

Clarion University Eagle Ambassadors Constitution

PREAMBLE

In recognition of the advantages of a student group, whose purpose shall be to serve Clarion University and its community through the Clarion University Alumni Association Board of Directors and the Office of the President, this is the constitution of the Clarion University Eagle Ambassadors.

ARTICLE I: NAME

Section 1: This recognized student organization shall be known as the Clarion University Eagle Ambassadors.

ARTICLE II: PURPOSE

Section 1: The purpose of this organization shall be:

- To serve as a liaison between current Clarion University students and Clarion University Alumni.
- To aid, assist, and promote Clarion University, the Clarion University Alumni Association Board of Directors, and the Clarion University Foundation, Inc., and the Office of the President.
- To emphasize student dedication student dedication to the university and its community before and after graduation.
- To develop pride in serving others.
- To refine the leadership, communication, and interpersonal skills of its members.
- To prepare students for their future by helping them to be well-rounded and forward thinking.
- To serve as a standard of exemplary student conduct on campus and in the community.

ARTICLE III: AFFILIATION

Section 1: The Eagle Ambassadors shall be affiliated with the Clarion University Alumni Association.

Section 2: The Clarion University Alumni Association will endorse projects at the discretion of the advisor.

ARTICLE IV: MEMBERSHIP

Section 1: Any undergraduate or graduate student currently enrolled at Clarion University with a GPA of at least 2.5 may apply for membership. First semester freshmen are excluded from the grade point average requirement.

Section 2: Members must meet all university standards for participation in the Eagle Ambassadors.

Section 3: Before being seated as a member, all candidates must sign a contract with the Eagle Ambassadors and their advisor for the disclosure of GPA and agree to comply with these bylaws.

ARTICLE V: REQUIREMENTS FOR MEMBERSHIP

Section 1: In order to maintain membership as an Eagle Ambassador, members must maintain a GPA of at least 2.5 throughout membership. If the GPA is not maintained, the ambassadors will be put on probation the following semester. If the member fails to increase GPA to at least a 2.5m his/her membership will be terminated.

Section 2: Eagle Ambassadors are required to volunteer for two activities/functions per fall semester and two per spring semester. Ambassadors are encouraged to complete more. After the first missed event, the ambassador will be required to complete an additional event. If another event is missed, membership will be terminated.

Section 3: All Eagle Ambassadors are required to attend three-fourths of regularly scheduled general or auxiliary meetings, as well as serve on one standing committee.

Section 4: If a member cannot attend a meeting for any reason, he/she must give notice to the President or Secretary four hours prior to the meeting in order to be excused. If no excuse is provided for a missed meeting it will be considered an unexcused absence. Members can only miss three meetings between both and fall and spring semesters. If members miss more than three meetings, membership will be terminated.

ARTICLE VI: TERMINATION AND RESIGNATION

Section 1: An Eagle Ambassador may resign by submitting a letter of resignation to the Executive Board. An Executive Board member may resign by submitting a letter of resignation to the organization's advisor and Executive Board.

Section 2: An act of loaning official ambassador uniform to anyone who is not an Eagle Ambassador, such as a blazer, name tag, etc., will result in immediate dismissal from the organization.

Section 3: If an Eagle Ambassador is unable to attend an activity/function that he/she signed up for any reason, he/she must give notice to the President or Secretary 24 hours prior to the event.

Section 4: If the Ambassador does not notify the President or Secretary 24 hours prior to the activity/function that he/she signed up for or find a suitable replacement, the member will be called to the executive board meeting. After the first missed event, the ambassador will be required to attend an

additional function/activity. If another event is missed, the ambassador's membership will be terminated.

ARTICLE VII: MEETINGS

- Section 1: The Eagle Ambassadors shall meet every other week during each academic semester or as often as deemed necessary by the Executive Board. Opposite weeks shall be reserved for committee meetings, as the chairpersons deem necessary.
- Section 2: The Executive Board shall determine the day and time for regular meetings by the first meeting of the fall semester for that semester, and by the last meeting of the fall semester for the spring semester.
- Section 3: All meetings shall require notices from the Secretary to members including the exact time and place of meetings.
- Section 4: Quorum for conducting all business meetings shall consist of ½ of the membership.
- Section 5: All meetings shall follow standard parliamentary procedure order of business:
- I. Call to order
 - II. Roll call
 - III. Reading, correcting, approving, the minutes of the previous meeting:
 - IV. Executive board reports:
 - V. Committee reports:
 - VI. Advisor's report:
 - VII. New business
 - VIII. Announcements
 - IX. Adjournment
- Section 6: No general membership meeting shall be scheduled without prior notification of the Eagle Ambassador advisor.

ARTICLE VIII: ADVISOR

- Section 1: The advisor shall be designated to the Eagle Ambassadors by the Clarion University Foundation, Inc.
- Section 2: The Advisor will serve in an advisory capacity only and not in the decision-making process.

ARTICLE IX: OFFICERS

- Section 1: The officer shall consist of a president, vice president, treasurer, secretary, and public relations chair.

Section 2: The President shall preside over general meetings and coordinate the activities of each chairperson and his/her committee, if applicable. The President shall also serve as chair of the Executive Board and meet with the advisor on a weekly basis. The President shall serve as a liaison between the Eagle Ambassadors and the Alumni Association and serve as a voting member of the Clarion University Alumni Association Board of Directors.

The Vice President shall, in temporary absence of the president, perform the duties of that office. The Vice President shall also be responsible for the development and maintenance of community service projects for Clarion University and its community. The Vice President shall serve as chair of the committee service committee.

The Treasurer shall maintain records of all deposits received, expenses incurred, and make financial reports at all regular meetings of the Eagle Ambassadors. The Treasurer shall serve as chair of the fundraising committee. The treasurer will also create a financial budget for the Clarion Student Association when applicable.

The Secretary shall be responsible for the development, maintenance, and distribution of the minutes of all meetings. The Secretary is accountable for recording membership attendance and volunteer hours of the Eagle Ambassadors.

The Public Relations Chair shall be accountable for organizing, planning, and coordinating participation in campus events for the purpose of recruiting new members. The Public Relations Chair shall be responsible for maintaining a historical and photogenic record of Eagle Ambassadors activities, events, fundraisers, etc. to assist the group in documenting its purpose and direction.

Section 3: The elected officers shall form the Executive Board.

Section 4: Elected officers shall serve for a term of one year and may be elected annually for a maximum of two terms per office.

ARTICLE X: EXECUTIVE BOARD

Section 1: The Executive Board shall include the elected officers, and each shall have one vote on matters of concern before the Executive Board. The Executive Board shall meet on the opposite week of regularly scheduled general membership meetings.

Section 2: The Executive Board is empowered to act for the general membership in the interim between general meetings.

- Section 3: The Executive Board shall have the authority to create and collapse committees as deemed necessary and to appoint chairpersons who shall become ex-officio members of the Executive Board.
- Section 4: Executive Board members must maintain a GPA of at least 2.75 throughout their term of office. If the required GPA is not maintained, the Executive Board member will be required to complete two study hours per week for the entire semester.

ARTICLE XI: ELECTIONS

- Section 1: Elections of office shall be held a month before the last meeting of the semester. The term of officers shall begin on the last meeting of the spring semester and end on the second to last meeting of the spring semester of the following year. The incoming officers will conduct the last meeting of the spring semester.
- Section 2: Positions elected are president, vice president, treasurer, secretary, and public relations chair.
- Section 3: Nominations will be accepted from the floor or via email three weeks prior to the election.
- Section 4: before the vote is taken for each office, candidates for that office will be given the opportunity to speak on their own behalf.
- Section 5: The vote shall be by paper ballot of individuals who qualify for membership. The advisor and one outgoing senior shall count the votes.
- Section 6: The newly elected Executive Board shall attend all meetings with outgoing Executive Board members before the last general membership meeting of the spring semester.

ARTICLE XII: FUNDING

- Section 1: No dues will be required.
- Section 2: Eagle Ambassadors may receive financial support from the Clarion University Foundation Inc. Eagle Ambassadors may also apply for CSA funding according to CSA requirements.
- Section 3: Eagle Ambassadors will conduct fundraising activities, where funds will be used for Eagle Ambassador activities only.

ARTICLE XIII: AMENDMENTS

- Section 1: This constitution shall become effective upon approval by a majority of Eagle Ambassador members at a general meeting.

- Section 2: Hereinafter, this constitution may be amended at a regular meeting by a vote of two-thirds majority vote of the members present. Proposed amendments must be submitted in writing to the Executive Board one meeting prior to the vote and should be immediately forwarded to the membership after receipt.
- Section 3: Any changes in statute (i.e. purposes, function, membership policy, present officers, phone numbers, etc.) will be reported to the Clarion University Alumni Association.
- Section 4: The effectiveness of this constitution shall be reviewed and evaluated every year here after.

ARTICLE XIV: JURISDICTION

- Section 1: The Eagle Ambassadors are subject, as registers student organization, to the rules, regulations, and policies of Clarion University and the laws of the state of Pennsylvania. The rules, regulations, and policies of Clarion University shall hold precedence over any and all rules, regulation, and policies applying to the Eagle Ambassadors, including those of national organizations with which Eagle Ambassadors may be associated.

ARTICLE XV: RATIFICATION

- Section 1: This constitution, and its amendments, shall become effective upon ratification by the members of the eagle Ambassadors and following the approval of the Student Senate of Clarion University of Pennsylvania, the Vice President for Student and University Affairs, and the President of Clarion University.