

STUDENT AMBASSADOR ASSOCIATION

BY-LAWS



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BY-LAWS

Of the Student Ambassador Association of Carson-Newman University

Article I: General Information

Section 1-Name

- a. The name of this organization shall be the Student Ambassador Association of Carson-Newman, which shall be referred to as the “Student Ambassador Association.”

Section 2-Mission Statement

- a. As ambassadors of Jesus Christ, we strive to partner with Carson-Newman to fulfill its mission statement, serving students of the past, present and future, by means of:
 1. informing and recruiting prospective students,
 2. keeping alumni informed and aware of events and issues related to the University,
 3. mobilizing and empowering every student to serve as an ambassador of the University,
 4. serving as a representative to friends of the University and offering a student perspective as well student gratitude,
 5. offering a positive student perspective to the community and those outside of the Carson-Newman family,
 6. helping to ensure that Carson-Newman’s campus is maintained and attractive to current and prospective students, as well as alumni and visitors.

Section 3-Affiliation

- a. The Student Ambassador Association shall be affiliated with and under the advisement of the Carson-Newman University Division of Advancement. The Student Ambassador Association is a member of the Affiliated Student Advancement Programs (ASAP).

Article II: Membership

Section 1-General Information

- a. Total active membership in the Student Ambassador Association should not exceed 45 members unless the demands of the University deem necessary of an increase in membership. In such a case, the Executive Council must approve any increase by a simple majority vote.
- b. The membership drive shall take place every year during the spring semester. Applications shall be approved by the Advisor prior to proceeding to the interview process. The Executive Council shall conduct the interview with the Advisor (or designated Advancement representative) present. Membership may be offered to perspective members at other times during the year with the President, Vice President, and Advisor.
- c. After each interview, there will be a time for open discussion among the Council, and then a secret ballot vote will be taken. The President and/or Advisor shall count all votes and immediately report the results to the Council. An application will be accepted by a two-thirds approval of the

Council. By unanimous vote, the President, Vice-President(s), and Advisor may select an application for approval regardless of the Council's decision.

- e. Should any member resign or membership not be full, a recommendation by any General Body member may be taken under consideration for special membership outside of the spring membership drive. By unanimous vote, the President, Vice-President(s), and Advisor may select an applicant for approval without consent of the Executive Council if deemed necessary. The Executive Council shall be notified of any new members approved by this manner prior to an announcement to the full body.
- f. Membership in the Student Ambassadors Association is open to all full-time Carson-Newman students, regardless of race, color, national origin, gender, age, physical or mental disability.

Section 2-New Membership Criteria

- a. The prospective member must be a full-time student, having completed one semester at Carson-Newman University before submitting an application.
- b. Prospective members must have an overall GPA of no less than a 3.0 upon application for membership.
- c. Prospective members must complete an application which will be provided to the Advisor for approval. All approved applicants will be interviewed by the Executive Council.
- d. New members shall be notified of their acceptance following their interview by the Executive Council.

Section 3-Membership Criteria

- a. An Ambassador is expected to attend all regular and called meetings.
 - 1. Excused Absence: In order for an absence to be excused, the ambassador must fill out and return an Absence Policy Form to the Executive Council within one (1) week of the absence. Excused absences include illness, family emergency, school or class conflicts or work conflicts.
 - 2. Unexcused Absence: Can result in warning letter and /or further disciplinary action taken by the Executive Council. Should an Ambassador need to be absent, he or she should provide twenty-four (24) hours notice to the Executive Council stating why they cannot attend.
 - i. Participation points will be deducted for those who do not attend and do not have an excused absence.
 - 3. Appeals: If any ambassador is charged with an unexcused absence and feels he or she had a legitimate excuse or was unjustly charged, the ambassador can bring an appeal before the Executive Council at the next meeting. If the member does not lodge an appeal at the next meeting, the unexcused absence stands. Only dire emergencies will be excused on last-minute notice. Executive Council will review every absence.
- b. An ambassador is expected to participate in events as follows:
 - 1. Active members shall be required to reach a designated number of participation points each semester. If event opportunities do not permit members to meet the stated event requirement, this requirement may be altered at Executive Council's discretion during respective semester. Those who do not fulfill the above criteria shall come under review by the Executive Council, and appropriate disciplinary action will be taken.

- i. If a member signs up for an event (or an event shift) and cannot attend the scheduled event (or scheduled timeframe), it is the member's responsibility to find another member to replace him/herself. If this is not possible, a member of the Executive Council must be notified twenty-four (24) hours in advance with replacement details. Failure to show up at the event and not have a replacement will result in possible disciplinary action by the Executive Council.
2. Active members are required to attend and participate in all sponsored events and will be granted credit for said events in which they attend and participate. Those who do not fulfill the above criteria shall come under review by the Executive Council and appropriate disciplinary action will be taken as stated below.
 - i. Participation points will be deducted for those who do not attend and do not have an excused absence. If there is not an upcoming sponsored event, the Advisor can offer an alternative venue to make up points as deemed necessary by EC.
 - ii. Excused Absence: In order for an absence to be excused, the ambassador must complete and submit an Absence Form to the Secretary, President, Advisor, within one (1) week of the absence. Excused absences include illness, family emergency, school or class conflicts or work conflicts. Recurring absences will be validated by the Advisor.
 - iii. Unexcused Absence: An ambassador is not punctual or fails to contact the person in charge of the event.

Section 4-Inactive Membership

- a. If a member wishes to become inactive for one academic semester, the Executive Council must be notified in writing within the first two weeks of the semester. It is the responsibility of the member to contact the Executive Council AND to inquire about active status at the beginning of the following semester. If the member does not inquire about gaining active status, his or her name will be taken off the official roll.
- b. The President shall recognize inactive members and reinstatements at any regular meeting.
- c. Members will not be allowed to go inactive any time following the second (2) full week of classes, unless excused by the Executive Council.
- d. New members are not allowed to go inactive during their first semester of membership.
- e. Inactive members may attend meetings, but they are not allowed to vote.

Article III: Executive Council

Section I-Executive Council

- a. Governing powers shall rest within the Executive Council which shall be comprised of a President, Vice-President(s), Secretary, Treasurer, Alumni Relations Chair, Homecoming Chair, Recruitment/Promotion Chair, Social Chair and Student Philanthropy Chair, as well as, the Advisor.

Section 2-Criteria

- a. A member desiring to become an officer must have one semester of active membership prior to nomination unless approved by two-thirds majority of the Executive Council.

- b. The ambassador must be a member in good standing by meeting all membership requirements.

Section 3-Powers

- a. Any officer has the power to call an Executive Council meeting.
- b. Executive Council shall have the power to draft the agenda for all general and special meetings.
- c. Executive Council shall have all other powers referenced to within this document.

Article IV: Election of Officers

Section 1-Concerning Elected Officers

- a. The officers of the Student Ambassador Association shall be as follows: President, Vice-President(s), Secretary, Treasurer, Alumni Relations Chair, Homecoming Chair, Recruitment/Promotion Chair, Social Chair and Student Philanthropy Chair.
- b. Members of the Executive Council shall be elected during a general meeting of each spring semester.
- c. Nominations will be accepted for consideration until the nomination deadline set forth by the President. All nominees must be in good standing. The Advisor has final approval on all elected positions. Members must be present to nominate a member, or in extreme situations a nomination may be submitted in writing to the Executive Council twenty-four (24) hours prior to the nomination meeting.
- d. Each nominee will have the option of speaking to his or her nomination prior to the voting process at the general or called meeting of the body.
- e. All officers shall be elected by a majority of the active membership present.
- f. Voting will take place by secret ballot. The Advisor and President (or representative designated by the President) shall count the votes and then the President (or before mentioned representative) will inform the Executive Council after the meeting has adjourned but prior to next meeting. An announcement regarding the elected officers will be made to the full body at the next general or called meeting.

Section 2-Removal of an Officer

- a. A petition to remove an Executive Council member must be signed by thirty percent (30%) of the general membership and presented to an Executive Council member. Along with the signatures of thirty percent of the members, the current Student Ambassador advisor must also sign for their removal.
- b. Executive Council will have five (5) days to determine the validity of the petition.
- c. If the petition is found valid, a special meeting will be called to vote on removal of the officer.
- d. An officer may be removed by two-thirds vote of the active membership present.

Section 3-Vacancies

- a. Should any office become vacant, the General Body shall appoint by two-thirds majority to fill the vacancy within two weeks. By unanimous vote, the President, Vice-President(s), and Advisor may select an officer for approval without consent of the General Body and Executive Council if deemed necessary. The Executive Council shall be notified of any officers approved in this manner prior to an announcement to the full body.

Article V: Responsibilities of Executive Council

Section 1-Concerning the President

- a. The President shall call and preside over all general and called meetings and assemble the Student Ambassador Association as necessary, including the preparation of agendas for such meetings.
- b. The President shall call and preside over all Executive Council meetings.
- c. The President shall serve as the chief representative of the Student Ambassador Association of Carson-Newman University.
- d. The President shall act upon the wishes of the general body.
- e. The President shall serve as the primary contact to those academic/administrative areas requesting the assistance of the Student Ambassador Association, and thereby, relay these needs to the General Body, Executive Council, and Advisor.
- f. The President and Student Philanthropy Chair shall work together with the Advisor to facilitate and coordinate Student Philanthropy activities.
- g. The President shall work with the Vice-President(s) in coordinating the programs for Officer Retreat, Fall General Body Retreat, Spring General Body Retreat, and the End of Year Banquet.
- h. The President shall work with the Secretary to create the event calendars and meeting calendars for each semester prior to the beginning of that semester.
- i. The President shall work with the Executive Council to appoint a member to lead a devotion and prayer at each meeting.
- j. The President shall be responsible for all speakers at general and special meetings.
- k. In case of the absence of the President, the chain of command will be as follows:
 1. Vice-President(s)
 2. Secretary
 3. Treasurer
- l. The President shall perform all duties associated with such an office.

Section 2-Concerning the Vice-President(s):

- a. The Vice-President(s) shall perform the duties of and exercise the powers of the President in any event of the President's absence or incapacity.
- b. A Vice-President(s) shall succeed the office of President should that office become vacant.
- c. The Recruitment/Promotion Chair and Vice-President(s) shall work together to facilitate membership recruitment/promotion.
- d. A Vice-President(s) shall notify all members of each general and called meeting at least forty-eight (48) hours prior to the meeting.
- e. A Vice-President(s)(s)(s) shall be responsible for Officer Retreats, Fall General Body Retreat, and Spring General Body Retreat in coordination with the President and Advisor in its preparations and implementation.
- f. Vice-President(s)(s)(s), in conjunction with the Treasurer, shall be responsible for any and all snacks at meetings.
- g. A Vice-President(s)(s)(s) shall be responsible for the End-of-Year Banquet each spring and work closely with the Executive Council and Advisor in its preparations and implementation.

- h. The Vice-President(s) shall perform all duties associated with such an office, as well as, duties that fall under any vacant executive council position until such time that an officer is named.

Section 3-Concerning the Secretary

- a. The Secretary shall keep an accurate roll of the active and inactive membership, a record of all decisions and rulings of the Student Ambassador Association, and notify the Advisor of such information.
- b. The Secretary shall be responsible for enforcing Article II, Section 3 of the By-Laws of the Student Ambassador Association.
- c. The Secretary shall be responsible for maintaining minutes of general and called meetings, as well as, the Executive Council meetings. Minutes shall be documented and approved by the Executive Council. Following approval, the Secretary will distribute minutes to the Student Ambassador Association members and to the Advisor to be kept on file in the Advisor's office. Furthermore, the Secretary will distribute event information to the Student Ambassador Association members, Advisor and appropriate event personnel following meetings.
- d. The Secretary will be responsible for updating the electronic member distribution list on the Student Ambassador Association e-mail account.
- e. The Secretary shall perform all duties associated with such an office.

Section 4-Concerning the Treasurer and Financial Statement

- a. The Treasurer shall work in conjunction with the Advisor regarding all financial matters concerning the organization.
- b. The Treasurer shall be responsible for working with the rest of the Executive Council in requesting a reasonable budget which will be presented to the Advisor at the beginning of the spring semester.
- c. The Treasurer shall present a Treasurer's Report to the body when any significant changes to the budget have occurred, such as following a fundraiser or program.
- d. The Treasurer will be the primary purchaser of supplies and will request appropriate approvals prior to any purchases.
- e. The Treasurer will submit receipts, etc. to the Advisor so that all monetary transactions are recorded.
- f. The Treasurer will lead all fundraising initiatives, including homecoming t-shirt sales.
- g. The Treasurer shall perform all duties associated with such an office.

Section 4-Concerning the Alumni Relations Chair

- a. The Alumni Relations Chair will be responsible for the coordination of the Alumni Career Roundtable including: making contacts, devising follow ups, and organizing event.
- b. The Alumni Relations Chair will coordinate any events connecting Ambassadors and the Alumni Board members.
- c. The Alumni Relations Chair must work with the Advisor for the coordination of all events.
- d. The Alumni Relations Chair will assist in managing Alumni Legacy contacts with the assistance of the Advisor.
- e. The Alumni Relations Chair shall perform all duties associated with such an office.

Section 5- Concerning the Homecoming Chair

- a. The Homecoming Chair will work closely with the Advisor who serves as the overall Homecoming Coordinator for the University.
- b. The Homecoming Chair will be responsible for scheduling Ambassadors for all necessary Homecoming events in which their presence is needed.
- c. The Homecoming Chair will be responsible for providing training and information related to Homecoming as a whole to the Ambassadors.
- d. The Homecoming Chair will be encouraged and expected to spend quality time in the Alumni office during the weeks leading up to Homecoming to gain knowledge and insight of the events.
- e. The Homecoming Chair is expected to be available during the week of Homecoming and day of Homecoming
- f. The Homecoming Chair shall perform all duties associated with such an office.

Section 6- Concerning the Recruitment/Promotion Chair

- a. Recruitment/Promotion Chair and Vice-President(s) shall work together to facilitate membership recruitment/promotion.
- b. The Recruitment/Promotion Chair is responsible for maintenance of the Facebook group, Instagram, and/or other social media in which announcements and events can be publicized as relevant.
- c. The Recruitment/Promotion Chair will be required to take photographs/assign an individual to serve as the group's photographer at all Student Ambassador Association sponsored events and post such photos on the Student Ambassador Association's Facebook group. At the completion of the spring semester, the Recruitment/Promotion Chair is required to download photos and provide them to the Advisor for historical documentation.
- d. The Recruitment/Promotion Chair shall work with the Executive Council and committees to ensure that all related media outlets are informed of respective events and activities.
- e. The Recruitment/Promotion Chair is responsible for providing/coordinating all technical needs for promotion of the organization and its events.
- f. The Recruitment/Promotion Chair shall perform all duties associated with such an office.

Section 7-Concerning the Social Chair

- a. Social Chair shall serve as the Mudball Coordinator and serve in all capacities necessary to the preparation and implementation of the event.
- b. Social Chair will work closely with the Treasurer and Advisor to receive approval for fundraising requests, vendor solicitation, etc. regarding the execution of Mudball.
- c. Social Chair will work closely with the Treasurer and Advisor regarding all accounting related to Mudball.
- d. Social Chair shall be responsible for all social activities for the Student Ambassador Association, including fellowship activities of the Executive Council and full body.
- e. Social Chair shall perform all duties associated with such an office.

Section 8-Concerning the Student Philanthropy Chair

- a. The Student Philanthropy Chair shall serve as the primary coordinator of any student philanthropy activities, including the Orange and Blue 5K or other similar initiatives.
- b. The Student Philanthropy Chair will work with the President and Advisor to coordinate all aspects of the Student Philanthropy Week/Month.
- c. The Student Philanthropy Chair shall serve as a liaison for the organization and departments across campus for the coordination of events for student philanthropy, including beautification events.
- d. The Student Philanthropy Chair shall perform all duties associated with such an office.
- e. The Student Philanthropy Chair shall serve as the primary liaison for the CASE ASAP District III, working in coordination with the Advisor and including coordination of the ASAP Conference in the Spring Semester of each year.

Section 9-Concerning the Advisor(s)

- a. The Advisor(s) to the Student Ambassador Association shall be any individual deemed qualified by the Executive Council and Carson-Newman's Administration.
- b. The Advisor(s) is responsible for ensuring renewal of the organization's charter, submitting annual operating budgetary request(s) and all assessment reports, as well as, reporting of all activities to the Carson-Newman University Board of Trustees as specified by the University regarding the Student Ambassador Association.
- c. The Advisor(s) will serve as a liaison between the University and the Student Ambassador Association, thereby, ensuring that budgetary, fundraising and CLW forms are submitted for appropriate approvals.
- d. The Advisor(s) shall attend meetings as his/her schedule permits, and be available to the Executive Council and general body members to offer counsel and encouragement and to hear any concerns regarding the Student Ambassador Association.

Article VI: Meetings

Section 1- Meeting requirements

- a. Regular meetings shall be held every week to every other week during the academic year. Designated meeting day and time will be announced at the beginning of each semester.
- b. Executive Council meetings shall be held on alternate weeks or as called by the President or other Executive Council members.
- c. Special meetings shall be called by the President with forty-eight (48) hours notice given to members.
- d. A simple majority of all active Student Ambassadors shall constitute a quorum.
- e. Under the direction of the President, the Executive Council is responsible for appointing a member to lead a devotion and prayer at each meeting.

Article VII: Committees

Section 1- Establishing committees

- a. Special committees shall be established at the discretion of the President and with approval of the Executive Council.

- b. Each Executive Council member will have a specific committee composed of General Body members. The General Body members will work closely with the Executive Council to help accomplish the specific roles of the Executive Council member.
- c. The General Body members of each committee will be in line for nomination and election to the Executive Council position of that committee. General Body members can be in multiple Executive Council committees if desired.
- d. Officers and their respective committees are responsible for maintaining a file of their work, as well as publishing information via EagleNet, and working with University Relations as appropriate, to share about respective events and activities.
- e. Prior to the completion of each spring semester, each officer is to submit a summary report regarding their respective committees to the Advisor for use in assessment reports as specified by the University regarding the Student Ambassador Association.

Article VIII: Conduct

Section 1- Rules of Conduct

- a. All members must adhere to the rules of conduct as stated in the Carson-Newman Student Handbook when attending any Student Ambassador function, whether on or off campus.
- b. Any infraction against the aforementioned rules by a member will result in appropriate disciplinary action.

Article IX: Amendments

Section 1- Bylaws and Amendments

- a. These laws may be amended by a majority vote of the Carson-Newman University Student Ambassador Association present at a general or called meeting. All members must be notified at least forty-eight (48) hours in advance of any meeting at which an amendment to the by-laws is proposed.
- b. These bylaws shall go into immediate effect after being ratified by the membership.

Article X: Amendments to the By-Laws of the Student Ambassador Association of Carson Newman University

Section 1- Revision of Article II, Section 2: New Membership Criteria (Ratified by Majority Vote on 8/12/2020)

Subsection 1- Concerning Prospective Members in Their First Semester at Carson-Newman University

- a. The prospective member must be enrolled as a full-time student of Carson-Newman University.
- b. If the prospective member has not yet completed a full semester at Carson-Newman University, the prospective member must have an overall GPA of no less than a 3.0 at the end of their first semester following their accepted membership. Failure to meet an overall GPA of no less than a 3.0 by the end of their first semester following their accepted membership will

result in the prospective member being placed on probation for the following semester. If the prospective member fails to obtain an overall GPA of no less than a 3.0 by the end of their probationary semester, they will be expelled from the Student Ambassador Association of Carson-Newman University. They may apply for membership again once they have obtained an overall GPA of no less than a 3.0.

Subsection 2- Concerning Prospective Members That Have Completed One Full Semester at Carson-Newman University

- a. The prospective member must be enrolled as a full-time student at Carson-Newman University.
- b. If the prospective member has completed one full semester at Carson-Newman University, they must have an overall GPA of no less than a 3.0 upon application for membership.

Subsection 3- Concerning Applications

- a. Prospective members must complete an application which will be provided to the Advisor for approval. All approved applicants will be interviewed by the Executive Council.
- b. New members shall be notified of the acceptance following their interview by the Executive Council.