

**BY-LAWS OF THE**  
**COAST GUARD INVESTIGATIVE ASSOCIATION**  
**(Revised 09/18/2013)**

**This version of the Bylaws was accepted and approved by the Association membership on 18 September 2013 at Uncasville, CT. All previous versions are revoked.**

**ARTICLE I**

Section 1

The name of the association shall be "**COAST GUARD INVESTIGATIVE ASSOCIATION**"

**ARTICLE II**

Section 1

a. Vision Statement

To exemplify the ethic's of Law Enforcement for the present, past and future members of the U.S. Coast Guard Investigative Branch, of the United States Coast Guard through education, friendship, morality and brotherly love.

b. Mission:

The Coast Guard Investigative Association is a unique fraternal social association in that it was created by current and former Investigators, Special Agents, Intelligence Officers, XI's and Security Managers, of and for Investigators, Special Agents, Intelligence Officers and Security Mangers of the United States Coast Guard.

Purpose:

- To uphold the traditions, duties and purpose of the United States Coast Guard.
- To uphold and defend the constitution of the United States of America.
- The members of the Coast Guard Investigative Association may promote high ethical and moral standards within the field of Investigative and Law Enforcement Professionals (both in and out of the U.S. Coast Guard).
- Preserve the history, memories, and friendships from serving in the U.S. Coast Guard and to maintain our esprit de corps, dedication and patriotism, and to continue our devotion to God and our Country.
- Enhance the member's values and loyalty to the service in which they serve or have served.
- Promote unity and morale domestically and militarily through responsible leadership.
- Keep informed of Coast Guard matters through open source materials.
- Provide a fraternal environment for the membership (both military/uniformed and civilian) active duty, reserve component and retired, for those who have, or are serving in the areas of Intelligence, Investigative and Law Enforcement activities

of the U.S. Coast Guard.

- Honor the memories of those fallen and deceased that have gone before us and to welcome their families into our fraternal association.

### **ARTICLE III**

#### Section 1.

Regular membership shall include all former and present members of the U.S. Coast Guard, civilian or military, who were assigned to headquarters, area, district offices or field offices as Investigators, Special Agents, Security Managers, or Intelligence Officers.

**Regular membership** – Dues paying members, who are up to date with their annual dues, can hold an office within CGIA and can vote on issues brought up before the membership for consideration. This person can also make recommendation for amendments to the CGIA By-laws.

#### Section 2.

**Honorary Membership** – Any regular member who, by approval of the Executive Board, has been recognized for their contributions to the U. S. Coast Guard Intelligence and Law Enforcement field or, as presently known, the U. S. Coast Guard Investigative Service. These individuals shall have all rights vested in Regular Membership, including having the right to vote on issues involving CGIA and hold office within CGIA and recommend changes to By-laws. Honorary Members are exempt from paying annual or lifetime dues.

#### Section 3.

**Associate Membership** – Any member who does not meet the criteria defined in Section 1 of this Article. Member must have shown to the Executive Board he or she has contributed to the success of CGIA. Approval shall be by vote of the Executive Board. Associate members do not pay dues, have no voting privileges and cannot hold an elected office within the Association. Associate members may attend the annual meeting held in October of each year.

#### Section 4.

**Lifetime Member** – The category of lifetime members is to be discontinued effective 1 January 2014 and no new lifetime memberships will be authorized after that date. All current lifetime memberships remain valid.

#### Section 5.

Only regular members with paid-up dues are entitled to hold office or vote. (Except as stated in Section 2). Only regular and honorary members may propose changes to the By-Laws or to other matters affecting the conduct of the organization.

## Section 6.

The Executive Board will determine the annual dues amount to be assessed to each member. Changes to dues amount will be approved at the annual meeting, based on recommendation of the Executive Board.

## Section 7.

**Discontinuance of Membership:** Any member may discontinue membership in the organization voluntarily, or membership may be discontinued by the Association under any of the following conditions:

- a. Membership shall be terminated immediately for members who are no longer deemed eligible by the executive committee, for causes which discredit the association.
- b. Members who are behind two (2) years dues will be dropped automatically from the rolls effective the first day of the 3<sup>rd</sup> year (1 JULY), that the member is in arrears. The delinquent member shall be notified by letter at least two (2) months prior to the date he/she is to be dropped. To rejoin, the former member may re-apply via the standing application process.

## ARTICLE IV

### Section 1.

The officers of the Association shall be President, Vice-President, Executive Secretary and Treasurer. These officers, the immediate Past President and the Trustees (see Section 7) shall be the Executive Board. The offices of Executive Secretary and Treasurer may be combined during any two-year tenure of the Executive Board.

### Section 2.

The Executive Board shall have the power to transact general business of the association, and shall arrange and control its affairs. The Executive Board shall incur no indebtedness in excess of its existing funds.

### Section 3.

The President shall exercise supervision over all affairs of the association, call all meetings of the Executive Board and be presiding officer at all regular or special meetings and national conferences.

### Section 4.

The Vice-President shall, in the absence of the President, act in his/her capacity. He/she shall carry out such duties as may be assigned by the President.

### Section 5.

The Executive Secretary shall maintain a current roster of members and issue membership cards. Shall be responsible for publication of the association's newsletter and other information as appropriate. Shall be responsible for communication with members and chapters with respect to general information and materials for inclusion in the newsletter. Shall conduct the administrative functions of the association as directed by the Executive Board and keep records of all such matters and relating correspondence. Shall be responsible for filing the necessary corporation reports. Shall perform other duties as may be assigned by the President.

#### Section 6.

The Treasurer shall maintain the fiscal records of the association, collect dues, handle banking and investment transactions, and make financial reports as required. He/she shall publish the financial condition of the association to the full membership. He/she shall perform other duties as may be assigned by the President.

#### Section 7.

The Trustees of the Association shall be comprised of the five Regional Directors: Northeast, Central, Southeast, Northwest, and Southwest. For each of the five regions, a Regional Director shall be elected by the members of the region. The Trustees shall assist the Executive Officers in the general affairs of the association and perform such other duties as may be assigned by the President.

#### Section 8.

The President shall require that an annual audit be made of the association's fiscal accounts and records.

#### Section 9.

The Executive Board is authorized to make periodic monetary donations of available funds from the treasury to any suitable purpose approved by the Executive Board in the amount deemed feasible by fiscal operating condition.

### **ARTICLE V**

#### Section 1.

Upon application to the President and subject to the approval of the Executive Board, the formation of affiliated chapters of the association may be authorized.

#### Section 2.

The loyalty and support of the chapter members must remain primarily with the parent association. Any dues or assessment required by affiliated chapters shall be in addition to

those of the parent association.

## **ARTICLE VI**

### Section 1.

The association shall hold an annual conference, which may be in the form of a regular or special meeting. The place and time of the conference shall be prescribed by the Executive Board in accordance with the requirements specified in the ensuing sections of this Article.

- A. Roberts Rules of Order shall be the Parliamentary Authority.
- B. The President shall appoint a Parliamentarian.<sup>5</sup>

### Section 2.

The selection of conference site(s) will, as far as practical, be rotated annually to different continental geographical locations so as to provide maximum opportunity for members in all localities to attend. This rotation is desired in, but is not bound to, the following geographical order: Northwest, Southwest, Northeast, Central and Southeast. Locations outside of continental United States in corresponding geographical areas may also be considered.

### Section 3.

Members at specific sites in pending geographical areas of selection who wish to host the conference should normally present a proposal at the business meeting of the prior conference for approval at that time. This proposal may be presented by a member of the requesting host region or may be submitted in writing to the Executive Board for presentation at the conference.

### Section 4.

Proposals for hosting future conferences at specific sites are not limited to the ensuing conference, but may be made for subsequent future conferences in the appropriate areas of rotation.

### Section 5.

Selection of future conference locations will be made by majority approval of the attendees at the annual conference. In the event that no majority approval can be reached at that meeting, the Executive Board will select the Region of the conference for the subsequent year only. Proposals beyond the subsequent conference will be considered at the next annual business meeting.

## **ARTICLE VII**

### Section 1.

The Executive Board shall propose a slate of nominees for office prior to the annual conference on even-numbered years and a new Executive Board will be elected at that conference. Absentee ballots are acceptable at the conference. This Board will serve for a period of time that encompasses two National Conferences. Should there not be a conference held when a change of officers is due, an election will be held by mail-in vote. An officer may succeed himself or be elected to another office.

## Section 2.

If the office of President should be vacated at any time during the elected tenure of office, the Vice-President will assume the office of President.

Vacancies in any of the other offices with less than one year tenure remaining will be filled at the ensuing election, as stipulated in Section 1 of this Article. If more than one year of tenure remains at the time of vacancy, a special election to fill the office shall be held at the time of assessment of annual dues.

## **ARTICLE VIII**

The By-Laws may be amended by a majority of members in session at a National Conference; however, a motion to submit an amendment for approval by the total membership may be tendered and voted upon at that time.

## **ARTICLE IX**

Upon the dissolution of the Coast Guard Investigative Association by reason of having less than ten members remaining, or for any other reason, the assets of the association, property, records and monies shall be donated to the Coast Guard Mutual Assistance or to other charitable organizations as deemed appropriate by the remaining members.

September 18, 2013 – Accepted by Board

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### **Board Members:**

#### **2013**

Don Roark - President

Stevan Little – Vice President

Jim Echhoff - Treasurer