

# CONSTITUTION OF

## The Student Alumni Association Ambassadors

August 22, 2022

### ARTICLE I

#### Name

This organization shall be known as The Student Alumni Association Ambassadors.

### ARTICLE II

#### Purpose

The purpose of the organization shall be to create and enhance student and alumni relations as well as serving as a Student Association under the umbrella of the University of North Alabama National Alumni Association and the University of North Alabama Office of Alumni Relations.

The organization will also assist in specified endeavors of the University of North Alabama Office of Advancement. These alliances will strive to develop avenues of involvement, which will foster an atmosphere of tradition, pride, and loyalty to UNA.

### ARTICLE III

#### Members

##### Section A. Membership

Membership in The Student Alumni Association Ambassadors shall be composed of ambassadors who are dedicated to the group's purpose, and who demonstrate a clear understanding and comprehensive knowledge of the Office of Alumni Relations, Advancement, Communication and Marketing, and the University of North Alabama National Alumni Association. Members shall serve as ambassadors for the student branch of the University of North Alabama National Alumni Association. These ambassadors must also be interested in the development of alumni relations through dedication to the institution with a desire to learn about its past, present, and future.

##### Section B. Membership Qualification(s)

1. Membership of this organization shall consist of no more than thirty (30) students of all programs at UNA.
2. Members must follow all relevant rules and regulations put forth by the University as well as support the institutions values and mission or risk removal from the organization.

3. Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.
4. Membership Requirements for this organization include: Be a current student at UNA in good standing; Have an interest in Community Outreach and Service; Ability to represent UNA in the best way possible, able to devote substantial time and efforts to the organization, and must complete a formal interview process.
5. Members should follow the expectations set for them in the bylaws

#### Section C. Selection of Members

1. New members shall be selected through a formal interview process to be completed during the Spring semester on a date selected by the Director of Alumni Relations, advisors, and current president.
2. The selection committee for interviews shall consist of individuals selected by the Director of Alumni Relations, advisor(s), and current president.
3. New members will be notified no later than seventy-two (72) hours after the final interview time.

#### Section D. Expulsion of Members

1. Members shall be removed as expressed in the Bylaws.
2. The advisor(s) shall have the final decision in regard to removal.
3. Removed members shall have a formal meeting with the advisor(s) and the president upon expulsion.

#### Section E. Voting Privileges

1. Officers shall make all executive sessions for the organization. Any decisions that need to be left for the general council shall be upon discretion of the advisor(s).

### ARTICLE IV

#### Officers

##### Section A. Appointed Officers

##### President

The president shall preside over meetings, serve as the campus representative for all partnerships, serve on the University Homecoming Committee, serve as an ex-officio member of

the Alumni Association National Board of Directors, and meet with Director of Alumni Relations bi-weekly.

#### Vice President

The Vice President shall preside over Executive Council meetings, oversee all committees, serve in the absence of the President, and oversee all internal affairs.

#### Director of Administration

The Director of Administration shall serve as the administrative support for the organization, record minutes and prepare, and organize financial affairs such as fundraising, budgets, and dues.

#### Director of Events

The Director of Events shall serve as head of the Events Committee, coordinate scheduling of events, and oversee all tailgate efforts.

#### Director of Communication

The Director of Communication shall serve as head of the Communication Committee, oversee all marketing and social media for SAA.

#### Director of Membership

The Director of Membership shall serve as head of the Membership Committee, plan social outings for members, organize partnerships with community for members, manage promotional items.

### Section B. Qualifications for Holding Office

1. All active members that are on academic, social, or disciplinary probation are prohibited from holding any office — elected or appointed.
2. President and Vice President must have served at least one semester on The Student Alumni Association Ambassadors before assuming the position.

### Section C. Selection of Officers

1. All officers shall be selected through an interview process in the Spring semester of each school year.

The selection committee for President and Vice President shall consist of a representative from the Office of Alumni Relations, the advisor(s), and the current President if not returning.

The selection committee for Directors shall consist of the newly appointed President and the advisor(s).

2. Newly appointed officers shall assume the position at the end of the established school year.

3. Each officer shall serve one full year in their respective positions.

#### Section D. Filling Vacancies

1. In the event of a vacant position, the advisor(s) shall appoint any member to fulfill the respective position until the next interview process.

#### Section E. Recall of Officers

1. An officer deemed unfulfilling of his or her respective position shall immediately be removed from their position at the discretion of the advisor(s) and president.

2. In the event that the president is deemed unfulfilling from their position, the advisor(s) and the Director of Alumni Relations will have the authority to remove them from the presidency.

### ARTICLE V

#### Meetings

Section A. Meetings shall be held bi-weekly at an established time as deemed by the advisor(s). All meetings are required with verbal roll call being taken at the beginning of each meeting. Executive meetings shall be held on alternative weeks at the given time by the advisor(s).

#### Section B. Special Meetings

1. Any special meetings shall be held as deemed necessary by the Executive Council or the advisor(s).

2. Special meetings shall be called by notification of the president no later than three days before the called meeting.

3. Members shall be notified by email and other forms of communication of the time and meeting place.

#### Section C. Quorum

Quorum shall be established by having two-thirds of members present.

### ARTICLE VI

## Relationships

Section A. The Student Alumni Association Ambassadors shall serve as the student branch of the University of North Alabama National Alumni Association. The organization shall be governed by and affiliate with all national bylaws as follows:

### UNIVERSITY OF NORTH ALABAMA ALUMNI ASSOCIATION CONSTITUTION

#### ARTICLE I NAME

1.1 The name of the Association shall be "University of North Alabama (UNA) National Alumni Association."

#### ARTICLE II PURPOSE

2.1 Serve and support alumni who have graduated from the University of North Alabama with programs and initiatives that are uniquely tailored to their professional needs and interests.

2.2 Recruit recent graduates to get involved with the UNA Alumni Association, Alumni Clubs, and Affinity Alumni Groups.

2.3 Encourage alumni and recent graduates to contribute their time, talent, and treasure to the continued enhancement of the campus community.

#### ARTICLE III MEMBERS

3.1 All graduates of the University of North Alabama are members of the UNA Alumni Association. Anyone who has completed 24 credit hours and the year of their projected graduation has passed is considered an alumnus/alumna.

3.2 Honorary membership shall consist of the administrative officers, faculty, staff, and friends of the University of North Alabama not already qualified as members by the preceding section.

3.3 The Executive Board may confer honorary membership upon any person who has rendered distinctive service to the University of North Alabama.

#### ARTICLE IV OFFICERS

4.1 The officers of the board, also considered as the Executive Committee shall consist of the following:

- President
- President-Elect

- First Vice-President
- Second Vice-President
  - Secretary
  - Treasurer
- Alumni Club Advisor
  - Faculty Advisor
  - Staff Advisor
- Past Alumni Association President
- Director of Alumni Relations (by position)

4.2 All officers shall be elected annually by the Board of Directors at the last board meeting of the calendar year.

4.3 All officers shall serve a (1) year term and shall assume office on October 1 following their election.

#### ARTICLE V BOARD OF DIRECTORS

5.1 The Board of Directors (Board) shall be composed of twenty-four (24) members, the Executive Board, and the immediate Past-President.

A. Board members shall serve a (3 year terms) beginning October 1 and officers are elected on an annual basis.

B. The Board meets quarterly, while the executive board will maintain bi-monthly meetings as needed.

5.2 The President (or a representative) of each active alumni club shall be a member of the Board of Directors.

5.3. The new officers, board appointees, and fiscal year budget will receive approval at the fall meeting.

5.4 Orientation for the new board appointees will take place in the spring.

5.5 The Board of Directors shall:

A. Represent the alumni membership as at-large members of the Association.

B. Regularly participate in meetings of the Board at Large Directors.

C. Nominate and elect honorary members of the Association.

D. Serve on Standing, Ad Hoc, and Special Committees as appointed.

## ARTICLE VI

### ELECTIONS

6.1 The Nominating Committee will present to the Board of Directors a slate of officers of the Executive Board and the pre-approved/accepted Board members names (eight Board members rotate off each year). The nominating committee will meet during the summer months.

#### Nominating Committee

A. Nominating Committee shall consist of the current UNA Alumni Association President, Second Vice-President, Director of Alumni Relations, and a minimum of three appointed Board members.

B. Nominations for officers and expiring Board positions shall be actively sought by the nominating committee from the membership of the UNA Alumni Association and the alumni constituency.

C. Nominating Committee shall present to the Association's membership one name for each office. Nominations also may be made from the floor at the fall annual meeting.

6.2 It is the responsibility of the Nominating Committee to explain to each candidate the responsibility of the office for which he or she is being considered and to receive a commitment to serve.

6.3. The Second Vice-President will serve as chair of the nominating committee.

#### Election Procedures

A. President, President-Elect, First Vice President, Second Vice President, Secretary, Treasurer, Alumni Club Advisor, Faculty Advisor, and Staff Advisor shall be voted on at the fall annual meeting.

B. Officers' terms shall be one year, with the exception of the Secretary and Treasurer; they may be re-appointed. Board of Directors' terms shall be three years. Each year, eight new Board members shall be appointed and eight Board members may rotate off the Board unless the current member requests to remain on the board.

C. Members may choose to remain on the board of directors at the end of their 3-year term for (1) additional 3-year term.

D. Past board members must wait (1) 3-year term before applying for a new term on the board of directors.

E. All vacancies in elective offices shall be filled by the Executive Board. Resignation, if any, shall be accepted by the Executive Board.

F. The election shall be by ballot or by acclamation, as the Association may determine at the time.

G. Resignations occurring on the Board of Directors shall be filled by the Executive Board (as soon as possible) from an accrued working list provided by the membership committee.

## ARTICLE VII

### DUTIES

7.1 It shall be the duty of the President to preside over all meetings of the board, and of the Executive Committee, and shall have the power to vote on all issues.

7.2. The President shall have the power to appoint various standing committees or special ad-hoc committees necessary to carry out all activities relative to the functioning of the Alumni Association.

7.3 The President shall also serve as an ex officio member of all standing committees, except for the Executive Board, which he/she will chair.

7.3 It shall be the duty of the President-Elect to preside when the President is absent and to give the President wholehearted support in all of the activities of the Association.

7.4 It shall be the duty of the First Vice-President to serve as the Association liaison to alumni clubs and to preside if both the President and President-Elect are absent.

7.4 It shall be the duty of the Second Vice President to aid with recruitment and to bring recommendations to the board applicable to that constituency. The Second Vice President shall serve as chair of the Nominating Committee.

7.5 It shall be the duty of the Secretary to keep records of all board at large meetings, as well as meetings of the Executive Board. The President may appoint a recording Secretary if the secretary is not in attendance.

7.6 It shall be the duty of the Treasurer shall be responsible for evaluating and reporting on any income that is generated by the association. In addition, the Treasurer shall recommend a yearly budget for the Association and serve as the Chair of the Finance Committee.

7.7 The Director of Alumni Relations shall serve as the agent of liaison, communication, coordination, and administration in all matters pertaining to the mutual involvement of the University of North Alabama and the UNA Alumni Association.

## ARTICLE VIII



## STANDING COMMITTEES

8.1 Standing shall be appointed as needed by the UNA Alumni Association President.

8.2 The Board shall include the following standing committees:

- Executive Board
- Nominations Committee
- Homecoming Alumni Awards Committees
- Finance Committee
- Special Events/Projects Committee
- Student to Alumni Experience Committee

8.3 The Nomination Committee will identify and recruit alumni prospects for consideration to the UNA Alumni Association Board of Directors and present nominations for membership to the Board at the annual fall quarterly meeting.

8.5 The Homecoming Alumni Awards Committees review nominations and select recipients of the awards administered by the UNA Alumni Association at the annual Homecoming Alumni Awards banquet.

A. This includes the following awards:

- Lifetime Achievement
- Alumni of the Year
- Friend of the University
- Military Service
- Faculty/Staff Alumni Service
- Public Service
- Community Service
- Educator of the Year
- Young Alumni

B. The UNA Alumni Association President shall appoint a chair to oversee each nomination committee. The chair must currently serve on the Executive board or board of directors. The

President will consult with the Director of Alumni Relations to assign current or past board members to serve on the nomination committees.

8.6 The Executive Board will consist of following: President, President-Elect, First Vice President, Second Vice President, Secretary, Treasurer, Alumni Club Advisor, Faculty Advisor, Staff Advisor, Past President, and Director of Alumni Relations.

8.7 The Nominating Committee will present to the Board of Directors a slate of officers of the Executive Board and the pre-approved/accepted Board members names (eight Board members may rotate off each year). The nominating committee will meet during the summer months.

8.8 The Finances Committee will help support the Alumni Association and University Strategic Plan to encourage alumni giving to the University of North Alabama.

A. The committee will review the association's financial statements, annual budget, external audit report, services/lease agreements, and other financial related matters. Additionally, the committee will give insight to business development opportunities related to sponsorships and affinity partnerships for the association.

8.9 The Special Events/Projects Committee will oversee and provide guidance for association sponsored events and projects that involve alumni and the community. The committee will also support association programs and events through attendance and promotion of programs.

8.10 All committees shall include a chairperson who is a current member of the board at large.

## ARTICLE IX

### OPERATING EXPENSES

9.1 The University of North Alabama Alumni Association shall solicit and pay funds needed for the operation of the Association.

9.2 The Office of Alumni Relations shall be supported fiscally by the University of North Alabama.

## ARTICLE X

### MEETINGS

10.1 The Board of Directors will meet in the spring, summer, and fall of each year for a quarterly meeting update on the state of the Association, University of North Alabama and to conduct appropriate business.

10.2 Special meetings may be called by the Executive Committee or by a petition signed by a majority of the members. The members will be notified by phone, or e-mail of special meetings by an executive board member or Office of Alumni Relations staff employee.

10.3 The Executive Committee shall meet as required, but at least monthly, and shall determine its own time, date, and location of meeting.

10.4 Announcements of the Executive Committee shall be publicized to the members of the Association through the Director of Alumni Relations.

10.4 Business may be transacted by a vote of two-thirds of the Board of Directors present.

## ARTICLE XI

### AMENDMENTS

11.1 This Constitution may be amended by two-thirds vote of the members present at regular or special meetings provided that notice of the proposed amendment has been given to the members at least one month prior to the meeting.

11.2 Notice of proposed amendments or changes shall be made by mail or email to the Board of Directors of the UNA Alumni Association.

## ARTICLE XII

### DEFINITIONS

12.1. "Alumni Association Board" shall mean the governing body or representatives of the Association.

12.2. "Board Member" shall mean a general member who has been selected to serve on the UNA Alumni Association Board of Directors.

12.3. "Committee" shall be those bodies established by the Alumni Association Board on a needed basis or for a continuous period of time.

12.4. "Affinity Group" is any group of alumni having a common interest or affiliation, whether through degree, major, ethnicity, etc.

12.5. "Alumni Clubs" made up of alumni residing in the same city or geographical region, e.g., Atlanta, Birmingham, Nashville, etc.

12.6. "Homecoming" is the major annual reunion of alumni at the University of North Alabama.

12.7. "Alumni" An alumnus (masculine, plural alumni) or alumna (feminine, plural alumnae) is a former student or pupil of a school, college, or university.

## ARTICLE VII

### Finances

Section A. All members shall pay a \$40 membership fee.

Section B. All expenditures shall be approved by the advisor(s).

Section C. Director of Administration shall oversee expenditure requests as outlined in the Bylaws.

## ARTICLE VIII

### Committees

Section A. The Executive Committee shall consist of the President, Vice President, Director of Administration, Director of Events, Director of Communication, Director of Membership, Director of Alumni Relations, and advisor(s).

1. The Executive Committee shall be the governing body of SAA.
2. They should have all voting rights and privileges of the organization.

Section B. The three standing committees shall be as follows:

#### Events:

Work directly with the Office of Alumni Relations to assist in planning and organizing alumni tailgates, the Alumni Awards Banquet, Homecoming Spirit Challenge activities, Promising Alumni Reveal, Lions Under the Lights, and assist the Director of Membership with planning membership retreat.

#### Communication:

- o Maintain unified graphic standards for SAA.
- o Develop all promotional aspects of SAA.
- o Manage the official social media for SAA.

#### Membership:

- o Focus efforts on UNA Giving Day
- o Plan social events for members
- o Manage recruitment applications for new Student Alumni Association Ambassador members.
- o Assist the Director of Events with new member retreat logistics.

1. Each committee shall be chaired by a Director selected through interview process. Each member shall be required to serve on one committee with the exception of President, Vice

President, and Director of Administration who shall serve as ex-officio members of all committees.

## ARTICLE IX

### Advisors

Section A. The Student Alumni Association Ambassadors shall be advised by the Director of Alumni Relations and other Advisor(s) appointed.

## ARTICLE X

### Parliamentary Authority

Section A. Robert's Rules of Orders, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution.

## ARTICLE XI

### Amendments

Section A. The Student Alumni Association Ambassadors Constitution may be amended or revised by unanimous agreement among the advisor and current officers.

Section B. Any amendment or revision made after the start of an academic year (i.e. after The Student Alumni Association Ambassadors workshop) will not be effective until the start of the following year.

## ARTICLE XII

### Bylaws

#### Article I: Mission

The purpose of the organization shall be to create and enhance student and alumni relations as well as serving as a Student Association under the umbrella of the University of North Alabama National Alumni Association. The organization will also assist in specified endeavors of the Offices of Alumni Relations and Advancement. These alliances will strive to develop avenues of involvement, which will foster an atmosphere of tradition, pride, and loyalty to UNA.

#### Article II: Executive Board

1. PURPOSE – The Executive Board is responsible for the programming and execution of Student Alumni Association events and services.
2. COMPOSITON – The Executive Board Selection Committee has the discretionary right to determine the

individuals appointed to each position. The Executive Board shall be comprised of positions including:

A. President

B. Vice President

C. Director of Administration

D. Director of Communication

E. Director of Events

F. Director of Membership

### Section 1: DUTIES AND POWERS

#### 1. PRESIDENT:

A. Call and preside over all general meetings;

B. Oversee external affairs of The Student Alumni Association Ambassadors;

C. Serve on the selection committees for The Student Alumni Association Ambassadors and Directors;

D. Meet with the Advisor on a bi-weekly basis to report progress;

E. Be able to serve on the University Homecoming planning committee;

F. Represent the Student Alumni Association Ambassadors on the Alumni Association National Board of Directors as an ex-officio Director (must be able to attend board meetings throughout the year);

G. Be able to attend and speak at required events;

H. Be able to dedicate time outside of standard meetings to The Student Alumni Association Ambassadors;

I. Be available and able to work with the Alumni Association's staff to assist in coordinating events throughout the year.

#### 2. VICE PRESIDENT:

A. Assume the duties of The Student Alumni Association Ambassadors President in their absence or upon that individual's request;

B. Oversee internal affairs of The Student Alumni Association Ambassadors;

- C. Coordinate and preside over all Student Alumni Association Executive Council meetings;
- D. Coordinate and supervise all Student Alumni Association Committees, including, but not limited to, Events, Communication, and Membership;
- E. Assist the President by helping to coordinate all volunteer efforts with the Office of Alumni Relations, University Advancement, and the Office of Communication and Marketing;
- F. Assist the Membership Director of The Student Alumni Association Ambassadors with recruitment and retreat.
- G. Keep up with member event points and absences.

### 3. DIRECTOR OF ADMINISTRATION:

- A. Coordinate administrative tasks for Student Alumni Association
- B. Record minutes and prepare agendas all Student Alumni Association Executive Council and Student Alumni Association meetings;
- C. Coordinate financial handlings of all organization fundraising and monetary business
- D. Assist all Student Alumni Association Committees, including, but not limited to, Events, Communication, and Membership with administrative tasks.

### 4. DIRECTOR OF COMMUNICATION:

- A. Publicize, market, and promote all Student Alumni Association sponsored events and meetings through local, social, and University media;
- B. Promote membership recruitment efforts in conjunction with the Director of Membership;
- C. Keep records of Student Alumni Association members who receive special recognition (i.e. Member Spotlight);
- D. Communicate with the Director of Events to create social media and campus publications for events (i.e. profile pictures, flyers, chalking);
- E. Capture pictures and record all Student Alumni Association events for historical documentation and publication
- F. Serve as presiding officer of The Student Alumni Association Ambassadors Communication Committee;
- G. Appoint an assistant if necessary.

### 5. DIRECTOR OF EVENTS:

- A. Plan and coordinate all Student Alumni Association signature events in conjunction with The Student Alumni Association Ambassadors advisor(s).
- B. Plan and implement membership workshop alongside Director of Membership and seminars in partnership with campus departments and service centers for The Student Alumni Association Ambassadors;
- C. Assist in the planning and implementation of UNA Alumni Association events alongside The Student Alumni Association Ambassadors Advisor(s)
- D. Serve as the presiding member of The Student Alumni Association Ambassadors Events Committee;
- F. Coordinate event attendance.
- G. Appoint a Homecoming Spirit Challenge captain to serve as liaison for Homecoming specific organization events.
- H. Appoint an assistant if necessary.

#### 6. DIRECTOR OF MEMBERSHIP:

- A. Organize participation in orientation sessions during the summer.
- B. Assist in coordinating Student Alumni Association recruitment efforts in conjunction with Director of Communication;
- C. Oversee Student Alumni Association new member packets and incentives;
- D. Facilitate membership interview process/acceptance;
- E. Organize scoring tabulation for membership interviews;
- F. Maintain confidentiality regarding applications limited to Director and Advisor(s)
- G. Serve as the presiding member of The Student Alumni Association Ambassadors Membership Committee;
- H. Organize informal membership activities
- I. Appoint an assistant if necessary.

#### Article III: Rules of Procedure

#### SECTION I: VOTING PROCEDURE

- 1. In the event a vote is needed, a motion to vote must be made and seconded with no objections;



- A. Quorum will be at 2/3 voting members present;
  - B. In order for a motion to pass, The Student Alumni Association Ambassadors Executive Board must reach a 2/3 majority vote;
  - C. The Student Alumni Association Ambassadors President shall not vote;
  - D. If a member of the Executive Board is absent during a vote, The Student Alumni Association Ambassadors President and Vice President shall both abstain from voting.
- 2. Once a motion to vote has been made and seconded, a voting member may request to table a motion for the duration of one (1) week, pending specific changes to any document or idea.
  - 3. Voting shall be conducted by a show of hands or, at the discretion of The Student Alumni Association Ambassadors President, by secret ballot.
- A. The Student Alumni Association Ambassadors Director of Administration shall count the votes;
  - B. The vote count shall be recorded in The Student Alumni Association Ambassadors Executive Board minutes by the Director of Administration

#### Article IV: Appointments

##### SECTION 1: EXECUTIVE BOARD SELECTION COMMITTEE

- 1. The Executive Board Selection Committee shall be charged with interviewing and selecting students to be on the Executive Board.
- 2. The Executive Board Selection Committee shall be composed of members including:
  - A. The Student Alumni Association Ambassadors President
  - B. Director of Alumni Relations
  - C. Advisor(s) for Student Alumni Association Ambassadors
- 3. At the discretion of The Student Alumni Association Ambassadors President, outgoing Directors may be added to the Selection Committee for interviews of their respective replacements.

##### SECTION II: APPOINTMENT OF PRESIDENT AND VICE PRESIDENT

- 1. In order to be eligible to apply for either President or Vice President, candidates must previously have served at least one (1) year as a Student Alumni Association member, be a full-time degree-seeking University of North Alabama student, have a cumulative GPA of at least 3.0, and be able to serve in the role for a full calendar year.

2. All applicants for President or Vice President must submit an application provided by The Student Alumni Association Ambassadors prior to stated deadline. Upon successful submission, candidates must schedule an interview with the Selection Committee for Student Alumni Association President and Vice President.

A. Selection Committee for President and Vice President:

1. Representative from the Office of Alumni Relations

2. Representative from the Alumni Association

3. Representative from the Office of University Advancement

4. Current Student Alumni Association Ambassadors President if not returning. If President is returning, this seat shall be replaced by a non-returning member appointed by Advisor(s).

3. Applicants who apply for Student Alumni Association Ambassadors President may automatically be considered for Student Alumni Association Vice President, and vice-versa.

### SECTION III: APPOINTMENT OF DIRECTORS

1. In order to be eligible to apply for any Director position, candidates must, be a current Student Alumni Association member, as well as a full-time degree-seeking University of North Alabama student with a cumulative GPA of at least 3.0; and be able to serve in the role for a full calendar year.

2. All Director candidates must submit an application provided by Student Alumni Association prior to the stated deadline. Upon successful submission, candidates must schedule an interview with the Selection Committee for Director Positions.

3. Applicants who apply for a Director position may automatically be considered for any other Director position.

4. A slate shall be created with candidates being placed in the position the selection committee feels his/her

qualifications match most closely.

5. Upon accepting the Director position on The Student Alumni Association Ambassadors Executive Board, each member must sign a binding document that outlines their responsibilities and commitments on the Board, which will be done at The Student Alumni Association Ambassadors Executive Board retreat.

### Article V: Vacancies

### SECTION I: RESIGNATIONS

The resigning member of the Executive Board must submit their written resignation to The Student Alumni Association Ambassadors President with copies being sent to The Student Alumni Association Ambassadors Advisor.

## SECTION II: IMPEACHMENTS

1. If a Student Alumni Association Executive Board member fails to fulfill the duties of his/her office, The Student Alumni Association Ambassadors President may present the case to the Executive Board at an Executive Board meeting, for the impeachment of an Executive Board member.
2. The Student Alumni Association Ambassadors Executive Board Officer may be impeached by a unanimous vote of the Executive Board, discrediting the vote of the member undergoing an impeachment, and must be approved by the Advisor(s).
  - A. If a Student Alumni Association Executive Board member sees it fit to weigh charges of impeachment against the sitting Student Alumni Association President or Vice President, the Executive Board must reach a 2/3 majority vote to hear the argument presented against this officer.
  - B. Upon reaching this vote and hearing the presented case, The Student Alumni Association Ambassadors President or Vice President may be impeached by a unanimous vote of the Executive Board, discrediting the vote of the member undergoing the impeachment hearings.
  - C. The Advisor(s) must approve the impeachment.

## SECTION III: EXECUTIVE BOARD VACANCIES

1. Any Student Alumni Association Executive Board seat will be declared vacant upon impeachment or resignation.
2. Any member of The Student Alumni Association Ambassadors is eligible to fill the vacant position;
  - A. The interested Student Alumni Association members will contact The Student Alumni Association Ambassadors President and Vice President.
  - B. If more than one member expresses interest in a single position The Student Alumni Association Ambassadors President, Vice President, Advisor(s), and Student Alumni Association Advisor will conduct interviews and present a slate.
  - C. The Executive Board shall vote on members of the slate (refer to Article III, Section I).

Article VI: The Student Alumni Association Ambassadors

## SECTION I: SELECTION COMMITTEE

1. The Student Alumni Association Ambassadors Selection Committee shall be charged with interviewing and selecting students to be members of The Student Alumni Association Ambassadors. The selection committee shall be comprised of:

A. Student Alumni Association President

B. Student Alumni Association Advisor(s)

C. Representative(s) from Alumni Relations/University Advancement

D. Other UNA affiliates appointed by Advisor(s)

## SECTION II: ELIGIBILITY

1. Be a full-time University of North Alabama student;

2. Have and maintain a cumulative Grade Point Average (GPA) of 2.5;

3. Meet the qualifications related to the tasks and responsibilities of The Student Alumni Association Ambassadors, which shall be established by The Student Alumni Association Ambassadors Selection Committee.

## SECTION III: APPLICATION PROCESS

1. The Student Alumni Association Ambassadors Vice President, in conjunction with the Director of Communication and Director of Membership, shall publicly advertise Student Alumni Association applications.

2. This shall be done a minimum of two (2) weeks prior to the stated deadline. The Advisor(s) shall coordinate meetings of the Selection Committee to hold interviews and arrange for all applicants to be present.

A. All individuals applying shall be interviewed by The Student Alumni Association Ambassadors Selection Committee.

B. Current members in good-standing who are eligible to return shall not be required to interview.

3. Upon accepting the position on The Student Alumni Association Ambassadors, each member must sign a binding document. This document will be an agreement of understanding of the responsibilities and rules associated with the organization and a position on The Student Alumni Association Ambassadors.

## SECTION IV: REQUIREMENTS

1. Student Alumni Association must attend all scheduled meetings, unless otherwise noted.

2. Student Alumni Association must give notification of an expected absence from a general body meeting to The Student Alumni Association Ambassadors Vice President twenty-four (24) hours in advance.

A. Excused absences will be determined at the discretion of the Vice President, and can include but are not limited to: illness, family death, injury, out of town travel, and travel on school related functions.

B. After one (1) unexcused absences, the member will be notified by the Vice President of their absences.

C. If a member acquires three (3) unexcused absences, their status as a Student Alumni Association member will be terminated and written notification shall be sent by the SAA President.

3. In the case that an SAA Ambassador signs up for an event that they are unable to attend, it is that Ambassador's responsibility to find a replacement and to notify the Vice President of their absence.

4. Failure to show up at the event and not have a replacement will result in being placed on probation.

A. Once a second event is missed without a replacement, their status as a Student Alumni Association Ambassadors member will be terminated and written notification shall be sent by the President.

#### SECTION V: COMMITTEES

1. The purpose of Student Alumni Association committees is to assist the Executive Board in performing Student Alumni Association functions and activities.

2. The Student Alumni Association Ambassadors will form three committees including:

A. Communication Committee

B. Events Committee

C. Membership Committee

3. Each Student Alumni Association committee shall be under the authority of the appropriate Student Alumni Association Executive Board Director as stated in Article II, Section I.

#### SECTION VI: PROBATION

1. If a Student Alumni Association member's GPA falls below a 2.5 (3.0 for Executive Council) that Ambassador will have one (1) semester to bring their GPA up to 3.0 or above.

- A. If a Student Alumni Association Ambassadors member fails to return to a minimum 2.5 GPA 2.5 (3.0 for Executive Council) after one (1) semester, that Ambassador will be under review and subject to termination.
2. If a Student Alumni Association member fails to meet requirements for a given semester, that Ambassador will be placed on probation and will meet with The Student Alumni Association Ambassadors President to present a viable reason for their inability to complete the requirements.
  - A. Termination of Student Alumni Association Ambassadors members for their inability to complete requirements will be at the discretion of The Student Alumni Association Ambassadors President and The Student Alumni Association Ambassadors Advisor(s).

#### SECTION VII: RESIGNATION

1. The resigning Student Alumni Association member must submit a written resignation to The Student Alumni Association Ambassadors President with copies sent to The Student Alumni Association Ambassadors Advisor(s).

#### Article VII: Bylaw Amendments

1. The Student Alumni Association Ambassadors Bylaws may be amended or revised by unanimous agreement among the advisor and current officers.
2. Any amendment or revision made after the start of an academic year (i.e. after The Student Alumni Association Ambassadors retreat) will not be effective until the start of the following year.