

UNITED STATES WOMEN OF TODAY AMBASSADORS
BYLAWS
June 2016

ARTICLE I. NAME AND MAILING ADDRESS

- Section 1. The name of this organization shall be the United States Women of Today Ambassadors.
- Section 2. The mailing address of this organization shall be the residence of the President.

ARTICLE II. PURPOSE

- Section 1. The purpose of this organization shall be to:
 - A. Recognize outstanding United States Women of Today members.
 - B. Promote fellowship, unity and provide information to the U.S. Women of Today Ambassadors.
 - C. Formulate procedures, when necessary, to insure the credibility of this organization.
- Section 2. The Ambassadors shall not, as a body, attempt to influence any issues that come before the United States Women of Today.

ARTICLE III. MEMBERSHIP

- Section 1. Membership is presented to any person who meets the qualifications of: being a member in good standing of the United States Women of Today, having been a member for at least five years; having attended a minimum of one national meeting; held local and state offices; completed application; nomination letters; nomination fee of \$65.00 with the approval of the Ambassador Review Committee.
- Section 2. Providing there are applications and acceptance, Ambassadors will be awarded as designated by the nominator with the Ambassador president and/or the United States Women of Today president, state president or local president.
- Section 3. Membership in the United States Women of Today Ambassadors shall be perpetual.

ARTICLE IV. FEES

- Section 1. An application fee of \$65.00 shall be sent with each nomination form by the nominating chapter.
 - A. These monies shall be used to cover expenses directly related to nominations and nominees postage incurred in correspondence with the nominating chapter, plaque, pin and presentation folder.
 - B. If a nomination is not approved, the \$65.00 check will be returned to the nominating chapter.
- Section 2. Replacement pins may be acquired from the Ambassador President at the cost of pin, plus postage, subject to availability.

ARTICLE V. MEETINGS

- Section 1. The election meeting/reception of the United States Women of Today Ambassadors shall be held at the June National Convention, hereafter referred to as the Annual meeting.

Section 2. All other meetings shall be at the call of the President. They will be held in conjunction with a national meeting of the United States Women of Today. Advanced notice of the meeting shall be mailed to each member prior to the meeting, via the newsletter.

ARTICLE VI. REPRESENTATION

Section 1. Each Ambassador shall be entitled to one (1) vote on any issues.

Section 2. Any Ambassador may make motions or enter into discussion at all meetings of this organization.

Section 3. The Ambassador organization shall not accept absentee ballots.

ARTICLE VII. OFFICERS AND DUTIES

Section 1. The officers of this organization shall be the President, Treasurer and Secretary.

Section 2. The duties of the officers shall be as follows:

A. President

1. Shall preside at all meetings of this organization.
2. Shall receive all nomination forms from the chapters, distribute copies of the nomination forms to five (5) Ambassadors on the review committee, tabulate the results and notify the nominator.
3. Shall work with the nominator to accommodate the planned date of presentation.
4. When a nomination is approved, shall be responsible for ordering the plaque, pin, oversee the preparation of the presentation book and delivering in a timely manner.
5. Shall present or assist in presentation of the Ambassador Award when in attendance.
6. Shall mail to all members a bi-annual newsletter in September and April.
7. Shall work with the Treasurer in the preparation of a proposed budget to be presented for membership approval at the June meeting.
8. Shall be responsible for the Annual meeting/reception.
9. Shall assume other duties as the membership deems necessary.

B. Treasurer

1. Shall be responsible for the Ambassador finances and shall present a financial statement at the Annual meeting and any other meetings deemed necessary.
2. Shall, in the absence of the President, preside at all regular and special meetings of the Ambassadors.
3. Shall assist in the preparation of the Annual meeting reception.
4. Shall work with the President in the preparation of a proposed budget to be presented for membership approval at the Annual meeting.
5. Shall perform other duties as the President or the membership deems necessary.

- C. Secretary
 - 1. Shall take the minutes at all meetings and mail a copy to the President within 30 days after said meeting for publication in the Ambassador newsletter.
 - 2. Shall submit a current listing of the United States Women of Today Ambassadors to the United States Women of Today Secretary to be included in the national directory each year.
 - 3. Shall assist in the preparation of the Annual meeting/reception.
 - 4. Shall perform other duties as the President or the membership deems necessary.

ARTICLE VIII. ELECTION OF OFFICERS

- Section 1. The President, Treasurer and Secretary shall be elected to a term of (3) three years which begins immediately following the Annual meeting.
 - A. Nominations shall be taken from the floor.
 - B. If more than one nominee, voting will be conducted by secret ballot.
 - C. It shall take a simple majority to elect.
 - D. The positions of Treasurer and Secretary may be combined.
- Section 2. Any member may run for an office providing they have been an Ambassador for a minimum of one (1) year.

ARTICLE IX. FINANCE

- Section 1. All funds shall be made payable to the U.S. Women of Today Ambassadors.
- Section 2. A proposed budget shall be prepared by the President and Treasurer for membership approval at the Annual meeting.
- Section 3. No member of this organization shall contract for any debt or execute any contract in the name of the U.S. Women of Today Ambassadors without first receiving proper authorization from the membership.
- Section 4. The President and Treasurer shall be authorized to sign on all accounts.
- Section 5. All expense vouchers submitted for payment must be approved by both the President and Treasurer prior to payment.

ARTICLE X. COMMITTEES

- Section 1. The President, with the approval of the membership, shall appoint such committees as deemed necessary to implement the desires of the membership.
- Section 2. The President shall appoint the chairman of such committees.
- Section 3. No committee shall be vested with the power to enter into any agreement or contract, or to otherwise obligate this organization.

ARTICLE XI. REVIEW COMMITTEE FOR NOMINATIONS

- Section 1. Members of the Review Committee for processing nominations cannot be concurrently serving on the United States Women of Today Board of Directors, and must have been an Ambassador for at least one (1) year.
- Section 2. The Review committee shall consist of five (5) members. The Treasurer and Secretary will serve as alternates to this committee in the event that a nominee is from a committee member's state or if a committee member is unable to review a nomination.
- Section 3. The President shall seek nominees for said committee prior to the Annual

Meeting. These nominees will then be presented to the membership in attendance for vote by secret ballot. It will take a simple majority to elect to a one year term.
Section 4. After thorough review, four (4) of five (5) review committee members must approve a nomination for it to be accepted.

ARTICLE XII. PARLIAMENTARY PROCEDURE

Section 1. *Robert's Rules of Order, Newly Revised*, shall prevail at all meetings except when in conflict with the bylaws.

ARTICLE XIII. AMENDMENTS AND SUSPENSIONS OF THE BYLAWS

Section 1. These bylaws shall be reviewed and may be voted upon with a 30 day prior notice to all members, at the Annual Meeting. A two-thirds (2/3) vote of the members present and voting shall be required to amend or replace these bylaws.

Approved at National Convention – June 14, 1996
Updated June 11, 2016 – National Year End Convention