

PREAMBLE

The Association is a non profit, fraternal, benevolent and social organization dedicated to continued interest and professional development of its members. Further, to review and maintain acquaintances developed through years of communications service to the President of the United States and to foster fraternal relationships between the Association, industry and government from which Association members are drawn. To promote national communications resources, sponsor a scholarship program, provide job placement assistance, and maintain accurate record of the history of communications services to the President of the United States. To this end, we unite to form the **1600 COMMUNICATIONS ASSOCIATION, INC.**

ARTICLE I

NAME

Section 1. The Association shall be known as the **1600 COMMUNICATIONS ASSOCIATION, INC.**

Section 2. The national headquarters of the Association shall be in Washington, D.C.

Section 3. The Association will be non-profit, operated exclusively for its members, and consistent with the purposes and objectives outlined in the Preamble.

Section 4. In the event of final dissolution and liquidation of the Association, and after the discharge of all its liabilities, the remaining assets of the Association, including all of its various specifically designated funds, shall be given to an exempt organization as defined in the Internal Revenue Code, and whose purposes and objectives are similar to those of the Association, such organization to be agreed upon by a vote of two-thirds of the Board of Directors, serving as such at the time of dissolution.

ARTICLE II

AFFILIATES

Section 1. Any organization whose purposes and objectives are similar to those of the Association may upon application to and approval of the Board of Directors, become an affiliate of the Association. Such affiliation is for the purpose of cooperation in the furtherance of the objectives stated in the Preamble hereof and does not authorize either organization to participate in the organizational or managerial concerns of the other. Affiliates are encouraged to furnish recommendations to the President of the Association which will be presented to the Board of Directors for consideration and action if necessary.

Section 2. An affiliate of the Association may designate from among its members, a representative to attend the Board of Directors meetings.

Section 3. Any organization making application for affiliation with the Association is required to incorporate in their by-laws a similar provision of affiliation.

Section 4. An affiliate includes Association members who desire to form a Chapter of the Association. The requirements of Section 1, 2 and 3 above apply. Additional requirements for Chapters are:

- (a) Chapter by-laws to include a provision that its members be required to hold membership in the 1600 Communications Association, Inc.;
- (b) A Chapter of the 1600 Communications Association may sever the relationship by unilateral action of either of the organizations involved.

**ARTICLE III
ORGANIZATION**

Section 1. Board of Directors -- The following offices shall compose the Board of Directors which shall serve without compensation for a period of two (2) years commencing on the first day of January:

- (a) President - Chief Executive Officer of the Association and Chairman of the Board of Directors.
- (b) Vice President - Assume the duties of the President in his absence. Performs other tasks as the President may direct.
- (c) Secretary - Maintains appropriate records of Association activities and processes required correspondence.
- (d) Treasurer - Responsible for the collection, disbursement and accounting of all Association funds.
- (e) Editor - Responsible for the periodic publication and distribution of the organizational newsletter.
- (f) Directors at Large - Two individuals having previously served as President of the Association.

Section 2. The officers listed above shall be nominated by a committee composed of past Association Presidents.

Section 3. The term of office of each member of the Board of Directors shall be two years commencing on January 1.

Section 4. Each member of the Board of Directors may serve not more than two consecutive terms in the same office. A vacancy in the office of President shall be filled by the Vice President. A vacancy in all other offices shall be filled by an appointment by the President. The filling of a vacancy of an unexpired term of twelve (12) months or more will be considered as a full term for that appointed officer.

Section 5. Appointed Officers - The following non-voting officers may be appointed by, and serve without compensation at the pleasure of the resident:

- (a) Parliamentarian - Advise and assist the President at meetings in rendering correct parliamentary decisions and keep the practices and procedures uniform.
- (b) Historian - Responsible for the recording of milestones reflecting the growth and development of the Association for permanent record.
- (c) Sergeant-at-Arms - Responsible for the maintenance of order at all meetings.

Section 6. Any Director may be removed for cause by a majority of those present at a scheduled meeting, provided a quorum of 25 members are present, and after an opportunity to be heard at a scheduled meeting or one called for that purpose. Each member shall have one vote and such voting may not be done by proxy. The Board of Directors may make such rules and regulations covering its meeting as it may in its discretion determine necessary.

(a) Each elected member of the Board of Directors is required to attend four of the six scheduled meetings of the board and unless specifically exempted by the President of the Board may not miss more than two scheduled board meetings in succession. The President may, at his discretion, cause to be removed the non-participating board member and make an interim appointment to replace the board position. Such removal and interim appointments must be ratified by the Board of Directors.

Section 7. An Advisory Board is composed of past presidents of the Association. The purpose of this board is to act as advisors to the incumbent president and Board of Directors and to make the selection of the Past Presidents Award.

ARTICLE IV

MEMBERSHIP

Section 1. Subject to the provisions hereof, members shall be composed of men and women who have contributed directly or indirectly to the communications support of the President of the United States.

(a) Active Member – Current or former member of the White House Communications Agency or one of its predecessors.

(b) Member - Any person assigned or previously assigned to the White House Communications Agency, White House Army Signal Agency or antecedent shall be eligible for active membership in the Association.

(c) Associate Member - Any person who has provided direct support to any of the above mentioned Agencies shall be eligible for Associate Membership in the Association.

(d) Life Member - Any person eligible for any other class of membership may become a life member by paying a one time fee as designated in Article VI of the by-laws.

(e) Honorary Member - The President of the United States, certain individuals of a President's immediate staff designated by the Board of Directors, whose office or organization has received direct support from the above-mentioned agencies, past and present WHCA Commanders and widows of deceased members shall be Honorary Members in the Association.

Section 2. Application for membership shall be in writing addressed to the Association.

Section 3. The Board of Directors may, with cause, reject any application for membership.

Section 4. Only members in good standing described in Article IV, Section 1(a) are entitled to vote on any matter properly submitted to the membership.

Section 5. Any membership may be discontinued by the Board of Directors after opportunity to be heard.

ARTICLE V

ADMINISTRATION

Section 1. The business management and affairs of the Association shall be under the direction and control of the Board of Directors. The Board of Directors shall have authority to authorize contracts, incur liabilities, expend funds and attend to such other matters connected with the conduct of the Association consistent with its objectives.

(a) The Board of Directors shall meet a minimum of six (6) times per year at the call of the President to review business progress and discuss any other necessary items related to the objectives of the Association.

(b) Four (4) members of the Board of Directors shall constitute a quorum capable of transacting business that may come before a meeting of the Board called by the President.

(c) At least one member of the Board of Directors shall be a resident of the Commonwealth of Virginia and a citizen of the United States.

Section 2. The President shall appoint chairmen for the following standing Committees:

- (a) Job Placement - Responsible for the coordination of employment opportunities among the membership.
- (b) Membership Committee - Responsible for the solicitation of new members, the review of membership applications to determine qualifications and type of membership and to insure that accurate membership records are maintained.
- (c) Scholarship Committee - Responsible for the management of the scholarship program. Reviews scholarship applications and provides recommendations to the Board of Directors.
- (d) Building Fund Committee - Responsible for recommendations to the Board of Directors for acquisition of a permanent location for the Association.
- (e) Hospitality/Publicity Committee – Responsible for publicizing and organizing scheduled meetings.
- (f) Finance Committee - Responsible to the Board of Directors for annual audit of the financial records of the Association.

Section 3. The President may appoint chairmen for various ad-hoc committees.

Section 4. The Association will have a minimum of two meetings per year, one of which shall be an annual, members meeting.

- (a) Specific times and locations of meetings shall be announced by the Board of Directors. All business shall be conducted in accordance with the by-laws or special rules of the Association. Twenty-five members present at a meeting shall constitute a quorum capable of transacting any business that may come before it.
- (b) The Secretary shall cause to be mailed to every member in good standing, at the address as it appears in the membership roll book of the Association, an announcement of the time and place of such meetings.
- (c) Special meetings of the Association may be called by the Board of Directors when deemed in the best interest of the Association. Notices of such meetings shall be mailed to all members in good standing at addresses as they appear in the membership roll book, not less than 10 days and not more than 60 days before the meeting. Such notice shall state the reasons, the business to be transacted, and by whom called.
- (d) At the request of a majority of the voting members of the Association, the President shall cause a special meeting to be called, but such a request must be made in writing not less than 1-day and not more than 60 days before the scheduled date. No other business but that specified in the notice may be transacted at such special meetings without the unanimous consent of all present at such meeting.

Section 5. A newsletter shall be published prior to each meeting and mailed to all members for the purpose of announcing information deemed appropriate.

Section 6. The Treasurer shall prepare and submit a budget to the President, reflecting proposed operating costs for the current year, for presentation and approval at the first Board of Directors meeting of the new calendar year.

Section 7. The Finance Committee shall audit the records of the Association for the previous year and submit a financial statement to the President not later than the second Board of Directors meeting of the new year.

Section 8. The incumbent Board of Directors shall meet with the newly elected Board of Directors at a reasonable time before the first business meeting of the calendar year. The purpose of this meeting is to ensure a smooth and orderly transition of the Association's affairs to the incoming Board of Directors.

ARTICLE VI

DUES

Section 1. Subject to the provision hereof, annual dues shall be paid as soon as possible each year. New members joining in the fourth quarter of the year shall pay full dues which will be credited to the coming year.

Section 2. The Board of Directors shall fix the annual rate for dues, but shall not adjust this rate more than 25% without the approval of a majority vote of eligible members at a scheduled meeting of the Association.

(a) Members - Dues for members shall be fixed at \$20.00

(b) Associate Members - Dues for associate members shall be fixed at \$20.00

(c) Life Members - Members, Associate, and Corporate members may convert annual membership in the Association to a life membership. Life membership may be paid at any time, based on the following schedule:

Age of Member Dues

35 and under \$250

36 to 50 \$200

51 and over \$150

(d) Honorary members are not subject to annual dues.

ARTICLE VII

ASSOCIATION FUNDS

Section 1. There is established a George J. McNally Scholarship Fund. A separate account will be maintained for this purpose. At the discretion of the Board of Directors, money designated for scholarships will be deposited in this account.

Section 2. There is established a 1600 Communications Association, Inc. Building Fund. A separate account will be maintained for this purpose. Money designated to the Building Fund may be used at the discretion of the Board of Directors.

ARTICLE VIII

LIABILITY

No member shall become liable to the Association for any amount other than payment of dues.

ARTICLE IX

ELECTION OF OFFICERS AND VOTING

Section 1. The offices of President, Vice President, Secretary, Treasurer, Editor and two Directors at Large shall be elected by members of the Association eligible to vote as stated in Article IV, Section 4.

Section 2. Election Procedures

- (a) A Nominating Committee composed of not less than three past Association Presidents shall select a slate of officers for the coming two years who will best represent the Association and have confirmed their willingness to serve a full term in the office in which they are being nominated.
- (b) Additional nomination of members in good standing must be received in writing by the Chairman of the Nominating Committee not later than midnight three days before the arrival meeting.
- (c) A ballot containing the names of all the nominees shall be mailed to each member in good standing with provision for write-in votes.
- (d) To be officially counted, completed ballots must be returned to the Secretary not later than midnight three days before the annual meeting.
- (e) Election results shall be published in the newsletter and announced at the next meeting of the Association. The Chairman of the nominating committee shall appoint a committee of three who shall act as "Inspectors of Election" and who shall at the conclusion of such balloting, certify the results in writing to the Chairman. A certified copy shall be affixed in the minute book to the minutes of that meeting.

ARTICLE X

SCHOLARSHIPS

Section 1. Contingent on the status of the Scholarship Fund and advice and recommendations from the Chairman of the Scholarship Committee, the Board of Directors may award scholarships to individuals meeting the following criteria:

Eligibility:

- (1) All Members, in good standing, their immediate dependents, and grandchildren.
- (2) All Associate Members, in good standing, their immediate dependents, and grandchildren.
- (3) Children and grandchildren of deceased Members and Associate Members.
- (4) Sponsor must be [have been] a member of the Association in good standing for at least two consecutive years prior to the award of the scholarship.

ARTICLE XI

AWARDS

Section 1. An annual Past President's Award, established in 1978, may be presented to a member of the Association who helped further the goals of the Association. Selection of the individual will be determined by a majority vote of the Advisory Board.

ARTICLE XII

CHANGES OF BY-LAWS

Section 1. These By-Laws may be altered, amended or changed, or new By-Laws may be adopted by a majority vote of eligible members responding.

Section 2. Proposed changes to the By-Laws must be submitted in writing to the President, published in the newsletter and accommodations provided for members to vote by mail on such proposed changes.