

**CONSTITUTION AND BYLAWS OF THE  
GEORGIA CHAPTER  
F.B.I. NATIONAL ACADEMY ASSOCIATES, INC.**

**PREAMBLE**

To uphold and defend the laws of the State of Georgia and the United States of America; 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 mutual 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, 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.

The Georgia Chapter of the Federal Bureau of Investigations National Academy Associates does hereby ratify and adopt into the Constitution and Bylaws of the FBI National Academy Associates and will abide by and support its aims, objectives, rules, policies and purposes.

**ARTICLE I**            **NAME**

This Association shall be known as the Georgia Chapter of the F.B.I. National Academy Associates, Inc.

**ARTICLE II**            **PURPOSE**

The purposes of this Chapter are:

- To provide the membership of the Georgia Chapter FBI National Academy Associates, Inc. with 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 each graduate of the FBI National

Academy, which will foster increased efficiency in law enforcement services throughout the world, and;

- To provide professional resources to all levels of law enforcement in the areas of instruction, research and management

## **ARTICLE III**      **ASSOCIATION MEETINGS**

### **Section I**      Annual Winter Business Meeting

The annual winter business meeting shall be held in January, at a date, time and site designated by the Executive Board.

### **Section II**      Annual Summer Training/Business Session

The annual summer training/business session shall be held on a date, time and site selected by a plurality voice vote of the active members present at the business meeting for the year proceeding the business meeting.

There shall be no summer training/business session in the year of a Section III national conference. A business meeting shall take place during the Section III national conference as determined by the Executive Board.

### **Section III**      Special Meeting

The President may call a special meeting when, in his/her judgment; it is necessary for the successful operation of the Chapter.

### **Section IV**      Request for Special Meeting

The president shall, upon the written request of five active members in good standing, call a special meeting, which shall be held within thirty days of such request.

### **Section V**      Notification of Special Meeting

The President shall cause the membership to be notified of all special meetings, setting forth the date, time, place and purpose of the special meeting. Notification shall be made at least 20 days prior to such meeting. No business shall be transacted at the special meeting other than that set forth in the notification.

### **Section VI**      Quorum at Meetings

That portion of the active membership in attendance and in good standing shall constitute a quorum for the purpose of transacting the business of the Chapter at a meeting of the membership.

**Section VII** Transactions of Business

Officers of the Chapter shall transact any business of the Chapter, provided, that for reasons of time and expediency, such business in the opinion of the President or Executive Board cannot be held over to the next meeting of the membership. The President shall cause a report of any business transaction to be made at the next meeting of the membership.

**Section VIII** Duties of Officers

It shall be the duty of all officers of the Chapter to carry out the purposes of the Chapter.

**Section IX** Fiscal Limitations

The officers of the Chapter have no authority to incur any indebtedness exceeding the annual income derived from the dues, other assessments or other available funds, which have been authorized.

**ARTICLE IV**            **MEMBERSHIP**

**Section I**            Membership

Membership in the Georgia Chapter F.B.I. National Academy Associates, Inc. shall be limited to the following:

1.     **Active Membership**
  - Individuals who have satisfactorily completed the prescribed course of instruction and graduated from the FBI National Academy.
  - Individuals who are current with all required state and national dues.
  
2.     **Active or Active Retired Special Agents**
  - Active and retired Special Agents of the F.B.I. who have served as counselors and/or Field Office National Academy Coordinators for a National Academy session or who have been directly involved as a regularly appointed full-time administrator of the National Academy Program at F.B.I. Headquarters.
  - The Georgia Chapter may nominate special Agents of the F.B.I. who have been involved in and have supported the National Academy Program for membership. The Georgia Chapter must forward any such nomination, along with supporting documentation of support, service and/or involvement, to the National Executive Board for their review and approval of the nominated Special Agent's membership.
  - Active and retired Special Agents shall not be eligible to hold elective office at either the local or national levels.
  
3.     **Retired Life Membership**
  - Life membership shall not exceed eight members at any time.

- May be a retired National Academy graduate or retired FBI Special Agent who has been an active member of the Association for 20 years or longer.
- The Georgia Chapter will pay all National dues.
- No Georgia Chapter dues shall be assessed a Life Member.
- When a vacancy occurs, the Executive Board shall make a recommendation for replacement to the membership to be voted on and approved by Association members present at the next Association meeting.

4. In-Active Membership

- Non-payment of any required dues for a period of two years.
- An inactive member may reinstate their membership by making payment of current dues to the National office and complying with requirements of the National office concerning membership.

5. Other Membership

- There shall be no honorary or other types of membership except active membership.

**Section II**      Suspension from Membership

Any member of this Association shall be suspended from membership:

1. Upon participation in activity(s) unworthy of or adverse to the best interest of law enforcement, as evidenced by any dismissal or requested resignation from any law enforcement agency based upon misfeasance or malfeasance, and by a majority vote of the Executive Board of the Association.
2. Upon participation in activity unworthy of or adverse to the best interest of the Association or the F.B.I.
3. Any member suspended from the FBI National Academy Associates shall automatically stand suspended in the Georgia Chapter.
4. At any time due to adequate cause, the Executive Board, by a two-thirds vote, may suspend from the rolls of this Chapter any Active or Active Retired member. Such member shall be notified in writing of said suspension and the reason(s) thereof.
5. Any member whose membership shall be suspended shall have the right to request a hearing before the executive board within 30 days of the notice of suspension. Such hearing must be requested in writing to any member of the executive board. The determination of the executive board at the hearing shall be the final decision.
6. Suspended members forfeit all rights and privileges of membership.

**Section III**      Reinstatement to Membership

Any member who has been suspended from membership in this Chapter may be reinstated by a two-thirds vote of the Executive Board. Reinstatement is subject to such person becoming a member in good standing in the FBI National Academy Associates, filing an application for reinstatement, and paying all dues as required by the National Office.

**ARTICLE V**            **OFFICERS**

**Section I**        Association Officers

1.        The governing body of the Georgia Chapter F.B.I. National Academy Associates, Inc. shall be:

- President – voting member
- 1<sup>st</sup> Vice President – voting member
- 2<sup>nd</sup> Vice President – voting member
- Secretary – voting member
- Treasurer – voting member
- Chaplain – non-voting member
- Historian – non-voting member

The following offices are filled by election:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Secretary
- Treasurer

The following offices are filled by appointment of the President:

- Chaplain
- Historian

Ex-Officio – The following office is automatic, non-elective and has no voting Privileges:

- Immediate Past President

2.        Executive Board:

- The officers of the Association shall make up the Executive Board.
- **The Executive Board shall establish Bylaws to become part of the Constitution and Bylaws unless disapproved by a majority vote of the Active Membership present at a business meeting of the Association.**
- A majority of the members of the Executive Board shall constitute a quorum.

**Section II**        Duties of Association Officers

1. President

- The President shall serve for a two-year term immediately following a completed two-year term as 1<sup>st</sup> Vice President.
- The President shall preside over all meetings of the Chapter; deciding questions of order; acting as judge and declaring the results of all elections.
- The President shall serve as the chairperson of the Executive Board.
- The President shall make the appointments to the offices of Chaplain and Historian.
- The President shall appoint a Finance Committee, Site Selection Committee, Membership Committee and Nominations Committee.
- The President shall appoint all other committees, chairpersons, and members and shall have the authority to remove any member of said committees at his/her discretion.
- The President shall direct the Secretary to notify members of the dates of all regular or special meetings of the membership.
- The President shall be an Ex-Officio member of all committees.
- The President shall perform such other duties as may be necessary to carry out the provisions of the Constitution and Bylaws or wishes of the membership.

2. 1<sup>st</sup> Vice President

- The 1<sup>st</sup> Vice President shall serve for a two-year term immediately following a completed two-year term as 2<sup>nd</sup> Vice President.
- After serving a two-year term, the 1<sup>st</sup> Vice President shall move through the chairs to President.
- The 1<sup>st</sup> Vice President shall assume the duties of the President upon the President's absence.
- The 1<sup>st</sup> Vice President shall chair committees as appointed by the President.
- The 1<sup>st</sup> Vice President shall chair the Site Location Committee for the annual summer training session and work with the Secretary and Treasurer on this committee.
- The 1<sup>st</sup> Vice President shall select an appropriate individual to administer the Oath of Office for the installation of officers to their new positions.
- The 1<sup>st</sup> Vice President shall perform such other duties as may be prescribed by the President.

3. 2<sup>nd</sup> Vice President

- The 2<sup>nd</sup> Vice President shall serve for a two-year term upon being elected to the office of 2<sup>nd</sup> Vice President.
- After serving a two-year term, the 2<sup>nd</sup> Vice President shall move through the chairs to 1<sup>st</sup> Vice President.
- The 2<sup>nd</sup> Vice President shall assume the duties of the President and 1st Vice President upon their absence.
- The 2<sup>nd</sup> Vice President shall chair the Finance Committee.
- The 2<sup>nd</sup> Vice President shall chair the Membership Committee.

- The 2<sup>nd</sup> Vice President shall chair the Youth Leadership Program.
- The 2<sup>nd</sup> Vice President shall chair committees as appointed by the President
- The 2<sup>nd</sup> Vice President shall perform such other duties as may be prescribed by the President.

#### 4. Secretary

- The Secretary shall serve for a period of four years.
- The Secretary shall keep a full and complete record of all meetings and submit a copy of all minutes to Executive Board members and other individuals as necessary.
- The Secretary shall keep a complete roll of the membership.
- The Secretary shall attend to all correspondence; keep all records pertaining to the business of the Chapter.
- The Secretary shall furnish the President with a list of unfinished business items.
- The Secretary shall serve on the Site Selection Committee and the Membership Committee.
- The Secretary shall perform such other duties as may be prescribed by the Site Selection Committee Chairperson or the President.
- The Secretary, upon conclusion of a four-year term, may elect to advance through the chairs or seek another four-year term.
  - The Secretary shall be responsible for communicating Chapter notices, information, and correspondence to all members of the State Chapter.

#### 5. Treasurer

- The Treasurer shall serve for a period of four years.
- The Treasurer shall serve as the custodian of the Chapter funds.
- The Treasurer shall issue checks, keep a record of receipts and expenses paid by the Chapter.
- The Treasurer shall co-sign all checks with 2<sup>nd</sup> Vice President to pay for Association expenditures.
- The Treasurer shall pay all Association bills within the statement period or as soon as practical.
- The Treasurer shall have the authority to disburse such monies as may be reasonably necessary in the ordinary conduct of the Association's business. Such disbursements shall include, but not be limited to, costs for stationary, postage, printing, normal office supplies, and forms.
- The Treasurer shall dispense monies for expenses as approved by the Executive Board or membership.
- The Treasurer shall require and receive an accounting from every officer, member or other individual who is the recipient of such monies, and shall include said accountings in the Treasurer's report at all regular meetings or when requested by the Association.
- The Treasurer shall report all receipts and disbursements and the amounts of all

money on hand belonging to the Chapter to the Executive Board.

- The Treasurer shall report all receipts, disbursements and the amounts of all money on hand in all accounts belonging to the Chapter to the membership at Chapter meetings.
- During the first month of February following the completion of the Treasurer's term of service, (every four years), the Treasurer shall submit all financial records of the Association to an approved Certified Public Accountant (CPA) for the completion of an audit. The CPA will be approved by the Executive Board prior to the release of any Association records to the CPA
- If the Treasurer resigns or leaves office prior to the completion of his/her term of office, the Executive Board will decide if a CPA should perform an audit on all records and accounts of the Association.
- The Treasurer shall serve on the Finance Committee and the Site Selection Committee.
- The Treasurer shall obtain and have in effect a surety bond commensurate in value with the amount of funds handled, and shall provide the President with proof of such surety bond. The bond shall be paid with Chapter funds.
- The Treasurer shall perform such other duties as may be prescribed by the Finance Committee Chairperson, the Site Selection Committee Chairperson or the President.
- The Treasurer, upon conclusion of a four-year term, may elect to advance through the chairs or seek another four-year term.

#### 6. Chaplain

- The Chaplain shall be appointed by the President and approved by the Executive Board.
- The Chaplain shall serve for a period of two years and shall be appointed or reappointed bi-annually.
- The Chaplain shall send get well, sympathy, or other cards and other correspondence to Association members when necessary.
- The Chaplain shall perform religious or spiritual services for the Association.
- The Chaplain shall assist the Association with meeting the special needs of its membership and their families.
- The Chaplain shall perform religious and spiritual counseling or ministry for any member or immediate family member of the Association.
- The Chaplain shall provide referrals upon request, and assist any department of an Association member with Chaplaincy services or referrals upon request.

#### 7. Historian

- The Historian shall be appointed by the President and approved by the Executive Board.
- Historian shall serve for a period of two years and shall be appointed or re-appointed bi-annually.

- The Historian shall record and maintain the history of the Association, including photographs, publications, minutes, and other documents.

## **ARTICLE VI            ELECTION OF OFFICERS**

### **Section I            Voting**

All active members in good standing shall have voting rights on all issues brought before the membership at Association business meetings. In order to vote, members must be present at the meeting where the vote is taken and payment of dues must be current.

### **Section II            Election**

The officers of the Georgia Chapter shall be elected at the winter training/business meeting by secret written ballot submitted by the active membership in attendance at the winter training/business meeting and, except for the Secretary and Treasurer, shall serve for a period of two years in the position. The Secretary and Treasurer shall serve for a period of four years.

### **Section III            Office Vacancy**

Interim vacancies in any office shall be filled by choice of the remaining Executive Board and such officer shall serve and hold office until the next winter training/business meeting.

## **ARTICLE VII            ASSOCIATION COMMITTEES**

### **1.            Nominations Committee**

- The Chapter President shall appoint a chairperson and a minimum of two members to the Nominations Committee at the annual summer conference.
- Committee members shall be past presidents of the Association.
- The Nominations Committee shall receive nominations for the office of 2<sup>nd</sup> Vice President, Secretary and Treasurer from active dues paying members.
- Individuals seeking the office of 2<sup>nd</sup> Vice President shall submit a letter of intent and a resume to the chairperson of the Nominations Committee biennial prior to the winter training/business meeting.
- Individuals seeking the office of Secretary or Treasurer shall submit a letter of intent and a resume to the chairperson of the Nominations Committee every four years prior to the winter training/business meeting.
- Nominations for the office of 2<sup>nd</sup> Vice President, Secretary or Treasurer may also be taken from the floor at the summer training/business meeting.

### Site Selection Committee

- The 1<sup>st</sup> Vice President shall chair the site Selection Committee.
- The Secretary and Treasurer shall serve on this committee.
- Any other member appointed by the President or 1st Vice President shall serve on this committee.

### 3. Finance Committee

- The 2<sup>nd</sup> Vice President shall chair the Finance Committee.
- The Treasurer and a minimum of two active members from the Association shall serve on this committee.

### 4. Membership Committee

- The 2<sup>nd</sup> Vice President shall chair the Membership Committee.
- The Secretary and a minimum of two active members from the Association shall serve on this committee.

### 5. “Member of the Year” Award Committee

- The 1<sup>st</sup> Vice President shall chair the “Member of the Year” Award Committee.
- The Immediate Past President, 2<sup>nd</sup> Vice President, and two members from the Membership Committee shall serve on this committee.

### 6. Youth Leadership Program Committee

- The 2<sup>nd</sup> Vice President shall chair the Youth Leadership Committee.
- Members of the Executive Board shall serve as committee members.
- A meeting of the Board shall be called no later than the 15<sup>th</sup> day of April of each year to conduct interviews of youth leadership candidates.
- The 2<sup>nd</sup> Vice President shall fill all documents with the FBINAA National Executive office in regards to the candidate representing the Georgia Chapter.

### 7. Communications Committee

- The President shall appoint a member to chair this committee and shall appoint the number of members necessary to build and/or maintain a web site for the Georgia Chapter of the FBINAA.
- The Treasurer shall pay such fees required to maintain the Georgia Chapter web site.

### 8. The Agency of the Year Committee

- The 1st Vice President shall chair the selection committee.

- The Immediate Past President and three active chapter members shall serve on the Agency of the Year Committee.
9. All other committees and committee members shall be appointed by the President.

## **ARTICLE VIII      MEMBER OF THE YEAR AWARD**

### **Section I      Nominations Criteria**

1. Nominations should be based on one or several identified responsibilities of an Associate as described in the Preamble of the Georgia Chapter FBINAA constitution.
2. The Nominee must be a member of the Georgia Chapter of the FBINAA as described in Article IV, Section 1 of the Georgia Chapter Constitution.
3. Members nominating an individual for this award shall respond to the following questions on a separate sheet of paper. Comments should be limited to two pages.
  - Identify how the nominees' efforts presented themselves in a manner that would lend strength, dignity and credit to the profession of law enforcement.
  - What impact has the nominees efforts had on the FBINAA, law enforcement and/or the community.
  - Additional law enforcement and/or community involvement separate from his/her regular duties as a law enforcement officer.
4. Supporting documentation, newspaper articles, or other information may be attached to the nomination form.

### **Section II      Nomination Procedures**

1. Nominations for the "Member of the Year" Award may be submitted by any active member of the Georgia Chapter FBINAA using the "Member of the Year" Award nomination form. Blank forms may be obtained from the Georgia Chapter website, the 1st Vice President or the Secretary.
2. All completed nomination forms shall be submitted to the 1<sup>st</sup> Vice President of the Georgia Chapter of the FBINAA.
3. All completed nomination forms shall be received by June 1 of each year.
4. Questions concerning the "Member of the Year" Award should be made to the 1st Vice President.

**Section III** Selection Committee

1. The 1st Vice President shall chair the selection committee.
2. The Immediate Past President, 2<sup>nd</sup> Vice President and two members from the Membership Committee shall serve on this committee.
3. The decision of the selection committee shall be final.

**Section IV** Award Presentation

1. A formal presentation of the award will be made at the annual Summer Conference.
2. The selection committee shall identify the appropriate type of award for the recipient of the award.

**ARTICLE VIX** **PHYLLIS GOODWIN AGENCY OF THE YEAR AWARD**

**Section I** Nominations Criteria

1. Nominations should be based on agencies that actively support the Georgia Chapter FBINAA. This support is shown by being active and working to build cooperation among agencies of multiple jurisdictions. The agency of the year will be an agency that continually works to build the professionalism of law enforcement.
2. The Agency must be a supporter of the Georgia Chapter of the FBINAA, by allowing its members to be active in meeting and training.
3. Members nominating an agency for this award shall respond to the following questions on a separate sheet of paper. Comments should be limited to two pages.
  - Identify how the agencies' efforts presented themselves in a manner that would lend strength, dignity and credit to the profession of law enforcement.
  - What impact has the agencies efforts had on the FBINAA, (i.e. annually attend winter business meetings, summer conferences, the fun shoots and/or other chapter meetings held within the calendar year; serve on a chapter **designated committee or special committee**; agency member serves as a summer conference chair, co-chair or committee chair; securing door prize or other donations; etc.) law enforcement and/or the community.
  - Additional law enforcement and/or community involvement by the agency.
4. Supporting documentation, newspaper articles, or other information may be attached to the nomination form.

**Section II**      **Nomination Procedures**

1. Nominations for the “Agency of the Year” Award may be submitted by any active member of the Georgia Chapter FBINAA using the “Agency of the Year” Award nomination form. Blank forms may be obtained from the Georgia Chapter website, the 1st Vice President or the Secretary.
2. All completed nomination forms shall be submitted to the 1<sup>st</sup> Vice President of the Georgia Chapter of the FBINAA.
3. All completed nomination forms shall be received by May 1st of each year.
4. Questions concerning the “Agency of the Year” Award should be made to the 1st Vice President.

**Section III**      **Selection Committee**

1. The 1st Vice President shall chair the selection committee.
2. The Immediate Past President and three active chapter members shall serve on the Agency of the Year Committee.
3. The decision of the selection committee shall be final.

**Section IV**      **Award Presentation**

1. A formal presentation of the award will be made at the annual Summer Conference.
2. The selection committee shall identify the appropriate type of award for the recipient of the award.

**Section V**      **Phyllis Goodwin Agency of the Year Award**

1. By naming the award after Phyllis Goodwin, the GA Chapter continuously pays tribute to the woman who served the FBI for almost 38 years. During most of those years she served as the Police Training Tech and she assisted all who wanted to attend the National Academy. She walked us through the application process and she was always the person our members could turn to with a question about the National Academy. We are indebted to her professionalism and her hard work to make the Georgia Chapter, a premier chapter.

**ARTICLE X**                      **SCHOLARSHIP AWARD**

**Section I**

1. The Georgia Chapter of the FBI National Academy Associates sponsors an annual Scholarship Award Program. It was developed to offer financial assistance to fulltime students who will be continuing their education on past high school. The purpose of the scholarship is to encourage educational growth and professionalism among the children of the members of the FBI National Academy Associates of Georgia.
2. The Executive Board of the Georgia Chapter of the FBI National Academy Associates administers the program. Complete information can be obtained from any present board member or the chapter web site. Scholarship distributions will not exceed the total of the scholarship fund each year. Scholarship recipients may be awarded up to \$1000 scholarships as appropriated by the scholarship committee.

## **Section II**      Scholarship Rules

1. Applicants must be the son or daughter, or grandchild of a Georgia Chapter member of the FBI National Academy Associates with all current dues paid.
2. Applicants must comply with the admission requirements for a full-time student in any accredited four-year college, accredited two-year college or in any accredited technical schools.
3. Before the scholarship is awarded, the student must supply proof that they are enrolled either currently or in the upcoming semester or quarter.
4. Course of study is the student's choice.
5. The applicant must have completed one semester of college prior to applying.
6. The current FBINAA Georgia Chapter Executive Board will select scholarship recipients based upon a grading criteria established by the executive board. Their decision will be final.

## **Section III**      Application Process

1. Complete a scholarship application available on the website.
2. Submit three personal letters of recommendation from such persons as former teachers, counselors, law enforcement officers, or neighbors, etc.
3. Submit a copy of applicant's most recent college transcript.
4. Submit an essay (500 words or less) outlining your desired major, career goals, and the importance of how furthering your education can enhance your goals.
5. Applicant must have completed one semester of college prior to apply for this scholarship.
6. All materials must be submitted by March 1<sup>st</sup> of each year. All materials must be sent to the Secretary of the Georgia Chapter FBINAA Executive Board.
7. All scholarships will be awarded at the chapter's annual summer conference.

## **Section IV**      James Weaver Scholarship Award

By naming the award after James Weaver, the Georgia Chapter continuously pays tribute to a man who has faithfully served our chapter for over 40 years. James Weaver served our chapter

as President and Chapter Historian for over 25 years. We are indebted to his professionalism, dedication and service to make the Georgia Chapter a premier chapter.

## **ARTICLE XI**      **FINANCIAL RECORDS**

### **Section I**      Dues

The National Executive Board based on two-thirds majority of the Board will establish the dues of the Association. The dues of the Georgia Chapter shall be established by a majority vote of active membership present at the annual winter business meeting. Annual Chapter dues are inclusive of National dues. All records shall be recorded and maintained by the Treasurer. Association dues are payable as prescribed by the National Office of the FBINAA.

To be in good standing, a member must pay annual dues as prescribed by the Association's By-laws. If a member is suspended from membership for non-payment of dues to the Association, the member shall, upon payment of membership dues as prescribed by the National Office of the FBINAA,

### **Section II**      Expenditures

The Executive Board may approve expenditures from Chapter funds to be used for commemorative gifts as appropriate. Expenditures of more than \$150 must be approved by a majority of the Executive Board. Expenditures exceeding \$1000 must be approved by a majority vote of the membership at a chapter meeting.

### **Section III**      Audit

During the first month of February following the completion of the Treasurer's term of service, (every four years), the Treasurer shall submit all financial records of the Association to an approved Certified Public Accountant (CPA) for the completion of an audit. The CPA will be approved by the Executive Board prior to the release of any Association records to the CPA.

Upon completion of the audit, the Treasurer shall submit the report to the Executive Board for their review and recommendations.

The Treasurer shall review the audit and prepare a written synopsis of the Association's financial status, based on the audit. Association members will be presented with this information at the Annual Winter Business Meeting following the audit.

If the Treasurer resigns or leaves office prior to the completion of his/her term of office, the Executive Board will decide if a CPA should be retained to perform an audit on all records and accounts of the Association.

## **Section IV**     **Georgia Chapter FBI NAA Investment Account Management**

The Finance Committee shall oversee the investment of the NAA Account. When appropriate, this Committee shall develop and revise the management objectives for the NAA Account to accomplish the following:

Preserve and develop the real (i.e. inflation-adjusted) purchasing power with consistent stream of earnings (in inflation-adjusted terms), in line with the Association's spending needs. The net income may be applied annually to meet operations needs in the budget as well as for other purposes approved by the Georgia Chapter FBI NAA Executive Board.

Attain an positive inflation-adjusted total return on the equities part of the assets in the account relative to a benchmark index chosen by the Finance Committee, such as the Standard & Poor's (S&P) 500 stock average, over the long-term (five year averages).

The Finance Committee shall provide the Executive Board reports on the state of the NAA Investment Account at least annually. At least annually this information will also be provided to the chapter at the winter training/ business meeting.

### **NAA Account Investments**

The Executive Board will adopt the investment policy for the NAA Investment Account. Investment Policies and Procedures cannot be changed without the majority vote approval of the Executive Board. The Finance Committee will administer the NAA account portfolio in accordance with the policy as adopted and amended from time to time. The Investment Policy Statement shall be reviewed at least annually by the Finance Committee and revised as necessary by a majority vote of the Executive Board. The Finance Committee will use a Financial Advisor who is a Registered Investment Advisor, registered with both Georgia State and Federal agencies, (RIA) and who is based in the State of Georgia. The Executive Board will approve the RIA. The Executive Board will approve all services (attorney, certified public accountants, etc.) before any agreement and or contract is entered into on behalf of the chapter.

## **ARTICLE XII**         **SERGEANT-AT-ARMS**

### **Section I**

At the opening of each business meeting, the President may appoint an active member of the Association to serve as Sergeant-at-Arms.

### **Section II**

The Sergeant-at-Arms' duties 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 shall maintain order and shall perform any duty required by him/her by the President for the orderly conduct of such meetings.

## **ARTICLE XIII**         **PARLIAMENTARY PROCEDURES**

In any case of parliamentary procedure that is not covered in this Constitution and Bylaws, the latest revised copy of "Robert's Rules of Order" shall prevail.

#### **ARTICLE XIV      ADOPTION AND CHANGES**

Changes and/or amendments to the Constitution and Bylaws may be made by a two-thirds vote of the members present at any meeting of the membership. The President shall cause each member of the Chapter to be notified by common communication means of any proposed changes in the Constitution and Bylaws, at least thirty days prior to the meeting of the membership at which the changes will be considered.

#### **ARTICLE XV      ORDER OF BUSINESS**

The order of business for conducting Association meetings shall as follows:

1. Call to Order
2. Reading of minutes of previous meeting
3. Treasurer's financial report
4. Communications
5. Report of Committees
6. Unfinished business
7. Old business
8. New business
9. Presentations
10. Other Business
11. Adjournment

#### **ARTICLE XVI      OATH OF OFFICE**

The following "Oath of Office" shall be administered to new officers at the annual business meeting or at such appropriate times as required.

*"I (state your name) do solemnly swear to uphold the Constitution of the United States of America, the Constitution of the State of Georgia and the Constitution and Bylaws of the Georgia Chapter of the FBI National Academy Associates. I also swear to fulfill the duties and obligations of my new office to the best of my abilities, so help me God."*

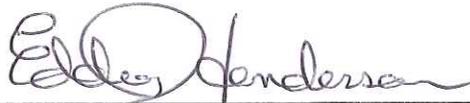
The above articles, terms, rules, policies and conditions are hereby adopted by plurality voice vote of the membership. Any change in it in the future must not conflict with the Constitution and Bylaws of the FBI National Academy Associates, Inc. and may be made only by a plurality voice vote of active membership at an official annual business meeting.

This official adoption being on the 17<sup>th</sup> day of January, 2013 at the winter business meeting held in Macon, Georgia.

WITNESS, THE HAND OF:



Ron Freeman, President



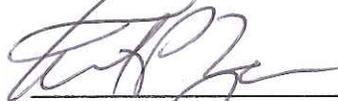
Eddie Henderson, Immediate Past President



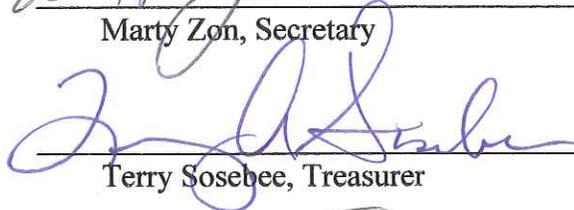
Brian Kelly, 1<sup>st</sup> Vice President



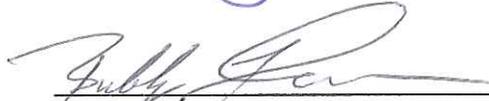
Grady Sanford, 2<sup>nd</sup> Vice President



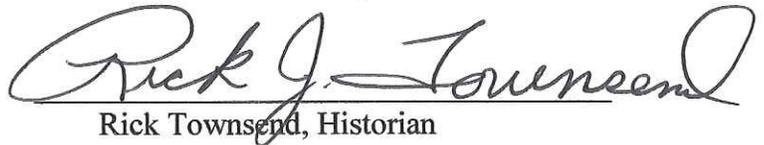
Marty Zon, Secretary



Terry Sosebee, Treasurer



Buddy Johnson, Chaplain



Rick Townsend, Historian