

General Body Meeting
Thursday, March 21, 2019, 7:00 p.m. EDT
at the Clark Atlanta University School of Business
Conference Number: (515) 739-1285 | Access Code: 338172

AGENDA

7:00 p.m. EDT - Networking and Dinner

7:30 p.m. EDT - Meeting and Conference Call

- Welcome by Myrah Murrell, SBANA President
- Roll Call
- Introductions- SBANA Officer and Founding Members
- SBANA Updates
- Discuss Upcoming SBANA Elections
- Q&A
- Announcements

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Establish A Scholarship for the CAU School of Business

Establish a Scholarship



Establishing an annual named scholarship through SBANA is a chance to create a legacy and have an immediate impact on the CAU School of Business and its students. A named annual scholarship is awarded annually for one or more years and can be established with a minimum gift of only \$500.

To begin the process of establishing an annual named scholarship, please review the guidelines below and complete the request form [here](#).

If you need assistance, please send us an email at scholarships@sbana.org or give us a call at (404) 500-7564.

Important Deadlines

Requests to establish an annual scholarship for Fall 2019 must be received by **Tuesday, April 30, 2019**.

Guidelines for Establishing a Scholarship

- Determine the gift amount and annual award
To determine the amount of your gift, use the following formula: *amount of annual award x years = total gift \$* (\$500 x 2 years = total gift of \$1,000)
Multi-year scholarships require a minimum gift of \$1,000, payable over two years. For example, a gift of \$2,000 can establish an annual named scholarship of \$500, awarded annually over four years.
- Choose a name and determine criteria for your scholarship
As a donor, you choose the name of your scholarship and determine the criteria. However, there are minimum requirements for all scholarships established through SBANA. *Minimum requirements: 1. Recipient(s) must study a major offered within the CAU School of Business; 2. Recipient(s) must be in good academic standing with a minimum GPA of 2.5.*

Annual scholarships are awarded to CAU School of Business students based on financial need (textbooks, emergency hardship), merit, academic achievement, specific area of study (accounting, finance, MBA, etc.).

Need assistance determining criteria? Contact us at (404) 500-7564 or send us an email, scholarships@sbana.org.

Administration of Scholarship Funds

The Scholarship Committee manages the SBANA scholarship program. The committee is comprised of SBANA volunteer members and Clark Atlanta University School of Business representatives. *The Committee is currently co-chaired by [Myrah Murrell, CAU '07](#) and Dr. Edward Davis, CAU School of Business Representative.*

- **Application and Selection Process**

- The Scholarship Committee will review all submitted applications and select the most deserving student(s) based on criteria set by the donor.
- Annual named scholarships will receive a dedicated online application that will be accessible via the SBANA. [Scholarship page](#).
- Annual scholarships will be promoted via social media and email communication.
- Donors will be notified of the committee's selection(s) and will receive acknowledgment letters from recipients.

Annual scholarships are not permanent and are awarded for as long as the donor contributes to the fund.

If you would like to give a gift under \$500 please consider donating through our General Scholarship Fund. Donating through our General Scholarship Fund allows us to pool donations and support the most deserving students with the greatest needs. [SBANA.org/scholarships](https://www.sbana.org/scholarships)

To begin the process of establishing an annual named scholarship, please click [here](#).

2018 Nomination Policy & Election Timeline

Our Policy on Officer Nominations is available at www.sbana.org/governance. The purpose of the nominations policy is to describe how candidates for possible inclusion in our slate of officers (the “candidates”) are selected. The nominations policy was approved by the existing Executive Committee and is administered by the Nominating Committee.

Minimum Requirements

Each candidate must possess at least the following specific minimum qualifications:

- Each candidate must be a member in good standing with SBANA;
- Each candidate must be a financial member in good standing with CAUAA, Inc.;
- Each candidate must be a graduate of Clark College, Clark University, Atlanta University, or Clark Atlanta University;
- Each candidate should exhibit integrity, excellent leadership qualities, commitment and dedication to SBANA and the University;
- Each candidate must be prepared to participate fully in board activities, including active membership on at least one board committee and attendance at, and active participation in, meetings of the board and the committee(s) of which he or she is a member.

Desirable Quality and Skills

In addition, the Nominating Committee also considers it desirable that candidates possess the following qualities or skills:

- Each candidate should contribute to the board of directors’ overall diversity — diversity being broadly construed to mean a variety of opinions, perspectives, personal and professional experiences and backgrounds, such as gender, ethnicity differences, as well as other differentiating characteristics;
- Each candidate should contribute positively to the existing chemistry and collaborative culture among board members; can analyze and ask questions at a strategic level; provide and seek constructive feedback; exhibit strong listening skills
- Each candidate should possess professional and personal experiences relevant to their position. At this stage of our development, relevant experiences might include, among other things, entrepreneurial experience, corporate event planning experience, mid- senior level marketing experience, and experience in one or more of the following areas:
 - non-profit fundraising, finance, accounting, sales and marketing, organizational development, information technology and public relations.

Process for Identifying Candidates

The Nominating Committee identifies candidates by those proposed by members, and solicits ideas for possible candidates from recommendations of the Board.

Officer Slate for 2018-19

Second Vice President, Treasurer, Parliamentarian, and Historian

Term Length

- 2 years

Timeline

2018 Nomination and Election Timeline	
Sunday, April 1, 2018, 11:59 p.m. ET	2017-18 financial members as of Sunday, April 1, 2018 will receive the 2018 Nominations Policy and Election Timeline, Officer Nomination form, and paper ballot request form via email.
Monday, April 2 – Sunday, April 29, 2018 11:59 p.m. ET	All financial members may nominate themselves; an alumnus/alumna of the School of Business Administration (CAU, Clark College, Atlanta University, Clark University); or be nominated for any office.
Sunday, April 29, 2018, 11:59 p.m. ET	Deadline to submit form requesting a paper ballot
Monday, April 30 – Sunday, May 6, 2018	Nominees will be informed of their eligibility or ineligibility, via e-mail.
Monday, May 7- Sunday, May 13, 2018	<ul style="list-style-type: none">• Ballots (electronic and paper) will be created.• Paper ballots and candidate information mailed to members who requested by deadline (April 29).
Monday, May 14, 2018	Members eligible to vote will receive candidate information and electronic voting instructions via email.
Tuesday, May 15, 2018	Electronic voting opens.
Thursday, May 31, 2018, 11:59 p.m. ET	Electronic voting closes <i>All paper ballots must be postmarked and received no later than May 23, 2018.</i>

Thursday, May 31, 2018	Ballots (paper and electronic) will be officially counted.
Friday, June 1, 2018	Elected officers will be notified at this time.
Wednesday, June 13, 2018 (annual meeting date)	Election results announced at annual meeting and posted on website, e-mail blast and mailed to paper ballot voters.

Nominating Committee Contact Information

Ms. Marie Whitworth, Vice President & Founding Member

Email: election@sbana.org

SBANA OFFICER RESPONSIBILITIES

OFFICER POSITIONS

JOB DESCRIPTIONS

PRESIDENT

Hours per week: 21-25

Duties:

- Acts as Chief Executive Officer of the CAUAA School of Business Alumni Network Affiliate (SBANA) and develops and presides over all meetings of the SBANA Membership and the Executive Committee;
- Serves as an ex-officio member of all committees, with the exception of the Nominating Committee
- Establishes committees for specific purposes with the concurrence of the organization;
- Interprets and enforces the provisions of the Constitution and By-laws;
- Signs all proclamations and awards issued by the organization;
- Is an authorized signatory on all accounts maintained by the organization;
- Execute all contracts on behalf of the organization;
- Represent the organization at all significant public affairs or designate a representative when he/she is unable to attend;
- Keeps members of SBANA informed of all activities undertaken and matters of concern to the Executive Committee;
- Encourages the Executive Committee's role in strategic planning;
- Play a lead role in fundraising activities and other events;
- Maintain consistent communication with the President & Vice President, Clark Atlanta University Alumni Association; and
- Develops and maintains mutually beneficial relationships between the organization, School of Business and University.

VICE PRESIDENT

Hours per week: 7-10

Duties:

- The Vice President presides in the absence of the President assuming all his/her powers and duties;
- Manages the organization's programming; and
- Assists with the organization's development.

SECOND VICE PRESIDENT

Hours per week: 7-10

Duties:

- The Second Vice President presides in the absence of the President and Vice President, assuming all his/her powers and duties;
- Manages the organization's committees and assists them in achieving set goals, such as, but not limited to:
 - Increasing membership;
 - Conducting special events; and

- Raising funds for SBANA
- Works closely with the President and Vice President to assist with the organization's development; and performs other duties as assigned by the President

TREASURER

Hours per week: 4-6

Duties:

- The Treasurer is responsible for receiving and keeping a detailed record of all monies from the Financial Secretary;
- Presents a written detailed report at each meeting of the Organization and Board of Directors, commensurate with good and efficient business practice.;
- Acts as principal signatory along with one or two other designated as signatory (either the President or Financial Secretary), on all checks or instruments evidencing disbursements of Organization funds or any other related financial accounts;
- Deposits all monies of the organization in the organization's bank account;
- Makes withdrawals only as authorized by the organization
- Disburses monies and funds according to the approved budget and approved programs and activities; and
- Is Co-Chairperson of the Budget Committee.

RECORDING SECRETARY

Hours per week: 2-4

Suspended for 2017-19 year/ replaced by Secretary Position

Duties:

- Records and disseminates the minute of each Executive Board and General Membership Meeting;
- Responsible for accurate record of all members attending meetings; and
- Keeps a file of approved minutes and records.

CORRESPONDING SECRETARY

Hours per week: 3-6

Suspended for 2017-19 year/ replaced by Secretary Position

Duties:

- Responsible for notifying members of the place and time of all regular meetings;
- Maintains a roster of regular and potential members;
- Receive and read all correspondence at the regular meetings and be responsible for replies to such correspondence when necessary; and
- Responsible for sending copies of an abbreviated summary of all General Meetings to financial members within a week following the meeting.

SECRETARY

Hours per week: 1-3

Duties

- The Secretary will record the minutes of all SBANA meetings (Board of Directors, Executive Committee, General Body and Annual Meeting). The Secretary will maintain the meeting records and file them in the organization's shared drive.
- The Secretary will work with the President to distribute meeting minutes and related materials in a timely manner.

In addition, the Secretary is responsible for monitoring the SBANA P.O. Box, located at 848 Oglethorpe Ave SW, Atlanta, GA 30310 on a monthly basis. The Secretary will report on received mail to Executive Committee and distribute to appropriate person(s).

FINANCIAL SECRETARY

Hours per week: 2-4

Duties:

- Keeps a record of all monies received, dues or otherwise;
- Transmits monies to the Treasurer for issuance of receipt;
- Prepares and presents monthly and annual financial reports to the Board of Directors, and
- Is Co-Chairperson of the Budget Committee.

PARLIAMENTARIAN

Hours per week: 1-3

Duties:

- Advises the President on all legal matters, including the interpretation of the SBANA constitution and bylaws; and
- Performs other duties that are usually incident to the office.

HISTORIAN

Hours per week: 3-5

Duties:

- Publishes all newsworthy achievements of the organization in the public press;
- Complies and collects historical and biographical materials regularly for the use of the organization and directs the organization's publication; and
- Maintains file copies of all SBANA publications and history.

CHAPLAIN

Hours per week: 1-3

Duties:

- Performs services/ceremonies and provides inspirational guidance
- Maintains the chapter morale at a high level.

Committees | The School of Business Alumni Network Affiliate (CAUAA)

Standing Committees help SBANA thrive! Committees are made up of SBANA members who volunteer a few hours a month and give back by using their talents and professional skills to help SBANA invest in the B-School.

Interested in joining a committee? Contact us [here](#)

Budget Committee

The Budget Committee oversees the planning of the yearly budget for SBANA. The budget is presented to the Board of Directors for approval by June 30 of each fiscal year.

Email: Finance@SBANA.org

Constitution & Bylaws

The Constitution and Bylaws committee periodically reviews SBANA's constitution and bylaws for accuracy and effectiveness. The committee also reviews proposed amendments and motions to ensure compliance.

Fundraising Committee

The Fundraising Committee helps to raise funds for SBANA's programming and the general scholarship fund by developing events and fundraising campaigns throughout the year. The committee also works closely with the Executive Committee to plan signature events for SBANA.

Membership Committee

The Membership Committee helps to increase SBANA's membership and retain members.

Marketing, Branding & Communications

The Marketing, Branding & Communications Committee functions as the Marketing department of SBANA and oversees all of SBANA's marketing, branding and communication efforts.

Chair: Marie Whitworth, CAU '06

Email: info@sbana.org

Nominating Committee

The members of the Nominating Committee are responsible for identifying and recommending the slate of officers for elections. The committee oversees the nominating and elections process.

Email: Election@sbana.org

Program Committee

The Program Committee plans and assists with the implementation of programs that benefit SBANA members. The committee owns the development of showcasing the value of alumni through programming centered on the University achieving its goals.

Email: Programs@sbana.org

Scholarship Committee

The Scholarship Committee is comprised of SBANA member volunteers and CAU School of Business representatives. The committee oversees the SBANA General Scholarship Fund application, award and disbursement process.

Co-Chair: Myrah Murrell, CAU '07 | CAU B-School Representative: Dr. Edward Davis, Faculty

Email: Scholarships@sbana.org

Time and Place Committee

The Time and Place Committee functions as the event coordinators for SBANA by identifying and securing event, meeting locations and best dates for signature and social events.

Vacant Positions 2018-19

- Constitution & Bylaws Committee- *Chair*
- Fundraising Committee- *Co-Chair*
- Program Committee- *Chair*

If you're interested in a vacant position, please contact us [here](#) and indicate the position you'd like to fill.

IMPORTANT DATES

Event	Date	Location
Clark Atlanta University Founders Week	March 18-22, 2019	CAU Campus
SBANA General Body Meeting	Thursday, March 21, 2019	Atlanta, GA
Spirit of Greatness Gala	March 23, 2019	Hyatt Regency Atlanta
First Year Business Seminar Mock Interviews	March 26 & 28, 2019	Clark Atlanta University, School of Business
SBANA Elections	<i>Tentative: Tuesday, May 14-Thursday, May 30, 2019</i>	TBD
May Weekend	May 16-20, 2019	CAU Campus
SBANA Annual Meeting	<i>TBD</i>	Atlanta/Video Conference
CAU Commencement	Monday, May 20, 2019	CAU Panther Stadium
CAUAA International Alumni Day	Saturday, June 8, 2019	Atlanta, GA
Deadline to Establish Annual Named Scholarship for Fall 2019	Tuesday, April 30, 2019	SBANA.org/Establish
SBANA Fiscal Year Ends <i>2018-19 Memberships Expire</i>	June 30, 2019	

SBANA.ORG/EVENTS