

Engineering Technology (ETEC) Ambassador Constitution

ARTICLE I: ORGANIZATION NAME:

This organization shall be named the Engineering Technology Ambassadors and may also be referred to as the ETEC Ambassadors.

ARTICLE II: PURPOSE AND GOALS

SECTION I: Establish relationships with the Engineering Technology student body; Be the center of Engineering Technology recruiting at Sam Houston State University; and Preserve and nurture relations with the administration and faculty of the department and the university alike.

SECTION II: The objective is to recruit high school and junior college students to attend Sam Houston State University; To establish working relationships with the students, faculty, administration, and the community, as well as all the organizations within the Engineering Technology department.

ARTICLE III: MEMBERSHIP

SECTION I: ELIGIBILITY STANDARDS, AND REQUIREMENTS

To be eligible for admission into the Engineering Technology Ambassadors program, applicants must:

- a. Hold a minimum of overall GPA of 2.5;
- b. Completed one (1) full semester at Sam Houston State University;
- c. Submit an application with all required application materials by the deadline set-forth by the advisors.
- d. Refer to Section 3.3 of the SHSU Student Guidelines.

To maintain an Ambassador, status members must:

- a. Maintain an overall 2.5 GPA;
- b. Attend all scheduled meetings as set by the advisors;

- c. Organize/attend at least one Ambassador Visit to a high school, career fair, community college, etc.;
- d. Attend a minimum of 70% Ambassador Functions (excluding meetings) per semester unless schedule conflicts arise, and arrangements made with the adviser beforehand; and
- e. Attend all departmental Saturday@Sam and EXCEL@Sam events.

SECTION II: EXECUTIVE BOARD POSITIONS

The outline of officers and their duties are found below.

a. President

- Serves as the head executive of the organization
- Assigns duties to Ambassadors for each event
- Leads student meetings and oversees all events

b. Vice President

- Serves as the vice executive of the organization
- Tracks attendance and Ambassador Participation for each event
- Contacts absentee Ambassadors who miss meetings and events

c. Secretary

- Serves as the correspondence executive of the organization
- Records minutes during each meeting
- Distributes minutes to all organization members and advisors

d. Treasurer

- Serves to keep up with all financial accounts of the organization.

SECTION III: ADVISOR EXPECTATIONS

The advisors are expected to:

- a. Serve as mentors to ETEC Ambassadors;
- b. Attend all meetings as their schedule permits;
- c. Actively participate in discussions with members during meeting and other functions;
- d. Provide meaningful guidance to students while allowing space to learn and grow;
- e. Support and defend the Engineering Technology Ambassador program once decisions have been made by the current members;

SECTION IV: COMMITTEES

Regarding the nature of the Ambassador program, no standing committees have been formed. The program will reserve the right to form standing committees as necessary.

SECTION V: ELECTIONS

Elections shall be held in August of each year at the Ambassador Orientation. Any member wishing to run for candidacy must declare their intent to run via email prior to election time. Voting will consist of majority vote.

SECTION VI: DISCIPLINARY PROCEDURES

A member may be removed at any time for not fulfilling their obligations. Peer Reviews will be conducted at the beginning of each regular semester. Peer Reviews will provide each Ambassador the opportunity to critique one another. If an advisor notices common negative themes among Peer Reviews, that member may be terminated from the Ambassador program. A Three-Strike System will be implemented, and the advisor will determine when a strike is assessed. When the first strike is assessed, the Ambassador shall be notified orally. Written notification shall be provided when a second and third strike is assessed. Accumulating three strikes will result in removal from the team. Upon each occurrence of a strike being assessed, the Ambassador shall have the opportunity to respond and, if desired, provide justification for why a strike should not be assessed. The advisor shall have the right to make the final decision regarding the assessment of a strike and may consult with the department chair.

ARTICLE IV: MEETINGS

SECTION I: TIME FRAME

Meetings should take place as predetermined by the advisor and agreed by the current ambassadors. At least two meeting a semester should be held. Advisor will reserve the right to cancel/ call off any scheduled meetings with proper notice to ambassadors. There will be review of past events attended, feedback and scope for improvement. Also, future potential recruiting and outreach events will be discussed.

SECTION II: STRUCTURE

Meetings shall be conducted using Robert's Rules of Order.

SECTION III: QUORUM

Meeting quorum shall be defined as fifty percent (50%) plus one of the total of the General Body. Quorum is needed for official votes to take place.

ARTICLE V: FINANCIAL PROCEDURES

SECTION I: DUES

Regarding the nature of the Ambassador program and the amount of time Volunteered on the behalf of the advisors and ambassadors, no membership dues will be assessed.

SECTION II: FUNDRAISERS

The ETEC Ambassadors shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with Sam Houston State University policies.

SECTION III: FUNDS

The ETEC Ambassador fund will be used for organization purposes only, like material, ambassador attire, etc.

ARTICLE VI: RISK MANAGEMENT

The ETEC Ambassadors will adhere to the Risk Management Guidelines outlined in the SHSU Student Guidelines for organizational practice.

ARTICLE VII: AMENDMENTS AND ANNUAL REVIEW

SECTION I: AMENDMENTS

The constitution may be amended by a two-thirds majority vote of the active members present at an authorized meeting. Voting members will be given at least one-week notice of the proposed changes to the constitution. Amendments may be suggested by advisor(s), ambassadors or the department chair.

SECTION II: ANNUAL REVIEW

This constitution is subject to annual reviews by a representative of the Department of Leadership Initiatives at Sam Houston State University.