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| **National Hampton Alumni Association, Inc.****Hampton University Hampton, Virginia 23668** |

# MEMORANDUM

**TO:** Candidates for the 2026 - 2028 National Offices of the NHAA, Inc.

**FROM:** Derrick Lowery, Nominations and Teller Chair

**DATE:** September 1, 2025

**SUBJECT**: Campaign Guidelines for Candidates

Thank you for your interest in serving as an officer in the NHAA, Inc. In preparation for moving forward with your quest for office, the campaign guidelines must be followed to participate in the process and to remain eligible for participation. You will be ***disqualified*** if you violate any of these guidelines. Candidates must consistently exercise high ethical standards. When posting information on social media or elsewhere, candidates must consistently employ the highest principles of professionalism, campaigning with integrity, honesty, respect, fairness, and facts. No postings should defame or threaten others. Additionally,

1. Candidates may not solicit nor collect funds for the purpose of campaigning for an office;
2. Candidates may not use the Hampton University seal on any of their campaign materials; and
3. Candidates may not use alumni data obtained from the Office of Alumni Affairs or elsewhere that may require a non-disclosure agreement for campaign purposes (i.e., direct mailing).

Per Article III – Board of Directors Section 4: Elections Bylaws, the election outcome will be determined by a simple majority (plurality) of eligible votes cast. The exact language: *“An election for board positions of National President, First Vice President, Vice President (Eastern Regions), Vice President (Western Regions), Recording Secretary, Corresponding Secretary, and Treasurer shall be conducted among the voting membership in even-numbered years.*

*Nominations of national officers shall be made in writing by chapters and regions for chapter and Member at Large members desiring to seek national office. A Member-at-Large desiring to seek national office must submit the nomination form directly to the Regional Board of Directors who will verify that he/she is a member in good standing. All Nominations shall be made in writing and be received by the Nomination Committee by October 15 of odd numbered years.*

*After the Nominating Committee has presented its report and before voting for the different officers takes place, the chair must call for further nominations from the floor. When nominations from the floor are completed and additional nominations are allowed for each position, each office nomination must be closed before voting takes place. Regions and Chapters should collaborate and host a Get to Know Your Candidates Session for their members. Upon the conclusion of elections, ballots should be destroyed following the first official meeting of the Board of Directors of the NHAA, Inc., during the year of elections.*

*A ballot shall be prepared and distributed to each voting member by March 1 of the even-numbered years. Each properly authenticated ballot received from voting members by midnight April 1 of even-numbered years will be counted and the person receiving the most actual votes (a plurality) for each national office shall be certified by the Teller Committee as elected for a two-year term beginning July 1 of the even-numbered years. Ballots may be cast either electronically, mailed in, or cast in person.”* The election process schedule is included with this correspondence.

Please acknowledge receipt of the campaign guidelines memorandum and the qualifications of national officers’ statement by endorsement and return the signed document via email to **Derrick Lowery, Email:** derrick.lowery@nhaainc.org by **October 15, 2025**.

**Attachment:** Endorsement Form

Qualifications for National Officers



**National Hampton Alumni Association, Inc.**

**Hampton University Endorsement Response**

**2026 - 2028 National Candidates**

# MEMORANDUM

**TO:** Derrick Lowery, Nominations and Teller Chair

# FROM:

(Printed Name)

**DATE:** 2025

**SUBJECT: Receipt of Qualifications of National Officers and Campaign Guidelines for Candidates Seeking National Office**

I acknowledge receipt of the following documents provided by the National Hampton Alumni Association, Incorporated: (1) Article XI Qualifications of National Officers from the Bylaws as amended July 19, 2024 and (2) the Campaign Guidelines Memorandum. As a candidate for national office, I understand and will comply with the standards and stipulations in both of these documents.

**Signature:**

**Date Signed and Returned:**

 If using an Electronic Signatures, it must use a digital signature, e.g. DocuSign