

Marietta College Student Alumni Association

Article I. Organization Name

The name of this organization shall be the Marietta College Student Alumni Association and will be abbreviated as SAA.

Article II. Mission and Purpose

Purpose

The purpose of the Student Alumni Association shall be to introduce current students of the college to the Marietta College Alumni Association and educate them about MCAA programs and service opportunities. The Student Alumni Association will encourage participation by current students in MCAA functions and campus activities in order to generate enthusiasm for the continuation of alumni activism past graduation.

Mission

In support of Alumni Relations at Marietta College, the Student Alumni Association will work to establish a strong relationship between current students and alumni by creating programs and activities that offer opportunities to connect with one another. In this way, students will learn of the importance of staying connected, through giving back to the college community—whether monetarily or through volunteering time and resources, and alumni will remain connected to the campus and current student life.

Article III Goals and Objectives

1. To create awareness of Alumni Relations and the Marietta College Alumni Association and its activities on campus.
2. To provide a way for current MC students to effectively network with alumni.
3. To prepare students to serve as future alumni leaders.
4. To organize and promote programs that will benefit current and past Marietta College students.

5. To make students aware of the contributions of alumni and the many ways to give back to and support the college.
6. To provide enthusiastic students with an opportunity to lead their peers to become closer to one another and to alums.
7. To offer alumni opportunities to stay connected with campus through mentoring programs and interacting with students on campus who may benefit from their knowledge.
8. To encourage pride and loyalty amongst current students so that they carry these feelings on after graduation, and ultimately continue participation in alumni activities.

Article IV. Membership

- A. Any full-time, undergraduate or graduate student may be nominated by administrators, faculty, and current members.
- B. Nominees will then be sent a letter of invitation and a short application form. Upon completion of the application form, they will be assessed by the Membership Committee and the SAA advisor according to the criteria set in the bylaws. This will be done during Fall and Spring Semester.

Article V. Meetings:

- A. The Executive Board will hold meetings every other week and a general meeting of all members will be held every other week in between.
- B. The day and time of the meetings shall be voted on by the SAA each year in order to ensure as many members attendance as possible.
- C. Additional meetings will be scheduled as necessary, especially in light of an upcoming program. Committees are encouraged to plan further meetings amongst themselves whenever necessary.
- D. The Executive Board and/or the SAA advisor reserve the right to cancel a meeting when deemed necessary.
- E. The SAA President will preside over all meetings. In the case that the president cannot preside, the vice president will take on presidential duties.

- F. Meeting agendas shall be set by the Executive Board before the general meeting and topics should include attendance, committee reports, old business, new business, committee meetings, and any further announcements.
- G. In order to be excused from attending a general meeting, a member must contact the Secretary at least 24 hours prior to the event and it should be marked in an attendance log.

Article VI. Finances

- A. The Student Alumni Association's budget will be supplemented by the MCAA Board. A budget proposal must be submitted to the MCAA by their annual Fall meeting. This budget proposal should include a itemized estimate of all expenses.
- B. The Treasurer should attend Student Senate appropriations meetings and request allotments whenever deemed necessary by the Executive Board and advisor.
- C. Before a program, the committee responsible must submit a detailed budget request to the Treasurer.
- D. Purchases made for SAA programs and events shall be made in the presence of the Treasurer after approval by the Executive Board.
- E. The SAA's finances will be supervised by the Alumni Relations office.

Bylaws

Section I: Membership

- A. Members must be currently enrolled in undergraduate or graduate work at Marietta College.
- B. In order to be considered for membership, students must:
 - 1. Be nominated by administrators, faculty, or current members of the SAA.
 - 2. Receive a letter of invitation and complete the attached application form.

3. Be selected by the Members of SAA and the advisor.
- C. The Marietta College Student Alumni Association membership criteria shall be as follows:
- a. Members should represent various departments of study, extracurricular activities, backgrounds, and interests.
 - b. Members must embody a well-roundedness, enthusiasm, dedication, and commitment that is representative of SAA and the college.
 - c. Selection of members shall be made without regard to sex, race, religion, disability, age, or sexual orientation.
- D. To be considered in good standing with SAA, a member must:
1. Attend regularly scheduled meetings and at least 60% of scheduled activities and programming; exceptions may be made by the Executive Board under special circumstances.
 - a. Members are permitted two unexcused absences from meetings per semester. Excused and unexcused absences are to be determined by Executive Committee and Advisor.
 2. Participate actively in at least one committee each school year.
- E. Members may serve on the Student Alumni Association as long as they are enrolled as full-time students at Marietta College and meet all the requirements stated in the bylaws. No reapplication is necessary once a member has been selected, although their acceptance as a returning member is subject to the discretion of the Membership Committee and the SAA advisor.
- F. Student Alumni Association members may voluntarily resign their membership at any time in the form of a written letter to the Executive Board.
- F. SAA members may be subject to review or dismissal by the Executive Committee due to any infraction of the rules governing the Student Alumni Association, the College, or any city, state, or federal laws.

Section 2: The Executive Board

- A. The Executive Board shall consist of a President, Vice President, Secretary/Treasurer, and VP MCAA Relations.
- B. The purpose of the Executive Board is to oversee routine business through leadership and taking the initiative in Student Alumni Association activities.
- C. The Executive Board is presented with the task of formulating policies and procedures that are in the best interest of the organization.
- D. All Executive Board officers will be nominated and elected from currently active members.
 - a. Nominations and elections will occur each Spring semester in order to prepare for the following school year. To be nominated you must be an active member in good standing and meet the approval of the SAA advisor.
 - b. Members receiving nominations have the opportunity to accept or decline nomination.
 - c. Elected officers will serve one term, equivalent to two consecutive semesters of a single school year. An individual is not, however, limited in the number of terms they can serve while enrolled as a full time student at the college.
- E. Elections will occur on the following meeting after the nominations.
 - a. Nominees will have the time between the nomination meeting and the election meeting to speak with members about their qualifications. Students will also be given the opportunity to speak on their own behalf immediately before the election.
 - b. The vote shall occur by a silent ballot, prepared by the current President after the nominations were set. A member may be nominated for more than one office, in case election of a high office does not occur. However, if they are elected their name will be removed from all categories following that office.
 - c. The ballots shall be counted at the meeting by at least two graduating seniors, preferably officers exiting the Executive Board, or Alumni Relations staff. The candidate receiving the majority vote shall win that office.

- d. In the case that no candidate receives a majority vote, then the two candidates that received the most votes shall have a head-to-head election to determine the majority winner. In the event of a tie, the President and the advisor shall make the deciding vote.
 - e. Offices will be voted for one at a time, starting with the Presidency, and then the votes shall be counted and the result presented so that those defeated have the opportunity to be elected to another office.
 - f. If only one candidate is nominated, the nominee still must be approved by majority vote.
- F. New officers will officially assume their offices during the Fall semester of the following school year.
- G. Officer Responsibilities:
- 1. President
 - a. Presides over all meetings and conducts the order of business.
 - b. Acts as a representative of the SAA to outside organizations.
 - c. Serves as a liaison between the Alumni Relations Office, MCAA, and the Student Alumni Association.
 - d. Oversees all committees and is in charge of directing their activities.
 - 2. Vice President
 - a. Stands ready to assume the office and duties of the President in case of absence or resignation.
 - b. Shall assist the President in all duties and activities.
 - c. Manages attendance and involvement records of all SAA members.

- d. Helps committee chairs in the organization and schedule of events.
- e. Works with Secretary on internal communication within the SAA.
- f. Manages the SAA website and other public relations efforts.
- g. Takes photos at SAA functions and gets information to yearbook staff.
- h. Coordinates advertising for SAA events including emails, flyers, radio plugs, television interviews, and press releases, and communication with college staff.
- i. Responsible for updating and distributing the Student Alumni Association calendar or events and meetings.
- j. Ensures that the overall name and positive image of the Student Alumni Association is obvious to the college community and alumni.

3. Secretary and Treasurer

- a. Records all minutes at meetings and furnishes the SAA advisor with these minutes.
- b. Maintains all records and correspondence with other organizations on-campus and off-campus.
- c. Oversees the maintenance of all membership files and works closely to maintain member relations.
- c. Writes thank you notes to organizations and individuals whenever appropriate.
- d. Responsible for correspondence with members through email, voicemail, and the like whenever necessary.

- e. Supervises the Student Alumni Association's budget.
- f. Prepares and presents financial reports to the President and the advisor periodically or upon request.
- g. Attends Student Senate Appropriations meetings in order to request more funding.
- h. Coordinates funding efforts alongside the Fundraising Committee.

5. MCAA Relations

- a. Works closely with Alumni Relations office and MCAA to get feedback and suggestions and bring them back to the Student Alumni Association.
- b. Communicated periodically with the MCAA President about SAA activities and any suggestions they may have.
- c. Ensures that upcoming events involving alumni and publicized through Alumni correspondence such as the website, phone calls, and the Alumni Publications.

H. In the case that an Executive Board member is not completing his or her assigned duties to the satisfaction of the Student Alumni Association and the advisor, the following process for removal from office may occur:

1. Any member with active status may propose a motion to remove any officer that he or she deems unfit for their position. Notification of such a motion must be presented and approved by the advisor.
2. The officer being reviewed must be approached at an Executive Board meeting and must be given a chance to refute the charges against them.
3. The Executive Board will then vote on whether the officer should be brought up for removal at the next general meeting.

If the Executive Board majority votes that a removal vote should occur, the officer in question will again be given a chance to refute charges in front of the general membership.

4. A vote will then take place at a general meeting and a majority vote of active members to remove the officer is necessary for removal. The Executive Board will make the decision as to whether the removed officer will be reinstated as a general member or removed from the organization.
- I. In the case that an Executive Board position becomes vacant, the Board shall ask for parties interested in filling the position. An interested party shall be appointed by a unanimous vote of the Board. Should the Presidency be vacated, the Vice President will finish the remainder of the term and the Executive Board will unanimously appoint another member (preferably already on the Executive Board) to fill the Vice President position.

Section 3: Committees

- A. The division of Student Alumni Association members into committees begins on a volunteer basis but remains at the discretion of the Executive Board.
- B. Members may change committees with the approval of their committee chair and the Executive Board at the end of each school year, or if special circumstances occur.
- C. Once the committees are set, volunteers and nominees will be taken for the committee chair positions.
- D. Each committee is charged with the planning and executing of programs. They are also encouraged to evaluate programs and make suggestions to the Board.
- E. Committees are encouraged to generate new ideas and present them to other committees and the Executive Board when reporting at general meetings.
- F. All committee plans and actions are subject to approval by the Executive Board.
- G. Committees are encouraged to meet on their own on a regular basis, especially before events that require their planning and time.

H. Each committee will have a chair and in addition they will be under the advisory of an Executive Board member.

I. Student Alumni Association committees shall be as follows, and any additions or deletions must be presented to the Executive Board for approval:

1. Membership Committee

- a. Executes annual membership drive and the acceptance of new members into the SAA. This will require the acceptance and collection of faculty and current member nominees for new membership, and the distribution of letters of invitation to these nominees. Along with the Executive Board, this committee will review applications for new membership and decide who to accept. Once new members have been selected, they will be subject to approval by the President and the advisor, and then this committee must send notifications of acceptance to new members.
- b. Reviews, along with the Executive Board, all cases of rule violations and attendance issues.
- c. The Vice President will be the Executive Board liaison for this committee.

2. Alumni Relations Committee/ Career Connections Committee

- a. Establishes a strong relationship with the MCAA and fosters direct interaction among students and alumni.
- b. Work with campus career services to coordinate SAA activities with career fairs, speakers, etc. Work with careers service can also promote alumni networking, and internships.

3. Events and Outreach Committee

- a. Assists in planning of events sponsored by the SAA.
- b. Works to plan and carry out events that bring alumni and students together.

- c. Members are instrumental in organizing, setting up, and managing the schedule of campus events involving students and alumni.
 - d. Works to engage current students and alumni in serving the college and the community.
 - 4. Fundraising Committee
 - a. Organizes and plans fundraising activities.
 - b. Works with Treasurer to manage SAA finances and help to maintain fiscal self-reliance.
 - 5. Advertising and Promotions Committee
 - a. Responsible for publicizing all on-campus SAA events and promoting student awareness and participation in SAA events.
 - b. Forms of publicity should include, but are not limited to: emails, flyers, banners/posters, phone calls, articles in the *Marcolian* and/or *The Marietta Times*, and announcements in class.
 - c. Responsible for getting feedback from students and alumni after programming and activities in order to better evaluate them.
- J. Committee Chairs
 - 1. The Student Alumni Association committee chairs will be selected on a volunteer basis or by assignment from the Executive Board.
 - 2. Chairs will be responsible for organizing upcoming activities designated to their committee and reporting back to the general membership and Executive Board.
 - 3. Each Executive Board member will also be assigned as a liaison to one committee in order to keep committees in close contact with the Executive Board.

Article VII Amendments

An amendment of the constitution and/or bylaws may be proposed orally by any member but must be presented to the Advisor and President prior to a scheduled meeting. Amendments require a two-thirds majority vote and approval of the advisor and Office of Alumni Relations.