

# Constitution of the University of Iowa Students Today, Alumni Tomorrow (S.T.A.T.) Ambassadors

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# **Constitution of the University of Iowa S.T.A.T. Ambassadors**

## **Introduction**

The name of the organization shall be The University of Iowa Students Today, Alumni Tomorrow Ambassadors. The organization shall be referred to herein as S.T.A.T. Ambassadors, the members as Ambassadors, the University of Iowa as UI and the University of Iowa Alumni Association as UIAA.

## **Preamble**

The S.T.A.T Ambassadors, as student representatives of the UI and the UIAA, strive to be leaders and companions to the University of Iowa students, their families, alumni and the community of Iowa City.

## **Article I. Mission Statement**

S.T.A.T. Ambassadors strengthen ties to the University of Iowa through building relationships with alumni and creating a sense of community and Hawkeye pride with future alumni.

## **Article II. Membership**

### Section 1. Statement of Eligibility

All undergraduate students currently enrolled at the UI shall be eligible to apply for S.T.A.T. Ambassadors membership. S.T.A.T. Ambassadors guarantees that in no aspect of its programs shall there be any difference in the treatment of persons because of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.

### Section 2. Maintenance of Membership

- A. To maintain S.T.A.T. Ambassadors membership, one must:
  - 1. Attend ALL general meetings.
  - 2. Participate in fundraising efforts: Rose Sales, Welcome/ Finals Kits distribution each semester.
  - 3. Actively involve oneself in Make-A-Wish Game Day (mandatory) and Alumni Reunion Weekend (mandatory) and all other ambassador programs and events.
  - 4. Be involved in a minimum of one committee per semester.

B. Attendance – All excuses shall be submitted to the V.P. of Membership by noon the day before the general meeting. The Executive Board will review all excuses.

1. Excused
  - a) Class – schedule required to V.P. of Membership
  - b) Scheduled tests
  - c) Death in the family
  - d) Illness – email prior to noon day of meeting
2. Unexcused
  - a) Work
  - b) Homework/ studying
  - c) Intramurals
  - d) Not showing up to volunteer events or for committee responsibilities
3. Arrival: more than 10 minutes late to any meeting or event will result in an unexcused absence. Special circumstances should be reported, in advance, to the VP of Membership.

### Section 3. Membership Probation

Each member is allowed two unexcused absences (described in Article II, Section 2) within two consecutive semesters. On the third unexcused absence the member will be placed on probation. The member will be notified via an email from the V.P. of Membership regarding their probationary status along with the dates they were absent. Each general meeting absence shall count as one “failure to satisfy,” as will each failure to appear at a program or event to which one has previously committed oneself without finding a replacement (a “no show”). An Ambassador will be granted probationary status only once during his or her affiliation with S.T.A.T. Ambassadors. Ambassadors will not be considered members in “good standing” while on probation. Ambassadors have the right to appeal their probation of membership to the Executive Board and petition for removal of probation.

### Section 4. Removal of Probation Status

Any member with a full active academic semester with perfect attendance will be reinstated to good standing. Members must petition online to be reinstated.

### Section 5. Revocation of Membership

An Ambassador with probationary status with more than “three additional failures to satisfy” as defined in Article II, Section 2, will result in the revocation of membership. Ambassadors have the right to appeal their revocation of membership to the Executive Board. The member will be notified via an email from the President regarding their

dismissal and the grounds from which their dismissal was based on, by the Executive Board.

#### Section 6. Inactive Status

Ambassadors may apply for meeting inactive status in the exclusive event of a standing conflict with general meetings. Each case must be reported to the VP of Membership within the first three weeks of the semester for which the inactive status is requested. To remain in good standing, Ambassadors must continue to be active in ALL aspects listed in Article II, Section 2, except attending general meetings.

Inactive status will be granted up to two semesters for university-approved programs/class during an Ambassadors affiliation with S.T.A.T. Ambassadors. Members will forfeit “dino” eligibility if more than one inactive semester is taken. Those members granted inactive status are only excused from meetings and must still participate in mandatory events as defined by the Executive Board.

#### Section 7. Dino Status

One semester of “dino” status may be granted to S.T.A.T. Ambassadors members away from the UI due to university-approved programs (foreign study, internships, etc.). Dino Status is not exclusively for seniors; all members are welcome to apply. Petitioners for “dino” status must submit a written or online request to the VP of Membership, who will forward it to the Executive Board for consideration. The Executive Board reserves the right to deny “dino” status. Dino status will be granted only once during an Ambassador’s affiliation with S.T.A.T. Ambassadors. However, usage of two inactive semesters will forfeit “dino” eligibility.

#### Section 8. Grounds for Immediate Dismissal

Immediate dismissal from S.T.A.T. Ambassadors and all activities pertaining to S.T.A.T. Ambassadors will occur if a member should act in disrespectful or vandalizing manner to the UI, or intentionally misrepresent the UI, UIAA, or S.T.A.T. Ambassadors. This includes campus furnishings, grounds, office supplies and alarm systems, as well as any vehicles or other items leased or rented in the name of the UI and associated groups. The Executive Board will make the decision, for immediate dismissal, after a hearing with the Ambassador(s) involved in the incident(s).

#### Section 9. Number of New Member Allowed

The Executive Board will determine the number of new members to admit each year on the basis of the quality of applicants, S.T.A.T. Ambassadors program demands, and the projected graduation of existing members.

#### Section 10. Membership Recruitment Process

Membership recruitment will begin each fall during November. Every prospective member will submit an online application to the S.T.A.T. Ambassadors Executive Board for consideration. The Executive Board will review the written applications and all applicants will receive an interview at the beginning of spring semester. Following the interview process the interviewers will select candidates for S.T.A.T. Ambassadors membership, and orientation will take place in late February or March.

### **Article III. Executive Board and Duties**

#### **Section 1. Executive Board Eligibility**

Any Ambassador in good standing is eligible to serve on the Executive Board.

#### **Section 2. Submission of Applications for the Executive Board**

At the beginning of each fall semester, the VP of Membership shall compile and make available applications for Executive Board positions, as defined in Article III, Section 8, to all members. The Executive Board shall determine the due date.

#### **Section 3. Online Application Submission**

Ambassadors interested in submitting their names for more than one Executive Board position are encouraged to do so (up to three choices). It is only necessary to complete one application.

#### **Section 4. Evaluation of Candidates**

Candidates shall be evaluated for Executive Board membership based on their individual abilities to be responsible, active and enthusiastic leaders and participants. Evaluation of the candidates shall be the duty of the general membership on the basis of election speeches.

#### **Section 5. Election Procedures and Rules**

The election procedures are as follows:

1. An announcement of all candidates will be made by the S.T.A.T. Ambassadors Vice President of Operations at the meeting immediately following the Executive Board application due date. If there are no more completed applications at the time of this reading, the V.P. of Operations will pronounce the ballot closed.
2. If the ballot is not full at the reading of the candidates, and there is at least one candidate for president, the election process will continue. The open positions will be filled during a special election after the scheduled election date. The special election will follow the same rules and procedures as the scheduled election, with dates altered accordingly by the

sitting Executive Board and the S.T.A.T. Ambassadors Advisor. If there are still open positions after this timeline expires, the sitting president may either call a second special election or appoint Ambassadors to office.

3. If there are no candidates for president, it will be necessary to postpone the election to a date set by the sitting Executive Board and the S.T.A.T. Ambassadors Advisor.

4. A vote by general membership for the new Executive Board shall take place at the general membership meeting immediately following the announcement of the candidates.

5. Before the Executive Board election meeting, an email with each candidate's application shall be made available to general membership with sufficient time for them to evaluate the applications individually.

6. At the Executive Board election meeting, each of the candidates will be required to give a brief, informal speech. The speech should include an introduction of the candidate, a comment on their interest in the position sought and any other relevant information. Each speech should be no longer than five minutes.

7. Ambassadors in good standing will vote, according to the quorum rules stated in Article VI, Section 4, beginning with the president and so on as ordered in Article III, Section 8.

8. The voting procedure will use a private ballot. Ballots must be counted and a winner declared before the next election may begin.

9. Candidates are not required to leave the room during the election. The candidates may vote for all positions, including the one(s) for which they are running.

10. These procedures and rules are to be read aloud by the S.T.A.T. Ambassadors V.P. of Operations at the general meetings one prior to the election meeting and again on election night.

## Section 6. Executive Board Terms

A term on the Executive Board shall extend for three consecutive semesters, including the fall semester of election to the Executive Board. The fall semester shall be a transition period when the newly elected executive Board works closely under the guidance of the sitting Executive Board. The Executive Board-elect will assume their duties on the last day of the fall semester during which they were elected. The term of Executive Board membership ends only after the completion of three semesters, resignation, or removal from office following the procedures in Article III, Section 9.

## Section 7. Executive Board Members and Responsibilities

The Executive Board shall consist of five officers as follows: President, Vice President of Membership, Vice President of Programming, Vice President of Operations, and Vice President of Internal Relations. The S.T.A.T. Ambassadors advisor shall serve as an ex-officio member of the Executive Board. Descriptions of officer responsibilities are as follows.

A. President – Responsibilities

1. Place the organization as the top priority among extra-circular activities.
2. Represent S.T.A.T. Ambassadors on the UIAA Board of Directors by attending the meetings Ambassadors and its events.
3. Be informed and advised on all aspects of S.T.A.T. Ambassadors programming by maintaining effective communication with the S.T.A.T. Ambassadors advisor, committee chairs and other relevant people.
4. Develop agendas, moderate, and are ultimately responsible for all general and Executive Board meetings.
5. Insure good communication among Executive Board members.
6. Be aware and make known to the general membership unique opportunities that arise that could serve to better the group or individual members.
7. Continually strive to make S.T.A.T. Ambassadors a stronger and more prominent University of Iowa student organization.
8. Provide periodic Reports to S.T.A.T. Ambassadors general membership, S.T.A.T. Ambassadors Executive Board, S.T.A.T. Ambassadors Advisor, the UIAA executive director and the UIAA Board of Directors.
9. Issue dismissal letters as voted upon by the Executive Board.
10. Make reservations for rooms, equipment etc. for meetings and events.

B. Vice President of Membership – Responsibilities

1. Organize the membership recruitment efforts for S.T.A.T. Ambassadors.
2. Maintain attendance records and evaluate member participation as prescribed in Article II, Section 2.
3. Determine whether or not a quorum exists as prescribed in Article VI, Section 4.
4. Coordinate New Member interviews.
5. Assist the VP of Internal Relations with New Member Orientation.
6. Conduct Executive Board and general meetings in the absence of the president.
7. Receive reports from committees as assigned.
8. Attend all Executive Board meetings.

C. Vice President of Programming – Responsibilities

1. Oversee the programs and activities in which S.T.A.T. Ambassadors are involved.
2. Coordinate committees and facilitate the appointment of committee members' chairs.
3. Maintain communication between committee members and the Executive Board.
4. Act as a liaison between committees and the UIAA.
5. Receive reports from committees as assigned.
6. Attend all Executive Board meetings.
7. Conduct Executive Board and general meetings in the absence of the president and the VP for membership.

D. Vice President of Operations – Responsibilities

1. Manage S.T.A.T. Ambassadors finances accurately and completely.
2. Meet with the S.T.A.T. Ambassadors advisor once per month to create and update the S.T.A.T. Ambassadors budget.
3. Collect receipts of S.T.A.T. Ambassadors expenditures, request and distribute reimbursements and monitor S.T.A.T. Ambassadors spending in general.
4. Record and distribute the minutes of each general and Executive Board meetings.
5. Chair all fundraising committees/activities such as Rose Sales and Welcome/Final kits.
6. Make restaurant reservations for special meetings, adhere to a \$350/meeting budget and coordinate payment for meal(s) and tip.
7. Help VP of Membership in creating flyers/announcements during recruitment.
8. Promote all S.T.A.T. Ambassadors programs, projects and services.
9. Periodically monitor the UIAA website and submit updates on materials or new events.
10. Coordinate photos and slide show with VP of Internal Relations.
11. Receive reports from committees as assigned.
12. In charge of award submissions for various awards.
13. Attend all Executive Board meetings.

E. Vice President of Internal Relations – Responsibilities:

1. Plan New Member orientation, specifically to integrate new members into S.T.A.T. Ambassadors by developing materials for the orientation program.
2. Make new members' transition as easy and comfortable as possible.
3. Assist the VP of Membership in the recruitment efforts of S.T.A.T. Ambassadors general membership.
4. Assist the Vice President of Operations in promoting all S.T.A.T. Ambassadors programs, projects and services.
5. Assist the Vice President of Operations with designing advertisements, brochures, and promotional material for S.T.A.T. Ambassadors programs.
6. Coordinate the Senior Recognition activities/awards and/or Senior Event at the conclusion of each semester.
7. Maintain accurate records and documentation of the year's activities.
8. Recognize individuals who put forth extra effort and exemplary commitment to S.T.A.T. Ambassadors and accept nominations for S.T.A.T. Sweeties.
9. Plan extra social events for Ambassadors to attend (e.g. Movie Night).
10. Make social announcements (job offers, internships, engagements, etc).
11. Create slide show presentation(s) for various events throughout the year.
12. Receive reports from committees as assigned.
13. Attend all Executive Board meetings.
14. In charge of ordering polo's/nametags in the spring semester for new members as well as for old members that need a replacement.

Section 8. Impeachment of Officers

Any member in good standing may propose a motion to impeach and remove any officer they deem as unfit for the position held. Following a motion to impeach, the Executive Board will conduct a hearing where the officer will be asked about the charges against them. Findings from the hearing will be reported to the general membership with discussion, after which a vote for removal will commence. A two-thirds vote of the all-eligible Ambassadors shall be required to remove the officer.

#### **Article IV. Advisor**

##### Section 1. Assignment of Advisor

The executive director of the UIAA shall name the advisor of S.T.A.T. Ambassadors. The advisor's role shall be to provide guidance and constructive assistance while serving as S.T.A.T. Ambassador's contact person. They shall also be an ex-officio member of the S.T.A.T. Ambassadors Executive Board as explained in Article III, Section 8.

#### **Article V. Organizational Structure**

##### Section 1. Organizational Chart

See Appendix A

##### Section 2. Establishment of Special Committees

The Executive Board shall establish special committees as necessary for the management and operation of S.T.A.T. Ambassadors, and Ambassadors general members. The Executive Board shall prescribe the duties and authorities of all special committees.

##### Section 3. Establishment of Standing Committees

Any Ambassador in good standing may recommend the formation of a standing committee. This recommendation must be made in the form of a motion at a general meeting and be voted upon by all eligible Ambassadors in attendance at that meeting.

##### Section 4. Dissolution of Committees

The Executive Board may make recommendations to dissolve special and standing committees. Ambassadors must vote upon these recommendations at a general membership meeting.

##### Section 5. Committee Assignments

The Executive Board will make all committee assignments. The Executive Board will also select committee chairs. The procedure for making these decisions will be designed by the Executive Board.

#### Section 6. Committee Records Requirements

Each committee, whether standing or special, is required, upon the conclusion of their service (within two weeks of the event), to submit a written summary report embodying and outlining the work accomplished and recommend modifications, for the subsequent committee.

### **Article VI. Meetings**

#### Section 1. Scheduled General Meetings

General meetings shall be held bi-weekly at 5:30 p.m., unless otherwise noted on the activity calendar distributed at the beginning of each semester.

#### Section 2. Special and Canceled General Meetings

Special meetings may be called and scheduled meetings canceled by the Executive Board, as long as 24 hours advance notice is provided to S.T.A.T. Ambassadors general membership.

#### Section 3. Open and Closed Executive Board Meetings

All Ambassadors are welcome at all regularly scheduled Executive Board meetings. The time and location of the next Executive Board meeting will be announced at each general meeting. The Executive Board has the right to call for closed meetings after consultation with the S.T.A.T. Ambassadors advisor.

#### Section 4. Quorum Requirements

A majority of active members must be present to vote on issues regarding elections and establishment or dissolution of committees.

### **Article VII. Financials**

#### Section 1. Membership Dues

Membership is granted to individuals based on an interview process by the Advisor, Executive Board and/or Membership Committee members. No dues are required for membership to S.T.A.T. Ambassadors.

#### Section 2. Fiscal Responsibility

The S.T.A.T. Ambassadors Treasurer is to manage S.T.A.T. Ambassadors finances accurately and completely, create and update the S.T.A.T. Ambassadors budget, collect receipts of S.T.A.T. Ambassadors expenditures, request and distribute reimbursements and monitor S.T.A.T. Ambassadors spending in general. These duties monitored by UIAA Advisor and the UIAA.

### Section 3. Dissolution of Organization

Upon dissolution state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution and carried out by the dissolving group's members and officers. If group has dissolved and group fees have not been divided as stated in constitution by 5 years from last account activity monies in-group's 00 account will revert to an account specified for this purpose within UISG. These funds will then be available for distribution through SABAC guidelines in compliance with University of Iowa Policy.

### Section 4. Distribution of Fees

Group fees should be divided/distributed to the University of Iowa Alumni Association, the granting organization, upon dissolution of Student Alumni Ambassadors.

## **Article VIII. Amendments**

### Section 1. Distribution of Scheduled Changes

Proposed amendments shall be distributed to each member of S.T.A.T. Ambassadors at least two meetings prior to the meeting, at which the amendment will come up for ratification.

### Section 2. Discussion of New Amendments

All proposed amendments will be discussed at the general meeting immediately prior to the meeting at which the amendment will come up for ratification. The proposed amendment may be amended during this discussion without delaying the vote at the next meeting.

### Section 3. Amendment Ratification Requirements

A two-thirds vote of all eligible Ambassadors will be required to ratify an amendment.

### Section 4. Submission of Amendments

All amendments shall be submitted to the Student Activities Board upon ratification.

These amendments were revised and unanimously passed October 1993.

These amendments were revised and passed March 1996.

These amendments were revised and passed March 2001.

These amendments were revised and passed November 2002.

These amendments were revised and passed March 2005.

These amendments were revised and passed February 2006.

The mission statement was revised and passed March 2007.