**Radford University**

College of Business and Economics

Ambassadors

**Constitution/Bylaws**

(Approved April 25, 2014)

**Article I: Name**

The name of this organization shall be the College of Business and Economics Ambassadors, heretofore referred to as COBE Ambassadors.

**Article II: Purpose**

To have the COBE undergraduate student body represented at campus recruiting events such as Open Houses, Major/Minor Fairs, and Highlander Days. These students will be able to provide a student perspective to prospective students and their families and work with the Advising Center staff to answer general questions.

**Article III: Objectives**

***Part 1:*** To provide mentoring and leadership opportunities for the college through building and campus tours, professional workshops, and support for new students.

***Part 2:*** To develop excellent communication and interpersonal skills through trainings and providing professional workshops to the college, by networking with college faculty, and by hosting speakers and presentations for the college.

***Part 3:*** To enhance professional development for COBE Ambassadors and for the college through trainings and workshops.

***Part 4:*** Be a positive representative of the College of Business and Economics and Radford University by maintaining a professional, friendly, courteous, and knowledgeable presence at all times.

**Article IV: Vision**

…to professionally represent Radford University while fostering academic excellence, promoting leadership, and developing future business leaders

**Article V: Mission**

…to share the Radford University experience with prospective students, families, and the community, while providing professional development and leadership opportunities to current students.

**Article VI: Membership**

***Section 1*: Eligibility**

To be eligible for membership consideration, a student must be a full-time Radford University student with a declared major in the College of Business and Economics (i.e., Accounting, Finance, Economics, Marketing, or Management). When initial membership is awarded, the eligible student will present with a minimum of 3.000 overall and in-major GPAs. Membership in this organization will not discriminate on the basis of sex, gender, race, ethnicity, sexual orientation, disability, age, marital status, religion, or political affiliation.

***Section 2*: Selection**

Nominations for membership can be submitted to the COBE Advising Center by COBE faculty, eligible staff, and active members. At the end of each spring semester, prospective Ambassadors will be interviewed by membership committee members. Final membership will be determined by the Faculty Advisor(s) and awarded by current Ambassadors.

***Section 3*: Qualifications**

***Part 1: Membership Requirements:***

Ambassadors must maintain full-time student status at Radford University and have declared at least one of the following majors: Accounting, Finance, Economics, Management, or Marketing. To receive recognition at a commencement ceremony, Ambassadors must be active members during their final semester with minimum overall and in-major GPAs of 3.000. Additionally, Ambassadors are required to participate in no less than ten volunteer hours per semester (not to include social functions, regularly scheduled meetings, or mandatory events) and all meetings are considered mandatory; however two excused absence are allowed per semester, with 48 hours prior notice given to the Executive Officer or Faculty Advisor(s).

***Subsection 1: Mandatory service hours:*** A minimum of ten service hours must be completed by each member. Members may complete their service hours by volunteering at events including (but not limited to): Commencement, the annual COBE Experience Fair, COBE Career Fair events, Admissions Open Houses and/or Highlander Days, COBE professional development events, or by tutoring through the COBE Peer Tutoring Center. It is at the discretion of the Faculty Advisor(s) to add or remove hour fulfillment activities or events as necessary.

***Subsection 2: Failure to meet membership requirements:*** If a member fails to fulfill any membership requirement(s), the Faculty Advisor(s) will attempt to communicate areas for remediation and will attempt to provide mid-term and final feedback regarding progress. If the membership requirement(s) are still not met by that member then that member’s membership will be placed under review.

***Part 2: Conditional Membership:***

Ambassadors are required to maintain at least 3.000 overall and in-major GPAs. If these expectations are not met conditional membership will be granted at the discretion of the Faculty Advisor(s). Conditional membership allows for an Ambassador to work with the Faculty Advisor(s) to create a one-semester action plan addressing the GPA deficit and giving the Ambassador an opportunity to bring his/her GPA to the eligibility standard. The action plan must be in writing, agreed upon and signed by both the Faculty Advisor(s) and member in question, and will only be in effect for five (5) months. Failure to satisfy the requirements of the agreed upon action plan may result in removal from the organization, which can only occur at the discretion of the Faculty Advisor(s).

***Section 4*: Expectations**

***Part 1: Faculty Advisor(s)***

COBE Ambassadors’ Faculty Advisor(s) shall be expected to be present and on time for meetings and events, to provide the group advanced notice of meetings (i.e., at least two weeks), to inform members of upcoming events, to be full-time or adjunct members of RU faculty or staff, and provide registration opportunities for events via e-mail or in-person. The Faculty Advisor(s) will also provide sufficient and necessary training to the COBE Ambassadors to ensure Ambassadors are able to answer general questions regarding Radford University and COBE (to include academic programs). The Faculty Advisor(s) will provide opportunities to enhance professional development through leadership, mentoring, and interpersonal skill building throughout the academic year.

***Part 2: COBE Ambassadors***

COBE Ambassadors are expected to: 1) be present, on-time, and prepared for Friday meetings, 2) be present, early, and prepared for events, 3) serve the college as requested for building and campus tours, and 3) maintain a professional presence at all events (e.g., dress, behavior, conversation, attitude, etc.). Additionally, Ambassadors are expected to notify the Executive Officer if he/she is unable to attend a meeting or an event. This notification will be expected no less than 48 hours prior to the event or meeting and approval will be granted by the Executive Officer and/or Faculty Advisor(s). Two (2) excused absences are acceptable per semester (to include meetings and events) and Ambassadors are expected to perform a minimum of ten (10) service hours per semester (not to include mandatory events or building tours). Finally, Ambassadors are expected to speak positively and knowledgably about Radford University when addressing parents, students, professionals, faculty, staff, and alumni.

***Section 5:* Inactive Membership**

A COBE Ambassador can choose to become an inactive member for one semester during his or her participation in the program. Inactive status allows a student to maintain membership without the obligation to attend meetings or functions (i.e., all absences are considered excused), however, he or she will continue to receive invitations to events, meeting minutes, and invitations to training opportunities. Inactive status can be recommended by the Faculty Advisor(s) or requested by the student for any reason (e.g., not meeting G.P.A requirements, internships, employment needs, etc.). Ambassadors are not encouraged to utilize inactive status during their final semester at Radford University (i.e., the semester prior to graduation) as this will prevent a student from receiving recognition for participation in the COBE Ambassadors program.

***Section 6*: Privileges**

Those Ambassadors who maintain active membership status are allowed one vote in all organizational decisions. Also, active COBE Ambassadors will receive recognition at commencement ceremonies and special consideration for participation in COBE events.

***Section 7*: Removal**

***Part 1: Removal of Title***

A COBE Ambassador who holds an executive title (i.e., Executive Officer or Committee Chair) may be asked by the Faculty Advisor(s) to resign his or her position for failing to meet expectations set forth by the Faculty Advisor(s) and group members. A COBE Ambassador who holds an executive title may also choose to forfeit his/her executive position; however this should be communicated directly to the Faculty Advisor(s) prior to implementation.

***Part 2: Removal of Membership***

Membership for a COBE Ambassador may be terminated if he or she consistently fails to meet or maintain qualifications or expectations set forth by the Faculty Advisor(s) and group members. Prior to termination of membership, the Faculty Advisor(s) will attempt to communicate areas for remediation and will attempt to provide mid-term and final feedback regarding progress. Removal of membership will be considered on an individual basis; however a student can request to forfeit his/her membership; this request should be made in writing to the Faculty Advisor(s).

***Part 3: Removal of Faculty Advisor***

Prior to removal, the Faculty Advisor under consideration should be notified in writing by the Executive Board that a motion has been brought forth to consider removing the individual from the Faculty Advisor position. The motion should include just cause for removal and should be provided to the Executive Officer and any other Faculty Advisor(s) working with the organization. The motion must be voted forward and passed (with quorum) by the Executive Board and then by the general body (i.e., active members).

***Section 8: Photo Release Agreement***

As a COBE Ambassador you have agreed to the following:

“I grant to COBE Ambassadors, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize COBE Ambassadors, its assigns and transferees to copyright, use and publish the same in print

and/or electronically. I agree that COBE Ambassadors may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.”

**Article VII: Meetings**

***Section 1*: General Meetings**

General meetings shall be held at least twice per month during the academic year. Fewer or more meetings may be held during the month based on Radford University closures, holidays, and exam schedules. Notification for meeting dates and times will be provided at least two weeks prior to meetings.

***Section 2:* Quorum**

To proceed with any business, a quorum is required in all meetings. A quorum is considered two-thirds (2/3) of the active members. Quorum will be taken at the start of each meeting by a member of the Executive Board.

***Section 3:* Voting**

Each active member shall be entitled to one vote. While voting we will abide to Robert’s Rules of Order, Newly Revised, or other parliamentary guides. A two-thirds (2/3) vote is required for motions to move forward or to pass in all meetings. Each active member holds the option to abstain from any vote, while an inactive member is considered an abstention. An abstention will be considered a neutral vote and the 2/3 majority will be counted on actual votes cast. Before a motion which requires a vote is brought to the table, it shall be determined if the vote will be called or secret. In every meeting a member of the Executive Board shall count and record the votes.

***Section 4:* Business**

The order of business at all meetings shall be:

1. Check for quorum
2. Officer reports from Executive Officer and Committee Chairs
3. Old business
4. New business
5. Briefings
6. Announcements

**Article VIII: Faculty Advisor**

***Section 1***: **Appointment**

Recommendations for faculty advisor appointments will be made by the Advising Center Coordinator and put forward to the Executive Board. The Executive Board will utilize a secret vote to approve or reject the nomination. In the event of a tie, the tie-breaking vote will be awarded to the longest-serving, good-standing COBE Ambassador serving on the Executive Board. In the event of a vote of rejection, the Advising Center Coordinator may opt to serve as Interim Faculty Advisor to the group; however this is at the discretion of the Advising Center Coordinator.

***Section 2***: **Compliance**

The Faculty Advisor(s) shall work closely with the members of the COBE Ambassadors, especially the Executive Officer, in overseeing operations to ensure they are conducted in compliance with Radford University policies and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.

***Section 3:*** **Expenses**

The Faculty Advisor(s) must authorize all operating expenses of the organization. COBE Ambassadors will be funded in collaboration by the COBE Dean’s Office, COBE Departments, and the COBE Advising Center.

***Section 4:*** **Events**

The Faculty Advisor(s) must approve all events prior to implementation.

**Article IX: Executive Committee**

The COBE Ambassadors Executive Committee shall be the Graduate Advisor, Executive Officer, the Assistant Executive Officer, and Committee Chairs from the following committees: Social, Tutoring & Mentoring, Training & Development, and Marketing.

***Section 1***: **Qualifications**

Only students who meet general eligibility requirements and qualifications (to include active membership status) may serve as members of the Executive Board.

***Section 2***. **Duties**

***Part 1: Executive Officer***

The Executive Officer will serve as a liaison to the COBE Ambassadors and the Faculty Advisor(s). The responsibilities of this position include:

* meeting requirements for membership,
* taking detailed minutes during meetings to include attendance,
* serving as the first line of communication to all student members of the group regarding meeting dates, events, and policies,
* communicating directly with the Chairs of each subcommittee regarding planning, development, and implementation of projects,
* meeting with the Faculty Advisor(s) to discuss the growth and development of the group,
* supporting the Faculty advisor(s) during meetings/events as needed, and
* reviewing the COBE Ambassadors’ Constitution/Bylaws at least once per year for updates or necessary changes.

***Part 2: Assistant Executive Officer***

The Assistant Executive Officer will be responsible for assuming the Executive Officer’s duties during a time the Executive Officer cannot be present for meetings, events, or training opportunities. The individual will also assist in the planning of monthly Executive Committee meetings and taking detailed minutes for those meetings. The Assistant Executive Officer will also be responsible for any financial responsibilities of the COBE Ambassadors, communicating directly with the Faculty Advisor(s), and support with events/meetings as needed.

***Part 3: Social Chair***

The Social Chair will organize meetings with the social committee and will be responsible for organizing and facilitating options for social gatherings for COBE Ambassadors. These functions will serve as opportunities for the Ambassadors to build and develop social relationships with each other, subsequently strengthening the functionality of the group. The social chair is also responsible for spirit recognition and teambuilding activities within the group (e.g. “Ambassador of the Month Award). All social functions will need to be approved by the Faculty Advisor(s) prior to being offered to the group.

***Part 4: Tutoring & Mentoring Chair***

The Tutoring & Mentoring Chair will oversee the facilitation and organization of COBE Ambassadors serving as tutors for undergraduate business classes, as well as the oversight of mentorship-related responsibilities. The responsibilities of this committee might include:

* One-on-one and group tutoring opportunities
* GMAT/LSAT/GRE prep classes
* Creating and revising an assessment strategy to evaluate the effectiveness of the COBE Peer Tutoring Center

***Part 5: Training & Development Chair***

The Training & Development Chair will be responsible for (1) identifying the needs of COBE Ambassadors as they relate to professional development and skill building and (2) organizing and recruiting professionals to provide trainings to address these needs. Specifically, this committee will focus on the development of the group’s communication and interpersonal skills and professional development through targeted trainings. The Training & Development Committee will also be responsible for organizing and supporting professional events as they arise in the College of Business and Economics. Examples of trainings and events might include:

* Building tour training
* Public speaking training
* Leading a professional meeting – Robert’s Rules of Order
* Networking with Faculty/Faculty Meet-and-Greet
* Professional Development Series
* Persuasion skills training

***Part 6: Marketing Chair***

The Marketing Committee Chair will be responsible for supporting the marketing needs of the group. These needs may include creating promotional materials for college events. These events might include:

* Professional Development Series (e.g., mock interviews, resume critiques, business etiquette, social media training, etc.)
* COBE Experience Fair
* COBE Peer Tutoring Center promotions
* New member recruitment

Additionally, this committee may be responsible for the maintenance of any social media outlets or contact databases created by/for COBE, COBE departments, and/or COBE Ambassadors including but not limited to Facebook, Twitter, and Instagram.

***Part 7: Membership Chair***

The Membership Committee will act as a temporary committee at the end of each spring semester with the purpose of recruiting and interviewing prospective members. The Membership Chair will be responsible for the following duties:

* Take part in selection of membership committee with Executive Officer, Assistant Executive Officer, and Faculty Advisor(s)
* Organization and planning of information sessions for prospective members
* Organizing interviews between prospective members and committee members
* Determine the process of inviting new members

**Article X: Amendments**

***Section 1*: Proposal**

Proposed amendments to the COBE Ambassadors’ constitution must be brought forth (in writing) during a regular meeting. Proposals will then be reviewed at the next COBE Ambassadors Executive Committee meeting where it will follow general COBE Ambassador meeting voting procedures. If the proposed amendment(s) are not approved by the COBE Ambassadors Executive Committee the proposal does not continue forward for vote at a general COBE Ambassadors meeting. Any revision of the constitution must be reviewed and approved by the Committee on Clubs and Organizations and/or the Assistant Director of Student Activities – Student Involvement.

***Section 2:* Adoption**

The proposed amendment, when approved by the COBE Ambassadors Executive Committee must then be presented to a quorum of the organization and voted on for approval. A two-thirds vote of active members shall be required for adoption of any changes made to the constitution

***Section 3:* Notification**

All members must be notified in writing (e.g., via e-mail) at least two weeks prior to the meeting at which the proposed amendment will be presented for vote.

***Section 4:* Approval**

Any revision of the constitution must be reviewed and/or approved by the Faculty Advisor(s) and Executive Officer.