Agreement of Understanding

Name of the Organization

"Dodd Ambassadors"

Purpose of the Organization

The Dodd Ambassadors are a select group of students dedicated to enhancing the image of and interest in the Lamar Dodd School of Art at the University of Georgia (UGA). Ambassadors assist at College or University sponsored events and are available to speak on topics related to the Art school before groups, schools, clubs, assemblies, banquets or similar events. Ambassadors also work in conjunction with the Advising office to recruit prospective students and with the Dodd development officer to promote student visibility to the Board of Visitors, Guests and professional development.

Selection Requirements and Criteria

1. Ambassadors should have passed their portfolio review and have been accepted into their area of emphasis by the date of activation. Applicants must have demonstrated scholastic achievement by having and maintaining an overall grade point average (GPA) of no less than 3.0.

2. Ambassadors must be accepted into Dodd, having past the portfolio review.

3. Ambassadors must demonstrate public speaking ability, or have completed a speech and communication course, or by serving in prior positions that required speaking experience or by demonstration of such during their interview for the Dodd Ambassador program.

4. All ambassadors should attend the training sessions, which will occur during fall and spring semester.

5. Ambassadors will be selected without regard to race, gender, handicap, religious preference, age or sexual orientation.

Responsibilities
1. Dodd Ambassadors will continually work to enhance the image of and interest in Lamar Dodd School of Art and UGA.

2. Dodd Ambassadors will assist at school, area and University sponsored events and shall be available to speak on topics related to Lamar Dodd School of Art. Ambassadors are expected to be knowledgeable about our campus and school.

3. Dodd Ambassadors will aid in the recruitment of prospective students to Dodd by conducting tours, making contact with new students and actively recruiting in such opportunities as developed by Dodd.

4. Dodd Ambassadors will be responsible to the advisor of the organization. The advisor has the authority to recommend the removal of an ambassador for excessive absences, non-participation, and inappropriate behavior or dress or failure to maintain the expected GPA.

5. Dodd Ambassadors must maintain a 3.0 overall GPA.

6. Dodd Ambassadors will be included on the Dodd webpage with photo, bio and photo gallery of art work.

7. Dodd Ambassadors are expected to attend 80% of all meetings. Excessive absences will be result in probation and subsequent removal by the advisor.

8. Some events will require all Dodd Ambassadors to attend, while others will require a limited number of participants. Participation by an ambassador at events will be included in the monthly report. The selection of Ambassadors to attend an event will be determined by their availability and previous attendance records. Some events will require a specific Ambassador to attend based on their area of emphasis. Insufficient activity during the semester will result in probation and subsequent removal by the Advisor.

9. Dodd Ambassadors are expected to serve two years or until their graduation from Dodd. Ambassadors not meeting participation requirements set by the advisor may be denied further participation in the program or be required to extend their service to include additional time in service to graduate as a Dodd Ambassador.

10. Dodd Ambassadors may be expected to correspond with potential students by email, letter, phone, personal conversation, etc.

11. Some events requiring a Dodd Ambassador in attendance may be located off campus and require travel.

12. At times, Ambassadors will be required to meet with alumni and assist with their events.
13. Ambassadors are expected to maintain a UGA email account and to access it daily for updates on news and events as well as to maintain an open line of communication with their advisor and staff representative.

**Dress Code**

The aim of the Dodd Ambassadors is to represent the Lamar Dodd School of Art and the University of Georgia in a positive, professional manner at all times. Dress should follow this goal. The dress will be determined in the initial meetings of the Dodd Ambassadors and will be subject to review and change throughout the lifetime of this program.

When the occasion requires, formal dress will also be outlined by the members of the program as suited to the event required.

All events will require a nametag be worn with the Dodd Ambassador logo and area of emphasis to encourage approachability.

At all times, you represent the Lamar Dodd School of Art. You should always strive to present the best possible image. Your unique image as an artist is encouraged, however, personal hygiene and overall cleanliness is important.

**Selection Procedures**

1. The Selection Committee may consist of any of the following groups:

   A. Dodd Director and/or an Associate Director
   B. Advisor to Ambassadors
   C. Dodd Staff Representative
   D. Dodd Development Officer
   E. Current Ambassadors
   F. Selected Dodd Faculty

2. Selection Procedures

   A. Recruitment efforts will be carried out by the Lamar Dodd School of Art Selection Committee and current ambassadors without regard to race, gender, handicap, religious preference, age or sexual orientation of eligible students.

   B. The Selection Committee will interview a selected number of applicants meeting the requirements for consideration.

   C. The Advisor will allow current ambassadors time to present their recommendations regarding the interviewees.

   D. Including returning ambassadors, approximately 15 slots will be available for Dodd Ambassadors.
Probation and Removal

All members are expected to participate fully, including the attendance of all regular meetings, special meetings and events which they have been designated to attend. Only prior notice to the Adviser or emergency situations will excuse absent members. Excessive absences, a shortage of activity participation, and/or inappropriate behavior and/or breach in this agreement will result in dismissal from the program. Immediate return of Ambassador shirt and nametag by the dismissed Ambassador is part of this agreement.

Non-Discrimination and Anti-Harassment Policy

Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. However Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

How is an officer elected to office (by what vote)?
The Chairman is elected by a simple majority of the entire group.

How is an officer removed from office (by what vote)?
The Chairman is removed from office by the group advisor or by a majority vote.

What is quorum for your organization (percentage of membership required to be present to conduct business?)
Quorum for the group is having 8% members present at the meeting.

How does your organization make amendments (by what vote)?
Amendments may be added by a majority vote of the group and Advisor.