

# STUDENT ALUMNI ASSOCIATION

Constitution Amended March 9, 2022

## ARTICLE I – NAME AND AFFILIATION

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- i. Name**
  - a. The official name of this organization shall be the Student Alumni Association
- ii. Affiliation**
  - a. The Student Alumni Association shall be affiliated with and held responsible to the University of Connecticut Foundation
  - b. The Student Alumni Association is not affiliated with any national organization

## ARTICLE II – MISSION STATEMENT

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- i. The mission of this organization shall be to (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.
- ii. 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.
- iii. The Student Alumni Association will hereby abide by the motto of, “Students Today. Huskies Forever”.

## ARTICLE III – MEMBERSHIP

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- i. The organization will be open to any Undergraduate or Graduate with a demonstrated commitment to the University of Connecticut.
- ii. An accurate listing of the membership of the Student Alumni Association is to be kept on the organization’s UConn contact page and regularly submitted by way of the Re-Registration and Roster-Verification Forms.
- iii. 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.

- iv. In order to be considered an active Executive Board 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.
- Attendance at semesterly retreats.
- Responsible for efficient communication with the 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

Active membership is based on the current academic year.

- v. In order to be considered an active general member of the Student Alumni Association, each person must uphold the following standards of membership:

*General Membership:*

- Participation on one committee per semester, if applicable.
- Attendance at all mandatory Student Alumni Association events.
- Attendance of at least 5 general meetings, or the accumulation of 15 points, in the same academic year.
- If unable to attend general member meetings, information should be obtained from weekly minute emails and communication with the President or Vice President of Membership.

Active membership is based on the current academic year.

- vi. Excusal from mandatory events must be communicated via filling out the Excuses Submission Form, at least one week prior to the event. If the President does not respond within three business days, then the excuse is approved. The following reasons for absences are generally deemed acceptable:

- Scheduled classes or meetings
- Scholarship-related events
- Illness or health-related issues
- Family emergencies
- Work conflicts

Last minute emergencies and illnesses are also acceptable excuses. All absences are subject to approval by the President and Advisor.

*Mandatory Events for the Executive Board:*

- Executive and General Board Meetings
- Homecoming Parade
- Networking Nights (2)

- OOzeball
- Pinning
- the CASE ASAP District 1 Conference

*Mandatory Events for General Members:*

- Homecoming Parade
  - Networking Nights (2)
  - OOzeball
- vii. Active member benefits may include the ability to:
- Vote in elections
  - Running for Executive Board positions
  - Attend UConn Foundation sponsored events
  - Receive preferential access to national and district level CASE ASAP conferences
  - Attend SAA social events
  - Receive prizes based on the accumulation of points
- viii. In the event that an active member fails to attend a mandatory event or submit the Excuses Submission Form, the President will reach out to the active member in question to discuss the event with them. At the discretion of the President, they will be given a formal warning. If it occurs a second time, the active member will be submitted to a probation period of two weeks, with all active member benefits revoked. During the probation period, the member must attend the meetings and or events that fall within the two-week period, as defined by the President and Advisor. Future disciplinary steps are to be determined by the President and the Advisor on a case by case basis.

## ARTICLE IV – OFFICERS

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- i. **Executive Officers:**
- a. **PRESIDENT** (*Must have served in an Executive Board position prior to applying for the President position*)
- i. Chief presiding officer for all General and Executive Board meetings
  - ii. Provides leadership and guidance for all necessary aspects of the organization
  - iii. Plans the agenda for each Executive Board and General meeting
  - iv. Holds 3-4 office hours weekly (may include General and Executive Board meeting times, may vary)
  - v. Provides assistance when needed to all other Executive Board and General Members
  - vi. With the assistance of the Advisor, approves all final decisions regarding all Student Alumni Association programs

- vii. Serves as a mediator in conflict situations within Student Alumni Association that directly affect the productivity of Student Alumni Association
- viii. Acts as the “Right Hand” to the Advisor and hold meetings with the Advisor as needed
- ix. Acts as the official spokesperson of the group and liaison to the Foundation
- x. Make sure that the Student Alumni Association is meeting its organization goals
- xi. Handles all aspects of CASE ASAP participation
- xii. Attend required RSO training for President
- xiii. Mandatory attendance at Executive Board meetings, General meetings, and all aforementioned major events (exceptions with consent of Advisor)

**b. VICE PRESIDENT OF TRADITIONS** (*Vice President*)

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

**c. VICE PRESIDENT OF COMMUNICATION** (*Secretary*)

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

**d. VICE PRESIDENT OF FINANCE AND PHILANTHROPY** (*Treasurer*)

- i. Holds at least two office hours weekly (may vary)
- ii. Oversees the Care Package program including, but not limited to, contacting recipients and package distribution
- iii. Organizes all fundraising and sponsorship related activity for the organization, including Ignite
- iv. Responsible for the creation of additional fundraising events
- v. Responsible for the Student Alumni Association's participation in HuskyThon beginning in the Fall Semester
- vi. Leads the Student Alumni Association's effort to collaborate with UConn Foundation regarding events including UCONN Gives
- vii. Keeps records of contact information for all sponsors of all Student Alumni Association events in addition to all donors to the Student Alumni Association's Ignite Campaign
- viii. Assists in the financial planning and budgeting of all Student Alumni Association events
- ix. Works with advisor to make budget available to Executive Board members and provides a general outline of monetary distribution at the beginning of each semester
- x. Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- xi. Attend required RSO training for Treasurer
- xii. Oversees the Finance Committee

**e. VICE PRESIDENT OF MEMBERSHIP**

- i. Holds at least 2 office hours weekly (may vary)
- ii. Oversees all aspects of Membership and Recruitment including the rewards system
- iii. Recognizes Student Alumni Association members' outstanding contributions, achievements, milestones, and/or accomplishments within the organization
- iv. Collaborates with the VP of Traditions in organizing and executing the Scavenger Hunt during HuskyWOW
- v. Responsible for Student Alumni Association's participation in:
  1. Fall and Spring Student Involvement Fairs
  2. Fall and Spring Retreats
  3. Thanksgiving Potluck
  4. Holiday Party
  5. Pinning Ceremony (with Vice President of Programming)
- vi. Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- vii. Oversees the Membership Committee

**f. VICE PRESIDENT OF PROGRAMMING**

- i. Holds at least 2 office hours weekly (may vary)
- ii. Responsible for the coordination and implementation of:
  1. Student Alumni Association Pinning Ceremony
  2. Student Alumni Association's participation in Homecoming Week
  3. Student Alumni Association's participation in the Senior Send-Off Celebration
- iii. Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- iv. Oversees the Programming Committee

**g. VICE PRESIDENT OF ALUMNI RELATIONS**

- i. Holds at least two office hours weekly (may vary)
- ii. Responsible for the coordination and implementation of:
  1. LinkedIn training session for members
  2. Student and Alumni Networking Night
  3. Inviting Alumni to join General meetings
- iii. Participation in CASE ASAP Student Engagement
- iv. Works with individual planners of programs to ensure that programs are unique and whenever possible maintain an alumni component
- v. Offers ideas and support to the Foundation regarding Student Alumni Association participation in Foundation events including UCONN Gives

- vi. Teaches and enables members to identify alumni mentors
- vii. Maintains an active relationship with other relevant organizations on campus
- viii. Maintains contact with former Student Alumni Association members
- ix. Mandatory attendance at Executive Board meetings, General meetings, and aforementioned mandatory events (exceptions with consent of President and Advisor)
- x. Oversees the Alumni Relations Committee

**ii. Election of Officers**

**a. Term of Office**

- 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.

**b. Election Procedure:**

- i. Matters to be presented to the general membership for voting will be determined by the Executive Board and the Advisor.
- 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.
- 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.
- iv. In order to be considered a vote-eligible Executive Board, a quorum of 5 voting members must be present at the meeting.
- 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.
- vi. Executive Board elections will be decided by a simple majority vote.
- vii. All positions on the Executive Board shall be filled according to the procedure to be determined by the Executive Board's formal application process.
- viii. 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.
- ix. 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.
- x. 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.

- xi. 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.
- xii. 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.
- xiii. All Executive Board members shall uphold The Student Code set forth by the UConn Office of Community Standards.

**c. Removal / Replacement of Officers:**

- i. If an Executive Board member cannot uphold any of the E-Board requirements set forth in this Constitution, that member will step down from their position on the Student Alumni Association E-Board, effective immediately.
- ii. In the event that a member of the Executive Board is not maintaining the standards of membership set forth in the Constitution of the Student Alumni Association, that Executive Board member is eligible for probation and impeachment.
- iii. 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.
- iv. If Probation is advised by the President and Advisor\*, the Executive Board must vote in accordance with voting procedures, as defined in Article VII, on whether said member will be placed on Probation.
- v. 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.
- vi. 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, Article IX, 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.

- vii. 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.
- viii. 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.
- ix. 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.
- x. 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 V – OPERATING PROCEDURE**

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### **i. Meetings:**

- a. 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.
- b. 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.
- c. 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).

- d. Committee leaders will hold meetings with their committee at a place and time to be determined at their discretion if needed.
  - e. Attendance will be tracked and point prizes will be rewarded at certain checkpoints decided by the Vice President of Membership.
- ii. Decision-Making Process:**
- a. The executive board will make the majority of decisions during the weekly executive board meetings; matters which are deemed necessary to extend to the general member body will be treated accordingly.
- iii. Amending the Constitution and Bylaws:**
- a. The Constitution of the Student Alumni Association shall be amended every two years. Any non-scheduled amendments to the Constitution must sit for two weeks prior to voting. The decision will be made by a two-thirds vote.
  - b. The Constitution may only be amended by a two-thirds vote of the Executive Board and shall replace all previous documents.
  - c. All former versions of this Constitution will be considered null and void following approval by the Executive Board.

## **ARTICLE VI – ADVISORS**

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- i. Requirements of the Faculty / Staff Advisor:**
- a. The advisor must be a faculty/staff member on the Storrs Campus.
  - b. The advisor may also be a Graduate Student as long as they also serve as a Graduate Assistant (GA) or Teaching Assistant (TA).
- ii. Duties of the Faculty / Staff Advisor:**
- a. The Advisor must maintain professional standards while serving as the link between the Student Alumni Association and the University of Connecticut Foundation.
  - b. The Advisor shall present ideas to the Executive Board for discussion and approval before sharing with the general membership.
  - c. The Advisor shall be responsible for attending 80% of the Executive Board meetings and 80% of the general membership meetings.
  - d. The Advisor shall be a non-voting member of the Student Alumni Association, but will be expected to participate in all attended meetings.
  - e. Attendance at all Student Alumni Association sponsored events (exceptions at their own discretion and with consent of the Executive Board).
  - f. The Advisor shall be responsible for introducing new executive board members to the Foundation Staff.

- g. The Advisor does not have voting rights, except as the tie-breaker during Executive Board elections.
- h. The Advisor has the final say in the election of incoming Executive Board members.
- i. The Advisor shall meet with Executive Board members during designated one-on-one meeting times.

## ARTICLE VII – FINANCIAL STATEMENT

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### i. **Dues:**

- a. The Student Alumni Association shall not collect dues from any of its members.

### ii. **Funding:**

- a. 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.

### iii. **Beneficiary Addendum:**

- a. 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 VIII – NON-HAZING COMPLIANCE STATEMENT

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- 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
- 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.
- 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 IX – ENABLING CLAUSE

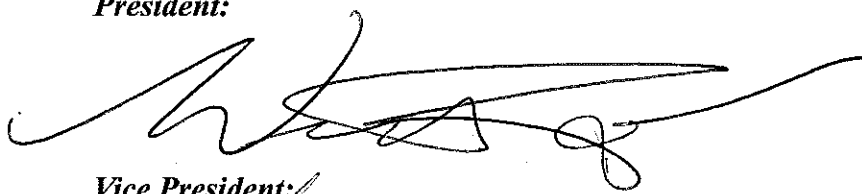
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- i. This Constitution was reviewed and ratified by the Executive Board on March 9, 2022 at a regular Executive Board meeting.
- ii. The entire membership and Executive Board were in agreement with this document.
- iii. This constitution was voted on and put into effect by the Executive Board on March 9, 2022.

## SIGNATURES / DATES

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**President:**



**Vice President:**



**Secretary:**



**Treasurer:**

