

Diplomat By-Laws

City of Ridgeland Chamber of Commerce

You have volunteered to be a part of an exclusive group representing the City of Ridgeland Chamber of Commerce. In an effort to make the Diplomat program an enjoyable, beneficial and successful one, the following guidelines have been established.

MISSION: To communicate, promote and market the work of the Ridgeland Chamber and the City of Ridgeland and to serve as goodwill representatives; assisting in Chamber activities and programs for the membership and promoting the Chamber and City whenever appropriate.

DUTIES: Promote the image and value of the Chamber by assisting with groundbreakings, ribbon cuttings, grand openings and Business After Hours and serving as host/hostess at all Chamber functions.

Assist with the Chamber's membership recruitment and retention program. Contact new businesses and extend an invitation to them to join the Chamber.

Deliver packets of information to potential new members out-lining the purpose and objectives of the Chamber. Follow-up with members who are delinquent with their membership investments and work to retain those members. Organize the Diplomat's First Friday meeting where Diplomats review Chamber events for each month.

Serve as host/hostess at twelve Business After Hours, the Chamber's major networking event. Each Diplomat is responsible for four BAH door prizes throughout the year. You will receive a schedule designating which months you are responsible for a door prize. Ridgeland Chamber Diplomats are not eligible for door prizes on the months that they supply a prize. However, on subsequent months when no prize is provided, they can place their business card in the bowl and participate in the door prize drawing. Diplomats will introduce first-time attendees, recognize new Chamber members and serve as emcees, drawing for door prizes, etc. during the event. Diplomats will also assist BAH sponsors when necessary.

Serve as official goodwill representatives of the Chamber and communicate the Chamber's activities, accomplishments and goals to the community. Diplomats will take active roles in Chamber events including the Great Links Golf Tournament, New Member Luncheons and Annual Membership Banquet.

DIPLOMAT MEMBERSHIP: Membership in the Diplomats shall not exceed 45 members at the present time. More Diplomats may be added in the future if the need arises. The overall membership will be reviewed periodically.

Nominees for Diplomat membership shall be affiliated with Chamber business members in good standing.

Only one representative per Chamber member location shall be considered for membership in the Diplomats. In the case of companies with more than one location/branch, a Diplomat can serve from each location if the company so desires.

The Diplomat Co-captains, Executive Director and current Chamber President shall serve as the Diplomat Executive Committee.

Diplomat Application/Waiting List: Any person interested in becoming a Diplomat should complete an information sheet regarding this interest at the Chamber office and have their name placed on the waiting list. Application will be completed as the person is approved and slots are available.

DIPLOMAT REQUIREMENTS:

Attendance

All Diplomats are required to attend 85% and are encouraged to attend 100% of all scheduled events, including First Friday Luncheons, Business After Hours, Grand Openings, Ribbon Cuttings, Open Houses, Ground Breakings and special functions in which the Diplomats are specifically asked to attend.

Diplomat meetings are the first Friday of each month, thus the name “First Friday”. These meetings are held at 11:30 A.M. at local restaurants. Lunch is served, however, each Diplomat is responsible for paying for his/her meal. Diplomats are required to attend each of the luncheon meetings.

Absence from three (3) consecutive meetings without an excuse deemed valid and so recorded by the Diplomat co-captains shall be construed as a resignation.

Point System

Each month points are recorded on each Diplomat’s monthly report sheet. These sheets are e-mailed or faxed to you and you are responsible for filling it out and returning it to the Chamber. The deadline is noon on Thursday, prior to the First

Friday luncheon. On the basis of the point system, a Diplomat of the Month will be named. (You will receive a sample of this form at the Orientation luncheon).

NOTE: If a Diplomat attends a Chamber event which falls on the weekend or on a holiday, you receive **Double points**.

Dress Code

Business attire is requested for all Ribbon Cuttings, Ground Breakings and Grand Openings. (No shorts, cutoffs, faded/torn jeans or workout clothes.)

Diplomats are provided a distinctive and permanent brass name bar. Please wear your special name bar proudly at every Ridgeland Chamber function so that Diplomats are easily recognized. The name bar is awarded when the Diplomat earns 1000 points and is presented at the First Friday luncheon.

(NOTE: Your first Diplomat badge is provided at no charge. Replacement badges cost \$9.00.)

CHAMBER EVENTS: Diplomats are asked to attend as many of the general membership functions as possible. Diplomats are always official hosts and greeters for these functions, distinguishing themselves by their Navy jackets and brass name bars. Please invite other members, new members and prospective members as your guests. If you are unable to attend an event please contact the Chamber office.

TERMS OF SERVICE: Diplomats are asked to serve a one-year term. Diplomats may not serve on the Board of Directors for any other Chamber of Commerce during their active tenure as a Ridgeland Chamber Diplomat. Diplomats who also serve as Ambassadors for other Chambers, are asked to only represent the Ridgeland Chamber when they attend Ridgeland Chamber events. Diplomats must be employed by a Chamber member business in good standing to remain a Diplomat.

HONORARY DIPLOMATS: All Diplomats completing their one-year of service will be given “Honorary Diplomat” status for life, provided their company remains in good standing. Honorary Diplomats may attend any Chamber function they wish but are not required to attend. When attending a function, Honorary Diplomats are requested to wear their brass name bars.

I have read and understand the By-Laws of the Diplomat Program of the City of Ridgeland Chamber of Commerce. Knowing in advance of the commitment involved to remain a Diplomat in good standing, I pledge to give 100% of myself to this program.

Signed _____

Dated _____

(Please sign and return this form to the Chamber. Fax no. 601-991-9997.)

DIPLOMAT INFORMATION

NAME: _____

COMPANY: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

BUSINESS PHONE: _____ **FAX #** _____

CELL # _____

E-MAIL: _____

WEBSITE: _____ **DOB:** _____