

**Owasso Chamber of Commerce**  
**Ambassadors Committee**  
*Amended March 2015*  
**Rules and Regulations**

This is a committee of the Owasso Chamber of Commerce, and shall be known as the Owasso Chamber Ambassadors.

**Objectives and Purpose**

- (a) To participate in ribbon cuttings, grand openings, tours and other special events in Owasso and the surrounding areas in order to promote good will, understanding and exposure of the Owasso Chamber of Commerce.
- (b) To assist the Owasso Chamber of Commerce in recruiting and retaining members.
- (c) To act as good will ambassadors for the Owasso Chamber of Commerce by officially welcoming and greeting out-of-town dignitaries, special guests, speakers, business persons, individuals and groups involved in community, educational and special events.
- (d) To participate in Chamber activities as requested by the Owasso Chamber of Commerce.

**Membership**

- (a) Members: Membership is, in all respects regulated and restricted by the members in good standing, subject to the following:
  - 1. Total membership shall not exceed 30 members.
  - 2. There shall be no more than two (2) Ambassadors members from any one (1) business.
  - 3. No designates allowed.
  - 4. A member of the committee must be a member in good standing of the Owasso Chamber of Commerce, subject to its by-laws.
- (b) Attendance and Participation: Members shall participate in at least fifty percent (50%) of monthly Ambassador Meetings and fifty percent (50%) of Chamber membership luncheon meetings in each calendar year. Failure to do so would be grounds for dismissal. Members are encouraged to participate in other Chamber-sponsored activities throughout the year. Any member who fails to participate in Chamber activities 5 times in a 12 month period is subject to dismissal from the committee.
- (c) Badge: Every member will be provided with a name badge. The badge should be worn when serving as an Ambassador at Chamber functions.

- (d) **New Members:** Any Chamber Member who wishes to become an Ambassador shall submit their name to the Chamber prior to attending a meeting. The prospective member shall then attend two (2) consecutive Ambassador Meetings prior to approval for membership. Approval of new members will be by written ballot cast by a majority vote of the members present at the prospects 3<sup>rd</sup> meeting.
- (e) **Officers:** Officers shall serve one-year terms (January through December) as follows:
1. **Chairman:** The Chairman shall preside at Ambassador meetings, appoint any sub-committees and sub-committee heads as deemed necessary, and discharge all duties which are normal to the office of Chairman.
  2. **Vice Chairman:** The Vice Chairman shall assist the Chairman in carrying out those duties as set forth above, and shall act as Chairperson in his/her absence. In the event the Chairman is unable to fulfill the duties on his/her position at any time during the year, the Vice Chairman shall serve as Chairman for the remainder of the year. The Vice Chairman shall serve as Chairman the following year.
  3. **Secretary:** The Secretary, who shall be a member of the chamber staff, shall attend all regular and special meetings of the Ambassadors and shall keep attendance and true and complete records of the proceedings of such meetings. He/she shall compile a complete record of each Ambassador's participation in scheduled activities, as provided to the secretary by each member. The Secretary shall also:
    - Provide members with a meeting agenda, as well as the minutes from the previous meeting.
    - Schedule all ribbon cuttings, prepare the ribbons with the name of the business and date of the ribbon cutting, notify members of same in advance, and notify the community newspaper photographer of the ribbon cutting.
- (f) **Election of Officers:** The following procedure shall be followed for the election of officers:
1. The Chairman, Vice-Chairman and Immediate Past Chairman shall serve as a nominating committee for the office of Vice-Chairman. The nominating committee shall meet prior to the November Ambassador meeting and shall submit a name of a candidate for the office at the November meeting. Other nominations may be received from the floor at the November meeting. The office shall be voted upon at the November meeting, and election shall be carried by a majority vote of the members present at that meeting. If there is more than one nominee for the office, votes will be cast by written ballot and counted by the officers and Chamber staff.

2. On January 1 of each year, the Chairman shall move to the position of Immediate Past Chairman, the Vice-Chairman shall move to the office of Chairman, and the newly elected Vice-Chairman shall take office. In the event the Immediate Past Chairman is unable to uphold his/her position for the year or any portion thereof, the previous Past Chairman shall move back into that position.
3. In the event both the Chairman and Vice Chairman are unable to fulfill the duties of his/her position, any members elected at any regularly scheduled meeting, carried by a majority vote of the members present, shall fill those positions to complete the existing terms.

### **Meetings**

- (a) Regular Monthly Meeting: The Ambassadors shall meet the third Thursday of each month at 12:00 to 1:00 p.m. Meetings are subject to change.
- (b) Special Meetings: Special meetings may be called by the Chairman, Vice Chairman or Chamber President. The purpose of the special meeting shall be stated at the time the meeting is called.

**Amendments**

The Rules and Regulations of the Ambassadors may be amended by a majority vote at any regular monthly meeting, provided at least fifty percent (50%) of the committee is in attendance at said meeting, and provided notice of the proposed change(s) shall have been provided to each member not less than five (5) days prior to such meeting. Any such amendments are subject to the approval of the Board of Directors of the Owasso Chamber of Commerce.

The foregoing Rules and Regulations were voted upon and approved at a regularly scheduled meeting of the Ambassadors on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman

Approved by the Owasso Chamber of Commerce Board of Directors at a regularly scheduled Board meeting on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman