

**BYLAWS
of the
COLORADO SOCIETY OF PRIVATE INVESTIGATORS**

ARTICLE I. NAME

The name of this organization shall be The Colorado Society of Private Investigators.

ARTICLE II. PRINCIPAL OFFICE

The principal office of the Society shall be at a location designated by the Board of Directors.

ARTICLE III. PURPOSE

The Colorado Society of Private Investigators is dedicated to the pursuit of excellence through exceptional professional standards, lifelong learning, and ethical responsibility to our members, to our clients, and to the public.

ARTICLE IV. MEMBERS

Section 1. Membership.

Membership shall be open to private investigators and to those with an interest in the private investigation profession who will support the CSPI mission statement and the Code of Ethics.

Section 2. Membership Eligibility and Admission Procedure.

An applicant must complete and submit the membership application with all required information.

The Board of Directors shall approve or deny the application.

Section 3. Classifications.

A. Professional Member

1. Any private investigator who maintains a Colorado Private Investigator license issued by the state of Colorado can hold office, can vote, and has ListServ privileges.

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B. Associate Member

1. Any person engaged in the business of process serving whose primary residence and business is located in the state of Colorado and is in good standing with the Colorado Secretary of State's Office; or,
2. Any person who maintains an active private investigation license in another state and is in good standing with that state's licensing authority.
3. Associate Members have listserv privileges and can vote and hold office.

C. Affiliate Member

1. Any person 21 years or older whose primary residence is located in the state of Colorado and has an interest in the private investigation profession, however, does not meet the requirements of either the professional or associate member. Affiliate members are entitled to ListServ privileges, however, cannot vote or hold office.

D. Vendor

1. Any person or business providing a service or product to the investigative industry. Private investigators may list products for sale and educational opportunities, but not investigation services.
2. Vendors, unless a professional or an associate member of the Society, cannot vote, hold office, and do not have listserv privileges.

Section 3. Dues.

The dues shall be set by a majority vote of the Board of Directors.

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Section 4. Good Standing.

A member in good standing shall be one whose current dues have been paid in accordance with the provisions of the policies and procedures and who is not under CSPI disciplinary action. Only Professional and Associate Members in good standing may vote, hold an elected position, or chair a committee.

ARTICLE V. OFFICERS AND DIRECTORS

Section 1. Officers.

Elected officers of The Colorado Society of Private Investigators shall be President and Secretary/Treasurer, and may include a Vice President.

A. The President shall

1. Be the chief executive officer and official spokesperson of The Colorado Society of Private Investigators;
2. Enter into agreements on behalf of the Society, with the approval of the Board;
3. Appoint all committees;
4. Appoint, with the approval of the Board of Directors, a Financial Review Committee;
5. Be an ex-officio member of all committees with the exception of the Nominations Committee;
6. Perform such other duties as these bylaws or the Board of Directors shall assign.

B. The Secretary/Treasurer shall

1. Be responsible for the minutes of all meetings of the Board of Directors, and all meetings of the general membership;
2. Supervise custody of the records of the Society;

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3. Attest documents as necessary;
4. Perform such other duties as the President or Board shall designate.
5. Pay all budgeted expenses;
6. File required reports with the IRS and other governmental bodies;
7. Make the financial records available for an annual review;
8. Perform such other duties the President or Board of Directors shall designate.

Section 2. Board of Directors.

The Board of Directors shall consist of the President and Secretary/Treasurer and if warranted can appoint no more than ten board members. The Board of Directors shall be the policy-making body of the Society and shall exercise all powers and perform all duties not vested by these bylaws.

Section 3. Meetings

The Board of Directors shall hold at least one (1) meeting annually.

Section 4. Quorum

A majority of directors shall constitute a quorum for transacting business at any meeting.

Section 5. Budgets

The Board of Directors shall establish an annual operating budget.

Section 6. Voting

A vote by e-mail may be taken when necessary. Action taken shall be verified and made a part of the minutes of the next session of the Board of Directors.

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ARTICLE VI. NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

Section 1. Nominations.

A. **Nominations Committee.** The Nominations Committee shall make nominations for the officers for which elections are to be held.

1. The Nominations Committee shall ensure that all nominees are eligible for election.
2. Prior to preparing the voting ballot, the Nominations Committee shall issue a Call for Nominations. Nominations shall be solicited from the membership.

Section 2. Elections.

A. **Balloting.** The Nominations Committee shall prepare a ballot for voting and assure that all eligible voters are informed.

Section 3: Terms of Office.

Officers shall serve six (6) years beginning on the first day of January following the election.

ARTICLE VII. MEETINGS

Section 1. Annual Business Meeting.

The President shall call an annual business meeting, which will be held at a date and location to be determined by the Board of Directors.

Section 2. Special Meetings.

Special meetings may be called by the President, by the Board of Directors, or by written request of 10 voting members of the Society. The purpose of meetings shall be stated in the notice. Except in cases of emergency, at least three days' notice shall be given.

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ARTICLE VIII. COMMITTEES

The President and the Board may establish committees as deemed necessary.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of The Colorado Society of Private Investigators in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that may be adopted.

ARTICLE X. AMENDMENT OF BYLAWS

The Board of Directors may amend the bylaws at any time.

ARTICLE XI. DISSOLUTION

In the event of dissolution, all assets shall be assigned by the Board of Directors to qualifying nonprofit organizations in accordance with Section 501(c)(3) of the Internal Revenue Code. No assets shall benefit individual members of CSPI.