

*Bylaws of the  
Marine Corps Intelligence Association, Inc.*

*P.O. Box 1028  
Quantico, VA 22134-1028*



**The Association was incorporated in the State of California on the 10<sup>th</sup> day of November 1993, in accordance with the provisions of the United States Internal Revenue Service Code, Section 501(c)19, and the California State Corporations Law.**

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MARINE CORPS INTELLIGENCE ASSOCIATION, INC  
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**BYLAWS OF THE  
MARINE CORPS INTELLIGENCE ASSOCIATION, INC.**

**ARTICLE I  
GENERAL PROVISIONS**

**Section 1. Title:** This Association was incorporated in accordance with the provisions of the California Corporations Code, Title 1, Division 2, Part 3., and shall be known as the Marine Corps Intelligence Association, Incorporated, and hereafter referred to as the MCI, Inc., or the Association.

**Section 2. Purpose:** The purposes of this Association shall be:

- a. To foster increasing levels of professionalism within the Marine Corps Intelligence Community through collective action by the membership.
- b. To foster and perpetuate professional relations among active, reserve, retired and former members of the uniformed services and civilian personnel of the United States who have served with or supported Marine Corps Intelligence.
- c. To serve the National and Marine Corps Intelligence Communities and the Nation.
- d. The foregoing statements of purposes shall, except where otherwise expressed, be in no way limited or restricted by any references to or inference from the terms or provisions of any other clause, but shall be regarded as an independent purpose. This corporation shall not engage in activities, which in themselves are not in the furtherance of the purposes of this corporation and nothing contained in the foregoing statement of purposes shall be construed to authorize this corporation to engage in any activity that would monetarily benefit its members individually.

**Section 3. Place of Business:** The principal place of business of the Association shall be in the state of California, but its business may be carried on at any location convenient to its members. Members, of the Association may reside in any location they choose or are officially assigned.

**Section 4. Official Publication:** Official publications of the Association include;

- a. The Associations' INTSUM magazine is published quarterly and mailed to all members in good standing of the Association.
- b. The Associations Membership Directory shall be published during the first calendar quarter of each year. Except for those members who do not wish to be publicly identified with the Association, the directory shall contain the Name, Address, Member Number, etc., of those members in good standing, as of January 1st.

**Section 5. Fiscal:** The fiscal year of the Association shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each year.

**Section 6. Compensation:** No member of the Association shall receive compensation in any form for services rendered to or for the Association. The Board of Directors may, however, authorize reimbursement of funds expended for Association administrative supplies, awards, etc.

**Section 7. Liability:** No Director, Officer, or individual member shall be personally liable for any debt, liability or obligation of the Association.

**Section 8. Corporate Seal:** The seal of the Association shall be circular in shape with the name of the Association and the word "SEAL" engraved thereon and mounted upon a metal die suitable for impressing on paper. The Corporate Secretary shall maintain custody of the seal.

**Section 9. Operating Documents:** The provisions of its Articles of Incorporation and these Bylaws shall govern Operations of the Association.

- a. The Standing Rules (Standing Operating Procedure) of the Association shall contain current, detailed information, guidance, etc., relative to the conduct of Association business, which, because of their nature, subject to change, etc., are inappropriate for inclusion in the Bylaws.

**Section 10. Amendments to the Bylaws:** No part of these bylaws may be suspended. Members, having voting privileges, may, however, offer amendments to these bylaws by:

- a. Submitting the proposed amendment/s, and justification, in writing, to the Board of Directors for review.
- b. Upon favorable review, the Board shall cause the proposed amendment/s to be disseminated to the voting members of the Association not less than thirty (30) days prior to the next annual meeting of the Association.
- c. The proposed amendment/s shall be the first item of New Business on the agenda of the next annual meeting of the Association.
- d. To be adopted, the proposed amendment/s must receive two-thirds affirmative vote of the members present and voting at the annual meeting. Amendments to the bylaws, so adopted, shall become effective immediately.
- e. Newly adopted amendments to the bylaws shall be timely disseminated to the members in good standing.

**Section 11. Parliamentary Authority:** The Parliamentary Authority for the Association shall be the current edition of Roberts Rules of Order or derivative publications there of.

## **ARTICLE II MEMBERSHIP**

**Section 1. General:** Membership in the Association shall be through application. All rights of participation incident thereto shall be by standing invitation of the Association to anyone meeting the requirements for membership regardless of race, creed, religious affiliation, country of origin, etc., who agree to actively support the Association and its purposes. Applicants may be accepted as members in one of the membership classes described in Section 2., below.

- a. Membership applications shall be completely and legibly completed and accompanied by a copy of the applicants DD Form 214, or a copy of other substantiating document/s, e.g. graduation certificates, or other official documents, which validate eligibility for membership.
- b. Association membership is not transferable.

- c. No Member shall represent or commit the Association in any manner without written authorization of the Board of Directors.

**Section 2. Membership Classes:** The Association shall have seven membership classes; the criteria for each are described as follows:

- a. **Charter Member.** Charter membership was available to Marines on active duty, members of the Marine Corps Reserve, those on any of the official Marine Corps retire lists, and honorably discharged former Marines and civilian personnel of the United States who have honorably served in Marine Corps intelligence and/or intelligence supporting occupational fields and whose application and at least the first years dues were received by April 1<sup>st</sup>, 1994.
- b. **Regular Member.** Marines on active duty, members of the Marine Corps Reserve, those on any of the official Marine Corps retired lists, and honorably discharged former Marines and civilian personnel of the United States who have served in Marine Corps intelligence and/or intelligence supporting occupational fields are eligible for Regular Membership.
- c. **Associate Member.** Civilians or other military personnel either on active duty, a member of an organized reserve unit, retired or were honorably discharged; who are or who directly, or indirectly, supported Marine Corps Intelligence may be eligible for Associate Membership.
- d. **Auxiliary Member.** Auxiliary membership is available to spouses of Charter, Regular or Associate members and or widows or widowers of any deceased individual who would, if living, be eligible for Charter, Regular or Associate membership.
- e. **Honorary Member.** The Board of Directors of the Association may grant Honorary Membership to individuals in recognition of their service to the Nation, Marine Corps Intelligence, or the Association. Charter, Regular or Associate members may submit detailed, written recommendations for honorary membership to the Board of Directors. The Board of Directors shall review each recommendation and provide written notification to the submitter/s of their action.
- f. **Academic Member.** To encourage increased levels of professionalism within the Marine Corps Intelligence Community, the Association will recognize the outstanding academic performance of Marines who have earned the title of Honor/Distinguished Graduate of intelligence MOS producing courses of the various schools/training centers. The Marine Honor/Distinguished Graduate of each class shall be accepted as a Regular Honorary member, dues free for a period of one-year, and presented with an appropriate certificate.
- g. **Corporate Member.** Corporate membership is open to those United States owned corporations or companies, conducting business in the United States, which supports the purposes of the association. Corporate members shall be presented with an appropriate membership plaque.

**Section 3. Membership Documentation.** Individuals accepted as members of the association shall receive a Membership Card and a Certificate of Membership bearing the individuals Name, Membership Number and effective date of membership.

**Section 4. Member Rights.** Only those individuals holding Charter or Regular Membership in the Association, and are Members in Good Standing, may offer motions and shall have a

single vote on all matters of business brought before the membership of the Association at any properly called meeting of that body. Members shall be entitled to vote by proxy.

**Section 5. Membership Benefits.** Membership benefits include the opportunity to improve personal understanding of the history, current status, and key principles and issues related to Marine Corps intelligence through regular receipt of MCIA publications and attendance at conventions and meetings sponsored by the MCIA. The MCIA also facilitates exchanges of information among members and other interested parties through social and professional networks involving practitioners, consumers, observers, and interested persons and organizations associated with military intelligence and kindred activities. Members also support public recognition of Marine intelligence professionals through awards programs and other activities and events. MCIA members shall be entitled to such benefits as defined by the Board of Directors, provided that no portion of a net earnings accruing to MCIA may be used for the personal gain of any member, officer, or director.

**Section 6. Dues and Assessments:** Annual dues, and any assessments, for Association membership shall be determined by the Board of Directors and recommended to the voting members of the association for ratification during the annual meeting.

**Section 7. Member in Good Standing.** Charter, Regular and Associate members shall be considered a Member in Good Standing when all dues, and any assessments, are paid not later than December 31st, and the individual has not been involved in any action that has resulted in his or her membership being suspended.

**Section 8. Membership Suspension or Revocation.** The Board of Directors may suspend or revoke Association membership for cause. The offending member/s shall be notified in writing, of membership suspension/revocation, citing cause, length of suspension, etc. Appeals to membership suspension/revocation shall be in writing to the Board of Directors, who shall review the appeal and provide written response to the sender within thirty (30) days. Cause shall include but not be limited to:

- a. Conduct that may reflect adversely on the U.S. Marine Corps or the Association.
- b. Intentional disregard of the provisions of the Associations operating documents.
- c. Intentional falsification, omission, etc., of information on Association documents.

### **ARTICLE III BOARD OF DIRECTORS**

**Section 1. General:** The management of the affairs of the Association shall be vested in its Board of Directors who shall be elected for this purpose by the Charter and Regular members, in good standing, of the Association. The election to replace those members of the Board of Directors whose terms shall expire, or to fill a vacancy, shall be held as the second item of New Business during the annual meeting of the Association. Directors may be replaced for cause in the same manner by which they are elected

**Section 2. Number, and Qualification of Directors:** The Board of Directors shall be an odd number not less than three. Individuals nominated for election to the Board of Directors must:

- a. Be a Charter or Regular member, in good standing, of the Association;

- b. Be willing to actively serve the Association as a member of the Board of Directors;
- c. Be present during the nomination and election process, and
- d. Shall not be an elected or appointed Officer of the Association.

**Section 3. Term of Office:** Individuals elected to the Board of Directors shall serve for two (2) years commencing January 1st. Individuals shall not be nominated or elected to the Board of Directors for more than two (2) consecutive two (2) year terms.

- a. The Board of Directors shall elect, from among themselves, a Chairman and Vice Chairman.
- b. Resignation by a member of the Board shall be in writing to the General Membership via the Chairman of the Board.
- c. Should, for any reason, a vacancy occur, the remaining directors shall select a willing, qualified Charter or Regular member of the Association to fill the vacancy until the next meeting of the General Membership.
- d. The Board of Directors shall determine the frequency and location of its meetings. Minutes of such meetings shall be disseminated to the General Membership not later than thirty (30) days prior to the next scheduled annual meeting of the Association.

**Section 4. Duties and Functions:** Members of the Board shall oversee all activity conducted by the Association. To this end, the Board shall establish Standing and Select Committees to organize and conduct the business of the Association. The Board of Directors may authorize the Officers of the Association to oversee the activities of the Standing and Select committees and conduct the daily business of the association.

**Section 5. Honorary Directors:** The Association may have Honorary Directors who shall be selected, subject to their concurrence, by the elected members of the Board of Directors. Honorary Directors shall serve without compensation but may be called upon to provide advice, suggestions, etc. relative to the Associations operations and or activities.

## **ARTICLE IV OFFICERS**

**Section 1. General:** The Association shall have a President, Vice President, Secretary and Treasurer.

**Section 2. Qualifications:** Individuals nominated for election to an office of the Association must:

- a. Be a Charter or Regular member, in good standing, of the Association;
- b. Be willing to actively serve as an Officer of the Association;
- c. Be present during the nomination and election process, and
- d. Shall not be an elected or appointed member of the Association's Board of Directors.

**Section 3. Term of Office:** Individuals elected to an Office of the Association, shall serve for two (2) years commencing January 1st. Individuals shall not be nominated or elected to the same office for more than two (2) consecutive two (2) year terms. An election shall be held to replace those Officers whose terms shall expire, or to fill a vacancy, as the Third item of New

Business during the annual meeting of the Association. Officers may be replaced for cause in the same manner by which they were elected.

- a. To insure a degree of continuity, elections for the office of President and Secretary shall be held in even numbered years, and the office of Vice President and Treasurer in the odd numbered years, but in all cases no later than 10 November..

**Section 4. Officers Duties and Functions:**

- a. **The President**, subject to the general supervision of the Board of Directors, shall:
  - (1) Oversee the day-to-day operations of the Association;
  - (2) Preside at all meetings of the General Membership;
  - (3) Authorize and co-sign all Association disbursements, and
  - (4) Perform such other duties and functions as the Board of Directors may direct.
- b. **The Vice President** shall assist the President in the performance of his/her duties and functions, and, act as ex-officio President in the absence of the President. The Vice President shall perform such other duties and functions as the President may direct.
- c. **The Secretary** shall attend and maintain, or cause to be maintained, a written, true and complete record of all meetings of the Board of Directors and the General Membership and shall;
  - (1) Be the custodian of the Original Association Operating Documents as well as all documents relative to the operations, activities, etc. of the Association;
  - (2) Provide timely written scheduling of meetings of the Board of Directors and the General Membership;
  - (3) Provide timely record of all meetings of the Board of Directors and the General Membership for inclusion in the Association's Official Publication, INTSUM Magazine.
  - (4) Respond timely to authorized requests for a copy, or copies, of any document, record, etc., held by the Association and
  - (5) Shall maintain and provide as required, a current copy of the Associations Standing Rules (Standing Operating Procedures).
  - (6) Perform such other appropriate duties as the President may direct.
- d. **The Treasurer** shall maintain a true, complete and current chronological record of all financial transactions of the Association and shall;
  - (1) Be the legal custodian of all monies, notes, securities, or other valuables that may, from time to time, come into the possession of the Association;
  - (2) Disburse Association funds as authorized by the President;
  - (3) Insure the timely completion of all administrative matters in connection with the Association's financial accounts;
  - (4) Submit a written financial report to the President monthly, and
  - (5) Perform such other fiscal duties as the President may direct.

**Section 5. Vacancies:** Should, for any reason, an Association Office become vacant, the President shall appoint a willing, qualified Charter or Regular member to fill the vacancy until the next annual meeting of the Association. Timely notification of such action shall be made to the Board of Directors and the General Membership.

## ARTICLE V COMMITTEES

**Section 1. General:** In accordance with Article III, Section 4. of these Bylaws, the association shall have Standing and Select Committees to assist in the accomplishment of Association business. Committees shall be composed of an odd number of volunteer individuals, selected from the Charter and Regular Membership. Members of the Board of Directors and Officers of the Association shall not normally serve on any committee of the Association. The Board of Directors shall appoint the Chairperson of each committee who shall serve for a period of two (2) years. The committee Chairperson shall select the members of the committee except where otherwise specified in these Bylaws. The committee shall submit an annual report of its activities to the Board of Directors, via the Association President, for presentation to the General Membership during the annual meeting.

**Section 2. Standing Committees:** Standing Committees of the Association shall include;

- a. **Membership Committee:** The Membership Committee identifies and recruits individuals for MCIA membership. It develops means to influence Inactive Members to change their status to Active Member. The committee shall maintain complete, current and accurate association membership lists, prepare and disseminate Welcome Aboard packets, Membership Cards and Certificates to new members.
- b. **Awards and Recognition Committee:** Annually, the committee will solicit nominations for the Association's Awards and Recognition Program. The committee will review the nominations and select three candidates for each award. The names and nomination packets of the three candidates selected will be submitted to the Board of Directors who shall make the final selection.
- c. **Literary Award Committee:** The Committee shall review open source Intelligence, Intelligence related periodicals for articles published during the preceding year. The committee shall select three (3) articles for final consideration. The selections and Committee recommendations will be submitted to the Board of Directors who shall make the final selection for the award recipient.
- d. **IntSum Review Committee:** The members of this committee are, in essence, the staff of the managing editor. They shall, at the direction of the editor;
  - (1). Establish and maintain continuous contact with the G/S-2's of the Corps and the various Intelligence schools, and review a wide variety of other sources, to obtain Unclassified and or non-sensitive information for publication in the IntSum.
  - (2). Review all articles, information, etc., submitted or selected for publication to insure pertinence, accuracy, timeliness, etc.
  - (3). Perform any and all pre-publication editorial functions.
- f. **Historical Committee:** The committee will coordinate with HQMC representatives, other associations, and such other historians and researchers as appropriate, to develop a history of Marine Corps intelligence. The committee should encourage members to contribute to the association historical program.

**Section 3. Select Committees:** Select Committees of the Association shall include;

- a. **Audit Committee:** The Audit Committee shall be responsible for auditing the financial records of the Association. An annual audit of the Association's financial records shall be conducted at least thirty (30) days prior to the annual meeting of the Association and the results presented to the General Membership at the annual meeting of the Association. Unscheduled audits may be made at the discretion of the Board of Directors, Officers or a majority of the General Membership. Members of the Audit Committee shall be appointed by the Board of Directors and shall be at least three (3) in number.
- b. **Disciplinary Committee:** The Disciplinary Committee shall be five (5) in number and be appointed by the Board of Directors. The committee is responsible to the General Membership, through the Board of Directors, to investigate allegations of misconduct, violations of the provisions of the Association's Operating Documents, etc. The committee shall submit a timely written report to the Board of Directors that will include the allegation, results of the investigation and recommended action.
- c. **Nominating Committee:** The Nominating Committee shall develop, from among the Charter and Regular Membership, a list of candidates for election to fill the expiring or vacant positions on the Association's Board of Directors and its Officers. The immediate past President of the Association, or an appointee, shall chair this committee.

## **ARTICLE VI MEETINGS**

**Section 1. General:** The current edition of Robert's Rules of Order shall govern the conduct of meetings of the Board of Directors, General Membership, Committees, etc.

**Section 2. Annual Meeting:** An annual meeting of the Association shall be held each year. Failure to hold the annual meeting during any calendar year shall not imply or cause dissolution of the Association.

- a. The President shall cause written notification of the time, place, and purpose of the annual meeting to be made to each member of the Association in good standing at least sixty (60) days prior to the meeting.

**Section 3. Board of Directors:** The Board of Directors shall meet as frequently as Association business warrants. Each director shall be notified, in writing, at least thirty- (30) day's prior to the meeting. The notification shall include the place, date, time, and purpose of the meeting. Meetings of the Board may be conducted via telephonic conference call or E-mail.

**Section 4. Officers:** The Officers of the association shall meet as frequently as Association business warrants. Each officer shall be notified, in writing, at least thirty (30) day's prior to the meeting. The notification shall include the place, date, time, and purpose of the meeting. Meetings may be conducted via telephonic conference call or E-mail.

**Section 5. Committees:** Standing and Select Committees shall meet as often as necessary to properly conduct their business. The Chairman of the committee shall notify its members, in writing, of the location, date, time, and purpose of the meeting. Committee meetings may be conducted via telephonic conference call or E-mail.

**Section 6. Quorum:** In order to properly conduct the business of the Association, those members having a vote must agree to any recommended course of action. Accordingly;

- a. A quorum for the conduct of business during the annual meeting of the Association shall be those Charter and Regular members, in good standing, who are present and voting.
- b. A quorum for the conduct of business by the Board of Directors shall be fifty-one (51) percent of its members.
- c. A quorum for the conduct of business by a Standing or Select committee shall be fifty-one (51) percent of its members.

## **ARTICLE VII MCIA CHAPTERS**

**Section 1. General:** The MCIA, Inc. may have regional Chapters composed of Charter, Regular and/or Associate members-in-good-standing of the Association. The provisions of the Associations Operating Documents shall apply relative to the conduct of operations, business, etc., of each Regional Chapter.

**Section 2. Chapter Formation:** Charter, Regular and/or Associate members-in-good-standing of the Association may, by written petition to the Board of Directors, request the establishment of a Regional Chapter. The petition shall contain:

- a. Justification.
- b. The Name, Member Number, Address, and Telephone Number of not less than five (5) members of the Association in-good-standing.
- c. The proposed name of the chapter. Chapter names may be a deceased Marine, campaign, battle, geographical area, etc.
- d. The Board of Directors shall review the petition and, if the minimum requirements are met, cause a Charter to be prepared recognizing the Chapter. The Board of Directors may revoke a Chapter Charter for cause.

**Section 3. Officers:** Upon receipt of its Charter, the Chapter shall hold an election to fill the office of President, Vice President, Secretary and Treasurer. Should the Chapter Membership be the minimum number, two members may be elected to fill the office of President and Secretary-Treasurer.

**Section 4. Committees:** Committees may be formed as necessary.

**Section 5. Meetings:** At minimum, Chapters shall meet at least quarterly. The minutes of each Chapter meeting shall be forwarded to the Board of Directors in a timely manner.

**Section 6. Fiscal:** Subject to the desires of its members, Chapters may, or may not, collect dues and or assessments. Should, however, dues and or assessments be collected, the majority of Chapter members shall determine the amount of each. The financial records of the Chapter shall be audited at least annually and a report submitted to the Board of Directors.

## **ARTICLE VIII AWARDS**

**Section 1. General:** The Association has created various categories of awards to recognize the accomplishments and performance of Regular and Reserve Officers and Enlisted members of the Marine Corps, and Civilian Intelligence Professionals employed by or under contract to the Marine Corps Intelligence Community. Annually, the Association and Director of Marine Corps Intelligence shall solicit nominations for the awards from the Unified and Specified Commands, major Marine components and the Department of Defense Service Schools, etc.

**Section 2.** The Association's Awards Committee shall review the nominations and make the selection for the recipient of each award, which shall be presented during the annual meeting of the Association.

## **ARTICLE IX ROLL OF HONOR**

**Section 1.** To recognize and pay tribute to the memory of our fellow Marines who have made the ultimate sacrifice, the Association has established, and maintains, a Roll of Honor which lists the names of our comrades who have fallen in battle or act of terrorism while serving in intelligence billets. Research, by the Association, is on going for additions to the Roll of Honor.

## **ARTICLE X DISSOLUTION**

**Section 1.** Should it become apparent the Association is no longer viable and must dissolve; the Board of Directors shall publish a Notice of Dissolution citing the effective date of dissolution. Such notice shall receive wide dissemination.

**Section 2.** Upon dissolution of the Association, any outstanding obligations shall be resolved and any funds remaining shall be distributed to one or more appropriately organized and qualified like organizations to be selected by the Board of Directors in accordance with Section 501(c)(19) of the Internal Revenue Code. No part of its funds shall inure, or be distributed, to any individual member or groupings of members of the Association.

**S/S  
Anthony M. Tang  
Master Sergeant  
USMC (Ret)  
President, MCIA, Inc.  
Amended Bylaws, dated 27 Sep 2004**

**Amendment I: Incorporated in text of these bylaws (See minutes, 12/11/93)**

**Amendment II: Order of Business, attached**

**Amendment III: Chapters of the MCIA, attached**

**Amendment IV: Incorporated in text of these bylaws (See minutes, 7/11/97)**

**Amendment V: Incorporated in text of these bylaws (See minutes, 9/27/04)**