



ELECTION NOMINEE APPLICATION DATA FORM



1. NAME OF NOMINEE (Type or Print Nominee's Full Name)		SECTION 8 TO BE COMPLETED BY ELECTION COMMITTEE OFFICIAL	
		8. NAME/POSITION OF NOMINATION PROCTOR	
2. ADDRESS OF NOMINEE		9a. SIGNATURE OF NOMINEE:	9b. DAATE
3. NOMINEE'S PHONE NUMBER:		10. NOMINEE'S CHAPTER:	
4. NOMINEE'S EMAIL CONTACT:		11. POSITION SEEKING:	
5. NOMINEE'S CERTIFICATION:		12. NAME OF NOMINATOR:	
I hereby agree to have my name placed on the ballot, that I will serve if elected, and if there is a conflict of interest, I will resign such position.			
6a. SIGNATURE OF NOMINEE:	6b. DATE	13a. SIGNATURE OF NOMINATOR:	13b. DATE
7. NOMINEE'S MEMBERSHIP NUMBER:	#: _____		
9. TO BE COMPLETED BY NOMINEE			
14. Credentials/Offices Held:		15a. INITIATION CHAPTER:	15b. INITIATION YEAR
		16. ADDITIONAL ITEMS REQUIRED:	
		A. Turn in all required documents to the proctor of the Texas State Election Committee no later than January 11, 2012	
		B. Three Letters of Recommendation (Must be from current Financially Active members of Phi Beta Sigma Fraternity, Inc.	
		C. Letter of Intent to run for office nominated/requested.	
		D. Continuation Sheets (as needed)	
		E. Resume/Biography	
		F. Nominee must be present at the Texas State Conference at the time of election.	
		G. Nominee must be financially active at the time of election.	
		Election Chairman Information:	
		Submit all election/nomination documentation to Bro. Earl Gamble at earle.gamble@verizon.net , contact number: (469) 767 – 4320, fax: (866) 899 – 4173, or address: 3555 Misty Meadow Drive, Dallas, TX 75287	

STATE OFFICER ELECTORIAL POSITION DESCRIPTIONS



State Director: The State Director shall be the chief executive officer of The State and shall preside at all meetings of The State, the General Board, and the Executive Committee. He shall explain and decide all questions of order, appoint all chairmen and members of committees provided for in the Constitution, By-laws, and Rules of Procedure. He shall serve as ex-officio chairman of all committees, with the exception of the nominating committee. He shall see that the meetings be conducted with decorum and discipline and shall exercise due care that his attitude be at all times fair and impartial. He shall display a good working knowledge of parliamentary procedure and shall carry out all provisions of the Constitution, By-laws, and Rules of Procedure. He shall represent the State on the Regional Board as Associate Regional Director. He shall sign all official documents of the State. The State Director shall represent the State in all proceedings that deal with the negotiation of contracts either for goods or services. He shall at all times report his findings and give his opinions to the General Board for further direction. He shall assist in the arrangements for the State Meetings.

Associate Director: An Associate Director, shall be prepared to assume the office of Director and shall assume such office in the event of the absence, death, disablement or removal of the Director. The Associate Director will be chosen by the constitution defined election process of the document.

Secretary: The Secretary shall keep the minutes of the meetings of the State and the General Board; taking care to record the maker and the seconding voice of all motions as well as a record of the outcome of all votes. He shall notify all committees of their appointments and the assignment of business. He shall sign all official documents when requested. He shall receive all funds on behalf of the State. He shall keep a complete record of all funds received, carefully nothing under what budget the funds are received. He shall keep a complete record of the budgets and expenditures of the various committees and officers. He shall turn over all funds to the Treasurer for deposit.

Treasurer: The Treasurer shall receive all funds from the Secretary and shall deposit such funds in a bank chosen by the Executive Committee and agreed to by the general board. He shall keep a complete record of all disbursements and shall make such disbursements as designated by the State or General Board after receiving signed vouchers. He shall keep an accurate record of all bills received by the State.

Director of Bigger and Better Business: The Director of Bigger and Better Business shall design, implement and promote the program of the Fraternity, the Region and the State as mandated by the State Conference or the General Board.

Director of Education: The Director of Education shall design, implement and promote the program of the Fraternity, the Region and the State as mandated by the State Conference or the General Board.

Director of Social Action: The Director of Social Action shall design, implement and promote the program of the Fraternity, the Region and the State as mandated by the State Conference or the General Board.

Director of Undergraduate (Collegiate) Affairs: The Director of Undergraduate Affairs shall be responsible for the promotion of sound programs at the undergraduate level. He shall investigate all infraction at the undergraduate level and act in accordance to the By-laws and rules of procedure.

Parliamentarian: The Parliamentarian Shall be responsible for the interpretation of question of parliamentarian procedure and interpretation of the Constitution, By-laws and Rules of Procedure. He must have a thorough knowledge of Roberts Rules of Order and its relationship to social organizations.

Sergeant-At-Arms: The Sergeant-At-Arms shall be responsible for the decorum of state meetings as outlined in the By-laws and Rules of Procedures.

Chaplain: The Chaplain shall be responsible for bringing the invocation at the beginning and ending of each state function.

Note: All positions are as recorded under the Texas State Constitution and By-Laws of Phi Beta Sigma Fraternity, Inc., Article 1V- Duties of Officers. Additionally, the term of office of an elected officer shall be for a period of two years, beginning with the election and installation of such officer and ending with the election and installation of his successor.



Director- Shawn Lane: thefastlanecenter@live.com

Associate Director- Terrance Brown: terrence-brown@sbcglobal.net

Secretary- John Barlow: novus21@hotmail.com

Treasurer- Jerry Brockington: jmacbrock@aol.com

Bigger & Better Business- Courtney Smith: smithcourtney06@yahoo.com

Education- Marvis Kilgore: marvis_kilgore@yahoo.com

Social Action- Matthew Handy: m.handy@tcu.edu

Collegiate Affairs- Howard Redmond: hredmjr@yahoo.com

Sigma Beta Club- Timothy McDaniel: timothychrischeryl@sbcglobal.net

Sigma/Zeta Relations- Charles Simpson: mpdebo1914@gmail.com

Chaplain- Kevin Williams: kevin.n.williams@us.army.mil

Immediate Past State Director- Theo Peugh: tdpeugh@hotmail.com

Conference Chairman-Melvin Kaufman: mjkaufmanjr@hotmail.com

***Publicity- N/A**

***Parliamentarian- N/A**

***Sergeant-At-Arms-N/A**

All positions are as of November 05, 2011