

## NOMINATION FOR UMES National Alumni Association

**Please read the accompanying nomination guidelines (Pages 4-7) before completing this form.**

**Section 1 – Information about the nominator – person making the nomination**

**Personal Details** \* Required details

|  |  |
| --- | --- |
| Title \* |  |
| First Name \* |  |
| Middle Names |  |
| Surname \* |  |
| Current NAA Status |  |
| Relationship to the nominee \* |  |

**Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Street/Apartment No. \* |  | Postal Code \* |  |
| Street Name \* |  | Home Phone |  |
| City/Town \* |  | Mobile Phone |  |
| State \* |  | Email Address |  |

**Section 2 – Information about the nominee - person you are nominating for NAA Office**

**Personal Details** \* Required details

|  |  |  |  |
| --- | --- | --- | --- |
| Title \* |  | | |
| First Name \* |  | | |
| Middle Names |  | | |
| Surname \* |  | | |
| Current NAA Status |  | Office Nominated For |  |
|  |  |  |  |

**Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Street/Apartment No. \* |  | Postal Code \* |  |
| Street Name \* |  | Home Phone |  |
| City/Town \* |  | Mobile Phone |  |
| State \* |  | Email Address |  |
| **Section 3 – The nomination details** | | | |

**Please complete all of the sections below.**

**Describe the professional and community service achievements of the nominee:**

**Describe the nominee’s qualifications for the office they are seeking:**

**Positions or offices held by the nominee**

Please list offices held by nominee in UMES NAA, Community and Professional organizations.

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Position | From (date) | To (date) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please Mail this form to:

**UMES NAA Nominations Committee**

**C/O Faye Martin Howell, Chairperson**

**P.O. Box 31222**

**Capitol Heights, MD 20731**

**Nominator signature:**

**Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Nominating Committee Members

Starletta DuPois

Sherman Lambert Allen Singleton

# UMES NATIONAL ALUMNI ASSOCIATION

**Nominations Guidelines**

This guide is designed to help you nominate (or re-nominate) a person for an Office on the UMES NAA Board of Directors.

## WHO CAN MAKE A NOMINATION?

Any active alumni can nominate a person they think is worthy of a position of the UMES NAA BOARD OF DIRECTORS. The nominator needs to complete a nomination form. If you are accessing this document through the UMES NAA website, you will find a link to a PDF of the nomination form on the list of links on the left of the homepage. If you are reading this document in hardcopy you will find the nomination form at the end of the guidelines. **Completed nomination forms must be postmarked by Wednesday, May 20, 2020 11:59 PM to:**

Mail to:

**UMES National Nominating Committee**

**C/O** **Faye Martin Howell, Chairperson**

**P.O. Box 31222**

**Capitol Heights, MD 20731**

## Committee members

Allen Singleton Starletta DuPois

Sherman Lambert

Once the Nominations Committee has received your nomination a short citation on your nominee will be prepared, based on the information you provide and further discussion with the nominee. This will be presented to the UMES MEMBERSHIP.

## COMPLETING THE NOMINATION FORM

Please complete the form completely and accurately. It is important that you provide as much factual, relevant information as possible about your nominee and the reasons for which recognition is sought.

Describe what is special about your nominee’s achievements and what they have done to deserve an Office. Tell the story of how they have made a difference in their community or field of work and give an indication of their longevity of service. Show how they have demonstrated innovation or entrepreneurship, improved the lives of others, or exemplified selfless voluntary service.

You may list your nominee’s occupation and positions held in organizations. Be specific about the achievements that make them stand out above and beyond their peers.

Nominations should be made while the nominee is still active if possible.

Support letters add depth to the nomination and validate your nominee’s character and achievements.

You may use additional sheets, but please ensure you include the nominee’s name on each page. Please do not send in examples of the nominee’s work such as DVDs, photographs or books.

It is not appropriate to nominate yourself for a BOD position, and such nominations will not be considered.

## 

## SUBMITTING THE NOMINATION

If the nomination is successful, nominees are formally asked by the Committee Chairman, on behalf of President of the National Alumni Association whether they accept or decline the proposed office.

Sometimes the reason your nominee does not appear on the list is that he or she may have declined the nomination.

## MAKING ADDITIONS OR CHANGES TO THE INFORMATION SUBMITTED

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers.

Please advise the Nominations Committee if there have been any changes to the nominee’s personal details or any other information supplied on the nomination form. **You must notify the Nomination Committee immediately if your nominee dies or becomes incapacitated and is no longer capable of holding the nominated office. It is not possible for a posthumous award to be made.**

## CONFIDENTIALITY

All nominations for Office are treated in the strictest confidence. No information regarding the nominee or the details of the nomination is divulged.

## THE NUMBER OF BOARD OF DIRECTORS AWARDED

The number of officers available is strictly limited for each list. Not everyone can receive recognition, no matter how worthy their accomplishments. It is important to realize that a nominee will not automatically follow a nomination.

**OFFICES UP FOR NOMINATION (The duties and terms of office are also included)**

President

First Vice-President

Second Vice-President

Third Vice-President

Fourth Vice-President

Corresponding Secretary

Recording Secretary

Treasurer

Financial Secretary

Sargeant-At-Arms

The Parliamentarian will be appointed by the President.

**ARTICLE IV OFFICERS’ DUTIES AND TERMS OF OFFICE**

**(From the Constitution and By-Laws Dated November 2011)**

**Section: 1. President**

The President shall preside over all meetings of the Association and the Board of Directors, appoint other committees and provide leadership to the activities of the Association. He/she shall call special meetings of the Association and the Board of Directors and perform such other duties (as usually pertain) to the office. The president shall be the official spokesperson of the Association.

**Section: 2. Vice Presidents**

**A. First Vice President**

The First Vice President shall preside over the meetings of the Association in the absence of, or at the direction of the President and serve as Chairman of the Development Committee. This person is responsible for implementing the Association’s philanthropic efforts through grants, fundraising events, and individual/chapter contributions which benefit the Association and the University. In addition, he/she may perform such other duties as may be assigned by the President.

B. **Second Vice President**

The Second Vice President shall be responsible for increasing the membership of the Association, and shall serve as Chairman of the Membership Committee. This person is responsible for increasing alumni membership through the growth of alumni chapters and actively engaging students and young alumni. He/she shall perform such other duties as may be assigned by the President.

C. **Third Vice-President**

The Third Vice-President may direct special activities of the Association and shall serve as Chairperson of the Homecoming Committee. He/she shall perform such other duties as may be assigned by the President.

D. **Fourth Vice-President**

The Fourth Vice-President shall keep Association informed of legal and legislative issues affecting higher education, particularly within the state of Maryland and as these issues pertain to historically black colleges and universities. This person shall serve as Chairperson of the Legislative Affairs Committee. He/she shall perform such other duties as may be assigned by the President.

**Section: 3. Treasurer**

The Treasurer shall maintain the financial records of the Association by collecting and disbursing all monies of the Association, subject to the approval of the National Board of Directors.

**Section: 4. Secretaries**

a. **The Recording Secretary**

The Recording Secretary shall be responsible for coordinating all administrative and clerical affairs of the Association, including but not limited to, recording minutes of all Board of Directors meetings and the annual meeting of the Association. All minutes shall be distributed to Board of Directors members by no later than 15 calendar days prior to the next meeting.

b. **The Corresponding Secretary**

The Corresponding Secretary shall record the minutes in the absence of the recording secretary and assist the secretary in carrying out his/her functions. The Corresponding Secretary will be responsible for all incoming/outgoing correspondence. The Corresponding Secretary will send out appropriate cards, flowers and other courtesies, including issuance of proclamations, as the need arises.

**c. Financial Secretary**

The Financial Secretary shall maintain an active record of all members and shall collect all monies on behalf of the Association.

**Section: 5. Parliamentarian**

The Parliamentarian will provide assistance to the President in the interpretation of the Constitution and By-Laws of The Association and will serve as chairman of the By-Laws Revision Committee. Robert’s Rule of Order – Newly Revised will be used as a guide for parliamentary procedures.

**Section: 6. Sergeant-At-Arms**

The Sergeant-At-Arms will be the official guard of the door to insure the privacy of official ceremonies and meetings. They will set the standard for protocol for the Association.

**Section: 7. Terms of Office**

The term of office for all officers shall be two (2) years. Any person shall be eligible to succeed him or herself only once in any given office, limiting them to 2 terms.