

LSU Ambassador Bylaws

I. Membership Selection Procedure

A. Membership Committee

Each fall semester a Membership Committee will form consisting of selected LSU Ambassadors. LSU Ambassadors interested in being selected must complete an application form to be considered for committee membership. The Membership Chair will determine the number of members necessary to perform the functions of selections. Membership on this committee will be granted at the discretion of the Membership Chair. The Membership Committee must be approved by a (¾) vote of council.

B. Pre-Selection Process

Any eligible full-time, undergraduate Louisiana State University student meeting the 2.0 minimum cumulative GPA and not on any academic probation or disciplinary probation set forth by the Office of Student Advocacy & Accountability, as outlined in the following policy: By joining the organization you understand the responsibilities and requirements for being an LSU Ambassador at Louisiana State University. You affirm that you are currently enrolled as a full time student, in good academic and accountability standing, at LSU. You agree to share with the advisor if your full time student status, academic, or accountability standing changes during the year.

As a member of LSU Ambassadors, you hereby authorize Student Advocacy and Accountability to release information as to your academic and accountability standing at LSU to LSU Ambassadors in order that they may certify qualifications for this position.

***Accountability Standing means any referral to the Office of Student Advocacy and Accountability where a student is found responsible for a violation of the LSU Code of Student Conduct and issued a sanction of Disciplinary Probation, Deferred Suspension or Suspension. For further clarification, please refer to www.saa.lsu.edu for the full text of the LSU Code of Student Conduct.

Once the application deadline has passed, the Membership Chair will collect all applications and verify all information.

The Membership Committee will meet prior to each selection event to receive instructions on the different activities to be held at each event. Each member will receive an assignment or set of duties to perform at the selection event. The Membership Chair will run these meetings and all rules for each selection

event will be outlined at these meetings.

C. Selections Process

The selection of LSU Ambassadors will consist of two one-day events. The first selection event is open to all eligible students who completed the application process. The second selection event, and an interview, will be open to those applicants who were invited to return.

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There will be a selection process proposed by the Membership Chair and then voted on by Council. $\frac{3}{4}$ votes are required for final approval after the input of the advisor is taken into account. Once the final approval is granted by the council it will be put on file in the advisor's office.

D. Training Process

Once selected for membership to the LSU Ambassadors, each Associate Ambassador will be required to complete the training process. The training process consists of a predetermined number of training events as designated by the Training Chair.

Any Associate Ambassador who does not meet induction criteria, fails mock practical, fails any test, does not sign associate contract and/or does not attend /complete all training events may not be inducted into the LSU Ambassadors. Excuses for not meeting induction criteria will be handled on a case by case basis at the discretion of the Training Chair.

II. Membership Status

A. Active Status

The following are the requirements for active status:

1. Return an address update form by the date specified
2. Pay \$25 dues by the date specified
3. Serve a minimum of three hours in Spring Invitational and complete all Spring Invitational assignments. Serving as a group leader is expected. (Spring semester only).
4. Any eligible full-time, undergraduate Louisiana State University student meeting the 2.0 minimum cumulative GPA and not on any academic probation or disciplinary probation set forth by the Office of Student Advocacy & Accountability, as outlined in the following policy: By joining the organization understand the responsibilities and requirements for being an LSU Ambassador at Louisiana State University. You affirm that you are currently enrolled as a full time student, in good academic and accountability standing, at LSU. You agree to share with the advisor if

your full time student status, academic, or accountability standing changes during the year.

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5. Earn 20 total points
6. Participate in AT LEAST ONE Tiger Call Session
7. 50% Attendance at General Meetings
8. Pass the Get Fresh.
9. Participate in (one of the following) a Special Program event, Recruiting event, or Fun-Fin event.

B. Priority Status

The following are the requirements for priority status:

1. Return an address update form by the date specified
2. Pay \$25 dues by the date specified
3. Serving a minimum of three hours in Spring Invitational. Serving as a group leader is expected. (Spring semester only).
4. Any eligible full-time, undergraduate Louisiana State University student meeting the 2.0 minimum cumulative GPA and not on any academic probation or disciplinary probation set forth by the Office of Student Advocacy & Accountability, as outlined in the following policy: By joining the organization you understand the responsibilities and requirements for being an LSU Ambassador at Louisiana State University. You affirm that you are currently enrolled as a full time student, in good academic and accountability standing, at LSU. You agree to share with the advisor if your full time student status, academic, or accountability standing changes during the year.

As a member of LSU Ambassadors, you hereby authorize Student Advocacy and Accountability to release information as to your academic and accountability standing at LSU to LSU Ambassadors in order that they may certify qualifications for this position.

***Accountability Standing means any referral to the Office of Student

Advocacy and Accountability where a student is found responsible for a violation of the LSU Code of Student Conduct and issued a sanction of Disciplinary Probation, Deferred Suspension or Suspension. For further clarification, please refer to www.saa.lsu.edu for the full text of the LSU Code of Student Conduct.

5. Participate in AT LEAST TWO Tiger Call Sessions by the dates specified in the Membership Policy and one Recruiting event.
6. Earn 5 committee points
7. Participate in at least one Special Program or one Fun-Fin event.
8. Attend 75% of general meetings
9. Earn 45 total points
10. Pass the Get Fresh.
11. In the instance a member does not meet all of the requirements previously listed, but receives a Gold Membership Award, they may appeal to the Membership Chair for priority status.

C. Associate Status

Although an Associate Ambassador has yet to be inducted into the LSU Ambassadors organization, as a potential member in training, an Associate Ambassador is expected to abide by the rules and regulations set forth in the LSU Ambassador Constitution and Bylaws.

D. Associate Dues

1. Associate dues will be \$25.

III. Selection of Council

A. Nominations

LSU Ambassadors wishing to nominate themselves for any Council position other than At-Large Council Member must submit a self-completed application. The application deadline will be determined by outgoing Council.

Nomination of At-Large Council Members may be done in two ways. First, any LSU Ambassador wishing to run for an At-Large Council position may sign up with the current At-Large Members or the LSU Ambassador advisor during the spring semester up to 4:30 PM the Friday before when council applications are due. At-Large selection occurs. Also, any LSU Ambassador may nominate any other LSU Ambassador to run for an At-Large Council position anytime during the spring semester up to 4:30 PM the Friday before the meeting date when the position selection occurs. There are no automatic nominations for the At-Large Council positions.

B. Eligibility

LSU Ambassadors wishing to apply for Council must have two consecutive semesters of active status. The two semesters of active status may include the

semester of active status granted in Article II, Section C, No. 5 of the LSU Ambassador Constitution, which reads, “At such time that an Associate Ambassador is inducted, they will be given one retroactive semester of active status.”

Also, in order for a member to be eligible to apply for and hold a Council position, all applicants, including members nominated for At-Large positions, must be full-time LSU students with a 2.5 cumulative GPA, and must not be on any academic or disciplinary probation with the University.

Graduating seniors do not have to be full-time to hold a Council position.

C. Selection of Council Members

A selection committee of at least five (5) members, including the LSU Ambassador advisor and any outgoing Council members, shall make the selection of Council Members, with the exception of At-Large members. Outgoing council members, with the exception of those going through the incoming council selections and those running for At-Large, are required to attend new council selections. Any outgoing council member wishing to run for At-Large may not serve on the selection committee. In the event that there are not four (4) or more outgoing Council members, the advisor shall have the discretion in choosing LSU Ambassadors to sit on the committee so there will be at least five (5) members on the committee. The selection process shall be determined by the committee and approved by the advisor.

The At-Large members shall be directly elected by the votes from the LSU Ambassadors present at the designated meeting date of the At-Large selections during the Spring Semester. Newly selected Council members are not eligible to vote for At-Large Council members.

D. Council Voting Procedures

When faced with an issue where voting procedure is not indicated, Council will proceed in the following manner:

- a. Discussion
- b. A three-fourths (3/4) vote; if not reached then
- c. Further discussion
- d. A second three-fourths (3/4) vote; if not reached then
- e. Further discussion
- f. Majority vote
- g. In the event of a tie after three rounds of discussion, the At Large Chairs will assume one vote to be made in the interest of the general members. They will have 5 minutes to discuss the issue and come to a consensus.

E. Election of Overall Chair and Associate Overall Chair

The election of Overall and Associate Overall chairs shall be the first order of business at the first meeting of the newly selected Council. The outgoing Overall Chair shall run the election process. In such case that the former Overall Chair is on the new Council, the outgoing Associate Overall Chair will run the election process. If both the Overall and Associate Overall chairs are on the new Council, the advisor will run the election.

Any member of Council, including At-Large members, may run for the positions of Overall and Associate Overall Chair. The nominations may be done by any member of the new Council, and members are allowed to nominate themselves. Both the Overall and Associate Overall Chair must receive a majority vote of the Council members present. The newly selected Overall chair does not have a vote or voice in the election of the Associate Overall Chair.

F. Term of Office

Council members shall be selected for a period of one (1) academic year. Council members wishing to serve a second term must apply in the spring semester for a chance to be on the next Council.

LSU Ambassadors shall be limited to one (1) term as a particular committee chair and two (2) terms as a Council member. The lone exception to this rule is in the case where a Council member has served two (2) terms and wishes to run for an At-Large Council position. If the LSU Ambassador is elected to Council, the third term shall be the final term for the LSU Ambassador. The Overall Chair may only serve one (1) term as Overall Chair. The Associate Overall Chair may only serve one (1) term as Associate Overall Chair.

A Council member will be replaced within two weeks if at any time he/she fails to maintain the criteria required to hold a Council position per Section III, B of the LSU Ambassador Bylaws. The selection process for replacing the Council member will be determined by the current Council and the Advisor on a case by case basis.

IV. Participation Criteria for Council Members

The following activities are considered basic requirements of all Council members:

1. Attendance at all Council Meetings
2. Holding at least one committee meeting per semester with the exception of those Council members who do not have a committee. Each council member is to serve as a liaison between committee and council.
3. Attendance at any other LSU Ambassador function for which they

- signed up for or committed to.
4. Attendance at all LSU Ambassador transitional events pertaining to council.
 5. Maintain all resources needed for committee chair.

Council members may be excused from events listed above if advance notice is given unless Council determines that this privilege is being abused. Any Council member can be excused from an event if they obtained permission from the Chair governing that event. If permission is not granted a three-fourths (3/4) vote must be obtained from Council to be excused from the event. Excessive absences are unacceptable for Council members, whether they are excused or not, and such behavior will result in disciplinary action as outlined in Section X.

V. Council Meeting Regulations

- A. Council meetings are to be open to the general members under the following guidelines:
 - 1.) General Members who choose to sit in on a council meeting must remain silent and refrain from distracting the council members.
 - 2.) Raising issues at the council meeting will not be allowed; if you have an issue you wish discussed, you must contact At-Large and they will speak on your behalf.
 - 3.) Due to the personal nature of discussions that may arise concerning a specific general member, council may vote to close that portion of the meeting to protect the privacy of all members.

VI. Committee Structure and Selection

A. Assignment to Committees

Upon selection to LSU Ambassadors, every LSU Ambassador will be assigned to one (1) standing committee by the Membership Chair. The standing committees are Training, Performance and Talent, Funding and Financial, Communications, Special Programs, Orientation, and Cohesion. The committee assignments will be based upon preferences of the new LSU Ambassador and needs of each committee chair. Questions or concerns may be brought forth to the Fun-Fin Chair.

B. Associate Chair Selections

Associate Chairs will be selected by the governing Chair with the consent of Council. The Selection process is determined by Council.

All active LSU Ambassadors who are registered full-time, have a 2.5 cumulative G.P.A, and who are not on any disciplinary or academic probation, including Council members and graduating seniors, are eligible to apply for an Associate Chair position. (GPA's and active status for all applicants will be

checked at the end of the semester.) If any member fails to maintain these requirements, they may be removed from their position.

C. Selective Committees

The SROW Committee, Membership Committee and Recruiting Committee are selective committees and are not included in the list of standing committees. Participation in these committees is open to all active LSU Ambassadors who meet the requirements and does not prohibit membership on another standing committee.

The selection process for the SROW committee will take place at the discretion of the SROW chair. Selection may be made by the SROW chair, the Associate SROW chair, the Overall Chair, the Advisor, and any other person(s) appointed at the discretion of the SROW chair. The selection committee must be approved by a majority vote of Council.

All active LSU Ambassadors who are registered full-time, have a 2.5 cumulative G.P.A, and who are not on any disciplinary or academic probation, including Council members and graduating seniors, are eligible to apply for SROW. (GPA's and active status for all applicants will be checked at the end of the Fall semester.) All selected members must maintain these requirements for membership on the SROW committee. If any member fails to maintain these requirements, they may be removed from the SROW committee.

Selections for the Membership Committee will occur at the beginning of the fall semester at the discretion of the Membership Chair. The selection process may be run by the Membership Chair, the associate chairs of the membership committee, and any other person(s) appointed at the discretion of the Membership Chair.

All active LSU Ambassadors who are registered full time, have a 2.5 cumulative G.P.A., and who are not on any academic or disciplinary probation, including council members and graduating seniors, are eligible to apply for the Membership Committee. All selected members must maintain these requirements for membership on the Membership Committee. If any member fails to maintain these requirements, or violates any regulations in the Membership Committee contract, they may be removed from the Membership Committee.

Selections for the Recruiting Committee will occur at the beginning of both the fall and spring semesters at the discretion of the Recruiting chair unless unforeseen circumstances occur. In such circumstances the selection process will occur during the immediate beginning of the following fall semester. The

selection process may be run by the Recruiting chair, the Recruiting associate chair, a representative from the Office of Admissions, the LSU Ambassador advisor, and any other person(s) appointed at the discretion of the Recruiting chair. The selection committee must be approved by a 3/4 vote of Council.

All LSU Ambassadors who are registered full-time, have a 2.5 cumulative G.P.A., and who are not on any disciplinary or academic probation, including Council members and seniors graduating at the end of the following fall semester are eligible to apply for the Recruiting Committee. All selected members must maintain these requirements for membership on the Recruiting Committee. If any member fails to maintain these requirements, or violates any regulations in the Recruiting Team contract, they may be removed from the Recruiting Team.

VII. LSU Ambassador Apparel

Only members of the LSU Ambassadors, Alumni of the organization, the LSU Ambassador advisor, and the LSU Ambassador graduate assistant are permitted to wear any article or clothing, which displays the LSU Ambassador logo and/or LSU Ambassador name. Ambassadors cannot sell or donate apparel unless said LSU Ambassador is the current Fun/Fin Chair. Associate Ambassadors are only permitted to wear bar shirts until the time that they are inducted into the organization.

VIII. Political Activity of the Organization and its Members

Official Statement Regarding Political Activity and Campaigning for Elected Office:

The LSU Ambassador organization is composed of a group of diverse students, many of whom are involved in other campus organizations. In an attempt to prevent the LSU Ambassadors organization from becoming a political forum, and from appearing to endorse any particular candidate or ticket, the following rules apply to restrict the involvement of the organization in political affairs, including elections.

- a. No campaigning or any other action that may be interpreted as solicitation of votes is permitted at any LSU Ambassador function. These functions include, but are not limited to, general meetings, council meetings, Spring Invitational, orientation sessions, or any function where an LSU Ambassador is called to serve in any capacity for the University.
- b. No buttons, stickers, trinkets, or any campaign paraphernalia may be worn or distributed while an LSU Ambassador is wearing any article of LSU Ambassador apparel. Buttons, stickers, or trinkets may NOT

be worn on your person during LSU Ambassador functions, including but not limited to general meetings, council meetings, committee meetings, and while in 51.

- c. The use of any LSU Ambassador media for campaigning or soliciting of votes is strictly prohibited. These media include, but are not limited to, the LSU Ambassador membership database, the LSU Ambassador newsletter (Tiger Talk), or the LSU Ambassador email distribution list.
- d. No LSU Ambassador may identify themselves as an LSU Ambassador in any campaign media. These media include, but are not limited to TV, radio, literature, videos, internet, or social media sites of any kinds.
- e. No campaigning of any form is allowed for the positions of At-Large Council members, except for a speech of no longer than two (2) minutes to be presented at the General Meeting when the At-Large Council members are elected.
- f. All LSU Ambassadors must follow these rules to protect the organization and allow the organization to remain active in the functions of the University. Any actions that do not explicitly contradict one of the stated rules but are deemed questionable are subject to disciplinary action by Council. Any question concerning the rules may be directed to a Council member or advisor.

IX. Behavior as a University Representative

University Representative is defined as any time an LSU Ambassador is serving the University for the organization during a function, including but not limited to Orientation, Spring Invitational, and Recruiting events. Since LSU Ambassadors are representatives of the University at many times throughout the school year, each LSU Ambassador is expected to maintain a professional manner at all times while serving as a University Representative. The following rules are established to protect the reputation of the organization and its members:

1. No profanity, obscene gestures, remarks, or jokes will be tolerated while serving as a University Representative.
2. No consuming, possessing, or being under the influence of alcohol, tobacco products, illegal substances of any kind while serving as a University Representative and/or wearing LSU Ambassador apparel.
3. No LSU Ambassador is allowed to leave an event while serving as a University Representative unless excused by the governing chair or the advisor.

All LSU Ambassadors must follow these rules to protect the organization and allow the organization to remain active in the functions of the University. **Any actions that do not explicitly contradict one of the stated rules but are deemed questionable are subject to disciplinary action by Council.** Any question concerning the rules may be directed to a Council member or the

advisor.

X. Due Process for Appeals, Grievances, and Disciplinary Matters

LSU Ambassadors shall have the right to appeal any decision made concerning personal matters through the following process:

1. **A Council member will make a decision regarding a personal matter for an LSU Ambassador.** For example, the Membership chair may remove an LSU Ambassador's name from the roster for inactivity of more than one semester.
2. **The LSU Ambassador will receive a notice of the decision from the governing chair through the governing chair of Council.** In this notice, the appeal process will be outlined specifically so the LSU Ambassador will know their options. For example, a signed letter or notice from the Membership Chair will be sent to the LSU Ambassador by the governing chair.
3. The LSU Ambassador may contact the governing chair for more information concerning the matter. For example, the LSU Ambassador may contact the Membership chair to request more information concerning the period of inactivity.
4. **If the LSU Ambassador has a complaint about the decision or feels that the decision is unjust, he/she may appeal to the governing chair for a reversal within seven days after notification of the decision.** The governing chair then makes a decision based on this appeal within seven days after the appeal is received. For example, the LSU Ambassador may discuss other options with the Membership Chair. The Membership chair may decide to uphold their previous decision.
5. **If the decision is upheld, the LSU Ambassador may appeal the upheld decision to the Council within seven days.** The LSU Ambassador may register the appeal through the governing chair or any Council members. The At-Large Council members are then responsible for contacting the LSU Ambassador and arranging their appearance at a Council meeting. If the LSU Ambassador cannot attend the Council meeting, the At-Large Council members are responsible for presenting the LSU Ambassador's case to Council.
6. **Council will hear both sides of the issue. The governing chair that issued the original decision will present their argument and answer any questions that other Council members may have.** Then, the LSU Ambassador (or the At-Large Council members) will present their case and answer any questions.
7. After all arguments have been heard, Council will vote upon the

appeal and make a decision based upon all the facts presented. This Council decision is final.

8. In case of an appeal to Council, an Advisor or Graduate Assistant must be present.

All LSU Ambassadors will be allowed to follow this appeal process, including Council members. **If a Council member is faced with disciplinary action or any other grievance, the governing chair will be the Overall Chair and primary appeals will be directed through him/her. The Council member facing action will be responsible for presenting their case to Council and answering any question from other Council members. The remaining Council members will decide upon the appeal. In the event the Overall chair is subject to disciplinary action, the Associate Overall Chair proceeds over disciplinary matters. If both the Overall Chair and Associate Overall Chair are subject to disciplinary action, the Advisor proceeds over disciplinary matters.**