



University of Connecticut

STUDENT ALUMNI ASSOCIATION

Students Today. Huskies Forever.

Constitution

Amended April 2009

Article I

Name

Section I The name of this organization shall be the Student Alumni Association.

Article II

Motto

Section I The Student Alumni Association will hereby abide by the motto of, "Student Today, Huskies Forever."

Article III

Purpose

Section I The UConn Student Alumni Association was established in 1983. The Student Alumni Association holds a great sense of pride and tradition in the University and with the affiliation of the Alumni Association, the Student Alumni Association is able to promote this through a variety of activities and programs.

Section II Primary goals of the organization are (1) to generate spirit and promote traditions surrounding the University among the student body, (2) to provide information about the Alumni Association to the student body, (3) to keep the Alumni Association aware of developments on campus that affect the students' perception of the University, (4) instill leadership and communication skills in all members of the Student Alumni Association, (5) provide Student Alumni Association members with opportunities to network with alumni, and (6) to connect Student Alumni Association members with various organizations within the University and surrounding community.

Article IV

Affiliation

Section I The Student Alumni Association shall be affiliated with and responsible to the University of Connecticut Alumni Association.

Article V

Eligibility

Section I The organization will be open to undergraduate and graduate students with a demonstrated commitment to the University of Connecticut.

Section II Each student interested in the Student Alumni Association may notify the organization by mail, e-mail, phone, or at a Student Alumni Association recruitment event.

Section III All interested students must comply with the application process determined by the Executive Board of the Student Alumni Association.

Article VI

Membership

Section I The Student Alumni Association Executive Board shall consist of 14 voting student members and the Advisor. The student membership shall be comprised of five Officers and the President.



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Section II In order to be considered an active member of the Student Alumni Association, each person must uphold the following standards of membership:

Executive Board Member

- Attendance at all weekly general meetings.
- Attendance at all weekly Executive Board meetings.
- Attendance at all Student Alumni Association events.
- Hold required amount of office hours per week.
- Complete all requirements of a General Member.
- Maintain a Paw-point total of 90% of the maximum points within a given semester.

General Member

- Participation on one committee per semester.
- Attendance at all mandatory Student Alumni Association events.
- Attendance at all weekly general meetings.
- Missed general meetings should be made up in accordance with the supplemental meetings determined by the president or, if unable to attend those, in accordance with Executive Board Office Hours.
- Maintain a Paw-point total of 50% of the maximum points within a given semester.

Section IV Benefits of being a member of the Student Alumni Association include, but are not limited to; invitations to various University of Connecticut Alumni Association sponsored events, opportunities to attend national and district ASAP conferences, Student Alumni Association social events, access to and use of all office equipment, etc.

Article VII

Voting

Section I Matters to be presented to the general membership for voting will be determined by the Executive Board and the Advisor.

Section II In the event of a general membership vote, each member is allowed one vote, in person or by absentee ballot, including the Executive Board with the exception of the President, who will serve as the tie-breaker. In the absence of the President, the Advisor will serve as the tie-breaker.

Section III All Executive Board voting will be decided by a two-thirds vote. All general membership voting will be decided by a two-thirds decision.

Section IV In order to be considered a vote-eligible Executive Board, a quorum of 9 voting members must be present at the meeting.

Section V In the event that a voting member of the Executive should be absent from a meeting, they shall not be eligible to cast a vote at that meeting given there is a quorum.

Article VIII

Meetings

Section I Meetings of the general membership of the Student Alumni Association shall be held on a weekly basis, the day and time to be determined by a pre-semester meeting of the Executive Board .

Section II Meetings of the Executive Board shall be held on a weekly basis, the day and time to be determined by a pre-semester meeting of the Executive Board.

Section III Additional meetings for the general membership and Executive Board, will be scheduled and held at the discretion of the President and/or the relevant committee chairperson(s).

Section IV The President shall hold no less than one supplemental meeting during the week for members who cannot attend the general meeting to be determined at their discretion.



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Section V Committee leaders will hold meetings with their committee at least once per week and at a place and time to be determined at their discretion.

Article IX Officers

Section I All positions on the Executive Board are one-year terms running from official installation in May until the May of the following year.

Section II All positions on the Executive Board shall be filled according to the a procedure to be determined by the Executive Board

Section III All vacancies on the Executive Board after the official voting procedure has concluded shall be filled upon discussion with and recommendation from the Executive Board of the Student Alumni Association.

Section IV The Executive Board of the Student Alumni Association shall have the following officers; President, Vice President of Membership & Recruitment, Vice President of Programming and Communications, Vice President of Finance, Secretary, Webmaster, Alumni Relations Co-chairs, OOzeball Co-chairs, VP of Service, Service Project Chair, Social Chair, and Recruitment Chair.

Section V All Executive Board positions may be held for a maximum of two calendar years. Said years do not have to be consecutive and in the event of a mid-year election, the Officer is allowed two full calendar years after their initial semester.

Section VI Upon completion of an Officer's term, one must present an updated portfolio with all information regarding the planning and outcome of their position to whomever will be holding office in said position the following year.

Article X Executive Board

Section I President

- Shall be the chief presiding officer for all General and Executive Board Meetings.
- Shall provide leadership and guidance all necessary aspects of the organization.
- Plan the agenda for each meeting.
- Hold at least 3-4 office hours weekly (may vary with needs of other Executive Board Members and events)
- In addition to office hours, will hold weekly meetings with Advisor
- Shall provide assistance when needed to all other Executive Board and General Members
- Shall substitute positions for other Executive Board Members should need arise (ex: providing meeting minutes, running OOzeball meetings, coverage at events, etc.)
- Work closely with other positions on the board and the program coordinators as needed
- Shall have the power to create committees with the approval of the Executive Board and will serve as ex-officio on all such committees
- Shall, with the assistance of the Advisor, approve all final decisions regarding all SAA programs
- Shall serve as a mediator in conflict situations within the organization that directly affect the productivity of the organization.
- Shall act as the official spokesperson of the group.
 - Shall enforce all articles of SAA's constitution and bylaws.
 - Shall serve as liaison between the SAA and the Alumni Association.



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- Shall attend the Alumni Council meetings to report the activities of SAA.
- Shall attend Alumni Association's Board of Directors meetings and give a verbal report on the activities of SAA
- Shall attend Alumni Association Strategic Planning Committee meetings
- Shall attend the Vice President's Student Leadership Cabinet monthly
- Shall attend various on-campus leadership groups and report back with information pertinent to SAA
- Mandatory attendance at ALL events exceptions with consent of Advisor

Section II

Vice-President of Programming and Communications

- Shall handle all SAA Presidential activities including, but not limited to, Executive Board and General Meetings, in the absence of the President.
- Mandatory attendance at all Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall hold at least 2-3 office hours weekly (may vary with needs of other Executive Board Members and events)
- Will assist the President whenever necessary.
- Will assist the Vice-President of Membership & Recruitment whenever necessary
- Shall oversee the planning, organization, and communication components of all SAA programs & events unless otherwise denoted.
- Overseeing the planning and organizing of all proposals for new programs to be presented to the President and Advisor.
- Work with individual planners of programs to ensure that programs are unique and whenever possible maintain an alumni component.
- Shall attend Alumni Association Board of Director's meetings as needed in the absence of the President
- Shall attend Alumni Association Strategic Planning Committee meetings as needed in the absence of the President
- Mandatory attendance at all Programming related activity (exceptions with consent of President and Advisor)
- Shall oversee the programming committee.

Section III

Vice President of Membership & Recruitment

- Shall handle all SAA President activities and preside over all General and Executive Board meetings in the absence of the President and Vice-President of Programming
- Mandatory attendance at all Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall hold at least 2-3 office hours weekly (may vary with needs of other Executive Board Members and events)
- Will assist the President whenever necessary
- Will assist the Vice-President of Programming whenever necessary
- Shall recognize SAA members' outstanding contributions, achievements, milestones, and/or accomplishments within the organization
- Shall oversee all aspects of Membership and Recruitment (oversee, assist and attend all activities relating to the recruitment and retention of members).
- Responsible for all of SAA's participation in:
 - Fall & Spring Student Activities Fairs
 - Fall and Spring Membership Recruitment Drives
 - Summer Freshmen Picnics



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- Fall and Spring Career Fairs
- Open Houses
- Husky WOW block party
- Any other applicable programs...
- Shall attend Alumni Association Membership & Marketing meetings as necessary
- Mandatory attendance at all Membership & Recruitment related activity (exceptions with consent of President and Advisor)
- Shall oversee the Membership Committee
- Shall meet with the Social Chair and Recruitment Chair at least once a week.
- Shall organize and oversee some membership recruitment and/or retention aspect of any and all applicable programs and events.

Section IV

Social Chair

- Mandatory attendance at every Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall be responsible for the planning and execution of social events for SAA members, under the supervision and guidance of the Vice President of Membership and Recruitment, including, but not limited to:
 - New member retreats
 - Fall and Spring retreats
 - Both formal and informal outings
- Shall hold at least 1-2 office hours weekly.
- Shall meet with the Vice President of Membership and Recruitment and the Recruitment Chair at least once a week.

Section V

Vice President of Finance

- Shall oversee the entire Carepackage program including, but not limited, to contacting recipients and package distribution.
- Shall continuously work with businesses and organizations for sponsorship of events.
- Mandatory attendance at all Fundraising/Sponsorship related activity (exceptions with consent of President and Advisor)
- Shall work with Presidents of all Alumni Association Chapters regarding sponsorship for various events (i.e. OOzeball)
- Responsible for the creation of additional fundraising events
- Responsible for contacting various sponsors for all aspects of SAA programming as needed
- Keep records of contact information for all sponsors of all SAA events
- Shall oversee OOzeball Sponsorship Committee
- Shall keep an accurate and current list of all transactions within SAA during both the Fall and Spring Semesters
- Shall assist the advisor in planning and overseeing the budget, and report weekly to the Executive Board on matters regarding finance.
- Mandatory attendance at all Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall hold at least 2-3 office hours weekly.
- Shall attend monthly meetings with the UCAA Director of Finance.
- Shall oversee the fundraising committee.



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Section VI

Secretary

- Shall record minutes of each SAA Executive Board and General Meetings.
- Mandatory attendance at every Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall create an electronic version of the minutes from each meeting and make them accessible to members within 48 hours of said meeting.
- Keep attendance at each meeting and activities and advise groups accordingly.
- Shall create and be responsible for updating and tallying of the Paw Points chart.
- Shall keep current contact information including, but not limited to, permanent and campus addresses of all SAA members.
- Shall hold at least 1-2 office hours weekly to update and distribute lists & meeting minutes (may vary depending upon needs of other Executive Board Members and their events)
- Shall work with the Web Master to oversee the creation and distribution of an SAA newsletter.
- Shall oversee the Historian committee
- Shall meet weekly with the Web Master to make sure all events, minutes, and special bulletins are uploaded onto the website.
- Shall be responsible for maintaining knowledge of campus and SAA traditions within the organization, as well as spreading knowledge of these throughout the campus community.

Section VII

Webmaster

- Mandatory attendance at every Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall be responsible for the maintenance of an SAA website.
- Shall hold at least 1-2 office hours weekly.
- Shall meet weekly with the Secretary to make sure all events, minutes, and special bulletins are uploaded onto the website.
- Shall work with the Secretary to oversee the creation and distribution of an SAA newsletter.

Section VIII

Alumni Relations Co-chairs

- Shall organize all of SAA's inter-organizational work with the Alumni Association
- This includes but is not limited to:
 - Football Huddles
 - Basketball Tip-off Dinners
 - Coach's Dinners
 - Presence at the annual Alumni Awards Gala
- Shall oversee all Alumni-related events.
- Mandatory attendance at a minimum of (exceptions with consent of President and Advisor):
 - 2 Football Huddles Per Season
 - 1-2 Coaches Dinners
 - 1-2 Tip-off Dinners
 - Alumni Awards Gala
- Shall hold at least 1-2 office hours weekly depending on times/dates of events



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- Mandatory attendance at all Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall work with Alumni Association regarding SAA presence at any/all UCAA events including, but not limited to, Homecoming, freshman picnics, alumni week, and spirit village.
- Alumni Relations – Liaison
 - Shall contact alumni to invite them to SAA events and establishing/maintaining an SAA alumni mentoring network.
 - Shall maintain contact with former SAA members.
 - Shall meet weekly with the Alumni Relations Programmer.
- Alumni Relations – Programming
 - Shall oversee the planning and operation of any/all alumni-based events.
 - Shall meet weekly with the Alumni Relations Liaison.

Section IX

OOzeball Co-chairs

- Shall organize and plan the annual OOzeball tournament. This includes but is not limited to:
 - Sponsorship
 - Promotion
 - Creating Committees
 - Overall Execution
 - Prizes
 - Other: as listed in OOzeball Manual
- Shall oversee an Advertising Committee and a Sponsorship Committee, to be under the supervision of the VP of Finance.
- Shall hold at least 1-2 office hours weekly during the Fall Semester.
- Shall hold at least 2-3 office hours weekly during the Spring Semester.
- Mandatory attendance at all Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Mandatory attendance at during ALL OOzeball related activity (exceptions with consent of President and Advisor)
- Shall be held by two members serving as Co-Chairs.
- Shall oversee the OOzeball committee.

Section X

Vice President of Service

- Mandatory attendance at all Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall hold at least 2-3 office hours weekly.
- Shall oversee the organization and execution of all service-based events.
- Shall offer opportunities for SAA members to contribute to some cause(s) in unique and effective ways.
- Shall oversee the Service Committee.
- Shall meet weekly with the Service Project Chair
- Mandatory attendance at all service-based events.

Section XI

Service Project Chair

- Mandatory attendance at all Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall hold at least 1-2 office hours weekly.



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- Shall meet weekly with the VP of Service
- Shall organize no more or less than one large service project per semester (one in fall, one in spring). This may include planning a unique project or organizing SAA within a pre-existing event (i.e. Relay for Life, Huskython, etc). Projects are subject to approval by the E-board.
- Mandatory attendance at all service-based events.

Section XII

Recruitment Chair

- Mandatory attendance at every Executive Board and General Meetings (exceptions with consent of President and Advisor)
- Shall be responsible for the planning and execution of Recruitment events under the supervision and guidance of the Vice President of Membership and Recruitment
- Shall hold at least 1-2 office hours weekly.
- Shall meet with the Vice President of Membership and Recruitment and the Social Chair at least once a week.

Article XI

Advisor

- Section I The Advisor must maintain professional standards while serving as the link between the Student Alumni Association and the University of Connecticut Alumni Association.
- Section II The Advisor shall present ideas to the Executive Board for discussion and approval before sharing with the general membership.
- Section III The Advisor shall be responsible for attending all meetings of the general membership and Executive Board.
- Section IV The Advisor shall be a non-voting member of the Student Alumni Association, but will be expected to participate in all attended meetings.
- Section V Mandatory attendance at all Student Alumni Association sponsored events (exceptions at their own discretion and with consent of the Executive Board)

Article XII

Amendments

- Section I The Constitution of the Student Alumni Association shall be amended every two years. Any non-scheduled amendments to the Constitution must “sit on the table” for two weeks prior to voting. The decision will be made by a two-thirds vote.
- Section II The Constitution may only be amended by a two-thirds vote of the Executive Board and shall replace all previous documents.
- Section III All former versions of this Constitution will be considered null and void following approval by the Executive Board of a current version of this or another document.

Article XIII

Probation and Impeachment

- Section I In the event that a member of the Executive Board is not maintaining the standards of membership set in Article XI, section II and the duties of their position outlined in Article X in the Constitution of the Student Alumni Association, that Executive Board member is eligible for probation and impeachment.
- Section II If a member of the Executive Board is eligible for probation and impeachment, it must be brought to the attention of the Advisor or President, who will convene and determine the best



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- course of action before presenting a recommendation to the Executive Board. *In the event that the President is the position in question, the Advisor may decide without the President's consent.
- Section III If Probation is advised by the President and Advisor*, the Executive Board must vote in accordance with voting procedures (Article VII) on whether said member will be placed on Probation.
- Section IV If a member of the Executive Board is placed on Probation they are required to show improvement in participation and interest within the organization, as well as bring their point total to an acceptable level, within one month of being placed on Probation. This will be deemed their "Probation Period". During this time the person on Probation must meet at least once a week with the Advisor to discuss their progress and determine a positive course of action for being taken off of Probation.
- Section V If, following the Probation Period, the Executive Board finds the person on Probation to be in compliance with the standards of membership set in Article XI, section II and the duties of their position outlined in Article X in the Constitution of the Student Alumni Association, or to have shown an improvement in these areas acceptable to the Executive Board, that person shall be taken off of Probation.
- Section VI If, following the Probation Period, the Executive Board finds the person on Probation to still not be in compliance with the standards of membership set in Article XI, section II and the duties of their position outlined in Article X in the Constitution of the Student Alumni Association, or to have failed to show an improvement in these areas acceptable to the Executive Board, that person will be eligible for impeachment and will be subject to an impeachment hearing.
- Section VII At the impeachment hearing, the Executive Board, without the member undergoing impeachment, will determine if that member should be removed. That person shall be allowed to plead their case. If, after a vote is made, that person is not impeached they will remain on Probation for an additional Probation Period of no less than one month. If, after a vote is made, that person is impeached they will be stripped of their elected title and any and all affiliated benefits of holding said title. In addition they will lose all affiliation with the organization per the discretion of the Executive Board.
- Section VIII Probation shall be defined as a period of one month in which a member of the Executive Board must show a conscious effort towards the benefit of the organization and the fulfillment of their position. During this period the benefits of Executive Board membership (i.e. invitations to Alumni Association events, conferences, etc) will be limited to a need-basis.
- Section IX Impeachment shall be defined as the total removal of a member of the Executive Board along with the removal of any and all benefits given to a member of the Executive Board. Further action may be taken to bar an impeached person from the organization entirely. In the event Impeachment, filling the role of the position shall follow the procedures outlined in Article IX, section III within the Constitution of the Student Alumni Association.

Article XIV

Dissolution

- Section I Upon any dissolution or termination of the Student Alumni Association, all of its property and assets shall, after payment of lawful debts of the Student Alumni Association and expense of dissolution or termination, be delivered, conveyed and paid over to the University of Connecticut Alumni Association.