

# Warhawk Policies & Procedures

## Organization Name

The name of this organization is the Warhawk Ambassadors of Calhoun Community College.

## Purpose

The purpose of the Warhawks is to promote school spirit, to receive guests at official functions, to go to area high schools for recruiting purposes, to welcome visitors of the administration, faculty, and staff, to take high school students and other interested persons on tours of the campus, and to serve as official hosts and hostesses of the college, as requested. Ambassadors are also requested to assist in a number of community service related activities each semester.

## Executive Powers

All executive powers of the Warhawks shall be vested in an Executive Department composed of the following: President, Vice-President, and Sponsor(s). A Secretary, Communications Officer, Fundraising Officer, Community Services Officer, Social Events, Social Media, and Recruiting Officer may also be selected at the discretion of the Sponsor(s) annually and shall be a part of the Executive Department. Additional officers may be selected as outlined in the Officer Positions as needed.

## Powers and Duties of Officers

- A. The President shall administer and enforce the Warhawk Policies & Procedures.
- B. In addition to these guidelines, officers must also follow all member guidelines.
- C. The President shall have the power to appoint committee heads and committee members.
- D. The President shall coordinate scheduling of Warhawks for functions as directed by the Sponsor(s).
- E. The President shall instruct and require reports from the members.
- F. The President shall call and preside over all meetings of the Warhawks. These meetings shall be governed by Robert's Rules of Order.
- G. The President will assign Warhawk tours as they are requested.
- H. The Vice-President shall be responsible for keeping up with the demerit/point system and act as a meeting facilitator.
- I. The Vice-President, in the absence of the President, shall preside over the meetings and various functions.
- J. The Vice-President will assist the President with Warhawk tour assignments as they are requested.
- K. The President and Vice-President are expected to go above and beyond the point system that is outlined at the beginning of each year and/or semester for regular members. One or other of the President and Vice-President are expected to be involved in all assigned Warhawk activities throughout the year; either by their attendance or assisting with the coordination of the activities.
- L. The Secretary will be responsible for working with all Officers, creating and distributing the meeting agenda, roll call sheets and taking meeting minutes at each meeting.
- M. The Fundraising Officer will solicit ideas and suggestions from other Warhawks and come up with fundraising ideas and coordinates all tasks with each project.

- N. The Community Services Officer will solicit ideas and suggestions from other Warhawks and come up with charities and/or service projects and coordinate all tasks with each project.
- O. The Social Events Officer will solicit ideas and suggestions from other Warhawks and come up with events for Warhawks to do together as social outings.
- P. The Social Media Officer is responsible for creating videos, posting pictures and for capturing and collecting media of the Warhawks during campus, community and social events. He/She will post to all social media outlets.
- Q. The Recruiting Officer(s) are responsible for recruiting new potential Warhawk members, during events, via email, and word of mouth.

### **Qualifications for President and Vice-President**

- A. The President and Vice-President shall be full-time students who have completed at least 24 semester hours at this institution.
- B. The President and Vice-President must maintain at least a 3.0 grade point average during their entire term of office or be removed immediately.
- C. The President and Vice-President may not participate in other major activities that interfere with Warhawk responsibilities.
- D. The President and Vice-President may not hold the title of president, vice-president, head, captain, co-captain, etc. in any other organization or club on Calhoun's campus. The President and Vice President may, however, hold any other titled position in one other organization or club.
- E. Membership in other organizations is encouraged for Warhawk members.

The President and Vice-President must be able to arrange work, school, and/or family schedule so that it does not conflict with Warhawk responsibilities.

### **Selection of President and Vice-President**

- A. Members of the Warhawks desiring to return for a second year and further desiring to hold the office of President or Vice-President shall make their wishes known to the Sponsor(s) at the end of the fall semester of their first year. Selection of those eligible to return is at the discretion of the Sponsor(s) and shall be based upon performance during the first year as indicated on the point system and their GPA at the end of the spring semester. Each person interested in becoming President or Vice-President will be required to try-out for the position during the Spring Semester of their first term. Selection of the President and Vice-President is at the discretion of the sponsors.

The President and Vice-President will receive a partial scholarship equivalent to 6 credit hours.

### **Oath of President and Vice-President**

I solemnly swear or affirm that I will faithfully execute the office of (President or Vice-President) of Warhawks. I will always act in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the Warhawk Policies & Procedures.

### **Powers and Duties of the Sponsor(s)**

The Sponsors shall direct the scheduling of Warhawk functions, administer and enforce the Warhawk Policies & Procedures, and advise Warhawk members in all aspects of their responsibilities and duties.

## Members

The Warhawks shall be composed of full-time currently enrolled students selected by a panel of students, faculty, staff and/or community leaders appointed by the Sponsors. Members must commit to being enrolled in the fall and spring semesters.

Members will receive a partial scholarship equivalent to 6 credit hours.

### Powers and Duties of the Members

- A. The members shall administer, enforce, and adhere to the Warhawk Policies & Procedures.
- B. The members may propose changes to the Warhawk Policies & Procedures.
- C. The members shall attend and participate in all Warhawk activities as scheduled.
- D. The members shall individually schedule one hour per week to work with the Sponsor(s) in any official capacity deemed necessary. This hour shall be scheduled at the beginning of each semester and may be changed only with the approval of the Sponsor(s).
- E. Members shall have one week from a missed Warhawk hour in which to work the hour missed. This rescheduled hour shall not be worked in lieu of any other Warhawk duty and shall fall under the same guidelines as the original hour.
- F. Warhawks shall follow a point and demerit system as outlined at the beginning of each year and/or semester.

### Qualifications for Warhawk Members

- A. Must be full-time (12 credit hours or more), currently enrolled students.
- B. Must maintain at least a 3.0 grade point average during their entire term. Should a Warhawk's GPA fall below 3.0, they will be on "probation" and have one semester to bring the GPA back to 3.0, as long as the GPA did not fall below 2.5. Any Warhawk whose GPA falls below a 2.5 will not be allowed to return the next semester/year. Even if the GPA is above 2.5, should a Warhawk receive more than one (1) grade of "D" or "F" in the same semester, he/she will be dismissed immediately and the scholarship will be revoked for the upcoming semester.
- C. Any Ambassador whose GPA falls below 3.0 will not be eligible for the scholarship the following semester. If the GPA is between 2.5 and 2.99, he or she may elect to remain as a "probationary member", with sponsor approval. All other requirements must be met while attempting to bring up GPA. If, following the probationary semester, the GPA is not 3.0 or greater, the Ambassador will be immediately dismissed.
- D. Warhawk members must be neat, well groomed, and refrain from personal habits such as smoking or use of profanity while performing their duties in any uniform (formal or informal) associated with Warhawks and Calhoun Community College.
- E. Warhawk members may be members/officers of other clubs/organizations (with the exception of President and Vice-President who may only serve as members in other clubs/organizations) on campus so long as those commitments do not interfere with their duties and responsibilities of being a Calhoun Warhawk.
- F. Warhawk members shall be able to communicate effectively and handle unexpected situations.
- G. Warhawk members shall be of good character.
- H. No Warhawk may be incarcerated or known to be convicted of a felony.
- I. Warhawk members must not have had any disciplinary action taken against him/her by the Calhoun Disciplinary Committee.

- J. Warhawk members must be able to arrange work, school, and/or family schedule(s) so as not to not conflict with Warhawk responsibilities.
- K. Warhawk members may not be a member of more than one other performing group (Jazz Band, Connection, etc.) affiliated with Calhoun. Performing group is defined in these Policies & Procedures as any organization for which a student must try out and/or be interviewed.

## **Selection of Members**

### **Selection of Second-Year Members**

- A. Members of the Warhawks desiring to return for a second year shall make their wishes known during the spring semester of their first year. Selection of those eligible to return is at the discretion of the Sponsor(s) and shall be based upon student's performance during the first year as indicated on the point system and their GPA at the end of the spring semester. All Warhawks desiring to return for a second year will be interviewed with the Sponsor(s). Being selected to return for a 2<sup>nd</sup> year is not automatic.
- B. No Warhawk shall serve for more than two years.

### **Selection of New Members**

- A. All new members of the Warhawks shall be selected before the beginning of the fall semester by a panel selected by the Sponsor(s).
- B. Interested students should apply by the advertised date.
- C. All prospective members must appear for a personal interview before a board consisting of the sponsor(s) and members of the Warhawks returning for a second year.

## **Removal from Office or Membership**

- A. Any Warhawk whose GPA falls below 2.5 will immediately be removed from office and/or membership.
- B. Any Warhawk whose GPA falls below 3.0 for more than one semester during their two years of Warhawk membership will be removed from office and/or membership.
- C. Any Warhawk who receives more than one (1) grade of "D" or "F" during any semester will immediately be removed from office and/or membership.
- D. Any Warhawk who falls below full-time status (12 credit hours) will be immediately removed from office and/or membership.
- E. Any elected or appointed official or member of the Warhawks may be removed from office and/or membership by a two-thirds vote of the membership only after the cause has been deemed just by the membership.
- F. Any elected or appointed official may be removed for failure to uphold the oath of office.
- G. Removal from office and/or membership shall be controlled by a demerit/point system that is distributed at the beginning of the semester.
- H. Any disciplinary action taken against a Warhawk shall be deemed just cause for removal.
- I. Any Warhawk nominated for removal shall have the right to be present at the meeting for the purpose of defending himself/herself.
- J. Appropriate conduct of each Warhawk is expected while on social media networks (i.e. Facebook, Twitter, YouTube, Instagram, etc.). Inappropriate language, photos, and attitudes will not be tolerated and any Warhawk in violation of inappropriate social media conduct may be dismissed.
- K. The Sponsor(s) has/have the right to dismiss any student from Warhawks for violating the proper code of conduct. Proper code of conduct is defined at the discretion of the Sponsor(s) and could mean dismissal for such things as improper language, improper dress, or inappropriate behavior or misconduct which is perceived as unbecoming a member of the Warhawks.

## **Resignation from Office or Membership**

Warhawks who resign their position after uniform items have been ordered and any scholarship awards have been issued, will be responsible for repaying the costs of the items and will not be eligible for scholarship. Until this has been repaid, a hold will be placed on the student's account, which will prevent him/her from registering or transferring.

## **Uniforms**

The Warhawks will have two uniforms: 1) formal and 2) informal. The formal uniform will consist of a suit jacket, pants, and the official Warhawk nametag (all provided by Calhoun). Warhawks shall also provide their own dress shoes as well as tie (males) and camisole (females) to be worn with their dress uniform. The informal uniform will be a Warhawk polo shirt (provided by Calhoun) that bears the member's or officer's name and jeans/khakis (provided by the members). Warhawks may also be provided a t-shirt and hoodie to wear as an informal uniform.

The uniforms are distributed at the beginning of the academic year and are to be worn only by the Warhawk to whom they are assigned unless special permission is given by the Sponsor(s). All Calhoun issued, formal uniform items are the property of the College and will be returned at the conclusion of the member's or officer's tenure as a Warhawk. Informal uniform items are issued by the College at the beginning of each academic year and are the property of the College until the member completes that academic year as a Warhawk, at which time those items become theirs to keep. Warhawks who do not return the required items will have a hold placed on their student records. Warhawks that will be returning for a second year will keep their uniforms over the summer and may be asked to perform official duties during this time. NOTE: Even though members must return the items that bear the Warhawk name, they still must pay for these items that were purchased on their behalf after they sign their Warhawk commitment.

## **Meetings**

The Warhawks shall meet weekly on Wednesday at 1:00 pm at the location specified by the Sponsor(s), and special meetings will be called when deemed necessary. Attendance is mandatory. Students should arrange their schedules to allow attendance.

## **Procedure to Amend Warhawk Policies & Procedures**

- A. Changes to these Policies & Procedures made be made as necessary prior to the beginning of any academic year by the Sponsor(s).
- B. During the academic year, changes to these Policies & Procedures may be proposed during a regular meeting by any Warhawk member.
- C. After review by an appointed committee, changes to the Warhawk Policies & Procedures must be ratified by two-thirds of the members.
- D. Final approval is at the discretion of the Sponsor(s).

## **Quorum**

In order to conduct and/or vote on official Warhawk business, a quorum consisting of two-thirds of the total membership must be present. In the case of a tie in any Warhawk election, the tie vote will be resolved at the discretion of the Sponsor(s).

## **Code of Ethics/Conduct**

- Appropriately represent Calhoun when serving in the capacity of a Warhawk Student Ambassador.
- Be prompt to all activities and functions.
- Respect the opinions of others.
- Dress neatly and appropriately for all official occasions/functions. Chewing gum during an official function is not allowed.
- Demonstrate courtesy and professionalism at all times.
- Refrain from the use of alcohol, drugs, tobacco and questionable or profane language while serving as a Warhawk Student Ambassador.
- Become educated about the history and purpose of Calhoun.
- Share the experiences and knowledge gained as a student at Calhoun.
- The College expects its students, in particular Warhawks, to act with integrity. Dishonesty, fraud, and failure to respect the rights of others will not be tolerated in a community that is dedicated to the development of responsible individuals.
- Appropriate conduct of each Warhawk is also expected while on social media networks (i.e. Facebook, Twitter, YouTube, Instagram, etc.). Inappropriate language, photos, and attitudes will not be tolerated.

## Warhawk Agreement Form

Please check the appropriate category:

☐ **Oath of President and Vice-President**

I affirm that I will faithfully execute the office of (President or Vice-President) of Warhawks. I will always act in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the Warhawk Policies & Procedures. I have read and understand these Policies and Procedures.

☐ **Oath of Warhawk Member**

I affirm that I will always act in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the Warhawk Policies & Procedures. I have read and understand these Policies and Procedures.

---

Warhawk Signature

---

Date

NOTE: This form should be signed, dated and returned to the Warhawk Sponsor at the beginning of the academic year.

# Introduction to Robert's Rules of Order

## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

## Why is Parliamentary Procedure Important?

Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So, it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership act or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions. 3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion. How are Motions Presented?
  1. Obtaining the floor
    - a. Wait until the last speaker has finished.
    - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
    - c. Wait until the Chairman recognizes you.
  2. Make Your Motion
    - a. Speak in a clear and concise manner.
    - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not



...".

- c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

#### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization.

There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.