

**KETTERING/GMI
STUDENT ALUMNI COUNCIL**



CONSTITUTION

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REVISION HISTORY

Change Level	CHANGES	Date Ratified
1	Initial draft created. Approved by both sections and Alumni Board.	03-30-01
2	Appendix B: Organizational structure changed, and offices added.	05-30-02
3	Appendix A: Section 2 Membership	09-05-02
4	Appendix A: Membership and updates	01-23-06
5	Appendix A: Update	01-23-06
6	Appendix B: Membership points requirements changed, officer requirements added, and Vice President of Fundraising added.	05-03-06
7	Article IV added and article numbers updated.	05-08-06
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ARTICLE I. NAME

The name of this organization shall be The Kettering/GMI Student Alumni Council, hereinafter referred to as SAC.

ARTICLE II. PURPOSE

SAC shall provide mutual benefit to students and alumni of Kettering University by creating opportunities for alumni-alumni, alumni-student, and student-alumni interaction, consequently enriching the perception of Kettering University.

ARTICLE III. AFFILIATION

SAC shall be affiliated with, and responsible to, the Kettering/GMI Alumni Association Board of Directors, hereinafter referred to as the Alumni Board.

ARTICLE IV. VISION

The vision of SAC shall be:

“To be a prestigious organization that provides a gateway to enrich Kettering University students, enables a strong student and alumni connection, and advances the ideals of the University.”

ARTICLE V. ADVISOR

The Advisor to the SAC shall be a Kettering/GMI Alumni Association staff member, whose responsibility is to oversee the SAC. This individual will serve in an advisory, non-voting capacity, except where otherwise noted in this constitution. The Advisor shall also be responsible for managing the assets of the SAC.

ARTICLE VI. STRUCTURE AND PROCEDURE

SAC shall be comprised of two operating bodies, one from A-Section and one from B-Section. The A-Section body will operate based on the guidelines in Appendix A of this constitution. The B-Section body will operate based on the guidelines in Appendix B of this constitution.

ARTICLE VII. AMENDMENT PROCEDURE

Section 1. Constitution

- A. Any member, or the Advisor, of SAC may propose amendments to the SAC constitution.
- B. After a motion to amend the constitution is made, one full week must pass before the amendment is voted upon.
- C. A two-thirds majority vote of both Sections, including the Advisor, is required to pass an amendment to the constitution.
- D. The Alumni Board must approve all constitutional amendments.

Section 2. Appendices

- A. Each section is responsible for creating and amending their operating procedure and organizational structure, which will be recorded in the appendices.
- B. Either section may amend their appendix without the approval of the other section.
- C. Amendments to the appendices become operational immediately following approval by the section, but are not official until approved by the Alumni Board.
- D. The Alumni Board must approve all amendments to the appendices.

APPENDIX A
ARTICLE I. MEMBERSHIP

Section 1. Eligibility

- A. All currently enrolled undergraduate students in good academic standing at Kettering University shall be eligible to apply for membership in SAC.
- B. SAC shall not discriminate against any person on the basis of race, color, national origin, religious creed, political views, sex or sexual orientation, or handicap.
- C. Any member who does not expect to meet the membership requirements for a current term may request Alumni or Interim Status according to Article I Section 4.

Section 2. Requirements

- A. A membership point system is in place to encourage member participation.
- B. Prior to the start of each academic term, the President, Vice President of Membership, and the Advisor will determine the required number of Membership Points each member must fulfill during the term.
- C. Service Opportunities that will count toward this requirement are as follows:

Activity	Membership Points
Attend weekly meeting	1
Attend event	1
Serve on an event committee	1

- D. The Vice President of Membership, with the approval of the Advisor, may award individuals additional membership points for service above and beyond requirements.

- E. Half point value may be given to any member attending the majority of an event/meeting. The majority of an event/meeting will be left to the discretion of the Vice President of Membership.

Section 3. Expulsion

- A. If after one term an active member fails to meet the minimum membership point requirement, then he/she shall be expelled from SAC.
- B. If Alumni Status or Interim Status is not requested by 6th week and the Minimum membership point requirement is not met by the end of the term then he/she shall be expelled from SAC.
- C. Any behavioral and/or academic issues that arise will be left to the discretion of the President and Advisor.

Section 4. Alumni Status

- A. Members wishing to attain the permanent title of SAC Alumnus must submit a letter of explanation to the Vice President of Membership.
- B. A two-thirds majority vote of SAC will be required to grant this status.
- C. SAC Alumni are inactive members and are accordingly not allowed to vote.
- D. SAC Alumnus status is granted to all graduating SAC members.

Section 5. Recruitment

- A. Applications will be given to: anyone that asks a SAC member for an application, or any person that a SAC member feels has the potential to be a good SAC member.
- B. All applications must be collected by 7th week. SAC members will then review all applications.
- C. Membership openings must be advertised campus wide 2nd week, 4th week, and at SAC events.

Section 6. Intake

- A. SAC members will decide, by vote, whom, if any, persons are to be considered for membership by 8th week.
- B. Interviews of the qualified applicants will then take place 8th week. An interview night may be set up, separate from the regular SAC meeting.
- C. All SAC members and the Advisor will then determine, by popular vote, which applicants shall be granted membership.
- D. The new members will become active upon performance of the initiation ceremony, and are expected to be in attendance at the final term meeting.

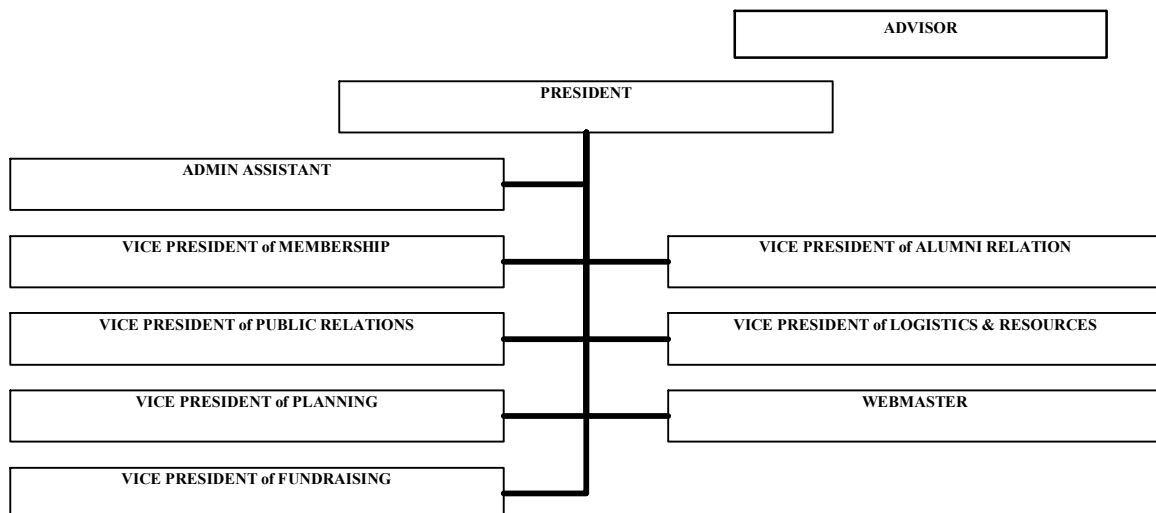
ARTICLE II. ORGANIZATION

Section 1. Size

- A. The membership of SAC is limited to fifteen with a minimum of eleven.

Section 2. Structure

SAC Organizational Structure



Section 3. Officer Roles and Responsibilities

A. President

Run weekly meetings.

Prepare agenda items prior to each meeting.

Represent SAC at Alumni Board Meetings.

Ensure the Council is in adherence with the SAC constitution and the guidelines set by the Alumni Board.

Coordinate SAC workshops.

C. Administrative Assistant

Record and file minutes of SAC meetings.

Handle all SAC correspondence.

Provide membership with advance outline of a terms events.

Shall act as SAC historian.

Update the Academic Building display cases.

Update any documents or events to the SAC organization section of Blackboard.

D. Vice President of Membership

Maintain a record of SAC members membership points.

Provide members with their point total each week.

Set scale each term for membership points according to the calendar for that term.

Inform the President and Advisor if anyone will not or may not meet the minimum membership requirement.

Oversee all applications for Interim and Alumni Status.

Coordinate new member recruitment.

Collect and review membership applications.

Replace the President in his/her absence.

F. Vice President of Alumni Relations

Coordinate speaking engagements, and solidify date and time.

Ensure that speaker coordinators are on schedule and have required information.

Coordinate with the advisor the gift for speakers.

Coordinate with Logistics on necessary equipment and food.

G. Vice President of Special Events and New Ventures

Oversee the coordination and planning of special events (i.e. Sr. III, Mentoring Program, Signature Event, Freshman Program, etc.)

Seek new opportunities for SAC involvement.

H. Vice President of Publicity and Promotion

Ensure proper steps are taken to advertise open SAC events and membership openings. (Coordinate with Membership Chair)

Coordinate follow-up reporting of SAC events in the Technician.

I. Vice President of Logistics and Resources

Coordinate with VP of Alumni Relations for the reservation, set up, and decoration of any required rooms, buildings, or halls.

Oversee the food preparations for events.

Coordinate inventory of SAC room and equipment.

J. Vice President of Fundraising

Continue exploring new fundraising ideas

Carefully choose spots and times to increase the availability of t-shirts

Create and Maintain an Inventory List

K. Webmaster

Shall serve as SAC Historian

Update the website as needed

Coordinate current membership pictures

Coordinate with Alumni Relations on speakers and events

ARTICLE III. ELECTIONS

Section 1. Elected Positions

- A. The elected positions shall be the President and the VP Membership.
- B. The President and VP Membership, with the aid of the advisor shall appoint the remaining positions.
- C. The President only votes as a tiebreaker.

Section 2. Procedures

- A. Nominations will be held during 8th week of the summer term.
- B. Speeches may be given during 9th week, with elections to follow.
- C. A simple majority vote is required to fill an elected position.

- D. Turnover of positions and adjoining materials shall take place at the last meeting of the summer term. (10th Week)

ARTICLE IV. MEETINGS

Section 1. Time and Frequency

- A. The President shall notify all members of the date and time of the first meeting of the term at least 48 hours in advance. At the first meeting SAC shall decide on a day, time, and place for the remaining weekly meetings.
- B. The President or the Advisor may call emergency meetings. Members of SAC must receive notification of the emergency meeting at least 48 hours in advance.
- C. All officers and champions shall report any business pertaining to their jurisdiction at each weekly meeting.

Section 2. General Rules of Conduct

- A. Two-thirds of the active membership is required for quorum.
- B. SAC shall be conducted in accordance with Roberts Rules of Order except in matters specifically provided for in this constitution.

APPENDIX B

ARTICLE I. MEMBERSHIP

Section 1. Eligibility

- A. All currently enrolled undergraduate students in good academic standing at Kettering University shall be eligible to apply for membership in the SAC.
- B. SAC shall not discriminate against any person on the basis of race, national origin, religious creed, political views, gender, sexual orientation, or handicap.
- C. Any member who does not expect to meet the membership requirements for a current term may request Alumni or Interim Status according to Article I Sections 4 & 5.

Section 2. Requirements

- A. A membership point system is in place to encourage member participation.
- B. SAC members must accumulate a total number of membership points per term, which will be set by the President, Vice President of Membership, and Advisor during the first week of the term.
- C. Service Opportunities that will count toward this requirement are as follows:

Activity	Membership Points
Attend weekly meeting	1
Attend event	1
Serve as an elected officer	2
Participate in the execution of an event	1

- D. The Membership Chair may award individuals additional membership points for service above and beyond requirements with approval of President and Advisor.
- E. Members are allowed to miss a maximum of two meetings; exceptions may be made at the Membership Chair and President's discretion.
- F. Members who participate in both executing an event and attending an event will receive one point for each.

Section 3. Expulsion

- A. If after one term an active member fails to meet the minimum membership point requirement, then he/she shall be expelled from SAC.
- B. If an SAC member violates the Kettering University Code of Conduct or any Academic Policy, the member is subject to expulsion or other penalty.

Section 4. Interim Status

- A. Interim status is available to those who are not expecting to be able to fulfill membership requirements in a particular term.
- B. Members in good standing must submit a written request for interim status to the Membership Chair.
- C. Interim status may be granted to officers following the resignation of that position.
- D. A two-thirds majority, the President, the Membership Chair, and the Advisor shall be required to grant interim status.
- E. Members on Interim status shall not be included in the number of active members.
- F. New members cannot request interim status during their first term on the council.

Section 5. Alumni Status

- A. Members wishing to attain the permanent title of SAC Alumnus must submit a letter of explanation to the Membership Chair.
- B. A two-thirds majority vote of the SAC will be required to grant this status.
- C. SAC Alumni are inactive members and are accordingly not allowed to vote.
- D. SAC Alumnus status is granted to all graduating SAC members.

Section 6. Recruitment

- A. If a membership position is available, applications will be given to any person indicating an interest in joining SAC, or any person that a member feels has the potential to be an involved participant in SAC.

- B. All applications must be collected by 7th week. SAC members will then review all applications.
- C. Membership openings must be advertised campus wide at least one week prior to application due date.

Section 7. Intake

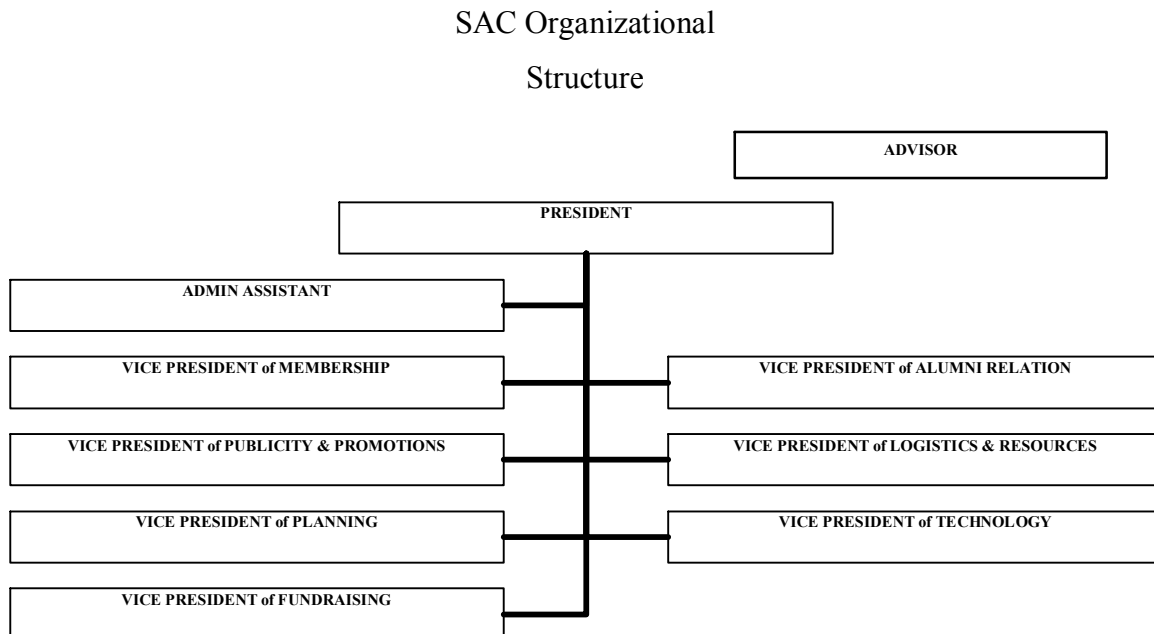
- A. SAC members will decide, by vote, which of the applicants will be considered for membership by 8th week.
- B. Interviews of the qualified applicants will then take place 8th week. An interview night may be set up, separate from the regular SAC meeting.
- C. All SAC members and the Advisor will then determine, by popular vote, if any applicants shall be granted membership.
- D. New members will be active once initiated, and must attend final 10th week meeting of the term.

ARTICLE II. ORGANIZATION

Section 1. Size

- A. The membership of SAC is limited to fifteen with a minimum of eleven.

Section 2. Structure



Section 3. Officer Roles and Responsibilities

A. President

- Represent SAC at Alumni Board meetings.
- Represent SAC to outside groups
- Ensure that meetings run smoothly, and all issues are covered.
- Create weekly agenda
- Prepare master calendar before beginning of term.
- Delegate positions and responsibilities when necessary.
- Ensure the Council is in adherence with the SAC constitution and the guidelines set by the Alumni Board.
- Help set a point scale for the term before it begins.

B. Administrative Assistant

- Record and file minutes of SAC meetings.
- Keep Blackboard up to date.
- Handle all SAC correspondence.
- Maintain contact list
- Maintain SAC display board in the Academic Building

C. Vice President of Membership

- Provide weekly update of points
- Help set a point scale for the term before it begins.
- Maintain a record of membership points.
- Inform members of their membership status.
- Distribute applications at SAC events.
- Coordinate SAC application review and interviews
- Organize membership retreat and/or recruitment event.
- Temporarily assume the duties of the President as necessary.
- Inform the President and Advisor if anyone will not or may not meet the minimum membership requirement
- Oversee all applications for Interim and Alumni Status

- Provide new members with understanding of the Council & help place them on a committee
- Will be responsible for delegating out tasks to Membership Committee

D. Vice President of Alumni Relations

- Ensure that alumni speakers are on the term schedule and the required planning is completed for each speaker
- Coordinate with the advisor the gift for speakers
- Introduce the speaker with a short biography
- Coordinate with Vice President of Public Relations to publicize events
- Schedule speakers before arrival on campus
- Will be responsible for delegating out tasks to Alumni Relations Committee

E. Vice President of Publicity and Promotions

- Ensure proper steps are taken to advertise open SAC events and membership openings
- Coordinate follow-up reporting of SAC events in the Technician
- Act as historian for SAC
- Will be responsible for delegating out tasks to Publicity and Promotions Committee
- Ensure advertising of events on campus utilizing the Technician

F. Vice President of Technology

- Act as historian for SAC
- Maintain SAC Website
- Take photos at events and post them on the website along with event summary

G. Vice President of Logistics and Resources

- Coordinate with Alumni Relations committee the reservation, set up, and decoration of any required room, buildings, or halls
- Coordinate inventory of all supplies

- Handle all scheduling of Women's Resource Center for weekly meetings
- Oversee the food preparations for events
- Coordinate improvements of SAC room and equipment
- Obtain weekly food for meetings
- Will be responsible for delegating out tasks to Logistics and Resources Committee

H. Vice President of Planning

- Plans any events not related to speakers (i.e. Signature event, Senior III Luau, or Graduate School Fair)
- Gauge student interest for future events
- Organize the initial planning for future events
- Organize any new ventures
- Will be responsible for delegating out tasks to Planning Committee
- Seek new opportunities for the council
- Represent SAC at the Detroit Alumni Chapter Signature Event

I. Vice President of Fundraising

- Oversee all SAC fundraising ventures
- Oversee SAC online t-shirt sales

ARTICLE III. ELECTIONS

Section 1. Elected Positions

- A. The positions of President and Vice President of Membership
- B. The President, Advisor, and Membership Chair shall appoint committee chairs.
- C. In the event that only one person is nominated, the nominated member wins by default.
- D. In the event of a tie, the President will cast the deciding vote.
- E. The President, with the aid of the Advisor, shall appoint any positions that do not receive any nominations.

- F. If two members desire to share the responsibilities of a given office, they may do so at the discretion of the President. Both of the co-chairs will be granted the full membership point associated with their office.

Section 2. Procedures

- A. Nominations for President and Vice President of Membership will be held during 8th week of the fall term.
- B. Speeches may be given during 9th week, with elections to follow.
- C. A simple majority vote is required to fill an elected position.
- D. Turnover shall take place at the 10th week meeting.
- E. In the event of a position opening unexpectedly, the position in question can be filled at the convenience of the SAC.

ARTICLE IV. MEETINGS

Section 1. Time and Frequency

- A. The President shall notify all members of the date and time of the first meeting of the term at least 48 hours in advance. At the first meeting SAC shall decide on a day, time, and place for the remaining weekly meetings.
- B. The President or the Advisor may call emergency meetings. Members of SAC must receive notification of the emergency meeting at least 48 hours in advance.
- C. All officers shall report any business pertaining to their jurisdiction at each weekly meeting.

Section 2. General Rules of Conduct

- A. Two-thirds of the active membership is required for quorum.
- B. SAC shall be conducted in accordance with “Robert’s Rules of Order” except in matters specifically provided for in this constitution.