



**FLORIDA STATE UNIVERSITY
STUDENT ALUMNI ASSOCIATION
BYLAWS**

Updated 2.5.18

Article I: Mission

The Florida State University Student Alumni Association, hereafter referred to as SAA, is a direct student organization that fosters spirit, tradition, and pride throughout the University. Our objective is to provide activities and programs to FSU students that can assist in their development as leaders, scholars, and future alumni. All current FSU undergraduate and graduate students are eligible for an SAA membership. Joining is one of the first steps to becoming a Seminole For life.

Article II: Executive Board

1. **PURPOSE** - The Executive Board is responsible for the programming and execution of Student Alumni Association events and services.
2. **COMPOSITION** – The Executive Board Selection Committee (Article 4, Section 1) has the discretionary right to determine the number of individuals appointed to each position. The Executive Board shall be comprised of positions including:
 - A. President;
 - B. Vice President;
 - C. Director of Events;
 - i. Assistant Director of Events;
 - D. Director of Communications;
 - i. Assistant Director of Communications;
 - E. Director of Membership;
 - i. Assistant Director of Membership;
 - F. Director of Recruitment;
 - i. Assistant Director of Recruitment;
 - G. Director of Networking;
 - i. Assistant Director of Networking;
 - H. Director of Homecoming Parade, Chief & Princess;
 - i. Assistant Director of Homecoming Parade, Chief & Princess.

SECTION I: DUTIES AND POWERS

1. **PRESIDENT:**
 - A. Call and preside over all Executive Board meetings;
 - B. Oversee the function of the Student Alumni Association Ambassadors;
 - C. Manage SAA General Body Membership;
 - D. Instruct and require reports on each executive board members' activities and progress;
 - E. Serve on the selection committees for the Student Alumni Association Ambassadors, Directors, Assistant Directors, and President/Vice-President;
 - F. Meet with the SAA Advisor on a weekly basis to report progress;
 - G. Be available to participate in orientation sessions during the summer, unless prior approval is obtained from the SAA Advisor and the FSU Alumni Association Associate Director of Programs and Outreach
 - H. Be able to serve on the Homecoming Court selection committee in the fall (shall be ineligible to run for Homecoming Court), unless prior approval is obtained from the SAA Advisor and the Associate Director of Programs and Outreach;
 - I. Represent SAA on the Alumni Association National Board of Directors as an ex-officio Director (must be able to attend three board meetings per year);
 - J. Represent SAA on the Student Foundation as an ex-officio member of the Board of Trustees (must be able to attend Student Foundation meetings twice per month);
 - K. Be able to attend and speak at required events;
 - L. Be able to dedicate at least five (5) hours per week to SAA;
 - M. Be available and able to work with the Alumni Association's staff to assist in coordinating events throughout the year.
2. **VICE PRESIDENT:**
 - A. Assume the duties of the SAA President in his/her absence or upon that individual's request;
 - B. Coordinate and preside over all SAA Ambassadors meetings;
 - C. Coordinate and supervise all SAA Ambassadors Committees, including, but not limited to, Recruitment, Membership, Marketing, and Development;

- D. Assist the President by helping to coordinate all volunteer efforts with the University President's Office, University Relations, and Academic Colleges;
- E. Report to the President and Executive Board members on the activities and projects of the SAA Ambassadors;
- F. Coordinate SAA Ambassadors new member recruitment and the new member retreat;
- G. Serve as chair of the selection committee for the SAA Ambassadors;
- H. Assist the SAA President with all duties and responsibilities;
- I. Take minutes at Executive Board Meetings.

3. DIRECTOR OF EVENTS:

- A. Plan and coordinate all SAA signature events in conjunction with the SAA Advisor and FSU Alumni Association Associate Director of Programs and Outreach;
- B. Plan and implement workshops and seminars in partnership with campus departments and service centers for the SAA Ambassadors and General Body Members;
- C. Assist in the planning and implementation of FSU Alumni Association events alongside SAA Advisor and the FSU Alumni Association Associate Director of Programs and Outreach;
- D. Serve as the presiding member of the SAA Ambassadors Events Committee.

4. ASSISTANT DIRECTOR OF EVENTS:

- A. Work with the Director of Events to coordinate SAA monthly socials and external activities;
- B. Assist the Director of Events with all duties and responsibilities;
- C. In the event of the director's absence, serve as the presiding officer of SAA Alumni Ambassadors Events Committee.

5. DIRECTOR OF COMMUNICATIONS:

- A. Publicize, market, and promote all SAA sponsored events and meetings through local and University media;
- B. Promote membership recruitment efforts in conjunction with the Directors of Membership and Recruitment;
- C. Coordinate a schedule for electronic monthly email blasts with the SAA Advisor for General Body Members;
- D. Keep records of SAA Ambassadors members who receive special recognition (i.e. SAA Ambassadors Spotlight);
- E. Oversee all SAA social media (i.e. Facebook, Twitter, Instagram, YouTube, etc.);
- F. Communicate with the Director of Events to create social media and campus publications for events (i.e. profile pictures, flyers, chalking);
- G. Upload all pictures onto the Share Drive;
- H. Take pictures and record all SAA events for historical documentation and publication
- I. Serve as presiding officer of the SAA Ambassadors Communications Committee.

6. ASSISTANT DIRECTOR OF COMMUNICATIONS:

- A. Manage all social media for SAA;
- B. Write SAA newsletters/e-blasts each month (containing monthly student spotlights for SAA Ambassadors);
- C. Assist the Director of Communications with all duties and responsibilities;
- D. In the event of the director's absence, serve as the presiding officer of the SAA Ambassadors Communications Committee.

7. DIRECTOR OF MEMBERSHIP:

- A. Coordinate all aspects of membership relations and internal affairs of the organization;
- B. Participate in orientation sessions during the summer.
- C. Assist in coordinating SAA recruitment efforts in conjunction with the Director of Recruitment and Director of Communications;
- D. Maintain relationships with merchants and businesses in partnership with SAA;
- E. Oversee SAA new member packets and incentives;
- F. Serve as the presiding member of the SAA Ambassadors Membership Committee.

8. ASSISTANT DIRECTOR OF MEMBERSHIP:

- A. Assist the Director of Membership with all duties and responsibilities;
- B. Participate in orientation sessions during the summer.
- C. In the event of the director's absence, serve as the presiding officer of the SAA Ambassadors Membership Committee.

9. DIRECTOR OF RECRUITMENT:
 - A. Participate in and coordinate orientation sessions during the summer and organize all other recruitment efforts;
 - B. Plan, create, and execute the SAA presentation to Orientation Leaders prior to the start of orientation sessions;
 - C. Collaborate with the Director of Membership on all ideas to increase membership and recruitment;
 - D. Keep record of memberships sold throughout the year (i.e. per week, per event);
 - E. Serve as the presiding member of SAA Ambassadors Recruitment Committee.

10. ASSISTANT DIRECTOR OF RECRUITMENT
 - A. Participate in orientation sessions during the summer;
 - B. Attend and participate in at least two recruitment sessions per day throughout the summer orientation sessions;
 - C. Assist the Director of Recruitment in planning, creating, and executing the SAA presentation to Orientation Leaders prior to the start of orientation sessions;
 - D. Assist the Director of Recruitment with all duties and responsibilities;
 - E. In the event of the director's absence, serve as the presiding officer of the SAA Ambassadors Recruitment Committee.

11. DIRECTOR OF NETWORKING:
 - A. Serve as the liaison between SAA and various local and campus community service groups;
 - B. Coordinate and oversee monthly community service opportunities and involvement for SAA;
 - C. Be responsible for creating and maintaining a running service log for SAA, to be updated each semester.
 - D. Serve as the presiding officer of the SAA Ambassadors Networking Committee.

12. ASSISTANT DIRECTOR OF NETWORKING:
 - A. Assist the Director of Networking in all duties and responsibilities;
 - B. In the event of the director's absence, serve as the presiding officer of the SAA Alumni Ambassadors Networking Committee.

13. DIRECTOR OF HOMECOMING PARADE, CHIEF AND PRINCESS:
 - A. Serve on the Florida State University Overall Homecoming Committee;
 - B. Serve on the Florida State University Homecoming Executive Board;
 - C. Serve as a liaison between SAA and all participants of Homecoming events;
 - D. Be ineligible to run for the FSU Homecoming Court during his/her term;
 - E. Serve as presiding member of Homecoming Court Selection Committee;
 - F. Collaborate with SAA Advisor and President/Executive Board to select members of the Homecoming Court Selection Committee;
 - G. Be responsible for planning Homecoming Court elections;
 - H. Be responsible for planning the Homecoming Parade;
 - I. Prepare budget request to submit to SGA for funding;
 - J. Conduct Parade Float checks, and work closely with student groups regarding the construction of floats and Parade participation.

14. ASSISTANT DIRECTOR OF HOMECOMING PARADE, CHIEF AND PRINCESS
 - A. Serve on the Homecoming Court Selection Committee;
 - B. Be ineligible to run for the Florida State University Homecoming Court during his/her term;
 - C. Assist the Director of Homecoming Parade and Chief and Princess in all duties and responsibilities.

Article III: Rules of Procedure

SECTION I: VOTING PROCEDURE

1. In the event a vote is needed, a motion to vote must be made and seconded with no objections;
 - A. Quorum will be at 2/3 (9) voting members present;
 - B. In order for a motion to pass, the SAA Executive Board must reach a 2/3 majority vote;
 - C. The SAA President shall not vote;
 - D. If a member of the Executive Board is absent during a vote, the SAA President and Vice President shall both abstain from voting.

2. Once a motion to vote has been made and seconded, a voting member may request to table a motion for the duration of one (1) week, pending specific changes to any document or idea.

3. Voting shall be conducted by a show of hands or, at the discretion of the SAA President, by secret ballot.
 - A. The SAA President shall count the votes;
 - B. The vote count shall be recorded in the SAA Executive Board minutes by the Vice President.

Article IV: Appointments

SECTION I: EXECUTIVE BOARD SELECTION COMMITTEE

1. The Executive Board Selection Committee shall be charged with interviewing and selecting students to be on the Executive Board.
2. The Executive Board Selection Committee shall be comprised of members including:
 - A. SAA President;
 - B. SAA Vice President;
 - C. SAA Advisor;
 - D. FSU Alumni Association Associate Director of Programs and Outreach;
 - a. SAA Advisor and FSU Alumni Association Associate Director of Programs and Outreach do not have voting privileges;
3. At the discretion of the SAA President, outgoing Directors may be added to the Selection Committee for interviews of their prospective replacements.

SECTION II: APPOINTMENT OF PRESIDENT AND VICE PRESIDENT

1. In order to be eligible to apply for either SAA President/Vice President, candidates must previously have served at least one (1) year as an SAA Ambassador, be a full time degree-seeking Florida State University student, and have a cumulative GPA of at least 3.0.
2. All applicants for SAA President/Vice President must submit an application provided by SAA prior to stated deadline. Upon successful submission, candidates must schedule an interview with the Selection Committee for SAA President/Vice President;
3. Applicants who apply for SAA President may automatically be considered for SAA Vice President, and vice-versa.

Section III: APPOINTMENT OF DIRECTORS

1. In order to be eligible to apply for any Director position, candidates must, be a current SAA member, as well as a full time degree-seeking Florida State University student with a cumulative GPA of at least 3.0;
2. All Director candidates must submit an application provided by SAA prior to the stated deadline. Upon successful submission, candidates must schedule an interview with the Selection Committee for Director Positions;
3. A slate shall be created with candidates being placed in the position the selection committee feels their qualifications match most closely;
 - A. Applicants for Director positions will automatically be considered for Assistant Director positions as well;
4. Upon accepting the Director position on the SAA Executive Board, each member must sign a binding document that outlines their responsibilities and commitments on the Board, which will be done at the SAA Executive Board retreat.

Section IV: APPOINTMENT OF ASSISTANT DIRECTORS

1. In order to be eligible to apply for an Assistant Director position, applicants must be a current SAA member, as well as a full time degree-seeking Florida State University student with a cumulative GPA of at least 3.0;
2. All Assistant Director candidates must submit an application provided by SAA prior to the stated deadline. Upon successful submission, applicants must schedule an interview with the Selection Committee for Assistant Director positions;
3. Upon accepting the Assistant Director position on the SAA Executive Board, each member must sign a binding document that outlines their responsibilities and commitments on the Board, which will be done at the SAA Executive Board retreat.

Article V: Vacancies

SECTION I: RESIGNATIONS

1. The resigning member of the Executive Board must submit their written resignation to the SAA President with copies being sent to the SAA Advisor and the FSU Alumni Association Associate Director of Programs and Outreach.

SECTION II: IMPEACHMENTS

1. At any point of the year, the President of the FSU Alumni Association shall have the power to remove an SAA Executive Board member that he/she deems unfit for the position.
2. If an SAA Executive Board member fails to fulfill the duties of his/her office, the SAA President may present the case to the Executive Board at an Executive Board meeting, for the impeachment of an Executive Board member.
3. The SAA Executive Board Officer may be impeached by a unanimous vote of the Executive Board, discrediting the vote of the member undergoing an impeachment, and must be approved by the President of the FSU Alumni Association.
 - A. If an SAA Executive Board member sees it fit to weigh charges of impeachment against the sitting SAA President or Vice President, the Executive Board must reach a 2/3 majority vote to hear the argument presented against this officer.
 - B. Upon reaching this vote and hearing the presented case, the SAA President or Vice President may be impeached by a unanimous vote of the Executive Board, discrediting the vote of the member undergoing the impeachment hearings.
 - C. The President of the FSU Alumni Association must approve the impeachment.

SECTION III: EXECUTIVE BOARD VACANCIES

1. Any SAA Executive Board seat will be declared vacant upon impeachment or resignation;
2. Any member of the SAA Ambassadors is eligible to fill the vacant position;
 - A. The interested SAA Ambassadors members will contact the SAA President and Vice President;
 - B. If more than one member expresses interest in a single position the SAA President, Vice President and SAA Advisor will conduct interviews and present a slate;
 - C. The Executive Board shall vote on members of the slate (refer to Article III, Section I).

Article VI: SAA Ambassadors

SECTION I: SAA AMBASSADORS SELECTION COMMITTEE

1. The SAA Ambassadors Selection Committee shall be charged with interviewing and selecting students to be a part of the SAA Ambassadors. The Selection Committee shall be comprised of five people:
 - A. SAA President;
 - B. SAA Vice President (who will serve as chair);
 - C. Two (2) members of the SAA Executive Board to be selected by the President;
 - D. SAA Advisor.

SECTION II: ELIGIBILITY

1. Be a full time Florida State University student currently enrolled in at least twelve (12) credit hours;
2. Have and maintain a cumulative Grade Point Average (GPA) of 3.0;
3. Meet the qualifications related to the tasks and responsibilities of the SAA Ambassadors, which shall be established by the SAA Ambassadors Selection Committee.

SECTION III: APPLICATION PROCESS

1. The SAA Vice President, in conjunction with the Director of Communications and the Assistant Director of Communications, shall publicly advertise SAA Ambassador applications;
2. This shall be done a minimum of two (2) weeks prior to the stated deadline. The Chair of the SAA Ambassadors Selection Committee shall coordinate meetings of the Selection Committee to hold interviews and arrange for all applicants to be present;
 - A. All individuals applying shall be interviewed by the SAA Ambassador Selection Committee;
3. The Vice President will maintain a record of the applicants' scores throughout the process;
4. Upon accepting the position on the SAA Ambassadors, each member must sign a binding document. This document will be an agreement of understanding of the responsibilities and rules associated with the organization and a position on the SAA Ambassadors.

SECTION IV: REQUIREMENTS

1. SAA Ambassadors must attend all scheduled meetings, unless otherwise noted.
2. SAA Ambassadors must give notification of an expected absence from a general body meeting to the SAA Vice President twenty-four (24) hours in advance.
 - A. Excused absences will be determined at the discretion of the Vice President, and can include but are not limited to: illness, family death, injury, out of town travel, and travel on school related functions.
 - B. After one (1) unexcused absences, the member will be notified by the Vice President of their absences.
 - C. Failure to respond to communication from the Vice President, or a second unexcused absence, will result in automatic probation.
 - D. If a member acquires three (3) unexcused absences, their status as an SAA Ambassador will be terminated and written notification shall be sent by the SAA President.
3. In the case that an SAA Ambassador signs up for an event that he/she is unable to attend, it is that Ambassador's responsibility to find a replacement and to notify the VP of their absence.
4. Failure to show up at the event and not have a replacement will result in being placed on probation.
 - A. Once a second event is missed without a replacement, their status as an SAA Ambassador will be terminated and written notification shall be sent by the President.

SECTION V: COMMITTEES

1. The purpose of SAA Ambassador committees is to assist the Executive Board in performing SAA functions and activities;
2. The SAA Ambassadors will form four committees including:
 - A. Recruitment Committee
 - B. Communications Committee
 - C. Events Committee
 - D. Membership Committee
 - E. Networking Committee
3. Each SAA Ambassador committee shall be under the authority of the appropriate SAA Executive Board Director as stated in Article II, Section I.

SECTION VI: PROBATION

1. If an SAA Ambassador's GPA falls below a 3.0, that Ambassador will have one (1) semester to bring their GPA up to 3.0 or above.
 - A. If the SAA Ambassador fails to return to a minimum 3.0 GPA after one (1) semester, that Ambassador will be under review and subject to termination.
2. If an SAA Ambassador fails to meet requirements for a given semester, that Ambassador will be placed on probation and will meet with the SAA Vice President to present a viable reason for their inability to complete the requirements.
 - B. Termination of SAA Ambassadors for their inability to complete requirements will be at the discretion of the SAA Vice President, SAA President and SAA Advisor.

SECTION VII: RESIGNATION

1. The resigning SAA Ambassador must submit a written resignation to the SAA Vice President with copies being sent to the SAA President and SAA Advisor.

Article VII: Bylaw Amendments

1. These bylaws shall be amended when two-thirds (2/3) of the Executive Board approve, by vote, the new amendment(s).