

## BYLAWS

1. Name of organization: Campus Diplomats
2. Programs to carry out purposes:
  - a. Welcome to the Sunshine State Reception
    - i. Description - A comprehensive information session that assists out of state and international students in their transition to the University of Florida.
    - ii. Purpose - Personalize the University for out of state and international students.
  - b. Freshman Phone-A-Thon
    - i. Description – The Campus Diplomats, with the help of other organizations and guests call every freshman student and ask how their semester is going as well as answer any questions they may have.
    - ii. Purpose – Personalize the University for freshmen.
  - c. Laws Over Lunch
    - i. Description – A know your rights forum that invites a panel of speakers from different areas of campus to address “how not to get kicked out of the University of Florida.”
    - ii. Purpose – Inform the students as to their rights as a member of the University of Florida community. Make students aware of resources available to them.
  - d. Haunted Housing
    - i. Description - The Campus Diplomats create a haunted house and a carnival for the children of family housing residents.
    - ii. Purpose – To personalize the University for residents of Family Housing and their children.
  - e. DSO Appreciation Week
    - i. Description - A week of acknowledging the hard work of the staff of the Dean of Students Office.
    - ii. Purpose – Foster an active presence on the University of Florida campus.
  - f. Family Weekend
    - i. Description - The Diplomats serve as the ambassadors to Family Weekend.
    - ii. Purpose – To personalize the University for Gator Families.
  - g. Apple-4-U
    - i. Description - An opportunity for students to send a message of appreciation to faculty and staff members.
    - ii. Purpose – To personalize the University for students, faculty and staff.
3. Membership
  - a. Qualifications for Membership
    - i. Prospective members must be enrolled at the University of Florida.
    - ii. Prospective members must be in good standing with the University of Florida.
    - iii. Prospective members must not be in violation of the UF Student Code of Conduct.
    - iv. Prospective members must possess at the time of application a 2.5 GPA or higher.
    - v. Prospective members must be able to attend weekly organizational meetings.
    - vi. Prospective members must be able to attend the New Diplomat Orientation.
    - vii. Prospective members must be able to attend the Diplomat Retreat.
    - viii. Upon selection members are required to pay membership dues not to exceed the cost of a polo shirt and a nametag.
  - b. New Member Selection
    - i. Prospective members are required to complete a new member application. The application will state the dates for the New Diplomat Orientation [3.a.vi.] and the Diplomat Retreat [3.a.vii.].

- ii. Prospective members are required to participate in a three (3) round interview process. A certain number of applicants will be eliminated after each round.
  - 1. Round 1: A group interview.
  - 2. Round 2: An interview with a committee chair and a one member at large.
  - 3. Round 3: Interview with members of executive board.
- iii. Campus Diplomats members will select new members at a selection meeting. If a member cannot make the selections meeting, they will be provided an absentee ballot.
- c. Qualification to Continue Membership
  - i. Members must maintain a 2.5 GPA or higher.
  - ii. Members must remain in good standing with the University of Florida.
  - iii. Members must not be found in violation of the UF Student Code of Conduct.
  - iv. **Members must participate in all Campus Diplomat meetings, activities, and programs.**
    - 1. **Attendance Policy**
      - a. **One unexcused meeting absence per calendar year is grounds for review by the executive board and possible dismissal.**
      - b. **One unexcused program absence per calendar year is grounds for review by the executive board and possible dismissal.**
      - c. **Excused absences include tests, class meetings, illness, and work. Proof of the reason for absence may be requested at any time.**
      - d. **All Diplomats are required to table for events. In the fall, 8 tabling hours are required. In the spring, 6 tabling hours are required.**
- d. Term of Membership
  - i. A Campus Diplomat remains a member from time of selection to the time of qualifications of membership are not met [3.c.].
  - ii. If a member graduates and remains enrolled at the University of Florida, that member may remain a Campus Diplomat.
- e. Associate Member Status
  - i. A member may elect to become an associate member after serving one full year as a Campus Diplomat or with the permission of the executive board.
  - ii. A member that wishes to go inactive must notify the executive board in writing the Friday before the second general meeting of the semester.
  - iii. A member may hold Associate Member status for a term no longer than one semester (summer not included).
  - iv. Once an associate member the member will remain an associate member for the entire semester.
  - v. If a member chooses not to return after a semester of being an associate member, the member forfeits all rights to return to full member status and must reapply for membership.
- f. Disassociating
  - i. Members are free to leave and disassociate without fear of retribution or harassment.
  - ii. Any member that wishes to disassociate must notify the executive board in writing.
- g. Eligibility to Vote
  - i. Any active member is eligible to vote if vote is called.
  - ii. Quorum in accordance with section 4.c.i. must exist in order for a vote to be called.
  - iii. Advisors may not vote.
  - iv. Vote may be taken by hand or secret ballot depending upon the circumstance.
  - v. The Executive Director is the tie breaker and does not vote.

#### 4. Meetings

- a. Schedule of Regular Meetings
  - i. Meetings will be held every Wednesday at 6:00pm during the fall and spring semesters with the exception of university holidays.
  - ii. Meetings may be cancelled at any time by the executive board.
- b. Special Meetings

- i. Special meetings may be called by the executive board.
- c. Quorum
  - i. Half (½) + One (1)
- d. Agendas
  - i. Agendas for each meeting will be the responsibility of the executive board.
  - ii. Any member that has an item of business to put on the agenda must send it in writing 24 hours or earlier before a general meeting.
  - iii. Any member that has an announcement may request to speak at the announcements period of a meeting by signing an announcement request sheet.

## 5. Finance

- a. Funds will be requested by the advisor in charge of the Campus Diplomats account.
- b. The budget must be adopted by the Executive Director.
- c. All items purchased must be from an approved vendor and must be accounted for in the budget.
- d. All items must have the approval of the Director of Programs and the advisor.
- e. Purchases must follow Dean of Students Office budget procedures.
- f. No reimbursements for items purchased out of members own funds will be permitted.

## 6. Executive Board

- a. Qualifications for Holding Office
  - i. Officers must be in good standing with the Campus Diplomats and meet all qualifications contained in section 3.c.
  - ii. Officers must have attended or will attend one leadership based training program. Examples include but are not limited to GatorShip, Art of Leadership, LeaderShape, and GILD. Other programs must have the approval of the advisor.
  - iii. Officers must have chaired a program or committee.
  - iv. Officers must be able to attend all weekly general meetings, weekly Executive Board Meetings and be available to hold office hours.
  - v. Officers must be able to attend the Executive Board retreat and Campus Diplomats retreat.
- b. Executive Board Member
  - i. Executive Director – Overseer of all Campus Diplomat related functions.
    - 1. Oversee the general strategic direction of the group.
    - 2. Map out a strategic plan to achieve the Diplomat’s goals.
    - 3. Serve as a liaison between the Dean of Students and the Campus Diplomats.
    - 4. Meet with the Dean of Students and Dean of Students Office staff.
    - 5. Determine the agenda for weekly Executive Board meetings.
    - 6. Be the final decision maker in most Campus Diplomats organizational decisions.
    - 7. Any general responsibilities that come as a member of the Executive Board.
  - ii. Director of Programs - Overseer of all Campus Diplomat programs.
    - 1. Meet with program chairs regularly.
    - 2. Assist program chairs with delegating duties to members.
    - 3. Serve as a liaison between the program chairs and the Executive Board.
    - 4. Ensure program chairs work to reach the goals of their program or committee.
    - 5. The Director of Programs will run meetings in the Executive Directors absence.
    - 6. Any general responsibilities that come as a member of the Executive Board.
  - iii. Director of Communications – Overseer of all communications between the Executive Board and the members of the Campus Diplomats.
    - 1. Announce all meetings, programs and events.
    - 2. Take attendance at meetings and programs as well as approving absences. **CHANGE to Dir. of Membership**
    - 3. Enforce all attendance rules and notify the Executive Board of violations. **CHANGE to Dir. of Membership**
    - 4. Take notes at meetings and distribute them to the members.

5. Create all meeting agendas.
6. Any general responsibilities that come as a member of the Executive Board.
- iv. Director of Membership – Member spirit booster and responsible for the enhancement group cohesiveness.
  1. Plan social events (must be alcohol free) where the membership can gather outside of Diplomat meetings and programs.
  2. Recognize those Diplomats that dedicate endless hours to the mission of the organization.
  3. Work in conjunction with the chair of morale.
  4. Coordinate the application process for selecting new members.
  5. Any general responsibilities that come as a member of the Executive Board.
- c. Term of Office
  - i. Officers will hold office from the beginning of a spring semester to the end of the next fall semester not to exceed one (1) calendar year.
- d. Executive Board Member Selection
  - i. Applicants must complete an officer application.
  - ii. Applicants must address the Campus Diplomats for no more than two (2) minutes at the election meeting. A question and answer session will take place after the applicants address.
  - iii. After the question and answer session Campus Diplomats members will vote on each position in accordance with section 3.g.
  - iv. The candidate with the greatest number votes is elected to the position.
  - v. A candidate that is not elected to the position may slate to another position, but must repeat steps ii. and .iii.
- e. Filling an Un-expired Term
  - i. Applications will be taken and the position will be appointed by the executive board.
- f. Impeachment and Removal of a Member of the Executive Board
  - i. The impeachment of an officer can only occur when two-thirds (2/3) of all active members of the Campus Diplomats vote in approval in accordance to section 3.g. A vote may not take place until the charges have been conveyed to the executive board member in question and he or she has had the opportunity to address the members on the matter.

## 7. Committees

- a. Standing
  - i. Members may join any committee in which he or she chooses.
- b. Special
  - i. Special committees may be created by the Executive Board if needed.
- c. Chairs
  - i. Selection
    1. Any member may apply to chair a program or committee and will be required to fill out an application.
    2. Program and committee chairs will be appointed by the executive board.
  - ii. Responsibilities
    1. Program and committee chairs will delegate work to the members that are in the committee.
    2. Ensure that committee members work to reach the goals of the program or committee.
    3. Ensure the success of his or her programs.

## 8. Amendments

- a. Amendments to these bylaws may be suggested by any member of the organization. Amendments must be submitted in writing to the Executive Director.