '99, Anthony Edwards '21, and Connie Mallory '77

CC: Wanda Foy-Burroughs, Director of Alumni Affairs, Johnson C. Smith

## **Nominations and Elections Committee**

### **National Alumni Association of Johnson C. Smith University**

## **Dates to Remember**

You can become financial several ways:

- Through your local Chapter or
- Online at [http://smithite.jcsu.edu/national\\_alumni\\_association](http://smithite.jcsu.edu/national_alumni_association) or • By sending a check or money order for \$25 made payable to JCSU National Alumni Association to the NAA Treasurer:

JCSU NAA  
Treasurer - Douglas Jones  
P.O. Box 30354  
Charlotte, NC 28230  
[djones1906@aol.com](mailto:djones1906@aol.com)

|                   |   |
|-------------------|---|
| December 15, 2024 | Deadline to be a financial member for the Nominations Process (both the nominee and nominator must be financial). Dues must be received by the NAA Treasurer. |
| January 15, 2025  | <b>Deadline to submit Nomination form.</b>  |
| February 15, 2025 | Deadline to be a financial member eligible to receive a Final Ballot. Dues must be received by the NAA Treasurer.   |

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**Nominations and Elections Committee  
National Alumni Association of Johnson C. Smith University**

|                   |  |
|-------------------|--|
| February 23, 2025 | Final Ballots mailed or electronically sent to all financial members.                          |
| March 31, 2025    | Deadline to send in Final Ballots (*plan for mail delivery time) or to respond electronically. |
| April 2025        | Final tally of votes and announcement of new officers.   |
| May 2025          | NAA Commencement Meeting – Induct new officers.  |

**CALL FOR NOMINATIONS**

**(Due by January 15, 2025)**

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

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

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

**CRITERIA:**

1. Must be a Johnson C. Smith University alumnus.
2. Must be a financial member of the NAA (and local alumni chapter, if one exists in nominee's home area)
3. Must have demonstrated the capability and willingness to perform duties of the office for which nominated (Information included in Biographical Sketch)
4. Must be willing to participate in NAA Board conference calls; attend and participate in at least two (2) National Alumni Association meetings per year.

**Return Nomination Forms to:**  
[icsunaaelections@gmail.com](mailto:icsunaaelections@gmail.com)

**OR**

**Complete Form using this link:**  
<https://airtable.com/apprBhgRZXP2mDoju/pagBFCqQ2CvJFyauc/form>

**Copying of This Form is Permitted**

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**Biographical Sketch (1-page max)**

**\*Note Information must be typed and a picture must be provided  
electronically to the following link:**

[https://airtable.com/apprBhgRZXP2mDoju/pagaLR3ws9Ea3yD  
wo/form](https://airtable.com/apprBhgRZXP2mDoju/pagaLR3ws9Ea3yDwo/form)

|  |  |
|--|--|
| <b>Office</b>                                  |  |
| <b>Name</b>                                    |  |
| <b>Postal &amp; Email<br/>Address; Phone #</b> |  |
| <b>Education</b>                               |  |

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**Nominations and Elections Committee**  
**National Alumni Association of Johnson C. Smith University**



|                                       |  |
|---------------------------------------|--|
| <b>Professional Experience</b>        |  |
| <b>Alumni Service</b>                 |  |
| <b>Community Service</b>              |  |
| <b>Why you are seeking the Office</b> |  |

## ARTICLE IV - OFFICERS

The Association shall elect as 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 Committee.
9. Five Directors-At-Large to the Executive Committee. No chapter will be represented by more than one (1) director and two (2) director positions will be reserved for members who reside in geographical areas 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 expectations of The Association. The President shall serve as The Association's representative on The University Board of Trustees at the discretion of that body. The President may delegate to the First and Second Vice Presidents such duties of this office that may serve the best interest of The Association. The President shall be an ex-officio member of all committees of the Association.

**Section 2.** The President, with the advice and consent of the Executive Committee, shall appoint the Executive Secretary (see ARTICLE VII), who may be compensated for services rendered. In the event of vacancies, the President shall appoint persons to fill any vacancies for the unexpired term of the vacated office with the consent of the Executive Committee.

## Nominations and Elections Committee

### National Alumni Association of Johnson C. Smith University

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**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.

The

First Vice President shall fulfill such other duties as may be assigned by the President, Executive Committee, and/or The Association.

**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 offices. The Second Vice President shall fulfill such other duties as may be assigned by the President, Executive Committee, and/or The Association.

**Section 6.** The Secretary shall take the minutes of each meeting of The Association and of the 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 Executive Committee, Presidents of all Chapters and Interest Groups, and to the Regional Directors. A summary of the highlights of all such minutes of meetings shall be forwarded to the Office of Alumni Relations of The University for inclusion in a University publication for general distribution to all Alumni and friends.

**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 Association 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.

The Treasurer shall prepare The Association's financial report, as required by Memorandum of Agreement, and shall submit the report through the President to The University. The Treasurer shall receive membership dues for individuals from the Chapters and from at-large members and shall

furnish membership financial cards to each person. The Treasurer shall provide listings of Active and Inactive Chapters and Interest Groups at all meetings of The Association. The Treasurer shall maintain a listing of financial members for each fiscal year.

**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 be deemed 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 shall represent The Association at all meetings of The University's Board of Trustees and at all committees of The University's 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 Association and of The University's administration where compatible and practical.

**Section 11.** The Parliamentarian shall assist the presiding officer in the interpretation of The Association's Constitution and Robert's Rules of Order.

**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.