

# AMBUCS™

Chapter Policy Guidelines (Optional)

## Policy Guidelines Chapter

### OPTIONAL

Chapters may use any parts of these policy guidelines that they deem advisable or useful. They can be adopted or rescinded by a majority vote of the chapter's Board of Directors.

### Membership Information

#### MEMBERSHIP IN OTHER SERVICE CHAPTERS

No person shall be eligible for an office in this chapter who holds an office in any other service chapter of like nature.

#### VESTING OF MEMBERSHIP

Membership in this chapter may be vested in any individual, firm, partnership, or corporation. It shall be considered as vesting in the individual unless the firm, partnership, or corporation by whom such individual is employed or with whom the member is associated pays the admission fee and the member contribution of such member. In the latter case, such firm, partnership, or corporation shall be deemed to own the membership. All representatives of firms, partnerships, or corporations must conform to the eligibility requirements of

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#### CONTENTS

<i>Membership Information</i> .....	1
<i>Attendance at Meetings</i> .....	3
<i>Officer Information</i> .....	3
<i>Committees</i> .....	4
<i>Regional and National Conventions</i> .....	5
<i>Big Hat Club</i> .....	5
<i>Bulletin</i> .....	5

AMBUCS, and can be changed or transferred only with the consent and approval of the Board of Directors.

#### ELECTION OF NEW MEMBERS

Any member of the Chapter may submit a name of a proposed new member to the membership committee. The committee, after making due investigation of the character, business, social standing, and general eligibility of the person proposed for membership shall then proceed to vote. If no more than one negative vote is cast by the members of this committee, the name of the proposed member shall be recommended to the Board with its findings. Upon receipt by the Board, the Board shall by majority vote approve or disapprove the publication of the applicant's name in one issue of the chapter bulletin, stating that "any member having an objection to the admission of such prospective member shall file such objection in writing to the Board of Directors." The name of the applicant then shall be read at a regular meeting of the Chapter by the President. If no written objection to the applicant shall be made, the member shall then be approved by the Board and accepted as a member in good standing upon payment of the membership fee. If written objection is received, the validity of the objection shall be determined by the Board of Directors. If not more than \_\_\_\_\_ negative votes are registered by members of the Board at a regular or special meeting of the Board, the proposed member shall be considered elected to membership upon payment of the membership fee.

#### DISCIPLINE OF MEMBERS

The Board of Directors shall have the power by a three-fourths (3/4) vote of the entire Board to expel members of this chapter from membership for the following causes, to wit:  
Misconduct of such character as to be deemed by the Board to be a violation of the ethics and standard of the chapter.

Before any member can be expelled for misconduct, the member shall be notified by registered mail of the pending charges at least 10 days prior to the Board Meeting at which the charges are to be considered. This notice shall provide the member with the opportunity to appear at the Board meeting in defense of said charges.

Non-attendance of any member at regularly scheduled meetings of the chapter for a period of time which shall be considered by the Board of Directors to be unreasonably long in view of the circumstances of the case in question.

Failure to pay obligations due the chapter within thirty days after demand is made in writing by personal delivery by the Treasurer or by registered letter. The Board shall have the power, however, to extend the time of payment of such obligation for more than thirty days where considerations of equity and fairness entitles the members to such extension.

#### **RESIGNATION**

The resignation of a member shall become operative upon delivery of written notice to the President, Secretary or Treasurer and its acceptance by the Board of Directors, providing that all indebtedness of such member to the chapter shall have been paid. If all indebtedness of such member is not paid and is not collectible, the member shall be advised by the Secretary in writing that the Board approved the member's resignation on the basis the member resigned with the status "Not In Good Standing."

#### **REINSTATEMENT OF MEMBERS**

If a member has taken a leave of absence from the Chapter and was in good standing when such leave of absence was taken, the member shall be reinstated upon the approval of the Board of Directors and the payment of member contribution for the period when the member is reinstated. Members who were dropped from the Chapter for non-payment of member contribution or for non-attendance of meetings, or who resigned "Not In Good Standing" or for other cause, who petition for reinstatement shall be referred to the Board of Directors for action. Approval of reinstatement shall be dependent on the member's having satisfied any past indebtedness to the chapter. If transferring membership from another AMBUC Chapter, the member must be in good standing with that chapter. The chapter is required to pay a reinstatement fee to the National Association as set forth in the National Constitution and Bylaws of the Association.

#### **TYPES OF INACTIVE MEMBERSHIP**

As defined by the National AMBUCS, Inc. Bylaws, inactive members may be subdivided into the following categories:

- (1) Associate Members
- (2) Military Service Members
- (3) Honorary Members
- (4) Senior Members
- (5) Emeritus.Members

#### **ASSOCIATE**

An associate member is one who shall be a fully paid member of the Chapter, who is unable to meet the attendance requirements of the chapter for reasons acceptable to the Chapter Board of Directors. Associate members shall pay the same National and District member contribution as an active member and such additional as the Chapter may require, but shall not have the privilege of holding office or voting. An application for transfer from active membership to associate membership shall be made in writing to the Board of Directors for approval. The Board of Directors may, at any time, re-establish the status of an associate member and may limit the number of associate members in the Chapter.

#### **MILITARY SERVICE**

Military service membership may be granted to a member entering a branch of the armed forces of the United States of America and is thereby unable to attend chapter meetings. Upon notice to the National Office of such change, the member shall be deleted from the National rolls, and the member's card shall be stamped "Military Service". District or National member contributions will not be payable during active military service. Upon termination of active military service, the member shall notify the chapter of intent to resume active membership within 90 days after such termination of military service. Upon notification to the National Office, such member will be reinstated with no additional fee charged. If the chapter requests that a member, while in military service receive the official publication, THE AMBUC, the yearly subscription price shall be paid by the chapter in advance. The chapter will keep the National Office supplied with the current mailing address.

#### **HONORARY**

The chapter may elect honorary members. An Honorary member is one whom the chapter may elect to such Membership, being a resident of the community who has performed outstanding services for it, or for the chapter, and/or on whom the chapter may desire to confer special distinction. Such member is not required to pay member contributions of any kind, is not entitled to vote, hold

office, wear the emblem of the National Association, nor shall be carried on the active roster of the chapter. If it is the desire of the chapter that such member receive the official publication of the National Association, the yearly subscription price shall be paid by the chapter in advance. The chapter will keep the National Office supplied with the current mailing address.

### **SENIOR**

Senior membership shall be granted to any member of the AMBUCS who has been a member for at least ten years. The Secretary of the chapter shall notify any such member of the chapter so eligible for Senior Membership that he or she is eligible, and if said member elects to become a Senior Member, upon his notification to the Secretary of his said desire to become a Senior Member, thereafter he shall be designated as a Senior Member and be so carried on the roster of the chapter.

Each Senior Member shall have the following rights, privileges and duties:

1. He or she shall be eligible to attend all functions of the chapter and be retained on the mailing list, but he shall not be required to attend any particular number of chapter meetings.
2. He or she shall be assessed member contributions only as provided in the chapter bylaws.
3. He or she shall have no voting privileges nor be eligible to hold any elective office in the Chapter.

### **EMERITUS**

An emeritus member is one who has been associated with the National Association for 20 years or longer, who is no longer able to attend meetings of the chapter regularly because of permanent physical disability. The member must be a member in good standing at the time of election to emeritus membership. Emeritus members may not vote or hold any elective office. Emeritus members are entitled to wear the insignia and to attend any local or National AMBUC meeting or social affair. If it is the desire of the chapter that such member receive the official publication of the National Association the yearly subscription price shall be paid by the chapter in advance.

The chapter will keep the National Office supplied with the current mailing address.

## **Attendance at Meetings**

### **ATTENDANCE**

Active members shall not, without penalty, be absent without excuse for four (4) successive regular chapter meetings, or from 40% of such meetings during either half of the chapter year. Associate, military service, emeritus, and honorary members shall not be obliged to attend regular chapter meetings and shall not be counted for the purpose of recording attendance.

### **ABSENCE MAKE-UP**

A member may make up an absence by attending within one week prior to or sixty days following the meeting from which the member is absent, one of the following: a meeting of another National AMBUCS chapter, such attendance attested by a certificate signed by the Secretary of chapter attended, a meeting of this Chapter's Board of Directors, a Regional Convention, a National Convention, a National Board of Directors meeting, or a meeting of another organization held at the same time as the chapter meeting or at such time and place as to require absence from a chapter meeting, providing the member is attending such meeting as an official representative of the Chapter, the District, Region or the National Association.

### **LEAVE OF ABSENCE**

Upon written application to the Board, leave of absence may be granted by the Board of Directors, excusing a member from attending the meetings of the chapter for a specified time, not to exceed \_\_\_\_\_ months, for good cause shown. The Board may, during such time, remit all or a part of local member contributions, but not District or National portions.

## **Officer Information**

### **OFFICERS OF THE CORPORATION.**

Any two or more offices may be held by the same person, but no officer may act in more than one capacity where action of two or more officers is required.

### **DUTIES OF PRESIDENT.**

The President shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall supervise and control the management of the corporation in accordance with Chapter bylaws and the National AMBUCS, Inc. Bylaws. He shall, when present, preside at all meetings of the Board of Directors.

He shall sign, with any other proper officer, any deeds, mortgages, bonds, contracts or other instruments which may be lawfully executed on behalf of the corporation, except where required or permitted by law to be

otherwise signed and executed, and except where the signing and execution thereof shall be delegated by the Board of Directors to some other officer or agent. In general, he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. Specifically, but not by way of limitation, the President shall have the power to borrow money in the corporate name in such amounts as may from time to time be necessary to effect the objects of the corporation, all in accordance with the Articles of Incorporation and the Bylaws.

**DUTIES OF VICE-PRESIDENT.**

In the absence of the President or in the event of his death, inability or refusal to act, the Vice-Presidents in the order of their length of service as Vice-Presidents, unless otherwise determined by the Board of Directors, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice-Presidents shall have such other powers to perform such other duties as may be assigned to them by the Board of Directors.

**DUTIES OF SECRETARY.**

The Secretary shall keep accurate records of the acts and proceedings of all minutes of all meetings of the Board of Directors of the Executive Committee. If there are members of the corporation, he shall keep accurate records of all meetings of the members of the corporation. He shall give all notices required by law and by these bylaws. He shall have general charge of the corporation's books and records. He shall be the custodian of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized. He shall sign such instruments as may require his signature. He shall keep a register of the Post Office address of all members of the corporation which shall be furnished to the Secretary by each member and shall keep a register of the Post Office address of each director and officer of the corporation which shall be furnished to the Secretary by each officer and director. He shall in general perform all duties as shall be assigned to him from time to time by the President or by the Board of Directors.

**DUTIES OF TREASURER.**

The Treasurer shall have custody of all funds and securities belonging to the corporation and shall receive, deposit or distribute the same under the direction of the Board of Directors. He shall keep full and accurate accounts of the finances of the corporation. He shall cause a true statement of the assets and liabilities of the corporation as of the close of each fiscal year, all in

reasonable detail, to be made and filed at the corporation's principal office within one month after the end of each fiscal year. He, together with such delegates as he may choose, shall keep on a cash basis a detailed ledger of all receipts and disbursements of funds by the corporation, which ledger shall be kept at the principal office of the corporation or at such other place as is authorized by the Board of Directors, and which shall be open to inspection by any member of the Board of directors and by any others having a legitimate interest in the information contained therein.

**DUTIES OF ASSISTANT SECRETARIES.**

Each Assistant Secretary shall have such powers and perform such duties as may be assigned to him by the Board of Directors and the Assistant Secretaries shall exercise the powers of the Secretary during that officer's absence or inability to act.

**DUTIES OF SERGEANT-AT-ARMS.**

The Sergeant-At-Arms shall preserve order at the meetings of the chapter. This officer shall have custody of the recognition badges worn by the members and see that each member is supplied with such badge. The Sergeant-at-Arms shall perform such duties as ordinarily pertain to the office, or as may be prescribed by the Board, provided herein, and shall have supervision of the house committee.

## Committees

The following are recommended to be the standing committees of the chapter.

**1. Membership Division**

Which would include;  
Membership  
Attendance & Reception  
New Club Building  
Big Hat

**2. Program & Social Division**

Which would include;  
Program  
Orientation  
Social  
Public Relations  
Sergeant-at-Arms  
Convention & Interclub  
Awards

3. **Way & Means Division**

Which would include;

Fundraising & Finance

Community Service

Living Endowment & Scholarship

## Regional and National Conventions

### DELEGATES

The President of the Chapter shall be the official delegate to all Regional and National Conventions, and the President shall have power to appoint assistant delegates and committees to assist at conventions.

### EXPENSES

The official delegate of the Chapter to all Regional and National Conventions may receive reimbursement of expenses to be decided upon by the Board of Directors. Additional delegates may be reimbursed in such amounts as may be determined by the Board of Directors.

## Big Hat Club

### AUTHORIZATION

An organization within the confines of the Chapter designated as the Big Hat Club is authorized. It may adopt such Bylaws and regulations and fees as its members direct, not contrary to District or National Constitution and Bylaws or the National Big Hat Club Constitution and Bylaws.

### MEMBERSHIP

The Big Hat Club shall consist of AMBUCS who, by their own efforts, during any twelve-month period shall have signed three new members for their chapter or any other chapter. These new members must have been accepted for membership by their respective chapters and have paid the full entrance fees. Reinstatements, transfers, or replacement members do not qualify as credits toward a Big Hat.

## Bulletin

### BULLETIN

A committee designated by the President shall publish and distribute prior to each meeting a Chapter bulletin containing notices of meetings and such other matters as the Board of Directors and the committee from time to time decide.

## Adoption

Cross out any of these sections which your chapter chooses not to employ. Attach any additional policies your chapter may choose to adopt. Keep in mind, any additions must comply with all National AMBUCS, Inc. Articles, bylaws, policies, and be approved by National AMBUCS, Inc. Executive Director.

### OFFICIAL RECORD OF ADOPTION OF CHAPTER POLICY GUIDELINES

ADOPTED \_\_\_\_\_ 20 \_\_\_\_.

Name of Chapter

By  
President

By  
Secretary

APPROVED \_\_\_\_\_ 20 \_\_\_\_.

By  
National AMBUCS Executive Director

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