

SACA GENERAL ELECTION GUIDELINES

NAME & FIXED DATE

1. Elections to fill the positions of the entire body of executives within the SACA Executive Committee shall be known as SACA Executive Committee General Elections.
2. SACA Executive Committee General Elections shall take place on the **last Saturday of October** of the year in which elections are due. The election may be postponed from this date due to an Act of God or other unforeseen circumstances. In such instance, the date of the election shall be seven days after it should have been held, in successive seven day cycles, until the election is held.
3. The SACA Executive Committee shall make a public announcement of the upcoming general election on July 1 of the year in which elections are due, notwithstanding the day of that date.

NOMINATIONS/APPLICATIONS

4. Nominations and or applications from members of the SACA general membership for election to any available position in the SACA Executive Committee General Elections may be accepted beginning **September 1** of the year in which elections are **due and ending fourteen days (14) after announcement** in the same month. In this instance, Saturdays and Sundays are counted.
5. All nominations and or applications from members of the SACA general membership for election to all positions in the SACA Executive Committee General Elections, shall be received by the Legacy Committee **in a manner stated in the SACA constitution or by laws.**
6. All sitting/serving members of the SACA Executive Committee who are eligible and intend to offer themselves for re-election to their current position or for another position must state their intention on or before **September 14** of the year in which elections are due.

FINANCIAL STATUS

7. All members of the SACA general membership who have paid their annual dues in full no later than **two (2) months prior to the date of the general election** shall be considered 'properly financial' and are eligible to vote in the general election. Candidates are required to be current with election year and following year dues (two years dues).
8. The Treasurer or such person as may be designated by the SACA Executive Committee shall deliver to the Chairman of the Legacy Committee a list of 'properly financial' individuals by September 21 in an election year ensure that all candidates are compliant and eligible.

GENERAL REQUIREMENTS

9. All nominees and or applicants to a position on the SACA Executive Committee, inclusive of sitting/serving members seeking re-election, shall submit a curriculum vitae which shall also state their intention/purpose for offering themselves as a candidate to the general election. **The candidates will also be required to submit a standard letter/ application form (provided by the association) signed by 3 persons from their class to show he/she is active in class events/ activities.** This shall serve as their official application/nomination form.

PUBLICATION

10. The Legacy Committee shall submit the list of applicants/ nominees for the general elections to the SACA Executive Committee no later than 7 days after receipt of list of 'properly financial' members.
11. No candidate to SACA Executive Committee General Section shall; (i) publish any promotional material (ii) host any forum, electronic or otherwise (iii) promote any platform agenda (iv) make any announcement (v) cause or encourage another to carryout i) ii) iii) iv) above in activity that may be defined by the Legacy Committee as election campaigning more than fourteen (14) days prior to date of a SACA Executive Committee General Election.
12. Activity commonly known as 'election campaign activity' may be conducted by all candidates beginning on a day and date that is fourteen (14) days prior to SACA Executive Committee General Election and ending at 10 pm on the last Friday in October of the year in which an election is due. Election rules apply here.
13. Candidates may utilize social media as best suits their campaign. Candidates submitting themselves for election are to complete the social media advertisement form to verify ad placement on SAC Alumni Association platforms. Payments for advertisements are to be paid by September 14. Advertisements will be posted to the selected social media platform at the instance general election candidates are published. **Use of the association's social media platforms is not mandatory for candidates who may opt out by signing the disclaimer on the advertisement form.**
14. **Candidates will be required to submit to the Legacy Committee for campaign purposes, a flyer comprised of the following: (a) his/ her photo (b) position he/ she is vying for (c) goals and plan he/ she expects to accomplish if elected to the position.**

VOTING

15. Electronic balloting may be conducted as per section 5(8) of the Bye- laws to the Constitution of the SAC Alumni Association and via a medium pre approved by SACA Executives committee and the Legacy committee.

16. Traditional balloting on the day of general elections will be conducted at the Alumni Association's office between the hours of 9am to 5pm.

THE SACA EXECUTIVE COMMITTEE

17. The SACA Executive Committee remains active until date of general elections to carry out any financial obligations it deems fit as the Committee is not dissolved until a new team has been elected and sworn in. **Swearing in ceremony must be held no later than 7 days after an election.**
18. Legacy Committee members are required to be 'properly financial' members of the SAC Alumni Association no later than two (2) months prior to the general election in order to execute election duties. Non financial Legacy Committee members will not be allowed to vote or participate in any electoral process.

GUIDELINES TO HAVE EFFECT OF BYE-LAW

19. These guidelines shall be known as section 5 (2a) of the Bye- Laws to the Constitution of the SAC Alumni Association and upon ratification have the effect of said Bye- Law