

CFCA Constitution & Bylaws

CONSTITUTION AND BYLAWS

June 28, 2016

Communications Fraud Control
Association



Article I – Name and Objectives

1. Incorporation of the Association

- A. The Communications Fraud Control Association (CFCA), hereinafter referred to as the *Association*, was incorporated on May 29, 1985, pursuant to the Nonprofit Corporation Law of the State of Delaware.
- B. CFCA, its Members and Vendor Affiliates, in the course of CFCA activities, shall not agree with, participate in or give consideration to any activity, plan, understanding, agreement, or agreements that would constitute a violation of any federal, state or local law proscribing conduct intended or tending to restrain trade, including, but not limited to, actions that would:
 1. fix, raise or stabilize prices, fees, or credit terms and conditions,
 2. boycott or refuse to do business with any third parties (except as permitted by law) or
 3. restrict or interfere with the exercise of free and independent judgment by the Members in the management or operation of their respective businesses.
- C. Furthermore, CFCA its Members and Vendor Affiliates, in the course of CFCA activities, shall comply with all applicable federal, state, or local laws. Nothing contained in these Bylaws shall authorize or empower CFCA, its Members or Member Affiliates to perform or engage in any acts or practices prohibited by law.

2. Goals and Objectives

- A. The Association's objective is to foster and promote cooperation within and outside of the communications industry with respect to communications fraud control. To accomplish its objective, the Association shall continually endeavor:
 1. To maintain closer associations among communications companies' security personnel and to develop their professional status.
 2. To provide a mutual benefit organization, not operated for profit but for the purpose of fraud identification, prevention and control.
 3. To promote the mutual interests of its members for their mutual protection and efficiency in the conduct of their profession.
 4. To improve the qualifications, standards and investigative techniques of communications fraud investigators.
 5. To support sound and just legal protection for the communications industry's fraud control efforts.
 6. To enhance the standards of communications professionals by providing continuing education.
 7. To develop awareness of communication fraud by educating the public, private and government sections and the international community.

Article II – Membership

- A. Full Membership: Corporations whose business is directly related to the communications industry, may apply for membership. The corporation will be allotted one Member Designate who must be directly involved on a full-time basis in the communications company with a primary or secondary responsibility for the detection, prevention, and/or the investigation, apprehension, and prosecution of fraud offenders. Other members within the same company shall be considered individual members under the Designate. Both Corporate Designate and Individual members have full electoral rights and all other privileges with the exception of the Board of Directors election.
- B. Law Enforcement: Law Enforcement agents, officers, prosecutors, or related governmental agents foreign or domestic; state, federal or local are eligible for membership. These members have electoral privileges only for the purpose of electing a Law Enforcement Member Director on the Board of Directors. Members may participate in all other activities of the association.
- C. Retired Membership: This membership is extended to persons who previously held positions with member corporations, including law enforcement and government agencies, but who have retired from the industry/profession. In order to transfer one's membership status, one must be a member in good standing. They have no electoral rights but are extended all other privileges.
- D. Honorary Membership: Honorary membership may be conferred upon any person of acknowledged eminence in any profession or occupation who has made a significantly valuable contribution toward enhancing/advancing the goals and objectives of the Association. Active members of the Association are not eligible for honorary membership. Honorary members shall be designated by action of the Board of Directors of the Association as a result of a quorum vote.

Article III - Organization

- A. The Board of Directors shall consist of no more than fifteen (15) standing members plus CFCA Chapter Presidents, but not less than nine (9) standing members plus CFCA Chapter Presidents. The standing members of the Board shall consist of five (5) Executive Officers: The President, Vice President, Secretary, Chief Financial Officer, and Chief Operations Officer, and the remaining elected board members.
- B. Terms of the Executive Officers and other members of the Board of Directors shall commence upon election at the Annual Meeting and expire on June 30 of each year, whichever comes first. Departing members shall sit for the remaining time of their term in an ex-officio capacity with no voting rights.
- C. Terms of the President, Vice President, Secretary, Chief Financial Officer and Chief Operations Officer shall be two (2) years. All other members of the Board of Directors shall be three (3) years
- D. The President, upon serving a full term, is ineligible for election to the Office of the President for one full year.

- E. Upon termination of employment in the communications industry, a member of the Board of Directors may be granted a grace period extension of their membership to be determined by the current board, not to exceed 120 days, or the end of the dues year, whichever comes first.

1. Qualification

- A. All Executive Officers and members of the Board of Directors must be members in good standing who have qualified for membership.

2. Responsibility and Authority

- A. The Executive Officers shall have responsibility and authority for the management of the affairs of the Association unless otherwise provided for in this Constitution.

Article IV – Duties of Officers

1. President

- A. The President shall chair the Board of Directors.
- B. The President shall preside at all general meetings of the membership of the Associations.

2. Vice President

- A. In the absence of the President, the Vice-President shall assume the duties of the President. In the absence of the President and the Vice-President the duties of the Office of President shall be performed by the member of the Executive Committee who has the most seniority on the Executive Committee, or in the event of a tie, the most seniority on the Board of Directors.
- B. In the event of a vacancy occurring in the office of the President during a normal term, the Vice- President shall assume the Presidency for the remainder of that term and will be eligible for election to the office of the President for the next term.

3. Secretary

- A. The Secretary, or their delegate, shall keep minutes of all business meetings of the Association and preserve all papers, letters, and transactions of the Association. The Secretary shall perform other duties as directed by the Board of Directors.

4. Chief Financial Officer

- A. The Chief Financial Officer (CFO) shall be responsible for all financial affairs of CFCA including oversight of an annual audit of the books and records of CFCA. The annual audit shall include an audit of the books and records of the association and administrative support personnel, who shall prepare or cause to be prepared

annually a full and correct statement of the financial affairs of CFCA including a balance sheet and a financial statement of operations for the preceding fiscal year, which shall be submitted at the annual meeting of Members of CFCA and filed within twenty (20) days thereafter at the principal office of CFCA.

- B. Administrative support personnel, as the CFO directs, shall keep an account of all monies received and expended for use of CFCA and shall make disbursements authorized by the President or the Board of Directors. All sums received shall be deposited in the bank or banks or trust company approved by the Board of Directors.

5. Chief Operations Officer

- A. The COO of the Association shall define the duties of administrative staff personnel, supervise their performance, establish their titles and delegate those responsibilities in the best interest of the Association, as prescribed by the Board of Directors, and shall be responsible to the President.

Article V – Executive Committee

- A. The Executive Committee may act in place and stead of the Board of Directors between Board meetings on all matters, except those specifically reserved for the Board by this constitution, pursuant to delegation of authority to such committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board by email or not to exceed ten business days, or at the next Board meeting, whichever comes first.
- B. The Executive Committee shall consist of the President as Chair, the Vice President, the Secretary, the CFO, and the COO.
- C. Any vacancy occurring in the office of the Vice President, Secretary, CFO or COO shall be filled for the balance of the unexpired term by a member of the Board of Directors elected at any regular or special Board meeting, pursuant to this.
- D. Three members of the Executive Committee shall constitute a quorum at any duly called meeting of the committee. The President shall call such meetings of the Executive Committee as the business of the Association may require, or a meeting shall be called on request of three members of the Executive Committee.

Article VI – Duties of the Board of Directors

1. The Board of Directors shall:

- A. Establish major policies governing the affairs and direction of the Association and devise ways and measures for the growth and development of the Association.
- B. Have the power to fill any interim vacancies of Executive Officers and the Board of

- Directors, except vacancies occurring in the office of President of the Association.
- C. Hold meetings of the Board of Directors as provided in the Constitution.
 - D. Be responsible for certifying all elections.
 - E. Approve or dissolve chapters of the Association when deemed appropriate.
 - F. Obtain competent legal counsel when required for the transaction of Association business.
 - G. Establish and designate the structure of committees, other than standing committees that are required by the Association.
 - H. Review the Articles of Incorporation, the Constitution of the Association and recommend amendments and/or repeals in compliance with the Constitution.
 - I. Review and approve major programs and expenditures recommended by the Executive Officers.
 - J. Establish standards and duties for directors of the organization including procedures for removal of a board member from the board.

Article VII –Staff

1. Administrative Staff

- A. The Executive Committee shall have the responsibility for employing an administrative support personnel who shall devote full time and attention to the affairs of this Association as determined by the Board of Directors. Contract or agreements shall be for terms not to exceed three years.

Article VIII - Committees

- A. The Board of Directors may establish both Ad Hoc and standing committees and appoint the committee chairperson(s). The committee chairperson will select committee members who need not be members of the Board of Directors but must be employees or subcontractors of Members of CFCA or Associations with which CFCA has strategic partnership agreements in place.

The committee chairperson will facilitate the committee activities and provide the Board of Directors with a regular report of progress at each meeting of the Board of Directors.

Article IX - Chapters

- A. The Association's Board of Directors is authorized to charter a chapter in any area within the territory in which the Association is authorized to operate thereby conferring on said Chapter the right to use the name and seal of the Association;

provided however, such Chapter agrees to abide by the regulations and requirements set for the conduct of the Chapter by the Association's Board of Directors.

Article X - Nominations

- A. The Committee on Nominations shall, no later than 120 days prior to the Annual Meeting, request the names of voting members in good standing qualified to serve the Association and who would be willing and able to serve, if elected. From these lists a complete list of candidates shall be compiled no later than 90 days prior to the Annual Meeting. Nominees for each office must be listed on the ballot and no write-ins shall be permitted.
- B. Members can be nominated for elected office subject to the following restrictions:
 - 1. Executive Officers shall be nominated from the Board of Directors with a minimum of one full year of service on the board within the last two years.
 - 2. Nominations for any position to the Board, where nominations are required, must be received from at least two different member companies for a candidate. One of those nominations may be from the candidate's own Employer if they are a current member in good standing. A second nomination must be received from a separate source that is not the candidate's employer or a subsidiary, operating company or legal holding of the candidate's employer.

Article XI - Elections

- A. Elections shall be conducted on official ballots via electronic voting. Ballots shall be submitted prior to the Annual Meeting. An official ballot shall be sent forty-five (45) days prior to the Annual Meeting to one individual in each company of the Corporate Carrier and Industry Member membership categories who may be the company Primary Designate, or another employee, that has been selected by their company to represent them in the Board election process. Companies must be in good standing as determined by the Association Office to participate in the election. Ballots will include a biographical outline of each nominee. The results of the Annual election for officers and Board members will be announced at the annual meeting of the association.
- B. The President shall appoint a chief teller to verify the election ballots at the Annual Meeting. Upon certification of the ballots by the Board of Directors, the delegate will announce the election results at the Annual Meeting.
- C. In case of a tie, a run-off election, by plurality vote, shall be held for that office at the Annual Meeting.
- D. In the event the President and Vice President are both unable and unwilling to serve, special elections for the vacancies shall be held to fill the position within 60 days of the occurrence of the vacancy. The duties of the Office of President for the interim period shall be performed by the member of the Executive Committee who

has the most seniority on the Executive Committee or in the event of a tie, the most seniority on the Board of Directors.

Article XII – Constitution and Amendments

- A. Any member desiring to add, amend or repeal any section of the Constitution must submit the request in writing to the Board of Directors sixty (60) days prior to the next in-person business meeting as scheduled by the Board of Directors.
- B. After a review by the Board of Directors, the addition, amendment or repeal of any part of the Constitution must be presented to the membership at the Annual Meeting or at an in-person special meeting of the membership and will become effective upon a majority affirmative vote of the members present at that time.

Article XIII - Grievances

- A. Should a member of the Association suffer an alleged injustice, the individual may submit in writing such grievance within 60 days of the occurrence to the Executive Committee for review. The Executive Committee must respond within 45 days of the receipt of the grievance.

Such parties may appeal the decision of the Executive Committee to the Board of Directors which may affirm, overrule or recommend reconsideration of the decision within 15 business days of the Executive Committee's original ruling. All parties to such complaint shall be heard by the Board of Directors and notice of such hearing containing details of the grievance shall be sent to the individual at least 15 days before the date of such hearing. The notice of such hearing shall state the time and place of the hearing. Pending final decision by the Board of Directors the individual shall retain membership in the Communications Fraud Control Association.

Article XIII – Application for Membership

- A. Application for membership must be verified and approved by the Membership Committee.
- B. Applicants for membership may not be admitted in contravention of the requirements of the Constitution of the Association.
- C. Admittance for membership shall be limited for a full membership year.

Article XV – Membership Dues

- A. The annual membership dues shall be approved by the Board of Directors and levied in accordance with the administrative guidelines set forth by the Association Policy Manual.
- B. All dues must be paid in accordance with administrative guidelines of the Association and are not refundable. Any member who shall be in arrears for dues or assessments, or both, for a period of two (2) months from date due shall be dropped from the rolls of the Association and the Executive Director shall notify the member of this action at the last known address shown on the records of the Association.
- C. All dues, payable to the Association, shall be made in U.S. funds.

Article XVI - Meetings

- A. The members of this Association shall meet annually upon call of the President for purposes of conducting such business as is brought before it.
- B. Regular meetings of the Board of Directors of the Association shall be held. All official business of the Board of Directors shall be conducted at these meetings, except as provided for in this Constitution.
- C. The number of directors required to constitute a quorum for a meeting shall be the majority number of the sitting board. The President of the Board of Directors shall preside at all meetings, except as specified in this constitution.
- D. On all questions the vote may be taken by voice, but when any member present demands a division, a standing, or roll call vote shall be taken by the presiding officer.

Article XVII – Fiscal Year

- A. The fiscal year of the Association shall be January 1 to December 31.

Article XVIII – Rules of Order

- A. All questions of order shall be decided by the presiding officer, subject to appeal by any member of the Association.
- B. As to any questions coming before the meeting for which no provision has been made in the Constitution, the presiding officer shall be governed in his decision by the rules laid down in Robert's "Rules of Order".

Article IXX – Annual Meeting Order of Business

- A. Call to order
- B. Approval of minutes of previous meeting
- C. Report of the CFO
- D. Committee Reports
- E. Old Business
- F. New Business
- G. Election Results
- H. Adjournment