



INTERNATIONAL  
CAKE  
EXPLORATION  
SOCIÉTÉ



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# REPRESENTATIVES HANDBOOK

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## SECTION G



JULY 18, 2018

International Cake Exploration Soci t 

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# ICES Chapters

Any State/Area/Province or Country may apply to become an ICES Chapter as long as certain guidelines are met and standards are maintained once your Chapter has been established. The following steps must be followed in order to become an ICES Chapter.

## Applying to be an ICES Chapter:

- In order to become a Chapter a S/A/P/C must have a full contingent of elected officers in place (Representative, Alternate Representative, Treasurer, Secretary) and the S/A/P/C paperwork and reporting must be current and up to date.
- The membership of the S/A/P/C must vote to become a Chapter and the vote must be in the affirmative by the majority of the membership.
- A **Chapter Application** to become an ICES Chapter and **Chapter Affiliation Agreement** must be completed by the S/A/P/C Representative and submitted to the current Representative Liaison.
- Areas, provinces and countries must supply proof of \$1,000,000 (U.S. funds equivalent) general liability insurance coverage. This coverage must be maintained by the International Chapter in order to continue their Chapter status. (International Chapters only)
- After the application has been approved, the newly established Chapter should apply for an EIN number through the Internal Revenue Service. (U.S. Chapters only)
- Keep a copy of signed Chapter Affiliation Agreement on file with your Chapter information and also in the Chapter Representatives Handbook.
- Once the S/A/P/C is an approved ICES Chapter, all provisions in the applicable **ICES Chapter Bylaws** must be followed and all paperwork and reporting must be kept up to date and filed properly with the correct ICES Officers. Failure to do so may result in the probation and eventual dissolution of the Chapter and all monies in that Chapter treasury will revert to ICES to hold until the Chapter is in compliance.

## Benefits of becoming an ICES Chapter:

- For those areas within the U.S. ICES provides \$1,000,000 general liability insurance coverage to each U.S. Chapter.
- ICES Chapters may use the term “Day of Sharing/Weekend of Sharing” for their meetings.
- ICES Chapters may include the ICES logo as part of their Chapter logo. All Chapter logos must be submitted to the Logo Committee of the Board of Directors for approval before use.
- ICES Chapters may hold cake shows sponsored by the Chapter.
- Chapters shall have the right to set up operating rules unique to that Chapter as long as those rules are not in conflict with either the ICES Bylaws or the Chapter Bylaws. The Chapter shall have the right to change these rules upon proper notice and vote of the Chapter membership.

**Bylaws of the SAPCC Chapter**  
**Bylaws of the \_\_\_\_\_ State \_\_\_\_\_ Chapter of the**  
**International Cake Exploration Societé**

ADOPTED 05/13

**ARTICLE I**  
**NAME**

The name of this Chapter shall be known as the (State) Chapter of The International Cake Exploration Societé (herein after referred to as (State) ICES). The design of the (State) logo, if any, and its use is governed by the Representative / Alternates of (State) ICES in keeping with the International Cake Exploration Societé logo policy.

**ARTICLE II**  
**PURPOSES**

**Section 1.** The purpose of this Chapter is:

- to share, promote, perpetuate, encourage, publicize, and enlarge the appreciation, love, practice and recognition of the art of cake decorating;
- to collect and disseminate information in regard to said art to its practitioners and the general public;
- to hold shows and other gatherings for the purposes stated here in above;
- to engage in any lawful act or activity consistent with the bylaws of the International Cake Exploration Societé (hereafter known as ICES).

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

**ARTICLE III**  
**TERRITORIAL LIMITS**

The territorial limits of this Chapter are as follows: The state of\_\_\_\_\_. These territorial limits have been established by ICES.

**ARTICLE IV**  
**MEMBERSHIP**

**Section 1.** Any person in good standing with ICES and residing within the territorial limits provided by these Chapter Bylaws shall be considered a member.

**Section 2.** All members shall have the right to receive the Chapter newsletter at least twice a year or other publications, if any, upon payment of any required fee. However, publications regarding business and general meetings of this Chapter must be sent to all Chapter members at no cost to the members.

**Section 3.** All members shall be entitled to a copy of the Chapter Bylaws upon payment of a reasonable fee, if required. Said fee shall be set by the Representative/Alternate(s) to cover the cost of providing copies of the Bylaws to the membership.

**ARTICLE V**  
**MEETINGS**

**Section 1.** There shall be a minimum of two (2) meetings per year. All major decisions requiring a vote will be addressed at these meetings. All meetings will be called by a Representative or Alternate. The Representative or Alternate shall designate the location, date, and hour of said meetings. All members must be notified of any meetings not less than twenty

(20) days and not more than sixty (60) days in advance.

**Section 2.** Certain reports are required to be given at each membership meeting. The Secretary shall give a report that includes the minutes of the previous meeting for approval by the membership. The Treasurer shall give a report as to the financial condition of the Chapter and the financial dealings of the Chapter since the last meeting.

**Section 3.** A meeting for the election of Representative, Alternate(s), Secretary and Treasurer shall be held at least every two (2) years. The position of Secretary and Treasurer may be held by an Alternate; however, the position of Treasurer may not be held simultaneously with the position of Representative.

**Section 4.** All membership meetings and organizational meetings of Representatives/Alternates, whether regular or special, shall use as their rules of procedure, *Robert's Rules of Order, Newly Revised*, so as to ensure orderly and productive meetings and equal access to rules.

## ARTICLE VI

### REPRESENTATIVE, ALTERNATES, AND SECRETARY/TREASURER

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

**Section 2.** The Representative, Alternate(s), Secretary and Treasurer shall be nominated from the (State) Chapter membership. All members within that Chapter shall have the right to vote for these positions and shall have the right of absentee and proxy voting.

**Section 3.** Terms of office for all Officers will begin at the close of the ICES Annual Convention of the same year as the election. *ICES Procedures for Local Elections* shall be consulted for election procedures.

**Section 4.** An Alternate, selected at the time of election of officers, shall fill the office of Representative for the remainder of the term if a vacancy shall occur. The office of Alternate would then be filled per the *ICES Procedures for Local Elections* at the next meeting.

## ARTICLE VII

### DUTIES OF OFFICERS

**Section 1.** It shall be the duty of the Representative to preside at meetings of the Chapter, appoint committees, as necessary, and perform the duties of Representative as outlined in the *Representative's Responsibilities in Detail*. The Representative shall maintain copies of all minutes, ICES Board of Director correspondence and other correspondence deemed necessary by the Representative. Financial records shall be kept for a minimum of seven (7) years. All newsletters shall be sent to the ICES President, Representative Liaison, Newsletter Editor, and Board Liaison. All Chapter property is to be delivered to the incoming Representative. It shall be the responsibility of the Representative to file the semiannual reports to the ICES Treasurer in accordance with the deadline set by the ICES Board of Directors.

**Section 2.** The Alternate(s) shall assist the Representative and be available to perform as needed in the absence of the Representative. The Alternate(s) shall perform the duties as indicated in *Representative's Responsibilities in Detail*.

**Section 3.** The Secretary shall record the minutes of all proceedings and send copies of the same to the Representative to be kept in the Chapter's permanent records. Copies of all minutes must be made available to all Chapter members, upon request, at a reasonable cost.

**Section 4.** The Treasurer shall be the chief financial officer of this Chapter, keep the complete, permanent financial records (backup for these records, receipts, etc., must be kept for a minimum of seven (7) years), sign the checks, and perform other duties required by government agencies and these Chapter Bylaws. The Treasurer shall provide a written report of receipts and disbursements at each meeting and maintain the necessary financial records. The Treasurer shall prepare the required **Semiannual Financial Reporting Form for ICES S/A/P/C/C** and send it to the Representative in a timely manner. The Treasurer shall deposit all funds of the Chapter in a financial institution to be named by the Chapter Representative/Alternates. This account to be set up within thirty (30) days of receiving Chapter status. The Treasurer is authorized to pay expenses incurred for Days of Sharing, newsletters, and other Chapter approved projects. Upon retirement from office, the Treasurer shall turn over to the succeeding Treasurer or to the Representative, all funds, financial records, or any other Chapter property. Copies of all Treasurer reports must be made available to all Chapter members, upon request, at a reasonable cost.

**Section 5.** There is no division within a State and there is only one Representative for each State for purposes of member assignments, S/A/P/C/C Annual Activity Allotment and Midyear travel reimbursement.

## ARTICLE VIII

### METHOD OF VOTING

The business of this Chapter shall be transacted by a majority vote; election of Representatives, Alternate(s), Secretary and

Treasurer shall be conducted by secret ballot.

## ARTICLE IX FINANCES

**Section 1.** The Chapter bank account shall be in the Chapter name with at least two signatures (Representative and Treasurer) required for amounts over \$300. The name on such bank account shall be “ (State) ICES” as provided for in Article I of these Bylaws.

**Section 2.** The Fiscal Year of this Chapter shall extend from September 1 to August 31.

**Section 3.** The Treasurer of this Chapter is hereby authorized to pay whatever reasonable expenses are incurred in carrying out the requirements and intent of these Bylaws and the stated purpose of this Chapter.

**Section 4.** Financial reporting will be required of the Chapter to the ICES Treasurer on a semiannual basis. Reports will be required whether or not there has been activity within the Chapter during that six (6) month reporting period. Any Chapter failing to meet required financial reporting during any fiscal year will be notified in writing on October 1st that they have thirty (30) days to comply.

## ARTICLE X ICES CHAPTERS

**Section 1.** Application for Chapter status will be approved by the ICES Board of Directors at no charge.

**Section 2.** Every Chapter must establish a bank account in the Chapter’s name. Each Chapter must secure their own EIN number using the current forms located on the IRS website. A copy of the Chapter IRS EIN notification letter must be sent to the Representative Liaison and ICES Treasurer. After a Chapter receives their EIN number from the IRS, the designated Executor/Trustee contact name and address must be changed to “ICES Treasurer”.

**Section 3.** Dues for the Société are to be paid to the ICES Membership Coordinator (either directly or through the Representative) and will not be held by the Chapter. The Chapter may not charge additional funds for membership.

**Section 4.** Fundraising is permitted by this Chapter in connection with a Day of Sharing. All other fundraising activities using the ICES Logo must be approved by the ICES Board of Directors Logo Committee, with the exception of any ICES Chapter sponsored cake show.

**Section 5.** ICES Bylaws shall supersede all Chapter Bylaws.

**Section 6.** Every Chapter shall have the right to set up operating rules unique to that Chapter as long as those rules are not in conflict with either the ICES Bylaws or the Chapter Bylaws. The Chapter shall have the right to change these rules upon proper notice and vote of the Chapter membership.

## ARTICLE XI LOGO

All State Chapter logos must be approved by the ICES Board of Directors Logo Committee and the ICES President.

## ARTICLE XII AMENDMENTS TO CHAPTER BYLAWS

These Bylaws can only be amended by the ICES Board of Directors.

## ARTICLE XIII DISSOLUTION

Upon dissolution of this Chapter and after all financial obligations have been met, its assets shall be delivered to ICES to be made available to the Representative for the Chapter’s use. These funds will be kept separate from the regular S/A/P/C/C Annual Activity Allotment for that State and will roll over from one fiscal year to the next until all funds are used. If and when the State is reinstated as a Chapter, any remaining funds will be returned to the Chapter bank account. Notification of intent to dissolve must be received by the representative Liaison no later than July 1st to avoid deductions from the S/A/P/C/C Annual Activity Allotment.



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## ICES State Chapter Application

We hereby request that on this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (State) be accepted as a Chapter of the International Cake Exploration Soci  t  . We agree to abide by the rules and regulations as set forth in the ICES Bylaws and the State Chapter Bylaws.

\_\_\_\_\_  
Signature: Representative

\_\_\_\_\_  
Signature: Alternate or other member

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the ICES Board of Directors.

\_\_\_\_\_  
Signature: ICES President

\_\_\_\_\_  
Signature: ICES Representative (Chapters) Liaison

This application is to be submitted to the ICES Representative (Chapters) Liaison.



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# State Chapter Affiliation Agreement

\_\_\_\_\_  
Chapter Name

## Responsibilities of ICES to Chapter:

- ICES will provide a \$1,000,000 general liability insurance policy, which will be issued in the name of the Chapter.
- ICES will provide the Chapter with a set of Chapter Bylaws.
- ICES will allow the Chapter to use the ICES logo and name for Days of Sharing, Cake Shows, general correspondence, and other Chapter activities.
- ICES will provide a link from the ICES website to the Chapter's website.
- ICES will not attach or remove Chapter funds, except upon dissolution of the ICES parent organization at which time the funds of the Chapter will become the property of ICES to be distributed according to the ICES Bylaws. In the event the Chapter is dissolved, the Chapter funds will be delivered to the ICES Treasurer, in accordance with the Chapter Bylaws.

## Responsibilities of Chapter to ICES:

- Each Chapter will have a Chapter name in accordance with the Chapter Bylaws, which must be approved by the ICES Board of Directors.
- Each Chapter will be required to have a Representative, Alternate(s), a Secretary and a Treasurer. Alternate(s) may hold the positions of Secretary and Treasurer, but the Representative may not hold these positions.
- Each Chapter will be required to open a bank account in the Chapter's name and obtain an EIN. The Chapter's name will include "ICES" as provided in the Chapter Bylaws.

_____ Signature ICES Chapter Representative	_____ Date
_____ Signature ICES President	_____ Date
_____ ICES Representative (Chapters) Liaison	_____ Date

# Bylaws of the (STATE/AREA/PROVINCE/COUNTRY) Chapter of the International Cake Exploration Societé

ADOPTED 06/01

## ARTICLE I NAME

The name of this Chapter shall be known as the (state/area/province/country) Chapter of The International Cake Exploration Societé (hereinafter referred to as (state/area/province/country) ICES). The design of the (state/area/province/country) logo, if any, and its use is governed by the Representative/Alternates of (state/area/province/country) ICES in keeping with the International Cake Exploration Societé logo policy.

## ARTICLE II PURPOSES

**Section 1.** The purpose of this Chapter is:

- to share, promote, perpetuate, encourage, publicize, and enlarge the appreciation, love, practice and recognition of the art of cake decorating;
- to collect and disseminate information in regard to said art to its practitioners and the general public;
- to hold shows and other gatherings for the purposes stated herein above;
- to engage in any lawful act or activity consistent with the Bylaws of the International Cake Exploration Societé (hereafter known as ICES.)

## ARTICLE III TERRITORIAL LIMITS

The territorial limits of this Chapter are as follows: The (state/area/province/country) of \_\_\_\_\_ . These territorial limits have been established by ICES.

## ARTICLE IV MEMBERSHIP

**Section 1.** Any person in good standing with ICES and residing within the territorial limits provided by these Chapter Bylaws shall be considered a member.

**Section 2.** All members shall have the right to receive the Chapter newsletter at least twice a year or other publications, if any, upon payment of any required fee. However, publications regarding business and general meetings of this Chapter must be sent to all Chapter members at no cost to the members.

**Section 3.** All members shall be entitled to a copy of the Chapter Bylaws upon payment of a reasonable fee, if any. Said fee shall be set by the Representative/Alternate(s) to cover the cost of providing copies of the Bylaws to the membership.

## ARTICLE IV MEMBERSHIP

**Section 1.** There shall be a minimum of two (2) meetings per year. All major decisions requiring a vote will be addressed at these meetings. All meetings will be called by a Representative or Alternate. The Representative or Alternate shall designate the location, date, and hour of said meetings. All members must be notified of any meetings not less than twenty (20) days and not more than sixty (60) days in advance.

**Section 2.** Certain reports are required to be given at each membership meeting. The Secretary shall give a report that includes the minutes of the previous meeting for approval by the membership. The Treasurer shall give a report as to the financial condition of the Chapter and the financial dealings of the Chapter since the last meeting.

**Section 3.** A meeting for the election of Representative, Alternate(s), Secretary and Treasurer shall be held at least every two (2) years. The position of Secretary and Treasurer may be held by an Alternate; however the position of Treasurer may not be held simultaneously with the position of Representative.

**Section 4.** All membership meetings and organizational meetings of Representatives/Alternate(s), whether regular or special, shall use as their rules of procedure, Robert's Rules of Order, latest edition, so as to ensure orderly and productive meetings and equal access to rules.

## ARTICLE VI

### REPRESENTATIVE, ALTERNATES, AND SECRETARY/TREASURER

**Section 1.** The governing body of the Chapter will consist of the Representative, who will preside, any elected Alternate(s) and a Secretary and Treasurer (who may be Alternates) who will assist.

**Section 2.** Representative, Alternate(s), Secretary and Treasurer shall be nominated from the membership. All members shall have the right to vote for these positions. All members shall have the right of absentee voting upon request to the Chapter.

**Section 3.** Terms of office for all officers will begin at the close of the ICES Annual Convention of the same year as the election. ICES "Guidelines for Electing Representatives" can be consulted for election procedures and terms of office.

**Section 4.** An Alternate, selected at the time of election of officers, shall fill the office of Representative for the remainder of the term if a vacancy shall occur. The office of Alternate would then be filled at the next meeting by a majority vote by secret ballot.

**Section 5.** There will be no division within a S/A/P/C and there will be only one Rep for each S/A/C/P for purposes of member assignments, communications reimbursement and travel reimbursement.

## ARTICLE VII

### DUTIES OF OFFICERS

**Section 1.** It shall be the duty of the Representative to preside at meetings of the Chapter and appoint committees as necessary, and perform the duties of Representative as outlined in the "ICES Representative Guidelines and Responsibilities". The Representative shall maintain copies of all minutes, Board correspondence and other correspondence deemed necessary by the Representative. Any newsletter shall be sent to the ICES President, Treasurer, Representative Liaison, Membership Coordinator, Newsletter Editor and Board Liaison. All Chapter property is to be passed on to the new Representative.

**Section 2.** The Alternate(s) shall assist the Representative and be available to perform as needed in the absence of the Representative. The Alternate(s) shall perform the duties as indicated in "ICES Representative Guidelines and Responsibilities."

**Section 3.** A Secretary elected by the Chapter membership shall record the minutes of all proceedings and send copies of the same to the Representative. Copies of all minutes must be made available to all Chapter members, upon request, at a reasonable cost.

**Section 4.** The Treasurer shall be the chief financial officer of this Chapter, keep the financial records, sign the checks, and perform other duties required by government agencies in the United States of America (as instructed by ICES) as well as any governmental requirements of \_\_\_\_\_ to be determined by the Treasurer, and these Chapter Bylaws. The Treasurer shall provide a written report of receipts and disbursements at each meeting and maintain the necessary financial records. The Treasurer shall deposit all funds of the Chapter in a financial institution to be named by the Chapter Representative/Alternates. The Treasurer is authorized to pay expenses incurred for Days of Sharing, newsletters, and other Chapter approved projects. Upon retirement from office, the Treasurer shall turn over to the succeeding Treasurer or to the Representative, all funds, financial records, or any other Chapter property. Treasurer's reports shall be kept in the Chapter's permanent records. Backup for these reports (receipts, etc.,) shall be kept a minimum of seven (7) years unless the country in which this Chapter is established requires such documentation be kept for a longer period of time. Copies of all the treasurer's reports must be made available to all Chapter members, upon request, at a reasonable cost.

**Section 5.** There will be no division within a S/A/P/C and there will be only one Rep for each S/A/C/P for purposes of member assignments, communications reimbursement and travel reimbursement.

## ARTICLE VIII

### METHOD OF VOTING

The business of this Chapter shall be transacted by a majority vote. Election of Representatives, Alternates, Secretary and Treasurer shall be conducted by secret ballot.

## ARTICLE IX FINANCES

**Section 1.** Bank accounts shall be in the Chapter name with at least two signatures (Representative and Chapter Treasurer) for amounts over \$300.00 (US Funds). The name on such bank accounts shall be “ (country/area/province) ICES” as provided for in Article 1 of these Bylaws.

**Section 2.** The Fiscal Year of this Chapter shall extend from September 1 to August 31.

**Section 3.** The Treasurer of this Chapter is hereby authorized to pay whatever reasonable expenses are incurred in carrying out the requirements and intent of these Bylaws and the stated purpose of this Chapter.

**Section 4.** Financial reporting will be required of the Chapter to the ICES Treasurer on a semiannual basis (based on ICES fiscal year). Reports will be required whether or not there has been activity within the Chapter during that reporting period. After the second report is delinquent, the ICES Treasurer will notify Chapter Representative and Chapter Treasurer that their communication fund reimbursement is in jeopardy. Any Chapter failing to meet required financial reporting during any fiscal year will be notified in writing on October 1st that they have thirty (30) days to comply.

## ARTICLE X ICES INTERNATIONAL CHAPTERS

**Section 1.** Application for Chapter status will be approved by the ICES Board of Directors at no charge. There will be a \$25.00 (US Funds) fee per year payable to the ICES Treasurer by August 1 of each year to cover costs incurred by ICES to maintain the Chapter. Each Chapter MUST secure general liability insurance, at the Chapter's expense, within their country/ province/area with ICES listed as an additional insured with respect to activities held in ICES' name. Proof of insurance must be sent to ICES Treasurer. A Chapter will not be allowed to exist without the necessary insurance.

**Section 2.** Financial reporting will be required of the Chapter to the ICES Treasurer on a semi-annual basis (based upon ICES fiscal year). Reports will be required whether or not there has been activity within the Chapter during that quarter.

**Section 3.** Dues for the Société are to be paid to the ICES Membership Coordinator (either directly or through the Representative) and will not be held by the Chapter. The Chapter may not charge additional funds for membership.

**Section 5.** Fundraising is permitted by this Chapter in connection with a Day of Sharing. Other fundraising using the ICES Logo must be approved by the ICES Board of Directors.

**Section 6.** ICES Bylaws shall supersede all Chapter Bylaws.

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

## ARTICLE XI LOGO

All country/area/province Chapter logos must be approved by the ICES Board of Directors.

## ARTICLE XII AMENDMENTS TO CHAPTER BYLAWS

These Bylaws can only be amended by the ICES Board of Directors.

## ARTICLE XIII DISSOLUTION

Upon dissolution of this Chapter and after all financial obligations have been met, its assets shall go to ICES to be made available to the Representative for the communication reimbursement fund for that country/area/province. These funds will be kept separate from the regular allotment for that country/area/province and will roll over from one fiscal year to the next until all funds are used. If and when the country/area/province again becomes a Chapter, any remaining funds will be returned, to be placed in the Chapter bank account. Notification of intent to dissolve must be received by the Chapters Chairman no later than July 1st to avoid deductions from the Rep's funds



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## ICES International Chapter Application

Adopted 5/20/01

We hereby request that on this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the (area/province/country) of

\_\_\_\_\_ be accepted as a Chapter of the International Cake Exploration Soci  t  . We agree to abide by the rules and regulations as set forth in the ICES Bylaws and the International Chapter Bylaws. Accompanying this application is a payment in the amount of \$ 25 to cover the costs incurred by ICES to maintain the Chapter. (See selection below.) Said payment will cover all payments due September 1, \_\_\_\_\_. We understand that the next payment in the amount of \$25 (US Funds) will be automatically deducted from the Chapter's Annual Activity Allotment prior to disbursement of funds to the Chapter each year.

\_\_\_\_\_  
Signature: Representative from the area/province/country of \_\_\_\_\_

\_\_\_\_\_  
Signature: Alternate or other member of area/province/country \_\_\_\_\_

The \$25 (US Funds) Chapter maintenance fee is being paid in the following manner:

\_\_\_\_\_ Check attached

\_\_\_\_\_ Please deduct from the Annual Activity Allotment of \_\_\_\_\_  
(area/province/country)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the ICES Board of Directors.

Hereafter, this Chapter shall be known as the \_\_\_\_\_  
Exploration Soci  t  . \_\_\_\_\_ Chapter of the International Cake

The territorial limits of this Chapter are as follows: \_\_\_\_\_

\_\_\_\_\_  
Signature: ICES President

\_\_\_\_\_  
Signature: ICES Representatives (Chapters) Liaison

This application, along with the required payment and proof of insurance, should be submitted to the ICES Representatives (Chapters) Liaison.



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# International Chapter Affiliation Agreement

\_\_\_\_\_  
S/A/P/C/C Name

## Responsibilities of ICES to Chapters:

- ICES will provide the Chapter with a set of Chapter bylaws.
- ICES will allow the Chapter to use the ICES logo and name for Days of Sharing, Cake Shows, general correspondence, and other Chapter activities.
- ICES will provide a link from the ICES website to the Chapter's website.
- ICES will not attach or remove Chapter funds, except upon dissolution of the ICES parent organization at which time the funds of an Unincorporated Chapter will become the property of ICES and will be distributed according to the ICES Bylaws. In the event the Chapter is dissolved, the Chapter funds will be delivered to the ICES Treasurer in accordance with the Chapter Bylaws.

## Responsibilities of Chapter to ICES:

- Each Chapter will be required to pay \$25 (US Funds), to cover costs incurred by ICES to maintain the Chapter. Each Chapter MUST secure general liability insurance within their area/province/country with ICES listed as an additional insured with respect to activities held in ICES' name. The ICES Treasurer must receive this payment by August 1st of each year for the upcoming fiscal year, which begins on September 1st.
- Each Chapter will have a Chapter name in accordance with the Chapter Bylaws, which must be approved by the ICES Board of Directors.
- Each Chapter will be required to have a Representative, a Secretary, and a Treasurer. An Alternate Representative can hold the positions of Secretary and Treasurer. The Representative may not hold these offices.
- Each Chapter will be required to open a bank account in the Chapter's name. Such name shall include "ICES" as provided for in the Chapter Bylaws.

\_\_\_\_\_  
Signature ICES Chapter Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature ICES President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: ICES Representatives (Chapters) Liaison

\_\_\_\_\_  
Date