

CONSTITUTION

COLLEGE OF ENGINEERING AMBASSADOR PROGRAM

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 in good academic standing. Faculty, staff and current ambassador recommendations will determine new ambassador nomination, individuals may nominate themselves upon submission of the ambassador interest form.

Members must earn at least 4 points through attending tours and panels, each worth one point, and general body meetings, each worth 0.5 points. Members are required to arrive at meetings punctually ~~and dressed appropriately~~. 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 an interest form filled out prior to joining the organization. Interest forms will be reviewed by the Leadership Team and/or advisors. The interest form will ask prospective members about their basic ~~demographic~~ information and confirm interest in the organization.

Prospective members can be referred by professors, fellow ambassadors, leaders of extracurricular organizations, and university leadership of student offices. Referred ambassadors will still submit an interest form for acceptance into the organization.

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 Student Activities and College of Engineering E-Council each year. The President must be a previous member of the Leadership Team. Optionally, the President can opt to have a co-President to bring additional perspectives to the role. In the event that there are co-Presidents, only one of the Presidents must fulfill this requirement.

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

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 and recording attendance at events/socials.

Secretary/Recruitment Chair: The duties of the Recruitment Chair involve recruiting new members to the ambassador program. 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. 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. There will be transitional meetings shortly after elections to transfer knowledge from previous Leadership Team members to newly elected members. 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

Members are to apply to the program via an interest form. Leadership Team members will be selected through an election process. 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. Advisor will facilitate elections and voting with previous Leadership Team. The advisor will also provide a schedule of events in a timely fashion.

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, training meetings will take place throughout the semester for new organization members.

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.