Graham Chamber of Commerce Ambassadors
Bylaws
Approved and Accepted February 2, 2024

PURPOSE

The Graham Chamber of Commerce Ambassadors shall be the official host for the Chamber of Commerce and shall carry out the activities that improve the membership, prestige, and public image of the Chamber of Commerce.

GENERAL RULES

1) The Ambassadors shall be limited to 10% of the Chamber Membership total.

2) Eligibility for active membership:

   A. Prospective members of the Ambassadors must be either i) employed by or an owner of members in good standing of the Graham Chamber of Commerce or ii) an individual Chamber member in good standing.

   B. Membership in the Chamber Ambassadors may be obtained when vacancies exist, by invitation or by application, where individuals indicating a desire for membership and upon approval and recommendation of the Review Committee shall appoint new members to the group.

   C. A Review Committee, consisting of 3-5 Ambassadors, will be appointed by the Ambassador President to make or receive nominations/applications for memberships. Any Chamber member may submit a name/application, including their own, to the Review Committee. After the Review Committee vets candidates, it shall submit recommended candidates to the Ambassador membership electronically for a vote. Voting will be done online and anonymously. Upon notification, members have 5 days to

approve/oppose the appointment of individual applicants via the online voting system. After the 5 days have expired, votes will be tallied by the Ambassador President and presented to the Review Committee. Based on a majority of the total votes received, the individual candidates shall be either accepted or denied into membership and notified of the decision by the Ambassador President.

D. Ambassadors are responsible for the purchase of the items comprising of the official uniform, which includes an embroidered red polo, a name tag, and a red blazer.

3) Requirements for maintenance of active Ambassador membership:

A. Members of the Ambassadors must be either i) employed by or an owner of members in good standing of the Graham Chamber of Commerce or ii) an individual Chamber member in good standing.

B. Exhibition of desire to retain membership as evidenced by regular attendance at Chamber functions. Regular attendance shall be defined as earning a minimum of 200 points in a calendar year. Points are earned as follows:

- *Annual Banquet – 25 points
- *Ambassador Golf Tournament – 25 points
- Possum Pedal – 25 points
- Teacher Appreciation – 25 points
- Chambers' Classic at the Cliffs Golf Tournament – 25 points
- Christmas Parade – 25 points
- Ribbon Cutting – 10 points
- Ribbon Cutting – Saturdays – 15 points
- Quarterly Luncheon – 10 points
- Business After Hours / Coffee with the Chamber – 10 points
- Semi-Annual Ambassador Meeting – 5 points
- Extra points may be earned by responding to requests for assistance throughout the year, such as distributing posters, etc.

*Attendance by all Ambassadors is required.

Notifying the Ambassador President is necessary if one cannot attend a function. Attendance is evaluated prior to each semi-annual meeting. Ambassadors who have not earned at least 50% of the required points will be put on probation. During the following six-month probationary period, members must increase their attendance at Chamber functions to meet the annual minimum point requirement.

Any dropped Ambassador member wishing to resume active membership must reapply through the application process following a one-year waiting period.

4) Alumni status:

   A. A member of the Chamber Ambassadors with ten years or more of active service may request Alumni status for health, business, or personal reasons that necessitate extended absences from the Graham area or for other prevailing reasons that can be justified only at annual or semi-annual meetings.

   B. There is no attendance requirement. However, an invitation will be extended to all Alumni to attend ribbon cuttings and the Annual Banquet. Alumni may choose whether to dress in their official Ambassador uniform.

   C. The membership shall have authority to act in Alumni membership requests, and to place active members on Alumni status when individual situations warrant such placement, only at annual or semi-annual meetings.

5) General meetings of the organizations may be called by the Chamber CEO, Chamber Executive Director, Ambassador President, or by two other Ambassador officers, when necessary, but no less than semi- annually.

6) The organization's official uniform shall be an embroidered red polo shirt which can be worn at ribbon cuttings, luncheons, golf tournament, and other such events. Ambassadors must wear a red sports jacket, white shirt, black trousers, or black dress, skirt, or slacks, along with the official name tag to Annual Banquet and any other designated "red coat event."

7) The Chamber CEO, Chamber Executive Director, immediate past president, and two members appointed by the sitting President shall serve as a nominating committee from January 1 through December 31.

8) The Chamber Executive Director and the Ambassador President shall coordinate Chamber Ambassadors' activities and assist with publicity.

9) The fiscal year for the Chamber Ambassadors shall be the same as that of the Chamber of Commerce, January 1 through December 31.

10) The officers of the Chamber Ambassadors shall consist of the President, Vice President, Secretary, and immediate Past President. The President of the Ambassadors coordinates ribbon cuttings and communicates, primarily via email, with the Ambassador group for scheduling and to notify them of upcoming events. The secretary of the Ambassadors is responsible for taking meeting minutes and keeping attendance records up to date. Each officer is required to serve on the Golf Tournament Committee.

11) At any regular or annual meetings of the membership, these Bylaws may be amended or superseded by a majority vote of a quorum of the members eligible and present. A quorum is defined as a simple majority of the members present.

CODE OF CONDUCT

As a Chamber Ambassador, you directly reflect the Graham Chamber of Commerce. As stated above in "PURPOSE," an Ambassador serves as the official host for the Chamber of Commerce. As a direct representative of the Chamber, Ambassadors shall carry out activities that improve the experience for new and existing businesses so that all grow, prosper, and feel included.

To that end, Ambassadors are expected to conduct themselves as follows:

- with professionalism at events, on social media, and in public;
- to maintain confidentiality;
- to not disclose information obtained in an Ambassador meeting;
- attend Chamber events, thus achieving the point requirement;
- attend Ambassador only meetings; and
- participate in a personal review conducted by the Ambassador President, Chamber CEO, and Chamber Executive Director, as needed.

An annual meeting will be held to review the past year, to look to the year ahead, elect new officers, and review by-laws. An additional semi-annual meeting will be held to prepare for upcoming events.

As Quarterly Luncheon event hosts, Ambassadors will be responsible for meeting, greeting, serving, and assisting with set-up and/or clean-up. The official Ambassador red polo shirt and name tag should be worn to these luncheons.

At other Quarterly events such as Coffee with the Chamber and Business After Hours, Ambassadors will meet, greet, serve, and assist with set-up and/or clean-up, as needed. Ambassadors will be instructed in advance whether the event is an official uniform event.

As ribbon-cutting hosts, Ambassadors will be responsible for meeting and mingling with the new business owner and employees and others attending the ribbon-cutting. The Ambassador red polo shirt and name tag should be worn at all ribbon cuttings. Additionally, each Ambassador is asked to bring a business card which will go into an organizer for the new business.

At the Ambassador Golf Tournament, Ambassadors are responsible for meeting, greeting, serving, assisting with setup and/or clean-up, and staffing the Oasis. The official Ambassador red polo shirt and name tag should be worn to the tournament.

At the Annual Banquet, Ambassadors are responsible for meeting, greeting, serving, assisting with setup and/or clean-up, and other tasks as assigned by the Ambassador President. This is a formal event and Ambassadors should wear their red jacket with white shirt, black dress/skirt, black slacks/trousers, along with the official and name tag.

Each year at the Annual Banquet, an Ambassador of the Year is announced. This person is someone who regularly attends events, is willing to help, and who personifies the qualities of an Ambassador.

Violation of the terms of the by-laws, including the code of conduct, may be grounds for consultation with an Ambassador and potential termination. All grievances shall be handled by the Ambassador Officers, Chamber CEO, and Chamber Executive Director. The Graham Chamber of Commerce Executive Committee will make all decisions of disputed termination.

CERTIFICATION OF ADOPTION

We, Becca Sullivan, President, and Jayne Beale, Vice President, certify that the preceding Bylaws of the Chamber of Commerce Ambassadors were adopted by a majority of the members present at a meeting of the membership held at the Chamber offices in Graham, Texas, on the 2nd day of February, 2024.

Becca Sullivan
Chamber of Commerce Ambassador President

Erin Gaton
Chamber of Commerce Ambassador Vice President