

**BYLAWS
OF THE
ARMED FORCES COMMUNICATIONS AND ELECTRONICS ASSOCIATION
KAISERSLAUTERN MILITARY COMMUNITY
CHAPTER 158**

**ARTICLE I
DUTIES OF OFFICERS**

1. The Executive Council's term will be for one year.
2. The President represents the Chapter in meetings and communications with parent organization AFCEA International, AFCEA Europe and the AFCEA Central European Region. The President shall preside at all meetings of the membership and the elected Executive Council, check on arrangements and other details of monthly meetings, recognize new members and guests, ensure written account of all meetings, review articles and photos, delegate committee responsibilities and select committee representatives, ask for committee reports including statements of accomplishments, problems and recommendations, and provide supporting assistance in pursuing overall AFCEA objectives.
3. The Vice President's principal duty is to act on behalf of the President when necessary. Additionally, the Vice President shall direct the major chapter activity of the year, be available for special assignment by the Chapter President, and be an ex-officio member of all major committees.
4. The Secretary shall complete chapter records, maintaining close contact with AFCEA International, be responsible for keeping meeting minutes of all chapter board meetings, serve as the official recorder and responsible for normal correspondence, draft and submit required reports such as updated Constitution/Bylaws, Insurance Waiver request and Officer Listing, and be the custodian of significant chapter records and photographs to document lineage of chapter activities.
5. The Treasurer prepares, files and maintains all tax records and reports, and operates the chapter account IAW applicable guidance.
6. The Programs Committee assumes all responsibilities for development of chapter programs, orchestrates, advertises and coordinates all protocol matters of each monthly chapter luncheon meetings (guest speaker and bios, facilities, RSVPs, etc.), provides an agenda for monthly luncheon meetings, and interacts with other board members to ensure advertisement through various channels while aiding the Events Coordinator in other program activities.
7. The Publicity Committee shall develop the advertising campaign for the chapter, identify and work with local advertising mediums (newspaper, television, radio, internet, etc.), identify target audiences for the local area (USAFE, NATO, US Army, DoD, International Contractors and students), work with other committees to identify events, dates and publicity needs, develop

advertising campaign for key events, cover all chapter events and write news articles, photograph events, interface with Signal Magazine and other related C4I periodicals, order, maintain and sell memorabilia items, and manage chapter memento sales (i.e., shirts, coins, mouse pads, stress balls).

8. The Membership Committee shall maintain currency of membership records, be responsible for membership recruitment, renewal and retention, establish membership goals, objectives, plans and programs, be responsible for membership literature, coordinate membership campaigns, make monthly reports on membership objectives and program results, maintain membership roster and chapter email listing for members at large and for members of the Executive Council.

9. The Scholarships Committee shall manage the KMC Scholarship Program and the KMC High School Scholarship Program.

10. The Awards Committee shall manage the Annual Awards Program, the Distinguished Young AFCEAN and Emerging Leadership Awards Program, the AFCEA Science Teaching Tools Award Program, the KMC AFCEA Innovative Use of Technology Essay Contest, and other essay contests as directed.

11. The Events Coordinator shall coordinate chapter events such as the annual summer and winter Tech Expos and AFCEA Golf tournament, lead the chapter in developing new events, and assist other offices as appropriate.

12. The Corporate Advisor shall advise the president on the concerns of corporations, act as an interface between industry and the chapter, promote financial support from industry to the chapter's scholarship program, identify and schedule industry speakers for chapter luncheon meetings, work to increase and broaden corporate involvement, maintain a continuity database of corporate sponsorship, and work to match students with industry mentors as part of the chapter's mentorship program.

13. The Young AFCEAN Advisor must be filled by a member less than 35 years of age and shall advise the president on the concerns of young AFCEANs (members less than 35 years of age), serve as point of contact for the regional member of the Young AFCEAN Advisory Council, and plan and execute the chapter's mentorship program with corporate sponsors.

14. The NATO Advisor shall advise the president on the concerns of NATO chapter members, act as an interface between NATO members and the chapter, and work to increase and broaden NATO involvement.

15. The Webmaster ensures the Chapter web site has current information and is publicly accessible, and recommends and implements changes to the website design.

ARTICLE II
ELECTIONS AND VOTING

1. Nominations will be taken during the January meeting. Nominations will not be accepted unless the candidate is present and accepts, or has previously given written acceptance.
2. Elections of officers will be held at the February meeting.
3. Voting will be by secret written ballot. Ballots will be sent via e-mail and distributed at the February Chapter luncheon to all members. Members may either vote by return mail or by handing their ballot to any board member prior to the election.
4. A majority of votes cast (over 50%) is required to be elected. If no candidate receives a majority of the votes cast, a run-off will be held between the two individuals with the most votes.

ARTICLE III
MEETINGS

1. Monthly executive meetings will normally be held on the first Thursday of the month unless otherwise directed by the President.
2. Monthly luncheons will normally be held on the second Thursday of the month in the Ramstein Officers' Club unless otherwise directed by the President.
3. For the purpose of voting on issues presented at meetings, a simple majority of the members at a given meeting will be required to pass an issue at the meeting. The President or presiding official will determine the method of vote.
4. The Secretary, or another person appointed by the President, will record minutes of all executive meetings. Such minutes will be reviewed and approved by the presiding officer and will be made available for public view 10 duty days later.

ARTICLE IV
DUES AND FEES


There are no local chapter dues or fees. Members pay dues to AFCEA headquarters when signing up or renewing a membership.

ARTICLE IV
STANDING COMMITTEES

In addition to the standing committees already described, ad hoc committees may be formed as required for special events.

ARTICLE V
AWARDS AND GIFTS

1. Token gifts, normally Chapter coins, are given to guest speakers.
2. The chapter is eligible to compete for AFCEA International awards. There are no additional awards at this time.


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