

The **President's Ambassadors** (PA's) are a group of Utah business and professional people who donate their time and energy to serve as official goodwill ambassadors for the Salt Lake Chamber.

**I. Objectives:**

The objectives of the PA's are to:

- 1) Promote the Mission of the Salt Lake Chamber whenever possible within the business community. The Mission of the Salt Lake Chamber is to:
  - i. Stand as the Voice of Business
  - ii. Support Our Members' Success
  - iii. Champion Community Prosperity
- 2) Officially represent the President of the Salt Lake Chamber and its membership at Chamber, business, and general community events throughout the Salt Lake Valley.

**II. Activities:**

The activities of the Ambassadors include:

- a. Attending and assisting at Ribbon Cuttings and other business opening ceremonies,
- b. Hosting Chamber promotional events, particularly with the intent to recruit and welcome new members to the Salt Lake Chamber
- c. Conducting other promotional activities that benefit the general Salt Lake City business community as invited

**III. By-Law Objectives:**

The principal objective of the by-laws of the Ambassadors is to maintain organizational policy and procedures that allow for leadership continuity, continued proven & acceptable practices, and orderly change when required. Other by-law objectives include the maintenance of:

- a. Standards and procedures for new membership qualifications/induction and membership levels
- b. Standards for continued membership
- c. Standard policies and procedures for the election of officers.
- d. Standard policies delineating the responsibilities of officers and the executive committee
- e. Policies and procedures to be followed when revising by-laws
- f. Policies and procedures for the other miscellaneous administrative details- primarily as they pertain to the ongoing continuity of the organization though time.

#### IV. **Membership**

Membership in the Ambassadors shall represent a cross section of the professional and business community of Utah, without regard to gender, race, creed, physical ability, sexual orientation, or political and religious practices.

##### **A. Qualifications:**

Members of the Ambassadors must demonstrate the following qualifications to be considered for and remain an active member:

- a. Be a member in good standing in the Salt Lake Chamber
- b. Be available to attend Salt Lake Chamber general functions

Membership levels are classified as follows:

- a. Active Current Member
- b. Executive/Steering Committee Member
- c. Emeritus Member

##### **B. Active Membership:**

Membership into the Presidents Ambassadors will be considered by invitation only. Under the direction of the Chair of the PA organization, an active Ambassador must present the prospective member's completed application to the Executive Committee. If the executive committee approves the applicant, the prospective member's application is then forwarded onto the active Ambassador membership. The selected prospect must be approved by the active membership before being accepted for membership. Three dissenting votes signed by active members will potentially disqualify the prospect. Dissenting votes must be presented in writing to the President of the PAs stating basic reasons for a negative vote. The Executive Committee will hold any dissenting votes in confidence. Applicants for new President's Ambassadors may be admitted by vote of the full membership at the January or August membership meetings.

##### **C. Executive Membership:**

A PA is eligible for Executive membership when he/she has served in the PA organization for at least 1 year.

##### **D. Officers:**

Officers of the Presidents Ambassadors and their duties are:

- **Chair:** Duties are to:
  - a) Direct the overall PA administration
  - b) Preside and conduct meetings
  - c) Hold monthly Executive Committee meetings
  - d) Deliver an annual report of the PA's activities before the Salt Lake Chamber Board of Governors
  - e) He/she may appoint a committee to assist in these duties.

- **First Vice Chair:** (Vice Chair/Membership Chairman):  
Duties are to:
  - a) Preside in the absence of the Chair
  - b) Recruit new members
  - c) Encourage non-engaged members to become active
  - d) Insure that records of Ambassador attendance are maintained
  - e) He/she may choose a committee to assist
- **Second Vice Chair: (added 8/24/2016)**
  - a) *Arranges speakers for monthly membership meetings, speakers should reflect Chamber's commitment to business community while helping to broaden Ambassadors' knowledge of key community individuals and activities*
  - b) *Coordinates ambassador attendance and distribution at Business after Hours gatherings to insure that guests are well greeted, oriented, and introduced upon their arrival at the event*

**E. Attendance Standards:**

Active Ambassadors are encouraged to attend 75% of all functions. This level of commitment is necessary to support the organization and the Chamber.

**F. Active Member Terminations:**

Terminations of membership in the PAs shall occur if any of the following conditions exist:

- a) No longer member in good standing of the Salt Lake Chamber
- b) Improper behavior as a representative of the community and of the Ambassadors

If the Executive Committee determines, after conducting an investigation, that termination is appropriate by reason of inadequate attendance or improper behavior, the Executive Committee shall notify the member of that conclusion and shall afford the member the opportunity to meet with the Executive Committee to present his/her case.

**G. Initiation Fees, Dues, and Billings:**

There is no initiation fee associated with PA membership, however, each new member will be expected to pay \$25 for his/her membership scarf which is to be worn at all Chamber functions which feature PA involvement. Additional scarves as well as any other cost associated with being a PA are the responsibility of the individual member. Any requests for the Chamber to pay additional funds for PA events or PA member reimbursement must be submitted to the Chamber COO by a member of the Executive Committee prior to expected payment. The Chamber may cover incidental PA costs on a pre-approved, case-by-case basis.

**H. Election & Terms of Officers:**

All officers of the organization shall be elected annually and shall serve for a term of one year, beginning August 1. The Nomination Committee shall consist of the Steering Committee members. Nominations will be open to all Active Members in good standing.

Any Active Member in good standing may also make a nomination. It is recommended that the First-Vice Chair be nominated as Chair.

***I. Amendments to By-Laws:***

Amendments and/or revisions to these By-Laws shall only be accomplished by:

- a. Two weeks written notice of the proposed amendments and/or revisions shall be sent to all Ambassadors
- b. The amendments and/or revisions will then be voted on at the next regular meeting and shall require a 2/3 majority vote of those Active Members in good standing present at that meeting to order be adopted.

**Instructions for Audio/Visual Use**

Due to equipment and room security and usage coordination, the Chamber Operations team has requested that a Chamber staff member be present to set up AV equipment for PA and all other needs.

To reserve the Chamber Audio Visual system and an operator for any of the Chamber meeting rooms, please contact Jackie Sexton one week prior to event to check for availability (801-328-5053 or [pa@slchamber.com](mailto:pa@slchamber.com)) Jackie will either be there to set up the system, or arrange to have Chamber Operations Manager Maris Loftus there to do it.

If a problem arises at any point before or during the presentation, please call Maria at 801-328-5047 (o) or 801-941-1233 (m). You may also ask the front desk receptionist to secure help for you from any available staff for AV or any other issues while you are using the Chamber meeting facilities.

