

Constitution

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

Section 1: The club will be referred to as the College of Arts and Sciences (ASC) Alumni Advancement Ambassadors Program or ASCAA Ambassadors.

Section 2: The purpose of the club is to coordinate with the ASC Alumni Society Board in order to connect Alumni back to Ohio State University. Ambassadors will volunteer at ASC Alumni events, and in return they will be offered professional development and networking.

Section 3: The ASCAA Ambassador program is committed to building and maintaining a diverse group of Ambassadors. Admission to the program is based on an unbiased application process that ensures equal opportunity for all interested in joining. This program does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, and admission.

Article II - Membership: Qualifications and categories of membership

Members are admitted into the program based upon how well they fit into the program, and their levels of interest. Due to how the program is run, the governing body is made up of the Student Representatives of the ASC Alumni Society Board and the immediate successor(s) of the position(s) of Student Representative and members are non-voting members. Additionally, the program is comprised of only undergraduate students. If a graduate student is interested in the program, they will be directed to the ASC Alumni Society Board for more information on how to get involved. There shall be no more than 30 members total, 2 of which are the primary leaders.

Article III – Methods for Removing Members and Executive Officers

Section 1: Methods for removing members are based upon their ability to adhere to the involvement policy set by the Student Representatives each semester. If members fail to ensure their involvement, they will be sent a letter outlining the policy, the requirements they have met and/or failed to meet, and a reminder that they applied for the program and if they do not wish to remain in the program their spot will be passed to another applicant. If the member wishes to remain in the program, they will be placed on probation the following semester. If they fail to ensure their involvement, they will be permanently removed from the program.

Section 2: Executive officers are removed from their position upon graduation from the Ohio State University, or if they leave the university for any reason.

Section 3: This program does not tolerate harassment of any kind. If it is brought to the attention of an officer or the program advisor that a member is harassing another, or

creating an unwelcoming environment, a meeting will be held to determine the appropriate course of action. This will either lead to probation, removal, and/or a report to the university.

Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

The organization leaders are the appointed Student Representatives of the ASC Alumni Society Board, along with their immediate successor. The two primary leaders are in office until graduation from the Ohio State University, or if they decide to leave the university at any point in time. The primary leaders are in charge of program coordination, communication with the ambassadors, as well as ensuring the involvement policy. The immediate successor of one, or both of the representatives, is entrusted to be the program's treasurer. They will be in charge of the program's finances, as well as event planning and spending.

Article V - Executive Committee: Size and composition of the Committee

The Executive Committee is the ASC Alumni Society Board, and the program's advisor.

Article VI – Adviser(s) or Advisory Board: Qualification Criteria

Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications. The adviser is the main point of communication for the primary leaders of the organization, and has to be a member of the advancement office. The adviser is the ASC Alumni event coordinator, and helps to ensure the program is the main volunteer program at these events. Additionally, they coordinate with other colleges within Ohio State to see if their events need any volunteers and pass the information back to the primary leaders.

Article VII – Meetings of the Organization: Required meetings and their frequency

Members meet once a month- location, date, and time is determined by the availability of the ambassadors. This is determined at the start of the semester through obtaining availability information at the start of each semester. Members are required to attend all but one meeting during that semester (if there are five months in the semester, they are required to attend four). Members are also required to attend volunteer events. The amount of events provided at the start of the semester determines the required number to attend (primary leaders have the final say in how many are required). Members must be offered at least **one** way to make up a missed meeting.

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

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently. All members of the organization are allowed to propose amendments, and to vote on the proposed amendments.

Article IX – Method of Dissolution of Organization

The program may be dissolved by the Ohio State University should failure to follow the university's regulations exist, or if debt accrues. However, the ASC Alumni Society Board has final say in program matters, and if the program shall continue.

By-laws

Article I- Membership

Undergraduate students interested in becoming a member of the program must fill out the application. The applications will be sent out halfway through spring semester, and members will be determined over the summer. This application will only have their last name and dot number, year in university, and major as identifiable information. The applications will be sent to board members for ranking, and the Student Representatives will choose the top members to fill the number of open spots. Members shall be removed by the processes outlined in the constitution. Members will not be charged dues.

Article II- Appointment of Leadership

Primary leaders are the two Student Representatives of the ASC Alumni Board. These Student Representatives are appointed by the members of the board through their constitutional policies for adding board members. The treasurer shall be appointed by the board as well. Through this position, the treasurer will become the immediate successor of one or both Student Representatives. Upon resignation or removal from a primary leader's board position, the immediate successor shall take over the position and the board shall choose the new treasurer for the program.

Article III - Adviser Responsibilities

The adviser is not responsible for attending the program's meetings. The adviser has the ability to call for a meeting with leadership, or members at any time to discuss events in the College of Arts and Sciences. The adviser has access to all accounts associated with the program, so they have a line of communication with program members. The adviser is in charge of providing the program with volunteer events for the ASC Alumni, as well as ensuring the membership application is sent out on the desired date and time through the College of Arts and Sciences newsletter.

Article IV - Meeting Requirements

Meetings will be held once a month each semester. Members are required to attend all but one meeting, otherwise determined by the primary leaders. Meeting details are to be determined at the start of each semester, and are subject to the availability of members. Volunteering events through the College of Arts and Sciences are also required, and number is determined by the primary leaders. All members must be present to vote on amendments to the constitution.

Article V - Method of Amending By-Laws

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at

the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).