

**BYLAWS OF THE ___(STATE/AREA/PROVINCE/COUNTRY)___ CHAPTER OF THE
INTERNATIONAL CAKE EXPLORATION SOCIÉTÉ**

ADOPTED 06/01

**ARTICLE I
NAME**

The name of this Chapter shall be known as the (state/area/province/country) Chapter of The International Cake Exploration Soci  t   (hereinafter referred to as (state/area/province/country) ICES). The design of the (state/area/province/country) logo, if any, and its use is governed by the Representative/Alternates of (state/area/province/country) ICES in keeping with the International Cake Exploration Soci  t   logo policy.

**ARTICLE II
PURPOSES**

Section 1. The purpose of this Chapter is:

- to share, promote, perpetuate, encourage, publicize, and enlarge the appreciation, love, practice and recognition of the art of cake decorating;
- to collect and disseminate information in regard to said art to its practitioners and the general public;
- to hold shows and other gatherings for the purposes stated herein above;
- to engage in any lawful act or activity consistent with the Bylaws of the International Cake Exploration Soci  t   (hereafter known as ICES.)

**ARTICLE III
TERRITORIAL LIMITS**

The territorial limits of this Chapter are as follows: The (state/area/province/country) of _____ . These territorial limits have been established by ICES.

**ARTICLE IV
MEMBERSHIP**

Section 1. Any person in good standing with ICES and residing within the territorial limits provided by these Chapter Bylaws shall be considered a member.

Section 2. All members shall have the right to receive the Chapter newsletter at least twice a year or other publications, if any, upon payment of any required fee. However, publications regarding business and general meetings of this Chapter must be sent to all Chapter members at no cost to the members.

Section 3. All members shall be entitled to a copy of the Chapter Bylaws upon payment of a reasonable fee, if any. Said fee shall be set by the Representative/Alternate(s) to cover the cost of providing copies of the Bylaws to the membership.

ARTICLE V MEETINGS

Section 1. There shall be a minimum of two (2) meetings per year. All major decisions requiring a vote will be addressed at these meetings. All meetings will be called by a Representative or Alternate. The Representative or Alternate shall designate the location, date, and hour of said meetings. All members must be notified of any meetings not less than twenty (20) days and not more than sixty (60) days in advance.

Section 2. Certain reports are required to be given at each membership meeting. The Secretary shall give a report that includes the minutes of the previous meeting for approval by the membership. The Treasurer shall give a report as to the financial condition of the Chapter and the financial dealings of the Chapter since the last meeting.

Section 3. A meeting for the election of Representative, Alternates, Secretary and Treasurer will be held at least every two (2) years.

Section 4. All membership meetings and organizational meetings of Representatives/Alternate(s), whether regular or special, shall use as their rules of procedure, Robert's Rules of Order, latest edition, so as to ensure orderly and productive meetings and equal access to rules.

ARTICLE VI REPRESENTATIVE, ALTERNATE(S), SECRETARY AND TREASURER

Section 1. The governing body of the Chapter will consist of the Representative, who will preside, any elected Alternate(s) and a Secretary and Treasurer (who may be Alternates) who will assist.

Section 2. Representative, Alternate(s), Secretary and Treasurer shall be nominated from the membership. All members shall have the right to vote for these positions. All members shall have the right of absentee voting upon request to the Chapter.

Section 3. Terms of office for all officers will begin at the close of the ICES Annual Convention of the same year as the election. ICES "Guidelines for Electing Representatives" can be consulted for election procedures and terms of office.

Section 4. An Alternate, selected at the time of election of officers, shall fill the office of Representative for the remainder of the term if a vacancy shall occur. The office of Alternate would then be filled at the next meeting by a majority vote by secret ballot.

ARTICLE VII DUTIES OF OFFICERS

Section 1. It shall be the duty of the Representative to preside at meetings of the Chapter and appoint committees as necessary, and perform the duties of Representative as outlined in the "ICES Representative Guidelines and Responsibilities". The Representative shall maintain copies of all minutes, Board correspondence and other correspondence deemed necessary by the Representative. Any newsletter shall be sent to the ICES President, Treasurer, Representative Liaison, Membership Coordinator, Newsletter Editor and Board Liaison. All Chapter property is to be passed on to the new Representative.

Section 2. The Alternate(s) shall assist the Representative and be available to perform as needed in the absence of the Representative. The Alternate(s) shall perform the duties as indicated in “ICES Representative Guidelines and Responsibilities.”

Section 3. A Secretary elected by the Chapter membership shall record the minutes of all proceedings and send copies of the same to the Representative. Copies of all minutes must be made available to all Chapter members, upon request, at a reasonable cost.

Section 4. The Treasurer shall be the chief financial officer of this Chapter, keep the financial records, sign the checks, and perform other duties required by government agencies in the United States of America (as instructed by ICES) as well as any governmental requirements of _____ to be determined by the Treasurer, and these Chapter Bylaws. The Treasurer shall provide a written report of receipts and disbursements at each meeting and maintain the necessary financial records. The Treasurer shall deposit all funds of the Chapter in a financial institution to be named by the Chapter Representative/Alternates. The Treasurer is authorized to pay expenses incurred for Days of Sharing, newsletters, and other Chapter approved projects. Upon retirement from office, the Treasurer shall turn over to the succeeding Treasurer or to the Representative, all funds, financial records, or any other Chapter property. Treasurer’s reports shall be kept in the Chapter’s permanent records. Backup for these reports (receipts, etc.,) shall be kept a minimum of seven (7) years unless the country in which this Chapter is established requires such documentation be kept for a longer period of time. Copies of all the treasurer’s reports must be made available to all Chapter members, upon request, at a reasonable cost.

ARTICLE VIII METHOD OF VOTING

The business of this Chapter shall be transacted by a majority vote. Election of Representatives, Alternates, Secretary and Treasurer shall be conducted by secret ballot.

ARTICLE IX FINANCES

Section 1. Bank accounts shall be in the Chapter name with at least two signatures (Representative and Chapter Treasurer) for amounts over \$300.00 (US Funds). The name on such bank accounts shall be “country/area/province ICES” as provided for in Article 1 of these Bylaws.

Section 2. The Fiscal Year of this Chapter shall extend from September 1 to August 31.

Section 3. The Treasurer of this Chapter are hereby authorized to pay whatever reasonable expenses are incurred in carrying out the requirements and intent of these Bylaws and the stated purpose of this Chapter.

ARTICLE X ICES INTERNATIONAL CHAPTERS

Section 1. Application for Chapter status will be approved by the ICES Board of Directors at no charge. There will be a \$25.00 (US Funds) fee per year payable to the ICES Treasurer by August 1 of each year to cover costs incurred by ICES to maintain the Chapter. Each Chapter MUST secure general liability insurance, at the

Chapter's expense, within their country/province/area with ICES listed as an additional insured with respect to activities held in ICES' name. Proof of insurance must be sent to ICES Treasurer. A Chapter will not be allowed to exist without the necessary insurance.

Section 2. Financial reporting will be required of the Chapter to the ICES Treasurer on a quarterly basis (based upon ICES fiscal year). Reports will be required whether or not there has been activity within the Chapter during that quarter.

Section 3. Dues for the Société are to be paid to the ICES Membership Coordinator (either directly or through the Representative) and will not be held by the Chapter. The Chapter may not charge additional funds for membership.

Section 5. Fundraising is permitted by this Chapter in connection with a Day of Sharing. Other fundraising using the ICES Logo must be approved by the ICES Board of Directors.

Section 6. ICES Bylaws shall supersede all Chapter Bylaws.

ARTICLE XI LOGO

All country/area/province Chapter logos must be approved by the ICES Board of Directors.

ARTICLE XII AMENDMENTS TO CHAPTER BYLAWS

These Bylaws can only be amended by the ICES Board of Directors.

ARTICLE XIII DISSOLUTION

Upon dissolution of this Chapter and after all financial obligations have been met, its assets shall go to ICES to be made available to the Representative for the communication reimbursement fund for that country/area/province. These funds will be kept separate from the regular allotment for that country/area/province and will roll over from one fiscal year to the next until all funds are used. If and when the country/area/province again becomes a Chapter, any remaining funds will be returned to be placed in the Chapter bank account.