CONSTITUTION OF

The Student Alumni Association Ambassadors

July 21, 2020

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 and Office of Communications. 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 Alumni Association. Members shall serve as Board Members for the student branch of the University of North Alabama 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 twenty-five 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 institution’s values and mission or risk removal from the organization.

3. Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.

4. Membership Requirements for this organization include: Be a current student at UNA in good standing; Have an interest in Community Outreach and Service; Ability to represent UNA in the best way possible, able to devote substantial time and efforts to the organization, and must complete a formal interview process.
Section C. Selection of Members

1. New members shall be selected through a formal interview process to be completed during the Spring semester on a date selected by the faculty advisor and current president.

2. The selection committee for interviews shall consist of the current President if not returning, a representative from the Office of Alumni Relations, a representative from the Office of University Advancement, a representative from the Office of Communication and Marketing, and the faculty advisor.

3. New members will be notified by phone call within 24 hours of the final interview time.

4. Newly selected members will be required to attend the next immediate meeting of The Student Alumni Association Ambassadors.

Section D. Expulsion of Members

1. Members shall be removed as expressed in the Bylaws as well as the discretion of the faculty advisor.

2. The faculty advisor shall have the final decision in regards to removal.

3. Removed members shall have a formal meeting with the faculty advisor and the president upon expulsion.

Section E. Voting Privileges

1. Officers shall make all executive sessions for the organization. Any decisions that need to be left for the general council shall be upon discretion of the faculty advisor.

ARTICLE IV

Officers

Section A. Appointed Officers

President

The President shall preside over meetings, serve as the campus representative for all partnerships, serve on the University Homecoming Committee, serve as an Ex-Officio Member of the Alumni Association National Board of Directors, meet with Director of Alumni Relations Bi-Weekly, and devote five hours a week to The Student Alumni Association Ambassadors.

Vice President

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

Director of Events

The Director of Events shall serve as head of the Events Committee, coordinate scheduling of events, and oversee all tailgate efforts.
Director of Communication

The Director of Communication shall serve as head of the Communication Committee, oversee all marketing and social media for The Student Alumni Association Ambassadors, prepare agendas, and take minutes at meetings.

Director of Membership

The Director of Membership shall serve as head of the Membership Committee, plan social outings for members, handle possible swag items, organize partnerships with community for members, and work for recruitment of new members at SOAR Sessions, The Big Deal, and The Lucky Dip.

Section B. Qualifications for Holding Office

1. All active members that are on academic, social, or disciplinary probation are prohibited from holding any office — elected or appointed.

2. President and Vice President must have served at least one semester on The Student Alumni Association Ambassadors before assuming the position.

Section C. Selection of Officers

1. All officers shall be selected through an interview process in the Spring semester of each school year.

   The selection committee for President and Vice President shall consist of a representative from the Office of Alumni Relations, the faculty advisor, and the current President if not returning.

   The selection committee for Directors shall consist of the newly appointed President, the faculty advisor, and the Graduate Assistant for Alumni Relations.

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. Filling Vacancies

1. In the event of a vacant position, the faculty advisor shall appoint any member to fulfill the respective position until the next interview process.

Section E. Recall of Officers

1. An officer deemed unfulfilling of his or her respective position shall immediately be removed from their position at the discretion of the faculty advisor and president.

2. In the event that the president is deemed unfulfilling from their position, the faculty advisor and the Director of Alumni Relations will have the authority to remove them from the presidency.
ARTICLE V

Meetings

Section A. Meetings shall be held bi-weekly at an established time as deemed by the faculty advisor. All meetings are required with verbal roll call being taken at the beginning of each meeting. Executive meetings shall be held on alternative weeks at the given time by the faculty advisor.

Section B. Special Meetings

1. Any special meetings shall be held as deemed necessary by the Executive Council or the faculty advisor.

2. Special meetings shall be called by notification of the president no later than three days before the called meeting.

3. Members shall be notified by email and other forms of communication of the time and meeting place.

Section C. Quorum

Quorum shall be established by having two-thirds of members present.

ARTICLE VI

Relationships

Section A. The Student Alumni Association Ambassadors shall serve as the student branch of the University of North Alabama National Alumni Association. The organization shall be governed by and affiliate with all national bylaws as follows:

UNIVERSITY OF NORTH ALABAMA ALUMNI ASSOCIATION CONSTITUTION

Article I. Name

The name of the Association shall be “University of North Alabama (UNA) Alumni Association.”

Article II. Purpose

The purpose of the Association shall be to encourage and promote closer Communication among alumni and friends with the University, to help the University serve its members more quickly and efficiently, and to enable its members to serve the University in its continual growth and development as well as to become the best alumni association among public universities.

Article III. Members

Section I. All graduates of the University of North Alabama are members of the UNA Alumni Association. Anyone who has completed 24 credit hours and the year of their projected graduation has passed is considered an alumnus/alumna of the University.
Section 2. Honorary membership shall consist of the administrative officers, faculty, staff, and friends of the University of North Alabama not already qualified as members by the preceding section.

Section 3. The Executive Committee may confer honorary membership upon any person who has rendered distinctive service to the University of North Alabama.

Article IV. Officers

Section 1. The officers of the UNA Alumni Association (Executive Committee) shall be President, President-Elect, Vice-President, 2nd Vice-President, Secretary, Treasurer, Legal Counsel, Club Advisor, Past-Presidents Advisor, Faculty/Staff Advisor, PR Advisor and the Director of Alumni Relations.

Article V. Board of Directors

Section 1. The Board of Directors (Board) shall be composed of twenty-four (24) members, the Executive Committee, and the immediate Past-President. The President (or a representative) of each active alumni club shall be a member of the Board of Directors.

Section 2. The new officers and Board appointees will receive approval at the fall meeting; and the budget approval and leadership development will take place at the spring meeting.

Article VI. Elections

Section 1. The Nominating Committee will present to the Board of Directors a slate of officers of the Executive Committee 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. The Nominating Committee shall be appointed by the UNA Alumni Association President and will include a minimum of two former Presidents of the Association 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. The Nominating Committee shall present to the Association’s membership one name for each office. Nominations also may be made from the floor at the fall annual meeting.

Section 2. It is the responsibility of the Nominating Committee to explain to each candidate the responsibility of the office for which he or she is being considered and to receive a commitment to serve.

Election Procedures

A. The President, President-Elect, Vice President, 2nd Vice President, Secretary, Treasurer, Chapter Advisor, Past-Presidents Advisor, Faculty/Staff Advisor, PR Advisor shall be voted on at the fall annual meeting.

B. Officers’ terms shall be one year, with the exception of the Secretary, Treasurer, and Legal Counsel. They can be re-appointed. Board of Directors’ terms shall be three years. Each year, eight new Board members shall be appointed and eight Board members will rotate off the Board unless the current member requests to remain on the board.

C. All vacancies in elective offices shall be filled by the Executive Committee. Resignation, if any, shall be accepted by the Executive Committee.
D. The election shall be by ballot or by acclamation, as the Association may determine at the time.

E. Resignations occurring on the Board of Directors shall be filled by the Executive Committee (as soon as possible) from an accrued working list provided by the membership committee.

F. The President of the University shall appoint the Director of Alumni Relations.

**Article VII. Duties**

**Section 1.** It shall be the duty of the President to preside over all meetings of the Association. He/She shall have the power to appoint various committees necessary to carry out all activities relative to the functioning of the Association. He/She shall be an ex officio member of all committees.

**Section 2.** It shall be the duty of the President-Elect to preside when the President is absent and to give the President wholehearted support in all of the activities of the Association.

**Section 3.** It shall be the duty of the Vice-President to serve as the Association liaison to the many alumni clubs and to preside if both the President and President-Elect are absent.

**Section 4.** It shall be the duty of the 2nd Vice President to serve the young alumni, Student Alumni Association, aid with recruitment and to bring recommendations to the board applicable to that constituency.

**Section 5.** It shall be the duty of the Secretary to keep records of all business meetings of the association, as well as meetings of the Executive Committee. The President may appoint a recording Secretary if the secretary is not in attendance.

**Section 6.** It shall be the duty of the Treasurer to act as custodian for all funds of the Association, to receive and disburse such funds, and to keep auditable records and render reports thereon. He/She shall make all such records in connection with his/her office available upon the demand of the auditor or audit committee designated by the Executive Committee.

**Section 7.** The Director of Alumni Relations shall serve as the agent of liaison, communication, coordination, and administration in all matters pertaining to the mutual involvement of the University of North Alabama and the UNA Alumni Association within the framework of this Constitution.

**Article VIII. Committees**

**Section 1.** Committees shall be appointed as needed by the President.

**Section 2.** Standing committees consist of the Executive Committee, Homecoming Alumni Awards Committee, Membership and Outreach Committee, Scholarships and Fundraising Committee, Student Engagement Committee, Alumni Professional Development Committee, Legislative Advocacy Committee, Young Alumni Committee, and Special Events/Projects Committee.

**Section 3.** There will be an advisory committee comprised of all past-Presidents of the UNA Alumni Association and the current Presidents of the local alumni chapters. This committee will be called the “Alumni Presidents Advisory Committee.” This committee will submit suggestions and recommendations to the UNA Alumni Association Executive Committee for consideration by the Association.

**Article IX. Operating Expenses**

**Section 1.** The University of North Alabama Alumni Association shall solicit and pay funds needed for the operation of the Association.
Section 2. The Office of Alumni Relations shall be supported fiscally by the University of North Alabama.

Article X. Meetings

Section 1. The annual meeting of the UNA Alumni Association will be held in the fall prior to Homecoming. The Board of Directors will meet in the spring of each year for an update on the state of the Association and to conduct appropriate business.

Section 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 mail of special meetings.

Section 3. The Executive Committee shall meet as required, but at least monthly, and shall determine its own time, date, and location of meeting. Announcements of the Executive Committee shall be publicized to the members of the Association through the Director of Alumni Relations.

Section 4. Business may be transacted by a vote of two-thirds of the Board of Directors present.

Article XI. Amendments

Section 1. This Constitution may be amended by two-thirds vote of the members present at regular or special meetings provided that notice of the proposed amendment has been given to the members at least one month prior to the meeting.

Section 2. Notice of proposed amendments or changes shall be made by mail or email to the Board of Directors of the UNA Alumni Association.

1. The President shall serve as the official liaison between the National Alumni Association and The Student Alumni Association Ambassadors

2. All logos and organizational promotion shall be used at discretion of the Office of Communication and Marketing and under the guide of the Director of Alumni Relations.

ARTICLE VII

Finances

Section A. All members shall pay a $20 membership fee to offset the cost of the official and unofficial uniforms.

Section B. All other expenses shall come from The Student Alumni Association Ambassadors budget allocated from the University Foundation.

Section C. In the event the organization becomes nonfunctioning, all assets shall return to the University Foundation.
ARTICLE VIII

Committees

Section A. The Executive Committee shall consist of the President, Vice President, Director of Events, Director of Communication, Director of Membership, Faculty Advisor ex-officio, and Director of Alumni Relations ex-officio.

1. The Executive Committee shall be the governing body of The Student Alumni Association Ambassadors.

2. They should have all voting rights and privileges of the organization.

Section B. The three standing committees shall be as follows:

Events:

- Work directly with the Office of Alumni Relations to assist in planning and organizing alumni tailgates, the Alumni Awards Banquet, and Lions Under the Lights.

Communication:

- Work directly with the Office of Communication and Marketing in regards to promotion of university events
- Oversee all promotional aspects of The Student Alumni Association Ambassadors
- Manage the official social media for Student Alumni Association Ambassadors

Membership:

- Work directly with the Office of Advancement on various events and advocacy
- Focus efforts on Derby Days and UNA Giving Day
- Plan social events for members
- Work on recruitment for application for new Student Alumni Association Ambassador members

1. Each committee shall be chaired by a Director selected through interview process. Each member shall be required to serve on one committee with the exception of President and Vice President who shall serve as ex-officio members of all committees.

ARTICLE IX

Advisors

Section A. The Student Alumni Association Ambassadors shall be advised by the Director of Alumni Relations with assistance by the Graduate Assistant for Alumni Relations.

ARTICLE X

Parliamentary Authority

Section A. Robert’s Rules of Orders, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution.
ARTICLE XI

Amendments

Section A. The Student Alumni Association Ambassadors Constitution may be amended or revised by unanimous agreement among the advisor and current officers.

Section B. Any amendment or revision made after the start of an academic year (i.e. after The Student Alumni Association Ambassadors workshop) will not be effective until the start of the following year.

ARTICLE XII

Bylaws

Article I: Mission

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

Article II: Executive Board

1. PURPOSE – The Executive Board is responsible for the programming and execution of Student Alumni Association events and services.

2. COMPOSITION – The Executive Board Selection Committee has the discretionary right to determine the individuals appointed to each position. The Executive Board shall be comprised of positions including:

   A. President
   B. Vice President
   C. Director of Communication
   D. Director of Events
   E. Director of Membership

Section 1: DUTIES AND POWERS

1. PRESIDENT:

   A. Call and preside over all general meetings;
   B. Oversee the function of The Student Alumni Association Ambassadors;
   C. Manage Student Alumni Association Membership;
   D. Instruct and require reports on each executive board members’ activities and progress;
   E. Serve on the selection committees for The Student Alumni Association Ambassadors and Directors;
   F. Meet with the Advisor on a bi-weekly basis to report progress;
   G. Be able to serve on the University Homecoming planning committee;
   H. Represent the Student Alumni Association Ambassadors on the Alumni Association National Board of Directors as an ex-officio Director (must be able to attend board meetings throughout the year);
   I. Represent the Student Alumni Association Ambassadors on the University Foundation as an ex-officio member (must be able to attend foundation meetings through the year);
J. Be able to attend and speak at required events;
K. Be able to dedicate at least five (5) hours per week to The Student Alumni Association Ambassadors;
L. Be available and able to work with the Alumni Association’s staff to assist in coordinating events throughout the year.

2. VICE PRESIDENT:

A. Assume the duties of The Student Alumni Association Ambassadors President in his/her absence or upon that individual’s request;
B. Coordinate and preside over all Student Alumni Association Executive Council meetings;
C. Coordinate and supervise all Student Alumni Association Committees, including, but not limited to, Events, Communication, and Membership;
D. Assist the President by helping to coordinate all volunteer efforts with the Office of Alumni Relations, University Advancement, and the Office of Communication and Marketing;
E. Report to the President and Executive Board members on the activities and projects of The Student Alumni Association Ambassadors;
F. Work with the President and faculty advisor to coordinate The Student Alumni Association Ambassadors new member recruitment and the new member retreat
G. Assist the Student Alumni Association Ambassadors President with all duties and responsibilities

3. DIRECTOR OF COMMUNICATION:

A. Publicize, market, and promote all Student Alumni Association sponsored events and meetings through local and University media;
B. Promote membership recruitment efforts in conjunction with the Director of Membership;
C. Coordinate a schedule for electronic monthly email blasts with The Student Alumni Association Ambassadors Advisor for General Body Members;
D. Keep records of Student Alumni Association members who receive special recognition (i.e. Member Spotlight);
E. Oversee all Student Alumni Association social media (i.e. Facebook, Twitter, Instagram, YouTube, etc.);
F. Communicate with the Director of Events to create social media and campus publications for events (i.e. profile pictures, flyers, chalking);
G. Upload all pictures onto the Share Drive;
H. Take pictures and record all Student Alumni Association events for historical documentation and publication
I. Record minutes at Student Alumni Association Executive Council meetings and general meetings
J. Work in a partnership with the Office of Communication and Marketing on any/all partnerships.
K. Serve as presiding officer of The Student Alumni Association Ambassadors Communication Committee;
L. Appoint an assistant if necessary.

4. DIRECTOR OF EVENTS:

A. Plan and coordinate all Student Alumni Association signature events in conjunction with The Student Alumni Association Ambassadors Advisor and Graduate Assistant for Alumni Relations;
B. Plan and implement workshops 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 and the Graduate Assistant for Alumni Relations;
D. Work in a partnership with the Office of Alumni Relations on any/all partnerships
E. Serve as the presiding member of The Student Alumni Association Ambassadors Events Committee;
F. Appoint an assistant if necessary.

5. DIRECTOR OF MEMBERSHIP:
A. Coordinate all aspects of membership relations and internal affairs of the organization;
B. Participate in orientation sessions during the summer.
C. Assist in coordinating Student Alumni Association recruitment efforts in conjunction with the Director of Recruitment and Director of Communication;
D. Maintain relationships with merchants and businesses in partnership with Student Alumni Association;
E. Oversee Student Alumni Association new member packets and incentives;
F. Work in a partnership with the Office of University Advancement on any/all partnerships.
G. Serve as the presiding member of The Student Alumni Association Ambassadors Membership Committee;
H. 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 will be at 2/3 voting members present;
   B. In order for a motion to pass, The Student Alumni Association Ambassadors Executive Board must reach a 2/3 majority vote;
   C. The Student Alumni Association Ambassadors President shall not vote;
   D. If a member of the Executive Board is absent during a vote, The Student Alumni Association Ambassadors President and Vice President shall both abstain from voting.

2. Once a motion to vote has been made and seconded, a voting member may request to table a motion for the duration of one (1) week, pending specific changes to any document or idea.

3. Voting shall be conducted by a show of hands or, at the discretion of The Student Alumni Association Ambassadors President, by secret ballot.

   A. The Student Alumni Association Ambassadors President shall count the votes;
   B. The vote count shall be recorded in The Student Alumni Association Ambassadors Executive Board minutes by the Director of Communication

Article IV: Appointments

SECTION I: EXECUTIVE BOARD SELECTION COMMITTEE

1. The Executive Board Selection Committee shall be charged with interviewing and selecting students to be on the Executive Board.

2. The Executive Board Selection Committee shall be composed of members including:
A. The Student Alumni Association Ambassadors President
B. Director of Alumni Relations
C. Graduate Assistant for Alumni Relations

3. At the discretion of The Student Alumni Association Ambassadors President, outgoing Directors may be added to the Selection Committee for interviews of their respective replacements.

SECTION II: APPOINTMENT OF PRESIDENT AND VICE PRESIDENT

1. In order to be eligible to apply for either President or Vice President, candidates must previously have served at least one (1) year as an Student Alumni Association member, be a full-time degree-seeking University of North Alabama student, have a cumulative GPA of at least 3.0, and be able to serve in the role for a full calendar year.

2. All applicants for President or Vice President must submit an application provided by The Student Alumni Association Ambassadors prior to stated deadline. Upon successful submission, candidates must schedule an interview with the Selection Committee for Student Alumni Association President and Vice President.

A. Selection Committee for President and Vice President:
   1. Representative from the Office of Alumni Relations
   2. Representative from the Office of Communication and Marketing
   3. Representative from the Office of University Advancement
   4. Current Student Alumni Association Ambassadors President if not returning

3. Applicants who apply for Student Alumni Association Ambassadors President may automatically be considered for Student Alumni Association Vice President, and vice-versa.

SECTION III: APPOINTMENT OF DIRECTORS

1. In order to be eligible to apply for any Director position, candidates must be a current Student Alumni Association member, as well as a full-time degree-seeking University of North Alabama student with a cumulative GPA of at least 3.0; and be able to serve in the role for a full calendar year.

2. All Director candidates must submit an application provided by Student Alumni Association prior to the stated deadline. Upon successful submission, candidates must schedule an interview with the Selection Committee for Director Positions.

3. A slate shall be created with candidates being placed in the position the selection committee feels his/her qualifications match most closely.

4. Upon accepting the Director position on The Student Alumni Association Ambassadors Executive Board, each member must sign a binding document that outlines their responsibilities and commitments on the Board, which will be done at The Student Alumni Association Ambassadors Executive Board retreat.

Article V: Vacancies

SECTION I: RESIGNATIONS

1. 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. At any point of the year, the President of the UNA Alumni Association shall have the power to remove a Student Alumni Association Executive Board member that he/she deems unfit for the position.

2. 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 an Executive Board member.

3. The Student Alumni Association Ambassadors Executive Board Officer may be impeached by a unanimous vote of the Executive Board, discrediting the vote of the member undergoing an impeachment, and must be approved by the President of the UNA Alumni Association.

   A. If a Student Alumni Association Executive Board member sees it fit to weigh charges of impeachment against the sitting Student Alumni Association President or Vice President, the Executive Board must reach a 2/3 majority vote to hear the argument presented against this officer.

   B. Upon reaching this vote and hearing the presented case, The Student Alumni Association Ambassadors President or Vice President may be impeached by a unanimous vote of the Executive Board, discrediting the vote of the member undergoing the impeachment hearings.

   C. The President of the UNA Alumni Association must approve the impeachment.

SECTION III: EXECUTIVE BOARD VACANCIES

1. Any Student Alumni Association Executive Board seat will be declared vacant upon impeachment or resignation.

2. Any member of The Student Alumni Association Ambassadors is eligible to fill the vacant position;

   A. The interested Student Alumni Association members will contact The Student Alumni Association Ambassadors President and Vice President.

   B. If more than one member expresses interest in a single position The Student Alumni Association Ambassadors President, Vice President, Graduate Assistant for Alumni Relations, and Student Alumni Association Advisor will conduct interviews and present a slate.

   C. The Executive Board shall vote on members of the slate (refer to Article III, Section I).

Article VI: The Student Alumni Association Ambassadors

SECTION I: SELECTION COMMITTEE

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 five people:

   A. Student Alumni Association President
   B. Representative from the Office of Alumni Relations
   C. Graduate Assistant for Alumni Relations (who will serve as chair)

SECTION II: ELIGIBILITY

1. Be a full-time undergraduate University of North Alabama student currently enrolled in at least twelve (12) credit hours;
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 Chair of The Student Alumni Association Ambassadors Selection Committee 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.

3. The Graduate Assistant for Alumni Relations will maintain a record of the applicants’ scores throughout the process.

4. 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 meetings, unless otherwise noted.

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. Failure to respond to communication from the Vice President, or a second unexcused absence, will result in automatic probation.

   D. 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 he/she is unable to attend, it is that Ambassador’s responsibility to find a replacement and to notify the VP 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 committees including:
   A. Communication Committee
   B. Events Committee
   C. Membership Committee

3. Each Student Alumni Association committee shall be under the authority of the appropriate Student Alumni Association Executive Board Director as stated in Article II, Section I.

SECTION VI: PROBATION

1. If a Student Alumni Association member’s GPA falls below a 2.5 (3.0 for Executive Council) that Ambassador will have one (1) semester to bring their GPA up to 3.0 or above.
   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 The Student Alumni Association Ambassadors President to present a viable reason for their inability to complete the requirements.
   B. Termination of Student Alumni Association Ambassadors members for their inability to complete requirements will be at the discretion of The Student Alumni Association Ambassadors President, Graduate Assistant for Alumni Relations, and The Student Alumni Association Ambassadors Advisor.

SECTION VII: RESIGNATION

1. The resigning Student Alumni Association member must submit a written resignation to The Student Alumni Association Ambassadors President with copies sent to The Student Alumni Association Ambassadors Advisor and the Graduate Assistant for Alumni Relations.

Article VII: Bylaw Amendments

1. The Student Alumni Association Ambassadors Bylaws may be amended or revised by unanimous agreement among the advisor and current officers.

2. Any amendment or revision made after the start of an academic year (i.e. after The Student Alumni Association Ambassadors workshop) will not be effective until the start of the following year.