

CONSTITUTION  
BY-LAWS  
*-and-*  
POLICIES AND PROCEDURES

*-for the-*  
INDIANAPOLIS AMBASSADORS

as ratified by the Membership on  
October 7, 1998

and as most recently amended by the Membership or the Board on  
March 27, 2007

and published as of  
May 8, 2007

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# CONSTITUTION

## ARTICLE I GENERAL

### Section 1

The name of the corporation is Indianapolis Ambassadors, Inc. (hereinafter referred to as the “Ambassadors”).

### Section 2

The Ambassadors is a non-profit, charitable and philanthropic service organization dedicated to the promotion, support and well-being of the City of Indianapolis and its people.

### Section 3

The fiscal year of the Ambassadors shall begin on the first day of January and end on the last day of the following December.

## ARTICLE II GOVERNING STRUCTURE, AMENDMENTS, APPEALS AND INTERPRETATION

### Section 1 - Governing Structure

**Subsection A - Constitution.** The structure and running of the Ambassadors shall be governed by the Constitution. No action by any member or officer may be taken that is in contradiction of the Constitution and any action so taken shall become void and without effect.

**Subsection B - By-Laws.** In addition to the Constitution, the Board of Directors, hereinafter Board, may, from time to time, establish and amend By-Laws not inconsistent with the Constitution. The By-Laws shall be binding upon the Board and the Membership to the extent they are not inconsistent with the Constitution.

**Subsection C - Policies and Procedures.** In addition to the Constitution and By-Laws, the Board of Directors may also, from time to time, establish and amend Policies and Procedures not inconsistent with the Constitution and By-Laws. The Policies and Procedures shall be binding upon the Board and the Membership to the extent they are not inconsistent with the Constitution and By-Laws.

**Subsection D - Guidelines.** The Board of Directors and individual officers may also, from time to time, establish and amend Guidelines, not inconsistent with the Constitution, By-Laws and Policies and Procedures. Guidelines are advisory only and shall have no binding effect.

## **Section 2 - Amendments**

The power to make, alter, amend or repeal the Constitution is vested in the Membership and the Board of Directors.

### **Subsection A - Proposal and Recommendations**

**Paragraph 1 - By Officer.** Any current Ambassador officer may propose an amendment to the Constitution. Such proposal may be put forth at any regular or special meeting of the Board of Directors whereupon it will be submitted to the By-Laws Committee for review.

**Paragraph 2 - By Members.** An amendment may also be proposed upon petition of one-fifth (1/5th) of the voting Membership. Upon successful petition, the proposal shall then be submitted to the Board of Directors whereupon it will be submitted to the By-Laws Committee for review.

**Paragraph 3 - Committee Review.** After an amendment to the Constitution is proposed and before it is voted on by the Board, it shall be submitted to the By-Laws Committee for review and recommendation. The By-Laws Committee shall then give its recommendation to the Board within forty-five (45) days of the amendment's proposal. If no recommendation is given within forty-five (45) days then the Board may vote on the proposed amendment without recommendation.

**Paragraph 4 - Board Recommendation.** Once a proposed amendment to the Constitution is brought back to the Board of Directors for a vote, a two-thirds (2/3rds) majority vote of the Board shall be required for official recommendation.

### **Subsection B - Adoption**

**Paragraph 1 - Normal Procedure.** Board recommended Constitutional amendments shall be submitted to the Membership for adoption at a general or special meeting of the Membership in March, July and November of each year (yet no more than six (6) months after the amendment's recommendation by the Board.) At such meeting a three-fifths (3/5ths) majority vote of the attending, proxied and absentee voting members shall be necessary for adoption. The amendment shall then take effect immediately unless otherwise specified in the amendment.

**Paragraph 2 - Special Procedure.** A Board recommended Constitutional amendment may be submitted to the Membership for adoption at a time earlier than that specified under Paragraph 1 upon two-thirds (2/3rds) approval by the Board or upon a petition of one-fifth (1/5th) of the voting Membership. At such meeting a three-fifths (3/5ths) majority vote of the attending, proxied and absentee voting members shall be necessary for adoption. The amendment shall then take effect immediately unless otherwise specified in the amendment.

**Paragraph 3 - Non-Recommended Proposal.** If a proposed amendment fails to obtain official Board recommendation within seventy (70) days of its proposal to the Board, the member(s) or officer(s) making such proposal may request to the Vice President that it be submitted to the Membership for adoption. The proposal must then be submitted to the Membership for a vote at a regular or special meeting of the Membership, at the discretion of the requester(s), no less than forty-five (45) days nor no more than six (6) months of said request. At such meeting, a three-fourths (3/4ths) majority vote of the attending, proxied, and absentee voting members shall be necessary for adoption. The amendment shall then take effect immediately unless otherwise specified in the amendment.

**Subsection C - Notice**

Before a proposed amendment to the Constitution can be voted on by the Membership, written notice of said proposal must be sent to the Membership no less than fifteen (15) days prior to the meeting in which the vote on the proposal is to be conducted. If said notice does not include the proposed amendment, then such proposal shall be made available to any voting member upon request to the Vice President.

*As Adopted on June 2, 1999 (1999-20)*

**Section 3 - Appeals**

The Membership shall have the right to appeal any decision made by the Board of Directors. A petition of one-fifth (1/5th) of the voting Membership, submitted to the Vice President, shall be necessary to officially appeal a Board decision. Upon such successful petition, the appeal must then be submitted to the Membership for a vote at a regular or special meeting no more than forty-five (45) days after its submission. At such meeting, a majority vote of the attending, proxied and absentee voting members shall be necessary to overturn the Board's decision.

**Section 4 - Interpretation**

**Subsection A - Robert's Rules of Order.** Unless otherwise specified in the Constitution, By-Laws or Policies and Procedures, all Ambassadors related business, including all meetings of the Membership and Board of Directors, shall be conducted according to the current edition of Robert's Rules of Order.

**Subsection B - Violations.** If any action by a member or officer is believed to be in violation or contradiction of the Constitution, By-laws or Policies and Procedures, notice of such allegation shall be given to the Vice President. The matter shall then be resolved in the manner set forth by the Disputes and Grievances Article of the By-Laws.

**Subsection C - Abstentions.** In any meeting pertaining to Ambassador business, including, but not limited to, all meetings of the Membership and Board, a vote to abstain shall be considered a non-vote and shall not be considered or tallied when determining quorum or total votes cast.

**Subsection D - Gender.** Throughout the Constitution, By-laws, Policies and Procedures and Guidelines, pronouns of the masculine gender shall include the feminine.

**Section 5 - Presidential Voting**

In all questions that come before the Membership, the President shall only vote if his vote will make a difference in the outcome of the vote.

**ARTICLE III  
MEMBERSHIP**

**Section 1 - Requirements**

**Subsection A - Basic.** Membership in the Ambassadors shall be open to all persons twenty-one years of age or older.

**Subsection B - Good Standing.** To be a Member in Good Standing, a member must:

1. Be no more than thirty (30) days past due in dues paid.
2. Not be on probation or otherwise suspended in accordance with the Constitution and By-laws.

**Subsection C - Voting.** The right to vote in matters coming before the Membership shall be extended to all Members in Good Standing. Honorary Members and Promotional Members, however, are not permitted to vote.

*As Amended November 3, 1999 (1999-31)*

*As Amended September 3, 2003 (2003-01)*

**Subsection D - Grievances.** Any member who is not a member in good standing or is an inactive lifetime member shall not retain the privilege of filing grievances or complaints.

*As Amended November 7, 2001 (2001-13)*

## **Section 2 - Types Of Membership**

There shall be four types of membership in the Ambassadors. No membership, with the exception of an Honorary Membership as explained in the By-Laws, shall be transferable to any other person. The types are:

**Subsection A - Single.** Available to all individuals on an annually renewing basis.

**Subsection B - Married.** Available to legally married couples on an annually renewing basis.

**Subsection C - Lifetime.** Available to all individuals for the life of the member. A Lifetime Member must have participated in at least one volunteer event within the past twelve months to be considered an active Lifetime Member, otherwise he will be considered inactive. Inactive Lifetime Members will not be counted against quorum in any meeting of the Membership in which an election or question is raised, nor will they retain the right to vote.

*As Amended November 3, 1999 (1999-31)*

*As Amended November 7, 2001 (2001-14)*

**Subsection D - Honorary.** Available to individuals as chosen from time to time in accordance with the By-Laws.

**Paragraph 1 - Promotional.** A three (3) month trial membership to Indianapolis Ambassadors, limited to one per individual, per lifetime and not available to current, past or renewing members. A maximum of six (6) Promotional Memberships may be given per year at the discretion of the Director of Public Relations. To activate the promotional membership, the recipient must fill out a promotional membership form, and attend either; 1) a general meeting and new member orientation, or 2) a second chance orientation within two (2) months of being notified of their selection. Failure to activate will forfeit the promotional membership, and the recipient shall never again be eligible for a promotional membership. Forfeited memberships do not count against those given to the Director of Public Relations. If the recipient decides to join the organization at the end of the three (3) month promotional period, he will be required to fill out a single, married, or lifetime membership and comply with all other rules, regulations and requirements of the organization listed in the Constitution and By-Laws.

*As Amended September 3, 2003 (2003-02)*

## **Section 3 - Dues**

Dues shall be assessed in a manner determined by the By-Laws except that any change in dues assessed the Membership, except Lifetime Membership dues, shall require the majority approval of the attending, proxied, and absentee voting members at the general or special meeting in which a vote is taken. Written notice of such a vote and the proposed change in dues must be given to the Membership at least fifteen (15) days before the general or special meeting in which the vote is to take place.

## **ARTICLE IV MEETINGS**

### **Section 1 - Regular Meetings**

Regular meetings of the Membership shall be called and held, in a manner set forth in the By-Laws, no less than six (6) times per year.

### **Section 2 - Special Meetings.**

Special meetings of the Membership may be called at any time by the President, by a majority of the Board of Directors, or by written petition signed by no fewer than one-fifth (1/5th) of the voting members of the Ambassadors. A special meeting shall be held at a time and place specified by the caller or callers of the special meeting.

### **Section 3 - Notice**

A written notice, stating the place, day, and hour of any meeting, and the purpose of any special meeting, of the Membership shall be delivered or mailed by the Board of Directors, or by the caller or callers of the meeting, to the members entitled to vote at such meeting at least three (3) days before any regular meeting and at least fifteen (15) days before any special meeting.

### **Section 4 - Voting**

Each voting member shall be entitled to one vote upon each question or election which comes before a meeting of the Membership. Unless otherwise required by the Constitution or By-Laws, each question shall be determined by a majority vote of the attending, proxied and absentee voting members. The vote shall be taken by paper ballot.

### **Section 5 - Quorum**

At all meetings of Membership, one-fifth (1/5th) of the voting Membership shall constitute a quorum. A quorum shall be required in order for any official Membership action to take place. Any meeting of Membership in which a question or election is raised and where less than a quorum is present, must be adjourned to a later date. Proxies shall not be counted when determining quorum.

### **Section 6 - Proxies**

Voting members shall be allowed to vote by general proxy. In order to vote by proxy, the member shall execute a written document bestowing his proxy to another voting member. The document shall specify the member giving the proxy, the member receiving the proxy and the meeting for which the proxy is to be used. The proxy shall be a general proxy and applicable to all matters coming before the Membership at a specific meeting. Before or at a meeting in which a proxy is to be used, the member carrying the proxy shall deliver the proxy document to the Vice President. No member shall be allowed to carry more than one proxy.



**Section 7 - Absentee Voting**

A voting member shall be allowed to vote absentee on a specific question or election. To vote absentee, the member must state, in writing, the specific question or election for which he intends to vote and what his vote will be on that question or election. This written statement must be delivered to the Vice President at or before the meeting in which the vote is to take place. In the event the question or election to which the member is voting absentee changes in a material fashion from the way stated or intended in the member's written statement, then it shall no longer be a valid vote. The determination of whether an absentee vote is still valid shall be made by the Elections Administration Chairman in the case of an election and by the Vice President in the case of a question.

**ARTICLE V  
BOARD OF DIRECTORS**

**Section 1**

The Ambassadors shall be governed by a Board of Directors, hereinafter Board.

**Section 2 - General Powers**

The Board of Directors shall have the general power to run the Ambassadors. This shall include, but not be limited to, the enforcement of the Constitution, the establishment, amendment and enforcement of By-laws, the setting and enforcement of Policies and Procedures.

**Section 3 - Membership**

The officers of the Ambassadors shall serve as its Board of Directors. The Board shall manage the affairs of the Ambassadors and shall have thirteen (13) members who shall be elected in the manner prescribed by the by-laws. No person may serve as an officer if they are not a member in good standing.

*As amended July 10, 2002, effective as of January 8, 2003 (2002-03 and 2002-04)*

**Section 4 - Quorum**

A majority of the Board of Directors shall be necessary at any meeting in order to constitute a quorum for the transaction of any Ambassadors related business. Proxies shall not be counted when determining quorum.

*As Amended November 3, 1999 (1999-32)*

## ARTICLE VI OFFICERS

### Section 1 - Executive Officers

The Executive Officers of the Ambassadors shall be a President, a Vice President, a Treasurer and a Secretary.

### Section 2 - Other Officers

In addition to the four Executive Officers, the remaining officers shall be as follows:

1. Director of Education
2. Director of Membership Services
3. Director of Public Relations
4. Director of Communications
5. Director of Social Promotions
6. Director of Social Administration
7. Director of Volunteer Promotions
8. Director of Volunteer Administration
9. Member-at-Large

*As amended July 10, 2002, effective as of January 8, 2003 (2002-03 and 2002-04)  
As Amended September 3, 2003, effective as of September 4, 2003 (2003-03)*

### Section 3 - Presidential Succession

If for any reason the President is unable, either temporarily or permanently, to fulfill his duties as President, the Vice President shall serve as acting President until such time as the President's incapacity or unavailability is over. If the Vice President, for any reason, is unable to serve as acting President, then the Treasurer shall serve as acting President. If further the Treasurer is also unable to serve as acting President then the Secretary shall serve as acting President.

### Section 4 - Vacancies

In the case of an office vacancy other than the Presidency, the President, or acting President, shall nominate a voting member to fill such vacancy provided that such nomination be approved by two-thirds (2/3rds) majority vote of the Board.

### Section 5 - Terms Of Office

**Subsection A - Annual Terms.** The term of office for each office of the Ambassadors shall be one calendar year. The incoming officers and Board of Directors shall take over their positions during the regularly scheduled general meeting in January. If no meeting is held in January, the new board shall take office on the first Wednesday of January.

*As Adopted April 7, 1999 (1999-10)  
As Amended July 11, 2001 (2001-04)*

**Subsection B - Multiple Terms.** No person shall serve more than two (2) consecutive terms in any one office.

### **Section 6 - Elections**

The election of the Ambassadors Officers shall take place annually, in accordance with the By-Laws, at a regular or special meeting of the Membership before January 1 of the year in which the officers are to hold office. The offices shall be elected individually in a manner set forth in the By-Laws. Written notice of said election shall be sent to the Membership at least thirty (30) days prior to the election.

*As Adopted April 7, 1999 (1999-10)  
As mended July 10, 2002, effective as of January 8, 2003 (2002-03 and 2002-04)*

## **ARTICLE VII BOARD OF ADVISORS**

### **Section 1**

The Ambassadors shall have a Board of Advisors.

### **Section 2 - General Powers**

The Board of Advisors shall exist to give advice and counsel to the Membership and the Board of Directors. However, the Advisory Board shall be advisory only and shall not have the authority to vote or determine policy. All further powers, duties and limitations of the Advisory Board and its members shall be contained in the By-Laws.

### **Section 3 - Membership**

The selection, composition and tenure of the Board of Advisors and its members shall be determined in the manner set forth in the By-Laws.

*As Adopted November 3, 1999 (1999-30)*

# **BY-LAWS**

## **ARTICLE I**

### **OFFICER DUTIES**

#### **Section 1 - President**

The Executive powers of the Ambassadors shall be vested in the President. The President shall preside at all general meetings of the Membership and at all meetings of the Board of Directors. The President shall act as general administrative head of the Ambassadors, exercising general control and supervision over the affairs of the Ambassadors and over the other officers, agents and personnel of the Ambassadors. The President shall perform all duties associated with the office of the President and such other duties as the Board of Directors may assign.

#### **Section 2 - Vice President**

The Vice President shall perform all such duties and services as assigned, or required by the Board of Directors or President. The Vice President shall, without limitation, act in the place of the President, and shall be empowered to perform all acts for which the President is authorized to perform, in the event of the President's absence or inability to serve. The Vice President shall serve as Parliamentarian for all meetings of the Board and Membership. The Vice President shall also serve as Chairman of the By-Laws Committee and the Disputes and Grievances Committee. Additionally the Vice President shall also be the chief officer regarding matters of amendments and appeals. Finally, the Vice President shall be available to handle any special projects assigned to him by the President or the Board.

#### **Section 3 - Treasurer**

The Treasurer shall be the chief financial officer of the Ambassadors. The Treasurer shall keep correct and complete records of account, showing accurately the financial condition of the Ambassadors. The Treasurer shall, on at least a monthly basis, provide the Board of Directors a report on the financial status of the Ambassadors. The Treasurer shall be the legal custodian of all monies, notes, securities and other valuables that may from time to time come into the possession of the Ambassadors. The Treasurer shall promptly deposit all funds of the Ambassadors in the Ambassadors' accounts in reliable banks or other depositories designated by the Board of Directors. The Treasurer shall furnish at meetings of the Board of Directors, or whenever requested by the President or the Board, a statement of the financial condition of the Ambassadors and shall perform such other duties as the Board of Directors or President may prescribe. The Treasurer shall be responsible for coordinating fund raising opportunities and activities originated and sponsored by and held for the benefit of the Ambassadors.

*As Amended, November 30, 1998 (1998-01)*

#### **Section 4 - Secretary**

The Secretary shall attend all meetings of the Board of Directors and shall keep a true and complete record of the proceedings of such meetings. The Secretary shall give and serve all notices, keep a roll of the members, and file and preserve all important documents, records, reports, and communications, and shall perform such other duties as the Board of Directors or President may prescribe. The Secretary shall also serve as Vice-Chairman of the Membership Services Committee.

*As Amended September 26, 2001 (2001-10)*

### **Section 5 - Director Of Educational Programs**

The Director of Educational Programs shall serve as Chairman of the Educational Programs Committee and shall be responsible for ensuring the committee fulfills all its outlined responsibilities. Additionally, the Director of Educational Programs shall be available to handle any additional projects pertinent to the committee as assigned by the President or the Board.

*As Amended September 26, 2001 (2001-11)*

### **Section 6 - Director Of Membership Services**

The Director of Membership Services shall serve as Chairman of the Membership Committee and shall be responsible for ensuring the committee fulfills all its outlined responsibilities. Additionally, the Director of Membership shall be available to handle any additional projects pertinent to the committee as assigned by the President or the Board.

*As Amended August 25, 1999 (1999-28)  
As Amended September 26, 2001 (2001-11)*

### **Section 7 - Director Of Public Relations**

The Director of Public Relations shall serve as Chairman of the Public Relations Committee and shall be responsible for ensuring the committee fulfills all its outlined responsibilities. Additionally, the Director of Public Relations shall be available to handle any additional projects pertinent to the committee as assigned by the President or the Board.

*As Amended March 29, 1999 (1999-09)  
As Amended August 25, 1999 (1999-28)  
As Amended September 26, 2001 (2001-11)*

### **Section 8 - Director Of Communications**

The Director of Communications shall serve as Chairman of the Communications Committee, which includes the Website and Newsletter Committees, and shall be responsible for ensuring the committee fulfills all its outlined responsibilities. The Webmaster and Newsletter Editor shall be appointed by the Director of Communications. Additionally, the Director of Communications shall be available to handle any additional projects pertinent to the committee as assigned by the President or the Board.

*As Amended September 3, 2003 (2003-04)*

### **Section 9 - Director Of Social Promotions**

The Director of Social Promotions shall serve with the Director of Social Administration, as the Co-Chairman of the Social Programs Committee. The Director of Social Promotions shall be responsible for the development, communication, and implementation of social programs for the Ambassadors. This position will work in unison with the Director of Social Administration to supervise and monitor all aspects of monthly social programs. Responsibilities include providing an accurate Social Calendar, report social activities to the Membership at the monthly general meetings, designate a meeting place for a Social gathering after the general meetings and in conjunction with the Education Committee, designate a meeting place for a Social after special volunteer events, direct activities according to the Constitution and By-laws and direction of the Board of Directors, and Co-Chair monthly meetings of the Social Programs Committee. Such functions shall be made open to the public at the discretion of the Committee and shall be organized to further acquaint the Membership with each other and the many social and cultural activities offered to them within and near the City of Indianapolis.

*As Amended September 3, 2003 (2003-05)*

## **Section 10 - Director Of Social Administration**

The Director of Social Administration shall serve with the Director of Social Promotions, as the Co-Chairman of the Social Programs Committee. The Director of Social Administration shall be responsible for the planning, monitoring, financial, and administrative aspects of social programs for the Ambassadors. This position will work in unison with the Director of Social Promotions to supervise and monitor all aspects of monthly Social Programs. Responsibilities include being responsible for collecting money for each Social event, keeping track of who has paid for each event and that reservations are made by current members or are guests of a current member, provide a financial summary for each event to the Treasurer, compile interest surveys, direct activities according to the Bylaws and direction of the Board of Directors, and Co-Chair monthly meetings of the Social Committee. Such functions shall be made open to the public at the discretion of the Committee and shall be organized to further acquaint the Membership with each other and the many social and cultural activities offered to them within and near the City of Indianapolis.

*As Amended September 3, 2003 (2003-06)*

## **Section 11 - Director Of Volunteer Promotions**

The Director of Volunteer Promotions shall serve with the Director of Volunteer Administration as Co-Chairman of the Volunteer Services Committee. The Director of Volunteer Promotions shall gather event information, promote the events to the Membership, coordinate monthly sign-up sheets and maintain event records.

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

*As Amended September 3, 2003 (2003-07)*

## **Section 12 - Director Of Volunteer Administration**

The Director of Volunteer Administration shall serve with the Director of Volunteer Promotions as Co-Chairman of the Volunteer Services Committee. The Director of Volunteer Administration shall assign contacts to events, compile volunteer lists for organizations and disseminate lists to contacts and/or organizations. The Director of Volunteer Administration shall also maintain a volunteer database, keep track of volunteer attendance, enforce attendance policies and manage awards distribution.

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

*As Amended September 3, 2003 (2003-08)*

## **Section 13 - Member-At-Large**

The Member-at-Large shall serve as a general officer of the Ambassadors. His responsibilities and duties shall be defined, from time to time, as the President or Board may so direct. The Member-at Large shall also serve as Vice-Chairman of the Disputes and Grievances Committee. Additionally, the Member-at-Large shall be available to handle any special projects assigned to him by the President or the Board.

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

*As Amended September 3, 2003 (2003-09)*

## **Section 14 - Change Of Duties**

**Subsection A - Constitutional Amendment.** If the duties of an officer are altered as the result of a Constitutional amendment, then such change shall take effect immediately unless otherwise stated in the amendment.

**Subsection B - By-Laws Amendment.** If the duties of an officer are altered as the result of a By-Laws amendment, then such change shall take effect immediately unless otherwise stated in the amendment. However, an affected officer has the right to object and delay the effective date of that change until the end of that officer's current term providing such an objection is made by the end of the Board meeting subsequent to the Board meeting in which the change was adopted. If such an objection is timely made, the Board, upon a three-fourths (3/4ths) majority vote, may override the affected officer's objection and implement the change immediately.

*As Amended March 29, 1999 (1999-08)  
As Amended May 26, 1999 (1999-16)  
As Amended September 3, 2003 (2003-10)*

## ARTICLE II COMMITTEES

### Section 1 - Membership

Membership in all standing and special committees shall be open to all Members in Good Standing. All other persons shall serve on a committee at the pleasure of the committee chairman. Chairmen of all Special Committees must be Members in Good Standing. The term of office for a Special Committee chairman shall be the same as the currently serving officers.

*As Amended February 24, 1999 (1999-04)*

### Section 2 - Rules

Rules regarding the running of a committee shall be implemented by its chairman as long as they are not inconsistent with the Constitution, By-laws and Policies and Procedures. Only Members in Good Standing shall be permitted to vote in committee meetings.

### Section 3 - Authority

Unless otherwise expressly stated, all standing and special committees have recommendation authority only. They shall not be able to spend money, enter into contracts or take any other official action on behalf of the Ambassadors without the express consent of the Board of Directors. All decisions made by a committee may be overruled upon a showing of cause and a majority vote of the Board. No Committee or Officer, without the express consent of the Board, may spend or donate money for a non-budgeted purpose.

*As Amended February 24, 1999 (1999-05)  
As Amended May 26, 1999 (1999-20)*

### Section 4 - Standing Committees

The standing and ad hoc ("as needed") committees of the Ambassadors shall be:

**Subsection A - By-Laws Committee.** The duties of the By-Laws Committee shall be to: (1) report to the Board of Directors on all motions involving changes in the Constitution, By-laws and Policies and Procedures; and (2) counsel the President and Board on policies of the Ambassadors. The Vice President shall be the Chairman of the By-Laws Committee. Other committee offices may be appointed as the chairman so directs.

**Subsection B - Disputes and Grievances Committee.** The duties of the Disputes and Grievances Committee shall be to hear issues brought before it regarding the misconduct of officers and members as well as the general and specific grievances of the Membership. Upon hearing an issue, the committee may choose to resolve the issue between the involved parties or make a recommendation to the Board of Directors for official action. The Vice President shall be the Chairman of the Disputes and Grievances Committee and the Member-at-Large shall be its Vice-Chairman. Other committee offices may be appointed as the chairman so directs.

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

**Subsection C - Finance Committee**

**Paragraph 1 - Finance Committee.** The Finance Committee shall assist the Treasurer in maintaining the financial records of the Ambassadors. In assisting the Treasurer, the committee shall be responsible for the collection and disbursement of funds, the preparation of financial documents and reports to the Board of Directors on the financial status of the Ambassadors, the preparation of tax documentation and for all other financial matters concerning the Ambassadors. The Treasurer shall be the Chairman of the Finance Committee and the Assistant Treasurer shall be its Vice Chairman. Other committee officers may be appointed as the chairman so directs.

**Paragraph 2 - Assistant Treasurer.** In addition to the Treasurer, there shall be an Assistant Treasurer who will be responsible for Treasury functions in the absence or unavailability of the Treasurer. This shall include the ability to write checks but under no circumstances shall include the ability to vote at Board meetings or act in any other way as an Ambassador Officer. The Treasurer shall nominate a voting member who, upon two-thirds (2/3rds) approval of the Board of Directors shall become the Assistant Treasurer. The Assistant Treasurer shall serve a one year calendar term the same as Ambassador officers but may be removed upon a two-thirds (2/3rds) majority approval of the Board.

**Subsection D - Volunteer Services Committee.** The Volunteer Services Committee shall be responsible for the recruitment, implementation, staffing, promotion, administration and review of all volunteer activities in which the Ambassadors take part, which may include sales of Riley Hospital holiday cards. The Directors of Volunteer Promotion and Administration shall serve as the Co-Chairmen of the Volunteer Services Committee.

**Subsection E - Social Programs Committee.** The Social Programs Committee shall be responsible for the creation, promotion, administration and review of all social programs sponsored by the Ambassadors, which may include an annual Winter Gala or holiday party. The Directors of Social Promotion and Administration shall serve as the Co-Chairmen of the Social Programs Committee.

**Subsection F - Educational Programs Committee**

**Paragraph 1 – Educational Programs Committee.** The Educational Programs Committee shall be responsible for the conception, planning, and staging of educationally oriented programs for the Membership. Such programs shall be made open to the public at the discretion of the committee and shall be organized for the dissemination of information on a wide variety of topics. The committee shall also be responsible for obtaining a location and speaker for all general meetings. The Director of Educational Programs shall be the Chairman of the Educational Programs Committee. Other committee offices may be appointed as the chairman so directs.



**Subsection G - Membership Services Committee.** The Membership Committee shall be responsible for: (1) publishing an accurate and current directory of the Membership; (2) coordinating feedback from the Membership; (3) member retention, and new member orientations and programs; and (4) providing General Meeting staff support. The Director of Membership Services shall be the Chairman of the Membership Services Committee and the Secretary shall be its Vice-Chairman. Other committee officers may be appointed as the chairman so directs.

*As Amended August 25, 1999 (1999-28)  
As Amended September 26, 2001 (2001-08)*

**Subsection H - Public Relations Committee.** The Public Relations Committee shall be responsible for (1) coordinating all news releases, printed materials, and contact with the media concerning the affairs of the Ambassadors; (2) creating an awareness of the Ambassadors among the general public; (3) recruiting new members; and (4) administering Ambassador merchandise programs. The Director of Public Relations shall be the Chairman of the Public Relations Committee. Other committee offices may be appointed as the chairman so directs.

*As Amended March 29, 1999 (1999-09)  
As Amended August 25, 1999 (1999-28)  
As Amended September 26, 2001 (2001-09)  
As Amended September 3, 2003 (2003-11)*

## **Subsection I - Communications Committee**

The communications committee shall be responsible for overseeing the website and newsletter. The Webmaster shall be responsible for development and maintenance of the Indianapolis Ambassadors' website. The Newsletter shall be responsible for publication of a newsletter at least quarterly. The Director of Communications shall be the Chairman of the Communications Committee. The Webmaster and Newsletter Editor shall be members of the Communications Committee. Other committee officers may be appointed as the chairman so directs. The Webmaster and/or Newsletter Editor may establish committees, as necessary, for the support of their responsibilities.

*As Amended September 3, 2003 (2003-12)*

## **Section 5 - Special Committees**

### **Subsection A - Existing Ongoing Special Committees**

#### **Paragraph 1 - Election Committees.**

**Subparagraph (a) - Election Rules Committee.** The Election Rules Committee shall report to the Vice President and be responsible for the creation, implementation and review of rules regarding elections providing such rules and actions comply with the Constitution, By-Laws and Policies and Procedures.

**Subparagraph (b)- Election Administration Committee.** The Election Administration Committee, as a subcommittee of the Election Rules Committee, shall be responsible for the administration and running of all elections within the Ambassadors in which the Membership votes. However, no candidate for an election for which the Election Administration Committee is responsible may be a member of the Election Administration Committee.

**Subparagraph (c) - Chairmen.** The Election Rules Committee Chairman and the Election Administration Committee Chairman shall be appointed by, and report to, the Vice President. The Chairmen of the Elections Rules Committee and the Elections Administration Committee may be the same or different person(s) as determined by the Vice President.

**Subsection B - Creation**

**Paragraph 1 - By the President.** The President may establish special committees that may serve on either a terminable or ongoing basis. The chairman of a special committee created by the President shall be appointed on at least an annual basis by the President and shall report to him. The President may also direct that a special committee report directly to a standing committee or another Ambassador Officer. The chairman of a special committee shall then be appointed by the chairman of that standing committee, or officer, to whom he reports.

**Paragraph 2 - By the Board.** The Board of Directors may also establish special committees that may serve on either a terminable or ongoing basis. The chairman of a special committee created by the Board shall be appointed on at least an annual basis by the Board and shall report to them. The Board may also direct that a special committee report directly to a standing committee or an Ambassador Officer. The chairman of a special committee shall then be appointed by the chairman of that standing committee, or officer, to whom he reports.

## **ARTICLE III MEMBERSHIP**

**Section 1 - Dues**

**Subsection A - Amount.** The following dues and initiation fees shall be assessed to the members:

1. Single. \$45.00 per year.
2. Married. \$70.00 per year for a married couple.
3. Lifetime. \$450.00 for Single members. \$675.00 for Married couples.  
Once a Lifetime Membership has been paid, no further financial assessment shall ever be required of the member in order to maintain his membership.
4. Honorary. None.
5. Initiation Fee. In addition to any other dues, all new members shall pay an initiation fee upon joining the Ambassadors as set forth below:
  - a. Single members shall pay an initiation fee of \$5.00.
  - b. Married couples shall pay an initiation fee of \$10.00.
  - c. Lifetime and Honorary members shall pay no initiation fee.

*As Amended, August 1, 2001 (2001-05)*

**Subsection B - Duration and Payment.**

**Paragraph 1 - Single and Married Memberships** are effective as of the date all applicable fees, dues and initiation fees have been received and entered into the Indianapolis Ambassadors database. (the "Effective Date").

*As Amended February 25, 2004 (2004-1)*

**Paragraph 2** - **A Member's Anniversary Date** shall be deemed to be the last day of the month of the member's Effective Date

*As Amended February 25, 2004 (2004-2)*

**Paragraph 3** - **Annual Membership Dues** for Single and Married memberships shall be due and payable on or before the member's Anniversary Date. Failure to remit payment for a member's annual membership on or before the last day of the month, which follows (30-days grace period) the member's Anniversary Date shall result in suspension of all membership privileges.

*As Amended February 25, 2004 (2004-3)*

**Paragraph 4** - **Failure to Remit Payment** for a member's annual membership on or before the last day of the second month that follows the member's Anniversary Date shall result in termination of membership. An individual whose membership has been terminated under this paragraph must re-apply for membership as a new member.

*As Amended February 25, 2004 (2004-4)*

**Subsection C - Complementary Membership.** Upon expiration of their twelve (12) month term, each member of the Board of Directors shall receive a complementary year of a single membership. If a member of the Board does not serve for a full term, that member shall not be eligible for the complementary membership.

*As Amended October 30, 2002, and effective January 8, 2003 (2002-06)*

## **Section 2 - Honorary Members**

**Subsection A - Regular Honorary Members.** Any current officer of the Ambassadors may nominate individuals as Regular Honorary Members. Such individuals shall be deemed Honorary Members upon majority approval of the Board of Directors. A Regular Honorary Member shall remain a Regular Honorary Member until he is removed by the Board, his honorary membership is transferred in accordance with Subsection B Transferability or until he chooses to be removed.

**Subsection B - Transferability.** A Regular Honorary Member can also be a person who holds a particular office within an organization. In such case, the Honorary Membership shall transfer with the office to the current office holder and not stay with any particular person who previously held that position.

**Subsection C - Lifetime Honorary Members.** In addition to Regular Honorary Members, an officer may nominate, and the Board may approve, by a majority vote, a person as a Lifetime Honorary Member. A Lifetime Honorary Member shall remain a Lifetime Honorary Member unless he is removed by a majority vote of the Board or until he chooses to be removed. All past Presidents of the Ambassadors shall become Lifetime Honorary Members upon the expiration of their presidential terms.

*As Amended August 25, 1999 (1999-24)*

## **Section 3 - Volunteer Events**

Only Members in Good Standing shall be permitted to take part in Ambassador related volunteer events as a representative of Ambassadors.

#### **Section 4 - Social Events**

Ambassador related social events are open to all Ambassador Members and guests. However, the Directors of Social Administration and Promotions or the Board of Directors, may, on a case-by-case basis, deny participation to any person who is not a Member in Good Standing.

#### **Section 5 - Probation.**

**Subsection A - By Grievance.** A member or officer may be put on probation and lose Member in Good Standing status as per an action taken under Article V - Misconduct, Disputes and Grievances of these By-Laws.

**Subsection B - By Policy.** A member or officer may also be put on probation and lose Member in Good Standing status under any other express authority granted under the Constitution, By-Laws or Policies and Procedures.

**Subsection C - Appeals.** If a member or officer is put on probation or is issued a policy violations notice then an appeal of that violation or probation may be appealed to the Board but only if the member or officer has first appealed the violation or probation to the Director of Volunteer Administration. A two-thirds (2/3rds) majority vote of the Board would then be required to lift the violations notice or probation. Appeals to the Board must be made within sixty (60) days of the Director of Volunteer Administration's written decision on the matter.

*As Amended February 24, 1999 (1999-07)*

*As Amended May 26, 1999 (1999-19)*

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

#### **Section 6 - Suspension**

In the event a member or officer is determined to pose a serious threat to the physical or emotional well-being of another member or to the reputation of the Ambassadors, then, by a three-fourths (3/4ths) majority vote, the Board of Directors may suspend that person's membership privileges for a period of up to ninety (90) days as determined by the Board. If such a suspension is enacted then a grievance on the person in question shall be immediately filed with the Vice President in accordance with Article V of these By-Laws. This grievance shall be filed by the officer bringing the motion to suspend or any other Member in Good Standing. A member's suspension may not be extended beyond ninety (90) days on any one issue.

*As Adopted May 26, 1999 (1999-17)*

#### **Section 7 - Solicitation**

**Subsection A - Directory and Database, and Email List Use.** Any Indianapolis Ambassador Directory, all organizational databases and email lists and the information contained within them are considered private and are intended for authorized membership use only for official Ambassador Events, activities, and purposes. Calling, e-mailing, faxing or mailing Ambassador Members whom the sender does not personally know about an event, program, goods or service, or other matter is prohibited.

*As Adopted January 26, 2000 (2000-01)*

*As Amended May 30, 2001 (2001-02)*

**Subsection B - Advertisement.** Any individual or organization wishing to advertise an event, which does not involve a fee (such as donations) via telephone, fax, e-mail or regular mail using any Ambassador Directory or Database must first receive prior approval by the Board of Directors or the officer responsible for that type of event, or the Board of Directors. Any individual or organization wishing to advertise a program, goods or services, an event which requires a fee (such as donations), or any other matter via telephone, fax, e-mail, or regular mail using any Ambassador Directory or Database must first receive prior approval by the President and two (2) Board Members or the majority of the Board of Directors. Further, any advertisement or information mass distributed by any means to the Membership must be about an opportunity open to all Ambassador Members. Any advertisement or information about an opportunity not open to all Ambassador Members may not be mass distributed.

*As Adopted January 26, 2000*

**Subsection C - Violation.** Any member violating these policies shall have a grievance filed against him by an officer or another Member in Good Standing in accordance with Article V of these By-Laws. Any non-member violating these policies shall be asked by the Board to cease the offending activity. The Board may further deny a violating entity Ambassador access and support or seek legal remedy if applicable.

*As Adopted September 29, 1999 (1999-29)*

## **ARTICLE IV ELECTIONS**

### **Section 1 - Nomination Of Candidates**

Any voting member may become an official candidate by submitting a nomination petition to the Election Administration Committee Chairman before the deadline established by the Election Administration Committee. In addition to those candidates, nominations may also be taken from the floor for all offices except the Executive Offices. Any candidate who is not an official candidate, as determined by the Elections Administration Committee, shall not be entitled to any of the privileges given to official candidates prior to the election.

### **Section 2 - Candidate Requirements**

A candidate for President of the Ambassadors must be a voting member of the Ambassadors for at least eighteen (18) consecutive months prior to the election or be a member of the Board of Directors for at least six (6) consecutive months prior to the election. A candidate for any other office except Member-at-Large must be a voting member for at least six (6) consecutive months prior to the election. A candidate for Member-at-Large need only be a voting member at the time of their nomination and at the election.

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

### **Section 3 - Time Of Election**

Elections shall be held at the regular meeting of the Membership in November of the year prior to which the officers are to hold office. If for any reason elections cannot be held on that date then they shall be held at a regular or special meeting of the Membership prior to January 1.

*As Adopted January 27 and effective April 7, 1999 (1999-10)*

## **Section 4 - Election Procedure**

**Subsection A - Order of Election.** The four (4) Executive Offices shall be voted on by the Membership individually in an election separate from and before the election for the remaining offices. After the Executive Offices have been elected then the remaining offices shall be voted on by the Membership in a separate election. These remaining offices shall also be voted on individually. In the event there are no contested races for the Executive Offices then all offices shall be voted on individually in a single election.

*As Adopted January 27 and effective April 7, 1999 (1999-10)*

**Subsection B - Determination of Winner.** If no candidate for a particular office receives a majority of votes cast for that office then the top two vote getters for that office shall be voted on again by the Membership in a run-off election with the winner of that run-off election being elected to the office in question.

**Subsection C - Ties.** In the event of a tie vote, the outgoing President shall determine the winner of the vote. This tie-breaking vote shall be invoked only for a tie in a run-off election or for a tie for second place in an original election. If the outgoing President is a candidate for the election in question, then the tie-breaking vote shall be cast by the Election Administration Committee Chairman.

**Subsection D - Presidential Voting.** The outgoing President may only vote for an office for which he is running. The Election Administration Committee Chairman shall not vote for an office in which the outgoing President is running.

## **Section 5 - Disputes**

In the event of a dispute regarding an election put forth before the Membership, the dispute shall be resolved by the Elections Administration Committee in the case of an election or the Vice President in the case of a question. Decisions by the Elections Administration Committee may be appealed to the Disputes and Grievances Committee.

*As Amended December 29, 1999 (1999-35)*

## **Section 6 - Campaigning**

No restrictions shall be put upon campaigning for an office unless such campaigning conflicts with the Constitution or By-Laws or is contrary to the rules for the facility in which the campaigning is being done. Every candidate shall be given an opportunity to speak at an election in a manner set forth by the Election Rules Committee.

## **Section 7 - Multiple Candidacies**

No person may be an official candidate for more than one office nor accept more than one nomination from the floor.

## **Section 8 - Election Vacancies**

If, after elections are held, there remains an office(s) for which no officer was elected, then the authority to fill that vacancy shall lie with the Board-Elect in accordance with the manner in which vacancies are to be filled under the Constitution and By-Laws. This power shall become effective immediately after the Board-Elect has been elected.

*As Adopted January 27 and effective April 7, 1999 (1999-10)*

## **ARTICLE V MISCONDUCT, DISPUTES AND GRIEVANCES**

### **Section 1 - Disputes And Grievances Committee**

The Disputes and Grievances Committee shall be responsible for hearing complaints brought by the Membership.

**Subsection A - Officers.** The Vice President shall serve as the committee Chairman. The Member-at-Large shall serve as the Vice-Chairman of the committee and shall fill in for the Vice-President if, for any reason, the Vice-President is unable to function as chairman. Other officers may be appointed as directed by the Vice-President.

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

**Subsection B - Committee Membership.** In addition to the Chairman and Vice-Chairman, the Disputes and Grievances Committee shall be composed of seven (7) additional Members in Good Standing for a total of nine (9) members. These additional members shall be chosen on a case-by-case basis. The Chairman and Vice-Chairman of the committee may participate in discussion but shall not be permitted to vote.

**Paragraph 1 - Complaints.** If a committee hearing is required due to the filing of a complaint, then each involved party, as well as the committee Chairman, shall submit up to ten (10) names of Members in Good Standing to serve on the committee. Each involved party shall then have the right to strike any person from consideration whom he thinks could not sit fairly in judgment on the complaint. The seven (7) additional members shall then be randomly selected by the Chairman from among the non-stricken names. If there are fewer than seven (7) non-stricken names, then the Chairman may appoint the remaining members.

**Paragraph 2 - General Grievances.** In the case of a general grievance, the Chairman shall submit names from which the complaining member(s) can strike members he believes could not sit fairly in review of the grievance. The seven (7) additional members shall then be randomly selected from among the non-stricken names. If there are fewer than seven (7) non-stricken names, then the Chairman may appoint the remaining members.

**Subsection C - Disqualification.** No person may serve on the Disputes and Grievances Committee, or serve in any other mediation capacity, at a time in which he is an involved party in the dispute being heard. This shall apply to all issues involving member or officer misconduct in addition to general grievances. In the event neither the Vice President nor the Member-at-Large can serve as Chairman, then the Board of Directors shall appoint a Chairman. In the event that the Board is an involved party, and no grievance committee chair is found to be acceptable by both parties, the President will appoint a grievance committee chair.

*As Amended May 30, 2001 (2001-03)*

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

**Subsection D - Closed Meetings.** Due to the potentially sensitive nature of a grievance, meetings of the Disputes and Grievances Committee may be closed to the general Membership by rule of the Chairman. However, in any meeting in which an involved party is requested to speak at or attend, the involved party may bring up to two (2) persons to attend the meeting with him for advice and support.

**Subsection E - Involved Party.** For the purpose of this Article, “involved party” shall mean the member(s) bringing the grievance, the member(s) accused of wrong doing in the grievance and any person alleged to have been harmed as the result of the wrong doing specified in the grievance.

## **Section 2 - Member and Officer Misconduct**

**Subsection A - Complaint.** In the event a member or group of members believes another member or officer is not performing his duty, is acting in a manner in contradiction to the Constitution, By-laws or Policies and Procedures, by his action or lack of action has harmed another person or is acting in any other manner detrimental to the best interests of the Ambassadors, such complaint shall be submitted, in written form, to the Vice President. The complaint shall specifically state the alleged misconduct and be signed by those Members in Good Standing bringing forth the grievance and must be submitted within ninety (90) days of the alleged misconduct.

*As Adopted February 24, 1999 (1999-06)*

**Subsection B - Mediation.** Upon receiving a written dispute, the Vice President shall attempt to mediate a resolution between the complaining and accused parties. The Vice President shall then have authority to dismiss any complaint deemed frivolous or one which the Disputes and Grievances Committee would not be able to supply an adequate answer. If a complaint is dismissed, the petitioning party may appeal the decision to the Board within thirty (30) days of the decision. A majority vote of the Board of Directors is then necessary to overturn the Vice President’s dismissal. If the Vice President is unable to resolve a non-dismissed complaint then he shall immediately call for a committee hearing on the complaint.

*As Amended December 29, 1999 (1999-33)*

### **Subsection C - Committee Hearing.**

**Paragraph 1 - Hearing.** Once a dispute is brought before the Disputes and Grievances Committee, the committee shall conduct a hearing in which each interested party shall be given the opportunity to speak. Once all interested parties have been given the opportunity to speak, the committee shall make a decision in accordance with Section 3 Resolution of this Article.

**Paragraph 2 - Decision and Appeal.** Such decision will be binding on all interested parties unless appealed within thirty (30) days of the decision to the Board by an interested party and overturned by a two-thirds (2/3rds) majority vote. If overturned, the Board may then make another resolution. If an un-dismissed complaint does not receive a committee recommendation within sixty (60) days of the complaint being presented to the Vice President, then an interested party in the dispute may bring it directly to the Board unless the delay was caused by the petitioning party.

*As Amended December 29, 1999 (1999-33 & 34)*

**Subsection D - Board Ruling.** If a dispute is brought before the Board, the Board shall have the power to resolve the dispute in any manner it deems appropriate provided such resolution is not in violation of the Constitution, By-laws or Policies and Procedures.

## **Section 3 - Board Dispute Resolution**

**Subsection A - Admonishment.** Upon hearing a dispute, the Board, by a majority vote, may choose to orally, or in writing, publicly or privately, admonish a member or officer for his misconduct or failure to properly perform his duties.



**Subsection B - Probation.** Upon hearing a dispute, the Board may also decide, by a two-thirds (2/3rd) majority vote, to put a member or officer on probation. The probation shall be for a period of time set forth by the Board and shall include the suspension of member privileges and/or officer responsibilities.

**Subsection C - Expulsion.** Upon hearing a dispute, if no other remedy is deemed appropriate, the Board, by a three-fourths (3/4ths) majority, may expel a member from the Membership and/or remove an officer from office.

#### **Section 4 - General Grievances**

A member or group of members may also seek a redress of grievances from the Ambassadors. In order to receive action, the grievance must be submitted, in written form, to the Vice President, must specifically state the nature of the grievance and must be signed by those Members in Good Standing bringing forth the grievance. Once a grievance is properly submitted to the Vice President, its resolution shall follow the same procedure of mediation, committee hearing and Board ruling as set forth above for a complaint regarding member misconduct.

#### **Section 5 - Special Committee Chairmen**

A Special Committee Chairman may be removed before his term is completed upon a showing for cause and a two-thirds (2/3rds) majority vote of the Board.

*As Adopted February 24, 1999 (1999-04)*

#### **Section 6 - Appeals**

Any member whose rights and privileges as an Ambassador are affected by an action taken under this Article may appeal that action to the Membership in the manner set forth for appeals in the Constitution.

*As Adopted April 28, 1999 (1999-15)*

## **ARTICLE VI BOARD OF DIRECTORS**

#### **Section 1 - Meetings**

The Board of Directors shall meet at a location of the President's choosing no less than ten (10) times per year and with no more than seventy (70) days elapsing between Board meetings. Notice of these regular meetings, either in written or oral form, shall occur no fewer than fifteen (15) days before the next meeting. Individual board members are required to attend or otherwise make arrangements to call in for at least 3/4 of the scheduled meetings.

#### **Section 2 - Voting**

All votes cast by officers in any Board related matter shall be recorded, be made available to the Membership and shall not be conducted by paper or secret ballot.

#### **Section 3 - Proxies**

Ambassador Officers shall be allowed to vote by general proxy. In order to vote by proxy, the officer shall execute a written document bestowing his proxy to another officer. The document shall specify the officer giving the proxy, the officer receiving the proxy and the meeting for which the proxy is to be used. The proxy shall be a general proxy and applicable to all matters coming before the Board at a specific meeting. Before or at a meeting in which a proxy is to be used, the officer carrying the proxy shall deliver the proxy document to the Vice President or the Chair of the meeting. No officer shall be allowed to carry more than one proxy.

*As Amended August 25, 1999 (1999-25)*

**Section 4 - President's Authority**

The President, or acting President, shall chair all meetings of the Board of Directors. As chairman, the President or acting President shall not be required to cast a vote in any matter coming before the Board, unless his vote will make a difference in the outcome.

**Section 5 - Special Meetings**

Special meetings of the Board of Directors may be called by the President of the Ambassadors or by a majority of the Board of Directors upon not less than five (5) days written or oral notice. Any special meetings shall be scheduled at a reasonable time and place.

**Section 6 - Absentee Voting**

Ambassador Officers shall be allowed to vote absentee on a specific question or election. To vote absentee, the officer must state, in writing, the specific question or election for which he intends to vote and what his vote will be on that question or election. This written statement must be delivered to the Vice President or the Chair of the meeting at or before the meeting in which the vote is to take place. In the event the question or election to which the member is voting absentee changes in a material fashion from the way stated or intended in the member's written statement, then it shall no longer be a valid vote. The determination of whether an absentee vote is still valid shall be made by the Vice President.

**Section 7 - Executive Sessions**

All meetings of the Board of Directors shall be open to all Members in Good Standing. However, upon request of any Board Member and approval by a majority of the Board, an Executive Session may be held. The Executive Session shall be open only to Board members; however, no decisions or votes regarding the Ambassadors may take place during an Executive Session. A note shall be made in the Board minutes each time an Executive Session is held.

*As Adopted December 30, 1998 (1998-02)*

**Section 8 - Resolutions**

The Board, at any regular or special meeting, may adopt resolutions by a majority vote as long as such resolutions are not inconsistent with the Constitution, By-Laws or Policies and Procedures.

*As Adopted January 27, 1999 (1999-01)*

**ARTICLE VII  
BOARD OF ADVISORS**

**Section 1 - Purpose And Authority**

The Board of Advisors shall consist of Members in Good Standing and members of the Indianapolis community ("Community Representatives"). The purpose of the Advisory Board is to give advice and counsel to the Membership and the Board of Directors. The Board of Advisors shall have no agency or decision-making authority, therefore shall not have the authority to bind Indianapolis Ambassadors in any manner. The Board of Advisors shall report to the Board of Directors.

*As Adopted February 25, 2004 (2004-5)*

## **Section 2 - Membership**

The Board of Advisors shall be chaired by the President and shall have at least three (3) members, and no more than fifteen (15) members. It is recommended that the members be as evenly divided as possible between Members in Good Standing and Community Representatives, and that there be no more than four (4) members of the Board of Directors serving on the Advisory Board at any one time. However, once an individual has been selected to serve on the Board of Advisors, that member shall remain a member of the Board of Advisors regardless of any change in status as a Member in Good Standing or a member of the Board of Directors, until such time as such member resigns, dies, or is removed as a member in accordance with these By-Laws. The members shall be elected in the manner prescribed.

*As Adopted February 25, 2004 (2004-6)*

## **Section 3 - Election**

Members of the Board of Advisors shall be nominated by the President and approved by a 2/3 majority of the Board of Directors.

*As Adopted February 25, 2004 (2004-7)*

## **Section 4 - Terms Of Office**

There shall be no term limits for members of the Board of Advisors.

*As Adopted February 25, 2004 (2004-8)*

## **Section 5 - Meetings**

The Board of Advisors shall meet as the President deems necessary, but no more than eight (8) times during a calendar year. The Board of Advisors shall meet at a location of the President's choosing. The meetings shall be open to the General Membership. Notice of the meeting shall be given to all members of the Board of Advisors and the Board of Directors. There does not have to be a notice of these meetings to the General Membership. Notice may be made via mail, the newsletter (or other similar regular publication sent to Members), telephone, e-mail, or in person. Attendance by members of the Board of Advisors shall not be mandatory, but is highly encouraged. If fewer than three (3) members of the Board of Advisors are present at a meeting scheduled by the President, then that meeting must be cancelled or rescheduled for a later date.

*As Adopted February 25, 2004 (2004-9)*

## **Section 6 - Resignation**

A member of the Board of Advisors may resign at any time by providing written notice to the President or to the Board of Directors.

*As Adopted February 25, 2004 (2004-10)*

## **Section 7 - Removal**

Members of the Board of Advisors may be removed by motion and 2/3 majority vote by the Board of Directors. Removal from the Board of Advisors shall not affect the member's status (or non-status) as a Member in Good Standing or as a member of the Board of Directors.

*As Adopted February 25, 2004 (2004-11)*

## **ARTICLE VIII FIDUCIARY DUTIES**

### **Section 1 - Contract Authority**

The power to enter into contracts on behalf of the Ambassadors shall be vested solely in the Board of Directors. However, the Board of Directors may authorize any officer or officers, agent or agents of the Ambassadors to enter into any contract or execute any instrument on its behalf. Such authorization may be general or confined to specific instances. Except as provided in the Constitution and By-laws, no officer, agent, or employee shall have any power to bind the Ambassadors or to render it liable for any purpose or amount unless so authorized by the Board of Directors.

### **Section 2 - Expenditures**

**Section A – Annual Budget.** As soon as practical at the beginning of the fiscal year, the Board shall prepare an annual budget in sufficient detail to determine expected expenditures for the year. The Treasurer shall be responsible for coordinating the annual budget.

**Subsection B - Standard Procedure.** Any non-budgeted expense made by or on behalf of the Ambassadors of Two-Hundred and Fifty Dollars (\$250.00) or greater shall require prior approval by the Board of Directors. This shall apply to initial outlays of funds in addition to any contract or other financial understanding entered into by or on behalf of the Ambassadors in which a total expenditure of Two-Hundred and Fifty Dollars (\$250.00) or greater is possible.

**Subsection C - Emergency Procedure.** In the event of an emergency, when prior Board approval is not possible, then an expense of Two-Hundred and Fifty Dollars (\$250.00) or greater must be requested by two (2) Board members. The request must then be approved by the President and the Vice President. If, for any reason, the President and/or the Vice President cannot or do not approve the request, the request can be approved by a majority of the Board members. In the event such an expenditure is approved, the Board members requesting the funds, shall, within forty-eight (48) hours of receiving appropriate approvals in good faith, attempt to notify the remaining Board members.

The Board members requesting the funds must wait an additional forty-eight (48) hours before making a commitment to spend the funds. In that time, if a majority of the Board members notify the requesting officers, President and Vice President that they do not agree with the expenditure, then the expenditure is not approved. However, as soon as a majority of the Board approves the request, the expenditure may be made.

*As Amended June 30, 1999 (1999-23)*

**Subsection D - Reimbursement Procedure.** All requests for reimbursement from the Ambassadors must be submitted in writing and with the appropriate supporting documentation. The request for reimbursement by the general Membership must be signed by the individual requesting it and approved by a Board of Directors member with the appropriate authorization. Individuals authorized to approve a request for reimbursement are the responsible Director, the President and the Vice President.

All reimbursement requests must be submitted to the treasurer within ninety (90) days of the transaction. Reimbursement requests submitted after the ninety (90) days of transaction must be approved by three-fourths (3/4) of the board.

Another Director, the President, or the Vice President may approve the request for reimbursement by a Board member. No individual, including Board members, is permitted to approve his own request. Furthermore, a Board member may not approve a request for reimbursement of a Director from the same committee. In no event may the Treasurer approve a request for reimbursement.

*As Amended February 23, 2000 (2000-03)  
And May 31, 2000 (2000-15)*

### **Section 3 - Checks**

**Subsection A - Authority.** The power to sign all checks, drafts, or other orders for payment of money by the Ambassadors shall be vested in the Treasurer, the President, the Vice President and a Board approved Assistant Treasurer.

**Subsection B - Keeping of the Checkbook.** The Treasurer shall be the primary officer responsible for the keeping and maintaining of the checkbook. The Assistant Treasurer shall assist him in this regard. However, if both the Treasurer and the Assistant Treasurer become aware that they will not be available or capable of writing checks for three (3) or more days, arrangements shall be made to make the checkbook available to the President. If during that same period of time the President is also unavailable or incapable of writing checks, the checkbook shall be made available to the Vice President. The Treasurer, Assistant Treasurer and President shall be considered not available if they are more than fifty (50) miles away from the City of Indianapolis.

### **Section 4 - Reports**

The Treasurer shall, on at least a monthly basis, report to the Board of Directors on the financial status of the Ambassadors. This report shall include, but is not limited to, a balance sheet, an income statement, and a record of all checks written since the last report, detailing the check number, its amount and the recipient.

### **Section 5 - Audits**

The financial statements and records of Ambassadors shall be inspected on an annual basis by either an external CPA or an internal finance committee composed of at least three non-board Ambassador members. The results shall be presented to the Board of Directors. The scope of this inspection is at the discretion of the Board.

*As Adopted September 26, 2001 (2001-07)*

### **Section 6 - Loans**

Unless authorized by the Board of Directors, no loan shall be made by or contracted on behalf of the Ambassadors and no evidence of indebtedness shall be issued in its name.

### **Section 7 - Investments**

The Finance Committee, upon prior approval of the Board of Directors, shall have the ability to invest funds. Reports of such investments shall be reported to the Board.

### **Section 8 - Fund Raising**

The Treasurer shall be responsible for coordinating fund raising opportunities and activities originated and sponsored by and held for the benefit of the Ambassadors. All fund raising activities must be approved by a majority vote of the Board prior to implementation.

*As Adopted, November 30, 1998 (1998-01)*

## **ARTICLE IX AMENDMENTS**

### **Section 1 - By-Laws**

**Subsection A- Recommendation.** Any current Ambassador officer may propose an amendment to the By-laws. Such proposal may be put forth at any regular or special meeting of the Board of Directors. After a proposal is made, it shall be sent to the By-Laws Committee for review.

**Subsection B - Committee Review.** After an amendment to the By-Laws is proposed and before it is voted on by the Board, it shall be submitted to the By-Laws Committee for review and recommendation. The By-Laws Committee shall then give its recommendation to the Board within forty-five (45) days of the amendment's proposal. If no recommendation is given within forty-five (45) days then the Board may vote on the proposed amendment without recommendation.

**Subsection C - Adoption.** Once a proposed amendment to the By-Laws is brought back to the Board of Directors for a vote, a two-thirds (2/3rds)-majority vote of the Board shall be required for a proposed amendment to be adopted. If a proposed amendment to the By-Laws fails to be voted upon by the Board within seventy (70) days of its proposal, its author(s) may demand that a vote be taken by the Board on the amendment.

### **Section 2 - Policies And Procedures**

Any current Ambassador Officer may propose an amendment to the Policies and Procedures. The procedure for recommending and approving a new, or amending an existing, Policy and Procedure shall be identical to the procedure for a proposal to the By-Laws except that final adoption shall only require a simple majority of the Board of Directors.

### **Section 3 - Guidelines**

To amend a Guideline, the officer or officers responsible for those Guidelines, need only inform the Board of Directors of the change. Such change shall be deemed adopted unless challenged by an officer and disapproved by a majority of the Board.

*As Adopted April 28, 1999 (1999-12)*

# **POLICIES AND PROCEDURES**

## **Alcohol Policy**

Ambassadors shall not consume alcohol while volunteering at a sanctioned volunteer event without the consent of the sponsoring organization. If any member, or any person dealing with the Ambassadors, experiences or witnesses behavior inconsistent with this policy, he or she may contact a Volunteer Services Director, the Vice President or file a grievance with the Disputes and Grievances Committee in accordance with the By-Laws. Failure to comply with this policy will result in an official violation and disciplinary action as set forth in the Policy Violations Procedure. Appeals and questions regarding this policy should be addressed to the Director of Volunteer Administration.

*As Adopted December 30, 1998 (1998-05)*

*As Amended April 24, 2002 (2002-02)*

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

## **Amendment Procedure and Form**

### **Amendments To The Constitution**

All proposed amendments to the Constitution must be presented to the Vice President at (or for) a Board of Directors meeting in writing. The writing must be of such sufficiency so as to properly and concisely define the proposed amendment. The proposal must further be precisely defined on all elements when brought before the Board for recommendation and reduced to final language when presented to the Membership for adoption. Such final language shall be included on any written adoption ballots given to the Membership. However, a summary of the proposed amendment may be substituted for the final language if the final language is made readily available to the Membership. Once submitted to the Membership, the language of a proposed amendment may not be altered.

### **Amendments To The By-Laws Or Policies And Procedures**

All proposed amendments to the By-Laws or Policies and Procedures must be presented to the Vice President at (or for) a Board meeting in writing. The writing must be of such sufficiency so as to properly and concisely define the proposed amendment. The proposal must further be precisely defined on all elements when brought before the Board for adoption and reduced to final language upon a vote for adoption.

*As Adopted May 26, 1999 (1999-18)*

## **Contract Policy**

A contract is a legally enforceable promise or set of promises. Contracts should be reviewed prior to acceptance by Ambassadors. Any voting member of the Board of Directors is authorized to enter into and/or sign any contract on behalf of the Ambassadors, providing that:

1. The contract is in writing
2. The contract and its terms and provisions are reviewed in detail and approved prior to signing the contract by the following individuals:
  - a. Two Directors; and
  - b. Either the President or the Vice President.
3. This review and approval is documented (documentation is to be maintained with the signed contract).
4. The terms of the contract, including purpose, costs, time period, escrow agreements, deposits and termination clauses are presented to the Board for their acceptance.

- a. If the total dollar value of the contract is two-hundred fifty dollars (\$250.00) or more, then acceptance is to be obtained using the same procedures as outlined in the By-Laws, Article VII Fiduciary Duties, Section 2 Expenditures.
- b. If the total dollar value of the contract is less than two hundred fifty dollars (\$250.00), then Board acceptance may be retroactive.

*As Adopted January 27, 1999 (1999-03)*

## **Discrimination Policy**

Indianapolis Ambassadors is a volunteer organization. Our first and most important function is to provide quality volunteers for services and events that promote community development in Indianapolis. It is therefore our policy to behave responsibly and in a professional manner that reflects positively on the volunteer event, the sponsoring organization and the Ambassadors.

The Ambassadors place a high value in developing and maintaining cultural diversity in our organization. In the conduct of his or her membership responsibilities, every member shall apply the principle of equal participation in all programs. Furthermore, no member of the organization shall discriminate so that another member of the organization is less favorably treated than another on grounds including, but not limited to: race, color, disability or handicap, marital status, age, religion, sex, ethnic or national origin, political beliefs, sexual orientation or any other personal characteristic which is not relevant to the activity.

The Ambassadors also strive to interface with organizations that discourage discrimination as mentioned above.

If any member, or any person dealing with the Ambassadors, experiences behavior inconsistent with this policy, he or she should contact the Vice President or file a grievance with the Disputes and Grievances Committee in accordance with the By-Laws.

*As Adopted December 30, 1998 (1998-04)  
As Amended June 30, 1999 (1999-21)  
As Amended March 28, 2001 (2001-01)*

## **Guest Policy**

No member of the Indianapolis Ambassadors may bring a guest with him/her to a volunteer event unless he/she has received approval by the Director of Volunteer Administration prior to the event. In the event of an emergency, however, the contact person may give approval.

Failure to comply with this policy will result in an official violation and disciplinary action as set forth in the Policy Violations Procedure. Appeals and questions regarding this policy should be addressed to the Director of Volunteer Administration.

*As Adopted April 28, 1999 (1999-13)  
As Amended May 26, 1999 (1999-19)  
As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

## **Married Membership Transition Policy**

If two current members marry and wish to establish a married membership with the Ambassadors, the Ambassadors would request both members have identical future expiration dates based on the involved parties' earliest expiration date. Upon said expiration date, the couple would be eligible for a credit of 1/12 the annual individual renewal dues amount per month paid for but not used. This credit, which can only be used towards membership dues, would be deducted from the married membership renewal fee.

*As Adopted August 29, 2001 (2001-06)*



## **New Member Event Policy**

The Volunteer Services Committee may choose to designate certain volunteer events as New Member Events. The purpose of a New Member Event is to give preferential treatment in selecting volunteers to people who have been members for three (3) months or less. New Member Events shall be so designated in all printed material relating to volunteer opportunities. Only new members who are Members in Good Standing may receive preferential treatment

## **Policy Violations Procedure**

### **General Policy**

If a member violates the Guest, Alcohol, or Discrimination, Volunteer Event Policies, the Director of Volunteer Administration (DVA) shall then send him a written notice of said violation to his last known address. If a member accumulates two (2) violations within any three hundred sixty-five (365) day period he shall be put on probation for a period of thirty (30) days and in doing so shall forfeit Member in Good Standing status for that time period. If a member accumulates three (3) violations within any three hundred sixty-five (365) day period he shall be put on probation for a period of one hundred eighty (180) days and in doing so shall forfeit Member in Good Standing status for that time period.

### **Violation Verification**

Before the DVA can send out notice of a policy violation, he must first receive notice from a person who witnessed or can otherwise document the member's violation. The DVA shall document how, when and by whom such violation notice is received.

### **Notice Requirement**

When sending out a notice of violation, the DVA shall keep a copy of the letter sent out documenting the date sent and the name and address of the member. A subsequent violation of any policy cannot be counted against the member for the above purposes unless a minimum of seven (7) days has expired since the mailing of a previous violation notice.

Any letter sent to a member that contains any suspending of that member's privileges would be sent by the DVA certified mail with return receipt.

*As Adopted February 23, 2000 (2000-04)*

### **Content Of Notice**

The written violations notice sent out by the DVA shall include all relevant information regarding the violation, including, if applicable, the name, date and time of the volunteer event in which the violation allegedly took place. The notice shall also inform the member of their right to appeal the violation to the DVA and the Board of Directors including all applicable time deadlines.

### **Appeals**

A member shall have thirty (30) days from the date a violations notice is sent to appeal the violation to the DVA. The DVA shall then decide within fifteen (15) days from a member's appeal whether or not the violation should be lifted and shall inform the member of the decision in writing. If the DVA denies the appeal, then the member shall have sixty (60) additional days to appeal the DVA's decision to the Board in accordance with the By-Laws. Failure to meet these deadlines shall nullify an appeal unless the member demonstrates extenuating circumstances preventing earlier action as determined by the person(s) to whom the appeal is brought. While an appeal is in process, the appealing member shall remain a Member in Good Standing for the purpose of this policy.

*As Adopted May 26, 1999 (1999-19)*

*As Amended February 23, 2000 (2000-4)*

*As Amended April 24, 2002 (2002-02)*

*As Amended July 10, 2002, effective as of January 8, 2003 (2002-05)*

## Returned Items Policy

Whenever payment is received in the form of checks, our organization runs the risk that one or more of these checks may be returned due to insufficient funds, closed account, or stopped payment. Our policy is to collect all funds due to us in a timely manner, without regard as to position or standing in the organization. The following procedures are designed to provide us with a consistent means of handling these situations.

### **When A Check Is Returned (No Occurrences In Prior 12 Months):**

1. The Treasurer will notify the appropriate director of the overdraft information.
2. The Director will contact member and notify them of the overdraft.
3. The Director will request that the member provide Indianapolis Ambassadors with a replacement check for the original amount plus \$10.00 within 15 days.
4. The Director will document the date(s) and results of the contact, and forward the information to the Treasurer for tracking purposes.

### **If Replacement Check Is Returned For Insufficient Funds, Or Funds Are Not Received Within 15 Days:**

1. The responsible Director will send the member a letter notifying them that the member is on probation until guaranteed funds (e.g. cash, money order, certified check, or cashier's check) have been received.
2. The responsible Director will notify the following members of the Board within 48 hours that the member has been put on probation:
  - a. Vice President
  - b. Secretary
  - c. Director of Volunteer Administration
  - d. Director of Social Administration
  - e. Director of Membership Services
  - f. In addition, the Board should be notified of the probation at the next regularly scheduled Board meeting.
3. The member's probation shall be revoked upon receipt of guaranteed funds.
4. The Treasurer will notify all Board members that guaranteed funds have been received.

### **When A Check Is Returned (Second Occurrence In Prior 12 Months):**

1. Follow the above procedures to collect the funds.
2. In addition, the responsible Director will notify the member in writing that all future payments (e.g., membership dues or social events) must be made in guaranteed funds (e.g., cash, money order, certified check, or cashier's check).
3. This action should be reported to the Board, and included in the Board minutes.

Appeals to this policy should be addressed to the Board of Directors.

*As Adopted January 27, 1999 (1999-02)*

## Social Policy

Any individual attending a social activity is responsible for paying by the posted deadline. Any event that is not full by the deadline may be canceled. Event payments are not refundable. Members who have paid and need to cancel must first find their own replacements if they are unable to attend. If the event involves a waiting list, a participant's money will be refunded only after the relinquished spot has been filled. Non-members must pay an additional \$2.00 or 10% fee (whichever is greater) for all events at the discretion of the Social Directors.

*As Adopted December 30, 1998 (1998-03)*

## **Unexcused Absences**

Contact event persons will make the Director of Volunteer Administration aware of members who have been documented with an “unexcused” absence immediately following the “unexcused” event.

The Director of Volunteer Administration will mail a written notice to the member’s last known address with the following information. An e-mail message will be sent to all contact event persons and to the Board of Directors so they are aware of members who are not permitted to participate in Ambassador volunteer events.

### **First Unexcused Absence**

- (1) Reconfirm commitment provisions of the Volunteer Policy.
- (2) Additional unexcused absences can result in a restriction from participating in future Ambassador volunteer events.

### **Second Unexcused Absence**

- (1) Confirm a second unexcused absence within a 90-day period from the date of the first unexcused absence.
- (2) Establish a 90-day period (beginning with the date of the second unexcused absence) in which no Ambassador volunteer participation will be permitted.
- (3) The member shall forfeit “member in good standing status” during the 90-day period.
- (4) The member may continue to participate in Ambassador-sponsored event by paying the non-member charge.

### **Third Unexcused Absence**

- (1) Confirm a third unexcused absence.
- (2) Establish a 180-day period (beginning with the date of the third unexcused absence) in which no Ambassador volunteer participation will be permitted.
- (3) The member shall forfeit “member in good standing status” during the 180-day period.
- (4) The member may continue to participate in Ambassador-sponsored event by paying the non-member charge.

### **Subsequent Unexcused Absences**

The member may lose membership status as an Indianapolis Ambassador.

*Approved by Board, May 31, 2006.*

## **Volunteer Event Attendance Credit**

Members are eligible to receive volunteer event attendance credit only for events posted on the Indianapolis Ambassadors website. Members are NOT eligible to receive volunteer event attendance credit for events for which they are being paid by the sponsoring organization.

*Approved by Board, October 25, 2006*

## Volunteer Policy

As an Ambassador, you are expected to fulfill your volunteer commitments. Our first and most important function is to provide quality volunteer service for various events in the Indianapolis area. Therefore, it is our policy to conduct ourselves responsibly and in a professional manner that reflects positively on the event, the sponsoring organization, and the Indianapolis Ambassadors. In not following through with your commitment (e.g., not calling or appearing at the event), or behaving in a manner detrimental to the philosophy of the Ambassadors, you jeopardize the Ambassadors' reputation and possibly disqualify us from future participation.

It is your responsibility after signing up for an Ambassador volunteer event:

- To arrive at the event on the specified date, on time, at the specified location, and dressed in accordance with the attire described in the event description information.
- Perform the duties asked of you by the sponsoring organization or by an Ambassador staff member at the event.
- To not leave the event early unless excused by the sponsoring organization or you are made aware of a personal emergency situation.

If you have questions regarding ANY of the event's requirements, please call the contact event person (not the event sponsor or event location).

If you determine that you are unable to fulfill your volunteer commitment, you must call the contact person (not the event sponsor or event location) as soon as you determine you cannot fulfill the commitment.

Unless otherwise instructed, it is your responsibility to find a replacement and to inform the ambassador contact person of the replacement. Ambassador members who are willing to service as "substitutes" are listed on the website.

A telephone call will not automatically result in an "excused" absence.

The contact event person will evaluate the information you provide and has the authority to classify the absence as "excused" or "unexcused."

A member may receive an "unexcused" absence for such reasons as "no show, no call," explanation given to the contact event person is not acceptable as a basis for "excused," or arriving at an event that the member was assigned to volunteer more than one-fourth (1/4) of the time of the shift late, or other period of time as determined by the contact event person.

Failure to comply with this policy will result in an official violation and disciplinary action as set forth in the Policy Violations Procedure. Appeals and questions regarding the policy should be addressed to the Director of Volunteer Administration.

*Approved by Board, May 31, 2006.*

# AMENDMENTS

## **Ratification**

The Constitution and By-Laws were adopted in whole by the Membership on October 7, 1998 by a vote of 94 in favor, 27 opposed and 15 abstaining.

## **Amendment 1998-01**

By-Laws, Article I Officer Duties, Section 3 Treasurer, the following language was added to the section: "The Treasurer shall be responsible for coordinating fund raising opportunities and activities originated and sponsored by and held for the benefit of the Ambassadors."

By-Laws, Article VII Fiduciary Duties, Section 8 Fund Raising was created.

*Adopted by the Board unanimously on November 30, 1998.*

## **Amendment 1998-02**

By-Laws, Article VI Board of Directors, Section 7 Executive Session was created.

*Adopted by the Board on a vote of 12-0 on December 30, 1998*

## **Amendment 1998-03**

Policies and Procedures, the Social Policy was created.

*Adopted by the Board on a vote of 12-0 on December 30, 1998*

## **Amendment 1998-04**

Policies and Procedures, the Discrimination Policy was created.

*Adopted by the Board on a vote of 12-0 on December 30, 1998*

## **Amendment 1998-05**

Policies and Procedures, the Alcohol Policy was created.

*Adopted by the Board on a vote of 12-0 on December 30, 1998*

## **Amendment 1998-06**

Policies and Procedures, the Volunteer Attendance Policy was created.

*Adopted by the Board on a vote of 12-0 on December 30, 1998*

## **Amendment 1998-07**

Policies and Procedures, the Event Lottery Procedure was created.

*Adopted by the Board on a vote of 12-0 on December 30, 1998*

## **Amendment 1999-01**

By-Laws, Article VI Board of Directors, Section 8 Resolutions was created.

*Adopted by the Board on a vote of 11-0 on January 27, 1999.*

## **Amendment 1999-02**

Policies and Procedures, the Returned Items Policy was created.

*Adopted by the Board on a vote of 11-0 on January 27, 1999.*

## **Amendment 1999-03**

Policies and Procedures, the Contract Policy was created.

*Adopted by the Board on a vote of 11-0 on January 27, 1999.*

## **Amendment 1999-04**

By-Laws, Article II Committees, Section 1 Membership was amended by adding: "Chairmen of all Special Committees must be Members in Good Standing. The term of office for a Special Committee chairman shall be the same as the currently serving officers."

By-Laws, Article V - Misconduct, Disputes and Grievances, Section 5 - Special Committee Chairmen was created.

*Adopted by the Board on a vote of 13-0 on February 27, 1999.*

## **Amendment 1999-05**

By-Laws, Article II Committees, Section 3 Authority was amended by adding: "All decisions made by a committee may be overruled upon a showing of cause and a majority vote of the Board."

*Adopted by the Board on a vote of 13-0 on February 27, 1999.*

## **Amendment 1999-06**

By-Laws, Article V Misconduct, Disputes and Grievances, old Section 3 Officer Misconduct was deleted.

Section 2 Member Misconduct was amended by adding "and officer" in the heading and text.

*Adopted by the Board on a vote of 13-0 on February 27, 1999.*

## **Amendment 1999-07**

By-Laws, Article III Membership, Section 4 Volunteer Attendance Policy was deleted; old Section 5 was renumbered Section 4 and a new Section 5 - Probation was created.

*Adopted by the Board on a vote of 13-0 on February 27, 1999.*

## **Amendment 1999-08**

By-Laws, Article I Officers, Section 15 Change of Duties was created.

*Adopted by the Board on a vote of 9-0-4 on March 31, 1999.*

## **Amendment 1999-09**

By-Laws, Article I Officers, Section 7 Director of Public Relations and By-Laws, Article II Committees, Section 4 Standing Committees, Subsection H Public Relations Committee the following language was added: "the development and maintenance of a web page"  
By-Laws, Article II Committees, Section 5 Special Committees, Subsection A Existing Ongoing Special Committees, Paragraph 5 Web Page Committee was created.

*Adopted by the Board on a vote of 12-0-1 on March 31, 1999.*

**Amendment 1999-10**

Constitution, Article VI Officers, Section 5 Terms of Office, Subsection A Annual Terms and Section 6 Elections were changed in whole.

*Adopted by the Membership on a vote of 135-6 on April 7, 1999.  
The amendment was previously recommended by the Board on a vote of 11-0-1 on January 27, 1999*

By-Laws, Article IV Elections, Sections 3 Time of Election and 8 Election Vacancies were created. The language “The election of all officers shall take place in January of each year” was removed from Section 4, Subsection A Order of Elections.

*Adopted by the Board on a vote of 11-0-1 on January 27, 1999  
becoming effective April 7, 1999*

**Amendment 1999-11**

Policies and Procedures, the New Member Event Policy was created.

*Adopted by the Board on a vote of 12-1-0 on April 28, 1999.*

**Amendment 1999-12.**

By-Laws, Article VIII Amendments, the word “accepted” was replaced with “adopted” throughout.

*Adopted by the Board on a vote of 13-0-0 on April 28, 1999*

**Amendment 1999-13**

Policies and Procedures, the Guest Policy was created.

*Adopted by the Board on a vote of 13-0-0 on April 28, 1999.*

**Amendment 1999-14**

By-Laws, Article I Officer Duties, Sections 6 Director of Membership and 7 Director of Public Relations and Article II Committees, Section 4 Standing Committees, Subsection G Membership Services Committee and Subsection H Public Relations Committee.

Effective January 1, 2000 the above sections shall reflect a change that the duties of recruitment and orientation of new prospective members shall return to the Membership Services Committee.

*Adopted by the Board on a vote of 9-4-1 on April 28, 1999.*

**Amendment 1999-15**

By-Laws, Article V Misconduct, Dispute and Grievances was replaced in its entirety.

*Adopted by the Board on a vote of 13-0-0 on April 28, 1999*

**Amendment 1999-16**

By-Laws, Article I Officer Duties, Section 15 Change of Duties, Subsection B By-Laws Amendment was amended to replace the phrase “until that office’s next election” with “until the end of that office’s current term”.

*Adopted by the Board on a vote of 13-0-0 on April 28, 1999*

**Amendment 1999-17**

By-Laws, Article III Membership, Section 6 Suspension was created.

*Adopted by the Board on a vote of 12-1-0 on Mary 26, 1999.*

**Amendment 1999-18**

Policies and Procedures, Amendment Procedure and Form was created.

*Adopted by the Board on a vote of 13-0-0 on Mary 26, 1999.*

**Amendment 1999-19**

Policies and Procedures, Policy Violations Procedure was created. Policies and Procedures, the Guest and Volunteer Policies were amended. By-Laws, Article III Membership, Section 5 Probation, Subsection C Appeals was amended.

*Adopted by the Board on a vote of 12-0-1 on Mary 26, 1999.*

**Amendment 1999-19**

By-Laws, Article II Committees, Section 3 Authority was amended.

*Adopted by the Board on a vote of 12-0-1 on Mary 26, 1999.*

**Amendment 1999-20**

Constitution, Article II Governing Structure, Amendments, Appeals and Interpretation, Section 2 Amendments, Subsection B Adoption was changed in whole.

*Adopted by the Membership on a vote of 123-4 on June 2, 1999.  
The amendment was previously recommended by the Board on a vote of 11-0-0 on March 31, 1999*

**Amendment 1999-21**

Policies and Procedures, the Discrimination Policy was amended removing the words “victimized or” from the second paragraph and “and harassment” from the third.

*Adopted by the Board on a vote of 12-0-1 on June 30, 1999.*

**Amendment 1999-22**

By-Laws, Article III Membership, Section 1 Dues, Subsection A Amount, Paragraph 3 Lifetime was amended to add the following language: “However, individual members who have maintained an active and continual dues paid membership since January 1994 shall only be required to pay \$75.00 (married couples \$125.00 if both have been members since January 1994. This offer will expire December 31, 1999.”

*Adopted by the Board on a vote of 13-0-0 on June 30, 1999.  
Note: Due to the temporary nature of this amendment, it was not included in the body of the By-Laws.*

**Amendment 1999-23**

By-Laws, Article VII Fiduciary Duties, Section 2 Expenditures, Subsection B Emergency Procedure the last sentence of the first paragraph and the entire second paragraph were added.

*Adopted by the Board on a vote of 13-0-0 on June 30, 1999*

**Amendment 1999-24**

By-Laws, Article III Membership, Section 2 Honorary Members was amended in whole.

*Adopted by the Board on a vote of 13-0-0 on August 25, 1999*

**Amendment 1999-25**

By-Laws, Article VI Board of Directors, Section 3 Proxies and Section 6 Absentee Ballots, the phrase “or the Chair of the meeting” was added after “Vice President”.

*Adopted by the Board on a vote of 13-0-0 on August 25, 1999*

**Amendment 1999-26**

The following recommendations have been regarding the Constitution, Article III Membership. These changes are pending approval of the Membership.

a. SECTION 1 Requirements, Subsection C Voting, remove the phrase “Honorary Members and”

b. SECTION 2 Types of Membership, Subsection C Lifetime will now read as follows:

Subsection C - Lifetime. Available to all individuals for the life of the member. A Lifetime Member must have participated in at least one volunteer event within the past twelve months to be considered an active Lifetime Member, otherwise he will be considered inactive. Inactive Lifetime Members will not be counted against quorum in any meeting of the Membership in which an election or question is raised. However, all Lifetime Members retain the right to vote at any meeting of the Membership they attend in person or by proxy or absentee ballot.

*Adopted by the Board on a vote of 13-0-0 on August 25, 1999*

**Amendment 1999-27**

The following recommendation have been regarding the Constitution, Article V Board of Directors, Section 4 Quorum. Remove the phrase “(eight (8) or more)”. This change is pending approval of the Membership.

*Adopted by the Board on a vote of 13-0-0 on August 25, 1999*

**Amendment 1999-28**

By-Laws, Article I Officer Duties, Section 6 Director of Membership Services and as in the By-Laws, Article III Committees, Section 4 Standing Committees, Subsection G, Membership Services Committee, the duty of “the publication of a monthly newsletter, be switched respectively to the By-Laws, Article I Officer Duties, Section 7 Director of Public Relations and as in the By-Laws, Article III Committees, Section 4 Standing Committees, Subsection H, Public Relations Committee. By-Laws, Article III Committees, Section 5 Special Committees, Subsection A Existing Ongoing Special Committees, Paragraph 4 Newsletter Committee, the Editor is now appointed by the Director of Public Relations.

*Adopted by the Board on a vote of 11-0-2 on August 25, 1999*

**Amendment 1999-29**

By-Laws, Article III Membership, Section 7 Solicitation was created.

*Adopted by the Board on a vote of 9-1-2 on September 29, 1999*

**Amendment 1999-30**

Constitution, Article VII Solicitation was created.

*Adopted by the Membership on a vote of 113-25 on November 3, 1999. The amendment was previously recommended by the Board on a vote of 11-0-1 on September 29, 1999*

**Amendment 1999-31**

Constitution, Article III Membership, Section 1 Requirements, Subsection C Voting removed the phrase “and inactive Lifetime Members.”

*Adopted by the Membership on a vote of 129-9 on November 3, 1999. The amendment was previously recommended by the Board on a vote of 13-0-0 on August 25, 1999*

**Amendment 1999-32**

Constitution, Article V Board of Directors, Section 4 Quorum, the phrase “eight (8) or more” was removed.

*Adopted by the Membership on a vote of 132-6 on November 3, 1999. The amendment was previously recommended by the Board on a vote of 13-0-0 on August 25, 1999*

**Amendment 1999-33**

By-Laws, Article V Misconduct, Disputes and Grievances, Section 2 Member and Officer Misconduct, Subsection B Mediation, the second, third, and fourth sentences were added. Also, in Subsection C Committee Hearing Paragraph 2, “a dispute” was changed to “an undismissed complaint” and “unless the delay was caused by the petitioning party” was added.

*Adopted by the Board on a vote of 10-0-0 on December 29, 1999*

**Amendment 1999-34**

By-Laws, Article V Misconduct, Disputes and Grievances, Section 2 Member and Officer Misconduct, Subsection C Committee Hearing Paragraph 1, the second sentence was added, Paragraph 2, the first and second sentences were added. Also, Section 3 was changed to read simply “Resolution” and the phrase “or the Disputes and Grievances Committee” was added therein. Finally the phrase “Unless otherwise expressly stated” was added at the beginning of the By-Laws, Article II Committees, Section 3 Authority.

*Adopted by the Board on a vote of 10-0-0 on December 29, 1999*

**Amendment 1999-35**

By-Laws, Article IV Elections, Section 5 Disputes, at the end of the first sentence the phrase “in case of an election or the Vice President in the case of a question” was added. Also added was a third sentence: “Such a complaint must be made within seventy-two (72) hours of the vote in question.”

*Adopted by the Board on a vote of 10-0-0 on December 29, 1999*

**Amendment 2000-01**

By-Laws, Article 3 Membership, Section 7, Solicitation The words “Any,” “goods,” and “faxing” are added to the paragraph.

*Adopted by the Board on a vote of 11-0-0 on January 26, 2000*

**Amendment 2000-02**

By-Laws, Article 3 Membership, Section 7, Solicitation This split the events between non-charity and all else.

*Adopted by the Board on a vote of ... on January 26, 2000*

**Amendment 2000-03**

Policy Violation Procedures

It would require certified mail to be sent whenever there is a probation placed on a member.

*Adopted by the Board on a vote of ... on February 23, 2000*

**Amendment 2000-04**

Policies and Procedures, Volunteer Policy

This allows the DiVA more power to assign disciplinary action

*Adopted by the Board on a vote of ... on March 29, 2000*

**Amendment 2000-05**

Policies and Procedures, Volunteer Policy

This adds “Tardiness” to the already existing second paragraph.

*Adopted by the Board on a vote of ... on February 23, 2000*

**Amendment 2000-06**

By-Laws, Article 7, Board of Advisors  
This proposal created a policy on selecting the Board of Advisors and when they would meet  
*Adopted by the Board on a vote of 12-0-0 on May 31, 2000*

**Amendment 2000-07**

Policies and Procedures, Event lottery Procedure  
This proposal completely changes the lottery system for volunteer events.  
*Adopted by the Board on a vote of 11-0-1 on May 31, 2000*

**Amendment 2000-08**

By-Laws, Article VII, Fiduciary Duties, Section 2 Subsection C  
Alters the reimbursement procedure by setting of limit of turning in the receipt (90 days) before board approval is needed.  
*Adopted by the board on a vote of 12-0-0 on May 31, 2000*

**Amendment 2000-09**

By-Laws, Article VII-Article VIII  
Moved Board of Advisors to Article VII and Fiduciary to Article VIII and Amendments to Article IX  
*Adopted by the Board on a vote of 12-0-0 on May 31, 2000*

**Amendment 2001-01**

Policies and Procedures, Discrimination Policy  
The words “sexual orientation” were added to the second paragraph.  
*Adopted by the Board on a vote of 13-0-0 on March 28, 2001*

**Amendment 2001-02**

By-Laws, Article III Membership, Section 7 Solicitation, Subsection A Directory and Database Use the words “and Email List” were added to the title. Also, the phrases “and email lists” and “for official Ambassador events, activities, and purposes” were added to the first sentence.  
*Adopted by the Board on a vote of 11-0-0 on May 30, 2001*

**Amendment 2001-03**

By-Laws, Article V Misconduct, Disputes and Grievances, Section 1 Disputes and Grievances Committee, Subsection C Disqualification the last sentence was added.  
*Adopted by the Board on a vote of 12-0-0 on May 30, 2001*

**Amendment 2001-04**

Constitution, Article VI – Officers, Section 5 – Terms of Office, Subsection A – Annual Terms the second sentence was replaced with “The incoming officers and Board of Directors shall take over their positions during the regularly scheduled general meeting in January. If no meeting is held in January, the new board shall take office on the first Wednesday of January.”  
*Adopted by the Membership on a vote of 93-7 on July 11, 2001*  
*The amendment was previously recommended by the Board on a vote of 14-0-0 on February 22, 2001*

**Amendment 2001-05**

By-Laws, Article III – Membership, Section 1 – Dues, Subsection A – Amount, Point 3 was changed to reflect an increase in the amount of lifetime membership dues.  
*Adopted by the Board on a vote of 13-0-0 on July 25, 2001*

**Amendment 2001-06**

Policies and Procedures, Married Membership Transition Policy was created.  
*Adopted by the Board on a vote of 13-0-0 on August 29, 2001*

**Amendment 2001-07**

By-Laws, Article VIII – Fiduciary Duties, Section 5 – Audits. The proposal replaces the sentence that existed.  
*Adopted by the Board on a vote of 11-0-0 on September 26, 2001*

**Amendment 2001-08**

By-Laws, Article II – Committees, Section 4 – Standing Committees, Subsection G – Membership Services Committee. The proposal streamlined the Membership Services Committee description.  
*Adopted by the Board on a vote of 11-0-0 on September 26, 2001*

**Amendment 2001-09**

By-Laws, Article II – Committees, Section 4 – Standing Committees, Subsection H – Public Relations Committee. The proposal streamlined the Public Relations Committee description.  
*Adopted by the Board on a vote of 11-0-0 on September 26, 2001*

**Amendment 2001-10**

By-Laws, Article I – Officer Duties, Section 4 – Secretary. The sentence “The Secretary shall also serve as Vice-Chairman of the Membership Services Committee” was added to the description.  
*Adopted by the Board on a vote of 11-0-0 on September 26, 2001*

**Amendment 2001-11**

By-Laws, Article I – Officer Duties, Sections 5 – Director of Educational Programs, 6 – Director of Membership Services, and 7 – Director of Public Relations. The proposal streamlined the descriptions of these three offices.  
*Adopted by the Board on a vote of 11-0-0 on September 26, 2001*

**Amendment 2001-12**

By-Laws, Article II – Committees, Section 5 – Special Committees, Subsection A – Existing Ongoing Special Committees, Paragraph 4 – Newsletter Committee. The words “Public Relations Committee” replace “Membership Services Committee” in the first sentence.  
*Adopted by the Board on a vote of 11-0-0 on September 26, 2001*

**Amendment 2001-13**

Constitution, Article III – Membership, Section 1 – Requirements, Subsection D – Grievances. This proposal added a new subsection addressing grievances by members not in good standing and inactive lifetime members.  
*Adopted by the Membership on a vote of 106-12 on November 7, 2001. The amendment was previously recommended by the Board on a vote of 13-0-0 on July 25, 2001*

**Amendment 2001-14**

Constitution, Article III – Membership, Section 2 – Types of Membership, Subsection C – Lifetime. The subsection was amended to reflect a change in the third sentence, adding the phrase “nor will they retain the right to vote” and a deletion of the last sentence in the paragraph.  
*Adopted by the Membership on a vote of 99-19 on November 7, 2001. The amendment was previously recommended by the Board on a vote of 13-0-0 on July 25, 2001*

**Amendment 2002-01**

By-Law, Article II – Committees, Section 5 – Special Committees, Subsection C – Board Officers. The Subsection was amended to allow the Member At Large to chair a special committee existing on a terminable basis.  
*Adopted by the Board on a vote of 13-0-0 on March 27, 2002*



**Amendment 2002-02**

Policies and Procedures, Alcohol Policy – A second paragraph was added to address proper disciplinary action for violations of the Alcohol Policy.

*Adopted by the Board on a vote of 9-0-1 on April 24, 2002*

**Amendment 2002-03**

Constitution, Article V – Board of Directors, Section 3 – Membership, and Article VI – Officers, Section 2 – Other Officers: Removed officer position of Director of Volunteer Administration.

*Recommended by the Board on a vote of 10-0-0 on May 29, 2002.*

*Adopted by the Membership on a vote of 150-13 on July 10, 2002*

**Amendment 2002-04**

Constitution, Article V – Board of Directors, Section 3 – Membership, and Article VI – Officers, Section 2 – Other Officers: Removed officer position of Sergeant-at-Arms.

*Recommended by the Board on a vote of 10-0-0 on May 29, 2002.*

*Adopted by the Membership on a vote of 131-33 on July 10, 2002*

**Amendment 2002-05**

By-Laws, Articles I, II, IV, and V, various sections: amended to reflect Amendments 2002-03 and 2002-04.

*Adopted by the Board on a vote of 10-0-0 on May 29, 2002.*

*Effective on Adoption by Membership of 2002-03 and 2002-04 on July 10, 2002*

**Amendment 2002-06**

By-Laws, Article III – Members; Section 1 – Dues: Added new Subsection granting a complementary membership to Board members, effective for the 2003 Board of Directors.

*Adopted by the Board on a vote of 9-3-1 on October 30, 2002*

**Amendment 2003-01**

Constitution, Article III Membership, Section 1 Requirements, Subsection C Voting: added the phrase “and Promotional Members.”

*Adopted by the Membership on a vote of 65-43 on September 3, 2003. The amendment was previously recommended by the Board on a vote of 7-0-2 on August 27, 2003*

**Amendment 2003-02**

Constitution, Article III Membership, Section 2 Types of Membership, Subsection D Honorary: added “Paragraph 1 Promotional. A three (3) month trial membership to Indianapolis Ambassadors limited to one per individual, per lifetime and not available to current, past or renewing members. A maximum of six (6) Promotional Memberships may be given per year by the Director of Public Relations. This membership may only be given away via a random drawing to a prospective member who has: 1) signed up at any event to receive further Indianapolis Ambassador information, or 2) has inquired about the organization via the internet, phone hotline or by mail. To activate the promotional membership, the recipient must fill out a promotional membership form, and attend either; 1) a general meeting and new member orientation, or 2) a second chance orientation within two (2) months of being notified of their selection. Failure to activate will forfeit the promotional membership, and the recipient shall never again be eligible for a promotional membership. Forfeited memberships do not count against those given to the Director of Public Relations. If the recipient decides to join the organization at the end of the three (3) month promotional period, he will be required to fill out a single, married, or lifetime membership and comply with all other rules, regulations and requirements of the organization listed in the Constitution and By-Laws.”

*Adopted by the Membership on a vote of 65-43 on September 3, 2003. The amendment was previously recommended by the Board on a vote of 7-0-2 on August 27, 2003*

**Amendment 2003-03**

Constitution, Article VI Officers, Section 2 Other Officers: Added position of Director of Communications to #4 (after Director of Public Relations). Moved all other positions down accordingly.

*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-04**

By-Laws, Article I, Officer Duties, Section 8 Director of Communications: added the new Director of Communications position and the phrasing “SECTION 8 – DIRECTOR OF COMMUNICATIONS The Director of Communications shall serve as Chairman of the Communications Committee, which includes the Website and Newsletter Committees, and shall be responsible for ensuring the committee fulfills all its outlined responsibilities. Additionally, the Director of Communications shall be available to handle any additional projects pertinent to the committee as assigned by the President of the Board.”

*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-05**

By-Laws, Article I, Officer Duties, Section 9: Changed to Director of Social Promotions.  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-06**

By-Laws, Article I, Officer Duties, Section 10: Changed to Director of Social Administration.  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-07**

By-Laws, Article I, Officer Duties, Section 11: Changed to Director of Volunteer Promotions.  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-08**

By-Laws, Article I, Officer Duties, Section 12: Changed to Director of Volunteer Coordination.  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-09**

By-Laws, Article I, Officer Duties, Section 13: Changed to Member-At-Large.  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-10**

By-Laws, Article I, Officer Duties, Section 10: Changed to Change of Duties.  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-11**

By-Laws, Article II, Committees, Section 4, Standing Committees, Subsection H: added "and" between items (3) & (4), removed text "and (5) overseeing the Web Page and Newsletter committees."  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-12**

By-Laws, Article II, Committees, Section 4, Standing Committees, added "Subsection I, Communications Committee: The communications committee shall be responsible for overseeing the Web Page and Newsletter Committees. The Director of Communications shall be the Chairman of the Communications Committee. Other committee officers may be appointed as the chairman so directs."  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-13**

By-Laws, Article II, Committees, Section 5, Special Committees, Subsection A, Paragraph 4, Newsletter Committee: replaced "Public Relations" with "Communications".  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2003-14**

By-Laws, Article II, Committees, Section 5, Special Committees, Subsection A, Paragraph 5, Web Site Committee: Changed "Page" to "Site" and "Public Relations" to "Communications".  
*Adopted by the Membership on a vote of 104-7 on September 3, 2003. The amendment was previously recommended by the board on a vote of 7-0-2 on August 27, 2003.*

**Amendment 2004-1**

By-Laws, Article III – Membership, Section 1, Subsection B Payment: Changed to include "Duration and" Payment. Paragraph 1, Single and Married memberships: Changed to I.D. the "effective date".  
*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-2**

By-Laws, Article III – Membership, Section 1, Subsection B, Paragraph 2, A Members Anniversary Date: revised to the last-day-of-the-month joined.  
*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-3**

By-Laws, Article III – Membership, Section 1, Subsection B, Paragraph 3, Annual Membership Dues: added to state dues are due on or before anniversary date (see paragraph 2) and a 30 days grace period.  
*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-4**

By-Laws, Article III – Membership, Section 1, Subsection B, Paragraph 4, Failure to remit payment: Added definition of failure to remit payment.  
*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-5**

By-Laws, Article VII – Board of Advisors, Section 1: Added to define its purpose and authority.  
*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-6**

By-Laws, Article VII – Board of Advisors, Section 2, Membership: Revised criteria for membership to Board of Advisors.  
*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-7**

By-Laws, Article VII – Board of Advisors, Section 3, Election: Changed verbiage from "Aside from Executive Officers" to "Members of the Board of Advisors".  
*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-8**

By-Laws, Article VII – Board of Advisors, Section 4,  
Terms of Office: Revised to state, no term limits.

*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-9**

By-Laws, Article VII – Board of Advisors, Section 5,  
Meetings: First sentence “Term” changed to “calendar  
year”, added how notices of meeting may be made,  
attendance not mandatory and if less than 3 members are  
present at meeting – meeting cancelled.

*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-10**

By-Laws, Article VII – Board of Advisors, Section 6,  
Resignation: Added how to resign.

*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2004-11**

By-Laws, Article VII – Board of Advisors, Section 7,  
Removal: Added how to remove advisory board member  
and that removal does not effect IA membership.

*Adopted by the Board of Directors unanimously on Feb 25, 2004*

**Amendment 2007-01**

By-Laws, Article II, Section 5, Removal of Section C to  
allow members of the Board of Directors to also serve in  
appointed positions.

*Adopted by the Board of Directors unanimously on March 27,  
2007.*