



W.A.M.A.

WASHINGTON ASSOCIATION OF MILITARY ATTACHÉS

CONSTITUTION

04 February 2016

NAME

1. The organization is an association of attachés accredited to the U.S. Department of the Army. It shall be known as the Washington Association of Military Attachés or **WAMA**. Other international Army Officers accredited to other US Military Agencies or other International Agencies located in the Washington, DC area may be offered associate membership.

WAMA CREST

2. The Association crest is a representation of the planet Earth with a crossed sword and fasces, emblems of the Army and the Authority. The centrepiece is a miniature reproduction of the District of Columbia Logo. The WAMA motto, which appears on a ribbon at the bottom of the crest, is "**MANES TRANS MARES**". The English translation of the motto is "Hands across the seas".

AUTHORITY

3. WAMA has been established as a voluntary organization to provide for the collective benefit of its members, within the terms of this constitution. Its formation and purposes are supported by the U.S. Department of the Army.

PURPOSE

4. The purpose of WAMA is to provide global organisation and structure for activities and relationships amongst the members of the Washington Corps of Military Attachés and to facilitate communication between the members and the U.S. Army. WAMA is not designed to replace or supplant existing or other associations of attachés or Army Officers. Indeed, such associations, primarily regional or national in nature, are both expected and encouraged.

5. The aims of WAMA are to:

- a. Stimulate and enhance the harmonious relationship among international Army Officers serving in the Washington, DC area;
- b. Enhance comradeship among its members and their families;
- c. Provide opportunities for professional development to its members;

- d. Provide a means to promote and maintain understanding and cordial relations between members and the military officers and civilian officials of the Department of the Army and other agencies of the Government of the United States of America; and
- e. Promote good relations with citizens of the United States of America and to participate in charitable projects that are international.

MEMBERSHIP

6. Membership shall be offered to all attachés and assistant attachés accredited to the US Department of the Army. Associate membership may be offered to:
- a. Army Officers who are accredited only to the Department of Defense as attachés or as assistant attachés;
 - b. Army Officers who are accredited to other US Services as attachés or as assistant attachés;
 - c. International Army Officers who are assigned to other US and Regional Security or Defense Organizations based in the Greater Washington DC area, including on the Defense staff of an embassy;
 - d. Senior International Army Officers attending extended professional development courses in the Greater Washington DC area.
7. All members will be eligible to vote at meetings, but only those accredited as attachés or assistant attachés to the US Department of the Army shall be eligible to hold office in the Association.
8. Membership will cease when a member departs or will be terminated either on his/her resignation or if dues are not paid within a reasonable period of time.

MEMBERSHIP FEE

9. Membership will be granted upon payment of the required membership fee. The amount and terms of payment are to be reviewed annually and will be included in the annual budget presentation to the Membership as part of the Annual General Meeting. If special circumstances warrant, the Executive Committee may waive the requirement for dues from an individual attaché.
10. Unless a departing member requests a refund of any portion of his/her fee, the remaining amount will be applied towards membership for his/her successor. The newly arrived attaché would thus receive the benefits of membership until the date that his/her predecessor's membership would have expired.

ORGANIZATION

General

11. The Association will be governed by the:

- a. Dean,
- b. Vice Dean,
- c. Board of Directors, and
- d. Executive Committee.

Dean

12. The Dean is appointed in accordance with instructions issued by the US Department of the Army. The Dean represents the attachés as a group to the Department of the Army and presides at meetings of the Board of Directors. The responsibilities of the Dean with regard to WAMA are included in Annex A.

Vice Dean

13. The Vice Dean is appointed by the Board of Directors from among its members. The Vice Dean assists the Dean in representing the attachés, members of the Association, the Dean during absences, and the group as a whole to the US Department of the Army. The Vice Dean also sits on the Board of Directors. The responsibilities of the Vice Dean with regard to WAMA are included in Annex B.

Board of Directors

14. Six members, including the Vice Dean and the Executive Chairman (Dean), will form the Board of Directors (colloquially referred to as the "Regional directors"). They will represent respectively:

- a. Asia and the Pacific;
- b. Central and Southern Africa;
- c. North Africa and the Middle East;
- d. Central and Eastern Europe;
- e. Western Europe; and
- f. Central, South and North America.

15. The Board of Directors will provide approval and control of WAMA activities and guidance to the Executive Committee. The Directors will be appointed by the Dean with the concurrence of the other members of WAMA to provide the best possible global representation of WAMA membership. The Director of US Army Foreign Liaison will be an ex-officio Director without

voting privilege. The details of the Directors' responsibilities can be found in Annex C.

Executive Committee

16. The Association will be administered by an Executive Committee (EXCOM), consisting of:
 - a. an Executive Secretary;
 - b. a Treasurer; and
 - c. two or more normal members, typically identified to provide the EXCOM lead for WAMA events/activities and/or coordinate WAMA merchandise.
17. The Deputy Director of U.S. Army Foreign Liaison will be an ex-officio member of the EXCOM without voting privilege. Method of selection, duties, and the responsibilities of the EXCOM members are set out in Annex D.

MEETINGS

General

18. A general meeting will be held at least once annually, normally with another activity, to approve the annual budget and the activity plan of the Association. The budget and activities plan will be provided to members at the meeting. At least one month's notice in writing of the meeting will be provided. Members will be given an opportunity to raise questions about the operation of the Association, although any items or concerns may be raised at any time with the Dean, a Director or an EXCOM member.

Board of Directors

19. The Board will meet at least twice a year to consider matters of budget and financial operation and the activities of the Association. On the recommendation of the Executive Committee, the Board will approve the amount of the membership fee.

Executive Committee

20. The EXCOM will aim to meet every two months. However, it is to meet not less than four times per calendar year. July may serve as a summer break for the EXCOM. The EXCOM meetings will be used to consider matters affecting all aspects of routine administration, financial operation and the activities of the Association. The EXCOM may authorize the expenditure of Association funds in accordance with the approved annual budget.

Quorum

21. Provided that proper notice of any meeting has been given, 50 percent of the membership will be considered a quorum. A motion will be passed by a simple majority of those present.
22. In the event that, despite proper notification, a quorum has not been achieved, any motion will be **endorsed** by a simple majority of those present. The Executive Secretary will then circulate the draft Minutes electronically (ie, by e-mail) to all members and ask for concurrence/non-concurrence on any motions. If fifty percent of the membership concurs, the

motion will be **passed**. Any non-response within one calendar week will indicate concurrence with the Minutes and any motions therein.

ACTIVITIES

23. An annual plan for activities will be developed by the EXCOM, concurred with by the Board of Directors and presented to the membership at the Annual General Meeting. The annual or routine activities that will normally be planned are outlined below.

Annual Ball

24. This event will be scheduled in the Fall / Winter, after coordination with Defense, Naval and Air Force attaché associations. A VIP guest list from the senior leadership of the U.S. Army will be determined by the Board of Directors and EXCOM. The EXCOM will normally organize the ball, with a designated EXCOM member as the lead.

Luncheons

25. A minimum of three luncheons will be held each year. One will normally be combined and collocated with the Annual General Meeting. A senior U.S. Army officer / official may be invited to address the attachés on a subject of interest. These luncheons will be organized by a Director or the EXCOM. An EXCOM member will typically be identified as the “Luncheon Member” and act as the coordinator for each WAMA luncheon.

Formal Dinner

26. This event will be scheduled in the Spring. Selected senior leaders of the U.S. Army will be invited, as determined by the EXCOM. Spouses/partners will be included for this special occasion. The EXCOM will normally organize the dinner, with a designated EXCOM member as the lead.

Welcoming Event

27. Typically, there will be one welcoming family social activity or day each year. This event can take the form of a picnic, a sporting activity or a tour. September has proved to be a suitable time of the year for the Welcome Event, as it aligns with the arrival of many new attachés over the summer period. An EXCOM member will typically be identified as the “Welcome Day Member” and coordinate the activity.

28. Other family events may be organized by a Director or the EXCOM.

Other Activities

29. Other activities of general interest such as a programme of professional development may also be included to the Association program of events. These can be organized by any member of the association.

FINANCE

30. Accounts. Association accounts will be kept by the Treasurer, responsible to both the Board of Directors and the EXCOM. Accounts will be audited periodically (ideally annually) by a member of the Executive Committee other than the Treasurer, or by any other Association member recommended by the Treasurer and approved by the Dean.

31. Bank Account. A bank account will be kept at the Wells Fargo Bank. Checks drawn shall be from the official Association check book. The Treasurer will be the key signatory for WAMA checks. Other EXCOM members maybe registered with the bank as signatories on WAMA checks.

32. Subsidies. All activities, in particular the Annual Ball, will be partially subsidized by the Association. In the case of luncheons and other events, most costs will be supported by attending members. Non-members and guests will be charged a surcharge to compensate for Association subsidies. The level of these partial subsidies will by approved as part of the WAMA annual budget.

GIFTS

33. On joining. On joining the Association, a member will be presented with an Association tie. A female member may elect to not receive an Association tie and will therefore be given a discount, equivalent to the cost of a tie, on her first year's subscription.

34. On departure. On departure, provided that membership has been continuous either for the two years leading up to his/her departure or for the entire period of accreditation, a member will receive an engraved Association plaque.

35. On departure – EXCOM member. In recognition of their additional service to the Association, departing EXCOM members will receive a tray engraved with the WAMA logo. The tray is a silver finish in appearance and 8 inches in diameter. A departing EXCOM member may elect to receive an Association plaque in-lieu of the tray.

INSURANCE

36. WAMA is to protect itself and its office holders by taking out annual insurance. The policy will be designed around the nature and risk presented by WAMA's annual program of events. The premium (ie cost) of the insurance is to be approved as part of WAMA's annual budget.

AMENDMENTS

37. Proposals to amend this constitution may be made in writing by any member to the Executive Secretary at any time. The EXCOM and Board of Directors may also propose amendments. Amendments require the approval of a two-thirds majority of the members.

38. Amendment through meeting. The primary way of having amendments approved is at a General Meeting at which there is a quorum. Members must be given notice of a proposed amendment at least seven days before the General Meeting at which it will be considered. The Dean may call an extraordinary General Meeting to consider an amendment if the matter is thought of sufficient importance and urgency to warrant this action.

39. Amendment through email. Alternatively, amendments to the WAMA Constitution may be raised (and recorded) at an EXCOM meeting. Following the EXCOM meeting WAMA's members will be presented with the proposed amendment(s) electronically (ie by email). The voting return period will be 14 calendar days from the date the email is sent in which the amendment(s) is proposed. Returns are to be received by the Executive Secretary by email. This method will not be used in the months of July or August, given the higher number of attachés that change-over.

APPROVAL

40. The amendments to the constitution were approved at the Annual General Meeting held on 04 February 2016, at the Embassy of Finland. This edition replaces the constitution dated 22nd February 2009.

Nicholas Lock
Colonel

Secretary

Harald Goellinger
Brigadier General

Dean

THE DEAN

1. The Dean of the Corps of Military Attachés, appointed by the Department of the Army, is the Dean of the Association. He represents the Corps of Attachés and WAMA to the U.S. Department of the Army.
2. The responsibilities of the Dean with regard to WAMA are:
 - a. Provide overall direction and control of all Association activities.
 - b. Represent the Association at all official and social occasions to which the Association as a body has been invited, or organize a suitable representative.
 - c. Call and preside at General Meetings and at meetings of the Board of Directors.
 - d. Appoint Directors, with the advice of the Executive Committee and concurrence of the Board of Directors.
 - e. Appoint members of the Executive Committee.

THE VICE DEAN

1. The Vice Dean will be appointed by the Board of Directors from amongst its members. The responsibilities of the Vice Dean with regard to WAMA are:
 - a. Assist the Dean in representing the Attachés - members of the Association - as a group to the Department of the Army.
 - b. Represent the Dean during his absences.
 - c. Be a voting member of the Board of Directors.

BOARD OF DIRECTORS

1. Directors will be appointed by the Dean with the consensus of the other Directors. They shall be selected from among the senior military attachés to ensure effective regional representation among the members of the Board. The term normally will be for two years, although this may be extended in order to enhance continuity of membership of the Board.
2. The responsibilities of the Directors are to:
 - a. Advise the Dean on matters affecting the Association.
 - b. Provide approval and coordination of all activities of the Association.
 - c. Examine the annual budget and the program of activities and recommend them for approval at a general meeting.
 - d. Assist with the implementation of the program of activities by stimulating regional participation to events.
 - e. Evaluate and act upon suggestions and requests of members.
 - f. Promote membership to the Association within their region.
 - g. Provide guidance and assistance to the Executive Committee.
 - h. Appoint the Vice Dean.

EXECUTIVE COMMITTEE

General

1. The Executive Committee will consist of a Secretary, a Treasurer, and two or more normal members. Committee members will be appointed by the Dean, on the recommendation of other members of the Executive Committee. The key role of the Committee is to provide advice to the Dean and the Board of Directors on all matters affecting the Association.

Executive Secretary

2. The Executive Secretary may be a military attaché or assistant attaché. His/her responsibilities include:
- a. Calling and presiding over meetings of the Executive Committee.
 - b. Overseeing the regular, routine activities of the Association.
 - c. Coordinating the activities of the members of the Committee.
 - d. Handling general correspondence of the Association.
 - e. Arranging for the acquisition of Association gifts and coordinating records of the Association.
 - f. Retaining records of the Association.
 - g. Preparing minutes for the Executive Committee, Board of Directors and General Meetings.
 - h. If required, lead the coordination of a WAMA activity, similar to the duties of a Normal Committee Member (below).

Treasurer

3. The Treasurer may be a military attaché or assistant attaché. His/her responsibilities include:
- a. Providing advice and assistance to the members of the Executive Committee.
 - b. Preparing the annual budget in consultation with other members of the Executive Committee.
 - c. Maintaining the books of account of the Association, and preparing financial reports as required.

- d. Conducting all bank transactions.
- e. Settling all accounts promptly.

Normal Committee Members

4. Normal Committee Members may be military attachés or assistant attachés. Their responsibilities include:

- a. Providing advice to the Dean, Board of Directors and the Executive Committee on a particular aspect of WAMA business, eg event, membership or merchandise.
- b. Providing the Executive Committee lead for designated activities, within the WAMA schedule of activities, in consultation with other members of the Executive Committee or WAMA members.
- c. Coordinating and arranging designated Association activities.

Board meetings

Members of the Executive Committee may attend meetings of the Board of Directors but are not voting members.