***The Constitution***

***of the***

***Student Health and Wellness Ambassadors***

***of***

***Iowa State University***

***Preamble***   
We, the members of the Student Health and Wellness Ambassadors do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

***Article I.        Name***

The name of this organization shall be the Student Health and Wellness Ambassadors of Iowa State University, also known as SHWA.    
 

***Article II.       Purpose and Goals***

**Section 1.**       SHWA will partner with the Student Health and Wellness unit to help build a culture of health and wellbeing on campus by conducting outreach on health and wellness resources, being key communicators of health and wellness, and serving in an advisory capacity to the Student Health and Wellness unit.

**Section 2.**SHWA abides by and supports established Iowa State University policies, State and Federal Laws.   
 

***Article III.      Membership***

**Section 1.       Members**

**A.** Membership shall be open to all registered students at Iowa State University who are in good standing, has completed a minimum of one semester at Iowa State, and has maintained a minimum 2.25 cumulative GPA.

**B.**SHWA will include no fewer than 20 Iowa State students and no more than 50 students.

**C.** SHWA members must complete at least 10 volunteer hours per semester.  These hours may include, but are not limited to: volunteering at outreach events, volunteering at promotional events that support Student Health and Wellness, volunteering at Student Health and Wellness programs or events, volunteering to help with special tasks or projects with Student Health and Wellness, and other activities supporting Student Health and Wellness.  Hours will be tracked and submitted by students and monitored by advisers.

**D.** Membership can be terminated only by the individual member's written request or the failure of an individual member to meet the requirements and expectations of SHWA as stated in this Constitution and the SHWA Bylaws.

**Section 2.       Selection**

**A.**Selection for membership shall be made during the Spring semester each year. The number of accepted new members is dependent on the number of current members.

**B.** Applications for membership shall be made available to interested students in February of the Spring semester at least four weeks prior to the application deadline.

**C.** Interviews shall be held in March and April.

**D.** Members shall be selected by the SHWA staff advisers based off applications and interviews of the applicants.

**F.** Iowa State University (and name of organization) 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.”

**Section 3.       Attendance**

**A.** All meetings and trainings are required.

**B.** All members are allowed three (3) unexcused absences per semester before they are brought before the staff Advisers for membership review.  Excused absences must be reported to an adviser 24 hours in advance of the absence unless it is an emergency situation where meeting the 24 hour notice is not possible.

**C.** Excused absences can be acquired under certain circumstances as outlined in the SHWA Bylaws.

**D.** All members must show up on time for volunteer events and/or special project they are working on as part of SHWA.

***Article IV.      Leadership Team Officers and Duties***   
SHWA shall elect, by the method described in the SHWA Bylaws, officers of SHWA Leadership Team. Officers shall consist of: President, Treasurer, Secretary, Student Wellness Liaison, Recreation Services Liaison, Thielen Student Health Center Liaison, and Student Counseling Services Liaison, At Large – Project Coordinator, At Large - Communication. Term of Office follows one academic calendar year. Officers must meet the requirements of Membership as stated in Article III, Section 1.

**Section 1.       Officer Requirements**

**A.** 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 semesters during the term of office. For undergraduate, graduate and professional students, the minimum GPA is 2.25. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

**B.** 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.

**C.** Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Section 2.       President**

The President will help run leadership team meetings with staff advisers, work with advisers to plan the agenda, and will fulfill the role of risk management officer.

**Section 3.       At Large Positions**

The At Large positions will work on project coordination and communication for SHWA.

**Section 4.       Secretary**

The Secretary shall record and report to the membership minutes of each full member and leadership meeting. The Secretary will also fulfill all duties as outlined in the SHWA Bylaws.

**Section 5.       Treasurer**

The Treasurer will report and record all financial transactions and information.  The Treasurer will work with staff advisers on any financial related matters. The Treasurer will also fulfill all duties as outlined in the SHWA bylaws.

**Section 6.      Liaisons positions**

The four positions will serve as the liaisons between SHWA and the Student Health and Wellness Departments.

***Article V.      Advisers***

“SHWA abides by and supports established Iowa State University policies, State and Federal Laws **and follows local ordinances and regulations. SHWA agrees to annually complete President’s and Treasurer’s Training”.**

Professional staff members within the Student Health and Wellness unit will serve as advisers to SHWA.  Graduate students within the Student Health and Wellness unit will not be official advisers but may serve in an advisory role.

**Section 1. Advisers**

* Professional staff advisers shall serve during their time at Iowa State University. An adviser can resign at any point in time and a new adviser will be appointed.
* Professional staff advisers are selected or appointed by their department within the Student Health and Wellness Unit. The director of the department will make the final decision on appointment.
* Graduate students shall serve during the academic year.
* There shall be at minimum four advisers to SHWA – with one professional staff adviser representing each of the four departments within Student Health and Wellness.
* Advisers impeachment proceedings can be called by anyone in general membership. They will be held as a special meeting or during the all ambassador meeting. The adviser is allowed to be present at speak at the meeting. A vote of at least 75% in favor to impeach is required of the general membership for an adviser to be impeached.
* If an adviser position is open, it will be immediately replaced by the appointment of another adviser from the same department of the outgoing adviser.

***Article VI.    Meetings***

**Section 1.**All member meetings shall be held at least once a month.

**Section 2.**       Leadership team meetings shall be held on a biweekly basis unless

cancelled by an adviser.  

**Section 3.**       Special meetings of SHWA may be called by the President, advisers, or if a majority of the members request a meeting to be held.

***Article VII.     Finances***

**Section 1.**All money 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.

**Section 2.**       No dues will exist.

***Article VIII.      Amendments***

**Section 1.**Amendments to the SHWA constitution shall be presented to the leadership team members for review. Changes will be sent to all members at least one week prior to the next all member meeting for review. Members have the right to ask questions about the amendments and hold discussion about the amendments during the all member meeting.

**Section 2.**       Any organization member may propose amendments to the constitution. Amendments must be approved by more than half of the organization members and, if approved, shall take effect immediately unless otherwise indicated in the approved amendment.

**Section 3.**       Any organization member may propose amendments to the bylaws. Amendments must be approved by a simple majority of the organization members and, if approved, shall take effect immediately unless otherwise indicated in the approved amendment.

***Article IX.       Ratification***

**Section 1.**       The affirmative vote of more than 1/2 of the SHWA membership at an all member meeting will be sufficient for the ratification of this Constitution.

**Section 2.**       Voting shall take place during any all member meeting.

**Section 3.**       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

***SHWA Bylaws***

***Article I.*SHWA*Duties***

* **Promotion-**Participate in promotional/tabling events to share information and resources on Student Health and Wellness with other students.  Assist at resource fairs, expos, orientation events, and other events as scheduled by Student Health and Wellness.

* **Volunteer Events/Programs-**Volunteer at various Student Health and Wellness programs and events during the academic year. Members will also

* **Volunteer Projects-** Work with departments in Student Health and Wellness on various projects or tasks.

* **Outreach –**Actively outreach to student to gain student feedback and bring that information to the departments of the Student Health and Wellness Unit.

* **Uniforms-**Ambassadors are expected to wear Student Health and Wellness apparel to all outreach or volunteer events unless told otherwise by an adviser.

* **Absences-**If an ambassador misses an assignment that they are scheduled for or volunteer for it will count against their unexcused absences.  Ambassadors may acquire an excused absence by contacting the advisers 24 hours in advance. Legitimate reasons for absences include emergencies, illness, and class obligations confirmed by the syllabus.

***Article II.       Training***

* **Fall Training-**Each Fall semester before classes begin there will be a full day training that is required for all ambassadors.

***Article III.       Meetings***

* **Purpose-**In order to have consistency in information and procedures, meetings are required unless an ambassador's academic schedule does not allow for it, they have an emergency, or they are ill.

* **Scheduling-**In order to ensure the highest attendance of ambassadors at meetings, the academic schedules of all ambassadors will be taken into account. While it may not be possible to accommodate all ambassadors, every effort should be made to accommodate as much as possible.

* **Minutes-**Minutes will be taken at all meetings and posted on Microsoft Teams.

* **Individual Absences-**If an ambassador misses a meeting it will count against their three (3) unexcused absences. If a legitimate conflict arises ambassadors may acquire an excused absence by contacting the advisers. Legitimate reasons include, but are not limited to, emergencies, illness, class obligations confirmed by the syllabus. Individual excused absences will be given at the discretion of the advisers.

***Article IV.      Leadership Team Officers***

* **Elections-**Elections will take place as determined by SHWA Advisers each Spring Semester.
* The Advisers shall be in charge of elections. Advisers can call special elections during the year if vacancies need to be filled.
* Nominations will be accepted two (2) weeks prior to the election date; self nominations are accepted as well as third party nominations.
* Nominees have to accept their nomination in order to run for a position.
* A sliding ballot shall be used for elections. Any nominee who is not elected to the office for which they were originally nominated may "slide" down to be considered for election to any of the other organization offices.
* Each nominee shall be asked to make a brief statement (less than 1 minute) or write a short paragraph to send to the ambassadors to state their qualifications and/or reasons for wanting to serve on SHWA leadership team.
* After all nominees for a particular position (including nominees who had "slid" down from a higher office) have made their speeches, members shall vote by written ballot to elect the position.
* The Advisers shall count the ballots once to ensure an accurate election.
* In the event of a tie, candidates will provide another speech or statement and ambassadors will revote.

**General Duties-**

* Attend SHWA meetings
* Assist with outreach duties
* Assist with volunteer duties
* Work with advisers on projects as they arise
* Attend trainings
* Stay updated on campus information and resources

**President-**

* Lead SHWA leadership meetings and all ambassador meetings.
* Act as a liaison between the SHWA and Student Health and Wellness unit directors
* Assist in planning meetings
* Serve as the risk management officer for SHWA
* Assist in planning upcoming schedule of events
* Assist other members or advisers with other duties as assigned

**Secretary-**

* Take minutes at leadership team meetings, all member meetings, & special meetings.
* Distribute minutes to all ambassadors
* Assist with SHWA meetings
* Assist other members or advisers with other duties as assigned

**Treasurer-**

* Record and report financial information to ambassadors
* Make purchases as needed for organization
* Assist with SHWA meetings
* Assist other members or advisers with other duties as assigned

* **At Large – Communication Outreach**
* Connects with Iowa State community to coordinate communication with Iowa State University Organizations (Fraternity/Sororities, Res Life, Graduate Schools, etc.)
* Supporting and enhancing each departments social media
* Discuss feedback from students with departments
* Work on other communication needs as identified by members or advisers.
* **At Large – Project Coordinator**
  + Oversee projects identified by SHWA members.
  + Identifies more opportunities for volunteer works where SHWA can assist and perform outreach.
  + Coordinates tabling and outreach
  + Ensures that presentations and volunteer opportunities are filled
  + Assists with interdepartmental projects as needed
  + Works on other volunteer or project work as identified by members or advisers
* **Student Wellness Liaison**
* Work with adviser from department to plan any advisory needs for department.
* Share updates at all ambassador meetings about upcoming department needs or activities.
* Identify department specific projects for all ambassadors to work on.
* Be liaison between department director and ambassadors.
* Assist other members or advisers with other duties as assigned

* **Recreation Services** **Liaison**
  + Work with adviser from department to plan any advisory needs for department.
  + Share updates at all ambassador meetings about upcoming department needs or activities.
  + Identify department specific projects for all ambassadors to work on.
  + Be liaison between department director and ambassadors.

* **Student Counseling Services Liaison**
  + Work with adviser from department to plan any advisory needs for department.
  + Share updates at all ambassador meetings about upcoming department needs or activities.
  + Identify department specific projects for all ambassadors to work on.
  + Be liaison between department director and ambassadors.

* **Thielen Student Health Center Liaison**
  + Work with adviser from department to plan any advisory needs for department.
  + Share updates at all ambassador meetings about upcoming department needs or activities.
  + Identify department specific projects for all ambassadors to work on.
  + Be liaison between department director and ambassadors.

* **Vacancies-**If a vacancy on the Leadership Team occurs, one of two

actions need to be taken:

* + Summer- if the vacancy occurs during the summer the vacancy will be announced and nominations called for via the SHWA listserv. Once nominations are received the current Leadership team will vote in lieu of the full SHWA membership.
  + Academic Year- if the vacancy occurs during the Academic Year the vacancy will be announced via email or Microsoft Teams and nominations asked for. Voting of the full SHWA membership will take place one week after announced.

* **Officer Removal-**
* Advisers can remove an officer from their position at their discretion if deemed necessary.
* Members of SHWA can remove an officer from their position with a ¾ majority vote from all members of SHWA.

* **Advisers-**
* Advisers will work with ambassadors on all events, projects, and other responsibilities as needed each year.
* Advisers will be able to make exceptions to membership requirements (see Article III, Section 1) on a case by case basis.

***Article V.       General Duties***

* **General Duties of Members**
* Attend SHWA meetings
* Serve as an advisory group for the Student Health and Wellness Department
* Gather information from students and provide feedback to Student Health and Wellness professional staff
* Assist with outreach duties
* Assist with volunteer duties
* Work with advisers on projects as they arise
* Attend trainings
* Stay updated on campus information and resources

***Article VI.      Membership Selection***

* **Applications-**Applications will be available for students each Spring semester. Applications will be found on the Student Health and Wellness departmental webpages. Applications will be available for a minimum of four (4) weeks.

* **Interviews-**Interviews will be run in accordance with what is convenient that semester. Interviewers will be given a standard comment sheet to fill out about each applicant with standard interview questions.

* **Selection-** The advisers and/or leadership team will discuss each applicant after their interview is completed. The number of applicants offered positions in SHWA depend each year on the number of ambassadors leaving the organization. Selection will be based on an applicant's interview as well as their academic, extracurricular, and work schedules.

* **Contracts-** Each new ambassador will be required to sign a contract indicating their behavioral, training and membership expectations and responsibilities.  Failure to follow expectations may result is dismissal from the organization.

***Article VII.     Awards***

* **Continuous Recognition-** Recognition/awards will be given out at the discretion of the Advisers.

* **End of the Year Awards-**Awards to be given out at the end of the year include, but are not limited to; SHWA of the Year, etc.

***Article VIII.   Year End***

* **Final Event-**An end of year event will take place each Spring semester to show SHWA how appreciated they are by Student Health and Wellness unit.

***Article IX.    Social Media***

1. **Social Media Guidelines for Personal Accounts-** Members should promote events and content from Student Health and Wellness.
2. Members should be inclusive of all identities in our community on their social media platforms (i.e. through their language, behavior, etc.).
3. When posting about health or wellness in general, members should promote positive health and wellness messages on social media that are in line with mission, vision, and values of Student Health and Wellness.
4. Members should not speak negatively about Student Health and Wellness unit on social media.  If they have concerns, they should address them with professional staff.

Members should model professionalism online and refrain from posting profanity and inappropriate content or posting anything that may cause harm to students on campus.