



Raising the Bar for Professional Private Investigators in Wisconsin

WELCOME TO PAWLI

PAWLI MEMBERSHIP MANUAL



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ABOUT OUR ORGANIZATION

The Professional Association of Wisconsin Licensed Investigators (PAWLI) was founded in 1991 with just eight members. Over the years, our membership has grown substantially, reflecting our dedication to advancing the profession and supporting investigators across the state.

PAWLI is a statewide association of licensed investigators committed to providing professional training opportunities, fostering collaboration, and advocating for the interests of our members.

Advocacy & Representation

Membership in PAWLI gives you a strong, unified voice in public policy discussions that impact the investigative profession in Wisconsin. We actively engage in lobbying efforts and legislative initiatives to promote laws and regulations that protect and strengthen our industry.

Professional Development & Networking

As a PAWLI member, you have access to ongoing education, specialized training, and statewide networking opportunities. We host conferences, seminars, and events that allow you to connect with other professionals, share expertise, and gain valuable industry insight.

Benefits of Membership

- Professional Exposure – Promote your agency and gain visibility within the investigative community.
- Statewide Networking – Build relationships with other private investigators and protective agents.
- Educational Opportunities – Attend specialized training and skill-building workshops.
- Legislative Updates – Stay informed on laws, regulations, and policies affecting your work.
- Collaboration – Coordinate with other members to better serve clients across Wisconsin.

Our Commitment

PAWLI is led by a dedicated Board of Directors that manages communication, annual planning, training schedules, and legislative initiatives. We are also focused on expanding our membership to strengthen our collective voice and increase the resources available to our members.

Whether you are an experienced investigator or new to the profession, PAWLI is your source for education, industry connections, and career growth. Join us in shaping the future of investigative work in Wisconsin.

CODE OF ETHICS

As a member of the Professional Association Wisconsin Licensed Investigators, I pledge myself,

- To uphold and defend the United States Constitution to the best of my ability.
- To perform my duties as a private investigator at the highest standard of excellence.
- To always conduct investigations within the limits of the law and to adhere to the State of Wisconsin Department of Safety & Professional Services administrative rules that may apply to my profession.
- To ensure that each client is provided a clear description for the scope of investigation services I provide and include my fees.
- To refrain from accepting any assignment where a clear conflict of interest exists.
- To never permit any personal bias or prejudice that I may have interfere with the faithful discharge of my duty to my client.
- To deal with my client in an honest and forthright manner at all times.
- To safeguard, to the extent provided by law, the confidentiality of my client as well as confidential information which may come into my possession.
- To never advertise or otherwise represent my services to my client or the general public in a misleading or deceptive manner.
- To always conduct myself in an honest, fair, and ethical manner whenever engaged in the competitive solicitation of work.
- To never directly or indirectly cause malice towards the personal or professional reputation of another private investigator or private investigative agency.
- To take advantage of professional growth and training opportunities whenever possible.
- To offer my assistance and guidance to colleagues who are new to the profession or who may otherwise benefit from my experience, education, or training.
- To support the efforts of the Professional Association of Wisconsin Licensed Investigators, Inc. in promoting high standards for the profession of Private Investigator.

SEXUAL HARASSMENT POLICY

1. Purpose

PAWLI is committed to providing a work environment that is free from sexual harassment and any form of unlawful discrimination. Sexual harassment undermines the integrity of the workplace, creates an intimidating or hostile environment, and will not be tolerated under any circumstances.

The purpose of this policy is to:

- 1) - Define sexual harassment and prohibited conduct.
- 2) - Outline reporting procedures for employees who experience or witness harassment.
- 3) - Establish investigation processes and corrective actions.
- 4) - Ensure compliance with applicable federal, state, and local laws.

2. Scope

This policy applies to:

- All PAWLI Members and or contractors, interns, volunteers, vendors, and visitors.
- All PAWLI related settings and activities, whether off-site events, travel, training sessions, or digital/virtual communications.

3. Definition of Sexual Harassment

Sexual harassment is ****unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature**** when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as a basis for employment decisions.
3. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Examples include, but are not limited to:

- Verbal: Sexual jokes, suggestive comments, innuendos, unwanted flirting, repeated requests for dates.
- Non-verbal: Leering, gestures, displaying sexually explicit images or materials.
- Physical: Unwanted touching, hugging, kissing, blocking movement, or assault.
- Digital/Online: Sending sexually suggestive texts, emails, images, or social media messages.

4. Prohibited Conduct

Prohibited conduct includes:

- Any form of sexual harassment as defined above.
- Retaliation against individuals who report harassment or participate in investigations.
- Discrimination or harassment based on gender, sexual orientation, gender identity, or other protected characteristics.

5. Reporting Procedures

Members who believe they have experienced or witnessed sexual harassment are encouraged to take the following steps:

1. Immediate Action: If comfortable, make it clear to the offender that the behavior is unwelcome and must stop.
2. Report the Incident:
 - Notify the President or Vice-President of the PAWLI Board of Directors.
 - Reports may be made verbally or in writing.
 - Anonymous reports may be submitted via email to the PAWLI President or Vice President.
3. Documentation: Provide as much detail as possible, including dates, times, witnesses, and descriptions of the behavior.

6. Investigation Process

- All reports will be taken seriously and investigated promptly, thoroughly, and impartially.
- Confidentiality will be maintained to the extent possible.
- The investigation may include interviews with the complainant, the accused, and witnesses, as well as a review of relevant documents or communications.
- A written summary of findings will be prepared.

7. Corrective Action

If an investigation confirms that sexual harassment occurred:

- Appropriate disciplinary action will be taken, up to and including termination of employment.
- Corrective measures may include training, reassignment, counseling, or other remedies. (at the expense of the harasser)
- Retaliation against complainants or witnesses will result in disciplinary action.

8. Protection Against Retaliation

Retaliation against a MEMBER for making a good-faith complaint or participating in an investigation is strictly prohibited.

Retaliation includes adverse MEMBERSHIP actions such as suspension or termination from PAWLI Association.

9. MEMBERSHIP Responsibility

All MEMBERS are expected to:

- Treat colleagues with dignity and respect.
- Refrain from engaging in any conduct that could be interpreted as harassment.
- Report observed or experienced harassment promptly.

10. Policy Review and Training

- This policy will be reviewed annually and updated as necessary.
- Anyone PAWLI finds to have committed these acts of harassment will be subject to discipline or removal from the PAWLI Association by the Board of Directors.,

IO EMAIL GROUP GUIDELINES

- 1) You must post a clear and direct question or statement in the title of your emailed post submission. This makes it easy for members to decide if a post warrants their time to read.
- 2) This forum is not a personal advice platform.
- 3) The PAWLI email group is primarily intended for open-ended discussion questions and requests for professional advice on specific situations. Questions that already have a definite correct answer OR may be researched easily (for example, through Google) should not be asked on the forum.
- 4) Rhetorical and loaded questions (in which you are asserting an opinion, bias, or leading respondents towards expressing a specific opinion) will be removed. The PAWLI email group is not your soapbox or advertising platform. Posts attempting to promote a specific agenda, to gain publicity, promote a cause or charity drive, or publicly shame a person or entity will be removed.
- 5) Soliciting money, goods, services, or favors is not allowed, other than looking for assistance in the form of a subcontracting job.
- 6) All users are expected to be respectful to other users at all times and conduct their behavior in a civil manner. Personal attacks or comments that insult or demean a specific user or group of users will be removed, and regular or egregious violations will result in a ban.
- 7) When appropriate, use the "REPLY TO SENDER" option to communicate with a respondent to your question directly instead of notifying the entire group.
- 8) Comment replies consisting solely of images will be removed (_(ツ)_~, etc.), but large ASCII images and vertical text do not add value to the discussion and will be treated as spam.
- 9) All posts must have a signature line at the bottom of your comments.

Violations of the above rules will result in having your account moderated. Repeated violations will result in a ban.

If you do not understand these rules, or disagree with something in these rules, please contact the PAWLI President offline for more background in understanding the established guidelines.

Note: Friendly levity is allowed.

GENERAL INFORMATION

LICENSING – Wisconsin State Licensing is regulated through the Department of Safety and Professional Services, (DPS). [DPS Home \(wi.gov\)](#)

- Individual Private Detective licenses renew every two years on even years.
- Private Detective Agency licenses renew every two years on odd years.
- All licenses must be renewed by August 31st of the renewal year.

The general rule according to DPS is that if a license is issued within 12 weeks of the expiration date, it will be good through the next renewal period.

- Example: If either license is issued in the months of June, July, or August, you will renew in two years.
- License is issued between June and August 2022; it is good through 8/31/2024 and does not need to be renewed in 2022.
- If a license is issued within that 12-week timeframe and the credential shows an expiration date in August of the current year, contact DPS as it is likely an error in their system and it should not require renewal.
 - DSPSCREDsecurity@wisconsin.gov
- If a license is issued in the months of January through May, the license is required to be renewed in the current year by August 31st.

LINKEDIN

PAWLI has a LinkedIn page for the purposes of professional networking.

[The Professional Association of Wisconsin Licensed Investigators, Inc.](#)



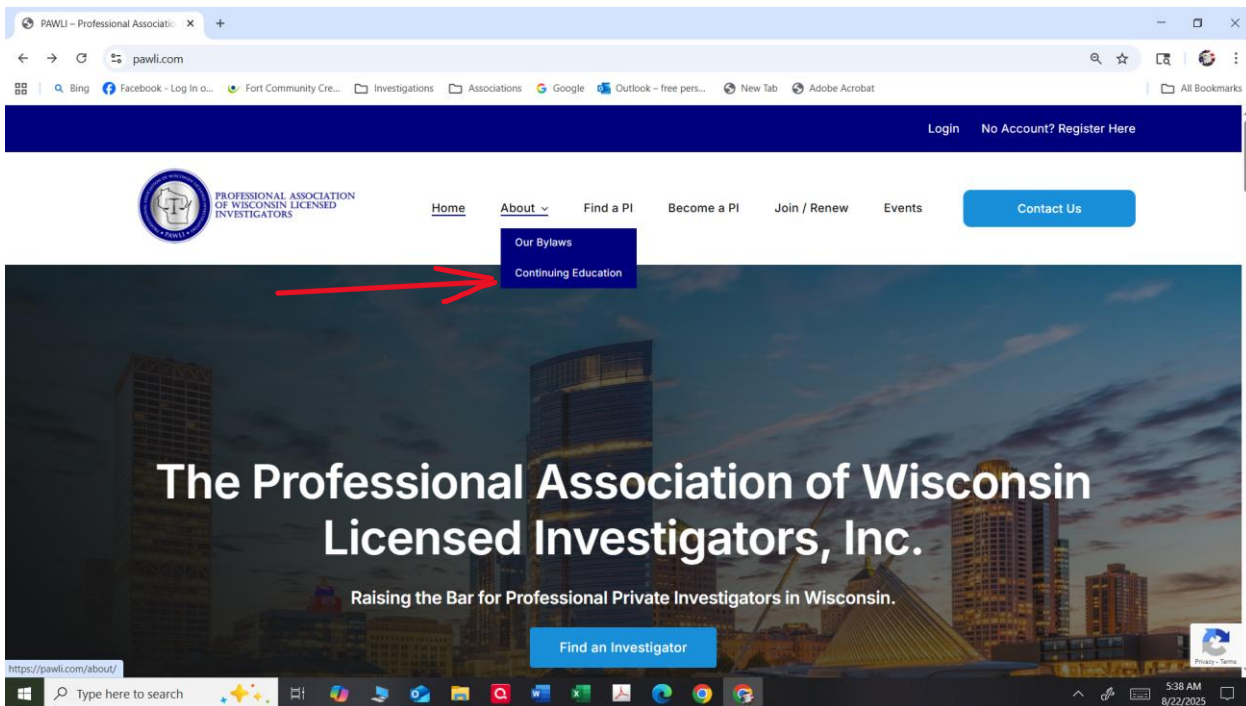
The Professional Association of Wisconsin Licensed Investigators, Inc.
Security and Investigations
Madison, Wisconsin · 136 followers
Raising the Bar for Professional Private Investigators in Wisconsin

View all 2 employees

TRAINING OPPORTUNITIES

Associates in Forensic Investigations Association Partners Program provides discounts on training courses to PAWLI members. Members will receive 25% discount on all courses offered by **Associates in Forensic Investigations**.

The link to the courses offered can be found on our web page under the "About" tab. hover over the "about" and scroll down to the Continuing Education section. Click on Continued Education which will take you to the investigative courses page. Prior to doing this, send an email to associates@investigativecourses.com requesting the PAWLI discount code for investigative courses to get the 25% discount.



[InvestigativeCourses.com](https://www.investigativecourses.com) is developed by Dean A. Beers, CLI, CFDI-Expert and Karen S. Beers, BSW, CFDI-SME of Associates in Forensic Investigations, and has offered distance learning webinars since 2012. PAWLI members receive a 25% discount by using a unique link and discount code.

LEGISLATIVE AFFAIRS

If you are interested in monitoring local, state, and national legislative news that impacts our profession, here are a few options and links.

- **Wisconsin State Legislature Home Page**
 - Use the Notification Services link on this main page to sign up for legislative updates by email.
<https://legis.wisconsin.gov/>
- **On Point — by the Wisconsin State Public Defender**
 - Covers Wisconsin legal developments, including court decisions. Enter your email address to get updates on court rulings.
<https://www.wisconsinappeals.net/>
- **Congress.gov | Library of Congress**
 - Search and track legislation at the federal level through the Library of Congress.
<https://www.congress.gov/>
- **Legislative Priorities - NCISS**
 - Join NCISS to support efforts to protect our industry from proposed legislation and issues affecting the Investigation and Security Professions. Receive updates from the full-time lobbyist working on our behalf in Washington, DC.
<https://nciss.org/legislative-priorities>

ADDITIONAL RESOURCES

- **Assigned Counsel Division (ACD) Manual**
ACD Manual updated 11/17/22 by the Wisconsin State Public Defender.
<https://www.wispd.gov/>
- **Civil Process Manual (Wisconsin)**
Manual hosted by Wisconsin Civil Process Group. Not officially updated by WIDOL.
<https://wiscpg.com/>
- **Wisconsin Rules on Civil Procedure**
Official procedural rules for Wisconsin courts.
<https://docs.legis.wisconsin.gov/statutes/statutes/801>
- **Process Serving Rules - ServeNow.com**
Summarized Wisconsin rules for process servers.
<https://www.serve-now.com/resources/process-serving-laws/wisconsin>
- **Wisconsin Physical Evidence Handbook**
Guidelines for evidence handling in Wisconsin.
https://www.doj.state.wi.us/sites/default/files/dles/ptt/2021_physical-evidence-handbook-2017.pdf

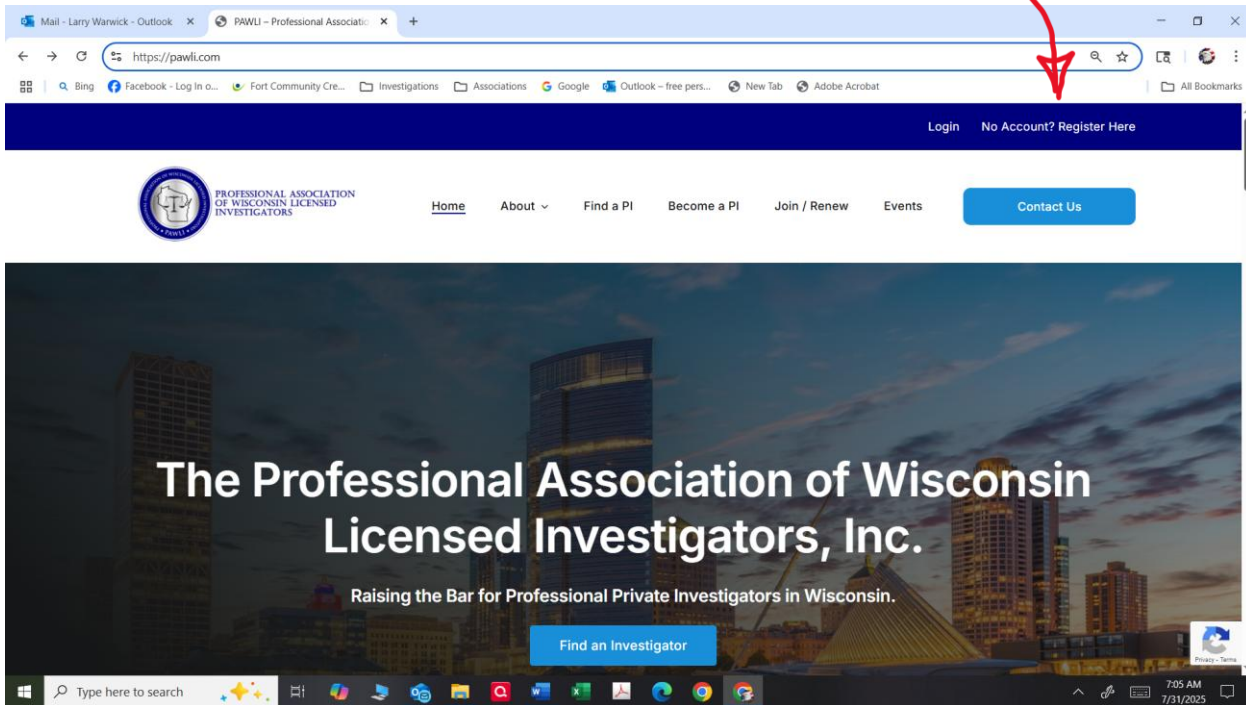
Expanded Resources for Legislative and Professional Development

Below are additional online platforms and organizations that can enhance your knowledge and keep you informed about developments in law, investigations, and professional standards:

- **Wisconsin Law Library - Legal Research**
Provides free access to statutes, administrative code, and case law research tools.
<https://wilawlibrary.gov/>
- **National Association of Legal Investigators (NALI)**
Professional association offering training, certification, and advocacy for legal investigators.
<https://www.nali.com/>
- **American Society for Industrial Security (ASIS International)**
Global security association with industry standards, events, and certifications.
<https://www.asisonline.org/>
- **Wisconsin Court System - Case Access**
Public access to Wisconsin court case records.
<https://wcca.wicourts.gov/>

PAWLI Web site: PAWLI.com

As a new member, go to No Account? Register Here



1. Reset Your Password (If Needed)

- Visit the [Password Reset Page](#).
- Enter your email address and follow the instructions to reset your password.
- If you're unsure of your email, you can find it in the [Member Directory](#) by searching for your name. Your profile may contain your registered email.
- CHECK YOUR SPAM FOLDER!

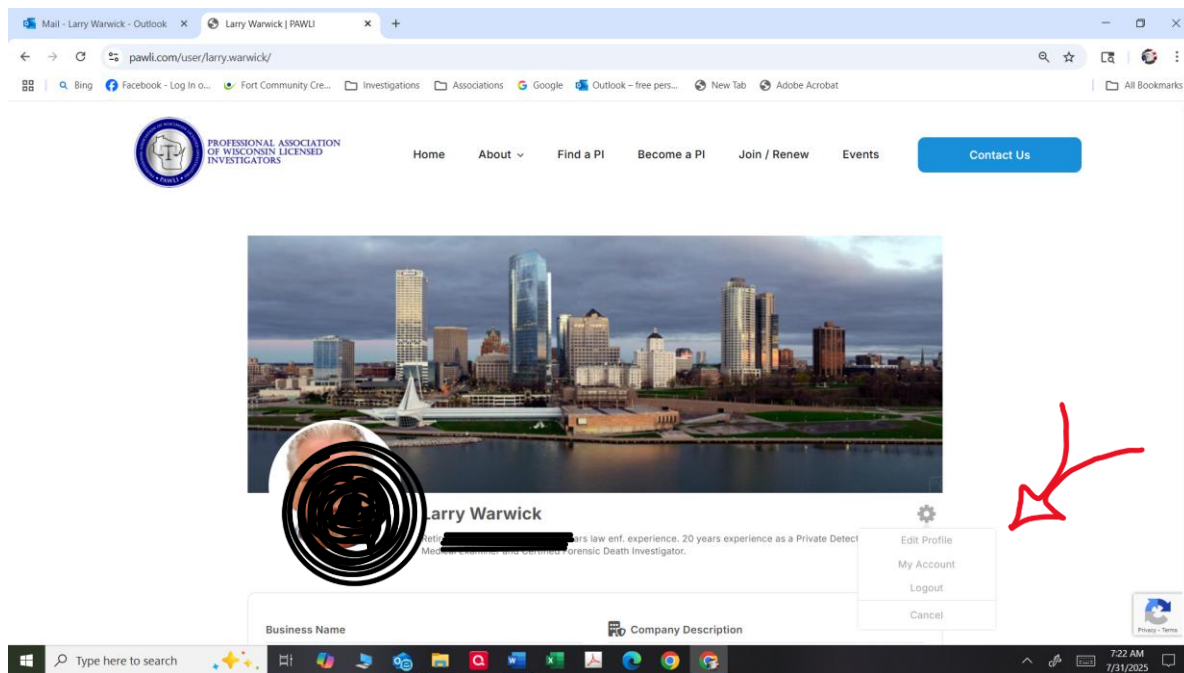
2. Log In to Your Account

- Once you've reset your password, go to the [Pawli login page](#) and log in using your email and new password.
- This will take you to your member profile.

3. Access the Profile Settings

- Once logged in, navigate to your profile page.

Click on the **Gear Icon** (⚙️) located on the right-hand side of your profile. (See image below for reference.)



1. Update Your Information

- Fill out all necessary fields with your latest information.
- We recommend adding a **profile picture** and a **cover photo** for a complete profile look.
- **Save Your Changes**
- Scroll to the bottom of the page and click "**Update Profile**" to save your changes.
- That's it! Your profile is now updated.

Phone Number

Investigation Services

<input type="checkbox"/> Accident Investigations	<input type="checkbox"/> Asset Investigations
<input type="checkbox"/> Background Investigations	<input type="checkbox"/> Corporate Investigations
<input type="checkbox"/> Digital Forensics	<input type="checkbox"/> Domestic Investigations
<input type="checkbox"/> Expert Witness	<input type="checkbox"/> Insurance Investigations
<input type="checkbox"/> Legal Investigations	<input type="checkbox"/> Skip Tracing / Locates
<input type="checkbox"/> Surveillance	

If you need help or assistance, feel free to reach out to support@investigatormarketing.com for help. Their team is available to assist you with password resets and general questions related to accessing your account. However, please note that their support is limited to login assistance and **will not** include updating individual profile fields on your behalf. For any questions regarding the website modifications, directory modifications, or why certain elements appear as they do, please contact the **PAWLI team directly**, as these matters fall outside the scope of Investigator Marketing's support.

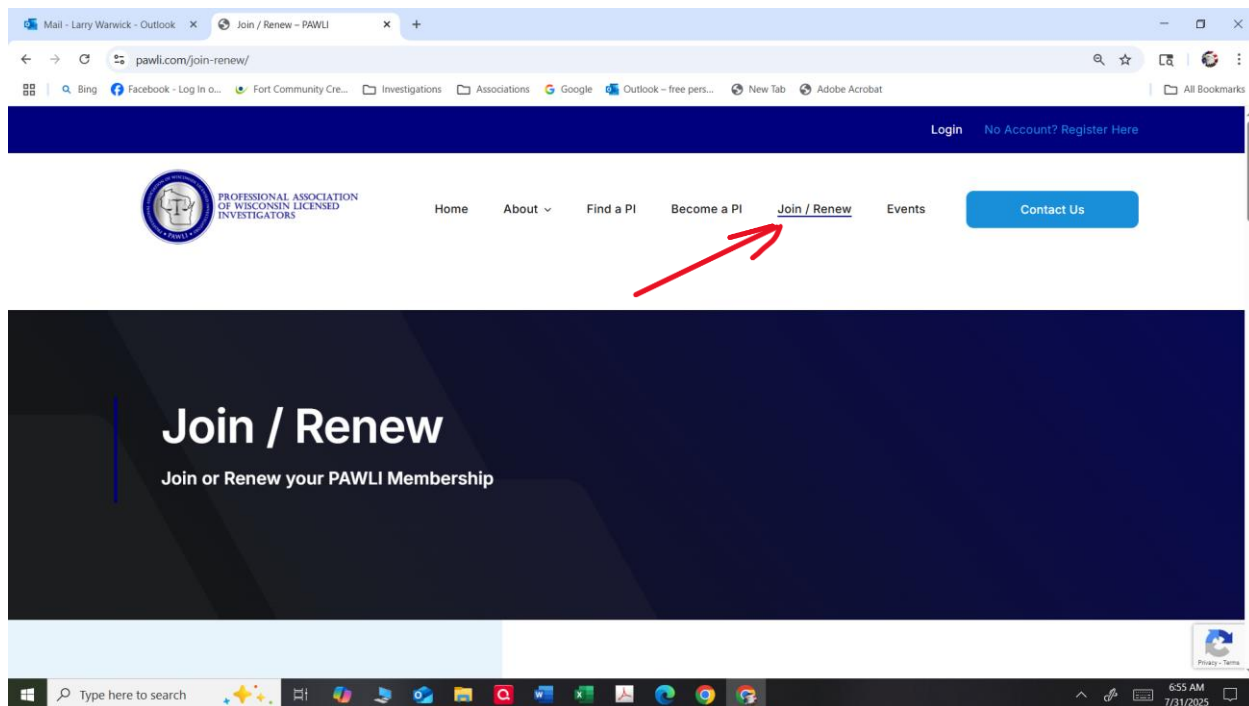
MEMBERSHIP RENEWAL

November is membership month. All memberships expire on November 30th. Please renew your membership for PAWLI beginning November 1st through November 30th. Membership in PAWLI is \$85 per member, \$65 per additional members from the same Agency and \$65 for Associate membership (unlicensed).

Two ways to pay:

1. PayPal
 - a. If you do not have a PayPal account you will still use the PayPal platform to pay by debit or credit card. (See below)

2. By check or money order to
 - a. PAWLI Treasurer
Address is provided in annual membership dues email or located on the PAWLI website and directory.



Mail - Larry Warwick - Outlook x Join / Renew - PAWLI x +

pawli.com/join-renew/

Bing Facebook - Log In o... Fort Community Cre... Investigations Associations Google Outlook - free pers... New Tab Adobe Acrobat All Bookmarks

Member Information

Member Name *

First Last

Phone * (201) 555-0123 **License Number (Type NA for Non-Licensed)**

Company Name **Email ***

ASSOCIATE MEMBERSHIP

This membership level is intended for **Non-Licensed** members. It is primarily aimed at students or non-licensed individuals who work within the industry. This membership will allow you to attend our conferences and network with other PIs at our training events and yearly seminar.

Signup for Associate Membership - \$65.00

FULL MEMBERSHIP

This membership level is intended for License holders. Full members are permitted to use the PAWLI logo and name in their advertising, and get a membership listing at PAWLI.com where you can post information about your business, your specialties, and coverage area and get more work.

Signup for Full Membership - \$85.00

ADDITIONAL MEMBERSHIP

Agencies with more than one licensed individual on staff may purchase additional full memberships for their other license holders at a reduced cost.

Signup for Additional Membership - \$65.00

Address *

6:58 AM 7/31/2025

Mail - Larry Warwick - Outlook x Join / Renew - PAWLI x +

pawli.com/join-renew/

Bing Facebook - Log In o... Fort Community Cre... Investigations Associations Google Outlook - free pers... New Tab Adobe Acrobat All Bookmarks

ADDRESS LINE 2

City State / Province / Region

Postal Code --- Select country --- Country

Authorizations

Total
\$0.00

Payment Information *

Credit Card
PayPal Checkout
Credit Card

Card Number Expiration Date Security Code Card Holder Name

Submit

7:01 AM 7/31/2025

PAWLI IO Group Listserv

You will also receive the following email inviting you to join the Association's listserv if you choose to do so. Good information there, referrals, questions and answers, etc.

* * * * *

Hello _____,

You have been invited by Larry Warwick <lwarwick1250@gmail.com> to join the Groups.io group *pawli@groups.io*.

If you have questions about this invitation, send them to **pawli+owner@groups.io**.

To accept the invitation, please reply to this email, or you may [accept the invitation](#) on the website. This link will expire in 14 days.

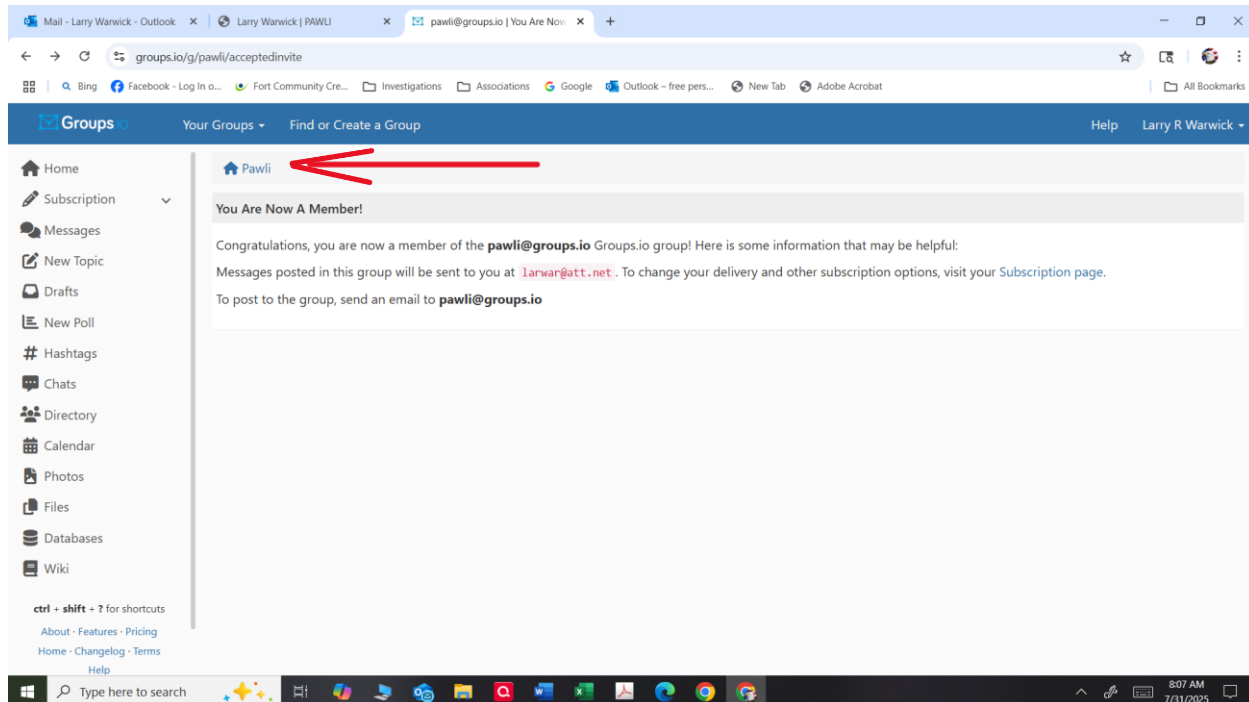
If you are not interested, or if _____ is not your email address, please ignore this email.

Cheers,

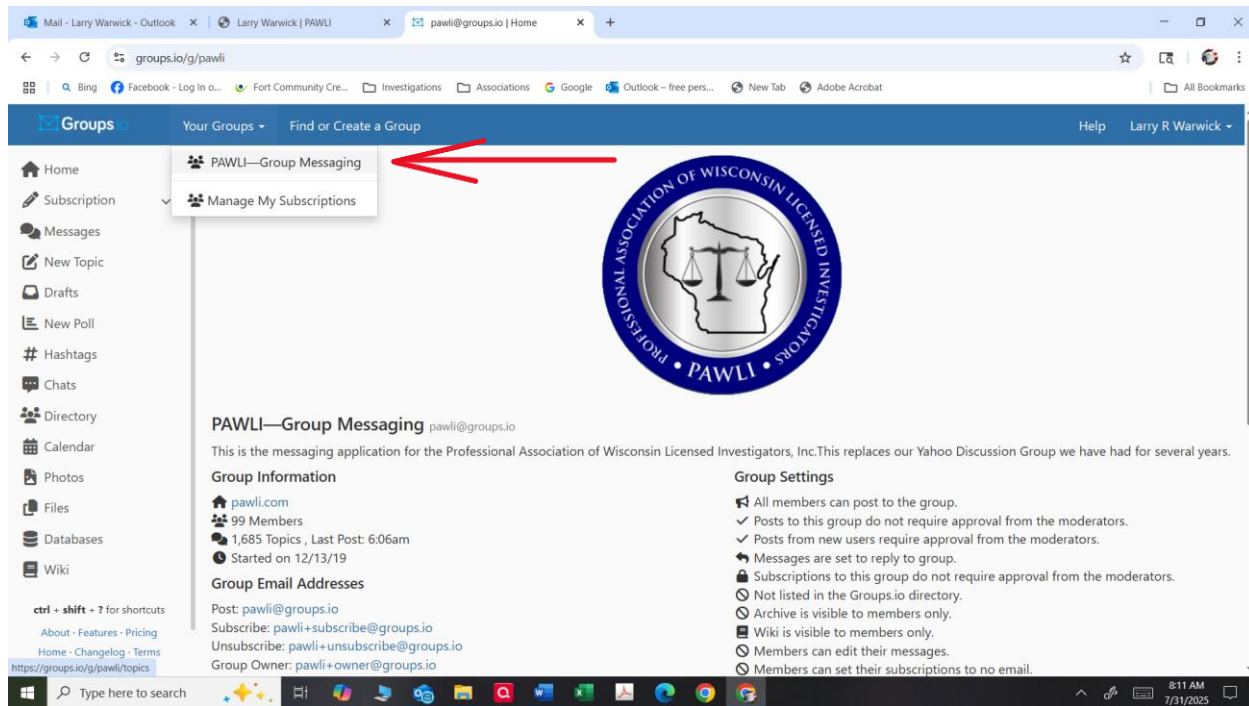
The Groups.io Team

* * * * *

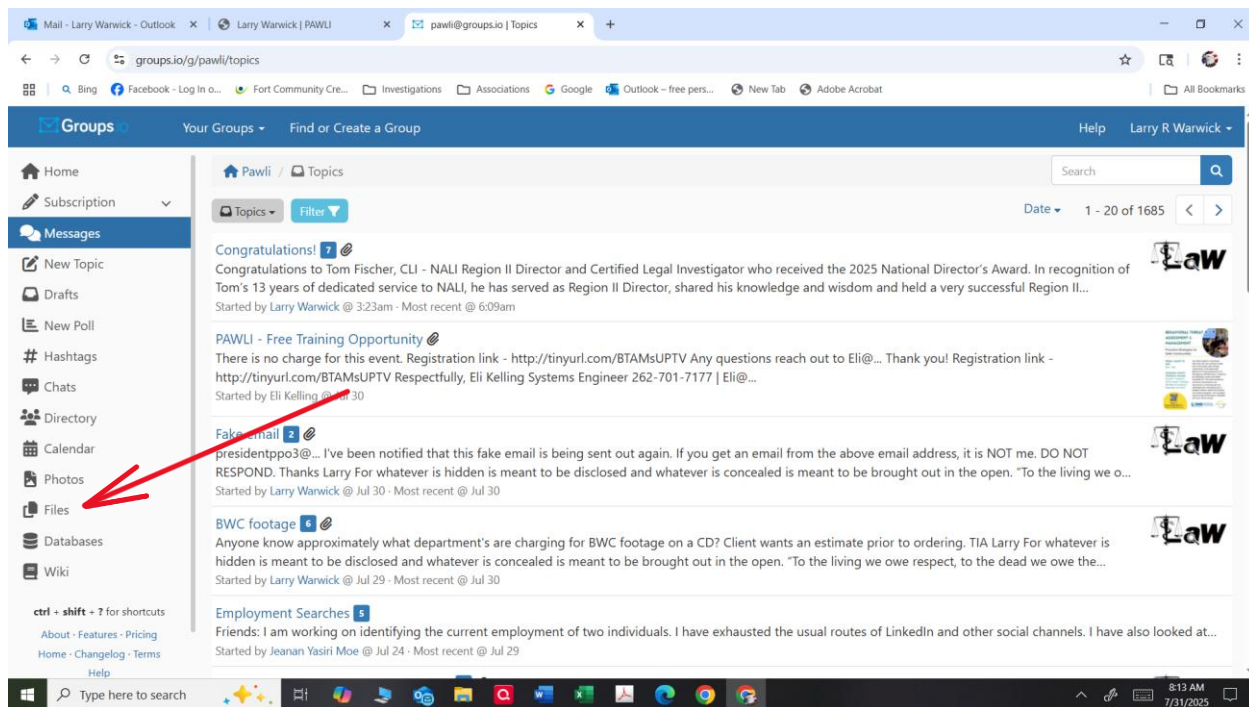
Upon joining the IO group you will see this message:



Go to Pawli for navigation



The left-hand menu fully expands to display all available site options. By selecting Files, you will be able to access PAWLI documents such as meeting minutes, policies, etc.



Select the documents you want to view or download by clicking on the document name. Members can click on the “Created” column header to sort ascending or descending to view recent documents first.

Name	Type	Uploaded By	Size	Created	Updated
22-06-30 Approved Minutes.docx	File	Larry Warwick	30 kB	Oct 10	Oct 10
PAWLI Code of Ethics.pdf	PDF	Larry Warwick	117 kB	Jul 20	Jul 20
22-03-25 Approved minutes.docx	File	Larry Warwick	39 kB	Mar 28	Mar 28
22-03-23 Approved minutes.docx	File	Larry Warwick	37 kB	Mar 28	Mar 28
22-01-27 Board minutes.docx	File	Larry Warwick	32 kB	Mar 17	Mar 17
January 2022 Board minutes					
21-09-30 PAWLI Minutes.docx	File	Larry Warwick	15 kB	10/20/21	10/20/21
21-06-17 PAWLI Approved Minutes.pdf	PDF	Larry Warwick	79 kB	06/21/21	06/21/21
21-06-17 Board Meeting Minutes					
21-03-25 PAWLI Minutes.docx	File	Larry Warwick	17 kB	06/21/21	06/21/21

Members can control the email traffic from pawli@groups.io by logging in to the PAWLI groups.io members area and going to **Subscription** in the expanded menu and selecting the preferred email delivery.

Members can also select **No Email** if they wish to remove themselves from the list serve all together.

Subscription

Email Delivery

- Individual Messages**
Receive each message in an individual email.
- Full Featured Digest**
Receive up to 12 messages grouped together in one email instead of receiving each message individually (rich text formatting).
- Plain Digest**
Receive up to 12 messages grouped together in one email instead of receiving each message individually (plain text formatting).
- Daily Summary**
Receive one email every morning that contains only a list of the topics posted to the group the previous day.
- Special Notices Only**
Receive only special notices sent by the moderators. (Go to the group's website to view other messages.)
- No Email**
Receive no group messages by email but remain subscribed so you can view content on the group's website.

PI MAGAZINE

Full Membership of \$85.00 includes an annual subscription to PI Magazine, the leading publication for professional investigators across the nation.

Subscription details:

- Bi-monthly (one issue every 2 months)
 - January/February
 - March/April
 - May/June
 - July/August
 - September/October
 - November/December
- Subscriptions begin January of each year

Renewal Process:

- Beginning in October, members will receive automated email notices from PI Magazine regarding subscription expirations. These notices can be disregarded if you are renewing your Full Membership, as PAWLI handles renewals directly with PI Magazine.
- After members renew their Full Membership, PAWLI compiles and sends a list of eligible members to PI Magazine in January for the new annual subscription cycle.
- Members should ensure that their profile includes a current and accurate mailing address, as this is where subscription copies will be sent.

About PI Magazine:

PI Magazine is a respected and highly regarded industry publication tailored specifically to the needs of professional investigators. Each issue features investigative techniques, case studies, technology updates, business development strategies, and interviews with top experts in the field. It serves as both an educational tool and a source of industry news, helping members remain competitive and informed.

Benefits of PI Magazine Subscription for PAWLI Members:

- Access to expert insights, investigative resources, and practical field tips.
- Updates on legislation and regulations affecting investigative professionals.
- Coverage of national and regional investigative conferences and events.
- Product reviews on tools, software, and technology used in the profession.
- Networking opportunities through featured profiles of investigators and agencies.
- Articles highlighting ethical standards, legal considerations, and best practices.

Assistance:

- If your profile is current, your Full Membership is active, and you have not received your subscription, please contact the PAWLI President or any Board Member for assistance. PI Magazine's customer service may also help if you provide your updated mailing information.

PAWLI CONFERENCE SPONSORSHIP

LEVEL 1 - \$1,100

- Website advertising on our home page for one year (valued at \$250).
- Your banner is prominently displayed in the conference room (banner provided by vendor).
- 45-minute speaking opportunity at our conference on Thursday or Friday.
- Logo featured on the official conference schedule.
- Vendor booth fee, meals, and banquet included (valued at \$250).

LEVEL 2 - \$900

- Website advertising on our home page for one year (valued at \$250).
- 30-minute speaking opportunity on Thursday afternoon at our conference.
- Logo featured on the official conference schedule.
- Vendor booth fee, meals, and banquet included (valued at \$250).

LEVEL 3 - \$700

- 20-minute speaking opportunity on Thursday afternoon at our conference.
- Logo featured on the official conference schedule.
- Vendor booth fee, meals, and banquet included (valued at \$250).

BASIC - \$250

- Option 1: Vendor booth fee, meals, and banquet (no speaking opportunity) (valued at \$250) plus logo on the conference schedule.
- OR
- Option 2: Website advertising on our home page for one year, plus logo on the conference schedule.

PROFESSIONAL ASSOCIATION OF WISCONSIN LICENSED INVESTIGATORS, INC.

BYLAWS AND CONSTITUTION

ARTICLE I — Name and Purpose

- SECTION 1. The name of the Association shall be the Professional Association of Wisconsin Licensed Investigators, Incorporated, hereinafter referred to as the Association.
- SECTION 2. The purpose of the Association shall be to:
- A. Promote the highest possible standards of professionalism among those engaged in practice as a private detective and or as a private detective agency.
 - B. Represent the interests of the Association in matters of public policy.
 - C. Promote respect and confidence in the profession of private investigation among those in government, business and in the general public.
 - D. Provide professional growth and training opportunities for Members of the Association.

ARTICLE II — Membership

- SECTION 1. **Member:** A member shall be an individual currently licensed by the state of Wisconsin under §440.226, Wisconsin Statutes, and working as or for a licensed private detective agency, or an individual previously so licensed but now retired, as long as they have not been convicted of a state or federal felony. Only Members shall have voting privileges and be eligible to hold office.
- SECTION 2. **Associate Member:** An Associate Member may be an individual who is not a licensed private detective in the state of Wisconsin, who has related interests, or association to the field of private investigations. An Associate Member shall not have voting privileges and shall not be eligible to hold office. An Associate Member shall be eligible to participate in other functions of the Association, except those, which are excluded by the board of Directors from time to time.
- SECTION 3. **Dues:** The annual dues for membership in the Association shall be determined by the Board of Directors and may be changed by a majority vote of a quorum of the Board of Directors in regular meeting. Dues shall be payable December 1st of each year in order to finance the subsequent Annual Meeting. It is the responsibility of every Member and Associate Member to submit his or her dues on time; failure to

do so will result in the termination of Membership at the beginning of the association's Annual Meeting. If membership dues are not paid by January 1, of the calendar year, the member will be removed from the organization.

SECTION 4. **Code of Ethics:** All Members and Associate Members shall observe the Association's Code of Ethics (found on the Association's website), as promulgated and amended from time to time by the Board of Directors.

SECTION 5. **Approval and removal:** The Membership Committee shall approve New Members and Associate Members.

Any member or person applying for membership in the Association who has engaged in the following conduct:

1. Prejudicial to the interests and objectives of the Association;
2. Has engaged in unethical or unprofessional conduct;
3. Has been convicted of any illegal or criminal activities under state or federal law;
4. Or who has been reprimanded, suspended, terminated or subject to civil, criminal or administrative proceedings in their previous occupation, or in relation to Wisconsin State licensure requirements.

Shall be subject to denial or termination of Membership upon three-fourths vote of the Board of Directors, following the findings of the Internal Affairs Committee.

Any member terminated or denied Membership under this provision shall not be eligible for reinstatement to Membership for a period of two (2) years and may only be reinstated by unanimous approval by the Board of Directors.

The Association reserves the right as a private association of Members to conduct background checks of Members and applicants for any reason at anytime and that the Association reserves the right to deny or terminate any Membership based on a background check and information brought out during the vetting process.

ARTICLE III - Membership Meetings

- SECTION 1. **Annual Meeting:** An Annual Meeting of the Association shall be held in the months of March, April or May at a time and location determined by the Board of Directors. Annual Meetings shall be for training, for the elections of officers, and for transaction of any other business, which needs to be addressed.
- SECTION 2. **Special Meetings:** Special Meetings of the Membership may be set by the Board of Directors, the President or 25% of the Members of the Association.
- SECTION 3. **Notice of Meetings:** Written, printed or electronic notice stating the place, day and hour of any meeting of the general Membership, or Special Meeting shall be given to each Member and Associate Member not less than 10, nor more than 60 days before the meeting. If notification is by the USPS, the notice shall be deemed given when deposited in the USPS.
- SECTION 4. **Quorum:** (“The minimum number of officers and members of a committee or organization, usually a majority, who must be present for the valid transaction of business.”) The Members attending an Annual Meeting shall constitute a quorum.
- A quorum for a Special Meeting is 25% of the Association Members. If a quorum is not present at a Special Meeting, a majority of Members in attendance may adjourn the meeting to a subsequent date.
- SECTION 5. **Parliamentary Procedure:** *Roberts Rules of Order* shall govern the organization in all cases.

ARTICLE IV — Executive Officers

- SECTION 1. **Officers and Terms:** The Executive Officers of the Association shall be the President, Vice President, Secretary, Treasurer and a Past President. They shall be elected by the Members from the slate of Board of Directors at the Annual Meeting, and serve terms of two years, with each term ending at the conclusion of the appropriate Annual Meeting.
- The President and Treasurer will be elected in the even-numbered years. The Vice President and Secretary will be elected in the odd-numbered years.
- SECTION 2. The qualified candidates shall be presented to the general membership by written announcements appearing in PAWLI Lit Server or special newsletters preceding the Annual Conference. Candidates may inform the membership of their candidacy one time using the PAWLI Listserv. Such notice shall be limited to stating the office they are seeking and for what term. No candidate statements or other advocacy writings supporting or opposing any candidate or measure shall be posted to the PAWLI Listserv. The new

candidates must supply their resume by January thirty-first (31th) of the calendar year in order to notify the membership of their candidacy.

SECTION 3. No person shall be eligible to hold any elected office unless he or she has been an active member in good standing for one year immediately prior to the Annual Meeting. "Good standing" shall mean active membership, uninterrupted by expulsion, suspension, or forfeiture of membership by non-payment of dues.

SECTION 4. In the event there are no declared candidates for any elected position, nominations will be accepted from the floor at the Annual Conference.

SECTION 5. All active members in good standing shall be allowed the opportunity to vote in the annual election of officers. Such authorized members may vote for all candidates on the ballot.

- A. Votes may be cast:
 - (i) Electronically, via e-mail or other electronic means approved by the Board of Directors;
 - (ii) In person at the Annual Conference; or,
- B. All ballots will be verified and counted by the Election Committee. After the election is verified, the Election Committee Chair shall report to the membership the results of the election, including all vote counts. All ballots shall be preserved until the Annual PAWLI Conference, and destroyed after the votes are verified and the membership votes to destroy them at the Annual Conference. If the elections are challenged, then they shall be preserved until the resolution of the challenge. All candidates shall be notified by the Election Committee Chair of the results of the election no later than twenty-four (24) hours of completion of the ballot tallying.

SECTION 6. **Removal:**

- A. Any officer may be removed by a majority vote of the Members with cause;
- B. Any officer may be removed by a majority vote of the Board of Directors in the event the officer fails to attend two Board of Directors meeting without good cause;
- C. If an Officer or Director is accused of malfeasance, a special Board of Directors meeting shall be called. A minimum of 2/3 of the Board Members, with exception of the accused, must be present to constitute a quorum for this purpose;
- D. The accused Officer or Director must be in writing at least fourteen (14) days prior to the special meeting.
- E. If the necessary votes are obtained, his/her term of office shall be vacated immediately. Proxy votes shall not be used in these proceedings. An appeal from such a ruling must be made within 10 days. Pending appeal, the decision

of the board is final.

SECTION 7. Vacancies:

An executive Officer may resign at any time by delivering written notice to the President or Secretary of the corporation. In the case of any vacancy due to the resignation, absence, or disability of any general officer of the corporation, the Board of Directors may delegate his/her duties to one of the other officers or to a member of the Board of Directors until the return or recovery of the absent or disabled officer. In the event that both the office of President, as well as the Vice President become vacant through death, resignation, or otherwise, the Board of Directors shall elect a President and vice President to serve the remainder of the terms.

1. A vacancy in any of the principal offices, excluding the Presidency, due to death, resignation, removal, disqualifications or otherwise, shall be filled by the Board of Directors through the majority vote, or by appointment by the President. The appointment shall be for the remainder of the term of the vacated office.

SECTION 8. Duties of the Executive Officers:

A. President:

1. Chief Executive Officer of the Association;
2. Presides over all Board of Directors and Executive Committee meetings;
3. Is an ex-officio member of all committees;
4. Is authorized to execute contracts on behalf of the Board of Directors;
5. Is the official spokesperson for the Association;
6. Appoints committee chairpersons and committee Members;
7. May be signatory to the Association checking account and other financial accounts, along with the Secretary or any other proper officer of the association authorized by the Board of Directors.

B. Vice President:

1. Assumes the duties of the President when there is a vacancy, or when the President is unable or unwilling to perform his/her duties;
2. Serves as a standing member on the Program and Training Committee

3. Shall delegate to another Director or Member the responsibilities for regional training.

C. Secretary:

1. Records, maintains and distributes resolutions, minutes and proceedings of the Association and the Board of Directors;
2. Is custodian of the association minutes;
3. Is custodian of the Association Corporate Seal;
4. Provides copies of any resolution, minutes and proceedings of the Association and the Board of Directors to any member or Associate Member upon request.

D. Treasurer:

1. Provides a Treasurer's report at each meeting of the board of Directors and Executive Committee, and at other times when directed by the President;
2. Provides monthly, quarterly and annual written financial reports to the Board, and as directed by the President;
3. The funds, books and other financial records in the treasurer's care shall at all time be subject to verification and inspection by the Executive Committee;
4. Is chairperson of the Finance Committee;
5. Promptly deposits all Association funds in the Association checking account;
6. Promptly pays all legitimate budgeted Association expenses incurred in the normal course of business, and all other expenses approved by the Board of Directors;
7. Presents the financial records of the Association to the Executive Committee for audit immediately following the end of the Association fiscal year;
8. Shall give bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Directors shall determine but at no cost to the treasurer;
9. Assists in the preparation of the Association annual budget;
10. Serves as primary signatory to the Association checking account.

ARTICLE V — Board of Directors

SECTION 1. A. Duties of the Board of Directors

The control and management of the affairs of the Association shall be vested in the Board of Directors consisting of the Executive Officers and the Directors elected at large.

- (i) The number of Executive Officers elected at large. The number of Directors shall be set at nine (9). All Directors shall be Members, the Association and shall remain in good standing throughout the term of their respective offices. Failure to remain in good standing is grounds for removal from the Board of Directors. As a member of the board, the Directors will participate in the activities of one or more committees as chairpersons or contributors and contribute to at least one Newsletter per year.

B. Contracts/Instruments:

The Board of Directors may authorize any officer or agent of the Association to enter into any contract or execute and deliver any instrument of the Association. Such authority may be general or confined to specific instances.

C. Amending Bylaws:

The Board of Directors and the Executive Officers may amend these bylaws by at least a majority of the 9 Board Members' affirmative votes, subject to the following:

1. The proposed amendment shall have been set forth in the meeting notice.
2. The new amendment shall not affect an amendment to the Bylaws adopted at a Membership meeting within the past twelve (12) months.
3. The amendment shall not affect the qualifications and term of any member of the then existing Board of Directors.

SECTION 2. **Director Terms:** The term of each Director shall be for two years. The terms shall end at the conclusion of the Annual Meeting held in the appropriate year.

SECTION 3. **Vacancies:** A vacancy in a Director position shall be filled by appointment by the Board of Directors, or the President for the remainder of the vacant term of the office. (If a dispute exists between the selection of the President and the selection of the Board of Directors, the Board's selection shall prevail.)

SECTION 4: **Meetings:** The Board of Directors shall meet at least four (4) times a year at regular intervals: The first meeting shall be held at the conclusion of the Association’s Annual Meeting, with the newly elected officers and Board Members. Two of the quarterly meetings may be conducted utilizing available technology. The fourth meeting will be held at the beginning of the subsequent Annual Meeting.

Twenty-five percent (25%) of the annual seminar fees will be waived for each Board Member for each board meeting that is attended.

A Board Member who does not pay their dues by their membership due date does not qualify for the waived fees.

Special Meetings of the *Board of Directors* may be called by the President or by five (5) Members of the board.

Notice of all meetings shall be as prescribed in Article 3, Section 3 of these bylaws.

SECTION 5: **Quorum:** A quorum for the transaction of business at any regularly scheduled meeting of the Board of Directors shall consist of a majority of its Members. If the meeting is held by electronic means, a quorum shall consist of a majority of the Directors. An Officer or Director may appoint another member of the Board to act as their proxy to vote on their behalf in the event the Officer or Director cannot attend a meeting or special meeting. However, the assignment of a proxy shall not be used to constitute a quorum.

SECTION 6. **Additional Meetings:** The Board of Directors may take any action by use of electronic means, as long as a quorum is convened.

SECTION 7. **Minutes:** The minutes from all meetings shall be taken and transcribed by the Secretary or a designee, and posted on the Association’s website within two weeks of the meeting.

SECTION 8. **Removal:** In the event an Officer or Director is accused of malfeasance, a special Board of Directors meeting shall be called, at which **all** Board Members, with the exception of the accused, must be present. The accused Director must be notified of the meeting and allegations in writing at least fourteen (14) days prior to the Special Meeting. A quorum of the meeting shall be 2/3 of the entire board. A vote of 2/3 of those attending is required to remove the accused from office. If the necessary votes are obtained, his/her term of office shall be vacated immediately. Proxy votes shall not be used in these proceedings. An appeal from such a ruling must be made within 10 days. Pending appeal, the decision of the board is final.

ARTICLE VI — Committees

SECTION 1.

Standing Committees: The President shall appoint the Members and chairperson of standing committees.

A. Executive Committee—Chaired by the President

1. Acts on behalf of the Board of Directors between Board Meetings;
2. May function as any other Association committee when a committee has not been constituted.

B. Finance Committee—Chaired by the Treasurer

1. Reviews and recommends the annual budget of the Association;
2. Reviews and recommends the financial procedures of the Association to ensure compliance with Generally Accepted Accounting Principles for non-profit organizations;
3. Monitors Association sales of materials and supplies;
4. Keeps written minutes of its meetings and reports.

C. Nomination Committee

1. Presents to the Membership at the Annual Meeting, slates of nominees eligible to serve as Directors of the Association Board.
2. Presents to the Membership at the Annual Meeting a slate of nominees eligible to serve as Officers of the Association.

D. Professional Review Committee

1. Makes recommendations on policies for private detectives and private detective agencies to the Board of Directors;
2. Receives and investigates complaints received by the Association and formulates recommendations to the Board of Directors.
3. May meet in closed session when considering disciplinary action of a Member or Associate Member.

E. Public Policy Committee

1. Monitors local, state, and national legislation and regulations that affect the private detective profession;
2. Recommends positions that the Association should take on proposed legislation and public policy;
3. Consults with Members who require assistance with local legal or public issues.

F. Programs and Training Committee - A minimum of three participating Members.

Responsible for planning, promoting, and conducting programs and services of the Association, including, but not limited to:

1. Annual conference;
2. Meetings and Seminars; Training events;
3. Publications including the Association newsletter;
4. Information and Referral Services.

G. **Membership Committee:** A minimum of two participating Members.

Reviews and recommends Membership practices to the Board of Directors;

1. Receives Membership applications; Verifies licensure with DSPS; Facilitates posing of new Members to the PAWLI website;
2. Participates in the Association's annual Membership Campaign;
3. Keeps written minutes of its meetings and reports to the President and Board of Directors;
Directs Members and Associate Members in obtaining the new, high-tech Membership cards.

H. **Public Relations Committee:** (Aided by members throughout the state as needed.)

1. Project the Professionalism and expertise of the resources offered by PAWLI Members; Create and maintain a database of all media outlets that could be used for publicizing and promoting PAWLI:
2. TV Stations,
3. Radio Stations,
4. News Papers,
5. Magazines, Internet Blogs, etc.
6. Create or arrange to attend events that will draw the interest of the public.

SECTION 2. **Special Committees:** The President may appoint Special Committees for any lawful purpose. They shall not make public statements, obligate the Association, or exist beyond the term of the appointing President, unless specifically authorized by the Board of Directors.

SECTION 3. **Quorum:** A quorum for the transaction of business by a standing committee and a special committee shall consist of a majority of its members.

ARTICLE VII—Nominations and Elections

- SECTION 1. **Ballots:** The names of announced candidates and nominees shall have their names on printed ballots for the election to be held at the Spring Annual Meeting.
- SECTION 2. **Write-ins:** Provisions shall be made to accommodate write-in candidates on the ballot.
- SECTION 3. **Secrecy:** The election shall be held by secret ballot. Said ballots shall be destroyed by the Secretary following the official and final announcement of the election results.

ARTICLE VIII—Amendments

- SECTION 1. **Procedure:** These bylaws maybe be amended by:
1. The Board of Directors, as provided in Article V, Section 1, subsection C of these bylaws; At the Annual Meeting of the Association, provided that the proposed amendment receives a favorable two-thirds of the vote. (See Article V, Section 5); A copy of the proposed amendment shall have been submitted to the Membership by USPS, by e-mail, or published in the newsletter prior to the Annual Meeting not less than 10, nor more than 60 days before the meeting. If e-mailed, the notice shall be deemed given when sent.
- SECTION 2. **Effective Date:**
Amendments shall take effect immediately upon approval.

ARTICLE IX—General

If any paragraph, provision, or part herein shall be contrary to any rule or regulation of the Wisconsin Department of Safety and Professional Standards, or in violation of any statute, said portion shall be deemed invalid.

ARTICLE X—Dissolution

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation

is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted: 01/09/2016

Posted: 09/20/2016

APPENDIX

ORGANIZATIONAL STRUCTURE

PAWLI is a NON-STOCK Corporation. PAWLI does not issue stock; therefore, there are no shareholders. Instead, PAWLI has members. Similar to a non-profit organization, a non-stock corporation is not organized for financial gain. PAWLI is established to provide a service to its members under a plan without any profit motive.

The organization is governed by a volunteer Board of Directors elected by the membership. While non-stock corporations are not tax-exempt by default, PAWLI's structure positions it to apply for 501(c)(3) status in the future, which could confer tax-exempt benefits.

Annual Compliance Requirements:

- File an Annual Report.
- File State and Federal Income Tax returns by March 15th.

WISCONSIN LOBBYING LAWS

The Wisconsin Legislative Reference Bureau has confirmed that PAWLI and/or its voluntary Legislative Chair position fits within a specific exception in state lobbying regulations, and therefore is not required to obtain a lobbyist license.

According to the Wisconsin Lobbying Guide (Page 7), an individual must obtain a lobbyist license if they are employed by and/or receive compensation from a lobbying principal for the purpose of lobbying—defined as attempting to influence legislative or administrative action by oral or written communication—on behalf of that principal, and if they meet certain statutory criteria under WIS. STAT. § 13.62(11).

However, the following exceptions apply:

- Individuals representing the views of a business or organization as unpaid volunteers do not need to be licensed or authorized as lobbyists.
- Individuals communicating those views only to legislators elected from the Senate and Assembly districts in which they reside also do not need to be licensed or authorized.

Reference:

Wisconsin Legislature: 13.62(11)

Wisconsin Lobbying Users Guide – July 2022

<https://ethics.wi.gov/Resources/LobbyingUsersGuideJuly2022.pdf>