

# Constitution

## North Dakota 4-H Ambassador

### Article I. Name

**Section 1. Name** – The name of this organization shall be “*The North Dakota 4-H Ambassadors*” and its individual members shall be called “4-H Ambassadors.”

### Article II. Purposes

**Section 1. Purposes** – The objectives of the North Dakota 4-H Ambassadors is to:

- a. Enhance and promote the North Dakota 4-H Youth program with state and county Extension staff and 4-H volunteers.
- b. Assist in the planning of statewide 4-H youth program.
- c. Improve the 4-H youth program through promoting leadership.
- d. Act as an advisor for 4-H youth program through promoting leadership.
- e. Create awareness of opportunities for older youth in 4-H.
- f. Promote 4-H and 4-H Ambassadors to all people.
- g. Assist in the organization and operation of county youth – adult councils.
- h. Inform older 4-H youth of current leadership methods.
- i. Plan and “carry out” workshops for older youth in accordance with interest and needs.
- j. Assist in the planning and organizing of State Extension Youth Conference, and other state functions.
- k. Provide 4-H Ambassadors as resource people throughout the state by county or individual request.

### Article III. Membership

**Section 1. Members** – Membership of the North Dakota 4-H Ambassadors shall consist of:

- a. Members elected annually through an application and interview process that can include selections at Extension Youth Conference each year according to need.
- b. Selections in Winter.

**Section 2. Age** –

- a. Members must be age 16 as of September 1 of the current 4-H year.
- b. Expires when a member turns age 22 before September 1 of the current 4-H year. That ambassador will then complete their term at the next youth conference.

**Section 3. Term** – Term of membership:

- a. Begins the day perspective ambassador receives the letter of acceptance or are tapped at State Extension Youth Conference
- b. May be terminated by the executive committee and advisor based on personal discretion or failure to meet the minimum requirements.
- c. Someone may request termination of their membership as an Ambassador.

**Section 4. Requirements** – A 4-H Ambassador is required to attend and participate in a minimum of five activities or events from May 1 to April 30. Attendance must include at least half of the program hours of the event.

- a. State Fair Requirements
  - One day of work at the State Fair equals one requirement.
  - One full day's work.
  - Requirements at the State Fair cannot exceed two requirements.
- b. Overall Requirements
  - Ambassadors must attend at least one retreat or Extension Youth Conference each Ambassador year to remain an Ambassador. Failure to do so would result in outgoing the following Extension Youth Conference. The advisor has the power to overrule this for special circumstances.
  - Ambassadors must attend at least half of an event for one requirement (excluding State Fair).
  - Ambassadors should wear uniform or nametag to events to promote themselves.
  - Being an officer (Ambie Overalls, EYC Overall and Program Overalls, State Fair Overall, Selection and Election Overalls) is equivalent to one requirement.
  - Advisor has final say on all questionable requirements.

**Section 5. Ambassador Year** – The 4-H Ambassador year begins on July 1 and ends on June 30. Requirements for membership should be submitted by May 1 of the current year.

**Section 6. Advisor** – Advisor(s) for this organization shall be designated by Extension administration.

**Section 7. Honorary Membership** – Honorary membership may be given to persons who have given outstanding service to the 4-H Ambassador program.

## **Article IV. Officers**

### **Section 1. Ambassador Officers**

- a. The Ambassador officers shall consist of:
  - Overall Coordinators (3)      Treasurer (1)
  - Secretary (1)
- b. The Executive Committee shall consist of the following Officers:
  - Overall Coordinators (3)      Treasurer (1)
  - Secretary (1)

**Section 2. Committee Coordinators**

- a. The committee coordinators are elected by the membership who consist of:
  - Ride Coordinators (2)
  - Uniform Coordinator (1)
  - Alumni Relations Coordinator (1)
  - 4-H Foundation Representative (2)
  - Welcoming Coordinator (1)

**Section 3. Youth Conference Officers**

- a. The Conference officers shall consist of:
  - Two overall coordinators and two program coordinators.
- b. The Conference Executive Committee shall consist of:
  - Conference Officers, three Ambassador Overall Coordinators.

**Section 4. Selections/Elections**

- a. Consists of two Selection Overalls.
- b. Consists of two Election Overalls.

**Article V.  
Committees**

**Section 1. Youth Conference** – Youth Conference Committees shall consist of the following minimum numbers:

- |                               |                                     |
|-------------------------------|-------------------------------------|
| Assemblies (2)                | Pictures (2)                        |
| Banquet (5)                   | Public Relations (2)                |
| Communication Arts (2)        | Reactor Board (2)                   |
| Community Service (3)         | Recreation Committee (2) (optional) |
| Fitness (2 or 3)              | Registration (3)                    |
| Group Coordinators (2)        | Skits (1 chair – 5 members)         |
| Honorary (1)                  | Song Leader (1)                     |
| Housing (4 – 2 male/2 female) | Talent Show (2)                     |
| Mementos (2)                  | Technology (3)                      |
| Newsletter (2) (optional)     | Thoughts (1)                        |

**Section 2. Retreat and Orientation** – Retreat and Orientation Committees shall be:

- a. Food (1-2)
- b. Thoughts (1)
- c. Recreation (2)

**Section 3. Other**

- a. Selection Committees (1-2)
- b. County Liaison (2-3)
- c. Social
- d. Other committees as designated by the Executive Officers

## **Article VI. Meetings and Official Functions**

**Section 1. Business Meetings** -- Business meetings shall be held at Youth Conference, Summer, Fall, Winter and Spring Retreat.

**Section 2. Special Meetings** – Special meetings may be called by the Executive Committee or Advisor as it deems necessary.

**Section 3. Annual Meeting** – The annual meeting will be held at Extension Youth Conference.

**Section 4. 4-H Ambassador Function** – The definition of a “4-H Ambassador function” is all events scheduled through an Extension and/or Center for 4-H office or where state extension funds are used.

**Section 5. Leaving Functions Early** – Members are to notify the Advisor and/or the overall coordinators when leaving official functions before they are adjourned.

**Section 6. Substance Abuse** – Use of tobacco, alcohol or illegal substances while performing duties at any official 4-H Ambassador function or Extension youth program is not allowed. Consequences will be at the discretion of the Executive Committee and advisor(s).

**Section 7. Cancellation** – In case of cancellation of an organized retreat or orientation, everyone on the membership roll will be contacted by ride coordinators.

## **Article VII. Amendments**

**Section 1. Current Constitution** – This constitution may be amended by a two-thirds vote of the membership role at any regular business meeting or by a two-thirds ballot vote of the membership role.

**Section 2. New Constitution** – A new constitution may be adopted by a two-thirds vote of the membership role at any regular business meeting or by a two-thirds ballot vote of the membership role. A new constitution shall not be voted upon at any regular business meeting without being presented at the previous regular business meeting.

# By-Laws

## North Dakota 4-H Ambassador

### ARTICLE I.

#### DUTIES OF OFFICERS – COORDINATORS

##### Section 1. Overall Coordinators

- a. Preside at all meetings of the organization.
- b. Guide group discussion of regular and special meetings.
- c. Confer periodically with the Ambassador Advisor concerning plans and activities of the ambassadors.
- d. Coordinate the activities of the ambassadors.
- e. Write and edit the newsletter.
- f. Act as an ex-officio member to all committees.
- g. Work closely with the Executive Committee.

##### Section 2. Secretary

- a. Record and report the minutes of the meetings.
- b. Compile information
- c. Keep a record of the membership roll call.
- d. Keep a record of requirements completed for all Ambassadors.
- e. Work closely with the Executive Committee.
- f. Provide a list of outgoing and incoming ambassadors for the advisor – work with outgoing chair for Extension Youth Conference.

##### Section 3. Treasurer

- a. Keep financial records.
- b. Accept and disburse funds.
- c. Prepare a budget for the ambassador year – with Executive Committee.
- d. Term will be two years.
- e. Work with the Extension Youth Conference and Program Coordinators to prepare a budget for Extension Youth Conference.
- f. Give financial reports at all meetings.
- g. Work with 4-H Foundation secretary.
- h. Work closely with overall coordinators, and secretary as an Executive Officer.

##### Section 4. Ride Coordinators – There will be two ride coordinators.

- a. Coordinates rides for ambassadors to ambassador functions.
- b. Contact 4-H Ambassadors if a retreat has been cancelled.

##### Section 5. North Dakota 4-H Foundation Representatives – There will be two ambassador representatives on the North Dakota 4-H Foundation Board of Directors. Each representative to the 4-H Foundation will serve a two year term.

- a. Act as liaison between ambassadors and the 4-H Foundation.
- b. Attend 4-H Foundation meetings.
- c. Present 4-H Foundation report at all meetings.
- d. Promote 4-H Foundation programs.
- e. Serve as a voice for the North Dakota 4-H youth.
- f. Work with the North Dakota 4-H Foundation director on fund raising.

**Section 6. Uniform Coordinator**

- b. Distribute and inform new ambassadors about uniforms.
- c. Solicit information and ideas on new uniforms.

**Section 7. Welcoming Coordinator**

- a. Welcome new ambassadors.
- b. Update birthday list.
- c. Update and coordinate Big Brother/Big Sister list.
- d. Update list of incoming ambassadors.
- e. Big Brother or Sister should be a second year member.

**Section 8. Extension Youth Conference Coordinators** – There will be two Extension Youth Conference Coordinators.

- a. Develop theme for Extension Youth Conference with the two Program Coordinators and develop schedule.
- b. Oversee and coordinate all conference committee work.
- c. Act as liaison between all committees and Advisor.
- d. Pre-conference letters to delegates attending Extension Youth Conference – work with EYC registration chair.
- e. Pre-conference packets sent to county staff, delegates and ambassadors – work with EYC registration chair.
- f. Organize delegate and ambassador packets for participants attending Extension Youth Conference.
- g. Preside over all meetings during Extension Youth Conference.
- h. Organize everything that is not covered by committees.
- i. Emcee banquet.
- j. Secure facilities for the conference as designated by each committee.
- k. Identify guests at banquet with banquet chair.
- l. Send thank yous.

**Section 9. Program Coordinators** – There will be two Program Coordinators.

- a. Develop theme for Extension Youth Conference with the two Program Coordinators.
- b. Organize, develop program for Extension Youth Conference, working closely with Ambassador Advisor.
- c. Work with Extension Youth Conference committees to develop the Extension Youth Conference program and schedule.
- d. Work closely with Extension Youth Conference coordinators.
- e. Assist with conference evaluation.
- f. Notify advisor of conference speaker expenses to be paid at the time of presentation.

**Section 10. Election Overalls (2)**

- a. Send out letters and applications to counties and perspective candidates.
- b. Have applications reviewed by (see December newsletter for list).
- c. Coordinate activities for candidates.
- d. Organize judged events (volunteers, judges, etc.).
- e. Pre-determine with overalls and advisor number of new ambies and scoring system.
- f. Work with Banquet and Honorary committee on Tapping ceremony.

- g. Responsible to have flowers and pins.
- h. Criteria for application Judges:  
Made up of at least a 7 member committee consisting of:
  1. No more than 2 State Staff Employees
  2. No more than 1 Ambassador Alumnus
  3. No more than 2 Administrators for Extension
  4. No more than 2 Foundation Members
  5. No more than 1 Selections/Elections Overall
  6. No more than 1 Ambassador Overall

**Section 11. Selection Overalls (2)**

- a. Send out letters and applications to counties and perspective candidates.
- b. Have applications reviewed by (see December newsletter for list).
- c. Coordinate activities for candidates.
- d. Organize judged events (volunteers, judges, etc.).
- e. Pre-determine with overalls and advisor number of new ambies and scoring system.
- f. Mail acceptance/rejection letters one week after event ends.
- g. Secure location for selections.
- h. Criteria for application Judges:  
Made up of at least a 7 member committee consisting of:
  1. No more than 2 State Staff Employees
  2. No more than 1 Ambassador Alumnus
  3. No more than 2 Administrators for Extension
  4. No more than 2 Foundation Members
  5. No more than 1 Selections/Elections Overall
  6. No more than 1 Ambassador Overall

**Section 12. State Fair Coordinator (1)**

Will be discussed at retreat based on information from August Retreat.

**Section 13. Alumni Relations (optional)**

- a. Organize and update with Center for 4-H Youth Development secretary, alumni director annually.
- b. Provide a column for the newsletter.
- c. Organize alumni events for Extension Youth Conference every fifth year.
- d. Serve on an Advisory Committee that counsels the ambassador program.

## **Article II. Duties of Committees**

**Section 1. Extension Youth Conference Committees** – Extension Youth Conference committees shall consist of a minimum number as stated:

- a. Recreation Committee (2) (optional)
  1. Plan, organize and conduct recreational parts of Extension Youth Conference under guidance of conference coordinators.
  2. Request recreational facilities on the NDSU campus.

3. Obtain all supplies needed for recreation.
- b. Group Coordinators (2)
  1. Plan and organize small group leader packets and activities for Extension Youth Conference
  2. Instruct small group leaders.
- c. Skit Committee (1 chair, 5 members)
  1. Brainstorm and plan skits before Extension Youth Conference
  2. Ask program and overalls for direction to plan skits.
  3. Let ambassadors know what they need to do and what props are needed.
- d. Talent Show Committee (2)
  1. Coordinate the talent show.
  2. Inform delegates, arrange auditions, select judges, arrange for the equipment and staging, emcee the talent show.
  3. Banquet coordinator must know the winner(s) of the talent show for the evening's banquet.
- e. Assembly Coordinators (2) (Optional)
  1. Plan and organize all the general assemblies.
  2. Work with program committee to see what is needed at various assemblies.
- f. Honorary Committee (1) – Responsible for Tapping, Honorary Ambassador and Outgoing Ambassadors.
  1. Solicit names of candidates for Honorary Ambassador.
  2. Work with Center secretary on gifts for Honorary and Outgoing Ambassadors.
  3. Organize tapping ceremony of new ambassadors for the banquet – work with Election Overalls Coordinators.
  4. Gather information about outgoing ambassadors.
  5. Make a slide presentation at banquet for outgoing ambassadors, working with tech committee.
- g. Banquet Committee (5)
  1. Secure a place to hold the banquet. Making appropriate plans with the facility (date, time, menu, table setup and equipment needed, setup for the dance following banquet).
  2. Hire music for the evening dance.
  3. Plan the decorations for the banquet. Organize a group of people to help decorate prior to the banquet.
  4. Organize speakers for the banquet with talent, Communication Arts, Elections and Honorary committees.
  5. Work with the 4-H Foundation Director to plan for the Hall of Fame induction presentation.
  6. Determine a seating arrangement. Who will be at the head table? Where will the Hall of Fame inductees, former Hall of Fame inductees, Communication Arts delegates, staff, sponsors, alumni be seated?
  7. Arrange for a registration table for the non-delegates to pick up their banquet tickets and receive information about the banquet.
  8. Arrange for beverages at the dance.
  9. Work with the reactor board to usher.
  10. Prepare banquet programs.
  11. Work with Center and Foundation secretaries on invitations and tickets.
- h. Newsletter Committee (2) (optional)

1. Organize daily reporters to help write newsletter(s).
2. Edit all material for newsletter(s).
3. Print and distribute the newsletter(s) during Extension Youth Conference.
- i. Public Relations Committee (2)
  1. Develop a design for background (flats, back-drops, etc.) in conjunction with the Extension Youth Conference theme.
  2. Promote Extension Youth Conference across the state prior to Extension Youth Conference. An article in '4-H Connection', reminders to county staff in 'Shop Talk', write news releases for weekly extension news packets.
  3. Publicize Extension Youth Conference during conference. Work with Extension Ag Communication to get media attention during the week.
  4. Responsible to schools and community.
- j. Housing Committee (4 /2 females, 2 males)
  1. Organize rooms with Residence Hall staff. Also, arrange rooms for Extension Youth Conference delegates, bus drivers, ambassadors and chaperones.
  2. Enforce dorm rules during Extension Youth Conference.
  3. Distribute and collect dorm keys and keep deposit.
  4. Notify extension staff and resident hall director if an emergency or serious situation occurs.
  5. Work closely with EYC coordinators.
- k. Thoughts Committee (1)
  1. Organize 'Thoughts' at Extension Youth Conference.
  2. Lead an 'up-beat' attitude for the delegates.
- l. Picture Committee (2)
  1. Coordinate pictures with the photographer.
  2. Take all picture order for ambassadors and delegates.
  3. Record all names and addresses of people ordering pictures.
  4. Collect the money for the pictures when order is placed.
- m. Reactor Board (2)
  1. Solicit delegates to become members of the Reactor Board.
  2. Conduct interviews to select members.
  3. Coordinate all activities of Reactor Board.
  4. Act as judicial board for all delegate activities.
  5. The Ambassador Advisor should always be informed on what the Reactor Board is doing.
  6. Work in conjunction with banquet committee.
  7. Arrive early at banquet to serve as hosts and ushers.
- n. Song Leader (1)
  1. Find songs to sing for certain Extension Youth Conference activities.
  2. Teach all ambassadors the songs.
  3. Lead delegation in singing songs during certain Extension Youth Conference activities.
  4. Provide song sheets at the banquet.
- o. Memento Committee (2)
  1. Design and develop mementos in conjunction with theme. Examples: t-shirts, caps, key chains, etc.
  2. Distribute mementos to all delegates and Extension Youth Conference attendees.

- p. Fitness Committee (2-3)
  - 1. Organize early morning activities for delegates at Extension Youth Conference.
  - 2. Provide recognition to all fitness.
- q. Registration Committee (3)
  - 1. Coordinate pre-registration and registration with Extension Youth Conference overalls.
  - 2. Help to set up for registration of county delegates.
  - 3. Assist Center for 4-H Youth Development secretary during registration – collect health forms, give out county packets, answer questions.
  - 4. Help to take down and pack up when registration is concluded.
  - 5. Work closely with other committees.
- r. Communication Arts Committee (2)
  - 1. Contact winners before Extension Youth Conference with details of recognition luncheon.
  - 2. Arrange luncheon including menu planning, guest speaker, equipment, invitations and room.
  - 3. Recognize Communication Arts winners at the banquet.
  - 4. Select banquet speaker from non-theme public speakers.
  - 5. Give list of all Communication Arts delegates to the Center for 4-H Youth Development secretary, assist in the making of the certificates that are distributed at the banquet.
- s. Tech Committee (3)
  - 1. Work with State 4-H Tech Team and Tech Team advisor to take pictures.
  - 2. Create slide shows for conference.
- t. Community Service Committee (3)
  - 1. Contacts and arranges for Community Service Event at EYC.

**Section 2. Retreat and Orientation Committees** – Retreat and Orientation Committees shall consist of a minimum number as stated:

- b. Food Committee (1-2)
  - 1. Develop menu for all meals at retreats and orientations.
  - 2. Purchase all food for the function.
  - 3. Organize all food preparation.
  - 4. Delegate participants to cook and clean.
  - 5. Work with host family for food.
- c. Thoughts Committee (1)
  - 1. Lead Ambassadors in thoughts at retreats and orientations.
- d. Recreation Committee (2)
  - 1. Organize and help to conduct recreation for retreats and orientations.

**Section 3. Other Committees** – Other committees may be appointed at Executive Officers discretion.

- a. County Liaison Committee (2)
  - 1. Find out when counties have events.
  - 2. Organize Ambassadors to attend events.
  - 3. Keep in contact with counties, before and after events.

4. Prepare a report for newsletter committee.
- b. Social Committee
- c. Other committees as designated by the Executive Officers.

## **Article III. Election of Officers**

**Section 1. Election.** Nomination shall be held at the annual Spring Retreat and by mail. Elections are held at post EYC meeting, nominated and voted on prior.  
Exceptions: Electing Election overalls at Selections or Winter Retreat and State Fair Overall and committee at Spring Retreat.

**Section 2. Ballot Voting.** Ballots for voting by mail will be prepared and sent to all Ambassadors.

**Section 3. Term for Officers.** The term of office for officers shall begin at the end of the Extension Youth Conference and run through the Extension Youth Conference of the following year, with the exception of Treasurer, which is a two-year term.  
Exceptions: EYC Election Overalls will be voted on prior to Selections/Winter Retreat. State Fair Overall and committee will be voted on prior to Spring Retreat.

**Section 4. Term for 4-H Foundation Representatives.** The representatives to the ND 4-H Foundation shall be a two-year term. One new 4-H Foundation representative shall be elected every year.

## **Article IV. Criteria of Officers**

**Section 1. Residence of Extension Youth Conference Officers.** It is recommended that Extension Youth Conference officers should reside in or near the Fargo area.

**Section 2. Residence of Ride Coordinators.** One of the ride coordinators shall reside in or near the Fargo area.

**Section 3. Officer Missing Meetings.** Any officer missing more than two meetings, without prior approval, may be grounds for removal from that office. The Advisor shall keep election results and in the case where an officer has to be removed. The candidate for that office with the next highest amount of votes shall assume the position of the removed officer.

## **Article V. Parliamentary Authority**

**Section 1. Robert's Rules of Orders** – Robert's Rules of Orders shall govern in all matters not covered by this Constitution and By-Laws.

## **Article VI. Liability of Members**

**Section 1. Bills or Obligations** – No officer or member shall be personally liable for any bills or obligations of the organization, past or present, except for the payment of his/her own bills to the organization.

**Section 2. Disbursement of Funds** – No officer, member or employee of the organization shall disburse any funds or moneys in his/her keeping and belonging to the organization without authorization of the presiding officer, Treasurer and Advisor.

**Section 3. Other** – No person shall use the name, mailing list or official insignia of the organization for other than strictly organization purposes without authorization of the Executive Council and/or the Advisor.

## **Article VII. Amendments**

**Section 1. Current By-Laws** – These By-Laws may be amended by a two-thirds vote of the membership role at any regular business meeting or by a two-thirds ballot vote of the membership role. No amendment shall be voted upon at any regular business meeting without a one-month notice in writing, to the membership role.

**Section 2. New By-Laws** – New By-Laws may be adopted by a two-thirds vote of the membership role at any regular business meeting or by a two-thirds ballot vote of the membership role. A new constitution shall not be voted upon at any regular business meeting without being presented at the previous regular business meeting.