

# Study Abroad Ambassadors

## Preamble

We, the students at the University of Delaware, do hereby form the organization known as the "Study Abroad Ambassadors" to provide a way for students to become more familiar with the study abroad programs offered at the University of Delaware through education, communication, and outreach. Furthermore, we wish to make students more aware of the role they play as a global citizen.

## Article I. Name

This organization shall be known as the "Study Abroad Ambassadors" (SAA).

## Article II. Purpose

The purpose of SAA is to heighten the awareness of the study abroad programs at the University of Delaware through education, communication, and outreach. As well as to increase the awareness of the role one plays as a global citizen.

## Article III.

Study Abroad Ambassadors is affiliated with the Center for International Studies (CFIS) at the University of Delaware, which provides program suggestions, advisement and information about study abroad opportunities.

## Article IV. Membership

Members must be full-time matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. Members must:

- i. have a 2.8 Grade Point Average, the minimum required to participate in a study abroad program
- ii. have participated in at least one (1) study abroad program experience through the University of Delaware
- iii. receive a study abroad faculty recommendation from the program in which the student participated
- iv. attend at least four (4) SAA-sponsored events per semester

## Article V. Officers

1. The officers of this organization shall be: President, Vice President, Secretary, Treasurer and any additional positions under the discretion of the existing officers in command.
2. Officers shall be elected by the membership. Elections shall take place annually, late spring semester by the following process: elections will be held by secret ballot, and all

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Activities & Programs

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active members may vote. Members will be nominated for positions within SAA. In the event of a tie, the current president will cast the deciding vote. Elections will be held whenever an executive position becomes available. In the case that an executive member decides to resign from his or her position, he or she must give one (1) month's notice.

3. The term of office shall be for one year, from June 1 to May 31.

4. The duties of the officers shall be such as usually pertaining to these positions.

#### **Article VI.**

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

#### **Article VII.**

After one year, if a member fails to meet the criteria for membership, he or she is suspended indefinitely.

#### **Article VIII.**

**Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees and has the power to veto memberships and new policies.

**Section 2: Vice-President** - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice-President will be in charge of calling or running meetings if the President is unable to. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers.

The treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

**Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. You may want to have the Secretary serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

**Section 5: Qualifications for Officers** - All Officers must be full time matriculated undergraduate students at the University of Delaware. Officers must be able to complete a full calendar year and meet all membership criteria.

**Section 6: Elections** will be held by secret ballot, and all active members may vote. Members will be nominated for positions within SAA. In the event of a tie, the current president will cast the deciding vote. Elections will be held whenever an executive position becomes available due to graduation or resignation.

**Section 7: Failure to meet all the criteria for membership or conduct contrary to the purposes of the group** will result in removal of officers from their positions immediately.

**Section 8: Officer Transition** – Officers should be elected in the spring semester for the following fall semester. After the elections, the officers will meet with the new officers for the upcoming year to train them.

## **Article IX.**

1. The President or the Vice President shall be in charge of calling meetings. Members will be notified by electronic mail at least five (5) days beforehand when possible.
2. The meetings will occur at least once every two months during the fall and spring semesters.

## **Article X.**

SAA will look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules of order of this organization.

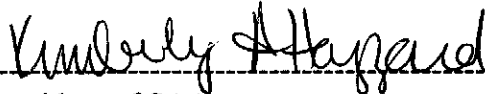
## **Article XI.**

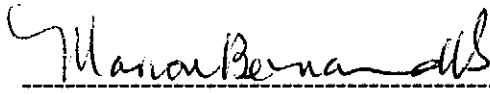
The minimum number of members who have to be present at a meeting in order for business to be conducted is the Advisor, President or Vice President and 30% of the members.

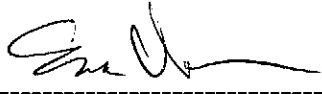
**Article XII.**

A two-thirds (2/3) majority will be needed to alter or amend the constitution.

Signatures:

 \_\_\_\_\_ 4/2/04  
President of SAA date

 \_\_\_\_\_ 4/2/04  
Marion Bernard-Amos, Advisor date  
Department of Foreign Languages and Literatures

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Program Coordinator for Leadership Development date