

Penn State Wilkes-Barre Lion Ambassador Constitution



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Article I: Name and Purpose

Section 1. This organization shall be known as the Penn State Wilkes-Barre Lion Ambassadors.

Section 2. The purpose shall be to promote the interest and goals of Penn State Wilkes-Barre among and to instill pride in current the future students, alumni, and friends, through involvement in Admissions events, campus tours, phone-a-thons, and other activities.

Section 3. To assist the Penn State Wilkes-Barre Admissions Office in their recruiting efforts.

Section 4. To serve as a liaison between Penn State Wilkes-Barre and prospective students.

Article II: Membership & Attendance

Section 1. **New** membership shall be available to any Penn State Wilkes-Barre student who

1. Successfully completes the application process (if applicable)
2. Has a GPA of 2.0 or higher
3. Remains in good standing at the campus and is not on probation for Code of Conduct issues.

Section 2. Membership and participation in the organization shall be free from discrimination based on gender, race, religion, handicap, or sexual orientation.

Section 3. Membership is required, to be active in the organization:

- A. Members are required to attend all weekly meetings and mandatory events which are listed below:
 1. Weekly meetings, both General Membership and Committee
 2. Any event that the member has agreed to and/or signed up to attend
 3. Admissions tour training
 4. Admissions Open Houses
- B. Participate in one fundraiser each semester

Section 4. Membership will be maintained each semester if the member meets the point's requirement each semester based on the Lion Ambassador point system set by the Executive Board for that semesters based on the projected actively for the semester.

Section 5. New members (Cubs) must go through a shadowing process with a Lion Ambassador Mentor, and once this shadowing is completed the new Ambassadors will become a full Lion Ambassador (Lion). Successful completion of shadowing is required to remain in the Organization.

Section 6. Membership can be terminated if

- A. A members behavior is judged to be detrimental to the welfare and reputation the Lion Ambassadors
- B. If the above criteria is not met each semester

Section 7. Membership can only be terminated with a two-thirds vote from the Executive Board

Section 8. The General Membership may determine and establish other criteria for membership as deemed appropriate.

Article III: Elections

Section 1. The membership will elect the officers for a term of one year

- A. The officers shall consist of
 - 1. President
 - 2. Vice-President (VP)
 - 3. Secretary
 - 4. Treasurer

Section 2. Nominations for President, Vice-President, and Public Relations Officer will be taken at the third to last meeting of each Spring Semester with elections being held the following week.

Section 3. The Treasurer and Secretary will be nominated at the first meeting of the Fall Semester held with elections being the following week.

Section 4. The President shall conduct elections for officers.

- A. Membership shall use secret ballot with candidate having the most votes as the winner.
- B. In case of a tie there shall be another secret ballot
- C. If a second tie shall occur, for an office then and only then can and will the officers vote for a winner
- D. If in the event the President is up for election the Advisor shall conduct the election

Section 5. At the end of the meeting, which the officers were voted into office, those officers take their positions.

Section 6. If there should be a Mid-Term Vacancy for President the Vice-President shall assume the role of President and a new Vice-President shall be elected. If there should be a Mid-Term Vacancy in any office besides the office of President the Executive Board will then vote on a current Officer to fill that position until an election can take place to fill the position. In the event the Vice-President cannot hold the position of President for any reason, the reason must be given to the Advisor(s). The Vice-President

will then serve as the Interim President until nomination elections are held. Once the election has taken place, the Vice-President will then return to the office of Vice-President.

Section 7. All other matters shall be voted on by the membership by hand count.

- A. Officers cannot vote
- B. If a tie occurs and the matter is a very important matter, then the officers shall vote on the matter.

Article IV: Officers, Executive Board and Duties

Section 1. The officers shall include President, Vice-President, Secretary, Treasurer, Public Relations Officer, Events Manager and Member Relations Manager.

Section 2. The Executive Board shall consist of the Advisors and Officers; Advisors will serve as ex-officio members and not have voting rights on matters.

Section 3. The President's duties shall include but not be limited to:

- A. Supervise all Officers and ensure they are fulfilling their duties
- B. Set dates and times for all meetings with consultation of the Executive Board
 - a. Call special meetings as needed
- C. Preside at and run all meetings of the organization (including officer only meetings)
 - a. If unable to attend, the President shall designate someone to run the meeting
- D. The President shall, plan, manage, and set agenda items for General Meetings.
- E. Being accountable for the supervision and administration of the constitution, purpose, membership process and enforcement of the constitution.
- F. Appoint committees as needed and disband them when their purpose has been fulfilled.
- G. Assist with the training of new members
- H. The President shall meet with the Advisor regularly to discuss upcoming events the Lion Ambassadors will be participating in.
- I. Be Responsible for scheduling requests of the Lion Ambassadors, then Coordinating them with the Events Manager
- J. Serve as the primary liaison with the other campuses Lion Ambassadors.
- K. Assume other executive duties not otherwise delegated.

Section 4. The Vice-President duties shall include but not limited to:

- A. The Vice-President shall aid the President in fulfilling his/her duties.
- B. Be in charge of "Be a Penn Stater for a Day" Programs
- C. Provide an update on the Committee Chair Meetings at every Executive Board Meeting
- D. Keep a copy of the Constitution and By-Laws available for the members at all meetings
- E. Assist in Recruitment of new members
- F. Supervise all Committee Chairs and ensure they are fulfilling their duties

G. Carry out any correspondence needs of the organization.

H. Serve as the primary liaison between other clubs and organizations on the campus.

I. Shall perform all functions of the President in the latter's absence

Section 5. The Treasurer duties shall include but not limited to:

J. Shall be responsible for the collection and accurate accounting of all income and debts of the organization

K. In accompany with the President, shall draft up the SGA budget request

L. Make a report on the state of the treasury at every General Membership meeting, giving details when requested.

M. Keep a dated record of all transactions.

N. See that all bills are paid on time.

O. Shall perform all functions of the Secretary in the latter's absence

Section 6. The Secretary's duties shall include but not limited to:

A. Maintain **and distribute** minutes off all meetings of the organization to all members along with posting the minutes to Canvas

B. Record attendance at meetings **and events**

C. Keep all organization records and keep them updated

D. Keeping the Canvas Group Updated with:

a. Contact Information for Officers, Advisors and Committee Chairs

b. Meeting times for all meeting for the Organization

E. Send appropriate unexcused absence and probation letters or emails of warning.

F. Be responsible for printing and handing out the agenda for Executive Board meetings at the Executive Board Meetings.

Section 7. All monetary exchanges must be brought to the attention of President and/ or Advisor before any transaction may take place.

Section 8. Officers are required to have a 2.5 GPA or higher

Section 9. **Executive Board meetings should take place twice a month.**

A. Meeting days and times will be set by the President

B. The President or his/her designee will facilitate the meeting

C. Officers are required to attend Exec Board Meeting and can only be excused by the President.

Section 10. Officers are only allowed to miss 3 meetings per semester

A. 2 Excused

B. 1 Unexcused

Section 11. Officers are subject to all Membership rules and Conduct rules listed in Article II & VIII.

Section 12. If any officer feels they can no longer hold their position then a written formal letter of resignation must be presented to the President or Club Advisor, one week before actual resignation

Section 13. If any officer leaves office early for any reason a special election shall take place to fill that position. The election shall run as previously in Article III.

Section 14. Keys to the Club Room/Office will be given to the President and Vice-President or anyone who Officers decide is worthy of the key.

Section 15. The Executive Board is empowered to act for the active membership in the intervals between General Meetings.

Section 16. Officers shall each have weekly Office hours, where the Officers are in the Lion Ambassador office working on completing their responsibilities.

Section 17. The Executive Board shall have the authority to disband and/or determine the structure of all committees within the organization.

Section 18. Each Officer must have and maintain and submit a binder of their duties upon completion of his/her term.

Article V: Removal Process for Elected Officials

Section 1. Elected officers can be removed from office for neglect of duties.

Section 2. Action against any elected officer shall be taken and initiated from within an Executive Board meeting.

Section 3. An Executive Board member in good standing must make a motion for removal.
a. At the time, reason for motion must be stated.

Section 4. The motion must be seconded by a voting Executive Board member.

Section 5. A specified time period of discussion will be determined by the Advisor.
a. At this time, said elected official will have the opportunity to speak on his/her behalf.

Section 6. A two-thirds vote by the Executive Board is required for removal.

Section 7. Voting shall be conducted by secret ballot, and counted by an Advisor.

Article VI: Lion Ambassador Mentors

Section 1. Lion Ambassador Mentors will serve as a mentor to new incoming Lion Ambassadors, to help throughout their first semester as a Lion Ambassador and to also make them feel more comfortable in the organization.

- a) Mentors will be assigned to new incoming Ambassadors and will serve as their Q&A person when they have questions.
- b) Mentors will also check in with the Ambassadors assigned to them to make sure everything is going well during the mentoring period.
- c) Before new Lion Ambassadors can leave the mentoring stage they must complete a certain amount of events, while being shadowed by their mentor.

Section 2. Lion Ambassador Mentors will be supervised and trained by Member Relations Officer

Section 3. Lion Ambassador Mentors will be chosen based on previous and current organization involvement, enthusiasm and dedication to the Lion Ambassadors by the Member Relations Manager with consultation with the Executive Board.

Article VII: Meetings

Section 1. Meetings will be held on a designated day, time, and place starting the first week of the fall semester in agreement with the Executive Board

Section 2. Meetings will be held with a modified Robert's Rules of Order

Section 3. In order for a meeting to be official two thirds of the officers must be in attendance.

Section 4. The President will facilitate the meeting; in his/her absence the President can designate another officer to facilitate the meeting.

Section 5. Proper notice through email must be given to the Secretary to be excused from a meeting or event.

Article VIII: Amendments

Section 1. Proposed amendments to this Constitution shall be submitted to the President in writing at least one meeting prior to their consideration

Section 2. All proposed amendments should be determined by the officers in consultation with the Advisor(s).

Section 3. The membership must vote on changes to the constitution

- A. Two-thirds majority vote needed to pass the amendment

Section 4. General House Keeping changes must be presented to the membership one (1) week before it is changed.

Article IX: Conduct

Section 1. Once joining and becoming a member of the Penn State Wilkes-Barre Lion Ambassadors members agree to follow all Articles in this Constitution.

Section 2. Anyone representing the Lion Ambassadors at any Penn State University event or Community event shall act appropriate and professional based upon the rules set forth by the Pennsylvania State University. This includes but is not limited to:

1. No Spitting
2. No Swearing
3. No Tobacco (Smoking or Chewing)
4. No Alcohol (Intoxicated)
5. No pins or stickers may be worn, unless approved by the President or Club Advisor

Section 3. Any member found violating the Pennsylvania State University Student Code of Conduct will be removed from the Lion Ambassadors this Code of Conduct can be found here:

<http://studentaffairs.psu.edu/conduct/codeofconduct/>

Section 4. While representing Lion Ambassadors at any function on or off campus proper attire must be worn unless otherwise mentioned or approved. The proper attire shall include and is limited to:

- A. Proper Lion Ambassador shirt
- B. Events you need to wear Khaki Pants
- C. Sneakers
- D. Jeans are allowed to be worn during weekday tours
- E. If a member is removed or leaves the Organization for any reason all Lion Ambassador clothing must be returned.

Section 5. No member may participate in any Lion Ambassador event while visibly intoxicated or otherwise impaired.

Section 6. No member may wear official Lion Ambassador gear or attire while under the influence of alcohol or other substances.

Section 7. All members shall exercise proper etiquette when attending official University functions

Section 8. All members have a responsibility to contribute to the Lion Ambassadors in a positive manner to maintain morale when attending events. This includes being considerate and polite to other members and maintaining professional conduct while addressing any issues and concerns of the group.

Section 9. Failure to abide by any rules will result in disciplinary action and/or membership termination from the Lion Ambassadors.

Article X: Social Media Conduct

Guidelines to Inappropriate Behavior

1. Negative comments about staff, faculty, administrators, and or students will not be tolerated. Inappropriate material found online will be subject to the Social Networking Violation Policy.
2. A Lion Ambassador should remain ethical and aware of what they are posting on their social media accounts.

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