

Philadelphia University's Student Alumni Association Constitution

Article I- Name

The name of this organization shall be Philadelphia University Student Alumni Association. The organization shall be properly referred to hereinafter as SAA.

Article II- Purpose

SAA Mission Statement: SAA serves as a link between past, present and future students of Philadelphia University. SAA provides an avenue for students to become successful alumni. SAA strengthens ties between students and alumni through assistance and involvement with Philadelphia University's Alumni Association programs as student ambassadors. SAA provides opportunities for developing the leadership, management and collaborative skills of its members, through planning and implementation of all SAA activities and programs and through participation in the annual SAA conferences. SAA enhances a sense of ownership about Philadelphia University in the student body by sponsoring campus events and programs.

Article III-Affiliation

Section III.1- Student Government Association

SAA is affiliated with the Student Government Associations (SGA) by following the Philadelphia University Student Organizations Handbook. Benefits of this affiliation are use of the SGA Budget Committee as a source of funding, posting approval on campus, and reserving space on campus. To remain a recognized organization, SAA must complete registration paperwork provided by SGA each semester and must have a representative attend each President Council Meeting.

Section III.2- Alumni Relations Department

A member of Alumni Relations serves as an on campus advisor to the SAA. They also provide SAA with funding and benefits such as photocopy machines, telephones, and alumni expertise.

Section III.3- Alumni Association

Active Alumni members serve as off campus advisors to SAA and provide us with immeasurable benefits such as mentoring and networking opportunities.

Article IV- Membership

Section IV.1

Membership of general assembly will be open to all undergraduate and graduate students of Philadelphia University who express interest. Furthermore, membership will require an application as well as approval from the executive board and the advisor.

Section IV.2

To achieve voting member status, a member must attend at least 75% of meetings, and two (2) events within the semester. Non-voting members may still participate as part of the general assembly, they will not, however, be allowed to run for Executive Board positions, or take part in voting for new Executive Board members, or any other vote that must be taken.

*On a case by case basis, the Executive Board shall be allowed to grant voting member status to participating members who have not fulfilled the above stated requirements.

Section IV.3

Missing two (2) meetings without 24 hour prior notice will result in loss of voting privileges for the semester.

Article V- Meetings

Section V.1

Meetings of SAA general assembly shall be held during the academic year as deemed necessary by the Executive Board.

Section V.2

The Executive Board shall meet bi-weekly during the academic year. The president shall meet weekly with the advisor throughout the academic year.

Section V.3

The majority of the voting membership present at any meeting of the SAA, shall constitute a quorum. A quorum is required for the transaction of all regular business of the SAA at all general assembly meetings. Two thirds of the Executive board will likewise constitute a quorum for the transaction its business.

Article VI- Executive Board

The Executive Board shall consist of the following officers' positions:

Section VI.1

President: *(Note: MUST be at least a sophomore to run for this office)* Oversee events of SAA by providing direction and support in coordinating student involvement with campus organizations, community interests, career services, SGA and the Alumni Board. Represent the SAA at regular and special meetings held by SGA (President's Council) and Alumni Board. Attend and report activity and budget updates to SGA and Alumni Board. Responsible for the relay of information from other organizations to SAA and will act as a liaison between other groups. Responsible for scheduling meetings with students and the Alumni Board.

Section VI.2

Vice President of Administration: Conduct the duties of President in his/ her absence or when delegated by the President. Will review minutes from secretary and will distribute to the General Assembly. Will be responsible for enforcing the policies set forth in the Constitution. Will coordinate and assign students to functions as needed in the roles of timekeeper, facilitator, procurement, and public relations. Responsible for the upkeep of the SAA email account and meeting sign-in sheets. In the absence of the Vice President of Programs, the Vice President of Administration will be responsible for the coordination of events and volunteers.

Section VI.3

Vice President of Programs: Responsible for coordinating preparation, implementation, and follow up for all SAA events and responsible for delegating work amongst executive board and general assembly. Will organize and coordinate sign-ups for all SAA-involved events.

Section VI.4

Treasurer/ Secretary: Responsible for record keeping and control of all funds associated with ongoing activities, as well as provide financial support for present and future events. Prepare budget with support of the SAA Executive Board for review by President. Prepare necessary paperwork required by SGA to obtain allocated funds. Record the minutes of all meetings and develop format for filling all said minutes, as well as sending them to all executive board members.

Section VI.5

Past President: Shall serve as an ex-officio member of Executive Board. Will be responsible for advising assisting new Executive Board with duties and responsibilities for the semester following his/her term as President.

Section VI.6

Public Relations Co-Chair (2): Will be appointed by Executive Board through application process. Duties will include maintaining contact with University Public Relations and SGA Public Relations for campus events and activities.

Section VI.7

Executive Board shall have the authority to create ad hoc committees as deemed necessary.

Article VII- Elections

Section VII.1

Elections will be presided over by the current President, who will not vote unless there is a deadlock (see Section VII-7). Elections will be the first week of April.

Section VII.2

Newly elected executive board will shadow the current executive board until the end of spring semester. Their term will officially begin at the conclusion of spring semester until the following spring semester.

Section VII.3

To be eligible for candidacy the member must have obtained voting privileges on/before the meeting date.

Section VII.4

Nominations will be opened up at the general assembly meeting and through email prior to the election meeting.

Section VII.5

The order of elections shall be: President, Vice President of Administration, Vice President of Programs, and Treasurer/Secretary. Nominees may run for more than one position, or until elected.

Section VII.6

Before the vote is taken for each office, candidates for that office will be given the opportunity to speak on their own behalf.

Section VII.7

A nominee must receive a simple majority of the votes cast in order to be elected. If no majority is achieved the President will declare a deadlock, nominees will be given another opportunity to speak, and another vote will be cast. If a simple majority is not received after a second vote, the current President will cast the deciding vote. In the event that the President is running for the office in question, the SAA advisor shall poll the remaining Executive Board members for a simple majority decision.

Article VIII- Amendments

This constitution shall become effective upon approval by the majority of the members of the SAA general assembly. After approval, this constitution may be amended at a general meeting by three-fourths majority vote of active members. Proposed amendments must be submitted in writing to the Executive Board one meeting prior to the vote. This constitution will be reviewed and evaluated at the last regular meeting in the spring and every year thereafter.

