



McCoy College of Business Ambassadors Constitution

Preamble

Whereas we believe that a distinguished group of university students should represent the McCoy College of Business, we hereby establish the McCoy College of Business Ambassadors at Texas State University.

Be it resolved, this organization will provide representation of Texas State University and the McCoy College of Business to members of the business community, guests of the College, and prospective students. As distinguished students within the McCoy College, we wish to foster excellence, smart choices, and beneficial opportunities with professionalism and sophistication while representing the College and University. Our commitment to professional development, service, and leadership not only reflects on the students of our college, but demonstrates the depth and conscientiousness a degree from the McCoy College of Business provides. McCoy College Ambassadors: Leadership Today, Leaders Tomorrow.

Article 1: Name, Purpose, and Affiliation

Section 1. Name

Formally, the organization will be known as the McCoy College of Business Ambassadors. In abbreviation, it will be called the McCoy College Ambassadors (MCA).

Section 2. Purpose

The purpose of the organization shall be:

- To represent McCoy College's educational and extracurricular opportunities
- To promote interest in business careers beginning with a McCoy College education
- To foster a sense of pride and commitment to Texas State and McCoy College
- To foster in its members a desire to achieve excellence in their scholastic and occupational endeavors
- To serve as liaisons between McCoy College students and the business community
- To promote an attitude of professionalism and sophistication
- To recognize exceptional students in McCoy College as role models for their peers and future executives in their respective careers

Section 3. Affiliation

The McCoy College Ambassadors is to be chartered under the McCoy College of Business in support of the mission of the University and College. McCoy College will offer support and advising to the organization to ensure sustainability. No additional student organizations will be organized under McCoy College Ambassadors.

Article 2: Membership & Benefits

Section 1. Levels of Membership

The organization shall offer three levels of membership for the organization. The levels are:

- **Member:** A phase to prove one's commitment to the organization as well as build on the skills developed throughout his/her experience as a McCoy Student; in addition, members act as mentors to other McCoy students
- **Officer:** An elected leadership role in which one implements the knowledge acquired through active participation to further strengthen the organization's foundation with administration and alumni
- **Alumni:** Members of the MCA who have graduated; alumni roles are to help bridge the gap between the professional and academic world

Section 2. Eligibility

To be considered for membership a student must be an undergraduate McCoy College of Business student, who has been nominated by a current MCA, McCoy faculty or staff member. The minimum criterion for membership is current full-time or part-time enrollment at Texas State University-San Marcos, a declared business major and a 2.5 minimum cumulative grade point average. All newly admitted members will be required to serve at least one full year (fall/spring).

Section 3. Expectations

MCA Point System Breakdown

General Meetings (includes pinning/stole ceremony)

Minimum requirement-35 points

10 points each, 5 points excused absence (1 excused absence a semester - must notify advisor at least 48 hours in advance). An Ambassador must give 10 days' notice to the president or vice president if they cannot make an event. In the event that an Ambassador does not show up an event or give required timely notice, they will lose 5 points. As a result of continuing to lose points, MCA membership could be revoked.

Volunteer Opportunities

Minimum requirement- 40 points

Each volunteer opportunity is worth 10 points, with some exceptions (see below)

- Company Visit/Tour (15 points) – **required event**
- Beta Gamma Sigma Induction/Awards Day
- Business Visit Day
- Bobcat Days
- Bobcat Build
- Sights & Sounds
- Career Services Workshop Volunteer
- Career Services Workshop Attendee (5 points)
- McCoy Experience Table (2.5 points per shift)
- Classroom Promotions (2.5 points)
- Officer position or Committee member
- Bobcat Build Leader
- Organization of off/on campus volunteer opportunity (10 points for each opportunity)
- Other opportunities as decided by the BOA

Volunteering for a BLW event is worth 10 points (Attending a BLW event is worth 5 points)

- Interactive Fair
- Leadership Panel
- Keynote Speaker
- Distinguished Lecture
- Case competition (10 points if competing)
- Etiquette Dinner
- Alumni Panel
- Other opportunities as decided by the BOA

Minimum requirement to remain active – 75 points

Points will be evaluated at the end of each semester – too few points will result in revoked MCA membership

Section 4. Benefits

The benefits of membership include opportunities to:

- Represent McCoy College in an official capacity
- Participate in exclusive leadership development events
- Network with potential employers
- Gain recognition for coordination of projects on behalf of McCoy College
- Serve on the Dean's student advisory council

Section 5. Application

Once nominations are announced, candidates are to submit an application including all necessary attachments. The Board of Organizational Advisors will evaluate each candidate's application for membership eligibility. Eligible candidates will be subject to participate in a required interview process before the final selection is made.

Section 6. Discrimination

Membership in this organization will not be based on discrimination of race, age, gender, sexual orientation, color, disability, religion, political affiliation, or national origin.

Article 3: Organizational Advising

Section 1. Board of Organizational Advisors

The Board of Organizational Advisors (BOA) will consist of two McCoy College staff members, the President and the Vice President. The staff members will be appointed by a joint decision from the McCoy College Associate Dean of Undergraduate Programs and the Director of the McCoy College Advising Center. The President and Vice President will serve on the Board of Organizational Advisors to provide student perspective and insight.

Article 4: Officers

Section 1. Executive Committee

In order to run the organization in an effective manner and provide a democratic structure for students, officer positions will be elected by active members. The Executive Committee is derived from the President, Vice President, VP of External Affairs, Secretary, and Treasurer. The executive committee must maintain a 2.75 Texas State grade point average for the duration of their period in office.

Section 2. Officer Duties

Officer duties shall include:

1. President:

- To coordinate events with other officers
- To preside at meetings
- To call special elections
- To ensure sustainable transitions from one president to the next
- To oversee the new member selection process
- To oversee allocation of resources by formulating and monitoring the semester budget in collaboration with the BOA
- To be available for consultation with members
- To serve as liaison between the organization and the McCoy College of Business, including other student organizations as well as maintaining all forms of networks established in prior years
- To maintain relationships with Texas State and other business contacts, seeking out new events and relationships
- To delegate respective duties to all officers and ensure the progress of said duties in an effective manner

- To actively identify potential new members and faculty supporters
- To attend faculty and/or staff meetings as necessary to discuss the direction of student development within McCoy College
- To ensure the agenda is set before meetings and to delegate to the lead advisor the task of printing if necessary
- To report to the BOA on a weekly basis about the progress and needs of the organization
- To maintain relationships with the Dean of the McCoy College and the Associate Dean of Undergraduate Programs with one meeting per semester
- To schedule face-to-face meetings with officers every month
- To keep close contact with all officers, the BOA, members, and both the Dean and Associate Dean of the McCoy College to ensure their concerns are being addressed
- To attend all President meetings held by Student Involvement
- To register the McCoy College Ambassadors each year with Student Involvement as a registered Student Organization

2. Vice President:

- To fulfill the duties of the President in his/her absence
- To assist the McCoy Advising Center in coordinating events
- To develop and maintain relations with other members of different organizations
- To be responsible for public relations with the University
- To reserve guest speakers to discuss special topics
- To act as liaison and active participant in the McCoy College and Texas State sponsored events
- To connect with the Career Services Liaison when assistance from McCoy College Ambassadors is needed
- To set up and prepare materials and events for application review and membership acceptance
- To be responsible for the McCoy College Ambassadors calendar and presenting the full year calendar to the members by the first meeting of the fall semester
- To coordinate training of members including, but not limited to, campus/building tours and training sessions
- To schedule all programming for the organization in conjunction with the President
- To coordinate all communication with the McCoy College Ambassadors Alumni Network (MCAAN) through FB
- To gather permanent contact information from members prior to graduation and collect in a comprehensive spreadsheet
- To build and maintain Alumni and McCoy College relationships
- To assist all other officers as needed

3. VP of External Affairs

- To send reminder e-mails to MCAs prior to all events (meeting reminder emails need to be sent the Friday before the meeting; a Facebook reminder should be posted on Monday before the meeting. Include information about the meeting, dress code, etc.)
- To coordinate and serve as the contact person for socials and banquets
- To be the contact person for McCoy events
- To be the contact person for community service and campus event coordinators
- To oversee the organization of community service events and transportation to events coordinated by the community service chairperson
- To coordinate all promotions and advertisements for events and socials
- To continually update the roster with current member information
- To update the website with upcoming events, calendar, and any necessary membership information, in collaboration with the lead advisor

4. Secretary:

- To email all member their points standing on a monthly basis
- To provide up-to-date calendars to members

- To maintain attendance records
- To update the information board on the 3rd Floor with upcoming events and calendar
- To provide sign-up materials at general meetings
- To keep accurate records of members events and volunteer hours on the Google document and relay this information as needed to the Lead Advisor

5. Treasurer:

- To oversee all committees and report back to the BOA on committee action items
- To arrange professional development trainings/workshops in coordination with the BOA

Section 3. Terms

The President, Vice President, VP of External Affairs, Secretary, and Treasurer shall serve one academic year term beginning Fall Semester through End of Spring. Those who plan to graduate in December are not permitted to hold officer positions during final semester.

Section 4. Sanctions

Officers are required to attend all general meetings and officer meetings unless approved by the President. Failure to meet the minimum points requirement (75) by the final day of each semester (fall and spring) will result in removal from position and loss of membership.

Though officer duties are listed above, all officers have the duty of maintaining the organization's functions and spirit. Failure to do so will result in a hearing for the officer before the Board of Organizational Advisors.

Article 5: Elections

Section 1. Executive Committee Nomination

Nominations for officers will take place at the second-to-last regular meeting of the Spring semester. Candidates may nominate themselves. Elections will take place at the last meeting of the spring semester. Officers shall be chosen by secret ballot. All votes will be counted by the President and lead advisor. In case of a tie, the presiding Executive Committee will break the tie.

Section 2. Executive Committee Qualifications

All candidates must meet member requirements before they run for office. All positions will be open for elections at the second-to-last meeting of the Spring semester. Under the approval of the BOA, any eligible Ambassador with at least one semester of active membership (unless otherwise approved by the BOA) is eligible to run for President.

Candidates must keep in mind the objective of the organization as well as the commitment needed to fulfill its duties; this includes taking into consideration personal and academic schedules that may conflict with the obligations of the position.

Section 3. Board of Organizational Advisors Voting Privilege

In all McCoy College Ambassadors elections, the BOA maintains a voting privilege of 51%. In the rare case the BOA decides in opposition to the popular vote, proper notification will be given to all members. Justification of a voting decision by the BOA is not required when notifying members and may remain confidential.

Article 6: Activities

Section 1. Meetings

General membership meetings will be held in the format below:

- I. Sign-in
- II. Call to Order
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Guest Speaker/Professional Development Activity (if applicable)
- VII. Adjournment

Officer Meetings will be held immediately after the general membership meetings in the format below:

- I. Each officer will provide a position update
- II. Discuss plans for the upcoming month
- III. Review individual assignments per officer
- IV. Adjournment

Section 2. Frequency of General Meetings

Meetings will be held at least once per month. Times and dates are subject to change, but all meetings are mandatory.

Section 3: Training and Professional Development Retreats

At least once per year the Executive Committee and BOA will plan and conduct a training session for the purpose of training members on the facts and skills necessary to represent McCoy College.

Section 4. Business Leadership Week

Each year, all members and officers are required to actively participate in and assist with Business Leadership Week.

Section 5. McCoy College Awards Day Ceremony

Each year, select members and officers will participate and help facilitate the McCoy College Awards Day Ceremony. The duties outlined for this event will be determined by the Dean's Office.

Article 7: Rules & Responsibility

Section 1. Awards

At the end of each semester, the Organization's officers have the opportunity to recognize outstanding active members of the organization. The Executive Committee will determine awards and honors based on the points system.

Section 2. Executive Committee Responsibility

In an event that an officer fails to fulfill his/her duties as recognized in Article 4, the BOA will conduct a hearing in the presence of the officer to determine his/her status.

Section 3. Special Election

In an event that the President/Vice President fails to fulfill his/her duties, the officer will be terminated from their position. The officer who has seniority will assume the Vice-Presidency. A special election will be held to select a member of the organization to fulfill the vacant spot.

Section 4. Active Members

Any member who does not fulfill the membership expectations for the McCoy College Ambassadors is subject to termination. In certain circumstances, exceptions may be made at the discretion of the Executive Committee or BOA. Active membership status is based on the points system, and will be reviewed by the BOA on a case by case basis. Failure to meet the minimum points requirement (75) by the final day of each semester (fall and spring) will result in loss of membership.

Section 5. Provisions for Committees

Committees and chairs will be established as necessary with deliberate consideration given to the following events and activities: Business Leadership Week, career fairs, end-of-semester social activities, recruitment, and Alumni Relations.

Section 6. Publications Policy

Any correspondence or publication of McCoy College Ambassadors must be read by at least two Executive Committee members and approved by the Lead Advisor, Advisor II and Dean's office prior to distribution or mailing.

Section 7. Dress Code Policy

Dress code for McCoy College Ambassadors includes black or khaki slacks or pencil skirt (for women) with an MCA Polo and name tag. Shoes worn should be closed toed solid colored dress shoes. Alternative attire (such as suits or more casual clothes) may be required as specified by particular events. Unless stated otherwise, hats and any other distracting accessories should not be worn. Members are expected to adhere to dress code policies for all meetings and events. Anything worn that is not in dress code could be cause for removal from an event.

Section 8. Alcohol Policy

Members of McCoy College Ambassadors should not consume alcohol for the duration of any McCoy College Ambassador function located on or off-campus. Violation of this provision can result in sanctions up to and including removal from the McCoy College Ambassadors at the discretion of the Board of Organizational Advisors.

Section 9. Academic and Disciplinary Issues

At any time, the Board of Organizational Advisors reserves the right to reevaluate a member's standing with McCoy College Ambassadors based on the points system. These issues could include, but are not limited to, being placed on academic probation, infringement of the Academic Honor Code, violations of the University Policy and Procedure Statement, etc.

Section 10. Facebook Policy

All activity within the McCoy College Ambassador Facebook group is restricted to McCoy College related events, activities, and opportunities only. Inappropriate or unrelated material will be deleted immediately and misuse will result in termination from the group.

Article 8: Retention

Section 1. Involvement

In order to be considered a member or officer in good standing, one must continue to meet involvement expectations set forth at the beginning of each semester at the discretion of the BOA.

Section 2. Inactive

At the beginning of the semester, a member may decide to become inactive and be excused from the membership expectations for that semester only. After being inactive for a semester, they must become active again, continuing their membership status from the previous semester, or have their membership terminated.

Article 9: Organizational Funding

Section 1. Funding for Professional Development Activities

Each year the Academic Advisor II for the McCoy College Advising Center, in coordination with the BOA, will submit a funding proposal to the McCoy College Development Foundation to support any student professional development activities.

Section 2. Other Funding Sources

Allowable funding sources include sponsorship from Texas State departments and/or grants.

Section 3. Off-campus Accounts

The organization is forbidden to establish any off-campus accounts.

Article 10: Constitution Amendments

This Constitution may be amended by a two-thirds vote of all present voting members. Any changes to the constitution must be proposed jointly by President and Vice President, approved by BOA and then voted on by the general membership. Any member can approach the President and/or Vice President with proposed changes. The BOA will review the proposal and will bring the changes to the general member meeting. Upon receiving the two-thirds vote in favor of a constitutional amendment, a revised copy of the Constitution shall be distributed to the active membership and Campus Activities and Student Organizations (CASO).

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