

# Constitution of the Preston Ambassadors (updated April 16, 2019)

## PREAMBLE

We, the members of the Preston Ambassadors, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

## ARTICLE I

### Vision

We believe in building a more vibrant community by strengthening interpersonal relationships and helping students discover their passions.

### Mission

The Preston Ambassadors foster community by hosting engaging social events, showcasing our home to prospective students and families and, overall, serving as the face of Preston Residential College.

## ARTICLE II Membership

Section 1. Any student seeking to hold membership must complete an application to be reviewed by all current Preston Ambassadors. The Maximum number of Preston Ambassadors is limited to 20 people; due to the limited meeting space.

Section 2. Membership as a Preston Ambassador shall be limited to Preston residents officially accepted and who agree to the contract of expectations and conduct.

Section 3. The University of South Carolina does not discriminate in decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, and sexual orientation.

Section 4. All members of the Preston Ambassadors must maintain the cumulative GPA requirement for Preston Residential College (2.5 GPA) and remain in good standing in their respective college. GPA will be monitored and if any member, including Chair and Vice Chair, falls below the minimum GPA requirement they will meet with chair, vice-chair, and GA and then enter into a semester long probation period. The probation period restricts you from running any event, but the member can still attend meetings.

## ARTICLE III Organization

Section 1. The chairperson(s) of the organization are selected through an application that will be read by the current chairperson(s) and the Faculty/Staff Advisor and narrowed down to the top two applicants. Those applicants will then be interviewed by the current chairperson(s) and the Faculty/Staff Advisor. The Chair applicants will then present their ideas for the year ahead to the group of Preston Ambassadors, and the Preston Ambassadors are invited to ask questions directly to the applicants. The applicants will then be narrowed down to the top two candidates and the Preston Ambassadors will vote for Chair. All officers shall be appointed on or before May 1 of each year, and shall serve one-year terms. The Chair-elect will shadow the current chair and meet with the advisor to learn more about their role.

Section 2. The appointed officers of Preston Ambassadors shall consist of a Chairperson(s), Vice Chair, Secretary, and Treasurer.

Section 3. Officer Duties

- The Chairperson shall preside at all Preston Ambassador meetings, coordinate events, oversee the Secretary and Treasurer, plan the agenda for the weekly meetings, meet weekly with the advisor, delegate tasks to the vice-chair, and to act as a spokesperson for the organization, and to hold all Preston Ambassadors accountable.
- The Vice-chair shall provide support for the chair and fellow Preston Ambassadors, share updates with the group, keep track of event schedule and room request, oversee the committees and committee chairs, keep track of participation, committee binders, oversee the delegating of event processes, oversee the application process, and take on Chair responsibilities when he/she is unavailable.
- The Secretary shall record minutes at all Preston Ambassador meetings and email those minutes out to all members immediately after the weekly meetings. Secretary shall also keep track of attendance, email important information to the Preston Ambassadors, and inform members of all Preston Ambassador meetings and activities to be sent out with the minutes.
- The Treasurer shall fill out allocation forms, receive the minutes from Hall government, coordinate with Hall government and the Business Manager for assistance with all things funding related, and communicate with members who have questions about funding, receipts, purchasing cards, invoices, and reimbursements.

Section 4. The Faculty/ Staff Advisor must be an administrative staff member of Preston Residential College. The Advisor shall serve as a liaison with the University, and help in the transition period between officers. The Advisor will be invited to and notified of all Preston Ambassador meetings and activities.

## ARTICLE IV Meetings

Section 1. All Preston Ambassador meetings will be led by the acting Chairperson(s).

Section 2. All Preston Ambassador members are expected to attend training held at the end of the summer—they will move in three days prior to the established University of South Carolina official move-in day—and assist with move-in of Preston residents during that weekend. The Chair and Vice-Chair will be expected to move in a day earlier than the rest of the Preston Ambassadors to prepare for the year ahead and review expectations.

Section 3. The first meeting of the fall semester shall be held within one week after classes start.

Section 4. Regular meetings shall be held weekly during the school year and special meetings can be called if necessary for the planning and organization of large Preston Ambassador events.

## ARTICLE V Removal from Office

Section 1. A Preston Ambassador officer whose dereliction of duty (including failure to abide by the Preston Residential College Promotional Item policy) adversely affects the operations of the organization shall be subject to disciplinary action or removal from office. Likewise, a Preston Ambassador officer who falls below a 2.75 GPA will be removed from office.

Section 2. A Preston Ambassador member can be removed from office after three unexcused absences. The chairperson(s) or recording secretary must be told about all absences 24 hours prior to the scheduled meeting time to be considered for excuse. After two unexcused absences a member of the Preston Ambassadors will be sent a warning email outlining the discretion. In order for an absence to be deemed excused the members will have to email the chair, vice-chair, and advisor informing them of why they will not be able to attend the meeting. After three unexcused meetings or other dereliction of duties such as missed events, limited participation in committees, or general lack of involvement, the offending Preston Ambassador member will receive written or email notification of the request and the reasons for dismissal before the next regularly scheduled meeting.

Section 3. Failure to maintain the Preston Ambassador's GPA requirements as stated by the constitution will lead to membership probation as mentioned in A II. Sec 4

## ARTICLE VI Resignation from Office

Section 1. In the event of a resignation from the Treasurer, Secretary, or Vice Chair, the members of the Preston Ambassadors will have the chance to express their interest in the vacant position The Chair will then choose two candidates and the rest of the Preston Ambassadors will vote. Majority vote determines the new Treasurer, Secretary, or Vice Chair. If the voting results in a tie the Chair will make the deciding vote.

Section 2. In the event of a resignation from the Chair the Vice chair will assume the responsibilities of chair. Preston Ambassadors will have the chance to notify the new chair of their interest in the Vice Chair position. The new Chair will then choose two candidates and the rest of the Preston Ambassadors will vote. Majority vote determines the new Vice Chair. If the voting results in a tie the Chair will make the deciding vote.

## ARTICLE VII Constitutional Amendments

Section 1. The Constitution is binding to all members of the Preston Ambassadors but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed by any active member of the Preston Ambassadors at any regular meeting at which two-thirds (2/3) of the active members are present.

Section 3. Proposed amendments will become effective following a majority affirmative vote of the Preston Ambassador members.

## ARTICLE VII Ratification

The undersigned student(s) of the University of South Carolina, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.