Article I – Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name
The name of this organization shall be College of Engineering Ambassadors, hereafter referred to as the CoE Ambassadors.

Section 2: Purpose
It shall be the purpose of this organization to promote the betterment and growth of the College of Engineering at The Ohio State University. The CoE Ambassadors shall do this by facilitating events aimed at recruiting new incoming freshman and transfer students, as well as working events for the dean and alumni. The CoE Ambassadors first goal is to recruit new incoming freshman and transfer students, and will work at alumni and dean events as a second priority.

Section 3: Non-Discrimination Policy
This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II – Membership: Qualifications and Categories

Section 1: Eligibility of Membership
Members of CoE Ambassadors must be currently enrolled with the College of Engineering, have completed the Fundamentals of Engineering sequence, have a minimum overall GPA of 2.5 and last semester GPA of 2.5, and cannot be on academic probation. Faculty, staff and current ambassador recommendations will determine new ambassador nomination; individuals may nominate themselves.

Members are required to receive a minimum amount of points from events each month, and are expected to arrive at meetings punctually and dressed appropriately. Rollover with points is allowed from one month to the next. Members are only required to earn points while enrolled as a fulltime student, taking courses on campus. Summers and semester on a work rotation are excused.

All members of this organization are subject to the Constitution and Bylaws of the CoE Constitution.

Section 2: Qualifying Attributes
Members of the CoE Ambassadors are encouraged to be involved in organizations both within and outside the College of Engineering to best represent all aspects of student life. Qualifying attributes are not required, but are strongly considered in the selection process of members of CoE Ambassadors.

Section 3: Selection of Members
All members are selected based on both an application process and interview. The interviews will be conducted by the Leadership Team with input from the staff advisor.

Article III – Organization Leadership

Captains: The duties of the captains involve serving as a liaison for the school, organization, and institutions in need of CoE Ambassador representation, coordinate membership attendance for events, and serve as general reference to members of the organization. Captain duties also involve running
meetings for the group. The Captains are also required to register CoE Ambassadors as a student of organization with the Ohio Union and College of Engineering each year.

**Treasurer:** Duties involve maintaining the CoE Ambassador funds, financial records, and budgets. The treasurer will also apply for the student allocation fund disbursement each year. The Treasurer will also serve as a general reference to members of the organization and will be in charge of meeting minutes.

**Social Chair:** The duties of the Social Media Chair involve all communications with the general body including information on all events associated with the group. The Social Media Chair will also serve as a general reference to members of the organization.

**Market/Recruitment Chair:** The duties of the Marketing/Recruitment Chair involve all communications through the media, social media and website. The Marketing Recruitment Chair will also be responsible for recruiting new members to the ambassador program as well as coordinate informational sessions and training.

**Article IV – Leadership Team**

The leadership team will be composed of two Captains, a Treasurer, a Social Chair, a Marketing/Recruitment Chair, and the Advisor. The leadership team will assist the Advisor in the application process as well as event planning, and meetings. The leadership team will meet biweekly.

All Leadership Team positions are one year terms. A member can only apply for a leadership position if they currently plan to be on campus for both Spring and Autumn semesters during their one year term. Members can reply to continue in the same or different Leadership Team position.

**Article V – Standing Committees (N/A)**

**Article VI – Method of Selecting and/or Removing Officers and Members**

Members are required to fill out an application for the position and will then go to a group vote to determine which member will serve on the Leadership Team in each position. Votes for the new Leadership Team will take place at the end of every Autumn Semester and training of the new Team will take place during the month of January. The membership selection process can be found under Article II, Section 3.

Any member who does not uphold the requirements of the CoE Ambassadors or violates the laws and/or rules of this constitution including those set by The Ohio State University will be subject to removal and their membership terminated.

Leadership Team members can be removed by a majority vote of the group, a valid case must be submitted and recognized by the advisor and Leadership Team before such vote can take place.

**Article VII – Advisor**

The advisor will consist of one (1) staff member from the College of Engineering. It is strongly recommended that this staff member is the Recruitment Coordinator, or another member of the Recruitment Team. The advisor shall be present for all CoE Ambassador events, or coordinate appropriate faculty representation in his/her absence, and serve as a resource to CoE Ambassador members. The advisor will appoint a committee to choose the members of the Leadership Team. The advisor will also provide a schedule of events in a timely fashion and oversee Carmen.
Article VIII - Meetings of the Organization

General Body meetings must take place at least once a semester. More meetings may be scheduled, but this requirement must be met. In addition, one training meeting will take place each semester for new members of the organization.

Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements

The constitution may be amended by anyone in the organization. Amendments must first be presented to the Leadership Team. If approved by the Leadership Team vote, the amendment will then be put to a vote with the general body. At least 50% of the general body must be present for a vote. The amendment will be passed if it is agreed upon by a majority. Upon passage, the amendment should be submitted to the Ohio Union Student Organization website.

Article X – Method of Dissolution of Organization

Should the CoE Ambassadors be dissolved, the assets of the organization shall be distributed to the College of Engineering Recruitment Department.