CONSTITUTION

Mission Statement: The Rose-Hulman Institute of Technology Student Alumni Association, SAA, was founded under the direction of the Rose-Hulman Alumni Advisory Board (AAB), which serves as the umbrella organization for SAA. SAA was founded for the purpose of assisting the AAB in fostering lasting relationships between present and future alumni. The Student Alumni Association will keep alumni in touch with campus life and work to make students aware of their potential roles as alumni.

Article I. Name of the Organization
Section 1.01 This organization shall be known as the “Rose-Hulman Institute of Technology Student Alumni Association,” hereafter known as SAA.

Article II. Location
Section 2.01 The headquarters of SAA will be the Alumni Affairs Office, located on the Rose-Hulman Institute of Technology campus in Hatfield Hall.

Article III. Purpose of the Organization
Section 3.01 To foster a student culture of philanthropy and lifelong connection to Rose-Hulman Institute of Technology by utilizing the General Membership population as the base for word of mouth awareness of SAA and the Leadership Board population as the active members to lead the endeavors of SAA.

Section 3.02 To facilitate an active relationship between current students and alumni by collaborating with the Office of Alumni Affairs, Young Alumni Council and the Alumni Advisory Board on programming and events geared toward students-alumni relationship enhancement. SAA shall be considered an association, rather than a student club/organization.

Section 3.03 To aid the Institute in meeting its goals by having a continuous focus on the 2013-2018 Strategic Plan of the Institute - http://www.rose-hulman.edu/about/leadership/strategic-plan-2013-18.aspx (specifically Goal 3 and the set Strategies within Goal 3).

Article IV. Membership
Section 4.01 SAA shall consist of a General Membership population and a Leadership Board population.

Section 4.02 General Membership

1. Any current, Rose-Hulman undergraduate student interested in interacting with the Alumni Association and SAA may sign up for general membership by submitting the online questionnaire, http://rojestem.rose-hulman.edu/SAAGeneralMembership.

Section 4.03 Leadership Board Membership

1. Any current, Rose-Hulman undergraduate student is eligible to apply for a Leadership Board spot. Leadership Board members are elected with a majority vote from the current Leadership Board members, directly after interview sessions.

Article V. Policies

Section 5.01 Attendance
1. General Members may come to events and general meetings as they wish. Attendance is not required for General Members at any meetings or events though it is encouraged if the General Member would like to apply for the Leadership Board in the future.

2. Leadership Board Members (with the exception of the Executive Committee) are required to have an attendance percentage of 75% of all SAA activities (meetings & events) per quarter. They are also required to attend and contribute to every event their committee is responsible for planning.

3. Leadership Board Executive Committee members (President, Vice President and Secretary/Treasurer) are required to have an attendance percentage of 95% of all SAA activities (meetings and events) per quarter.

4. Any time a Leadership Board member cannot attend a meeting or event, the member shall inform the Vice President a minimum of 24 hours before said meeting or event. If the member fails to do so, he or she will be marked absent for that meeting or event.

Section 5.02 Meetings

1. General meetings shall happen once weekly. These meetings shall be intended for all Leadership Board Members and General Members to attend. A short amount of time shall be set aside during the meeting for committees to re-cap/discuss what they want to talk about with the rest of the group and get in some extra planning time.

2. Executive Committee and Committee Chairs shall meet at least 30 minutes prior to the General Meetings each week and at additional times if needed.

3. Committee Meetings may be held briefly during the General Meetings but the Executive Committee shall strongly encourage Committee Chairpersons to uphold constant communication with their committee members in between General Meetings.

Section 5.03 Excused vs. Unexcused Absences

1. An excused absence is an emergency or night exam.

2. Unexcused absences are to be determined by the Executive Committee.

Section 5.04 Procedure for Removal of Members

1. Leadership Board members may be removed on any of the following grounds:
   a. Failure to fulfill the duties of his/her office/seat.
   b. Interfering with the purposes of the organization.
   c. Violating constitution and/or bylaws of the organization.
   d. Failure to meet attendance requirements:
      i. Leadership Board member shall be warned by midterm of the current quarter by the Vice President if the member’s attendance percentage is below 75%.
      ii. Leadership Board members that have below 75% attendance percentage at the end of the quarter shall be informed by the Vice President that their seat on the Leadership Board has been revoked.

2. Leadership Board member whose seat has been revoked has the right to request an appeal to explain why they should not be let go.
   a. The Executive Committee may honor the request for appeal and hold a meeting with the member in question to determine if the member shall be allowed back on the Leadership Board. The Executive Committee will vote; 2/3 positive votes are needed for the Leadership Board member to retain his/her position.
   b. If the Leadership Board member who was allowed to retain their position comes up for revocation a second time, a second appeal is not allowed. Said Leadership Board member’s seat shall be revoked permanently.

3. An Executive Committee Member can be removed from office on any of the following grounds:
   a. Failure to fulfill the duties of his/her office/seat.
   b. Interfering with the purposes of the organization.
   c. Violating constitution and/or bylaws of the organization.
   d. Failure to meet attendance requirements.
      i. Executive Committee member shall be warned by midterm of the current quarter by the Vice President if the member’s attendance percentage is below 95%.
ii. Executive Committee members that have below 95% attendance percentage at the end of the quarter shall be informed by the Vice President that their seat on the Leadership Board has been revoked

4. The Executive Committee member whose seat has been revoked has the right to request an appeal to explain why they should not be let go.
   a. The rest of the Executive Committee members and the SAA Advisor may honor the request for appeal and hold a meeting with the member in question to determine if the member shall be allowed back on the Executive Committee. The other members of the Executive Committee & Advisor will discuss with the final decision being that of a 2/3 vote.

Article VI. Committees

Section 6.01 Committee Structure

1. Members will be appointed to one of three committees depending on member preferences, taken at the elections meeting during Spring Quarter. The committees are explained below.
   a. Executive – See Article VII.
   b. Philanthropy – Organize SAA’s community service involvement. A minimum of one community service event is required per quarter. This Committee may join or assist other campus groups in their philanthropic efforts as a way to provide additional relationship building opportunities to SAA members. This committee will work with the Recruitment and Communications Committee to ensure optimal planning and promotion for their events but is ultimately fully responsible for the success of the event.
   c. Events – Organize events for alumni and students, both on and off campus in coordination with the Office of Alumni Affairs, Young Alumni Council and the Alumni Advisory Board. Homecoming activities are some of the main events this committee shall help to coordinate. This committee will work with the Recruitment and Communications Committee to ensure optimal planning and promotion for their events but is ultimately fully responsible for the success of the event.
   d. Recruitment & Communications – Plans and executes the recruitment of General Members and Leadership Board Members. This committee shall recruit students to become General Members and inform those recruits about the benefits and opportunities that come with being a Leadership Board Member in order to increase application rates from year to year. This committee shall be responsible for at least two promotional events. This committee will also help in the promotion of all SAA events, both on and off campus. If at any point it is decided that extra people are needed for an SAA event, the Recruitment & Communications Committee Chair is in charge of contacting General Members to appeal for additional volunteers.

Section 6.02 Committee Chairpersons

1. A committee chair will be appointed by the incoming and outgoing members of the Executive Committee for each committee by fourth week of spring quarter.
2. The chairperson from each committee shall represent that committee’s progress and plans and is responsible for sufficient and successful communication with committee members, Executive Committee members, Advisor and all other parties necessary for the completion of projects/events.
3. All Chairpersons are responsible for documenting and passing down procedures, documentation and best practices of their work from the prior year to the next year’s Chairperson at the fifth week of spring quarter. This week’s meeting shall serve as the first transition meeting.
4. Committee chairpersons shall take attendance of all relevant attendees at their committee’s events and report it to the Vice President.

Section 6.03 Replacement of Committee Chairperson(s)
1. Should a Committee Chairperson lose or forfeit his/her seat as Committee Chair, the Executive Committee shall choose a new Committee Chairperson from the remaining members of said committee with a two thirds vote.

**Article VII. Executive Committee**

**Section 7.01 Duties of the Executive Committee**

1. President
   a. The President of SAA is responsible for conducting, directing, and managing the affairs of SAA with the mission and goals of the Alumni Association in mind.
   b. The President shall organize the meeting including but not limited to receiving reports from each committee and to creating a presentation of information for the entire association.
   c. The President shall have weekly contact with the Alumni Affairs advisor to discuss weekly activity.
   d. The President shall act as the representative to outside organization and continually improve public relations on campus.

2. Vice President
   a. The Vice President shall serve and be charged with the same responsibilities and authority vested in the president, in the event that the president is unable to act due to President's absence or any other reason.
   b. The Vice President shall inform the general members and the Leadership Board members of each meeting.
   c. The Vice President shall take attendance at each meeting.
   d. The Vice President shall determine whether an absence is excusable or not on a case by case basis.
   e. The Vice President shall communicate all meeting reminders 24-48 hours prior to the meeting time.
   f. The Vice President shall be responsible for the calculation of attendance percentage each term and contact any delinquent members at midterm and contact delinquent member of their deactivation at the conclusion of each term.

3. Secretary/Treasurer
   a. The Secretary/Treasurer shall take minutes for every meeting.
   b. The Secretary/Treasurer shall inform the member of each committee’s budget at every meeting.
   c. The Secretary/Treasurer shall coordinate the money transactions required by the Alumni Affairs offices.
   d. The Secretary/Treasurer shall keep a record of all money transactions
   e. The Secretary/Treasurer shall coordinate an annual improvement of SAA Constitution.
   f. The Secretary/Treasurer shall send meeting minutes to all members after the meeting

**Article VIII. Advisor**

**Section 8.01** The Associate Director of Alumni Affairs shall serve as the Advisor to SAA. The advisor will vote for elected positions in the event of a tie. His/her duties include communicating Alumni Association information and budget information with the Executive Committee and Committee Chairs when needed, along with providing guidance asked of him/her by any member of SAA. The Advisor shall make sure that the policies and procedures of SAA are in line with, not contrary to and not in conflict with those of the Alumni Advisory Board or the Young Alumni Council. The Associate Director of Alumni Affairs, in her/his discretion, may delegate authority to the Graduate Assistant of the Alumni Affairs Office to carry out the responsibilities of the Advisor to SAA.

**Article IX. Elections, Voting and Term Fulfillment**

**Section 9.01** Elections
1. Any active Leadership Board member with at least one full year of active membership in SAA is eligible for one of the positions on the Executive Committee.

2. The Executive Committee nominations shall be held during the first and second weeks of spring quarter.

3. The Executive Committee shall be elected by majority vote of the quorum during the third week of the spring quarter.

**Section 9.02 Voting**

1. Executive Committee members must receive the majority of the votes cast to take office.

2. Voting will take place at the third week meeting during spring quarter and majority vote of quorum will rule.

3. Quorum shall be 2/3 of the Leadership Board members present.

4. In the event of a tie, a revote shall be held to determine the winner of the tied candidates.
   a. Should a tie occur for a second time, the Advisor shall have the deciding vote.

**Section 9.03 Term Fulfillment**

1. Length of Office
   a. President, Vice President and Secretary/Treasurer must serve a one year term but may serve additional terms if they are elected again.
   b. Both old and new Executive officers shall attend a transition meeting within two school weeks of elections, as planned by the outgoing president, to aid in training the new Executive Committee members for their positions.
   c. Official transitions shall occur during fifth week at the final General Meeting of the year, with the new Executive Committee taking office and the outgoing officers becoming mentors to the new Executive Committee. The outgoing Executive Committee members are required to continue advising their replacements and attend meetings through the end of the spring quarter.

2. Vacancies
   a. In the event that the President cannot fulfill his/her duties, is dismissed or forfeits his/her position, the Vice president shall assume the role of President.
   b. In the event that the Vice President cannot fulfill his/her duties, is dismissed or forfeits his/her position, the Secretary/Treasurer shall assume the role of Vice President.
   c. In the event that the Secretary/Treasurer cannot fulfill his/her duties the position will proceed through a nomination and voting process at the next general meeting.

**Article X. Constitutional Changes**

**Section 10.01 Amendments**

1. Amendments to this constitution and/or bylaws must be approved by a majority quorum of the Leadership Board.

2. The constitution and bylaws may be amended or repealed only after written notice of the proposed change is given no less than one week prior to the date of voting on said change.

**Article XI. Recruitment Process**

**Section 11.01 At least three recruitment activities/events are to be held during the months of September-December to encourage recruits to become general members and/or apply for the Leadership Board. Additional recruitment events deemed necessary or desirable by the Executive Committee may be included to ensure that enough quality applicants are reviewed to sustain the club’s target membership.**

**Section 11.02 Application and Interview Processes**

1. Interviews shall be held before Winter Break and new Leadership Board members voted upon by that same time.
2. Leadership Board applicants must turn in their application and Faculty/Staff referral to the Recruitment Chair a minimum of one week before interview day.

3. The Recruitment Process shall include but is not limited to the following:
   a. One session open to any student eligible for membership, intended to educate those potential new members about the activities, opportunities/benefits and mission of the club.
   b. One session for any eligible student to acquire an application for membership to the club.
   c. An individual interview for each potential new member who completed an application with at least one Leadership Board member from each Committee.
   d. A meeting of the Leadership Board to decide which applicants will fill the available spots on the Leadership Board.

Section 11.03 The number of new members selected through the interview process should bring the total Leadership Board membership of the club to no more than 10 members per academic class.