Bylaws of the Auburn Montgomery Student Alumni Association

Article I – Organization

Section 1: Name
The name of this organization is the Auburn University at Montgomery Student Alumni Association (SAA).

Section 2: Governing Documents
The Auburn University at Montgomery Student Alumni Association is organized as an integral part of the Auburn University at Montgomery Alumni Association and functions in accordance with university policies, the bylaws of the AUM Alumni Association, and with state and federal laws governing the AUM Alumni Association and Student Alumni Association.

Article II – Object
Under the guidance of the Auburn University at Montgomery Alumni Association, the mission of the Student Alumni Association will be:

Student Alumni Association members will generate pride and advance the traditions of Auburn University at Montgomery while fostering loyalty, commitment, lifelong relationships, and involvement among students and alumni.

Article III – Members
Membership in the Student Alumni Association is open to all Auburn University at Montgomery students. Active members are those students whose paid dues to the Student Alumni Association are up to date. Dues per academic year are set by the Student Alumni Board.

Article IV – Meetings

Section 1: Annual Meeting
The Student Alumni Board will conduct an annual meeting of members of the Student Alumni Association on a date early in the fall semester, as decided by the board.

Section 2: Special Meetings
Special meetings of the members may be held at the request of the Student Alumni Association president or a majority of the Student Alumni Board.

Section 3: Notice
Sufficient notice of upcoming meetings, including their purpose, will be sent to active members via email or other appropriate means.
Article V – Student Alumni Board

Section 1: Governing Body
The governing body of the Student Alumni Association will be the Student Alumni Board. The Student Alumni Board will be composed of up to 15 members, including three executive officers and three standing committees. All board members will be assigned to serve on a committee. Board members will meet twice throughout each of the fall and spring semesters. To qualify for the board, a student must be an active member of the Student Alumni Association and be a student in good standing at Auburn University at Montgomery. The board will be selected by an application and interview process. Members of the existing board must reapply each year by a process determined by the executive committee and president of the Student Alumni Association, unless elected to an incoming executive office or appointed as a committee chair. Selections will be overseen by the incoming executive officers, the current president, and the advisor of the Student Alumni Association. A term limit of two years will apply to all board positions with the exception of the Immediate Past-President, who will serve in an ex-officio, non-voting capacity for one year to ensure continuity in the organization. In the event that the Immediate Past President is graduating or otherwise unavailable, the advisor may request another immediate past executive officer to fulfill this role or may elect to leave the role vacant for the remainder of the term.

Section 2: Board Duties and Powers
The Student Alumni Board shall have general supervision of the affairs and operations of the SAA between its business meetings; determine location, date and time of meetings; and perform other such duties as specified in these bylaws.

Section 3: Officer Election and Appointment
A. The Student Alumni Board will elect the president, vice president, and treasurer in the fall semester prior to Student Alumni Board selections. These positions make up the Executive Officers.

B. Nominations for any position other than those previously stated will be taken immediately upon election of officers for the upcoming Student Alumni Association year.

C. Collectively, as executive members of the Student Alumni Board, these officers, with guidance from the advisor of the Student Alumni Association, will assume chairs for the Events Committee, Public Relations Committee, and Membership Committee, respectively. The chairs and their committee members will meet on a regular basis with the advisor of the Student Alumni Association.

Section 4: Executive Officers
A. The general duties of the Executive Officers include cooperation with the president, attending Student Alumni Board meetings, achieving the mission statement, attending regular meetings with the committees under his/her title, and setting committee goals.

B. The duties of the SAA President include serving as a student representative on the Auburn University at Montgomery Alumni Association Board of Directors; developing agendas, moderating and being ultimately responsible for all Student Alumni Board meetings; acting as a representative and spokesperson to the community; acting as a liaison between students and alumni; and participating in Auburn University at Montgomery Alumni Association, Student Alumni Association, and Student Alumni Board events. Other responsibilities include overseeing the events committee listed under his/her title, such as securing board members to participate in events, as well as coordinating dates, times and duties for each event.

C. The duties of the SAA Vice President shall include overseeing the public relations committee listed under his/her title. Other responsibilities include acting as a liaison between university faculty, staff, students, alumni and the community; marketing, communication, and publicity for and about the Student Alumni
Association and its board; and attending Student Alumni Association and Student Alumni Association-related meetings and events.

D. Duties of the SAA Treasurer include overseeing the membership committee listed under his/her title, maintaining membership-related data, and bringing about successful membership drives and fundraisers. Other responsibilities will include taking and reporting minutes at all Student Alumni Board, Student Alumni Association, and Executive Officer meetings; ensuring that all reports, minutes and documents are easily accessible to all members.

Section 5: Attendance
Members of the Student Alumni Association Board of Directors are expected to attend all meetings, and will forfeit membership on the board upon the second unexcused absence within a one-year period. Board members must actively participate in Student Alumni Association events. An absence will be taken if a board member commits to work an event and fails to attend without securing a replacement. In order for an absence to be excused, members must notify the vice president within 24 hours of the missed meeting or event. Decisions as to whether or not absences are excused will be left to the discretion of the Executive Officers.

Section 6: Assignments
Student Alumni Board of Directors members will sign up for assignments through the vice president. If a member is not able to be at an assigned project or event, he or she is expected to find a replacement and to inform the vice president. If a board member does not show up for a mandatory event and/or does not get a replacement for an assigned event, then he or she will have consequences deemed appropriate by the Student Alumni Board and advisor. A board member can get an excused absence if the situation falls under the official Auburn University at Montgomery excused absences policy, otherwise they may petition the Board.

Section 7: Officer Election Procedure
Officer elections will be held in fall semester prior to Student Alumni Board selections. At least one week before the elections, candidates must provide the SAA board president an application and goals for their office; in turn, those materials will be distributed to each board member at least five days before the elections. Elections will take place at a scheduled Student Alumni Board meeting, during which each candidate will have an opportunity to address the board and answer questions. Discussion of candidates will not be allowed during the election meeting. Candidates will leave the room for voting and will not vote for that particular office. Each member of the board who is present must cast a vote for each office; voting in absentia will not be allowed. Each officer must be elected by majority vote. If no candidate attains the majority, there will be a runoff between the two candidates with the most votes. In the case of a tie between two candidates, the Student Alumni Board president will cast the deciding vote. The new officers will take office upon announcement of new members.

Article VI – Student Alumni Association Committee Structure

Section 1: Committees
The Student Alumni Board committees are as follows:

A. Events Committee – reporting to the President
B. Public Relations Committee – reporting to the Vice President
C. Membership Committee – reporting to the Treasurer

Section 2: Acquisition of Committee Members
The Events, Public Relations, and Membership Committees are each headed by one executive officer, whose title assumes committee chair. Appointment of these committees will be made by the first week of the spring semester. Committee terms begin no later than February of the spring semester.
Article VII – Student Alumni Board Advisor

The advisor to the Student Alumni Board shall be an employee and representative of the Auburn University at Montgomery Office of Alumni Affairs.

Article VIII—Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order (Newly Revised, 19th Edition) shall govern the Student Alumni Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the SAA may adopt.

Article IX—Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Student Alumni Association by a two-thirds vote, provided that the amendment has been submitted in writing to the membership at least two weeks prior to the vote.