

To: Alumni Association Dqctf "qh'Xlukqtu'Election Candidates
From: The Citadel Alumni Association Election Committee 2024
Re: Election Instructions and Documents

Dear Candidate,

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40 Candidates must also submit a signed Candidate Statement Form to confirm receipt and" cempqy rñf i o gpvof the CAA election guidelines.

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60 The 2024 deadline for the above submissions is 5:00pm on Monday, June 3rd. The entire packet should be"emailed to Sara Roth, Assistant Director of Administration, at roths2@citadel.edu or mailed to Sara" Roth at: The Citadel Alumni Association, 171 Moultrie Street, Charleston SC 29409-6130. Failure to" comply by the deadline will deem the candidate ineligible for the election.

70 The 2024 election will occur between the dates of July 25th 2024 to August 29th 2024.

CAA ELECTION RULES

1. All candidates for election to any office by the membership of The Citadel Alumni Association (CAA) must file a nomination petition with the CAA by the declared date. Nominations must have ten signatures as required by the CAA Bylaws. Nomination petitions must be signed by Association members. The CAA office will certify a nomination to the Election Committee chairman once 10 valid member signatures have been received. Signatures on the Nominations petition may be signed in person, submitted via email, .pdf or facsimile, but the candidate shall be responsible for submitting all 10 valid signatures at the same time by the deadline to the CAA, not individually.
2. No person may hold more than one CAA Office and/or Directorship at a time. An Officer or Director may run for a different office while serving as an Officer or Director, provided, however, that if elected, the Officer or Director may complete the current term of office or resign to assume the new position prior to being installed into the new position. In such a case, the Elections Committee may consider the office to be vacated as vacant solely for the purpose of scheduling an election to select a replacement for when the Officer or Director is installed into the new office.
3. Nomination petitions for district directors must be signed by current Association members who reside in the district for which candidates are seeking election.
4. Candidates must also sign and submit a Candidate Rules statement at the time of the submission of the Nomination petition.
5. Should a vacancy occur during a District Director's tenure, the Election Committee will coordinate with the staff to send a notice to all addressable CAA members in that District to advise that a vacancy or future vacancy has or will happen and to encourage potential appointees to submit biographical information before the next CAA Board of Directors meeting. Eligible appointees also may be nominated at the Board of Directors meeting. The candidate receiving the most votes from the Board of Directors will be the seated as the District appointee until the next election cycle for that District.
6. The CAA will establish and maintain a "Candidates for Election" web page. It will list all positions to be voted on at the next election. Each candidate's name will be set up as a hyperlink to the candidate's personal web site.
7. Candidates are prohibited from using logos associated with the college or any of its agencies (i.e., The Brigadier Foundation, The Citadel Alumni Association or The Citadel Foundation) in, or on, any of their campaign material or web sites.
8. Candidates are responsible for any letters written in their behalf. For the purposes of publishing a list of endorsements which may be sent out by the candidate or someone supporting the candidate in any variety of ways including letters, e-mails, or social media the candidates must receive the written consent of any person endorsing their campaign. Endorsements may only be made by current members of the CAA in a written and signed letter or on a CAA Candidate Endorsement Form provided by the CAA and must be received by the CAA one week prior to the ballot mail out date. Endorsement letters or forms may be signed in person, submitted via mail, FAX, or scanned and sent via email to the CAA where they will be maintained on file. Signatures on nomination forms are not endorsements. Social media statements or comments such as Facebook likes, or retweets are not to be considered an official endorsement.
9. A mailing list of alumni eligible to vote for a candidate will be available to that candidate for his or her campaign purposes only. Upon request by the candidate, this mailing list may be arranged by alphabet, Zip Code, or other order, and will be prepared as a list, mailing labels or in any other form requested by

the candidate, if possible. All actual costs for the production and delivery of the mailing list, plus a nominal administrative charge, will be paid by the candidate prior to such being prepared by the CAA. Call the CAA office for prices. The Association prohibits the use of these mailing lists for any other purpose than the current CAA election campaign.

10. E-mail addresses will not be provided to candidates. For e-mail campaigning, the CAA office will send out one broadcast e-mail for each candidate. Each broadcast email is limited to 500 words per mailing. Other CAA broadcast e-mail capabilities will not be used to solicit support for any candidate. NOTE: Candidates are reminded that the federal copyright and privacy laws prohibit the use of the Alumni Directory for contact information for (e-mail or postal) mass mailings.
11. In order to avoid violations of the election rules, candidates are encouraged to provide to the Elections Committee not less than 30 days prior to ballot mail out copies of materials they reasonably expect to make available to voters and the method of disseminating such materials. The Elections Committee is aware events occur during a campaign that cannot be foreseen; this provision is not intended to prevent response to such unforeseen circumstances.
12. Candidates are notified that election rules violations are subject to progressive and varied sanctions including but not limited to private reprimand, public reprimand, remedial action as determined by the Elections Committee, required retraction, required apology, and, in extreme cases as determined by the Elections Committee, disqualification from the ballot.
13. A biographical profile on each candidate will be prepared by the candidate according to a format provided by the CAA office. This biographical profile will be mailed with the ballots. Each candidate will be allowed a maximum of one page (8.5" x 11") to list his or her credentials. The candidate may include, within the one-page profile, a personal campaign statement of not more than 100 words. Biographical profiles must be received by the Alumni Office one week following the filing deadline.
14. Ballots will be mailed on Thursday, July 25th 2024 The deadline for receipt of ballots will be 5:00pm on Thursday, August 29th 2024.
15. The Election Committee shall be responsible for counting all votes whether they be by mail or electronic and will announce the results as soon as practical but at least 45 days prior to the annual meeting, unless prevented from doing so by a natural disaster, act of God, or other similar circumstances, so as to allow the new incoming officers the opportunity to attend the Annual Meeting and conduct business afterwards. Candidates will be notified when the ballot-counting is scheduled, and each candidate may have a representative to observe the actual counting of the ballots.
16. The Election Committee will provide a set of these election rules to each candidate. Any alleged violation(s) of the election rules will be dealt with according to the procedures for violation and appeals attached below.
17. Each candidate will sign a statement certifying that he or she has received a copy of the above rules, associated policies, and commit to abide by and follow them and be bound by them.

CAA Conflict of Interest Policy

Officers, board members, committee chairs, and members have a fiduciary duty to conduct themselves without conflict with the interests of The Citadel Alumni Association (CAA). Regarding matters relating to CAA, they must at all times act in the best interest of CAA and shall comply with CAA Bylaws and policies of the South Carolina Non-Profit Corporation Act related to Standards of Conduct Title 33, Chapter 31. Article 8, Subsection C. This includes, but not limited to financial interests, policies, and official positions of CAA. All actual and potential conflicts of interest, whether financial or otherwise, shall be disclosed or reported to the President of the CAA and the Executive Director at the time such a conflict arises or when the officer, board member, committee chair, committee member, or staff member becomes aware of the conflict.

Conflict of interest issues or allegations that cannot be resolved informally by the President and Executive Director shall be referred to the Executive Committee for determination, and any sanction necessary to correct a conflict of interest. The CAA member subject to an adverse determination or sanction may appeal the Executive Committee's decision to the Board of Directors at its next scheduled meeting.

Procedures for Violation and Appeals

Violations: A candidate shall file a written petition with the chairman of the Election Committee alleging any violation of the election process setting forth the facts related thereto. The chairman will forward the petition within five days of receipt to the committee members, the executive director, and the party alleged to have been the violator. Within ten days of receipt, the alleged violator may file a written response with the committee chairman which will be forwarded to the committee members, executive director, and petitioner. Within thirty days thereafter the committee will conduct a hearing at which both parties will be allowed to present testimony, witnesses, and evidence. The committee chairman will preside, and the proceedings will be conducted by Robert's Rules of Order. The committee will render a written report to the Board within five days of the hearing, setting forth separate findings of facts and a remedy. If there is no appeal, the report will be deemed to be accepted by the Board.

Appeal: Within five days of receiving the report, any party may appeal to the Board by filing a written statement with the President setting forth any error made by the Election Committee and presenting information to amend the error. The Board will hold a special meeting within thirty days (with 15 days advance notice by mail) to consider the report and the statement of appeal and render a decision. Both parties and the Election Committee may have a representative at the special meeting to make a brief statement of their positions and to respond to questions. The written decision of the Board will be final.

All proceedings may be conducted by electronic means.

STATEMENT

Enclosed is a copy of the Election Rules---as required by the Bylaws of The Citadel Alumni Association.

Please read these guidelines carefully. Upon receipt, please sign and return a copy of the statement below to The Citadel Alumni Association, 171 Moultrie Street, Charleston, SC 29409.

I have received and read The Citadel Alumni Association Election Rules and associated policies and I shall follow them and agree to be bound by them.

Date: _____

Position Seeking: _____

Name (please print): _____

Signature: _____

2024 NOMINATION FORM

We, the undersigned, each being a member of The Citadel Alumni Association and a member of the class indicated, hereby nominate _____ Class of _____ for the position of _____ and hereby request that his name be placed on the ballot when prepared. **(Must be signed by ten current members of The Citadel Alumni Association.)** This form is only for the purposes of nominating the candidate and does not constitute a formal endorsement.)

Print Name *(Please print legibly)*

Class

Signature

Date

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

The “membership test” is to ask if an individual regularly receives *ALUMNI NEWS*. The magazine is mailed ONLY to Alumni Association members.

CAA CANDIDATE ENDORSEMENT FORM

I, _____, a current member of the Citadel Alumni
(print or type name)

Association consent to the use of my name by _____

a candidate for _____ in the 2024 election.

Signature: _____ Class Year: _____

The Citadel Alumni Association

Policy on Board of Visitor Candidacy Background Investigation & Screening

1. Overview

The Citadel Board of Visitors (“**BOV**”) is responsible for the direction and supervision of The Citadel, the Military College of South Carolina (“**The Citadel**”).

Pursuant to Section 59-121-10 of the South Carolina Code of Laws, “the board of visitors of The Citadel, the Military College of South Carolina, shall be composed of the Governor, the Adjutant General and the State Superintendent of Education, who shall be members ex officio of the board, and eleven others who shall be graduates of the college, seven of whom are to be elected by joint vote of the General Assembly as hereinafter provided, **three of whom are to be elected by such means and methods as may be determined by the Citadel Alumni Association**¹, the result of election to be certified by the president of the association to the Secretary of State, and one of whom shall be appointed by the Governor. The Governor shall make the appointment based on merit regardless of race or economic status and shall strive to assure that the membership of the board is representative of all citizens of the State of South Carolina.” [Emphasis added].

All candidates for election commissioned by the Governor and Secretary of State of the State of South Carolina and The Citadel Alumni Association (the “**Association**”) to serve as a member on the BOV, “must complete background investigations and screening processes prior to qualification as a member. Background investigations and screening for members of the Board appointed by the General Assembly shall be as determined by the General Assembly. Background investigations for members of the Board elected by the Citadel Alumni Association shall include those reviews required by the General Assembly for members it appoints, **and such screening processes as the Citadel Alumni Association shall determine**. Background investigations and screening for the Board member appointed by the Governor shall be as determined by the Governor. Background investigations and screening for all college officers, faculty, administrative staff and other employees of The Citadel shall be as required by the Office of Human Resources” as provided in *College Regulations of The Citadel, The Military College of South Carolina*, Section I, Paragraph 7 (the “**College Regulations**”). [Emphasis added].

Article VIII, Section 2 of the Bylaws of the Citadel Alumni Association provide as follows:

“Candidates for the Board seats must be a Citadel graduate as well as a member in good standing in The Citadel Alumni Association and in compliance with the Constitution and Statutes of the State of South Carolina. An Alumni Member of the Board of Visitors may only serve two six-year terms consecutively, but he/she may serve any number of terms. Terms of office shall begin 1 July and end on 30 June

¹ Association of Citadel Men is the former name of The Citadel Alumni Association.

and shall be for six (6) years. An Alumni Member of the Board of Visitors shall hold office until his successor is elected and installed.”

Article VI, Section 1.d. of the Bylaws of the Citadel Alumni Association empower an Elections Committee “to supervise the conduct of all elections and to recommend to the Board any amendments to the election rules.”

2. Purpose

The purpose of this Policy on BOV Candidacy Background Investigation and Screening (the “**Policy**”) is to ensure candidates for membership on the BOV by and through election of the Members of the Citadel Alumni Association (the “**Association**”) are qualified, following certain background investigation and screening procedures contemplated herein, to occupy the office of a public official in compliance with the South Carolina state law, the College Regulations, the Bylaws of the Association, and review of the Elections Committee of the Association.

3. Scope

This Policy shall apply to all submissions of candidacy for election to the BOV by the Association and its Members pursuant to the then-current nomination forms to the Association.

This Policy shall be a guide to the Elections Committee related to the background investigation and screening of each such interested candidate in connection with a determination to submit the name of such candidate to election of the Members of the Association.

The Board has sole and absolute authority and discretion to interpret, amend, modify or terminate this Policy.

4. Policy

- a. To be considered for nomination to election to the BOV by the Members of the Association, each interested candidate shall complete and submit the then-current form to the Executive Director of the Association, which shall include a consent from the interested candidate to permit the Association, by and through its legal counsel, to conduct a background investigation and screening of such individual as contemplated by this Policy. In connection with and subject to any direction from the Elections Committee, the Executive Director is authorized to promulgate such submission and consent forms for use by each potential candidate interested to serve on the BOV pursuant to the power of appointment vested in the Association under Section 59-121-10 of the S.C. Code of Laws.
- b. Failure to submit the appropriate forms and consent to enable the Association, by and through its legal counsel, to perform the background investigation and

screening in accordance with this Policy will result in a candidacy to not be considered.

- c. Following the receipt of all applicable then-current forms, consents and related requirements within any deadline prescribed by the Elections Committee, the Executive Director shall direct legal counsel of the Association to conduct a background investigation and screening of each interested candidate.
- d. Legal counsel shall conduct a general background investigation and screening of each candidate, including searches related to the following areas:
 - i. criminal convictions;
 - ii. crimes of moral turpitude, fraud, and abuse;
 - iii. significant driving related offenses;
 - iv. crimes against minors;
 - v. sex offender registry;
 - vi. significant credit/bankruptcy matters which may affect the candidate's fitness for office;
 - vii. tax, mechanic, and other liens; and
 - viii. other similar matters, which may bring discredit upon The Citadel, the Association, the candidate, the BOV, or the State of South Carolina if the candidate is seated as a public official and member of the BOV.
- e. Following legal counsel's commission and receipt of background investigation and screening report(s) for each interested candidate that submitted applicable forms to the Executive Director within the deadline, legal counsel will take the following action:
 - i. Legal counsel will provide the candidate a copy of his or her background investigation and screening report(s). During the period that is fifteen (15) days following notice to the candidate of the results of the background investigation and screening report from legal counsel, the interested candidate will have the opportunity to ask questions of legal counsel, provide any additional information for consideration related to the subject matter from the background investigation and screening, including any explanation of circumstances, and in the event the interest candidate objects or challenges any aspect of the background investigation and screening report may request that further due diligence be conducted at the sole cost and expense of the interested candidate. Additionally, the interested candidate may withdraw the request to be considered for election.
 - ii. Within thirty (30) days following the notice to each interested candidate of the background investigation and screening report,

following such period of time whereby an interested candidate may provide a supplemental explanation or objection to the report, legal counsel will submit background investigation and screening reports only if any aspect of the background investigation and screening report requires further due diligence be conducted, along with any other written submission or explanation from each interested candidate as contemplated above, to the Elections Committee of the Association.

- f. The Elections Committee (i) is authorized to evaluate applicable background investigation and screening reports and all information presented through the procedures contemplated herein, (ii) may direct legal counsel to conduct additional diligence on any candidacy, and (iii) may direct questions to any interested candidate. The decision of the Elections Committee to submit a candidate for inclusion on the election ballot of the Association in connection with an appointment to the BOV of The Citadel shall be made with the interests of The Citadel and the Association in mind. Any decision in connection therewith shall be made on the evaluation of a multitude of factors and in accordance with applicable law. No inference shall be made or is intended in connection with any decision of the Elections Committee. Interested candidates will not be afforded any opportunity for further appeal of the decision of the Elections Committee.
- g. If the Elections Committee determines that the candidate is eligible to serve on the BOV in accordance with South Carolina state law, the College Regulations and Bylaws of the Association, and pursuant to the evaluation of proposed candidacy by the Elections Committee, in its reasonable discretion, then each such candidate, as approved by action of the Elections Committee, will be presented to the Members for election consideration on the official election ballot of the Association.
- h. The Elections Committee is directed to review submissions for candidacy for election in executive session, but any formal vote to approve the inclusion of a candidate on the election ballot shall be conducted in general session. Each member of the Elections Committee of the Association shall be expected to maintain all such information of an interested candidacy, including any background investigation and screening report and information, in the strictest of confidences.
- i. Confidentiality. It is the policy of the Board and the Association that all information submitted by interested candidates, all background investigation and screening reports and other related information from legal counsel, and all written documents in connection with a candidates interest in inclusion on the election ballot shall be maintained in the strictest of confidences, to the extent permitted by applicable law, such information being sensitive and proprietary, related to the advancement of governance and the objectives of the Association, and subject to attorney/ client privilege. Notwithstanding the foregoing, the name of each candidate to be

included on the election committee pursuant to action of the Elections Committee shall be not be confidential.

Last Update: March 31, 2021