

CONSTITUTION OF

The Student Alumni Association Ambassadors

August 22, 2022

ARTICLE I

Name

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

ARTICLE II

Purpose

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

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

ARTICLE III

Members

Section A. Membership

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

Section B. Membership Qualification(s)

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

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

Vice President

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

Director of Administration

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

Director of Events

The Director of Events shall serve as head of the Events Committee, coordinate scheduling of

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

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

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

Section D. Officer

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

4.2 All officers shall be elected annually by the Board of Directors at the last boardh

C. Nominate and elect honorary members of the Association.

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

ARTICLE VI

ELECTIONS

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

Nominating Committee

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

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

C. Nominating Committee shall present to the Association's membership one name for each
μ

STANDING COMMITTEES

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

8.2 The Board shall include the following standing committees:

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

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

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

A. This includes the following awards:

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

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

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

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

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

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

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

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

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

ARTICLE IX

OPERATING EXPENSES

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

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

ARTICLE X

MEETINGS

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

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

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

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

A. President

B. Vice President

C. Director of Administration

D. Director of Communication

E. Director of Events

F. Director of Membership

Section 1: DUTIES AND POWERS

1. PRESIDENT:

A. Call and preside over all general meetings;

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

6. DIRECTOR OF MEMBERSHIP:

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

Article III: Rules of Procedure

SECTION I: VOTING PROCEDURE

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

A. Quorum w

2. All

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

SECTION II: IMPEACHMENTS

1. If a Student Alumni Association Executive Board member fails to fulfill the duties of his/her office, The Student Alumni Association Ambassadors President may present the case to the Executive Board at an Executive Board meeting, for the impeachment of au .

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

A. Student Alumni Association President

B. Student Alumni Association Advisor(s)

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

D. Other UNA affiliates appointed by Advisor(s)

SECTION II: ELIGIBILITY

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

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

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

SECTION III: APPLICATION PROCESS

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

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

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

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

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

SECTION IV: REQUIREMENTS

1. Student Alumni Association must attend all scheduled seminars, including the orientation.

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

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

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

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

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

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

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

SECTION V: COMMITTEES

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

2. The Student Alumni Association Ambassadors will form three ~~jra~~ student

- A. If a Student Alumni Association Ambassadors member fails to return to a minimum 2.5 GPA 2.5 (3.0 for Executive Council) after one (1) semester, that Ambassador will be under review and subject to termination.
2. If a Student Alumni Association member fails to meet requirements for a given semester, that Ambassador will be placed on probation and will meet with w