

LSU Ambassadors Constitution

Article I: Name, Mission Statement, Purpose, and Basic Policies

Section A: Name

The name of the organization shall be “LSU Ambassadors.”

Section B: Mission Statement

Our mission as LSU Ambassadors is to aid and represent the University by recruiting, orienting, and advising students and parents, conducting ourselves as role models, and presenting a positive impression of LSU. We will strive to become the best individuals possible and to inspire others to achieve. We will hold ourselves to the highest standards in our efforts to become open minded leaders, effective communicators, and considerate team players.

Section C: Purpose

The primary purpose of the organization shall be to aid the University in the recruitment of potential students, to assist in the orientation of new students and parents, and to advise all students and parents on the rules, regulations, traditions, resources and different aspects of University life. The secondary purpose of the organization shall be to promote spirit and unity among LSU students and to provide general service to the LSU community.

Section D: Basic Policies

1. The organization shall be non-commercial.
2. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.
3. The organization shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.
4. The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.
5. The organization agrees to abide by all University policies and local, state, and federal laws.

Article II: New Members

Section A: Eligibility for Application to Membership

active

Any LSU student may apply for membership given that he/she is a full-time, undergraduate student maintaining a 2.0 cumulative GPA and not on any academic or disciplinary probation with the University during the semester in which he/she is applying for membership.

Section B: Selection to Membership

1. The Membership Committee shall have the power to select applicants to the organization. The Membership Committee shall consist of the Membership Chair, the Membership associate chair(s) and the members of the General Membership as selected by the Membership Chair.
2. The selection process shall be run according to the rules set forth in the LSU Ambassador Bylaws.
3. Any individual who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution. No student who meets the other criteria for membership can be denied membership on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran's status, or sexual orientation.

Section C: Criteria for Induction

1. Applicants selected by the Membership Committee for membership shall be called "Associate Ambassadors" until such time they are inducted into LSU Ambassadors.
2. 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. Failure to do so may result in ineligibility for membership in LSU Ambassadors.
3. Induction criteria include payment of new member fees as determined by the Funding and Financial Chair, completion of all training as determined by the Training Chair, and eligibility for application to membership as verified by the Membership Chair.
4. An Associate Ambassador can be inducted into LSU Ambassadors at Polo Ceremony. Each Associate Ambassador eligible for induction will receive a yellow polo shirt bearing the LSU Ambassador logo. Only members who have completed the criteria stated in Article II, Section C are eligible to receive the yellow polo.
5. At such time that an Associate Ambassador is inducted, they will be given one retroactive semester of active status.
6. Failure to meet criteria for induction will result in ineligibility for membership in LSU Ambassadors.
7. Any Associate Ambassador who fails to complete any portion of the criteria for induction has the right to appeal his/her ineligibility to the pertinent chair.
8. Regulations regarding failure to complete training are outlined in the LSU Ambassador Bylaws.

Article III: Membership

Section A: Active Status

1. The criteria for active status in LSU Ambassadors are as follows:
 - a. Payment of dues

- b. Maintain a 2.0 cumulative GPA and not be on any academic probation, disciplinary probation or deferred suspension with the University.
 - c. Any other requirements as set by the Membership Chair in the LSU Ambassador Bylaws
- 2. An inducted member must have active status to participate in LSU Ambassador functions unless otherwise determined by the LSU Ambassador Council and advisor.
- 3. Each of the criteria must be met during each separate point period as set by the Membership Chair.
- 4. All appeals must be made to the Membership Chair.

Section B: Inactive Status

1. An LSU Ambassador can attain inactive status by failing to meet the requirements for active status or by voluntarily applying to the Membership Chair for one point period of inactivity.
2. After a point period of inactivity, an LSU Ambassador will automatically be reinstated to active status.
3. Participation of members with inactive status in LSU Ambassador functions shall be determined at the discretion of the LSU Ambassador Council and the advisor
4. An LSU Ambassador is only permitted one point period of inactivity. Failure to attain active status for a second point period will result in removal from the organization.
5. Any LSU Ambassador who wishes to appeal inactive status or removal from the organization has the right to appeal his/her situation to the Membership Chair.
6. 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.

Section C: Transfer Status

1. An LSU Ambassador participating in a study abroad, national exchange, or co-op program, or any similar program, will neither be considered active or inactive.
2. Therefore, the time spent away from LSU will not count toward inactive status.
3. General Members must request transfer status from the Membership Chair prior to the address update deadline of his/her transfer semester.
4. After returning from the program, the LSU Ambassador will automatically be reinstated to active status.

Section D: Priority Status

1. LSU Ambassadors can become eligible for priority registration by attaining active status and fulfilling the priority requirements as set forth by the Membership Chair in the LSU Ambassador Bylaws.
2. LSU Ambassadors eligible for priority may receive priority at the discretion of their respective college (not all LSU Ambassadors eligible for priority will receive priority).

Section E: Alumni Status

1. An LSU Ambassador may attain alumni status by satisfying one of the following criteria:
 - a. Graduation from the University
 - b. Completion of six semesters of active status as an LSU Ambassador
2. LSU Ambassadors who wish to attain alumni status before graduation from the University must apply to the Membership Chair.
3. Alumni of the organization may wear LSU Ambassador apparel.
4. Alumni members will not be considered active, will not receive membership points, and will not attain priority registration, but may participate in LSU Ambassador and University functions as needed.
5. Alumni may not return to active status.
6. An LSU Ambassador may appeal his/her situation to the Membership Chair.
7. A student who transfers to another University with two or more semesters of active status can obtain alumni status by applying to the Membership Chair.
8. The Membership Chair will provide a request form for all members wishing to apply for Alumni Status.

Section F: Removal from the Organization

1. An LSU Ambassador may be voluntarily removed from membership of the organization through one of the following means:
 - a. Application for inactive status for more than one point period
 - b. Resignation from the organization
 - c. Resignation from the University
2. An LSU Ambassador may be involuntarily removed from membership of the organization through one of the following means:
 - a. Failure to meet criteria for active status for more than one point period

- b. Removal from the University
 - c. Failure to follow the LSU Ambassador Constitution and Bylaws
3. Any appeals will be made to the Membership Chair

Article IV: LSU Ambassador Council

Section A: Selection of Officers

1. Officers will be selected in accordance with the LSU Ambassador Bylaws.

Section B: Officers and Voting

1. The officers of the organization shall be the voting members of the Council.
2. Each member of Council shall have one equal vote in all matters brought to the Council.
3. For any Council vote to be binding, at least one half of all Council members must be present and voting. The voting will proceed in accordance with the guidelines set forth in the LSU Ambassador Bylaws.
4. The method for selecting Council members is outlined in the LSU Ambassador Bylaws.

Section C: Committees and Committee Chairs

1. Each committee in the organization shall have a chair that sits on the Council.
2. The committees within the organization are as follows:
 - a. Cohesion: Responsible for maintaining the continuity and morale of the organization. Plan and implement social and bonding activities. To help retain and increase retention within the general membership, and help to facilitate the integration of Associate Ambassadors into the membership.
 - b. Funding and Financial: Responsible for pursuing and arranging funding, sponsorships or monetary donations for LSU Ambassador activities. Plan and implement promotional programs (e.g. T-shirts or other merchandise) that promote the LSU Ambassadors or specific university functions. Responsible for making budgetary information available to all members. Develop budget and determine the allocation of funds. Collect dues and maintain financial records. Maintain checking account.
 - c. Membership: Responsible for the selection of new members. Develop and enforce membership policy, membership criteria, and the criteria for priority registration privileges. Coordinate all correspondence to members. Maintains records of points available to and earned by all members. Maintain records of the membership status of all members.
 - d. Recruiting: Working with the Office of Enrollment Management, participate in the planning, preparation, implementation and evaluation of recruiting events. Manage the recruiting activities of the LSU Ambassadors, and assign LSU Ambassadors to specific recruiting activities. Coordinate Tiger Call sessions with the Office of Enrollment Management. Plan, implement and evaluate training sessions intended to prepare LSU Ambassadors to be effective representatives of the University community.

- e. SROW: Plan and prepare the LSU Ambassadors for participation in the annual Southern Regional Orientation Workshop. Pursue necessary funding, develop, and implement selection criteria of potential attendees, prepare SROW skits, present SROW cheers, purchase all materials and props, and perform all other duties for SROW as necessary.
 - f. Performance and Talent (PERTA): Organizing the planning, creation, and performance of skits, entertainment and all other creative supplements for all pertinent LSU Ambassador functions. Maintain inventory of the skills and talents possessed by LSU Ambassadors. Upkeep and revamp the art and office supplies in the LSU Ambassador office. Keep Council members informed of supplies available.
 - g. Training: Participation in the planning, preparation, implementation and evaluation of the trainings intended to prepare Associate Ambassadors to become LSU Ambassadors. Install in new members a sense of pride, devotion, and spirit for the LSU Ambassadors and the LSU community.
 - h. Orientation: Plan campus events during Spring Invitational. Assist with determining LSU Ambassador assignments and responsibilities during Spring Invitational, Spring Freshman and Spring Transfer Orientations. Responsible for the evaluation of Spring Invitational, Spring Freshman and Spring Transfer Orientations. Assist the Office of Orientation by providing volunteers for orientation-related activities as needed.
 - i. Special Programs: Responsible for sponsoring and promoting different programs in order to promote service to the University, its students, and the community as well as to LSU Ambassadors. Promote and organize events for the University that are not directly related to the LSU Ambassadors.
 - j. Communications: Responsible for gathering information and composing articles for publication in the LSU Ambassador newsletter (Tiger Talk). Publish dates and all other pertinent information about LSU Ambassador functions in the occurrences section of the Reveille. Plan, implement and oversee all publicity. Maintain the LSU Ambassador website, calendar, and social media accounts. Responsible for updating, publishing, and filing Alumni and LSU Ambassador records, gathering and storing of archives, and taking pictures at all events which require recognition. Maintain a hardback and video scrapbook. Maintain database of member contact information.
3. Each committee chair is responsible for the activities concerning his/her committee and for the programs presented by that committee.

Section D: At-Large Council Members

1. The LSU Ambassador Council shall consist of each committee chair and two (2) At-Large Members.
2. The At-Large Members are directly elected by the general membership towards the end of the Spring Semester.
3. The methods for selecting the At-Large Members are outlined in the LSU Ambassador Bylaws.
4. The purpose of the At-Large members is to be a liaison between the general

members and the council, to assist all members in matters pertaining to the Constitution and Bylaws, and to represent the interests of concerned members to the Council.

5. At-Large Council Members are responsible for the planning and implementation of General Membership Retreat to take place during the spring semester, organize the PowerPoint presentation for each general member meeting, run the make-up meetings, plan and implement the Associate Chair Council retreat, introduce and explain changes to the Constitution and or Bylaws and oversee the voting process for it, oversee the voting process for the incoming at-large members.

Article V: Finances

Section A: Dues

1. The amount of dues shall be set forth by the Funding and Financial Chair in the LSU Ambassador Bylaws.
2. The method and deadline for collection shall be decided upon by the Funding and Financial Chair before the first meeting of each respective semester.
3. No active member shall be exempt from payment of dues except under extreme circumstances as determined by the Funding and Financial Chair.

Section B: New Member Fees

1. New members will be assessed a fee in the semester in which they are chosen as set in the LSU Ambassador Bylaws by the Funding and Financial Chair.
2. The Funding and Financial Chair shall decide upon the new member fee, as well as the deadline for collection.
3. No new member shall be exempt from payment of the new member fee except under extreme circumstances as determined by the Funding and Financial Chair.

Section C: Expenditure of Funds

1. The Funding and Financial Chair has authority in all matters involving expenditure of money collected by the organization.
2. All LSU Ambassador expenditures from dues or other money are to be governed by the Funding and Financial Chair.
3. Any LSU Ambassador who wishes to spend money for an LSU Ambassador function must receive approval from the Funding and Financial Chair.
4. The Funding and Financial Chair may reimburse any LSU Ambassador who spends money for an LSU Ambassador function with appropriate proof of purchase (i.e. receipt).

Article VI: Amendments and Ratification

Section A: Renewal of LSU Ambassador Bylaws

1. The LSU Ambassador Bylaws will be reviewed by Council between the first Council meeting and the first general meeting of the fall semester.

2. The renewal of the LSU Ambassador Bylaws shall be voted on by three-fourths (3/4) vote of the Council.
3. The Bylaws should be presented to General Members at the first General Meeting of the fall semester.

Section B: Amendments

1. Proposals to amend the LSU Ambassador Constitution may be submitted by any current Council member or any general member with the assistance of an At Large Member to Council.
2. The proposed amendment to the LSU Ambassador Constitution must be approved by a three-fourths ($\frac{3}{4}$) vote of Council members present and voting.
3. The proposed amendments will then be brought before the membership for approval by majority vote.
4. All amendments to the LSU Ambassador Constitution will be made to the pertinent section, unless the purpose of the amendment is to add a new clause or policy. In such a case, the amendment will be added to the end of the Constitution.

Section C: Ratification

1. Ratification of the LSU Ambassador Constitution will occur upon a majority vote of the LSU Ambassadors present at the first General Meeting of the semester.

Article VII: Registration Renewal

Section A: Campus Life

1. LSU Ambassadors will apply through Campus Life for registration on an annual basis two weeks after LSU Ambassadors' new officer elections.