

## **The Constitution of the Alumni Advancement Ambassadors**

### **Article I - Name, Purpose, and Non-Discrimination clause**

- I. Section 1: This student organization shall be named the Alumni Advancement Ambassadors.
- II. Section 2: This program is open to students of the College of Arts and Sciences. Our goal is to provide students with professional development opportunities, simultaneously allowing alumni to connect back to the university by interacting with student ambassadors from the College of Arts and Sciences.
- III. Section 3: The Alumni Advancement Ambassadors do not discriminate based on 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, admission, and engagement.

### **Article II - Membership: Selection and Categories of Membership**

- I. Section 1: All students at The Ohio State University, in the College of Arts and Sciences, undergraduate and graduate, are welcome to join. If interested, they may sign up at the student involvement fair or contact the club via email ([ASCambassadorsClub@gmail.com](mailto:ASCambassadorsClub@gmail.com)) with their intent to join.
- II. Section 2: The student organization will consist of general members and three students who comprise the executive committee. The executive committee includes the president, vice president, and treasurer. The president and vice president will serve as voting members of the Arts and Sciences Alumni Society board. The Alumni Society Board includes two student representatives. The Society board works with and supports the Alumni Advancement Ambassadors with outreach and networking opportunities that support the goals of both groups. This includes networking opportunities with alumni and friends and serving in a mutually beneficial relationship. The Society will have access to this student organization's advisor, who shall be willing to work with the Society board in the best interest of the student organization.
- III. Section 3: There shall be no required dues for this organization.

### **Article III – Membership Removal: Methods for Removing Members and Executive Officers**

- I. Section 1: If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or violates The Ohio State University Student Code of Conduct, they may be removed through a majority vote of the officers, with approval from the advisor. The person in question must be allowed to be present if the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending). In that case, the executive board, in consultation with the organization's advisor, may temporarily vote to suspend a member or executive officer.
- II. Section 2: Any elected officer of the student organization may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. If the member in question is on the Executive Committee, their removal would still require a majority vote as outlined in the student organization's bylaws. Additionally, the advisor must participate in this process, potentially providing guidance and perspective to ensure fair and transparent proceedings. Suppose the officer is president or vice president, and the majority vote supports the removal. In that case, the officer will be removed from the executive committee position and as a student representative of the Arts and Sciences Alumni Society board.

**Article IV – Student Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders, requirements**

- I. **Section 1:** The Student Organization leaders represent the Executive Committee. The executive committee members must be elected by a majority vote. The organization leaders, who represent the Executive Committee, hold the titles of President, Vice President, and Treasurer. The President and Vice President serve as voting and working members of both the Alumni Society board and the student organization, actively engaging in the decision-making process of both entities. The Executive Committee retains the authority to establish new committee chairs and appoint individuals to fill those roles as deemed necessary.
- II. **Section 2:** The term for Executive Committee officers shall be one full academic year. The three serve from the fall to spring semester. The electee(s) will transition as a shadow of the former officer from March to April. Training for Presidents and Treasurers must be completed annually. Advisors are mandated to undergo training bi-annually. The President is responsible for completing all online registration updates annually.
- III. **Section 3:** All student members may apply for officer positions. Elections will open at the first meeting of the second semester. Results will then be announced at the following monthly meeting. To apply, the student must be enrolled for at least two quarters or semester equivalent within the current academic year, meet minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension. They will answer a set of essay questions that will be reviewed by the club's current president, advisor, and an active executive committee member of the Arts and Sciences Alumni Society board. If an individual occupying a leadership role wishes or needs to resign, the Executive Committee reserves the authority to appoint a replacement from another leadership position within the student organization or to conduct a special election as deemed appropriate.
- IV. **Section 4:** The Executive Committee must meet at least once a month, with the time organized by the President, to plan and manage the activities for the next organizational meeting. Tasks for each club meeting are recommended to be delegated amongst the Executive Committee members.
  - i. The President's duties include conducting monthly meetings, collaborating closely with the student organization advisor and Alumni Society Executive Committee to foster student engagement opportunities, serving as the official liaison to Student Life, and participating as a voting member in monthly Alumni Society board meetings.
  - ii. The Vice President is tasked with sending weekly emails and event updates, organizing social activities for members, enhancing engagement through social media management, developing content for monthly meetings, assuming the President's responsibilities when required, serving as a voting member of the Alumni Society board, and attending monthly Alumni Society meetings.
  - iii. The Treasurer is responsible for all fiscal elements of the student organization, tracks income/expenses listed on the bank account, and collects any fees for events or activities the student organization participates in. As part of the Executive Committee of the student organization, the Treasurer has the option to partake in the monthly Alumni Society board meetings but is not eligible to cast a vote, as that privilege is reserved for the President and Vice President.

**Article V – Student Organization Advisor: Qualification Criteria**

- I. **Section 1:** The Advisor of the student organization must be a full-time member of The Ohio State University staff. The advisor serves as the primary point of communication for the student organization's leaders. The advisor is expected to maintain open lines of communication with the executive committee and provide guidance and support as needed. The Advisor must be a member of the Advancement Office. Additionally, the advisor will coordinate with other colleges within Ohio State to determine if their events require volunteers and relay this information to the organization's leaders to facilitate volunteer opportunities for members. The Advisor is encouraged to attend as many club activities and meetings as possible and is encouraged to assist the executive committee with any tasks deemed necessary. An Advisor

can be replaced if deemed necessary by the executive committee in accordance with the organization's procedures.

**Article VI – Meetings of the Organization: *Meetings and their Frequency***

- I. Section 1: General members are strongly encouraged to attend regular meetings and actively participate in the student organization's activities and initiatives to maintain their membership status. Meetings are scheduled once a month, and the location, date, and time are determined by the executive committee. Traditionally, meetings occur on the first Monday of the month from 7:00 pm EST to 8:00 pm EST in Jennings Hall. However, the specific meeting schedule is finalized at the beginning of each semester after obtaining availability information from both members and executive committee members. Attendance is mandatory for executive committee members, who are required to be present at every monthly meeting and all scheduled events unless they are unable to attend due to illness or extenuating circumstances.

**Article VII – Method of Amending Constitution: *Proposals, notice, and voting requirements.***

- I. Section 1: Any member may amend the constitution by providing a written proposal to the Executive Committee. The proposal shall then be introduced to the members at the next monthly Meeting for a discussion prior to a vote. A two-thirds majority vote of members at any meeting can amend the Constitution. The amendments will be effective upon approval by a two-thirds majority vote of the student organization members present. However, with the recommendation of Student Life, this constitution should be amended slowly and infrequently.

**Article VIII – Method of Dissolution of Organization.**

- I. Section 1: The Alumni Advancement Ambassadors student organization at The Ohio State University may be dissolved if it does not adhere to university regulations or accumulates debt, as outlined by Student Life.