UNIVERSITY OF ST. FRANCIS
STUDENT ALUMNI ASSOCIATION CONSTITUTION
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Constitution of the Student Alumni Association

Article I – Name
Section 1. The name of the organization shall be the “Student Alumni Association.” Also, referred to as “SAA.”

Article II – Purpose
The purpose of the Student Alumni Association is to create a lifelong partnership between the students of USF and USF alumni, to empower membership growth and to provide support and assistance between the students and alumni. The Student Alumni Association will expand students’ educational experience, while helping student life and strengthening the bond to USF.

Article III – Membership
Section 1.
A. The Student Alumni Association is open to all USF students. There is no limit to how many students can join.
B. SAA does not discriminate on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, membership on a local commission or status with regard to public assistance.

Section 2.
A. The advisor of SAA will be the Director of Alumni Relations.

Article IV- Officers
Section 1.
A. The officers of SAA will be: President, Vice President, and Secretary.
B. Officers of SAA will adhere to all University Policies (stated in the handbook) and must be a positive member in their community. Failure to adhere to these policies will result in disciplinary action which may include, but is not limited to:
   1. Sanctions deemed necessary by the Executive Board
   2. Impeachment
C. An officer cannot hold two positions in SAA.

Section 2:
A. All the officers must be current students at USF, must not be on academic probation and must be in good judicial standing. A cumulative GPA of at least 2.0 is required at the time of election, and maintained throughout the term.
B. Should an officers GPA fall below 2.0 that officer will lose his/her position and a new election shall take place.
C. The terms of all officers will be from the close of the academic year to the close of the next academic year.

Article V- Duties of Officers
Section 1.
The President shall…
A. Preside over all general and executive meetings.
B. Be the official representative and spokesperson of SAA.
C. Oversee the duties and operations of SAA.
D. Meet with SAA Advisor twice a month.
E. E-mail an electronic copy of general body meeting agenda at least twenty-four hours in advance to all members of the E-Board and the Advisor.
F. Attend SGA meetings as required.

Section 2.

The Vice President shall…
A. Perform the duties of the president in the event of his or her absence.
B. Be in charge of elections and the interview process.
C. Meet with SAA Advisor once a month.
D. Assist the president with his/her duties whenever possible.
E. Oversee the committees and assist when needed.
F. Make sure everyone completes their duties as assigned.
G. Make the constitution available to everyone.
H. Attend SGA meetings as required.

Section 3.

The Secretary shall…
A. Take accurate minute’s at all general meetings.
B. Make the Agenda at the Executive Board meetings to be distributed before the general meeting.
C. Meet with SAA Advisor once a month.
D. Take attendance at the general meetings.
E. Keep a roster of all members of SAA.
F. Type and distribute the minutes of all general meetings to the SAA Advisor and all SAA members, within one week.
G. Track all SAA Officers GPA’s.

Section 4.

All officers must…
A. Attend all general and executive board meetings.
B. Attend all programs hosted by SAA, unless absence is approved by the Executive board before the event.
C. Attend a meeting at the end of the year with the incoming and outgoing executive board members.

Article VI- Duties of Members

Section 1.
A. Attend general meetings.
B. Provide ideas and feedback for events and ideas for SAA.

Article VII- Attendance, Resignation, and Removal of Office

Section 1.
Attendance
A. An excused absence is defined as a medical or family emergency, personal illness, class conflict or other as determined by the executive board.
B. An unexcused absence is defined as an absence that has not been prearranged or classified in the above categories.

Section 2.
Attendance of Executive Board
   A. More than two unexcused absences by an officer shall result in removal; this includes general body meetings as well as Executive Board meetings and SAA-hosted events.

   B. Following the second unexcused absence, a letter of notification shall be issued to the member and a conference with the President and the SAA Advisor shall be convened. Should that officer be the President, the Vice President shall be the Executive Board member in the conference with the SAA Advisor.

   C. Repetitive unexcused tardiness shall result in a conference between the President and SAA Advisor.

Section 3.
Resignation
   A. Any officer must submit a written resignation to the President at least two (2) weeks prior to the effective date. The resignation shall be filed with the SAA advisor.

   B. In the event of a resignation of the President, that person must submit the written resignation to the Executive Board to be filed with the SAA advisor. The Vice President will then fill the position of President and a new Vice President shall be elected or appointed by the Executive Board. If appointed by the Executive Board, the person will need to be approved by the general body.

   C. Upon resignation of any officer, a new election shall occur for the resigned position only.

Section 4.
Impeachment
   A. The process shall begin with a petition containing the names of at least one-third (1/3) of the members. The petition shall be filed with the SAA advisor.

   B. The petition shall be introduced at the next general meeting. It shall automatically be tabled for one week to be voted on at the following SAA meeting. A two-thirds (2/3) majority vote by voting members will be required for removal.

   C. The party subject to impeachment shall be given a chance to speak before the vote takes place.

Section 5.
Officer Follow-Ups
   A. In the event that an Executive Board member fails to meet the requirements of their elected position based on the description of their constitutional duties stated in Article V, the following sanctions shall be applied:
1. Following the first offense, the Executive Board member shall be required to have a meeting with the advisor(s) and the President of SAA. Should the offender be the President, the vice president will take the place of the President.
2. Following the second offense, the Executive Board member shall be removed from his or her executive position.

B. The officer attendance policy is stated in Article VII, Section 2.

**Article VIII- Line of Succession**

Section 1.
The line of succession for a vacant elected position shall be as follows: SAA President, SAA Vice President, then the SAA Secretary.

If the position of president becomes vacant, the vice president becomes the interim president until the election occurs.

Until an election is held for a vacant position the vice president will assume responsibilities of the president, the secretary will assume responsibilities of the vice president. The president will assume responsibilities of the vice president.

**Article IX- Meetings**

Section 1. General meetings for the Student Alumni Association will take place on the first Wednesday of each month. *Except for the months of May-July. Due to finals, and summer break.

Section 2. Executive Board Meetings will take place every 2 weeks at an agreed time and place.

Section 3. Committees can be scheduled as needed.

Section 4. In the months of May-July, the SAA Executive Board must have some type of communication via text messages, Facebook, email, etc.

**Article X- Committees**

Section 1. Committees will be made if seen fit.
Section 2. The head of committees will be Executive Board members.

**Article XI- Elections**

Section 1.
Election Dates
The President, Vice President and Secretary will be elected the spring semester the following year. The secretary will make applications available for the candidates and be approved by the executive board before advertising. Applications will be available no later than the first Monday
in March. Elections should take place no later than the first Monday in April. Each candidate must be present at the election.

Section 2.
Election Procedures
A. The President shall make a committee consisting of at least one executive board member and the SAA Advisor to approve the candidates.
B. The order of elections will be President, Vice President and Secretary.
C. On the day of elections, each candidate is allowed to give a one minute speech to encourage other members to vote for them.
D. Then everyone is given three minutes to ask the candidate any questions relating to the job.
E. After the Question and Answers, the candidate will be escorted out of the room.
F. A report will then be given to the members about the candidate, summarizing the application of the candidate, not lasting more than two minutes.
G. Voting members will then vote on a secret ballot. Voting either the name of the candidates, abstaining, or writing no.
H. Candidates will be let back into the room.
I. The outcome of the votes will be announced after all officer positions have been voted for.
J. In the event of a vacancy in an executive position, the President shall have the responsibility to appoint an acting officer, with a majority approval from the rest of the Executive Board, until the position can be filled through an election. If after an election no new officer is elected, with the agreement of the acting officer, the acting officer shall become the official officer. If the acting officer runs and is not elected by the general body, a new appointment made shall be made to fill the vacant position.
   i. If the appointed officer runs for the position and does not get voted into the Executive Board by the general body, then the election process shall begin again until the position is filled.

Article XII-Methods of Amendments
Section 1.
A. Any voting member shall be allowed to write a proposed amendment to the constitution.

B. Any amendment must be submitted in writing to the Secretary to be reviewed by the Executive Board.

C. After review by the Executive Board, they will choose to approve or deny the amendment.

D. After approval from the Executive Board, it will go to the members of SAA and shall be voted on at the next general meeting.

E. If approved by the general body by a two-thirds majority vote of members present, the amendment shall go for review to the Director of Alumni Relations.
F. Upon approval from the Director of Alumni Relations, the amendment will be effective immediately.

G. Upon disapproval from the Director of Alumni Relations, the amendment shall die. The Director of Alumni Relations may send the proposed amendment back to the Executive Board for further consideration.

**Article XIII-Suspension of the Constitution**

Section 1.

The suspension of the constitution requires a two-thirds majority vote of voting members present, and at least two members of the Executive Board must be present. All or any part of each article may be suspended. A time limit for the suspension must be designated within the original motion.

**Article XIV-Parliamentary Procedures, Ratifications, Provisions**

Section 1.

Parliamentary Procedures

A. The parliamentary authority for this organization shall be Bob’s Rules of Order following the parliamentary procedure as formal as the body wishes.

Section 2.

Ratifications

A. Ratification will be in accordance with Bob’s Rules of Order and shall be automatically implemented upon ratification.

Section 3.

Provisions

A. If any of the provisions of this constitution shall in any matter be held in conflict with any Federal or State law and/or University Board regulation, or the University of St. Francis Student Handbook, such provisions shall be considered null and void; in such an event, the remaining provisions of this constitution will remain in full force and effect.

**Article XV- Availability of Constitution**

A. Section 1. A copy of this constitution is available upon request, and will be accessible via the SAA website.