

**BY-LAWS OF THE
Naval Criminal Investigative Service Association
(NCISA)**

Article I - NAME AND PURPOSE

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

Section 2. The purpose of the Association is to maintain a fraternal, social, and professional relationship among the membership and serve as a link between the active and retired employees of the Naval Criminal Investigative Service (NCIS).

Section 3. The Association may offer other benefits, including, but not limited to, academic scholarships and awards.

Section 4. The Association shall focus its efforts on recruiting both active and retired members of the NCIS and will encourage all members to actively participate within the Association.

Article II - MEMBERSHIP

Section 1. The NCISA is a National Association consisting of three categories of membership; Regular, Associate and Honorary.

Section 2. Regular Membership shall be open to the following:

- (a) All retired employees of the NCIS or its predecessor organizations (hereafter the Organization).
- (b) Former employees of the Organization honorably separated for reasons other than retirement, after serving a minimum of five years.
- (c) Former military personnel who carried Organizational credentials and performed Special Agent duties for a minimum of five years.

Section 3. Associate Membership shall be open to the following:

- (a) All current employees of the NCIS.
- (b) Former employees of the Organization employed less than five years.
- (c) Former military personnel who carried Organizational credentials for less than five years.
- (d) Spouses of deceased Regular Members.

Section 4. Honorary Members appointed by the National President.

Section 5. Only Regular Members have voting privileges.

Section 6. Applications for membership will be directed to, and processed by, the National Secretary/Treasurer. Membership cards will be provided in return as proof of membership.

Section 7. The National Membership Committee, which deals with membership related matters, shall consist of the President and such other members as the President shall appoint.

Section 8. The Chapter Membership Committee shall consist of the Chapter President and such other members as the Chapter President shall appoint.

Section 9. Members will not participate in any activity, which might bring discredit on the Association or the NCIS.

Article III – NATIONAL STRUCTURE

Section 1. The National Officers of the Association are the President, Vice-President and Secretary/Treasurer.

Section 2. The National Headquarters of the Association shall be at such location within the United States as may be convenient to the incumbent National Officers.

Section 3. The National Officers are responsible for conducting the business of the Association. The Executive Board will be consulted for approval of other than routine matters, with a decision made by simple majority.

Section 4. National Officers shall be elected at the bi-annual National Reunion, duly noticed to the membership at least sixty days prior to the event. Elected officers shall assume office upon election and shall serve until the next National Reunion.

Section 5. Voting at the Business Meeting during the National Reunion, for matters pertaining to the Association, shall be by Regular Members present. There shall be no quorum required for the conduct of business at the National Reunion and passage of measures is by two-thirds vote.

Section 6. 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 a National Officer.

Section 7. Should the Executive Board determine that a National Reunion cannot be held as provided by these By-Laws, and two years have elapsed since the last election, then the election of National Officers shall be held by a special vote. The National President will notify the membership in an expeditious manner through appropriate means (US Postal, email or through the World Wide Web) and define the voting process. The nominee receiving a favorable two-thirds vote, by the responding Regular Members and within thirty days after such notification, shall be elected.

Article IV – CHAPTER STRUCTURE

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

- (a) Chapters shall hold, at a minimum, quarterly meetings, which are duly noticed. Informal meetings for social purposes are encouraged.
- (b) Decisions on Chapter matters shall be made by a majority vote by members present at any duly noticed meeting.
- (c) The Chapter Secretary/Treasurer shall record Chapter decisions in meeting minutes.

Section 2. Chapter Officers shall consist of a President, a Vice-President, a Secretary/Treasurer, and such other officers as deemed necessary by the Chapter to ensure proper functioning. All Chapter Officers must be members in good standing of the National Association.

Section 3. Irrespective of geography, a member may affiliate with the Chapter of choice so long as the Chapter Membership Committee approves the affiliation of

the out-of-area member.

Section 4. A member may choose to affiliate with the Association as an at-large member and not with a local Chapter.

Section 5. Maximum autonomy shall be exercised by Chapters in governing their own affairs, including, but not limited to, the term of office of Chapter Officers. Programs and activities of the Chapter shall be limited only in that they shall be consistent with the purposes of the Association.

Section 6. No Chapter members will participate in any activity that might bring discredit on the Association or the NCIS.

Article V - ADMINISTRATIVE

Section 1. The National Secretary/Treasurer will maintain the National membership directory, financial records and submitted applications. Computerized records of the directory and financial reports will be periodically forwarded to the National President for review. To ensure accurate records are maintained, members are responsible for notifying the Secretary/Treasurer of any changes in status such as changes to telephone numbers, mailing addresses or email addresses.

Section 2. The amount of annual dues is established by vote of the Regular Members.

- (a) Members in good standing, who have attained the age of 80 years, will be exempt from paying dues.
- (b) Spouses of deceased Regular Members will be extended Associate Membership and will be exempt from paying dues. These members will be queried on a five-year basis to determine their desire to maintain their association.
- (c) Married couples, each eligible for membership in their own right, and who reside at the same residence, will pay dues as a single member and will maintain the rights of individual membership.

Section 3. Dues will be paid to the National Secretary/Treasurer on an annual basis, no later than December 31, to remain as a member in good standing. Delinquent members may be dropped from the roles, after due consideration of circumstances, by agreement of both the National Secretary/Treasurer and the National President. Members who have lapsed in paying dues, and then wish to re-join the Association, will be required to submit a new application.

Section 4. The Association's fiscal year will be from January 1 through December 31.

Section 5. The National and Chapter Officers may make expenditures for administrative matters, such as office supplies or postage, 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 for proposed Chapter expenditures.

Section 6. All Association and Chapter funds will be deposited in a federally insured financial institution and appropriate records maintained of all transactions, receipts, and expenditures. An individual, appointed by the National President for Association monies and the Chapter Presidents for their

Chapter monies, shall review the financial records on an annual basis. This audit will be conducted by March 31 of each year and the resulting reports forwarded to the National Secretary/Treasurer to become official records of the Association.

Section 7. There may be occasions when the National Association provides a dues rebate to the Chapters. Normally the amount of the rebate is determined by a vote of the Regular Members; however, the Executive Board retains the prerogative of setting the amount. Once it has been determined that a rebate will be paid, the National Secretary/Treasurer will make disbursements during the month of April based on National membership records as March 31.

Section 8. The National Secretary/Treasurer shall receive all monies payable to the Association for deposit in Association checking, savings, money market, or CD accounts.

- (a) The National Secretary/Treasurer will not disburse Association funds for any purpose other than routine operating costs, unless approved by the President, after consulting the Executive Board.
- (b) The National Secretary/Treasurer has the authority to move funds from one account to another to ensure maximum dividend rates on Association investments.
- (c) The National Secretary/Treasurer will submit monthly reports to the National President of all financial transactions, and will provide periodic reports to the membership in Association Newsletters and at National Reunion Business Meetings.

Article VI - AMENDMENT OF BY-LAWS

Section 1. A proposal to amend, supplement, or otherwise change these By-Laws may be accomplished in one of two ways:

- (a) Proposals may be brought forward during the National Reunion Business Meeting. The amendment shall be deemed carried upon a favorable two-thirds vote of the Regular Members present.
- (b) Proposals may be submitted in writing to the National President. The President will notify the membership in an expeditious manner through appropriate means (US Postal, email or through the World Wide Web) and define the voting process. The amendment shall be deemed carried upon a favorable two-thirds vote by the responding Regular Members within thirty days after such notification.