



Lancer Ambassador Program Constitution

ARTICLE I - INTRODUCTION

A Lancer Ambassador is a student chosen to represent USC Lancaster to prospective students and families during the admissions process. Lancer Ambassadors work 30 hours each semester in the Office of Admissions and at recruitment events. Upon successful completion of the program (Fall and Spring semesters) Ambassadors will receive a letter of recommendation, certificate of achievement, and be inducted into the National Society of Leadership and Success. Section I - Name

Section II - Purpose

The Lancer Ambassador Program was established with the purpose of connecting current students with prospective students and families.

Section III - Objectives

- ✓ To connect current students with prospective students and families
- ✓ To gain insight and recommendations for improvement of the admissions process
- ✓ To develop professional skills of students

Section IV – Perks

- ❖ Free Lancer gear.
- ❖ Free professional headshot
- ❖ Develop professional skills, including leadership, public speaking, and writing,
- ❖ Tone your marketing, social media, event planning, and public relations skills.
- ❖ Make connections with new and continuing students that last a lifetime.
- ❖ Networking opportunities with USCL Faculty and Staff
- ❖ Join the conversation to influence services in the Office of Admissions.
- ❖ Attend exciting events with the opportunity for some travel.
- ❖ Earn volunteer hours.

- ❖ Receive early advisement for Spring 2022.
- ❖ Receive enhancement experience towards Graduation with Leadership Experience in Professional and Civic Engagement.

At the end of the Academic Year, student ambassadors who complete the program will receive a written letter of recommendation from admissions personnel and a certificate of appreciation signed by the Campus Dean. You will also be inducted into the National Society of Leadership and Success, the only accredited honor society in the NATION! (Pending funding is available, admissions reserve the right to cancel this at any time).

ARTICLE II – ORGANIZATIONAL STRUCTURE

Section I - Advisors

- A. Advisors are the Senior Admissions Counselor (primary) and Admissions Counselor (secondary)

Section II – Roles

- A. There are not official executive roles for any members; this provides an equitable playing field.

Ambassadors who show promise may be invited back by the advisors.

Section IV – Dissolution of Organization

Dissolution of the Organization can only occur if the Executive Director of Enrollment Management or higher administrative authority calls for a dissolution.

ARTICLE III - MEMBERSHIP

Section I - Membership Eligibility

- Must be available for the 2-week training in August.
- Must register for new student orientation, attend, and register for Fall courses.
- Must schedule at minimum 30 working hours a semester.
- Must work Fall 2021 Open House (November 13th) and Spring 2022 Open House (March 26th).

Events included in 30 hours.

- Must be registered in at least six credit hours per semester for the Fall and Spring.
- Must maintain a minimum 2.5 GPA.

Section IV - Resignation

If a Lancer Ambassador chooses to resign before his/her year term is up, they will forfeit the right to recommendation letters, certificates of achievement, induction into NSLS and all other benefits.

ARTICLE IV – Ambassador Selection Process

1. Freshman Ambassadors must complete orientation OR at minimum be registered for an orientation session to apply.
2. Continuing (student type) ambassadors must be registered for Fall courses at time of application.
 - a. After application deadline students meeting the requirements will be emailed to schedule an interview.
 - i. After interview advisors will call references for chosen ambassadors.

Section I - Selection Timing

Interviews for new ambassadors only occurs during the Summer.

Section II – Nominations

Although all prospective ambassadors must complete the application, admissions reserve the right to recruit students via scholarship applications, admissions applications, TRiO applications, school counselors, athletics, and more.

Section V - Grounds for Removal

Lancer Ambassadors can be dismissed from their role if they:

- Drop below a cumulative GPA of 2.5 at the end of the Fall or spring semester.
- Post inappropriate information on social media
- Participate in any illegal or immoral activity.

- Do not meet the 30-hour requirement per semester.
- Do not follow directions.
- Are considered for disciplinary action with the university.

The primary advisor will initiate removal process.

Removal Process

- Student will receive a verbal warning the first time (documented in Salesforce)
- Student will receive written warning the second time (documented in Salesforce)
- If the advisor is forced to speak with the student for the third time about the same issue, he/she will be asked to resign.

Section VII- Procedure for Appeal of Removal

Ambassadors can appeal a removal by typing a letter to primary advisor and the Executive Director of Enrollment Management. Executive Director of Enrollment Management reserves final right to make decision.

ARTICLE V - MEETINGS

Students must participate in at least 30 hours of work a semester (excluding 2-week training).

Section I - Types and Occurrence of Meetings

- Students will participate in weekly meetings at designated time.
 - Meetings will last approximately 1 hour and will be held either in person or virtual.
 - Meeting time will be determined based off all student's course schedule.
 - Multiple meetings may be held if there is not a set day and time that works for all ambassadors based off course load.

Section II - Special Meetings

ALL ambassadors are REQUIRED to participate in Open House. There are two per semester (Fall and Spring). These are Saturday events, and they should expect to be on campus for at minimum four hours in the morning.

ARTICLE VIII - CONSTITUTIONAL REVIEW

As a recognized student organization, we will participate in a constitutional review process every year.

ARTICLE IX – NOT-FOR-PROFIT STATEMENT

This is not-for-profit organization. Any funds obtained through fundraising or other means must go back to the organization.

ARTICLE X – STATEMENT OF NON-DISCRIMINATION

As a student group seeking affiliation to USCL, we hereby state that this student organization does not discriminate or permit discrimination by any member of its community against any individual based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing or services or in the educational programs or activities it operates. Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile or offensive environment.

ARTICLE XI – STATEMENT OF NON-HAZING

This organization will not engage in or permit hazing. The University forbids hazing and all other activities that interfere with the personal liberty of an individual. The University defines hazing as any action taken or situation created, whether on or off University premises and whether presented as optional or required, to produce mental or physical discomfort, servitude, embarrassment, harassment,

or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization.

ARTICLE XII – STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS

This organization shall comply with all USCL policies and procedures, including but not limited to, those policies set forth in the USCL Student Handbook as well as local, state, and federal laws.