

Morgan State University Alumni Association
1700 E. Cold Spring Lane
Baltimore, Maryland 21251
December 29, 2020

Dear Alumni:

I hope this message finds you mentally, physically, and spiritually strong. The call for nominations is now open and the alumni association is looking for a few good alumni to lead us for the next two years. If your love for Morgan runs deep and you have the heart and desire to serve, we encourage you to apply.

For your consideration, the Nominations Committee has prepared an election packet for the 2021 election process for the 2021-2023 officers. Upon request, interested members will receive a packet that will include:

- Biographical Data Form
- Duties of Association Officers; Association offices that are open during this election year are:
 - President, First Vice President, Second Vice President, Treasurer, Financial Secretary, and Secretary

Any member desiring to run for one of the association offices for the 2021-2023 term must submit to the Nominations Committee all required documents:

- Completed Biographical Data Form
- Passport / Headshot photo
- Letter of Interest
- Letter of Support (optional from one financial member)

All nominees are required to adhere to the following guidelines:

- Each nominee must be financial with the Association and a chapter. No more than two (2) nominees on the official ballot may be from the same alumni chapter.
- Each nominee must email msuaa_nominations@alumni.morgan.edu, with Subject: "Nomination Packet Request", to request a nomination packet from the Nominations Committee, no later than 11:59pm on February 1, 2021.
- Each nominee must complete and submit the nomination packet to the Nominations Committee, no later than 11:59pm February 16, 2021. All information should be scanned and emailed to msuaa_nominations@alumni.morgan.edu, with Subject: "Nomination Packet Submission" or sealed and mailed to the Nominations Committee, addressed to Dontae L. Ryan, 1800 E. Northern Pkwy, Suite 11454, Baltimore, MD 21239.
- A list of certified candidates will be recommended by the Nominations Committee at the March 2021 meeting after the committee completes an eligibility screening.

- If any member elects to self-nominate or accept a nomination from the floor at the March 2021 meeting, they must submit a completed nomination packet and proof of financial standing by the adjournment of the March 2021 meeting.
- Nominees from the floor will need to be certified for eligibility by the adjournment of the March 2021 meeting. Failure to be certified will result in removal of a nominee as a certified candidate.
- All nominees will be notified of eligibility no later than the close of the March 2021 meeting.
- Nominations are closed at the March meeting.
- The Tellers Committee will conduct voting on the certified candidates during the month of May.
- **Note:** Nominees must meet the requirements for election of officers' guidelines for each position and all financial requirements in accordance with the newly revised Morgan State University Alumni Association Constitution and Bylaws, effective October 2020.
(See Article VII of the Constitution and Article V Section 1 of the Bylaws)
- If you have any comments, questions, or concerns please direct them to the Nominations Committee at msuaa_nominations@alumni.morgan.edu

With Respect,

Dontae L. Ryan, D.Eng.
 c/o 2001 & c/o 2012
 Chairperson, Nominations Committee

Committee Members

- Jerilyn Roberts, c/o 1972
- William Maddox, c/o 1976
- Patricia (Peggy) Gray-Daniels, c/o 1981
- Kenyata Taylor, c/o 2006

Duties of Association Officers
(Article XI of Bylaws)

The President will:

- Be the Chief Executive of the Association, and preside at all meetings. The President of the Association will also be the Chairperson of the Association's Executive Committee.
- Be an ex-officio member of all standing committees, ad hoc and other committees, with the exception of the Nominating and Election Committees.
- Represent the Association at all public affairs and activities associated with Morgan State University.
- Appoint all committees and members, as required.
- Order and authorize the disbursement of funds of the organization and to serve as a signatory with the Treasurer and Executive Director on all checks and other funds disbursements on behalf of the Association.
- Assist in the annual preparation and presentation of the annual budget.
- Perform all other duties pertaining to the Office of the President as required, and will ensure that the Constitution and Bylaws are faithfully executed at all times.
- Be bonded in accordance with applicable requirements of the Association.
- Appoint members to fill any vacancy on the Association Board of Directors, Committee Chairpersons, and Offices with the concurrence of the Board of Directors.
- Insure that appropriate and timely audits are conducted of the Association's financial records.

The First Vice President will:

- Perform all duties of the President during the absence or disability of the President
- Serve as program Chairperson with specific responsibilities for planning and coordinating with the Executive Director in support of the Alumni Day and Homecoming activities on behalf of the Association. Serve as Chair in managing the Association Strategic Plan and Emergency Disaster Preparedness initiatives.
- Perform other duties as assigned by the President or the Association Board.

The Second Vice President will:

- Perform all duties of the President and First Vice President in the absence or disability of these officers.
- Serve as Chair on the Association's Information Technology (IT) Committee and Membership Committee.
- Perform such other duties as assigned by the President and Association Board.

The Treasurer will:

- Be responsible for the management and maintenance of all Association funds. In the performance of these duties, will maintain accurate and permanent records.
- Serve as Chairperson of the Finance Committee and be responsible for the preparation of the annual budget of the Association, with the assistance of the

Association's Executive Committee. In performing these duties, will also be a member of the Association's Internal Audit Committee.

- Be responsible for the safeguarding and security of all funds and assets of the Association to include the use of banking and financial institutions approved by the Association. Be bonded in accordance with Association requirements.
- Insure that financial accounts are audited internally on an annual basis.
- Serve as signatory for checks and other disbursements of funds on behalf of the Association. Be responsible for the management of all financial activities of the Association and coordinate with the Financial Secretary, President, and Executive Director as required.
- The Treasurer is responsible for the filing of such tax, and other financial reports required by the State, City, or Federal government. Requests a copy of filing Chapter tax and financial reports as required by the Association, Alumni Relations and Strategic Engagement Office, State, City or Federal Government.
- Make a regular financial report each month.
- Perform other such duties as may be directed by the President of the Association Board.

The Financial Secretary will:

- Keep the Association Board informed regarding the status of the Association's financial membership.
- Assist the Treasurer in the performance of duties to include the production of reports, maintenance of accounts and data bases and other information as requested.
- Be bonded, as required by the Association.
- Perform other such duties as assigned by the President or the Association Board.

The Secretary will:

- Maintain in writing, or other permanent form, a record of all proceedings of formal meetings of the Association.
- Notify the Association and Executive Committee in a due and timely manner of all regular and special call meetings as required or directed.
- The Secretary plans and hosts meetings in partnership with the Information Technology (IT) Committee in support of Association business.
- Perform other such duties as may be directed by the President of the Association Board.