**UNTHSC Student Alumni Association**

**Established February 2017.**

**Constitution**

**Article I. Name**

**Section 1:** The name of this organization shall be the UNTHSC Student Alumni Association.

**Article II. Organizational History**

**Section 1:** This organization serves as an extension of the UNTHSC Office of Institutional Advancement and UNTHSC Alumni Association and was formed in 2017.

**Article III. Purpose of Organization**

*This article should state the mission, purpose, aims, objective and function of the organization*

**Section 1:** The UNTHSC Student Alumni Association is a service organization that provides community outreach, volunteerism, and awareness to the community, UNTHSC, and UNTHSC Alumni Association through preparing students to be engaged both as students and as alumni.

**Section 2:** The UNTHSC Student Alumni Association is supported by the UNTHSC Alumni Relations Office and UNTHSC students. As ambassadors and members of the Student Alumni Association, we keep the UNTHSC traditions, spirit, and pride alive on campus while maintaining a link and serving as a voice between current students, the community, and alumni.

**Section 3:** The following are a basic outline of the goals of the UNTHSC Student Alumni Association. Help promote and increase participation at a variety of events to encourage interaction between the students, faculty, alumni, and staff of UNTHSC; To create content and encourage involvement through social media platforms, in particular, HSC Connect; To increase awareness about the history and future of UNTHSC; To serve as volunteers at campus and alumni supported events; To serve as ambassadors at campus tours for select groups/campus tours; And to work in collaboration and cooperation with the Alumni Relations Office and other Campus Offices to develop a network between students and alumni.

**Section 4:** All students of UNTHSC regardless of program are invited to become members.

**Section 5:** Membership fees, if levied, shall be collected by the UNTHSC Foundation, along with registration fees. Any assessment, or subsequent change in the event of assessment, must be approved by both: -2/3 of the Officers; and -The Advisors to UNTHSC Student Alumni Association.

**Article IV: Membership**

**Section 1:** Membership of this organization shall consist of students of all programs at UNTHSC.

**Section 2:** Members must follow all relevant rules and regulations put forth by the University as well as support the institutions values and mission or risk removal from the organization.

**Section 2:** Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.

**Section 3:** Membership Requirements for this organization include: Be a current student at UNTHSC; Have an interest in Community Outreach and Service; and must register to join the organization.

**Section 4:** Other classifications of students, faculty, staff, alumni, and/or community members may participate in your organization, but are not considered members, and may not receive privileges of membership, may not vote, nor may they benefit from funding.

**Article V: Officers**

**Section 1:** The Executive Board shall consist of a Staff Advisor from the Office of Institutional Advancement and the elected offices of: President, Vice-President, Secretary, Treasurer, Service Chair, Alumni Outreach Chair, as well as interdisciplinary representatives.

**Section 2:** Position Details

**The President**

The President of UNTHSC Student Alumni Association will preside over all meetings of the organization and prepare an agenda to be sent to the secretary and the staff advisor before each meeting; Will coordinate efforts amongst all officers and members; represent the UNTHSC Student Alumni Association at meetings of the UNTHSC Student Leadership Council; to ensure that members are notified of meetings and important events; to appoint committees and committee chairs as necessary; to assist in the coordination and organization of volunteer activities in the community; To apply for funding, organize fundraisers, and write the end of the year budget report in conjunction with the Treasurer; To be present at Recruiting events to generate membership; and to assist with officer turnover at the end of his term. To ensure compliance with the Office of Institutional Advancement and UNTHSC Alumni Relations.

**The Vice President**

The Vice President will preside over meetings in the absence of the president; Shall assist the President in all duties in addition to helping each of the officers complete their roles; serve as chairperson of committees; and assist in developing and maintaining relations between faculty, staff, members, and alumni through both events and communication.

**The Secretary**

The Secretary shall be in charge of originating and maintaining the minutes of the Executive Board and organizational meetings; Will maintain such records and forward a copy to each of the members of the Executive Board and Staff Advisor; Keep a file of the club’s records; Maintain a current roster of active members; Issue notices of upcoming meetings as well as correspondence to membership; and will serve as a key member for Social Media Outreach, in addition to the Alumni Outreach Chair, in developing and maintaining media on multiple platforms.

**The Treasurer**

The Treasurer shall be responsible for the organization and maintenance of the UNTHSC Student Alumni Association’s financial assets and work with the Office of Institutional Advancement to maintain relevant assets. The Treasurer will be responsible for maintaining membership dues and debts are paid, and make a full report to the Executive Board detailing Finances. The Treasurer shall be responsible for making purchases for the club, with the assistance of the Executive Board.

**The Service Chair**

The Service Chair shall be mainly responsible for the organization of volunteer events and publicity of said events through recruitment of volunteers for the UNTHSC Student Alumni Association and the Office of Community and Alumni Relations. The Service Chair will also be responsible for the approval of ClinMed/Service Hours as needed and assist members in finding service events.

**The Alumni Outreach Chair**

The Alumni Outreach Chair shall be responsible for detailing and assisting distribution of a Newsletter by UNTHSC Community and Alumni Relations to be distributed to both Alumni and Students of all programs; additionally, be responsible for creation of a monthly newsletter to be sent to members. The chair will also be responsible for assisting the Secretary in development of media for distribution on social media platforms pending Marketing approval. In addition, the chair will assist in outreach to alumni and directing efforts between members to develop better relationships.

**Section 3:** The order of succession for the UNTHSC Outreach Chair. In the absence of the President, the duties of the President follow the order of succession.

**Section 4:** Officers shall be elected by a majority vote of participating members through Orgsync or other polls deemed suitable. Potential candidates must nominate themselves Student Alumni Association shall be: President, Vice-President, Secretary, Treasurer, Service Chair, and Alumni via a candidate statement (300 words) by March 18 election deadline. The officers may not serve as both an officer and a department representative.

**Section 5:** Officers of the organization may be removed by a two-thirds majority vote of the representative members whenever in its judgement, the best interest of the clubs would be served thereby. Such Action shall require at least 51% of active members to reach quorum.

**Article VI: Amendments**

**Section 1:** The Constitution may be amended only by referenda. The referenda shall be approved by a minimum two-thirds of membership represented through an online poll or through attendance at meetings.

**Section 2:** Bylaws conforming to this constitution may be adopted, amended, or deleted by a majority vote of the entire Council.

**Section 3:** Until the transition of the current Executive Board to new Officers, the Constitution and Bylaws can be adjusted at the will of the President, Staff Advisor, or a Majority Vote of the Executive Board. This section is to be removed by May 2018 at the latest.

**Bylaws**

**Article I. Election, and Succession, Duties and Stipends of Officers**

**Section 1:** Elections shall be held during the month of April in the Spring Semester.

**Section 2:** Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article IV of the Constitution.

**Section 3:** Candidates running for office shall be members of the organization at the time of their election and during their term of office.

**Section. 4:** Violations of election procedures shall be heard by a sub-committee of the Executive Board.

**Article II. Meetings**

**Section 1:**  Regular Meetings shall be held on the campus of University of North Texas Health Science Center at a time and place announced at least 48 hours in advance. Such meeting shall be convened on an as-needed basis as determined by the officers comprising the Executive Board.

The Executive Board shall also meet monthly during the regular school year to organize and plan future activities. Attendance at these meetings is open to any member, but advanced notice of such meetings is not required.

**Section 2:** Parliamentary Authority: Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**Section 3:** The President shall furnish a copy of the agenda and of all documents to be considered or voted on at a Council meeting to the Secretary to be distributed to each member at least two week-days before the meetings.

**Section 4:** Items not on the agenda at a Council meeting may be added to the agenda if so voted by a majority of members present. A separate vote is required for each new item. Recall of council members and changes in bylaws are exceptions and may not be added to the agenda in this fashion.

**Section 5:** No business shall be voted upon at a Council meeting unless it has been placed on the agenda per Bylaw II.3 or II.4.

**Section 6:** The Council may specify, upon majority vote, the items for the next agenda.

**Article III. Rules of Order**

**Section 1:** Robert’s Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert’s Rules of Order conflict with this Constitution, this constitution takes priority.

**Section 2:** In order to maintain active status, the organization agrees to abide by those rules and procedures, including financial regulations which pertain to all student organizations.

**IV. Membership Dues/Finances**

**Section 1:** Dues will be paid by members of the organization as set by a two-thirds majority of the voting members.

**Section 2:** Funds will be used for the operation of the organization as directed by a majority of the voting members.

**Section 3:** All finance shall be handled in accordance with the established fiscal procedure in effect for the University as outlined in written procedures.

**Article V. Campus-Wide Committees**

**Section 1:** All permanent committees shall be formed by the executive board as needed.

**Section 2:** All ad-hoc committees shall be formed by the President of the organization as necessary and adjusted via majority vote of the Executive Board.

**VI. Amendments**

Section1: Amendments to this Constitution may be proposed either by Majority of the Executive Board or by a petition submitted by 51 percent of the voting members.

Section 2: A Two-thirds majority of the voting members shall be necessary to approve amendments to this Constitution.