

Student and Alumni Advisory Council Constitution

Article I: Name of Organization

The name of our organization is the Students and Alumni Advisory Council or SAAC. Our council is affiliated with the Global Association of Master's in Development Practice.

Article II: Purpose Statement

The Students and Alumni Advisory Council advocates for the interests, rights, and needs of the MDP students and alumni in the Global Association. SAAC members provide input to the Academic Steering Committee as per the **MDP Bylaws**.

Functions of the Global SAAC (Leadership Committee)

- Represent student and alumni opinions and interests within the Global MDP Association
- Provide professional platform(s) for job opportunities, networking, and the promotion of the MDP brand to employers
- Create platforms for MDP students and alumni for discussion, global projects, and ideas sharing

Functions of the Regional SAACs

- Provide curriculum input to Regional SAAC Faculty Representative on the Global Association Academic Steering Committee
- Coordinate regional SAAC interests and coordinate with Global level when appropriate

Functions of a School-based SAACs

- Gather and disseminate information and ideas from and to their respective student body via Regional and Global student representatives
- Represent their school and student body on the Regional SAACs

Article III: Compliance Statement

This council and the members that are elected will represent the students and alumni of the Global MDP program with full integrity and honesty. The council will adhere and abide to the rules and regulations put forth by the Global Association of the MDP. We will respond directly to the MDP Secretariat and the Academic Steering Committee.

Article IV: Membership

Each MDP program shall have at least one student and one alumni representative on a school-based SAAC. These representatives are selected by the MDP students and alumni at their respective academic institution.

The Regional SAACs will meet to determine their officers. The essential positions include Chair, Vice Chair, and Secretary. Other positions may be determined by the Regional SAACs.

Membership is open to all students and alumni of the MDP program from the programs around the globe. The number of SAAC members can fluctuate from year to year, depending on the number of MDP programs represented in the Global Association. Each SAAC student will hold office for the duration for one year, with the date determined by each institution to ensure that handover to the incoming cohort is properly achieved. Each SAAC alumni will hold office for one year, renewable up to three years.

Article V: Officers

Starred Positions are deemed essential.

Section A – Position Descriptions

Chair*

- Overviews all procedures and ensures successful meetings of the SAAC

Vice Chair*

- Shall serve as an aide to the Chair and shall perform all the duties of the Chair in his/her absence or inability to serve.
- ensures that each Executive member is completing her/his duties
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Secretary*

- Attends each meeting (Executive [SAAC LC] and General [Regional/ School]) and records minutes.
- Completes minutes within three days of that meeting and sends minutes to all members and to MDP Secretariat.
- If the Secretary cannot attend a meeting, s/he must appoint a replacement secretary for that meeting.

Treasurer*

- works directly with the MDP Secretariat on issues such as fundraising, funding proposals and requests, and other financial issues.
- when applicable (should be rare), handles all monies, which includes, counting any money that is brought in, whether it be for SAAC finances or when

fundraising for another organization, keeping track of all money transactions, and keeping an up-to-date balance of accounts.

- Shall present a financial statement when requested by the Chair or Vice Chair

Optional Officer Positions for the Global SAAC Leadership Committee and Regional SAACs

Volunteer Projects Coordinator

- Contacts Organizations and notes any volunteer opportunities that the organization may have.
- Have times and dates ready, which s/he will present to the Executive board, before being sent to all members.

Webmaster

- Works directly with the MDP Secretariat to ensure online platforms are well designed and accessible to MDP students and alumni. The SAAC platform should include a page about the SAAC Leadership Committee, Regional SAACs, upcoming events, and meeting agendas and minutes.

Marketing/Recruitment Coordinator

- Works directly with the MDP Secretariat to work with recruiters for both MDP placements as well as post-graduation employment.
- Works with established networks to market and promote the MDP brand.

Section B

Officers shall assume their official duties at the close of the first general meeting of the academic year in spring semester (or equivalent to the 2nd semester) and shall serve for a term of one academic year and/or until their successors are elected/appointed. A period of time for handover to the next officer is **essential**.

Section C

Any officer may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

Section D

Resignation or Vacancies. Vacancies may occur when a SAAC student or alumni gives written notice of the member's resignation. Such written notice should be given to their respective SAAC Chair and the MDP Program Director, with a "cc" to the MDP Secretariat.

Article VI: Elections

Elections for the executive committee will occur at the close of first SAAC meeting in the spring semester or the equivalent to the start of the second semester. This ensures students can hold office for a year and it allows the first year incoming students to join in the first semester to understand the operations of the Leadership Council. The officers elected will take over at the next meeting.

- Any member may nominate any other voting member, including him or herself. Nominations may also be made during the election meeting prior to closing of nominations.
- Elections will take place during our regular meeting time, and will consist of each candidate making a speech or providing a written submission to the committee prior to the meeting.
- This will be followed by a secret online ballot poll in which each voting member must choose one of the candidates.
- A simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two recipients at the next general meeting.
- Any elected executive may run a maximum of two terms (Semesters) or 1 year equivalent.

Article VII: Voting, and Meetings

If necessary to facilitate discussion, meeting will be conducted using Robert Rules of Orders. Votes will be passed with 50% majority.

Article VIII: Amendments to Constitution

Any member may propose an amendment to the Constitution by submitting in writing the clause as stated in the present constitution, and the proposed amendment. The President will e-mail the proposed amendment to the Executive, and inform the Executive that the amendment will be debated and voted on at the next executive meeting. At least 2/3 of the voters must vote for the amendment for it to be passed. All proposed amendments to the constitution shall be subject to approval by the MDP Secretariat.