

Regent University Student Alumni Ambassadors CONSTITUTION

PREAMBLE

In accordance with and in order to uphold Regent's mission, policies, and philosophy, the Student Alumni Ambassadors herein establish this, our constitution, as the basic law of the Student Alumni Ambassadors of Regent University.

ARTICLE I: NAME

The name of this organization shall be Regent University Student Alumni Ambassadors, hereinafter referred to as the SAA, or Regent SAA.

ARTICLE II: PURPOSE

The purpose of the SAA shall be to:

- a. Foster meaningful relationships among current students, alumni, faculty and friends of the university;
- b. Provide a means for students to get connected and stay connected with Regent University and each other;
- c. Work closely with administration to promote awareness of our development programs across the university and the community;
- d. Provide opportunities for student and alumni to further pursue professional and intellectual interests, as well as and to support Regent's efforts through professional contacts and many fund development activities;
- e. Promote the University's commitment to Biblical principles and spiritual development, and in everything to bring glory to God and His Son, Jesus Christ, through the Holy Spirit.

ARTICLE III: SELECTION OF SAA OFFICERS

Section 3:1. Eligibility of student members

Any enrolled student of Regent University in good academic standing, according to the University Catalog, and in good financial standing, as determined by the University Business Office, is eligible for membership in SAA.

Additionally, candidates for office must have been registered for a least one semester before running for that office and must be matriculated.

Section 3:2. Schedule of Elections

The election shall be held during the month of March, and the terms of office shall run from July 1 following the election through June 30 of the following year. Elections may be move forward or backward to accommodate any university approved breaks or events

Section 3:3. Officers to be elected

- **President**
- **Vice President**
- **Treasurer**
- **Secretary**
- **Chaplain**

ARTICLE IV: DUTIES OF OFFICERS

Section 4:1. The duties of the President

- a. The President acts as chair of the executive board;
- b. Unless otherwise specified in the Constitution, the President shall nominate, and with the advice and consent of the Senate, shall appoint members to fill all positions, created or vacated, during her or his term of office;
- c. The President will collaborate with the SAA liaison to communicate SAA issues with the administration.
- d. The President shall be responsible for all official SAA correspondence, and shall keep a record of all correspondence;
- e. The President shall mail/post written announcements of and agendas for all SAA meetings at least 48 hours before the meeting and shall inform all SAA members of general meetings accordingly;

Section 4:1. The duties of the Vice-President

- a. The Vice-President assumes the duties of the President when the President is absent, and in the event of the President being unable to fulfill the duties listed above, the Vice-President succeeds to the Presidency for the remainder of his or her term office;
- b. The Vice-President is in charge of elections and is chair of the Elections Committee;

- c. The Vice-President shall provide the appropriate school official, upon request, up-to-date copies of the SAA Constitution and by-laws;
- d. The Vice-President shall keep track of all SAA members and their attendance at SAA meetings, and shall promptly notify the Advisor if any officer missed more than three meetings;
- e. In the event of a Vice-President being unable to fulfill the remainder of his or her term of office, the executive board may call an election or appoint an Acting Vice President who will assume all of the duties listed above and be granted all of the privileges accorded to an elected Vice-President;

Section 4:1. The duties of the Treasurer

- a. The Treasurer shall keep a permanent record of the funds allocated to and by the SAA and shall meet with Student Services and the Office of Alumni Relations to discuss budget allocations at least once a month when classes are in session ;
- b. The Treasurer shall make a financial report at each regular meeting and shall prepare a report each semester to give copies to the funding sources;
- c. The Treasurer is responsible for the presentation of a budget no later than the general meeting. Copies of the budget proposal shall be sent to the Advisor and Student Services 72 hours in advance of presentation;
- d. The treasurer shall hold regular office hours and shall make financial accounts available for inspection during those hours and by appointment;
- e. The Treasurer is responsible for insuring that SAA contributes no more than its fair share to various campus-wide activities;
- f. In the event of a Treasurer being unable to fulfill the remainder of his or her term of office, the executive board may appoint, with the approval of the Advisor and Student Services, an Acting Treasurer who will assume all the duties listed above and be granted all of the privileges accorded to an elected Treasurer;

Section 4:4. The duties of the Secretary

- a. Serve as the chief administrative assistant to the President;
- b. Keep a permanent record of the proceedings of all executive board meetings;
- c. Assist the vice president in issuing notice of the time and place of all meetings of SAA, such notice to be timely and posted in conspicuous places;
- d. Handle all necessary correspondence for SAA;

- e. Maintain and systematize all current and historical information relevant to the ongoing administrative work of the organization, binding such formal records including minutes and financial reports at the end of the school year to be submitted to the incoming secretary;
- f. Publish, post and make available to the student body the minutes of the SAA meetings within five (5) days after approval;
- g. Be a voting officer of the executive board;
- h. Fulfill the duties of the President and Vice-President in the event of absence or incapacity of both the President and Vice-President;

Section 4:5. The duties of the Chaplain

- a. Be responsible for the administrative of chapels;
- b. Plan and executive, in conjunction with the President, events and activities that foster spiritual development and minister to the spiritual needs of SAA members and their wider college community;
- c. Work with the Office of Student Services, COGS and the Office of Alumni Relations in planning University-wide spiritual life events;
- d. Be responsible for other duties that may be necessary as defined by the SAA President;
- f. Attend SAA Executive Board meetings but shall not have voting privileges in SAA;

ARTICLE V: TERM OF SERVICE

- a. The President and Vice-President shall serve for one (1) year, with their term of service starting at the beginning of the summer semester;
- b. President and Vice-President may run for re-election as long as they so desire; provided they are a student in good standing at Regent University

ARTICLE VI: VACANCY OF OFFICE

- a. A special election shall be held to fill any vacancy in SAA, in accordance with the standard election procedure;
- b. A notice of vacancy shall be posted in the appropriate media and in conspicuous places within five (5) days of vacancy;
- c. Elections for the vacant office shall be held to fill existing vacancies

ARTICLE VII: THE EXECUTIVE BOARD

- a. The Executive Board shall consist of a President, Vice-President, Secretary and Treasurer;
- b. The administrative affairs of SAA shall be conducted by the Executive Board;
- c. The Executive Board shall be appointed for two consecutive semesters;
- d. Every member of the Executive Board must have completed at least one semester at the time of assumption of office;
- e. All Executive Board officers shall be in good standing with the University as spelled out in the Regent policy guidelines;

ARTICLE VIII: THE EXECUTIVE AUTHORITY

Section 8:1. Executive Authority

The executive authority of SAA is vested in the Executive Board consisting of a President, Vice-President, Secretary, and Treasurer;

Section 8:2. Duties of the Executive Board

- a. The duties of the Board shall include implementing the Yearly Plan and any other decisions passed by the SAA in accordance with its mission and purpose;
- b. The duties of the officers of the Executive Board are as described in this section and include responsibility for such duties as may be deemed necessary by the President.

ARTICLE IX: FINANCES

Section 9:1. SAA Budget

- a. A proposed SAA budget shall be submitted by the President;
- b. The Office of Alumni Relations shall have general supervision over the SAA finances;

Section 9:2. Financial Records

- a. The financial records of SAA shall be audited in the spring by a representative from Regent University Business Office to insure the books are kept in accordance with Regent's accounting guidelines;

ARTICLE X: MEETINGS

Section 10:1. SAA Meetings

- a. These meetings serve as the fundamental forum for all SAA communications and planning regarding service, representation, action, and execution of the organization's purpose. It shall be a general business meeting;
- b. The Executive Board will meet twice a month or as deemed appropriate by the President;
- c. Meeting Quorum-A majority of all required participants shall constitute a quorum for ordinary voting purposes. However, voting for Executive Board offices or Constitutional Proposals will require three-fourths of the membership to constitute a quorum;
- d. Meeting Decisions-All votes shall carry by two-thirds of the quorum present except three-fourths vote of a special Council quorum is required for Executive Board elections and Constitutional Proposals;

Section 10:2. Executive Board Meetings

- a. Executive Board Meetings shall meet as deemed necessary by the President;

ARTICLE XI: MEMBERS APPEALS

Section 11:1. Dispute Resolution Panel

A Dispute Resolutions Panel shall be established by the SAA for the sole purpose of hearing and resolving member-to-member grievances;

- a. The Dispute Resolutions Panel will comprise the President and two (2) SAA officers approved officers and the Faculty Advisor where necessary;
- b. The Dispute Resolutions Panel will resolve member-member grievances only when both parties agree to resolve their conflicts in such a manner;
- c. The final decision made by the Panel shall be binding upon both members;

ARTICLE XII: REMOVAL OF OFFICERS

Section 12:1. Removal of president, Vice-President or Other Officers

- a. The Executive Board shall hold a recall election upon receiving a petition requesting the recall of an officer, comprised of the signatures of the majority of the students the officer represents;
- b. Prior to the recall election there shall be an open forum before the members to provide an opportunity for all parties to be heard;
- c. If two-thirds of the students of the appropriate membership approves the removal, the office will be declared vacant and subject to the stipulated election procedures;

Section 12:2. Removal of president, Vice-President or Other Officers

- a. An officer can be removed for failing to fulfill his/her responsibility by a four-fifths vote of the membership;
- b. Prior to the vote the officer has a right to a hearing before the membership;
- c. The officer being considered for removal will not participate in the vote;

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the organization may adopt.

ARTICLE XIV: AMENDMENTS

Section 14:1. Petition by Students

In order for a proposed amendment to become a part of the Constitution the following steps will need to be completed in sequence:

- (a) Two-thirds of the special meeting quorum must approve the amendment;
- (b) If approved by the membership, within two (2) weeks of the vote the student body must vote on the proposed amendment;
- (c) A two-thirds vote of the students casting ballots shall be required for the adoption of each proposed amendment.

Section 14:2. Amendment Proposed by the Council

The Council can propose an amendment by three-fourths vote of a special Council quorum, which will then have to be ratified, by a two-thirds vote of the members casting ballots.

ARTICLE XV: ADVISOR

Advisor

- (a) The council shall have one advisor, a representative from the Office of Alumni Relations. The advisor shall be appointed and upon the recommendation of the Director of the Office of Alumni Relations;
- (b) The term of office for the advisors shall be renewed through the same process of appointment;