



Marine Corps Interrogator Translator Teams Association

BYLAWS

MCITTA Bylaws

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AMENDMENT LOG

AMENDMENT NO.	DATE OF AMENDMENT	DATE CHANGE ENTERED	AUTHORIZED BY Board of Directors
	Amended 05/05	05/05	Ratified 06/05
	Amended 08/06	08/06	Ratified 09/06
	Amended 11/09	11/09	Ratified 12/09
	Amended 10/13	10/13	10/13
2018	Amended 10/18	10/18	10/18
2020	Amended 04/20	04/20	04/20

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THE BYLAWS

PREFACE

Bylaws are a codification of the rules that an organization will follow in conducting its business. These Bylaws are binding on The Board of Directors and the membership only within our own operation and only meaningful within our community. They are only as binding as we, the Association itself, make them. The Bylaws herein may not contradict the Constitution of the MCITTA and any such conflicting parts will void and nullify the Bylaw in deference to the Constitution.

These Bylaws are the rules and regulations relating to the conduct of the directors, officers, members, and general corporate business. Although considered part and parcel of the Constitution, these Bylaws are a private document and will not be filed with any state or incorporating authority.

These Bylaws are a contract between The Board of Directors and the membership at large to conduct itself in a manner that shall ascertain and maintain the rights of the membership, ensure their trust, and provide for enforceable guidance on procedures and accountability in the operation of the Association business in the effort to maintain transparency of operation and conduct of The Board.

By the informality of these Bylaws, they are more flexible than the articles of incorporation, and shall be easier to amend after review of proposed amendments by appropriate committee, without the requirement of ratification of the membership at large.

ARTICLE 1 – THE MEMBERSHIP – Rights, Obligations, And Conduct

1.01 Participating Regular Members of the **MCITTA** have their rights set out in these Bylaws of the Association, to normally include:

- 1.01.1 To have their name entered on the Register of Members upon satisfying membership requirements and to be free of any discrimination based on race, gender, nationality of origin, ethnicity, religion, or creed.
- 1.01.2 To reasonably expect the Register of Members to be held confidential and not disclosed to any outside party or agency for any commercial purpose.
- 1.01.3 To attend, make motions, and second motions, debate, and vote at any General Assembly meeting.
- 1.01.4 To stand for any position on The Board or participate on any committee.
- 1.01.5 To inspect a copy of the annual financial statements and the examiner's audit report at the General Assembly, should they wish to see them.
- 1.01.6 To be heard at the General Assembly called for the purpose of determining whether a member should be expelled from membership in the **MCITTA**.
- 1.01.7 To request to be heard in appeal at the General Assembly in accordance with these Bylaws if aggrieved.

1.02 All registered Regular Members are responsible and obliged:

- 1.02.1 To support the purpose and objects of the Association.

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- 1.02.2 To stand for elected office and/or to serve on committee.
 - 1.02.3 To vote to choose a governing body that will properly administer the Association and represent the membership equally and fairly.
 - 1.02.4 To provide for a financial means of support to adequately administer the Association.
 - 1.02.5 To assist in developing the history of the Interrogator Translator Teams.
 - 1.02.6 To ensure the Association meetings are conducted in a peaceful manner and to abide by the rulings of The Board.
- 1.03 A member shall cease to be a member:
- 1.03.1 If the member shall by notice in writing resign from membership; or
 - 1.03.2 If the member shall, by a resolution passed by unanimous vote of The Board, be expelled from the Association on the ground that a charge of conduct detrimental to the Association has been brought forward and substantiated.
- 1.04 Written notice of a proposed resolution to expel a member shall be forwarded to the member not less than sixty days before the date of the General Assembly at which the resolution is to be moved, and the member shall be given the opportunity to be heard at the General Assembly.
- 1.05 If any dispute between any member and The Board or the Association should arise, the matter shall be referred to an impartial Special Council for resolution and decision. The decision of the Special Council shall be binding.
- 1.06 No member of the Association may make any public statement on behalf of or in the name of the Marine Corps Interrogator Translator Teams Association unless authorized by The Board.
- 1.07 An Associate Member shall enjoy the same rights and privileges as a Regular Member but shall not be entitled to vote at meetings of the General Assembly or to stand for election to the Board
- 1.08 An Honorary Member shall enjoy the same rights and privileges as a Regular Member but shall not be entitled to vote at meetings of the General Assembly or to stand for election to the Board.

ARTICLE 2 – THE BOARD OF DIRECTORS

- 2.01 **General** – The Board of Directors shall be the governing body of the Association and provide policy guidance to and operational oversight of all business and management of the Marine Corps Interrogator Translator Teams Association. Additionally, The Board has the primary duty to exercise fiduciary responsibility in the best interests of the Association and its membership, and to discharge fiscal prudence in all ventures of commerce and contracting for the Association.
- 2.02 The Board of Directors, herein and in the Constitution referred to as “Board of Directors” or “The Board”, shall consist of the following designated elected officers:
- 2.02.1 The Chairman of the Board;
 - 2.02.2 The Assistant Chairman of the Board;
 - 2.02.3 The Financial Officer;
 - 2.02.4 The Executive Administrative Officer; and
 - 2.02.5 Members at Large

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- 2.03 The Board may meet to attend to its business and the business of the Association as often as it considers necessary, but must meet in quorum at the General Assembly. With reasonable notice provided, meetings of The Board outside the General Assembly may be conducted by any convenient means, e.g., mail, email, phone, etc.
- 2.04 In addition to such other duties as may be assigned, The Board shall be responsible for:
- 2.04.1 The conduct of all business for the Association and is the sole authority so empowered;
 - 2.04.2 The appointment of subcommittees of the Association, which may include members of The Board to carry out any project or business of the Association;
 - 2.04.3 The accounting for, control of, and expenditure of all funds of the Association in accordance with standard accounting procedures;
 - 2.04.4 The collection, administration, and accounting for all membership fees and donations;
 - 2.04.5 The production and issue of Association certificates and Association awards;
 - 2.04.6 No profit shall be made from *Gear Locker* sales. Any excess *Gear Locker* funds will be either turned over to the Financial Officer for disposition or turned back into new items for the Gear Locker.;
 - 2.04.7 If **necessary, the assessment** of annual dues for membership.
- 2.05 **Elections**
- 2.05.1 Only a registered Regular Member of the Association is eligible for elected office.
 - 2.05.2 The Nominating Committee recruits willing and qualified candidates for vacant positions on the Board Of Directors. This committee shall be responsible for the assurance that the candidates nominated have at least expressed interest in the job, have agreed to serve, and are qualified for the office for which they are nominated.
 - 2.05.3 The election of Board Of Director officers shall be made by majority voice vote at the next Gathering based on candidates recommended by the Nominating Committee and selected by the Board of Directors.
 - 2.05.4 **Selection of Member at Large:** Member at Large shall be appointed at the General Assembly held during the Gathering. Names shall be placed in nomination from the floor and votes cast by a show of hands.
- 2.06 **Terms of Office**
- 2.06.1 The term of office for members of The Board shall be two years (unless completely unopposed)
 - 2.06.2 The Board of Directors shall serve until their successors are chosen and installed or until their death, incapacitation, or formal resignation, unless they are sooner removed from office by the membership. In the absence or disability of any of the officers, the next elected officer in the precedence shall act with all powers and duties of the absented officer.
- 2.07 **Protection of The Board of Directors** – No member of The Board of Directors shall be liable for the act, deceit, neglect, or default of any other Board member, or for joining in any deceit or other act for conformity, or for any loss or expense occurring to the Association through the insufficiency or deficiency of title to any property acquired by order of The Board for or on behalf of the Association, for the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency, or tortuous act of any person with whom any of the monies, securities, or effects of the Association shall be deposited, or for any losses occasioned by any error of judgment

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or oversight on his part, or for any other loss, damage, or misfortune, whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same shall happen through his own dishonesty.

- 2.08 **Indemnity of The Board of Directors**– Every member of The Board of Directors and his heirs, executors, and administrators, and estate and effects respectively, from time to time at all times, shall be indemnified and save harmless out of the fund of the Association, from and against:
- 2.08.1 All costs, charges, and expenses whatsoever which such Board member sustains or incurs in the general interest of the Association and its operation, providing substantiating receipts and statements are produced;
- 2.08.2 All costs, charges, and expenses that he sustains or incurs in or about or in relation to the affairs thereof providing substantiating receipts and statements are produced; except such costs, charges, or expenses as are occasioned by his own willful neglect or default.
- 2.09 No member of The Board shall hold the Association liable for or about any action, suit or proceeding which is brought, commenced, or prosecuted against him, for or in respect of any act, deed, or matter whatsoever, made, done, or permitted by him, in or about the execution of the duties of his office occasioned by his own willful neglect or default.
- 2.10 **Duties of The Board Members**– Each person who is a member of The Board has a duty to act in that position with honesty, diligence, and reasonable care, and shall not make improper use of information and opportunities received through said position.
- 2.11 **Functions of the Officers** – The functions and duties of each office shall include:
- 2.11.1 **Duties of the Chairman of the Board:**
- 2.11.1.1 Act as the President / Chief Executive Officer/Chairman of the Board for the Association and is responsible for the management and control of the Association’s business in accordance with the provisions of the MCITTA Constitution and these Bylaws;
- 2.11.1.2 Be responsible for all matters of policy relating to the operation of the Association;
- 2.11.1.3 Be responsible for and ensure the safekeeping and accounting of all funds and property held in trust;
- 2.11.1.4 Cause an annual audit of the **MCITTA** treasury and receive and review all audits of general accounting of the **MCITTA** treasury;
- 2.11.1.5 Act as the presiding officer at all meetings of The Board and at the General Assembly;
- 2.11.1.6 Ensure that proceedings of all meetings are recorded;
- 2.11.1.7 Receive, review, and sign all minutes of all meetings of The Board and of the general Assembly;
- 2.11.1.8 Deliver the Chairman’s State of the Association at the General Assembly and to post this report to the Association website;
- 2.11.1.9 Cast a vote only when necessary to establish a majority vote.
- 2.11.1.10 Ensure that the Assistant Chairman of the Board is available in the event of his absence.
- 2.11.2 **Duties of the Assistant Chairman of the Board:**

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- 2.11.2.1 Act as the Vice President / Chief Operating Officer/Assistant Chairman of the Board for the Association and be responsible for its day-to-day management in compliance with the **MCITTA** Constitution and these Bylaws;
 - 2.11.2.2 The Assistant Chairman of the Board reports directly to the Chairman of the Board;
 - 2.11.2.3 Understudy the Chairman's position and assist in the discharge of the Chairman's duties;
 - 2.11.2.4 Be the presiding officer / chairperson of assigned committees;
 - 2.11.2.5 Perform such other duties as may be assigned by the Chairman of the Board;
 - 2.11.2.6 Assume the duties of the Chairman when required by vacancy or excused absence of the Chairman of the Board.
- 2.11.3 Duties of the Financial Officer:**
- 2.11.3.1 Act as the Financial secretary / Chief Financial Officer for the association and be primarily responsible for financial planning and record-keeping in accordance with the **MCITTA** Constitution and these Bylaws;
 - 2.11.3.2 Ensure the accounts of the association are kept by means of an appropriate, recognizable, and acceptable system of accounting;
 - 2.11.3.3 Ensure all payments out of moneys of the Association are correctly made and properly authorized;
 - 2.11.3.4 Ensure adequate control is maintained over the assets of the Association and over the incurring of liabilities by the Association;
 - 2.11.3.5 Develop and prepare an annual operating budget and submit it to The Board;
 - 2.11.3.6 Initiate an annual audit of all accounting methods and financial responsibilities of the Association in accordance with Article 3 of these Bylaws;
 - 2.11.3.7 Report the annual audit to the General Assembly;
 - 2.11.3.8 Coordinate and supervise fund raising operations of the Association;
 - 2.11.3.9 At such time, with the approval of The Board and by vote of the General Assembly, initiate an annual call for dues, receive all dues, and deposit and safeguard all dues;
 - 2.11.3.10 The Financial Officer or designate will oversee the operations of *The Gear Locker*.
- 2.11.4 Duties of the Association Historian:**
- 2.11.4.1 Act as the Association Historian and shall be responsible to The Board for promoting any activity designed to enhance and develop the history of the Interrogator Translator Teams and the interrogation field of the Marine Corps.
 - 2.11.4.2 Collect, catalogue, preserve, and display any and all items of historical interest promoting the legacy of the Interrogator Translator Teams;
 - 2.11.4.3 Research and preserve unit histories and other combat citations of all ITTs;

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- 2.11.4.4 Memorabilia Display – Be responsible for any memorabilia collected by the Association which shall be presented to the Navy Marine Corps Intelligence Training Center in Virginia Beach, VA for display with the Colonel Donald G. Cook memorial or appropriate designated display.
- 2.11.4.5 Coordinate all activities under advisement and in cooperation with the Historical Committee.
- 2.11.5 **Duties of the Executive Administrative Officer:**
 - 2.11.5.1 Act as the Association Chief Administration Officer with duties of conducting all administrative matters for the Association;
 - 2.11.5.2 Maintain a record of all identified persons who have held the interrogator MOS;
 - 2.11.5.3 Maintain a record of all Participating Registered Members to include their name, mailing address, and amounts of donations;
 - 2.11.5.4 Maintain a file on all Participating Registered Members to include their registration form and all other matters pertaining to that individual;
 - 2.11.5.5 Ensure that the Register of Members is available during the annual audit;
 - 2.11.5.6 Responsible for the general management and updating of all Association publications and SOP manuals;
 - 2.11.5.7 Conduct correspondence on behalf of the Association;
 - 2.11.5.8 Prepare correspondence for the Chairman of the Board;
 - 2.11.5.9 Record the proceedings of all meetings of the Board and the General Assembly;
 - 2.11.5.10 Prepare the Minutes of all meetings for signature by the Chairman of the Board;
 - 2.11.5.11 Maintain an ongoing file of the Minutes of all meetings;
 - 2.11.5.12 Safe keep the constitution and Bylaws and enter approved amendments thereto.
- 2.12 From time to time, The Board may vary, add to, or limit the powers and duties of any member of The Board without vote of the General Assembly.

ARTICLE 3 – FINANCES

- 3.01 **General-** The fiscal Year for the Association shall be from 1 October to 30 September of the calendar year.
- 3.02 All funds and/or property of the Association not subject to any special trust shall be available at the discretion of The Board for the purpose of carrying out the objects of the Association.
- 3.03 With approval of the Chairman, the Financial Officer may disburse Association money to any member who has provided a receipt for legitimate expenses incurred on behalf of the Association.
- 3.04 **Banking** – The association shall establish a bank account with any federally insured bank, trust company, institution, credit union, or corporation carrying on a banking business that is convenient for the Financial Officer to conduct the fiscal business of the Association.
- 3.05 The Marine Corps Interrogator Translator Teams Association Bylaws proclaim the MCITTA to be a veteran, non-profit organization under Section 501 (c) (19) of the IRS code, and as such, all donations are tax deductible

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within and prescribed by the limits of the law. The **MCITTA** operates solely through the generosity of its members. All donations are gratefully accepted.

- 3.06 Donations for Association expenses may be solicited through various means such as; raffles, golf tournaments, auctions, etc., solicitation by mail campaigns, and annual fund drives.
- 3.07 All funds garnered through any solicitous means will be immediately submitted to the Financial Officer for recording and deposited to the established **MCITTA** bank account and/or disbursed to members who have incurred expenses approved by the Board of Officers.
- 3.08 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
- 3.09 The Board may designate, direct, or authorize from time to time by resolution and to the extent therein provided, including but without restricting the generality of the forgoing, the operation of the Association accounts to include:
 - 3.09.1 The making, signing, drawing, accepting, endorsing, negotiating, lodging, deposition, or transferring of any checks, promissory notes, drafts, acceptance, bills of exchange or orders for the payment of money;
 - 3.09.2 Giving of receipts for the orders for relating to any property of the Association, the execution of any agreement relating to any such banking business and defining the rights and powers of the parties thereto;
 - 3.09.3 The authorizing of any officer of such bank to do any act or thing on the association's behalf to facilitate such banking business;
 - 3.09.4 All checks, transfers, assignments, contract, and obligations of behalf of the Association shall be signed by The Financial Officer by direction or approval of:
 - 3.09.4.1 The Chairman of the Board (Chief Executive Officer);
 - 3.09.4.2 The Assistant Chairman of the Board (Chief Operating Officer)
- 3.10 In addition, the Board may at any time, and from time to time direct the manner in which the person or persons by whom any particular deed, transfer, assignment, contract, obligation, or check of the association may or shall be signed, and who may be authorized for such signature.
- 3.11 The Association's bank must be informed in writing by The Board when and if there is any change to the names of those authorized to sign checks and withdrawal forms.
- 3.12 **Annual Audit** – Annually and as soon as practicable after 1 January, the Chairman of the Board shall cause the Financial Officer to initiate an Annual Audit. The audit may be conducted at the annual Gathering.
 - 3.12.1 To examine whether the Board and the Association have complied with the obligations imposed by the Constitution and these Bylaws during the previous fiscal year ending on 30 September;
 - 3.12.2 Whether the balance sheet and accounting of income and expenditure statements are based on proper accounting methods and the account records are in agreement with those accounts and records;
 - 3.12.3 To initiate the annual filing of income tax report in accordance with the IRS code.
- 3.13 The filing of the Statement of Information required by the State of California pursuant to the statutory filing provisions found in California Corporations Code Sections 6210, 8210, or 9660, which states in part,

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* Every domestic nonprofit corporation shall file a statement with the Secretary of state...biennially during the applicable filing period. The applicable filing period for a corporation is the end of the calendar month during which its original Articles of Incorporation were filed and the immediately preceding five calendar months. If the name and/or address of the Agent for Service of Process have changed, a corporation must file a complete statement. A corporation is required to file a statement even though it may not be actively engaged in business at the time this statement is due.”

This Statement of Information must be filed between 1 January and 31 March annually beginning in 2004 or as directed by the State of California or by the state of incorporation.

- 3.14 The Financial Officer shall make a full report and accounting of **MCITTA** funds and expenses at the Gathering General Assembly.
- 3.15 **Donations and Fees** – The Association shall issue official receipts for all moneys received in donation in excess of \$250. Such receipts are required by the Internal Revenue Service and to express the appreciation of the Association for the member support.
- 3.16 All funds of the Association shall, in the first instance, be deposited in a bank account of the Association as soon as practical following the day of receipt.
- 3.17 **Dissolving the Association** – The Association may be dissolved by a resolution passed by a majority of at least three-quarters of the Board of Directors and three-quarters of the Participating Registered Members with voting rights. The resolution of dissolution shall specify an appropriate means of disposing any remaining Association assets and moneys by transferring them to another nonprofit entity, namely the Marine Corps Heritage Center at Quantico, VA.

ARTICLE 4 – MEETINGS

4.01 The Gathering

- 4.01.1 Gathering locations shall be placed in nomination and selected by vote of the membership at the General Assembly. Emphasis should be placed on selecting a venue where some Marine Corps activity is located for support; where an appropriate Memorial service can be held; and where interesting and unusual entertainment is available.
- 4.01.2 Locations may be anywhere in the world that will enhance and promote the Interrogator Translator Teams linguistic legacy and should be consistent with a theme for “In Country Language Training” as provided in past training agenda for interrogators/linguists.
- 4.01.3 Gathering locations should be selected by majority vote of members present two dates in advance with the volunteer host identified. The host shall be guided by the **MCITTA** Gathering SOP to designate an adjunct committee to formulate and provide for a memorable event.
- 4.01.4 In those years of officer election, the outgoing officers shall preside until adjournment of the Present ‘Gathering’. Newly electing officers will be installed at the Banquet or during the Commander’s Reception at the discretion of the presiding Chairman.
- 4.01.5 All "Gatherings" shall be planned to occur over a period that includes a holiday and/or a weekend; and shall not include more than three weekdays.

4.02 The General Assembly

- 4.02.1 The Chairman of the Board shall be the presiding officer.
- 4.02.2 It is the policy of this Association that the General Assembly shall be conducted openly for all **MCITTA** members in attendance at the Gathering

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- 4.02.3 Any interpretation of this article shall construe any provision in favor of open and public meetings and forums for all **MCITTA** members.
- 4.02.4 Notices and agendas shall be provided for such meetings that contain as much information as necessary to inform the membership of the matters to be discussed and/or decided.
- 4.02.5 At all meetings, every question shall be decided by majority vote of those present.
- 4.02.6 Four members of The Board and 10% of the membership shall constitute a quorum.
- 4.02.7 Meetings of The Board of Directors may be held in closed caucus prior to the General Assembly to be designated as “Chairman’s Call”. Such meetings shall be held at the place and time designated by the Chairman to establish proposed agenda items.
- 4.02.8 Persons engaging in unruly conduct during the General assembly shall be asked to leave.
- 4.02.9 The bar shall be closed during the conduct of the General Assembly. Drinking of alcoholic beverages during the General Assembly is not permitted and will be grounds for dismissal from the Assembly. Any member engaging in behavior that is deemed disruptive shall be asked to leave the Assembly.
- 4.02.10 All meetings of the Association shall be conducted in accordance with Robert’s Rules of Order.
- 4.02.11 Any member may place any motion before the General Assembly. Such motions, whenever practical shall be submitted in writing to the Board of Directors at least thirty (30) days prior to the General Assembly.
- 4.03 **The General Assembly Agenda**– The Association shall schedule a General Assembly membership meeting during the Annual Gathering. The order of business at this General Assembly shall be:
- 4.03.1 To confirm the minutes of the last General Assembly and accept them into the record;
- 4.03.2 To receive from the Board and from the committees, reports concerning the activities and business of the Association during the preceding fiscal years, including the results of the annual audits;
- 4.03.3 To conduct such other business as the meeting agenda may require;
- 4.03.4 To appoint Members At Large through approved methods;
- 4.03.5 To appoint elected Board Members from General Assembly/Business Meeting nominations and the members attending.
- 4.04 **Executive Meetings** – The Chairman of the Board may call an executive meeting at any time. Meetings of the Board may be held by email, regular mail, or by phone. Proposed agenda items shall be provided to the respective members of The Board at least fifteen (15) days prior to the meeting. Four members of The Board present shall constitute a quorum.
- 4.05 The Chairman should conduct a virtual meeting at least annually.

ARTICLE 5 – COMMITTEES

- 5.01 The Board may, at their discretion, appoint committees of one or more persons to consider, investigate, and/or take action on certain specific matters.
- 5.02 Such a committee only has those powers that have been assigned to it by the appointment.

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- 5.03 The Board shall take under serious advisement the committee's report and recommendations but shall not be bound by such recommendations.
- 5.04 Committees are either standing or ad hoc (the latter is also known as a "special committee").
- 5.05 **Standing Committees:** The following Standing Committees are permanently established committees that shall be responsible over specific areas of policy and are responsible for oversight in the interests of the Association for these areas:
- 5.05.1 **Membership Committee:** The Membership committee shall be tasked with maintaining and overseeing the requirements of membership in the MCITTA. A review of eligibility will be of primary concern. The Committee will review all questionable membership registrations and appropriate recommendations made to The Board.
- 5.05.1.1 The Executive Administrative Officer will chair the Membership Committee.
- 5.05.1.2 Additionally, three registered Regular Members will constitute this committee.
- 5.05.1.3 The Membership committee will accept and review all nominations for Honorary Membership and make their appropriate recommendations to The Board by unanimous vote.
- 5.05.2 **Historical Committee:** The Historical Committee will oversee and manage the ongoing research and recording of the history of the Interrogator Translator Teams.
- 5.05.2.1 **The Association Historian** shall be the Chairperson.
- 5.05.2.2 The members of the committee shall be volunteers from the general membership. Any number of volunteers may sit on this committee.
- 5.05.3 **Gathering Committee:** The gathering Committee shall consist of permanent members to ensure continuity in setting the appropriate atmosphere, protocols, and the enjoyment of the members at the Gathering.
- 5.05.3.1 The designated chairperson may enlist as many members as required to ensure that all aspects of the Gathering are appropriately addressed.
- 5.05.3.2 Using the *MCITTA Standard Operating Procedures for the Gathering*, the Committee will ensure continuity of the proceedings keeping ever mindful of cost factors and focusing of fraternalism and camaraderie of the members.
- 5.05.4 **Awards Committee:** An Award committee shall be established to recognize services performed by Participating Members to further benefit the MCITTA. The committee shall consist of a chairperson and at least two members.
- 5.05.4.1 Guidance for the selection of awards is promulgated in the **MCITTA Awards Manual** dated November 2003.
- 5.06 **Ad Hoc Committees:** the following Ad Hoc Committees shall be formed as required for the special purpose as indicated. These committees shall be formed for a specified period of time to perform a specified task and will be dissolved upon completion of the assignment. By special appointment, these committees may remain functional for as long as required.
- 5.06.1 **Special Advisory Council:** At the discretion of the **Chairman**, A Special advisory council may be established to provide guidance and corporate knowledge to the decision making process of The Board. This "Kitchen cabinet" should be comprised of regular Members who have had some background, which would make their counsel and advice invaluable to the Association.

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- 5.06.2 **Constitution and Bylaws Committee:** This committee may be formed periodically to review the Association constitution and Bylaws for relevancy and to make recommendations for Amendments and procedural change.
- 5.06.3 **Finance Committee:** The finance Committee will be formed to oversee and review the annual audit and the completion and submission of all required documents for annual incorporation and income tax reporting.
- 5.06.4 **Nominating Committee:** To formulate and control the Board of Directors officer nomination process. This committee shall be appointed by the Board of Directors and seek to find the best candidate for each vacant office. The Nominating Committee shall make its nomination report to the Board of Directors.

ARTICLE 6 – AWARDS

- 6.01 **Policy** – It shall be the policy of **MCITTA** that Participating regular Members, through the **MCITTA** Awards Program, receive tangible recognition for acts of exceptional service or achievement in developing and furthering the cause of the Association.
 - 6.01.1 Based upon review and recommendation of the Awards committee, the Board shall make a determination as to the merits of approving the award or presentation of the decoration and other determinations necessary to comply with the spirit and intent of this program.
 - 6.01.2 All awards and decorations are to be presented by appropriate ceremony during the Gathering banquet or The Chairman’s Reception at the Chairman’s discretion.
 - 6.01.3 This awards program is intended to recognize long and faithful service to the **MCITTA**. It is only with assiduousness that these awards will carry meaning and prove significant. Frivolous and generalized presentations of awards diminishes their import and renders them insignificant. Due diligence is mandatory in administering this program.
- 6.02 **Responsibilities** – Specific responsibilities involving individual awards and recognition are outlined in the **MCITTA** Awards Manual. The general responsibilities involving the management of the **MCITTA** Awards Program are as follows:
 - 6.02.1 The Chairman shall adjudicate all recommendations for awards, and submit all nominations to the Awards committee for review and recommendation;
 - 6.02.2 The Assistant Chairman shall provide the policy and guidance to manage the **MCITTA** Awards Program;
 - 6.02.3 The Administrative Officer shall develop, publish, and maintain the **MCITTA** Awards **Manual** under guidance and oversight with the Assistant Chairman,
 - 6.02.4 The Administrative Officer shall receive all nominations for awards and process them for adjudication by the Chairman and forwarding to the Awards Committee;
 - 6.02.5 The Administrative Officer shall prepare all certificates for approved awards and procure the appropriate decoration.
- 6.03 Criteria for awards and procedures for nomination are contained in the **MCITTA Awards Manual** and shall be strictly followed.
- 6.04 Nominations for awards shall be presented in writing with a full accounting of what the individual has done to be recognized and shall be presented to the Board. The Chairman has final authority to forward the recommendation to the Awards Committee.

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ARTICLE 7 – THE ASSOCIATION *GEAR LOCKER*

- 7.01 **Policy** – The Association may make available various items of identification and memorabilia for sale to the membership. The Association emblem may be incorporated into these items.
- 7.01.1 The Association *Gear Locker* shall be the name of the enterprise and shall operate under the authority of The Board.
 - 7.01.2 The Board of Directors shall be the approving authority for all items brought into use or sold through *The Gear Locker*.
 - 7.01.3 Responsibility for the operation of *The Gear Locker* shall rest with the Financial Officer and/or the Gear Locker Custodian.
- 7.02 **Accountability** – The Financial Officer is authorized to approve expenses incurred in the replenishment of stock up to a determined value by The Board.
- 7.02.1 Inventory retail accountability reports shall be prepared annually to conform to the annual audit and income tax requirements. The Financial Officer shall coordinate this activity with the Gear Locker Custodian.
 - 7.02.2 All sales will normally be on a cash basis only. Mail orders should include a check or money order for the amount of the purchase plus 10% for postage and handling.
 - 7.02.3 An invoice shall accompany any order shipped with a copy retained for the record and accountability.
 - 7.02.4 Exchanges of items will be permitted at the discretion of the Gear Locker Custodian.
 - 7.02.5 *The Gear Locker* merchandise will be advertised on the **MCITTA** website. The Custodian is encouraged to bring items of the Gathering to be made available to the membership attending.
- 7.03 **Purchasing and Procurement** – Articles of a variety will be procured, whenever possible, to meet the Association requirements and in the best financial interest of the Association. The Gear Locker Custodian is authorized to:
- 7.03.1 Utilize vendors and suppliers throughout the world markets;
 - 7.03.2 Purchase articles of the highest quality, in both material and artwork, commensurate with and acceptable price;
 - 7.03.3 Procure articles in sufficient quantities without maintaining overstock, yet take advantage of bulk ordering prices;
 - 7.03.4 A periodic review of items and recommendations for new and varied items will be submitted to The Board for consideration.

ARTICLE 8 – THE ASSOCIATION NEWSLETTER

- 8.01 **General** – The Association shall operate a newsletter for disseminating information and reports to the general membership.
- 8.01.1 The name of the Association newsletter shall be *The Spot Report*;
 - 8.01.2 *The Spot report* shall be the only official newsletter of the MCITTA;

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- 8.01.3 The newsletter shall be published at least semi-annually to coincide with announcing the Gathering and providing an “after action report” of the Gathering proceedings;
 - 8.01.4 The cost of publishing *The Spot Report* shall be borne by the Association from the general operating fund.
 - 8.01.5 The E-Bulletin shall be an instrument for the dissemination of time critical information, It shall be issued on an as needed basis and the cost shall be borne by donation when possible or From the General operating fund.
- 8.02 **Distribution** – *The Spot report* will be distributed to all members contained on the mailing list regardless of registered status via electronic means (e-mail).
- 8.02.1 Copies will be mailed to other Marine Corps intelligence related associations; i.e. the Marine Corps Intelligence Association, the Marine Corps Counterintelligence Association, the Marine Corps Cryptological Association, and the committee of Marine corps Intelligence Association.
 - 8.02.2 Copies to other interested agencies will be considered on a case-by-case basis.
- 8.03 **Content** – The content of *The Spot report* will maintain the highest journalistic standards. Vulgarity, slander, triteness, and generally uninteresting or not relevant subjects will be avoided. When possible, the following subjects shall be addressed, but it not limiting:
- 8.03.1 The Chairman’s notes and notices;
 - 8.03.2 Reports from other members of The Board, especially the Members at Large;
 - 8.03.3 Association updates, meeting announcements and reports, financial statements, and awards presented;
 - 8.03.4 Association social activities shall be widely reported;
 - 8.03.5 Association policy and policy changes are to be given widest dissemination;
 - 8.03.6 Special features such as articles of an intelligence nature, especially those relating to interrogation and/or language specialties;
 - 8.03.7 Articles relating to the research, exploration, and recording of the history of Marine Corps combat POW interrogation and the Interrogation translation teams shall be given the highest priority and utmost attention.
- 8.04 **Responsibility** – The Editor will be designated at the pleasure of the Chairman. The Editor shall be a person who has some knowledge and background in composing and publishing such a journal.
- 8.04.1 Writing, editing, publishing, and distributing the letter shall be the responsibility of *The Spot Report* Editor.
 - 8.04.2 Publishing and mailing costs of the newsletter shall come from Association funds.
 - 8.04.3 The Editor will submit an annual budget to the Board for approval.
 - 8.04.4 The Financial Officer is authorized to reimburse the Editor for expenses incurred when provided with receipts and substantiation of legitimacy of purpose.
 - 8.04.5 All final authority for content and expense of publication rest with The Board of Directors.
- 8.05 The production of this newsletter, *The Spot report*, and the E-Bulletin is a complex task. One person cannot be the entire staff. All members are encouraged to cooperate in the production of this newsletter by volunteering

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time and material. Submissions of articles, pictures, and historical account are all paramount if success for the newsletter is to be achieved. All such material will be utilized for the journal and remitted to the Association Historian for inclusion in compiling the ITT history. Submit all articles and material directly to the Editor.

ARTICLE 9 – THE ASSOCIATION WEBSITE

- 9.01 **General** – The Association shall establish a website on the World Wide Web. The website will be used for making the presence of the Association known and available to members and others who are interested in our purpose.
- 9.02 Ultimately our purpose is to share information and our history and to provide a recruitment vehicle as our primary goal. With this in mind, our site is put forth with a conscious effort to appear and to present a degree of professionalism that emphasizes recruitment as its focus.
- 9.03 **Responsibility** – The Chairman shall designate a “Website Coordinator” whose duties shall be to oversee the content and development of the Association website. The recruitment intent has important consequences for content, navigation, organization of the site, and design. Primarily, the Website Coordinator shall be charged with the responsibility of:
- 9.03.1 The development, design, direction, management, and maintenance of the website.
 - 9.03.2 Writing and/or editing all materials for the site
 - 9.03.3 Provide continuity during transitions of The Board
 - 9.03.4 Working closely with The Board and the various committees to ensure that the website is serving its intended purpose
- 9.04 Only one website coordinator shall be designated and only that person shall be in contact with Web Server and the Webmaster.

ARTICLE 10 – AMENDMENTS

- 10.01 These Bylaws may be amended by majority vote of The Board with ratification of the General Assembly.
- 10.02 All amendments will be incorporated and annotated in the original and filed with the principal document.