

THE BYLAWS OF AHIKS

I. NAME:

The name of this organization is AHIKS. When founded in March of 1966, the organization was named "The Avalon Hill Intercontinental Kriegspiel Society" to recognize the pioneering efforts of The Avalon Hill Game Company in the field of war gaming. Today, the organization is known simply as AHIKS. The terms "AHIKS" and "Society" are used interchangeably throughout this document.

II. PURPOSE:

The purpose of AHIKS is to facilitate the playing of games between mature individuals. Traditionally, the majority of the games played by members have been historical conflict simulations (war games) played by mail (PBM). While the focus of the Society has been and will continue to be primarily war games, the type of game played is not restricted. Any game that member opponents can agree to is acceptable. Similarly, the game medium is not limited to mail. Alternative media, such as face to face (FTF), on-line computer, electronic mail (PBEM), telephone, and exchange of computer disks, are accepted and encouraged.

III. SERVICES:

AHIKS provides a variety of game-related services to its members free of any additional charge beyond membership dues. These services are limited to members in good standing and cannot be furnished to non-members without the prior approval of the Executive Committee. Some of the services we offer include:

A. Game assignments. Either a pre-arranged match with another member or an open match request seeking an opponent for a specific game. Play as many as you think you can handle.

B. Combat Resolution Keys (CRKs pronounced "cricks"). A computer-generated series of random die rolls designed to speed PBM gaming. Each player is issued an individual CRK completely different from his opponent's by a neutral third party, the Match Coordinator (MC). Thus, each player has a way to resolve combat without having to concern himself with his opponent cheating or modifying the CRK sheet. CRKs are exchanged at the end of the match for verification if desired. After which the top portion is submitted to the Rating Officer for rating purposes.

C. Order of Battle forms (OOBs). These are pre-printed listings of all combat units for each combatant in the game. Official OOB's are available from the AHIKS MC when available. Many of the OOB's are made available by the members themselves, who are encouraged to submit them to the MC for pre-printing purposes. Some OOBs are also available in electronic format, usually in a text document or spreadsheet.

D. An impartial rules arbiter, the AHIKS Judge. When interpretation of game rules and procedures becomes a question, members may submit the issue to the Judge for resolution. The Judge maintains a reference file of past rulings to guide his decisions. In addition, the Judge can call upon a number of appointed Specialists, experts in a particular game, to consult in unfamiliar situations.

E. A Society newsletter, the "Kommandeur" or "K" for short. The K covers a wide variety of subject matter, ranging from AHIKS and hobby news, strategy articles, PBM/PBEM tips and tricks, and game replays. Members are invited and encouraged to contribute. Due to copyright restrictions, the K does not publish articles which have been submitted for publication elsewhere.

IV. MEMBERSHIP:

A. Membership in the Society is open to mature adults, eighteen years of age or older, and sons and daughters of AHIKS members who are interested in gaming. The minimum age requirement will be waived for active members serving in the armed forces of any country who are at least seventeen years of age.

B. Acceptance of members into the Society is the responsibility of the Secretary. The Secretary will follow the guidelines set forth in these By Laws and those established by the Executive Committee as policy.

1. Upon receipt of a valid (i.e., all membership requirements are met) application and payment of dues, the applicant will become a member of AHIKS, unless the applicant has been previously expelled from the Society. The re-admittance procedure for a previously expelled member is outlined in Section IV.B.4 below.

2. The Secretary shall forward the name and any brief biographical description provided by the new member to the Editor of the Society newsletter for publication. The Secretary will forward the Match Data sheet to the MC for matching purposes..

3. Previous members of AHIKS who left the Society in good standing and who apply for re-admittance will be re-admitted as a member upon receipt of a valid application and payment of dues. This is in accordance with B. 2 above. A member who was dropped from the Society rolls solely for failure to forward renewal dues or resigned (without prejudice) is considered to have left in good standing.

4. Any previous member who has been expelled for any reason except nonpayment of dues must apply in writing for reinstatement directly to an officer member of the Executive Committee, who shall then bring the matter to the attention of the entire Executive Committee for further action.

a. A time period of at least two calendar years must have elapsed from the date of expulsion before an expelled member may apply for readmission.

b. If a majority of the Executive Committee approves, the expelled member will re-

admitted as a probationary member.

c. This probationary period will last one calendar year from the date of the Executive Committee action authorizing re-admittance.

d. During this probationary period, any complaints lodged against the probationary member will be cause for the probationary member's immediate expulsion from the Society, provided that the Judge determines that he is at fault in the complaint in accordance with the complaint procedures listed in these By Laws.

e. If the probationary period passes without such a complaint, the re-admitted member is upgraded from probationary status to full member of AHIKS.

V. TERMINATION OF MEMBERSHIP:

A. Membership privileges will be terminated for the following reasons:

1. Non-payment of dues by the date specified in the renewal notice issued by the Treasurer (with out prejudice).
2. Extreme discourtesies during match play. Such behavior includes, but is not limited to:
 - a. Non-responses to a game move or match assignment within normal AHIKS guidelines or those agreed to by the members at the inception of the match.
 - b. Cheating by any means or manner.
 - c. Failure to abide by the terms of an official complaint resolution by the Executive Committee or failure to abide by a match ruling by the Judge.
 - d. Disrespectful or abusive commentary directed towards an opponent or any officer of the Society.
 - ; e. Whining, moral turpitude, or just plain orneriness.

B. Complaint Procedure:

When a member experiences what he/she feels to be any kind of discourteous behavior, he/she should contact the Judge, forwarding any evidence of this behavior to the Judge along with an explanation of why he/she feels such behavior is cause for disciplinary action and what actions the member has undertaken to resolve the situation.

1. The Judge shall examine the documents forwarded by the complaining member and shall contact in writing the member who is the subject of the complaint
2. The Judge shall consider both sides of the complaint and attempt to reach a

compromise solution between the members involved. At this stage, the Judge should attempt to mediate rather than adjudicate the dispute. If a compromise solution is reached, the Judge shall document the terms of that resolution for future reference. The Judge is to send to the Secretary a copy of the resolution for file.

3. If a compromise solution is not attainable, the Judge should adjudicate the dispute by the fairest means possible. The Judge should consult with the President whenever resolution of the complaint is not clear cut. Once the Judge has determined a resolution, he should notify the involved parties at the earliest opportunity.

4. A member may appeal a decision adjudicated by the Judge by requesting that the Judge submit the matter before the Executive Committee. Compromise Resolutions.

a. The Judge shall forward all relevant information to the Executive Committee at the earliest opportunity.

b. The Executive Committee shall have the option to reverse or change altogether the resolution adjudicated by the Judge. A majority vote is required to change or reverse the resolution. A letter of reason for reversal or change will be sent to the Judge and Editor for possible publication. A copy of the letter will be sent to the Secretary for the file.

c. Once the Executive Committee has considered the issue, the matter is considered permanently resolved. No further appeal is allowed.

C. Expulsion Procedure:

The following expulsion procedure will be followed in all cases except nonpayment of dues or formal resignation from the Society for personal reasons. Nonpayment of dues issues can be resolved by forwarding to the Treasurer payment of all applicable dues

1. Expulsion proceedings may be initiated only by a member of the Exec. Proceedings may not be initiated by individual members other than by following the Complaint Procedures outlined in Section V.B. above.

2. The initiating officer shall contact the involved member directly, informing the member in writing of the charges and particulars and that expulsion proceedings have begun, and allow the involved member the opportunity to forward a statement of defense. This contact shall contain a deadline for receipt of the defense statement, which should not be shorter than 30 days after receipt of the contact.

3. The initiating officer shall forward all relevant documents together with the defense statement, if any, and the officer's appraisal of the situation to the Executive Committee (except to a committee member who may be the object of the expulsion proceedings).

4. The Executive Committee, after consideration of the situation, may expel the involved member by a majority vote. There is no appeal from expulsion except to re-apply for membership after the designated interval has elapsed in accordance with Section IV.B.

above

VI. OFFICER CORPS

The Officer Corps shall consist of all Elected Officers, the Vice President, and any Appointed Officers:

A. Elected Officers

1. President
2. Secretary
3. Treasurer
4. Editor
5. Judge
6. Match Coordinator
7. Ratings Officer
8. Special: Europe

Due to geographic constraints and efficiency considerations, the European Region was granted special powers not applicable to the non-European (North American) regions. Those European powers included the ability to elect a regional officer corps, to offer its own game matching services, to publish its own newsletter, to collect its own dues, and to be responsible for its own expenses. In reality, the European Region has functioned as an autonomous branch from AHIKS. AHIKS European Region is now a fully separate and independent entity no longer responsible to [US] AHIKS. Members of AHIKS Europe shall have the same access as AHIKS [US] members to the game matching services (only) of AHIKS [US] and AHIKS [US] members shall have the same access as AHIKS Europe members to the AHIKS Europe game matching services (only). Articles published in the AHIKS Europe newsletter (Despatch) may be freely published in the AHIKS [US] newsletter (Kommandeur) and those published in the AHIKS [US] newsletter may be freely published in the AHIKS Europe newsletter, provided that proper credit of both the source newsletter and the author is cited: i.e. "This article by Joe Wargamer is reprinted from the Despatch (or "Kommandeur")".

B. Appointed Offices:

From time to time, various positions may be created to better serve the activities of the Society. These positions may be created by a Presidential appointment, with concurrence of a majority of the Executive Committee members. Except for the Vice President, appointed positions may be discontinued by a majority vote of the Executive Committee. Except for the Vice President these are non-voting positions; appointed officers are allowed and

encouraged to offer advice and to participate in policy discussions. (Exception: the VP votes on the General Committee only). At present these appointed positions include:

1. Vice President (Presidential appointee requiring approval of the exec.
2. Multi-player Coordinator
3. Recruiting Coordinator
4. PBEM Coordinator
5. Chit Holding Custodian
6. Kommandeur Publishing Officer (Assistant to the Editor)
7. Unit Counter Pool Custodian
8. Archive Custodian
9. Web Site Manager

VII. DUTIES OF OFFICERS:

A. President shall:

1. Act as the official spokesperson for AHIKS.
2. Provide leadership and direction for items and issues of interest to the Society.
3. Oversee the day to day activities of the Society by regular communication with the Officer Corps.
 - a. A formal communication covering the general state of AHIKS and issues of interest to the Society must be sent by the President to the Officer Corps at least every six months; a bimonthly communication or sooner is strongly recommended. This communication may be in the form of a Presidential Newsletter (PNL) or other official medium established by the President and/or the Executive Committee. At present [2006] an e-mail to the exec labeled "PN" shall suffice.
 - b. A State of the Society Address should be submitted to the Editor each year in time for the first issue of the new year of the Kommandeur. This Address may take the place of VII.A.3.a. above.
4. Govern by consensus, seeking advice and input from both the Officer Corps and membership at large.

5. Notify the membership of vacancies within the Officer Corps by publication in next issue of the Kommandeur after vacancy is established or by any means at hand as soon as possible (especially by e-mail).

a. In the event of an Elected Officer vacancy, the procedures under IX. D. 2. below will be followed.

b. For non-elected Officer vacancies, the procedures under IX D.1 below will be followed.

6. Issue a call for elections at times specified in these By Laws by submitting for publication to the Editor of the Kommandeur a statement of particulars.

7. Shall insure that the By Laws of the Society are followed to the best of his abilities.

8. In circumstances where the President and Vice-President both are unable to fulfill their duties for any reason, the Exec shall fill in as a body to make decisions collectively until a new President can be appointed.

B. Vice President shall:

1. Be prepared to assume the Presidency in the event of a vacancy by the President.

2. Be appointed by and serve at the pleasure of the President.

3. Vote as a member of the exec.

4. While VP, temporarily assume the duties of one other vacant officer position as directed by the President or Executive Committee until a replacement is found, or serve as interim President if he been incapacitated for more than 60 days or upon his removal from office.

C. Secretary shall:

1. Process new member applications promptly and efficiently, forwarding the application form to the prospective member, or directing him to the website where the prospective member can download it.

2. Forward any monies received for AHIKS to the Treasurer and record same in a report to be filed annually on December 31 to the Treasurer and the President.

3. Maintain stock application forms and new member guides (or print them out from this website as well as Society informational bulletins) and forward those when requested by the newly received applicants.

4. Work closely with the Match Coordinator, and Match Rating/Roster, and Editor to

process changes of address or any other vital data pertaining to any member.

5. Receive and keep the official tally of ballots for Society wide elections. Destroy such ballots 30 days after the results have been published.

6. As soon as practical after the cutoff date for a Society wide election, send notification of vote results and count to the President for reporting to the Officer Corps and Editor for announcement to the general membership.

7. Be available as an additional secondary signature for Society check cashing purposes when required.

8. Create and maintain files on subjects pertaining to the Society.

9. Receive and retain on file any files forwarded by elected or appointed officers.

10. Maintain an active and up-to-date roster of the Society membership. This is the only authorized active AHIKS membership roster,

a. Prepare and submit to the Editor a complete updated active roster for publication in the Kommandeur by February 15 every year, to be published in the issue nearest March of that year. The updated roster should also be submitted to the Web Site Manager for posting on the Official Society website. Information to be published shall be limited to first initial, last name and member number.

b. Prepare and submit to the Executive Committee by February 15 of each year or when requested a complete updated active roster. This roster shall be clearly marked CONFIDENTIAL and is for the use of the Officers only. Under no circumstances shall the full roster be made available to anyone not an officer. Disclosure by any officer of this roster shall be grounds for lifetime removal from the Society.

c. Create and maintain an official backup active roster and inactive roster members of the entire Society of AHIKS for Historical purposes. Submit copies of such historical rosters to the Archivist upon request. Historical rosters shall be limited to first name, last name, date of entry, date of resignation, and membership ID number. Only these historical rosters shall be dated upon receipt by the archivist and may not be released without prior approval of the exec.

D. Treasurer shall:

1. Have been a member in good standing of AHIKS for a minimum of five (5) continuous and uninterrupted years prior to becoming a candidate for, or assuming the office of, Treasurer. If the Treasurer's position is vacant and no candidates meeting this condition have presented themselves, this requirement may be waived by a two thirds vote of the Executive Committee.

2. Act as the official collector for all AHIKS dues.

3. The Treasurer regularly (never to exceed a six-month period) reports about the state of the Society's funds to the President and Executive Committee. These reports are expected to be published regularly in the Society newsletter.

4. Be responsible for all Society funds in his possession.

5. Funds permitting, issue reimbursement checks to the officers for regular and proper expenditures incurred as a direct result of executing their official Society duties according to the expense guidelines listed in Section XII of these By Laws.

6. Any member in good standing may request accountability of an announced expenditure, to include a brief explanation of the expense and a copy of the associated financial receipt(s). This request must be directed to any member of the Exec (except the Treasurer), who will then facilitate a response from the Treasurer.

E. Editor shall:

1. Insure that every effort is made to publish and distribute the Society newsletter to the membership at regular intervals, funds permitting. The current bimonthly schedule should be followed.

2. Solicit Society and hobby related news from the membership and Officer Corps for inclusion in the Kommandeur.

3. Publish such announcements and bulletins as the Executive Committee directs.

4. Promptly report to the Treasurer, both the amount of and purpose for, the expenditure of Society funds advanced to him in performance of his official duties.

5. Accept advice and guidance from the Executive Committee and General membership as to the content and format of the Kommandeur. When such advice is unclear or contradictory, the Editor shall use his best judgment as to the content and format of the Kommandeur.

6. The Editor shall have the sole discretion as to what is considered acceptable (within the policies of these By Laws) for publication and to the size of material to be accepted.

7. The Editor is responsible (if desired) for the appointment of his publishing assistant to be known as the Kommandeur Publishing Officer (KPO).

8. Create and maintain a file on all AHIKS publication Kommandeur volumes.

F. Judge shall:

1. Act as an impartial arbiter of game-related rules and procedural questions submitted to him by members in good standing.

2. Create and maintain a reference file of previous rulings by the Judge, including any

clarifications/errata issued by the various game publishers in his possession, and distribute such rulings and information to the members upon request. To insure that such information of changes and newly published errata/clarifications are published in the Kommandeur.

3. Attempt to issue rulings consistent with prior rulings whenever fair and possible.

4. Appoint or replace various Specialists as needed to assist in the interpretation of specific game rules.

a. A Specialist is not an officer of AHIKS, although officers are eligible to become Specialists; he is merely a volunteer aiding and offering advice to the Judge or to any other officer or member of AHIKS.

b. While a Specialist may offer a resolution for a particular situation, the Specialist's resolution is not binding upon the Judge. The Judge may adopt, alter, or ignore altogether the advice of a Specialist. There is no appeal by the Specialist. Only the Judge is responsible for issuing the final resolution.

5. Maintain up-to-date lists of web sources for errata to use for reference in disputes, and also to have available for members.

6. The Judge's ruling on a rules or procedural question is final. No appeal to his judgment is acceptable.

7. Expediently resolve any complaints filed by members against other members.

G. Match Coordinator (MC) shall:

1. Create and maintain a file on all matters pertaining to the matching of opponents.

2. Keep an up-to-date reference file of open match requests submitted by the membership.

3. Attempt to find opponents for those members submitting match requests. A match request should be filled from the open match requests.

a. If no match request exists for that specific game, the MC is authorized to fill the match request by direct contact (phone or e-mail) with the membership if he so desires.

b. A higher priority in matching should go to newly admitted members seeking their first match within AHIKS, when ever possible.

4. Prepare and maintain a stock of CRKs, OOB's (pre-printed sheets), and Combat sheets, promptly forwarding these to members who have been successfully matched or to members in good standing for continuation of matches in progress.

5. Forward a current listing of unfilled open match requests to the Editor for inclusion in the Kommandeur and Despatch.

6. To control and maintain the AHIKS Sons and Daughters Division, providing them with all necessary services as provided by these By Laws, with the exception of the Kommandeur.

7. Prepare and submit to the Treasurer a monthly reimbursement expenses report for any incurred expenses for that particular month.

H. Ratings Officer:

1. Receive and record all results on completed matches by the membership. Forward all complete rated information to the AREA rating person for further rating update.

2. Update the rankings of each member based upon official notification of match completion. Forward results to AREA rating person.

3. Furnish the Editor with an updated ranking list of members for inclusion in the Kommandeur on a regular basis.

a. Such rankings may not be published outside the Society without specific approval of the Executive Committee.

b. Individual members shall have the option (in writing) not to have their ranking published, either within or without the Society.

4. Furnish the Match Coordinator a listing of all match completed CRKs code numbers for accountability purposes by year's end.

5. Furnish the Archivist a listing of ratings report for Historical purposes by years end.

VIII. COMMITTEES:

A. Executive Committee:

1. The purpose of this eight-member Committee is to oversee the day to day functions of the Society as well as act as a policy making body. When appropriate the Executive Committee may refer issues to the Membership at large for consultation and/or approval.

2. The Executive Committee is limited to eight (8) members only.

3. The Executive Committee is only comprised of the President, vice-President, Secretary, Treasurer, Editor, Judge, Match Coordinator, and Match Rating Officer.

B. Membership at Large:

The Membership at Large is comprised of all active members in good standing. While not a committee in the formal sense, the Membership at Large must give final approval to any amendments to these By Laws, situations as required by these laws, or any other matter the Executive Committee may deem necessary.

C. Committee Votes:

1. Any Officer of the exec may present a matter to the entire Executive Committee for consideration and approval/disapproval. Any member in good standing may submit proposals to the Executive Committee by forwarding the proposal to any member of the Exec Committee, who shall then submit the matter to the Exec Committee.

2. The Executive Committee must place before the membership at large any and all matters that these By Laws indicate must have said approval.

3. Unless specifically stated otherwise, the words "approval" or "as directed by" in these By Laws shall mean approval by a majority vote of all the members on that committee, not merely those casting ballots. Thus, four affirmative votes are required for approval by the seven-member Executive Committee even if only six votes are actually cast.

4. Votes may be taken by regular mail, e-mail, telephone, or by any other means the committee feels appropriate.

5. The Officer who proposes a vote of the Executive Committee shall act as the collector of votes, unless the Committee directs otherwise, and is responsible for reporting to the Executive Committee the results as soon as possible.

6. The outcome of all Executive Committee votes are promptly forwarded to the entire Officer Corps and, if the Membership at Large is affected, to the Editor for publication in the Kommandeur by no later than the next scheduled publication.

7. All Executive Committee votes are open roll call votes with the vote of each Committee member made available to the entire Officer Corps and the Membership at Large as requested. No secret ballots by the Executive Committee are permitted or authorized under any condition.

8. All votes by the Membership at Large are by secret ballot. Further, the final totals of Membership at Large votes will be disclosed. Disclosure of individual votes is unauthorized and prohibited.

9. All votes by the Membership at Large are sent to the Secretary for counting and disclosure, who then forwards it to the Editor for publication of the final results of votes.

IX. ELECTIONS:

A. Elections for all elected officer positions are held in every calendar year during which a

U.S. presidential election is held (every 4 years on the even year). All members in good standing are eligible to run for office and/or cast a vote in the election of officers. (Exceptions: a member may not run for Treasurer unless he has been a member for five (5) or more consecutive uninterrupted years. Members running for any other office of the exec must have been a member for two (2) or more consecutive uninterrupted years.

1. During the first quarter of the calendar year of the election, the President shall issue a call for elections and an invitation of candidates to run for office through publication in the Society newsletter.

2. Candidates for election shall indicate a desire to run for office by forwarding a notice of their candidacy to the President and to the Editor for publication in the K. The President shall promptly report such notification to the Officer Corps.

3. Candidates are encouraged to submit a formal statement of their candidacy to the Editor for publication in a pre-election issue of the K. Follow-up statements are permitted, space and time allowing, prior to the vote.

4. In the second half of the calendar year of the election, the Editor shall prepare and distribute an election ballot to all members in good standing, to be published in the Kommandeur, and to be mailed to the secretary. Those members receiving the e-K must print out and mail a physical ballot to the secretary.

a. The ballot shall list the names of all candidates for office. Exception: a position for which there is only one candidate may be left off the ballot unless the Executive Committee directs otherwise.

b. The ballot shall list a deadline for receipt of ballots by the Secretary. The deadline must be a minimum of thirty days after posting of ballots.

c. Proper control procedures shall be implemented to insure that no member will cast more than one ballot.

d. The ballot shall instruct members to return their ballots to the Secretary for counting.

B. If no member challenges an incumbent by the deadline for receipt of candidate's announcements, the incumbent office holder shall remain in office by default until the next scheduled election.

C. In the event of a tie vote for an elected officer position, a majority vote of the Exec shall break the tie. Any member of the Exec Committee who is involved in such a tie may not cast a ballot in the tie breaking vote.

D. Procedure for filling vacancies in the Officer Corps:

1. The President may fill a vacancy in any elected or Appointed Officer position by designating another member who is willing to fill the position as the new Appointed Officer. If

the President declines to appoint another member, the Executive Committee may designate the new Appointed Officer from members willing to fill the position.

2. For any vacancy in an Officer position, the following procedure will be used:

a. Notice of the position's vacancy along with a brief description of the duties of the office is published in the Society newsletter or by e-mail, inviting members who meet the qualifications of the office to apply for the open position. The deadline for receipts of applications is a minimum of thirty days after the posting of the announcement.

b. Members who are interested in filling the remainder of that position's term of office shall send a notice to that effect to the President, who shall inform the Executive Committee and Editor of all candidates for any vacant position.

c. If more than one member applies to fill the open position by the specified deadline, the Executive Committee shall choose the replacement from the applicants by a majority vote. A tie vote shall require a second vote. In the event of a second tie, the candidate will be considered rejected, and a new candidate must be selected. If only one qualified member applies, that person does not become the replacement by default but must still be voted upon by the appropriate Committee.

E. The Executive Committee is responsible for seeing that the above procedures are carried out in accordance with these By Laws.

X. DUES INCREASES:

A. Any proposal for a dues increase must first be approved by a majority vote of the Executive Committee.

B. The Secretary shall receive, count and forward to Editor for publication to the membership the final disposition of the vote.

XI. REMOVAL OF OFFICERS:

A. An Elected officer may be removed from office for the following reasons:

1. Non-performance of duties.

2. Misuse of Society funds or property.

3. Gross violation of these By Laws, either as they apply specifically to that particular office or as they apply to all officers in general.

4. By normal Election votes.

5. Being expelled for any reason.

6. Forced or voluntary resignation.

B. Except for the Vice President, appointed officers may be removed by a majority vote of the Executive Committee. The Vice President is appointed by the President and may be removed from office by Presidential request or by the procedure for removal of Elected Officer listed under Section XI. C. below.

C. Procedure for removal of the President:

1. Only a two-thirds (2/3) vote of the Executive Committee is required for removal.

2. All members of the Exec must be informed of any action in order to substantiate any charges and deliberate a course of action for the society.

3. The Vice President shall serve as interim President to the Exec and shall submit to the Executive Committee a report of findings and suggest a consensus for a vote. This action must be completed within 60 days, or another member of the Exec must be designated to start the process.

4. The President during this inquiry shall remain in office until final voting of the Executive committee is submitted. Results will be published in the next scheduled issue of the Kommandeur to the Membership at Large for their information.

5. Upon removal of the President due to vote or resignation, the Vice President will assume the duties of the President until the next scheduled election, or until a new President can be appointed by 2/3 vote of the Exec.

6. Certain procedural comments listed in Section XI. D. below which conflict with those of Section XI C. 1 above, then information in Section XI C. 1 shall prevail where appropriate.

D. Procedure for removal of other Elected Officers:

1. An officer who is a member of the Executive Committee must place a motion for removal of any officers before the Executive Committee.

2. The Executive Committee officer initiating the removal motion (the Initiator) must notify in writing the officer whom the motion seeks to remove (the Defendant) about the motion, the reasons for its presentation, and include any other relevant information. The Initiator shall send the same notice to all members of the Executive Committee.

3. The Defendant is given sufficient opportunity (not less than 30 days after receipt of the notice) to reply in writing to the motion for removal. The Defendant shall send a copy of the response to the Initiator and all other members of the Executive Committee.

4. After consideration of all relevant factors, the Executive Committee must vote on

whether to end removal proceedings or remove the officer in question. Neither the Initiator nor Defendant may participate in this vote. This vote must be approved by a majority of the Executive Committee members remaining after exclusion of the Initiator and Defendant. If the vote fails to gain approval by a majority, if the Executive Committee declines to vote on the matter, or if the vote ends in a tie, the removal process is ended. Ballots (phone calls or e-mail should the Executive Committee use that format) are forwarded to the Secretary for official tallying, unless the Secretary is the Initiator or Defendant or is vacant in the removal proceedings, in which case the Judge will be the ballot recipient and official tally keeper.

5. As soon as practical after the deadline for receipt of ballots, the Secretary or Judge shall tally the votes.

6. If the removal vote is approved, the Initiator will notify the Defendant in writing of the results of the vote. Both the Initiator and Defendant are allowed to add one further written statement to the documentation. Again, a minimum of 30 days after the Defendant received notice of the continuation vote must be allowed for the Defendant to reply.

7. After determining the final vote count, the Secretary or Judge shall forward the removal vote results and final count to the President. The President shall then inform the Officer Corps and the Editor of the results, and count. The Editor shall then publish the information to the membership at large in the Kommandeur.

XII. SOCIETY FINANCES AND EXPENSES:

A. All officers and members shall promptly forward to the Treasurer any funds collected by or on behalf of AHIKS by no later than the end of the month collected.

B. Budget.

1. The Executive Committee may change the following procedure by majority vote for the purpose of updating as required.

2. Before the beginning of the calendar year, or as requested by the Treasurer and/or Executive Committee; each Officer, whether Elected or Appointed, shall submit in writing to the Treasurer an estimate of Society related expenditures required by his office for the upcoming calendar year, if any, and whether he is requesting distribution of one additional paper issue of the Society newsletter.

3. The Treasurer shall forward these Budgets to the Executive Committee which shall have the option to change and/or adjust/amend the amounts and priorities by majority vote. Once the Treasurer submits the budget to the Executive Committee, that budget is considered the official budget unless the Executive Committee does, in fact, elect to change it.

4. If actual income differs significantly from projected income, the Treasurer shall have the option to adjust the budget amounts either upwards or downwards to reflect the actual income. The Treasurer shall forward the adjusted categories and amounts to the affected officers and to the Executive Committee, which shall have the option of modifying the

Treasurer's budget changes by majority vote.

5. Once an officer has incurred expenses equal to the budgeted amount for his office, that officer may not be reimbursed for any further Society expenses for that calendar year without the approval of the Executive Committee by majority vote.

6. Except for the Editor (in the case of production and distribution costs of the Society newsletter) and the Match Coordinator (in the case of expenses connected with matching services and other activities), no other officer or member of the Society shall obligate or enter into any agreement which obligates AHIKS without the prior approval of the Executive Committee.

7. No non-officer may incur a Society expense nor be reimbursed without prior approval of the Executive Committee and/or General Committee when required.

8. All AHIKS checks disbursed from Society funds must be signed by two (2) officers to be valid. One of the signatures must be that of the Treasurer; the other signature must be that of the Secretary, President, or Editor. All authorized signatures must be placed on the Bank signature card to be valid.

9. Once adopted and approved, the official budgets will be published in the Society newsletter or other official publication if at all practical or as directed by the Executive Committee.

C. Expense Reimbursement:

1. Except for the Editor in the case of production and distribution of the Society newsletter or in cases where the Executive Committee has granted prior approval, the procedure of reimbursement for Society related expenses is as follows:

a. The officer incurs the expense, pays the expense out of pocket, and then submits a receipt for the expense to the Treasurer for reimbursement.

b. The officer may submit the expense proposal, wait for the Exec to discuss and vote on it, and then wait for the check. Receipt for purchase or service must be submitted to the Treasurer within 30 days, to be accompanied by a short report of the results. If reimbursement of an expense claim may be questionable, obtain prior approval from the Executive Committee in writing before incurring the expense. Otherwise the reimbursement may be disallowed.

2. The reimbursement procedure is subject to these restrictions:

a. The reimbursement request must be accompanied by a receipt clearly stating the exact amount of the expenditure and its purpose. Exception: For postage expenses totaling \$50.00 or less, the Treasurer may elect to accept a written and signed expense report or log from the officer involved, in lieu of receipts.

b. The expense must directly relate to the expected duties of the officer. If the

expense claim is questionable, the Treasurer should forward the details to the Executive Committee for approval. If the questionable expense claim pertains to any member of the Executive Committee, that officer must excuse himself from voting on the measure.

3. With the exception of production and distribution costs of the Society newsletter by the Editor and activities by the Match Coordinator, no funds will be distributed in advance of the expense without prior approval of the Executive Committee under Section rules above.

4. With the exception of production and distribution costs of the Society newsletter, no expense of \$50 dollars or more will be reimbursed without prior approval. The approval procedure is as follows:

a. If the expense is between \$50 and \$499.99 U.S., reimbursement requires a Majority vote of the Executive Committee.

b. If the expense is between \$500.00 and \$999.99 U.S., approval by a majority vote of the Executive Committee is required before submission to the membership at large.

c. If the expense is over \$1,000.00 U.S., approval is required by the Membership at Large. A Majority vote of over 50% is required in all three of these cases.

XIII AMENDMENTS:

A. These By Laws may be amended by the following procedure:

1. Any member in good standing may propose an amendment to these By Laws.

a. This proposal shall detail in specific terms which section of the By Laws is to be changed and the precise wording to be changed or substituted.

b. It will contain an explanation of why the submitter feels the amendment is needed and what effect its adoption will have on the Society.

2. The proposed amendment is submitted to any member of the Executive Committee who must place the proposal before the entire Executive Committee, unless the proposal is being submitted/offered by a member of the Executive Committee (it will then be submitted/offered directly to the Executive Committee by that Officer).

3. If a two thirds (2/3) majority of the Executive Committee approves, then the proposed amendment is placed before the Membership at Large for their consideration and vote of approval/disapproval.

B. Procedures for amendment balloting:

1. Only members in good standing may vote on the amendment(s).

2. Ballots are returned to the Secretary for official tallying. If the Secretary position is

vacant, then the Judge shall tally the count and abide by the Secretary duties for its disposition as outlined in Secretary Duties.

3. The deadline for receipt of ballots is a minimum of thirty days after posting of the amendment ballots.

4. If a majority of the Membership at Large returning ballots by the specified deadline approves, then the proposed amendment becomes part of these By Laws upon certification by the Secretary or assigned tallying officer.

a. As soon as is practical after the deadline for receipt of ballots, the Secretary or tallying officer, shall tally the votes.

b. After determining the final vote count, the Secretary shall forward the vote result and final count to both the President, who shall inform the Officer Corps of the result, and the Editor who shall inform the Membership at Large of the final result and count.

XIV. INTERPRETATION:

A. When a question arises about how a particular section of these By Laws is to be interpreted, a majority vote of the Executive Committee shall decide the matter.

1. The interpretation question must be placed before the Executive Committee by a member of the Executive Committee.

2. As for procedure: the interpretation question is handled in the same manner as any other matter placed before the Executive Committee. This will be done by majority vote on any resolution.

XV. EMERGENCY PROVISIONS:

A. These By Laws cannot anticipate every conceivable situation which might occur in the future. Occasionally, situations may arise not covered by these By Laws or where strict adherence to these By Laws would have a damaging effect on the Society as a whole. In Such situations, the Executive Committee by a two thirds (2/3) majority vote may waive a specific provision of these By Laws, subject to the following restrictions:

1. The situation in question should be temporary in duration and non-recurring.

2. No portion of the complaint resolution procedure, dues increase procedure, amendment procedure, nor removal of officers procedure may be changed without an amendment to these By Laws.

XVI. EFFECTS OF THESE BY LAWS:

A. Upon approval by a majority of members returning votes by the specified deadline, these By Laws will supersede and render void any and all previous By Laws or Constitutions of

AHIKS.

B. If approved, these By Laws will become effective upon certification of the vote by the Secretary. The President shall inform the Officer Corps of their approval, and to the Editor, who shall publish the information to the membership at Large in the Kommandeur and Despatch.

C. The date of these amended By Laws will be the date the Secretary declares certification of approval after a vote count, and will be reported as such in the earliest available Kommandeur.

D. These By Laws amend and replace the By Laws of March 30, 1995.