ARTICLE I - NAME AND LOCATION

Section 1: Name. The official name of Chapter 104 shall be the Liberty Bell Chapter AFCEA International, hereinafter referred to as the AFCEA Liberty Bell Chapter. This chapter is composed of two units formerly known as the Greater Philadelphia and the McGuire AFB Chapters.

Section 2: Location. The headquarters of the AFCEA Liberty Bell Chapter shall be located in Philadelphia, Pennsylvania, United States of America and will serve the Greater Delaware Valley of Pennsylvania, Southern New Jersey, and Delaware. Subchapters may be established according to the AFCEA International Bylaws.

ARTICLE II – Vision, Policy, Mission, Goals and Core Values

Section 1: Vision. To be the premier information technology, communications, and electronics association for professionals in international government, industry and academia in the chapter's area of operations.

Section 2: Mission. AFCEA is an international organization that serves its members by providing a forum for the ethical exchange of information. AFCEA is dedicated to increasing knowledge through the exploration of issues relevant to its members in information technology, communications, and electronics for the defense, homeland security and intelligence communities.

Section 3: Goals.
1. Provide the recognized ethical forum that bridges information technologies and issues among academic, industry and government leaders in the chapter's area of responsibility.
2. Provide value and benefits to members and communities of interest
3. Actively engage governments on IT policy matters
4. Grow and maintain our active membership within the IT and national defense community
5. Provide Professional Development
6. To preserve and foster a spirit of fellowship in all AFCEA activities.

Section 4: Core Values.
1. **Ethics:** Insist on the highest ethics in everything we do.
2. **Visionary Leadership:** Apply visionary leadership in our community and encourage it from our members at every level.
3. **Commitment**: Consistently demonstrate commitment to continuous improvement of the Association and to improvement of service to our members.
4. **Quality**: Provide the highest quality in everything we do.
5. **Education**: Commit to do everything possible to further the education of our members and of the communities we serve.
6. **Diversity**: Encourage, embrace and continually enlist the support and inclusion of all members of our diverse international community.

**Section 5: Actions and Activities.** AFCEA is organized exclusively for nonprofit educational, scientific, patriotic, and civic purposes. It has no political interests or alliances. It is an international association. Being incorporated in the United States, its actions and activities are intended to qualify AFCEA as an exempt organization under Section 501(c)(6) of the U.S. Internal Revenue Code of 1986, as amended, or the corresponding provision of any future U.S. Internal Revenue Law.

**Section 6: Certain Activities Precluded.** No part of the net earnings of AFCEA shall inure to the benefit of, or be distributed to, its members, Directors, Officers, or other private individuals. However, AFCEA 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. AFCEA will not conduct lobbying activities which aim to influence legislation. AFCEA will not participate or intervene in any political campaign on behalf of any candidate for public office. AFCEA will not conduct any activities not permitted by an organization exempt from income tax under the tax laws of the nations in which AFCEA operates its Chapters, Regional Offices, or International Headquarters.

**Section 7: AFCEA Ethics and Standards of Conduct Policy.** The continued success of AFCEA depends on the maintenance of high professional standards 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 the ethical reputation of AFCEA. AFCEA members shall follow the standards of conduct and ethics guidance of their appropriate government authorities.

**ARTICLE III - MEMBERSHIP**

**Section 1: General.** Membership in the AFCEA Liberty Bell Chapter shall be open to all AFCEA International individual and corporate members residing within the area of responsibility as stated above.

**Section 2: Classes of Membership.** The AFCEA Liberty Bell Chapter shall comply with the classes of membership as defined in the AFCEA International Bylaws.
Section 3: Dues. Membership dues are defined in the AFCEA International Bylaws and are payable to AFCEA International Headquarters.

Section 4: Administration. Subject to Sections 1 and 2 above, the AFCEA Liberty Bell Chapter membership shall be administered pursuant to the following:

   a. The term member shall apply to any individual or organization included in the classes of membership as defined in the AFCEA International Bylaws.

   b. Members shall be entitled to vote in all AFCEA Liberty Bell Chapter elections and other decision events requiring the consensus of the membership.

   c. Chapter membership shall be determined according to the AFCEA International Bylaws.

Section 5: Restriction. Members of the AFCEA Liberty Bell Chapter shall not be eligible to hold office(s) in other AFCEA chapters. Suspension or denial of AFCEA membership shall be adjudged by the President and CEO of AFCEA International according to the AFCEA International Bylaws and policies.

Section 6: Participation by Military and Government Personnel. DOD Instruction 5410.2, Paragraph IV, B, encourages participation in non-governmental associations to effect and maintain a two-way communication flow between the DOD and industry. According to the AFCEA International Bylaws, military and government personnel are eligible for membership with full privileges and benefits.
ARTICLE IV - ORGANIZATION

Section 1: Board of Directors/Executive Committee (EXCOM). The Board of Directors heretofore referred to as EXCOM shall consist of the chapter officers, and Young AFCEAN committee chairperson. All persons elected or appointed to these positions must be an AFCEA member during his or her entire term of office. The EXCOM shall meet at least once each year and any other time deemed necessary by any member of the EXCOM. One-third majority shall constitute a quorum, and a quorum is required to conduct formal chapter business. EXCOM members who cannot attend duly called meetings may vote and be otherwise represented on either specific issues or in general by written proxy provided to another EXCOM member. Minutes of EXCOM meetings shall be available to the general membership.

Section 2: Chapter Officers. Chapter officer positions shall include a President, an Executive Vice President, Vice President for Programs, Vice President for Chapter Affairs, Secretary, and Treasurer. Officers shall be elected in April of each year to serve a term of one year from the date of inauguration. No officer may hold the same office for more than two consecutive years, unless no one has been submitted as a potential candidate for election and the re-appointment is approved by a majority of the EXCOM.

Section 3: Committees. The following standing committees shall be organized and function within the AFCEA Liberty Bell Chapter: Awards, Finance, Membership, Programs, Publicity, Scholarship, Corporate Affairs, and Young AFCEAN Advisory. Committees may be merged as required to meet chapter needs. Committee chairpersons may be nominated from the chapter membership at large; formal appointment of the nominee shall be affirmed with the advise and consent of the EXCOM. Whereas committee chairpersons are appointed rather than elected, there is no specific limitation on the term of service. Ad Hoc committees may be created as required.

Section 4: Vacancies and Removal. A vacancy in the office of the President shall be filled by the Executive Vice President as selected by the EXCOM. The EXCOM shall fill casual vacancies in the offices of the Vice Presidents, Vice President for Programs, Vice President for Chapter Affairs, Secretary, and Treasurer by nominating and electing a new interim officer. An officer so elected to fill a vacancy shall serve the unexpired term of the predecessor. A vacancy in a committee chair shall be filled through the nomination process as described in Section 3. The EXCOM, by affirmative vote of a quorum, may remove any officer or committee chairperson for cause.

Section 5: Compensation. No member of the AFCEA Liberty Bell Chapter shall receive any compensation for their services to the Chapter.
ARTICLE V - CHAPTER OFFICERS

Section 1: President. The President is the principal point of contact between the chapter and its members, AFCEA International Headquarters, and the public at large. The President shall perform all duties as described in the AFCEA International Chapter Officers Handbook and the Bylaws of AFCEA International and this chapter. The President shall preside at all meetings of the membership and EXCOM, and be an ex-officio member of all chapter committees. Additionally, the President shall provide management oversight and guidance to the Young AFCEAN Advisory Committee.

Section 2: Executive Vice President. The Executive Vice President (EVP) shall render the President such assistance as may be required and shall act on behalf of the President when the latter is unable to be present. The EVP shall provide management oversight and guidance to all vacancy chairperson Committees.

Section 3: Vice President for Programs. The Vice President for Programs shall render the President such assistance as may be required and shall act on behalf of the President when the President and the Executive Vice President are unable to be present. The Vice President for Programs shall be responsible for meeting arrangements and presentations, and shall provide management oversight and guidance to the Programs, Publicity, Scholarship, and Symposia Committees.

Section 4: Vice President for Chapter Affairs. The Vice President for Chapter Affairs shall render the President such assistance as may be required and shall act on behalf of the President when the President, Executive Vice President, and Vice President for Programs are unable to be present. The Vice President for Chapter Affairs shall be responsible for awards, individual and corporate membership, financial audit and shall provide management oversight and guidance to the Awards, Membership, Corporate Affairs, and Finance Committees.

Section 5: Secretary. The Secretary is responsible for maintaining all chapter records, reports, and minutes of EXCOM meetings, and is the chapter interface with the Director of Chapter Affairs at AFCEA International Headquarters. The Secretary is the official correspondent for the chapter and shall submit reports as may be required. The Secretary shall maintain current membership records at all times, and shall provide mailing labels for chapter membership correspondence. The Secretary is an ex-officio member of the Awards, Corporate Affairs and Membership Committees.

Section 6: Treasurer. The Treasurer shall be responsible for gathering, disbursing, and managing the AFCEA Liberty Bell Chapter's funds. The Treasurer shall receive and deposit all chapter revenues, disburse funds for chapter expenses, disburse funds as authorized by the EXCOM, prepare a quarterly financial statement of revenues, expenses, and reserves, and maintain and provide any tax records as required by the Internal Revenue Service. The Treasurer is an ex-officio member of the Finance, Programs and Scholarships and Education Committees.
ARTICLE VI - CHAPTER COMMITTEES

Section 1: Awards. The Awards Committee, under the general supervision of the Vice President for Chapter Affairs, shall be responsible for managing all awards programs, established by the AFCEA Liberty Bell Chapter or AFCEA International, pertaining to the AFCEA Liberty Bell Chapter and its membership. The committee shall interface with the Secretary to obtain information on member service awards.

Section 2: Finance. The Finance Committee, under the general supervision of the Vice President for Chapter Affairs, will function as advisors to the Treasurer and the EXCOM on all financial matters, and will conduct an annual audit of Chapter accounts.

Section 3: Membership. The Membership Committee, under the general supervision of the Vice President for Chapter Affairs, is responsible for individual membership recruiting and retention. The committee shall initiate and manage membership promotion programs and respond to those programs initiated by AFCEA International Headquarters. The committee shall interface with the Secretary to review the chapter membership roster for information on new members and membership renewal.

Section 4: Corporate Affairs. The Corporate Affairs Committee, under the general supervision of the Vice President for Chapter Affairs, shall be responsible for corporate sponsorship recruiting and retention. The committee shall initiate and manage corporate sponsorship promotion programs and respond to those programs initiated by AFCEA International Headquarters.

Section 5: Scholarship. The Scholarship Committee, under the general supervision of the Vice President for Programs, shall manage the Chapter's scholarship program. The Committee shall maintain the selection criteria, request and review applications, convene meetings of the Scholarship Selection Board to interview qualified applicants and select the scholarship recipient(s). This committee will also be responsible for the science teaching tools, science fair, and related programs.

Section 6: Programs. The Programs Committee, under the general supervision of the Vice President for Programs, shall be responsible for planning and arrangement of all meeting of the general membership, and the EXCOM. Specific responsibilities include, but are not limited to, meeting site reservations, audio-visual equipment, registration and ticket disbursement, and head table seating arrangements.

Section 7: Publicity. The Publicity Committee, under the general supervision of the Vice President for Programs, shall be responsible for publicity of AFCEA Liberty Bell Chapter events. The Committee shall provide press releases and notices to area media and other channels, as appropriate, concerning chapter meetings, symposia, and other activities. Additionally, the Committee shall submit an article with photograph(s), for each regular monthly meeting and special events, to the Editor of SIGNAL Magazine.
Section 8: Symposia. The Symposia Committee, under the general supervision of the Vice President for Programs, shall organize and manage educational and informative seminars and symposia relating to the technical disciplines of AFCEA.

Section 9: Young AFCEAN Advisory. The Young AFCEAN Advisory Committee, under the general supervision of the Executive Vice President, shall establish and manage programs to promote membership and participation of individuals 35 years of age and younger in the AFCEA Liberty Bell Chapter.

Section 10: Ad Hoc. The President, with the approval of the EXCOM, may establish any Ad Hoc Committees as deemed necessary, assuring that no conflicts exist with standing committees, bylaws, or policies. The President shall appoint AFCEA Liberty Bell Chapter members to serve on the committee(s), and shall prescribe its purpose and duties, and shall specify its termination date.
ARTICLE VII - MEETINGS

Section 1: General. Regular meetings shall be scheduled at least once per quarter. The chapter will include meeting sites throughout the chapter's geographic area to provide maximum participation opportunities for the chapter's dispersed membership. Special meetings of the general membership may be called by the President or EXCOM, and require at least 5 percent of the membership be present to constitute a quorum.

Section 2: Meeting Notices. Written notice shall be given to each AFCEA Liberty Bell Chapter member at least one week but preferably one month prior to regularly scheduled meetings. The notice shall include, as a minimum, the date, time, location, and purpose of the meeting. This notice will be posted on the chapter website and be disseminated via email.

Section 3: Voting. Members may vote in person at meetings, through on-line means, or by providing written proxy authorization to another member. This proxy authorization shall be valid for a period not to exceed the current term of membership of the individual, and must be provided to the President at the time of the vote.

ARTICLE VIII - DELEGATES

Section 1: General. The AFCEA Liberty Bell Chapter is entitled to send one delegate per 100 members (but not less than two) to the annual AFCEA meeting held in conjunction with the national convention. Chapter delegates shall be appointed by the President with the approval of the EXCOM.

ARTICLE IX - AMENDMENTS AND REPEAL

Section 1: Amendments. Proposed amendments to these bylaws shall be submitted to the entire membership at least one month before the amendments are voted upon at a regular chapter meeting. In order to be adopted, amendments must be approved by a majority of members present at a regularly scheduled meeting. Amendments which have been adopted shall become effective upon receipt of approval by AFCEA International Headquarters.

Section 2: Repeal. These bylaws may be repealed by the EXCOM by a majority vote at any annual or special meeting at which a quorum is present.
ARTICLE X - DISSOLUTION

Section 1: Dissolution. Upon dissolution of the AFCEA Liberty Bell Chapter, the EXCOM shall, after payment of all liabilities and obligations, dispose of all remaining Chapter assets by transferring such assets to an organization or organizations as the EXCOM shall select which is organized exclusively for charitable, educational, or scientific purposes. Such an organization, at that time, must qualify as a tax-exempt organization under provisions and regulations of the Internal Revenue Code.