



Ricks Institute Alumni Association, USA Inc., 2020 Pennsylvania Ave, Suite356 Washington, DC 20006

OFFICE OF THE ELECTIONS CHAIRMAN
RICKS INSTITUTE ALUMNI ASSOCIATION
MEMORANDUM

TO: ALL PROSPECTIVE CANDIDATES RUNNING FOR AN ELECTED OFFICE

FROM: KEDRICK L. WHITE, CHAIRMAN, ELECTIONS COMMISSION,
RIAA-USA

SUBJECT: RIAA-USA 2022 ELECTIONS

DATE: July 26, 2022

PERSUANT TO THE DECISION OF THE RIAA-USA BOARD & NATIONAL OFFICERS TO HOST THE 2022 IN-PERSON AND VIRTUAL CONVENTION (COMBINED) WHICH CONCOMITANTLY GIVES RISE TO THE HOSTING OF ELECTIONS OF OFFICERS OF THE FOLLOWING OFFICERS LISTED BELOW (TERMS INCLUDED), WE HEREBY DECLEAR THE FOLLOWING OFFICES VACANT FOR OCCUPANCY:

1. National Chairman — 2 years (Max: two consecutive terms)
2. Vice National Chairman — 2 years (Max: two consecutive terms)
3. Chairperson of Finance — (elected for 2 years, off year only)
4. Chairperson of Legal Affairs — (elected for 2 years)
5. Chairperson of Audit — (elected for 2 years)
6. Chairperson of Records & Correspondence — (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)

Official Positions and Terms of office are determined by the Constitution.
(As amended by two-thirds majority vote at the 2003 Convention).

All potential candidates or nominees for vying for any of the positions listed above **MUST** present his or her **application letter along with the necessary credentials** to the Elections



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Commission no later than 12:00 Mid Night **last Sunday before the Opening Day** of the Convention.

Qualification of Electoral Seats

- All Nominees must be in good standing (dues paid up to date)
- An Application Letter submitted by or on behalf of each Nominee should include:
 - Position of Interest
 - Full Name
 - Address
 - E-mail Address
 - Telephone Number
 - Name of Chapter
 - Years attended Ricks (indication of graduation date if applicable)
 - Experience, skills
 - Brief description of plans
- Absentee nominee should present a letter of intent to be considered for the electoral process.

Any of the following credentials will be accepted:

- **National Chairman, National Vice Chairman, and Election Chairperson** - Member of Ricks Institute Alumni Association of good moral character, with a five-year professional experience in leadership (showing leadership credentials)
 - **For National and Vice National Chairman Positions** (Dues paid & attendance for the last 2 consecutive years prior to being elected)
- **Financial Chairperson** credentials should be presented and accepted according to these status:
 - Accountant - B.Sc in Accounting
 - Mathematician
 - Statistician
 - Business Administrator - B.Sc. in Business Administration



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- **Legal Chairperson** credentials should be presented and accepted according to these status:
 - Business Law - at least a B.Sc. in Business Administration
 - Presentation of credentials that conforms to the above status

- **Audit Chairperson** credentials should be present and accepted according to these status:
 - Accountant
 - Business Administrator
 - Management
 - Mathematician

- **Records & Correspondence** credentials should be present and accepted according to these status: **Preferred Requirements**
 - College graduate
 - Possess skills to create and/or maintain web pages/websites
 - Previous experience in role or a similar role

- **Programs & Development Chairperson** credentials should be presented and accepted according to these status:
 - Presentation of Organized Fund Raising Events
 - Economics
 - Marketing
 - Business
 - International relations
 - Sociology
 - Public Relations

- **Religious Affairs Chairperson** credentials should be present and accepted according to these status:
 - **MUST be a Baptized believer**
 - Must be a **Devoted Christian who is very much involved with his or her church activities**
 - **Must have the ability to lead and is knowledgeable in religious affairs.**
 - **May be a Pastor, Elder, Lay Leader, Deacon or Deaconess (preferable but not required)**



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- All other religions would not be accepted including but not limited to: Islam, Buddhism, Confucianism, Hinduism, etc.).
- We should be reminded that Ricks Institute was founded on Christian principles. This was one of the main reasons she remained strong and successful throughout the years.

NOTE

These required credentials listed above do not exempt our Engineers, Science Majors and other fields of study from getting elected into these positions. These required credentials listed above does not stymied these individuals from getting elected into these positions. **However, in order to qualify, one must present a portfolio that states some experience in the positions listed above.** Our intent should be to eliminate popular votes for someone who is not qualified to do the work and thus will provide improvement to organization.

Procedures

1. This election will be executed under a Secret Balloting System (Electronically when possible).
2. Voters' eligibility would be based on the Roll Call or via electronic means at the convention.
3. A voter who is not registered (Dues Paid in full) for the convention is considered ineligible.
4. Absentee Votes will NOT be accepted without a signed and notarized letter, regardless of person being registered.
5. The Chairpersons for Elections, Legal Affairs and Audit would be required to count the election ballots. In the absence of any 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 Convention 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 for Elections in consultation with the Chairperson of Legal Affair for resolution.



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Kedrick L. White,

Chairman RIAA-USA - ELECTIONS COMMISSION

END OF DOCUMENT

RIAA-USA Our Code of Conduct

The following are minimum ethical principles, actions, behaviors, and attitudes meant to guide the interest of RIAAUSA, safeguard cohesiveness, and promote the well-being of RIAA members & community.

Respect: Treat each member with dignity, respect courtesy and good faith.

- Will engage in actions that would enhance the private and public image of the association.
- Safeguard the mental, physical and emotional wellbeing of RIAA members and community.
- Will refrain from any action that would damage, tarnish, hamper or hinder the image of RIAA-USA, its appearance or brand.

Integrity: Be honest & truthful in executing all activities related to the office and interest of RIAA

- Execute official duties or membership activities in keeping with all legal, corporate and ethical requirements, including those involving social media.
- Avoid conflicts of financial interest.
- Trust is the foundation of our relationships.



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Accountability: Remain accountable, transparent and ethical.

- Attend scheduled meetings, come prepared, be on time, engaged and actively participate
- Do not use the office, material, or tools of RIAA in an inappropriate or unprofessional manner
- Execute the activities of your office, for which you volunteered, in a manner that puts the interest of the organization, its membership, community and stakeholders above self interest

Appreciation: In verbal & written communications, show appreciation to all members.

- Maintain the spirit of RIAA as represented by its Alma Mater Motto: Not for Self But For Others.
- Engage in polite and meaningful debates, and deliberations – void of personal attacks, name calling, mocking and deliberate shaming of members.
- Everything we do is built on the foundation of what others did before us.

Unity: RIAA is composed of a diverse group of members (ages, religion, creed, sexual orientation, etc.), unified by their love of Ricks Institute.

- Act to unify the membership and refrain from divisiveness, personal attacks, or actions that sow disunity.
- Our diversity brings strength. We should look for ways where together we can anchor in our purpose to provide support for each other and for Ricks Institute.

Selflessness - Put the interest of RIAA above self-seeking, personal needs.

- Appropriately handle all conflict or apparent conflicts (perceive or real), through proper channels as shown (personal counsel, intermediaries, mediations, internal or external legal avenues).
- When faced with unsure ethical dilemmas, consult the RIAA Chair of Religious Affairs prior to taking actions.

Advancement - Move organization forward.

- Be innovative, creative and inclusive. Strive and promote positive change
- Except for unlawful instructions /actions - support outcomes and decisions derived from group deliberations. I have reviewed and understand the Code of Conduct and agree to comply with it. As a legal entity,

RIAA-USA reserves the right to take remedial / disciplinary actions of any officer / member that violates the code of ethical conduct. I understand my failure to uphold this document may cause me to be subjected to disciplinary actions as defined in Section 6.3 of the Bi-Laws of RIAA.

Faithfully



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signed & dated: