

CONSTITUTION OF THE STUDENT ALUMNI ASSOCIATION OF THE UNIVERSITY OF  
ALABAMA

Adopted: October 10, 1990/Revised: March 21, 2000

**Article I: Name**

The name of this non-profit organization shall be the Student Alumni Association

**Article II: Purpose**

The Student Alumni Association (SAA), registered with this University's Office of the Dean of Students and the Coordinating Council of Student Organizations as a coordinating body for The University of Alabama, is designed as a support group for the National Alumni Association. The Student Alumni Association shall provide all students, faculty, administrators and alumni with programs and projects that are beneficial to the University of Alabama and the Tuscaloosa community.

**Article III: Membership**

**Section 1:** Student Alumni Association membership is open to all University of Alabama undergraduate students.

**Section 2:** Membership shall be limited to one hundred and thirty (130) students, excluding the officer committee.

**Section 3:** All membership selections shall be made in the fall with the deadline at the discretion of the officer committee.

**Section 4:** Selections shall be made by the officer committee and an interview process.

**Article IV: Meetings**

**Section 1:** The Student Alumni Association shall meet on a designated day and time. This meeting day and time will be determined by the Faculty Advisor and the officer committee.

**Section 2:** Special meetings may be called by the Faculty Advisor, the Director of Alumni Affairs, the President of the National Alumni Association Executive Committee or the President of the Student Alumni Association. Notification of such meetings must be given at least seventy two (72) hours in advance.

**Section 3:** No official action or voting procedures may take place unless 40% of the membership is in attendance.

**Article V: Officers and Duties**

**Section 1:** The officer committee for the Student Alumni Association shall consist of President, Executive Director, Vice President of Alumni Affairs, Co-Vice Presidents of Special Events, Vice President of Fundraising, Vice President of Public Relations, Vice President of Student Affairs, Recording Secretary, Corresponding Secretary, Treasurer and Member-at-Large. Duties of each officer are as follows.

**1. President**

- a. To preside over all meetings
- b. To oversee all operations of the Student Alumni Association
- c. To call officer meetings as necessary
- d. To be present at all Student Alumni Association functions or assign a designated officer committee representative to take his/her place
- e. To establish an ongoing calendar of events at the beginning of each semester to be distributed to all members at the first meeting
- f. To maintain weekly contact with the National Alumni Association to inform of updates, and receive any instructions for upcoming events requesting the assistance of SAA members
- g. To prepare monthly progress reports for presentation for the President and Faculty Advisor

**2. Executive Director**

- a. To serve as an officer of the Student Alumni Association on any legal affair involving conflicts in or changes to the Student Alumni Association constitution.
- b. To perform presidential duties in the absence to the President
- c. To assist the President with his/her duties whenever possible

- d. To assist the Vice President of Student Affairs in establish a Speakers' Bureau in the fall semester that will speak to campus organizations regarding both Student Alumni Association and National Alumni Association activities
  - e. To establish a traveling Speakers' Bureau that will travel to chapter meetings and high school events
  - f. To serve as a spokesperson for the SAA in all media relations
  - g. To prepare monthly progress reports for presentation to the President and Faculty Advisor
- 3. Vice President of Alumni Affairs**
- a. To organize all hosting schedules for all events for which the Student Alumni Association's involvement has been requested, especially to NAA activities
  - b. To work with the Vice-President of Public Relations in preparing summation reports of the Student Alumni Association activities for publication in the Alabama Alumni Magazine
  - c. To prepare monthly progress reports for presentation to the President and Faculty Advisor\
- 4. Co-Vice Presidents of Special Events**
- a. To oversee all Capstone Casino operations, logistics, acquisitions for equipment, dealer training, decoration and promotions
  - b. To oversee all Quad operations and activities
  - c. To oversee all Capstone Casino Committees and Quad Committees
  - d. To organize and develop all new events and activities throughout the academic year
  - e. To oversee all Capstone Casino Committees and update Casino progress for all officer meetings
  - f. To oversee all Capstone Casino ticket sales and donations
  - g. To prepare monthly progress reports for presentation to the President and Faculty Advisor
- 5. Vice President of Fundraising**
- a. To organize and conduct all fundraising activities
  - b. To coordinate all donations and prizes for Capstone Casino
  - c. To coordinate all Capstone Casino business and student contracts
  - d. To handle and organize all fundraising activities and ventures
  - e. To oversee Quad activities, Alabama Leadership Day, Capstone Casino sponsorship and Master Card applications
  - f. To prepare monthly progress reports for presentation to the President and Faculty Advisor
- 6. Vice President of Public Relations**
- a. To develop and produce all fliers and signs for all Student Alumni Association activities
  - b. To coordinate all advertising for all Student Alumni Association activities
  - c. To design and reserve displays in the Ferguson Center as needed
  - d. To find any and all outside channels of publicity within the Tuscaloosa areas to promote and aid in all philanthropic events
  - e. To establish a committee to publish a monthly newsletter
  - f. To appoint a member to maintain the SAA website
  - g. To prepare monthly progress reports for presentation to the President and Faculty Advisor
- 7. Recording Secretary**
- a. To present and take minutes at all meetings
  - b. To take roll at all meetings and keep the President, Faculty Advisor and Corresponding Secretary update on member status monthly
  - c. To organize and operate a committee to notify members of all meetings and activities via phone and email
  - d. To record important dates and information to be presented at officer meetings
  - e. Distribute member profile cards at first meeting and maintain file of all members in Alumni Hall

- f. To prepare monthly progress reports for presentation to the President and Faculty Advisor

**8. Corresponding Secretary**

- a. To aid all other officers with any needed correspondence
- b. Keep updates on organizations submitted materials, i.e. case reports, nominations, etc.
- c. To distribute a calendar of meetings/events each semester
- d. To setup and respond to the SAA suggestions box
- e. To organize and maintain sign-up sheets for all SAA & NAA events and activities
- f. To prepare monthly progress reports for presentation to the President and Faculty Advisor

**9. Treasurer**

- a. Maintain an accurate record of all membership dues collected, monies from Capstone Casino and Quad activities, Master Card accounts, and overall record of financial status
- b. To be actively involved with financial decisions with the President and the Faculty Advisor
- c. To keep an accurate journal ledger of all financial transactions
- d. To report to the Student Alumni Association members and the officer committee the current balance of the Student Alumni Association account
- e. To oversee all Capstone Casino business/monetary contracts
- f. To prepare monthly progress reports for presentation to the President and Faculty Advisor

**10. Vice President of Student Affairs**

- a. To act as the liaison between the NAA and the student body in special bodies and interest
- b. To establish a Speakers Bureau in the fall that will speak to campus organizations regarding both SAA and NAA activities
- c. To prepare monthly progress reports for presentation to the President and Faculty Advisor

**11. Member-at-Large**

- a. To assist all officers as needed
- b. To organize and maintain the SAA scrapbook
- c. To organize monthly social activities, member rewards, and promote unity within the organization
- d. To prepare monthly progress reports for presentation to the President and Faculty Advisor

**Section 2:** The President must have held at least one officer position in the Student Alumni Association prior to election and shall serve for only a one-year term. He/She shall have applied for the office in the spring before the term begins. After all applications are taken, he/she shall be elected by majority vote, subject to a run-off whenever necessary.

**Section 3:** The Executive Director, Vice Presidents, Corresponding and Recording Secretary, Treasurer, and Member-at-Large shall have applied for the office in the spring before the term begins. After all applications are taken, he/she shall be elected by majority vote, subject for a run-off whenever necessary. Committee Chairpersons may be appointed by any officer or Faculty Advisor.

**Section 4:** Unless otherwise stated, requirements for each office must be in academic good standing and completion of one year's membership in the Student Alumni Association.

**Section 5:** All officers shall be elected as of the first meeting in April and will be available to assume their offices by the second meeting in April.

**Section 6:** The President, Executive Director, Vice Presidents of Alumni Affairs, Special Events, Fundraising, Public Relations, Student Affairs, Recording and Corresponding Secretary, Treasurer, and member-at-Large shall compose the Officer Committee of the Student Alumni Association.

**Section 7:** Should an officer have to leave his or her office, the President will then select a candidate for office and present that candidate for approval to the officer committee. In order to place a candidate in office, he or she must receive two-thirds (2/3) vote by the officer committee. If such a vote is not reached, the President will repeat the process.

**Section 8:** All officers will hold office hours within Alumni Hall. The President will hold at least two hours weekly and all other officers will have at least one hour weekly. Office hours may be amended at the discretion of the faculty advisor. A copy of each officer's hours will be kept in Alumni Hall for member use.

**Section 9:** If a meeting is missed all officers must submit a written report to the President and Faculty Advisor within seventy-two (72) hours of that meeting.

**Section 10:** All officers are required to have weekly contact with the Faculty Advisor.

**Section 11:** Officer attendance at the following NAA events is mandatory: Alabama Leadership Day, Alumni Weekend and Kick-off at the Quad.

**Section 12:** Officer attendance at Capstone Casino is mandatory.

#### **Article VI: Faculty Advisor**

The Faculty Advisor's duties are as follows

- a. To communicate Student Alumni Association involvement and activities to the National Alumni Association and its officers
- b. To produce and protect all paperwork concerning membership selection
- c. To secure confidentially of sensitive issues such as membership and officer selection
- d. To assist in execution of activities and programs
- e. To direct appropriate officials to execute planned activities
- f. To handle money transactions with the Treasurer (i.e. dues, fees, Association expenditures)
- g. To advise and support officers and members attending Student Alumni Association meetings, conventions, and activities.

#### **Article VII: Attendance/Membership Requirements**

**Section 1:** Any member with a recurring scheduled class conflict, or other conflict, meeting officer committee approval will automatically become inactive after submitting a class schedule to the President and Faculty Advisor. This member can return the next semester as long as they inform the Faculty Advisor and President of the conflict during the first month of that semester.

**Section 2:** After the second unexcused absence from the meetings in one semester, the member is expelled from Student Alumni Association membership.

**Section 3:** Any new member who does not pay \$20, (or \$15 for returning members) dues or submit a written excuse expressing a problem with payment before mid-semester of the Fall Semester will be dismissed from the organization.

**Section 4:** By the second meeting of the semester, all members and officers must complete a member profile/informational card to be included in the Student Alumni Association directory. The mater copy will remain in the Faculty Advisor's office.

**Section 5:** Absences from a Student Alumni Association meeting will only be considered excused in the case of a scheduled examination, review session with professor, or illness/emergency during the meeting time. In this situation, the Student Alumni Association must meet the following criteria

- a. Member must notify the Recording Secretary or Faculty Advisor in advance (by 5:00pm on the day of the meeting) of the meeting to be missed.

If criteria is not met, the member will be considered absent, even in the case of a scheduled examination.

**Section 6:** If an officer or committee chairperson has more than two (2) absences from officer committee meetings, general meetings, and Student Alumni Association or National Alumni Association activities, the President and Faculty Advisor may dismiss that officer or chairperson.

**Section 7:** New members are required to volunteer a minimum of eight (8) hours during the fall semester. Returning members are required to volunteer a minimum of ten (10) hours during the fall semester. All members are required to volunteer a minimum of fifteen (15) hours during the spring semester.

**Section 8:** The following qualifications constitute a member in good standing:

- a. Be financially current
- b. Volunteer required hours from previous semester have been met
- c. Have no more that one (1) unexcused absence and one (1) excused absence from SAA meetings, SAA assignments, or NAA required events per semester
- d. Be in good academic standing with the University

**Section 9:** Member attendance at Capstone Casino is mandatory. Each member will have assigned duties at Capstone Casino. Only the Faculty Advisor in advance of the event will approve excused absence to Capstone Casino.

**Section 10:** Any member missing an event for which he/she is signed up shall be deducted the equivalent number of hours that would be otherwise gained.

**Section 11:** A student who applied for SAA membership at the beginning of the fall semester may replace any member not in good standing at the end of the fall semester.

#### **Article VIII: Amendment Adoption**

**Section 1:** Upon the recommendation of any member of the Student Alumni Association, amendments to this constitution in the form of additions, modification or deletions, may take effect by an affirmative vote of the Faculty Advisor and 40% of the present members in good standing. The said vote shall occur at the next scheduled meeting of the Student Alumni Association following the officer committee recommendation that such amendment be made.

**Section 2:** Copies of the amended constitution shall be sent to the Office of the Dean of Students, Coordinating Council of Student Organizations, Director of Alumni Affairs, and the President of the National Alumni Association Executive Committee.

**Section 3:** The Director of Alumni Affairs and the President of the National Alumni Association Executive Committee may initiate constitution reviews and modification in consultation with the Faculty Advisor, Student Alumni Association officer committee and members in good standing.

#### **Article IX: By-law Adoption**

**Section 1:** Upon the recommendation of any member of the Student Alumni Association, by-laws to this constitution may be added in any form of clarification and may take effect by an affirmative vote of the Faculty Advisor and 40% of present members in good standing. The said vote shall occur at the next scheduled meeting of the Student Alumni Association following the officer committee recommendation that such addition be made.

**Section 2:** Copies of the revised constitution shall be sent to the Office of the Dean of Students, Coordinating Council of Student Organizations, Director of Alumni Affairs and the President of the National Alumni Association Executive Committee.

**Section 3:** The Director of Alumni Affairs and the President of the National Alumni Association Executive Committee may initiate constitution reviews and additions in consultation with the Student Alumni Association officer committee and active members.

#### **Article X: Conflict of Interest**

As a coordinating student organization for the University of Alabama, Student Alumni Association members are expected and required to follow all University of Alabama rules and regulations as stated in the official University of Alabama catalog. Any member found to have broken those rules and regulations will be subject to membership review by the officer committee and Faculty Advisor.