UCF Cares Ambassadors Group Constitution

Article I—Organization Name
The name of this organization shall be UCF Cares Ambassadors.

Article II—Mission and Goals
Section 1: Mission
Care Ambassadors will raise awareness within the UCF community on care-related resources available to students as well as the signs of a distressed student through interactive events and presentations.

Section 2: Goals
Educate and provide awareness to the UCF Community through the following actions:
- Hosting programs focused on Safety and Wellbeing, Respect, Sexual Violence, and Mental Health.
- Educating peers on campus resources and signs of a distressed student.
- Connecting with campus partners.
- Fulfilling training/educational requirements.

Section 3: Governing Authority
All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution.

Article III—Membership
Section 1: Membership Statement
Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.
Section 2: Additional Membership Requirements
UCF Cares requires that students are actively involved in the group’s responsibilities. Students must assist with at least 4 events per semester to remain an active member within the group. This requirement may be altered based on group size, availability, and number of events per semester. Care Ambassadors must also be actively attending all meetings associated with Care Ambassadors. Missing more than one meeting per semester is grounds for removal from the group. Care Ambassadors must maintain a GPA of 2.75 and be in good academic and disciplinary standing with the University. Lastly, commitment to two consecutive semesters with UCF Cares is preferred.

In addition, all UCF Care Ambassadors are required to complete the following supplemental trainings:
- Question, Persuade, Refer (QPR) Training
- Mentors in Violence Prevention (MVP) or equivalent bystander training
- Safe Zone
- UCF Cares Training
- Prize Ride Training
- Any other trainings necessary to achieve the goals of this organization

Section 3: Recruitment
Recruitment shall take place at the beginning of fall and spring semester. New members may also be recruited as needed.
- Application
  - Appendix I
- Application Process
  - All students must complete application and interview with Student Care Services Staff. Additionally, students must attend UCF Cares Ambassador Training held each semester.

Section 4: Revocation of Membership
Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution or Golden Rule Handbook. For minor offenses, the student will be held accountable based on the discipline plan listed below. Any major offenses or multiple offenses will result in immediate dismissal.
- Discipline Plan: Disciplinary procedures include verbal warning which will be documented. Second write up results in probation. Probation length will be determined by UCF Cares Advisor. Any write up while on probation means immediate dismissal.

Section 5: Reinstatement of Membership
Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the advisor. Student then must meet with advisor and one Student Care Services staff member to discuss membership expectations. At the next UCF Cares meeting, the Student Care Services staff must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of staff members.

Article IV—Officers
Section 1: Eligibility
Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1, 2 and 5). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Only those who have been involved with the UCF Cares Ambassador student group for a minimum of one semester and have completed a minimum of 3/5 training
requirements can qualify for an officer position. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2: Officer Requirements
Officers must uphold their responsibilities and leadership skills. They will work closely with the group advisor, who has the discretion to remove an officer if they are not making progress after multiple notices.

Section 3: Officer Duties
The officers of this organization shall include President, Volunteer Events Chair, Social Events Chair, and Social Media Coordinator. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:
- Supervise and coordinate the activities of the organization.
- Preside over all group meetings and call all meetings to order.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all members are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Assign special projects to members.
- Oversee Volunteers Events Chair, Social Events Chair, and Social Media Marketing Chair.
- Plan and be responsible for all retreats and training of the organization.
- Maintain consistent communication with a advisor and other officers.
- Exemplify what it means to be a UCF Cares Ambassadors to fellow student group members.

The Volunteer Events Chair shall:
- Organize a minimum of two volunteer events for the Care Ambassador student group per semester.
- Ensure plans are reviewed and approved by advisor before confirmation.
- Provide all documents and records pertaining to volunteer events to advisor.
- Assist President in planning of retreats and trainings.
- Assist in special projects as assigned by President or advisor.
- Maintain consistent communication with President and advisor.

The Social Events Chair shall:
- Organize a minimum of two social events for the Care Ambassador student group per semester.
- Ensure plans are reviewed and approved by advisor before confirmation.
- Provide all documents and records pertaining to social events to advisor.
- Assist President in planning of retreats and training.
- Assist in special projects as assigned by President or advisor.
- Maintain consistent communication with President and advisor.

The Social Media Coordinator shall:
- Maintain UCF Cares accounts for both Instagram and Twitter.
- Utilize social media accounts in creative ways to engage UCF students.
- Post a minimum of two times per account per week.
- Ensure all posts are reviewed and approved by advisor before posting occurs.
- Collect photos and/or videos taken at events from fellow Care Ambassadors to use on social media accounts.
- Maintain consistent communication with President and advisor.

**Article V – Officer Elections**

**Section 1: Announcement of Elections**
The President shall announce the date of the upcoming nominations and elections at least one meeting prior. They shall also state the eligibility criteria (as defined in Article IV, Sections 1 and 2) and that all active members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

**Section 2: Nomination Process**
The nomination of officers shall occur each academic year at a membership meeting held in April. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active Care Ambassadors.

Any active Care Ambassador present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2). Absentee/proxy ballots are not permitted in the nomination process.

**Section 3: Election Process**
The election of officers shall occur at the membership meeting held in April. The order of elections shall be: President, Volunteer Events Chair, Social Events Chair, Social Media Coordinator. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active Care Ambassadors present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will announce the new officer and ask if any active Care Ambassador contests the count. If no active Care Ambassador contests the count, the new officer shall take office as per Article V, Section 4. If an active Care Ambassador contests the count, each candidate may select an active Care Ambassador to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

**Article VI - Advisor**

**Section 1: Selection**
The advisor shall be selected by the staff members of Student Care Services.

**Section 2: Role and Authority**
The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization. The advisor will manage all budget expenses as well as manage any marketing
tools. They will be responsible for maintaining the numbers of marketing tools and how many students are reached. The advisor may have final say on membership and removal of members.

Section 3: Length of Term
The advisor has no term limit as long as they remain a contracted UCF employee.

Article VI – External Affiliations
The UCF Cares Ambassadors are governed by Student Care Services under the Office of Student Rights and Responsibilities. All programming and events must be approved by this office. Student Care Services will also provide Care Ambassadors with programming and ideas.

Article VII—Publications and Advertising
Section 1: Compliance
All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval
The advisors must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

Article VIII—Risk Management
Section 1: General
The organization will follow all risk management guidelines and procedures as provided by Office of Student Care Services or other university entities, in regards to organizational activities, event planning, and group travel. Additionally, advisors of the organization will continually review organizational procedures in attempt to minimize any potential risks.

Article IX—Amendments
Amendments to the constitution must be proposed in writing to the advisor. The amendment must then be presented to the organization during a staffing meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following staffing meeting and approved by a 2/3 affirmative vote of active staff members.

History of Constitution
Created: October 2014
Edited: June 2015, June 2016

UCF Cares Ambassadors Application
Mission: Care Ambassadors will raise awareness within the UCF community on resources available to students.

Goals: Educate and provide awareness of the following to the UCF Community:
- Promote campaign around Safety and Wellbeing, Respect, Sexual Violence, and Mental Health.
- Educating peers on campus resources, signs of a distressed student, and find ways to connect with UCF community through interactive events and presentations.
- Connecting with campus partners.
• Fulfill training/educational requirements.

Requirement:
• Must attend at least four events per semester to remain an active member within the group.
• Must be actively attending all of the meetings associated with Care Ambassadors.
• Must maintain a GPA of 2.75.
• Be in good academic and disciplinary standing with the University.
• Commitment to two consecutive semesters with UCF Cares is preferred.
• Complete all additional supplemental trainings.

Please answer the questions below. Be sure to be thorough in your responses. For more information please refer to ucfcares.com

Name:

Classification in year:

Email:

Phone:

NID:

Major:

What are you involved in?

Special skills/interest:

What does UCF Cares mean to you?

What would you like to see UCF Cares do for the community?

How do you think we can get the message out to the community? Share your ideas.

Describe any previous peer educator and/or presentation experience.

Schedule/availability:

Are you currently eligible for work study?

If yes, have you already secured a work study position for the 2016-2017 Academic Year?

Polo Shirt Size: