

Student Alumni Association Constitution

Article I – Name

The name of the organization shall be the Student Alumni Association. Members shall be referred to as Bluejay Ambassadors.

Article II – Mission

The mission of SAA is to bridge the gap between alumni and friends with current students. This will be accomplished by sponsoring events that facilitate active relations between current students and alumni and raise awareness of the Alumni and Development offices on campus.

Article III – Membership

Section 1 – Eligibility

The organization is open to all freshmen, sophomores, juniors, and seniors who express an interest in improving alumni and student relations.

Section 2 – Membership Process

Membership is open to all students year round who complete the membership application. A voting member will be one who has attended two (2) consecutive meetings per semester.

Section 3 – Attendance

Unexcused absences from two (2) meetings per semester will constitute possible loss of membership in SAA. Excused absences will include employment, class, internships, and illness. All members will attend the Brethren Village visits, unless excused by the President prior to the event. Members are required to attend at least three (3) fall semester and one (1) spring semester SAA sponsored activities.

Article IV – Meetings

Meetings will be every two (2) weeks or as SAA deems necessary. A majority of the general membership shall constitute a quorum. A quorum is required for the transaction of all regular business at all general membership meetings.

Article V – Officers and Duties of Officers

Section 1 – Officers

SAA shall have the following officers: President, Vice-President, Secretary, Treasurer, Public Relations Coordinator, and Club Council Representative. All officers must keep and maintain an issued binder for the term. Binders will be returned to the advisor at the end of each term. A nomination and then election shall fill any vacancy in an office for that office.

Section 2 – Duties

President: shall preside at meetings; shall provide leadership for the group; shall attend Alumni Council Meetings and report on the meetings to SAA; shall give an annual report to the Alumni Council; shall have the power to create committees with the approval of the officers.

Vice-President: shall assume all duties of the President in his or her absence; shall write an annual report at the end of each semester; shall oversee all ad-hoc committees; shall report on committees to the officers.

Secretary: shall take minutes at all general and Executive Cabinet meetings; shall distribute minutes; shall keep record of attendance at all SAA meetings and activities; shall maintain a notebook containing transcribed minutes of all meetings; shall be responsible for all correspondence relating to the organization.

Treasurer: shall be responsible for keeping budgetary records including a ledger of account activity; shall requisition all funds through the Alumni office; shall give budget reports at every general meeting.

Public Relations Coordinator: shall design and distribute all flyers to the campus community; shall design and hang all posters to advertise SAA meetings and activities; shall take pictures of all SAA events; shall keep and maintain the SAA picture album.

Club Council: shall attend all Club Council meetings and report on them monthly to the SAA.

Article VI – Voting and Election of Officers

Section 1 – Voting

Each member shall be allowed one vote on all matters, except for the President who will serve as a tiebreaker. A quorum must be present for voting to occur.

Section 2 – Election of Officers

Elections will be held in April of every year. At the meeting prior to elections, nominations must be made and seconded by standing members. Nominations must be accepted by the nominee. Members may not run for more than one (1) office. At the next meeting, candidates for office will present themselves and an explanation for why they are running prior to the vote. Voting will occur on a closed ballot and will be counted by the advisor. Results will be announced at the end of the meeting. In case of a tie, a revote will be issued.

Article VII – Amendments

This constitution may be amended at a general meeting by a three-fourths majority vote of active members. Proposed amendments must be submitted in writing to SAA one (1) meeting prior to the vote. This constitution will be reviewed, evaluated, and assessed every three (3) years.

Article VIII – Advisors

There will be one (1) full time advisor to SAA, the Assistant Director of Alumni Relations.