



International Military Community Executives' Association

Chapter Formation Guide

Your tools to form an
IMCEA Chapter



International Military Community Executives' Association Chapter Formation Guide

Contents

IMCEA Mission and Code of Ethics	1
The Benefits of an IMCEA Chapter	2
Basic Steps to Forming Your Local IMCEA Chapter	3
Formation Committee / Nomination Committee.....	3
Preparing for the Constituting Meeting / Hold the Constituting Meeting.....	4
After the Meeting / Chapter Operations / Promote Your Chapter.....	5
Chapter Dissolution.....	6
Chapter Officers	7
Chapter Committees	8
Chapter Activities	9
Ideas for Chapter Activities	9
Conducting Chapter Activities.....	10
FORMS	
Chapter Formation Questionnaire	11
Petition to form a Local Chapter of IMCEA (2 side form)	12
Model Constitution & Bylaws (12 page document)	14
Chapter Affiliation Agreement (2 side form)	26
Sample Chapter Membership Application	28
Sample Chapter Meeting Evaluation	29
Request for Quarterly Dues Distribution	30
Annual Chapter Report Template	31

IMCEA Chapters play a vital role in helping attain the goals of IMCEA by increasing membership, awareness, revenue and overall function of the Association. IMCEA Chapters encourage local and regional training and networking amongst peers. Chapters offer a forum to discuss concerns, interests, ideas and solutions to common problems.

It is our hope that the following pages will help answer your questions and help your chapter have a strong beginning and grow to become a positive influence for members in your area.

You have made a very important decision – the decision to explore forming a Chapter of the International Military Community Executives’ Association (IMCEA).

To help insure your success, this guide has been created to help you not have to “reinvent the wheel”, and to provide you with the important steps that help make the creation of IMCEA Chapters easy and fun!

IMCEA Mission

The mission of the International Military Community Executives’ Association is to assist the individual Morale, Welfare and Recreation (MWR/Services) program and activity managers in developing techniques and management skills necessary to assure an outstanding military MWR/Services system

IMCEA and its Chapters set very high standards for its membership, as outlined in its Code of Ethics. The Association believes that its members first and foremost serve the MWR/Services interest in accordance with the highest ethical principles. The code creates an expectation that the Association’s members will do the right thing in any given situation, and that they will “Lead by Example”.

IMCEA Code of Ethics

We believe that professional management of Morale, Welfare and Recreation facilities in the military is essential and that the International Military Community Executives’ Association represents these interests, and as members thereof, subscribe to the following code of ethics:

We will maintain high personal standards of conduct and moral character in our relationship with MWR/Services facilities, its patrons, and with industry in a manner to bring credit and honor to the MWR/Services profession.

We will support the Association’s goals and objectives.

We will promote public interest by acceptance of the basic responsibilities delegated to our position by directives and preserve sound business practices in the operation of our MWR activities through the best possible and efficient use of facilities, personnel, resources, and services, and try to make them and the local community a better one in which to live by personal involvement.

We will consistently promote the MWR/Services profession as a vocation and strive to elevate the MWR/Services personnel image through our actions and our integrity by refraining from participating in any activity with private industry which would result in becoming obligated to that industry.

We will strive to further the knowledge, education, competence, and training of ourselves and those whom we manage and share our experience with other MWR/Services professionals.

We will sponsor meaningful, understanding and impartial cooperation between the military MWR/Services professional and industry beneficial to the association and public interests.

We will further the welfare and advancement of our profession by participation in the activities of our professional association, encourage the development of those who enter the profession, and encourage coordination of operations with other MWR/Services professionals.

We will be loyal to our military organization by providing the full benefit of an objective professional opinion unaffected by other commitments and place the well being and satisfaction of our MWR/Services patrons on the highest priorities.

The Benefits of an IMCEA Chapter

A Platform for Networking

Tap into IMCEA's network of worldwide MWR/Services Professionals. Chapter membership puts members in contact with other MWR/Services professionals in their area. They will have the opportunity to participate in social events, business meetings and educational seminars with other professionals who understand their concerns. Members gain access to other members' experiences and knowledge, with the chance to broaden their own insights. A Chapter membership means local members are part of a tremendous worldwide network!

Professional Development

Chapter meetings and activities allow members to expand their knowledge in the MWR/Services field. IMCEA Chapters teach management skills and keep members informed on the latest new products and trends. Chapters bring continuous education opportunities closer to home and provide a bridge between IMCEA conferences.

Educational Conferences

In today's busy society, everyone knows it is harder than ever to keep up with the latest issues. One way members can have regular access to the latest information, and build their professional network at the same time, is by attending IMCEA's conferences and expos, and local Chapter events. Each year IMCEA holds an annual conference to offer training, networking, and an opportunity to recognize the best in the industry. In addition, IMCEA partners with associations for discounts to their conferences that are full of training and networking opportunities. IMCEA also holds regional training and seminars throughout the year.

Exchange of Services and Contributing to IMCEA as an Organization

The Local Chapters will give members the possibility to exchange both professional experiences and services. It will also act as a greenhouse for new ideas that can be implemented globally by the Association, and provide IMCEA with potential to grow.

Basic Steps to Forming Your Local IMCEA Chapter

To establish an IMCEA Chapter, ten or more members of IMCEA must submit a signed Petition to Form a Local Chapter, Chapter Constitution and Bylaws and Chapter Affiliation Agreement to IMCEA headquarters.

To begin, follow the basic steps outlined below:

1. Confirm your Intent

Contact the IMCEA Headquarters with your intent to start a Chapter. IMCEA will be there every step of the way as you complete the process of receiving approval from the IMCEA Board of Directors and being awarded Chapter status:

- Request a listing of local IMCEA members in your area
- Study the Petition to Form a Chapter, the Model Constitution and Bylaws and the Chapter Affiliation agreement to assure all questions will be answered properly

2. Begin Your Formation

Select at least three to five interested IMCEA members in your area to be members of the Formation Committee and help you in starting to build your local IMCEA Chapter. Consider their availability of time and commitment, as well as their areas of expertise, then assign responsibility accordingly.

The Formation Committee will:

- Contact the IMCEA Leadership member(s) in your area for advice and support
- Assure there is enough local interest to start a local IMCEA Chapter
 - ◇ There must be *at least 10 IMCEA members* to petition for Chapter status
 - ◇ Determine each future Chapter member's potential for involvement as Chapter leaders and committee members
- Create LinkedIn **Members of IMCEA Group** Discussions to continue fostering interest and attract potential Chapter Members
- Prepare Chapter Headquarters
 - ◇ Determine location of Chapter Headquarters and mailing address
 - ◇ Research Banks for Chapter Accounts
 - ◇ Research all operation needs to present to the Finance Committee
- Determine the geographical boundaries and name of the new Chapter
- Determine the Goals and plans for the Chapter
- Create a tentative plan for future meetings and other Chapter members, educational and networking activities for presentation, approval and signature at the Constituting Meeting
- Create a Nominating Committee to present choices for your Interim Officers
 - ◇ This committee should consist of 3 individuals who are not interested in holding an office on the local governing Board of your Chapter
 - ◇ The Nomination Committee should be prepared to recommend the nomination for votes of the President, Vice-President, Secretary, and Treasurer positions (see **Chapter Officers** - page 7) to the Chapter Members during the Constituting Meeting

3. Prepare for the Constituting Meeting

The Formation Committee will:

- Determine the location, date and time of the Constituting Meeting
- Inform IMCEA Headquarters
- Invite IMCEA local Leadership to attend and speak at the Meeting
- Announce the date and time, and invite all interested IMCEA members and potential members to attend the meeting
- Prepare the Petition to Form a Local Chapter for approval and signature at the Constituting meeting
 - ◇ The name and IMCEA Membership Number of each signatory to the Petition must be typed or printed adjacent to the signature
 - ◇ The petition shall state the name and proposed boundaries of the new Chapter, and name the interim officers
- Prepare the Chapter Constitution and Bylaws or use IMCEA Model Constitution and Bylaws as a guidepost, for approval and signature
- Prepare the Chapter Affiliation Agreement for approval and signature

4. Hold a Constituting Meeting

The Constituting Meeting of your Chapter will complete the first stage of the Formation process for your new Chapter:

- Review the IMCEA Mission and Code of Ethics
- Introduce your members to the goals, plans and ideals of the Chapter
- Invite all guests who are not members of IMCEA to join the National Association as well as your new Chapter
 - ◇ Have the potential member fill out the Chapter Membership Application Form
- Agree to the Chapter Name, and acknowledge Chapter boundaries
- Vote on your Interim Officer Positions
- Sign the Petition to Form a Local IMCEA Chapter
 - ◇ The petition must be signed by **at least 10 members** in good standing of IMCEA
 - ◇ The members must agree to remain members of the Association and to support the Chapter for a minimum period of two years after its formation
- Review and approve the Chapter Constitution and Bylaws
- Sign the Chapter Affiliation Agreement
- Schedule the next Chapter meeting or event
- Form Committees, assign Committee Chairs and Member charges and tasks - such as:
 - ◇ Membership Committee
 - ◇ Educational Committee
 - ◇ Finance Committee
 - ◇ Other Committees as needed

5. After the Constituting Meeting

Submit the following to the IMCEA Headquarters Office and Board of Directors:

- Original signed Petition to Form a Local Chapter
- Original Proposed Chapter Constitution and Bylaws
- Original Chapter Affiliation Agreement
- Original Chapter Membership Application
- Copies of the Minutes of the Constituting meeting

If you have followed all of the basic steps, you should find your new Chapter is approved as a new IMCEA Affiliate Chapter within ten business days!

6. Operate your Chapter

You will need to prepare the following to continue operating your Chapter:

- EIN Number and local State Tax ID Number (if appropriate)
- Local bank account
- Original Request for Quarterly Dues Distribution Forms

7. Promote your Chapter

One of the goals of an IMCEA Chapter should be to grow, and to help the Association grow, by attracting new members and building community awareness:

- Create your Chapter logo
 - ◊ Your Chapter logo will be seen on your Chapter page of the IMCEA Website
 - ◊ Your Chapter logo should be placed on all public related materials
- Write a Chapter Introduction Bio to be place on your Chapter page of the IMCEA Website:
 - ◊ Your Chapter contact information
 - ◊ Your Chapter goals
 - ◊ Upcoming events, education opportunities or meeting schedules
- Announce it in the IMCEA website Forum Discussion
 - ◊ Members should have been following the discussion of your Chapter Formation, now create a Discussion of your Chapter
- Create Press Releases about your Chapter's activities for local and industry publications of all
 - ◊ Conferences or other public events created or sponsored by the chapter
 - ◊ News by or about members, such as receiving an award or other recognition
 - ◊ Public service activities sponsored by the chapter

Above all, stay in contact with IMCEA Headquarters and the board of director leadership member in your area so that you can continue to reap the benefits of being an IMCEA Chapter.

8. Chapter Dissolution

- Any chapter may withdraw from chapter status
 - ◊ If the issue has been submitted to a vote of the chapter membership and is favored by a majority of the members voting
 - ◊ Once the notice of withdrawal is sent to the Executive Director of IMCEA
- A chapter may be dissolved by the Board of Directors of IMCEA and shall be dissolved if
 - ◊ the Chapter becomes inactive
 - ◊ the Chapter fails to comply with the IMCEA Constitution and Bylaws
- Upon dissolution of any local chapter or the withdrawal of its chapter, all of the chapter property and records shall become the property of IMCEA National Headquarters

Chapter Officers

IMCEA recommends that each chapter be governed by a slate of officers: President, Vice President, Secretary, and Treasurer. Nominees for these positions may be chosen by a nominating committee and voted on at a general meeting of the chapter membership. Candidates should not be coerced into running for office but should express the desire and have the time to work.

The nominating committee should specify a definite term of office, preferably no more than two years for each office. A change of leadership must occur at least every two years.

Suggested duties for each office may include the following:

President

- The President will act as the voice for the local Chapter by serving as a Board Member on the National IMCEA Board of Directors
- Maintain frequent contact with the IMCEA Office and other officers from the chapter
- Initiate meetings and coordinate planning
- Assign responsibilities for various projects to chapter members and monitor progress
- Work with the president-elect to ensure continuity between administrators
- Represent the chapter at IMCEA activities and other events

Vice President

- Chair committees and coordinate projects as assigned by the president
- Become familiar with the duties of the president
- Preside at meetings in the absence of the president

Secretary

- Assist the Chapter and the IMCEA office in maintaining an accurate mailing list for Chapter members
- Assist the Chapter in preparing meeting notices, agendas and minutes
- Prepare an annual calendar for the Chapter
- Maintain a written record of Chapter activities
- Submit all local industry and Chapter member news to IMCEA Headquarters for publication on the website, in the newsletter and in the LinkedIn Group Discussions

Treasurer

- Maintain the Chapter's bank account
- Collect per person charges for Chapter functions
- Pay all bills incurred by the Chapter
- Prepare financial statements

(note: Secretary and Treasurer positions can be combined, but it is recommended as two separate positions due to workload of volunteers)

Chapter Committees

A Chapter Committee is a group of persons who are appointed by the Chapter President to carry out an assignment and report back to Chapter Officers and Members.

Each committee has a chairperson chosen by the Chapter President, who will assure the assignment is carried out properly, and who will make the report or recommendation to the Chapter. For a report to be presented, it must have majority agreement by the committee.

A committee may work with various Chapter Officers or other committees to assure its duties are fulfilled.

Basic Standing Committees within a Chapter are:

- Membership Committee
 - ◇ Assists the Secretary in maintaining an accurate mailing list for Chapter members
 - ◇ Develops an ongoing program to identify, recruit, and retain members for IMCEA
 - ◇ Works with Educational Committee to promote Membership attracting events
 - ◇ Works with the Educational Committee and the Secretary to create Meeting agendas and assess member needs
 - ◇ Assures Meeting Evaluations and Membership Applications are on-site for each Chapter event
 - ◇ Follows up with all who show interest in becoming an IMCEA member
- Educational Committee
 - ◇ Works with President and Membership Committee to assure upcoming meeting and events contains the format, speakers, associate member presentation and educational information requested by the members
 - ◇ Assists the Secretary with Agenda and format information
 - ◇ Prepares the Meeting site and addresses all meeting needs including registration, name tags, table tents, speaker hand outs and meeting evaluations
- Finance Committee
 - ◇ Works with the Treasurer to establish financial policies and controls
 - ◇ Creates a projected annual budget
 - ◇ Provides continual financial stability and fiscal responsibility
 - ◇ Submit the Quarterly Request for Dues Distribution form to IMCEA Headquarters within two week after the End of Quarter

Other Committees may be formed as needed, such as:

- Publicity and Communication Committee
 - ◇ Stays connected with Chapter members through newsletters, email, etc. with new information to the Chapter and message from the Chapter President
 - ◇ Provides Chapter publicity and promotions through press releases, IMCEA Chapter web page updates and forums, LinkedIn Discussions and other public formats
 - ◇ Develops relationships with other organizations and associations that share common MWR/Services industry goals and provide unique benefits to the Chapter

Ideas for Chapter Activities

The annual schedule of planned Chapter Activities should be fun and diverse to keep your members excited and looking forward to the next event. Each chapter should hold at least one meeting or event quarterly. You may wish to use the Benefits to Forming a Chapter as guidelines for your schedule.

It is generally wise to develop a yearly schedule of Chapter activities centered around various areas of interest. Include speakers and programs focusing on a variety of subjects into the yearly schedule. Also family outings and programs have considerable appeal among members.

Social Events

Getting to know your chapter members in a relaxed and fun environment is a great way for Chapter members to network:

- ◇ Cocktail Parties
- ◇ Pot Luck Suppers
- ◇ Picnics and Barbecues
- ◇ Casino Night
- ◇ Bowling for Fun
- ◇ Local Sports Events

Business Meetings and Educational Seminars

- ◇ Luncheon Gatherings
- ◇ Dinner Meetings with Guest speakers
- ◇ Round Table Discussions

Member Appreciation

- ◇ Honor New or Potential Members
- ◇ Associate Members Showcase
- ◇ CMCE Study Night

Community Outreach

- ◇ Cultural events
- ◇ Golf Tournaments
- ◇ Scholarship Projects
- ◇ Civic Projects
- ◇ Special Fund Raisers
- ◇ Community Sponsorship

Combine any of these ideas, or bring in your own, to create your Chapter Activity plan.

IMCEA Sponsored Conferences and Events

Remember to leave the dates open for the Annual Conference with the IMCEA Tradeshow and Awards being held in the Summer, local association partner conferences, and any other MWR/Services industry conference or tradeshow held during a specific time of year which may be of interest to your Chapter members. Your Chapter may choose to form a special “Chapter representation” outing for each of these conferences.

Conducting Chapter Activities

At the Constituting Meeting, the Chapter Members agreed to the initial plan for the next year's schedule. Now it is time to prepare for each meeting/event.

- The appropriate Committee Chairs should assign specific areas of responsibility to their members and set deadlines for reporting progress made
- The Membership Committee will place reservations for restaurant food service, picnic shelters, or bus transportation and order game tickets, or do whatever is necessary to schedule the event
- Set advance reservation price and designate an individual to receive reservations
- The Educational Committee will invite Guest Speakers as appropriate
- The Communications Committee will notify IMCEA Headquarters office of details and a preferred date for the mailing of a notice to area members. Communicate with Headquarters staff six to eight weeks in advance
- The Headquarters Office will handle mailings to those within your Chapter area (if requested), as well as e-news releases and information posted to the IMCEA website
- The Membership Committee will create a telephone sub-committee to contact members who have not yet placed reservations two weeks prior to the meeting, and extend a personal invitation
- On the day of the program, the Programming Committee will double-check all physical arrangements for the program: food, beverages, room set-up, public address system, decorations, speaker hand outs, new membership forms and pens, etc.
- The Educational and Membership Committee members will arrive early to prepare name tags, and greet all members and guests as they arrive, and hand out the Agenda and any Speaker hand outs and notes
- The Chapter President will makes all necessary introductions and announcements to ensure that the program runs smoothly, is not too lengthy, and follows the agenda
- Each event will close with a look to the future, and discussion about the next activity. Each member will be encouraged to bring guests to the next meeting



International Military Community Executives' Association
 IMCEA Local Chapter Formation Questionnaire

NAME _____ IMCEA MEMBER NO. _____
 POSITION TITLE _____ INSTALLATION/COMPANY _____
 OFFICE PHONE: _____ FAX _____
 EMAIL: _____ CMCE YES NO

We are in the process of forming a new IMCEA Local Chapter in this area.

Do you feel that a Chapter in this area could better meet your needs? YES NO

Would you be interested in becoming a Chapter Officer? YES NO

If yes, which Chapter office would you be interested in?

President Vice President Secretary Treasurer

Would you be willing to serve on a Chapter Committee? YES NO

If yes, which committee would you be interested in joining?

- Membership Committee
- Educational Committee
- Finance Committee
- Other Committee : _____
- Other Committees as needed

What would you like to see from your IMCEA Local Chapter?

What are the best dates and times for your IMCEA Local Chapter Meetings?

Thank you for taking the time to complete this questionnaire. We hope that you will join us at the Chapter Constituting Meeting. We will send you an invitation as we get closer to the date.

Your Local Chapter Formation Team

Please return this form to : _____

_____ by _____, 20__

For Formation Team Use Only: Area: _____ Received By: _____ Date: _____



**International Military Community Executives' Association
(IMCEA)**

PETITION TO FORM A LOCAL CHAPTER

To: The Board of Directors of the International Military Community Executives' Association

We the undersigned, who are Members in good standing of IMCEA, the International Military Community Executives' Association, do hereby request recognition as charter members of the _____ Chapter of the International Military Community Executives' Association.

We aim to serve members in the following areas:

The goals of this Chapter are:

We request recognition and approval as an official Local Chapter of IMCEA. Chapter Bylaws are attached to this document, along with a signed Chapter Affiliation Agreement.

Interim officers are as noted below:

OFFICER	PRINTED NAME	SIGNATURE	IMCEA MEMBER NUMBER
PRESIDENT	_____	_____	_____
VICE PRESIDENT	_____	_____	_____
SECRETARY	_____	_____	_____
TREASURER	_____	_____	_____

Members are as noted on the other side:

Model Constitution and Bylaws

Article I NAME

The name of the Chapter shall be: _____ and will be a part of the “International
[Insert Chapter Name]
Military Community Executives’ Association, Incorporated”. The approving authority for this
organization to operate on _____ is _____.
[Insert installation, base, and location] *[Insert authority figure]*

Article II GOALS AND OBJECTIVES

The _____ is to assist the individual Morale, Welfare and Recreation/Services
[Insert Chapter Name]
employees in developing techniques and management skills necessary to assure an outstanding Morale, Welfare and Recreation/Services system for military personnel and other authorized patrons, further the military MWR/Services profession, and aid in the advancement and improvement of the quality of life on military installations.

1 - Education - Assist in improving the educational climate for MWR/Services employees, and expand educational opportunities for its members by promoting and/or sponsoring educational programs and activities.

2 - Communications - Act as the vehicle for continued communications between and among MWR/Services business employees of all Services within the [Insert jurisdiction] area and communication between these employees and the various military departments, to the end that group knowledge is enhanced.

3 - Cooperation - Encourage inter-service cooperation and a pooling of knowledge and efforts on an area level. Maintain close coordination with regional and national levels of the International Military Community Executives’ Association reference all actions which impact on MWR/Services.

4 - Recruitment - Participate in the active recruitment of trained personnel available for the military MWR/Services community. Membership in the [Insert Chapter Name] the International Military Community Executives’ Association will require membership in the National International Military Community Executives’ Association.

5 - Retention - Assist in the retention of MWR/Services employees in the profession by improving the climate and conditions under which they must operate.

6 - Additional objectives of the Chapter: To foster and maintain high standards and ethical practices among MWR/Services employees; to encourage and maintain a spirit of harmony and cooperation among members of the profession; to encourage a continued improvement in the skills, materials, and resources employed in the profession; to provide a legally constituted medium through which its members may direct and coordinate their collective efforts and ideas; by mutual endeavor, to promote and inspire public esteem by or through dissemination of information and educational programs; to work in coordination with regional and national associations/Chapters in the interest of the profession; to speak for the MWR/Services profession as a whole and represent its interest at all times.

Article III
GENERAL PROVISIONS

Section 1 - The Chapter is not an instrumentality of the United States, will be self sustaining, and may not receive financial assistance from the United States Armed Forces or appropriated funds.

Section 2 - The Chapter fully supports the United States Armed Forces' policies on equal opportunity, and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, or sex. This Chapter will neither accept invitations from, nor participate in, any activity or organization that does not conform to Armed Forces policies, or that discriminates on the basis of race, color, religion, national origin, or sex.

Section 3 - Chapter meetings shall be held no less than quarterly, or upon call of the President and/or Board of Directors. Meetings will be held at various locations within the _____
[Insert jurisdiction]
area and may only be held on military installations where the organization has been officially recognized.

Section 4 - Chapter members may bring guests to meetings. If the guest is eligible to become a member and declines he/she may not be introduced as a guest at a future meeting.

Section 5 -The official mailing address of the Chapter is: _____
[Insert mailing address]

Section 6 - The Constitution and Bylaws will be reviewed annually.

Article IV
MEMBERSHIP ELIGIBILITY

Section 1 - Membership Categories: The Chapter shall have five mutually exclusive classes of membership: Regular, Affiliate, Associate, Inactive/Retired and Honorary.

(a) A Regular Member is any person, military or civilian, actively engaged in the management or supervision of military MWR/Services activities and filling a position of Director, Advisor, Manager, Assistant Manager, Supervisor or Leader. A Regular Member may also be any person who is assigned to the various command levels in the Department of Defense or the Service Departments and who has a close working relationship with the military MWR/Services system. Due to the variance in titles used in the various branches of the Service, eligibility for membership according to the above named positions shall be determined by the position held by the applicant in the MWR/Services management structure.

(b) An Affiliate Member is any person who is classified as an instructor in an educational institution, military or civilian, who trains personnel for positions in military MWR/Services activities and other organizations that are related to the MWR/Services Industry through the work they do and services they provide, but do not qualify as Regular, Position or Associate Members of IMCEA.

(c) An Associate Member is any person engaged in an industry which supplies materials or services to the Military MWR/Services program. The number of Associate Members may not exceed twenty-five percent of total Chapter membership.

(d) An Inactive/Retired Member is any person who has held a position which entitled him to membership as a Regular Member, however, due to retirement or change in profession, is no longer eligible for membership in any of these categories.

(e) An Honorary Member is a person who is so designated by the National Board of Directors for outstanding contribution to the profession or to the Military MWR/Services system.

Section 2 - Application for Membership: Application for membership in this Chapter shall be submitted to National in writing on the application provided by National and shall be accompanied by cash or check for the first year's dues.

Section 3 - Admission of Members: Application for membership in this Chapter shall be rendered to the Board of Directors for action. A majority vote of the Board of Directors shall be necessary for the approval of each application for membership. The Board shall be empowered to interpret the intent of the Constitution and Bylaws on questions of eligibility for membership under the various classifications for membership specified in Section I of Article IV of these Bylaws.

Section 4 - Participation: All categories of membership are entitled to attend all meetings of the Chapter and participate in all activities.

Section 5 - Voting: Voting is restricted to Regular Members of the Chapter. Associate Members shall be entitled to one (1) vote for the entire group, regardless of employment affiliation, on any matter brought before the general membership and shall vote as a group. The one vote shall be cast by the Associate Council Chairman who has been elected by the Associate Members and approved by the Chapter Board of Directors to fill a one-year term on the Chapter Board of Directors.

Section 6 - Removal: Any member shall be liable to expulsion or suspension for good cause shown, on a vote of a majority of the National Board of Directors, such cause or causes to be noted in the minutes of the meeting.

Section 7 - Reinstatement: The National Board of Directors shall have the power of reinstating a member who has previously been expelled upon such terms and conditions as, in its discretion, it shall deem just and proper, and said terms and conditions shall be noted in the minutes of the meeting.

Section 8 - Resignation: Any member may withdraw his/her membership at any time, with written or verbal notification to the National Board of Directors.

Section 9 - Members receiving salary or payment for organization duties shall be non-voting members.

Section 10 - The majority of memberships shall consist of Department of Defense personnel.

Article V
ORGANIZATION STRUCTURE

To achieve the objectives of the Chapter, the Board of Directors may, at its discretion, establish organizational units such as boards, councils, sections, or divisions to serve special interests of the military MWR/Services profession.

The National Board of Directors shall exercise authority over all organizational units, including qualification for membership (unless these are otherwise stated in the Constitution and Bylaws) policies, services, programs and budgets.

Article VI
MEMBERSHIP DUES

Section 1 – All Chapter membership fees and Association dues shall be collected directly from members by the Association. The Association shall thereafter remit \$5.00 of dues to the Chapter per Regular Member, Position Member or Affiliate Member, \$25.00 of dues to the Chapter per Associate Member. Checks will be sent from the Association to the Chapter quarterly for new members and renewals.

Section 2 - Establishment of Dues: Dues for all classes of membership may be modified from time to time by a majority vote of the National Board of Directors during an official meeting. Admission fees may be set for various activities by a vote of the Board of Directors.

Section 3 - Delinquency and Cancellation: Any member of the Chapter who shall be delinquent in dues for a period of sixty (60) days from the time dues are due shall be notified of such delinquency and suspended from further services. If payment of dues is not made within the next succeeding thirty (30) days, the delinquent member shall be dropped from the rolls and thereupon forfeit all rights and privileges of membership, unless such forfeiture, at the request of the member due to extenuating circumstances, is waived by affirmative action by the Board of Directors.

Section 4 - Refunds: No dues shall be refunded to any member whose membership terminates for any reason.

Article VII OFFICERS

Section 1 - Elected Officers: The elected Officers of this Chapter shall consist of a President, Vice-President, and Secretary-Treasurer.

(a) **The President:** The President shall be the Chief Executive Officer of the Chapter and shall preside at all meetings of the Chapter and of the Board of Directors and shall be Ex-officio, member of all committees. He/she shall be the Chief Executive Officer of the Chapter's business and see to it that decisions, orders, and resolutions of the Board of Directors are delegated and carried out as well as required correspondence with and to the National Office.

Duties:

- (1) Shall appoint the committees, standing and temporary.
- (2) Shall be the official contact between the Chapter and IMCEA National Office:
- (3) Shall have authority to call special meetings.
- 4) Shall notify the National Office of all elected Chapter Officers.
- (5) Shall approve all expenses and commitments assumed by the Chapter.

(b) **The Vice President:** The Vice President shall have the same authority as the President in case of his/her absence and shall assume the full duties of the President in case of his/her absence.

Duties:

- (1) Shall acquaint him/herself with all the duties of the President and other officers.
- (2) Shall familiarize him/herself with the duties of the committees.
- (3) Shall aid the President as requested.
- (4) Shall act as liaison between the committees and the Board of Directors.
- (5) Shall, in cooperation with the secretary, evaluate, encourage and council Chapter members for Certification in their specific management area.

(c) **The Secretary/Treasurer:** The Chapter Secretary/Treasurer shall keep the minutes of all meetings of the Chapter and of the Board of Directors; send out notices of all meetings (15 days in advance and shall furnish a report 15 days following each meeting) by mail or telephonically; conduct the correspondence with the Board of Directors (and National Headquarters); perform such duties as usually incumbent upon his/her office. The Secretary/Treasurer shall have the same authority as the President in case of his/her absence combined with the absence of the Vice President shall assume the full duties of the President in case of his/her absence. It is understood that electronic mail is an acceptable form of notification for all actions.

Duties:

- (1) Shall send out meeting notices informing members of all items of interest.
- (2) Shall keep minutes of all meetings and mail copies to each board member, Chapter member, and the National Office. Responsible for reporting in the Chapter minutes the subject, speakers, duration and type of educational activity presented in the meeting to assure proper point credit by the National Office.
- (3) Shall keep attendance records for Chapter meetings, workshops, regional meetings and national conference.
- (4) Shall send legible copy of 'sign-in-sheet' or reasonable facsimile from Chapter educational meetings to the National Office.
- (5) Shall submit new member applications to Headquarters.
- (6) Shall maintain Chapter record system.
- (7) Shall keep the membership roster continuously up to date. Provide the National Office with a current roster.
- (8) Shall furnish the President with information needed from Chapter records for annual report.
- (9) Shall prepare general correspondence as needed and maintain file of the same. Send copies of the same to the President. Maintain a copy of AR 210-22 and Air Force Instruction 34-223 approved constitution and bylaws in the files.
- 10) Shall forward all correspondence regarding prospective members to the membership committee chairman for further action.

(11) Shall, upon termination of office, transfer all records, in current condition, to successor and assure bank signature cards are updated for personnel authorized access to the account.

(12) Shall keep the accounts, collect the debts, make payments as authorized by the Board of Directors and be responsible for all Chapter funds as outlined in these bylaws. Accounting will be a double entry system on a cash basis.

Section 2 - Qualifications for Office: To be eligible for election as an Officer of this Chapter, a candidate must be a Regular Member of the Chapter.

Section 3 -Term of Office: The Officers of this Chapter shall be elected for a term of one year, except when an Annual Business Meeting falls on a date in excess of one year. Officers shall remain in office and carry out their assigned duties until replacements are elected and installed.

Section 4 - Re-election: Elected Officers are eligible for re-election for two additional full terms. No elected Officer having served three full terms shall be eligible for re-election to the same office until at least one year has elapsed.

Section 5 - Vacancies: In the event of the resignation or death of an Officer, the Board of Directors shall designate someone from among the Regular Members at large to fill the unexpired term of office.

Article VIII BOARD OF DIRECTORS

Section 1 - Authority and Responsibility: The administration of the affairs of the Chapter is vested in the Board of Directors. The Board of Directors shall have supervision, control and direction of the affairs of the Chapter, its committees and publications; shall determine its policies or changes therein, shall actively pursue its objectives and supervise the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.

Section 2 - Composition: The Board shall consist of the Officers of the Chapter, at least two (2) other individuals elected from the general membership, the Immediate Past President and the Associate Council Chairman. The two directors shall be elected from the Regular Members of the Chapter and shall represent members from all Services who are Regular Members. To be eligible for election as a Director of this Chapter, a candidate must be a Regular Member of the Chapter.

Section 3 - Term of Office: Directors shall be elected for two year over-lapping terms. That is to say, one Director shall go out of office and one new Director is elected with each Annual Election.

Section 4 - Vacancies and Removal: In the event of the resignation or death of a Director, the Board of Directors shall designate someone from among the Regular Members at large to fill the unexpired term of office.

Section 5 - Voting: Voting rights of a Director shall not be delegated to another nor exercised by proxy.

Section 6 - Voting by Mail: Action taken by a mail ballot (electronic ballot) of the members of the Board of Directors, in which at least a majority of such Directors, in writing, indicate themselves in agreement, shall constitute a valid action of the Board if reported at the next regular meeting of such Board. Directors may also participate in meetings and vote by electronic means, including but not limited to, teleconference or video conferences, but the means must enable the Director to participate in real time with the information exchanged in the official meeting.

Section 7 - Absence: Any elected officer or director who accrues two (2) consecutive absences from regular meetings of the Board of Directors during a single administrative year shall automatically vacate the seat on the Board of Directors as provided by this document. However, the Board of Directors shall consider each absence of an elected officer or Director as a separate circumstance and may expressly waive such absence by affirmative vote of a majority of its members.

Section 8 - Meetings of the Board: The Board of Directors shall meet quarterly each year. Special meetings of the Board may be called by the President or upon written request of twenty-five (25) percent of the members of the Board. At any meeting of the Board a simple majority of members of the Board present shall constitute a quorum for the transaction of business. Each member shall be entitled to one vote. A majority of the votes cast shall decide the questions before the Board.

Article IX ELECTIONS

Section 1 - Nominating Committee: The Nominating Committee of the Chapter will consist of the Immediate Past President as Chairman of the committee, and at least three (3) other members appointed by the President. At least two (2) of the members appointed by the President shall not be an Officer or Director of the Chapter.

Section 2 - Nominations: In order to be nominated for office as Chapter Officer or Member of the Board of Directors, an individual must be a Regular Member, except as stipulated elsewhere in this document. The Nominating Committee will accept nominations at the meeting held during the third quarter of the calendar year. The Committee will assure the eligibility of the nominees and shall obtain the consent of the nominees before submitting their names as candidates. The Nominating Committee will convene for the purpose of selecting a slate which will be provided to the membership at least forty-five (45) days prior to such meeting. Written nominations should then be submitted to the Committee prior to the convening of the third quarter meeting, so as to allow sufficient time to verify eligibility of the candidates and obtain their consent.

Section 3 - Ballots: No less than thirty (30) days prior to the fourth quarter meeting, a ballot will be mailed to each member of the Chapter who is eligible to vote in the election. The ballot will contain those names submitted by the Nominating Committee.

Section 4 - Return of Ballots: Ballots must be returned to the Chapter Secretary no later than twenty (20) days after being furnished to the Membership. Ballots returned after this time shall not be counted. The postmark date or electronic date stamp will act as the date in this instance.

Section 5 - Elections: Candidates receiving the highest number of votes for each office shall be elected.

Section 6 - Announcement of Results: Officers and Directors selected through the election will be announced at the Annual Business Meeting (meeting held during the fourth quarter). Duly elected Officers and Directors will assume office at the end of the Annual Business Meeting.

Article X STANDING COMMITTEES

Section 1 - Committees: There shall be appointed the following standing committees, with tenure as required to accomplish their purpose, and dissolubility upon completion of their purpose:

- (a) Educational Committee
- (b) Membership Committee
- (c) Nominating Committee
- (d) Finance Committee

Section 1 - Scope: The scope of standing committees shall be as follows:

- (a) Educational - To advise the Board of Directors as to the educational programs and activities needed by the Chapter.
- (b) Membership - To advise the Board of Directors as to the membership requirements of the Chapter.
- (c) Nominating - As outlined in Article IX.
- (d) Finance - As outlined in Article XI, Section 1.

Article XI FINANCES AND TAXES

Section 1 - Budget: With recommendations of the Finance Committee, the Board shall adopt in advance of the next fiscal year an annual operating budget covering all activities of the Chapter.

Section 2 - Audit: The accounts of the Chapter shall be audited upon the change of Secretary/Treasurer, at other times as determined by the Board, or biennially if the gross income of the Chapter is greater than \$1,000.00. Audits will be conducted by a qualified auditor or by three Chapter members not serving as an officer of the Chapter.

Section 3 - Awards & Gifts: Token awards and/or gifts may be presented to departing Chapter members.

Section 4 - Bonding: All Chapter officers who have access to amounts greater than \$1,000.00 will be bonded.

Section 5 - The Chapter will comply with all state and local tax laws as required by Army Regulation 210-22 and Air Force Instruction 34-223.

Section 6 - The Secretary/Treasurer will be authorized to make individual expenditures of up to \$100.00 each. Any individual expenditure in excess of \$100.00 must have advance approval of the President and Board of Directors.

Section 7 - The Chapter will pay all debts via the personal liability of its members and officers (President, Vice President, Secretary/Treasurer). All state and federal laws will be followed in order to pay any debts of the organization that may exceed its assets.

Section 8 - The Chapter will repay any utility expenses, unless incidental, that may be incurred in its operation on the installations in question.

Section 9 - The Chapter will neither propagate extremist activities nor advocate violence against others of the violent overthrow of the Government.

Section 10 - The Chapter will not seek to deprive individuals of their civil rights.

**Article XII
AMENDMENTS**

These Constitution and Bylaws may be amended or repealed at any scheduled or special meeting of the members of the Chapter by a vote of two-thirds of the members present and voting at such meeting. In addition, it may be amended through a vote taken by mail ballot but still requiring a two-thirds vote of the members voting on the proposal. In either case, notice of any proposed changes must be sent in writing to the members thirty (30) days before such meeting or thirty (30) days before the date specified for receipt of a mail ballot. Amendments may be proposed by the Board of Directors on its own initiative, or upon petition of any twenty five (25) percent of Regular Members of the Chapter and addressed to the Board. Amendments are subject to final approval by the National Board of Directors.

**Article XIII
DISSOLUTION**

The Chapter shall use its funds only to accomplish the objectives and purposes specified in The Constitution and Bylaws and no part of said funds shall inure, or be distributed, to the members of the Chapter. In the event of the dissolution of the Chapter, all funds in the treasury will be used to meet any outstanding debts, liabilities or obligations. The balance of assets shall be submitted to IMCEA Headquarters. In the event assets are insufficient to cover all liabilities, each member in good standing at the time the Chapter is dissolved will each be assessed an equal fee sufficient to cover all outstanding liabilities.

APPROVED BY MAJORITY VOTE: _____

President

Secretary

CHAPTER AFFILIATION AGREEMENT

AGREEMENT OF AFFILIATION BETWEEN

AND THE INTERNATIONAL MILITARY COMMUNITY Executives' ASSOCIATION

INITIATION DATE

The purpose of affiliated Chapters of the Association (International Military Community Executives' Association) is to provide an organized structure at the local, state, regional and international level for members of the Association and others in the field of Morale Welfare and Recreation (MWR/Services) to address problems of mutual interest; to conduct educational programs; to foster and maintain high standards and ethical practices among military MWR/Service Professionals; to enhance communication between the Association and its affiliated Chapters; and to promote the purpose of, and membership in, the Association. In furtherance of this purpose, it is hereby agreed that the above-mentioned affiliated Chapter (Chapter) and the Association subscribe to this Affiliation Agreement.

It is agreed that the Chapter and the Association shall seek jointly to increase their membership. [Members of the Association will automatically be deemed members of an established local Chapter]. The terms and conditions of membership in the Association shall be determined exclusively by the Association. **[All Chapter fees and Association membership dues shall be collected directly from members by the Association. The Association shall thereafter remit \$5.00 of dues to the Chapter per Regular Member, Position Member or Affiliate Member, \$25.00 of dues to the Chapter per Associate Member. Checks will be sent from the Association to the Chapter quarterly for new members and renewals.]**

It is agreed that the Chapter shall electronically send a list of its members to the Association monthly. It is agreed that the Chapter shall ensure that the Association has current contact information (name, position, address, telephone number, fax number, e-mail address) at all times for the Chapter leaders, including, but not limited to the President, Vice-President, and immediate Past President. It is agreed that the Chapter president will be an Association member, with membership established 1 year prior to formation of the Chapter.

It is agreed that the Chapter shall provide a copy of its bylaws to the Association at the initiation of this Affiliation Agreement as well as a copy of any amendments or revisions within thirty (30) days of adoption by the Chapter.

A Chapter which has been granted affiliated status may identify itself as such on circulars, brochures and other such promotional materials related to solicitation of members, continuing education programs, or other such programs or materials. The Chapter may use the affiliated Chapter logo in accordance with the Association guidelines. The Association logos must not be used in such ways to represent approval by the Association of the content of publications of programs without prior approval by the National office.

The charter granted by the Association to the Chapter hereunder shall remain in full force and effect unless and until revoked by the Association or surrendered by the Chapter in accordance with the provisions of this Agreement. The Association, through its Board of Directors, shall have the authority to revoke the charter of the Chapter if the Board of Directors determines that the conduct of the Chapter is in breach of any provision of this Agreement.

Any decision by the Association to revoke the Chapter's charter shall be initiated by sending written notice to the Chapter specifying the grounds upon which the revocation is based; provided, however, that the Association shall provide the Chapter with thirty (30) days from the date of such notice to cure any alleged breach of this Agreement. In the event that the Association determines, in its sole discretion, that the Chapter has not corrected the condition leading to the Association's decision to revoke the Chapter's charter, the Association shall so notify the Chapter in writing. The Association's decision shall become final unless, within fifteen (15) days of its receipt of written notice from the Association, the Chapter delivers to the Association a written notice to appeal such determination.

Upon the filing of such an appeal notice, the Chapter shall have the opportunity to present its case, by written communication or in person, to the Board of Directors of the Association pursuant to the applicable rules or procedures prescribed by the Association's Board of Directors. The decision of the Association's Board of Directors upon such appeal shall be final and not subject to further appeal.

The Chapter may surrender its charter by delivering to Association written notice of its intention to do so no less than sixty (60) days prior to the effective date of such surrender.

It is agreed that the above-mentioned Chapter will comply with Article IV of the Bylaws of the Association. This Agreement supersedes all prior agreements and understandings between Chapter and The Association. The Terms of this Agreement shall commence on the effective date set forth above and shall continue until revoked by the Association or surrendered by the Chapter, pursuant to the terms of this Agreement for revocation and surrender.

APPROVED BY:

CHAPTER

International Military Community Executives' Association

(Chapter Name)

Signed By

Signed By:

Printed Name

Printed Name

Title

Title

Date

Date



International Military Community Executives' Association

APPLICATION FOR _____ CHAPTER MEMBERSHIP

NAME _____ MALE FEMALE

INSTALLATION _____ JOB TITLE _____

MAILING ADDRESS _____ CITY _____

STATE/APO/FPO _____ ZIP _____ COUNTRY _____

OFFICE PHONE: _____ FAX _____

EMAIL: _____ DATE OF BIRTH _____ REFERRED BY _____

Member of National IMCEA? Yes No If Yes, IMCEA Member Number: _____

Payment Information

Check VISA Master Card American Express Discover

Card Number _____ Exp. ____/____ Security Code _____

Name on Card _____ Email of Cardholder _____

Cardholder Zip Code _____ Total \$ Amount to Charge _____

Signature _____ Date _____

Please note that this form cannot be processed without payment

Please fill out this subscription request by checking the appropriate box

I want a *Free* subscription to the following magazine:

MILITARY CLUB & HOSPITALITY GOVERNMENT RECREATION & FITNESS GOVERNMENT FOOD SERVICE

Mail this form with payment to:

IMCEA

P. O. Box) S*(

3^MS VdSI HB SS%) Ž S*(

Attn: Chapter Membership

For National Use Only: Accepted By: _____ Date: _____ Approved: _____ IMCEA Membership Number: _____

Please choose one

Chapter Membership

New REGULAR (\$15)

NEW ASSOCIATE (\$75)

RENEWING REGULAR (\$10)

RENEWING ASSOCIATE (\$50)

(Chapter Members must be members of National IMCEA)

If you are *not* a member of IMCEA, please join now:

POSITION (\$225)

REGULAR (\$30)

LIFETIME (\$350)

RETIRED/INACTIVE (\$50)

AFFILIATE (\$50)

ASSOCIATE (\$525)

ADDITIONAL (\$150)

(New Associate Members Note:

Please include a 50-word description of your company with your application and email a company logo (min. 300 dpi, max. 250x250 pixels, .jpeg or .png format to imcea@imcea.org)

IMCEA Chapter Members

are pre-approved to

Join our group



Members of IMCEA



International Military Community Executives' Association
Chapter Event Evaluation

Our goal is provide quality networking and educational opportunities for our Chapter Members. Please take a moment to share your thoughts on this meeting. Your feedback is paramount to our continued success. (Do not hesitate to write more comments on the back of this form.)

Overall, this meeting was Excellent! Good Average Poor

Comments: _____

What did you like best about it?

What did you like least about it?

The Content of the meeting was Excellent! Better than expected

Good - Had some helpful tips

Poor - Not much value

Comments: _____

The Topic was: Enjoyable Poor Too specific Too general

Comments: _____

The Format of the meeting was Perfect Want More Networking Want More Education

Comments: _____

Other topics, discussions or formats you would be interested in seeing added to the schedule:

Other suggestions that will help your Chapter make these meetings more valuable to you:

Name: _____ IMCEA Chapter Member Yes No

Phone: _____ E-mail: _____

Thank you. We will look closely at your comments.

Please give this form to any Committee Member as you leave.

For Education Committee Use Only: Meeting Date: _____ Received By: _____ Action _____



**International Military Community Executives' Association
(IMCEA)**

REQUEST FOR QUARTERLY DUES DISTRIBUTION

Chapter: _____

Quarter Ending : ____/____/20____

New and Renewing Chapter Members since Last Quarter are as noted below:

MEMBER NAME (PLEASE PRINT)	MEMBERSHIP TYPE		MEMBERSHIP STATUS		IMCEA MEMBER NUMBER
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____
_____	___ Regular	___ Associate	___ New	___ Renew	_____

Regular Members: ____ * \$5.00 = _____

Associate Members: ____ * \$25.00 = _____

Regular Member Distribution = \$_____

+ Associate Member Distribution = \$_____

TOTAL DISTRIBUTION REQUEST : \$_____

Please remit to our Chapter the amount of \$_____ as shown above for the Chapter members who are in good standing with the National membership.

(Must Be Submitted To IMCEA Headquarters By The 10th Business Day Following Each Quarter)

 Print Name

 Signature

 Chapter Position

 Date

For National Office Use Only: Received By: _____ Date: _____ Paid: _____ Check #: _____



International Military Community Executives' Association

Uniting Military MWR/Services Professionals Worldwide Since 1972

Annual Chapter Report
January 1 – December 31 2011

Chapter Name: _____

Current Chapter Board of Directors

Term of Office: _____ From _____ To _____

President _____

President-Elect _____

Secretary _____

Treasurer _____

Other Current Board Members:

If the members of your Board of Directors have changed during the period above, please indicate the names, positions held, and term of office of the previous board members:

Term of Office: _____ From _____ To _____

1. Please provide a detailed listing of total contributions gifts and grants your chapter received during the year, plus the name and address of anyone who contributed \$500 or more to your chapter for the year 2011:

2. Please explain the relationship of any revenue producing programs your chapter presented for the year 2011 and how the program(s) related to the mission of IMCEA:

3. Please list the names and addresses of anyone your chapter gave a scholarship or grant to, the relationship of the recipient to your chapter, and the amount given during the year 2011:

4 Please list your chapter's programs and service accomplishments for the year 2011:

5. Please list your chapter's membership growth during the year 2011 and share your membership goals and strategies for the year 2012:

6. Please share your membership goals for the year 2012, and strategies to achieve those goals:

7. Please describe your chapter's membership fee structure for the year 2012:

8. Please list any changes to your chapter's organizing documents (such as By-Laws) that were made during the year 2011:

9. Please feel free to add any other information you feel is beneficial to this report:

Please provide the following:

- All chapter meetings and board meetings held for the year 2011
- Supporting documentation (registration brochures, flyers, etc.) for programs your chapter presented during the year 2011
- 2011 Financial Statements (in whatever format your chapter has been using)
- 2012 Operating Budget

Print Name

Signature

Chapter Position

Date