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CONSTITUTION
COLLEGE OF ENGINEERING AMBASSADORS OF
THE OHIO STATE UNIVERITY

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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 share knowledge, unique experience, and passion for buckeye engineering with prospective students and engineering visitors.

Section 3:   Non-Discrimination Policy
This organization and its members shall not discriminate against any individual(s) for reasons 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 basis.

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 2.0 and last semester GPA of 2.0, and cannot be on academic probation. Faculty, staff and current ambassador recommendations will determine new ambassador nomination, individuals may nominate themselves upon submission of the ambassador program application.

Members are required to attend a minimum of 3 activities (general body meetings do not apply) each semester and are expected to arrive at meetings punctually and dressed appropriately. Each event earns a member one participation point. Members are only required to earn points while enrolled as a full-time student, taking courses on campus. If a member cannot attend an event, they must find a replacement or will otherwise be deducted a point. Summers and semesters 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

President: The President will be the head of the Leadership Team. The Leadership Team will oversee the overall flow, organization and success of the CoE Ambassador Program. The duties of the President 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. President duties also involve leading meetings for the group and assisting any Leadership Team member. The President is also required to register CoE Ambassadors as a student of organization with the Ohio Union and College of Engineering each year.

Vice President: The duties of the Vice President involve assisting the President with CoE Ambassador representation, coordinating membership attendance for events, and serving as a general reference to members of the organization. The Vice President is involved with all communications through social media and the website and help organize and lead group meetings.

Treasurer/Involvement Chair: The duties of the Treasurer involve maintaining the CoE Ambassador funds, financial records, and budgets as needed. 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. Duties of the Involvement Chair include keeping track of the point system, reaching out to students to get involved, and recording attendance at events/socials.

Secretary/Recruitment Chair: The duties of the Recruitment Chair involve recruiting new members to the ambassador program, developing an interview committee, and leading informational sessions about the CoE Ambassador Program to

prospective ambassadors. The Recruitment Chair will also serve as a general reference to members of the organization. The duties of the Secretary will include keeping track of Leadership Team meeting minutes.

Professional Development/Social Chair: The duties of the Professional Development Chair involve receiving feedback from all ambassador workshops and developing new workshop ideas. The Social Chair will be responsible for leading coordination of social events within the student organization, including, but not limited to monthly social events, during both the Autumn and Spring school semester. Other leadership team members will be involved with event ideas and planning as needed. The Social Chair will also serve as a general reference for members of the organization.

Article IV – Leadership Team

The leadership team will be composed of the President, Vice President, Treasurer/Involvement Chair, Secretary/Recruitment Chair, Professional Development/Social 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 bi-weekly.

All Leadership Team positions are for 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 reapply to continue in the same or different Leadership Team position.

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 Spring Semester and training of the new Team will take place during the month of August.

Article V – Standing Committees (N/A)

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

Officers and members are to apply to the program and undergo an interview process with a recruitment committee, appointed by the groups' advisor, to be selected. Any officer and member can be removed from the program due to lack of interest in the program or due to failure to meet the minimum point requirement for a given semester by the groups' Advisor.

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 part of Undergraduate Recruitment in the College of Engineering. 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 involvement points throughout each semester.

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 Undergraduate Recruitment in the College of Engineering.