

TRANSFER ADMISSIONS AMBASSADOR PROGRAM CONSTITUTION

PREAMBLE: *We, the members of the Transfer Admissions Ambassador Program, do hereby establish this constitution in order that our purpose be realized and recognized by Iowa State University and the Office of Admissions.*

ARTICLE I: NAME

The name of this organization shall be the Transfer Admissions Ambassador Program of Iowa State University, henceforth referred to as TAAP.

ARTICLE II: PURPOSE

TAAPs shall serve as volunteer student admissions representatives assisting the Iowa State Office of Admissions in its recruitment efforts. TAAP duties could include, but are not limited to, Transfer Student Visit Days (TSVD) campus tours, student panels, lunch hosting, Destination Iowa State - Transformation, and other special events as requested.

ARTICLE III: STATEMENT OF COMPLIANCE

TAAP abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. TAAP agrees to annually complete President's and Treasurer's Training.

ARTICLE IV: NON-DISCRIMINATION STATEMENT

Iowa State University and TAAP do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

ARTICLE V: MEMBERSHIP

Section I: Members

- A. Membership shall be open to all registered who have transferred from any institution to Iowa State University and who maintain a minimum cumulative GPA of 2.0.
- B. TAAP will include no fewer than 5 and no more than 50 members.

- C. Membership can be terminated only by the individual member's written request or the failure of an individual member to meet the requirements of TAAP as stated in this constitution and the TAAP contract.

Section II: Selection

- A. Selection for membership shall be made during the fall and spring semesters each year. The number of accepted new members is dependent on the number of current members.
- B. Applications for membership shall be open during the fall and spring academic semesters and made available to all interested students. Applications will be conducted on a rolling admissions basis where applications will be open the entire semester and close the Monday of Finals Week.
- C. Members shall be selected via interview process by the admissions advisers, graduate adviser, and executive board.

Section III: Attendance

- A. All TAAP general meetings are required.
- B. All TAAP assigned duties are required.
- C. All members are allowed three (3) unexcused absences per semester before they are brought before the graduate adviser and president for membership review.
- D. Absences must be reported in advance and the absent member must meet with an executive member to cover missed content.
- E. Excused absences can be acquired under certain circumstances as outlined in the TAAP contract.
- F. Any member who agrees to assist with a special assignment and does not report for that assignment shall be given one (1) unexcused absence.

Section IV: Status

- A. New Member Status – TAAPs will be considered New Members until they have attended an initiation meeting, attended required shadowing, and attend required training sessions.
- B. Member Status – TAAPs will be considered Members when they have completed all new member requirements. Members are eligible for officer positions and have been in TAAP at least one semester.

- C. Inactive Status – TAAPs will be considered Inactive if they do not perform at least one duty per month each semester. Students can enter Inactive Status for co-ops, internships, and excessive course registration.
- D. Alumni Status – TAAPs will be considered Alumni Status if they graduate in good standing as a TAAP member. Alumni maintain involvement via online communities and newsletters sent from current TAAP members.

ARTICLE VI:

OFFICERS AND DUTIES

TAAPs shall elect from among Member Status members by the following procedures:

Section I: Officer Duties and Term of Service

Each officer fulfills their duties beginning in April and ending in April of the next academic year. Executive officers fulfill these positions unless dismissed, impeached, or through written resignation to the advisers. Positions shall consist of President, Vice President, Secretary, Membership Chair, and Treasurer.

President

- A. Act as a liaison between TAAP and the Office of Admissions
- B. Act as the official spokesperson for TAAP
- C. Co-direct and set the agenda for each executive meeting alongside the Graduate Adviser
- D. Co-organize and plan the executive retreat and trainings each semester with the Graduate Adviser
- E. Responsible for the general and necessary operations of the organization and the executive board
- F. Oversee the executive board officers for the organization and ensure the fulfillment of officers' responsibilities
- G. Oversee the TAAP recruitment process
- H. Assist the Graduate Adviser in regards to the Accountability procedures
- I. Maintain and promote the positive attitude and direction of TAAP, serving as a role model
- J. Remain available for communication with TAAP members
- K. Evaluate each semester, summarize data, and recommend a plan for needed improvement of all TAAP duties with the executive board

L. Attend all meetings unless otherwise discussed and covered by executive board. Absences must be communicated one week in advance unless due to emergencies

M. Assist other executive members with other duties as assigned

Vice President

A. Director of scheduling for TAAP members for all duties relating to TAAP

B. Collects class schedules for all TAAP members to coordinate scheduling per availability

C. Coordinate rotating schedules for all TAAP duties

D. Create substitute lists each semester for available TAAPs for all duties

E. Assist with planning TAAP meetings

F. Send necessary updates and reminders provided in the weekly update

G. Evaluate each semester, summarize data, and recommend a plan for needed improvement of all TAAP duties with the executive board

H. Send out welcome email to New Members of TAAP after they attend their initiation meeting.

I. Remain available for communication with TAAP members

J. Attend all meetings unless otherwise discussed and covered by executive board. Absences must be communicated one week in advance unless due to emergencies

K. Assist other executive members with other duties as assigned

Secretary

A. Record TAAP meeting minutes for executive and general meetings

B. Maintain a record of all TAAP activities and their attendance

C. Send out minutes via email to TAAP members after general meetings

D. Send out minutes via email to TAAP executive board after executive meetings

E. Uphold attendance policy for all TAAP duties and meetings

F. Assist with planning new TAAP training with executive board

- G. Attend all meetings unless otherwise discussed and covered by executive board. Absences must be communicated one week in advance unless due to emergencies
- H. Remain available for communication with TAAP members
- I. Provide attendance updates and members of concern at the beginning of each executive meeting
- J. Evaluate each semester, summarize data, and recommend a plan for needed improvement of all TAAP duties with the executive board
- K. Assist other executive members with other duties as assigned

Membership Chair

- A. Plan and facilitate social activities and special events for TAAP throughout each semester
- B. Encourage relationship building among TAAP members
- C. Recognize birthdays and other occasions throughout the year for TAAP members
- D. Plan the end-of-semester celebrations with the Graduate Adviser and executive board
- E. Help coordinate gifts/rewards throughout the semester
- F. Assist with planning New TAAP Training
- G. Coordinate recruitment efforts with the assistance of the executive board
- H. Evaluate each semester, summarize data, and recommend a plan for needed improvement of all TAAP duties with the executive board
- I. Remain available for communication with TAAP members
- J. Attend all meetings unless otherwise discussed and covered by executive board. Absences must be communicated one week in advance unless due to emergencies
- K. Assist other executive members with other duties as assigned

Treasurer

- A. The treasurer shall concurrently also be the Graduate Advisor. See Article VII Section II for Graduate Advisor duties
- B. The treasurer is responsible for all risk management matters

Section II: Election of Officers

- A. Advisers will be in charge of all TAAP elections to eliminate bias.

- B. The election can take place in the form of paper ballots at a TAAP general meeting or via electronic polls/surveys depending on the nature of the election.
- C. Nominations will be accepted for up to two weeks prior to the election date. Self and third party nominations can be accepted.
- D. A sliding ballot can be used for elections. Any nominee who is not elected to the role for which they were originally nominated may "slide" down to be considered for election to any of the other organization exec roles.
- E. Each nominee has the opportunity to make a brief statement (verbally or electronically) to the TAAP members. They can state qualifications and/or reasons for wanting to serve as a TAAP executive.
- F. After all nominees for a particular office (including nominees who have "slid" down from a higher office) have made their statements, members shall vote by written ballot or electronic poll to elect the position.
- G. Advisers shall count the ballots once to ensure an accurate and fair election.
- H. In the event of a tie, candidates will provide another statement and TAAPs will revote.

Section III: Date(s) for Election of Officers

TAAP Elections shall take place every March to allow adequate time for transitions between officers. Exact date and time of the election will be determined by the TAAP advisers and exec members.

Section IV: Impeachment/Removal of Officers

- A. Any exec member who does not fulfill the required duties is eligible for impeachment/removal.
- B. Members of TAAP can propose impeachment or removal of an officer at TAAP general meetings or executive meetings as well as privately to TAAP advisers.
 - a. Proposals should include any reason(s) for impeachment or removal as well as evidence if applicable.
- C. Advisers for TAAP will decide if impeachment or removal is necessary to move forward.
- D. If impeachment or removal is decided upon, TAAP advisers can remove an officer from their position at their discretion.

Section V: Replacement of Officers

- A. If a vacancy on the executive board occurs, one of two actions need to be taken:
 - a. Summer – if the vacancy occurs during the summer, the vacancy will be announced and nominations called for electronically via survey. Once nominations are received, positions can be filled at the first meeting via paper ballot or another electronic survey can be sent out to collect votes.
 - b. Academic Year – If the vacancy occurs during the academic year, the vacancy will be announced at the next TAAP meeting and via the weekly email update and nominations will be asked for. Members get one week to nominate and prepare a statement.
 - c. Voting will take place at the following TAAP meeting or one week after the vacancy was announced via electronic ballot.
- B. If no TAAP members elect to fill an exec position, the duties of the vacant position will be split equally between the remaining exec team and Graduate Adviser until the position is filled permanently.

Section VI: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- A. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- B. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semester during the term of office. For undergraduate, graduate, and professional students, the

minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

- C. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) and (B).

ARTICLE VII: ADVISERS

Section I: Professional Adviser

The Staff Adviser shall serve during their time at Iowa State University:

- A. Act as a secondary tour check off option in the case of an absent Graduate Adviser.
- B. Attendance of executive meetings and retreats.
- C. Attendance of end of semester socials.
- D. Special events (i.e. panels, travel) opportunities communicated two weeks in advance unless special circumstances arise.
- E. Communicate all information and changes regarding TAAP to executive members and Graduate Adviser during executive meetings.

Section II: Graduate Adviser

The Graduate Adviser shall serve during their time as the Transfer Admissions Graduate Assistant at Iowa State University:

- A. Act as primary tour check off option.
- B. Attendance of executive meetings and retreats.
- C. Attendance of end of semester socials.
- D. Attend all general meetings permitting class schedule availability.
- E. Send out weekly update with schedule, volunteer opportunities/special events, and meeting reminders every Sunday with content supplied by exec members.

Section III: Selection of Advisers

Advisers shall be in the role contingent upon their position as the Senior Transfer Counselor and Graduate Transfer Assistant within the Office of Admissions. As positions become vacant and filled, so do the advisers for TAAP. In the event that the position is vacant for any period of time, any full time staff member of the Office of Admissions can perform interim duties.

Section IV: Impeachment/Removal of Advisers

Advisers shall be in the role contingent upon their position as the Senior Transfer Counselor and Graduate Transfer Assistant within the Office of Admissions. As positions become vacant and filled, so do the advisers for TAAP. In the event that the position is vacant for any period of time, any full time staff member of the Office of Admissions can perform interim duties.

Section V: Replacement of Advisers

Advisers shall be in the role contingent upon their position as the Senior Transfer Counselor and Graduate Transfer Assistant within the Office of Admissions. As positions become vacant and filled, so do the advisers for TAAP. In the event that the position is vacant for any period of time, any full time staff member of the Office of Admissions can perform interim duties.

ARTICLE VIII: FINANCES

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment. No dues shall exist for TAAP members.

ARTICLE IX: AMENDMENTS AND RATIFICATION

Section I: Amendments

- A. Amendments to the TAAP constitution shall be presented to the members for review, discussion, and voting. Length of time needed to discuss and vote will be determined by TAAP Advisers.
- B. All amendments must be brought to an executive board meeting prior to being introduced to the membership as a whole.
- C. Any organization member may propose amendments to the constitution. Amendments must be approved by 2/3 of the organization and, if approved, shall take effect immediately unless otherwise indicated in the approved amendment.

Section II: Ratification

- A. The affirmative vote of more than ½ of the TAAP membership will be sufficient for the ratification of this constitution.
- B. Voting of the constitution will take place on a yearly basis at the Fall Retreat.
- C. Upon ratification, this constitution shall supersede any constitution written before the date of ratification. All rules and regulations, whether written or implied, in use at the date of ratification, shall be null and void.

BYLAWS:

The following are a list of Bylaws in accordance with the Constitution of the Transfer Admissions Ambassador Program.

Article I:

TAAP DUTIES

Section I: Morning Check In

Arrival Time: 8:15 AM

Location: Soults Family Visitor Center, Memorial Union

Departure Time: 9:00 AM

Duty Description: Check-in with staff in the Soults Family Visitor Center. Duties may include: mingling with prospective transfer students and families before the presentation begins, assisting with the photo booth, assisting with check-in procedures, and direct and welcome students and families.

Section II: TSVD Preview Panelist

Arrival Time: 8:50 AM (Option A) or 9:50 AM (Option B)

Location: Soults Family Visitor Center, Memorial Union

Departure Time: 9:50 AM (Option A) or 10:50 (Option B)

*Duty Description: Assist the Transfer Admissions Counselor with the Preview of Iowa State presentation. This student will provide positive and enthusiastic answers to specific transfer questions asked by the Transfer Admissions Counselor. *This opportunity may require additional training at the discretion of the Transfer Admissions Counselor.**

Section III: Campus Tour – Morning

Arrival Time: 9:30 AM

Location: Soults Family Visitor Center, Memorial Union through tour stop locations. Ends at lunch location.

Departure Time: 11:00 AM

Duty Description: Check-in with staff in the Soults Family Visitor Center. Give the tour and chat with prospective transfer students visiting Iowa State. Tour guides must be tour approved by Admissions staff. Tour guide will then walk the tour group to the Union Drive Community Center for lunch but does not have to stay through lunch unless scheduled.

Section IV: Lunch Mingling/Hosting

Arrival Time: 10:45 AM

Location: Soults Family Visitor Center, Memorial Union – then walk to Union Drive Community Center. (Must be approved to meet right at UDCC at 11 AM)

Departure Time: 12:00 PM

Duty Description: Mingle and eat with families during both Daily Visits and Transfer Student Visit Days. Lunch is usually located in the Mezzanine of the Union Drive Community Center. Any location changes will be communicated in advance.

Section V: Frederiksen Court Guide

Arrival Time: 11:30 AM

Location: Lunch Location – Usually Union Drive Community Center

Departure Time: 1:00 PM

Duty Description: Assist with the Frederiksen Court housing tour by riding the CyRide bus with the guests, mingling with families throughout the transportation, and assisting the Admissions staff with the Frederiksen Court tour. TAAPs will then assist with traveling back to campus and aiding prospective transfer students with finding their academic 1:10 sessions.

Section VI: Mezzanine Mingler

Arrival Time: 11:50 AM

Location: Lunch Location – Usually Union Drive Community Center

Departure Time: 12:50 PM

Duty Description: Mingle with prospective transfer students who choose not to go on a housing tour. This is an additional opportunity to share experiences and answer questions much like lunch hosting.

Section VII: Campus Tour – Afternoon

Arrival Time: 1:50 PM

Location: Soult's Family Visitor Center, Memorial Union through tour stop locations. Ends at student services building and then walking students back to the Memorial Union.

Departure Time: 3:00 PM

Duty Description: Give the tour and chat with prospective transfer students visiting Iowa State. Tour guides must be tour approved by Admissions staff. Tour guide will then walk the tour group to the Memorial Union by the Four Seasons Fountain.

Article II:

GROUP VISITS

TAAP members play an integral part of community college group visits with the Office of Admissions. TAAPs may be called upon by Admissions Staff to aid with various aspects of group visits per their availability.

Article III:

EMERGENCY AND SAFETY PROCEDURES

Section I: General Safety Procedures

- A. All TAAP members must keep their phones on them during tours and admissions duties. The phone must be on vibrate in a place where the TAAP members will notice, but will not be distracted. This allows the TAAP member to receive calls and text messages from admissions representatives and ISU Alerts.
- B. Each TAAP member must have the ISU Police number entered into their cell phone. ISU Police should be contacted in the case of any suspicious behavior including but not excluded to injury or health concerns for guests or admissions staff, threatening situations, witnessed suspicious behavior by guests or other students, and unusual situations on campus.
- C. TAAP members are expected to follow all directives of outdoor speakers/sirens and seek appropriate shelter in the event of an emergency.
- D. TAAP members must call the main Soult's Family Visitor Center number after contacting ISU Police to notify admissions staff of an emergency. If no person is reached at this number, the TAAP member should call the advisers (desk and/or cell). All of these numbers are expected to already be in the TAAP member's cell phone.

Section II: Severe Weather

- A. General Severe Weather

- a. Be aware of weather conditions at all times, especially if severe weather is predicted.
 - b. If there is a severe weather warning, TAAP members should find appropriate shelter and contact admissions.
- B. Flooding
- a. TAAP members should head to higher ground if a flash flood warning is issued.
 - b. Do not walk or drive through floodwaters, especially when prospective guests or students are present.
- C. Tornadoes
- a. When tornado sirens sound, TAAP members should find a windowless interior room on the lowest level of the nearest building along with any prospective guests nearby.

Section III: Fire Evacuation

- A. Alarms will sound and TAAP members should assist in the evacuation of themselves and guests.

Section IV: Emergency Contacts

TAAP Members should have the following contact information programmed into their phones to maintain a safe environment for themselves and prospective guests:

- A. Adviser – Tim Hauber
 - a. 515-294-8469 (Office)
- B. Graduate Adviser – Katie Steigleder
 - a. 515-294-4556 (Office)
 - b. 515-559-4637 (Cell)
- C. Main Soultz Family Visitors Center Phone
 - a. 515-294-9190
- D. Main Admissions Phone
 - a. 515-294-5836
- E. ISU Police Department
 - a. Emergency: 911
 - b. Non-Emergency: 515-294-4428