

**Pennsylvania Eastern Chapter of the FBI National Academy**  
**Associates**  
**Constitution and Bylaws**

**CONSTITUTION**

**PREAMBLE**

For God and Country, we, the Pennsylvania Eastern Chapter of the FBI National Academy Associates, associate ourselves together to:

Uphold and defend the laws of our country; perpetuate our association with fellow graduates and faculty; promote training programs; 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 and order and the maintenance thereof. 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.

In the name of God and Country, we the graduates of the Pennsylvania Eastern Chapter, Federal Bureau of Investigation, Washington, D.C. FBI National Academy, known as the 'Pennsylvania Eastern Chapter, FBI National Academy Associates,' originally chartered August 1, 2004, at a meeting for business on April 22, 2005, for the purpose of establishing our constitution and bylaws as follows:

**ARTICLE I**

**THE NAME OF THE ORGANIZATION SHALL BE:**

Pennsylvania Eastern Chapter, FBI National Academy Associates.

**ARTICLE II**

**MEMBERSHIP**

### **Section 1:**

Individuals who have satisfactorily completed the prescribed course of instruction in the FBI National Academy and who are actively engaged in law enforcement duties in the Eastern portion of the State of Pennsylvania, the nature of which would qualify a candidate for admittance in the FBI National Academy.

### **Section 2:**

Graduates of the FBI National Academy who are regularly retired from law enforcement work. ('Regularly retired' is defined by the National Board as 'Honorable severance of employment from law enforcement work whether that severance has occurred through choice or changed circumstances.')

### **Section 3:**

Active and retired Special Agents of the FBI, who have served as counselors and/or field officer 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 FBI Headquarters or other members of the FBI as approved by the Executive Board. Active and retired special agents shall not be eligible to hold elective office at either the local or national level.

### **Section 4:**

Any other National Academy graduate applying for membership in the Pennsylvania Eastern Chapter upon approval of the Executive Board may be accepted by two-thirds vote of the members present at any legal meeting.

### **Section 5:**

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

## **ARTICLE III**

### **OFFICERS**

## **Section 1:**

The governing body of the Pennsylvania Eastern Chapter, FBI National Academy Associates, shall be the Executive Board, and shall consist of:

1. President
2. First Vice President
3. Second Vice President
4. Recording Secretary
5. Financial Secretary/Treasurer
6. Immediate Past President
7. FBI Training Coordinator (Philadelphia Office)
8. Membership Coordinator

## **Section 2:**

Board Members shall be elected at the Annual Business Meeting. They shall assume the position of Second Vice-President and rise through the chairs for a commitment of six years. A nomination shall be made by a nominating committee appointed by the President of the Executive Board. The Board shall nominate a candidate from the eastern portion of the State. Should no candidate be available, the Executive Board will make the final guidelines for the nominating committee to follow. In any event, the Executive Board will make every attempt to see that the State is represented fairly and equitably. Nominations may also be made from the floor. The candidate receiving a simple majority of the votes shall be declared elected.

The Second Vice-President, Financial Secretary/Treasurer and Recording Secretary shall be the only elected officers. Election shall take place at the Annual Meeting and these offices shall be filled by a plurality vote.

When the office of Second Vice-President is filled all other officers (except for the Recording and Financial Secretary/Treasurer) shall advance one chair in office. All other officers shall hold office for a period of two years and upon surrendering office, shall turn over all records, monies, papers or other properties of the Chapter to their successors.

The Financial Secretary/Treasurer and Recording Secretary shall be elected at the Annual Meeting which follows the Sectional (Section IV) Re-training session and shall hold office for a term of five (5) years. However, when an office is vacated, officers shall advance to fill the vacant or vacated office. The President shall have the authority, with the approval of the Executive Board, to appoint any member to fill the Office of Second Vice-President, Recording Secretary or Financial Secretary/Treasurer when a vacancy occurs. Officers shall hold office until the next general election.

### **Section 3:**

Training Coordinators are assigned by the Philadelphia FBI SAC.

### **Section 4:**

In the event a regular Business Meeting is not held at the appropriate time for the election of a candidate, the election will be held at the next possible meeting of the Pennsylvania Eastern Chapter of the FBI National Academy Association

### **Section 5:**

The Executive Board may make appointments to support the operation of the Pennsylvania Eastern Chapter as is necessary. The Board will provide for the annual audit of the books and accounts maintained by the Financial Secretary/Treasurer. The Board shall perform all other duties required of it by this constitution.

### **Section 6:**

Interim vacancies in any office shall be filled by the Executive Board and such officer shall hold office until the next regular Business Meeting conducted during the Pennsylvania Eastern Chapter Training FBI National Academy Association Conference or Business Meeting.

### **Section 7:**

While serving as a Board Member the individual must maintain all the membership requirements listed above. They also must maintain full time law enforcement status for the first four years on the Board, afterward they may be fully retired but may not be employed in any other employment or profession that is not compatible with the principles and purposes of this Association. Each elected member of the Executive Board shall maintain permanent resident status and reside within the State of Pennsylvania. A Board member who leaves law enforcement within the first four (4) years has 120 days to continue full time law enforcement employment or resign from the Board. They have the right to appeal to the Executive Board for reinstatement.

## **ARTICLE IV**

### **VOTING**

The voting officers of the Pennsylvania Eastern Chapter Executive Board will be:

1. President
2. 1st Vice President
3. 2nd Vice President
4. Recording Secretary
5. Financial Secretary/Treasurer
6. Immediate Past President
7. FBI Training Coordinator (Philadelphia Office)
8. Membership Coordinator

The President, Vice President and Second Vice President of the Chapter shall serve six consecutive years as a member of the Executive Board. A majority of the Board must be present to constitute a quorum at any Executive Board Meeting. All members of the Executive Board will have voting power. The Executive Board will provide for the annual audit of the books and accounts maintained by the Financial Secretary/Treasurer (see Article III, Section 5) and shall perform all other duties required of it by this constitution.

## **ARTICLE V**

### **COMMITTEES**

#### **Section 1:**

All committees shall be appointed and removed by the President. The members of the committees can be notified by email or otherwise at which time the individual named as chairman of the committee shall make appropriate steps to call the committee to meeting for the purpose of transacting the required business.

#### **Section 2:**

There shall be a standing constitution and bylaws committee.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1:**

The Association shall hold regular Business Meetings and those Association members present at the regular Business Meetings shall constitute a quorum.

## **Section 2:**

At the opening of each Business Meeting the President shall appoint an active member of the chapter as Sergeant-at-Arms and such necessary assistance as may be required.

## **Section 3:**

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. He/she shall maintain order and shall perform any duty required by the President for the orderly conduct of such meetings.

# **ARTICLE VII**

## **RULES OF PROCEDURES**

The proceedings and deliberations of the Association, including the Pennsylvania Eastern Chapter Training Conference, shall be in accordance with the bylaws, protocols, and other rules and guidelines adopted and amended from time to time to govern these proceedings and deliberations. All matters not covered by such rules shall be governed by the parliamentary practices established by 'Robert's Rules of Order Newly Revised'.

# **ARTICLE VIII**

## **FISCAL MATTERS**

### **Section 1:**

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

### **Section 2:**

The dues of the Association will be established by the Executive Board based on two-thirds majority vote of the Board. Dues will serve as a primary source of funds used to assist in defraying the costs of Training Conferences, operations and activities of the Pennsylvania Eastern Chapter FBI National Academy Associates.

**Section 3:**

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

**ARTICLE IX**

**CHANGES AND AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

**Section 1:**

Any changes and amendments to the Constitution shall be made by a two-thirds vote of the active members voting at a regularly scheduled Business Meeting.

**Section 2:**

The Executive Board shall have the power to make, amend, and repeal the bylaws of the Association by a vote of two thirds majority of the Board at any regular or Special Meeting of the Board. The members may make, alter, amend and/or repeal the bylaws of the Association at any Annual Meeting or at a Special Meeting called for that purpose, and all bylaws made by the Board may be altered and/or repealed by the members by a vote of two-thirds majority of the membership.

Adopted by the Membership at the October XX, 20XX Business Meeting.

## **BYLAWS**

### **Bylaw #1 - DISSOLUTION OF CORPORATION**

Should there be a disillusionment of the Eastern Pennsylvania Chapter of the FBI National Academy Association, the Executive Board shall meet (minimum of three members) and cause all debts to be paid pending against the organization. After all debts are paid the Board will see that the remaining unencumbered funds be donated to a worthy cause such as the 'COPS KIDS' organization founded by retired FBI agents or the FBI National Academy Associates Charitable Foundation. Should the Board be unable to meet, the president (or acting president) shall direct any debts to be paid. The unencumbered funds shall be donated to 'COPS KIDS' or the FBI National Academy Associates Charitable Foundation.

### **Bylaw #2 - MEMBERSHIP**

Subsequent to the completion of each National Academy session, the National Office provides each Section Secretary/Treasurer with a list of those session graduates from the concerned section, who have joined the FBINAA, Inc. and paid national dues.

Any National Academy graduate not already a member of the Pennsylvania Eastern Chapter may seek membership by making application through the Pennsylvania Eastern Chapter. The Executive Board will make a determination regarding the eligibility of the applicant and vote on membership.

### **Bylaw #3 – SUSPENSION/TERMINATION OF MEMBERSHIP**

The Pennsylvania Eastern Chapter Board shall be the judge of its own membership, subject to the restrictions of the Constitution and bylaws of the Pennsylvania Eastern FBI National Academy Associates. A member may be suspended or terminated from the Association for conduct detrimental to the Association or for non-payment of dues.

Except for non-payment of dues, all charges must be made under oath in writing by the complainant. Prior to a member in good standing losing his membership, they will be given opportunity for a full hearing before the Board or a committee designated by the Board. Any member suspended or terminated after a full and fair hearing by committee shall have the right to appeal to the Executive Board of the Pennsylvania Eastern Chapter National Academy Associates.

- ❖ If a member is convicted of a felony, their membership is automatically terminated.
- ❖ All reinstatements to be handled by the Executive Board.

A member may be dropped from the roles of the Chapter upon two thirds vote of the membership at a legal meeting for the following reasons:

1. Upon severance of a member's full-time employment from duly constituted law enforcement, other than members retired in good standing.
2. Upon non-payment of any required dues or fees.
3. Upon participation in activity 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 the Association.
4. Upon participation in activity unworthy of or inimical to the best interest of the FBI National Academy Associates or upon participation in activity unworthy of or inimical to the best interest of the Federal Bureau of Investigation.

All members shall be notified by email at least one week prior to said meeting.

#### **Bylaw #4 - EXECUTIVE BOARD VACANCIES - NOMINATION PROCESS**

In the event a position on the Executive Board becomes vacant prior to the expiration of said term, the President shall convene a meeting of the Executive Board. The Board will consider the qualifications of each of the members who have expressed an interest in filling the vacancy. The President shall appoint a new Second Vice-President, Recording Secretary or Financial Secretary/Treasurer with the approval of the Board. In any event, said vacancy shall be filled in accordance with the Constitution.

#### **Bylaw #5 - ELECTION OF OFFICERS-PROCEDURE FOR ELECTION**

The President shall appoint a committee to review the applicants of candidates desiring the position of Second Vice-President, Financial Secretary/Treasurer, and Recording Secretary for the Pennsylvania Eastern Chapter. After review, the committee will meet with the candidates they deem most qualified to take the position. The committee shall then select and recommend to the Board a candidate to be presented before the membership.

The Executive Board may choose to present that candidate or take nominations and consider other candidates. In any event the Executive Board will recommend one candidate to the general membership for consideration.

The membership may then receive nominations from the floor and have a vote (either secret or not) choosing a candidate or they may move to accept the recommended candidate without challenge.

## **Bylaw #6- PREPARATION FOR THE MEETING**

The time and location of the Committee Meetings shall be announced by the President or his designated chairman. He/she shall advise all candidates seeking election as Second Vice-President, Financial Secretary/Treasurer, and Recording Secretary to present themselves (or their resumes') before the Nominating Committee.

## **Bylaw #7 - CONDUCT OF ANNUAL MEETING**

### **Section 1.**

Order of Business:

- A. Call the meeting to order
- B. Roll call of officers
- C. Appointment of Sergeant-at-Arms
- D. Report of Officers
- E. Reading of minutes of the previous meeting
- F. Bills and communications
- G. Reports of the committees
  1. Finance
  2. Training
  3. Constitution and bylaws
  4. Member of Honor
- H. Nominations and elections of officers
- I. Unfinished business
- J. New business
- K. Memorial to deceased members
- L. Adjournment

For the conduct of business, 'Robert's Rules of Order Newly Revised' shall be followed when not inconsistent with the provisions of the Constitution and Bylaws. The President may suspend 'Robert's Rules of Order Newly Revised' and hold an informal meeting. However, any member may invoke the right to proceed under the rules at any time during the meeting.

NOTE: Persons addressing the assembly shall be requested to clearly identify themselves by full name and National Academy Session number.

### **Bylaw #8 - BOARD MEETINGS**

The Executive Board shall meet at least two (2) times a year unless otherwise directed by the President. These meetings shall be held as follows:

1. Before the Business Meeting
2. Before and during the Annual Training Conference
3. Before Welcome Back Training

Special Board Meetings may be called by the President on his own volition or at the request of a majority of the Board. Members may attend all meetings of the Board except those held in Executive Session.

### **Bylaw #9 - DUTIES OF OFFICERS**

#### **President**

It shall be the duty of the President to preside over all meetings of the Association and of the Board, to appoint all committees, to be an ex-officio member of all committees, with the right to debate and to vote, and to interpret all rules of parliamentary procedures. The President shall be a voting member of the Board.

#### **1st Vice President**

It shall be the duty of the 1st Vice President to perform the duties of the President in absentia, and to perform other duties directed by the President. His/her duties shall include attending meetings and training conferences within his Section and maintaining liaison with his FBI National Academy Association Section Representative.

#### **2nd Vice President**

It shall be the duty of the 2nd Vice President to perform the duties of the President and the 1st Vice President in absentia, and to perform other duties as directed by the President. His/her duties shall include attending meetings and training conferences within his Section and maintaining liaison with his FBI National Academy Association Section Representative.

## **Recording Secretary**

The Recording Secretary will see that the meeting minutes are kept and shall provide copies to Board Members and any other member that may request them. His/her duties shall include attending meetings and training within the Chapter and recording information that would be of interest to the Board. They will also perform other duties as may be deemed necessary by the President.

## **Financial Secretary/Treasurer**

The Financial Secretary/Treasurer is charged with maintaining financial records, dues, membership records for members of Pennsylvania Eastern Chapter and correspond same with the FBI National Academy Association. The Financial Secretary/Treasurer will also perform other duties as may be deemed necessary by the President.

## **Immediate Past President**

The Immediate Past President shall remain as a member of the Executive Board for the two years following his/her term as President. The Immediate Past President shall provide guidance and counsel to the Executive Board. The Immediate Past President shall be a voting member of the Executive Board. The Immediate Past President is also a member of the Professional Development Fund Committee.

## **FBI Training Coordinator – Philadelphia**

The FBI Training Coordinator for the Philadelphia Office shall be considered a Voting Member of the Board and shall provide guidance to the Executive Board.

## **Membership Coordinator**

The Membership Coordinator is charged with maintaining the membership strength of the chapter.

## **Bylaw #10 - DUES**

The dues of this Association shall be set by the Executive Board and shall include payment to Pennsylvania Eastern Chapter FBI as well as the dues for the FBI National Academy Association. Dues shall be collected by the Financial Secretary/Treasurer. Dues for a retired member who is no longer employed full-time in any capacity plus the dues for the National Organization shall be set and collected for this category of membership.

### **Bylaw #11 - BYLAW CHANGES; PROPOSED CONSTITUTION CHANGES-NOTICE**

Prior to the Annual Meeting each member of the Executive Board shall receive a copy of any changes proposed to the Bylaws. These changes will be voted on at the Annual Business Meeting or a meeting designated by the Executive Board where a quorum attendance occurs to vote on such an issue. (example: Fall Training Session)

### **Bylaw #12 - CHANGES AND AMENDMENTS TO THE CONSTITUTION -PROCESS**

Proposed amendments to the Constitution shall be forwarded in writing by the President to the general membership. These changes will be voted on during the Annual Business Meeting or the Retraining Conference.

### **Bylaw #13 - CHANGES AND AMENDMENTS TO THE BYLAWS - PROCESS**

Any vote by the membership at the Annual Meeting or a meeting called for that purpose to make, alter, amend or repeal the Constitution shall be conducted by written ballot or show of hands and a count. Any member who presents a current dues card will be allowed to vote. Other proof of membership may be accepted if the member is current with dues as attested by the Financial Secretary.

Any vote by the membership at the Annual Meeting or a meeting called for that purpose to make, alter, amend or repeal the Bylaws shall be conducted by a show of hands and a count. Should the count be close any member may request a written ballot. Any changes to the Constitution or Bylaws of the Association require a two-thirds vote of the voting members.

### **Bylaw #14 - 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 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. Should the President become ineligible for any reason, it is the Presidents responsibility to disclose to the 1<sup>st</sup> and/or 2<sup>nd</sup> Vice President their circumstance.

**OR**

If a member knows he is ineligible, he shall notify the President immediately and the Board may grant a one-time exception of up to one hundred twenty (120) days.

**Bylaw #15 - LIFE MEMBERSHIP**

Any member, after 25 years in good standing and meets eligibility requirements, may apply for lifetime membership to the Pennsylvania Eastern Chapter of the FBI National Academy Association. Lifetime Membership will be offered as long as the Chapter is financially able to do so. Upon the Executive Board's approval, the member shall have continued membership without paying dues to the Pennsylvania Eastern Chapter of the FBI National Academy Association and be entitled to all benefits derived from said membership. The Pennsylvania Eastern Chapter will also pay the National dues as long as they are financially able to do so.

**Bylaw #16 - CONFLICT OF INTEREST**

No member of the Executive Board or any employee of the Pennsylvania Eastern Chapter of the National Academy Associates shall have a financial interest in any company or organization engaged in business with the Pennsylvania Eastern FBI National Academy Associates. Any member or employee, or a member of their immediate family, who believes he may be in potential conflict with this Bylaw shall immediately notify the President of the Association.

Approved by membership on: \_\_\_\_\_, 20\_\_

Signed by the Executive Board on: \_\_\_\_\_, 20\_\_

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Mark J Zelinski, President

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John L Hearn, 1<sup>st</sup> Vice President

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Kenneth J Potts, 2<sup>nd</sup> Vice President

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Gregory M Stone, Financial Secretary/Treasurer

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John W Dougherty, Recording Secretary

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Kevin McShane, FBI Training Coordinator

