

**FLORIDA ASSOCIATION OF LICENSED INVESTIGATORS, INC.**  
**BYLAWS**  
**UPDATED 9/2018**

**Mission.**

- 1.1. To promote fellowship and unity among investigators from diverse backgrounds within the investigative industry regulated under Florida Statutes, Chapter 493;
- 1.2. To sustain effective government affairs agendas through assertive lobbying as the voice and guardian of Florida's licensed private investigators and agency owners;
- 1.3. To advance the professional interests of licensed investigators and agency owners by enhancing member benefits, expanding educational services, and increasing professional stature to create and maintain close cooperation with the following government agencies and entities.

Florida Legislature  
Florida Department of Agriculture and Consumer Services (DOACS)  
Private Investigative, Recovery and Security Council (PIRSAC)  
Other state, national and international associations

**2. Location, Seal and Emblem, and Colors.**

- 2.1 **Location.** There shall be a proprietary office at an address determined by the board of directors;
- 2.2 **Seal and Emblem.** The official FALI emblem may be used by FALI members on letterheads, cards and marketing media but may not be used for identifying, promoting or advertising any school or publication for sale.

**3. Membership.** Application for membership must be submitted on a form approved or provided by FALI. Applicant must provide license number(s) which will be verified for validity with the Division of Licensing. Agency websites will be checked to verify licensing is included as required by the State.

- 3.1 **Active member** – granted to natural persons who hold a valid Class “C” private investigators license in good standing with the Florida Department of Agriculture and Consumer Services, and the Florida Division of Licensing as defined in Florida Statutes, Chapter 493.
- 3.2. **Associate member** – granted to natural persons who hold a valid Class “CC” Intern or Class “M” Manager license as defined in Florida Statutes, Chapter 493.
- 3.3. **Affiliate Member** – granted to natural persons gainfully employed as in-house investigator as defined in Florida Statutes, Chapter 493, or private investigators outside Florida who meet their local licensing regulations.

- 3.4 **Student member** – granted to natural persons who are students of the investigative craft, attending an accredited college, university, or other school recognized by the Division of Licensing as having redeeming value to licensed investigators.
- 3.5 **Honorary Life Member** – shall be bestowed by a 2/3 vote of the Board of Directors on an active member who has displayed in word and deed a sincere interest in the FALI mission.
- 3.6 **Unlicensed Specialist** – granted to natural persons who are not licensed private investigators, but have unique expertise, ability, vocation or access, and provide information or services to Florida’s licensed private investigators.
- 3.7 **Life Membership** – Available to Active members who pay a fee, and shall hold the same rights and privileges and be held to the same standards and requirements of Active members.
- 3.8 **Member Emeritus** - The status of Member Emeritus is a lifetime membership status bestowed on a member who has been a member for 10 or more consecutive years in FALI and has retired by closing their business and relinquishing their licenses to the State. A Member Emeritus does not have voting privileges, but is entitled to other privileges bestowed upon other levels of membership. This membership designation does not qualify for Board position placement.
- 3.9 **Membership dues** Annual dues are payable every twelve (12) months. Membership is automatically forfeited if not paid by the last day of the month, following membership expiration. Membership can be reinstated by payment of dues.
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|----------------------|---------------------------|
| Active Member        | \$ 175.00 per annum*      |
| Associate Member     | \$ 95.00 per annum*       |
| Affiliate Member     | \$ 100.00 per annum*      |
| Student Member       | \$ 60.00 per annum*       |
| Honorary Life Member | No dues                   |
| Unlicensed Member    | \$ 225.00 per annum       |
| Life Member          | \$1,500.00 (one time) * * |
- \* Active three-year membership: \$ 360.00  
Associate two-year membership: \$ 160.00  
Affiliate two-year membership: \$ 200.00  
Student two-year membership: \$ 110.00
- \* \* The Life Member \$1,200.00 payment may be made in installments according to a plan designated by the Board.
- 3.10 No member shall act as the official spokesperson for the Association without the written approval of a majority vote of the Board of Directors. FALI shall not be liable, or responsible, for any debt incurred by a functioning, or prospective officer, director, or member who didn’t previously have written sanction from the majority vote of the Board of Directors.

**4. Officers and Area Directors.** The elected officers and area directors shall be elected by a plurality vote, cast through an Internet based system as established by the Board of Directors. Newly elected officers shall take office immediately after the annual meeting is adjourned. There is no provision for absentee voting. Electronic voting shall commence ten (10) days prior to the first day of the FALI Annual Educational Conference. Voting will be closed at 11:59PM the day prior to the beginning of the FALI Annual Business Meeting, which is part of the educational conference. In the event there is no annual educational conference scheduled, then the President, with the concurrence of the board of directors, will determine the dates of the commencement and closing for the electronic vote.

- 4.1 **Qualifications.** All nominees, and Board members must be FALI members in good standing for the last 12 months immediately preceding that election. If there is not a candidate meeting the qualifications, then the position can be filled by a majority vote of the Board, after the election. A nominee or Board member may not be a member of any other professional investigative association whose primary office is located in Florida, and must have internet capabilities. Nominees for President shall have served on the Board of Directors for one (1) year within the prior three (3) years.
- 4.2 **Nominations.** All candidates shall be nominated by "active" members in good standing. The nomination period shall be for ten days. The dates for beginning and closing of nominations, which shall be publicized via email, the FALI Newsletter, and the FALI News Group, shall begin at least thirty (30) days prior to the start of the FALI Annual Educational Conference. Nominations will be closed twenty (20) days prior to the first day of the FALI Annual Educational Conference, in order to provide ten (10) days for actual voting. Nominations will not be accepted from the floor of the business meeting.
- 4.3 **Duties of Elected Officers and Directors .** Each officer shall perform the following duties and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association or assigned by the Board of Directors.

**1. President**

- a. Preside at all meetings
- b. Can nominate chairmen of standing committees and members of special committees, subject to majority Board approval
- c. Be an ex officio member of all committees except the Nominating Committee
- d. Report to the Board of Directors
- e. Serve as one of two signatories on bank accounts

**2. Vice President**

- a. Assume the duties of the president in the absence of that officer
- b. Fill the office of President for the remainder of the term in the case of a vacancy in that office
- c. Be an active member of the annual FALI Conference Committee, and

- other educational event committees.
- d. Serve as one of two signatories on bank accounts

### **3. Secretary**

- a. Record the proceedings of the meetings and handle the correspondence as requested by the President
- b. Be custodian of all records except those assigned to others
- c. Serve as one of two signatories on bank accounts
- d. Collect reports from officers, directors and committee chairs describing their activities over the last quarter. These reports should be received at least one (1) week prior to any FALI quarterly Board meeting, or annual meeting, to develop an agenda, and monitor FALI goals and objectives. They will also be forwarded to the Newsletter chair for inclusion in the Area meeting section of the FALI Forum.

### **4. Treasurer**

- a. Collect dues from members and be custodian of all funds
- b. Keep an accurate record of receipts and disbursements. All receipts and requests for disbursement shall be submitted within 30 days.
- c. Pay bills when due
- d. Prepare a financial report as requested
- e. Prepare a budget for adoption at the annual Board meeting
- f. Obtain two signatories on all FALI checks over \$5,000.00
- g. Serve as one of two signatories on bank accounts
- h. FALI shall not, pay fees nor reimburse speakers for expenses except as specifically approved by a majority vote of the Board of Directors.
- i. Approve reimbursement of properly documented expenses of members upon request, and reasonable compensation for their time and effort for projects beyond normal voluntary commitments only when extra revenue is available beyond sound reserves, as determined by the Treasurer in consultation with the Board of Directors.

**5. Area Directors** - One area director shall be elected at the annual meeting at the same time as the officers. There shall be a total of seven (7) area directors representing equitably the geographic areas of the state and shall serve at the convenience of the association. The Area Directors may present area seminars and otherwise promote in writing Association programs, meetings, membership participation and recruitment of new members, at least on a quarterly basis; and forward area news to the newsletter committee and written Area reports to the Secretary for distribution to the Board of Directors.

**4.4 Meetings** . The time and locations of meetings and events of interest to FALI membership shall be approved by the Board of Directors and be published in the Newsletter and posted on the web site as soon as possible before the scheduled date. The Board of Directors may conduct business at regularly scheduled Board meetings, on-line or by conference calls. When voting on-line, all voting must be completed within 48 hours of the Secretary's call for a vote.

- a. **Notices** . Notices to the membership may be given in writing by mail, email, newsletter or website posting
- b. **Meeting Agenda** . All membership meetings shall conform to the same basic agenda, prepared in advance by the person presiding at the meeting, drafted from requests made by members requesting agenda items, by a Committee Chairperson or the President. The agenda shall include information, discussion and action items within the following categories:
  - 1. Call to order (at a prescribed time and place)
  - 2. Introduction (attending members, sponsors, visitors or any guest speaker)
  - 3. Approval of past meeting(s) minutes (do not have to be read if distributed)
  - 4. Reading of Treasurer’s Report (should be “filed for audit” and not adopted)
  - 5. Committee reports should be written with a copy for the President & Secretary
  - 6. Unfinished Business (business not completed at previous meeting)
  - 7. Remarks from members and/or visitors
  - 8. New Business
  - 9. Adjournment (at a prescribed time)

**5. FALI Ethics Committee Disciplinary Rules & Procedures** . FALI has developed its Disciplinary Rules and Procedures to ensure that the enforcement process remains expedient, consistent and fair for all members, directors, complainants and the general public. The disciplinary and complaint procedures shall be determined by the BoD, and enumerated in a set of procedures.

**6. Committees**

- a. **Advisory Committee** shall consist of all FALI Past Presidents to serve in an advisory capacity only when called upon by the Board of Directors; the chairman shall be the immediate Past President who shall monitor internet traffic.
- b. **Annual Meeting Committee** shall, subject to Board approval, promptly secure the place, date and time of the next Annual Meeting, recommend and coordinate awards, media coverage, speakers and vendors; prepare the agenda and negotiate contracts.
- c. **Audit Committee** shall consist of an independent auditor, and/or appointed committee member(s), who shall review the financial records following submission of year-end tax returns, and prepare a report to be presented to the new Board of Directors.
- d. **Bylaws and Rules Committee** annually review and evaluate the constitution and/or bylaws and standing rules, to determine if updates are needed.

- e. **Benefits Committee** shall identify, prepare and promote ways and means to obtain statewide group benefits at discount rates for Licensed Private Investigators and Agency owners based on requests from FALI members.
- f. **Database Committee** shall revise and maintain the database containing all FALI members, send dues invoices to members, provide membership lists and other duties as directed by the President and/or Board of Directors.
- g. **Education Committee** shall identify, prepare and promote educational and professional development programs, ascertain common instructional elements by agencies and interns, resolve representative testing requirements for licensure, and serve members in continuing educational needs, promote awareness on the Public's Right-to Privacy, attempt to qualify for certification, and teach Private Investigation by member's resident County school system.
- h. **Elections Committee** shall verify the nominations and qualifications of the candidates, prepare the ballot, compile the candidate's statements to be published to the membership, count the ballots and prepare the teller's report to the President in order to announce the election results.
- i. **Government Affairs Committee** shall actively participate in both the Florida and federal legislative and regulatory process for the affirmative passing of proactive legislation of benefits to FALI members; develop FALI positions on topical issues and serve as liaison among FALI members, FALI Board and FALI Lobbyists; negotiate FALI Lobbyist contracts for board approval, testify before the Legislative committees, converse with Legislators and their staff on behalf of FALI; be actively involved with resident county's legislative delegation or political party's executive committee and be a registered voter; attend local Private Investigative, Recovery and Security Committee meetings.
- j. **Publication Committee** shall have an editor designated by the majority vote of the Board who shall receive, edit and publish articles of interest to FALI members in the official publication of the Association forever known as the FALI Forum, and solicit revenue. The Forum will be published, on-line, every two months. Material published is subject to edit and copyright by the association.
- k. **Website Committee** shall be responsible for the coordination and operation of FALI's web page that shall include the following under a "Members Only" section: all Notices required by the Constitution and/or Bylaws, minutes of previous meetings, current Constitution and Bylaws, and any business or FALI BOARD internet votes that would amend the Bylaws.