Stephen F. Austin State University
School of Human Sciences Ambassadors

Article I – Name
As established in 2003 by Dr. Lynda Martin, the name of this organization shall be The School of Human Sciences Ambassadors.

Article II – Goals and Purpose
The School of Human Sciences Ambassadors seeks to create interest and awareness of the academic programs within the School of Human Sciences. The Human Sciences Ambassadors will accomplish this by:
1. Assisting in the recruitment of prospective students through campus tours, class visits, public speaking engagements, and other campus events like Showcase Saturday.
2. Hosting various events across campus and within the School of Human Sciences.
3. Promoting networking opportunities within the fields related to human sciences.
4. Promoting leadership and professional development.
5. Serving as a mentor to Human Sciences majors in guiding them towards academic, social and professional success.

Article II – Meeting

Section 1 Meeting Schedule

A. General membership meetings will be held bi-weekly. More meetings may be necessary at the beginning of each semester to ensure proper training and preparation of members as determined by the President, Vice-President and Advisor(s). Attendance at these meetings is mandatory.

B. Officer meetings will be held bi-weekly immediately preceding the general membership meetings. Attendance at these meetings is mandatory. The option to call additional officer meetings is reserved by the President, Vice President, and Advisor(s).

Section 2 Quorum

A quorum for this organization shall consist of 50% of membership plus one.
Section 3  Order of Business

A. The minimum order of business for meetings shall be as follows:
   1. Attendance
   2. Old business
   3. Officer reports
   4. New business
   5. Voluntary remarks
   6. Adjournment

B. The regular order of business for a meeting may be changed by the President at his/her discretion.

Article III – Membership

Section 1  Eligibility for Membership

A. Membership in this organization is open to all SFASU students who hold a major or minor in The School of Human Sciences and will not be restricted on the basis of age, disability, ethnicity, gender, national origins, race, religion, sexual orientation, or political affiliations.

B. Students in good standing with the university who hold a minimum cumulative GPA of a 2.5 or higher are eligible for membership.

C. All academic classifications will be considered for membership with membership priority reserved for upperclassmen.

D. Students must be enrolled in at least six hours if classified as an undergraduate or at least three hours if classified as a graduate student.

E. Applicants must complete the required application paperwork as well as go through an interview process before being offered membership.

Section 2  Attendance & Engagement

A. Attendance at all meetings and training sessions is mandatory; only university-excused absences and those excuses approved by the Advisor(s) will be accepted. All documentation must be provided to the Advisor(s) within 24 hours of an event. Any absence not approved by the Advisor(s) will result in a meeting with the Advisor(s) to address the student’s behavior, professionalism, and commitment to the organization.

B. All members will have a minimum requirement of service each semester. If the member cannot fulfill their obligation, then it is the
member’s responsibility to find another member to replace them. The credit for this service will go to the replacement, and the absent member will have to make up their service at a later time.

C. In order to be eligible to receive a graduation cord, a member must have held membership in the organization for at least two consecutive semesters and must have completed a total of 10 points (earning a minimum of five points per semester). Points are earned by:
   a. Meeting attendance, 1 point each;
   b. Showcase Saturday, 1 point each hour with 3 points maximum;
   c. Tours, 1 point each;
   d. Class visits, 1 point each;
   e. Approved ambassador promotions, 1 point each;
   f. Approved ambassador volunteer service, 1 point each;
   g. Approved outside volunteer work, 1 point each with 5 points maximum

Section 3 Member Accountability

A. Members must be in good standing with requirements each semester to maintain members.
   a. Obtain a minimum of five points per semester;
   b. Attend a minimum of two tours per semester;
   c. Attend a minimum of two Showcase Saturday events;
   d. Attend all general meetings (Refer to Article III, Section 2A);

B. All members of The Human Sciences Ambassadors are held accountable for the same requirements. If a member fails to fulfill their obligations to the organization, then it will be brought up to the Advisor(s). The member will then meet with the Advisor(s) to plead their case. The Advisor(s) will then decide on the proper action(s) to take.

Section 4 Academic Standing

At the beginning of each semester the Advisor(s) will construct a grade check for each active member of the organization. If a member is shown to not meet the minimum requirement of a 2.5 cumulative GPA or higher, then their membership must be revoked until the member meets the GPA requirement.
Section 5  Inactive Status

After being granted membership, a member can choose to go inactive. Inactive status may only last for one semester. After one semester of inactive membership, the member will then be required to either serve as a full-time member or resign his/her membership.

Section 6  Member Termination

Any member may be considered for removal from the organization upon petition to the Advisor(s). A petition to the Advisor(s) must consist of 2/3 majority vote of the Officer Board and show documented gross insubordination of the member. If a member is in breach of his or her contracts with the organization, it calls for immediate removal.

Article IV – Officers

Section 1  Officers of this organization shall be:

President, Vice President, Treasurer, Secretary, and Event Coordinator.

Section 2  Qualifications for the officers of this organization include:

A. Be enrolled in a Human Sciences major.
B. A minimum 2.5 overall GPA at the time of appointment and maintain that GPA throughout their term.
C. In the event that an officer’s GPA falls below a 2.5, he or she shall be removed from their position for not meeting minimum membership requirements as outlined in Article III Section 1.
D. Officers must not be on disciplinary probation at SFA.
E. Undergraduate officers must be enrolled in a minimum of six (6) semester hours at SFASU, and graduate officers must be enrolled in a minimum of three (3) semester hours at SFASU.
   1. Officers must maintain those hours throughout the duration of their term.
   2. An officer may drop below these required hours only if in their final semester the number of enrolled hours is all that is required to finish his or her degree plan.
F. Participated in The school of Human Sciences Ambassadors as an active member for one semester immediately preceding the semester in which the appointment is made.
G. Exceptions to the above consecutive semester rule may be granted on a case-by-case basis. In the following circumstances, a student may submit a proposal to the Advisor(s) for review. If the Advisor(s) grant the student an exception, the student may apply for an officer position. These circumstances include:
   1. A student participates in and completes an internship endorsed by an accredited college/university during the semesters immediately preceding the semester in which the election is held.
   2. A student takes a leave of absence due to military obligations during the semesters immediately preceding the semester in which the election is held.
   3. An Ambassador alumnus or inactive member returns to active status.

Section 3  Major Requirements of the officers shall be:
   A. Full year commitment dependent on when the officer is elected.
   B. Prepare and complete transition meeting with his or her replacement before leaving office.
   C. Adhere to all responsibilities within the constitution.
   D. Attend and participate in all officer and general member training(s) that the President and Advisor(s) schedules.
   E. Attend and participate in all officer and general member meeting(s) that the President and Advisor(s) schedules.
   F. Participate in the planning and execution of all events.
   G. Be flexible and amenable to duties, responsibilities and organizational needs as determined by the President and Advisor(s).
   H. Be a positive role model.
   I. Maintain a 2.5 GPA.
   J. Enjoy every minute and have a "passion for the program".

Section 4  Duties of the officers shall be:
   A. President
      1. Oversee all operations and functions of The Human Sciences Ambassadors.
      2. Act as the official spokesperson for the Ambassadors and represent the interests of all members.
      3. Ensure that members maintain hours and G.P.A. requirements
      4. Work with other officers to plan and facilitate the training of all members and officers each year.
5. Sign all checks written by the organization.
6. Ensure that the organization is operating in conformity with the standards set forth by Stephen F. Austin State University.
7. Schedule all meetings as necessary.
8. Preside over all meetings including officer meetings and general assembly meetings.
9. Notify officers of tasks to be performed at each officer meeting.
10. Shall assume temporary leadership in any officer position if that officer is unable to fulfill his/her duties.
11. Maintain continuous and positive contact with Stephen F. Austin State University administration and university personnel and act as a liaison between The School of Human Sciences Ambassadors and Stephen F. Austin State University.
12. Check and compose all emails regarding Ambassadors.
13. Maintain adequate documentation and record keeping in the form of an Officer Binder to be reviewed by the Advisor(s).

B. Vice President
1. Assist the President in overseeing all operations and functions of the organization.
2. Shall assume temporary leadership if the President is unable to fulfill his/her duties
3. Represent the best interests of The School of Human Sciences Ambassadors and its members.
4. Work with the other officers to plan and facilitate the training of all members each year.
5. Maintain adequate documentation and record keeping in the form of an Officer Binder to be reviewed by the Advisor(s).

C. Treasurer
1. Maintain accurate financial records and ensure that all expenses are well documented.
2. Keep track of all receipts and submit receipts to the Advisor(s) within 24 hours of purchasing items.
3. Sign all checks written by the organization.
4. Oversee the use of SORF funds and donations.
5. Before making a deposit, count all money with the President and verify the amount by initialing the deposit slip (deposit slip must be initialed by both the President and Treasurer).
6. Present a budget summary to the officers and Advisor(s) for review once per month.
7. Compose an expenditures and income report at the end of each semester.
8. Prepare all major budget expenditures for review and approval by the President and Advisor(s).

9. Handle all grant correspondence and documentation.

10. Maintain adequate documentation and record keeping in the form of an Officer Binder to be reviewed by the Advisor(s).

D. Secretary

1. Record minutes at all meetings and prepare typed copies. The minutes will then be sent by email to all members.

2. Maintain records of attendance at all meetings and functions.

3. Make all necessary reports to the Student Affairs Office.

4. Report the names of The School of Human Sciences Ambassadors officers and advisors to the Office of Student Engagement through the proper paperwork at the beginning of the fall and spring semesters. Any changes shall promptly be reported.

5. Complete the procedures to receive S.O.R.F. funds.

6. Consistently checks The School of Human Sciences Ambassadors mailbox on a weekly basis and submits information received to the most appropriate party.

7. Under the direction of the President and Advisor(s), update all amendments to the Constitution.

8. Maintain adequate documentation and record keeping in the form of an Officer Binder to be reviewed by the Advisor(s).

E. Event Coordinator

1. Search for opportunities to speak at public events.

2. Make contact with the media outlets (Pine Log, Daily Sentinel, KTRE). Get at least one story published by the media each semester.

3. Maintain all social media accounts in promoting The School of Human Sciences Ambassadors by posting a minimum of twice per month.

4. Document events through photos and videos to utilize for publications and promotions.

5. Create and distribute promotional flyers and materials.

6. Look for local events at which The School of Human Sciences Ambassadors can volunteer or provide services.

7. Organize all social events and ambassador services.

8. Seek involvement with other organizations.

9. Complete all tasks assigned by the President and Advisor(s).

10. Update and manage the Ambassador point system.
11. Make a list each semester of all members who have not completed their requirements and present this list to the President and Advisor(s).

Section 5 Officer Turnover and Elections

A. The President and Vice President will be chosen through an application and interview process by the Advisor(s) and Director of The School of Human Sciences. The candidates will be confirmed by the general membership through a 2/3 vote.

B. The President and Vice President will serve terms of one year beginning immediately following their swearing in and will relinquish office following the regular fall appointment and installation of the newly appointed officers during the final official meeting of the spring semester.

C. All other officers will be appointed by the recently appointed President, Vice President and Advisor(s) through an application and interview process. The candidates will be confirmed by the general membership through a 2/3 vote and will serve terms of one year beginning immediately following their swearing in and will relinquish office following the appointment of new officers during the final official meeting of the fall semester.

D. All candidates applying for any office must go through an interview process.

Article V – Advisor(s)

Section 1 The School of Human Sciences Ambassadors will have one primary Faculty Advisor. Other optional advisor positions include: a secondary Faculty or Alumni Advisor.

Section 2 Faculty Advisor

A. The Faculty Advisor will be appointed by the Director of the School of Human Sciences.

B. The Faculty Advisor will be a current instructor in the School of Human Sciences.

C. The Faculty Advisor will:
   1. Help with the growth and development of students.
   2. Add to the continuity of the group as members graduate, and provide consistency and communicate the goals, legacy and history to the future generations of members.
   3. Assist in the area of the program content and purpose as well as interpret university policies.
Section 3  Alumni Advisor(s)

The School of Human Sciences Ambassadors reserve the right to allow one Alumnus of the organization to serve as the Alumni Advisor. Qualifications for this position is to have been an active member of the organization for a minimum of one (1) long semester and graduated with a degree from the university in the School of Human Sciences.

Article VI - Finances

Section 1  Financial Transactions

The treasurer must give all deposits to the Advisor(s) or President to be deposited within 24 hours. A receipt should be given back to the treasurer for their records.

Section 2  Dissolution of Organization

Upon the dissolution of the organization, assets shall be distributed to The School of Human Sciences. Assets should be used in accordance with recruitment and retention purposes for The School of Human Sciences.

Article VI - Amendments

Section 1 Constitution

Any active member may propose an amendment to the constitution. The proposal and consideration of an amendment will be brought up at organizational meetings. Two-thirds of majority vote of members in attendance at the meeting must approve the proposal in order to pass an amendment.
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President
Xavier Bishop

Vice-President
ERIN KEIR

Secretary
Paige Pierce

Treasurer
Faith Green

Event Coordinator

Advisor
Brittany Fish

Co-Advisor

Date Approved: November 11, 2019

Revised October 2019