

**STEAMBOAT SPRINGS CHAMBER RESORT ASSOCIATION
AMBASSADORS
BYLAWS**

Mission Statement

The purpose of the Steamboat Springs Chamber Resort Association Ambassadors is to act as public relations representatives of the Chamber. Our function is to attract new members, retain current members and promote Steamboat Springs businesses to insure continued growth for our economy. As Chamber Ambassadors we are proud of Steamboat Springs and actively share that enthusiasm with others.

I. Name.

The name of this organization shall be the Steamboat Springs Chamber Resort Association Ambassadors (“Ambassadors”).

II. Purpose and Function.

The Ambassadors is a committee of the Steamboat Springs Chamber Resort Association and serves in the capacity of public relations representatives. The Ambassadors also provide college scholarships to students from high schools in Routt County in accordance with its scholarship guidelines as may be amended from time to time.

III. Board of Directors.

A. The Ambassadors shall be governed by a seven (7)-member Board of Directors, which shall exercise all of the powers of the Ambassadors, unless specifically reserved to the Members. The Board of Directors shall consist of a President, Vice-President, Secretary/Treasurer, Past-President, and three (3) at-large members.

B. The term of each Director shall be one (1) year but Directors may serve for more than one (1) term. Each Director shall hold office until his successor shall be duly elected and take office. The Directors shall be elected at a duly called meeting of the Members. Elections shall be held in October of each year or as soon thereafter as is reasonably possible.

C. Vacancies. If there is a vacancy at any time in the Board occurring by reason of resignation, death, termination of membership, or any other reason, the same shall be filled only by a vote of the Members.

D. Meetings. At least one (1) regular meeting of the Board shall be held annually. The Board may hold other regular or special meetings as the Board may determine. Meetings of the Board may be held without formal call or notice, at such place and at such times as the Board may from time to time determine.

E. Quorum. A majority of the Directors in office shall constitute a quorum. When a quorum is present at any meeting, the act of a majority of the Directors in attendance shall be the act of the Board.

F. Powers. As the Ambassadors is a working committee of the Steamboat Springs Chamber Resort Association, the Board of Directors has all the powers conferred on such a committee. The Board has the power to adopt and amend requirements of memberships and all other provisions of these Bylaws.

G. Officers. The Officers shall be the President, Vice-President, Secretary/Treasurer, and the Past President.

1. President. Subject to the direction of the Board, the President shall be the chief executive officer and shall perform such other duties as from time to time may be assigned to him by the Board. The President shall, pursuant to the Chamber's governing documents, be a member of Chamber's Board of Directors. The President shall attend and participate in Chamber meetings and provide updates to the Ambassador membership and be the primary liaison between Chamber staff and Ambassadors.

2. Vice-President. The Vice President shall act in the absence of the President. The Vice-President shall serve as the Y.E.S. Golf Tournament Coordinator and oversee the Y.E.S. Golf Committee.

3. Secretary/Treasurer. The Secretary/Treasurer shall ensure that notice of all meetings of the Members and the Board are issued and shall keep full and true copies of the minutes of such meetings in a minute book of the Ambassadors. The Secretary/Treasurer shall also endeavor to obtain and report to the Members the budget and accounting of all funds allocated to the Ambassadors. The Secretary/Treasurer shall serve as the Scholarship Program Coordinator and oversee the Scholarship Committee. In the absence of the Secretary/Treasurer or in his inability to perform his duties, such duties may be performed by an assistant secretary or by a secretary pro-tempore appointed at any meeting by the President.

4. Past President. The Past President shall serve as the Meet and Greet Coordinator and shall act in the absence of the President and the Vice President.

H. At-Large Directors - Each at-large Director shall serve as the Coordinator for and oversee one of the following committees: Membership, Mixer, and Parade/Coach/Social.

I. Committees. In addition to the Board of Directors, the Ambassadors shall have standing committees. The Board may also form ad-hoc committees as needed. The Directors or members appointed by the Directors shall serve as coordinators for the committees. Standing committees shall include:

1. Membership - this committee shall be responsible for recruiting, obtaining and reviewing applications, interviewing, and retaining members.
2. Mixer - this committee shall be responsible for staffing, assisting the Chamber staff in planning and organizing all Chamber mixers.

3. Parade/Coach/Social Activities – this committee shall be responsible for staffing and organizing all parades, including but not limited to ensuring that the coach and horses are scheduled, and all Ambassador social activities.
4. Scholarship – this committee shall be responsible for all aspects of the scholarship program.
5. Y.E.S. Golf Tournament – this committee shall be responsible for all aspects of the annual golf tournament.

IV. Membership.

A. Goals of Membership

1. To recruit candidates who will contribute to the mission of the Chamber Ambassadors.
2. To make the Chamber Ambassadors program beneficial to the Ambassador, their business, the Chamber, and the community.
3. To welcome and involve each new Ambassador by mentoring each candidate for a period of 3 months.
4. To identify and retain candidates who will be involved with the Chamber Ambassadors for a minimum of 1 year.

B. Action by Membership. Other than actions required to be taken or reserved to the Board of Directors, the Ambassadors shall act by a majority vote of a quorum of Members in attendance at a regular or special meeting. A quorum shall be 25% of the current Members in Good Standing

C. Requirements of Membership

1. Candidates must complete the Application process and be accepted as a Member by a vote of the Membership as set forth in Section D. below.
2. Attire. All Members must obtain a uniform consisting of:
 - a. White long sleeve shirt (western style) and white short sleeve golf style shirt (or other appropriate white shirt) with embroidered logo. Members will be reimbursed for the cost of the shirts after 1 year of membership and maintenance of Good Standing status during that year.
 - b. Black pants (optional black shorts, skirt, or capris).
 - c. Name Tag – first name tag is provided by the Chamber; any subsequent name tag needed shall be purchased by the individual.
 - d. Occasionally, some events require a more specific uniform, such requirements as determined by the Board or committees from time to time.

3. Participation and time commitment.
 - a. Ambassadors are committed to participate in 3 activities per month.
 - b. Ambassadors are strongly encouraged to participate beyond the minimum required time commitment because the more Ambassadors that are involved, the stronger the program and the easier it is on all Ambassadors.
 - c. Ambassadors are required to respond to email requests from Chamber staff and other Ambassadors.
 - d. Good Standing. Ambassadors must maintain participation and response requirements to be in "Good Standing".
 - e. The Board of Directors will evaluate Ambassador participation on a quarterly basis. If an Ambassador is found to be not in Good Standing for any month during that quarterly period, the Director in charge of Membership shall contact the deficient Ambassador to determine if he or she desires to continue as an Ambassador. If the Ambassador desires to continue as a Member he or she shall be advised that they must be in Good Standing for the following quarterly period. If they do not meet the participation requirement for the following quarterly period they will be dropped from membership, with or without notice.
 - f. Any member may request that he be granted a leave of absence for a period of up to 6-months, for any reason. Such request shall be reviewed and approved or denied by the Board of Directors. The Board shall advise the Members of such action. Approval of a leave of absence will not be unreasonably withheld for any member who has been in Good Standing prior to the request.
5. Members are expected to be a member of the Chamber as an employer/owner or an employee of a Chamber member. The Board may approve exceptions on an individual basis (ex. for retirees).
6. Some of the activities that the Ambassadors participate in include the serving of alcohol. An Ambassador that serves alcohol must be TIPS or SSART trained.

D. Application Process

1. Candidate submits a completed Application.
2. The Director in charge of Membership and one other Board Member shall meet with the candidate and review the membership process and requirements. The Director also ensures that the Employer Letter of Explanation is delivered to the candidate's Employer if necessary.
3. After receiving a completed Application and meeting with the candidate, the Director and other participating Member submit the Application and recommendation for approval or disapproval to the Board of Directors.

4. Board Review - The Board will review the Application and if approved by the Board will distribute a summary of the Application to the Members with a recommendation for acceptance. Such information shall be distributed to the Members.
 5. Member Approval - Members shall vote either at the next regularly scheduled meeting or via email whether to accept or reject a candidate.
 6. The referring Ambassador becomes the Mentor to the candidate, if no referring Ambassador, a mentor will be assigned.
- E. Mentor. The Mentor's responsibilities will include:
1. Review membership requirements, per the bylaws, with the Candidate.
 2. Follow up with the new Ambassador, answer questions, provide information, and assist him in obtaining proper attire and name tag.
 3. Be a mentor to the new Ambassador for 3 months and be proactive in involving the new Ambassador in Member activities.

V. Regular Activities

The following are the regular activities of the Ambassadors that count towards the required activities per month:

- Monthly Meetings (2nd Thursday of each month)
- Board of Director Meetings (as determined by President)
- Committee Meetings (as determined by the Board of Directors)
- Mixers (Wednesdays as scheduled by Chamber)
- Winter Carnival (February)
- Ribbon Cuttings (Generally Tuesdays and Thursdays as scheduled by Chamber)
- Meet and Greet (once per month)
- Parades
 - Winter Carnival (February)
 - 4th of July
 - Cheyenne (July, if approved)
 - Hayden - Routt County Fair (August, if approved)
- Y.E.S. Tournament (1st Wednesday in June)
- Ambassador Holiday Party (2nd Thursday of December)
- Navigator Awards (Last week of October)

There are several other opportunities to volunteer at Chamber activities however these do not count for the three required activities per month.

These Bylaws were adopted at a duly called meeting of the Board of Directors on September 10, 2009.

Julie Kirkpatrick, Secretary