

NC State University  
Alumni Association Student Ambassador Program  
Constitution

Article I  
Name

Section 1. The name of this organization shall be the Alumni Association Student Ambassador Program. The organization shall popularly be referred to hereafter as AASAP.

Article II  
Affiliation

Section 1. The AASAP shall be affiliated with and responsible to the NC State University Alumni Association. The AASAP shall be operated in accordance with the constitution of NC State University Alumni Association.

Article III  
Purpose

Section 1. The AASAP strives to provide opportunities for the active involvement of student leaders in serving as liaisons between alumni, administrators and the student body. In an effort to provide a direct link between the alumni and student communities, ambassadors serve as hosts at Alumni Association-sponsored functions, acting as a group representative of the quality student leader NC State embodies. Through a passionate spirit for NC State, ambassadors strengthen the ties that unify alumni with the community that is their alma mater.

The role of the ambassador has evolved during the short life of the organization to address the growing needs of the Alumni Association and University. Over the years, the exceptional level of student leadership has led the organization to expand its involvement and role on campus. The AASAP has taken initiative in reviving campus traditions such as Homecoming and Founder's Day and creating student programming that aids in making the student experience an enjoyable one. By doing so, AASAP will create a culture on campus that ensures that students truly feel a part of the Wolfpack family while on campus and thus want to become active alumni and stay connected to their alma mater after graduation.

Article IV  
Membership

Section 1. This structure consists of approximately 40 members of the Alumni Association Student Ambassador Program, selected through the recruitment process that currently includes an application, information session, and interview. An Executive Board is selected from these members by the outgoing president and the staff advisor.

AASAP will not discriminate on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual preference, disability or marital status.

Section 2. The following officers will be selected by the outgoing president and the staff advisor and will serve as the Executive Committee of the AASAP and STAT: President, Vice President, Director of Programming, Director of Traditions, Director of Homecoming, Director of Communication, Director of Administration and Director of Membership.

#### Article V Advisor

Section 1. The advisor shall be the Director of Special-Interest and Campus Programs of the NC State University Alumni Association.

#### Article VI Meetings

Section 1. Ambassadors are required to complete a specified number of events to be announced at the beginning of each semester. Below are guidelines on those requirements. A calendar of events will be created and distributed at the beginning of each semester and the administration committee, using the RSVP event sign-up system, will handle scheduling of events. Scheduling format and requirements are subject to change as the needs of the organization change.

- Typically, ambassadors are expected to participate in 2-3 Alumni Association events in the fall and 1-2 events in the spring.
- All ambassadors are expected to participate in Homecoming and Founder's Day.
- All ambassadors are expected to attend the fall and spring retreats.
- All ambassadors are expected to attend bi-weekly meetings and participate in committee work.

#### Article VII Financial Matters

Section 1. All contracts and transactions entered into and all assets owned by the AASAP shall be in the name of the NC State Alumni Association.

Section 2. The only person designated to deposit or withdraw funds from the AASAP account shall be the advisor.

#### Article VIII Dissolution

Section 1. The AASAP may be dissolved upon the written notice of the advisor or a designee of the Alumni Association Board of Directors.

Section 2. Upon dissolution, all organization's property, of whatever nature or value, and whosoever situated, shall vest itself immediately to the NC State Alumni Association to be used as determined by the advisor or a designee of the Alumni Association Board of Directors.

## Article IX Amendments

Section 1. The power to alter, amend, or repeal this constitution shall be vested in the advisor and president.

Section 2. All modifications of the articles must be accepted made or approved by the advisor and president.

Section 3. Any amendment or revision of the constitution initiated and approved by the advisor and president shall become effective immediately.

## Alumni Association Student Ambassador Program By-laws

### A. Meeting Attendance

- Ambassadors are allowed to miss one meeting per semester without penalty. **They should email the director of administration immediately (cc the president, standards chair) to notify her/him of this absence.** Unless it is an unforeseen conflict, the email should reach the director of administration prior to the meeting.
- Ambassadors may compensate for missing any further meetings by volunteering for an additional event during that semester or by assisting the organization or Alumni Association on special projects. However, it is up to ambassadors to make these arrangements.
- The standards chair will follow up with those who miss a meeting without prior notice (cc the president, director of administration, and advisor) or those who miss more than one meeting.

### B. Event Attendance

- Event attendance will be taken on an honor system. If an ambassador signs up to attend, it is assumed that the ambassador have attended the event.
- If an ambassador does miss an event, email the director of administration (cc president) to let him or her know for attendance purposes.
- If the ambassador has an unforeseen conflict and will be unable to attend the event that the ambassador has signed up for, immediately call the staff contact person for that event. If the ambassador is unable to reach that person, call the

advisor's cell phone. If the ambassador is unable to reach her, call the president's cell phone.

C. Executive Board

- The Executive Board will be made up of the following officers: President, Vice President, Director of Membership Development, Director of Communication, Director of Traditions, Director of Programming, Director of Programming and Director of Homecoming.

Section 1. Each officer's responsibilities shall be as follows:

*President:*

- ♦ Preside over meetings
- ♦ Create officer and program meeting agendas
- ♦ Oversee major decisions about the programming, budget, and administration of both the AASAP and STAT
- ♦ Meet regularly with Staff Advisor to ensure clear communication between the Alumni Association staff, AASAP and STAT
- ♦ Enact the mission of the AASAP and STAT in such a way that the goals of the Alumni Association are also advanced
- ♦ Strive to expand upon and improve both the AASAP and STAT

*Vice President:*

- ♦ Manage the Directors
- ♦ Fill in for the President in her/his absence at meetings and events
- ♦ Preside over STAT and ensure clear communication between the Alumni Association staff, the AASAP President, Directors and STAT members.

*Director of Communication:*

- ♦ Oversee, plan, and implement the following:
  - AASAP, STAT and Traditions Web pages
  - Creation of Public Relations tools for AASAP, STAT and Traditions
  - Creation of AASAP & STAT apparel
  - PR for special events such as recruitment, Founders Day, and Traditions activities
- ♦ Director may choose to work with the staff advisor and president to delegate tasks among committee members as he/she sees fit and may designate members as:
  - Web Information Coordinator
  - Publicity Coordinator

*Director of Membership Development:*

- ♦ Oversee, plan, and implement the following:

- Recruitment process including applications, Recruitment Information Sessions and the Spring Retreat
- Fall Retreat
- Meeting workshops and speakers
- Internal Member Recognition
- Semester social events for the AASAP members
- ♦ Director may choose to work with the staff advisor and president to delegate tasks among committee members as he/she sees fit and may designate members as:
  - Recruitment Coordinator
  - Development Coordinator
  - Internal Relations Coordinator

*Director of Traditions:*

- ♦ Oversee, plan, and implement the following:
  - Past & present NC State traditions research
  - Documentation of these traditions via collaboration with the Communication Committee to create a Traditions web page, public relations tools, and a multi-media presentation for faculty, staff, students and alumni
  - Recommendations to the director of programming & Alumni Association staff concerning the implementation of new traditions or revival of old traditions
  - Founder's Day events
  - Presentation of Traditions research through Wolfcamp, Wolfpack Welcome Week, etc.
- ♦ Director may choose to work with the staff advisor and president to delegate tasks among committee members as he/she sees fit and may designate members as:
  - Founder's Day Coordinator
  - Education Coordinator

*Director of Programming:*

- ♦ Oversee, plan, and implement the following:
  - Benefits package of STAT
  - STAT programming and events
- ♦ Director may choose to work with the staff advisor and president to delegate tasks among committee members as he/she sees fit and may designate members as program coordinators.

*Director of Administration:*

- ♦ Oversee, plan, and implement the following:
  - Email reminders to ambassadors for events
  - Code of Conduct

- Meeting & Events Attendance/ RSVP service
- Membership Database Management/ AASAP contact information
- Listserv Management
- AASAP calendar & sign-ups
- Meeting & Committee Minutes
- AASAP Handbook
- AASAP Annual Report
- Special correspondence such as gifts, cards, etc.
- ♦ Director may choose to work with the staff advisor and president to delegate tasks among committee members as he/she sees fit and may designate members as:
  - Records Coordinator
  - Standards Coordinator

*Homecoming Committee Chair:*

- ♦ Oversees, plans and implements all student Homecoming events and publicity.
- ♦ The chair may choose to work with the staff advisor and president to delegate tasks among committee members as he/she sees fit and may designate members as sub-committee chairs:
  - Wear Red Get Fed
  - Publicity
  - Parade
  - Pack Howl
  - Kick-off
  - Service
  - Spirit-traditionally lead by the current Leaders of the Pack whom, if not already members of the AASAP, will be invited to serve as ex-officio members.

Section 2. Each Committee Director shall be responsible for attending meetings of the Executive Committee as needed to report on the status of their specific projects.

**B. Officer Appointments**

Section 1. The officers shall be chosen by the advisor and the President from the Alumni Association Student Ambassador Program and will assume the duties of office in April.

Section 2. If the President leaves office, the Vice President shall automatically move to President, and the program advisor shall choose a new Vice President.

**C. Amendments to the By-Laws**