**CONSTITUTION OF THE UNIVERSITY OF CINCINNATI**

**COLLEGE OF ARTS & SCIENCES STUDENT AMBASSADORS**

**ARTICLE I- NAME**

The name of the organization shall be the College of Arts & Sciences Student Ambassadors.

**ARTICLE II- PURPOSE**

The purpose of the College of Arts & Sciences Student Ambassadors shall be to function as volunteer leaders who are dedicated to advancing the college and serving as the “face” of the A&S student body. Ambassadors shall engage actively in college events and programs, representing the college with prospective and current students, as well as with alumni. Collegiate pride, service and leadership will be the hallmarks of the College of Arts & Sciences Student Ambassador membership.

**ARTICLE III- MEMBERSHIP**

Membership shall be decided by the Membership Committee. Criteria for membership are included in the By-Laws.

**ARTICLE IV- OFFICERS**

4.1 The officers of the Student Organization shall be a President, Operations Vice-President, Communication Vice-President, Finance Vice-President, Membership Vice-President, Programming Vice-President, Public Relations Vice-President and Training Vice-President.

4.2 A 2.5 or above cumulative GPA is required to run for office. While in office, the officer must maintain a 2.5 cumulative GPA and must not have below 2.5 for more than one semester. Officer must be a matriculated student.

4.3 All officers serve for a term of one (1) year or until their successors shall be duly elected and qualified.

4.4 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate student maintaining a 2.5 cumulative GPA, in good academic and disciplinary standing in the College of Arts and Sciences, shall be removed from his/her office and a replacement shall be elected.

**ARTICLE V- MEETINGS**

5.1 Regular meetings of the College of Arts & Sciences Student Ambassadors shall be held every other week unless notified by the Executive Board; the time for such meetings shall be determined by the Executive Board, with the approval of the voting members.

5.2 Special meetings of the College of Arts & Sciences Student Ambassadors may be called at any time by the Executive Board upon two days notice to the membership or by a petition of a majority of the membership, submitted two days before the scheduled meeting. Electronic notice is considered appropriate.

5.3 Committee meetings may be convened as necessary.

**ARTICLE VI- UNIVERSITY ADVISOR**

6.1 The College of Arts & Sciences Student Ambassadors shall have an Advisor who shall be a full- or part-time member of College of Arts & Sciences faculty, staff, or administration. The Advisor shall be selected by the Executive Board or appointed by the college administration.

**ARTICLE VII- AMENDMENTS**

7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next scheduled meeting of the College of Arts & Sciences Student Ambassadors. In addition, notice of such proposed amendments shall be given to the voting members electronically within at least one week’s time prior to the next regularly scheduled meeting.

7.2 Amendments can be initiated by a Bylaws Committee.

7.3 Amendments to this Constitution shall be the affirmative vote of two-thirds (2/3) of all voting members and with the approval of the appropriate governing board.

**ARTICLE VIII- RATIFICATION**

8.1 Ratification by two-thirds (2/3) of the charter members of the College of Arts & Sciences Student Ambassadors shall be sufficient to establish this constitution between said members so ratifying and with the approval of the appropriate governing board.

**BYLAWS OF THE COLLEGE OF ARTS & SCIENCES STUDENT AMBASSADORS**

**SECTION 1 – MEMBERSHIP**

1(1) Any full/part-time undergraduate students of the College of Arts & Sciences who meet the membership requirements and whose application is accepted by the Ambassadors Membership Committee shall be deemed members of the College of Arts & Sciences Student Ambassadors. Criteria include dedication to serving and promoting A&S while developing leadership and professional skills; active engagement in school or community activities; and maintenance of a 2.5\* cumulative GPA or better (\*suggested but not required if other service/leadership qualities are evident and the student is in good standing within A&S).

1(2) Attendance at all general meetings: Only one (1) unexcused absence will be permitted per semester before the member in question shall be placed under review. Absences can be excused by notifying the Communications Vice-President prior to the meeting and explaining the reason of absence. Attendance is expected for all Bearcat Brunches and one (1) other non-mandatory additional event or the equivalent, per semester. In addition to these three (3) requirements, other events can be made mandatory at the discretion of the executive board/faculty advisor. Failure to uphold this requirement shall result in the member in question being placed under review.

1(3) This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran’s status or Vietnam era veteran’s status in any of its’ policies, procedures, and practices. This policy will include but it is not limited to recruiting, membership, organization activities, or opportunity to hold office.

1(4) This organization shall comply with all University and campus policies and regulations, in addition to all local, state and federal laws.

1(5) Each member needs to reach the minimum number of points every semester to stay an active ambassador. All mandatory meetings, Bearcat Brunches, Open Houses, College Close Ups and Shadow Days will be worth 5 points. On the Road events will be worth up to 10 points and Socials will be worth 1 point. The total number of points to reach a semester will be calculated based on the total number of meetings plus the total number of Bearcat Brunches plus one extra event in any given semester. The executive board is responsible for communicating this number to you at the first meeting in every semester. If a member is excused from an event for class, a funeral, illness, or any other extenuating circumstances they will still receive points for the event. If the member is not excused from the event they will not receive the points and will need to make up these points by participating in another event. Any member studying abroad, on Co-Op or other extenuating circumstances will be exempt from obtaining points. There will be incentives to the members who obtain over the total number of points decided by the faculty advisors and the executive board. If a member fails to meet this requirement they will be put under review and will need to meet with the executive board to discuss continuing their membership. The Communication Vice-President oversees the point system for the duration of each semester and is responsible for letting the executive board know if someone has not reached the minimum requirement.

**SECTION 2 - STUDENT OFFICERS**

2(1) The **President** shall be the Executive Officer of the College of Arts & Sciences Student Ambassadors and shall preside over all meetings of the organization. He/she shall be an ex-officio member of all standing committees. The President shall create the meeting agenda prior to the next scheduled meeting.

2(2) The **Operations Vice-President**, in the absence of the President shall preside at all meetings of the College of Arts & Sciences Student Ambassadors. In addition, she/he will preside over meetings of the Executive Board. The Vice-President shall also perform such other duties as are assigned him/her by the President, including the maintenance and updating of the by-laws.

2(4) The **Communications Vice-President** shall keep the records of the membership and the minutes of the meetings of the College of Arts & Sciences Student Ambassadors and the Executive Board, as well as any other duties pertinent to the position.

2(3) The **Finance Vice-President** shall be responsible in conjunction with the Advisor, to all fiscal matters of the student organization.

(a) The **Finance Vice-President** shall collect and receive all funds paid to the student organization and shall deposit them in the official depository.

(b) The Finance Vice-President, in conjunction with the Advisor, will have final approval of all student organization expenditures. The Finance Vice-President will co-sign all checks with the University Advisor in payment of bills.

2(5) The **Membership Vice-President** shall guide that committee in the recruitment of new members and the review of membership applications.

2(6) The **Programming Vice President** will oversee that committee as it plans and schedules Ambassadors’ events, including community service and social activities.

2(7) The **Training Vice President** will ensure members feel prepared to carry out their duties as ambassadors by holding both annual and monthly training sessions. The committee will also assist ambassadors in professional development by scheduling speakers and workshops throughout the year.

2(8) The **Public Relations Vice-President** is responsible for overseeing and assigning updates to the social networking sites such as Facebook and Twitter on behalf of College of Arts & Sciences Student Ambassadors. Also, they will actively promote the college through any other PR-related assignments.

**SECTION 3 - ELECTIONS**

3(1) Elections will be held each Spring semester. Any nominee for the Executive Committee must have been in good standing for the previous semester in the past academic year. At a time no later than the ninth week of Spring semester, nominations shall be taken for the election of Executive Committee. At a time no later than the eleventh week of Spring semester, elections shall be held to select the Executive Committee of the College of Arts & Sciences Student Ambassadors. The nominations will be placed on paper ballots and voting will take place during a pre-selected meeting. Only members present at the meeting will be permitted to vote. All Executive Committee positions shall be 1-year terms.

3(2) All officers shall be elected by a majority vote of those persons casting ballots.

3(3) Officers will take office immediately following their election.

**SECTION 4 - EXECUTIVE BOARD**

4(1) The Executive Board shall be composed of the elected officers of the College of Arts & Sciences Student Ambassadors and the advisor.

4(2) The Executive Board shall determine the policies and the activities of the student organization, discipline members, approve the budget, and oversee general management of the student organization.

4(3) The Executive Board shall meet every other week between the general body meetings.

**SECTION 5 - ADVISOR**

5(1) The Advisor shall consult with the Student Organization and ensure that the activities of the Student Organization are consistent with the stated purposes of the organization

5(2) The Advisor is required to file an official certification of academic standing of the organization's officers with the Student Activities & Leadership Development Office (Student Life Center, Room 455).

5(3) The Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the **Finance Vice-President** in all financial matters and to co-sign checks.

**SECTION 6 - SPECIAL COMMITTEES**

6(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment. Standing Committees of the College of Arts & Sciences Student Ambassadors shall include (but are not be limited to) a Membership Committee and an Programming Committee.

6(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

**SECTION 7 - MEETINGS**

7(1) Meetings shall be held at locations determined by the Executive Board.

7(2) College of Arts & Sciences Student Ambassador membership meetings shall be given at least two (2) weeks notice.

7(3) At all meetings, a quorum shall be one-half (1/2) of the voting members. A quorum is necessary for the organization to conduct official business.

7(4) All matters coming before the College of Arts & Sciences Student Ambassadors which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present, providing that a quorum is present, except for business specified in the constitution or bylaws which require a specific number, i.e., ratification, etc.

**SECTION 8 - REVENUE**

8(1) Revenue may be raised as determined by the Executive Board and approved by the membership of the organization, along with the approval of the appropriate University office.

8(2) The disbursement of said revenue shall be determined by the Executive Board with the approval of the College of Arts & Sciences Student Ambassadors and in accordance with university policies.

8(3) The Finance Vice-President shall be responsible for the accountability of the Student Organization's funds, and shall report to the Executive Board and the Student Organization.

**SECTION 9 - DISCIPLINE**

9(1) Any member charged with conduct contrary to the purposes of the College of Arts & Sciences Student Ambassadors and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board

9(2) Any student whose membership in the College of Arts & Sciences Student Ambassadors has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the organization and may not use the organization's name in connection with any further activities.

9(3) Appeal process: Any member whose membership in the Student Organization has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, within two weeks of the Executive Board's action to the Student Organizations and Activities Office.

9(4) Any student who does not reach the required number of points set forth by the Executive Board shall undergo a membership review.

**SECTION 10 - IMPEACHMENT**

10(1) Movement for impeachment of an Executive Board member shall require signatures of 1/3 of all voting members and should state reason for removal.

10(2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.

10(3) Membership shall be notified at least one week prior to the meeting at which the officer’s impeachment will be voted upon.

10(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

10(5) Removal from office shall require a vote of 2/3 of all voting members.

**SECTION 11 - VACANCY OF OFFICE**

11(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

11(2) The President shall call for an election within fourteen days after vacancy of any office.

11(3) Election shall be conducted according to the bylaws.

11(4) Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of Section 11(2).

**SECTION 12 - RULES OF ORDER**

"Robert's Rules of Order, Revised'' shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

The order of business for the organization’s regular meetings shall be as follows:

`1. Call to Order

`2. Approval of Last Meeting’s Minutes

`3. Reports of Executive Officers

`4. Report of Faculty Advisor

`5. Reports of Committee Heads

`6. Old Business

`7. New Business

`8. Announcements/Comments for the Good of the Order

`9. Adjournment

**SECTION 13 - AMENDMENTS OF BYLAWS**

13(1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the voting members., Such notice shall be given within one week of the time any such amendment is proposed. Notice by email or other specified electronic form of communication is considered appropriate.

13(2) Amendments to these Bylaws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the appropriate governing board.