TRINITY UNIVERSITY STUDENT AMBASSADORS CONSTITUTION

ARTICLE I: NAME
This organization shall be known as the Trinity University Student Ambassadors and shall follow the guidelines of a Chartered Student Organization, as outlined in the Trinity University Student handbook.

ARTICLE II: PURPOSE
The Trinity University Student Ambassadors serve as representatives of the Trinity student body to Trinity alumni, donors, and the University community. During their time as Student Ambassadors, members develop skills in team work, leadership, social relations, and event management. Working closely with the Alumni Relations and Development offices, the Ambassadors aim to boost student engagement by establishing and maintaining memorable traditions, raise campus awareness about the importance of giving, and link current and past Trinity students in order to share experiences, open opportunities, and promote a lifetime commitment to philanthropy.

Boost engagement, raise awareness, and strengthen alumni relations.

ARTICLE III: OFFICERS
Section 1: Officers
The Ambassadors shall have the following general officers:

A. Ambassador Co-Chairs
B. Recording Secretary
C. Accountant
D. Recruitment Co-Chairs
E. Historian
F. Media Relations
G. Senior Gift Co-Chairs
H. Tower Climb and Casino Party Chair
I. Last Great Reception Chair
J. Senior Hour Chair
K. Philanthropy Co-Chairs
L. Publicity Co-Chairs
M. Ring Ceremony Chair
N. Service Project Chair

Section 2: Qualifications
A. Candidates must agree not to take more than nineteen credit hours per semester, while in office.
B. Candidate(s) for Ambassador Co-Chair must be active for 2 semesters as an Ambassador before serving as a Co-Chair.

Section 3: Powers and Duties
A. The Co-Chairs shall perform the following duties:
   ● Ambassador Leadership
     1. Assist in interviewing and selecting the Ambassadors
     2. Create the agenda for weekly meetings
     3. Assist the Co-Chairs of the Senior Gift Committee
   ● Public Appearances
     1. Serve as Ex-officio members on the National Alumni Board
     2. Represent Ambassadors at Development Committee meeting of the Board of Trustees
     3. Personal contact with all local trustees
     4. Act as host or hostess at President’s Dinner
Serve on GOLD/5 Year Reunion Committee

B. The Recording Secretary shall perform the following duties:
   - Take minutes at all Ambassador meetings. In the minutes, the Recording Secretary should carefully note decisions reached by members, upcoming events, and individuals scheduled to work events.
   - Type minutes and email a copy within two days of meetings. Minutes should be distributed to the advisors, co-chairs, and all members.
   - Maintain records of meetings and agendas to be available to all members. In a binder, the Recording Secretary should keep past agendas and minutes.
   - Maintain attendance records of Ambassador meetings on a spreadsheet. Bring a copy of the updated spreadsheet to the meeting to pass around to all members so they can keep track of their meeting attendance.
   - Attend all meetings. The Recording Secretary is expected to attend all meetings possible. In the event that the Recording Secretary cannot attend a meeting, he/she should notify the advisors and/or co-chairs prior to the meeting so they may arrange for the minutes to be taken by someone else.
   - Responsible for bringing sharable snacks to meetings. Budget: $5/meeting

C. The Accountant shall perform the following duties:
   - Develop and maintain budgets for internal use as well as presentation to ASR
   - Develop and maintain Ambassador account
   - Create proposals for and funds needed from Student Finance Board
   - Attend Co-chair meeting once a month to provide monthly budget report
   - Attend ASR budget meetings when appropriate
   - Responsible for Ambassador credit card (P-card) and turning receipts in to Purchasing on time each month

D. The Recruitment Chair shall perform the following duties:
   - Responsible for recruitment of new members
   - Various public relations efforts
     - LeeRoy
     - Box Stuffers
     - Poster in Mabee
   - Table in Mabee 2-3 weeks before application deadline and hand out applications
   - Table during all-campus activities to promote the Ambassador organization (Chocolate Festival, NSO, Chili Cookoff, etc.)
   - Possibility of the Ambassadors hosting another event for the campus – a birthday party has been one idea discussed
   - Coordinate Ambassador involvement in the Student Involvement Fair (fall and spring)
     - Information sessions: A chance for members of the student body to come speak with current Ambassadors to learn about the organization and ask any questions they might have.
     - Needs to work directly with NSO Chair in order to talk to people about ambassadors.
   - Create something to give to First Years during NSO that will be sitting on their desk upon arrival as advertisement for ambassadors.
     - Plan at least one event per semester to encourage students on campus to learn about ambassadors
   - Include members of ambassadors at event in order for people to “get to know us”
• Arrange for printing and distribution of “welcome item” for first years at the tower climb, once approved by the advisors
• Provide any requested assistance in NSO
• Assigns committee member to lead Great Pumpkin Party

E. The Historian shall perform the following duties:
   • Take photos at Ambassador events to have available to other chairs throughout the year and organize into a photo album or scrapbook. If the Historian is unable to attend the event, he or she will arrange for another Ambassador to take photos at the event and collect those photos from the designated photographer.
   • Collect items for and maintain the time capsules
   • Create Family Tree with photos
   • Work with Media Relations to maintain and decorate the Ambassador cubicle. Keep records of Ambassador office hours and update the monthly white-board calendar with Ambassador events and birthdays
   • Communicate with students who are studying abroad

F. The Webmaster shall perform the following duties:
   • Responsible for the design and regular maintenance of the Ambassador web site
   • Will develop a plan for regular updates of Ambassador website
   • Will add Ambassador calendar to website and regularly update with upcoming events and hours
   • Responsible for communicating with Campus and Community Involvement about web site
   • Responsible for maintaining and updating Ambassador Facebook and Twitter
   • Establish plan for weekly posts/tweets to be approved by the advisors
   • Work with Historian to maintain and decorate the Ambassador cubicle, including keeping records of Ambassador office hours and updating the monthly white-board calendar with Ambassador events and birthdays

G. The Senior Gift Co-Chairs shall perform the following duties:
   • Form and run a committee of 15-20 members, comprised of Senior Ambassadors and other Trinity students to plan the Senior Gift Campaign. The committee should include 2-3 juniors, either Ambassadors or otherwise, who are also well known on campus
   • The committee will be responsible for working the senior gift table at Countdown to Commencement, hosting events to promote student giving, sending letters to fellow seniors, and other duties and projects as needed
   • Brainstorm ideas to implement student giving
   • Senior shirt design

H. Tower Climb and Casino Party Chair
   • Be the point person for everything in this event, which includes
     • Prizes
     • Logistics/Setup
     • Music
     • Food
• Dr. Ahlburg’s Schedule
• Casino Company
• Publicity
• Notify and remind Ambassadors of the event. A few days before the event, the chair should e-mail those Ambassadors who are scheduled to work the event and remind them of the time and attire for the event.
• Manage the event

I. Last Great Reception Chair
• Be the point person for this event, which includes
  • Selection of speaker
  • Champagne Flutes
  • Food
  • Logistics/Setup
  • Dr. Ahlburg’s Schedule
  • Alumni Introduction
  • Publicity

Notify and remind Ambassadors of the event. A few days before the event, the chair should e-mail those Ambassadors who are scheduled to work the event and remind them of the time and attire for the event.

Manage the event

J. Senior Hour Chair
• Plan two events throughout the year for seniors with the Senior Gift Committee
• Work with Aramark on menus and drink tickets
• Organize promotions for the events
• Notify and remind Ambassadors of the event. A few days before the event, the chair should e-mail those Ambassadors who are scheduled to work the event and remind them of the time and attire for the event.
• Manage volunteers for check-in, photos, etc

K. The Philanthropy Chair shall perform the following duties:
• Plan events that will engage the student body in the importance of Philanthropy
• Serve as Coordinator for campus events where Ambassadors are present
• Works to grow the dedication and loyalty of students to Trinity so that they will support the University even after graduation
• Educate students about the importance of staying involved as young alumni
• Organizes Tag Week with Committee and Ambassadors
• Organizes Duckapalooza with Committee and Ambassadors

L. The Publicity Chairs shall perform the following duties:
• Responsible for all PR representation of the Ambassadors to the student body. Proof all materials (flyers, mailbox stuffers, etc.) from the Ambassadors
• Issue press releases to the Trinitonian and LeeRoy when appropriate
- Act as point of contact whenever the Ambassadors work with outside organizations
- Brainstorm ways for the Ambassadors to be involved and known on campus
- Coordinate all Ambassador promotions including but not limited to posters
- Communicate with fellow Publicity Chair to ensure all responsibilities are being met and shared between each other
- Receive approval from Co-Chairs and Co-Advisors before any materials go to print

M. Ring Ceremony Chair
- Plan the Ring Ceremony along with the Alumni Relations advisor
- Promote the sale of class rings
- Recruit volunteers to assist Balfour when they are on campus to sell class rings
- Notify and remind Ambassadors of the event. A few days before the event, the chair should e-mail those Ambassadors who are scheduled to work the event and remind them of the time and attire for the event.
- Manage the Ring Ceremony

N. Service Project Chair
- Optional: Coordinate event with other student organizations (e.g. TUVAC)
- Select community organization to be served and arrange date and time of event with organization
- Recruit new students, Ambassadors, and alumni to participate in project and publicize the event
- Notify and remind Ambassadors of the event. A few days before the event, the chair should e-mail those Ambassadors who are scheduled to work the event and remind them of the time and attire for the event.
- Manage volunteers at site location
- Send thank-you notes to alumni and hosting organization

Section 4: Appointment
Ambassador Chair/Co-Chairs shall be appointed by Advisors from the Offices of Annual Giving and Alumni Relations based on an application and interview process. These appointments will take place in Spring. All officers shall be appointed annually by the membership. These appointments will take place at the meeting of the following year’s Ambassadors each Spring.

Section 5: Term of Office
All Chairs or Co-Chairs will serve in office the full year, unless studying abroad or gone from Trinity for some reason, the position will be split between Fall and Spring Chairs.

Section 6: Dismissal
Officer dismissal will be a decision of the Co-Chairs, Ambassador Advisors, Director of Annual Giving Programs, Director of Alumni Relations, and the Vice President of Alumni Relations and Development.

Section 7: Officer Vacancy
Special appointment of a Chair/Co-Chair by the Ambassador Advisors will take place upon the vacancy of the Chair/Co-Chair.
ARTICLE IV: STANDING AND TEMPORARY COMMITTEES
The Co-Chairs shall make assignments of individual members to serve on committees as required to fulfill the needs of the organization. The Co-Chairs shall take into consideration the wishes of individual members in making assignments.

ARTICLE V: MEMBERSHIP PROVISION
Section 1: Selection of Membership
Ambassadors shall be selected by the Co-Chairs with the advice of the Advisors. The selection process shall take place in the spring semester. Total membership shall not exceed thirty-five, nor be less than twenty five. All current Ambassadors that are interested in continuing to serve are required to reapply and interview each year they wish to continue.

Section 2: Discrimination
Selection of membership shall be made without discrimination on the basis of race, sex, sexual orientation, color, religion, disability, or national origin.

Section 3: Prerequisites
Candidates must be in good academic standing with a cumulative Grade Point Average of not less than 2.0.

Section 4: Alternates
At least two alternates shall be chosen to replace any vacancies left by Ambassadors during the year. Vacancies can occur if an Ambassador dismisses them self or fails to meet the expectations and are dismissed by the Co-Chairs and Advisors.

Section 5: Dues
No dues are required of the Trinity University Student Ambassadors.

Section 6: Term of Membership
Ambassadors shall serve for both the Fall and Spring semesters of the year for which they were appointed, except in cases of resignation, dismissal, or study abroad. An additional application and interview is required to serve as an Ambassador in subsequent years.

Section 7: Dismissal
Upon an Ambassador’s failure to meet the qualification of a minimum 2.0 GPA, excessive absences, or failing to accomplish other assigned duties, the Chair/Co-Chairs and the Ambassador Advisors shall discuss the possible dismissal of the Ambassador, and if deemed necessary, the Ambassador shall be removed.

Section 8: Ambassador Participation
Ambassadors are not only required to participate in regular events such as Distinguished Lecture Series events, Policy Maker Breakfa, Scholarship Reception, Alumni Weekend, Business Affiliate Reception, and Senior Events, but must also continue participation in clerical and supportive roles. Once an Ambassador graduates, he or she is expected to continue to actively participate and volunteer to assist the University in various ways - i.e. Chapter events.
A. If an Ambassador signs up and cannot attend, he/she has the responsibility to find another Ambassador as a replacement.
B. During each semester, failure to earn hours regularly may prompt a conference with the Ambassador Co-Chairs and Ambassador Advisors.

Section 9: Membership Duties
A. Attend scheduled weekly or biweekly meeting
B. Attend Advancement events as a Trinity University Ambassador as volunteered.
C. Serve on at least one Ambassador committee
D. Accompany Development Officers to present recognition pieces to donors
E. Participate actively with the coordination of Ambassador activities and events

**ARTICLE VI: MEETINGS**

*Section 1: Regular Schedule*
Ambassador meetings are scheduled by the Co-Chairs on an as-needed basis. No more than two unexcused absences from meetings may occur per semester. It is up to the Ambassador to approach the Co-Chairs about the absence within a week of the missed meeting. The Co-Chairs will decide what absences will be considered excused in accordance with the Ambassador Agreement. Those members exceeding the permitted excused absences will have a conference with Ambassador Co-Chairs and Ambassador Advisors concerning continuation in the organization.

*Section 2: Extra Meetings*
Extra Ambassador meetings will be called and announced when deemed necessary by the Co-Chairs and Ambassador Advisors.

**ARTICLE VII: VOTING**

*Section 1: Determination of Outcome*
A simple majority at any meeting will determine the outcome on any issue except amendments or repeal of amendments to the Constitution.

*Section 2: Proxy Voting*
Members may vote in advance, if unable to attend the meeting, by notifying the Ambassador Advisors.

**ARTICLE VIII: ADVISORS**
Trinity University Student Ambassadors are under the direction of the External Affairs Division, and advised by an Annual Giving Officer in the Office of Annual Giving Programs and the Young Alumni and Student Programs Coordinator in the Office of Alumni Relations.

**ARTICLE IX: AMENDMENTS TO THE CONSTITUTION**

*Section 1: Drafting*
The Co-Chairs may, when deemed necessary, draft amendments to this Constitution.

*Section 2: Approval*
Policies and procedures drafted by the Co-Chairs must be approved by the Ambassador Advisors, the Director of Annual Giving Programs, the Director of Alumni Relations, and the Vice President for Alumni Relations and Development.

*Section 3: Ratification*
Policies and procedures must be ratified and approved by a three-fourths majority of the all Ambassadors, and shall be considered permanent until repealed by a three-fourths majority of the Ambassadors.

**ARTICLE X: EFFECTIVE DATE**
This Constitution, approved by the Student Ambassador Co-Chairs, the Ambassador Advisors, the Director of Annual Giving Programs, the Director of Alumni Relations, and the Vice President for Alumni Relations and Development, went into effect August 23, 2013.