

FBI NATIONAL ACADEMY ASSOCIATES, INC.,
CALIFORNIA CHAPTER¹

EXECUTIVE BOARD PROTOCOL AND POLICIES



*The Executive Board Protocol and Policies are dedicated to the memory
and service of Past President Bernard Charles “Chuck” Burke, NA 104²*

Revised: March 24, 2025

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Foreword

Past President Bernard Charles “Chuck” Burke, NA 104 served as a Sergeant for the La Mesa, California Police Department graduating from the FBI National Academy on March 18, 1976. Chuck served for twelve years on the FBI National Academy Associates, Inc., California Chapter Executive Board, and nine years on the FBI National Academy Associates, Inc., National Executive Board. He was the President of the California Chapter in 1986 and also served as Secretary/Treasurer for six years. Chuck served on the National Executive Board for nine years and was the President of the FBI National Academy Associates, Inc. in 1999. He was a co-founder of the FBI National Academy Associates, Inc., Youth Leadership Program and was instrumental in developing the membership database system. In 2004, Chuck was selected as the recipient of the Livio A. Beccaccio Award for his dedication and service to the FBI National Academy Associates. Chuck died in October of 2007. Because of his commitment and contributions to our Association, this Executive Board Protocol and Policies serves as a legacy to the memory and service of Chuck.³

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PART 1 – FBI NATIONAL ACADEMY ASSOCIATES, INC.,
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I. Constitution and By-Laws

- A. Authority for the FBI National Academy Associates, Inc., California Chapter: Authority for the FBI National Academy Associates, Inc., California Chapter (referred to in this Protocol and Policies as the “*California Chapter*,” is derived from the FBI National Academy Associates, Inc. in accordance with the National Constitution and/or By-Laws.⁵
- B. Membership: NA graduates, FBI Agents who have served as Counselors, NA Coordinators or other full-time Executives as defined in the National constitution or bylaws (Retired or Active).
- C. Changes to By-Laws: By-Laws may be changed by majority vote of members present at any meeting. The President shall notify each member of the California Chapter in writing of proposed changes at least 30 days prior to the meeting.

II. Executive Board

- A. Executive Board Members: All members of the Executive Board must be an active member in good standing of the California Chapter. The FBI Agent, National Academy Coordinator (NAC) may be exempt.
- B. Makeup of the Executive Board: The Executive Board is comprised of the following positions:
 - 1. President
 - 2. 1st Vice President
 - 3. 2nd Vice President
 - 4. 3rd Vice President
 - 5. 4th Vice President
 - 6. Secretary
 - 7. Treasurer⁶
 - 8. Immediate Past President

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Non-voting appointed positions:

9. Historian

10. Training/Digital Media Manager

11. Corporate Sponsorship Development Coordinator

12. FBI Agent (NAC)

13. Area Representatives from each Division (average one per Division)

C. Ex-Officio Board Members: The Chapter Historian, Training/Digital Media Manager, Corporate Sponsorship Development Coordinator and Area Representatives are Ex-officio Board Members and have no voting privileges.⁷

D. FBI Participation: The Special Agent serving as the NAC for the 1st Vice President's Division shall serve on the Executive Board.⁸ The Assistant Director in Charge (ADIC), Special Agent in Charge (SAC), Assistant Special Agent in Charge (ASAC) and the National Academy Training Coordinator (NAC) of each Division may be invited to participate in Executive Board meetings. FBI personnel have no voting privileges on the Board.

E. Executive Board Meetings:

1. The Executive Board and FBI personnel meet at least one quarter prior to the annual conference to conduct Executive Board business.⁹ The meeting is normally held at the site of the conference being planned. The agenda for the meeting normally includes a "walk through" of the hotel and conference briefing.

2. The Executive Board and FBI personnel also hold business meetings on the day immediately preceding the annual conference and on the morning after the annual conference. These meetings are held on site and are dedicated to conduct business and resolve any conference related issues.

3. The President may call for additional Executive Board meetings of the membership or the Executive Board as appropriate.

F. Responsibilities of the Executive Board Members:

1. Responsibilities of the President:

a. Promote the ideals, professional goals and objectives of the California Chapter.

b. Establish and distribute the date, time, agenda and invitations for Executive Board meetings.

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- c. Send welcoming letter to all new California NA graduates after each session.
- d. Attend annual Chapter Presidents meeting hosted by the National Board each year.
- e. Attend the annual National Conference.
- f. Represent the California Chapter as required.
- g. Sign all contracts on behalf of the California Chapter or shall delegate such authority as appropriate.¹⁰
- h. Appoint Historian, FBI Agent representative from the 1st Vice President's Division, Training/Digital Media Manager, Corporate Sponsorship Development Coordinator and Area Representatives.
- i. Send a personal invitation to attend the annual training conference and business meetings to all California Chapter Past Presidents, the current National Board President, Section One Vice President, Section One Representative and Executive Director of the FBINAA. May delegate to the 1st VP hosting the annual conference.¹¹
- j. Host a private Past Presidents dinner during the annual conference for all Chapter Past Presidents, Executive Board members, National Board members, FBI Executives, SAC's, National Academy Coordinators, Training Technicians, and other dignitaries as determined by the President (plus one guest for each attendee).¹²
- k. Host a private reception for all Past Presidents, Executive Board members, National Board members, FBI Executives, SAC's, Training Technicians, and other dignitaries, prior to the banquet dinner at the annual conference.
- l. Announce the open elected board positions in the President's annual welcome letter to the Chapter members.

2. Responsibilities of the 1st Vice President:

- a. Plan, coordinate, and hosts the National or State Chapter's annual training conference.
- b. Provide the Treasurer with an annual accounting of income and expenses for Divisional funds, plus a projection of potential expenditures from the State Chapter's funds to support the Division in the coming year.
- c. Hold luncheons and other activities for the members of his/her Division.
- d. Coordinate the annual scholarship program for his/her Division.

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e. Solicit candidates to run for election to the Board at his/her annual conference.

3. Responsibilities of the 2nd Vice President:

a. Coordinate the annual California Chapter participation in the Youth Leadership Program.¹³

b. Present the Youth Leadership Program graduate(s) to Divisional membership at an appropriate Division function following their graduation from the program.

c. Chair the Financial Review Committee at the annual conference.

d. Provide the Treasurer with an annual accounting of income and expenses for Divisional funds, plus a projection of potential expenditures from the State Chapter's funds to support the Division in the coming year.

e. Hold luncheons and other activities for the members of his/her Division.

f. Coordinate the annual scholarship program for his/her Division.

4. Responsibilities of the 3rd Vice President:

a. Assist the National Academy Coordinator to coordinate and host the Chapter's Law Enforcement Executive Development Seminar (LEEDS)¹⁴ to be held during the year opposite of the time frame for the conference, e.g., fall conference and spring LEEDS, or fall LEEDS and spring conference.¹⁵

b. Provide the Treasurer with an annual accounting of income and expenses for Divisional funds, plus a projection of potential expenditures from the State Chapter's funds to support the Division in the coming year.

c. Hold luncheons and other activities for the members of his/her Division.

d. Coordinate the annual scholarship program for his/her Division.

5. Responsibilities of the 4th Vice President:

a. Provide the Treasurer with an annual accounting of income and expenses for Divisional funds, plus a projection of potential expenditures from the State Chapter's funds to support the Division in the coming year.

b. Hold luncheons and other activities for the members of his/her Division.

c. Coordinate the annual scholarship program for his/her Division.

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d. Coordinate the selection of a candidate from their division to attend the Youth Leadership Program.¹⁶

6. Responsibilities of the Treasurer:¹⁷

a. Receive and document dues payments from National.¹⁸

b. Maintain California Chapter funds in checking and savings accounts as appropriate.

c. Provide Divisional funds to each Vice President based on a formula of \$5.00¹⁹ for²⁰ each member paying California Chapter dues within each Division.

e. Prepare a proposed budget for the coming year based upon prior year expenditures and recurring costs.

f. Ensure that appropriate State and Federal Tax forms are prepared and submitted on a timely basis.

g. Keep all records that pertain to chapter business for seven (7) years.

h. Pursuant to California Government Code sections 12580-12599.7, register and file annual financial disclosure reports (Form 990)²¹ on behalf of the California Chapter with the California Office of Attorney General's Registry of Charitable Trusts.²²

i. Provide a copy of the annual financial disclosure reports (Form 990) to the FBINAA National Office.

j. Pursuant to California Penal Code section 320.5, register and file annually by 1 Jan, an Application for Registration, Nonprofit Raffle Program on behalf of the California Chapter with the California Office of Attorney General's Registry of Charitable Trusts. In addition, file on or before 1 Feb each year, a Nonprofit Raffle Report with the California Office of Attorney General's Registry of Charitable Trusts.^{23 & 24}

k. On every odd year, the Treasurer or Secretary will file a Statement of Information with the California Secretary of State identifying the Secretary as the California Chapter Agent for Service of Process.²⁵

l. Attend the Chapter Officers meeting (National Presidents Conference) in Quantico.

7. Responsibilities of the FBI Agent:

a. Provide the President with a current roster of officers graduating from the FBI Academy.

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b. Keep the Executive Board informed of current issues at the FBI Academy.

c. Assist with the planning for the training of the Annual Chapter Conference and LEEDS seminar.

8. Responsibilities of the Immediate Past President:²⁶

a. Assist the Board as directed by the President.

9. Responsibilities of the Historian:²⁷

a. Collect and maintain chronology of the Chapter.

b. Prepare historical data for presentation at business meetings at the President's request.

c. Bring historical materials to training conferences.

d. Capture, write and compile a chronological record of events through photographs and other media.²⁸

e. Write articles pertaining to Chapter members (e.g., promotions, retirements, etc.) for publishing in the National magazine.

f. Editor of the Quarterly Chapter Newsletter which is published according to the following schedule:²⁹

Newsletter Edition	Content Submission Deadline (To Historian)	Draft Provided to Executive Board for Review & Comments	Feedback Provided to Historian	Final Version Provided to Executive Board & Secretary for Publishing	NLT Publishing Date (via AMS) by Secretary
Q1 (Jan – Mar)	Jan 30 th	Feb 9 th	Feb 14 th	Feb 24 th	Mar 1 st
Q2 (Apr – Jun)	May 2 nd	May 12 th	May 17 th	May 27 th	Jun 1 st
Q3 (Jul – Sep)	Aug 2 nd	Aug 12 th	Aug 17 th	Aug 27 th	Sep 1 st
Q4 (Oct – Dec)	Nov 1 st	Nov 11 th	Nov 16 th	Nov 26 th	Dec 1 st

10. Responsibilities of the Secretary:³⁰

a. Keep all records that pertain to chapter business for 7 years.

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- b. Provide the board members with listings of current and inactive members.
 - c. Record minutes of each Board and Business meeting.
 - d. Develop and distribute Board meeting agendas if required by President
 - e. Answer any and all questions and queries from Chapter members.
 - f. Confirm members' current status for online voting, registration and scholarship/YLP nominations.
 - g. Send out current re-joiner forms to past members who have been absent more than one year.
 - h. Update Bylaws, Protocol and Constitution when necessary.
 - i. Stand in for and assist the Treasurer when needed.
 - j. Assist the President in preparing Chapter Correspondence.
 - k. Perform other administrative duties as required by the President.
 - l. Attend yearly Chapter Officer's meeting (National Presidents Conference) in Quantico.
 - m. Maintain and update member's status through the National Office Association Management System (AMS)³¹ as required.
 - n. Pursuant to California Code of Civil Procedure section 416.10 et. seq., California Corporations Code sections 1700 et seq., and 8410, the Secretary is designated as the California Chapter Agent for Service of Process. On every odd year, the Secretary or Treasurer will file a Statement of Information with the California Secretary of State identifying the Secretary as the California Chapter Agent for Service of Process.³²
11. Responsibilities of the Training/Digital Media Manager:³³
- a. Liaise with California P.O.S.T. by maintaining the FBINAA California Chapter's profile on the P.O.S.T. Electronic Data Interchange (EDI) System.
 - b. Assist the 1st VP with identifying and securing appropriate instructors for the annual training conference.
 - c. Obtain POST Certification through EDI for the annual State conference including filing all necessary paperwork with P.O.S.T. at the conclusion of conference to ensure attendees receive P.O.S.T. credit.

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- d. Assist the 3rd VP with identifying and securing appropriate instructors for the annual LEEDS training.
- e. Obtain P.O.S.T. Certification through EDI for the annual LEEDS including filing all necessary paperwork with P.O.S.T. at the conclusion of LEEDS Training to ensure attendees receive P.O.S.T. credit. May defer to FBI training technician from the hosting division.
- f. Undertake all other duties as assigned by the President.
- g. Liaise with the Board and act as the point of contact for maintaining the chapter website and updating the site with chapter and divisional events, newsletters, etc.
- h. Post all information on the California Chapter website. All information relevant to the Division will be approved by the respective Division Vice President before posting on the website. All matters that affect the Chapter will be approved by the Executive Board before posting on the website.³⁴

12. Responsibilities of the Corporate Sponsorship Development Coordinator:³⁵

- a. Work with the 1st VP to identify and secure sponsors and vendors for the annual training conference.
- b. Work / liaise with the Divisional Conference Sponsor / Vendor Chairperson in securing local sponsors and vendors within the Division holding the annual training conference.
- c. Maintain relationship continuity with the sponsors and vendors of past training conferences.
- d. Vet potential sponsors and vendors for appropriateness in participating in the annual training conference.
- e. Be the first point of contact to all sponsors and vendors doing business with the Chapter.
- f. Be the first point of contact for troubleshooting for all sponsors and vendors while at the annual training conference.
- g. Undertake all other duties as assigned by the President.

III. California Chapter Divisions

A. The California Chapter is divided into four Divisions, corresponding to the four major FBI Field Offices in California. They are:

1. Sacramento Division – Eastern District of California comprised of the counties of Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Fresno, Glenn, Inyo, Kern, Kings, Lassen, Madera, Mariposa, Merced, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba (Reference Title 28 U.S.C. § 84[b]).³⁶
2. San Francisco Division – Northern District of California comprised of counties of Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, Santa Clara, Santa Cruz, San Francisco, San Mateo, and Sonoma (Reference Title 28 U.S.C. § 84[a]).³⁷
3. Los Angeles Division – Central District of California comprised of counties of Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Luis Obispo, and Ventura (Reference Title 28 U.S.C. § 84[c]).³⁸
4. San Diego Division – Southern District of California comprised of counties of Imperial and San Diego (Reference Title 28 U.S.C. § 84[d]).³⁹

IV. Funding and Budgeting for the California Chapter

A. Non-Profit Status: The California Chapter is incorporated as a tax exempt/non-profit organization, under the FBI National Academy Associates, Inc., 501(c)3 status. The Federal Employer Identification Number is 94-2763282.⁴⁰

B. Income/Expenditure Reporting: Each Vice President and others who are responsible for utilizing Division or Chapter funds shall provide the Treasurer with an acceptable accounting of income and expenditures of all funds, and photocopies or digital copies of related bank account statements,⁴¹ covering the time period from January 1st to December 31st. This report of the previous Calendar year is due to the Treasurer by February 1st of the following year.⁴²

C. Division Allotment of Funds:⁴³ Upon the Treasurer's receipt of the prior year income/expenditure reporting required by paragraph IV. B., from each Vice President, each Division receives a "Division Allotment Fund" for local events. The allotment is distributed in January of each year⁴⁴. The fund for each Division is based on an equal distribution of \$5.00⁴⁵ for every member of the Division who pays California Chapter dues. Members are assigned to Divisions in accordance with the following criteria:

1. Active Sworn Members are assigned to a Division based upon the location of their

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employing agency.

2. Retired members are assigned to a Division based upon the location of their mailing address.

3. Active/Retired members who reside out of the State of California are assigned to a Division based upon the geographic location of their last employment with a California law enforcement agency. Active/Retired members who reside out of the State of California and were never employed by a California law enforcement agency, are assigned based upon the shortest driving distance from their mailing address to the nearest California FBI Field Office.

D. Annual Maximum Balance of Division Funds: Each Division has an annual cap of \$5,000.00. Any funds in excess of this amount on December 31st, shall be remitted to the Treasurer no later than February 1st, of each year.

E. Youth Leadership Program: (YLP): The National Youth Leadership Program allows each Chapter to send one student each year to the Youth Leadership Program in Quantico, VA. Should a second opening become available to the California Chapter, the Board authorizes a second student to attend the program as funding allows. The Chapter will select from the 2nd and 4th Vice President's Division. Subject to annual budget approval, the California Chapter will provide each student with Chapter branded items to share with fellow YLP students during this training.⁴⁶ The California Chapter will provide each student a stipend of \$100 for incidentals during this training. The California Chapter will also pay for one basic round trip coach/economy class plane ticket, plus the cost of one suitcase (if not included in the price of the ticket). Any additional upgrades would be at the attendee's own cost.⁴⁷

F. Scholarship: The California Chapter established a college scholarship program in the amount of \$1000.00 per Division as the budget allows, for a total of \$4,000.00 per year. This scholarship is for the child, stepchild, adopted child or grandchild of an active National Academy Graduate in good standing or deceased member of the California Chapter.

G. FBI CA Law Enforcement Executive Development Seminar (LEEDS) Protocols:⁴⁸

1. "Seed Money" for LEEDS: The California Chapter will provide up to \$10,000 "seed money" to each Division in preparation for hosting the annual LEEDS Conference.⁴⁹ The LEEDS Conference seed money shall be reimbursed to the California Chapter at the conclusion of the LEEDS Conference.⁵⁰
2. Division Funds derived from the LEEDS conference: In the event there are additional funds remaining after all conference costs have been resolved and the up to \$10,000 "seed" money returned to the California Chapter; the Division sponsoring the conference may retain up to \$3,000 in the Division Fund. Funds beyond that \$3,000 shall be returned to the California Chapter.⁵¹

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3. Training Manager: The Training Manager will be the liaison between P.O.S.T. and the Committee Chair. He/she will be responsible for preparing and completing all requirements from P.O.S.T.
4. The Chapter will support the 3rd Vice President and another Board member, usually the 4th Vice President, for attendance to FBI CA LEEDS.⁵²

H. Conference Protocols

1. "Seed Money" for Conferences: The California Chapter will provide up to \$40,000 "seed" money to each Division in preparation for hosting the annual conference.⁵³ The conference seed money should be reimbursed to the California Chapter, if possible, at the conclusion of the annual conference.⁵⁴
2. Division Funds derived from conferences: In the event there are additional funds remaining after all conference costs have been resolved and the \$40,000 "seed" money returned to the California Chapter; the Division sponsoring the conference may retain up to \$3,000 in the Division Fund.⁵⁵ Funds beyond that \$3,000 shall be returned to the California Chapter.⁵⁶
3. Training Manager: The Training Manager will be the liaison between P.O.S.T. and the Committee Chair. He/she will be responsible for preparing and completing all requirements from P.O.S.T.
4. Specifics for Conference Planning:
 - a. The 1st Vice President shall coordinate and script the annual conference opening ceremonies, business meeting and banquet meeting agendas with the concurrence of the President.
 - b. The 1st Vice President shall establish the appropriate attire for Executive Board members at all conference functions.
 - c. The 2nd Vice President shall chair the Financial Review Committee established during the first business meeting at the annual conference.
 - d. The 4th Vice President shall chair the Resolutions Committee established during the first business meeting at the annual conference.
 - e. The 1st Vice President shall arrange head table seating assignments with the concurrence of the President.
 - i. For opening ceremonies, consideration should be given to seating the California Chapter Executive Board, National Board Representatives, host dignitaries and clergy.

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- ii. For business meetings, consider seating the California Chapter Executive Board and presenters for items on the agenda.
 - iii. For the banquet dinner, consider seating the California Chapter Executive Board and their spouses or guests, the National Board Representatives and their spouses or guests, host dignitaries and their spouses or guests and a member of the clergy and his/her spouse or guest.
- f. The 1st Vice President may select an appropriate individual to administer the Oath of Office for the installation of officers at the conference dinner meeting. The following "Oath of Office" used shall be for the swearing-in of the new Executive Board:

"I (state your name) do solemnly swear,

to uphold the Constitution of the United States of America,

the Constitution of the State of California,

and the Constitution and Bylaws of the FBI National Academy Associates, Incorporated, California Chapter.⁵⁷

I also swear to fulfill the duties and obligations of my new office to the best of my abilities, so help me God."

g. Conference registration, lodging, transportation, parking, and per diem, when applicable, for all elected and appointed (when invited) Executive Board members, except the NAC attending the annual conference shall be budgeted for and paid out of Chapter funds by the Treasurer. This specific budget line item shall be reviewed and approved annually during the final Board meeting of the given year, in preparation for the Treasurer's next calendar year budget development.⁵⁸

h. Lodging costs for the President at the annual conference shall be paid from the annual conference budget and his/her room shall be an executive suite.

i. Half of the cost of the Past President's Dinner shall be paid from conference funds and half by California Chapter funds.⁵⁹

j. The 1st Vice President will ensure a suitable parting gift is purchased for the outgoing President to be presented at the banquet dinner of the annual conference. In lieu of the gift the President may elect to donate this amount to the charity of their choice.⁶⁰ A gift of a National Academy President's ring up to \$2,500 in value,⁶¹ or a gift up to \$500.00 is to be presented to the outgoing Chapter President.⁶²

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I. California Life Member⁶³

a. Division Meetings/Events/Luncheons

- i. California Life Members in good standing as described in Part 2, Section VI. B. 6. are eligible to receive a 50 percent discount on registration fees for all Division Meetings/Events/Luncheons (non-transferable).⁶⁴
- ii. Division Vice Presidents hosting the Division Meetings/Events/Luncheons may request reimbursement to their respective Division account for the discounted portion of the registration fee from the Chapter Treasurer for any amount up to the total discount provided.⁶⁵

b. Annual Retrainer

- i. California Life Members in good standing as described in Part 2, Section VI. B. 6. are eligible to receive a 50 percent discount on registration fees for the Annual Retrainer (non-transferable).⁶⁶
- ii. The 1st Vice President coordinating the Annual Retrainer may request reimbursement to the conference account for the discounted portion of the registration fee from the Chapter Treasurer for any amount up to the total discount provided.⁶⁷

PART 2 - CALIFORNIA CHAPTER POLICIES

I. Alcohol/Liquor: Alcohol purchased with Chapter funds: Chapter funds will not be used to purchase alcoholic beverages at dinners, etc., with the following exception. Conference hospitality and banquet arrangements may include alcohol if available to entire membership in attendance.⁶⁸

II. Candidate Endorsements: Candidate endorsements: The Executive Board may endorse a candidate for Section I Representative. All such candidates will be invited to appear before the Executive Board and/or the General Membership at the annual conference.⁶⁹

A. Should the California Chapter have a candidate running for the Section I Representative position, the Executive Board may elect to sponsor that candidate with a \$1,000 donation toward their campaign and provide other assistance as deemed appropriate by the Board.⁷⁰

III. Awards

A. Nominations for awards: Should the Executive Board recommend a candidate for an award from the National Board, the Executive Board will limit the nomination to the single

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best nominee. If more than one nominee can be a recipient, the Board may nominate one person for each potential recipient to be selected.⁷¹

B. California Chapter Resolutions: The California Chapter Executive Board resolutions are currently the highest form of recognition given by the Chapter to recipients identified by the members for exemplary contributions to the California Chapter.⁷²

1. NOMINATION PROCESS

Recipients are nominated at any time by members of the Chapter/ Executive Board.

The 4th Vice President shall Chair the Resolutions Committee and convene a committee made up of two (2) active California Chapter members in good standing to review nominations and make recommendations during the California Chapter Conference immediately following the first General Business meeting.

2. SELECTION

The Executive Board shall have the final approval of the recipients based on the recommendation of the Resolution Committee. The person nominating the recipient shall provide the 4th VP pertinent information to compose the resolution. The 4th VP will compose the resolution in a professional font and frame the Resolution for presentation. The California Chapter President will sign the Resolution prior to presentation to the recipient.

3. PRESENTATION

The presentation of the Resolution shall be at the annual California Chapter Conference or at a Divisional event if the recipient cannot attend the California Chapter Conference. The 4th Vice President will present the Resolution to the recipient during the California Chapter Conference. The respective divisional VP will present the Resolution to the recipient at the first divisional event that the recipient attends, if not present at the California Chapter Conference.

Documentation of the recipients for the Resolutions will be kept and updated by the Chapter Historian. The recipient's name and session number shall also be recorded in the Executive Board minutes at the first Board meeting following the presentation of the Resolution.

C. Twenty-Five Plus (25+) Year Pins: Twenty-five plus (25+) year members will be recognized at divisional events with a 25+ year NAA lapel pin. Members must have more than 25 years of membership in the NAA, either in the California Chapter or another NAA Chapter, to receive the pin. The Chapter Treasurer will maintain a supply of 25+ year pins for divisional VPs. Each divisional VP will be responsible for recognizing their respective division members who have been members of the Association for more than 25 years.

Divisional VPs will request 25+ year membership pins from the Chapter Treasurer prior to their divisional events based on the number of members who will be in attendance and have not previously received a 25+ year pin.⁷³

IV. Financial Considerations

A. Annual Review of Financial Records: The Treasurer shall retain a Certified Public Accountant (CPA) to conduct annual review of the California Chapter's financial records and tax form preparations. The written report and conclusions from the review are to be made available to the Financial Review Committee during their review of California Chapter finances at the annual conference.

B. Business Expenses: Business expenses incurred while conducting official business for the California Chapter will be reimbursed according to the following guidelines. Any expenses in excess of those amounts listed in this Protocol and Policies must be approved by a majority of the Executive Board.⁷⁴

1. Gifts: The Executive Board may approve expenditures from Chapter funds to be used for commemorative gifts as appropriate. Expenditures of more than \$150 must be approved by a majority of the Executive Board.⁷⁵

2. Meal Reimbursements: Chapter funds may be used to reimburse Board members up to the current Per Diem rate for federal employees (established by the General Services Administration for CONUS travel [<https://bit.ly/2iCWWNc>] and the U.S. Department of State for OCONUS travel [<https://bit.ly/1VSuYUM>]) and as budgeted for meals at Executive Board meetings or other required Chapter business.⁷⁶ Chapter will reimburse 100 percent of federal per diem rate for travel mileage, or lesser amount of available transportation, to the member while traveling on Chapter business.⁷⁷ No alcohol may be charged for meal reimbursements.⁷⁸

3. Travel Expenses:

a. Executive Board members are entitled to reimbursement for their travel expenses to attend Executive Board meetings. The Ex-Officio Historian, Training/Digital Media Manager, Corporate Sponsor Development Coordinator, and Area Representative(s) are not entitled to travel reimbursement unless they are requested to attend by the Chapter President.⁷⁹

For all Executive Board related air travel, the California Chapter will pay for:⁸⁰

- One basic round trip coach class commercial airline ticket and any associated fees for a more desirable seat choice within the coach class cabin. These coach upgrade options are not considered a new or higher class of accommodation since the seating is still in the coach cabin.
- The cost of one checked bag if not included in the base price of the ticket.

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- Additional baggage, packages, or containers used to transport items in direct support of Chapter functions and activities, e.g., Division training luncheons, FBI CA LEEDS and Annual Chapter Retrainer.

Consistent with Title 41, Code of Federal Regulations, § 301-10.100 et seq., which outlines travel policy for federal employees, coach class is the basic class of accommodation by airlines that is normally the lowest fare offered regardless of airline terminology used. Coach class may also be referred to by airlines as “tourist class,” “economy class,” or as “single class” when the airline offers only one class of accommodations to all travelers

If an airline flight has only two classes of accommodations available, *i.e.*, two distinctly different seating types (such as girth and pitch) and the front of the aircraft is termed “premium economy class” or higher by the airline and the tickets are fare coded as premium economy class or higher, then the front of the aircraft is deemed to be other than coach class. Alternatively, if an airline flight has only two seating sections available but equips both with one type of seating, (*i.e.*, seating girth and pitch are the same in both sections of the aircraft), and the seats in the front of the aircraft are fare coded as full fare economy class, and only restricted economy fares are available in the back of the aircraft, then the entire aircraft is to be classified as coach class. In this second situation, qualifying for other than coach class travel is not required to purchase an unrestricted full fare economy seat in the front of the aircraft as the entire aircraft is considered “coach class.”

Other than coach class: Any class of accommodations above coach class, e.g., first class, business class, business elite, business first, world business, connoisseur, envoy, or premium economy depending on the airline. In rare circumstances, Executive Board members may book other than coach class accommodations when the Treasurer, with the President’s concurrence, confirms and approves that the member’s travel meets any of requirements in Title 41, Code of Federal Regulations (CFR), § 301-10.103. Absent the Treasurer’s approval and President’s concurrence, upgrades to other than coach class are not authorized for reimbursement are the responsibility of the Board member.

Any additional fees or upgrades, e.g., overweight/oversized baggage, additional personal baggage, upgrades to other than coach class, in-flight meals or snacks, Wi-Fi service, digital entertainment, or lounge access is at the Board member’s own expense.

b. The President (if unavailable, the highest-ranking Vice President in succession), and 2nd Vice President, may represent the California Chapter at the annual National Conference.

1. The President (or alternate) shall represent the California Chapter and in order to be eligible for travel expense and conference registration reimbursement

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from the California Chapter they shall attend the Chapter Presidents Meeting.⁸¹

2. In order to be eligible for travel expense and conference registration reimbursement from the California Chapter, the 2nd Vice President shall attend the Chapter Membership Coordinators Meeting and bring marketing materials regarding their next year Retainer for the purpose of meeting with sponsors to generate financial support. At the Board meeting immediately following the National conference the 2nd Vice President shall provide a detailed contact list of leads to be shared with the Corporate Sponsorship Development Coordinator for follow up.⁸²
 3. California Chapter will pay for their travel, conference registration, meals (current per diem rate for federal employees) and room expenses. Chapter funds shall not be used for spouse or guest expenses.
- c. When attending the Chapter President's meeting in Quantico, expenses for the President and Secretary or Treasurer will be paid by the FBI, while the remaining expenses for the third attendee (either the Secretary or Treasurer) will be paid out of Chapter funds.
- d. The Chapter will reimburse travel by private vehicle at the U.S. Government rate per mile, not to exceed the least expensive airfare available between the origin and destination at which the official activity occurs.⁸³
- e. Under most circumstances, the Chapter discourages the use of rental cars while traveling on Chapter business. If the use of a rental car is necessary, the Board member should consult with the Board President to arrange the most efficacious ground transportation plan.⁸⁴
- f. Ground transportation during meetings shall be coordinated between all meeting attendees to minimize ground transportation costs.⁸⁵
- g. With the approval of the President, the Corporate Sponsor Development Coordinator may attend a law enforcement tradeshow or exposition based in California. The purpose for the attendance of the Corporate Sponsor Development Coordinator is to generate leads and obtain increased sponsorships in support of the California Chapter's Annual Conference.

V. Appointment Considerations⁸⁶

Members of the Board who are appointed are considered members at large and serve a one-year term. These members may be reappointed each year by the chapter president and are non-voting members of the board.

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A. Historian:

1. Should be member of the California Chapter in good standing.
2. Consider time as an active member of the FBINAA.
3. Should possess computer skills.
4. Ability to attend business meetings.

B. FBI Agent:

1. Serving as a NAC in the 1st Vice President's Division.
2. Active participation in the Executive Board as a non-voting member.

C. Training/Digital Media Manager:

1. Should be a member of the California Chapter in good standing.
2. Knowledge of P.O.S.T. certification requirements.
3. Law Enforcement training.
4. Ability to attend business meetings.
5. Have a good working knowledge of digital media and be able to update and maintain a website.

D. Corporate Sponsorship Development Coordinator (CSDC):

1. Shall be appointed by the President for a one (1) year term which may be renewed.⁸⁷ May be removed for cause by Majority vote of the Executive Board.
2. Should be a member of the California Chapter in good standing.
3. Should have excellent business communications skills.
4. Ability to attend a California based law enforcement conference upon the approval of the President, carry out assigned duties, and recruit potential sponsors and vendors while at the Conference.
5. Ability to attend business meetings as required by the President.
6. Undertake all other related duties as assigned by the President.

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7. Develop marketing and branding materials to showcase the value the Association provides to our communities and to our law enforcement family.
8. Maintain relationship continuity with corporate sponsors and exhibitors of past Annual Training conferences.
9. Vet potential sponsors and exhibitors for appropriateness in participating in the Annual Training conference.
10. Be the first point of contact to all corporate sponsors and exhibitors doing business with the Association.
11. Ability to problem solve all issues raised by corporate sponsors and exhibitors while at the Annual Training conference.
12. The CSDC will have a budget of \$1,000 for the year to manage marketing and for sponsor and exhibitor gifts.

E. Area Representatives:

1. Shall be a member in good standing of the California Chapter.
2. Shall be nominated by the divisional VP and appointed for a one-year period by the President. Can be un-appointed for cause by the President.
3. At least one area representative from each Division shall be nominated and appointed for a one-year term which can be reappointed each year.
4. Shall further the needs of the California Chapter by promoting the Divisional and Chapter events and activities at their regional luncheons and activities.
5. Hold luncheons and other activities for the members of his/her Division as directed by their respective VP.
6. Assist the Divisional VP and the Chapter President as directed.
7. Under the guidance of their respective Vice President, each Area Representative assists the Association in carrying out the business of the Association.
8. Given the geographic diversity and size of California, Area Representatives are located in strategic regions to complement the quarterly training/meetings scheduled by each respective Vice President so that participation by Association membership is maximized.

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9. They shall attend Executive Board Business Meetings at the invitation of the President. If in attendance at an Executive Board meeting, they will act as a non-voting participant.

VI. DUES⁸⁸

A. Pursuant to the Association By-Laws, dues amounts may only be changed by a three-fourths (75 percent) vote of the membership present at any Annual Meeting.

B. Association dues are established as follows:

1. Active Sworn - \$30
2. Active Sworn with 20+ Years of continued NA membership - \$25
3. Retired - \$25
4. Retired with 20+ Years of continued NA membership - \$20
5. FBI Agents (Active or Retired) - \$30
6. Life Member
 - a. Active member of the California Chapter for 25 years or more and eligible for the FBINAA National Life Member status - \$0⁸⁹
 - b. California Chapter Past President - \$0

VII. LIABILITY WAIVERS⁹⁰

A. Chapter Officers conducting Chapter sponsored firearms related activities including, but not limited to, firearms training, testing, familiarization, competitions, or demonstrations, shall have every participant review and sign the Chapter Liability Waiver which is attached to this Protocol and Policies. Copies of the signed Liability Waivers shall be provided to the Chapter Secretary electronically within 30 calendar days after the activity.

IX. ANNOUNCEMENT OF BOARD VACANCIES AND CAMPAIGN PROTOCOL FOR ELECTED BOARD MEMBER POSITIONS⁹¹

A. Announcement of Board Vacancies

1. Approximately six months prior to the scheduled annual conference, the Secretary shall announce to the membership:⁹²
 - a. All upcoming Board member elections and include a description of the role and responsibilities of each position, a brief overview of campaign protocols, and voting

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requirements.

b. All existing appointed Board member vacancies and include a description of the role and responsibilities of each position and the appointing authority.

B. Campaign Protocol for Elected Board Member Positions

1. It is the intent of this policy to give guidance and direction to members wishing to enter into the election process. Despite best efforts, issues may arise that are not anticipated by policy. Those issues will be adjudicated by the Board through the normal course of business carried out by the Board.

2. Board members (both elected and appointed) are prohibited from endorsing candidates for elected positions.

3. Members in good standing seeking election to the Board should notify the President a minimum of 30 calendar days prior to the annual conference.

a. Members are encouraged to notify the President early in the process so that they may participate in sharing their campaign message to the membership via the process outlined in this policy.

b. The President shall provide each member seeking election with a copy of the Chapter campaign protocol.

4. Pre-Conference

a. Candidates must represent themselves in a professional manner and not bring the reputation of the Chapter and the FBI National Academy Associates into disrepute.

b. Campaign promotional items and/or materials will be dignified in all manners and a credit to the profession of law enforcement.

c. The Secretary will transmit two emails to the membership announcing the candidacy of those members identified to date.

d. The emails will be sent approximately four months prior to the annual conference and approximately one month prior to the Annual Conference.

e. Campaign Messaging on Behalf of the Secretary. If the incumbent Secretary is a candidate for an elected position, all messaging via Chapter communications platforms for that respective elected position shall be reviewed and approved by the President prior to transmittal to the membership.

f. The Historian will include one full page for each candidate under the heading

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“Meet the Candidates” in two quarterly Chapter Newsletters.⁹³ The President shall review and approve all material provided by the candidates.

g. Requests for conference attendee information. The candidate may request this information from the conference chairperson. The information shall be limited to the conference attendee’s name, title, session number, agency, phone number, mailing address and email address. Any mailouts will be at the expense of the candidate.

h. Candidate’s election information will be published on the Chapter’s webpage and social media accounts at no cost to the candidate to ensure voting members and general membership can meet the candidate(s).

5. Campaign Protocols During the Annual Conference.

a. Candidates involved in election campaigns at the annual conference may:

1. Place campaign banners, posters, signs, etc. in appropriate locations within the venues of the conference. The placement shall be subject to the approval of the conference chairperson and pursuant to any venue contractual restrictions. Any costs or damage associated with the installation of such campaign material or additional supplies, e.g., easel stand, shall be the responsibility of the candidate(s).
2. Campaign items can only be placed in a location that will not interfere with the operation of the conference.
3. No election material will be permitted in the formal dinner areas, e.g., Past President’s Dinner, President’s Reception during the annual conference.
4. Candidates are allowed to have their campaign material placed in each of the delegate registration packets by coordinating with the conference chairperson.
5. Handouts of election promotion material can be achieved through agreement with the conference chair so as to not impede the flow of attendees.
6. Campaign material will not be permitted to be handed out during the election/voting which is conducted at the General Business Meeting II held at the annual conference.

6. Complaints

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- a. Any complaints of actions of candidates should be forwarded in writing to the President for evaluation.

¹ Approved by California Chapter Executive Board on March 23, 2018, revised May 2018.

² Ibid.

³ Ibid.

⁴ Ibid.

⁵ Ibid.

⁶ Adopted May 2017

⁷ Ibid.

⁸ Adopted November 2008

⁹ Approved by California Chapter Executive Board on May 3, 2023. Removed reference to spring Board meeting and fall conference.

¹⁰ Ibid.

¹¹ Adopted May 2017

¹² Approved by California Chapter Executive Board on August 28, 2023

¹³ Ibid.

¹⁴ Adopted November 2008

¹⁵ Approved by California Chapter Executive Board on May 3, 2023. Removed reference to spring FBI CA LEEDS timeframe and added language to allow flexibility in scheduling annual conference and FBI CA LEEDS during opposite times of the year.

¹⁶ Adopted May 2017

¹⁷ Approved by California Chapter Executive Board on January 13, 2023. Removed “*Contract with a Certified Public Accountant to conduct and report on an annual review of financial records for the Chapter.*”

¹⁸ Ibid.

¹⁹ Approved by California Chapter Executive Board on August 28, 2023. Increased from \$3.00 to \$5.00

²⁰ Approved by California Chapter Executive Board on August 16, 2024.

²¹ Ibid. Added reference to Form 990

²² Approved by California Chapter Executive Board on March 23, 2018, revised May 2018.

²³ Approved by California Chapter Executive Board on September 9, 2018.

²⁴ Approved by California Chapter Executive Board on August 16, 2024. Updated due dates to conform with California Office of Attorney General’s guidelines.

²⁵ Ibid.

²⁶ Adopted November 2008

²⁷ Adopted May 2002

²⁸ Adopted November 2008

²⁹ Adopted by California Chapter Executive Board on February 16, 2023. Added newsletter publishing schedule.

³⁰ Adopted May 2017

³¹ Revised August 21, 2023. National Office replaced iMIS with a new Association Management System (AMS)

³² Ibid.

³³ Ibid.

³⁴ Ibid.

³⁵ Ibid.

³⁶ Ibid.

³⁷ Ibid.

³⁸ Ibid.

³⁹ Ibid.

⁴⁰ Adopted September 1995

⁴¹ Approved by California Chapter Executive Board on May 21, 2018, revised May 22, 2018.

⁴² Adopted November 2009

⁴³ Approved by California Chapter Executive Board on March 23, 2018, revised May 2018.

⁴⁴ Approved by California Chapter Executive Board on August 28, 2023

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- ⁴⁵ Ibid.
- ⁴⁶ Approved by California Chapter Executive Board on August 28, 2023. Removed reference to \$100 stipend
- ⁴⁷ Adopted May 2017
- ⁴⁸ Approved by California Chapter Executive Board on November 8, 2021
- ⁴⁹ Approved by California Chapter Executive Board on March 24, 2025. Increased from \$5,000 to \$10,000.
- ⁵⁰ Approved by California Chapter Executive Board on November 8, 2021
- ⁵¹ Approved by California Chapter Executive Board on September 2, 2019.
- ⁵² Adopted February 2009
- ⁵³ Approved by California Executive Board on March 24, 2025. Increased from \$10,000, to \$40,000.
- ⁵⁴ Approved by California Executive Board on December 10, 2024. Increased from \$5,000, to \$10,000.
- ⁵⁵ Ibid.
- ⁵⁶ Adopted November 2016
- ⁵⁷ Approved by California Chapter Executive Board on March 23, 2018, revised May 2018.
- ⁵⁸ Approved by California Chapter Executive Board on May 13, 2019.
- ⁵⁹ Adopted September 2000
- ⁶⁰ Adopted November 2008
- ⁶¹ Approved by California Chapter Executive Board on August 16, 2024. Added a cap of \$2,500.
- ⁶² Adopted June 2010
- ⁶³ Approved by California Executive Board on March 18, 2024
- ⁶⁴ Ibid.
- ⁶⁵ Ibid.
- ⁶⁶ Ibid.
- ⁶⁷ Ibid.
- ⁶⁸ Adopted May 2002
- ⁶⁹ Adopted June 1999
- ⁷⁰ Adopted February 2002
- ⁷¹ Adopted September 2000
- ⁷² Approved by California Chapter Executive Board on August 29, 2017
- ⁷³ Ibid.
- ⁷⁴ Approved by California Chapter Executive Board on August 16, 2024. Replaced “President” with “a majority of the Executive Board.”
- ⁷⁵ Adopted June 199
- ⁷⁶ Approved by California Chapter Executive Board on September 9, 2018.
- ⁷⁷ Adopted March 2017
- ⁷⁸ Adopted September 1999
- ⁷⁹ Approved by California Chapter Executive Board on May 13, 2021.
- ⁸⁰ Approved by California Chapter Executive Board on December 10, 2024
- ⁸¹ Approved by California Chapter Executive Board on March 24, 2025. Added requirement for President to attend President’s meeting in order to be eligible for travel reimbursement.
- ⁸² Ibid. Added requirement for 2nd Vice President to attend membership meeting, bring marketing materials and report back to Board on sponsorship leads.
- ⁸³ Approved by California Chapter Executive Board on November 8, 2021
- ⁸⁴ Ibid.
- ⁸⁵ Approved by California Chapter Executive Board on August 16, 2024
- ⁸⁶ Adopted May 2017
- ⁸⁷ Adopted September 2017
- ⁸⁸ Approved by California Chapter Executive Board on September 9, 2018.
- ⁸⁹ Approved by the members attending the Annual Conference on August 31, 2023
- ⁹⁰ Approved by California Chapter Executive Board on November 5, 2018.
- ⁹¹ Ibid.
- ⁹² Approved by California Chapter Executive Board on May 3, 2023. Removed reference to January and added six months prior to the annual conference.
- ⁹³ Ibid. Removed reference to 1st and 2nd quarter newsletters.

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