



**ROCKY MOUNTAIN CHAPTER
FBI NATIONAL ACADEMY ASSOCIATES, INC.**

BY-LAWS

ARTICLE I

NAME OF ORGANIZATION

(Left blank to remain consistent with the Constitution)

ARTICLE II

ORGANIZATION

SECTION 1

MISSION STATEMENT

The mission of the Rocky Mountain Chapter, Federal Bureau of Investigation, National Academy Associates, Incorporated is:

“To provide for the membership continuing education, training, research, and professional development opportunities in law enforcement disciplines which will promote improved law enforcement cooperation, services, and standards of professional conduct in all levels of law enforcement; To provide leadership in law enforcement education, training, research, and cooperation which reflect the standards of excellence instilled in law enforcement services throughout the world, and; To provide professional resources to all levels of law enforcement in areas of instruction, research, and management.”

ARTICLE III

MEMBERSHIP

SECTION 1

DUES

The dues of The Rocky Mountain Chapter FBINAA shall be \$10.00 per year, in addition to the annual dues assessed by the National Associations Executive Board. Said dues shall be due and payable on the first of each calendar year, and shall be considered delinquent if not paid by March 1.

- A. The Treasurer shall maintain the dues of this Chapter
- B. The dues collected shall be distributed as follows:
 - (1) Ten dollars (\$10.00) to the treasury of The Rocky Mountain Chapter Federal Bureau of Investigation National Academy Associates, Incorporated.
 - (2) The remainder to be distributed to the Federal Bureau of Investigation National Academy Associates, Incorporated.

SECTION 2

SUSPENSION/REINSTATEMENT OF MEMBERSHIP

Any member of The Rocky Mountain Chapter shall be suspended from membership: As set forth in Article III, Section 4 of the Rocky Mountain Chapter FBINAA Constitution.

Upon non-payment of dues:

- (1) The Treasurer shall make notification of suspension
- (2) Said suspension will become effective on May 1 unless all required dues have been paid.
- (3) Any member suspended for non-payment of dues may be reinstated by paying the current year's dues, and reinstatement fee set by the executive board.

ARTICLE IV

EXECUTIVE BOARD

SECTION 1

VACANCIES

Vacancies in the offices of the Executive Board that occur due to death, resignation, removal, suspension, or inability to serve, will be handled in the following manner.

- A. If a vacancy occurs in the office of President or First Vice-President, the remaining officers shall then advance to the next highest office.
- B. If a vacancy occurs in the office of Second Vice-President, the office shall remain vacant until filled by election at the next regular business meeting after the vacancy occurs.
- C. In the event of a vacancy in the office of Secretary or Treasurer, the President shall appoint a member to fill the vacancy with the approval of the Chapter Executive Board. The member so appointed shall serve in office until the next regular business meeting of the Chapter whereupon the position shall be filled by election.

SECTION 2

TERM OF OFFICERS

- A. The President, First Vice-President, Second Vice-President, and Immediate Past-President shall serve a term of one year.
- B. The Secretary and Treasurer shall serve a term of four years.
- C. All terms shall begin on January 1.

SECTION 3

DUTIES OF EXECUTIVE BOARD

PRESIDENT

The duties of the President shall be as follows:

- A. In conducting meetings of this Chapter the decision of the President shall be final unless otherwise provided for by the Constitution and by-laws. The decision may be reversed by a two-thirds majority vote of the members in good standing present at any business meeting of the Chapter.
- B. The President shall appoint all pro-tem officers in case of absentees.
- C. If in the opinion of the President, an occasion or circumstances 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.
- D. The President along with the Secretary and Treasurer, shall have the authorization to sign all checks drawn against the funds of the chapter as may be approved by the membership.
- E. The President shall be the Chair of the Executive Board
- F. The President shall appoint all standing and special committees.
- G. The President shall be a member of all committees.
- H. The President shall be at attendance and preside at all regular meetings, special meetings, and executive board meetings, and if, by some necessity he/she will not be in attendance, he/she should designate another Executive Officer to preside at the meeting.
- I. The President shall attend the Chapter President's meeting with the Association Executive Board.
- J. The President shall attend all Sectional meetings
- K. The President shall serve as master of ceremonies at chapter luncheons, training conferences, and banquets.

FIRST VICE-PRESIDENT

The First Vice-President shall perform all duties for the good of the chapter required by the President of the chapter. The First vice-President shall be a member of the Executive Board and shall perform all duties required by this Constitution and By-Laws. The duties of the First Vice-President shall be as follows:

- A. The First Vice-President shall oversee the Mentor Program for National Academy Graduates.
- B. The First Vice-President shall oversee the Chapter Finance Committee.

- C. The First Vice-President shall submit a projected budget by December 15th for the upcoming year as President to the Executive Board for approval.
- E. The First-Vice President shall attend all chapter meetings.

SECOND VICE-PRESIDENT

The Second Vice-President shall perform all duties for the good of the Chapter required by the President of the Chapter. The Second Vice-president shall be a member of the Executive Board and shall perform all duties required by this Constitution and By-Laws. The duties of the Second Vice-President shall be as follows:

- A. The Second Vice-President shall serve as Coordinator of the Youth Leadership Program selection process for the Chapter.
- B. The Second Vice-President shall serve as Chairman of the Nominating Committee.
- C. The Second Vice-President shall be responsible for issues relating to marketing the FBINAA and the Rocky Mountain Chapter.
- D. The Second Vice-President shall attend all Chapter meetings.

SECRETARY

The Secretary shall perform all duties for the good of the Chapter required by the President of the Chapter. The Secretary shall be a member of the Executive Board and shall perform all duties required by the Constitution and By-Laws. The duties of the Secretary shall be as follows.

- A. The Secretary shall have the authorization to disburse such monies for the incidental expenses such as; membership cards, stationary, mailing, printing, office supplies, and any other expenses, with approval of the President, which accrued as a regular running expense of the Chapter.
- B. The Secretary shall maintain all Chapter membership records.
- C. The Secretary shall solicit volunteer agencies to host Chapter luncheons.
- D. The Secretary shall attend National Secretary meetings.
- E. The Secretary shall attend Sectional Chapter Officers meetings.
- F. The Secretary shall coordinate all Chapter mailings to members.
- G. The Secretary shall keep the minutes of all business meetings, special meetings, and Executive Board meetings of the Chapter.
- H. The Secretary shall maintain archives of Chapter records.
- I. The Secretary shall attend all Chapter meetings.

TREASURER

The Treasurer shall perform all duties for the good of the Chapter required by the President of the Chapter. The Treasurer shall be a member of the Executive Board and shall perform all duties required by this Constitution and By-Laws. The duties of the Treasurer shall be as follows.

- A. The Treasurer shall collect all money due to the Chapter and make an accounting of all funds at each regular business meeting of the Chapter.
- B. The Treasurer shall have the authorization to sign all checks drawn against the funds of the chapter.
- C. The Treasurer shall have the authority to disburse such monies for the incidental expenses such as; membership cards, stationary, mailing, printing, office supplies, and any other expenses, with approval of the President, which accrued as a regular running expense of the Chapter.
- D. The Treasurer shall place all unexpended monies in a fund to the credit of the Rocky Mountain Chapter Federal Bureau of Investigation National Academy Associates, Incorporated.
- E. The Treasurer shall maintain all Chapter financial records.
- F. The Treasurer shall attend National Treasurer meetings.
- G. The Treasurer shall attend Sectional Chapter Officer meetings.
- H. The Treasurer shall collect dues and pay all bills.
- I. The Treasurer shall attend all Chapter meetings.

F.B.I. DENVER DIVISION SPECIAL AGENT IN CHARGE OR DESIGNEE

The F.B.I. Denver Division Office shall have a position that serves on the Executive Board of this Chapter. The person serving in this position shall be the Special Agent in Charge, or a designee at the discretion of the Special Agent in Charge. The duties of the F.B.I. Executive Board member shall be as follows:

- A. Develop and coordinate training programs for the Chapter.
- B. Provide photography at Chapter functions.
- C. Provide photocopying of material to be mass distributed to Chapter members.
- D. Accomplish Chapter membership mass mailings.
- E. Advertise Chapter training conferences.

IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall perform all duties for the good of the Chapter required by the President of the Chapter. The Immediate Past-President shall be a member of the Executive Board and shall perform

all duties required by this Constitution and By-Laws. The duties of the Immediate Past-President shall be as follows:

- A. Attend Sectional Chapter Officer meetings.
- B. Attend all chapter meetings.
- C. Provide historical experience and wisdom to the good of the chapter and the Executive Board.

ARTICLE V

(Left blank to remain consistent with the Constitution)

ARTICLE VI

COMMITTEES

Shall be appointed by the President. All committees, unless otherwise defined, shall serve no longer than one year and may be relieved of their duties at any time by the President. The chapter will have the following standing committees.

- A. Executive Committee: This committee shall be comprised of all current Executive Board Officers of this Chapter. Duties and responsibilities of the Executive Committee shall be:
 - 1. Training site selection.
 - 2. Selection of training topics.
 - 3. Arrange location and necessities for a hospitality room during training conference.
 - 4. Develop membership incentives.
 - 5. Attend new FBINA student orientations.
- B. Ethics Committee: The Ethics Committee shall consist of four (4) members in addition to the President of the Chapter. The term of the membership shall be for a period of four (4) years and shall be staggered so as to allow for one appointment each year. The initially appointed committee shall determine amongst themselves who shall serve 4, 3, 2, and 1 year terms, respectively, in order to arrive at the staggered terms. Duties and responsibilities of the Ethics/Awards Committee shall be:
 - 1. The Ethics Committee shall investigate the circumstances and make recommendation to the Executive Board as to the future membership status of any member accused of activity (s) as described in Article 3 Section 4. of the Chapter Constitution.
 - 2. The Ethics Committee shall seek out any member of this chapter deserving of recognition for an action which brings credit to his/her agency and/or community. The Ethics Committee shall make recommendation to the Executive Board that official recognition be given the individual at a training conference banquet.

- C. Finance Committee: The Finance Committee shall be responsible for:
1. Review for accuracy and completeness, all financial records maintained by the Treasurer at least annually and shall make a written report of their findings to the President. This examination of records shall not preclude the Executive Board, at their discretion, from arranging an official audit of the records at any time.
 2. The Finance Committee shall review the proposed budget of the First Vice-President and make recommendations to the executive board for approval or rejection.
 3. The Finance Committee shall review, research and recommend chapter investment strategies annually.
- D. Historian: The Historian of this Chapter shall gather all available material that documents, illustrates or gives a photographic account of the historical evolution of the Rocky Mountain Chapter. Said material shall be disseminated by the Historian to the membership at his/her discretion using the Chapter Newsletter or by display at social functions. The Historian shall maintain and preserve all gathered materials. In the event that a new Historian is appointed, it will be the responsibility of the outgoing Historian to make all materials available to his/her successor.
- E. Hospitality Committee: The Hospitality Committee shall be responsible for supplying and dispensing food and beverage to members and their guests at a hospitality room during training conferences. The Hospitality Committee shall provide a full report to the Treasurer concerning all expenditures. The Executive committee shall determine the hours of operation of the hospitality room.
- D. Law Enforcement Memorial: The Chapter will appoint a representative to the Colorado Law Enforcement Memorial Committee.
- E. Nominating Committee: The Nominating Committee shall receive nominations for persons who will be candidates in an election of Executive Board Officers. The committee will review the nominations, interview the candidates and make recommendation at a regular business meeting of the Chapter before a vote is called for and an election proceeds, as to whether the candidates are qualified.
- F. Web-page: The President will designate a member to be responsible for the maintenance of the chapter web page.

SECTION 2

SERGEANT-AT-ARMS

The position of Sergeant-At-Arms is an appointed position rather than an elected position. At the opening of each business meeting of the Chapter, the President shall appoint a member in good standing as Sergeant-At-Arms, and such necessary assistants as may be required. The duties of the Sergeant-At-Arms shall be to examine the membership present at the business meeting and permit no unauthorized persons to be present during the meeting. The Sergeant-At-Arms will maintain order in the meeting and shall perform any duty required by the President for the orderly conduct of such business meeting.

ARTICLE VII

BUSINESS MEETINGS

All regular and special business meetings shall be held upon call by the President after all members shall have had thirty days written notice of such meeting, and shall normally take place at the Spring and Fall Training Conferences of the Chapter.

- A. All officers of this Chapter shall be elected at a regular business meeting of the Chapter.
- B. The members in good standing of the Chapter present at any regular business or special meeting of the Chapter shall constitute a quorum.
- C. Only those items set forth in the President's call for a special business meeting of the Chapter or matters relating directly thereto shall be acted upon at any special business meeting of the Chapter.
- D. At the next regular business meeting of the Chapter after any special business meeting, the President of the Chapter shall make a full report of all transactions of the special business meeting.

SECTION 1

ORDER OF BUSINESS

The order of business of this Chapter shall be as follows:

- A. Calling the meeting to order
- B. Pledge of Allegiance
- D. Invocation
- E. Roll call of Officers
- F. Report of Officers
- G. Reading of the minutes of the previous meeting
- H. Bills and communications
- I. Report of committees
- J. Nominations and elections of Officers (Fall Business Meetings)
- K. Installation of Officers (Fall Business Meetings)
- L. Unfinished business
- M. New business
- N. Discharge of committees (Fall Business Meeting)
- O. Roll call of members deceased since the last regular meeting of the Chapter

P. Adjournment

ARTICLE VII

Changes to By-Laws

Any changes and/or additions to the Rocky Mountain Chapter, Federal Bureau of Investigation, National Academy Associates, Incorporated by-laws will be handled by the Executive Board according to the needs of the membership. Changes to the by-laws will occur at a regularly scheduled Executive Board meeting.

APPROVED FOR REVISION BY THE MEMBERSHIP MAY 3, 2003.