

Service Learning Ambassadors Constitution

The University of Alabama at Birmingham

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Article I: Purpose

Service Learning Ambassadors are a group of undergraduate students who act as representatives of the Office of Service Learning and Undergraduate Research. Service Learning Ambassadors encourage student involvement in the UAB community through the promotion of community service and connection to community partners.

Article II – Membership and Eligibility

Section 1: Non-Harassment and Non-Discrimination: Title IX Policy

The University of Alabama at Birmingham and Service Learning Ambassadors prohibit discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Section 2: Eligibility for Membership

Any registered student at UAB, who is enrolled in at least 6 semester hours, is in good standing with the university, and fulfills the membership requirements, is eligible to apply for the Service Learning Ambassadors (SLA) organization.

- A. A day of training prior to the start of the semester will be required for students seeking membership as an SLA.

Section 3: Maintaining Membership during Fall and Spring

To maintain membership as an SLA during Fall and Spring, members must meet the following requirements:

- A. Enrolled in a minimum of 6 credit hours within the institution during the semester of membership
- B. Participate 10-15 hours
 - a. Can be completed through meetings, community service, and campus-related activities in the Office of Service Learning and Undergraduate Research.
 - b. May be required to work some weekend and evening events

Section 3.1: Maintaining Membership during Summer

If interested in maintaining membership as an SLA during Summer, members must meet the following requirements:

- C. Enrolled in a minimum of 6 credit hours within the institution during the semester of membership
- D. Participate 8 hours.
 - a. Can be completed through community service and campus-related activities in the Office of Service Learning and Undergraduate Research
 - b. May be required to work some weekend and evening events

Section 4: Attendance Requirements and Expectations

Attendance requirements and expectations for SLAs are broken into four categories:

- A. Meetings:
 - a. Meetings for SLAs will be held bi-weekly or as frequently as agreed by the current SLAs and VISTA Advisor. The day and time of meetings will be determined based on the availability of the majority of the selected SLAs.
 - b. SLAs are required to attend all meetings unless excused.
 - c. Each SLA is allowed one (1) excused absence per semester with proper documentation.
- B. Class Visits:
 - a. SLAs can sign up for scheduled class visits to count towards their hours. Class visits are typically 15-20 minutes in length.
 - b. SLA will be paired with a VISTA.
- C. Orientations:
 - a. SLAs can sign up for scheduled orientation tabling sessions.
 - b. Upon arrival, SLAs will prepare the table and engage with prospective members.
- D. Mentor Programs:
 - a. SLAs can choose to mentor students along with a VISTA for the following student programs:
 - i. Office of Service Learning and Undergraduate Research
 - ii. Service Learning Social Media
 - iii. Clinton Global Initiative University
 - iv. Universities Fighting World Hunger
 - v. Community Partner Registry

Section 5: Conduct

- A. SLAs should arrive at events 15 minutes early.
- B. SLAs must dress appropriately for events – no wrinkles, stains, or holes in their uniform. This includes proper hygiene and a neat and clean appearance.
 - a. The uniform will include the branded SLA shirt, khakis or jeans, and nametag
- C. When attending events, SLAs are representing the office and their behavior and demeanor should follow accordingly. SLAs must be respectful and behave with integrity and maturity.
- D. Members will be excluded from meetings and events if they are disruptive or portray the organization negatively.

Section 6: Communication

Members will be notified of upcoming meetings, class visits, orientations, and events through email announcements and private SLA group messages.

Section 7: Stipend

For each semester a student serves as an active member of the organization, a financial stipend or “scholarship” shall be awarded to the student in return for their service to the organization.

- A. SLA membership will last the entire year, and privileges include a \$75 stipend, awarded at the end of the current semester, after completing the minimum hours required during that semester.
- B. The program director holds final authority regarding the stipend and may withhold a stipend from a member if that member is found in violation of organization policies or is terminated.

Article III – Officers

Section 1: Titles and Responsibilities of Officers

- A. President:
 - a. Ensure that all officers are performing their duties
 - b. Preside over meetings and general affairs
 - c. Act as a liaison between VISTAS and SLAs
- B. Vice President:
 - a. Preside over the meeting and general affairs if the president is absent
 - b. Assist in minor conduct issues alongside VISTA Advisor

- c. Maintain SLAs meet their hour requirements
- C. Press Secretary
 - a. Take meeting minutes and distribute minutes to SLA members and VISTA Advisor
 - b. Upload minutes to the Office of Service Learning Google Drive
 - c. Maintain the Google Calendar
 - d. Create and publish content for social media sites
 - e. Maintain contact and collaborate with other UAB entities

Section 2: Election Process

- A. The VISTA Advisor will coordinate the election process
- B. Applications will be submitted to the VISTA Advisor and the VISTA Advisor will choose officers
- C. The officer election process will take place at the end of each spring semester. The term will last one year.
- D. Candidates for officer positions must meet the following requirements:
 - a. Must have completed 20 hours during the previous semester
 - b. Must show leadership initiative in both campus and community involvement

Section 3: Officer Removal

Officers can be removed for their positions by program sponsor or VISTA Advisor if they fail to adhere to the conduct policy.

Section 4: Vacancy of Office

In the event of an officer removal, the VISTA Advisor will serve as the interim officer and will appoint another SLA for the remainder of the term.

Article IV– Amendments

Section 1: Propositions

Any member can propose amendments to the constitution, provided reasons and exact amendments are stated clearly.

Section 2: Requirements for Amendments to be ratified

Approval of the officers (if any), members, and sponsors.