



# UT ARLINGTON AMBASSADORS

## The Constitution of The UT Arlington Ambassador Program

### ARTICLE I: ORGANIZATION

- SECTION 1** The name of this organization shall be The UT Arlington Ambassador Program, hereafter referred to as the UTA Ambassadors in this document.
- SECTION 2** The mission statement of the UTA Ambassadors shall be:
- The purpose of the UT Arlington Ambassadors is to maintain and promote new and old campus traditions; to increase awareness of UT Arlington's services, programs, and activities to students and the surrounding community; to establish and strengthen pride and passion for UT Arlington on and off campus; and to represent UT Arlington and its students to the best of each member's ability.*
- SECTION 3** The UTA Ambassadors shall be composed of Mr. UTA, Ms. UTA, and a number of Ambassadors to be determined by Student Government.
- SECTION 4** The UTA Ambassadors Executive Board shall be the governing body of the UTA Ambassadors. (See Article III)
- SECTION 5** The UTA Ambassadors shall be comprised of three (3) Standing Committees which shall be called: Grubbs, Rebels, and Mavericks. (See Article VII)
- SECTION 6** The Director of Student Governance or his/her delegate shall be the sponsor of the UTA Ambassadors.

### ARTICLE II: MEMBERSHIP

- SECTION 1** Members of the UTA Ambassadors shall be called Ambassadors. An Ambassador will be any member of the program who is elected or selected to serve a term of one (1) year or six (6) months.
- SECTION 2** To serve as an Ambassador, a student is required to have an overall GPA of not less than a 2.0 on a 4.0 system (excluding first semester students) and be enrolled for at least six credit hours.
- SECTION 3** The terms for Ambassadors shall be staggered in which a fraction of the positions shall be filled by at-large election in the spring and fall semesters. Vacancies that

occur in the UTA Ambassadors during the year shall be filled by appointment by Mr. and Ms. UTA with the approval of the advisor until the next general election.

### **ARTICLE III: EXECUTIVE BOARD**

**SECTION 1** The UTA Ambassadors Executive Board will be comprised of Mr. UTA, Ms. UTA, and a Program Coordinator. Other leadership positions may be created as needed, with advisor approval.

**SECTION 2** Mr. and Ms. UTA shall be elected at-large from the student body each spring semester for a one (1) year term. Mr. and Ms. UTA shall serve as the co-presidents of the UTA Ambassadors.

**SECTION 3** The duties of Mr. and Ms. UTA shall be as follows:

- A. Serve as an official host/hostess of the University
- B. Co-chair all meetings of the General Body and Executive Board
- C. Supervise and coordinate the activities of the UTA Ambassadors, including the planning and implementation of traditional university events
- D. Serve on various university committees, including the Homecoming Committee
- E. Represent the UTA Ambassadors during New Maverick Orientation sessions during the summer
- F. Attend President's Roundtable meetings
- G. Meet with the advisor of the UTA Ambassadors at least once per week
- H. Maintain at least 15 – 19 office hours per week
- I. Perform other duties as deemed necessary

**SECTION 4** The Program Coordinator will be appointed by Mr. and Ms. UTA with the approval of the advisor. The Program Coordinator shall serve a one (1) year term. The Program Coordinator will not be required to run for re-election to the Ambassador Program if his/her term as Ambassador expires during his/her term as Program Coordinator.

**SECTION 5** The duties of the Program Coordinator shall be as follows:

- A. Record attendance and votes at UTA Ambassador general body meetings
- B. Record and distribute minutes of UTA Ambassador general body meetings
- C. Chair and coordinate the activities of one of the standing committees
- D. Meet with the advisor of the UTA Ambassadors at least once per week
- E. Maintain 10 office hours per week
- F. Perform other duties as deemed necessary

### **ARTICLE IV: MEMBER RESPONSIBILITIES**

**SECTION 1** The members of the UTA Ambassadors shall act as official University hosts and hostesses and fulfill their responsibilities to serve the mission of the UTA Ambassadors.

**SECTION 2** Each Ambassador shall carry him/herself in a mature and responsible manner in order to maintain the reputation and prestige of the UTA Ambassadors. The Ambassadors will abide by the Ambassador Code of Conduct, Ambassador Expectations, the Attendance/Participation Hour Policy, as well as any other responsibility or duty outlined during his/her term.

**SECTION 3** Failure to adhere to the Ambassador Code of Conduct, Ambassador Expectations, the Attendance Policy, the Participation Hour Policy, or any other responsibility or duty outlined during the Ambassador's term shall be grounds for dismissal by the UTA Ambassadors Executive Board with the approval of the Advisor.

**SECTION 4** **AMBASSADOR CODE OF CONDUCT:** Ambassadors shall be immediately responsible for abiding by the Ambassador Code of Conduct upon election or selection to the UTA Ambassadors.

- A. **Meetings:** The UTA Ambassadors will meet every Friday at noon during the fall and spring semesters. Ambassadors are expected to arrive on time for all meetings and actively participate.
- B. **Participation Hours:** Each Ambassador shall complete up to six (6) participation hours each month during the fall and spring semesters. The Executive Board shall determine the required participation hours to be earned per month and notify Ambassadors prior to the beginning of each month.
- C. **Organizational Outreach:** Each Ambassador shall complete at least one (1) organizational outreach per semester.
- D. **Campus/Community Events:** Each Ambassador shall actively participate in the events or programs of the UTA Ambassadors.
- E. Additions to the Ambassador Code of Conduct can be made throughout the semester by the UTA Ambassadors Executive Board with approval by the advisor.

**SECTION 5** **AMBASSADOR EXPECTATIONS:** Ambassadors shall be immediately responsible for abiding by the Ambassador Expectations upon election or selection to the UTA Ambassadors.

- A. **Dress Code:** An overall neat, well-kept appearance is desired for all Ambassadors when serving in an official capacity. The official dress code of the UTA Ambassadors shall be designated annually by Mr. and Ms. UTA. The official shirt of the UTA Ambassadors must be worn with proper pants, shorts, or skirts as designated by Mr. and Ms. UTA. Ambassadors may not wear nor display anything that denotes another organization's affiliation while serving in the capacity of an Ambassador (e.g. tattoos, jewelry, buttons, etc.) These items must be covered or not worn.
- B. **Social Media:** Each Ambassador shall maintain an appropriate and respectful presence on all personal and organizational social media accounts. Ambassadors are a reflection upon the organization at all times and must be cognizant of expectations of the Ambassador position.
- C. **The Maverick Way:** All Ambassadors are required to maintain and promote The Maverick Way on campus and in the community. The Ambassadors should strive to consistently live by the six (6) components of: Pride and Traditions,

Diversity and Inclusion, Respect and Civility, Involvement and Engagement, Integrity, and Wellness.

- D. Additions to the Ambassador Expectations can be made throughout the semester by the UTA Ambassadors Executive Board with approval by the advisor.

## **SECTION 6**

**ATTENDANCE POLICY:** Ambassadors shall be immediately responsible for abiding by the Ambassador Attendance Policy upon election or selection to the UTA Ambassadors.

- A. The UTA Ambassadors meetings begin promptly at noon. Ambassadors will be considered tardy if they are not in the room when their name is called during roll call. Two (2) tardies equal one (1) absence. Three (3) absences will result in removal from the UTA Ambassadors.
- B. An Ambassador will be considered absent if he/she arrives ten (10) or more minutes after the call to order, leaves ten (10) or more minutes before the adjournment or does not attend the meeting.
- C. In order for an absence to be excused, the Ambassador must present an Official University Excuse to Mr. UTA, Ms. UTA, the Program Coordinator, or the advisor prior to the missed meeting/event.
- D. Each Ambassador will be given one (1) opportunity per semester to erase one (1) absence by completing an additional six (6) participation hours.
- E. An Ambassador may only deduct or erase their first or second absence of the semester. Once a third absence is received, the Ambassador is immediately removed from the organization.

## **SECTION 7**

**PARTICIPATION HOUR POLICY:** Ambassadors shall be immediately responsible for abiding by the Ambassador Participation Hour Policy upon election or selection to the UTA Ambassadors.

- A. Ambassadors are required to complete up to six (6) participation hours each month during the fall and spring semesters. The number of participation hours required for a particular month is set by the Executive Board and may be reduced if the Executive Board decides there are not enough participation hour opportunities to allow each member to meet the requirement.
- B. The UTA Ambassadors Executive Board with Advisor approval has the authority to determine what events and activities will count as participation hours and how many hour(s) will be awarded upon appropriate participation.
- C. The UTA Ambassadors Executive Board with Advisor approval will determine the process for signing up for participation hours each semester.
- D. Upon volunteering for a program or event, the Ambassador is responsible for attending or finding another Ambassador to take his/her place.
- E. If an Ambassador cannot make an hour that he/she has already signed up for, the Ambassador must give at least 24 hours' notice by sending an email to Mr. UTA, Ms. UTA, the Program Coordinator, or the advisor.
- F. If an Ambassador does not show up for participation hours that he/she signed up for and does not provide 24 hours' notice, those hours will be deducted from the Ambassador's current total of completed participation hours.
- G. To receive credit for a participation hour, each Ambassador must actively participate in the event and follow instructions from the event

coordinator/leader. Each Ambassador should also check in and out with a member of the UTA Ambassadors Executive Board or the assigned event coordinator/leader.

- H. Failure to complete the minimum required participation hours for the month will result in one (1) absence.
- F. Although many opportunities arise to earn participation hours, some events and activities require full Ambassador participation. These events, as designated by Mr. UTA, Ms. UTA, or the advisor, will be mandatory. Ambassadors should make necessary arrangements in order to participate.

## **ARTICLE V: IMPEACHMENT, REMOVAL, AND RESIGNATION**

**SECTION 1** Members of the UTA Ambassadors Executive Board (including Mr. and Ms. UTA) may be impeached from office upon submittal of a petition of 50 percent of the voting members of the UTA Ambassadors to the Advisor and a two-thirds affirmative vote of the voting members present. The officer being removed shall be presented with a letter of notice from the Advisor one week prior to the vote of impeachment. The letter shall state all of the reasons for removal. The officer shall have the right to defend his/her position before the UTA Ambassadors.

**SECTION 2** Any request of the UTA Ambassadors to impeach a member shall be forwarded to the UTA Ambassadors Executive Board accompanied by a petition bearing the signatures of 25 percent of the voting members of the UTA Ambassadors. It shall be the responsibility of the Executive Board to determine the validity of the claim, and, if necessary, forward the claim to the General Body. Removal shall be by a two-thirds affirmative vote of the voting membership present. The member being removed shall be presented with a letter of notice from Mr. and Ms. UTA one week prior to the vote of impeachment. The letter shall state all of the reasons for impeachment. The member shall have the right to defend his/her position before the UTA Ambassadors.

**SECTION 3** Members and Executive Board officers of the UTA Ambassadors may be impeached for things that include, but are not limited to, not performing assigned duties, and failure to follow the Ambassador Code of Conduct and Ambassador Expectations.

**SECTION 4** Upon removal from the UTA Ambassadors for failure to follow the Ambassador Code of Conduct, Ambassador Expectations, the Attendance Policy, or the Participation Hour Policy, the former member will receive an email stating that within seven (7) days of receiving the email the individual may either:

- A. Appeal for readmission to the UTA Ambassadors through a formal written request to the UTA Ambassadors Executive Board OR
- B. Formally or informally forfeit their membership to the UTA Ambassadors by emailing a statement of their forfeiture.

**SECTION 5** An Ambassador who is removed or impeached from the program may not be allowed to serve in UTA Ambassadors Program for a period of one (1) year.

**SECTION 6** An Ambassador may resign from his or her position within the UTA Ambassadors by sending an email to the Program Coordinator or the Advisor. The resignation is only recognized upon receipt of the email resignation.

**SECTION 7** An Ambassador resigning from membership in the final four (4) weeks of their current term may not be allowed to serve in UTA Ambassadors Program for a period of one (1) year. In addition, an ambassador who resigns during this final four (4) week period forfeits all terms previously elected to as well.

**SECTION 8** Upon impeachment, removal, or resignation, one may not represent the UTA Ambassador program in any manner. This includes, but is not limited to wearing “UTA Ambassador” apparel (polo, t-shirt, nametag, etc.), posting on social media as an Ambassador, or verbally claiming membership within the program.

## **ARTICLE VI: ORGANIZATIONAL OUTREACH**

- SECTION 1** The purpose of organizational outreach is to communicate information regarding University programs and events to student organizations at their regularly scheduled meetings. Further, it will be an opportunity to promote awareness of the UTA Ambassadors.
- SECTION 2** Each Ambassador is required to complete at least one (1) organizational outreach each semester.
- SECTION 3** Ambassadors will be responsible for contacting an approved organization, scheduling a meeting date, and attending the organization's meeting to present. The Ambassadors will present facts about UT Arlington as well as inform the organization of upcoming events, such as the Maverick Speakers Series.
- SECTION 4** In order to receive a participation hour for the organizational outreach, two (2) Ambassadors must attend the organization meeting and present the information. No more than one of the attending Ambassadors may be a member of the organization in which they are visiting.
- SECTION 5** Ambassadors are responsible for informing the Executive Board of the organization they attended including the meeting date and time.

## **ARTICLE VII: COMMITTEES**

- SECTION 1** The purpose of the three (3) standing committees shall be to develop existing and new programs in order to reach maximum proficiency and expansion.
- SECTION 2** All Ambassadors will be required to be a member of one (1) Committee. The UTA Ambassadors Executive Board will determine committee assignments at the beginning of each long semester.
- SECTION 3** The Committees shall be led by the Executive Board.
- SECTION 4** Each Committee shall be responsible for events and programs assigned by Mr. UTA, Ms. UTA and Advisor.

## **ARTICLE VIII: OUTSTANDING AMBASSADOR SCHOLARSHIP**

- SECTION 1** The Outstanding Ambassador Award recognizes a student who has exhibited extraordinary commitment, vision, and passion for leadership on behalf of the University of Texas at Arlington and the UTA Ambassadors Program.

**SECTION 2**

The following criteria will be considered when selecting the recipient of this award:

- A. Serves as a goodwill Ambassador
- B. Positively and consistently represents UT Arlington to campus and community constituents in both an official and unofficial capacity
- C. Has a workable knowledge of campus traditions and information
- D. Completes all participation hours and participates in the majority of UTA Ambassadors programs/events
- E. Consistently performs above and beyond expectations

**SECTION 3**

To be eligible for the award, the Ambassador must be a member of the UTA Ambassadors for at least one (1) year (two (2) full semesters).

**SECTION 4**

The Outstanding Ambassador Award recipient will be selected by Mr. and Ms. UTA with the approval of the Advisor.

**ARTICLE IX: AMENDMENTS****SECTION 1**

Amendments to this constitution require a two-thirds majority vote at any regular meeting of the UTA Ambassadors in any full semester. Any amendment that conflicts with the Ambassador section of the Constitution of the Student Community is deemed invalid.