

Constitution and By-Laws

Arizona Chapter, Federal Bureau of Investigation National Academy Associates, Incorporated

CONSTITUTION

PREAMBLE

For God and Country, we, the Arizona Chapter of the Federal Bureau of Investigation National Academy Associates, Incorporated, associate ourselves together to:

Uphold and defend the laws of the United States of America and the State of Arizona; to protect our country from all enemies, foreign and domestic; to perpetuate our association with fellow graduates and faculty; encourage attendance to all training sessions; promote training of the officers in the various enforcement agencies within our country and state, giving them the benefit of our training received at the FBI National Academy; encourage and assist in the enlightenment and education of the general public; enhance the professional development of our membership; cooperate with the Federal Bureau of Investigation in all matters of mutual interest, particularly in the exchange and dissemination of ideas and information; promote the detection and prevention of crime, and the apprehension of criminals; strive for the highest degree of respect for law and order and the maintenance therefore; and, to these ends we pledge to always conduct ourselves in a manner that will lend strength, dignity, and credit to the profession of law enforcement.

ARTICLE I

ORGANIZATION

The organization shall be known as Arizona Chapter of the Federal Bureau of Investigation National Academy Associates, Incorporated; an organization of senior law enforcement professionals dedicated to providing the highest degree of professional expertise, training, and education, herein referred to as "Chapter."

Section 1: Status

The Chapter shall be operated as a not-for-profit organization registered in the State of Arizona, under the auspices of the Federal Bureau of Investigation National Academy Associates, Incorporated.

ARTICLE II

DURATION

The Chapter shall be perpetual in nature, as well as organizational structure.

Section 1: Dissolution

In the event of dissolution, all assets, real, and personal, shall be distributed to such organizations as are qualified as tax exempt under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law.

ARTICLE III

MEMBERSHIP

Section 1: Eligibility

Membership in the Chapter shall be limited to the following:

- A. Individuals who have satisfactorily completed the prescribed course of instruction and graduated from the Federal Bureau of Investigation National Academy.

B. Active and/or retired Special Agents of the Federal Bureau of Investigation who have served as counselors and/or Field Office National Academy Coordinators for the National Academy session or who have been directly involved as a regularly appointed full time administrator of the National Academy Program at Federal Bureau of Investigation Headquarters.

C. Special Agents of the Federal Bureau of Investigation who have been involved in and have supported the National Academy Program may be nominated for membership by the Chapter. The Chapter must forward any such nomination along with supporting documentation of support, service and/or involvement to the National Executive Board for its review and approval of the nominated Special Agent's membership.

1. Active and/or retired Special Agents shall not be eligible to hold elective office in the Chapter

D. There shall be no honorary membership status.

Section 2: Dues

A. To be considered a member in good standing, a member must pay all applicable annual dues as prescribed by the Chapter and the National Office.

B. Any member whose dues are not paid in full at the time of any duly authorized business meeting of this Chapter will forfeit the right to vote.

Section 3: Right to Vote

All members in good standing are eligible to vote. Proxy votes shall not be allowed except in special circumstances as approved by the Chapter Executive Board, or by electronic voting if possible.

Section 4: Suspension

Any member of this Chapter can be suspended from membership upon participation in activity(s) unworthy of or inimical to the best interest of law enforcement – and/or the Chapter – as evidenced by any dismissal or requested resignation from any law enforcement agency based upon malfeasance, misfeasance, and/or nonfeasance and by a majority vote of the Executive Board. The suspension notice shall be forwarded to the National Office for consideration and any action they deem as appropriate.

ARTICLE IV

EXECUTIVE BOARD

The Chapter's Executive Board shall consist of the following officers: Immediate Past President, President, First Vice-President, Second Vice-President, Sergeant at Arms, Secretary, and Treasurer. The Phoenix FBI Special Agent in Charge (SAC) may serve on the Board in an ex-officio capacity, and may send a representative to any Executive Board meeting with all rights, and privileges as the SAC. The President shall serve as Chairman of the Executive Board.

Section 1: Quorum

A simple majority of the members of the Executive Board shall constitute a quorum.

Section 2: Removal from Office:

Any duly elected and/or appointed member of the Executive Board may be removed from office upon a finding of malfeasance, misfeasance, and/or nonfeasance in the performance of their Board duties as prescribed in the Chapter's constitution and by-laws.

Section 3: Recordkeeping

All correspondence and records of all action taken by the Executive Board of this Chapter shall be filed with the Secretary of the Chapter.

ARTICLE V

RULES OF PROCEDURE

Section 1: Protocols

The proceedings and deliberations of the Chapter, including all business meetings and training sessions, shall be in accordance with the by-laws, protocols, and other rules and guidelines adopted and amended from time to time to govern these proceedings and deliberations. All matters not covered by such rules shall be governed by the parliamentary practices established by Robert's Rules of Order Newly Revised.

Section 2: Subordination

Any provision, article, or section of this Constitution, which is contrary to the Constitution and By-Laws of the FBI National Academy Associates, Incorporated shall be null void.

ARTICLE VI

AMENDMENTS

Changes and/or amendments to the constitution shall be made by a two-thirds vote of the members in good standing in attendance at any regularly scheduled business meeting.

BY-LAWS

BY-LAW 1

MISSION STATEMENT

The Chapter's mission is to provide the membership – along with their public safety partners – with opportunities for continuing education, training, professional development, peer networking, and research in law enforcement disciplines, which promotes improved leadership, cooperation, efficiencies, and higher standards of professional conduct in all levels of law enforcement throughout the State of Arizona.

BY-LAW 2

OFFICERS

The officers of this Chapter shall be: Immediate Past President, President, First Vice-President, Second Vice-President, Sergeant at Arms, Secretary and Treasurer. Said officers shall be members in good standing of the Chapter. Each officer position, with the exception of the Treasurer, shall automatically assume the next highest officer position within the Chapter at the end of their respective term of office, or as otherwise dictated in the event of a vacancy.

Section 1: Qualifications

Qualification to hold office in the Chapter shall be that such person elected to any office must be and shall remain a member in good standing of the Chapter during their time in office.

Section 2: Elections

The Chapter membership shall annually elect a Secretary, who upon being elected will rotate through the officer positions as indicated above.

The election for Secretary shall normally be held at the last meeting of the year preceding an open term of office and may be by electronic vote or voice vote by a majority of the members present.

The Treasurer shall be elected in accordance with other officer elections, except that the election for Treasurer shall be normally scheduled every four years.

Section 3: Terms

The terms of the officers shall be one year; except for the Treasurer, whose term of office shall be four years.

Section 4: Vacancies

In case of death, resignation, removal, suspension, or inability to serve, the office shall be declared vacant. The remaining officers shall then advance to the next highest office.

In the event of a vacancy in the office of Sergeant at Arms, the office shall remain vacant until filled by election at the next regular business meeting after the office has been declared vacant.

In the event of a vacancy in the office of Treasurer, the President, with a majority approval of the Executive Board, shall appoint a member to fill the vacancy. The member so appointed shall serve in office until the next general election, whereupon the position shall be filled by election as outlined in Section 2.

DUTIES OF OFFICERS

Section 1: President

The President shall preside at all meetings of the Chapter. In conducting meetings of the Chapter, the president's decision shall be final, unless otherwise provided for by this Constitution. The President's decision may be reversed by a two-thirds vote of the membership present at any business meeting of the Chapter.

The President shall appoint all pro-tem officers in case of absentees and may appoint other positions and/or duties not enumerated with this document to best serve the Chapter.

If in the opinion of the President, an occasion or circumstance should arise to warrant the calling of a special business meeting of the Executive Board, the President shall have the authority to call such a meeting and shall notify the board members of the date, time and place of such meeting and the purpose for the meeting; providing at least a one-week notice to all Executive Board members.

Section 2: First Vice-President

The First Vice-President shall perform all duties for the good of the Chapter required of them by the President. This office shall perform the duties of the President in the event the President is absent at any meeting. The First Vice-President will be responsible for coordinating with the assigned committee chairs.

Section 3: Second Vice-President

The Second Vice-President shall field all complaints on training and other meetings and attempt to improve the training. This office will also be responsible for training reviews on what worked well and what could be improved upon in training sessions.

Section 4: Sergeant at Arms

The Sergeant at Arms shall examine the membership present at the business meetings and permit no unauthorized persons to be present during the meetings. The Sergeant at Arms shall maintain order and shall perform any duties required of him by the President for orderly conduct at business meetings.

Section 5: Secretary

The secretary shall prepare meeting agenda and minutes, recordkeeping of chapter business, and maintain correspondence with the membership.

Section 6: Treasurer

The Treasurer shall:

- A. Collect all money due the Chapter and provide a written accounting of all funds at each regular meeting of the Chapter, or as directed by the President.
- B. Have authority to disburse such monies for the incidental expenses such as: membership cards, stationary, mailing, printing, office supplies, and any other expenses, with the approval of the President, which are accrued as a regular expense of the Chapter.
- C. Keep a copy of all paid bills on any and all monies expended.

Section 7: Immediate Past President

The Immediate Past President may provide guidance and counsel to the Executive Board and perform general duties of Immediate Past President such as liaison with current President and Executive Board. Facilitate transition period of terms of office, etc.

Section 8: Appointees

The President may appoint up to five (5) Adjunct Members to assist in sanctioned Chapter business duties that include but are not limited to: assisting with training, selling merchandise, and serving on committees. These appointees shall serve on an annual basis, at the leisure of the President. Voting rights shall not extend to Adjunct Members. Adjunct Members will not exceed more than one (1) member from the President's agency of employment.

BY-LAW 4

DUES

The FBI National Academy Associates Executive Board, as mandated, shall establish National dues by the constitution and the by-laws of the FBI National Academy Associates. The National Dues for the first year (calendar year of graduation) shall be collected while at the academy. Dues shall be payable at the beginning of the calendar year, which begins January 1st.

The dues of the Chapter shall be set by the Executive Board based upon a two-thirds majority vote of all members of the board. The Treasurer shall maintain the Chapter dues.

BY-LAW 5

BUSINESS MEETINGS

Section 1: Regular Business Meetings

Regular business meetings of the Chapter shall be held during the scheduled retraining sessions, unless the need arises to call a special business meeting as deemed necessary by the Executive Board or President.

- A. Special business meeting shall be announced and publicized to the membership at least two-weeks prior to the meeting being held.

Section 2: Conduct of Regular Business Meetings

The order of business at all regular and special business meetings shall be as follows:

- A. Call to Order
- B. Observe a moment of silence for departed members
- C. Pledge of Allegiance
- D. Roll call of officers
- E. Reading of minutes from previous meetings
- F. Bills and communications
- G. Report of any committees
- H. Nominations and election of officers
- I. Installation of officers
- J. Unfinished business
- K. New business

- L. Discharge of committees
- M. Adjournment

Section 3: Executive Board Meetings

Executive Board Meetings shall be called by the President as necessary to conduct the official business of the Chapter. Executive Board Meetings shall be announced to all Executive Board Members at least one-week prior to the meeting being held.

BY-LAW 6

COMMITTEES

Section 1 Standing Committees:

There shall be four standing committees within the Chapter: Fundraising, Membership, Training, and Hospitality. Appointment to these committees shall be made by the President. Other ad-hoc committees, as deemed necessary for the good of the Chapter, shall be created and filled by the President with a majority approval of the Executive Board.

- A. The Fundraising Committee shall be charged with all merchandising, to include ordering, picking up, setting up, and selling at all scheduled events. The committee will staff the merchandise store and coordinate with other committee chairs for location of the store. They will also arrange for financial equipment to be available and deliver all proceeds to the Treasurer at the conclusion of the event. This committee will also handle raffles, to include requests for gifts, staging, and ticket sales.
- B. The Membership Committee shall be tasked with briefing all new NA attendees, and then advising the graduates of Chapter activities, and events for the upcoming year. The committee will maintain up-to-date contact information on all members, actively working to encourage member participation at all functions and to maintain as many members in good standing as possible.
- C. The Training Committee shall be charged with coordinating training dates and locations for all scheduled Chapter retrainers; to include site previews, lodging and meeting room arrangements, speaker and/or presenter coordination, accreditation of the training through AZ POST, and assisting with hospitality.
- D. The Hospitality Committee is tasked with providing all arrangements to provide for food and refreshment at all scheduled Chapter functions; to include continental breakfast, lunches as required, the President's reception, and the Steak Fry. The committee will coordinate the purchase of all food, delivery to the site, preparation for the food and beverages and clean-up of the area at the conclusion of the event.

Section 2 Committee Assignment:

Executive Board Members will be assigned by the President to chair a standing committee upon election to the Board and shall remain on said committee throughout their respective time on the Board. The President has discretion to re-assign Executive Board Members or adjuncts to committees if in the best interest of the Board.

BY-LAW 7

NOTICES

Section 1: Website

The Chapter shall maintain its official bulletin board for the posting of meetings, minutes, and other Chapter business on the FBINAA website.

BY-LAW 8

SUSPENSION FROM MEMBERSHIP

Any member of the Chapter shall be suspended from membership for the following:

Section 1: Non-Payment of Dues

The Treasurer shall make notification of suspension for non-payment of dues. Said suspension will become effective April 1st unless all required dues have been paid. Paying the current year's dues may reinstate any member suspended for non-payment of dues.

Section 2: Professional Conduct

Upon participation in activities unworthy of or inimical to the best interest of law enforcement, as evidenced by any dismissal or requested resignation from any law enforcement agency based upon malfeasance, misfeasance and/or nonfeasance, and by a majority vote of the Executive Board of the Chapter. Any action of suspension from the Chapter shall be forwarded to the National Office for review.

Section 3: Personal Conduct

Upon participation in activity of or inimical to the best interest of the FBI National Academy, or upon participation in activity unworthy of or inimical to the best interest of the federal Bureau of Investigation, and by a majority vote of the Executive Board of the Chapter. Any action of suspension from the Chapter shall be forwarded to the National Office for review.

BY-LAW 9

ADDING, MODIFYING or OMITTING

Section 1: Authority

- A. Members are encouraged to make suggestions on by-law changes. For a by-law to be changed at a business meeting, a member in good standing may request to address the Executive Board. The by-law request shall be documented in writing and recorded in the meeting minutes. There shall be a time for debate on the issue at the discretion of the President or his representative.
- B. The Executive Board shall have the power to make, alter, amend, and/or repeal the by-laws of the Chapter by a vote of two-thirds majority of the Board at any regular or special meetings of the Executive Board wherein all the Board members have had sufficient notice of the meeting. Sufficient notice shall constitute at least one-week advance notice.