



BYLAWS OF THE ALAMO CHAPTER

WOUNDED WARRIOR MILITARY FAMILY ENDOWMENT (WWMFE)

ARTICLE I - NAMES AND LOCATIONS

Section 1: Name.

The name of the WWMFE shall be the Alamo Chapter Wounded Warrior Military Family Endowment, hereinafter referred to as the "Endowment".

Section 2: Location.

The Headquarters of the Endowment shall be in or near the city of San Antonio, Texas.

ARTICLE II – GUIDING PRINCIPLES

Section 1: Vision, Mission and Core Values.

The Endowment shall adopt, abide by, and support the vision, mission, and core values of the Alamo AFCEA Chapter.

Section 2: Actions and Activities.

The Endowment organized to operate for nonprofit patriotic and civic purposes. It has no political interests or alliances. Its actions and activities are intended to qualify the Endowment as an exempt organization under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended, or the corresponding provision of any future U.S. Internal Revenue Law and, in any other regions as may be applicable, under the revenue/charity laws of the various countries concerned. The Endowment is affiliated with the Alamo AFCEA Chapter, and is organized

primarily to provide assistance to military veterans, wounded veterans, active duty service members, and their families.

Section 3: Certain Activities Prohibited.

No part of the net earnings of the Endowment shall inure to the benefit of, or be distributed to, its members, Directors, Officers, or other private individuals. The Endowment shall neither lend any of its assets, nor guarantee to any person the payment of a loan, to or on behalf of any member, Director, or Officer. However, the Endowment shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the objectives set forth in Article II. The Endowment, to include its Board and affiliates, will not engage in lobbying activities on behalf of or while representing the Endowment or the Alamo AFCEA Chapter.

The Endowment will not participate or intervene in any political campaign on behalf of any candidate for public office. The Endowment will not conduct any activities not permitted by an organization exempt from income tax under the tax laws of the states and/or nations in which the Chapter operates.

Section 4: AFCEA Ethics and Standards of Conduct Policy.

The continued success of AFCEA depends on the maintenance of high professional standards and behavior and observance of accepted standards of conduct and ethics. The manner in which individual and corporate members participate in the professional dialogue among government, industry and academia reflects on the ethical reputation of AFCEA. AFCEA members shall follow the standards of conduct and ethics guidance of United States government authorities.

ARTICLE III - MEMBERSHIP

Membership is accordance with the Alamo AFCEA Chapter Bylaws.

ARTICLE IV – ORGANIZATION AND STRUCTURE

The Endowment shall consist of members as described in Article III and be governed by a Board of Directors. Each member of the Board shall maintain current association membership status.

ARTICLE V – BOARD OF DIRECTORS

Section 1: Authority and Responsibilities.

The Board of Directors shall have supervision, control, and direction of the affairs of the Endowment, its committees, and publications, and is empowered to act on the part of the membership by these Bylaws. The Board shall determine Endowment policies and changes thereto and shall fill casual vacancies with its Chapter Officers.

Section 2: Composition.

The Endowment Board of Directors shall consist of the following three (3) positions: President, Secretary and Treasurer.

A: President.

The Endowment President shall have general responsibility for the affairs of the Endowment and shall perform the duties of that office. The President shall be the official representative of the Endowment within the community. The President shall preside at the general meeting of the Endowment and of the Board and be responsible for the conduct of all voting on Board issues. The President shall serve as the tiebreaker during all votes of the Board as needed. The President will also serve as the Vice President in charge of Veteran Support and Military Family Outreach for the Alamo AFCEA Chapter.

B: Secretary.

The Secretary shall be responsible for keeping all administrative and historical records for the Endowment; shall maintain a roll of the membership and record and retain minutes of all annual, general and Board meetings; attend to all general correspondence for the Endowment as required by the President or Board. The Secretary shall provide notice of any special meetings at the direction of the President. The Secretary shall distribute minutes to members of the Board of Directors.

C: Treasurer.

The Treasurer shall be comptroller of the finances and accounts of the Endowment under the direction of the President and shall prepare an annual budget and render an annual statement of accounts and such special reports as may be called for by

the Board of Directors. The Treasurer shall ensure all tax filings are submitted to the appropriate government entities. The Treasurer shall render the President assistance as required and in the absence of the President the Treasurer shall take over the duties of the President.

Section 3: Committees.

The following standing committees are critical to the operation of the Endowment and must be established. Additional committees can be established on an as needed basis.

A: Wounded Warriors and Military Families Endowment Fund.

The Wounded Warriors and Military Families Endowment Fund Committee shall be led by the Endowment President or an AFCEA member appointed by the Endowment President. The committee will be comprised of active chapter members, approved by the Endowment Board of Directors, and include representation from a cross section of the chapter community. The committee will establish criteria and an approval process to qualify and register individual or community-based programs for Endowment grants. This committee will meet quarterly or as necessary to review and approve requests for funds and manage the goals for distribution within approved limits to maintain a baseline monetary threshold. The committee shall also report quarterly to the Alamo AFCEA Chapter Board regarding numbers of applications received, donations approved/executed, program marketing efforts, external partnering, demographic statistics of proposed recipients (as pre- defined by the Alamo AFCEA Chapter Board), and other information as may be deemed necessary. Expenditure of Chapter funds in support of this committee's activities shall be in accordance with the ratified annual budget and ARTICLE VII, SECTION 1.

B: Financial Steering.

The Alamo AFCEA Chapter Financial Steering Committee (FSC) shall support the Endowment. The FSC shall oversee disbursement of scholarships and grants and to prepare financial reports for presentation to the Alamo AFCEA Chapter Board.

Section 4. Annual Reports.

The Endowment shall be required to submit status reports to the Alamo AFCEA Chapter Board meetings at least annually.

ARTICLE VI – BOARD GOVERNANCE

Section 1: Board of Director Representations.

The members of the Board shall serve without pay. Furthermore, Board members will make known any affiliation or economic relationship they may have relative to any business the board is considering; reclude themselves from any associated board discussion or review, as well as the decision process and follow-on decisions/oversight that directly impact the identified business.

Section 2: Board Appointments.

The Endowment President is appointed by the Alamo AFCEA Chapter Core Officers by virtue of serving as the Vice President in charge of Veteran Support and Military Family Outreach for the Alamo AFCEA Chapter. The Alamo AFCEA Chapter Secretary and Treasurer shall serve as the Endowment Secretary and Treasurer.

Section 3. Governance.

All other governance matters will be administered in accordance with the Bylaws of the Alamo AFCEA Chapter.

ARTICLE VII - FINANCE

Section 1: Fiscal Period.

The fiscal period of the Endowment shall be a 12 month period, from 1 January to 31 December.

Section 2: Financial Obligation.

No financial obligations shall be incurred on behalf of the Endowment.

Section 3: Annual Budget and Statement of Accounts.

The Endowment's budget shall be developed by the FSC in conjunction with the Alamo AFCEA Chapter's budgeting activity. The FSC shall also oversee the Endowment's account and financial reporting.

Section 4: Audit.

The accounts of the Endowment shall be audited in conjunction with the Alamo AFCEA Chapter auditing process.

Section 5: Reserve.

The Endowment shall not be required to establish a reserve and shall not be restricted from establishing a reserve. All funds provided to the Endowment shall remain in the Endowment's accounts.

Section 6: Financial Disclosure.

During the first quarter of the fiscal period, the Treasurer will deliver a financial report on the Endowment to the Alamo AFCEA Chapter board.

ARTICLE VIII - ENDOWMENT MEETINGS

The Endowment Board shall hold at least one annual meeting.

ARTICLE IX - AMENDMENTS

Section 1: Amendment Proposals.

Amendments to these Bylaws shall be approved by a majority vote of the Endowment Board. Subject to the approval of the Alamo AFCEA Chapter Board.

Section 2: Amendment Effective Date.

Amendments, which have been adopted by a majority of the Chapter membership voting at a regular Chapter meeting, shall become effective as specified in the amendment.

ARTICLE X - DISSOLUTION

Section 1: Dissolution.

It is intended that the Endowment will be a permanent organization. However, the Endowment may be dissolved by a simple majority vote of the Alamo AFCEA Chapter Board. On dissolution of the Endowment, the Board of Directors shall pay or make provisions for the payment of all liabilities and legal obligations of the Endowment, all remaining funds shall be donated to a tax exempt organization to be named by the Board of Directors, used in support of an information technology program or a similar academic program.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1: Rules.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Endowment in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any statutes applicable to this organization.

ADOPTION OF BYLAWS

I, the undersigned, certify that I am the presently elected and acting secretary of Alamo AFCEA and the above bylaws, consisting of eighteen pages, were adopted at a meeting of the board of directors held on 6-11-19.

Karin Grace

Secretary

6-11-19

Date