

# Student Ambassadors Forum Statutes

*Updated February 2021*

## Welcome to the SAF!

Herewith the Student Ambassador Forum Statutes; this document contains important information about the rights and responsibilities of the SAF here at the SHMS IHTTI.

The SAF has an important role in the school and is often for both staff and students the first point of contact. In addition, the SAF works together with the school management to continuously improve the services of the school.

The task of a SAF Ambassador is imperative, rewarding and an excellent way to further develop skills of diplomacy, leadership, problem – solving and interpersonal relations. Industry recruiters know to look for students that have been active members of their communities, as they are also often the employees that rise to leadership positions.

Therefore, I can undoubtedly recommend becoming part of the SAF and when you do, I look forward to working with you to make this yet again, an excellent semester!



Dominic Szambowski  
Academic Director SHMS IHTTI

## Article I: Definition

This organization shall be known as:

The SHMS IHTTI Student Ambassadors Forum.

The SAF will be entitled to use the following picture on internal and external communication. This including prints, pictures on screens, email signatures and more:



## Article II: Purpose and Philosophy

The philosophy of the SHMS IHTTI Student Ambassadors Forum defines the vitality to foster and create a positive, productive and meaningful atmosphere for the student body in school. Through professionalism, representation, teamwork, compromise and voting, a member of the forum has a chance to learn how democracy works and to apply it to everyday school life.

Therefore, this philosophy improves the quality of life in school by giving the students a practical place to learn lifetime skills of being leaders and followers in an organized and structured team with a unified purpose and goal under a common constitution.

The primary objective of the Student Ambassadors Forum is to act as the voice and representative of the entire student body of Swiss Hotel Management School. The forum shall be the official link between students, administration and staff that presents and facilitates ideas, opinions, and matters of interest. The forum itself has limited governing

authority, however, it is responsible for organizing meetings with and presenting ideas to teachers and administrators for final action. The purpose of this role of the Student Ambassadors Forum is such that in the process of presenting the ideas, the students are given opportunities for decision-making.

The Student Ambassadors Forum shall develop sensitivity to and awareness of the needs and problems of others through the proper delegation of its branch members. The forum shall encourage and foster a sense of multi-cultural unity and friendship amongst all students as well as a general spirit of friendliness within the school. Through social activities and aid within the community, the Student Ambassadors Forum encourages the involvement of the student body in both social and organizational activities as well as problem solving in the school.

## Article III: General Definition of Tasks

The Student Ambassador Forum:

- Shall develop cultural life at SHMS IHTTI by enabling students to participate meaningfully in the operation of their school;
- Shall encourage professionalism, cultural and social tolerance, unity, and leadership qualities among students;
- Shall foster a strong community spirit within the school;
- Shall organize and coordinate student activities with the support of the Sports and Leisure Manager
- Shall enhance the organization and efficacy of other student-led activities;
- Shall establish close cooperation among students, faculty and staff of SHMS IHTTI;
- Shall present all pertinent minutes of meetings to the Operations Director and Academic Director for approval, provide a copy to each department head, and circulate copies to the student body;
- Shall help students solve collective and personal problems;
- Shall assist in facilitating the safety and security of the students and community members;

- Shall promote the general welfare of the school and greater community;
- Shall perform all tasks and duties in accordance to the SHMS IHTTI Student Handbook with great and utmost professionalism and integrity.

## Article IV: The Student Ambassador Forum and its Members

In addition to the Forum President, Forum Vice-President, and specific Ambassadors, the SAF shall be composed of representatives for each main programme or year:

1. Programme or Year Ambassadors (BA1, BA2 and MA in Caux & BA3, BA4, PG, MIB and MSc in Leysin) attend the Student Ambassadors Forum and act as a voice for their respective levels. They are appointed from the pool of Class Representatives by their respective Programme Managers.

Class Representatives are student(s) elected by each class to represent the class in the Student Ambassadors Forum via the respective Programme or Year Ambassador.

Class Representatives shall keep their respective classes informed about current activities, issues, and other pertinent matters that have been discussed during the Student Ambassadors Forum meetings.

The Student Ambassadors Forum members shall man the following positions:

(NB: One member may hold more than one position, depending on capabilities and skills set)

1. President of the Student Ambassadors Forum

The President shall first and foremost be the primary leader of the Forum.

The President is the mediator and general chairperson at meetings.

The President is responsible for creating and distributing agendas before each Forum meeting. They are to lead meetings and delegate responsibilities.

The President is responsible for seeing that meeting procedures run as smoothly and correctly as possible and that there is fair representation from the floor.

Furthermore, it is the President's duty to lead the Forum with proper respect to ethics and practicality, and to lead the Committee accordingly.

## 2. Vice President of the Student Ambassadors Forum & Green Ambassador

The Vice President of the Student Ambassadors Forum shall assist the President of the Student Ambassadors Forum in his/her daily tasks as President of the Student Body.

The Vice President shall encourage and enforce all the rules and regulations of the school and shall be a representative embodiment of the Forum and the student body.

The Vice President shall perform all tasks and responsibility of the President of the Student Ambassadors Forum in the event of the President's absence and/or resignation.

The Vice President also acts as a Green Ambassador to promote the importance of Going Green and contributes to the sustainable awareness related projects in SHMS IHTTI. The Green Ambassador remains in close contact with both the school appointed staff members in the 'Green Committee'.

## 3. Events Ambassador

The Event Ambassador shall serve as the first point of contact and facilitator concerning are issues in the school relating to events. The Events

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Ambassador has a special responsibility during the schools events such as International Day and the Freddy for a Day.

The Events Ambassador shall also serve as the first point of contact for the school staff in case assistance or volunteers are required for events such as the IRF, Open Houses, Movie Shootings and/or special visitors.

#### 4. Academic Ambassador

The Academic Ambassador shall serve as a facilitator of all academic concerns of the student body.

The Academic Ambassador may have the authority to organize and supervise supplementary academic gatherings for the student body to encourage students to help each other in improving language difficulties and other topical concerns for subjects in the curriculum.

The Academic Affairs Representative shall report to the committee academic concerns of students with regards to lecturers, class subjects, and other academic activities.

#### 5. Design Ambassador

The Design Ambassador will be (at least/if required) consulting for the design of any Student Ambassadors Forum communication media and logos. The Design Ambassador shall meet regularly with the Design Pathway Manager to discuss design-related projects around the school and how the student body can be involved.

#### 6. Sports, Leisure and Events Ambassador

The Sports, Leisure and Events Ambassador, in consultation with the Forum and the Sports and Leisure Manager, is responsible for monitoring, organizing, and supporting all activities for the semester, and will review and consider requests from individuals and groups to co-sponsor other appropriate events.

#### 7. Internship and Careers Ambassador

The Internship Ambassador serves as a link between the internship department and the student body in order to facilitate a realistic understanding of the processes involved in finding internships for students.

The Internship Ambassador will undertake to inform the student body – particularly first year students and direct entry students – about the reality of work life as an internee within the hospitality industry and encourage communication between internship department and students.

#### 8. Student Welfare Ambassador & Cultural Integration Ambassador

The Student Welfare Ambassador shall promote respect, tolerance, sensitivity, and understanding for the rights and dignity of all individuals and groups in the SHMS IHTTI community and bring a greater awareness about actions that stigmatize or victimize an individual or group on the basis of gender, race, ethnicity, sexual orientation, religion, creed, ideology, or physical or mental disability.

The Student Welfare Ambassador shall promote the safety and security of the SHMS IHTTI community by participating and coordinating with Floor Managers during fire drills and other emergency preparedness programs.

The Student Welfare Ambassador shall review SHMS IHTTI security and safety policies and act as a forum for communication, ideas, and discussion for student concerns with regard to this matter.

The Student Welfare Ambassador also acts as a Cultural Integration Ambassador to promote the importance of cultural integration and contributes to the cultural awareness related projects in SHMS IHTTI. The Cultural Integration Ambassador remains in close contact with both the school



appointed staff member in charge of cultural integration as well as the SEG Director of Cultural Integration Services.

#### 9. Operations Ambassador

The Operations Ambassador shall review all matters pertaining to the food service and initiate proposals and recommendations on food-service policy when necessary. The Forum shall meet at least once a semester with the Operations Director and Head Chef to discuss pertinent matters of concern.

The Operations Ambassador shall meet as requested with the Operations Director, and/or other related authorities to discuss issues regarding campus life and to make suggestions regarding its improvement.

The Operations Ambassador shall monitor the maintenance of SHMS IHTTI grounds and premises. The Operations Ambassador shall make proposals to improve the overall SHMS IHTTI environment.

The Operations Ambassador shall regularly review all matters pertaining to student housing, making proposals on housing policy when necessary. The Operations Ambassador shall act as a focal point for communication and discussion between the student and the Operations Director for pertinent matters.

#### 10. Communications and Social Media Ambassador

The Communications and Social Media Ambassador is involved with influencing and coordinating the social media streams in and outside of the school. This person will monitor but also effectively communicate school updates, events and other relevant professional information via the main Social Media channels. It is essential that a person occupying this position establishes strong connections in the school and has a good understanding of using social media.

The Communications and Social Media Ambassador is also the person in charge of coordinating the SHMS IHTTI yearbook. The Ambassador appoints and oversees the yearbook committee at least consisting of three members:

- 1) Project Lead: In charge of the overall project coordination, planning and organization. Main liaison for external relations with printers, faculty, sponsors, etc.
- 2) Chief Editor: Primarily in charge of the development, design and editing of the yearbook and ultimately presenting a final digital copy ready for publishing.
- 3) Art Director: In charge of collecting the visuals for the yearbook, either by taking photos or by collection visuals from social media or other students. The Art director will ensure that all SHMS IHTTI events are visually represented in the yearbook (Banquets, Sports days, receptions, theme parties, etc).

The Communications and Social Media Ambassador regularly updates the SAF and the SHMS IHTTI school management on the status of the yearbook.

## Article V: Student Ambassadors Forum Operational Duties

The Student Ambassadors Forum will meet on a weekly basis to discuss matters of concern, activities, and other issues. Emergency meetings may be called for when necessary.

All agendas and minutes will be recorded, published and forwarded to all parties concerned. Feedback, action taken with regards to matters of concern, and Management or Directorate replies as well as follow-ups will be published.

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## Article VI: Student Ambassadors Rights

Members of the Committee have the right to request the presence of a member of management at their meetings. The Student Ambassadors Forum can request the presence of a Director of SEG to discuss matters arising. This formal request should be made at least with seven days notice.

The Student Ambassadors Forum has the right to meet with the Academic Director and the Operations Director to discuss pertinent matters.

Members of the Committee have the right to express concerns without causing prejudice to their own life as a student of SHMS IHTTI.

## Article VII: Elections

### A. Nominations

Any student or group thereof meeting the eligibility requirements for co-curricular activities may place their names in nomination for Student Ambassadors Forum positions. It is a requirement that Student Ambassador candidates exhibit immaculate conduct in academics and discipline.

Candidates running for President must be (at least) second year students during the term of office to ensure familiarity with operational and academic systems and procedures within SHMS IHTTI. Candidates may not hold both the position of Banquet Manager and SAF President, may be SAF President only once in each campus and may not be SAF President two immediate semesters in a row. To represent the unity of SHMS IHTTI, the SAF President and SAF Vice-President may not both study on the same branded programme (i.e. both IHTTI or SHMS students) unless no candidate has come forward.

### B. Campaigns

Registered candidates shall be authorized to post campaign materials after approval from the Operations Director and the Academic Director.

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All campaign materials are expected to contain non-illicit contents. Failure to comply may result in disqualification depending on the gravity of the content of the campaign material.

Each party shall be given the opportunity to present themselves to the student body with video presentations. When requested, the candidates may organize presentations and debates during a designated time and place.

#### C. Ballots and Tallying

Student voters shall cast their ballots in designated areas or via an online voting system approved by SHMS IHTTI. The Executive Academic Assistant shall be assigned to count and tally all votes cast during the voting day.

#### D. Term

All student officials will be elected for one-semester terms.

#### E. Election Schedule

The prospective SAF President candidates shall nominate themselves for elections until a set deadline. Once all candidates have been registered and Management has investigated and approved all candidacies, involved parties shall conduct their campaigns. The voting public shall then proceed to voting. After all voting procedures have been conducted; the votes will be tallied and counted. Results shall be announced to the student body.

Once the President is elected, he or she will commence with filling first the Vice-President position and together the remaining open SAF positions will be proposed to SHMS IHTTI management. When forming the SAF the President and Vice-President will ensure to balance nationality, gender, age, programme representation, ect.

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## Article VIII: Resignations

Each member has the right to resign from the Student Ambassadors Forum. The procedure must be recorded in the minutes following a formal request made by the member wishing to resign.

Any individual member who has resigned may not run again for positions in the same semester. A formal resignation, once reviewed by the Student Ambassadors Forum, the Operations Director and the Academic Director, shall be permanent and final.

## Article IX: Vote of Confidence

It is possible that the student body request for a Vote of Confidence should they feel the Student Ambassadors Forum is unable to perform its specific tasks and duties as representatives of the student body.

The procedure is as follows:

1. A minimum of 51% of the students enrolled in SHMS IHTTI should sign a petition form requesting the resignation of the Student Ambassadors Forum.
2. The new student voting will take place within seven days of the submission of the formal request.
3. Election rules shall apply thereafter

## Article X: Amendments

The Student Ambassadors Forum shall have the authority bring forward proposals regarding amendments to the Student Ambassadors Forum Statutes. Any such proposals shall require the consent of two-thirds of the Forum members and will then be evaluated by the school directorate in conjunction with SEG management representatives.