

*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 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, the Clarion University Foundation, Inc., and the Office of the President.
- To emphasize 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 cumulative QPA of at least 2.25 may apply for

membership. First semester freshman are excluded from the grade point average requirement.

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

Section 3: The Executive Board may modify the organization's application for membership as it deems necessary.

Section 4: Candidates for membership should complete the required application and meet with an Executive Board member.

Section 5: The Executive Board shall act upon applications for membership after the applicant has completed the interview.

Section 6: Before being seated as a member, all candidates must sign a contract with the Eagle Ambassadors and their advisor for the disclosure of QPA, 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 cumulative QPA of at least 2.25 throughout membership.

Section 2: Eagle Ambassadors are required to volunteer for four activities/functions per fall semester and three per spring semester. Ambassadors are encouraged to complete more.

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 can not attend a meeting for any reason, he/she must give notice to the President or Secretary 12 hours prior to the meeting in order to be excused.

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: The act of loaning official ambassador uniform attire to any one 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 Ambassador signs up for an activity/function and does not show up or find a suitable replacement, the member will be called to an Executive Board meeting. If a second activity/function is missed, membership will be immediately 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 chair persons deem necessary.

Section 2: The day and time for regular meetings shall be determined by the Executive Board 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 President 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 Correspondence:
- V Executive Board Reports:
- VI Committee Reports:
- VII Advisor's Report:
- VIII Unfinished Business: - Old Business
- IX New Business: Open forum
- X Announcements:
- XI 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 officers shall consist of a President, Vice President, Treasurer, Secretary, Recruitment Chair, Parliamentarian, and Historian.

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 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 community 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 **Recruitment Chair** shall be accountable for organizing, planning, and coordinating participation in campus events for the purpose of recruiting new members.

The **Parliamentarian** shall be responsible for enforcing the Constitution of the Eagle Ambassadors as well as basic rules of order by the latest edition of Roberts Rules of Order.

The **Historian** shall be responsible for maintaining a historical and photographic record of Eagle Ambassador 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 ad hoc 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 cumulative GPA of at least 2.5 throughout their term of office.

ARTICLE XI: ELECTIONS

Section 1: Elections of officers shall be held at the second-to-last meeting of the spring 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 the following year. The incoming officers will conduct the last meeting of the spring semester.

Section 2: Positions elected, and order of election shall be: (1) President; (2) Vice President; (3) Treasurer; (4) Secretary; (5) Recruitment Chair; (6) Parliamentarian; (7) Historian.

Section 3: Nominations will be accepted from the floor at the meeting 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 a meeting 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 raised 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 status (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 a registered 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, regulations, and policies applying to the Eagle Ambassadors, including those of national organizations with which the 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.