CONSTITUTION of the STUDENT
ADMISSIONS AMBASSADORS

University of Northern
Iowa Cedar Falls, Iowa

Article I: Organization

Section 1. The name of this organization shall be the “Student Admissions Ambassadors,” hereinafter referred to as “SAA.”

Section 2. The organization is jointly administered and funded by the Office of Admissions.

Article II: Purpose

Section 1: The purpose of SAA is to promote the University of Northern Iowa here and after referred to as UNI to current and prospective students, faculty, and staff by serving as official hosts for campus tours, departmental events, Preview Days, and at the President’s request.

Section 2: In no aspect of its programs shall there be any difference in treatment of persons because of race, national origin, creed, color, disability, age, gender, any consideration based on affectional, sexual, or associational preference, or any other classification which would deprive the person of considerations as an individual. All members are voting members.

Article III: Eligibility

Section 1: Membership shall consist of approximately 60 students of UNI that would be to the discretion of the Membership Selection Committee.

Members will be selected based on their ability to exemplify the organization’s mission to invite, inform, and inspire both prospective and current students. Membership is up to the discretion of the Membership Selection Committee and the Executive Council.

Section 2: Members who are selected as undergraduates may choose to continue to serve as Ambassadors while attending graduate school at the UNI.
Section 3: To become a member, a student must submit an application to the Office of Admissions and be selected for an interview with the Membership Selection Committee.

**Article IV: Membership Selection Committee**

Section 1: The Membership Selection Committee will consist of at least three.

Section 2: The Membership Selection Committee will strive for diversity in the recruitment of new members from a broad variety of backgrounds.

Section 3: The Membership Selection Committee shall select new members toward the end of the Fall and Spring semesters for the following semesters.

Section 4: The Membership Selection Committee will narrow down the candidates to a final interviewing pool.

Section 5: Candidates who are not selected for membership are encouraged to reapply for membership in the following semester(s).

Section 6: Members of the Membership Selection Committee shall host an informational session each semester (prior to interviewing applicants). The purpose of this meeting serves to better educate candidates on the organization. The Membership Selection Committee has discretion to use this session to use this session as an evaluation process.

**Article V: Executive Council**

Section 1: The Executive Council shall consist of a President, Vice President of Admissions, Vice President of Community Outreach, Vice President of Public Relations, and Vice President of Membership Development.

Section 2: The Advisor(s) of SAA (hereinafter referred to as “the Advisor(s)”) shall be an ex-officio member of the Executive Council and membership. All matters concerning SAA shall be subject to final approval by the Advisor(s). The Advisor(s) role shall be to provide guidance and constructive assistance while serving as SAA’s contact person(s).

Section 3: Past members of the Executive Council may assume an ex-officio position on the Executive Council.

Section 6: All activities of SAA shall be overseen by the Executive Council.
Section 7: Vacancies will be filled in accordance to Article XII.

**Article VI: Membership**

Section 1: The Membership Selection Committee, detailed in Article IV, shall select new SAA members.

Section 2: Each member of the SAA shall have one (1) vote in SAA business.

Section 3: Membership appointments shall be for one year. A member may be reappointed providing previous performance has been satisfactory and eligibility requirements continue to be met. Reappointments will be the responsibility of the Executive Council and the SAA Advisor(s).

Section 4: Members will wear the official SAA uniform in accordance to Article VII.

Section 5: While representing SAA, members are to conduct themselves in a manner befitting UNI and are to refrain from behavior that may create a negative image for SAA or the university.

Section 6: Members may request to be exempt from duties for one semester if they are a registered UNI student with academic commitments not on the UNI campus. Permission for these cases must be granted by the Executive Council.

**Article VII: Uniforms**

Section 1: The official organization uniform shall be decided by the Executive Council.

Section 2: The organization shirt(s) and name tags shall be provided.

Section 3: Campus tour coats are provided for SAA members as weather conditions arise.

Section 4: No member may consume alcohol or use tobacco or other drugs while in SAA apparel.

Section 5: No other institution’s pin or crest shall be worn with the SAA uniform.
Article VIII: Meetings

Section 1: Executive Council meetings, conducted by the President, shall meet prior to each membership meeting.

Section 2: Membership meetings, conducted by the Executive Council, shall meet at least bi-monthly during the academic year.

Section 3: Committee meetings shall be conducted by the committee Vice President and/or co-chairs and meet on an as-needed basis. The co-chair(s) is/are responsible for the quality completion of their committee’s assigned tasks.

Section 4: Members are allowed to miss one (1) membership meeting per semester. Additional absences will be granted for participation in classes and other official UNI events. Absence requests should be directed to the Vice President of Public Relations.

Section 5: Following a second absence, the member will meet with the Advisor(s) and, if available, the Executive Council to be formally reminded of the meeting absence policy.

Section 6: Following a third absence, the member’s status will be subject to review by the Executive Council.

Section 7: Minutes of each meeting will be recorded by the Vice President of Public Relations and distributed to the membership within one week of the meeting.

Section 8: Meetings will be conducted informally. However, if a conflict arises, meetings will be conducted in accordance with Robert’s Rules of Order.

Section 9: Quorum must be attained in order to commence a vote. Quorum represents 4/5 of the general membership of SAA.

Section 10: Members must be present to be counted towards quorum and subsequent vote, unless having received prior approval from SAA Execs and/or Advisers.

Article IX: Committees/Activities

Section 1: The Executive Council shall oversee the committees of SAA and appoint co-chairs as necessary.
Section 2: Members are required to actively participate in at least one committee, as well as all mandatory SAA events.

Section 3: The Executive Council shall determine the committees and the members and responsibilities thereof.

**Article X: Executive Council Elections**
Section 1: Executive Council elections shall be held within one month before the end of Spring semester.

Section 2: Any member of SAA eligible for reappointment and intending to remain a member for the next academic year is able to apply for an Executive Council position.

Section 3: Candidates for Executive Council positions will complete an application and present a brief address at the election meeting with time for questions and a designated amount of time to respond to each question.

Section 4: Executive Council positions will be filled by plurality vote of SAA members.

Section 5: Executive Council terms are initiated the day following elections of the Spring semester. The Executives will jointly hold the position as Co-Executives through the last meeting of the semester. The previous Executives terms will end following the final meeting of the Spring semester.

**Article XI: Probation/Impeachment**
Section 1: A member may be placed on probation for the violation of SAA policy, SAA procedure, or any other act that creates or could create a negative opinion of the organization or UNI.

Section 2: A member may be placed on probation by a 4/5 vote of the Executive Council.

Section 3: A member may be impeached by a 4/5 vote of the Executive Council.

Section 4: A member of the Executive Council may be impeached by a 4/5 vote of the membership.

Section 5: Membership vacancies shall be filled in accordance to Article XII.
Section 6: Executive Council vacancies shall be filled by conducting a special election, outlined in Article XII.

**Article XII: Vacancies/Special Elections**

Section 1: Membership vacancies shall be filled when members for the following semester are selected.

Section 2: Vacancies on the Executive Council shall be filled by special elections.

Section 3: Vacancies on the Executive Council shall be announced at the first meeting following notification of the vacancy.

Section 4: Any member of SAA is eligible to apply for vacancies on the Executive Council.

Section 5: Candidates for Executive Council vacancies will be filled following election guidelines in accordance with Article X, Section 3.

Section 6: The election meeting shall be the first meeting following the announcement of the vacancy.

Section 7: Executive Council vacancies will be filled by plurality vote of SAA members.

Section 8: Vacancy terms are initiated immediately following the special election and run the length of the current term.

**Article XIII: Amendments**

Section 1: A copy of proposed amendments to the Constitution shall be submitted in writing to the President and Advisor(s). The recommendation shall then be discussed at the next membership meeting.

Section 2: Voting shall take place at the meeting following the discussion. The Constitution shall be amended by a 3⁄4 vote of the membership.

Section 3: Amendments to the Constitution shall be distributed to all members in the minutes following the voting meeting.
Adopted September 4, 1991
Article VIII, Sections 4-6, amended December 8, 1991
Article III, Sections 2-3, amended March 8, 1994
Article VII, Sections 5-6, amended March 8, 1994
Article VI, Section 7, amended April 26, 1994
Article IV, Section 5, amended April 7, 1995
Article VII, Section 1, amended September 19, 1995
Article VII, Section 2, amended September 19, 1995
Constitution (Incomplete) amended June 23, 1997
Article V, Section 2, amended July 17, 2001
Article IV, Section 1, amended February 6, 2007
Article IV, Section 6, amended February 6, 2007
Article VI, Section 7, amended February 6, 2007
Article VII, Section 1, amended February 6, 2007
Article VII, Section 2, amended February 6, 2007
Article VII, Section 4, amended February 6, 2007
Article VIII, Section 3, amended February 6, 2007
Article VIII, Section 4, amended February 6, 2007
Article IX, Sections 5-11, deleted February 6, 2007
Article I, Section I, amended September 4, 2007
Article IV, Section 6, amended March 31, 2009
Article VIII, Section 9, added March 31, 2009
Article VIII, Section 10, added March 31, 2009
Article X, Section 2, revised March 31, 2009
Article III, Section 1, revised April 14, 2009
Article V, Section 1, revised March 27, 2012
Article I, Section 2, revised March 19, 2017
Article III, Section 1, revised March 19, 2017
Article IV, Section 6, revised March 19, 2017
Article VI, Section 2, revised March 19, 2017
Article VIII, Section 9, revised March 19, 2017
Article X, Section 5, revised March 19, 2017
Article II, Section 1, revised October, 8, 2019
Article VIII, Section 3, revised October 8, 2019
Article VIII, Section 5, revised October 8, 2019
Article X, Section 4, revised October 8, 2019
Article X, Section 5, revised October 8, 2019
Article II, Section 2, revised March 30, 2020
Article II, Section 1, revised October 27, 2020
Article III, Section 1, revised October 27,2020
Article IV, Section 1, revised October 27, 2020
Article IV, Section 3, revised October 27, 2020
Article IV, Section 5, revised October 27, 2020
Article IV, Section 6, revised October 27, 2020
Article V, Section 1, revised October 27, 2020
Article V, Sections 4-5, deleted October 27, 2020