Engineering Ambassadors Contract of Active Membership

I. CHAIN OF COMMAND

All Engineering Ambassadors shall report to the Executive Committee as defined by the Bylaws (IV.A.).

II. MEMBERSHIP

A. Length of membership shall be one semester
B. Renewed membership is contingent upon the membership requirements of the Bylaws (III.B.1.a-c.); and will be made by the Executive Committee as defined by the Bylaws (III.B.3).

III. INFORMATION

All Engineering Ambassadors will submit the following by the first meeting of the semester:
A. Personal data sheet
B. Signed Contract (Addendum A)
C. Semester schedule

IV. ON-CALL SHIFTS

A. Each Engineering Ambassador will choose an “on call” time.
B. The amount of time on call may vary each semester.
C. During the on call time each Engineering Ambassador:
   1. must arrive in the Engineering Dean’s Office and sign in prior to the start of the shift,
   2. must be properly dressed in the assigned polos and,
   3. may leave the Dean’s office but must be a short distance from the office.
D. There may be multiple Engineering Ambassadors during each on call time.
E. The Graduate Student Assistant or designee will notify the Engineering Ambassador when needed.
F. If the Engineering Ambassador is notified to return to Dean’s Office, the Engineering Ambassador must arrive in 10 to 15 minutes or less.
G. Each Ambassador is allowed two unexcused absences from a shift. An unexcused absence will be defined as no prior notification to the Graduate Recruiters and current serving President of intent to be absent. Greater than two unexcused absences will result in a warning or other consequence consistent with Section X.
H. Not arriving after notified can result in immediate probation or other consequence at the discretion of the Executive Committee.
I. The Engineering Ambassador may leave upon completing their duties after called but will remain on call until the end of their shift.

V. MEETINGS

A. All general meetings for the Engineering Ambassadors are mandatory.
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B. Each Engineering Ambassador is allowed one unexcused absence. Unexcused absence will be defined as no prior notification to the current serving President of intent to be absent. More than one unexcused absence will result in a warning or other consequence consistent with Section X.

C. Minutes for general meetings will be provided by the Secretary via email 48 hours after the general meeting.

D. If an Engineering Ambassador is not present at a meeting, that Engineering Ambassador is responsible for clarifying information in the minutes with the President.

E. All Engineering Ambassadors, present or absent, are held accountable for information in the meetings.

F. All Engineering Ambassador meetings are confidential, unless otherwise noted.

VI. EVENTS

A. Engineering Ambassadors will be required to work the required number of hours each semester. This number will be set by the President and Advisor and will be dependent on the number of members in the organization.
   1. If the Ambassador fails to meet this requirement, it will result in a warning or other consequence consistent with Section X
   2. If an Ambassador fails to participate in any events, the Executive committee reserves the right to remove said Ambassador from the organization
   3. If an Ambassador fails to meet half of the required hours for the semester, the Executive Committee reserves the right to review membership of said Ambassador.

B. All events will be given prior notification to provide an adequate amount of time to have Engineering Ambassador representatives. All events will be posted in the Engineering Ambassador Binder.

C. If all positions are not filled, as required by the specified event, the President will assign shifts based on previous involvement and availability.

D. If an Engineering Ambassador misses a scheduled event he/she signed up for the Executive Committee has the right to place the offender on immediate probation.

E. In the event of an emergency or an Engineering Ambassador cannot attend the event the alternate shall be required to replace the absent Engineering Ambassador.

VII. RESUME CRITIQUES

A. Engineering Ambassadors will work with the Engineering Opportunities Center (EOC) doing peer on peer resume critiques. The number of Ambassadors will be set by the President and Director of the EOC.
   1. If an Ambassador misses his or her designated shift without prior notification to the Director of the EOC, it will result in disciplinary actions chosen by the President and Director of the EOC.
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a) If an Ambassador misses two designated shifts without prior notification to the Director of the EOC, the Ambassador will be put on immediate probation and will be removed from their duties in the EOC, at which time they will be replaced by a member selected by the President and Director of the EOC, if deemed necessary.

2. Ambassadors who volunteer to do resume critiques will be required to do one half of the hours of Ambassadors who are not doing resume critiques. This number will be determined by the President and Advisor and will be dependent of the number of members of the organization.

B. Ambassadors working in the EOC may exchange shifts with other Ambassadors working in the EOC. Any exchange must be approved by the Director of the EOC. Approval is at the discretion of the Director.

VIII. ATTIRE

A. Each Engineering Ambassador is expected to wear appropriate uniform as instructed for each event.

B. Engineering Ambassadors working in the Engineering Opportunities Center are expected to wear appropriate attire, as set by the Director of the EOC.

IX. CONDUCT

A. Engineering Ambassadors represent the college both on and off duty.

B. At NO time will verbal derogatory, offending, cruel, intimidating, embarrassing, or any other negative remark about others, the organization, the Whitacre College of Engineering, or Texas Tech University be tolerated.

C. Engineering Ambassadors are expected to respect all Whitacre College of Engineering faculty and staff. If a Whitacre College of Engineering staff or faculty member asks an Engineering Ambassador to complete a task, the Engineering Ambassador should complete the task if possible and otherwise respectfully decline.

D. Failure to follow conduct requirements will result in mediation with the Executive Committee, and possibly the Dean of Engineering and/or Associate Dean, for review and possible warning, probation, or dismissal.

X. CONSEQUENCES

A. Unless otherwise stated above, any violation of above requirements will be documented as follows:

   1. 1st violation – Verbal warning
   2. 2nd violation – Probation
   3. 3rd violation – Removal from organization

B. All reprimands may be appealed to the Executive Committee. The appeal should occur at the next Executive Committee meeting. The accused Engineering Ambassador may provide documents and witnesses as needed.
C. Ambassadors in violation will be notified of the consequences via email at the time the violation occurs, and verbally at the completion of the next Engineering Ambassador general meeting.
Engineering Ambassadors Contract of Active Membership

By signing this, I am confirming my membership and my understanding of the expectations and consequences of the Engineering Ambassador Organization.

________________________________________________________________________
(printed name)                                                     (signature)

________________________________________________________________________
(date)