# Bylaws

**Organization**

The name of this organization shall be the Engineering Ambassadors.

**Purpose of Organization**

* To serve as Ambassadors to the Whitacre College of Engineering and to Texas Tech University.
* To assist the Whitacre College of Engineering in promoting its programs to prospective students, industry, business, and alumni.

**Initial Membership Requirements**

Membership shall be open to all engineering students without regard to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

* Applications will be accepted from all undergraduate College of Engineering students at Texas Tech University meeting the following minimum requirements:
	+ Applicants must have a cumulative Texas Tech GPA of at least 3.0.
	+ Applicants must be enrolled as a full-time student during the semester they are applying (12+ credit hours).
	+ Applicants must submit a complete application by the required deadline set by the Internal Vice President.

If accepted into Engineering Ambassadors, a new member will enter an Evaluation Period. The extent will be one full semester and the current officer team will discuss performance, participation, and professionalism at the end. New members who do not appear to excel within these qualities will have an evaluating meeting with the officers to discuss continuing membership.

**Current Membership Requirements**

* Cumulative Texas Tech GPA of 3.0
* Active Membership Contract (Addendum A)
* Approval by the Executive Committee
	+ If a member is denied approval by the Executive Committee, the member has the right to appeal the decision to the Dean of Engineering or their designee.
* Attendance to WCOE Tours and Peer Career Advisor (PCA) Critique Shifts
	+ Designated members must report to the EOC prior to each shift.
		- Members must remain present for the full duration of their shift. Tour guides may leave if directed by EOC Staff.
	+ The first time a member fails to report, a warning will be given.
	+ If the member fails to report to the EOC at the beginning of their shift more than one time, consequences are up to the Executive Committee’s discretion.
* Attendance to all meetings
	+ If a member cannot attend a meeting, they must formally inform the Executive Committee prior to the meeting by email or text.
	+ Meetings can be excused for the semester if proof of class or another special circumstance occurs at the same time.
	+ The first time a meeting is missed without notification, a warning will be given.
	+ Any meetings missed without notification thereafter will result in a point deduction.
* Current members may go “inactive” within the organization for a total of one long semester.
	+ “Inactive” is defined as relinquishing all rights to participate in any Engineering Ambassador activities, events, privileges (scholarship) and duties; and no longer acting as a representative of the organization for one long semester.
	+ “Inactive” status must be requested no later than seven days after the start of the long semester. It must be approved by the Executive Committee and Advisor.
	+ “Inactive” status longer than one long semester will result in complete removal from the organization.
	+ “Inactive” status cannot be requested for the current member’s graduating semester.
* Undergoing a mid-semester “check-up” to discuss involvement thus far occurring within the months of October or March, depending on current long semester.
* Re-entry to the organization is contingent upon meeting the current membership requirements (as defined above).
* In the event of a departing EA, the Engineering Ambassadors reserve the right to fill vacancies in accordance with the criteria set forth in “Selection Process and Criteria”.
* If within the last two semesters of an EA’s membership they do not meet the point requirement, receiving a stole for graduation will be up to the executive committee’s/ EA advisor’s discretion.

**Selection Process and Criteria**

* Prior to filling vacancies, current members will be invited to return contingent upon meeting “Current Membership Requirements” (see above).
* Remaining vacancies shall be filled from the **current** applicant pool by the Selections Committee of the Engineering Ambassadors.

**The Selections Committee**

* Shall be made up of all current officers and the dean or their designee (ex-officio).
* The Dean of Engineering or their designee will have a deciding vote in the event of a tie.
* Any officer unable to attend the entire selections process must obtain prior approval from the Executive Committee to be excused **or** replaced.
* If an officer cannot be present for the entire selection process, a replacement may be elected by the officers from the general membership or appointed by the Dean or their designee.
* If an applicant has a relative on Selection Committee, that committee member cannot be present during selections process. Replacement of committee member will follow “Membership.”
* Selection Committee membership shall be limited to eight.
* Length of membership is one semester. Renewed membership is contingent upon the “Membership” section (above).

**Officers**

* The Executive Committee shall consist of the President, two Vice Presidents, Secretary, Treasurer, Executive Coordinatorand Dean or their designee (ex-officio).
* The officers shall be elected at the end of each academic year.
* Terms of office shall be one year for each of the officers, so long as they are able to fulfill the Member Requirements mentioned above.
* The president may serve a one-semester term but must obtain permission to do so from the Dean or their designee at least one week prior to running.
* If an officer leaves in the middle of his/her/their term, a replacement shall be elected for the remainder of that term as soon as possible by the next general meeting or an emergency meeting may be held.
* In the event that the president unexpectedly vacates his/her/their position, a current officer shall be appointed to President but must run for re-election at the end of the academic year.
* Members must serve for one long semester in order to run for Executive Committee.
* All positions shall be up for reelection at the end of each academic year.
* The New Members that have been accepted into the organization in the semester of officer elections will not be invited to the Officer Election meeting. This is to prevent New Members from voting without fully understanding the officer position.
* Members will be nominated for positions (self-nomination is acceptable) at the election meeting, and one other member of the organization is required to second the nomination before a member is accepted as a candidate.
* The candidates running for said position will then give a brief speech before exiting the room to allow the organization to vote.
* The organization will then hold a brief open forum where they have the ability to professionally explain who they are voting for and why that candidate would be suitable for the position. The organization will then conduct a blind vote (not including the nominees), and the candidate receiving the majority (more than 50%) of people voting will take office.
* In the event of three or more candidates running for a position, if the voting results in anything but majority for a candidate, everyone except the top two candidates will be removed and the members will re-vote on the top two.
* All other election questions/discrepancies will be up to officer/ EA advisor discretion.

**Duties**

**President**

 The President of the organization is responsible for keeping the EA advisor and Dean or their designee updated on all organization activities, as well as the planning and running of meetings, and serving as the main representative of the organization in the University community. In addition to the aforementioned role, they could also be required to perform other tasks deemed necessary by the Dean or their designee.

**Secretary**

 The Secretary is responsible for all communication within the organization, as well as communication between the organization and outside parties. Responsibilities include taking meeting minutes, posting events and serving to relay all relevant information within the organization. In addition to the aforementioned role, they could also be required to perform other tasks deemed necessary by the Dean or their designee.

**External Vice-President**

 The External Vice-President is responsible for organizing social events within the organization, assisting with Engineering Week planning, and fundraising if needed. In addition to the aforementioned role, they could also be required to perform other tasks deemed necessary by the Dean or their designee.

**Internal Vice-President**

 The Internal Vice-President is responsible for all recruitment-related activities, including, but not limited to, preparing applications, serving as the main point of contact for applicants, organizing the meet and greet, and managing advertising for recruitment season. In addition to the aforementioned role, they could also be required to perform other tasks deemed necessary by the Dean or their designee.

**Treasurer**

 The Treasurer is responsible for maintaining the EA bank account, placing orders for uniforms and graduation paraphernalia. In addition to the aforementioned role, they could also be required to perform other tasks deemed necessary by the Dean or their designee.

**SORC Representative**

 The SORC Representative is responsible for all communication between the University and the EAs and ensuring compliance with guidelines for student organizations as dictated by the University. In addition to the aforementioned role, they could also be required to perform other tasks deemed necessary by the Dean or their designee.

**Executive Coordinator**

The Executive Coordinator is responsible for planning and preparing Engineering Week and assisting other officers in any other duties. All remaining tasks for the Executive Coordinator will be up for officer discretion.

**Impeachment and Removal**

* Officers may be impeached and, if convicted, removed from office by a two-thirds majority of the voting members on the basis of not fulfilling their duties as outlined in the Constitution and By-Laws.
* Members may be impeached and, if convicted, may be expelled from membership by a two-thirds majority of the voting members on the basis of not fulfilling the purpose of the organization.
* Advisors may be impeached and, if convicted, removed from their position by a two-thirds majority of the voting members on the basis of not fulfilling their duties as described in the By-Laws or the Constitution.
* Any individual who is impeached shall be given full notice of the allegations against him/her/them and shall have an opportunity to respond to them during a formal meeting.
* Any member of the organization may initiate impeachment proceedings.

**Meetings**

* The frequency and location of general and officer meetings shall be determined by the Executive Committee and Dean or their designee at the beginning of each long semester.
* Meetings will be planned and run by the Executive Committee, using a slideshow to ensure all necessary topics and issues are covered. Members may make comments and discuss topics in an orderly fashion, but all discourse will be mediated by the Executive Committee.
* When necessary, Robert’s Rules will be the parliamentary procedures used during meeting or elections based on officer discretion.

**Evaluations**

* Evaluations shall be conducted for each member, every long semester.
* Membership shall be reviewed after two consecutive evaluations which result in one or more “needs improvement” rating. This review can result in probation or removal from the organization.

**Affiliations**

The organization shall have no political, religious, or social affiliations with any national, state, or local organization.

**Committees**

* The Executive Committee shall make assignments of individual members to serve on committees as required to fulfill the needs of the organization.
* The Executive Committee shall take into consideration the wishes of the individual members in making assignments.

**Advisor**

The advisor for this organization shall be the Dean of the College of Engineering at Texas Tech University or their designee. The advisor is responsible for assessing the needs of the College of Engineering and delegating tasks to the Organization to ensure that the needs are met.

**Provisions**

­ The organizations shall have the right to override Executive Committee decisions with a two-thirds majority vote.

**Amendments**

At any general meeting of the organization, these bylaws may be amended by two-thirds majority vote by full membership, provided that the amendment has been submitted in writing and read one week prior to the meeting.