



# Adult Learner Association Constitution

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## **Article I            Name**

**Section 1**        The name of this organization shall be the Adult Learner Association (ALA) of the State University of New York (SUNY) at Potsdam.

## **Article II           Purpose**

**Section 1**        The objectives of the ALA shall be:

- A. to encourage non-traditional students to become an effective and integral part of the college community;
- B. to serve as an advocate for the special needs of the non-traditional student to the college administration, faculty, staff, traditional students and the local community;
- C. to initiate programs designed to enhance academic, financial and social opportunities for these students.

## **Article III          Membership**

**Section 1**        Membership in ALA shall be open to all Non- Traditional Student Government Association (SGA) fee-paying students enrolled at the State University of New York (SUNY) at Potsdam.

**Section 2**        A Non-Traditional Student shall be defined as someone who:

- A. is 22 years of age or older, **or**
- B. has at least a two year hiatus in his/her education, **or**
- C. holds a GED rather than a high school diploma, **or**
- D. is married, **or**
- E. is single with dependents.

## **Article IV          Officers**

**Section 1**      The officers of ALA shall be divided into three branches as:

- A. Executive Officers
- B. Financial Officers
- C. Administrative Officers

**Section 2**      Executive Officers shall be the President and the Vice-President.

- A. The President of the ALA shall be the Senior Executive Officer (SEO) for the organization and shall:
  - 1. chair meetings
  - 2. have the authority to represent the ALA in any matter pertaining to the administration, faculty, staff, SGA or any other official body at SUNY Potsdam or elsewhere.
- B. The Vice-President of the ALA shall be the Junior Executive Officer (JEO) for the organization and shall:
  - 1. have the authority to act in the capacity of SEO in his/her absence or when so directed by the SEO
  - 2. act as the organization's parliamentarian.

**Section 3**      Financial Officer shall be the Treasurer.

- A. The Treasurer of the ALA shall be the Senior Financial Officer (SFO) for the organization and shall:
  - 1. be responsible for the allocation of all monies used by ALA
  - 2. be responsible for all monies raised by ALA
  - 3. conform to all rules of the SGA in this regard
  - 4. attend SGA Finance Committee meetings
  - 5. report at least once each semester to ALA on the state of the ALA finances

**Section 4**      Administrative Officers shall be the Secretary and the Adjutant-Secretary.

- A. The Secretary of the ALA shall be the Senior Administrative Officer (SAO) for the organization and shall
  - 1. record meeting minutes
  - 2. maintain correspondence necessary to the function of the organization
- B. The Adjutant-Secretary shall be the Junior Administrative Officer (JAO) for the organization and shall
  - 1. record meeting minutes when the SAO is not present
  - 2. plan all events or oversee all committees that plan events.

## **Article V            Committees**

- Section 1**        The five officers of the ALA shall constitute the full Executive Committee of the Adult Learner Association.
- Section 2**        The Executive Committee shall have the authority to delegate responsibility to any ALA member in acceptable academic standing to assist them in the execution of their responsibilities and to head other committees.
- Section 3**        Committee-Heads shall gain their authority from a simple majority vote of the Executive Committee.
- Section 4**        Committee-Heads shall have the authority to appoint ALA members as committee members to assist them in their delegated responsibilities.
- Section 5**        The responsibility delegated to Committee-Heads will end when they have completed their delegated responsibility or at the end of the academic semester; whichever comes first.

## **Article VI           Elections, Vacancies, and Removals**

- Section 1**        Election of all ALA officers shall take place in the last week of November and the last week of April.
- Section 2**        All ALA members in acceptable academic and judicial standing and enrolled in classes at SUNY Potsdam for the upcoming semester are eligible to be nominated.
- Section 3**        Those eligible must present their requests in writing to the SAO of ALA with proof of good academic standing before their names will be added to the ballot.
- Section 4**        All officers-elect shall gain their offices from a simple majority vote of all votes cast by ALA members.
- Section 5**        The Executive Committee will appoint an eligible ALA member to fill any office vacated during the semester, with the exception of the SEO, for the remainder of that officer's term.

## **Article VII          Meetings**

- Section 1**        Meetings shall be conducted weekly (biweekly when there is adequate membership) commencing three weeks after the beginning of the academic semester and ending during the final week of classes before finals begin.

## **Article VIII Faculty Advisor**

- Section 1** Advisor(s) to ALA shall be appointed by the Executive Committee and/or a screening committee appointed for that purpose when needed.
- Section 2** There shall be at least one advisor appointed.
- Section 3** Each advisor will be a non-voting member of the Executive Committee.
- Section 4** Each advisor will offer guidance and criticism without domination and will serve as a liaison between the organization and the campus community.
- Section 5** Each advisor will be available via email and will upon request attend meetings where the Executive Committee deems it necessary.

## **Article IX Amendments**

- Section 1** All amendments must be submitted in writing and shall be reviewed by the Executive Committee.
- Section 2** All amendments shall be voted on at the next general meeting and must be passed by a 2/3 vote of the active members of the NTSO. Amendments are subject to SGA approval.

## **Article X Affirmative Action Clause**

There shall be no discrimination on the basis of age, disability, gender, politics, race, religion, or sexual orientation within this organization.

## **Article XI Supremacy Clause**

This Constitution shall be subsidiary to the Constitution of the SGA of the State University of New York at Potsdam, and shall operate in accordance with the SGA Constitution, the Student Code of Rights, Responsibilities and Conduct, and in other ways determined by the committee itself.

## **Article XII Hazing Clause**

Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes any act of domination by any students over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited by this organization, SGA, and SUNY Potsdam.