

*"Linked together in unity."*



*"Serving together with purpose."*

MEMORANDUM

To: Financial Members of the Winston-Salem State University National Alumni Association, Inc. (WSSUNAA)  
From: Nominating Committee  
Date: January 8, 2024  
Re: Election of National Officers

This memo will serve as proper notification of the request for names of candidates for elective office for the 2024 election year. Current open officer positions are for President, Vice President, Treasurer, and Secretary. Please visit [www.wssunaa.org](http://www.wssunaa.org) for a review of the WSSUNAA Bylaws and to complete an application for National Officers for the 2024 – 2026 term.

Application packets should include:

- Completed application
- Current 2"x 2" color or black and white photo
- Biographical sketch of candidate
- Position statement outlining goals, objectives, and vision for the association.
- Applications should be sent to the nominating committee email address [wssunaanominating.committee@gmail.com](mailto:wssunaanominating.committee@gmail.com)

Nominations for elective positions must be received by email to [wssunaanominating.committee@gmail.com](mailto:wssunaanominating.committee@gmail.com) by February 15, 2024 or postmarked by February 15, 2024 and mailed to:

WSSU National Alumni Association, Inc.  
Attn: Nominating Committee  
S.G. Atkins House  
Winston-Salem, NC 27110

Respectfully Submitted,

Debra S. Hart, Chair Nominating Committee

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## VOTING TIMELINES and PROCEDURES:

**December 01, 2023-** Members will be notified of open election by this date on NAA website.

- **January 15, 2024** – All members must be contacted for names of candidates to be considered for office. The membership committee must supply the nominating committee with a list. The nominating committee will coordinate the list with chapter presidents.
- **January 27, 2024** – WSSUNAA Winter Board Meeting
- **February 15, 2024** – All nominations for elective office must be received by the nominating committee at the nominating committee email address [wssunaanominating.committee@gmail.com](mailto:wssunaanominating.committee@gmail.com) or postmarked by February 15, 2024 and mailed to:  
WSSU National Alumni Association, Inc.  
Attn: Nominating Committee  
S.G. Atkins House  
Winston-Salem, NC 27110
  - A slate of at least two (2) nominees for each elective office shall be established by the nominating committee
  - Immediately after receiving applications, the committee chairman will contact each applicant to confirm receipt of the packet
  - Application packets should include:
    - Completed application
    - Current 2"x 2" color or black and white photo
    - Biographical sketch of candidate
    - Position statement outlining goals, objectives, and vision for the Association
    - Applications should be sent to the nominating committee email address [wssunaanominating.committee@gmail.com](mailto:wssunaanominating.committee@gmail.com)
    - Certification of applicants' credentials will be verified by the nominating committee
- **February 28, 2024**
  - Candidate profiles and voting instructions shall be provided to membership
  - This is the last date to accept new member payments (making them eligible for voting in election)
- **March 1, 2024**
  - Chapter presidents and regional coordinators will be notified of the distribution of candidate profiles and voting instructions
  - Deadline for ballots to be mailed out
- **April 1, 2024**
  - All mail-in ballots must be postmarked by this date
- **April 15, 2024**– All candidates will be notified of election results
  - All returned ballots shall be retained by the Association for a period of six (6) months following election

Respectfully Submitted,

### Nominating Committee

Debra Hart, Chair  
Cassandra Herndon  
Towanda S. Macon  
Calsine Pitt  
Kelvin Walton