

CONSTITUTION

Ratified: {04, 03/2026}

ARTICLE I. NAME

The name of this organization shall be *LC State Ambassador Honor Society (LC State AHS)*. The members of this organization shall be referred to as *Ambassadors*.

ARTICLE II. PURPOSE

The purpose of *LC State Ambassador Honor Society* shall be to:

1. Provide recognition to each Ambassador for their academic excellence and achievements.
2. Provide Ambassadors, and the College, with the opportunity to render meaningful campus and community service.
3. Provide enrichment opportunities for Ambassadors.

ARTICLE III. MEMBERSHIP

In accordance with the institution's policy and applicable laws, LC State Ambassador Honor Society generally does not limit membership or participation in organizational activities, except in cases where specific eligibility criteria, such as academic standing, are required.

Non-student membership will not exceed 1% of total membership and non-student members may not hold voting privileges or other formal decision-making authority.

Membership in the LC State Ambassador Honor Society shall be open to those who meet the following section criteria:

Section 1. Application for Membership

- a. Applicant must have an accumulation of over thirty (30) semester hours of college credit.
- b. Applicant must be enrolled for Fall Semester.
- c. Applicant must have an overall GPA of 3.0 or higher.
- d. An application form must be submitted during the summer application period.
- e. Membership dues are required with the application.
- f. Personalized name badges shall be provided to all members by the Lewiston Executive Board.
- g. All Ambassadors are required to use their official LC State student e-mail account for Ambassador business.
- h. Ambassadors shall be required to keep a current and accurate log of all their Ambassador service hours.

Addendum: Acceptance into the LC State Ambassador Honor Society is contingent upon approval of the candidate's application materials and payment of the annual dues.

Section 2. Member Code of Conduct

- a. When representing the LC State Ambassador Honor Society at a volunteer event, Ambassadors shall wear their personalized name badge. As representatives of LC State Ambassador Honor Society and of the college as a whole, all Ambassadors shall conduct themselves in a courteous and professional manner.

Section 3. Termination of Membership

- a. Membership in the LC State Ambassador Honor Society shall be terminated if a member's accumulated GPA falls below the required 3.0 after a full academic year, or if a member is placed on academic or social probation by the College administration. If a former member who has been placed on academic or social probation has that probation lifted by the College administration, then that former member may request permission to rejoin the LC State Ambassador Honor Society. This request must be made in writing to the chapter Advisor(s). The renewal of membership status is left solely to the discretion of the Advisor(s).
- b. Membership is terminated if a member fails to renew/resubmit an Ambassador application for the following year.

Section 4. Transfer Students

- a. Applications for students who are recognized on the database are approved before fall semester.
- b. Applications for transfer students who meet the remainder of the criteria may be submitted as late as the 10th school day of the academic fall semester because they are not in the database used to identify potential Ambassadors.
- c. Transfer students may submit applications to the Executive Board at a meeting or may mail them to the Ambassador Honor Society.

ARTICLE IV. OFFICER TITLES AND DUTIES

The officer positions in this organization shall be as follows. Non-student members may not serve in officer roles.

Section 1. President: The duties of this officer will be to:

- a. Preside over all regular, executive, and special meetings.
- b. Represent the Ambassador Honor Society in a professional manner.
- c. Work closely with the officers and advisor(s) to give guidance.
- d. Be responsible for communication to other chapters with the help of the advisor(s).
- e. Provide information to the Secretary before each meeting for the upcoming agenda.
- f. Determine (on a case-by-case basis) which events are to be approved as Ambassador events and will notify the Vice-President of authorization.
- g. In the absence of the President, the Vice-President shall assume the duties of the President.

Section 2. Vice-President: The duties of this officer will be to:

- a. Attend all regular and executive meetings.
- b. Record all events and participants in those events for graduation and/or credit requirements.
- c. Keep track of all hours earned by Chapter members.
- d. Determine (on a case-by-case basis) which events are to be approved as Ambassador Events.
- e. In the absence of the President, the Vice-President shall assume the duties of the President.

Section 3. Secretary/Treasurer: The duties of this officer will be to:

- a. Attend all meetings and keep accurate records.
- b. Provide copies of minutes to the Executive Board and minutes record book.
- c. Document member attendance at each meeting.
- d. Determine (on a case-by-case basis) which events are to be approved as Ambassador events and

will notify the Vice-President of authorization.

Section 4. Duties and Service Hours of Officers

- a. All officers shall receive six volunteer service hours per semester.
- b. Each officer shall remain in office until they leave the college, resign, or are removed from office.

Section 5. Executive Board

- a. The Executive Board shall consist of the President, the Vice-President, the Secretary/Treasurer and the organizations Advisor(s). The officers shall hold meetings with the organization's Advisor(s) throughout the year to outline the activities and agenda items to be presented to the membership for discussion.

ARTICLE V. OFFICER SELECTION AND REMOVAL

The officers of this group shall be selected by:

- a. An election of majority vote, and/or appointment by the Advisor(s).
- b. Any active Ambassador may vote in an election. In the event of a tie vote, the Executive Board, shall, at their discretion, determine the outcome of the tie.
- c. In the event of an officer's resignation or removal, the Advisor(s) shall appoint a replacement if no nominations are received.

An officer in this group may be removed from their position by:

- a. Removing themselves from office by resignation, giving notice to the President. In the event of a President's resignation, notice will be given to an Advisor.
- b. A two-thirds majority vote of the membership attending a regularly scheduled meeting. All members must be notified a week in advance that an officer recall vote is to be taken. The Advisor(s) shall be responsible for this notification.

ARTICLE VI. ADVISOR(S)

- a. The Advisor(s) shall be selected from the faculty or professional staff by the Office of the Provost. In the event that the Ambassadors recognize a need for either more Advisors or the replacement of the Advisor(s), a two-thirds majority vote, by the Ambassador membership at a regularly scheduled meeting, is needed to initiate a formal request to the Office of the Provost. The President, Vice-President and the Secretary/Treasurer shall arrange a meeting with the Office of the Provost to make the formal request for change.
- b. The duties of the Advisor(s) shall be to: Educate new officers and members, be a leader for officers and members, be a campus resource and support, and the advisor shall serve until resignation from the post, or by removal by the Office of the Provost.

ARTICLE VII. MEETINGS

The meetings of this group shall be:

- a. Set at the discretion of the Executive Board and Advisor(s).

ARTICLE VIII. Participant Recognition

The Ambassador Honor Society shall recognize its participants in the following manner:

Section 1. Ambassador Honor Society Tassel or Credit Hours Option

- a. Ambassadors may, at their option, choose to earn an Ambassador Honor Society Graduation Tassel and/or earn Student Development Credit. An Ambassador is not required to pursue an Ambassador tassel or student development credit, although they are encouraged to do so.

Section 2. Requirements for the Ambassador Graduation Tassel

- a. To earn the Ambassador Honor Society Tassel (to be worn on the mortarboard at graduation) an Ambassador must volunteer no less than six service hours in each of two separate semesters.
- b. Ambassadors must obtain at least three volunteer service hours at LC State sponsored events each semester. The remaining hours may be completed through off-campus service hours.
- c. The Executive Board chooses what will be considered "scheduled events" for each semester.
- d. If an Ambassador is unable to work those scheduled events, the Ambassador may choose to serve their service hours at other campus or community events. However, for an Ambassador to receive service hours at "non-scheduled events," the Ambassador must obtain approval from one of the three officers prior to volunteering at those events.
- e. A current application form must be on file before any service hours may be earned.
- f. Hours for which one is being paid, volunteering for another organization, or receiving college credits (other than Ambassador Honor Society credit) cannot be used for these service hours.
- g. Time spent in Ambassador meetings cannot be used for tassel service hours.
- h. Because the Ambassadors provide services for campus and community events that depend on these services, it is crucial that a commitment to participate is honored. If one cannot fulfill a commitment, it is the responsibility of that person to find another Ambassador who can substitute.

Section 3. Scheduled Events

- a. Scheduled events are defined as: those events taking place in or around the community or campus that the Executive Board has chosen for that designation. Ambassadors may volunteer at any scheduled event to gain tassel or credit hours.

Section 4. Non-Scheduled Events

- a. Non-scheduled events are defined as: those events taking place in or around the community or campus that the one of the three officers has approved for that designation. It is the prerogative of one of the three officers to determine which events can be approved as non-scheduled events for earning service or credit hours.

Section 5. Policy Regarding Non-Scheduled Events

- a. Ambassadors who get special activities approved as non-scheduled events by one of the three officers must have their service or credit hours verified by a third party presiding over the event. This verification must be offered in writing to the Vice-President no later than by the end of the semester.

Section 6. Service Hours for Distance Learners

- a. Ambassadors who physically reside while enrolled 35 miles or more from the Lewiston or Coeur d'Alene Campus may participate in completing service hours by volunteering at locations that are approved by the Executive Board. "On-Campus" hours for distance learners must be from an academic institution or organization that supports the academic mission (i.e. local school districts, after school community programs, ect.), "Off-Campus" hours must also be approved.

Section 7. Student Development Credit

- a. Ambassadors may earn credit hours for a student development practicum entitled "SD280, Section 01 - Ambassador Honor Society." The purpose of this practicum is to develop, within those participating in the Ambassador Honor Society, stronger skills in the following areas: 1) Leadership, 2) Communication, 3) Initiative, 4) Cooperative Learning, and 5) Cooperative Task Accomplishment. There are certain expectations and responsibilities that are asked of Ambassadors as they fulfill required service hours. These include honoring commitments for services and conducting oneself always in a professional manner.

Section 8. Requirements for Student Development Credit

- a. Ambassadors can earn from one to three hours of Student Development credit, graded on a pass/fail basis, for performing additional hours.
- b. Service hours, or credit hours, are hours volunteered at or for designated campus and community events. Hours for which one is being paid, volunteering for another organization, or for which one receives college credit (other than Ambassador Honor Society credit) cannot be counted as service or credit hours.
- c. Ambassadors may count Ambassador Honor Society meeting times and all hours spent related to Ambassador Honor Society activities. An Ambassador must volunteer forty-five hours for each credit earned.
- d. All hours shall be submitted to the Vice-President.
- e. Ambassadors wanting to earn credit shall maintain a weekly log of hours earned, to be submitted to either the Staff Advisor or the Faculty Advisor. This log shall include the start and end times, dates, and a description of the service or activities performed.
- f. All hours for student development credit shall be submitted by the end of each semester and a current application form must be on file. Because the Ambassador Honor Society provides services for campus and community events that depend on these services, it is crucial that a commitment to participate is honored. If one cannot fulfill a commitment, it is the responsibility of that person to find a substitute Ambassador. Any Executive Committee Member, Liaison Committee Member, or Advisor for the organization can explain in more detail how these hours may be earned.
- g. As prerequisite for the course, 25 hours (of the 45 hour total) must be completed prior to enrollment. Hours earned for credit must be earned during one academic calendar year. The course may be taken only during spring semester. Ambassadors at the LC State Coeur d'Alene Center shall submit logs to the Chapter Liaison Ambassador or the Liaison Vice-President.
- h. To enroll for these credits, an Ambassador must have approval and a signature of either the Staff Advisor or the Faculty Advisor, prior to registration; in Coeur d'Alene, the signature of the Coeur d'Alene Faculty Advisor is required.

Section 9. Incomplete Policy for SD280, Section 01

- a. An incomplete can be granted only if 75% of the hours are fulfilled (34 hours per credit) and if there is a documented family or medical emergency.

Section 10. Accessibility Accommodation

- a. If course adaptations or accommodations are needed because of a disability or if a member has emergency medical information that needs to be known, the member should consult with an Ambassador Advisor.

ARTICLE IX. Ambassadors at LC State Coeur d'Alene Center

Section 1. The Chapter Liaison Executive Board/Chapter Liaison Ambassador

- a. Coeur d'Alene Center Ambassadors should elect a Liaison President, Liaison Vice-President and Liaison Secretary. These members will make up the Chapter Liaison Executive Board. If the chapter has less than three members and cannot make a Chapter Liaison Executive Board, a single Chapter Liaison Ambassador must be elected by the Chapter. This Chapter Liaison Ambassador must fulfill all the duties of the Liaison President, Liaison Vice-President and Liaison Secretary in accordance to their definitions listed below.

Section 2. Duties and Service Hours for Liaison Officers

Liaison President: The duties of this officer will be to:

- a. Preside over all regular and special meetings.
- b. Represent the Ambassador Honor Society in a professional manner.
- c. Work closely with officers and committee chairpersons and give guidance.
- d. Request assistance from Advisor(s) and the Executive Board as needed.
- e. Provide information to the Liaison Secretary before meetings for the upcoming agenda;
- f. Make formal funding requests from the Lewiston Chapter Executive Board.
- g. In the absence of the Liaison President, the Liaison Vice-President shall assume the duties of the Liaison President.

Liaison Vice-President: The duties of this officer will be to:

- a. Record all events and participants in those events for graduation tassel and/or credit requirements.
- b. Keep track of all hours earned by Chapter members.
- c. Determine (on a case-by-case basis) which events on their campus or in their community are to be approved as Ambassador events.
- d. Turn in these hours to the Lewiston Chapter Vice-President no later than 5 days past the deadline set for volunteer hour submission.
- e. In the absence of the Liaison President, the Liaison Vice-President shall assume the duties of the Liaison President.

Liaison Secretary: The duties of this officer will be to:

- a. Attend all meetings and keep accurate records.
- b. Provide copies of minutes (including regular and special) to both Chapter's Advisor(s), and the Chapter minutes record book.
- c. Be responsible for documenting member attendance at each meeting. These hours are to be submitted to the Liaison Vice-President prior to the next regularly scheduled Ambassador meeting, or in the case of the last meeting, by the end of the semester.

Section 3. Chapter Liaison Advisor(s)

- a. The Chapter Liaison Advisor(s) shall be selected from the faculty or professional staff by the Office of the Provost. In the event that the Ambassadors recognize a need for either more Advisors or the replacement of an Advisor, a two-thirds majority vote, by the Ambassador Honor Society membership at a regularly scheduled meeting, is needed to initiate a formal request to the Office of the Provost. The Liaison President, Liaison Vice-President and the Liaison Secretary/Treasurer shall arrange a meeting with the Office of the Provost to make the formal request for change. Advisor's duties shall include education, leadership and liaison. The Advisor(s) shall serve until resignation from the post, or by removal by the Office of the Provost.

Section 4. Resignation and Removal of Liaison Officers

- a. A liaison officer may remove themselves from an office by notice to the Liaison President. In the event of a Liaison President's resignation, notice will be given to a Liaison Advisor.
- b. Any liaison officer may be removed from office by resignation or by a two-thirds majority vote of the membership attending a regularly scheduled meeting. All members shall be notified a week in advance that an officer recall vote is to be taken.
- c. The Liaison Advisor shall be responsible for doing this notification.
- d. In the event of an officer's resignation or removal, a new officer must be elected for that position as soon as possible. by the election process. In the event no nominations are received, the Liaison Advisor of the academic year for which this officer is to serve shall appoint a new officer.

ARTICLE X. AMENDMENTS

The Procedure for amending this constitution shall be as follows:

Section 1. Amendments

- a. Amendments may be added to the Constitution. The Lewiston Chapter President is responsible for notifying the Coeur d'Alene Center Chapter of voting procedures.

Section 2. Proposal

- a. Amendment proposals to the Constitution may be submitted by a petition signed by one-quarter of the total membership to the Executive Board prior to any regularly scheduled Executive Board meeting for due process. The Executive Board shall present the proposal to the membership.

Section 3. Announcement of Constitutional Change

- a. An announcement of the proposed constitutional changes shall be sent to all members by e-mail fourteen (14) days prior to the first general membership monthly meeting ; copies of the proposed changes shall be attached to the announcement e-mail and available as a paper copy for review upon request.

Section 4. Voting Procedure

- a. Amendments to the Constitution shall be voted upon at a regularly scheduled general membership meeting and shall be ratified by a majority of the votes cast in that election. All distance learning members are invited to vote in person or by email to the Lewiston Chapter President prior to the second general membership meeting. Any current Ambassador member may vote in an election. In the event of a tie vote, the Executive Board shall, at their discretion, determine the outcome of the tie.

*****Heretofore concludes the Constitution of the LC State Ambassador Honor Society*****