

To: Alumni Association Election Candidates  
From: The Citadel Alumni Association Election Committee  
Re: 2024 Election Instructions and Documents

Dear Candidate,

Thank you for your interest in serving The Citadel Alumni Association and The Citadel. In accordance with the Bylaws of The Citadel Alumni Association ("CAA"), the Election Policy of the CAA and the Nomination Policy of the CAA, this letter and accompanying documents will serve as the 2024 Election packet for those seeking election for District Director positions on the Board of Directors of the CAA and officer positions of the CAA. Please follow the below requirements so that you may be considered for the position being applied for.

1. All candidates must submit a nomination form signed by ten (10) members of the Association, the nomination form for District Director positions must be signed by 10 members who reside in the district in which you are submitting for. Your packet should clearly identify the position for which you are seeking.
2. Candidates must also submit a signed Candidate Statement Form to confirm receipt and acknowledgment of the CAA election guidelines.
3. 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](mailto: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.
4. 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 who reside in the district named above.** 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: \_\_\_\_\_

## **General List of Responsibilities of a District Director**

Support the Objectives of the CAA as outlined in the Bylaws:

- To provide a private, self-sustaining, non-profit organization to support, advance and promote the ideals and purposes of The Citadel, the Military College of South Carolina, the Corps of Cadets, and the Alumni
- To foster, perpetuate and preserve the history, memories, values and traditions of The Citadel, the Military College of South Carolina, the Corps of Cadets, and the Alumni
- To sell, award and determine the right to wear the ring of The Citadel, which ring and trademark thereto are owned by the Association.

Serve the CAA with fiduciary duties to the association, its members, and the Board of Directors.

Participate (in person if possible or on-line) in 4 scheduled meetings each year generally February, April, September, and Homecoming. Directors who do not attend at least one meeting per year are deemed inactive and will be replaced.

Participate in other called CAA board and committee meetings.

Be available to serve on committees, serve as committee chair, and provide support requested by the CAA President

Assist existing Citadel clubs in District as needed to enhance their programs in coordination with the CAA.

Promote the establishment and growth of new Citadel clubs in District.

Promote Citadel clubs to obtain and maintain Gold Star status.

Encourage and support Citadel clubs to conduct annual Muster formations.

Serve as an ambassador of the CAA and as a conduit to provide relevant information to CAA members in District.

Focus on increasing membership of the CAA.

Ensure that local clubs have an active Citadel Volunteer Program that provides information to young men and women interested in The Citadel. Assist with the recruiting and retention of cadets.

Assist in coordinating support for activities of the Corps of Cadets when events are held outside of the Charleston area.

Cultivate a replacement(s) Director from the CAA membership at the end of your service, encourage Board participation to fellow members, and notify the Board as early as possible if moving out the district or off of active duty.