

**By-Laws of the Constitution of the Association of the  
Industrial College of the Armed Forces - Eisenhower School (ICAF-ES)  
Amended with changes approved 15 July 2015**

## **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, not to exceed \$500.00.

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

## **ARTICLE II – OFFICERS**

Section 1. 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 three years.
- 1.2. Officers shall be eligible for reelection. If an elected officer vacates office prior to completing his/her term, the Board of Directors may appoint, by majority vote, an individual to complete the balance of the term of 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 Director/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 Executive Director/Secretary shall solicit the active membership for nominations for elected officers. Nominations must include the consent of the person being nominated. Responses received by the Executive Director/Secretary 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. By May 1 of the year in which elections are to be held, a ballot containing the slate of nominees and any other candidates shall be delivered (physically or electronically) to the last recorded contact address of each active member for a vote by those members. The votes, by mail, email, and by voice, shall be tallied at the Association 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. The Eisenhower School Dean of Students in his/her personal capacity is invited to participate and the Commandant no longer has to select an individual.

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 three 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:

\*Reflects Board approved change in By-Laws as of February 14, 1996

- 1.1. Finance.
- 1.2. Membership.
- 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 reappointment 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., January 1 through December 31).

## **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).