

**OKLAHOMA COOPERATIVE EXTENSION  
FAMILY AND CONSUMER SCIENCES  
AMBASSADORS BYLAWS**

**PREAMBLE**

The Oklahoma Cooperative Extension Family and Consumer Sciences (CE-FCS) Ambassadors include any individual, group, organization, or business enterprise who are strongly interested in the Family and Consumer Sciences Programs of the Oklahoma Cooperative Extension Service.

**ARTICLE I. PURPOSES**

The purposes of Oklahoma Cooperative Extension-Family and Consumer Sciences Ambassadors are:

- (1) To increase visibility of Oklahoma Cooperative Extension-Family and Consumer Sciences programs in Oklahoma.
- (2) To enhance and maximize FCS programs and projects for Oklahoma through financial and resource development opportunities, grants, and recognition awards.
- (3) To provide a network for current and retired members of Cooperative Extension and friends of the College of Human Sciences who have an interest in Family and Consumer Sciences Extension programs and projects in Oklahoma.
- (4) To increase funding for Oklahoma Cooperative Extension-Family and Consumer Sciences programs and to help secure outside financial support.

**ARTICLE II. ANNUAL AND LIFETIME AMBASSADORS**

**Section A.** Any individual, group, organization, or business enterprise whose interests and activities conform to these purposes may become an annual or lifetime donor by contributing as follows:

**LIFETIME CONTRIBUTIONS:**

- 1) Grand Ambassador..... \$10,000 and up
- 2) Diamond Ambassador..... \$5,000 to \$9,999

**ANNUAL CONTRIBUTIONS:**

- 3) Emerald Ambassador..... \$2,500 to \$4,999
- 4) Ruby Ambassador..... \$1,000 to \$2,499
- 5) Pearl Ambassador..... \$100 to \$999
- 6) Ambassador..... \$10.00 to \$99

Note: Any individual, group, organization, or business enterprise who contributed to CE-FCS Ambassadors before December 31, 1991, holds the additional designation of CHARTER Ambassador.

**Section B.** Annual contributions are payable throughout the year. Donor recognition reflects the year the contribution is made. Checks should be made payable to OSU Foundation/CE-FCS Ambassadors and submitted to the Assistant Director, Oklahoma Cooperative Extension Service, Family and Consumer Sciences Programs for deposit in the OSU Foundation. The Board of Directors will determine expenditure of the funds and management will be by the OSU Foundation.

**Section C.** Cumulative gifts of \$5,000 or more for a consecutive three-year period make one a lifetime Ambassador. Lifetime Ambassador contributions (\$5,000 and over) become part of the CE-FCS Ambassadors Endowment Fund. Earnings from this fund will be used to support programs and projects.

**Section D** An individual, a group, an organization, or a business enterprise will have one vote.

### **ARTICLE III. Officers and Directors**

**Section A.** The officers of the CE-FCS Ambassadors will be: president, president-elect, vice-president, secretary and treasurer. The immediate past-president will serve one year as adviser to the Board of Directors.

**Section B.** The Board of Directors will be the elected officers and 10 directors each (except the president-elect) serving a two-year term, following installation at the annual meeting. The Assistant Director, Oklahoma Cooperative Extension Service, Family and Consumer Sciences programs, and the immediate past-president will be ex-officio, non-voting members of the board of directors.

**Section C.** The officers and five directors will be chosen annually from among the Ambassadors. Election will be at the annual meeting.

**Section D.** The president will preside at all meetings, appoint all committees and chairs with approval of the Board of Directors and carry on other duties connected with the office.

**Section E.** The vice-president will assist the president and, in the case of absence, perform the duties of the president, be chair of the Annual Meeting Committee, and be responsible for the annual meeting of the organization. If the president resigns, is incapacitated or dies, the vice president will become president for the unexpired term.

**Section F.** The secretary will keep a permanent record of the proceedings of the CE-FCS Ambassadors, minutes of the Board of Directors meetings, and names and addresses of annual, charter, and lifetime Ambassadors.

**Section G.** The treasurer will work with the OSU Foundation in keeping records of all receipts and disbursements and will report to the Board of Directors and Ambassadors concerning the financial condition of the CE-FCS Ambassadors.

**Section H.** The president-elect will be on the Annual Meeting Committee and serve in such other capacities as assigned by the president.

**Section I.** Should a vacancy occur in the office of vice-president, secretary, treasurer or member of the board of directors, the president with the approval of the Board of Directors, will appoint the replacement to serve the remainder of the term. Should a vacancy occur in the office of president-elect, the vacancy will be filled at the next annual election.

### **ARTICLE IV. Elections**

**Section A.** The vice president will be elected on even years. The president-elect, secretary, and treasurer will be elected on odd years. All officers and directors, except the president-elect, will serve a two-year term. The president-elect will serve a one-year term followed by a two-year term as president. Five directors will be elected annually. An officer or director cannot be re-elected for a second consecutive term in the same position.

**Section B.** Voting will take place at the annual meeting.

## ARTICLE V. MEETINGS

**Section A.** The annual meeting of the membership will be held at a time and place determined by the Annual Meeting Committee. During the annual meeting, CE-FCS Ambassadors will evaluate progress, review financial records, and determine future activities.

**Section B.** Board Meetings. The CE-FCS Ambassadors Board shall meet electronically or face-to-face at the call of the President or by a group of three members of the board.

**Section C.** Special Meetings. Special meetings of the membership may be called by the president or by a group of three of the board or shall be called upon the written request of ten members of the CE-FCS Ambassadors. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least 15 days before the meeting. Special meetings of the CE-FCS Ambassadors Board shall be determined by the president or by a group of three members of the Board.

**Section D.** Quorum. Twenty members of the CE-FCS Ambassadors shall constitute a quorum for any regular or special meeting of the CE-FCS Ambassadors. A majority of the members of CE-FCS Ambassadors Board shall constitute a quorum at any regular or special meeting of the Board.

## ARTICLE VI. FISCAL RESPONSIBILITY

**Section A.** The fiscal year will commence on July 1 and will end on June 30.

**Section B.** Officers, directors, and committee chairs will turn over records to the incoming individuals at the end of the annual meeting.

## ARTICLE VII. COMMITTEES

**Section A.** The standing committees of the Ambassadors will be: Annual Meeting, Grants & Awards, Nominating, Finance, Public Relations and Recruitment, Communications, Bylaws, and Archives.

**Section B.** Committee chair and members will be appointed by the president with approval of the Board for a two-year term. Their term will coincide with that of the president. No person will serve more than two consecutive terms on the same committee, with the exception of Archives Committee.

**Section C.** The Annual Meeting Committee will be chaired by the vice-president. This committee will be responsible for planning and executing the annual meeting for the Ambassadors.

**Section D.** The Grants and Awards Committee will be chaired by an Ambassador and will be responsible for conducting the grants and awards selection process.

**Section E.** The Nominating Committee will be appointed by the President. It will consist of three Ambassadors with the past-president serving as chair. The Nominating Committee will prepare a slate of nominees for each office and director positions to be filled in a given year. The slate of officers prepared by the Nominating Committee will be published in the Annual Meeting program. Additional nominations may be made from the floor at the Annual Meeting if prior approval from the nominee has been obtained, and if they meet the qualifications of that office.

**Section G.** The Finance Committee will be composed of a chair, the secretary, the treasurer, the president, and two other Ambassadors. The finance committee will prepare an annual budget, supervise all expenditures, and help the CE-FCS Ambassadors develop a sound financial policy. The finance committee chair will be ex-officio, without vote, of all committees involving expenditure of money.

**Section E.** The Public Relations and Recruitment Committee, chaired by an Ambassador, will be responsible for public relations, promotions, expansion, public policy, and stabilization of the Ambassadors program.

**Section H.** The Communications Committee will be chaired by a member of the Board of Directors and will publish newsletters, and manage all social media communications to keep the Ambassadors informed. The number of newsletters to be published annually will be recommended by the Communications Committee and determined by the Board of Directors. One newsletter will contain the slate of nominees, the financial report, proposed amendments to the bylaws, and information about the annual meeting.

**Section I.** The Bylaws Committee will be chaired by an Ambassador and will have three additional members. The Bylaws Committee will review the bylaws annually and report to the Board of Directors any updating they judge to be needed.

**Section J.** The Archives Committee will be chaired by an Ambassador appointed by the president for a two-year term. The Chair will work with the Archives Committee, comprised of three additional Ambassadors, as needed to secure the history of the organization.

**Section K.** Ad Hoc Committees may be appointed for special assignments as approved by the Board of Directors.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

**Section A.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order this organization may adopt.

## **ARTICLE IX. AMENDMENTS**

**Section A.** Amendments to these bylaws may be proposed to the Bylaws Committee by any CE-FCS Ambassador.

**Section B.** All proposed amendments will be presented to the Board of Directors for approval prior to being presented to the CE-FCS Ambassadors.

**Section C.** All proposed amendments will be presented in writing to every Ambassador at least thirty (30) days prior to the annual meeting.

**Section D.** These bylaws may be amended by a two-thirds (2/3) vote of the membership attending the annual meeting.

**Section E.** Amendments approved by the Ambassadors will become effective immediately upon passage and will not be retroactive.

## **ARTICLE X. DISSOLUTION OF CE-FCS AMBASSADORS**

**Section A.** Upon dissolution of the CE-FCS Ambassadors, all of its assets remaining after payment of all costs and expenses of such dissolution shall be transferred to the Oklahoma State University Foundation which is under Section 501 (c) (3) of the Internal Revenue Code for exclusive use for grants and scholarships for Oklahoma Cooperative Extension Family and Consumer Sciences county, district and state faculty. None of the assets will be distributed to any Ambassador, officer or director of this association.

## Ambassadors Standing Rules

1. All nominees for elective and appointed positions must be a member in good standing (i.e. current donor) of the CE-FCS Ambassadors and meet eligibility requirements before being considered for office.
  - a. Nominees selected are required to attend the annual meeting of CE-FCS Ambassadors when appointed or elected positions are announced. The nominee will attend the meeting at his/her own expense.
  - b. Any member holding an elected or appointed office who fails to perform the function of the assignment may be removed from the office by the Executive Board of CE-FCS Ambassadors.
2. Prior to being elected to the Executive Board of CE-FCS Ambassadors, a member must have been a member of CE-FCS Ambassadors for two years and have served as an appointed committee chair prior to election to the Executive Board.
3. The President shall be selected from any of the past elected officers of Vice-President, Secretary, Treasurer, or Director. The candidate should meet the qualifications of the other officers as above and have been an active Ambassador member for three years.
4. The Executive Board and committees may conduct business by technology when necessary. A report of any such action shall be verified and made a part of the minutes at the next meeting of the Executive Board.
5. To receive an Ambassadors Grant, the applicant must provide documentation of donation to the CE-FCS Ambassadors organization during the past year.
6. Changes in the Standing Rules can be made by a majority vote at the next official Ambassadors Board Meeting with prior notice of the change requested.

Approved, October 23, 2004

*Amended: 11/3/17*