

## **Rules and Regulations**

### **Article I**

#### Name of Committee

### **RAMONA CALIFORNIA CHAMBER OF COMMERCE AMBASSADORS**

**(Referred to hereafter as the AMBASSADORS)**

### **Article II**

#### Objectives of the Committee

The purpose of the Ambassadors is to act as an unofficial public relations arm of the Chamber in order to promote good will, understanding and a positive, friendly image to the Ramona community and businesses.

### **Article III**

#### Officers and their duties

1. The officers of the Ambassador Committee shall consist of a **Chairperson, Vice-Chair, Secretary, Treasurer, and New Member Coordinator (Referred to hereafter as the Executive Committee)**.
2. The duties of the **Chairperson** are to prepare agendas, preside at meetings, appoint committees, certify expenditures, and give a monthly report to the Ramona Chamber of Commerce Board of Directors.
3. The **Vice-Chair** shall act for the chair in the chair's absence.
4. The **Secretary** shall keep the minutes and records and e-mail or send minutes to members for additions or corrections.
5. The **Treasurer** will develop the budget for the fiscal year in close cooperation with the Chairperson, keep financial records of income and expenses, and make recommendations on other matters of financial concern.
6. The **New Member Coordinator** will coordinate with new members of the Ramona Chamber of Commerce for the purpose of providing the following:
  - A. Facilitate Ambassadors contact with new members who will provide Chamber support.
  - B. Schedule New Member Welcome Meetings to be held quarterly at a time and place to be determined.
  - C. Prepare nametags, ribbons, table decorations, etc. for mixers and new member's welcome meetings.

## Article IV

### Selection of Officers

Potential Ambassador Chairpersons (maximum of three) will be recommended to the Ramona Chamber of Commerce Board of Directors, by the current active members of the Ambassadors 90 days prior to January 1. The Chairperson, (liaison), shall be appointed 60 days prior to January 1 by the Ramona Chamber of Commerce Board of Directors. The Vice Chair, Secretary, Treasurer, and New Member Coordinator will be nominated and elected by a majority of the membership. Term of office for the Executive Committee is from January 1 through December 31 of each year.

## Article V

### Meetings

Section 1. General membership meetings will be held once month, at a time and date to be determined by the Executive Committee.

Section 2. Robert's Rules of Order will be the parliamentary authority for general membership meetings, with the exception that no quorum will be required.

Section 3. The Chairperson of the Executive Committee can call special meetings to discuss matters of concern, business, etc. to bring before the Ambassadors.

## Article VI

### Committees

Section 1. The Chairperson shall establish committees and appoint committee members as needed.

## Article VII

### Duties

Section 1. Under the direction of the Ramona Chamber of Commerce Board of Directors, Ambassador duties shall be the following:

Encourage and make new member introductions, recruit and retain members. Promote your business and that of other member businesses. Attend and execute assigned work at monthly mixers and attend Ambassador monthly meetings. Assist in Ramona Chamber of Commerce sponsored events. Wear appropriate Ambassador identification (name tag, tee shirt, and or jacket). **And, always wear a big smile and have fun!**

Section 2. The Ambassadors **shall not** endorse or **show support** for any political candidate or political position while representing the Ramona Chamber of Commerce.

## Article VIII

### Membership

Section 1. Individuals who wish to be considered for membership in the Ambassadors shall submit an application. The Executive Committee shall determine the content and requirements of the application from time to time, as circumstances require. Applicants shall attend meetings, mixers and events as a provisional Ambassador for 90 days, after which they may be inducted as an Ambassador upon Executive Committee approval.

- a. New Ambassadors shall acknowledge that they have read and agreed to these Rules and Regulations by signing and dating a statement of that fact.

Section 2. Membership shall be limited to 35 members and can be revised by the Executive Committee.

Section 3. Ambassador of the Year and Ambassador of the Quarter shall be selected by a committee of 5 Ambassadors, consisting of one Executive Committee member, appointed by the Executive Committee.

Section 4. A Ramona Chamber of Commerce member **shall not** serve as an Ambassador and a Ramona Chamber of Commerce Board of Director at the same time.

Section 5. Failure to attend regular monthly meetings and monthly mixers will result in a re-evaluation of an Ambassador's membership status. An Ambassador sign-in sheet will be provided at each event.

Section 6. If an Ambassador cannot attend a function for which he/she has signed up, the Ambassador must *replace himself/herself*. The Ambassador and the replacement must notify the Chairperson or Vice-Chair as soon as possible. Three unexcused absences from a scheduled Chamber event for which an Ambassador has signed up in a twelve-month period will result in review by the Executive Committee for possible termination as an Ambassador with the approval by the Ramona Chamber of Commerce Board of Directors.

Section 7. An Ambassador can be terminated for conduct that adversely reflects upon the Ambassadors and/or the Ramona Chamber of Commerce. Non-professional behavior as an Ambassador will undergo review by the Executive Committee. Termination will require a simple majority vote of the Executive Committee and approval by the Ramona Chamber of Commerce Board of Directors.

## Article IX

### Amendments

Section 1. The Ambassadors' Rules and Regulations may be amended at any regular business meeting of the Ambassadors by a two-thirds vote of the current members, pending approval of the Ramona Chamber of Commerce Board of Directors.

Section 2. Approval. These Rules and Regulations were approved on \_\_\_\_\_ (date).

Ambassador Chairman \_\_\_\_\_

Secretary: \_\_\_\_\_

Ramona Chamber of Commerce Board of Directors approved these Rules and Regulations on \_\_\_\_\_ (date).

Ramona Chamber of Commerce Board of Directors President: \_\_\_\_\_

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I hereby acknowledge that I have read and agree to abide by the Rules and Regulations for the Ambassadors of the Ramona Chamber of Commerce. Failure to abide by said regulations may result in my termination as an Ambassador.

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(signature)

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(date)