

HIGHLAND AMBASSADORS
Membership Constitution
(Updated August 2017)

Preamble In accordance with the requirements set forth by Edinboro University of Pennsylvania, we, the members of the Highland Ambassadors, do hereby adopt the following membership guidelines.

Article I Purpose. The purpose of the Highland Ambassadors shall be to improve the University and local community through service projects as well as to enhance the educational and social experiences of its members. The Highland Ambassadors aim to serve the university and its students of the past, present, and future. Our mission is to promote Edinboro University and its interests and goals among future and current students, alumni, and friends, and to instill in them the value of a lifelong relationship with the University.

Article II Membership

Section 1

Membership is open to any student enrolled at Edinboro University, without regard to sex, race, creed, ancestry, national origin, or disability, who fulfills the following requirements:

- A. New members will be solicited during the beginning of the fall and/or spring semester of each academic year. To be eligible for membership, students must complete an application, must have a minimum of a 3.0 cumulative grade point average, must have no judicial record with the University, and have attended Edinboro University for at least one whole semester as a full-time student prior to induction.
- B. The advisor (or co-advisors) and the Membership Selection Committee (usually consisting of the executive board) or its appointees will review each application.
- C. Interviews will be granted for each prospective Ambassador whose application has been approved by the Membership Selection Committee.
- D. Interviewees will be approved by the Membership Selection Committee. This approval will be forwarded to the advisor (or co-advisors) for final approval.
- E. Applicants will be notified by mail, e-mail, or phone as to whether they have been accepted into the Highland Ambassadors.
- F. Membership will continue until graduation as long as all requirements are met. As a member of the Highland Ambassadors Organization, all members in

their graduating semester must complete all required hours to receive their stoles and special recognition as a Highland Ambassador during commencement. Failure to complete required hours will revoke membership and recognition. Graduating members who would like to appeal their requirement of hours for personal reasons will be given a deadline midway through the semester to explain their special circumstance. The date and decision for appeals will be 6 weeks into the current semester.

- G. A temporary leave of absence will be granted by the executive board and approved by the advisor (or co-advisors) for a term of one semester for special circumstances. Members desiring consideration for leave of absence status must submit a letter of intent to the secretary as soon as the individuals know of their special circumstances. The secretary will present the letter of intent to the other executive board members and advisor(s) at the next executive board meeting. The executive board and advisor(s) will review the letter of intent and make an informed vote to determine whether the leave of absence shall be granted.
- H. A member in good standing may request Professional/Part-time status for one full, 30 hour, semester if he/she is enrolled in an internship, student teaching, clinical, or other curriculum-related experience of nine credits or more. Members desiring consideration for Professional/Part-time status must submit a letter of intent to the secretary any time before the first full member meeting of the semester for which they desire the status. Letters submitted after the first meeting of the semester will not be considered. The executive board and advisor (or co-advisors) may make special exceptions to this timeline. The secretary will present the letter of intent to the other executive board members and advisor(s) at the next executive board meeting. The executive board and advisor(s) will review the letter of intent and make an informed vote to determine whether the Professional/Part-time status shall be granted. Professional/Part-time status members are required to earn 15 hours of service during the Professional/Part-time status semester. In order to request Professional/Part-time status the member must have served a full academic year, 15 hour induction semester and a 30 hour semester.
- I. Graduate students in good standing may request Graduate Status during their duration as a student at Edinboro University. Members desiring consideration for Graduate status must submit a letter of intent to the secretary any time before the first full member meeting of the semester for which they desire the status. Letters submitted after the first meeting of the semester will not be considered. The executive board and advisor (or co-advisors) may make special exceptions to this timeline. The secretary will present the letter of intent to the other executive board members and advisor(s) at the next executive board meeting. The executive board and advisor(s) will review the letter of intent and make an informed vote to determine whether the Graduate status shall be granted. Upon approval, graduate students will be encouraged

to attend meetings, but it is not required if it cannot be avoided. Graduate students will be required to earn at least 10 hours of service per semester during their membership in Highland Ambassadors. Membership will continue until graduation.

Section 2

- A. Highland Ambassadors must currently be enrolled at Edinboro University and must be in good academic and judicial standing with the University. A minimum 3.0 cumulative QPA must be maintained each semester.
- B. Each member will be notified of formally scheduled meetings on the Highland Ambassadors BoroSync page and at meetings. Excuses for absences from meetings to the secretary must be sent electronically to the secretary via email. Absences shall be excused at the discretion of the secretary and/or the advisor (or co-advisors). Excuses must be turned in 24 hours prior to the executive board meeting preceding the meeting for which the member is requesting excusal. Excuses turned in after this deadline will not be considered valid, with the exception of emergencies. Meeting attendance for all members, including those on Professional/Part-time status, is mandatory. Members may not have more than one unexcused absence from a meeting per any one semester. Highland Ambassadors who have more than one unexcused absence per semester will immediately relinquish their membership.
- C. Each member will have the opportunity to sign up to work events on the Highland Ambassadors BoroSync page. When a member signs up to work an event, attendance at that event is mandatory for that member. Members are not granted unexcused absences from events they voluntarily signed up to work. If special circumstances arise and a member is unable to attend an event he/she signed up to work, he/she must find another member to cover his/her absence at the event and notify the events coordinator. If the member is absent from the event and does not have a replacement to fill his/her absence, then the member must submit an excuse in writing to the secretary. The executive board will then review the excuse at the next executive board meeting and make a valid vote. If the excuse is not determined to be valid by a majority, then the strike policy will be implemented.
- D. Each Ambassador is required to work at least 60 hours annually. No less than 30 hours must be completed during any six-month period. If less than 30 hours are needed to meet the 60 annual-hours requirement, then no less than 20 hours must be served during the following six-month period. The six-month periods shall be January 1st to June 30th and July 1st to December 31st. New members who are inducted mid-semester of the fall and/or spring are only required to complete 15 hours of service during their first semester as Ambassadors. However, the original 30 hour requirement will be reinstated

for all subsequent semesters. Members who attend all meetings throughout the semester will receive 5 hours of service towards their hour requirement for that semester, educational/university related event may count for an excused absence and will not count against the award of 5 hours under the E-boards discretion. Must receive a written excuse before scheduled meeting missed.

- E. Members are not granted excusal from the Open Meeting which takes place each semester. If a member has no choice but to miss the Open Meeting, he or she must submit an excuse to the secretary, which will be voted on by the executive board. If the excuse is not determined to be valid by a majority, then the strike policy will be implemented.
- F. Any member who does not meet all the requirements outlined in the Highland Ambassadors' membership requirements shall be contacted by the advisor and placed on probation for following semester. If the member meets all membership requirements by the end of the probation semester, then his/her probation status will be removed and he/she will be reinstated as a member in good standing. If the member does not meet all membership requirements by the end of the probation semester, then he/she may choose to resign from the organization or choose to go before the executive board to explain the extenuating circumstances that prevented his/her completion of requirements. The executive board may then choose to remove the member or reinstate him/her as a member on probationary status. If a member is placed on probation for a second time, the executive board and advisor (or co-advisors) will meet to discuss possible removal of that member from the group.
- G. Members will pay basic membership dues of \$10.00 at the first meeting of each semester. If dues are not paid at the first meeting the strike policy will be implemented. If there is a circumstance in which you are not able to pay your dues please talk to the Treasurer and/ or the Executive Board.
- H. Members will receive their jackets with their names on them after being a member of the Highland Ambassadors for one full academic year.
- I. Members will properly clean all of their attire before turning it in. The red blazers will be dry cleaned before turning in, members must bring in receipt of dry cleaning for proof.
- J. Members will not wear black leggings or jeggings in place of their black pants. Black pants must be dress pants.
- K. Members will maintain a tidy and professional appearance- no facial piercings, no hats, no spikes or unusual hairdos or hair colors.

Section 3: Removal of Members

- A. Members may be removed for the following reasons:
1. The member chooses to resign the position of Highland Ambassador.
 2. Any member not meeting the requirements of Highland Ambassadors for two consecutive semesters, the last semester being a probation semester, will terminate his/her membership.
 3. The member fails to fulfill the above stated responsibilities.
 4. The member brings discredit to him/herself, Highland Ambassadors, or Edinboro University.
 5. Final decision for the removal of a member shall be voted on by the executive board and advisor(s).

Article III Officers

Section 1

The officers of the Highland Ambassadors shall consist of the President, Vice President, Secretary, Treasurer, and Events Coordinator. As long as each officer completes his/her duties, he/she will receive 10 hours of service for the Highland Ambassadors (5 hours per six month period). All executive officers are bound to confidentiality upon assuming their officer position.

Section 2

The duties of the officers will include, but not be limited to the following:

- A. The President will conduct official meetings, delegate members for organizational tasks, supervise the operation of the organization and work with the advisor(s).
- B. The Vice President will assist the President in the performance of his/her duties and act on the behalf of the President if he/she is unable to carry out those duties. The Vice President will also serve as co-chair of the Special Events Committee/Etiquette Dinner Committee, with the Events Coordinator.
- C. The Secretary will record the minutes of all official meetings as well as post to all members and advisors via Facebook. All correspondence regarding excused/unexcused absences of meetings also falls under the responsibilities of the Secretary. He/She will record the number of absences of each member. The Secretary shall report all absences to the Special Events Coordinator at the end of each semester for verification of hours.

- D. The Treasurer will collect all required funds, maintain all financial records, coordinate all fundraising activities, and serve as a liaison to SGA.
- E. The Events Coordinator will coordinate the member's participation in service activities and maintain records of service hours for the membership. The Events Coordinator will also serve as co-chair of the Special Events Committee/Etiquette Dinner Committee, with the Vice President.

Section 3: Election of Officers

The election of officers will be conducted at the last scheduled meeting of the spring semester or within the first two meetings of the fall semester if electing in the spring is not possible. Members must serve their initial induction semester and must have full time status of their second semester as an Ambassador to be eligible to run for office. Each officer will be determined by a simple majority of the members present. Office tenure shall be from the day following commencement of the spring semester through the day of commencement of the following spring semester. If the position of President becomes vacant, a new President shall be nominated and elected by the group's membership. If the position of any office other than the President becomes vacant, the general membership shall nominate and elect a member to fill that office.

Section 4

Impeachment proceedings against any officer for neglect of his/her duties, discredit to him/herself and/or Edinboro University, or violations of the membership guidelines, its amendments, or by-laws, may be initiated by an active member and/or advisor. Impeachment of an officer will require a 2/3 vote of the full-time active membership.

Article IV Meetings

Section 1

Meetings will be held on a regular basis. Meetings will be conducted according to the latest edition of Robert's Rules of Order.

Section 2

The executive board and advisor(s) will coordinate meetings of the general membership.

Section 1

Any funds raised by the Highland Ambassadors will be deposited with the Edinboro University of Pennsylvania Student Government Association as required by University rules and regulations.

Article V
ns. Finances

Section 2

In the event that the group Highland Ambassadors becomes inactive, the advisor(s) will provide written notification to the SGA advisor that funds remaining in the SGA account should be donated to SGA. Without written notification, funds will, at the end of the fiscal year, become the property of SGA.

Article VI Standards of Conduct

Section 1

Highland Ambassadors and its members will not engage in or explicitly or implicitly condone any act of hazing as defined by the laws of the Commonwealth of Pennsylvania and the rules and regulations of Edinboro University of Pennsylvania.

Section 2

Highland Ambassadors and its members will not engage in or condone any personal insults of intimidation, but will respect person without regard to race, sex, creed, ancestry, national origin, or disability.

Section 3

Any distribution and use of alcohol by Highland Ambassadors or its members will be in compliance with the laws of the Commonwealth of Pennsylvania and the rules and regulations of Edinboro University of Pennsylvania.

Section 4

Highland Ambassadors will not encourage or force the use of alcohol, will not use alcohol as the focal point of activities, and will promote alcohol awareness activities.

Section 5

Any active member whose cumulative QPA falls below 3.0 shall be placed on probation for one semester. If the cumulative QPA is not raised to 3.0 after the probation period, the member will be dropped from membership and may reapply when his/her cumulative QPA has been raised to 3.0.

Section 6

Any member who fails to abide by these standards and the rules and regulations of Edinboro University of Pennsylvania is subject to disciplinary action by the membership of Highland Ambassadors. Such action may include, but not limited to fines, additional service projects, restrictions, or being dropped from membership.

Constitution Addendum: Three Strikes Rule

This addendum to the Highland Ambassador Constitution was approved by a majority vote the Highland Ambassador General Membership on January 22, 2015.

A Highland Ambassador may not:

- Miss open meeting without an excuse approved by the secretary and/or Executive Board.
- Miss an event that he/she signed up for without a replacement or an excuse approved by the secretary and/or Executive Board.
- Miss any mandatory event without an excuse approved by the secretary and/or Executive Board.
- Be on their cell phone while working an event or during meetings without approval.
- Be disrespectful when working any event such as speaking out or creating conflict.
- Miss a meeting without an excuse approved by the secretary and/or Executive Board.
- Refuse to participate in a mandatory fundraiser.
- Make disrespectful or derogatory statements against the Highland Ambassadors or against Edinboro University at a Highland Ambassador function or on a Highland Ambassador social media webpage.
- Initiate a conflict with any member or show disrespect to any Executive Board member, Advisor, or other member.
- Miss payment of semester dues.

If a Highland Ambassador neglects to adhere to one or more of these requirements, his/her record will be marked with one strike for each offense. If an Ambassador accumulates two strikes during one semester, he/she will be placed on probation for the remainder of the current semester. If he/she accumulates a third strike within the 3 semester strike period, his/her membership in the Highland Ambassador organization will be revoked. Strikes will remain on record from the fall semester to the following fall semester, and will be wiped clean during winter break period.