

F.B.I. National Academy Associates, Inc.

Maryland/Delaware Chapter



MARYLAND DELAWARE CHAPTER

Constitution and Bylaws

Amended: May 8, 2000
Revised: March 30, 2015

Approved: May 21, 2015
Adopted: June 1, 2015

Part I

Constitution

- Article 1: Organization
- Article 2: Mission Statement
- Article 3: Chapter Objectives
- Article 4: Executive Board
- Article 5: Members of the Chapter
- Article 6: Elected Officers of the Chapter
- Article 7: Chapter Meetings and Events
- Article 8: Rules of Procedure
- Article 9: Fiscal Responsibility
- Article 10: Changes to the Constitution and Bylaws
- Article 11: Organization Disbandment

Part II

Bylaws

- Section 1: Duties of the Elected Officers
- Section 2: Conduct of Meetings
- Section 3: Chapter Officer Election Protocol
- Section 4: Committees
- Section 5: Executive Board – Vacancies & Removal from Office

FBINAA, Inc.- MD/DE Chapter



Constitution

Preamble

For God and Country, we the FBI National Academy Associates, Inc. - MD/DE Chapter, associate ourselves together to:

Uphold and defend the laws of our respective countries; perpetuate our association with fellow graduates and faculty; encourage attendance at all training sessions; 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 and all duly constituted law enforcement agencies and officers, as well as the general public, in all matters of interest, particularly in the exchange and dissemination of ideas and information, 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 thereof; 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 1

Organization

- I. The organization shall be known as the:
F.B.I. National Academy Associates, Inc. - Maryland/Delaware Chapter
- II. The Chapter's Federal Employment Tax identification number is 51-0349721.
- III. The Chapter is a non-profit organization through the Federal government.
- IV. The Chapter is part of the FBINAA, Inc. Section III for the purpose of election representation to the National Executive Board.

Article 2

Mission Statement

Provide members of the Chapter with opportunities for training, professional development, and networking to promote leadership, cooperation, service to the community, and business partnerships.

Article 3

Chapter Objectives

The objective of the FBI National Academy Associates, Inc. - MD/DE Chapter shall be to:

- A. Promote improved cooperation, services, and standards of professional conduct in all levels of law enforcement;
- B. Provide leadership, advanced education/training, and research which reflect professional excellence instilled in each FBINA graduate which will foster increased efficiency in law enforcement services;
- C. Provide professional resources to all levels of law enforcement in the areas of instruction, research, and management;
- D. Provide opportunities for youth to participate in programs and scholarships sponsored by the Chapter;
- E. Provide financial support to the Maryland and Delaware Special Olympics and/or any other non-profit organization that provides services that reflect the interest of the Chapter;
- F. Provide opportunities for the membership to collaborate with private industry in an effort to promote cooperation as well as efficient and effective services.

Article 4

Executive Board

- I. The Chapter's governing body is the Executive Board comprised of the President, 1st Vice-President, 2nd Vice-President, Sergeant At Arms, Secretary/Treasurer, Immediate Past-President, and the FBI - Baltimore Field Office Training Coordinator.
- II. The Executive Board shall be members who are active with the Chapter and considered in good standing. Elected members of the Executive Board have equal voting rights and a majority of the elected members shall constitute a quorum.
- III. The FBI - Baltimore Field Office Training Coordinator shall serve as an advisor and liaison on matters pertaining to the National Academy and training issues that affect members of the Chapter. This position is a non-voting member of the Executive Board.
- IV. Each year the Executive Board shall accept the Oath of Office administered at the annual business meeting by the FBI - Baltimore Field Office Special Agent in Charge or his/her designee.
- V. It is the responsibility of each member to disclose to the President in a timely manner any circumstances which could render him/her ineligible to continue to serve on the Executive Board. In these circumstances, the President shall initiate filling a vacancy as outlined in Article 6 of the Constitution and the Chapter Bylaws.
- VI. An Executive Board member found to have committed an act of malfeasance, misfeasance, or nonfeasance while serving in the capacity of an elected officer of the Chapter shall be subject to removal from office proceedings as outlined by the Bylaws.
- VII. The Executive Board shall establish Bylaws for the administration of the Chapter, which shall become part of the Chapter Constitution.
- VIII. The Executive Board shall perform all other duties as outlined by the Chapter Constitution and Bylaws.
- IX. The Executive Board shall be afforded the privilege to attend Chapter functions at the expense of the Chapter. Executive Board members will be required to share costs associated with the re-trainer registration fee and special event ticket costs.
- X. All correspondence and records of actions taken by the Executive Board shall be filed with the Chapter Secretary/Treasurer.

Article 5

Membership of the Chapter

I. Membership

- A. National – membership in this Association shall consist only of those individuals who have satisfactorily completed and graduated from the F.B.I. National Academy course of instruction; to include those active and retired from law enforcement.
- B. Chapter – membership shall be effective upon graduation from the F.B.I. National Academy and payment of dues to the Association.
- C. Membership is also offered to active and retired special agents of the F.B.I. who have served as Field Office National Academy Coordinators and/or counselors for a National Academy Session or who have been directly involved as a regularly appointed full-time administrator of the National Academy program at the F.B.I. Headquarters. Active and retired special agents shall not be eligible to hold elected office.
- D. There shall be no honorary or other type of membership.

II. Dues

- A. A member of the Chapter must pay annual dues to be considered in good standing. Annual dues are divided into fees established at the National level and fees established at the Chapter level.
- B. Annual dues are collected at the National level through the FBINAA website (www.fbinaa.org) beginning each January. Notification of dues is made via e-mail to all Chapter members.
- C. A member who has not paid his/her annual dues by April 1st of each year shall remain a member of the FBINAA but will be removed from standard mail and electronic mail lists.
- D. Chapter due fees will be reviewed yearly by the Chapter Executive Board at the annual business meeting. A decision to increase fees will be announced to the membership via e-mail prior to the beginning of the New Year.

III. Right to Vote

All members in good standing are eligible to vote.

IV. Membership Obligation

Each member is expected to participate in the various activities sponsored by the Chapter over the course of a year. These activities have been designed in an effort to allow the membership to network with fellow National Academy graduates as well as sponsors/partners to the Chapter. In addition to social functions, the Chapter is committed to providing advanced educational opportunities through an annual re-trainer that allows the membership to obtain quality training at a nominal fee.

V. Suspension/Termination From Membership

Any member of this Chapter shall be suspended/terminated from membership:

- A. Upon non-payment of any required dues.
- B. Upon participation in activity and/or association unworthy of or detrimental to the best interest of law enforcement, as evidenced by any dismissal or requested resignation from any law enforcement agency based upon misfeasance, malfeasance, or nonfeasance; and by a majority vote of the Chapter's Executive Board.
- C. Upon participation in activity unworthy of or detrimental to the best interest of the FBI National Academy Associates, Inc. - MD/DE Chapter.

Except for nonpayment of dues, all charges must be made under oath in writing by the complainant. Prior to a member in good standing losing his/her membership, he/she will be given an opportunity for a full hearing by a board of five chapter members appointed by the President. If a member is convicted of a felony, his/her membership will be automatically terminated.

Any action taken pertaining to termination of membership shall be forwarded to the FBINAA Executive Office. Members who have been dismissed may appeal the dismissal to the Executive Board of the National Academy Associates, Incorporated.

Article 6

Elected Officers of the Chapter

- I. The elected officers of the Association shall consist of a President, a 1st Vice-President, a 2nd Vice-President, a Sergeant at Arms, a Secretary/Treasurer, and an Immediate Past-President; all of whom must be active members of the FBINAA, Inc.
- II. In case of death, resignation, removal, suspension, inability to serve, or absence of the President, the 1st Vice-President shall serve as interim President for the period of absence or remainder of the term.

- III. Interim vacancies in any other elected office shall be filled by the Executive Board and such appointee shall hold office until the next regular business meeting of the Chapter as outlined in the Bylaws.

Article 7

Chapter Meetings and Events

- I. The Executive Board shall meet a minimum of four times annually to discuss the business of the Chapter. In addition to these meetings, the President may request a special meeting or conduct conference calls with the entire Executive Board or select Executive Board members to discuss specific issues that arise.
- II. The Chapter will conduct a number of events throughout the calendar year for the membership, for which one shall be an annual re-trainer. The remaining events shall be social in nature to allow the membership an opportunity to network and collaborate with the Chapter's corporate partners/sponsors and fellow membership.
- III. An annual Chapter business meeting will be held in the month of December at which time elections will be held. Additional business meetings may be called as deemed necessary by the President or by a majority vote of the Executive Board. A quorum for the purpose of transacting business of the Chapter shall consist of 10% of active members present.
- IV. The Executive Board reserves the right to cancel or postpone a meeting/event due to projected low attendance or reasons that would create a financial hardship for the Chapter.
- V. The President shall have a full report of all financial transactions of the Executive Board and Chapter available to the membership at the annual business meeting. These reports will be made available on-line through the Chapter's website.
- VI. The Sergeant At Arms shall be responsible for maintaining order at all meetings and events.

Article 8

Rules of Procedure

The proceedings and deliberations of Chapter meetings shall be in accordance with the Bylaws, 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.

Article 9

Fiscal Responsibility

- I. All funding and fiscal management of the Chapter shall be in accordance with the U.S. Internal Revenue Service Statutory provision associated with a not-for-profit organization.
- II. Funding received by the Chapter through dues, donations, the Corporate Partner/Sponsor Program, and other sources shall be used to enhance the Chapter's ability to serve the members and the programs outlined in the Constitution and Bylaws.
- III. The Secretary/Treasurer, at the direction of the President, shall provide full disclosure of the Chapter's financial status to the membership annually at the business meeting.
- IV. An independent audit of the Chapter's financial records will be conducted after the annual business meeting and provided to the newly elected Executive Board. The results of the audit will be provided to the membership and the Secretary/Treasurer will maintain a copy of the audit for retention purposes.
- V. The Secretary/Treasurer will provide bi-monthly financial reports to the Executive Board for review and discussion.
- VI. The Secretary/Treasurer shall have full authority to settle financial obligations of the Chapter. Every fourth year that coincides with the commencement of a new term for the Secretary/Treasurer, the incoming Sergeant at Arms will be added to the Chapter's bank accounts. That Sergeant at Arms will have access to said accounts and will be granted the authority to settle financial obligations on behalf of the Chapter if necessary. The Sergeant at Arms will remain on the accounts through his/her tenure on the Executive Board until he/she reaches the position of immediate Past President. Upon reaching that position, he/she will be removed from the accounts and the next incoming Sergeant at Arms will be added.

Article 10

Amendments to the Constitution and Bylaws

- I. Permissible Changes

The Constitution and Bylaws may be amended, repealed or suspended.
- II. Notice of Changes

Prior to the annual re-trainer or the annual meeting, the Secretary/Treasurer shall be advised of any changes to the Bylaws or any proposed changes to the Constitution that have been recommended since the last re-trainer/business meeting. The Secretary/

Treasurer shall post any recommended changes for the membership to review and provide input to the Executive Board. This notice can be made on the Chapter website, an e-mail sent to active members, or presented to the attendees at the annual re-trainer or as part of new business at the annual business meeting.

III. Process

Proposed amendments to the Constitution shall be forwarded in writing to the President, proposing the amendment for presentation to the Executive Board. The Executive Board shall in turn advise the membership of the recommended changes.

IV. Adoption of Changes

- A. The Constitution may be changed only by a two-thirds majority vote of the membership in attendance at the annual business meeting and/or attending the annual re-trainer.
- B. Amendments to Chapter Bylaws must be approved by a simple majority of the membership in attendance at the annual business meeting and/or attending the annual re-trainer.

Article 11 Organization Disbandment

In the event of dissolution of the Chapter, the Executive Board shall, by resolution, distribute all assets as follows:

- A. All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made so that any and all liabilities and obligations shall be satisfied.
- B. All remaining assets, including those held or received after the dissolution of the Chapter, shall be distributed to another qualified charitable organization pursuant to Internal Revenue Service regulations.
- C. Any assets held by the Chapter, including marketable items bearing the trademark-protected items of the National Office, FBI National Academy Associates, Incorporated, which includes the MD/DE Chapter name shall, by vote of the Executive Board, be distributed to active members of the Chapter. Any proceeds derived from said distribution shall also be transferred and conveyed to the National Office of the FBI National Academy Associates, Incorporated, unless said proceeds are required to satisfy any unpaid obligations or liabilities.

FBINAA, Inc. MD/DE Chapter



Bylaws

Section 1

Duties of the Elected Officers

I. President

The President shall preside at all regular and special business meetings of the Chapter. In conducting these meetings, the President's decision shall be final unless otherwise reversed by two-thirds vote of the membership present at the meeting. The President shall appoint all pro-tem officers in case of absentees. If in the opinion of the President, an occasion or circumstance should arise to warrant the calling of a special business meeting of the Chapter, the President shall have the authority to call such meeting and shall notify the membership of the date, time and place of such meeting, and the purpose of the meeting.

The President shall:

- A. Be the Chairperson of the Executive Board
- B. Be the Chairperson of the Training Committee
- C. Appoint all members to Committees not otherwise provided for in the Constitution and/or Bylaws
- D. Participate as a member of all Committees or may select a designee
- E. Attend any special meetings called by the National Association, Section III, and the national conference. The Chapter shall cover all expenses associated with attending these functions.

II. 1st Vice-President

The 1st Vice-President shall perform all duties for the good of the organization required of him/her by the President of the Chapter. The 1st Vice-President shall be a member of the Executive Board and shall perform all duties required of him/her by this Constitution.

The 1st Vice-president shall be the:

- A. Chairperson of the Scholarship Selection Committee
- B. Vice-chairperson of the Corporate Sponsor/Partner Program Committee
- C. Member of the Finance Committee
- D. Member of the Training Committee
- E. Member of the Nominating Committee

F. Member of the Youth Leadership Program Selection Committee.

III. 2nd Vice-President

The 2nd Vice-President shall perform all duties for the good of the organization required of him/her by the President of the Chapter. The 2nd Vice-President shall be a member of the Executive Board and shall perform all duties required of him/her by this Constitution.

The 2nd Vice-President shall be the:

- A. Chairperson of the Youth Leadership Program Selection Committee
- B. Chairperson of the Corporate Sponsor/Partner Program Committee
- C. Member of the Scholarship Selection Committee
- D. Member of the Training Committee
- E. Member of the Nominating Committee.

IV. Sergeant At Arms

The Sergeant At Arms shall perform all duties for the good of the organization required of him/her by the President of the Chapter. The Sergeant at Arms shall be a member of the Executive Board and shall perform all duties required of him/her by this Constitution.

The Sergeant At Arms shall:

- A. Assure order is maintained at all sponsored meetings/functions and assure no un-authorized persons are in attendance
- B. Maintain supplies associated with the Chapter store as well as merchandise supplies for Chapter events
- C. Provide opening ceremony protocol at the annual re-trainer and business meeting
- D. Be a Member of the Youth Leadership Program Selection Committee.

V. Secretary/Treasurer

The Secretary/Treasurer shall perform all duties for the good of the organization required of him/her by the President of the Chapter. The Secretary/Treasurer shall be a member of the Executive Board and shall perform all duties required of him/her by this Constitution.

The Secretary/Treasurer shall:

- A. Collect all annual dues submitted and assure portions dedicated to National are distributed within the guidelines outlined by the F.B.I.N.A.A., Inc.
 - B. Assure membership dues collected at the National level are properly transferred to the Chapter's account
 - C. Have the authority to disburse funding as needed for the overall operation of the Chapter.
 - D. Sign all checks drawn against the funds of the Chapter.
 - E. Keep records of paid bills on any and all monies expended.
 - F. Maintain all unexpended monies in a fund to the credit of the Chapter.
 - G. Sign and maintain all contracts associated with Chapter events
 - H. Handle all Chapter correspondence.
 - I. Keep the minutes of all Chapter business and Executive Board meetings.
 - J. Be the Chairperson of the Finance Committee.
 - K. Be a Member of the Corporate Sponsor/Partner Program Committee.
- VI. Immediate Past-President

The Immediate Past-President shall perform all duties for the good of the organization required of him/her by the President of the Chapter. The Immediate Past-President shall be a member of the Executive Board and shall perform all duties required of him/her by this Constitution.

The Immediate Past-President shall:

- A. Provide guidance and counsel to the Executive Board
- B. Be the Chairperson of the Nominating Committee
- C. Be the Vice-chairperson of the Finance Committee.

Section 2

Chapter Officer Election Protocol

- I. Officer elections will be conducted at the annual business meeting in December of each year and elected officers shall assume their role at the conclusion of the meeting.

- II. Officers will serve for a total of five years on the Executive Board. After election to the position of Sergeant at Arms, an officer will advance through the positions of 2nd Vice-President, 1st Vice-President, President, and Immediate Past-President. Each of these positions will be held for one year or until such time as their successors have been duly elected and qualified.
- III. The Secretary/Treasurer will be elected to and serve a two-year term apart from other elected positions of the Executive Board.
- IV. One month prior to the annual business meeting, the President shall notify the membership via e-mail of the office(s) open for election. Nominations for Sergeant at Arms will alternate each year between the State of Maryland (odd years) and the State of Delaware (even years). Nominations for the Secretary/Treasurer will be accepted in the even years for service beginning in the odd years.
- V. Chapter members interested in an elected office must submit a letter of interest and a resume to the President by a predetermined date.
- VI. The President will forward all resumes and letters of interest to the Chairperson of the Nominating Committee for review. The Nominating Committee will review all applicants and present the nominees, with a recommendation, to the membership attending the annual business meeting.
- VII. Each nominee shall be afforded five (5) minutes for remarks to the membership attending the business meeting. These presentations shall be in order of nomination, beginning with Sergeant At Arms.
- VIII. At the conclusion of the presentations, the President shall explain the voting procedures and announce that the nominee receiving the most votes will be elected. If there is a tie vote, a second vote will be taken to determine the winner.
- IX. The Nominating Committee shall be responsible for distributing, collecting and tabulating all ballots associated with the election of officers. Members shall be advised that they may only receive a ballot upon presentation of their current National Academy dues card, or verification of paid membership.
- X. The Sergeant At Arms shall oversee the election process.
- XI. The President shall announce the results of the election at the annual business meeting.

Section 3

Conduct of Meetings

The President shall be responsible for conducting meetings of the Chapter. Persons addressing the assembly shall be requested to clearly identify themselves by full name and National Academy Session Number. The recommended Order of Business for meetings shall be conducted as follows:

- I. Call to Order
- II. Roll Call of Executive Board
 - A. Acknowledgement of Past-Presidents
 - B. Acknowledgment of Special Guests
- III. Committee Reports
 - A. Financial Report – Secretary/Treasurer
 - B. Conference Training Report – President
 - C. Scholarship Selection Report – 1st Vice President
 - D. Youth Leadership Program Selection Report – 2nd Vice-President
 - E. Corporate Sponsor/Partner Program Report – 2nd Vice-President
 - F. Nomination Committee Report – Immediate Past-President
- IV. Reading of the minutes – Secretary/Treasurer
- V. Nomination of elected officers
 - A. Sergeant At Arms (annually)
 - B. Secretary/Treasurer (semi-annually)
- VI. Administration of the Oath of Office
- X. Old Business
- IX. New Business

- A. Recognition of new members
 - B. Memoriam
 - C. Committees for the Year
- X. Adjournment

Section 4 Committees

- I. The following shall be standing Committees of the Chapter, established annually by the President, and shall serve at the pleasure of the President:
 - A. Nominating Committee shall consist of the Immediate Past President, who shall serve as committee chairperson, and the 1st and 2nd Vice-President.
 - B. Training Committee shall consist of the President, who shall serve as the committee chairperson, and the 1st and 2nd Vice-President.
 - C. Scholarship Selection Committee shall consist of the 1st Vice-President, who will serve as the committee chairperson, and the 2nd Vice-President.
 - D. Youth Leadership Program Committee shall consist of the 2nd Vice-President, who shall serve as the committee chairperson, and the 1st Vice-President and Sergeant At Arms.
 - E. Finance Committee shall consist of the Secretary/Treasurer, who shall serve as the committee chairperson, and the Immediate Past-President and 1st Vice-President.
 - F. Corporate Sponsor/Partner Program Committee shall consist of the 2nd Vice-President, who shall serve as the committee chairperson, and the 1st Vice-President and the Secretary/Treasurer.
- II. The President shall appoint additional Chapter members to serve on standing committees as needed. Committee Chairpersons may call a meeting for the purpose of transacting committee business at any time.
- III. The President will establish a special committee as needed but must appoint said committee and special committee chairperson at the annual business meeting.

- IV. A member of the Executive Board shall serve on all special committees established by the President.
- V. A Special Committee Chairperson will be expected to provide a formal update on the status of the committee at the annual re-trainer and a final committee report at the annual business meeting.

Section 5

Executive Board Vacancies and Removal from Office

- I. In the event a position other than the President becomes vacant prior to the expiration of a given term, the President shall assign the tasks associated to the vacant position to the remaining members of the Executive Board as follows:
 - A. Vice-Presidents: In the event of a vacancy in either of the vice-presidencies, the remaining Vice-President will assume the role of the other.
 - B. Sergeant At Arms: In the event of a vacancy, the President will assign committee tasks associated with this position to the Vice-Presidents. The President will appoint a Chapter member attending the annual meeting and the annual re-trainer to serve as the Sergeant At Arms for the purpose of Section 1, Subsection IV, A and C of the Bylaws.
 - C. Secretary/Treasurer: In the event of a vacancy, the President will appoint the Immediate Past-President as the acting Secretary/Treasurer until the annual business meeting when an election for the position can be held.
 - D. Immediate Past-President: In the event of a vacancy, the President will assume the responsibilities of the Immediate Past-President.
- II. In the event an Executive Board member shows a continuing course of conduct that portrays his/her unwillingness to carry out the duties of their office, the President shall call a special meeting of the Executive Board. The purpose of the meeting shall be to provide definitive goals and objectives to the Board member in question. The Board member in question shall have an opportunity to comment and comply with the directives outlined for him/her. In the event the Board member continues to fail to fulfill his/her obligation, this omission shall constitute nonfeasance.
- III. An Executive Board member found to have committed acts of malfeasance, misfeasance, and/or nonfeasance shall be subject to the provisions outlined in Article 5, Subsection V of the Constitution.