Edited as of August 1, 2022

Bylaws of the

Association of the Eisenhower School / Industrial College of the Armed Forces

ARTICLE I- ADMINISTRATION

Section 1. Disbursements to cover the Association's expenses in the following categories are within the authority of the Executive Director/ Secretary:

1.1 Printing.

1.2 Postage.

1.3 Clerical support.

1.4 Mementos for guest speakers

1.5 Miscellaneous expenses incurred in direct support of the Association's business and membership drive, not to exceed $500.00

Section 2. Any other disbursements must be approved by the Association President.

Section 3. Meetings: Association Board meetings shall be called by the president at his/her discretion or by request of an elected board member with the support of two other voting board members. The meetings. There shall be one mandatory general Association meeting which shall occur during the Month of May of each year.

Section 3.1: Board meetings shall be attended by voting and non-voting board members. Additional participants must be approved by the president.

Section 3.1.1: Meetings shall be conducted according with rules and procedures laid out in the most current edition of *Roberts Rules of Order*©.

ARTICLE II - OFFICERS

Section I. Terms of office shall be:

1.1 Elected officers shall take office on the first day of July and shall serve for a term of two years*.

1.2 Officers shall be eligible for reelection. The Board of Directors shall determine, on a case-by-case basis, what measures, if any, shall be taken to fill a temporary vacancy in an elective office.

1.3 Appointed officers shall serve at the pleasure of the appointing authority.

1.4 If the President is incapacitated, absent, or unable, for any reason, to perform the duties of that office, the First Vice President shall succeed to the office of president for the balance of the term or until the President is able to resume the duties of the office.

1.5 With the exception of the Executive Direction/Secretary, no elected or appointed officer will be compensated by the Association with money or any other thing of value. When so authorized by the President, Association officials may be reimbursed for expenditures they make on behalf of the Association.

Section 2. The manner of election of officers shall be:

2.1 By February 1 of the year in which elections are to be held*, the President shall solicit the active membership for nominations for elected officers. Nominations must include the consent of the person being nominated. Responses received by the President shall be forwarded to the Nominating Committee.

2.2 The President shall, by March 1 of the year in which elections are to be held*, appoint a nominating Committee, comprised of active Association members. From the nominations received from the Executive Director/Secretary and any additional nominations the committee may solicit, it shall prepare and submit a slate of nominees for elective office, to the President by April 15th.

2.3 The president shall, by April 15, appoint an elections committee comprised of at least 5 (five) active board members. The elections committee shall issue the ballots, collect them and tally them for approval by the board of directors upon conclusion of the election. The President shall appoint a chair of the committee.

2.4 Eligible voters shall comprise of those individuals with year or life memberships which are current as of April 15th. Voters who are not current in their dues are not eligible to vote.

2.5 Eligible voters may vote by submitting a ballot electronically, in person, or by proxy.

> 2.5.1. Proxy voting. The proxy ballot must have the following statement followed by a signature of the voter: "I, (voter name and last name) authorize Mr/Mrs XYZ to vote on my behalf. Signed: _____." This ballot is to be turned in to any member of the elections committee. The proxy voter shall be an eligible voter according to the rules in these By Laws.
>
> 2.5.2 Write-in Candidates. Eligible voters may also run as write-in candidates.

2.6 By May 1 of the year in which elections are to be held* The Election committee shall produce a ballot containing the slate of nominees and any other candidates, said ballot shall be posted on the web site, and emailed to the last recorded email address of each active member for a vote by those members. The votes by email, in person, or by proxy, shall be tallied at the Association Board meeting occurring before July 1. The candidate for office who receives at least one more vote than any other candidate for that office shall be elected.

Section 3. Additional members of the Board of Directors, provided for in Article VII of the Constitution, shall be appointed by the President.

3.1 When the appointment of the incumbent expires, the President shall appoint a person to serve as Executive Director Secretary for a period of two years. Compensation of the Executive Director and related clerical support shall be fixed by the Board of Directors.

ARTICLE III- COMMITTEES

Section 1. Standing committees shall be:

1.1 Finance/Treasurer

1.2 Membership

Edited as of August 1, 2022

1.3 Publications.

1.4 Activities

1.5 Ways and Means.

Section 2. The President may establish other committees as deemed necessary.

Section 3. Committee Chairs shall be appointed by the President and shall remain in office at the President's pleasure. Committee Chairs shall be eligible for re appointment by succeeding Presidents.

Section 4. Committee Chairs and members shall receive no compensation from the association for serving in such capacity. When so authorized by the President, they may be reimbursed for expenditures they make on behalf of the Association.

Section 5. Committee Chairs shall routinely advise the President and the Board of directors on matters within their purview. When so authorized by the President, they may also perform administrative and operational tasks.

ARTICLE IV - DUES AND ASSESSMENTS

Active membership shall be on an annual, calendar year basis, i.e., from January 1 through December 31. The annual membership fee shall be $45. The life membership fee shall be: $275.

ARTICLE V - FISCAL YEAR

The fiscal year of the Association shall be on an annual calendar year basis (i.e., January 1 through December 31).

ARTICLE VI - BUDGET

Section 1. The Chair of the Ways and Means Committee in conjunction with the Association Treasurer shall submit a budget for consideration by the board of directors. The budget shall be submitted no later than September 15 of each year. The board of directors shall then review and approve or reject the budget at the next available board meeting.

Section 2. The budget shall comprise as a minimum of a list of revenues and expenditures for the year.

ARTICLE VI - DOCUMENTATION

All documents, board decisions, and policies will be documented and stored both electronically and in hard copy within the Tiger Mart and in an online repository. Any Alumni Association member can request to view the documentation. A list of board members and their election dates will be maintained and updated as needed and will be reviewed annually. The list will be made available on the Alumni Association website. The Executive Director/Secretary will maintain a digital list of all active members and their contact information and update it at least annually.

The Alumni Association website will contain at least the following information: list of current board members and contact information, the most recent Association Constitution and Bylaws, and membership information to include how to join.