



ALAMO CHAPTER  
MILITARY INTELLIGENCE CORPS ASSOCIATION  
510 DEER CREEK DRIVE  
BOERNE, TX 78006

# ALAMO CHAPTER CONSTITUTION MILITARY INTELLIGENCE CORPS ASSOCIATION

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## ARTICLE I. CHAPTER AREA

**SECTION 1.1.** The area encompassed by the Alamo Chapter of MICA includes the Texas counties of Aransas, Atascosa, Bandera, Bexar, Calhoun, Comal, DeWitt, Goliad, Gonzales, Guadalupe, Jackson, Karnes, Kendall, Kerr, Lavaca, Medina, Refugio, Uvalde, Victoria, and Wilson.

**SECTION 1.2.** The President, MICA National Headquarters, in coordination with the Chapter President(s), may change the area as needed.

**SECTION 1.3.** The Chapter, as a private organization, may conduct activities on Ft Sam Houston, Texas, with the consent of the installation commander under AFI 34-223, *Private Organizations Program*, and AR 220-22, *Private Organizations on Department of the Army Installations*, and in accordance with civil and military laws and regulations.

## ARTICLE II. MEETINGS

**SECTION 2.1. CHAPTER ANNUAL MEETING.** The Annual Meeting of the Chapter is held in January of each year for the purpose of electing the officers and Executive Council and for transaction of such other business as may be brought before the meeting; the terms of office of the Executive Council shall continue for one (1) year and until the election of their successors. It shall be the duty of the Vice President to cause notice of each annual meeting sent to each officer and Councilmember of record not less than 15 days prior to such meeting.

### **SECTION 2.2. REGULAR MEETINGS.**

a. A majority of the number of council members shall constitute a quorum for the transaction of Executive Council business; if, at any meeting of the Chapter where there is less than a quorum present, a majority of the Executive Council present shall be necessary for the passage of any resolution.

b. The President shall convene regularly scheduled meetings and shall preside or arrange, in his absence, other members of the Executive Council to preside at each meeting in the following order: Vice-President, Secretary, and Treasurer.

c. Special meetings may, upon written request of ten (10) members be called by the president.

d. These meetings are to proactively discuss the Alamo Chapter's activities as well as financial, philanthropic, and volunteer support activities. For larger efforts, these meetings will serve as an in-progress review for major milestones and planning factors. Lastly, the meeting provides a forum for transparent discussion and planning for the Chapter Leadership. The written contracts of the Chapter shall be executed on behalf of the Chapter by the president or vice president and attested by the secretary.

e. The Executive Council may act without convening a general or special meeting.

f. The Executive Council at any meeting may consider any act or contract; and any contract or act approved by the vote of a majority of the Executive Council members represented in person at such meeting shall be held as valid and as binding on the Chapter.

g. Chapter President Transition Checklist items requiring review: Constitution, Bylaws, Annual Plan, Chapter Finances, Chapter Property, Chapter Officers, Communications, and Membership (both Individual and Community Partners).

h. The Secretary is responsible for keeping records of Committee actions, including recording minutes at all Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Committee member, and assuring that Chapter records are maintained.

i. The Treasurer makes a report at each Committee meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, assist in developing fundraising plans, and make financial information available to Committee members and the public.

j. Meetings on odd months (*JAN, MAR, MAY, JUL, SEP, and NOV*), includes both elected and appointed Chapter Officers.

k. Meetings on even months (*FEB, APR, JUN, AUG, OCTOBER, and DEC*), in addition to the elected and appointed Chapter Officers, further includes other invited attendees include the Executive Council and the various Advisors to the Committee as named by the Chapter President.

l. Advisors to the Committee as named by the President may include the Senior Enlisted Advisor of Major Commands at Ft Sam Houston, designated representatives from the Army National Guard, Army Reserve, as well as community and corporate partners.

### **SECTION 2.3. SPECIAL MEETINGS.**

a. Special meetings may, upon written request of ten (10) members or one-third of the Committee be called by the President.

b. Notice is considered given when published in an issue of the MICA notes at least one (1) week before such meeting and a copy thereof mailed to each member at his address of record retained in the Chapter.

c. The Secretary will send notices of special meetings to each Committee member with an email date two weeks in advance.

**SECTION 2.4. GENERAL MEMBERSHIP MEETING.** The Chapter will conduct one general membership meeting per quarter during the operating year. Initiatives should encourage attendance and participation from a broad audience of both members and non-members. Meetings can be in the form of breakfast meetings or luncheons deigned to bring together Chapter membership, Community Partners, and Ft. Sam Houston / Joint Base San Antonio leadership.

**SECTION 2.5. ACTION WITHOUT A MEETING.** Any action required or permitted to be taken at an Executive Committee's meeting or a meeting of a committee of the Executive Council may be taken without a meeting if: (a) each of the Executive Councilmembers, or each of the members of the committee, as the case may be, consent in writing to the action; (b) the consent sets forth the action to be taken; and (c) the consent is filed in the minutes of the proceedings of the Committee. The consents may consist of one or more writings, and such written consents have the same effect as a unanimous meeting vote.

**SECTION 2.7. QUORUM.** A simple majority (or plurality) of members present will constitute a quorum for the conduct of business at a Chapter meeting.

## ARTICLE III. FISCAL YEAR

The fiscal year of the Chapter shall begin on the first day of January in each year and end on the last day of December in each year.

## ARTICLE IV. COMPENSATION

Officers and Executive Council members shall receive no compensation for their services and shall not profit monetarily from the acts of the Chapter.

## ARTICLE V. GENERAL SAVINGS CLAUSE

This Constitution is intended for the government of the Chapter and its members pursuant to the laws of Texas. If any provision of this Constitution shall be, or at any future time shall become, inconsistent with the laws of Texas, such provision shall be inapplicable to the extent of such inconsistency but shall in all other respects remain in full force and effect.

## ARTICLE VI. AMENDMENTS

The Executive Council shall have power to make, amend, and repeal this Constitution by vote of a majority of all of the Council members at any regular or special meeting of the Council in writing. The general membership will approve, in writing, any amendment, repeal, or addition by a plurality of the membership and will attach such changes to this Constitution.

## ARTICLE VII. FISCAL MATTERS

**SECTION 7.1 CHAPTER FEES.** The Chapter Executive Council shall annually determine Chapter fees at the first meeting of the newly elected Chapter Executive Council. Chapter fees may be fixed or revised by the Executive Council at a minimum level consistent with good business practice, achievement of the objectives of the Chapter, and the costs of Chapter administration. The exact individual Chapter fees shall be confirmed by a simple majority vote of the members in good standing present at the next duly announced business meeting of the Chapter.



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**SECTION 7.2. FUNDRAISING.** The Chapter may raise funds to support the objectives and specific programs of the Chapter. Fundraising events or activities are planned and organized upon receipt of local approval of the installation or area commander having responsibility for the quality of life of the Chapter's general membership. In all fundraising efforts, volunteer workers and supporters must work without benefit of compensation and all profits must be reported to the council treasurer for approval by the Chapter Executive Council.

## ARTICLE VIII -INSURANCE COVERAGE

Chapters will maintain appropriate insurance coverage as required by law, or, if required, AR 210-22, Private Organizations on Department of the Army Installations.

## ARTICLE IX - AWARDS AND GIFTS

The Chapter may provide certificates of appreciation and other forms of recognition for members, employees, or other deserving individuals as deemed appropriate and approved by the Executive Council.

## ARTICLE X -HIRING AND SUPERVISION OF EMPLOYEES

The president supervises all Chapter employees and exercises hiring and firing authority on behalf of the Executive Council. Discrimination with regard to race, color, marital status, age, creed, religion, national origin, lawful political affiliation, labor organization membership, physical handicap, or sex will not be permitted in employment practices of the Chapter. The Chapter will follow the laws pertaining to the Fair Labor Standards Act and the Equal Opportunity Program.

### CERTIFICATION OF SECRETARY

I, Monica Morris, certify I am the current elected and acting Secretary of the Alamo Chapter of the United States Army Association, and the above Constitution is the Constitution of the Alamo Chapter of the United States Army Association as adopted by the Executive Council on the below date.

Executed on \_\_\_\_\_, in Bexar County, Texas.

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