

**Student Alumni Association  
Constitution Amended December 2018**

**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, "Students 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 UConn Foundation, 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 instill leadership, communication, and networking skills in all members of the Student Alumni Association, (3) to provide Student Alumni Association members and the campus community with opportunities to network with alumni, (4) to connect Student Alumni Association members with various organizations within the University and surrounding community, (5) to provide information about the UConn Foundation to the student body, and (6) to work with the UConn Foundation to promote student engagement and philanthropy.

**Article IV  
Affiliation**

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

Section II The Student Alumni Association is not affiliated with any national organizations.

**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.

**Article VI  
Membership**

Section I The Student Alumni Association Executive Board shall consist of no more than 7 student members, one of which shall be the President, and the Advisor.

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 general meetings.
- Attendance at all weekly Executive Board meetings.
- Responsible for efficient communication with designated committee, if applicable.
- Attendance at all mandatory Student Alumni Association events.
- Holds at least two office hours a week.
- Holds one-on-ones with Advisor as needed
- Complete all requirements of a General Member.

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

*General Member*

- Participation on one committee per semester, if applicable.
- Attendance at all mandatory Student Alumni Association events.
- Attendance of at least 3 general meetings, OR the accumulation of 15 points per semester
- If unable to attend general member meetings, information should be obtained from weekly minute e-mails and communication with President or Vice President of Membership

Section IV Excusal from mandatory events must be communicated via filling out the Excuses Submission Google Form, prior to a week before the event. If the Executive Board does not respond within three days, then the excuse is acceptable. The following excuses are acceptable: scheduled classes or meetings, scholarship-related events, illness or health-related issues, emergencies, or work conflicts. Emergencies and last-minute illnesses are acceptable excuses. Anything else, or last-minute excuses, will be determined on a case by case basis.

*Mandatory Events for the Executive Board:*

- Homecoming Parade
- Networking Nights (2)
- Oozeball
- Pinning
- the CASE ASAP District 1 Conference

*Mandatory Events for General Members:*

- Homecoming Parade
- Networking Nights (2)
- Oozeball

Section V Benefits of being an active member of the Student Alumni Association may include, but are not limited to; invitations to various University of Connecticut Foundation 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 active member is allowed one vote, in person or by absentee ballot, including the Executive Board with the exception of the Advisor, who 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 5 voting members must be present at the meeting.
- Section V In the event that a voting member of the Executive Board should be absent from an Executive Board meeting, they shall not be eligible to cast a vote in any decisions 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 or cancellation of 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 Committee leaders will hold meetings with their committee at a place and time to be determined at their discretion if needed.

### **Article IX Officers**

- Section I All positions on the Executive Board are one-year terms running from the official installation of the new Executive Board until the following May.
- Section II All positions on the Executive Board shall be filled according to the procedure to be determined by the Executive Board: Formal Application Process.
- Section III All vacancies on the Executive Board after the official voting procedure has concluded shall be filled upon discussion with the 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 Communication, Vice President of Membership, Vice President of Programming, Vice President of Finance, Vice President of Alumni Relations & Philanthropy, and Vice President of Traditions.
- Section V All Executive Board positions may be held for a maximum of two academic years. Said years do not have to be consecutive and in the event of a mid-year election, the Officer is allowed two full academic years after their initial semester.
- Section VI Upon completion of an Officer's term, one must present an updated portfolio or binder with all information regarding the planning and outcome of their position to whomever will be holding office in said position the following year as well as at least one required meeting of transition.
- Section VII All Executive Board Officers shall delegate events or projects to their general committee members as Chairperson for all pertinent Student Alumni Association events or projects, if applicable.

### **Article X Executive Board**

Section I **President** *(Must have served in an Executive Board position prior to applying for the President position)*

- Chief presiding officer for all General and Executive Board meetings
- Provides leadership and guidance for all necessary aspects of the organization
- Plans the agenda for each Executive Board and General meeting
- Holds 3-4 office hours weekly (may include General and Executive Board meeting times, may vary)
- Provides assistance when needed to all other Executive Board and General Members
- With the assistance of the Advisor, approves all final decisions regarding all Student Alumni Association programs
- Serves as a mediator in conflict situations within Student Alumni Association that directly affect the productivity of Student Alumni Association
- Acts as the "Right Hand" to the Advisor and hold meetings with the Advisor as needed
- Acts as the official spokesperson of the group and liaison to the Foundation
- Handles all aspects of CASE ASAP participation
- Attend required RSO training for President
- Mandatory attendance at Executive Board meetings, General meetings, and all aforementioned major events (exceptions with consent of Advisor)

Section II **Vice President of Communication**

- Handles all Student Alumni Association Presidential activities in the absence of the President
- Holds at least two office hours weekly (may vary)
- Records and distributes minutes of Student Alumni Association Executive Board and General meetings responsible for completion of all CASE ASAP and award applications
- Acts as the historian for the organization and for campus traditions
- Creates consistent and effective marketing for the organization and its events
- Maintains and updates social media accounts for Student Alumni Association
- Maintains and updates the Student Alumni Association website
- Coordinates a current member and alumni e-newsletter twice a year
- Mandatory attendance at Executive Board meetings, General meetings, and mandatory events (exceptions with consent of President and Advisor)
- Attend required RSO training for Secretary
- Oversees the Communication Committee

Section III **Vice President of Membership**

- Holds at least 2 office hours weekly (may vary)
- Oversees all aspects of Membership and Recruitment including the rewards system
- Recognizes Student Alumni Association members' outstanding contributions, achievements, milestones, and/or accomplishments within the organization
- Responsible for Student Alumni Association's participation in:
  - Fall and Spring Student Involvement Fairs
  - Fall and Spring Retreats
  - Holiday Party
  - Pinning Ceremony (with Vice President of Programming)
- Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)

- Oversees the Membership Committee

## Section IV

**Vice President of Finance**

- Holds at least two office hours weekly (may vary)
- Oversees the Care Package program including, but not limited to, contacting recipients and package distribution
- Organizes all fundraising and sponsorship related activity for the organization, including Ignite
- Responsible for the creation of additional fundraising events
- Keeps records of contact information for all sponsors of all Student Alumni Association events
- Assists in the financial planning and budgeting of all Student Alumni Association events
- Makes budget available to Executive Board members and provides monthly report on financial status
- Responsible for managing reimbursements
- Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- Attend required RSO training for Treasurer
- Oversees the Finance Committee

## Section V

**Vice President of Programming**

- Holds at least 2 office hours weekly (may vary)
- Works with individual planners of programs to ensure that programs are unique and whenever possible maintain an alumni component
- Responsible for the coordination and implementation of:
  - Student Alumni Association Pinning Ceremony
  - Student Alumni Association's participation in Homecoming Week
  - Student Alumni Association's participation in the Senior Send-Off Celebration
- Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- Oversees the Programming Committee

## Section VI

**Vice President of Alumni Relations & Philanthropy**

- Holds at least two office hours weekly (may vary)
- Responsible for the coordination and implementation of:
  - LinkedIn training session for members – Fall
  - Student and Alumni Networking Night – Fall
  - One philanthropy event focused on education – Spring
  - One philanthropy event focused on pride – Spring
  - Participation in CASE ASAP Student Engagement & Philanthropy Month
- Offers ideas and support to the Foundation regarding Student Alumni Association participation in Foundation events including Philanthropy Day
- Teaches and enables members to identify alumni mentors
- Maintains an active relationship with other relevant organizations on campus
- Maintains contact with former Student Alumni Association members
- Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- Oversees the Alumni Relations & Philanthropy Committee

Section VII **Vice President of Tradition**

- Holds at least two office hours weekly (may vary)
- Handles all Student Alumni Association Presidential activities in the absence of the President and Vice President of Communication
- Acts as the Vice President to the organization.
- Maintains knowledge of campus and Student Alumni Association traditions within the organization, as well as spreads knowledge of these throughout the campus community
- Responsible for the coordination and implementation of the annual events, including OOzeball:
  - Coordinates Bucket List days based on campus traditions and the annual “81 Things to Do Before You Graduate”
  - Sponsorship (with Vice President of Finance)
  - Promotion (with Vice President of Communication)
  - Coordination with campus partners and student organizations
  - Overall execution
  - Prizes
  - Record-keeping including disposal of outdated documents and personal information
- Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- Attend required RSO training for Vice President
- Oversees the Tradition Committee

**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 Foundation.
- 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 80% of the Executive Board meetings and 80% of the general membership meetings.
- 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 Attendance at all Student Alumni Association sponsored events (exceptions at their own discretion and with consent of the Executive Board).
- Section VI The Advisor shall be responsible for introducing new executive board members to the Foundation Staff.
- Section VII The Advisor has the final say in the election of incoming Executive Board members.
- Section VIII The Advisor shall meet with Executive Board members during designated one-on-one meeting times.

**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.

### **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 VI, 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 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, 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 VI, 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 VI, 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 Foundation 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 of 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 Foundation.

**Article XV  
Financial Statement**

Section I           All funding for the Student Alumni Association shall come from a budget predetermined each year by the University of Connecticut Foundation in conjunction with all fundraising efforts.

**Article XVI  
Non Hazing Compliance Statement**

Section I           The Student Alumni Association maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards

Section II           Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate.

Section III          In cases of individual violators, appropriate disciplinary action may be imposed as outlined in *The Responsibilities of Community Life: The Student Code*. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed. iv. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88- 328) which violator or RSO may be subject

**Article XVII  
Enabling Clause**

Section I           This constitution was voted on and put into effect on January 28, 2019.



Signed by:

President:

Bryan Kirby \_\_\_\_\_ January 31, 2019

Vice President

Aakash Parikh \_\_\_\_\_ January 31, 2019

Secretary

Monika Krah \_\_\_\_\_ January 31, 2019

Treasurer

Rich Garcia \_\_\_\_\_ January 31, 2019: