



Health

School of Health Professions

Student Ambassador Society

Constitution

NAME AND PURPOSE

Section 1. Name

The name of this body will be the School of Health Professions Student Ambassador Society of the University of Texas Medical Branch-Galveston.

Section 2. Purpose

The purpose of the Student Ambassador Society is to provide service to the UTMB School of Health Professions alumni (past), current students (present) and incoming students (future). This organization of enthusiastic student representatives provides campus tours, service to the surrounding community of Galveston County, and event support for the Office of Academic and Student Affairs and Office of Alumni and Parent Relations.

During the academic year, student ambassadors participate in the following activities: Prospective Student Tours, Special Tours, Open Houses, College Fairs and Panels, Commencement, New Student Orientation events and Alumni Events.

AFFILIATIONS

Section 1. School of Health Professions Departments

- A. Clinical Laboratory Sciences
- B. Occupational Therapy
- C. Physical Therapy
- D. Nutrition and Metabolism
- E. Respiratory Care

Section 2. UTMB Campus Offices

- A. SHP Office of Academic and Student Affairs
- B. Student Life
- C. President's Office
- D. Inter-Professional Education Office
- E. Office of Alumni and Parent Relations

MEMBERSHIP

Section 1. Provisions for Acceptance

- a. The student must be enrolled as a student at the School of Health Professions and be academically in good standing within their school program.



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- b. The student must provide an application and two faculty references to the Student Ambassador Society Coordinator and the Associate Dean of Academic and Student Affairs. Final selection will be made following the review of the applications.
- c. If selected, each Ambassador will receive a stipend for one year of completed service. Amount to be determined annually.
- d. Student Ambassadors are required to complete fifteen (15) total hours or of service per year from September 1 through August 31. Mandatory events are new student orientation and commencement. Five (5) of the fifteen (15) hours will be dedicated to community/volunteer service.
- e. Ambassadors who are selected in year one may reapply for their second year.
- f. All Ambassadors will be required to be at commencement and orientation, and will be required to give a minimum of one campus tour.
- g. The Student Ambassador Society will be required to hold one event for the year. This event will be determined by the group annually.
- h. Student Ambassadors will be required to complete a shift schedule which will include their hours, name of event, and day of event. This schedule is maintained annually in Google Docs.

Section 2. Termination of Membership

The student must uphold all provisions of the Honor Code and demonstrate their oath of Professionalism as a Student Ambassador. Any infractions of the Code of Honor and Professionalism are means for dismissal from the Ambassador program. Other means for dismissal from the Ambassador program include: poor academic standing in their program and not being able to fulfill their requirements as a student ambassador.

Section 3. Membership

Priority will be given to the selection of three members from each academic program. In the event there are vacant positions for a department, interested applicants from other departments will be considered.

Section 4. Dues/Fees/Funding

No dues or fees for this organization will be collected from any student. Funding will be subsidized by the Office of Academic and Student Affairs discretionary account.



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OFFICERS AND ELECTIONS

Section 1. Student Ambassador Society Officers

The following list of officers will lead the Student Ambassador Society. The positions of Chair and Co-Chair must be held by Ambassadors in different academic departments when possible to allow for provisions of continued leadership during off campus clinical experiences.

- A. Chair - to preside at all meetings of the Student Ambassador Society meetings and communicate with the Student Government Association. Represent the Student Ambassador Society at the Student Government Association meetings and keep all members updated on campus events.
- B. Co-Chair – to serve in the absence of the Chair and perform other duties as delegated.
- C. Social Chair - serve as event coordinator for the Ambassador program.
- D. Secretary – keep communication open and send minutes to all members. File minutes, reports and recommendations. Document and update Student Ambassador Society activities via pictures, articles and web page.

Section 2. Officer Nominations, Selection and Acceptance

Candidates for office can be self-nominated, or can be nominated by peers and elected by members.

- A. Priority is given to 2nd year students.
- B. Selection for Student Ambassador Society officers will occur at the first meeting of the new fiscal year in September or October.
- C. Terms of service: a one year term ending August 31st.

Section 3. Purpose and Function of Officers

- A. To provide leadership to the Student Ambassador Society volunteer members.
- B. To serve as a liaison between the Office of Academic and Student Affairs and Faculty in relation to school events.
- C. To solicit volunteer opportunities from members and appoint assignments, as needed.

ADVISORS

Section 1. Faculty Advisor

- A. The faculty advisor for the Student Ambassador Society is the Associate Dean for Academic and Student Affairs in the School of Health Professions.
- B. The faculty advisor oversees the Student Ambassador Society and the Coordinator.



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Section 2. Coordinator of the Student Ambassador Society

- A. Oversee the functions of the organization
- B. Provide documentation of Student Ambassador service
- C. Delegate opportunities to the Student Ambassadors
- D. Provide foundational support to the organization
- E. Enhance relationships and communication among members
- F. Provide input into decisions
- G. Exercise continued review of the Student Ambassador Program
- H. Make recommendations