

The Sorority and Fraternity Community Ambassadors Organization Constitution

Article I Name:

The name of this organization shall be the Sorority and Fraternity Community Ambassadors at Iowa State University.

Article II Purpose:

Sorority and Fraternity Community Ambassadors is a volunteer program designed for current Sorority and Fraternity members to create awareness, positively promote, stimulate interest and represent the Iowa State University Sorority and Fraternity Community with prospective students, families, community members and stakeholders. Sorority and Fraternity Community Ambassadors will communicate a comprehensive view of student life at ISU, while focusing on various aspects of the Sorority and Fraternity Community including leadership, academics, friendship, civic engagement and social justice.

The role of Sorority and Fraternity Community Ambassadors (SFCA) is to serve as representatives of the Iowa State University Sorority and Fraternity Community and the Collegiate Panhellenic Council, Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council. The role of the ambassadors is to educate prospective students, families, local community and stakeholders about the Iowa State University Sorority and Fraternity Community. Ambassadors will support Sorority and Fraternity activities including but not limited to Office of Admissions visit days, Sorority and Fraternity Visit Days, Destination Iowa State, and ClubFest.

Article III Statement of Compliance:

SFCA abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SFCA agrees to annually complete President's Training, Treasurer's Training and Advisor Training, if required.

Article IV Non-Discrimination Statement:

Iowa State University and the Sorority and Fraternity Community Ambassadors do not discriminate since genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V Membership:

Membership Qualifications

- Must be an initiated member (or in the education process of becoming an initiated member) of a fraternity/sorority within the CPC, IFC, MGC or NPHC councils
- Must be in good standing with your fraternity/sorority and Iowa State University
- Must have a 2.75 cumulative GPA and maintain this GPA over the course of the leadership term
- Must have effective speaking skills, the ability to work well with others, desire to represent all Sorority and Fraternity life and willingness to learn about the entire Sorority and Fraternity Community
- Maintain a high level of professionalism and friendliness
- Must be a positive role model within the fraternity and sorority community
- Must be enthusiastic, organized, passionate and motivated to learn about the ISU Sorority and Fraternity Community

Membership Expectations

- Must disaffiliate from your fraternity/sorority during any SFCA activities
- Must attend bi-weekly meetings
 - Three unexcused absences from bi-weekly meetings may result in removal from organization
- Must attend activities as assigned
 - Not attending an assigned activity:
 - First instance will result in a warning and conversation with president and/or advisor
 - Second instance may result in removal from organization

Article VI: Risk Management:

The Sorority and Fraternity Community Ambassadors President will serve as the organizations risk management officer. The role of the risk management officer is to:

[a] Help minimize potential risks for club activities,

[b] Recommend risk management policies or procedures to the Sorority and Fraternity Community Ambassadors

[c] To submit documentation to ISU's Risk Management Office and

[d] To ensure that Iowa State University policies are followed at all of the organization's events and

[e] To ensure that proper waivers and background checks are on file with Risk Management for events, if applicable.

Article VII Officers:

Discuss officer duties, terms of service, dates for elections, method of election,

minimum cumulative GPA for officers, impeachment and replacement of officers. At minimum, each student organization is expected to designate one officer as the chief student leader (usually titled "president"), one officer authorized to deal with the organization's finances (usually titled "treasurer") and one officer who provides general oversight to the group ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement (usually titled "advisor"). The titles of these positions may vary according to the needs of the organization, but the three separate job functions must be provided for in this article.

The Sorority and Fraternity Community Ambassadors will rely on the teamwork of organization officers to accomplish the program's goals and daily activities.

- The officer positions are:
 - **President**
 - Responsible for recruitment, scheduling and group organization
 - Acts as the liaison between SFCA, council leaders and the Office of Sorority and Fraternity Engagement
 - Coordinates daily visits and chapter facility tours
 - Responsible for leading meetings
 - Educates ambassadors with update information at regular meetings and semester retreats
 - Maintains daily visit presentation and other SFCA supplies
 - **Treasurer**
 - Responsible for organization P-Card
 - Coordinates with IFC and CPC leaders to secure SFCA funds
 - Creates and manages budget
 - Assists other officers in making purchases
 - **Programming Chair**
 - Plans activities at bi-weekly meetings
 - Assists in semester training retreat planning
 - Helps draft and send agendas and meeting minutes
 - **Spirit Chair**
 - Plans ice breakers for bi-weekly meetings and retreats
 - Plans social gatherings and team builders for SFCA
 - Coordinates internal celebrations and ambassador recognition
 - **Special Events Chair**
 - Plan activities for Late Night, DIS Picnic, After Dark, ClubFest
 - Assist all officers in planning, brainstorming and executing activities
 - Act as the point of contact and leader for special events
- Officer Selection – Officers will be selected at the beginning of each Spring semester, or when there is a vacancy, through an application and interview

process conducted by the current president and faculty advisor(s).

- Impeachment/Removal of officers— If impeachment charges are brought against an officer, the written complaint should be submitted to the Advisor.
 - To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due-paying members.
 - Reasons for removal include but are not limited to inappropriate statements to visitors or ambassadors, failure to fulfill the requirements of the position, or loss of good standing within their chapter or the university. If the situation allows, the officer may be allowed to remedy the situation with a plan set forth by the officer and the advisor.
- Replacement of officers—If a position opens outside of the normal selection process the same application and appointment process will occur.
- Minimum Cumulative GPA for Officers—The officers of this organization must meet the following requirements:
 - (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA of 2.75 in the semester immediately prior to the appointment to the group, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article VIII Advisor:

All recognized student organizations at Iowa State University must provide a general statement about the duties and method of selection of the club's advisor. Discuss advisor duties, terms of service, method of election, selection or appointment, impeachment, and replacement of advisors here.

- Advisor Duties—The advisor will meet regularly with the SFCA President and

officers to make sure all organization goals are being met. The advisor will support the leadership of the organization.

- Method of election/selection of advisor(s) - This position will be appointed by The Office of Sorority and Fraternity Engagement.
- Advisor(s) Term of Service—The advisor will serve at his or her leisure or while appointed by the Office of Sorority and Fraternity Engagement.
- Impeachment/Removal of Advisors - Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.
- Replacement of Advisors—If the advisor leaves the university or is unable to fulfill their duties, The Office of Sorority and Fraternity Engagement will appoint a replacement.

Article IX Finances:

- All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- This organization will have \$10.00 dues.

Article X Amendments & Ratification:

- This constitution for SFCA must be approved by a majority vote of members at a regular meeting.
- Amendments can be proposed by members at any regular meeting or at an officer/advisor meeting. The amendment will be discussed and drafted, then presented to the group at a regular meeting. The amendment must be approved with a majority vote.
- Any amendment or ratified constitution should be submitted within 10 days to Student Engagement for approval.

Sorority and Fraternity Community Ambassadors Operation Manual

Section One: Activities & Travel

1. Annual Activities:

- Fall Semester
 - Fall SFCA training retreat
 - Destination Iowa State Kickoff

- Late Night @ the MU
- Fall Recruitment Fair (as needed)
- ClubFest
- Experience Iowa State days
- Daily 2:10 Sorority and Fraternity Community info sessions
- Spring Semester
 - Spring SFCA training retreat
 - New SFCA Orientation
 - ISU After Dark
 - SFE Calling Project
 - ClubFest
 - Experience Iowa State days
 - Daily 2:10 Sorority and Fraternity Community info sessions

2. Travel

This group will travel off campus with a staff member from the Office of Sorority and Fraternity Engagement when events require representation from ambassadors from the Sorority and Fraternity Community.

Section Two: Equipment & Emergency Protocols

1. Equipment

Sorority and Fraternity Community Ambassadors are responsible for keeping and maintaining the manual they are provided. The group officers are responsible for storing and keeping all items and supplies purchased with SFCA funds.

2. Emergency Protocols

SFCA will work regularly with students and members of the public, which carries an inherent risk. SFCA will sign a contract as required, accepting responsibility to work with the visiting public. Concerns about risks associated with the activity can be expressed to and will be addressed by the faculty advisor and officer team.

Section Three: Finances & Fundraising

1. Finances

At the beginning of each semester the Collegiate Panhellenic Council and Interfraternity Council will transfer their budgeted funds to Sorority and Fraternity Community Ambassadors. These councils will also transfer the budgeted amount for

ISU After Dark in the spring and Destination Iowa State Kickoff in the fall. The treasurer is responsible for collecting and depositing all funds for the organization.

The budget will be created by the organization treasurer and approved by the officer team and faculty advisor. Organization members will not handle cash unless specifically directed to on behalf of CPC, IFC, MGC, NPHC or the Office of Sorority and Fraternity Engagement.

2. Fundraising

The Sorority and Fraternity Community Ambassadors may participate in fundraising activities such as kickback nights, sales-based fundraisers and soliciting donations. The group will follow regulations for fundraising set forth by the Office of Sorority and Fraternity Engagement and the Dean of Students Office.

Section Four: Marketing & Meeting Schedule

1. Marketing

Social media will be used to promote the growth of the organization during recruitment periods. Information about applications should be distributed through social media, The Office of Sorority and Fraternity Engagement, Sorority and Fraternity Community social media pages, and on the TV bulletin board in the office.

The Sorority and Fraternity Community Ambassadors will not create social media accounts separate from the ISU Sorority and Fraternity Community accounts unless given express permission by the faculty advisor with Director approval.

Sorority and Fraternity Community Ambassadors does maintain a separate Gmail account, isugca@gmail.com to conduct organization business and communicate with event and council leaders.

2. Meeting Schedule

The organization will meet every other week during the fall and spring semesters. SFCA will not hold meetings during Dead Week or Finals Week. The meeting time is set each semester based on ambassador availability.

Section Five: Advisor/Coach & Affiliation

1. Advisor/Coach

The faculty advisor is appointed by The Office of Sorority and Fraternity Engagement staff and will be filled in the event of the advisor leaving the position or being unable to serve.

Organization officers should meet regularly with the advisor at an agreed upon time. The organization president should meet with the advisor weekly.

2. Affiliation

The Sorority and Fraternity Community Ambassadors are affiliated with The Office of Sorority and Fraternity Engagement and The Dean of Students Office.