

## **ARNISSA BY-LAWS**

### **BY-LAWS OF THE ASSOCIATION OF RETIRED NAVAL INVESTIGATIVE SERVICE SPECIAL AGENTS (ARNISSA)**

#### **Article I - NAME AND PURPOSE**

*Section 1.* The Association shall be known as the Association of Retired Naval Investigative Service Special Agents (ARNISSA).

*Section 2.* The Purpose of the Association is to maintain a fraternal, social, and professional relationship among the membership.

#### **Article II – MEMBERSHIP**

*Section 1.* There shall be two classes of membership in the Association, Regular and Non-Voting.

*Section 2.* Regular membership shall be open to the following categories of persons:

- (a) All retired civilian special agents of the Naval Criminal Investigative Service or its predecessor organizations (hereafter the organization).
- (b) Former civilian special agents of the organization honorably separated there from for reasons other than retirement after having so served for a minimum of two years.
- (c) Former military personnel who served as Director or Deputy of the organization office, or who carried organization credentials and performed Special Agent investigative duties for a minimum of two years.
- (d) Civilian personnel who performed non-investigative duties in the organization for a minimum of two years.
- (e) Former civilian employees of two or more years who worked in a non-investigative status with the organization and later became a special agent with another federal agency.

*Section 3.* Non-voting membership shall be open to all persons currently serving as Special Agents of the Naval Criminal Investigative Service who have served a minimum of two years.

*Section 4.* Non-voting membership shall be open, free of dues, to the surviving spouse of any Regular or Non-voting member.

*Section 5.* Applications for those eligible for Regular Membership will be accepted upon payment of dues for the first year. Applications of those eligible for Non-voting Membership will be accepted upon payment for dues for the first year, and after approval of the Chapter Membership Committee. The Chapter Membership Committee shall have the right to delete members for the non-payment of dues. The National Membership Committee shall have the right to delete members, upon recommendation of a Chapter Membership Committee, when it finds such deletion to be in the best interest of the Association.

*Section 6.* The Chapter Membership Committee shall consist of the President and such other members as he/she shall appoint.

*Section 7.* The National Membership Committee shall consist of the President and such other members as he/she shall appoint.

#### **Article III - NATIONAL HEADQUARTERS**

*Section 1.* The National Headquarters of the Association shall be at such location within the United States as may be convenient. The residence of the current Secretary will usually determine the Headquarters location. This provision may be modified by agreement among the Executive Board.

#### **Article IV - NATIONAL OFFICERS AND ELECTIONS**

*Section 1.* The National Officers of the Association shall be a President, a Vice-President-East, a Vice-President-West, a Secretary and a Treasurer.

*Section 2.* The National Officers shall conduct the routine business of the Association. On other than routine matters, consultation shall be had with the Executive Board, where a simple majority shall govern.

*Section 3.* National Officers shall be nominated and elected at a national convention duly noticed to the members at least sixty days prior to the event, to be held in alternate years. Elected officers shall assume office upon election and shall serve until the next national convention.

*Section 4.* Voting at national conventions, for national officers and for amendment of these By-Laws, shall be by Regular members present. There shall be no quorum required for conduct of business at the convention.

**Section 5.** An Executive Board, consisting of the national officers and the President of each Chapter, shall have the power to elect national officers to fill an un-expired term upon the death or resignation of an officer. The Executive Board shall also approve the date and location of the national convention.

**Section 6.** Should the Executive Board determine that a national convention cannot be held as provided by these By-Laws and two years having elapsed since the last election, then the election of national officers shall be held by mail, as follows: Nominations shall be solicited from each Chapter, at least sixty days prior to a proposed mailing date of ballots. Ballots shall be mailed by the National Secretary to all members. The nominee receiving a plurality of votes on ballots received by the National Secretary thirty days thereafter shall be declared elected.

#### **Article V - LOCAL CHAPTERS**

**Section 1.** Local geographical divisions of the Association shall be called Chapters, and further designated by the city, state or geographical region where located. They may be formed wherever a minimum of five members reside, and will be accepted as Chapters upon approval of the Executive Board.

**Section 2.** Irrespective of geography, a regular member may affiliate with the Chapter of his choice so long as the Chapter Membership Committee approves the affiliation of the out-of-area member.

**Section 3.** A regular member may choose to affiliate with the organization as an at-large member and not a local chapter by payment of national dues.

**Section 4.** The officers of the various Chapters shall consist of a president, a vice-president, a secretary, a treasurer, and such other officers as deemed necessary by the Chapter to assure its proper functioning. It is suggested that each Chapter designate a reporter to advise the National Chapter of news and events to be included in the National Newsletter.

#### **Article VI - DUES AND FINANCIAL AFFAIRS**

**Section 1.** Effective January 1, 2004, all ARNISSA Lifetime Memberships will be frozen and will no longer be offered. Subsequent to March 31, 2005, annual dues of thirty-five dollars (\$35.00) per person will be paid, accompanied by a voucher, directly to the National Treasurer, not later than March 31 of each year. The National Treasurer will refund \$5.00 to the Chapter to which the dues paying member is affiliated. Chapter fees are allowable and will be paid to the Chapter Treasurer. Only members of the National Association will be eligible to vote at National Conventions.

**Section 2.** Expenditures for administration, such as office supplies or postage, may be made by the National and Chapter Officers routinely; expenditures for other purposes shall be made upon approval of the Executive Board in the case of Association monies, and by the Chapter membership of proposed Chapter expenditures.

**Section 3.** The Association and each Chapter shall maintain appropriate records of all receipts and expenditures, which shall be audited annually by a committee appointed by National President and Chapter President respectively. Funds shall be deposited in a federally insured institution.

#### **Article VII - CHAPTER MEETINGS**

**Section 1.** Chapters shall hold formal meetings quarterly, or at such times in excess thereof as the Chapter decide. Special meetings may be held any time upon sufficient notification. Informal meetings for social purposes are encouraged.

**Section 2.** Decisions on Chapter matters shall be made by a majority vote on those in attendance at any duly noticed formal meeting. Notice of meetings shall contain matters anticipated to be brought to a vote, including the election officers. Chapter decisions shall be duly recorded in Minutes by the Chapter Secretary.

#### **Article VIII - PROGRAMS AND ACTIVITIES**

**Section 1.** Maximum autonomy shall be exercised by Chapters in governing their own affairs, including but not limited to term of office of officers, Programs and activities of the Chapter shall be limited only in that they shall be consistent with the purposes of the Association.

**Section 2.** No Chapter shall participate in any activity of a political or religious nature, or become involved in matters of public controversy.

**Section 3.** Chapters are encouraged to initiate to Headquarters for Association-wide programs or activities.

**Article IX -AMENDMENT OF BY-LAWS**

*Section 1.* Amendment of these By-Laws may also be made at any time upon recommendation of a Chapter, following a two-thirds vote of approval at a formal Chapter meeting made in writing to Association Headquarters. Notification the proposed amendment shall then be made in writing by National Headquarters to all Association members with request for response by mail to Headquarters. The amendment shall be deemed carried upon favorable vote of two-thirds the responding members thirty days after such notification.

All chapters, except Hawaii and Tidewater, from whom reports were not received, have indicated there was unanimous approval of the changes. In the absence of word from Hawaii and Tidewater, the By-Laws will take effect organization-wide on 1 January 1996.

**Addendum**

1. "CHANGES TO BY-LAWS AS APPROVED BY MEMBERSHIP. Thanks to the National Capital Region and National Treasurer Larry Butler, the following is a reprint of the approved BY-LAWS which incorporates those changes proposed at the Las Vegas Reunion." (This comment appeared under the title 'ARNISSA BY-LAWS' and before the body of the document in the ARNISSA Newsletter of June, 2003.)
2. "Dues is (sic) now \$15/year. Members belonging to Chapters pay through their Chapter; which retains \$5 and forwards \$10/member to the National Treasurer. All others pay \$15 directly to National." (This comment preceded Section 1 under Article VI – DUES AND FINANCIAL AFFAIRS as printed in the ARNISSA Newsletter of June, 2003.)
3. During the National Reunion held at Crystal City, VA, August 28-31, 2003, the following changes to Article VI – DUES AND FINANCIAL AFFAIRS, were voted to the By-Laws:

Section 1: Effective January 1, 2004, all ARNISSA Lifetime Memberships will be frozen and will no longer be offered. Subsequent to January 1, 2004, annual dues of twenty dollars (\$20.00) per person will be paid, accompanied by a voucher, directly to the National Treasurer, not later than March 31 of each year. Chapter fees are allowable and will be paid to the Chapter Treasurer. Only members of the National Association will be eligible to vote at National Conventions.

Section 3: The following chart, which appeared under Section 3, was deleted:

**Lifetime Membership Available As Follows:**

Age	Total	If Chap Member	Chap Retain
50-59	175	\$50	
60-69	150	\$25	
70-79	100	\$25	
80+	75	\$25	

4. During the National Reunion held at San Diego, April 7-10, 2005, the following changes to Article VI – DUES AND FINANCIAL AFFAIRS were voted to the By-Laws:
  - Section 1: Dues were raised to thirty-five dollars (\$35.00) per year effective March 31, 2005. Additionally, the following was inserted as the third sentence: The National Treasurer will refund \$5.00 to the Chapter to which the dues paying member is affiliated.