

**BYLAWS OF THE ___(state)___ CHAPTER OF THE
INTERNATIONAL CAKE EXPLORATION SOCIÉTÉ**

ADOPTED 06/01

**ARTICLE I
NAME**

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

Section 2. The Chapter shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c)(6) of the Internal Revenue Service Code of 1986, as may be amended (the "Code").

**ARTICLE III
TERRITORIAL LIMITS**

The territorial limits of this Chapter are as follows: The state 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, Alternate(s), Secretary and Treasurer will be held at least every two (2) years. (Secretary and Treasurer may be Alternates.)

Section 4. All membership meetings and organizational meetings of Representatives/Alternates, 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, ALTERNATES, AND SECRETARY/TREASURER

Section 1. The governing body of this Chapter will consist of the Representative, any elected Alternate(s), the Secretary and the Treasurer.

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 written 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" shall be consulted for election procedures.

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. Financial records shall be kept for a minimum of seven (7) years. Any newsletter shall be sent to the ICES President, Representative Liaison, Newsletter Editor, Chapters Committee Chairman and Board Liaison. All Chapter property is to be passed on to the new Representative. It shall be the responsibility of the Representative to file the quarterly reports and submit the annual insurance premium to the ICES Treasurer in accordance with the deadline set by the ICES Board of Directors.

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 to be kept in the Chapter’s permanent records. 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 complete, permanent financial records (backup for these records, receipts, etc., must be kept for a minimum of seven (7) years), sign the checks, and perform other duties required by government agencies 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 prepare the required quarterly reports and send them to the Representative in a timely manner. The Treasurer shall deposit all funds of the Chapter in a financial institution to be named by the Chapter Representative/Alternates. This account to be set up within thirty (30) days of receiving Chapter status. 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. Copies of all Treasurer 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, Alternate(s), Secretary and Treasurer shall be conducted by secret ballot.

ARTICLE IX FINANCES

Section 1. The Chapter bank account shall be in the Chapter name with at least two signatures (Representative and Treasurer) required for amounts over \$300.00. The name on such bank account shall be “ (State) ICES” as provided for in Article I 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 is 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 CHAPTERS

Section 1. Application for Chapter status will be approved by the ICES Board of Directors at no charge. There will be a \$100.00 fee **per year** to secure liability insurance for the Chapter. Chapters will not be allowed to exist without the necessary insurance. This fee will be due to the ICES Treasurer by August 1st of each year.

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. Every State Chapter must establish a bank account in the Chapter’s name. Each Chapter must secure their own EIN number using the form attached.

Section 4. 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.

Section 7. Every Chapter shall have the right to set up operating rules unique to that chapter as long as those rules are not in conflict with either the ICES Bylaws or the Chapter Bylaws. The Chapter shall have the right to change these rules upon proper notice and vote of the Chapter membership.

ARTICLE XI LOGO

All State 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 state. These funds will be kept separate from the regular allotment for that state and will roll over from one fiscal year to the next until all funds are used. If and when the state again becomes a Chapter, any remaining funds will be returned to be placed in the Chapter bank account.

ARTICLE XIV CONVERSION TO A REGIONAL CHAPTER

Section 1. In the event that the (state) Chapter wishes to merge with another State Chapter or established Regional Chapter, application shall be made to the ICES Board of Directors on the proper form. All applications to change Chapter status must be received by the Board by July 1 in order to be considered for the next fiscal year. If accepted, territorial boundaries shall be redrawn for the new Regional Chapter. The name of the Regional Chapter shall be approved by the ICES Board. Regional Chapter Bylaws shall be made available to all members of the new Regional Chapter.

Section 2. The bank account shall be converted to one (1) account under the new Chapter name. All changes of this type will take effect within thirty (30) days after the application has been approved by the ICES Board of Directors. From this point on, the (state) Chapter will be governed by Regional Chapter Bylaws.