

**Constitution**  
**North Dakota 4-H Ambassadors**  
**(Revised 6/19/2016)**

**Article I**

**Name**

**Section 1. Name** – The name of this organization shall be “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 are to:

- a. Enhance and promote the North Dakota 4-H youth development program along with state and county Extension staff and 4-H volunteers.
- b. Foster an awareness of 4-H and of opportunities in 4-H for youth throughout the state.
- c. Act as mentors and improve the 4-H youth program through promoting leadership.
- d. Provide 4-H Ambassadors as a resource to help with 4-H events throughout the state by county or individual requests.
- e. Assist in the planning and organizing of statewide 4-H youth programs such as Extension Youth Conference (EYC).

**Article III**

**Membership**

**Section 1. Age**

- a. Members must be at least 16 years of age at the time of selections or elections (not 4-H years).
- b. Membership expires when an individual is 22 by the end date of EYC (not 4-H years).

**Section 2. Term**

- a. The term of membership begins the day a prospective 4-H Ambassador is notified of acceptance.
- b. Membership may be terminated by the Executive Committee and adviser(s) together based on a members actions or failure to meet the minimum requirements.
- c. A 4-H Ambassador may request termination of his/her membership.

**Section 3. Expectations and Duties**

- a. 4-H Ambassadors are to be held to the highest standards of good behavior.
- b. 4-H Ambassadors are to practice CHARACTER COUNTS!<sup>SM</sup> Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- c. 4-H Ambassadors are bound by the “Adult Behavior Expectations.”
- d. 4-H Ambassadors are to follow the guidelines set forth by the “4-H Youth Development Principles of Practice” as well as those found in other guiding materials.

**Section 4. Requirements** – A 4-H Ambassador is required to attend a minimum of five “requirements” for each year. Requirements may include:

- a. State Fair
  - One day of work at the State Fair equals one requirement.
  - Requirements at the State Fair cannot exceed two requirements. To get two requirements at

State Fair, a total of four days must be worked.

b. Retreats and EYC

- All 4-H Ambassadors must attend at least one retreat and EYC or two retreats each year.

c. Offices

- Holding an executive office is equivalent to one requirement. The requirement counts for the year in which the 4-H Ambassador was elected to the office or, in the case of two-year terms, for the year of election and that immediately following.

d. Other 4-H Events

- The adviser(s) has the final decision on what counts as a requirement.

**Section 5. The North Dakota 4-H Ambassador Year** – The current year ends and a new year begins at the adjournment of the annual meeting after EYC.

**Section 6. Advisers** – An adviser(s) for this organization shall be designated by Extension administration. The adviser(s) is to act as an exemplary model for the 4-H Ambassadors and guide the 4-H Ambassadors to prudent decisions by instruction and example.

**Section 7. Honorary Membership** – Honorary membership may be given to individuals outside the North Dakota 4-H Ambassadors organization who have given outstanding service to the North Dakota 4-H Ambassadors program.

#### **Article IV**

##### **Meetings and Official Events**

**Section 1. Business Meetings** – Business meetings shall be held at EYC, Summer Retreat, Selections (Fall Retreat), Winter Retreat, and Spring Retreat. All members are required to attend business meetings unless they have an excused absence from the Ambassador Overalls or Advisor(s).

**Section 2. Special Meetings** – Special meetings may be called by the Executive Committee or Adviser(s) as deemed necessary.

**Section 3. Executive Meetings** – Executive meetings shall be held every two weeks or as deemed necessary.

**Section 4. Annual Meeting** – The annual meeting will be held following EYC. Election of officers will take place at the annual meeting.

**Section 5. Cancellation** – In case of cancellation of an organized event, everyone on the membership roll will be contacted by the Ambassador Overalls.

**Section 6. Leaving Functions Early** – Members are to notify the Adviser(s) and Ambassador Overalls when leaving official functions before they are adjourned.

#### **Article V**

##### **Officers**

##### **Section 1. Executive Officers**

- a. The Executive Committee shall consist of:
- Ambassador Overalls (3)
  - EYC Overalls (2)
  - EYC Program Overalls (2)
  - State Fair Overalls (2)
  - Secretary (1)

- Treasurer (1)
- Selection Overalls (2)
- Election Overalls (2)
- Extension Liaison (1)

## **Section 2. Committees**

- a. The committees shall consist of
  - Media and Technology
  - 4-H Outreach
  - Ambassador Program and Improvement

## **Section 3. EYC Overalls**

- a. The EYC Officers shall consist of:
  - EYC Overalls
  - EYC Program Overalls
- b. The EYC Executive Committee shall consist of:
  - The EYC Officers
  - Ambassador Overalls
  - Adviser(s)

## **Article VI**

### **Discipline and Ethics**

**Section 1. Reporting** - Any 4-H Ambassador who commits actions deemed to be inappropriate or contrary to the expectations and duties of this organization shall be reported to the Discipline and Ethics Committee. The Discipline and Ethics Committee shall consist of:

1. For EYC - the Ambassador Overalls, Adviser(s) and EYC Overalls
2. For State Fair - the Ambassador Overalls, Adviser(s), and State Fair Overalls
3. All other cases - the Executive Committee and the Adviser(s)

**Section 2. Procedure** - The Discipline and Ethics Committee will listen to the complaint, investigate, and decide promptly on the proper consequence (if any) for the offense. The accused 4-H Ambassador will be given a specified length of time to submit a letter of explanation before a consequence is determined. The Discipline and Ethics Committee will notify the accused 4-H Ambassador of this deadline and will review and consider his or her letter of explanation if the letter is received by the specified deadline.

**Section 3. Consequences** - The Discipline and Ethics Committee will determine an appropriate consequence for the offence. The committee must reach a prompt and unanimous consensus.

**Section 4. Extreme Cases** - In extreme cases with a reasonable threat of harm to 4-H Ambassadors or others, the Adviser(s) and/or Extension staff can remove a 4-H Ambassador from an event immediately.

**Section 5. Grievance Procedure** - In case of a grievance against the decision of the Discipline and Ethics Committee, the Adviser(s), or any other associated party:

- a. A 4-H Ambassador has the opportunity to contact the Center for 4-H Youth Development Director and submit a written grievance letter.
- b. The Center for 4-H Youth Development Director and a designated staff member(s) of the Center for 4-H Youth Development will review concerns and prior decision(s).
- c. The 4-H Ambassador will be contacted by the Center for 4-H Youth Development Director within a suitable time after receipt of the grievance to have opportunity to voice his/her concern.
- d. The Center for 4-H Youth Development Director will uphold, modify, or repeal any previous decision(s) made.

### **Article VIII Amendments**

**Section 1. Current Constitution** – This constitution may be amended by a two-thirds vote of the membership, either by paper or electronic ballot. To propose an amendment, a 4-H Ambassador must present the amendment to the executive committee. The amendment must pass the executive committee with a simple majority before being presented to the entire membership for a final vote.

**Section 2. New Constitution** – A new constitution may be adopted by a two-thirds vote of the membership, either by paper or electronic ballot. A new constitution shall not be voted upon at any regular business meeting without first being presented at the previous regular business meeting and being made available to the entire membership of the North Dakota 4-H Ambassadors for review.

**Bylaws  
North Dakota 4-H Ambassadors  
(Revised 6/2016)**

**Article I  
Duties of Officers**

**Section 1. Ambassador Overalls**

Ambassador Overalls will oversee the North Dakota 4-H Ambassador Program and make sure that all relations, communications and events are running smoothly, positively, effectively and efficiently, and are projecting a positive image of the North Dakota 4-H program. They also will solve any issues that arise between members. Executive meetings are held every other week and preparation time is needed in planning agendas for each meeting and each retreat.

Duties to be performed in this position:

- a. Preside over meetings
- b. Ensure that all other officers are fulfilling their duties
- c. Plan retreat dates, events at retreat, agendas and location in conjunction with retreat host
- d. Plan executive meeting dates and agendas
- e. Help program achieve Ambassador goals
- f. Work closely with Executive Committee
- g. Design ways to improve areas of the program that need help
- h. Confer periodically with the Ambassador Adviser(s) concerning plans and activities of the Ambassadors
- i. Conduct elections
- j. Keep Bylaws and Constitution up to date
- k. Manage online accounts

**Section 2. Secretary**

- a. Keep a record of all minutes from meetings and distribute them after every retreat or executive meeting. (If you are not available, you are responsible for finding someone to perform your duties in your place.)
- b. Keep a record of the members and their requirements
- c. Provide a list of outgoing and incoming Ambassadors for the adviser(s); work with outgoing chair for Extension Youth Conference

**Section 3. Treasurer**

- a. Keep accurate financial records and give financial reports at all meetings. (If you are not available, you are responsible for finding someone to give that information in your place.)
- b. Receive and disburse funds
- c. Work with the Executive Committee to prepare a yearly budget
- d. Work with the Extension Youth Conference and Program Overalls to prepare a budget for Extension Youth Conference
- e. Work with 4-H Foundation staff
- f. Work with Executive Committee to plan and execute fundraisers

**Section 4. Extension Youth Conference Overalls**

- a. Develop theme and schedule for Extension Youth Conference
- b. Create and plan budget for EYC with Treasurer
- c. Work with NDSU Campus Conference Coordinator
- d. Oversee and coordinate all Conference Committee work
- e. Act as liaison among all committees and Adviser(s)
- f. Send preconference letters to delegates attending Extension Youth Conference; work with EYC registration coordinator

- g. Send preconference packets to county staff, delegates and Ambassadors; work with EYC registration coordinator
- h. Organize delegate and Ambassador packets for participants attending Extension Youth Conference
- i. Preside over all meetings during Extension Youth Conference
- j. Emcee banquet
- k. Secure facilities for the conference as designated by each committee
- l. Send thank-you notes

#### **Section 5. EYC Program Overalls**

- a. Identify and secure speakers for Extension Youth Conference with approval of the EYC Overalls and Adviser(s)
- b. Plan workshops and secure leaders for the workshops
- c. Work closely with EYC Overalls and Executive Committee
- d. Evaluate programs held at EYC

#### **Section 6. Election Overalls**

- a. Send out letters and applications to counties and prospective candidates
- b. Coordinate activities for candidates
- c. Organize judged events (volunteers, judges, etc.)
- d. Work with Banquet Committee to organize the tapping ceremony
- e. While holding office, Election Overalls will be part of the Executive Committee
- f. Application Judging Committee shall consist of four members.

#### **Section 7. Selection Overalls**

- a. Send out letters and applications to counties and perspective candidates
- b. Coordinate activities for candidates
- c. Organize judged events (application judges, volunteers, other judges, etc.)
- d. Hand out acceptance/rejection letters following selections
- e. Secure location for selections
- f. Provide new names and addresses to welcoming chair immediately after event
- g. Application Judging Committee shall consist of four members
- h. While holding office, Selection Overalls shall be a part of the Executive Committee

#### **Section 8. State Fair Overalls**

- a. Be present at State Fair as much as possible, if issues arise with this discuss them with the Executive Committee and Adviser(s)
- b. Work closely with Center for 4-H staff and State Fair personnel
- c. Organize and schedule volunteers (Ambassadors) for each event

#### **Section 9. Extension Liaison**

- a. Contact county agents and youth leaders to arrange opportunities for Ambassadors to assist
- b. Find Ambassadors to help with Extension events
- c. Promote the Ambassador Program to counties, such as by writing an annual letter to Extension staff offering Ambassador assistance
- d. Keep track of events for which Ambassador help was requested and if requests were fulfilled
- e. Send out evaluations after each event to determine the quality of Ambassador assistance
  - 1. The evaluations shall be returned to the Adviser(s).
  - 2. Evaluation feedback will be reviewed by the Adviser(s).

#### **Section 10. Committee Chairs**

- a. Selection
  - 1. The committee chair will be selected by applying to be the chair of the committee

2. A slate will be sent out one week after finalization of selection to be voted on
- b. Duties
  1. Organize meetings for the committee. Every committee must meet at least once a month
  2. Ensure that tasks are being completed
  3. Report progress to the exec team
  4. Find members for their committee if need be
- c. Removal
  1. If a chairperson fails to complete their duties for a period of 2 months, or disciplined by the Discipline and Ethics committee, may be removed
- d. Additional Duties
  1. Notify members if the meeting schedule changes
  2. If a member is not completing their duties, they are to follow this procedure
    - i. Attempt to resolve the conflict
    - ii. If unable to do so, elevate the conflict to the Overalls and Advisors
      1. Overalls and Advisors will attempt to resolve the conflict
    - iii. If the steps above fail, the chairperson will have the power to do whatever it takes to make the committee functional again, including replacing members

## **Article II Committees**

### **Section 1. Ambassador Program Committees**

- a. Media and Technology
  1. This committee shall consist of:
    - i. Chair (1)
    - ii. Secretary (1)
      1. The secretary will be chosen from within the committee.
      2. If the committee chair is unable to perform their duties, the secretary will take over for the chair
      3. If the committee chair is removed from their position, the secretary will have first chance at the position
    - iii. The committee shall not exceed five (5) members
      1. Selection
        - a. Will be selected after applying during or after EYC
        - b. Can be selected by committee chair looking for members
      2. Duties
        - a. Participate in meetings
        - b. Complete tasks as assigned
        - c. Be innovative and create ways to improve the program and their committee
      3. Removal
        - a. Members may only be removed through following the procedure documented in the Additional Duties section of Article I Section 9.
  2. Develop promotional materials to be sent out every year
  3. Manage the Ambassadors social media profiles
  4. Update social media pages with content
  5. Create and send out a link to an annual promotional video
  6. Manage and keep track of the equipment that the program owns
  7. Develop and upkeep any presentations that the Ambassadors use
  8. Maintain a list of North Dakota newspapers for press releases
  9. Write and edit the newsletter
- b. 4-H Outreach

1. This committee shall consist of:
    - i. Chair (1)
      1. Will act as liaison to the Alumni
    - ii. Secretary (1)
      1. The secretary will be chosen from within the committee.
      2. If the committee chair is unable to perform their duties, the secretary will take over for the chair
      3. If the committee chair is removed from their position, the secretary will have first chance at the position
      4. Act as liaison to the 4-H Foundation
        - a. Attend all 4-H Foundation meetings
        - b. Report 4-H Foundation meeting minutes at Exec meetings
        - c. Work with the North Dakota 4-H Foundation director on fundraising (key contact for the golf tournament)
    - iii. The committee shall not exceed five (5) members
      1. Selection
        - a. Will be selected after applying during or after EYC
        - b. Can be selected by committee chair looking for members
      2. Duties
        - a. Participate in meetings
        - b. Complete tasks as assigned
        - c. Be innovative and create ways to improve the program and their committee
      3. Removal
        - a. Members may only be removed through following the procedure documented in the Additional Duties section of Article I Section 9.
  2. Contact out-of-state conferences and Ambassador programs to invite them to EYC
  3. Develop applications to attend out-of-state conferences and arrange transportation to those events
  4. Work with liaison to contact all county extension offices
  5. Develop ways to keep in contact with county extension offices
  6. Develop ways to reach possible candidates to run at selections and elections
- c. Ambassador Program and Improvement
1. This committee shall consist of:
    - i. Chair (1)
      1. Will determine the appropriate attire for events
    - ii. Secretary (1)
      1. The secretary will be chosen from within the committee.
      2. If the committee chair is unable to perform their duties, the secretary will take over for the chair
      3. If the committee chair is removed from their position, the secretary will have first chance at the position
    - iii. The committee shall not exceed five (5) members
      1. Selection
        - a. Will be selected after applying during or after EYC
        - b. Can be selected by committee chair looking for members
      2. Duties
        - a. Participate in meetings
        - b. Complete tasks as assigned
        - c. Be innovative and create ways to improve the program and their committee
      3. Removal



- a. Members may only be removed through following the procedure documented in the Additional Duties section of Article I Section 9.
- 2. Will develop ride sharing lists two weeks before events
- 3. Will handle setting up state fleets
- 4. Responsible for distribution of Ambassador apparel to new Ambassadors
- 5. Will solicit ideas for uniforms and other apparel
- 6. Will update family trees after elections and selections
- 7. Work with media and technology on welcoming presentations
- 8. Update birthday calendar
- 9. Update Ambassador Directory
- 10. Work with Overalls and Advisors to develop Ambassador events or training
- 11. Develop ways to improve the program

## **Section 2. Extension Youth Conference Committees**

- a. Recreation Committee
  - 1. Plan, organize and conduct all recreation parts of Extension Youth Conference
  - 2. Request recreational facilities on the NDSU campus
  - 3. Obtain all supplies needed for recreation
- b. Songs/Skits Committee
  - 1. Brainstorm and plan skits before and during Extension Youth Conference
  - 2. Ask EYC Program Overalls and EYC Overalls for direction to plan skits
  - 3. Let Ambassadors know what they need to do and what props they need
  - 4. Obtain all supplies needed for song/skits
  - 5. Have a list of fun fillers in case of down time
  - 6. Plan, organize and emcee the variety/talent show and select judges
- c. Banquet Committee
  - 1. Plan and obtain supplies/decorations for the banquet. Organize a group of people to help decorate and take down decorations at the banquet.
  - 2. Help with menu selection
- d. Newsletter Committee
  - 1. Organize daily reporters to help write newsletter
  - 2. Edit all material for newsletter
  - 3. Print and distribute the newsletter during Extension Youth Conference
  - 4. Obtain any supplies needed
- e. Housing Committee
  - 1. Enforce dorm rules during Extension Youth Conference
  - 2. Create door decorations
  - 3. Distribute and collect dorm keys and keep deposits
  - 4. Notify Extension staff and residence hall director if an emergency or serious situation occurs
  - 5. Work closely with Registration Committee to perform dorm checks every time before leaving the dorms
  - 6. At least one female and one male should be on the committee
- f. Picture Committee
  - 1. Assist photographer in setting up picture
  - 2. Take all picture orders for Ambassadors and delegates
  - 3. Record all names and addresses of people ordering pictures
  - 4. Collect the money for the pictures when the order is placed
- g. Reactor Board
  - 1. Solicit delegates to become members of the Reactor Board
  - 2. Conduct interviews to select members
  - 3. Coordinate all activities of the Reactor Board
  - 4. Inform the Ambassador Adviser(s) on what the Reactor Board is doing at all times

5. Work in conjunction with the Banquet Committee
  6. Arrive early at banquet to serve as hosts and ushers
- h. Fitness Committee
    1. Organize early morning activities for delegates at Extension Youth Conference
    2. Provide recognition to all fitness participants
    3. Line up Ambassador volunteers
    4. Obtain any supplies needed
  - i. Registration Committee
    1. Coordinate preregistration and registration with Extension Youth Conference overalls
    2. Setup and take down registration area
  - j. Communication Arts Committee
    1. Contact winners before Extension Youth Conference with details of communication arts tour, usually done during service learning
    2. Arrange a tour or event focused on communications
    3. Recognize Communication Arts winners at 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 making certificates distributed at the banquet or closing assembly
  - k. Connections Committee
    1. Have delegates join to take pictures and create closing assembly slide show
    2. Coordinate with technology coordinator to make slide shows for conference
    3. Use pictures for newsletter on last day
  - l. Service Learning Committee
    1. Arrange for community service event at EYC

### **Article III**

#### **Election of Officers**

**Section 1. Election.** Nominations shall be opened at EYC. Elections for executive offices will be held at the annual EYC meeting. An exception will be Election Overalls, who shall be chosen at fall retreat (Selections).

**Section 2. Slate Voting.** A slate containing appointed committee chairs will be sent out after the meeting to be approved by a 2/3 vote.

**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.

**Section 4. Office Limitations.** No Ambassador shall hold more than two offices. Of the two offices, only one shall be an executive office. The executive offices shall consist of Ambassador Overalls, Secretary, Treasurer, Extension Youth Conference Overalls, Extension Youth Conference Program Overalls, Selection Overalls and Election Overalls. No holder of an executive office may be a committee chair. A committee chair may only be the chair of a committee for 2 years in a row, after that they must take one year off from chairing the committee.

### **Article IV**

#### **Criteria of Officers**

**Section 1. Meeting Absences.** Any officer absent from more than two meetings, without prior approval from an Ambassador Overall, may be subject to removal from that office. If this is the case, a re-election will be held.

**Section 2. Constitution and Bylaw Competency** – All officers must have a working knowledge of the constitution and bylaws of this program.

**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 Bylaws.

**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 or member 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 Adviser.

**Section 3. Uniforms** – Members will be provided with one free polo and formal uniform shirt. If a member needs another uniform shirt, they will be responsible for the cost. This also applies to the Ambassador nametags as they are part of the uniform.

**Section 4. Mileage Reimbursement** – Any North Dakota 4-H Ambassador attending a 4-H-sponsored event may receive a reimbursement for mileage with the amount per mile determined by the 4-H Foundation. Requests for reimbursement for mileage must be made within 30 days of attending that event.

Exceptions to this include: Ambassadors will receive one-half of a mileage payment if they choose to drive themselves to an event on their own, without consent of the adviser or Ambassador Overall, if another means of transportation was available, such as a state fleet vehicle or carpooling.

**Section 5. Other** – No person shall use the name, mailing list or official insignia of the organization for other than strictly organizational purposes without authorization of the Executive Committee and/or the Adviser(s).

**Article VII**  
**Outgoing Gifts**

**Section 1. Outgoing Gifts** – Outgoing gifts are for members who have distinguished themselves in the North Dakota 4-H Ambassador Program. There are three criteria that must be achieved for an outgoing member to qualify for an outgoing gift:

1. The member has been in the program for three or more years
2. The member has held an officer position
3. The member has met requirements for all the years that they were in the program

If there is an extreme case and a member believes they are entitled to an outgoing gift, they may apply to receive one.

**Article VIII**  
**Amendments**

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

**Section 2. New Bylaws** – New bylaws may be adopted by a two-thirds vote of the membership, whether by mail, email, electronic vote or spoken vote. New bylaws shall not be voted upon at any regular business meeting without being presented at the previous regular business meeting.