

THE AMENDED AND RESTATED BYLAWS OF THE STUDENT ALUMNI ASSOCIATES

Approved by a vote of the general membership at a meeting held Tuesday, September 8, 2015, in Alumni Room of the School of Education, Health, and Human Performance, 86 Wentworth Street, Charleston, South Carolina

Article I: NAME

A. The name of the organization shall be the Student Alumni Associates (SAA).

Article II: PURPOSE

A. The Student Alumni Associates is a College of Charleston student organization made up of undergraduate students who desire to support the campus community by partnering with the Alumni Association, upholding traditions, and volunteering for campus events.

Article III: GOALS AND OBJECTIVES

A. To expose all the students to the purpose, benefits, and activities of the Alumni Association and to show students ways in which they can support the College before and after graduation.

B. To uphold the traditions of the College by promoting and distributing the Traditions Book to undergraduate students.

C. To support the College by volunteering for advancement events, including commencement ceremonies.

Article IV: ELECTIONS OF OFFICERS

Section I:

A. The officers of SAA shall be President, Vice President, Secretary, Treasurer, Special Projects Chairperson, Events Chairperson, Public Relations Chairperson, and Retreats and Socials Chairperson. The officers will constitute the Executive Board of SAA.

B. Senior members of SAA shall propose a slate of up to three (3) candidates for each position, and may slate each applicant for a maximum of three (3) positions at their own discretion. The candidates shall be given an opportunity to give a speech on why they should be chosen for the respective position. Each candidate shall be limited to one (1) two (2) minute speech, regardless of whether they are slated for additional positions. The general body shall vote for their top choice for each candidate via simple majority. In the case that none of the three candidates win by a fifty percent majority, the general body shall vote for the top two candidates of the previous vote via simple majority. The two candidates who are not selected to the contested position shall have the right to run for another position that they were slated for by the senior voting committee.

1. If the slate is left empty for a position by the nominating committee, nominations will be made from the floor.
2. The slate shall be sent to general body at least 24 hours prior to voting.

C. Voting for officers will take place by secret ballot. Old and new officers will jointly conduct the first meeting with “new exec”. A mandatory New Executive Officer orientation will occur two weeks after elections, at the latest.

D. Each member of the Executive board shall be required to sign an official document stating their duties and if not followed, the officer will be dismissed from their position.

Section II:

A. In case of a vacancy in any office for any reason, a new election will be held for the vacant position. If the President leaves office, the Vice President will automatically succeed the President and a new Vice President will be elected.

B. Before being eligible to serve as a member of the Executive Board, a person shall have been a member in the Student Alumni Associates for at least one (1) semester prior to his/her election to an office.

Article V: OFFICERS

Section I: President

A. The president shall supervise the officers of the Executive Committee to ensure the quality and accomplishments of the Student Alumni Associates. The President shall preside at all meetings of the Student Alumni Associates and be an ex-officio member of all committees. In the absence of the President, the Vice President shall preside.

B. The President shall have the authority to perform all duties, which his/her office may require.

C. The President shall serve as a student representative on the Alumni Association Board of Directors and any other campus boards or committees as deemed necessary by the organization.

D. The President shall be the official parliamentarian of SAA

Section II: Vice President

A. The Vice President shall be in charge of coordinating committees.

B. The Vice President shall serve as the chairperson of membership, which includes the supervision of recruitment.

C. The Vice President shall be responsible for ensuring new members have read, signed, understood and been given a copy of the Student Alumni Associates Code of Conduct

D. The Vice President shall be responsible for the official apparel of SAA, including polo shirts and nametags.

E. The Vice President shall be responsible for orientation of the new members.

Section III: Secretary

A. The Secretary shall be responsible for all correspondence of meetings times and locations.

B. The Secretary shall be responsible for the membership rolls of SAA meetings.

C. The Secretary shall be responsible for maintaining all SAA files and associate applications.

Section IV: Treasurer

A. The Treasurer shall be responsible for all funds of the Student Alumni Associates and to manage the Student Alumni Associates accounts. The Treasurer and Advisor's approval are required on all transactions.

B. The Treasurer shall keep accurate financial records of the Student Alumni Associates accounts.

C. The Treasurer shall work with the advisor to set the annual budget.

Section V: Special Projects Chairperson

A. The Special Projects Chairperson shall be responsible for bringing in motivational speakers to meetings.

B. The Special Projects Chairperson shall be in charge of providing the organization with a fun fact about Charleston, the College, or a notable alum at each meeting.

C. The Special Projects Chairperson shall be responsible for the planning of Alumni events and for homecoming week and events associated with it.

D. The Special Projects Chairperson shall be in charge of working with the advisor to coordinate the Alumni Mentor Program.

Section VI: Events Chairperson

A. The Events Chairperson shall be responsible for staffing within the membership annual functions, programs, and receptions.

B. The Events Chairperson shall be responsible for notifying members of event totals and missed events once at the beginning of the semester and one month prior to the end of the semester.

C. The Events Chairperson shall be responsible for the appearance of SAA at organization fairs, including those at summer orientations.

D. The Events Chairperson shall be responsible for keeping running totals of events available for members to see real-time status of events.

Section VII: Public Relations Chairperson

A. The Public Relations Chairperson shall be responsible for the publicity of the Association.

B. The Public Relations Chairperson shall be responsible for constantly promoting the organization to the rest of the student body. This means making sure SAA has a presence at important campus events by raising campus awareness and knowledge about the organization.

C. The Public Relations Chairperson shall be responsible for providing the organization with additional apparel and merchandise that can help advertise the organization.

Section VIII: Retreats and Socials Chairperson

A. It is the responsibility of the Retreats and Socials Chairperson to oversee and assist in the planning and organization of all retreats.

B. The Retreats and Socials Chairperson shall be responsible for planning social events for the organization.

Article VI: MEMBERSHIP

Section I:

A. Membership in the Student Alumni Associates shall be composed of College of Charleston students who are dedicated to the group's purpose, and who demonstrate a clear understanding and comprehensive knowledge of the College. These students must be willing to sacrifice their undergraduate time for the benefit of the College as a whole. These Students must 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 II:

A. Membership in the Student Alumni Associates will not be limited to persons based on their race, creed, national origin, sex, age, disability, or sexual orientation.

Section III:

- A. The members shall be full-time students at the College of Charleston.
- B. Each member of SAA will be appointed to and is required to serve on at least one committee.
- C. The members must follow the College of Charleston Code of Conduct.
- D. Members must apply for associate status prior to the deadline decided upon by the Executive Board.
- E. After being admitted to the organization, all new members will pay an amount, which will be determined by the Executive Board, which will be due on a date also determined by the Executive Board.
- F. All returning members are required to pay an annual fee, which will be determined by the Executive Board, which will be due on a date determined by the Executive Board.

Section IV: Event Guidelines

- A. New members (during their first year only) and senior members shall be required to work four (4) events for these respective years.
- B. Old members shall be required to work a total of six (6) events each year.
- C. All members must be available to work spring commencement.
- D. All members shall be responsible for keeping up with their event totals and absences.
- E. If a member cannot attend an event they are signed up to work, the member is responsible for finding a replacement.

Article VII: MEMBERSHIP PROCESS

Section I:

- A. The Vice President shall preside over all membership proceedings.
- B. New members shall submit an application and undergo an interview process to be eligible for membership into the Student Alumni Associates.
- C. The new members shall be selected through a voting process. A new member must be approved by a three-fourths (3/4) majority vote of quorum (three-fourths of the entire membership).

D. The Vice President shall be the official parliamentarian of the voting process. He/she shall remain completely objective and silent during debate, unless a tie occurs, in which the Vice President shall be the tiebreaker. The Vice President shall be forbidden from participating in any new member interviews.

E. The Vice President is responsible for scheduling interviews for all potential new members, organizing an Open House, and any other functions that are provided in conjunction with the recruitment process, which will occur during the recruitment process.

F. The recruitment process will take place annually during the beginning of the Fall Semester.

Article VIII: REMOVAL OF MEMBERS AND OFFICERS

A. In the event that any officer is unable to meet his/her obligation, the goals and objectives of the Student Alumni Associates, or the Code of Conduct requirements, that member will be relieved of his or her position by a three fourths (3/4) vote of the entire Student Alumni Associates Executive Committee.

B. Grounds for dismissal include:

1. Three (3) absences from meetings per semester.
 - i. After the second missed meeting, the Secretary will notify the member via email that they have missed two meetings and warn them of the consequences of missing a third.
2. One (1) missed event per semester, including retreats.
3. Maintaining incomplete event totals for one (1) year.
4. Failure to adhere to the Student Alumni Associates Code of Conduct and the College of Charleston Code of Conduct as determined by the Executive Board.

C. Dismissal Process

1. If a member is on grounds for dismissal...
 - i. The member will be notified outside of the meeting that they are up for dismissal and will have the chance to submit a formal, written appeal within 48 hours of notification.
 - ii. The executive board will hold a vote within a week to determine dismissal or not. The member will be relieved of his or her membership with a three fourths (3/4) vote for dismissal by the Student Alumni Associates Executive Board.
 - ii. The member will promptly be notified whether they are dismissed or not.

Article IX: MEETINGS

A. The Student Alumni Associates will meet weekly on Tuesday evenings at 7:00pm during the College of Charleston's defined Fall and Spring semesters.

1. Changes in meeting time and place shall be made by the Executive Board and presented to the organization as soon as possible.

2. Incomplete Attendance

i. Any member who arrives late or leaves early shall be judged on a case by case basis at the discretion of the executive board and may count as a missed meeting.

B. Members must notify secretary if they will miss a meeting. No excuse must be given. Emergencies are not subject to these requirements.

C. All members are required to attend retreats.

1. Excuses must be sent to secretary 48 hours in advance to be judged by the discretion of the Executive Board.

2. If no excuse is sent, members are on grounds for dismissal.

Article X: ALTERATION OF THE CONSTITUTION OF THE STUDENT ALUMNI ASSOCIATES

A. Proposed changes are to be presented to the entire membership at least one week prior to voting on the proposed changes. In order for the proposed changes to be adopted, a two-thirds (2/3) vote of three-fourths (3/4) of the membership is needed. If this takes place, the proposed changes will be adopted immediately.

CERTIFICATION

These bylaws were adopted at a meeting of the Student Alumni Associates on April 20, 2010.

These bylaws were adopted at a meeting of the Student Alumni Associates on February 8, 2011.

These bylaws were adopted at a meeting of the Student Alumni Associates on September 2, 2014

These bylaws were adopted at a meeting of the Student Alumni Associates on September 8, 2015