



# W.A.M.A.

## WASHINGTON ASSOCIATION OF MILITARY ATTACHÉS

### CONSTITUTION

#### NAME

The organization is an association of military attachés accredited to the US Department of the Army. It shall be known as the Washington Association of Military Attachés **(WAMA)**.

#### WAMA CREST

The Association crest represents planet Earth with two crossed swords, emblems of the worldwide network and the Armies that the association and its members represent. The Pentagonal shape and the District of Columbia Logo on the flipside represent the location of our work: Washington DC. The WAMA motto, which appears around the world, signifies that ties, both professional and personal between the Attachés and their families, contribute to stronger relations thus "Stronger Together".

#### AUTHORITY

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 US Department of the Army.

#### PURPOSE

The purpose of WAMA is to provide organization and structure for activities and relationships among the members of the Washington Corps of Military Attachés and to facilitate communication between their members and the US Army. WAMA is not designed to replace or supplant existing or other associations of attachés or Army Officers. Such associations are both expected and encouraged.

The aims of WAMA are to:

Stimulate and enhance the harmonious relationship among international Military Attachés (from all services) serving in the Washington, DC area;

Enhance comradeship among its members and their families;

Provide opportunities for professional development to its members;

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

Promote good relations with citizens of the United States of America and to participate in Executive Committee (EXCOM) agreed charitable projects.

## **MEMBERSHIP**

Membership shall be offered to all attachés and assistant attachés accredited as Military Attaché to the US Department of the Army. Associate membership may be offered to:

- Army Officers who are accredited only to the Department of Defense as attachés or as assistant attachés;
- Army Officers who are accredited to other US Services as attachés or as assistant attachés;
- International Army Officers who are assigned to other US and Regional Security or Defense Organizations based in the Greater Washington DC area;
- Senior International Army Officers attending extended professional development courses in the Greater Washington DC area.

## **MEMBERSHIP FEE**

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 EXCOM may waive the requirement for dues from an individual attaché.

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.

Membership will cease when a member departs or will be terminated either on their resignation or if fees are not paid within three months after fees have lapsed. Individuals that have not paid their fees cannot be subsidized at WAMA events or gain tickets to limited number events until they have paid their fees.

Unless a departing member requests a refund of any portion of their fee, the remaining amount will be applied towards membership for their successor. The newly arrived attaché would thus receive the benefits of membership until the date that their predecessor's membership would have expired.

## **ORGANIZATION**

### **General**

The Association will be governed by the:

*Dean*

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 Regional Directors. The responsibilities of the Dean towards WAMA are included in Annex A.

### *Vice Dean*

The Vice Dean is appointed by the Dean in consultation with EXCOM after being advised by the Board of Regional Directors from among its members. The Vice Dean assists the Dean in representing the attachés, the 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 at the meetings of the Board of Regional Directors. The responsibilities of the Vice Dean toward WAMA are included in Annex B.

### *Board of Regional Directors (Board of RDs)*

The Dean shall appoint the members of the Board of RDs in a number that will fairly and properly represent the membership at large. At a minimum, the Board will consist of six members, in addition to the Dean and vice Dean. The six RDs will represent respectively Asia-Pacific, Africa, Middle East, Central and Eastern Europe, Western Europe, and the Americas. They will provide advice on the activities of WAMA. The Director of the US Army Foreign Liaison Office will be an ex-officio member without voting privilege. The details of their responsibilities can be found in Annex C (Terms of Reference).

### *Executive Committee (EXCOM)*

The Association will be guided by the EXCOM, consisting of a Secretary, a Treasurer, and an appropriate number of members to plan and conduct the activities sponsored by the organization. Additionally, the Dean may appoint other representatives to the Committee. In consultation with the Regional Directors and EXCOM, the Dean shall appoint a Secretary, who will organize the work of the Committee. The Deputy Director of the U.S. Army Foreign Liaison Office will be an ex-officio member of EXCOM without voting privilege. Method of selection, duties, and the responsibilities of EXCOM members are set out in Annex D.

## **MEETINGS**

### *Annual General Meeting (AGM)*

An Annual General Meeting (AGM) will be held at least once annually, preferably tied to another activity. At least one month's notice in writing of the AGM will be provided. The AGM informs the members to the annual budget and the activity plan of the Association. The budget and activities plan will be provided to members at the meeting. Members have the opportunity to raise questions at the AGM, although any items or concerns may be raised at any time with the Dean, a RD or an EXCOM member.

### *Quorum*

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.

### *Executive Committee (EXCOM)*

The EXCOM will meet at least every two months, except in July and August, to consider matters affecting all aspects of routine administration, financial operation and the activities of the Association. The Executive Committee may authorize the expenditure of Association funds in accordance with the approved annual budget.

### *Board of Regional Directors (Board of RDs)*

The Board will meet at least twice a year to advise on matters of budget, financial operation and the activities of the Association. With this recommendation, the EXCOM will approve the suggested amount of the membership fee and present it at the AGM. As Regional Directors, they will act on behalf of their members IAW the Terms of Reference.

After consultation with the RD and the (vice) Dean, members are allowed to switch from one Region (RD) to another Region (RD).

## **ACTIVITIES**

An annual plan for activities will be developed by the Dean in concurrence with the RDs and approved by EXCOM. This plan is to be presented to the membership at the AGM. The following will normally be planned.

### *Annual Ball*

This event will be scheduled in the Fall or Winter, after coordination with the Defense, Naval and Air Force attaché associations. The senior leadership of the US Army will be invited. The EXCOM will normally organize the ball.

### *Luncheons*

A minimum of three (3) luncheons will be held each year. One normally will precede the AGM. A senior US Army officer may be invited to address the attachés on a subject of interest. These luncheons will be organized by a Regional Director or the EXCOM.

### *Formal Dinner*

This event will be scheduled in the Spring. Selected senior leaders of the US Army will be invited. Wives will be included for this special occasion. The EXCOM normally will organize the dinner.

### *Family Event*

As a general rule, there will be one family social activity a year. This event can take the form of a picnic, a sport activity or a tour. Family events may be organized by a RD or the EXCOM.

### *Other Activities*

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

## **FINANCE**

### *Accounts.*

Association accounts will be kept by the Treasurer, responsible to both the Board of RDs and the EXCOM. Accounts will be audited periodically by a member of the EXCOM other than the Treasurer, or by any other Association member appointed by the Dean.

#### *Bank Account.*

The WAMA bank account is currently kept at Wells Fargo located at 801 Pennsylvania Avenue NW, Washington DC. Banking operations can be done via checks, e-transfer, or cash (with receipt). The Treasurer has a business debit card to facilitate payments of invoices. Checks drawn shall only be from the official Association check book.

#### *Subsidies.*

All activities, in particular the Annual Ball, will be partially subsidized by WAMA. In case of luncheons and other events, most costs will be supported by attending members. Non-members and guests will be assessed a surcharge to compensate WAMA funds.

Members who have not paid their fees are not eligible for a subsidy of a WAMA event until they pay their outstanding fees.

#### *Payments.*

Members should recognize that once they commit to an activity and pay any required fee, refunds may not be possible for last minute cancellations. If WAMA incurs a cost based on a member's stated intention to participate, the member must bear the responsibility.

### **GIFTS**

On joining the Association, a member will be presented with a WAMA welcoming present up to a value of \$25 USD. On departure, provided that membership has been continuous for at least two years, a member will receive a farewell WAMA gift up to a value of \$30 USD. Should a member serve as Dean, Vice Dean, RD, or on the EXCOM for at least 12 months, that member will be presented with a farewell present up to \$70 USD.

### **AMENDMENTS**

Proposals to amend this constitution may be made in writing by any member to the Secretary at any time. The EXCOM and Board of RDs may also propose amendments.

Amendments require the approval of a two-thirds majority of the members present at an AGM at which there is a quorum. Members must be given notice of an amendment at least seven days before the AGM at which it will be decided. 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.



## **APPROVAL**

This version of Constitution was approved at the (virtual) AGM held at February 10<sup>th</sup> 2021 in Washington DC and replaces any versions bearing previous dates.

Signed, Washington DC, February 10th 2021

Berni White  
Lieutenant-Colonel  
Royal Australian Army

Paul Elverding  
Colonel  
Royal Netherlands Army

Secretary

Dean

## **THE DEAN**

The Dean of the Corps of Military Attachés, appointed by the US Department of the Army, is the Dean of the Association. He represents the Corps of Attachés and WAMA to the US Department of the Army.

The responsibilities of the Dean towards WAMA are to:

Provide overall direction and control of all Association activities.

Represent the Association at all official and social occasions to which the Association as a body has been invited.

Call and preside at General Meetings and at meetings of the Board of Directors.

Appoint the Vice Dean in consultation with the Board of Directors

Appoint Directors, with the advice of the Executive Committee and concurrence of the Board of Directors.

Appoint members of the Executive Committee on the recommendations of other Committee members.

## **THE VICE DEAN**

The Vice Dean will be appointed by the Dean in consultation with the Board of Directors from amongst its members.

The responsibilities of the Vice Dean towards WAMA are to:

- Assist the Dean in representing the Attachés - members of the Association - as a group to the Department of the Army.

Represent the Dean during his absences.



## **EXECUTIVE COMMITTEE (EXCOM)**

### *General*

The EXCOM will consist of a Secretary, a Treasurer, and an appropriate number of Activity members. Committee members will be appointed by the Dean, on the recommendation of other members of the EXCOM. The key role of the Committee is to provide advice to the Dean and the Board of RDs on all matters affecting the Association.

### *Secretary*

The Secretary may be a military attaché or assistant attaché. The responsibilities include:

- Calling and presiding over meetings of the EXCOM.
- Overseeing the regular, routine activities of WAMA.
- Coordinating the activities of the members of the EXCOM.
- Handling general correspondence of WAMA.
- Arranging the acquisition of Association gifts and coordinating records of WAMA.
- Retaining records of WAMA.
- Preparing minutes for the EXCOM, Board of RD meetings and (A)GM(s).

### *Treasurer*

The Treasurer may be a military attaché or assistant attaché. His responsibilities include:

- Providing advice and assistance to the members of the EXCOM.
- Preparing the annual budget in consultation with other members of the Executive Committee.
- Maintaining the books of account of the Association, and preparing financial reports as required.
- Conducting all bank transactions.
- Settling all accounts promptly.

### *Activities Members*

These Members may be military attachés or assistant attachés. Their responsibilities include:

- Providing advice to the members of the Executive Committee.
- Preparing the annual activity plan in consultation with other members of the Committee.
- Coordinating and arranging selected Association activities.

### *Board meetings*

Members of the EXCOM may attend meetings of the Board of Regional Directors but are non-voting members.

**Board of Regional Directors (Board of RDs)  
(Terms of Reference (ToR))**

- Where EXCOM is the formal body to “steer” the association, the Board of RDs is the formal level between EXCOM and the WAMA members. The Board aims to “voice” ideas and concerns from their regional members to EXCOM, Dean, and the U.S. Army. RDs provide a reduced number of attachés and enhances the personal engagement, provides a venue for concerns pervasive to a region, and better equip WAMA leadership to engage culturally and linguistically with regional members.
- The Board consists of the RDs, the Dean, Vice Dean, and a representative from the U.S. Army, most typically the director or deputy director of the Foreign Liaison Office (FLO). The U.S. Army representatives are non-voting members.
- The Dean appoints the RDs and EXCOM considers the proposals of the Board and the Foreign Liaison Office (FLO). In principle, six (6) months before the departure of a RD, the board will seek to identify successors for the EXCOM to consider.
- WAMA identified six (6) regions (ANNEX 1) and all have one by EXCOM appointed Regional Director. The regions are:
  - Africa,
  - Americas,
  - Asia and pacific,
  - Central and Eastern Europe,
  - Middle East and North Africa and
  - Western Europe
- Each RD may designate a deputy, either from his own Embassy or another Regional member to represent the region when the RD is not available. This deputy may succeed the RD with the concurrence of the EXCOM.
- Role of the RDs (and their spouses)
  - Upon accreditation, RDs welcome incoming military attachés (MILATTs) and their assistants (A/MILATTs) on behalf of WAMA EXCOM and the Dean; introduce them to WAMA and the Military Attaché Spouse Association (MASA); and encourage them to become member. WAMA encourages the RDs to utilize the website and FaceBook page to support their introduction.
  - EXCOM supports RDs by regularly forwarding the list of MILATs and A/MILATs from Army Foreign Liaison Office and in identifying who is member of WAMA in good standing. This update facilitates RDs recruitment of new members!
  - RDs regularly communicate through mail, video conference, or in person with their regional WAMA and MASA members to understand their concerns and desires. RDs represent their regions to Dean and EXCOM in the Quarterly Regional Director’s board meetings. RDs may propose replacements for EXCOM and BRD vacancies.
- The term normally will be for two years, although this may be extended in order to enhance continuity of membership of the Board.

This ToR is a framework of assigned roles and duties which can be adapted without the AGM involved. If the ToR needs to be changed, EXCOM will (re)affirm the proposed adapted ToR and put it as (new) Annex D to this constitution with the date of approval.

Division of Regions

**Africa (Central, South, East and West) → RD Afr**

(C) Angola, Cameroon, Central African Republic, Chad, Congo Republic - Brazzaville, Democratic Republic of Congo, Equatorial Guinea, Gabon, São Tomé & Príncipe

(S) Botswana, Lesotho, Namibia, South Africa, Swaziland.

(E) Burundi, Comoros, Djibouti, Ethiopia, Eritrea, Kenya, Madagascar, Malawi, Mauritius, Mozambique, Réunion, Rwanda, Seychelles, Somalia, Somaliland, South Sudan, Tanzania, Uganda, Zambia, Zimbabwe.

(W) Benin, Burkina Faso, Cape Verde, Côte D'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Saint Helena, Senegal, Sierra Leone, Togo.

**Americas → RD Am**

(N) Antigua and Barbuda, Bahamas, Barbados, Belize, Canada, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago.

(S) Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela.

**Asia and Pacific → RD A&P**

Australia, Azerbaijan, Bangladesh, Bhutan, Brunei, Cambodia, China, Fiji, India, Indonesia, Japan, Singapore, South Korea, Thailand, Turkmenistan, Malaysia, Philippines, Pakistan, Palau, Papua New Guinea, Sri Lanka, Kazakhstan, Kiribati, Kyrgyzstan, Laos, Maldives, Micronesia, Mongolia, Myanmar/Burma, Nauru, Nepal, New Zealand, Solomon Islands, Samoa, Timor-Leste, Tonga, Tuvalu, Uzbekistan, Vanuatu, Vietnam.

**Central and Eastern Europe → RD C&E EU**

Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Kosovo, Latvia, Lithuania, Moldova, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey, Ukraine.

**Middle East and Northern Africa → RD ME&NA**

Afghanistan, Algeria, Bahrain, Djibouti, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, Palestine, Yemen, Ethiopia. (North Africa)→ Egypt, Libya, Morocco, Sudan, Tunisia, Western Sahara.

**Western Europe → RD WEU**

Austria, Andorra, Belgium, Denmark (incl. Greenland), Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Malta, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom.