

# FLORIDA ASSOCIATION of LICENSED INVESTIGATORS

## 2004-2005

### Bylaws

- I. Membership in the Association entitle each member to one (1) Roster per annum and one (1) Official Publication per month, the Dues shall be:

Active Member	\$125 per annum
Associate Member	\$ 85 per annum
Affiliate Member	\$ 85 per annum
Student Member	\$ 45 per annum
Honorary Life Member	no dues, per annum
Un-Licensed Member	\$100 per annum
Corporate Sponsor	\$225 per annum
Life Member	\$1200 one time*
Alternative Agency Payment	\$125/\$100 per annum**

\* The \$1200 payment may be made in installments of not less than \$125 each over a period of 12 months from the date of purchase of the Life Membership. Life memberships will not become effective until all monies have been paid in full. If all monies are not paid at the end of that 12 month period, all monies paid will be applied to an extension of the existing Active membership at the regular rate in effect at the time of payment, for a period equivalent to the amount of monies paid.

\*\* Alternative Agency Payment \$125 / \$100 per annum. In order to entice employees of agencies to become members of FALI in their own right and in addition to the agency owner, Agencies may make payments for memberships for their employees at a discounted rate. Agency owners who meet the qualifications of Active membership shall pay the full rate for their Active membership and then may pay a discounted rate of \$100 for each employee who meets the qualifications for an Active membership. Memberships under this discount plan shall meet the full membership requirements as provided for in the Constitution. Agency paid memberships shall not be transferable and will not end with the termination of employment of that member. FALI members may take advantage of this discount plan at any time starting with the next renewal of any Agency employee, provided that at least one employee or the Agency owner of the same Agency has paid for a full-undiscounted membership.

- II No member shall act as the official spokesperson for the Association, without the approval of the President or as otherwise charged by the Board of Directors.
- III Members and their partners, employees and associates, shall limit investigative activities to those that are legitimate and not expose the Association to unfavorable publicity through amateurish acts.
- IV All meetings and assemblies of the Association will be governed by the reasonable interpretation of the procedures outlined in "Roberts' Rules of Order" except where they

conflict with the Constitution, Bylaws or Standing Rules adopted by the Association. The Historian shall be Parliamentarian and have final authority in any rule or usage challenge.

- V The outgoing Secretary shall give to the Historian the Corporate Book, Seal and all the original documents of the Association that shall include, but not be limited to, the original Constitution, Amendments to the Constitution, Special Rules, and minutes of any official meeting of members of the Association, all original Applications for Membership, an up-to-date Membership Roster, Association correspondence and a schedule of due dates for filing Association business.
- VI. The Directors of this Association shall be elected by the general Membership at the Annual Meeting. Those Directors shall represent:
- Area #1- Polk – Highland – Hillsborough
  - Area #2- Brevard – Volusia – Flagler
  - Area #3- Hernando – Sumter – Citrus – Pinellas – Pasco
  - Area #4- Alachua – Marion – Levy – Lafayette – Gilchrist – Dixie  
Suwanee – Bradford – Columbia – Union – Putnam
  - Area #5- Miami-Dade – Monroe
  - Area #6- Leon – Madison – Taylor – Jefferson – Gadsen – Liberty  
Hamilton – Franklin – Wakulla – Gulf – Calhoun
  - Area #7- Escambia – Jackson – Washington – Holmes –  
Okaloosa – Walton – Santa Rosa – Bay
  - Area #8- Charlotte – Collier – Hendry – Glades – Lee
  - Area #9- Orange – Osceola – Seminole – Lake
  - Area #10- Palm Beach – Indian River – Martin – St. Lucie – Okeechobee
  - Area #11- Manatee – DeSoto – Hardee – Sarasota
  - Area #12- Duval – Baker – Nassau – Clay – Saint Johns
  - Area #13- Broward
- VII. Requests for information shall be answered with expediency, completeness and without bias by the Directors of the Association, who shall obtain partnership with the Executive Director before answering requests. Written requests shall be promptly given to a Director who shall obtain partnership with the Executive Director.
- VIII. Any member of the Association convicted of a felony offense during the time of their membership shall, upon conviction, automatically have their membership terminated.
- IX. Members of the Association picked for special projects shall be repaid, when requested, to defray personally incurred and properly documented expenses. With the approval of the President, members shall be entitled to reasonable compensation for their time and effort for only those projects beyond the voluntary commitments defined in the Constitution and only when extra revenue is available beyond sound reserves.
- X. An annual subscription for the FALI Newsletter shall be \$30 to non-members and free to select Legislators, Regulators and reciprocating investigative organizations.
- XI. The FALI Newsletter shall try to solicit advertising revenue, through the Publisher and Newsletter Editor. The Publication will accept only non-competitive advertising of indisputable value to Active Members. Ads shall be limited to no larger than one-quarter page in size, with no advertising on the first or last pages, to prevent any displacement of the aesthetic character and professional content of the publication. Two one-quarter page ads may be grouped together at abutting pages to form a single half-page ad between the two pages.

- XII. The Association's Roster of Members shall try to solicit advertising revenue, through the Publisher and Newsletter Editor. The publication will accept only advertising of indisputable value to Associate Members. There shall be no ads between individual members listed within a category. The Roster is the Association's Directory of Members and Sponsors and can only be obtained through membership or advertising in the Roster.
- A. Separate ledger entries will be designated for advertising revenue and expenses.
  - B. There shall be no limits placed on revenue potential from advertising. The Roster shall be a privilege networking benefit of membership and not sold for profit.
  - C. The Roster will be published to coincide with the Annual Meeting.
- XIII The Association shall not be liable or responsible for any debt incurred by a functioning or prospective Director or Member working independently and without official sanction from the Board of Directors.
- XIV. The time and location of meetings and events of interest to the Association shall be published in the Newsletter as soon as possible before the scheduled date. The location should be published so members may attend. Special meetings called to meet the needs of the Association are at the call of the President, a Vice-President or by any eight (8) Board members. Attendees shall absorb expenditures for meetings. Notice to the membership may be acceptable by any means accepted by the Board of Directors.
- XV. All meetings of the membership shall conform to the same basic agenda, prepared in advance by the person presiding at the meeting, drafted from requests made by the person(s) requesting agenda items, by a Committee Chairperson or the President. The agenda shall include Information, Discussion and Action items within the following categories:
- A. Call to order, at a prescribed time and place.
  - B. Introduction of attending members, visitors or any guest Speaker.
  - C. Reading, or approval, of past meeting(s) minutes.
  - D. Reading, or approval, of Treasurer's Report.
  - E. Committee Reports.
  - F. Old or unfinished business.
  - G. Remarks from attending members and visitors.
  - H. New business
  - I. Adjournment, at a prescribed time.
- XVI. An individual qualifying as a member, but who attends as a guest, for more than two consecutive meetings of the Association, shall be considered a member pro tem and shall be asked to pay annual dues and submit an application or be excused. This does not restrict attendance of special invited guests of the Board of Directors or any member's spouse.
- XVII. ATTENDANCE
- Failure of a member of the Board of Directors or a Committee to participate in two (2) consecutive meetings, except for reasonable emergencies, shall be grounds for removal from elected or appointed office. Non-attendance may be excused by notice to the President or Chairperson of the Board of Directors.

- A. When a Director or Committee Chairperson will not be able to attend a meeting or event, they must have an alternate significantly briefed to substitute for the Chairperson, provide a Committee Report and answer questions.
  - B. Each Director and Committee Chair shall communicate a Simple summary to the President, describing their activities or progress on any related business of the Association, at least one-week before any Association meeting or event. Said report shall be used by the President to develop an agenda, monitor Association goals and objectives and input the Newsletter on current items of interest.
- XVIII. Two (2) signatures are required on all Association checks. The Treasurer cannot issue blank checks to any Director or member without the knowledge and unanimous consent of the Directors present. The Treasurer's Report shall list the disposition of any check(s) so issued. The Treasurer may list on the electronic FALIBOARD to the Board of Directors, for their approval, monthly unusual expenses if these expenses are within the budget and expected then the Treasurer may so issue the checks. If the expense is unusual the notice must be given to the Board of Directors for their approval.
- XIX. The Association shall not, generally, pay fees, nor repay speakers for expenses they incur as a result of speaking at any function, except as specifically justified to and approved by the Board of Directors. The Treasure of FALI may pay membership dues in NCISS as a normal operating expense, without the Board of Directors confirmation.
- XX. There shall be separate ledger accounts and journal entries for revenue received specifically from Membership dues, the FALI Newsletter, the Annual Meeting and the Governmental Affairs' Special Projects Fund (FALIPAC). There also shall be separate ledger accounts and journal entries for the Governmental Affairs Consultant (Lobbyist) the FALI Newsletter the FALI Roster, the Annual Meeting, the Principal Office, Advertising, Operating and Capital Expenses.
- A. The Directors shall obtain statistical trends and use this information to draft an Annual operating Budget for the Board of Directors.
  - B. Directors shall allocate revenue for Emergencies, Capital Expenses and determine the extent, if any, of taxable set-asides for the following year.
  - C. The Board of Directors shall exercise sound judgment in the use or spending of the Association's money, goods and resources; proceed fiscally conservatively in disbursing the Association's assets; and always maintain an audit trail.
- XXI. Any and all Bylaws, Special Rules, Resolutions, Motions and other actions previously adopted, taken or understood by the Association, in conflict with these Bylaws, are hereby superseded by these Bylaws.
- XXII. Should any provision of the Bylaws be voided or become unenforceable, the remaining provisions shall be, and, remain in full force and effect.
- XXIII. There shall be a website Coordinator who shall be responsible for operations of FALI's Web Page. This person shall report to the 3<sup>rd</sup> Vice President. The website coordinator shall, within sixty (60) days of a meeting, post under the "Members Only" section of the website the minutes of meetings. The website Coordinator shall also post in the "Members Only", section within sixty (60) days, any business or any FALIBOARD Internet votes that would alter, amend, suspend, or create changes to the Constitution or Bylaws.
- XXIV. There shall be a bookkeeper who shall maintain all FALI administrative and financial files, both current and historical, in a central location, and maintain an appropriate

bookkeeping system to ensure all deposits, accounts receivable and accounts payable are maintained in accordance with generally acceptable accounting principles. The Bookkeeper shall work with and report to the Treasurer, as well as the Board of Directors.

- XXV. There shall be a Database manger, who shall be responsible for revising and maintaining the database containing all FALI members, mail dues invoices to members, provide membership lists and other duties as directed by the President or Board of Directors.

## **AFFIRMATION**

We, the members of FALI, the Florida Association of Licensed Investigators, Inc. have by unanimous vote have approved the adoption of these Bylaws for governing the growth and administration of this Association. This original Bylaw document was accepted January 1, 1994.

These Bylaws have been voted and approved by the membership at the annual conference in:

Orange County, Orlando, Florida in October 1998

Orange County, Orlando, Florida in October 2000

Broward County, Coral Springs, Florida in October 2001

Dade County, Miami, Florida October 2002

Brevard County, Cape Canaveral, Florida in September 2003

Orange County, Orlando, Florida September 2