

# Utah State University

## College of Agriculture and Applied Sciences

### Student Ambassador Program

*Sponsored by the College of Agriculture and Applied Sciences (CAAS)*

## Constitution

### Article I: Name, Mission and Purpose

**Section A.** The name of the organization shall be called the Utah State University College of Agriculture and Applied Sciences Student Ambassadors (e.g., CAAS Ambassadors).

**Section B.** The CAAS Ambassador program will be dedicated to enhancing the Land Grant Mission of Utah State University. We, as the College of Agriculture and Applied Sciences Student Ambassadors, have taken upon us the responsibility to be involved and informed about the diversity and opportunities in our college and set a standard of excellence. Through our commitment to and execution of this responsibility, we will increase enrollment in the College of Agriculture and Applied Sciences.

**Section C.** The CAAS Ambassadors shall actively recruit high school and college students into the various USU College of Agriculture and Applied Sciences majors. Other responsibilities shall include, but not be limited to, giving public presentations to civic organizations, informing the public of opportunities in the fields of agriculture, conducting tours of campus, and assisting at College of Agriculture and Applied Sciences activities.

### Article II: Membership

**Section A.** The CAAS Ambassador program will be comprised of selected students who will be chosen through application and interview. The program is open to all students in the College of Agriculture and Applied Sciences with a 3.0 minimum USU GPA. A nominating committee shall select students for the CAAS Ambassadors and shall be directed by the Dean of the College of Agriculture and Applied Sciences and include but

not be limited to the advisor, administrative advisor, minimum of one department head, and selected faculty.

**Section B.** Membership will be limited to approximately 15-20 active members, the advisor and administrative advisor.

**Section C.** CAAS Ambassadors will serve in their position from the time of accepting the position to the following years retreat, and an invitation upon their consent to continue for an additional year. Active enrollment in the College of Agriculture and Applied Sciences is required to participate as a CAAS Ambassador.

**Section D.** The CAAS ambassadors are part of the Dean's Leadership Council. The Dean's Leadership Council will consist of the CAAS Ambassadors and the CAAS Council.

The CAAS Senator presides over the CAAS Council. The CAAS Ambassadors are presided over by their president.

The purpose of the Dean's Leadership Council shall be to represent the CAAS student body to the Dean and collaborate on college events and activities that relate to retention, recruitment, and betterment of the College of Agriculture and Applied Sciences.

**Section E.** The administrative advisor shall be the Associate Dean for Academic Programs within the College of Agriculture and Applied Sciences.

**Section F.** All CAAS Ambassadors shall adhere to the Code of Ethics. A regular review assessing progress shall be conducted once per year. The advisor shall conduct evaluations. The administrative advisor, advisor and active members have the right to dismiss any member of the CAAS Ambassadors if they are not complying with the Code of Ethics, performing their duty, or actively participating in the organization.

**Section G.** Graduate students that have already served as ambassadors may be allowed to continue in this capacity without compensation. Their role would be to recruit graduate students into our CAAS programs and help with college activities. No application will be required and attendance at meetings will be on a voluntary basis.

### **Article III: Officers**

**Section A.** The CAAS Ambassadors will have four officers, one advisor, and one administrative advisor. All active members are eligible to run for office. Members of the presidency must be able to serve for a full academic year.

**Section B.** Officer Responsibilities:

*President:* Preside at all meetings and appoint all committee chairpersons. When electing new officers, the President of the CAAS ambassadors should be a returning ambassador.

*Vice President:* Preside over meeting in the absence of the president, and coordinate with all committees in developing an annual program of activities and organizational goals.

*Secretary:* Provide an accurate record of meeting and committee assignments. Maintain a current list of all members. Correspond with all members in informing them of meetings and activities.

*Public Relations/Historian:* Advertising and marketing through press releases, social media, flyers, and posters for Day on the Patio, the Utah Agricultural Products BBQ, the chili cook-off, and any other ambassador related activities.

If any members of the presidency are unable to fulfill their duties or serve in the capacity as an officer, another ambassador may be appointed by the presidency to fill their position for the remainder of the academic school year.

## **Article IV: Committees**

**Section A.** Special committees will be assigned by the President as necessary. These committees will be responsible for the unique problems that can develop in executing the goals of the CAAS Ambassadors.

## **Article V: Meetings**

**Section A.** Ambassador meetings shall be conducted weekly on Thursday evenings from 5:30 – 7:00 pm. and all ambassadors will be required to register for Ag 4900 Special Problems class each semester while serving in this capacity and it is no longer an option. Students can have two excused absences in the class. If a student has extenuating circumstances, it will be up to the Ambassador Presidency and the advisors' discretion to decide if more excused absences will be allowed per semester. Recruiting or CAAS activities shall be exempt from class absences in AG 4900.

All mandatory activities (shishkabob preparation; cooking, serving and cleaning up shishkabobs at Day on the Patio event; Utah Agricultural Products BBQ set up, participation and clean up at the BBQ; the CAAS Awards and Honors Banquet; Chili Cook-off; graduation boutonnieres; and CAAS graduation ceremony) will count as meetings and students will only be allowed to have two excused absences between meetings and mandatory activities. Any additional absences beyond the two excused absences will result in a ½-grade deduction. Any unexcused absences will result in a full letter grade deduction.

**Section B.** For transacting official business at all meetings of the organization, a quorum of members must be present. The CAAS Ambassadors have defined a quorum as

representation by the President or Vice President, the advisor, and at least six members. A simple majority vote will be required on all items of business except where to do so would violate the procedures of parlance defined by Roberts Rules of Order. In an emergency, the CAAS Ambassador Officers, advisor and the administrative advisor shall have the authority to act and make decisions for the Ambassadors.

**Section C.** The president, as necessary, will call special meetings. Special meetings will be advertised at least 48 hours in advance of the meeting. The secretary will be responsible for advertising all special meetings.

**Section D.** CAAS Ambassadors will be required to attend all meetings. In the case of absence, the member must contact the secretary to be informed of all items of business that were transacted during the meeting. The secretary will take attendance at all meetings and activities.

**Section E.** After new ambassadors have been selected, all new and returning CAAS Ambassadors will be required to meet with their department head before their departmental tour.

## **Article VI: Financial Matters**

**Section A.** Financing for the CAAS Ambassadors exists at the discretion of the Dean of the College of Agriculture and Applied Sciences.

**Section B.** All organization funds will be managed through the Utah State University Accounting System and be accounted for through acceptable practices including bank ledgers and an annual budget.

**Section C.** Should the organization dissolve leaving residual assets, all assets remaining shall be returned to the College of Agriculture and Applied Sciences at the discretion of the Dean.

**Section D.** The Dean and department heads in the College of Agriculture and Applied Sciences provide funding for the CAAS ambassadors.

## **Article VII: Material and Equipment**

**Section A.** The College shall provide each of the CAAS Ambassadors with the following material upon entering into membership in the organization:

- Polo Shirt
- Blazer
- Name Tag
- Tie

These items shall be provided upon the initiation of new ambassadors and maintained throughout the individual's term of involvement. Blazers and ties will be returned at the end of the CAAS ambassador term.

Students shall provide their own tan/beige skirts or pants, and white shirt as part of the CAAS Ambassador attire.

### **Articles VIII: By-Laws**

**Section A.** All proposed By-Laws must be submitted to the president before the group at a regular monthly meeting or special meeting.

**Section B.** A majority vote by the active members in attendance will be required to implement the By-Laws.