By-Laws of the Nevada State 4-H Ambassadors

Given that previous editions and versions of the *By-Laws of the Nevada State 4-H Ambassadors* exist, let it be known that this version was approved and accepted by a unanimous vote of Nevada State 4-H Ambassadors conducted at the October 20, 2012 meeting.

Therefore, this edition supersedes all previous versions/editions of this document and is the official By-Laws of the Nevada State 4-H Ambassadors.

ARTICLE 1: Name

The *Name* of this organization shall be the “Nevada State 4-H Ambassadors.”

ARTICLE 2: Motto

The *Motto* of this organization shall be, “Youth Leading Youth.”

ARTICLE 3: Mission

The *Mission Statement* of this organization shall be, “The Nevada State 4-H Ambassador Program discovers the potential in youth, while providing a safe environment to grow and develop into the leaders of tomorrow.”

ARTICLE 4: Vision

The *Vision Statement* of this organization shall be, “To develop the minds of youth by taking an active role in serving 4-H while using communication to build a foundation for future generations.”

ARTICLE 5: Values

The *Value Statement* of this organization shall be, “Ambassadors, through the core values of 4-H (Head, Heart, Hands, and Health), will always strive to set an example of character, trustworthiness, integrity, and respect through their actions and through their speech. Ambassadors will always strive to set a positive example for all members in society, but
especially for all youth (not just 4-H Members) in society.”

**ARTICLE 6: Objectives**

The *Objective Statement* of this organization shall be, “In order to expand the 4-H Program in the State of Nevada, the following objectives are established and serve as the foundation of the Nevada State 4-H Ambassador Program:

- Strive for more teamwork and involvement of all members
- Provide flow, structure, and organization to events via proper planning
- Outreach to all youth to gain individuals for the Nevada 4-H Program
- Unify 4-H Members, Club Programming, and County Programming

The upholding of these objectives will move the Nevada 4-H Program forward and greatly aid in promoting a positive image for Nevada 4-H and 4-H Club Members.”

**ARTICLE 7: Purpose**

The *Purpose* of this organization shall be to,

“Serve as Youth Role Models/Mentors for other 4-H Youth
Serve in Leadership Roles at Nevada 4-H Events
Serve on Nevada 4-H Program Committees
Provide Youth Leadership to Nevada 4-H
Provide Youth Input to Nevada 4-H
Promote National 4-H Week
Recruit 4-H Members
Market 4-H”

**ARTICLE 8: Responsibilities**

The *Responsibilities* of this organization shall be to attend and participate in State and County 4-H Activities in order to facilitate these events by serving in leadership roles. It is anticipated that through serving in these various leadership capacities the State 4-H Ambassadors will promote and enhance the Nevada 4-H Program as well as recruit new members to Nevada 4-H.

**ARTICLE 9: Membership**

A. Membership of this organization is open to all Nevada 4-H Members (without regard to race, color, religion, gender, creed, marital status, national origin, disability, or sexual orientation) who are between the ages of 14 and 19. As with other 4-H Activities, the age shall be based on January 1 of the 4-H Club Year.
B. Each of the three University of Nevada Cooperative Extension Areas (Southern, Western, and Central-Northeast) are allowed a maximum of eight 4-H Youth to serve as Nevada State 4-H Ambassadors.

4-H Military Youth and 4-H Afterschool Youth are each allowed a maximum number of four 4-H Youth to serve as Nevada State 4-H Ambassadors.

The total number of 4-H Youth serving as a Nevada State 4-H Ambassador for each 4-H Club Year (October 1 – September 30) shall be 32:

- 8 representing Southern Area 4-H Club Youth
- 8 representing Western Area 4-H Club Youth
- 8 representing Central-Northeast Area 4-H Club Youth
- 4 representing 4-H Military Youth (statewide)
- 4 representing 4-H Afterschool Youth (statewide)

C. The membership process shall include the submission (by the deadline date) of a completed Application Form (supplied by the State 4-H Office), the submission (by the deadline date) of a completed Resume, and participation in an Interview (time and date to be established by the State 4-H Office). At the time of this writing, the interview will be conducted through video conference through set counties. If the In-Person Interview is not workable, a phone or video interview can be substituted. This substitution is at the discretion of and with the approval of the State 4-H Office. The top candidates will be selected after the completion of these processes. The number of candidates selected for membership will vary from year to year and will based on the number of spaces available for the State 4-H Ambassador Program for that given year.

D. Membership in this organization shall be for a period of two years, with the option to re-apply. The re-application process for membership shall be the same as the application process for membership (see Article 8-Section C, for application requirements and details).

E. Regardless of the membership situation (first year, second year, third year, etc), all memberships conclude upon leaving the Nevada 4-H Program.

F. The time will arise when a State 4-H Ambassador must resign. The only requirement for this is written notification (via email, fax, or letter) to the State 4-H Office Advisor to the Nevada 4-H Ambassador Program.

G. There will also be a time when someone fails to fulfill his/her responsibilities as a Nevada State 4-H Ambassador. Upon missing three consecutive activity commitments (meetings, conferences, contests, etc) without permission from the County and/or State Ambassador Advisor or not adhering to the Nevada 4-H Code of Conduct, he/she shall receive a written notice of concern from the Nevada State 4-H Ambassador President (with a copy being sent to the State 4-H Ambassador Advisor and to the respective County 4-H Ambassador Advisor). This message (letter, email, fax, or whatever) shall state the reason for the concern and future consequences if this lack of participation or behavior continues. If lack of participation or behavior continues after receipt of the
notice, the issue shall come before a meeting of the State 4-H Ambassadors (with notice of this action provided to the individual of concern). This notice can be in the form of the typical or usual meeting notice (with agenda) being sent to all Ambassadors or via a more formal approach such as a written notice to the individual of concern by the Ambassador President. The result of discussion/vote (positive or negative) at the meeting shall be communicated to the individual of concern by the Ambassador President (with a copy to the State 4-H Office, Respective County 4-H Office, Respective Military/Afterschool Personnel) and it shall also be stated in the minutes of the meeting.

H. All new Ambassadors will receive a letter from the State 4-H Office acknowledging the hard work it took to become a Nevada State 4-H Ambassador and the leadership role and responsibilities to be undertaken.

I. All outgoing Ambassadors, who have satisfactorily fulfilled their Ambassador Duties, will receive a plaque from the State 4-H Office (at the time of this writing, this plaque will be presented at the Nevada State Fair/4-H Exposition) and a letter from the State 4-H Office acknowledging his/her dedication and leadership to the Nevada 4-H Program. If the 4-H Ambassador is unable to attend the presentation at the 4-H Leadership Conference, then plaque and letter will be sent to the respective County 4-H Ambassador Advisor.

**ARTICLE 10: Training**

A. In order to facilitate the understanding of the Nevada State 4-H Ambassador Program and in order for members of the Nevada State 4-H Ambassador Program to gain leadership skills and knowledge, a Leadership Conference will be held near the beginning of the 4-H Club Year. The Ambassadors will receive training on leadership styles, leadership roles, teamwork, public speaking, youth/adult partnerships, and other similar concepts that will help them better perform the duties, responsibilities, and expectations associated with being State 4-H Ambassadors.

B. This Leadership Conference shall rotate locations in order to facilitate ease of attendance for the 4-H Ambassadors.

C. Unless there is an emergency (such as medical issues or family death or something similar), this is a required activity for 4-H Ambassadors to attend.

D. Failure to attend without emergency reasons will result in an immediate notice of concern from the Ambassador President. Information regarding this action will also appear in the minutes of the next meeting due to the President providing an update of the Presidential Responsibilities conducted since the previous meeting.

**ARTICLE 11: Meetings**

A. Nevada State 4-H Ambassador Meetings shall be held on an “as needed” basis.
B. The meetings will be held via Interactive Video with links between the State 4-H Office and the County 4-H Offices throughout Nevada.

C. The meetings will be conducted on an “as needed” basis; meaning in a timely manner to prepare and organize for upcoming activities such as Capital Days, Discover Your Future, and other State 4-H Activities. As a result, the meetings tend to be held on a quarterly basis.

D. Special meetings may be called at the discretion of the President and the State 4-H Office Advisor to the Nevada State 4-H Ambassador Program.

E. The Agenda and minutes for each meeting shall be sent (by the State 4-H Office Advisor to the Nevada State 4-H Ambassador Program) with the Meeting Reminder to each member of the Nevada State 4-H Ambassador Program.

**ARTICLE 12: Voting**

A. Half of the total membership plus one member shall constitute a quorum for enacting business at a meeting.

B. A majority vote of meeting participants shall be required for passage and transaction of items brought before the group to vote upon, unless otherwise specified in these By-Laws.

C. Proxy voting shall not be allowed unless it is received, in writing, by the State 4-H Office Advisor to the Nevada State 4-H Ambassador Program prior to the vote being conducted.

D. In the event of a quorum not being present at a meeting and there is pressing business, the President can choose (with the consent of the State 4-H Office Advisor to the Nevada State 4-H Ambassador Program) to do a vote by email. This vote must be conducted with the assistance of the State 4-H Office Advisor to the Nevada State 4-H Ambassador Program.

**ARTICLE 13: Parliamentary Code**

The newest version of “Robert’s Rules of Order” shall be the Parliamentary Code for this organization to follow for its meeting.

**ARTICLE 14: Officers & Committees**

A. The Nevada State 4-H Ambassador Officers shall be comprised of:

    President
B. The requirement to be President in the Nevada State 4-H Ambassador Program shall be the successful and positive completion of one year of service as a Nevada State 4-H Ambassador. This role is a one year term.

C. All other offices require no prior experience as an Ambassador.

D. All officers are elected by majority vote. All officers are a one year term. All ambassadors have the right to politely decline office nomination before moving forward with the election process. Any officer not fulfilling the officer responsibilities, upholding and following the Nevada 4-H Code of Conduct, or other similar offences are subject to probation or even impeachment. Impeachment would be by a majority vote of the total membership.

E. Officers must provide someone to fulfill their duties and responsibilities if they are unable to attend a meeting. However, even though the replacement may take minutes of the meeting or provide a report or conduct other business as is appropriate for the respective officer, it remains the responsibility of the officer to follow through with their given officer responsibilities such as distribution of the minutes and so on.

F. Duties of the President include working closely with State/County 4-H Office, running the meetings, providing leadership/speaking at various State/County 4-H Events, working with all officers and committee chairs to make sure each is prepared to give a report at the Ambassador Meeting, provide assistance to all officers and committee chairs, and any other leadership role that may be required. The President also serves as Chair of the State Events Committee. The President can only vote in a tie breaker. This role is a one year term.

G. Duties of the Vice-President include working closely with State/County 4-H Office, working closely with the President in order to learn those duties and responsibilities, serving as chair of 4-H Promotion/Marketing Committee, and other roles as assigned or requested by the Ambassador President or State 4-H Office Advisor to the Nevada State 4-H Ambassador Program. This role is a one year term.

H. Duties of the Secretary/Reporter include working closely with State/County 4-H Office, serving as recorder of the minutes at all Ambassador Meetings, providing (in a timely manner, approximately 10 days) the minutes of meetings to the State 4-H Office so they can be distributed to all Ambassadors, writing/submitting (to State 4-H Office Advisor to the Nevada 4-H Ambassador Program and to Ambassador Historian) news articles about Ambassadors Events/Activities, and other roles as assigned or requested by the Ambassador President or State 4-H Office Advisor to the Nevada State 4-H Ambassador Program. This role is a one year term.
I. Duties of Treasurer/Funding include working closely with State/County 4-H Office, serve as chair of Fund Raising Committee, organize/conduct/provide accurate accounting all fund raising efforts of Nevada State 4-H Ambassadors, and other roles as assigned or requested by the Ambassador President or State 4-H Office Advisor to the Nevada State 4-H Ambassador Program. This role is a one year term.

J. Duties of the Historian/Photographer include working closely with State/County 4-H Office, keeping an on-going historical record of all the minutes of meetings and then providing this information to the next Historian/Photographer, taking pictures at all events (or having someone else do this if cannot be in attendance), working with Secretary/Reporter to correlate news articles and pictures, keeping an on-going historical record all of news article and pictures, and other roles as assigned or requested by the Ambassador President or State 4-H Office Advisor to the Nevada State 4-H Ambassador Program. This role is a one year term.

K. There shall be at least three Standing Committees:
   - 4-H Promotion/Marketing Committee, Chair is President-Elect
   - Fund Raising Committee, Chair is Treasurer
   - State Events Committee, Chair is President

The State Events Committee is responsible for the organization and planning (in conjunction with the State 4-H Office) of activities and events such as Capital Days and Discover Your Future. This committee is also responsible for making sure State 4-H Ambassadors attend these events and serve in leadership roles at these events as well as other events such as the Nevada State 4-H Livestock Judging & Skillathon Contest, the Nevada 4-H Leaders Forum, and other State Events of Nevada 4-H.

L. Other committees and Chairs for these committees shall be appointed by the President on an “as needed” basis.

M. The Committee Chair of all Committees (standing or “as needed”) shall work in cooperation with the President to make sure each committee is staying “on task” and completing its responsibilities. The State 4-H Office Advisor to the Nevada State 4-H Ambassador Program can also provide assistance for each committee and assist or facilitate teamwork/communication between the Ambassador President and each Committee Chair.

N. The election of officers shall be held during the Leadership Conference that is scheduled near the beginning of each 4-H Club Year (October 1 – September 30).

**ARTICLE 15: Amending & Suspending By-Laws**

A. These By-Laws (each Article and each Section of an Article) may be amended by a three-fourths (3/4) vote of the total membership (not simply those in attendance at a meeting) of the Nevada State 4-H Ambassador Program and with the approval of the State
4-H Office Advisor to the Nevada State 4-H Ambassador Program.

B. Proposed changes (revision, re-wording, amendments, etc) to these By-Laws shall be placed on a meeting agenda and brought before the group for discussion. The proposed change must then be tabled until the next meeting (at least the next meeting) and brought back up for discussion at this second meeting before a vote can be taken.

C. In the event of an emergency or justifiable situation, the By-Laws may be suspended by a three-fourths (3/4) vote of the total membership (not simply those in attendance at a meeting) of the Nevada State 4-H Ambassador Program and with the approval of the State 4-H Office Advisor to the Nevada State 4-H Ambassador Program.

D. In the event of a suspension, it shall only be valid from its time of implementation to the next meeting of the Nevada State 4-H Ambassadors.

ARTICLE 16: Advisors

A. The State 4-H Office shall provide a person to serve as the State 4-H Advisor for the Nevada State 4-H Ambassador Program. This person is the coordinator for the Nevada State 4-H Ambassador Program. This person is responsible for coordinating and conducting the State Leadership Conference as well as other programming for the Nevada 4-H Ambassador Program.

B. Each County 4-H Office (with an Ambassador) shall provide a person to serve as the County 4-H Advisor for the Nevada State 4-H Ambassador Program. This person works with their respective 4-H Ambassadors to facilitate their success in the program. This person is responsible for assisting with State Leadership Conference and other programming for the Nevada 4-H Ambassador Program.

C. The Advisors (state and county), shall advise the Ambassadors. The Ambassadors should be allowed to conduct their meetings; the advisors should not conduct or lead the meetings and other activities. The advisors should not “take over” the meetings by excessive talking, coordinating, and so on.

D. In summary, the Ambassadors are learning leadership and other life skills. Therefore, it is important they be given the responsibility and freedom to grow, learn, and lead.