

**Executive Elected Officers of the Alumni Association of Lincoln University Job  
Description:**

**ARTICLE IV – OFFICERS**

The Executive elected officers shall consist of a President, Vice President and Treasurer

**Election Process:**

The Alumni Association's' Nominations and Elections Committee shall determine the criteria which must be met to place a candidate on the election slate. The election slate is presented to the membership for approval at the Annual meeting. The candidate campaigns and an election for Executive Elected Officers commences. Election Ballots are sent to members via mail or electronically via text or email. The voting concludes after the May General Membership Meeting. The names of the winning candidates are announced sent to the AALU President and Executive Secretary.

**Prerequisites:**

- Each potential candidate must complete an application administered by the AALU Nominations and Elections Committee
- Each potential candidate will be subject to vetting process conducted by the AALU Nominations and Elections Committee

**Qualifications:**

- Shall be current in their financial responsibilities with the Alumni Association by the October Council meeting prior to the next election;
- Shall be current in their financial responsibilities with their local chapter (if established) one year prior to the election;
- Shall not be an employee of the University;
- Shall not hold any other elected office in the association.

**Tenure of Office**

The term of office shall be two years for all elective officers of the Association. No officer or alumni trustee shall serve more than two (2) consecutive terms in the same office.

**Duties and Expectations:**

**CHAPTER IV – DUTIES OF OFFICERS**

**Section 1 – President**

The duties of the President are:

- (a) To preside at all meetings and functions of the Association and to serve as the Chairperson of the Executive Committee.
- (b) To appoint Chairpersons and members of all committees not directly elected by the

Association, except the Nominating Committee.

(c) To exercise general executive authority on behalf of the Association, and such authority is subjected t the approval of the Association.

(d) To assure that the purposes of the Association are being carried out.

(e) To countersign all requisitions for disbursements from the Association's treasury.

(f) To countersign all Association checks

(g) To perform such further functions and duties as may be deemed appropriate by the Association or the Executive Committee.

(h) To serve ex-offio member of all committees except the Nominating Committee.

(i) To fill vacancies in Association offices, exclusive of Alumni Trustees, by appointing Association members in good standing to serve as interim officers. Such persons must be approved by the Executive Committee and shall serve until the next Association election.

(j) To fill the vacancy created by Alumni elected Trustee by Nominating an Association members in good standing to complete the term left vacant. The nominee must be approved by a simple majority of The Council.

(k) To present an official report on the state of the Association at the Annual meeting of the Association, including the actions taken to meet the objectives of the Association since the last official report.

## **Section 2 – Vice President**

In the absence of the President, the Vice President shall serve in place of the President. The Vice President will work with the Director of Alumni Relations and the Regional Directors to develop alumni chapters and other duties assigned by the Executive Committee and/or Council. Shall submit a report to the Executive, Council and Annual meetings of the Association.

## **Section 4 – Treasurer**

The duties of the Treasurer shall be:

(a) To receive and deposit all monies of the Association promptly in an account or accounts in a responsible institution approved by the Association. No money shall be withdrawn from any such account except by checks signed by the Treasurer and countersigned by the President.

(b) To submit reports to the Association at all regular meetings or whenever required by either the body, covering the financial condition of the Association.

(c) To prepare and submit a full annual financial report to the Auditing Committee long enough in advance for an audit to be completed before the report is made at the annual meeting.

(d) To reimburse payees with proper itemized receipts for pre-approved activities.

(e) Shall be bonded at the expense of the Association.

(f) To: Provide remuneration to employee/employees of the Association in accordance with all applicable rules and regulations of the Internal Revenue Service.