

COLLEGE OF ENGINEERING AMBASSADOR PROGRAM

STUDENT ORGANIZATION CONSTITUTION

ARTICLE I. NAME OF ORGANIZATION

College of Engineering Ambassador Program

ARTICLE II ORGANIZATION 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.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

College of Engineering Ambassador Program agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

College of Engineering Ambassador Program agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

College of Engineering Ambassador Program retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Members of CoE Ambassadors must be currently enrolled with the College of Engineering, have completed the Fundamentals of Engineering sequence, must be accepted in their major, if one of the 4 pre-majors within the College, 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 participate in a minimum of 4 events to be entered into the tiered prize pool for Ambassadors. Any ambassadors who attend 6-10 events will be entered into a raffle for a \$15 gift card. Any ambassadors who attend 10-15 events will receive limited-edition CoE Ambassador merchandise. Any ambassadors who complete 15+ events will receive the merchandise and a \$15 gift card. 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.

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 B. Member Selection

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 information and confirm their 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.

Section C. Membership Timeline

Once accepted into the organization, new members will complete a structured training process overseen by the Vice President. Training begins with an orientation session that introduces the mission of the organization, professional expectations, and key skills for engaging with audiences. Following this, members are required to shadow two to three ongoing tours or panel sessions, where they observe experienced ambassadors and learn event flow, presentation styles, and effective communication techniques.

After completing these steps, the Vice President evaluates each member's readiness to represent the organization. Members who demonstrate professionalism, knowledge, and confidence are recognized as fully trained ambassadors and may participate in audience-facing events. Those needing more preparation may repeat shadowing or receive additional guidance until they are ready. This process ensures all ambassadors are prepared to represent the organization with consistency and excellence.

Section D. Member Removal

Any officer and member can be removed from the program due to lack of interest in the program, especially in the case of unexcused absences from ambassador events. The removal of members will be at the discretion of the presidents with permission from organization advisors. The process will begin by informing the party up for removal via email and they will be offered an opportunity to meet with the current presidents to discuss any unknown circumstances that lead to their lack of interest in the program. The presidents will relay this information to the advisors of the organization where a final decision on removal of a member will be made. If member is determined to be in need of removal, the president will notify the removed party and remove them from all organization communications.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

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 and complete any required trainings in a timely fashion.

Section B. Advisor Term

Once selected advisors must serve for 2 years with reselection allowed.

Section C. Advisor Selection

New advisors will be selected by the current leadership team. To be considered for the advisor position, the applicant must have connections to the College of Engineering Recruitment Office. An advisor who has previously served and is up for reelection must only discuss reselection with the President(s).

Section D. Advisor Replacement

In the instance that the current advisor must be replaced, the President(s) will reach out to the College of Engineering Recruitment Office Staff to discuss potential candidates. The leadership team will then formally invite the chosen staff member to advise the College of Engineering Ambassador Program.

ARTICLE VI. ORGANIZATION LEADERSHIP.

Section A. Officer Positions

President(s): 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 will also host remedial sessions for tour training, panel training, greeting training, and more. They will also be responsible for ensuring that all new ambassadors have met their shadowing requirements, before engaging in a tour guide session.

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 ambassador engagement 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 and working with the Social Programs Chair to host events to recruit new ambassadors to the program.

Social Programs Chair: The duties of the Chair involve receiving feedback from all ambassador workshops and developing new workshop ideas pertaining to social engagement and professional development. Other leadership team members will be involved with event ideas and planning as needed. The Social Chair will also help organize and lead events throughout the organization and will be involved with all communications through social media, GroupMe, and our newsletter. The Social Director 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.

Section B. Officer Eligibility

Members are to apply to the officer position in the program via an interest form. Leadership Team members will be selected through a democratic election process by the general body. To qualify for Leadership Team, member must have demonstrated involvement and/or have a strong passion for the organization and achieving its goals. Members in their first year and first semester of being a member are ineligible to apply for leadership positions. Members are able to apply for Multiple positions during an election cycle.

Section C. Officer Selection Process

Leadership Team members will be selected through a democratic election process by the general body majority vote. Candidates will complete a interest form noting the position they're running for. Elections will be held during a general body meeting during spring semester amongst the general body.

Section D. Officer Removal

If a leadership team member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through the majority vote of the current leadership team and advisor(s). In the event that an officer is removed, any individual apart of the College of Engineering Ambassador Program can run for the vacant position and must receive more than 2/3 of the votes from the general body in the replacement election.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

For the dissolution of the organization to occur, the leadership team and advisors must unanimously vote in favor of the dissolution.

Section B. Dissolution Procedures, including Assets and Debts

Should the CoE Ambassadors be dissolved, the assets of the organization shall be distributed to Undergraduate Recruitment in the College of Engineering. Once dissolution is agreed upon it is the responsibility of the leadership team to notify every general body member of the organization dissolution.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

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.