



FLORIDA BOARD OF CERTIFIED INVESTIGATORS, INC.

BY-LAWS

ARTICLE I - NAME AND PURPOSE

The Florida Board of Certified Investigators, Inc., a not for profit corporation, (hereinafter also referred to as "FBCI" and / or the "BOARD"), was formed for the purpose of creating the highest standard of ethics and professionalism for functioning as a Florida licensed private investigator. To achieve these goals this Board will create and establish a voluntary program with standards, which when successfully completed and adhered to, will earn a Florida licensed private investigator the designation of "Certified" and permit the individual to use the title of "Florida Certified Investigator",™ (hereinafter also referred to as "FCI"). In order to earn this "Certified" designation an applicant will be required to demonstrate a sound knowledge of the laws and rules which govern the performance of the duties and responsibilities of a Florida licensed private investigator, keep current with changes and adjustments in the profession through a Continuing Education program consisting of lectures, seminars and other appropriate training courses, and maintain a personal and business standard that reflects creditably on the profession.

ARTICLE II – STRUCTURE

1. The FBCI shall be the recognized body to set the standard for, maintain an overview of, and monitor the compliance of those individuals designated as FCI.
2. The original Board consisted of eleven (11) members as initially named in accordance with Article VI, Section 1 of the original FBCI Constitution which was adopted on September 14, 2001. Accordingly the Board shall consist of no more than eleven members as set forth herein.
3. All Board members shall have achieved and must maintain, in good standing, the designation of FCI. Membership on the Board shall be on-going until such time as the resignation of a Board member, failure of a Board member to remain qualified for the position, disciplinary action resulting in removal from the Board, or any other circumstances which may result in the creation of a vacancy on the Board.
4. Notices of vacancies on the Board shall be communicated, by the Secretary, to all FCI designees, so that those who desire a position on the Board may submit an application to be considered, for the filling of any such vacancy.
5. The Board shall create an "Application for FBCI Board Membership" and this form shall be forwarded to every FCI who may request same.
6. Vacancies on the Board shall be filled from amongst those who submit applications, by majority vote of the remaining members of the Board.

ARTICLE III – OFFICERS & TERM, EXECUTIVE COMMITTEE AND MEETINGS

1. The officers of FBCI shall be:

- A) Chairperson
 - B) Vice – Chairperson
 - C) Secretary
 - D) Treasurer
2. The officers and Board members shall volunteer their time and shall not receive compensation for their service. With the approval of the Board, direct out of pocket expenses or mileage incurred on behalf of FBCI, may be reimbursed.
2. The officers of FBCI shall be elected from amongst the members of the Board, at the first meeting of each fiscal year, or when a vacancy shall occur, and shall serve until the first meeting of the following fiscal year. There shall be no restrictions on the number of terms an individual may serve in any office.
3. The four (4) officers named above plus the immediate Past Chairperson shall constitute the Executive Committee of the FBCI which shall act in an advisory capacity to the entire Board. The Executive Committee may make commitments and take final action only on those matters specifically assigned to it by the full Board or granted to it by these By-Laws. The Executive Committee shall meet at a time, place or manner, at the call of the Chairperson, or at a time, place or manner designated by the Chairperson upon the Chairperson's receipt of a written request for a meeting from at least two (2) members of the Executive Committee.
4. Meetings:
- A) The FBCI shall meet not less than four (4) times per fiscal year. The initial, or first, meeting of the fiscal year shall be recognized as one of the required meetings.
 - B) Meetings of the FBCI shall be held at a time, place or manner, at the call of the Chairperson or at a time, place or manner designated by the Chairperson, upon receipt of a written request for a meeting from three (3) members of the Board.
 - C) All meetings of the FBCI shall be open to all Florida Certified Investigators in good standing, Florida Certified Investigator applicants and invited guests whose attendance has been approved by the Chairperson except when otherwise provided by Roberts Rules of Order. Non-Board members' participation in the discussion at the meetings shall be at the discretion of the Chairperson. All persons qualified to attend FBCI meetings, who wish notification of such meetings, shall request that the Secretary include them on a "notice of meeting to be held" list. These meeting notices shall be only distributed via email.
 - D) Quorum:
 - i. Attendance of six (6) FBCI members in good standing and qualified to vote shall constitute a quorum for an FBCI meeting.
 - ii. Attendance of three (3) qualified Executive Committee members shall constitute a quorum for an Executive Committee meeting.
 - E) Meetings of the Board, the Executive Committee, or any other committee may be conducted in-person, by telephone conference, video conference, any combination thereof, or by any other electronic means, providing all those who are eligible to participate, have an opportunity to take part. All voting, at meetings conducted other than "in-person", shall be by roll call or in the case of

email, printed and saved, and, the results of votes shall be recorded by the Secretary. This section shall not apply to the Annual Meeting, which shall only be conducted in-person.

- F) All meetings of the FBCI shall be conducted and governed in accordance with Robert's Rules of Order when not in conflict with these By-Laws. There shall be no voting at any meeting, by proxy or representation.
- G) Board members who are absent from three (3) consecutive FBCI meetings, without having requested and having received a prior notice of excused absence from the Chairperson, shall automatically be removed from membership on the Florida Board of Certified Investigators. Such FBCI vacancies and /or officer and Executive Committee vacancies shall be filled in accordance with Article II Sections 4 and 6 and Article III Section 2.

ARTICLE IV – PROGRAM ADMINISTRATOR

1. The Board is granted authority, at its discretion, to appoint a Program Administrator. This position may, at the discretion of the Board, be either compensatory or non-compensatory, and the term of this position shall be at the pleasure of the Board. The duties, responsibilities and compensation, if any, shall be detailed and mutually agreed upon as evidenced by a written agreement signed by the appointee and the Board chairperson.
2. In the event that a Program Administrator is appointed by the Board, that individual shall have duties that include, and shall be required to:
 - A) Oversee the creation, coordination and implementation of the testing procedures and continuing education program of the FBCI.
 - B) Coordinate and share with the Treasurer the responsibilities for a system of receiving and documenting applications and fees for, designation and renewal of FCI designation. The Treasurer shall be responsible for recording, depositing and reporting all such fees.
 - C) Maintain submitted applications for new and renewal "Certified" designation and shall, after final disposition has been made and recorded, deliver them to the Secretary for permanent storage.
3. The Program Administrator shall be responsible directly to the FBCI Chairperson, and through the Chairperson, to the Board.
4. The Program Administrator is eligible to attend all Board and Executive Committee meetings except when otherwise provided by Roberts Rules of Order. The Program Administrator is not eligible to vote at these meeting unless qualified to do so other than through the holding of this appointed position.
5. In the event of any conflicts regarding the duties, obligations, responsibilities or functioning of a Program Administrator, the Board shall have the authority to alter the job description and duties, and should they deem it necessary, to dismiss the Program Administrator by majority vote.

ARTICLE V – DUTIES AND RESPONSIBILITIES OF THE OFFICERS

1. All officers are authorized to sign checks, however any check in excess of five-hundred dollars (\$500.00), shall require two (2) officer's signatures.

2. The Chairperson, who is designated as the Chief Executive Officer of FBCI shall:
 - A) Preside at all regular and special meetings of the Board and the Executive Committee.
 - B) Appoint Committee Chairs, not otherwise provided for, and Committee Members as needed for the fiscal year.
 - C) At the first meeting of each fiscal year the Chairperson of the Board shall appoint a By-Laws Committee. The committee shall consist of three (3) Board members, one of whom shall be designated as Chair of the committee, and any other person(s), in a non-voting capacity, who through experience and expertise can make valuable contributions to the work of this committee.
 - D) Have the authority to approve expenditures up to an amount annually determined by the Board, for any one project or event within the fiscal year.

3. The Vice-Chairperson, who is designated as the Second Executive Officer of FBCI shall:
 - A) Assume the duties of the Chairperson in the absence or inability to perform, of the Chairperson.
 - B) Assist the Chairperson as directed.

4. The Secretary, who is designated as the Third Executive Officer of FBCI shall:
 - A) Record the minutes at regular and special Board and Executive Committee meetings.
 - B) Compile and maintain a permanent record of all minutes.
 - C) Maintain, for safe keeping, all records of the FBCI except those records specifically made the responsibility of others.
 - D) Compile and maintain a "Motions Book" as culled from the minutes of the various Board meetings.
 - i. The Motions Book is a permanent record of the final wording of all motions, including amendments, passed by the Board.
 - E) Distribute meeting notices and other documents and notifications as required by these By-Laws
 - F) Maintain a permanent record, including final resolution, of all new and renewal FCI applications.

5. The Treasurer, who is designated as the fourth Executive Officer of FBCI shall:
 - A) Receive, record and deposit all monies received by FBCI.
 - B) Prepare, report and keep a permanent record of income, expenses and the financial status of FBCI. These reports shall be presented at each regular meeting of the Board and at such other times as requested by the Chairperson.

- C) Join with the Program Administrator, if one has been appointed, in implementing the requirements of Article IV, Section 2, sub- paragraphs B) and C).
- D) Be responsible, if no Program Administrator has been appointed, for the implementation of the requirements of Article IV, Section 2, sub- paragraphs, B) and C).

**ARTICLE VI – QUALIFICATIONS FOR APPLICATION, RENEWAL
AND MAINTENANCE OF FCI DESIGNATION**

1. Applicants for FCI designation shall:

- A) Submit, to the Board, a completed FCI application form, as created and distributed by the FBCI.
- B) Submit, with the application form, all fees and documentation which the FBCI has determined to be required.
- C) Submit documentation:
 - i. Confirming a minimum of three (3) years of licensed investigative experience including not less than one (1) year as a Florida licensed “C” or “CC” private investigator, or in place thereof,
 - ii. Documentation confirming not less than three (3) continuous years of similar duties as a full time investigative employee of an attorney, insurance company or law enforcement agency, whose position was exempted from Florida private investigative licensure, or in place thereof,
 - iii. Documentation confirming not less than three (3) continuous years of similar duties as approved by the FBCI Board.
- D) Sit for, and pass with a minimum correct score of seventy percent (70%), a proctored written exam prepared and given by the FBCI, or its lawful designee as determined by the Board.
- E) All persons who were designated FCI prior to the adoption of these By- Laws shall remain recognized as such, and shall be required to renew and maintain their designation by meeting the renewal and maintenance requirements contained in these By-Laws.
- F) All decisions of the Florida Board of Certified Investigators, Inc., regarding the acceptance or rejection of applications, renewals or attainment of the FCI designation, are final.
- G) The names of all applicants shall be submitted for approval to the Board by a majority vote, prior to the administration of any examination.

2. Renewal / Maintenance of FCI Designation.

- A) The FBCI shall promulgate a program of Continuing Education Units and prescribe a required number of units and the time frame in which they must be successfully completed. It is the responsibility of the candidate to acquire and / or prepare proof of successful completion of the required CEUs. This may be accomplished by submission of certificates of completion or by other documentation which the Board deems satisfactory.

- B) The FBCI shall establish a fee schedule required for renewal and maintenance of the FCI designation.
- C) An FCI designee wishing to renew and maintain the designation shall submit to the Board, in a time frame designated by the Board:
 - i. Proof of completion of the required number of CEUs.
 - ii. The required renewal and maintenance fee.
 - iii. Proof of continuing licensure as a Florida private investigator.
- D) Upon timely receipt of A), B) and C) above, the Board shall notify the Applicant that the FCI designation has been renewed, for the time period so established.

ARTICLE VII – FISCAL YEAR

The FBCI fiscal year is established as the first day of January to the last day of December, of each calendar year.

ARTICLE VIII – FCI LAPEL PINS, ORNAMENTS AND LOGOS

1. One (1) official FCI lapel pin or other ornament will be issued, without charge, to each newly designated Florida Certified Investigator. Additional pins or ornaments may be requested and obtained from FBCI at a charge established by the Board. The FBCI official lapel pin or ornament may be worn only by qualified FCI designees.
2. The FCI designation logo may be obtained from FBCI, in accordance with terms established by the Board. It may be used only by qualified FCI designees on letterheads, business card and advertising.
3. The FCI lapel pin, ornament, or logo shall not be used for the purpose of identifying, promoting or advertising any school or training program. Neither shall it be used to promote, publicize or advertise any publication for sale.
4. The FCI lapel pin, ornament, or logo may not be worn, displayed or used while a designees “Certified” designation is in suspension, nor after the “Certified” designation has been revoked.

ARTICLE IX – DISCIPLINE

1. At the start of each fiscal year the Board chairperson shall appoint from among current FCI designees, a three (3) member Complaint and Disciplinary Committee, one of whom who shall be designated as the committee Chairperson. Not more than one (1) Board member may serve on this committee.
2. The Board shall create and adopt a Protocol for Complaint and Disciplinary Procedures, which shall govern the functioning and actions of the committee. This protocol shall be the governing document of the committee and may be changed or modified by a majority vote of the Board at any regular meeting, or Special Board meeting called for that purpose.

3. An FBCI member or officer may be suspended or expelled from the Board or from the office held and an FCI designee may have their designation suspended or revoked by a two-thirds (2/3) vote of the Board for:
 - A) Conducting or engaging in unethical or unlawful behavior.
 - B) Conduct that injures the interest, welfare, character or perception of the FBCI or the FCI program.
 - C) Violating these By-Laws or any Code of Ethics that may be lawfully adopted by the Board.
 - D) Being more than six (6) months in arrears of any financial obligation to the FBCI.
 - E) Delinquent in fulfilling the FCI educational criteria, as established herein.
4. Alternate sanctions may be prescribed by the Protocol referred to above.
5. After the final disposition of a disciplinary proceeding, all written matter pertaining to its initiation, investigation, conduct and disposition shall be delivered to the Secretary who is responsible to maintain these documents as a confidential permanent record.

ARTICLE X – AWARDS

1. The Florida Board of Certified Investigators, Inc. may, from time to time, bestow and present to qualified individuals the following awards:
 - A) The Florida Certified Investigator of the Year Award.
 - B) The John M. Russi Award of Excellence.
 - C) The James E. Redick Memorial Award.
2. The Board shall create and adopt protocols for the selection and presentation of each of these awards. These protocols shall govern the selection and presentation of these awards and may be changed or modified by a majority vote of the Board.
3. The Board reserves the right and has no obligation to award one or more of its named awards should it choose not to do so.
4. When presenting awards, the Board shall be mindful of the various organizations to which FCI designees belong, and shall attempt to fairly make presentations to enhance the image of the Board, the presenters and the recipients.

ARTICLE XI – BY-LAWS AMENDMENTS

1. These By-Laws may be amended, by a two-thirds (2/3) vote of the Board, at any regular or special meeting of the Board providing:
 - A) The amendment(s) has been submitted in writing by the By-Laws Committee to the Chairperson and Secretary of the Board.
 - B) All members of the Board have received a copy, of the proposed change(s) not less than ten (10) days prior to the date of the meeting at which the amendment(s) will be voted upon.
2. Changes to the Committee's report, requested by the Board, shall be referred back to the By-Laws Committee for review, evaluation, modification or rejection and thereafter, if not rejected, resubmitted by the committee to the Board under the guidelines of (A) and (B) above. In the event that Board requested By-

Laws changes are rejected by the By-Laws Committee, a detailed explanation of the reasons for the rejection shall be furnished to the Board by the committee.

3. By-Laws changes shall take effect immediately upon adoption by the required two-thirds (2/3) vote of the Board present.

ARTICLE XII – DISSOLUTION

In the event of the dissolution of this Board, after the payment of all just debts, expenses and obligations, any monies remaining shall be distributed to a similar 501(c)6 professional organization, group, association or charity, determined by majority vote of the Board. No Board member shall receive any part of any financial distribution at dissolution, except for the pre-approved reimbursement of out of pocket expenses as set forth herein.

These By-Laws shall become effective immediately upon approval, posted on the official website, made available to any FCI designate or Board member, and the original shall be maintained by the Secretary of the FBCI.

Chairperson: *Michelle M. Morton, FCI*

Secretary: *Elliot A. Cohen, FCI*

By-Laws approved and adopted by the FBCI on November 15, 2008

These By-Laws, formerly known as the Constitution were adopted on September 14, 2001 and last modified in September of 2003.

PROTOCOL "A"

COMPLAINT AND DISCIPLINARY PROCEDURE

1. Any person may file a complaint against an FCI by delivering to the Board, a signed written statement of allegations which thoroughly and specifically details the alleged violations of these By-Laws, or adopted Code of Ethics, which the Complainant feels deserves to be considered for disciplinary action.
2. The signed written statement of allegations shall be directed to the Board Chairperson unless said Board Chairperson is the subject of the complaint or is the person filing the complaint, in which case the statement of allegations shall be directed to the Vice-Chairperson of the Board who will then perform any subsequent duties and responsibilities these protocols assign to the Board Chairperson.
3. Any member of the Complaint and Disciplinary Committee who files or is the subject of a filed statement of allegations shall be replaced on the committee, at least until the final disposition of the Complaint.
4. Any Board member, who either files or is the subject of a filed statement of allegations, shall relinquish their voting privilege on any and all matters related to the Complaint.
5. The Board Chairperson or their designee, upon receipt of the statement of allegations, shall deliver it to the Chairperson of the Complaint and Disciplinary Committee, and also notify the FCI, who is the subject of the complaint, that a statement of allegations has been filed against them. The notification to the subject FCI shall be made by certified US Mail sent to the subject's last address registered with the Board, and shall include a copy of the signed written statement of allegations.
6. The Chairperson or the their designee of this committee shall make an attempt to have personal contact with the subject of the Complaint within no more than five (5) business days after receipt of the complaint, and shall establish a mutually agreeable time, place, date and manner, for an in-person or telephone conference meeting involving all members of the committee, the subject of the Complaint and the individual(s) who submitted the signed written statement of allegations. This meeting shall take place within fifteen (15) days after contact. Either party may request and be granted an extension of time for up to an additional fifteen (15) days for this meeting.
7. Within ten (10) days of the meeting, the committee shall submit to the Board a written report of its hearings and investigations. This report shall include a summary of its hearings, investigations, determination and any recommended disciplinary action. If the determination and /or recommended disciplinary action is not arrived at unanimously the report shall include the basis of both the majority and minority determination and recommended disciplinary action. The disciplinary action recommended by the committee may be a letter of censure, a written warning, a written reprimand, suspension of the FCI designation for a specified period of time or revocation of the FCI designation.
8. Within five (5) days of the Board's receipt of the committee's report, the Board shall notify the subject of the complaint, by Certified US Mail sent to the last address registered with the Board, of the disposition of the complaint and the appeal process available to the individual.
9. The subject FCI may, within fifteen (15) days of receipt of notice of the Boards disposition of the complaint, request that the Board grant an appeal hearing of that disposition. This request must be made in writing, by certified mail, to the Chairperson of the Board. If such an appeal hearing request is made, the Chairperson

of the Board or designee and the subject of the Complaint shall establish a mutually agreeable time, place, date and manner for an in-person or telephone conference meeting to which shall be invited; the Board, the Complainant, the Complaint and Disciplinary Committee and the subject FCI, together with any of the subject FCI's advocates or witnesses. The appeal hearing shall be held within ten (10) of the receipt by the Board of the request.

10. Within five (5) days after the appeal hearing the Board shall meet and make a final determination of the appeal. The subject of the complaint shall be notified of the Board's final disposition by certified US Mail sent to the subject's last address registered with the Board.
11. All cases of disciplinary action, sanctions, warnings or reprimands shall require a majority vote and sanctions of suspension or revocation of the FCI designation, shall require a two-thirds (2/3) vote.
12. Decisions rendered by the Board, including the results of any Appeal Hearing, shall be final.

Protocol A approved and adopted by the FBCI on 12/02/2006

PROTOCOL "B"

FLORIDA CERTIFIED INVESTIGATOR OF THE YEAR

Intent of Award:

To acknowledge and recognize those who consistently provide the public with outstanding services, exemplifying the highest qualities and attributes of the consummate professional investigator, and who seek to raise the professional bar of the investigative profession as a Florida Certified Investigator.

Eligibility:

Nominations for the Florida Certified Investigator of the Year may be submitted by anyone. The nominee must be a Florida licensed private investigator in good standing with the Florida Department of Agriculture or an in-house staff investigator, exempted from licensure, who holds the designation of Florida Certified Investigator.

Criteria:

The Florida Certified Investigator must have contributed to the investigative profession in one or more of the following ways:

- Exemplified the highest qualities of educational standards and ethics of a Florida Certified Investigator.
- Demonstrated leadership within the investigative profession.
- Contributed to the progression and furtherance of the education and training of fellow investigators and the public through educational training.
- Exhibited themselves in a professional manner so as to provide a positive and professional image for the investigative profession and the FCI designation.
- Contributed in other areas deemed appropriate by the nominator.

Application of Criteria:

In appraising the qualifications of those nominated, priority shall be given to consistent and exemplary contributions made to the field of investigation and the profession. The selection of the recipient shall be made solely by the Florida Board of Certified Investigators, Inc.

Deadline for Nomination:

Nominations for Florida Certified Investigator of the Year shall be submitted no later than July 1st of each year.

Presentation of Award:

The Florida Certified Investigator of the Year award shall be presented in conjunction with activities organized by the Florida Board of Certified Investigators, Inc. When presented, only one such award will be given, within a fiscal year, at the discretion of the Florida Board of Certified Investigators, Inc.

Submit Nominations To:

Florida Board of Certified Investigators, Inc.

Protocol B approved and adopted by FBCI on 12/02/2006

PROTOCOL “C”

JAMES E. REDDICK MEMORIAL AWARD

Intent of Award:

To acknowledge and recognize those who have improved the investigative profession through new ideas, talents and innovative advancements for the professional investigator, and whose efforts expand the knowledge and training of others through education, mentoring and professional relationships.

Eligibility:

Nominations for the James E. Reddick Memorial Award may be submitted by anyone. The nominee must be a Florida licensed private investigator in good standing with the Florida Department of Agriculture or staff investigator exempted from licensure.

Criteria:

The Florida licensed private investigator or staff investigator will have contributed to the investigative profession in one or more of the following ways:

- Emphasized the true “love” for the work of a professional investigator.
- Recognized the importance of professional organizational membership.
- Used networking to develop long term friendships.
- Embraced the state of the art education, ideas, techniques, and training.
- Contributed in other areas deemed appropriate by the nominator.

Application of Criteria:

In appraising the qualifications of those nominated, priority shall be given to consistent and exemplary contributions made to the investigative profession. The selection of the recipient to be so honored shall be made solely by the Florida Board of Certified Investigators, Inc.

Deadline for Nomination:

Nominations for the James E. Reddick Memorial Award shall be submitted no later than July 1st of each year.

Presentation of Award:

The James E. Reddick Memorial Award shall be presented in conjunction with activities organized by the Florida Board of Certified Investigators, Inc. When presented, only one such award will be given, within a fiscal year, at the discretion of the Florida Board of Certified Investigators, Inc.

Submit Nomination To:

Florida Board of Certified Investigators, Inc.

Protocol C approved and adopted by FBCI on 12/02/2006

PROTOCOL “D”

JOHN M. RUSSI AWARD OF EXCELLENCE

Intent of Award:

To acknowledge and recognize those who exemplify a steadfast commitment to excellence and education in the investigative profession.

Eligibility:

Nominations for the John M. Russi Award of Excellence may be submitted by anyone. The nominee may be anyone who exemplifies a personal and professional commitment to raising the level of professionalism, integrity and educational standards of the investigative profession.

Criteria:

The nominee will have contributed to the profession in one or more of the following ways:

- Promoted awareness and education of the licensed private or staff investigation services.
- Demonstrated leadership within the investigative profession.
- Contributed to the progression and furtherance of investigative standards, educational training, industry standards and professional ethics.
- Developed and/or implements innovative programs enhancing education for the investigative profession in the State of Florida.
- Contributed in other areas deemed appropriate by the nominator.

Application of Criteria:

In appraising the qualifications of those nominated, priority shall be given to consistent and exemplary contributions made to the investigative profession.

The selection of the recipient for this award shall be made by solely by the Florida Board of Certified Investigators, Inc.

Deadline for Nomination:

Nominations for the JOHN M. RUSSI Award of Excellence shall be submitted no later than July 1st of each year.

Presentation of Award:

The JOHN M. RUSSI Award of Excellence shall be presented in conjunction with activities organized by the Florida Board of Certified Investigators, Inc.

When presented, only one award will be given, within a fiscal year, at the discretion of the Florida Board of Certified Investigators, Inc.

Submit Nominations to:

Florida Board of Certified Investigators, Inc.

Protocol D approved and adopted by FBCI on 12/02/2006