ENGINEERING AMBASSADORS CONSTITUTION

**ARTICLE I. NAME OF ORGANIZATION**The name of the organization shall be the Engineering Ambassadors. The Engineering Ambassadors are affiliated with the University of Florida’s College of Engineering. The acronym “EA” is also used to reference the Engineering Ambassadors.

**ARTICLE II. ORGANIZATION AFFILIATION**As outlined in the RSO Classification Policy, the Engineering Ambassadors is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit the College of Engineering, and operates within the scope and function of it. As such, the Engineering Ambassadors is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. University-sponsored student organizations are not eligible for Student Government funding.

**ARTICLE III. PURPOSE STATEMENT**As a non-profit, non-commercial organization, the Engineering Ambassadors shall serve as official ambassadors and representatives of the College of Engineering. Acting as ambassadors, the organization will foster leadership, social activism, and a sense of unity amongst College of Engineering students. This shall be accomplished through a series of activities for prospective, current, and alumni students, which will also serve the College of Engineering and the University of Florida. The organization shall be financed by the College of Engineering. As a student organization, the Engineering Ambassadors are willing to abide by all University rules and regulations.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**Upon approval by the Department of Student Engagement, the Engineering Ambassadors shall be a registered student organization at the University of Florida. The Engineering Ambassadors shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

 *Section A. Non-Discrimination*The Engineering Ambassadors agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

 *Section B. Sexual Harassment*The Engineering Ambassadors agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

 *Section C. Hazing*The Engineering Ambassadors agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

 *Section D. Responsibility to Report*The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If the Engineering Ambassadors becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

 *Section E. Officer Eligibility*
The Engineering Ambassadorsunderstands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**ARTICLE V. MEMBERSHIP**Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR THE ENGINEERING AMBASSADORS**The Engineering Ambassadors may elect to maintain separate bylaws documents to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Engineering Ambassadors agrees to provide all unaltered bylaws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term**.** The advisor and the College of Engineering holds the responsibility to oversee the day-to-day functions and operations of the Engineering Ambassadors, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The student organization advisor for the Engineering Ambassadors is the Associate Dean of Student Affairs (ADSA) for the Herbert Wertheim College of Engineering. The selection process for our student organization advisor is the selection/hiring process undertaken by the College of Engineering when searching for a new ADSA. The term of office for the student organization advisor is the entire term of that person’s employment as the ADSA. The replacement process for our student organization advisor is the same process by which the College of Engineering would replace the ADSA. The Engineering Ambassadors should, if possible, be included in the selection process for the ADSA, but it is *not required* for the College of Engineering to include the Engineering Ambassadors.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

 The elected officers of the Engineering Ambassadors shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

There may also be a number of additional officers that are appointed by the Executive Board. These positions are described in the Engineering Ambassadors Bylaws. Their authority is in no way superior to that of any elected officer.

*A. The Executive Board*

The positions of the Executive Board are elected positions and shall be comprised of the following positions:

1. **President**. The President shall preside over the Executive Board and shall be responsible for conducting meetings.

2. **Executive Vice-President**. This officer shall serve in presidential capacity in the absence of the President. The responsibilities of Treasurer are given to the Executive Vice-President, which entails managing the budget and keeping records of expenditures.

3. **Administrative Vice-President**. This officer shall be responsible for maintaining attendance records and for maintaining communication amongst members.

*B. Term of Service*

Elections for the Executive Board shall be held annually at the end of fall semester at least a week prior to the recruitment informal session, in the month of November, and terms of service for officers shall be one academic year. Non-registered students and faculty advisors cannot vote.

*C. Membership Vacancy*

In the case that a member of the Executive Board should be temporarily or permanently absent from duty the position shall be immediately filled through normal electoral procedure.

*D. The Impeachment Process*

Any member with probable cause may start the impeachment process against a member of the Executive Board. Probable cause constitutes the failure of the accused officer to adhere to their duties specified in the officer section of this constitution. There must be a majority vote by the members to impeach an officer.

A person can be removed from an appointed officer position if:

(a) any member brings the issue to the Executive Board and the Executive Board members approve a warning for the chairperson by a majority (50% +1),

(b) the chairperson has an opportunity to defend themselves. Non-response to their warning in the time communicated to the chairperson constitutes that chairperson’s willingness to forgo a defense,

(c) the officers then unanimously vote to remove the chair.

**ARTICLE IX. ELECTIONS**

Elections for the Executive Board positions will be held at least a week prior to the recruitment informal session, in the month of November. Nominations must be made for and by a member in good standing, seconded by a different member, and accepted by the individual in question. Members may nominate themselves. Members running for an officer position must be eligible according to the University policy, as described in Article VIII.

Elections shall operate in a filter down capacity whereby individuals may run for the future contested positions if they do not win a preceding election. The order of officer elections shall be President, Executive Vice President, and Administrative Vice President.

Quorum, defined as 50% + 1 of the membership in good standing, is necessary for a vote, and majority vote of the present membership must be attained to be elected. If no majority is achieved, a runoff between the top two vote-receiving candidates will determine the position. In the run-off, the candidate who receives the highest vote-count with a margin of 1 vote wins the seat.

For elections of officers, candidates shall speak in the reverse order of nomination and are allowed two minutes of speaking time. Once all nominees have spoken, the candidates shall be removed from the election room and the membership shall discuss each candidate in pro/con/con/pro format (one minute for each section) with no member speaking more than thirty seconds. Candidates who slate down will receive one minute speaking time and thirty seconds per section of pro/con/con/pro discussion. All discussion will be moderated by the current president. Once all candidates have been discussed, a secret ballot vote shall determine the position.

In the absence of clear direction on election, amendment, and /or voting procedures, the Engineering Ambassadors agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a University Sponsored Student Organization, the Engineering Ambassadors do not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by the Herbert Wertheim College of Engineering. Therefore, there shall be no dues. All funding is received from the College of Engineering.

As a USSO, the Engineering Ambassadors will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, the Engineering Ambassadors will leave any assets and outstanding funds to the Herbert Wertheim College of Engineering.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

All amended constitutions must be submitted directly to Student Engagement for review and approval.

Anyone who wants to amend the Constitution must submit, in writing, the stated changes to the Executive Board, to then be presented at a general body meeting. At the following general body meeting, the changes are put to a vote before the members. There must be a simple majority vote to enact the changes and make them permanent.