

Bylaws

ARTICLE I - NAME

The name of this organization is the DOE Contractors' "Export Control Coordinators Organization (ECCO)"

ARTICLE II - PURPOSE

Section 1 To provide a forum for the purpose of exchanging information, ideas, and lessons learned among Department of Energy (DOE) contractors regarding exporting, importing, and high-risk property matters.

Section 2 To provide awareness training to further the knowledge of DOE contractors and subcontractors with regard to the regulations, policies, and guidelines that control exports, imports, and high-risk property.

Section 3 To share sound business practices and procedures in order to implement the regulations in a cost-effective and efficient manner.

Section 4 To provide an assistance program for DOE contractors interested in participating in an annual assessment of their export control program.

ARTICLE III - MEMBERSHIP

Section 1 Membership in ECCO is open to any employee of DOE, a DOE contractor, subcontractor or a company operating a DOE contractor or subcontractor involved in exporting, importing, or high-risk property and relating activities.

Section 2 Federal employees will be "associate members." Associate members cannot hold office and are non-voting members.

Section 3 The number of members is not restricted.

ARTICLE IV - FEES AND DUES

Section Membership dues are not required for membership in ECCO.

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Section Registration fees are paid by the ECCO members each year to
2 attend the ECCO seminar. The fees cover the cost of the conference facilities, rental of audio/visual equipment such as overhead projectors and microphones, food and beverage service, and materials such as paper, pencils, and folders.

Section Time and labor charged against the ECCO registration funds is
3 prohibited.

Section Fees may be used to cover costs for a non-governmental
4 professional paid speaker after careful analysis of the budget and, a two-thirds majority vote. ECCO members, DOE labs, sites, and employees are excluded in receiving any monies from the ECCO registration fund for speaking engagements at the ECCO seminar.

Section Registration fees that are left over after the costs are paid for
5 each seminar will carry over to be applied for use at the next year's seminar.

ARTICLE V - MEETINGS

Section The Chair shall schedule a training seminar annually and the
1 location will be at the Chair's discretion. The seminar will address "hot topics" and regulatory/policy/procedural changes that have occurred since the last seminar to improve the knowledge, skills and abilities of personnel involved in exporting, and importing and high risk property in the DOE complex. Invited speakers will include representatives from regulating agencies as well as other professionals in the fields of export, import, or high risk property in the DOE complex. Invited speakers will include representatives from regulating agencies as well as other professionals in the fields of export, import, or high-risk property. Training certificates shall be provided to all attendees.

Section 2 The annual business meeting shall be a part of the seminar. The business meeting shall address changes to the Charter or Bylaws, contractor assessments, problems brought up at the seminar, and other appropriate topics. Attendance at the business meeting is encouraged.

ARTICLE VI – OFFICERS

Section 1 The officers of ECCO shall be a Chair, Vice-Chair, Communications Officer, and Treasurer.

Section 2 The position of Vice-Chair, who will be the chair-elect for the following year, will be rotated among the DOE contractor sites. The Communications Officer and Treasurer shall serve at the discretion of the chair.

Section 3 The Chair shall be the executive head of ECCO and shall preside at all meetings of ECCO (see above). The Chair shall solicit ideas from members for the agenda, set the agendas, and arrange for speakers. The Chair shall also make all the arrangements for conference facilities, seek to obtain reduce-rate accommodations for members at a nearby hotel, and arrange for snacks. The Chair shall mentor the Vice-Chair. The Vice-Chair will assist in setting up the annual seminar, providing training certificates, and other administrative duties.

Section 4 The Vice-Chair shall assist the Chair and assume the duties of the Chair in his/her absence. The Vice-Chair shall be the chair-elect for the following year.

Section 5 The Treasurer shall collect and record registration dues and receipts for expenditures to be entered in a log. Detail of expenditures must accompany the receipts for auditing purposes. The treasurer will deposit all dues in the DOE Export Control Coordinators bank account. The treasurer will prepare the financial statement to be disclosed at the annual business meeting.

Section 7 The Communications Officer shall be responsible for the maintenance and content of the ECCO List Serve and Web Site as directed by the Chair.

ARTICLE VII - AMENDMENTS

Amendments to these Bylaws may be discussed and approved at the annual business meeting. The amendment shall be effective immediately if approved by a two-thirds vote of those present at the business meeting, or when approved by a two-thirds vote of the ECCO membership. The Chair shall incorporate any amendment(s) into the Bylaws and distribute the revised Bylaws to ECCO members.