



**OFFICE OF THE ELECTIONS CHAIRPERSON
RICKS INSTITUTE ALUMNI ASSOCIATION (RIAA)**

MEMORANDUM

TO: All prospective candidates running for an elected office

FROM: George M. Brown, Sr.; Chairperson for Elections, RIAA

SUBJECT: RIAA ELECTIONS 2018

DATE: May 17, 2018

KINDLY BE INFORMED THAT 2018 MARKS ANOTHER ROUND OF ELECTIONS FOR **ALL OFFICES** OF OUR ORGANIZATION **EXCEPT** THAT OF THE CHAIRPERSON OF FINANCE.

In view of the aforesaid, I am submitting the following information to heighten your interest and declare your intention to become an officer:

I. THE POSITIONS & TERM OF SERVICE THAT ARE OPEN FOR ELECTION ARE AS FOLLOWS:

1. National Chairman --- 2 years (Max: two consecutive terms)
2. Vice National Chairman --- 2 years (Max: two consecutive terms)
3. Chairperson of Records & Correspondence --- (elected for 2 years)
4. Chairperson of Finance --- (elected for 2 years, as an odd year)
5. Chairperson for Audit --- (elected for 2 years)
6. Chairperson of Legal Affairs --- (elected for 2 years)
7. Chairperson for Programs & Development --- (elected for 2 years)
8. Chairperson of Religious Affairs --- (elected for 2 years)
9. Chairperson for Elections --- (elected for 2 years)

According to the RIAA Constitution, final Official Positions for these terms of office will be determined by a two-thirds majority vote (ELECTION) during the business section of the 2018 Convention. This will occur on Friday, August 31st, in Washington, D.C. **All potential Candidates or Nominees MUST be in “Good Financial Standing” (Dues payment up-to-date).**

II. ALL POTENTIAL CANDIDATES VYING FOR ANY OF THE ABOVEMENTIONED OFFICES DURING THE 2018 CONVENTION, MUST READ THE FOLLOWING NOTICES BELOW:

A. QUALIFICATION OF SOME THE ELECTORAL SEATS:

- 1. Chairman, Vice Chairman & Election Chairperson – MUST** be a Member of Ricks Institute Alumni Association of good moral character with a *five-year* professional experience in leadership (showing leadership credentials), especially in activities of the representative Local Chapter of the association. Additional criteria are:
 - *Dues payments up-to-date*
 - *Must have attended the annual convention the last 2 consecutive years prior to being elected.*

- 2. A potential candidate or nominee for the position of Financial Chairperson - MUST** present his or her application along with the necessary credential to the Elections Commission no later than **12:00 midnight** before the Day of the Election; must be trusted, credible and must have been an active member involved in the activities of the association for at least 5 years. Any of the following credentials will be accepted:
 - *Accountant – B.Sc. in Accounting*
 - *Mathematician*
 - *Statistician*
 - *Business Administrator- B.Sc. in Business Administration*

- 3. A potential candidate or nominee for the position of Audit Chairperson - MUST** present his or her application along with the necessary credential to the Elections Commission no later than **12:00 midnight** before the Day of the Election. Any of the following credentials will be accepted:
 - *Accountant*
 - *Business Administrator*
 - *Management*
 - *Mathematician*

- 4. A potential candidate or nominee for the position of Legal Chairperson - MUST** present his or her application along with the necessary credential to the Elections Commission no later than **12:00 midnight** before the Day of the Election. Any of the following credentials will be accepted:
 - *Business Law – at least a B.Sc. in Business Administration*
 - *Presentation of credentials that conforms to the above status*
 - *Or A Prior Chairman or Vice-Chairman of RIAA, USA, Inc.*

5. **A potential candidate or nominee for the position of Programs & Development Chairperson - MUST** present his or her application along with the necessary credential to the Elections Commission no later than **12:00 midnight** before the Day of the Election. Any of the following credentials will be accepted:

- *Presentation of an Organized Fund-Raising Events platform*
- *Economics*
- *Marketing*
- *Business*
- *International relations*
- *Sociology*
- *Public Relations*

6. **Religious Affairs Chairperson MUST** be a “**Baptized Believer**” who is a Devoted Christian and is very much involved with his or her church activities, has the ability to lead and is knowledgeable in religious affairs. **A Pastor, Elder, Lay Leader, Deacon or Deaconess** is preferable but **not required**. *All other Religions such as Islam, Buddhism, Confucianism, Hinduism, etc., would not be accepted.* We should be reminded that, Ricks Institute was founded on Christian Principles. This was one of the main reasons why Ricks has remained strong and successful throughout the years.

B. WHERE DOES THIS LEAVE OUR ENGINEERS, SCIENCE MAJORS AND OTHER FIELDS OF STUDY?

These required credentials- listed above -do not stymied these individuals from getting elected into these positions. There are other offices that are flexible to others (Records & Correspondence and Elections). However, to qualify, a potential candidate or nominee **MUST** present a portfolio that **HIGHLIGHTS** some level of experience in the **POSITION OF INTEREST** no later than **12:00 midnight** before the Day of the Election. Our intent is to eliminate popular votes for someone who is not qualified to do the work and will subsequently provide no improvement to the organization.

III. PROPOSALS

1. Applications for all potential candidates **MUST** be presented to the Elections Chairperson **NO LATER THAN 12:00 midnight** before the Election Day Friday, August 31st, 2018, and must contain the following information:

- *Full Name*
- *Address (home) or E-Mail Address (if available)*
- *Telephone Number (home and/or cell)*
- *Name of Chapter Association*
- *Position of Interest*
- *Years attended Ricks (indication of graduation date as applicable)*
- *Experience, Skills*
- *Brief description of your next 2-year plans for RIAA.*

2. **CONTACT:** George M. Brown, Sr, Chairperson of Elections, RIAA, USA, Inc.
TEL: 908-337-6720 OR EMAIL: GEORGE.BROWN535@COMCAST.NET

IV. ROCEDURES OF ELECTION ON ELECTION DAY:

1. Election will be executed under a *Secret Balloting System*.
2. Voters' eligibility would be based on the *Roll Call* at the convention. A voter who is not registered (Dues Paid) for the convention is considered ineligible.
3. Absentee Nominee(s) **MUST** present a letter of intent to the Chairperson of Elections **One Week (1 week) prior** to the commencement of the convention to be considered for the electoral process. Absentee Nominee(s) will **NOT** be allowed to vie for the positions of the National and Vice National Chairmanship of RIAA. Absentee Votes will **NOT** be accepted without a signed and notarized letter, regardless of person being registered.
4. The **Chairpersons for Elections, Legal Affairs and Audit** would be required to count the election ballots.
5. In the absence of any of the of the designated officials, the Chairman will be required to nominate a Chairperson along with his associates to conduct the counting of the ballots.
6. The results of the elections will be announced at the **Annual Dinner Ball** and Installation of all the Officers will be conducted thereafter.
7. Whenever there is a need to break a tie, the National Chairman will be required to vote.
8. All disputes resulting from elections will be deferred to the Chairperson of Elections in consultation with the Chairperson of Legal Affairs for resolution.

Your cooperation in this regard is highly appreciated

END