

## Nominations & Elections for \_\_\_\_\_

- The Dudley Alumni Association (DAA) strives to be the best high school alumni association in North Carolina
- DAA will live up to the high standards of giving back to the students at James B. Dudley High School.
- DAA wants all students, alumni and alumnae to be successful.

If you believe in the above statements, then get involved. Involvement is critical for our success.

Volunteer to serve as an officer for the \_\_\_\_\_ fiscal years.

Nominate yourself or someone else. On the following pages you will find Elected Officer Descriptions, Nominee Criteria, Voting Instructions and a Ballot.

The DAA is comprised of elected officers, standing committee chairs and class representatives. This group meets four (4) times a year to conduct business planning and another four (4) times a year for the general quarterly meetings. Anyone may attend the quarterly general meetings. The Annual meeting for the entire membership is scheduled in July to give an overview of the past months, a Presidential report and financial status. Officers are elected every other year at the Annual meeting in July.

### ***Elected Officer Descriptions***

**President** – Serve as leader and shall preside at all regular and special meetings, except during the election of officers, and shall have a vote in case of a tie. The President shall appoint the chairpersons of standing and ad hoc committees, and shall be an ex-officio member of all active committees except the Nominating Committee. At all times the President shall see that the bylaws are enforced and that all committees, appointed positions and affiliates properly function according to their duties and bylaws.

**Vice-President**- Act as an aide to the President; shall preside in the absence of the President and carry out the duties assigned to the President, except signing checks. The Vice-President shall focus on growth and development of the Corporation, be a liaison to and assist in developing all Chapters, shall appoint the chair of the Membership Committee, and make sure all duties are performed.

**Recording Secretary** – Shall record the minutes of all meetings. The Recording Secretary shall maintain a file of permanent copies of the Corporation's minutes, Constitution and Bylaws, Robert's Rules of Order and Standing Rules. The Recording Secretary shall also call a meeting to order in the absence of the President and Vice-President and shall preside. In the event the office of the President and Vice-President becomes vacant, she/he shall convene a meeting.

**Treasurer** – May be bonded to receive all monies paid to the Corporation. All monies shall be bank deposited by the Treasurer. The Treasurer shall keep accurate balance records of all such monetary matters. Regular financial reports shall be made to the Executive Committee at quarterly meetings and annually at the Reunion Annual Meeting. There shall be two of the three signatures (President, Financial Secretary or Treasurer) on all savings account withdrawals and checking account disbursements

authorized by the Executive Committee. All bills from officers and committee members must be accompanied by a voucher or receipts of expenditures before monies are disbursed. These transactions shall be recorded in a financial ledger or electronic spreadsheet. (Effort: 4-5 hours per month, average).

**Financial Secretary** – May be bonded. The Financial Secretary shall maintain all records of receipt of funds including details of disbursements and membership dues, issue membership cards, make an annual report to the body and submit all records for an audit at the end of the fiscal year. These records shall be kept in a ledger or electronic spreadsheet. The Financial Secretary shall be a signer of draft disbursements on the Corporation's checking account and a signer for the withdrawals from the Corporation's savings account when monies are withdrawn. A voucher must be submitted before monies are disbursed or withdrawn from the Corporation's checking or savings account. (Effort: 2 hours per month).

### Nominee Criteria

To qualify as a nominee for an elected office, the nominee must be an active member, who has graduated from James B. Dudley School; and for two of the most recent three years preceding the fiscal year in which the election is to take place and has actively participated in and supported the programs and activities of DAA; has attended the DAA Annual Meetings; and is financial. The nominee must be a citizen in good standing in the community and has displayed the character, spirit and willingness to support the purpose, objective and bylaws of the organization. The nominee's name must be submitted to the Nominating Committee. The Nomination Committee will verify that the nominee has the knowledge and skills for the specified office and meets all of the required criteria.

All officers of the Corporation shall maintain financial status by payment of dues per fiscal year. All candidates for elected office shall be presented by Nominations Committee and elected by secret ballot of the financial members at the Annual Meeting. Nominations will be taken from the floor only at the Quarterly General Meeting, prior to the Annual Meeting, for verification. Officers will be elected every two years and shall be installed at the Annual Meeting, as the last item on the agenda. They will assume office at the beginning of the fiscal year and may succeed themselves once. Appointed officers have unlimited tenure at the option of the Executive Committee but however, must maintain financial status.