

**The By-Laws of the Student Alumni Ambassadors of  
Mississippi University for Women**

**Article I**

Name

The name of this organization shall be the Student Alumni Association of Mississippi University for Women. Members will be called Student Alumni Ambassadors.

**Article II**

Purpose

The Student Alumni Association is a student organization that works with and in support of the MUW Office of Development and Alumni to strengthen the bond between the University and its alumni.

**Article III**

Mission Statement

The Student Alumni Association of Mississippi University for Women is a cooperative group of campus leaders dedicated to serving and furthering the growth and development of the MUW community. By encouraging enthusiasm, commitment and campus participation from our members, we represent and promote the university to prospective students and guests, current students and alumni. We work closely with other offices of the university in order to enhance our campus cohesion and cooperation among past, present and future students.

**Article IV**

Membership

- Section 1      Membership in the SAA shall be open to freshmen, sophomore, junior and senior class students who are enrolled full-time at the University.
- Section 2      Total membership of the SAA shall not exceed 25 members.
- Section 3      The SAA does not discriminate on the grounds of race, creed, religion, national origin, handicap, sexual orientation, or sex.

**Article V**

Membership Selection

- Section 1      Applications for membership will be made available across during membership drives by the MUW Office of Development and Alumni.

- Section 2 Applications shall be reviewed and membership will be determined by the screening committee. Applicants may be subject to a formal interview and review, to be conducted by the screening committee. New members will be selected and notified no later than September 15. The screening committee shall consist of the following:
- a. SAA Advisor
  - b. Office of Development & Alumni staff member selected by the advisor

Section 3 Vacancies in the association will only be filled during the selection process.

Section 4 A 2.5 GPA is required of all applicants.

## Article VI Expectations of Members

Section 1 Members will uphold the values and requirements set forth by the by-laws. Failure to comply with these expectations will result in termination of membership, to be determined by the screening committee.

Section 2 Members will wear the official uniform at all specified functions. The uniform will be decided upon by the Student Alumni Advisor and may be changed as deemed necessary.

Section 3 Members will show utmost courtesy and integrity at all functions. (i.e. Members will never eat before guests or consume alcohol at any official university functions.)

Section 4 Members will socialize on a one-to-one basis and avoid congregating as a group at official events and meetings.

Section 5 Members will use their best communication skills at all events and meetings.

Section 6 Every alumna/alumnus or university guest will be treated as a “VIP.” Be understanding and patient and always accentuate the positive.

Section 7 Members shall arrive 30 minutes early to each event at which they have an assigned role or duty.

Section 8 Members will strive to attend all scheduled meetings and events of SAA.

- a. Members will be allowed two absences, one per semester.
- b. If a member fails to maintain the required attendance, he/she will be placed on probation for one semester.

- c. Attendance probationary members will be allowed no absences for all SAA meetings and events for one semester.
- d. If, after the semester probation, the member has met the required attendance, he/she can resume duties as an SAA member. If the absences continue, the membership will be terminated.
- e. Once membership has been terminated, former SAA members are not eligible for reapplication.
- f. Extenuating circumstances causing an absence may be reviewed and possible excused on a case by case basis by the SAA Advisor and the Executive Director of Alumni Relations.

Section 9 Members shall maintain a 2.5 GPA.

- a. If a member fails to maintain the required GPA, he/she will be placed on GPA probation for one semester.
- b. GPA probationary members will not attend SAA meetings or events or wear their SAA apparel.
- c. If a GPA probationary member holds an office, he/she will be relieved of that duty and another member will be elected immediately into that office.
- d. If, after the semester probation, the member has met the required GPA, he/she can resume duties as an SAA member. If the GPA has not been met, the membership will be terminated.
- e. Once membership has been terminated, former SAA members are not eligible for reapplication.

## Article VII Student Alumni Board

Section 1 The voting Student Alumni Board shall consist of the following officers of the association and the SAA advisor.

- a. President
- b. Vice president
- c. Secretary
- d. Treasurer
- e. Historian

Section 2 The duties of the officers are as follows:

- a. President
  - i. Shall preside over the association and Student Alumni Board
  - ii. Shall lead each meeting

- iii. Shall have served at least one semester on the Student Alumni Board before being elected as President. Extenuating circumstances will be decided on a case by case situation at the discretion of the SAA Advisor.
  - iv. Shall assist the SAA advisor in organizing the annual retreat
  - v. Shall attend and assist the SAA advisor in planning any conferences and/or trips for the association
  - vi. Shall have at least one office hour per week
- b. Vice president
  - i. Shall perform the duties of the president in their absence
  - ii. Shall be in charge of assisting the president and advisor with organizing the annual retreat and/or trips and conferences
  - iii. Shall be responsible for any events that MUW participates in while at conferences (skits, displays, presentations, programs, etc.)
  - iv. Shall assist the advisor with all publicity efforts approved by the SAA board
- c. Secretary
  - i. Shall keep accurate records of all scheduled events
  - ii. Shall keep accurate records of attendance
  - iii. Shall take minutes at the meetings and make them available for all members and the SAA advisor
  - iv. Shall take roll at all scheduled events
  - v. Shall be responsible for planning all events hosted by SAA
- d. Treasurer
  - i. Shall act as fundraising chairperson and be in charge of all fundraising activities
  - ii. Will be responsible for coordinating, along with the advisor, all SAA service projects
  - iii. Shall work with the advisor of SAA to keep an accurate record of all transactions of the SAA Foundation account and make those records available to the SAA board
- e. Historian
  - i. Shall keep accurate photographic accounts of all activities to be displayed in the SAA scrapbook and online
  - ii. Shall be responsible for all decorations and photos used during recruitment activities
- f. Other Executive Board Duties
  - a. Mandatory meetings the week before the monthly meeting

- b. Attending and assisting with events hosted by the Development and Alumni Office
- c. Help organize the service project for each year
- d. Divide general members into groups to contact during Homecoming

- Section 3      The Student Alumni Board is responsible for carrying out resolutions, policies and activities voted by SAA and for determining the agenda of business for each meeting.
- Section 4      Each officer will be responsible for maintaining and passing down a detailed binder or folder containing information about all events and activities that they were responsible for during their term.
- Section 5      Any officer not fulfilling his/her duties may be relieved of that office by the screening committee.
- Section 6      Special meetings shall be called at any time deemed necessary by the board.
- Section 7      Two-thirds of the Student Alumni Association constitutes passing a vote on Student Alumni Board decisions.

### **Article VIII**

#### Meeting of the Ambassadors

- Section 1      SAA will meet as deemed necessary by the Student Alumni Board and Advisor.
- Section 2      One half of the total SAA membership shall consist of a quorum for transaction of business.
- Section 3      Any member having two unexcused absences from a meeting or activity shall be subject to review by the Student Alumni Board and advisor. The board and/or advisor reserve the right to terminate membership.
- Section 4      There shall be a mandatory retreat held each year to discuss annual activities and responsibilities.

### **Article XIX**

#### Voting

- Section 1      Unless otherwise designated, all matters shall be decided on by voice vote or email vote.
- Section 2      Only members who are present may vote on matters covered in meetings unless otherwise designated by the Student Alumni Board and Advisor.

Section 3 The president, secretary, and advisor will count votes.

**Article X**  
Officer Elections

Section 1 Officer Elections shall be held annually. New officers shall assume duties upon election and serve a one year term.

Section 2 Nominations ~~and elections~~ will be held at the first meeting of the academic year. Students can nominate themselves and/or other students.

Section 3 Officers will be elected by email after the second meeting.

Section 4 A candidate may run for more than one office simultaneously, but may not hold more than one office unless deemed necessary by the screening committee.

Section 5 The president shall preside over elections.

Section 6 The president and advisor shall tally the votes.

**Article XI**  
Alumni Status

Section 1 Any alum is any former member in good standing with the Student Alumni Association, who has successfully completed 12 consecutive semester hours.

**Article XII**  
Advisor

Section 1 The Advisor of SAA shall be a representative of the Office of Development and Alumni.

Section 2 The Advisor shall be responsible for keeping an accurate record of all finances of the Association and shall approve expenditures taken from the SAA funds.

## INFORMED CONSENT

I, \_\_\_\_\_, acknowledge that I have received a copy of the MUW Student Alumni Association By-laws. I have read and agree to the terms set forth by this Governing document.

Signature of Member: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

Date: \_\_\_\_\_