The Executive Board Protocol and Policies are dedicated to the memory and service of Past President Bernard Charles “Chuck” Burke, NA 104
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.
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PART 1 – FBI NATIONAL ACADEMY ASSOCIATES, INC.,
CALIFORNIA CHAPTER PROTOCOL

I. Constitution and Bylaws

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 Bylaws.

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 Bylaws:
Bylaws 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. (November 2008)

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. Treasurer (May 2017)
8. Immediate Past President

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. *(May 2017)*

D. FBI Participation:
   The Special Agent serving as the NAC for the 1st Vice President's Division shall serve on the Executive Board. *(Nov 2008)* 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 generally meet each spring to conduct Executive Board business. The meeting is normally held at the site of the conference being planned for the fall. 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.
      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. *(Nov 2008)*
      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. *(May 2017)*
      j. 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.
      k. 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. If there is an overage of funds after the conference, up to $3,000 may be retained by the host division, the remaining balance shall be returned to the chapter along with the original seed money.
   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.
   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.  
       (May 2017)
   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) (November 2008) to be held in the spring. If a profit is earned from this training seminar, up to $1,000 may be retained to support the Division hosting the training.  
       (Sept 2001)
   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.
   d. Coordinate the selection of a candidate from their division to attend the Youth Leadership Program.  
       (May 2017)

6. Responsibilities of the Treasurer:
   a. Receive and document dues payments from National.  
       (May 2017)
   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 $3.00 for each
member paying California Chapter dues within each Division.

d. Contract with a Certified Public Accountant to conduct and report on an annual review of financial records for the Chapter

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 on behalf of the California Chapter with the California Office of Attorney General’s Registry of Charitable Trusts.6

i. 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.7

j. 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.

   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: (Nov 2008)

   a. Assist the Board as directed by the President.


   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. (November 2008)

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

10. Responsibilities of the Secretary: (May 2017)

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

   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 iMIS 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.  

   a. Liaise with California P.O.S.T. by maintaining the FBI NAA 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.
   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. *(Moved from 4th VP Sept. 2006 to Historian Sept 2010, to Media Manager 2017)*

12. Responsibilities Corporate Sponsorship Development Coordinator: *(May 2017)*
   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:


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]).

4. San Diego Division – Southern District of California comprised of counties of Imperial and San Diego (Reference Title 28 U.S.C. § 84[d]).

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 Code is 94-2763282. (Sept 1995)

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 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. (Nov 2009)

C. Division Allotment of Funds:
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 once each year at the spring business meeting of the Board. The fund for each Division is based on an equal distribution of $3.00 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 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. Budgeting for Expenditures:
Each Vice President shall submit a proposed budget for their respective Division showing anticipated expenditures from the State Chapter funds for the coming year. That budget shall be submitted to the Treasurer by September 15th of each year. The information provided will allow the Treasurer to prepare a more accurate and detailed Chapter budget for presentation at the Fall Executive Board meeting.

F. 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. 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. (May 2017)

G. 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, step-child, adopted child or grandchild of an active National Academy Graduate in good standing or deceased member of the California Chapter.

H. FBI CA Law Enforcement Executive Development Seminar (LEEDS):
The California Chapter will modify the budget and add FBI CA LEEDS costs as a line item for future expenses. The Chapter will support the 3rd Vice President and another Board member, usually the 4th Vice President for attendance to FBI CA LEEDS. (February, 2009) The hosting Division may retain $1,000 from any profits made after the initial seed money is returned to the California Chapter.

I. Area Representatives:
The Divisional Vice President of the Area Representative has the discretion, should Divisional funding be available to reimburse their Area Representative for travel and lodging associated with attending a Board meeting. This reimbursement may also be available for travel and one night’s lodging to attend a chapter conference, again at the Divisional Vice President’s discretion provided the Division has funding to cover the expenses. All Divisional Area Representative’s travel and lodging costs will be covered by the respective Division funds. Divisional Area Representatives...
Chapter conference registration fees will be covered by Chapter funds if the Area Representative is invited to attend by the Chapter President (May 2017).

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. (May 2002)

II. Candidate Endorsements

   Candidate endorsements: The Executive Board may endorse a candidate for Section One Representative. All such candidates will be invited to appear before the Executive Board and/or the General Membership at the annual conference. (June 1999)

   A. Should the California Chapter have a candidate running for the Section One 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. (February 2002)

III. Awards

   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 best nominee. If more than one nominee can be a recipient, the Board may nominate one person for each potential recipient to be selected. (September 2000)

   A. 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.

      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.

      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.

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.

B. 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.

IV. Conference Protocols

A. "Seed Money" for Conferences: The California Chapter will provide $5000 "seed" money to each Division in preparation for hosting the annual conference. The conference seed money should be reimbursed to the California Chapter if possible at the conclusion of the annual conference.

B. Division Funds derived from conferences: In the event there are additional funds remaining after all conference costs have been resolved and the $5,000 "seed" money returned to the California Chapter; the Division sponsoring the conference may retain up to $3000 in the Division Fund. Funds beyond that $3,000 (Nov 2016) shall be returned to the California Chapter.

C. 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.

D. Specifics for Conference Planning:
   1. 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.
   2. The 1st Vice President shall establish the appropriate attire for Executive Board members at all conference functions.
   3. The 2nd Vice President shall chair the Financial Review Committee established during the first business meeting at the annual conference.
   4. The 4th Vice President shall chair the Resolutions Committee established during the first business meeting at the annual conference.
5. The 1st Vice President shall arrange head table seating assignments with the concurrence of the President.
   a. For opening ceremonies, consideration should be given to seating the California Chapter Executive Board, National Board Representatives, host dignitaries and clergy.
   b. For business meetings, consider seating the California Chapter Executive Board and presenters for items on the agenda.
   c. 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.

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

7. Conference registration, plus first and last night lodging for all Executive Board members, except the NAC attending the annual conference, including the Historian, Training / Digital Media Manager and Corporate Sponsorship Development Coordinator shall be budgeted for and paid out of Chapter funds by the Treasurer.

8. 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. The Secretary and Treasurer's lodging costs at the annual conference shall be paid from California Chapter funds. (Sept. 2014)

9. Half of the cost of the Past President's Dinner shall be paid from conference funds and half by California Chapter funds. (September 2000)

10. 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 (November 2008). A gift of a National Academy President’s ring or a gift up to $500.00 be presented to the outgoing Chapter President (June 2010).

V. Financial Considerations

A. Financial Accounting: Each Vice President shall provide the Treasurer with an annual accounting of income to and expenses from their Divisional funds as of the last day of the Annual Conference (November 2008) and a projection of potential expenditures from the California Chapter's funds needed to support their Division in the coming year.

B. 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.

C. 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 must be approved by the President of the Executive Board.

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. 

2. Meal Reimbursements: Chapter funds may be used to reimburse Board members up to current Federal Per Diem rate in California and as budgeted for meals at Executive Board meetings or other required Chapter business. Chapter will reimburse 100% of federal per diem rate for travel mileage, or lesser amount of available transportation, to the member while traveling on Chapter business. 

3. Travel Expenses:
   a. Executive Board members are entitled to reimbursement for their travel expenses to attend Executive Board meetings. The Ex-Officio Historian and/or Training / Digital Media Manager, Corporate Sponsor Development Coordinator are not entitled to travel reimbursement unless he/she is requested to attend by the Chapter President.
   b. The President, Secretary, Treasurer and Corporate Sponsor Development Coordinator may represent the California Chapter at the annual National Conference. California Chapter will pay for their travel, registration, meals and room expenses. Chapter funds shall not be used for spouse or guest expenses. When attending the Chapter President’s meeting in Quantico, expenses for the President and Secretary will be paid by the FBI, expenses for the Treasurer will be paid out of Chapter funds. For flights, only a basic return coach fare plus one bag each way will be covered.

VI. Appointment Considerations (May 2017)

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.

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 (Sept. 2017) which may be renewed. 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 the National Conference, carry out assigned duties and recruit potential sponsors and vendors while at Conference.
5. Ability to attend business meetings as required by the President.
6. Undertake all other related duties as assigned by the President.
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.
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.
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.

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