

**Constitution**  
*University of Detroit Mercy Student Alumni Association*

**Article I: Name**

The name of this organization shall be the UDM Student Alumni Association.

**Article II: Mission**

The mission of the UDM Student Alumni Association is to target our undergraduate student population and expose them to the importance of University Advancement and the necessary relationship between the University and our alumni. UDM SAA will have the responsibility of displaying the positive face of the University to both current students and alums.

**Article III: ASAP**

The University of Detroit Mercy Student Alumni Association is a registered dues paying member of the Association of Student Advancement Programs (ASAP) a program with in the Council for Advancement and Support of Education (CASE).

**Article IV: Purpose**

The UDM Student Alumni Association seeks to integrate the undergraduate experience with the responsibilities of successful alums by encouraging spirit and enthusiasm within the University. The UDM SAA will promote positive relationships between students, alums, faculty and staff.

- ∞ The organization shall assist the University alumni association reach its goals by facilitating an active relationship between students and alumni
- ∞ Promote further student involvement in the University through programming, and special events
- ∞ Further the quality of the University as an institution of higher education and continue pride, loyalty and tradition
- ∞ Enhance the education of students and prepare them to serve as future alumni leaders while, stimulating the interest and participation of the student body, alumni, and the University in the activities and progress of the University
- ∞ To promote, enhance, and foster the development of the University of Detroit Mercy as a quality institution of higher education
- ∞ To establish programs of direct and immediate benefit to students
- ∞ To educate students regarding the importance and need for participation in the fund for UDM.
- ∞ To increase the awareness of past, present, and future students of the needs of the University and the role alumni have played in meeting those needs

**Article V: Offices**

- A. The Executive Board

The Executive Board shall consist of the offices of President, Vice President, Treasure, Secretary, Media Relations Director and the President Emeritus. Members of the Executive Board shall work closely with the advisor to ensure efficient goal-directed activity. Board members are expected to participate and work at all major events. A specific description of each office and committee is listed below.

B. Duties of the Officers

**SAA President** works closely with the Alumni Board's (CLAE, CBA, and CHP) President's to establish a relationship between the SAA and the college Alumni Boards, acts as a facilitator at all meetings, provides inspiration, motivation and leadership for all other members, serves as a role model for members, makes sure all members keep their member binders updated, schedules meetings, offers advice on the planning and implementation of events, makes all final decisions on SAA student account expenditures, sets agenda for each meeting and commits to following the agenda, meets with the advisor, initiates all votes to take place, but only has a vote in the event of a tie, and provides detailed documents of SAA goals.

**SAA Vice President** updates and maintains the SAA constitution, provides training material for new SAA members, oversees the main calendar of events to ensure the most productive dates, and heads membership drives and membership activities.

**SAA Treasurer** coordinates the fundraisers, responsible for planning and coordinating SAA philanthropy events, UDM SENSOG funding, handles detailed expenditure records of SAA accounts, maintains detailed expenditure records.

**SAA Secretary** writes minutes for weekly meetings and emails them to each member within 48 hours, reserves the meeting room and all facilities necessary for events, proofreads and edits all SAA documents, updates list serve, maintains membership roster, completes all necessary District 5 correspondence, responsible for all communications including assistance with press releases, and publications.

**Media Relations Director** is responsible for advertising SAA events, running the Titan Donor Thank-A-Thon, providing event promotion, updating the UDM SAA website and Facebook group, along with writing press releases for the Varsity News.

**President Emeritus** is responsible for guiding the executive board through a productive term, assisting in any way possible to produce a productive UDM SAA along with implementing and maintaining all transition procedures.

C. Chairs and Committees

The E-Board will solicit the opinion of the general membership and form committees at their discretion.

**Fundraising Committee** is responsible for conducting at least three fundraising activities per year.

**Public Relations** is responsible for advertising SAA events, running the Titan Donor Thank-A-Thon, providing event promotion, updating the UDM SAA website and Facebook group, along with writing press releases for the Varsity News.

**Membership Recruitment** is responsible for membership activities, presence at the UDM Organizational fair, disbursement of applications, answering general membership questions, membership motivation, creating relationships with other UDM organizations, organizing a yearly review of the Constitution and By-Laws, and setting organizational goals.

**Campus Events** is responsible for coordinating at least two campus-wide events each school year (one in the fall semester and one in the spring semester).

**Titan Athletics** responsible for establishing relationship with Titan Athletics and creating the Titan Territory student section, designing and distributing the Titan Territory red t-shirt, promoting the Titan Territory, purchasing and distributing the Titan Territory give-a-ways, organizing a Titan Migration, and organizing Clash of the Titans and other competitive events during basketball games.

**Presidential Ambassadors** are responsible for organizing the Etiquette Dinner, organizing volunteers for all alumni/donor events/visits, responsible for requesting and processing Dean Nominations, organizing Tuxedos for *The Founders Gala*, and organizing the SAA E-Board thank you gift.

#### **Article VI: General Membership**

- A. Any student in good standing (meaning at least a 2.5 cumulative GPA) who completes an application will be eligible to become a member of the UDM SAA General Membership and will be allowed the privilege to participate in select activities sponsored by the SAA.
- B. Executive Board  
Any SAA member may be removed by the Executive Board due to lack of involvement or failure to participate in SAA activities, and repeating mishandling of responsibilities. This vote can also be brought against an Executive Board member.

#### **Article VII: Advisor**

A representative of Alumni Relations and Special Events will serve as advisor to the SAA. The advisor will work with the SAA members on specific projects and events being planned and implemented.

Responsibilities of the UDM SAA Advisor include promoting the SAA to the Alumni Relations office, the UDM alumni, staff, and faculty, finding ways for the SAA to be involved in on-and off-campus projects; offering advice and direction to the SAA Board; overseeing the SAA University account with the Treasurer; attending at least one SAA E-Board meeting per month; selecting members to attend SAA conferences in collaboration with the E-Board.

SAA Board members should direct any concerns or complaints about the SAA structure to the adviser, concerns about the adviser should be directed to the President first, then the adviser, and if still unresolved brought to the adviser's supervisor.

#### **Article VIII: Nominations and Elections**

- A. UDM SAA Executive Board members will be elected in the end of the fall semester by the general membership to take office in January and serve for one year.
- B. At least eleven voting members must be present for the election to take place. Nominations will be taken from the floor for one meeting before the election as well as before the elections commence. Nominees must have at least one semester of membership in SAA.

#### **Article IX: Term Fulfillment**

- A. Length of Office  
Each officer shall serve a one-year term. They shall assume the position at the first meeting in January and shall hold the position until the same time the following year.
- B. Vacancies  
Whenever a vacancy occurs in one of the Executive positions, other than that of President, which is temporarily filled by the Vice President, there will be an election held to fill the vacant position for the remainder of the term. At least eleven voting members must be present for the election to take place. Nominations will be taken from the floor for one meeting before the election as well as before the elections commence. Nominees must have at least one semester of membership in SAA.
- C. Resignations  
All resignations must be submitted in writing to the President and advisor.

#### **Article X: Removal of Officers**

- A. Charges  
Any active member, bringing charges against an officer of the Executive Board for the purpose of removal, shall personally present his/her charges in writing at an Executive Board meeting. After presentation of charges, the accused shall have the opportunity to defend him/herself.
- B. Investigation  
Upon completion of the defense and consultation with the Executive Board, the advisor shall determine if the charges warrant investigation. If an investigation is deemed necessary, the advisor will appoint and chair an ad-hoc committee of five of which only one may be an Executive Board member.
- C. Removal  
Upon hearing the charges, the SAA may remove the accused by a vote of at least 11 voting members.
- D. The advisor reserves the right to make changes in the e-board with cause. In cases where student privacy rights are not involved just cause will be provided to the e-board.

## **Article XI: Meetings**

- A. Executive Meetings  
Meetings of the Executive Board shall be held a minimum of eight times per semester. The agenda for these meetings shall be determined by the President. These meetings shall occur at an agreed upon time by the Executive Board and advisor. Attendance at all meetings is mandatory. Officers failing to attend meetings or events without notice to the President and/or advisor shall be subject to removal by the terms of Article X.
- B. Committee Meetings  
Meetings of the Committees shall be shall be held as needed and organized by the conference chair.
- C. General Meetings  
There will be at least eight general member meetings per semester. The agenda for the meeting shall be determined by the President with influence from the E-Board and incorporating general members. It is expected that all members of SAA members attend these meetings regularly.

## **Article XII: Amendments**

- A. Amendment Procedure
  1. Authorization. The power to make, alter or repeal this Constitution is vested in the active members of SAA, but, such action shall be taken at a special meeting called by the President or Vice President for such purposes.
  2. Notification. The Constitution may be amended or repealed only after written notice of the proposed change is given not less than one week prior to the date the voting on said change. A time of enactment for the change shall be included in the proposal.
- B. Revision of the Constitution  
Revision of the constitution may occur when necessary subsequent to a majority vote of the E-Board.
- C. Revision Procedures of the Constitution  
The Constitution shall be revised on an annual basis by the Vice President. Procedures for approving revisions shall be the same as those for amendments.