

CONSTITUTION AND BY-LAWS OF THE GEORGIA CHAPTER F.B.I. NATIONAL ACADEMY ASSOCIATES, INC.

PREAMBLE

For God and Country, we the Georgia Chapter of the F.B.I. National Academy Associates, Incorporated, associate ourselves together to:

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 Investigation National Academy Associates does hereby ratify and adopt into the Constitution and By-laws of the FBI National Academy Associates and will abide by and support its aims, objectives, rules, policies and purposes.

ARTICLE I: THE NAME OF THE ORGANIZATION SHALL BE:

Georgia Chapter of the F.B.I. National Academy Associates Incorporated.

ARTICLE II: THE MISSION OF THE GEORGIA CHAPTER OF THE F.B.I. NATIONAL ACADEMY ASSOCIATES, INCORPORATED IS:

“To provide the membership of the Georgia Chapter F.B.I. National Academy Associates Incorporated, 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 and research which reflect professional excellence instilled in each graduate of the Federal Bureau of Investigation National Academy which will foster increased efficiency in law enforcement services; to provide professional resources to all levels of law enforcement in the areas of instruction, research, and management.”

ARTICLE III: ORGANIZATION

The Georgia Chapter F.B.I. National Academy Associates Incorporated is a not-for-profit organization incorporated as such in the State of Georgia.

Section 1

The National Executive Office is established for the purpose of managing the affairs of the Federal Bureau of Investigation National Academy Associates, Incorporated. The National Executive Office shall be located at the Federal Bureau of Investigation Academy, Quantico, Virginia, or at a site designated by the National Executive Board.

Section 2

State, regional, or international chapters of the Federal Bureau of Investigation National Academy Associates, Incorporated may be established by application submitted to the National Executive Office. Such applications shall conform to the constitution and by-laws of the Federal Bureau of Investigation National Academy Associates, Incorporated. All applications must be approved by a majority of the National Executive Board.

Section 3

For the purpose of electing representatives to the National Executive Board, the membership of the Georgia Chapter F.B.I. National Academy Associates Incorporated is identified as Section III, which represents the following states:

Alabama, District of Columbia, Florida, Georgia, Kentucky,
Latin-American/Caribbean, Maryland/Delaware, Mississippi, North
Carolina, Puerto Rico, South Carolina, Tennessee, Virginia

ARTICLE IV: MEMBERSHIP

Section 1: Membership Eligibility

Members of the Ga Chapter-FBI National Academy Associates, Inc. shall be limited to the following:

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

Active and 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.

Special Agents of the Federal Bureau of Investigation who have been involved in and have supported the National Academy Program may be nominated by this Chapter for membership. The nomination(s), along with supporting documentation of support, service and/or involvement, will be forwarded to the National Executive Board for its review and approval.

Active and retired Special Agents shall not be eligible to hold elective office.

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

Section 2 :DUES

To be in good standing, a member must pay annual dues.

Section 3: RIGHT TO VOTE

All members in good standing are eligible to vote.

Section 4: SUSPENSION OF MEMBERSHIP

Any member of this Chapter shall be suspended from membership:

Upon non-payment of any required dues.

Upon participation in activity(ies) and/or association(s) 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 misfeasance or malfeasance, and by a majority vote of the Executive Board of this Chapter. Members who have been dismissed may appeal the dismissal to the Executive Board of the National Academy Associates, Incorporated.

Upon participation in activity(ies) unworthy of or inimical to the best interest of the Georgia Chapter of the F.B.I. National Academy Associates, Inc.

ARTICLE V: EXECUTIVE BOARD

Section 1: GOVERNING BODY

The governing body of the Georgia Chapter F.B.I. National Academy Associates Incorporated shall be the Executive Board. The following shall constitute the Executive Board: the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and the Immediate Past President. The Executive Board shall be members who are active and in good standing.

Section 2: OFFICERS

The elected officers of the Georgia Chapter F.B.I. National Academy Associates Incorporated are as follows:

President
First Vice-President
Second Vice-President
Secretary
Treasurer

In cases of death, resignation, removal, suspension, inability to serve or absence of the President, the Vice Presidents shall advance and serve as President in the order of rank.

The officers of the Georgia Chapter F.B.I. National Academy Associates Incorporated shall be elected at the annual business meeting/training conference held in January, February or March of each even numbered calendar year and shall serve for a period of two years or until such time as their successors have been duly elected and qualified, with the exception of the secretary and treasurer who serve four year terms. The candidate receiving the highest number of votes for each office shall be declared elected.

ARTICLE VI: DUTIES OF THE ELECTED OFFICERS

Section 1: Executive Board

PRESIDENT

The President shall serve for a two-year term immediately following a completed two-year term as 1st 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 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 By-laws.

The President shall appoint the Historian, Chaplin, Chapter Coordinators, members of all Committees not otherwise provided for.

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.

1st VICE-PRESIDENT

The 1st Vice President shall serve for a two-year term immediately following a completed two-year term as 2nd Vice President.

After serving a two-year term, the 1st Vice President shall move through the chairs to President.

The 1st Vice President shall assume the duties of the President upon the President's absence.

The 1st Vice President shall chair committees as appointed by the President.

The 1st 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 1st Vice President shall select an appropriate individual to administer the Oath of Office for the installation of officers to their new positions.

The 1st Vice President shall perform such other duties as may be prescribed by the President.

2nd VICE-PRESIDENT

The 2nd Vice President shall serve for a two-year term upon being elected to the office of 2nd Vice President.

After serving a two-year term, the 2nd Vice President shall move through the chairs to 1st Vice President.

The 2nd Vice President shall assume the duties of the President and 1st Vice President upon their absence.

The 2nd Vice President shall chair the Finance Committee, Membership Committee and the Youth Leadership Program.

The 2nd Vice President shall chair committees as appointed by the President

The 2nd Vice President shall perform such other duties as may be prescribed by the President.

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 the 2nd 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.

SECRETARY

The Secretary shall serve a term of 4 years, upon conclusion of the first four year term the Secretary may seek another 4 year term. At the conclusion of either 4 year term the Secretary may elect to advance through the chairs starting as 2nd Vice President.

The Secretary shall keep a full and complete record of all meetings and submit a copy of all meetings 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 all unfinished business items.

The Secretary shall serve on the site selection committee and membership committee.

The Secretary shall perform other duties as prescribed by the President and Site Selection Committee Chairperson.

The Secretary shall be responsible for communicating Chapter notices, information, and correspondence to all members of the Ga Chapter.

The Secretary, upon conclusion of a four-year term, may elect to advance through the chairs or seek another four-year term.

Immediate Past President

The Immediate Past President shall serve as an advisor to the Executive Board, and perform other duties assigned by the President.

The Immediate Past President does not have voting rights on Executive Board matters.

ARTICLE VII: DUTIES OF EXECUTIVE BOARD

The Executive Board shall establish by-laws for the administration of this Chapter, which shall become part of this Constitution. The Executive Board shall perform all other duties required of it by this Constitution.

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

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

ARTICLE VIII: COMMITTEES

A Committee not otherwise provided for by this Constitution shall be appointed by the President of this Chapter.

ARTICLE IX: MEETINGS OF GEORGIA CHAPTER of the F.B.I. NATIONAL ACADEMY ASSOCIATES INCORPORATED

Section 1

The Executive Board shall meet a minimum of four times annually, two of which may be held at the Annual Conferences. A quorum shall constitute a majority of the voting members of the Executive Board.

Section 2

A Training Conference will be conducted for the membership annually and normally during June, July, or August. In addition, a Chapter Training/Business meeting will be conducted January, February or March of each year.

Section 3

Business meetings will be conducted during each of the Chapter Training Sessions.

Additional business meetings of the Chapter 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 a majority of the active members present at the meeting.

Section 4

The President of the Chapter shall make a full report of all transactions of the Executive Board to members at the next regular business meeting.

Section 5

At the opening of each business meeting of the Chapter, the President shall appoint an active member of the Chapter as Sergeant-at-Arms and such necessary assistance as may be required. The Sergeant-at-Arms need not be a member of the Board of Directors.

His/Her duties shall be to examine the membership present at the business meeting and permit no unauthorized persons to be present during the meeting. He/She shall maintain order and shall perform any duty required by the President for the orderly conduct of such business meetings.

ARTICLE X: RULES OF PROCEDURES

The proceedings and deliberations of Chapter meetings 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.

Tie Breaker

In the event any vote of the Board of Directors is tied, the following procedures will be followed.

The President will announce that the vote is tied.

The President will ask if any member has a Point of Inquiry and allow members to ask clarifying questions to help make a better voting decision.

The President shall declare the Point of Inquiry closed once all discussion has ended.

The President shall entertain a motion pertaining to the vote.

If a subsidiary motion is made to conduct a second vote, the President shall facilitate such action.

If the vote is tied after all second votes are counted, the President shall decide the outcome of the vote.

He/She may make the final decision for the Board of Directors, or

He/She may send the vote to the membership if time is not of the essence.

If a motion is made to table or postpone the vote, the voting period shall conclude with no second vote taken.

If the second vote is tabled or postponed, the matter will be brought up as old business at the next board meeting where a second vote will be taken.

ARTICLE XI: FISCAL MATTERS

Section 1

All funding and fiscal management of the Chapter shall be in accordance with the U. S. Internal Revenue Service statutory provisions associated with a not-for-profit organization and the State of Georgia not-for-profit Corporation laws.

Section 2

The dues of the Chapter shall be established by the Executive Board based on two-thirds majority of the Board. Dues will be used to assist in defraying the costs of Training Conferences, operations, and activities of the Chapter.

Section 3

Other revenues received by the Chapter will be administered under the direction of the Board.

ARTICLE XII: AMENDMENTS

Section 1

Any changes and amendments to the Constitution shall be made by two-thirds vote of the active members present at any business meeting.

Section 2

The membership may make, alter, amend and/or repeal the by-laws of the Chapter at any business meeting by a two-thirds majority vote of active members present.

FBI National Academy Associates - Georgia Chapter, Inc.

By Laws

#1- DISSOLUTION OF CORPORATION, DISTRIBUTION OF ASSETS

Should for any reason, the Georgia Chapter-FBI National Academy Associates, Incorporated is dissolved, the voting members of the elected Board of Directors shall, by resolution, distribute all assets in the following manner:

- 1) All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made so that all liabilities and obligations shall be satisfied.
- 2) All remaining assets, including those held or received after the dissolution of said Georgia Chapter-FBI National Academy Associates, shall become the property of the members in good standing and shall be distributed to those members.
- 3) Any assets held by the Georgia Chapter-FBI National Academy Associates, including marketable items bearing the trademark-protected items of the National Office, FBI National Academy Associates, Incorporated, which includes the Georgia Chapter name shall, by vote of the Board of Directors, be distributed to active members of the Georgia Chapter-FBI National Academy Associates. Any proceeds derived from said distribution shall also be transferred and conveyed to the National Office, FBI National Academy Associates Incorporated, unless said proceeds are required to satisfy any unpaid obligations or liabilities.

#2- SUCCESSION AND DUTIES OF ELECTED OFFICERS

Biennially, when terms expire, Executive Board members automatically ascend to a position as described below:

- Immediate Past President transitions from the Executive Board;
- President becomes Immediate Past President;
- First Vice President becomes President;
- Second Vice President becomes First Vice President;

- New member becomes Second Vice President by vote of the membership taken during the annual conference.

At the expiration of the Secretary and Treasurer's four-year term, he/she is eligible to run for a second term or ascend to the position of 2nd Vice President.

Immediate Past President - The Immediate Past President shall be Chairman of the Nominating Committee and shall serve at the pleasure of the President in whatever capacity the President desires to include administering the Oath of Office to incoming officers.

President - The President shall preside at all regular and special business meetings of the GA Chapter-FBI National Academy Associates, Incorporated, as well as all duties specifically assigned by the Chapter Constitution.

First Vice-President - The First Vice-President shall perform all duties for the good of the organization required of him/her by the President of the Chapter. He/She shall Co-Chair the annual training conference site committee in support of the Chapter President.

Second Vice-President - The Second Vice-President shall perform all duties for the good of the organization required of him/her by the President of the Chapter. He/She shall act as the Chairperson for the Youth Leadership Program (YLP) committee.

Secretary - The Secretary shall be responsible for performing all duties for the Chapter as directed in the Chapter's Constitution. He/She shall act as the Chairperson for the Scholarship committee.

Treasurer –The Treasurer shall be responsible for performing all duties for the Chapter as directed in the Chapter's Constitution.

3 Coordinators

Coordinators will be appointed for a two year term by the President, the term can be renewed by the incoming President. All Coordinator appointments must also be

approved by a majority of the Executive Board. To be appointed as a coordinator, a member must be in good standing with the Chapter. The member should also provide a letter of commitment from either his/her agency head or from a representative of his/her elected body to support the member in carrying out the duties of a coordinator for the GAFBINAA.

Coordinators are Non-Voting Members as it pertains to the Executive Board.

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 biennially.

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 provide referrals upon request, and assist any department of an Association member with Chaplaincy services or referrals upon request.

Will recognize deceased Chapter members since the last annual Conference.

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 reappointed biennially.

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

Shall keep the minutes of all Chapter Business and Executive Board meetings in the absence of the secretary.

TRAINING COORDINATOR

The Training Coordinator shall be appointed by the President and approved by the Executive Board.

The Training Coordinator shall serve for a period of two years and shall be appointed or reappointed biennially.

He/she will be responsible for identifying and coordinating training at our yearly conferences, as well as assisting the Area Coordinators with Area Training Events.

He/She will remain current on law enforcement, technology and management trends that would benefit members of each agency in our chapter.

He/She will contact, evaluate and make recommendations to the Executive Board on speakers for our training conferences.

He/She will coordinate the logistical aspects of our speakers with the conference host.

He/She will coordinate travel and speaker expenses with the Secretary/Treasurer to be paid.

MEMBERSHIP COORDINATOR

The Membership Coordinator shall be appointed by the President and approved by the Executive Board.

The Membership Coordinator shall serve for a period of two years and shall be appointed or reappointed biennially.

The Membership Coordinator shall be responsible for welcoming and encouraging active participation by new graduates as well as existing members.

He/She will meet NA candidate(s) prior to attending the National Academy.

He/She will explain what your Chapter offers them and their families – i.e., Training, Networking/Meetings, Scholarships, Youth Leadership Program, etc.

Ask what they believe are the expectations of the Chapter

Send a letter and/or personally contact each recent graduate to encourage active membership and participation within the Chapter.

If a new member does not attend any function within the first year, the Membership Coordinator will personally contact the graduate and inquire if there is anything the Chapter can do to assist them in becoming an active member.

He/She will work with the Secretary/Treasurer during the annual renewal period. At some point after renewals have started (i.e., April 1st), the Membership Coordinator will obtain a list of members that have not renewed and personally contact them.

SPONSORSHIP COORDINATOR

The Chapter Sponsorship Coordinator shall be appointed by the President and approved by the Executive Board.

The Chapter Sponsorship Coordinator will be responsible for coordinating corporate sponsorships to offset the costs of member training conferences.

He/She will collect information from all corporate sponsors, arrange agreed upon terms related to sponsorships, and send invoices for payment.

He/She will maintain records pertaining to sponsorship to include at a minimum:

Contact information from the sponsor including corporate and representatives

Sponsorship terms agreed upon

Cost of sponsorship and payment status

Documentation of any in-kind contributions in lieu of monetary donations

Attendance at Chapter Events

He/She will coordinate with training event hosts to ensure space is available for sponsors. The Sponsorship Coordinator will communicate training event details to sponsors to ensure they are informed of dates, times, locations, and setup information for all approved events that sponsors are permitted to attend.

Georgia Chapter YLA Coordinator

The YLA Coordinator shall be appointed by the President and approved by the Executive Board.

He/she will be responsible for coordinating the Georgia Chapter YLA held annually.

He/She will contact, evaluate, and make recommendations to the Executive Board on speakers for the GaYLA.

He/She will coordinate the logistical aspects of our speakers.

He/She will coordinate travel and speaker expenses with the Secretary/Treasurer to be paid.

Webmaster and Social Media Coordinator

Keeps the Chapter's Website and Social Media Accounts up to date and provide relevant content

Identifying website requirements and collaborating with the Board

Promoting the organization's mission

Ensuring effective communication within the organization

Managing all aspects of social media accounts

District Coordinators

The role of the District Coordinator will be to facilitate communication, training and social events between the membership in their districts. Each District Coordinator is expected to attend and assist all functions of the Georgia Chapter including the Executive Board Meetings.

#4- MEMBERSHIP DISTRICTS

A District Representative will be appointed to serve the membership in each of the following geographical regions:

District I- North Georgia

District II- Middle Georgia

District III- Southern Georgia

#7- DUES

Annual dues of the Georgia Chapter-FBI National Academy Associates, Incorporated shall be determined upon recommendation by the Chapter Executive Board and shall be voted upon by the membership at any chapter business meeting.

#8- CONDUCT OF ANNUAL MEETING

The President shall be responsible for conducting meetings of the Georgia Chapter-FBI National Academy Associates, Incorporated. 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:

1. Meeting called to order
2. Appointment of Sergeant of Arms
3. Reading of minutes from previous meeting
4. Financial report
5. Membership Report
6. Coordinator Reports
7. Unfinished business
8. Old business
9. New business
10. Presentations
11. Adjournment

9- COMMITTEES

The following shall be standing Committees of the Chapter, established annually by the President, and shall serve at the pleasure of the President:

Nominating Committee shall consist of the Immediate Past President, who shall serve as committee chairperson, and the District Representatives.

Scholarship Committee shall consist of the Secretary, who will serve as the committee chair along with two district representatives and/or Executive Board members.

The Youth Leadership Program Committee shall consist of the Second Vice President who will serve as the committee chair along with two District Representatives and/or Executive Board members.

Annual Conference Site Selection Committee shall consist of the President, First Vice President and at least one other member of the District Representatives and/or Executive Board.

Annual Awards Committee shall consist of the President, 1st and 2nd Vice Presidents, Secretary and Treasurer. If a nominee is serving in one of these Executive Board positions, the Immediate Past President will then serve on the committee.

The President may, at his/her discretion, appoint any chairperson for a Committee.

#10- EXECUTIVE BOARD QUALIFICATIONS

When elected to, and while serving on the Executive Board, individuals must be active or retired sworn law enforcement officers, the nature of which would qualify a candidate for admittance into the National Academy. Except in cases of retirement, any member of the Executive Board may become inactive in law enforcement for a period of up to six months without forfeiting their position with the approval of the Executive Board. These qualifications would not affect current members of the Executive Board who have been elected prior to the adoption of these By-laws.

#11- EXECUTIVE BOARD INELIGIBILITY- NOTICE

It is the responsibility of each member of the Executive Board to disclose to the President in a timely manner any circumstances which could render him/her ineligible to serve on the Executive Board. In such situations, the President shall bring the facts to the attention of the Board, which shall determine the eligibility of that member.

#12- ELECTION PROCEDURES

The President shall request the Nominating Committee Chairperson to report on the committee's recommendation for nomination. The Nominating Committee shall be charged with submitting nominations for the various offices for which annual elections are held. Members of the Nominating Committee are not barred from becoming nominees for office themselves. However, once a Nominating Committee member submits his/her name or has his/her name submitted for consideration by the Nominating Committee, he/she must abstain from any further discussion or voting as a member of the Nominating Committee.

Prior to submitting its report, the Nominating Committee shall meet, during the Annual Training Conference, with each person seeking nomination. The length of these meetings should not exceed ten (10) minutes per candidate. During this meeting the candidate will provide a letter of commitment from either his/her agency head or from a representative of his/her government's elected body to support the nominee in carrying out the duties of his/her elected office.

The Nominating Committee will consider length of service to the Chapter and participation in Chapter business events. In the case of multiple candidates who wish to be considered by the Nominating Committee, the Committee shall review all candidates' credentials and select one candidate, by simple majority, to be reported back to the President.

Acceptance of this nomination must be received in the form of a motion, and a second from the floor. After receiving these motions, the President shall call for further nominations from the floor. If no additional nominations are made, the President shall close the nominations. The President shall then instruct the Historian to record a unanimous vote for the candidate.

After the slate of nominees has been elected, the terms of office shall begin with the calendar year following the annual conference.

#13- PROCEDURE FOR MULTIPLE NOMINEE ELECTIONS

If additional nominees are made from the floor, the President shall accept them and call for a second for each nomination. The President shall query each nominee as to his or her acceptance of this nomination for office and willingness to serve in the specified office if elected. When it is apparent that all nominations have been received, the President shall declare the nominations closed.

Each nominee shall be afforded no more than three (3) minutes for remarks to the membership. These presentations shall be in order of nomination, beginning with the candidate recommended by the nominating committee.

After presentations are made, 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, as many as two additional “tie-breaker” elections will be conducted. The member receiving the highest number of votes will be elected and voting will cease. If after the second “tie-breaker” election, the votes are still equal, the candidate put forward by the nominating committee will be elected. The Executive Board is responsible for the conduct of the election and shall be assisted by the Sergeant of Arms.

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. After casting their ballot, members shall not be allowed to re-enter the voting area. The President shall announce the results of the election.

#14- EXECUTIVE BOARD VACANCIES

In the event any Executive Board position becomes vacant prior to the expiration of said term, the Secretary/Treasurer or Historian vacancy will be filled by appointment of the Executive Board until the next regularly scheduled business meeting where an election of the membership will be conducted. A vacancy of President through Second Vice President shall be filled by immediate ascension of Vice Presidents. An election will then be held to fill the remaining term of the vacant board position. If an Immediate Past President is unable to fulfill his or her term, the executive board may appoint a member who has previously served as Chapter President.

#15- BY LAW CHANGES; PROPOSED CONSTITUTION CHANGES - NOTICE

Prior to the annual meeting, the Chapter Secretary/Treasurer shall be advised of any changes to the By-laws or any proposed changes to the Constitution that have occurred since the last 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 email sent to active members or in the conference newsletter that is emailed and/or mailed through the U.S. Postal Service.

#16- CHANGES AND AMENDMENTS TO THE CONSTITUTION-PROCESS

Proposed amendments to the Constitution shall be forwarded in writing to the President of the Georgia Chapter-FBI National Academy Associates, Incorporated, proposing the amendment for presentation to the Executive Board. The Executive Board shall advise the membership of the recommended changes.

#17- TERMINATION OF MEMBERSHIP

A member of the Georgia Chapter-FBI National Academy Associates, Incorporated may be suspended or terminated for conduct detrimental to the Association or for nonpayment of dues.

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 is automatically terminated, and no hearing process will be undertaken.

Any action taken pertaining to termination of membership shall be forwarded to the FBINAA Executive Office.

18 ROBBIE HAMRICK MEMBER OF THE YEAR AWARD

Nominations Criteria

Nominations should be based on one or several identified responsibilities of an Associate as described in the Preamble of the Georgia Chapter FBINAA constitution.

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.

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 nominee's 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.

Supporting documentation, newspaper articles, or other information may be attached to the nomination form.

Nomination Procedures

Nominations for the "Robbie Hamrick 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.

All completed nomination forms shall be submitted to the 1st Vice President of the Georgia Chapter of the FBINAA.

All completed nomination forms shall be received by May 1 of each year.

Questions concerning the "Robbie Hamrick Member of the Year" Award should be made to the 1st Vice President.

Selection Committee

The 1st Vice President shall chair the selection committee.

The Immediate Past President, 2nd Vice President and two Coordinators shall serve on this committee.

The decision of the selection committee shall be final.

Award Presentation

A formal presentation of the award will be made at the annual Summer Conference.

The selection committee shall identify the appropriate type of award for the recipient of the award.

Robbie Hamrick Member of the Year Award

By naming the Member of the Year Award after Robbie Hamrick, the GA Chapter continuously pays tribute to a man who served the FBINAA for several decades. Hamrick served through the Georgia Executive Board positions and was the first NA graduate from Georgia to serve as the National President. A formal presentation of the award will be made at the annual Summer Conference.

18 PHYLLIS GOODWIN AGENCY OF THE YEAR AWARD

Nominations Criteria

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.

The Agency must be a supporter of the Georgia Chapter of the FBINAA, by allowing its members to be active in meeting and training.

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 agency's efforts presented themselves in a manner that would lend strength, dignity and credit to the profession of law enforcement.

What impact has the agency's efforts had on the FBINAA, (i.e. annually attend winter business meetings, summer conferences, the FBI 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.

Supporting documentation, newspaper articles, or other information may be attached to the nomination form.

Nomination Procedures

Nominations for the "Phyllis Goodwin Agency of the Year" Award may be submitted by any active member of the Georgia Chapter FBINAA using the "Phyllis Goodwin Agency of the Year" Award nomination form. Blank forms may be obtained from the Georgia Chapter website, the 1st Vice President or the Secretary.

All completed nomination forms shall be submitted to the 1st Vice President of the Georgia Chapter of the FBINAA.

All completed nomination forms shall be received by May 1st of each year.

Questions concerning the "Phyllis Goodwin Agency of the Year" Award should be made to the 1st Vice President.

Selection 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.

The decision of the selection committee shall be final.

Award Presentation

A formal presentation of the award will be made at the annual Summer Conference.

The selection committee shall identify the appropriate type of award for the recipient of the award.

Phyllis Goodwin Agency of the Year Award

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.

19 James Weaver Scholarship Award

The Georgia Chapter of the FBI National Academy Associates sponsors an Annual Scholarship Award Program. It was developed to offer financial assistance to full time students who will be continuing their education 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.

The Executive Board of the Georgia Chapter of the FBI National Academy Associates administers the program. Complete information can be obtained from any current board member or the chapter web site. Scholarship distributions will not exceed the total of the scholarship fund each year or a maximum of \$3000. Scholarship recipients may be awarded up to \$1000 scholarships as appropriated by the scholarship committee.

Scholarship Rules

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.

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.

Before the scholarship is awarded, the student must supply proof that they are enrolled either currently or in the upcoming semester or quarter.

Course of study is the student's choice.

The applicant must have completed one year (minimum of 30 semester hours or its equivalent) of college prior to applying.

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.

Application Process

Complete a scholarship application available on the website.

Submit three personal letters of recommendation from such persons as former teachers, counselors, law enforcement officers, or neighbors, etc.

Submit a copy of the applicant's most recent college transcript.

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.

Applicants must have completed one year (minimum of 30 semester hours or its equivalent) of college prior to applying for this scholarship.

All materials must be submitted by March 1st of each year. All materials must be sent to the Secretary of the Georgia Chapter FBINAA Executive Board.

All scholarships will be awarded at the chapter's annual summer conference.

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.

20 FINANCIAL RECORDS

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 Bylaws. 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, be reinstated by a two-thirds vote of the Executive Board.

Expenditures

The Executive Board may approve expenditures from Chapter funds to be used for commemorative gifts as appropriate. Expenditures of more than \$500 must be

approved by a majority of the Executive Board. Expenditures exceeding \$2000 must be approved by a majority vote of the membership at a chapter meeting.

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.

Georgia Chapter FBINAA 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 a 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 FBINAA 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.

GAFBINAA 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.

21 SERGEANT-AT-ARMS

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

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 of him/her by the President for the orderly conduct of such meetings.

22 PARLIAMENTARY PROCEDURES

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

23 ADOPTION AND CHANGES

Changes and/or amendments to the Constitution and By-laws 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 By-laws, at least thirty days prior to the meeting of the membership at which the changes will be considered.

24 ORDER OF BUSINESS

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

- Call to Order
- Reading of minutes of previous meeting
- Treasurer's financial report
- Communications
- Report of Committees
- Unfinished business
- Old business
- New business
- Presentations
- Other Business
- Adjournment

25 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 By-laws 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."

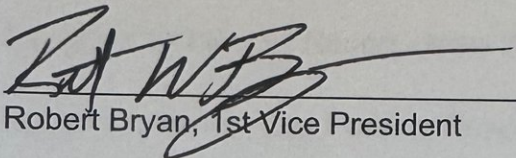
The above articles, terms, rules, policies and conditions are hereby adopted by plurality voice vote of the membership. Any change in it in the future must not conflict with the Constitution and By-laws of the FBI National Academy Associates, Inc. and may be made only by a plurality voice vote of active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

This official adoption being on the 15th day of January, 2025 at the Winter Conference held in Augusta, Georgia.

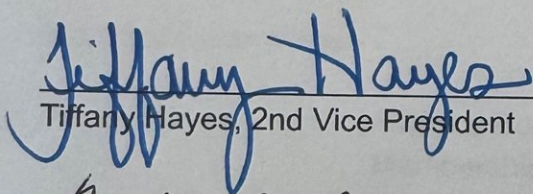
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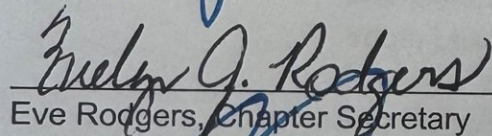
Joe Perkins, President



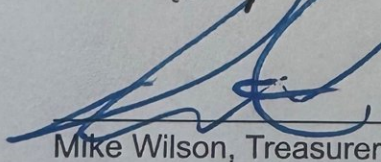
Robert Bryan, 1st Vice President



Tiffany Hayes, 2nd Vice President



Eve Rodgers, Chapter Secretary



Mike Wilson, Treasurer