

GREEK AMBASSADORS

Constitution and Bylaws

Valdosta State University

Article I - Name

The name of the organization is officially known as Greek Ambassadors.

Article II – Purpose

The purpose of the Greek Ambassadors shall be to:

1. Promote and increase enrollment of Greek Life.
2. Change negative perspectives of the Greek community.
3. Further connect the Greek organizations.
4. Change the outlook of the faculty, staff, and students in regards to Greek Life.
5. Show the benefits of Greek Life.
6. Act in accordance with the Valdosta State University Student Handbook following the policies and guidelines as stated for Student Organizations.

Article III – Membership

Membership in Greek Ambassadors shall be composed of two members from each one of the registered social Greek-letter organizations at Valdosta State University. Members must be in good standing with their chapter as well as with the University.

Article IV – Officers

1. The officers of the Greek Ambassadors shall be President, Vice President, Secretary, Treasurer and Parliamentarian.
2. The officers shall serve for a term of one year, the term of office to begin no later than the first week of the spring semester.
3. Officers are required to attend all Greek Ambassador general and executive board meetings. In the event that an officer must miss a meeting or any portion thereof, the chain of command is to be followed to cover the absent officer's duties.
4. Each chapter representative is allowed two **excused** absences a semester without penalty
 - a. NPHC chapters are required one representative. Other accommodations for NPHC chapters will be made by the Assistant Director of Student Life in writing
5. **A \$15.00 fine will be paid by the host chapter to Greek Ambassadors for every unexcused absence.**
 - a. Attendance at all Greek Ambassador Meetings (of all types) is a must; after two unexcused absences, the representative will be replaced by election. The replacement can be of any chapter or council.

Article V – Meetings

Regular – Greek Ambassadors shall hold at least one regular meeting bi-weekly.

Executive – Greek Ambassadors shall meet with the Assistant Director of Student life a minimum of twice a month, the President shall meet with the Assistant Director of Student Life once a week.

Special – A special meeting of the Greek Ambassadors may be called by the President when necessary.

Article VI – Functioning

It shall be the duty of the Greek Ambassadors to administer to the positive promotion and recruiting of potential new Greek members.

Voting – All voting of the organization shall only be conducted by members in good standing with their respective Greek organization, Greek Ambassadors and the University. All matters of the Greek Ambassadors may be passed by a simple majority.

Article VII – Advisor

The Assistant Director of Student Life shall serve to advise the Greek Ambassadors in accordance with member ideals and Valdosta State University policies and procedures.

Article VIII – Violations

Violations of any regulations of this constitution or its related bylaws shall be occasion for penalties established by the Valdosta State University Greek Councils.

Article IX – Amendments

This constitution may be amended by a 2/3 vote of the voting members of the Greek Ambassadors. Notice of a proposed amendment shall be given in writing at the preceding regular meeting.

Bylaws

Article I – Finance

1. Fiscal Year – the fiscal year shall be from July 1 to June 30 inclusive, in accordance with the University.
2. Checks – The signatures of the President, Treasurer and/or the Assistant Director of Student Life shall be on the bank signature card. All checks need two (2) signatures.
3. Payments – All payments due shall be made to the Treasurer who shall record them. Checks shall be made payable to Greek Ambassadors.
4. Dues – will be assessed from council membership fees
5. Fines – Fines will be determined and enforce by the Greek Ambassadors and the governing executive council.

Article II – Selection of Officers

1. The offices of President, Vice President, Secretary, Treasurer, and Parliamentarian shall be elected offices by the Greek Ambassadors

Article III – Officer Duties

1. Every office is a voluntary position, meaning there is no monetary gain.
2. Attendance at all Greek Ambassador meetings (of all types) is a must; after two unexcused absences, the officer will be replaced by election.
3. Every officer shall be a full time student at Valdosta State University, at least 12 credit hours, unless special consideration is granted.

The President Shall: Chairman of General Public Relations

- A. Have overall responsibility for the operation of the Greek Ambassadors program.
- B. Call and preside at all regular and special meeting of the organization.
- C. Call and preside at all Greek Ambassadors Executive Board meetings.
- D. Review, approve, and sign checks and contracts involving the Greek Ambassadors program.
- E. Serve as a liaison between the Greek Ambassadors program and other organizations.
- F. Meet weekly with the Assistant Director of Greek Life.
- G. Enforce rules built by the Greek Ambassadors program.
- H. Serve as the office Greek Ambassador of the VSU.
- I. Be in charge of Alumni involvement.
- J. Perform all other duties usually pertaining to this office.

The Vice President Shall: Chairman of All Greek Events

- A. Perform the duties of the President if the President is absent or unable to serve.
- B. Assist the President when needed.
- C. Plan and provide new activities and programs for the Greek Ambassadors to accomplish.
- D. Perform all other duties usually pertaining to this office.
- E. Head the following committee: All Greek Events/ Greek Stock

The Secretary Shall: Chairman of the Greek Newsletter and Emails

- A. Keep an up-to-date roll of the meetings of the members of the Greek Ambassadors and call role at all meetings.
- B. Keep full minutes of all meetings and record all action taken by the Executive Board.
- C. Maintain a complete and up-to-date file, which will include the minutes of meetings, copies of all contracts, and current correspondence.
- D. Be responsible for the official correspondence of the Greek Ambassadors program unless provided for otherwise.
- E. Keep track of a semester calendar and keep all members up-to-date on events.
- F. Be responsible for any letters that need to be written.
- G. Perform all other duties pertaining to this office.
- H. Head over the following committee:
 - a. Newsletter
 - b. Bi-weekly emails to the Greek community
 - c. Website – keeps the calendar up to date with events.

The Treasurer Shall: Chairman of Greek Week

- A. Be responsible for the general supervision of the finances of the Greek Ambassadors program.
- B. Be responsible for the preparation of the annual budget and, following its approval by the Greek Ambassadors, for providing a copy to each Executive Board member.
- C. Receive all payments due to the Greek Ambassadors program, collect all dues, and give receipts.
- D. Maintain up-to-date financial records; give a financial report at each regular meeting of the Greek ambassadors and an annual report at the close of the term of office.
- E. Be an authorized signature of the checks.
- F. Perform all other duties usually pertaining to this office.
- G. Head over the following committee:
 - a. Greek Week
 - i. Meet regularly with the Greek Week Chairs from every chapter
 - ii. Committee shall be made up of Greek executive council chairs

The Parliamentarian Shall: New member education and Orientation

- A. Be responsible for keeping order at all Greek Ambassador meetings
- B. Be the external relations throughout the community and high schools schools.
- C. Set up and organize functions pertaining to the Greek Community
- D. Make sure every chapters has representation at Orientation

- E. Keep in contact with orientation staff and new member education chairs
- F. Head over the following committee:
 - a. New Member education and Orientation
 - i. Help plan and coordinate all New member educational programs
 - ii. Coordinate visitation days and all Orientation sessions

IFC Representative – attends IFC meetings and report to the Vice President with a copy of the minutes.

NPHC Representative – attends NPHC meetings and report to the Vice President with a copy of the minutes.

CPC Representative – attends CPC meetings and report to the Vice President with a copy of the minutes.

Article IV – Standing Committee

The standing committees of the Greek Ambassadors shall be: General PR and Alumni relations, New member education and Orientation, Greek Week, Newsletter and website, General Greek Events. The term of all standing committees shall be one year, concurrent with the term of all other officers. Committee Chairs shall be selected by the executive council.

Article V – Rules of Order

The Greek Ambassadors shall be governed by Robert's Rules of Order (Newly Revised) except in matters specifically provided for in the constitution.

Bylaws and rules of order may be suspended by a motion to suspend the rules, followed by a second and a majority vote.