



# 2022

*Nominees for*

# ELECTION

The Fort Valley State University National Alumni Association, Inc.  
Washington DC Metro Area Alumni Chapter

The FVSU Washington DC Metro Area Alumni Chapter will hold officers' elections who will assume responsibilities in January 2022. To do this, the chapter will: a. Develop the slate in December 2021; b. Vote at its January 2022 meeting; if the meeting is canceled, voting will occur at the February 2022 meeting. 2. Please review the duties and responsibilities of elected officers (below). Elected officers include: **a.President b.Vice President c.Recording Secretary d.Treasurer** **Note: The elected President appoints all other officials.** 3. Terms of Office: Each term of office is two years duration. 4. Please provide the names and contact information for nominees via email to Jim Shellington, Parliamentarian, at [jandbshell@rcn.com](mailto:jandbshell@rcn.com) prior to the January meeting—you may nominate yourself or others. Alumni who are nominated will be asked whether they accept the nomination.

### **VOTING REQUIREMENTS:**

- Chapter elections at the December meeting
- Proxies may be submitted to the Recording Secretary via email [bllovefvsu@hotmail.com](mailto:bllovefvsu@hotmail.com) & one copy to the person in attendance to the meeting with your proxy (Bylaws governs). Or you can **Mail to: FVSU DC Metro Area Alumni Chapter, Post Office Box 5961, Springfield, VA 22150**
- Must be financial to vote & hold office or (Pay dues before or at the January meeting).

### **CHAPTER BYLAWS:**

Article VI (Duties of officers and appointed positions) specify the elected officer positions: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. The President appoints the Parliamentarian, the Historian and the Web Master.

Article IX (Nominations and Elections) prescribes the nomination and election process, defines the terms of office, and defines officer eligibility. Pursuant to the Bylaws, nominations are provided herein.

### **ARTICLE VI DUTIES OF OFFICERS AND APPOINTED OFFICIALS SECTION 1.**

**PRESIDENT:** The President shall preside at all meetings of the Chapter and the Executive Board; shall be an ex officio member of all committees except the Nomination and Election committee; shall be the official spokesperson for the Chapter; shall represent the Chapter at all public and official activities; shall appoint the Historian/Librarian, Membership, Parliamentarian, Web Master, Standing, Adhoc, and Special Committee Chairs subject to the approval of the Executive Board; shall guide the implementation of policies which have been approved by the Chapter; shall recommend to the National Chapter changes in policies and procedures; shall present the Chapter's annual report at the final meeting of the year; shall countersign with the Treasurer or the Assistant Treasurer, checks drawn on the Chapter's treasury; shall appoint an Audit Committee 60 days prior to the end of the calendar year; shall receive reports on activities from the Chapter's Officers; shall ensure members are notified of Chapter meetings; and shall perform such other functions, and exercise such other authorities as may be prescribed by the Executive Board or the Chapter. Have general supervision over the affairs of the Chapter. Perform other duties as may be required. The President shall preside over the proceedings of the removal of elected officers for ineffective functioning of their duties or acts detrimental to the Chapter and/or the University.

**SECTION 2. VICE PRESIDENT:** The Vice President shall perform all the functions and duties in the absence of the President and shall have all powers and authorities stipulated under that office. The Vice President shall serve as Chair of the Membership Committee. In the absence of the President, shall countersign with the Treasurer or Assistant Treasurer checks drawn on the Chapter's Treasury, and shall perform other duties as may be required.

**SECTION 3. SECRETARIES:**

**A. RECORDING SECRETARY.** The Recording Secretary shall attend all Chapter meetings and record and maintain minutes of all meetings of the Chapter and Executive Board. Shall prepare minutes for approval at all Executive Board and Chapter meetings and maintain on file all Chapter Committee reports and Treasurer's financial statements. Shall maintain attendance records of both the Executive Board and Chapter meetings; shall maintain record book(s) in which bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and prepare and maintain an up-to-date roster of all officers, and committee chairpersons, and shall perform other duties as may be required.

**B. CORRESPONDING SECRETARY.** The Corresponding Secretary shall receive and report all correspondence, with the exception of bank correspondence, which shall be delivered promptly to the Treasurer. Maintain a log of all incoming and outgoing correspondence; transmit to the Recording Secretary all authorized correspondence to be kept for the official records; and serve in the absence of the Recording Secretary at regular or special meetings. Prepare correspondence as directed by the President, the Executive Board, or the Chapter, and perform other duties as may be required.

**SECTION 4. TREASURER:** The Treasurer shall serve as Chief Financial Officer of the Chapter; shall maintain the bank account established in the name of the FVSU Washington D.C. Metro Area Alumni Chapter; bank all monies received; countersign, with the President, or Vice President all checks for disbursement of Chapter funds; pay expenses as budgeted upon receipt of itemized bills and vouchers. Prepare an itemized statement of receipts and disbursements for each regular Chapter meeting; maintain a ledger of receipts and disbursements, reflecting an accurate daily balance; and submit all records for audit at the close of the calendar year and/or at the request of the Chapter. Prepare and submit such financial reports as required by the national guidelines. Prepare a financial statement for presentation at the end of the calendar year for Auditing. Notify by November 1 all members that Chapter membership dues are payable by the December 31. Send delinquency notices to Chapter member's whose dues have not been paid, indicating dues must be paid by the first regular Chapter meeting in January. Chapter shall collect and receipt for all funds, and transfer such funds to the Treasurer within five (5) working days of receipt of funds. Where applicable, be responsible for the rental of the post office box; check the post office box on a weekly basis, and notify the President of its content. Submit for audit all books and copies of financial transactions for current year by January 31 submission to the National Alumni Association.

**SECTION 5. ASSISTANT TREASURER:** The Assistant Treasurer shall, in the absence of the treasurer, perform all duties specified in Section four above.