

Engineering Ambassadors Contract of Active Membership

CHAIN OF COMMAND

- A. All Engineering Ambassadors shall report to the Executive Committee as defined by the Bylaws (“Officers”).

MEMBERSHIP

- A. Length of membership shall be one semester
- B. Renewed membership is contingent upon the membership requirements of the Bylaws (“Membership”); and will be made by the Executive Committee as defined by the Bylaws (“Officers”).

INFORMATION

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

TOURS SHIFTS

- A. The Engineering Ambassador must report to the Engineering Center at the beginning of the shift, however, he/she may leave if directed by EOC Staff.
- B. During tour shifts, each Engineering Ambassador:
 - 1. must be properly dressed in the assigned polos and,
 - 2. must remain on campus.
- C. The Student Recruiter or designee will notify the Engineering Ambassador when needed.
- D. An unexcused absence will be defined as no prior notification to the Student Recruiters of intent to be absent. An unexcused absence will result in a consequence consistent with Section “Consequences” and a one point deduction for each infraction.
- E. The Engineering Ambassador may leave upon completing their duties after called but will remain on call until the end of their shift.
- F. In the event of a last-minute tour request, an EA polo will not be required.

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.
- B. If an Ambassador misses his or her designated resume critique 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 as well as an appropriate point deduction as determined by the executive committee.

Engineering Ambassadors Contract of Active Membership

1. If an Ambassador misses **two** designated resume 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 may be awarded extra points. This number will be determined by the President and Advisor and will be dependent of the number of members of the organization.
3. 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.

MEETINGS

- A. All general meetings for the Engineering Ambassadors are **mandatory**.
- B. Unexcused absences will be defined as no prior notification to the current serving President of intent to be absent. An unexcused absence will result in a consequence consistent with Section “Consequences” and a one point deduction for each infraction.
- C. Minutes for general meetings will be provided by the Secretary via SignUp Genius within 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.

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.
- B. If the Ambassador fails to meet this requirement, it will result in a warning or other consequence consistent with Section “Consequences.”
- C. If an Ambassador fails to participate in any events, the Executive Committee reserves the right to remove said Ambassador from the organization.
- D. If an Ambassador fails to meet the required hours for the semester, the Executive Committee reserves the right to review membership of said Ambassador.
- E. Prior notification will be given for all events in order to provide an adequate amount of time to have Engineering Ambassador representatives. All events will be posted on SignUp Genius or other designated area.
- F. If all positions are not filled, as required by the specified event, the President will assign shifts based on previous involvement and availability.
- G. 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 and the appropriate number of points will be deducted.

ATTIRE

Engineering Ambassadors Contract of Active Membership

- 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.
- C. As previously stated, an EA polo will not be required for last-minute tour requests.

CONDUCT

- A. Engineering Ambassadors represent the college both on and off duty.
- B. At **NO** time will verbally derogatory, offending, cruel, intimidating, embarrassing, or any other negative remarks about others, the organization, the Whitacre College of Engineering, or Texas Tech University be tolerated.
- C. Engineering Ambassadors may deal with confidential or personal information. Under no circumstances is this information to be shared or discussed with non-EOC staff.
- D. 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.
- E. 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.

CONSEQUENCES

- A. Unless otherwise stated above, any violation of above requirements will be documented as follows:
 - 1st violation** – Verbal warning **with Executive Committee**
 - 2nd violation** – Meeting with the President
 - 3rd violation** – Meeting with the Engineering Ambassador Advisor
- 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. The Executive Committee has the right to enforce disciplinary actions of any level at the discretion of the Executive Committee including, but not limited to, probation, retraction of scholarship, and removal from the organization.

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