

## **Constitution of the Indiana University Student Alumni Association**

The Indiana University Student Alumni Association, hereafter referred to as SAA, exists as a student-based extension of the Indiana University Alumni Association, hereafter referred to as IUAA. It aims to both provide programs and services for current IU students that will foster a connection to the IUAA, as well as promote the interests of and understanding between Indiana University-Bloomington students- past, present and future.

### **ARTICLE I – MEMBERSHIP**

#### **Section A. Statement of Anti-Discrimination**

Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

#### **Section B. Eligibility**

All undergraduate and graduate students enrolled at the Indiana University- Bloomington campus shall be eligible for membership in SAA.

#### **Section C. Structure**

SAA shall be composed of five (5) levels of membership.

1. Mass member: student who has paid the membership fee.
2. Active member: student who has paid the membership fee and participates regularly in SAA programs and events.
3. Committee of the Whole (COW) Director: student who has paid the membership fee, participates regularly in SAA programs and events, serves as a Director within a specific SAA area, and attends weekly COW meetings.
4. Executive Board Vice President: student who has paid the membership fee, participates regularly in SAA programs and events, serves as a Vice President of a specific SAA area, attends weekly COW meetings, and attends weekly Executive Board meetings.

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5. SAA President: student who has paid the membership fee, participates regularly in SAA programs and events, serves as President for the entire SAA, attends weekly COW meetings, attends weekly Executive Board meetings, attends bi-annual IUAA Executive Council meetings, and serves on the Indiana University-Bloomington's Dean's Advisory Board.

### Section D. Dues

Any student who pays the SAA membership fee of \$10 shall be admitted to the organization for the term of one (1) academic school year. Failure to renew membership at the end of one (1) year shall result in revocation of membership. Dues payments shall be made either through direct payment to SAA or through the IU Bursar. The funds shall be processed through the IUAA and then deposited to the SAA budget.

## **ARTICLE II – UNIVERSITY COMPLIANCE**

### Section A. Statement of Compliance

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

## **ARTICLE III – EXECUTIVE OFFICERS**

### Section A. Duties and Responsibilities

The SAA Executive Board shall be comprised of the President and a minimum of five (5) Vice Presidents – *Internal Relations, University Relations, Special Events, Member Relations, and Leadership Development*. The people occupying these positions are the officers of the organization. The President shall be responsible for providing leadership and guidance to all area Vice Presidents and Directors. The Vice President of Internal Relations shall be responsible for maintaining and supporting communication and philanthropy. The Vice President of University Relations shall be responsible for maintaining SAA's connection to the IU Bloomington campus and alumni. The Vice President of Special Events shall be responsible for the planning and execution of two of SAA's primary events, Homecoming and Senior

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Salute. The Vice President of Member Relations shall be responsible for the recruitment of SAA members and all fundraising activities within the organization. The Vice President of Leadership Development shall be responsible for enhancing the leadership opportunities for both SAA members and other IU Bloomington students through the provision of various leadership opportunities, including the IU Campus-based Session of the LeaderShape Institute.

Specific duties and responsibilities of each are as follows: attending all meetings of the Executive Board; attending all meetings of the Committee of the Whole; attending all mass member meetings; attending all functions designated as official by the SAA President; maintaining all areas of budget under their responsibility; meeting at least bi-monthly with all directors under their respective supervision; meeting weekly with the SAA Advisor and/or President of SAA; keeping office hours of no less than two (2) hours per week; and fulfilling all requirements of their respective areas necessary to implement programs that meet the standards, goals, and objectives established by the Executive Board. All members of the Executive Board shall also be responsible for meeting all other requirements set forth in the Constitution and Bylaws of SAA where expressly stated or implied.

### Section B. Eligibility Requirements

The Executive Board shall be limited to students of senior or junior class standing who possess a minimum cumulative grade point average (GPA) of 2.5 at the time of selection. The officers must maintain a minimum GPA of 2.5 while serving on the Executive Board. Executive Board members must also have served at least one (1) semester as an SAA Director prior to serving on the Executive Board.

### Section C. Selection

Applications for the Executive Board shall be available no later than the third week of March and shall be available for no fewer than ten (10) days. The SAA Advisor shall verify eligibility and class standing in accordance with Article III, Section B of the Constitution upon receipt of applications. The applications shall be submitted to the Selection Committee for review. The Selection Committee shall be comprised of the SAA Advisor, the SAA Graduate Assistant, the current President of SAA, and one (1) Director from each class standing, if not available, the President of SAA may appoint the Selection Committee with approval from the SAA advisor. The Selection Committee shall be responsible for interviewing all Executive Board candidates and for positioning the new Executive Board members. All Selection Committee meetings and interviews shall be chaired by the current SAA President. Each Selection Committee member shall have one (1) vote in the Executive Board officer selection and placement, and all decisions shall be reached by consensus of the Selection Committee. The SAA Advisor shall have final approval over Executive Board selection and placement.

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### Section D. Term of Office

The Executive Board officers shall be selected in the spring of each year and shall serve a one (1) academic year term beginning in May. Membership on the Executive Board is limited to one (1) term of office, unless reappointed for another term.

### Section E. Meetings

The Executive Board shall meet weekly during the academic year with the exceptions of official University holidays. The President of SAA shall call these meetings. Decisions shall be reached by consensus of Executive Board members with approval from the SAA Advisor.

### Section F. Resignations

All resignations from the Executive Board shall be presented to the President of SAA in writing. In the event of the President's resignation, the letter of resignation shall be given to the SAA Advisor. The resignation shall be effective only after the Executive Board has approved the resignation by a two-thirds majority vote. The vote of resignation shall occur no fewer than five (5) days and no longer than ten (10) days after the letter of resignation has been received by the President or Advisor.

### Section G. Removal from Office

Failure to perform the duties and responsibilities of an Executive Board member as specified in the SAA Constitution, whether expressed or implied, shall constitute reason for removal from office. Proceedings to remove a member of the Executive Board shall only be initiated by another Executive Board member. The proceeding shall be initiated during an official meeting of the Executive Board following at least seven (7) days notice to the SAA Advisor. The request to initiate the proceedings must be presented in writing at the Board meeting. The written request must include a list of grievances. All alleged grievances must be attested by the signature of at least one other current member of the Executive Board and no less than one Director. A time and place for an official hearing shall be selected.

The hearing shall take place no fewer than three (3) days and no more than seven (7) days after the request is received by the Board. The hearing for removal from office shall be closed to the public. Those authorized for attendance shall be: the SAA Advisor; the current members of the SAA Executive Board as defined in Article III, Section A of the Constitution; witnesses called by the President of SAA; and witnesses called by the Executive Member against whom the proceedings were initiated. The room shall be cleared of all those present except Executive Board members before the vote is taken. If no unanimous decision is reached, a majority vote for removal shall serve to censure the Board member in question. The Board shall decide at that time the extent of the censure.

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### Section H. Vacancies

Any vacancy of the Executive Board created through resignation, dismissal, or other circumstances shall be filled at the discretion of the Executive Board and the SAA Advisor. If the Executive Board and SAA Advisor elect to fill the vacancy, interviews shall be held to decide on the replacement. The selection proceedings to fill the vacancy shall be conducted in the same manner as the proceedings in Article III, Section C of the Constitution.

## **ARTICLE IV – DIRECTORS**

### Section A. Duties and Responsibilities

Specific duties and responsibilities of all Directors are as follows: attending all meetings of the Committee of the Whole (COW); attending all mass member meetings; attending all functions designated as mandatory by the SAA President; meeting at least bi-monthly with the Executive Board member to whom they report; maintaining all budgets created to implement programs under their direction; keeping office hours of no less than two (2) hours per week; and fulfilling all other requirements and duties agreed upon when the Directors accept the position, including all agreements created between the Directors and members of the Executive Board pertaining to implementation of programs. All Directors shall also be responsible for meeting all other requirements set forth in the SAA Constitution that apply to the Director position, whether expressly stated or implied.

### Section B. Eligibility Requirements

Director positions shall be limited to students who have served a minimum of one (1) semester as an SAA mass member. Directors must possess a minimum cumulative grade point average (GPA) of 2.5 at the time of selection and must maintain a cumulative GPA of 2.5 throughout their term of office. If an elected director's GPA falls below a cumulative 2.5, the director will be placed on probation for one (1) semester. If at the end of the one (1) semester on probation, the director's cumulative GPA has not risen to 2.5, their position will be suspended.

### Section C. Selection

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Director applications shall be made available to members of SAA no later than the second week of April and will be available for no fewer than ten (10) days. The SAA Advisor shall verify eligibility in accordance with Article IV, Article B of the Constitution upon receipt of the applications.

All interviews for Directors shall be conducted by the new Executive Board. Two-thirds attendance of the new Board shall be required at each interview. At the conclusion of the interview process, the Board shall select the new Directors and place them within their respective positions for the upcoming year. All decisions shall be reached by majority vote.

### Section D. Term of Office

The Directors shall be selected in the spring of each year and shall serve a one (1) academic year term beginning in May. The term of office shall coincide with the term of the Executive Board (see Article III, Section D).

### Section E. Meetings

The Directors shall meet weekly during the academic year with the Executive Board as the entire Committee of the Whole (COW). Official University holidays shall serve as exceptions for weekly meetings. The President of SAA shall call these meetings. Decisions shall be reached by consensus of COW members with approval from the SAA Advisor.

### Section F. Resignations

All resignations from Director positions shall be submitted in writing to the Executive Board member to whom the Director normally reports. The resignation shall be effective twenty-four (24) hours after being received by the Board member. The Executive Board shall be notified of the resignation at the next regular Executive Board meeting.

### Section G. Removal from Office

Failure to perform duties, expressed or implied, specific to Directors in the SAA Constitution shall constitute reason for dismissal. Directors may be dismissed only through a recommendation of dismissal from the Executive Board member to whom the Director in question normally reports. Such a recommendation must be presented at an Executive Board meeting no fewer than seven (7) days prior to the hearing for dismissal.

The hearing for dismissal of a Director shall be closed to the public. Those authorized for attendance shall be: the SAA Advisor; the current members of the Executive Board as defined in Article III, Section A of the Constitution; witnesses called by the President of SAA;

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and witnesses called by the Director against whom the proceeding was initiated. The room shall be cleared of all those present except Board Members and the SAA Advisor before a vote is taken. Those eligible to vote for dismissal of a Director are the Executive Board members specified in Article III, Section A of the Constitution. A three-fourths majority vote shall be required for the removal of a Director. If a three-fourths majority vote is not reached, a majority vote for removal shall serve to censure the Director in question. The Board shall decide at that time the extent of the censure.

### Section H. Vacancies

Any vacancy in the Director position created through resignation, dismissal, or other circumstances shall be filled at the discretion of the Executive Board member overseeing the program area in which the vacancy exists. The position shall be filled with an eligible member of the SAA as defined in Article IV, Section B of the Constitution. The selection shall be effective upon approval of the Executive Board by a majority vote and the approval of the SAA Advisor.

## **ARTICLE V – REVISIONS OF ORGANIZATION STRUCTURE**

### Section A. PROGRAM AND PROJECT ASSIGNMENTS

Prior to the selection of the incoming executive board, the outgoing board shall meet to determine what projects and programs will be implemented the following year. All proposals rendered by the outgoing Executive Board under the provision of this section shall be subject to review and modification by the incoming Executive Board.

### Section B. Number of Officers

The outgoing officers shall determine the number of officers that will comprise the incoming Executive Board and Committee of the Whole (COW).

## **ARTICLE VI - ADVISOR**

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### Section A. Duties and Responsibilities

Specific duties of the SAA Advisor are as follows: attendance at all meetings of the Executive Board; attendance at all meetings of the Committee of the Whole; attendance at all functions designated as official by the President of SAA; meeting weekly with each member of the Executive Board; supervision of the SAA Graduate Assistant; management of SAA funds; represent SAA's interest with parent organization, IUAA;

### Section B. Advisory Board Members

Official advisory members of the executive board shall be: The staff member of the Indiana University Alumni Association, whose responsibility it is to oversee SAA, hereinafter referred to as the Advisor SAA; the graduate assistant to SAA; and other individuals as designated by the executive board. These individuals shall serve on the board of advisory, non-voting capacity, except where otherwise noted in the constitution and bylaws.

## Section 3. EX OFFICIO MEMBERS

The ex officio members of the executive board shall be: the President of Indiana University; the Provost of Indiana University; the President and CEO of the Indiana University Alumni Association; the chief Student Affairs Officer of Indiana University – Bloomington Campus; the IUAA membership and marketing intern; and additional graduate advisors to SAA as designated by the Indiana University Alumni Association.

## **ARTICLE VII – MEETINGS**

### Section A. Regular Meetings

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The Executive Board and Committee of the Whole (COW) shall each meet weekly during the academic year, with the exceptions of official University holidays. The President of SAA shall preside over and set the agendas for both weekly meetings.

### Section B. Special Meetings

The President of SAA shall have the authority to call special meetings of the Executive Board. Members of the Board shall receive no less than forty-eight (48) hours advance notice of the time and place of the special meetings.

### Section C. Mass Member Meetings

Mass member meetings shall take place on the last Wednesday of each month in place of a Committee of the Whole (COW) meeting. Mass members shall be notified at least one (1) week ahead of time of the time and location. The President of SAA shall preside over and set the agenda for mass member meetings.

### Section D. Attendance

Executive Board members shall be required to attend all Executive Board, Committee of the Whole (COW) meetings, and mass member meetings. Directors shall be required to attend all COW meetings and mass member meetings. Attendance at all SAA meetings shall be recorded with a sign-in sheet. Absences shall be excused for the following reasons: academic class, illness, family emergency, or observance of religious holidays. Excused absences shall be reported to the SAA President and appropriate area Vice President no later than twenty-four hours prior to the scheduled meeting. Any and all other absences shall be considered unexcused. Acquiring more than three (3) unexcused absences will result in a probationary period.

Attendance at mass member meetings shall not be required of mass members.

## **ARTICLE VIII – NON-HAZING**

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### Section A. Statement of Compliance

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may engender, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## **ARTICLE IX – FINANCES**

### Section A. Management of Finances

The SAA Advisor shall be responsible for managing and overseeing SAA funds, as received by the IUAA. The SAA Advisor shall determine the appropriation of funds within the SAA areas and shall have the authority to assess and, if necessary, reassign those funds on a yearly basis.

### Section B. Accounts

As an organization sponsored and funded by the IUAA, SAA shall have the ability to make purchases on the IU Bloomington campus and at local vendors with the IUAA account number.

### Section C. Dissolution

In the event of the dissolution of SAA, all assets shall be transferred to the IUAA.

## **ARTICLE X – AMENDMENTS**

### Section A. Voting Eligibility

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The SAA constitution may be amended by a three-fourths majority vote of those eligible to vote in amendment proceedings. Those eligible to vote on amendments are the current members of SAA as designated in Article I, Section C of the Constitution.

### Section B. PROCEDURE

Any member of SAA may offer an amendment or proposal to the Executive Board. Proposed amendments must be discussed at a minimum of three Executive Board meetings prior to final vote. The decision to discuss the proposed amendment will be decided by the Executive Board at the time of the proposal. A unanimous vote against the proposed amendment will rescind the amendment and terminate further consideration. Approval of the amendment for purpose of further consideration will mandate the placement of the amendment on the Executive Board meeting agenda for discussion for the next two regular meetings. The final vote on the proposed amendment shall be taken at the second regular meeting following the meeting at which the original proposal was made. No absentee ballots will be permitted on any vote pertaining to an amendment to the Constitution. Amendments shall be effective beginning with the next Board term.

## **ARTICLE VIII – RATIFICATION**

### Section A. Voting Eligibility

Those eligible to vote on ratification of the constitution shall be all voting members of the Executive Board as defined in Article III, Section A of the Constitution.

### Section B. Approval Requirement

Ratification shall require a unanimous vote of all those eligible to vote. No absentee ballots shall be permitted.