

International Association for Intelligence Education - Europe Chapter BYLAWS

Adopted and approved by IAFIE Europe Chapter Board on September 11th 2023

Article I. Name

The name of the organization shall be the International Association for Intelligence Education (IAFIE) - Europe Chapter (hereafter referred to as the Chapter), or by its short name of IAFIE EC.

Article II. Goals and Purposes

The Chapter acts in accordance with the general principles of IAFIE (www.iafie.org). The goal of the Chapter is to respond to the need among intelligence educators in Europe to promote intelligence studies by taking into account the specifics of European intelligence requirements, principles and methods. This does not exclude a broader global view of the way intelligence is organized and taught. The chapter is open for all those in Europe who wish to further the goals IAFIE has set for itself and its members, both from academia and education and from the world of intelligence professionals.

- Provide a forum for expanding research, knowledge, and professional development in intelligence education in Europe;
- Advance the intelligence profession by setting standards, building resources, and sharing knowledge in intelligence studies;
- Foster relationships and cultivate cooperation between intelligence professionals in academia, private sector, and governments;
- Develop, disseminate, and promote theory, curriculum, methodologies, techniques, and best practices for pure and applied intelligence; and
- Establish and maintain contacts with other organizations devoted to the study and teaching of intelligence, especially those in Europe.

The Chapter will abide by IAFIE Bylaws.

Article III. Membership

- A. IAFIE Members who are located within Europe, as defined by the UN M49 Standard (<https://unstats.un.org/unsd/methodology/m49/>), will automatically become Members of the IAFIE Europe Chapter.

- B. Other members of IAFIE with an interest in intelligence research and education in Europe may become members of the Europe Chapter if they wish.
- C. Categories of Membership, including the definition of 'Voting Member' will be as defined in the IAFIE Byelaws.

Article IV. Dues

All Membership Dues are paid directly to IAFIE.

Article V. Board of Directors

A. Composition

- 1. The Board of Directors of the Chapter shall be composed of not less than seven persons, comprising at least: a Chair, a Vice-Chair, a Secretary, Treasurer, a Research Officer, an Education Officer, and an Outreach Officer.
- 2. Terms of office shall be two years.

B. Board of Director Duties

The Board of Directors shall

- 1. supervise the Chapter's meetings;
- 2. communicate to members of the Association regarding matters of importance in intelligence education;
- 3. cooperate with international intelligence education efforts;
- 4. engage in long-range planning for intelligence education;
- 5. support professional development of members of the Association;
- 6. recommend sound intelligence practices within affiliated academic, public and private entities;
- 7. approve Chapter publications;
- 8. recommend research to advance intelligence education;
- 9. oversee and review activities of Chapter committees;
- 10. act for the members on their behalf between meetings;

11. appoint and oversee *ad hoc* committees and working groups, as necessary;

11. exercise all powers not reserved for others elsewhere in these Bylaws

C. Duties (Specific Members)

1. Chair

The Chair shall have all duties and responsibilities usually conferred upon a presiding officer, which shall include, but not be limited to:

- presiding at all regular and special meetings;
- calling special meetings;
- representing the organization to the general public and other organizations;
- filling vacancies on the Board in accordance with article V. A; and
- preparing and forwarding programmatic, management and other recommendations to the full membership.

2. Vice Chair

The Vice Chair shall preside in the absence of the Chair and shall perform duties as assigned by the President.

3. Secretary

The Secretary shall organize and keep the minutes of all Board of Directors and Association meetings. The Secretary shall keep a membership list. The Secretary is also responsible for communications.

4. Treasurer

The Treasurer is responsible for the IAFIE EC resources and shall work with the IAFIE Treasurer on all financial matters relating to Chapter Activities.

5. Research Officer

The Research Officer shall work to promote intelligence research.

6. Education Officer

The Education Officer shall work to promote intelligence education.

7. Outreach Officer

The Outreach Officer shall be responsible for developing relationships and liaison with organizations outside the Chapter, and for recruiting new individual and institutional members (in collaboration with the IAFIE Regional Director for Europe).

D. Board of Director Elections

1. Elections will occur on a bi-annual basis to commence in 2023.
2. Elections to the Board of Directors will occur by secret ballot in person, or by other means, including electronic. All voting members are eligible to vote in Board of Director elections. The Board will be elected by a plurality of those members voting. Candidates must be full members of IAFIE and must be members of IAFIE EC.
3. Ballots will be prepared and sent to the membership in sufficient time to provide at least three weeks from the date of sending to the final date of acceptance of completed ballots prior to the annual meeting. Members shall be able to vote in person at the annual meeting or by absentee voting via mail, fax, email or website.

E. Vacancies

Vacancies on the Board of Directors caused by resignation, death, or removal shall be temporarily filled by the Chair of the Board of Directors in consultation with the Board.

F. Resignations

Members of the Board of Directors may resign at any time.

G. Board Augmentation:

The Chair may appoint at-large Board members to augment needed skills and experience. The appointments must be approved by a majority of the Board.

H. Meetings

The Board shall meet at least once each year. Special meetings shall be called at the request of two voting members of the Board.

I. Quorum

A quorum of the Board of Directors shall consist of a majority of the elected members.

Article VI. Meetings

A. Annual Meeting

1. The Chapter shall have responsibility for conducting an annual meeting to serve its members and others interested in intelligence education. The time and place will be determined by the Board of Directors. The Board shall seek advice from the members regarding place and time for subsequent annual meetings.
2. Notice of the annual meeting shall be sent to all members at least 120 days before said meeting.

B. Business Meeting

1. A business meeting of the entire membership shall be conducted in conjunction with the annual meeting.
2. Agenda items as determined by the Board of Directors in advance of the annual meeting shall be prepared and made available to the membership in sufficient time to allow 30 days of consideration prior to the date of the annual meeting.
3. Voting on issues may be accomplished either through the website, fax, mail, or in person at the annual meeting. Voting shall be conducted by the members of the board.
4. Voting Members may raise any issues pertaining to the business of the Chapter at the Business Meeting.

C. Special and Additional Meetings

Special or additional meetings of the Association shall be called by the Board of Directors.

Article VII. Committees

A. Standing and *ad hoc* Committees

1. All full members of the Association shall be eligible to serve on standing and *ad hoc* committees. Each committee will be chaired by a member of the Board of Directors, appointed by the Board.
2. If a vacancy occurs on a standing or *ad hoc* committee, the Chair of the Board of Directors is empowered to appoint a replacement.

B. Committee Recommendations

All recommendations of the Committees shall be forwarded to the Board of Directors for appropriate action and disposition.

Article VIII. Finances

A. Financial Reports

The Treasurer, in conjunction with the Chair, shall prepare an annual report on the Chapter's financial activities.

B. Revenues

The Board of Directors is empowered to solicit revenue sources other than dues such as institutional support from foundations, individuals, businesses, and meeting revenues.

Article IX. Limitations

In line with IAFIE, this Chapter shall be non-profit, non-partisan and non-political. The Chapter shall work only toward the objectives stated in Article II of these bylaws. The Chapter will take no partisan action or commit its members to any position except those pertaining to intelligence education and research.

Article X. Amendments

Amendments to these bylaws shall be proposed by any full member at the annual meeting of the Chapter and adopted by a majority of votes cast by full members of the Chapter in any mail ballot authorized by the Board of Directors, provided that notification of the proposed changes shall be posted no later than thirty days in advance of the Chapter's Business Meeting.