

**CALIFORNIA CRIME AND INTELLIGENCE ANALYSTS ASSOCIATION
CONSTITUTION and BY-LAWS**

November 2003



CONSTITUTION and BY-LAWS

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CALIFORNIA CRIME AND INTELLIGENCE ANALYSTS ASSOCIATION CONSTITUTION and BY-LAWS

November 2003

PREAMBLE

The purpose of this state-wide organization is to promote exchange of crime and intelligence analysis information and to encourage increased professionalism in the crime and intelligence analysis field, through learning and training opportunities for all members.

ARTICLE I

ASSOCIATION

The name of this organization shall be the CALIFORNIA CRIME AND INTELLIGENCE ANALYSTS ASSOCIATION, and will be referred to in these bylaws as C.C.I.A.A..

ARTICLE II

ADMINISTRATIVE ORGANIZATION

SECTION 1: MEMBERSHIP

C.C.I.A.A. shall be comprised of Regional Crime and Intelligence Analyst Associations. Every member, in good standing, of one of the member Regional Associations shall automatically be a member of C.C.I.A.A.

As of 1/1/2004, each Regional Association will pay C.C.I.A.A. an annual membership fee of \$200.00.

SECTION 2: GEOGRAPHIC BOUNDARIES

The Association boundary will coincide with the California State boundary.

SECTION 3: REGIONAL CRIME ANALYSTS ASSOCIATIONS

Regional Associations may be established based on the geographic proximity of the law enforcement agencies involved. New Regional Associations may be accepted into membership of C.C.I.A.A. at any time with the approval of the existing C.C.I.A.A. Board of Directors. Each new Regional Association must, within one year of its formation, adopt a written constitution and by-laws that is not in conflict with the standards established by the C.C.I.A.A..

SECTION 4: GOOD STANDING/DEFINED

Good standing is defined as a currently paid member of an accepted Regional Association who has not been censured by their Regional Association.

SECTION 5: APPLICATION FOR ESTABLISHING NEW MEMBERSHIP BY A REGIONAL ASSOCIATION

- A. Every Regional Association must submit an application. The applicant association must have at least 10 members representing different agencies, have a specific geographic boundary, know what their target agencies are, and explain what services they plan to offer their members.
- B. Upon receipt of an application, the C.C.I.A.A. Board will have forty-five (45) days to review the application and to inform the applying Regional Association of its decision.
- C. If accepted, C.C.I.A.A will waive established annual fee for one year.
- D. If, in the judgment of the Board, the application is not appropriate, the Vice President: Membership will send a letter explaining the basis for the rejection.

ARTICLE III

DUES and FEES

SECTION 1: REGIONAL ASSOCIATION MEMBERSHIP DUES

- A. The C.C.I.A.A. Board will annually review the current assessment schedule (per calendar). Recommendations for changes to the fee schedule will be provided to the Regional Associations for approval.
- B. Each Regional Association will survey their members and advise the C.C.I.A.A. Board of the results. If a simple majority of the Regional Associations approve, then the new assessment schedule will be affirmed.
- C. The Treasurer shall invoice each Regional Association for appropriate dues after January 1 of each calendar year. Dues shall be considered delinquent after March 31.
- D. Any Regional Association more than three months in arrears on dues and fees will be considered not in good standing, and may be subject to censorship.

SECTION 2: INDIVIDUAL MEMBERSHIP DUES

All rights and responsibilities for levying dues and fees upon individual members and/or agencies shall rest with each Regional Association.

ARTICLE IV

MEETINGS

SECTION 1: MEETINGS

C.C.I.A.A. must have at least one annual meeting of the Board of Directors to be held at the annual conference. If needed, an additional meeting at mid-year will be arranged by the Board and the cost paid by C.C.I.A.A.. Each of the member Regional Associations shall have at least four meetings per year.

SECTION 2: EMERGENCY MEETINGS

An emergency meeting of the C.C.I.A.A. Board may be called by any of the Presidents of the Regional Associations or the Chairperson of the Board of the C.C.I.A.A.. Whenever an emergency meeting is called, the topic and explanation must be provided in writing prior to the meeting date.

SECTION 3: QUORUM

Representation by a simple majority shall constitute a quorum for the C.C.I.A.A. Board.

ARTICLE V

COMMITTEES

The C.C.I.A.A. Board may form as many committees as they deem necessary, either permanent or temporary.

There will be a standing committee called the Communications Committee. The Board Secretary shall chair the committee. The Chairperson will establish a liaison with each Regional Association for the purpose of acquiring information for the C.C.I.A.A. web site. The web site shall be updated quarterly or more frequently if necessary.

ARTICLE VI

CONFERENCE

SECTION 1: HOST ASSOCIATION

The annual C.C.I.A.A. Conference shall be held once during each fiscal year. Responsibility for organizing the conference shall rotate between all member Regional Associations (listed below). That Regional Association shall make the determination whether a co-host would be appropriate for their conference. If there is a co-host for the conference, the host association is responsible for collecting monies for registration, handling all accounting tasks (accounts payable/receivable), apply and complete all POST applications, and negotiate all contracts. The co-host association will not be placed in direct authority for these items.

Each host association will maintain and update documentation in the conference guidebook.

A co-host is defined as a non - C.C.I.A.A. organization.

If two C.C.I.A.A. associations decide to joint-host, the profit to C.C.I.A.A. will follow the guidelines established in Article VI, Section 4.

The current rotation of host association is from southern to northern California as follows:

SCCIAA
BACIAA
SDCIAA
NoVCIAA
IECIAA
CVCIAA

New Regional Associations shall be added to the rotation as needed.

SECTION 2: CONFERENCE FEES

The host association shall be responsible for setting the per person fee for attending the annual conference.

SECTION 3: SEED MONEY

The host Regional Association will receive \$3,000 in seed money. If more is needed, the host Regional Association may request it and receive it with Board approval. The seed money shall be returned to C.C.I.A.A. before profit percentages are distributed.

SECTION 4: PROFIT

The host association shall deposit 10% of conference net profit into the C.C.I.A.A. treasury along with an itemized accounting within 30 days.

In the event of a co-hosted conference, each hosting association (host association and the co-host association) is responsible for depositing 5% (10% total) of conference net profit into the C.C.I.A.A. treasury. A change in the percentage shall require approval of a majority of board members.

SECTION 5: GEOGRAPHIC BOUNDARIES

Conferences will be held within the geographical boundaries described in Article II, Section 2.

SECTION 6: CONFERENCE GUIDEBOOK

The Conference Guidebook will consist of descriptions of committee structure, hotel contracts, speaker information, giveaways, vendor issues, fee schedules, co-host guidelines, and other pertinent information.

SECTION 7: ANNUAL AWARD RECIPIENTS

Each year, the C.C.I.A.A. will present an award to two recipients:

- 1) Member's Award
Award to be presented to the C.C.I.A.A. Member, in good standing, who is recognized for outstanding contributions to C.C.I.A.A. and the field of Crime & Intelligence Analysis.
- 2) Innovation Award
Award to be presented to the C.C.I.A.A. Member, in good standing, who is recognized for their innovative use and development of the Crime and Intelligence Process.

Vendors are ineligible for these awards.

The recipients of these awards are provided with a scholarship for registration fees for the following year's conference. The scholarships can be transferred to another CCIAA member in good standing if the original recipient is unable to attend the following year's conference. The scholarship can only be applied to the registration fees for the following year, and may not be applied to future conferences. The registration fees associated with these two individuals will be absorbed by the hosting association as part of the cost of the conference.

ARTICLE VII

BOARD OF DIRECTORS

SECTION 1: BOARD MEMBERS

The C.C.I.A.A. Board will be comprised of the elected Regional Presidents (or their designee) and the C.C.I.A.A. Past President. The Board will be responsible for the administrative decisions and will formulate goals and policies for the C.C.I.A.A..

SECTION 2: ROTATION OF APPOINTMENT

C.C.I.A.A. Board members, beginning 1/1/2004, will be determined in the following order:

- President – President of the association hosting the previous year's conference;
- Vice President: Conference Chair – President of association hosting the current year's conference;
- Vice President: Membership – President of association hosting subsequent conference;
- Secretary - President of association hosting subsequent conference;
- Treasurer - President of association hosting subsequent conference;
- Administrative Member - President of association hosting subsequent conference;
- Past President - President of the association that acted as the previous year's President, in the event he/she is no longer a Regional President.

Each of the positions listed above will rotate on an annual basis unless under special circumstances. Should a member desire to stay in a specific position, or to request an "out of rotation" position, the C.C.I.A.A. Board can vote to allow such a request. All parties subject to the request must agree. The only positions available for "out of rotation" change requests are: Vice President: Membership, Secretary, Treasurer, and Administrative Member. The positions of President, Vice President: Conference Chair, and Past President are not available for "out of rotation" change requests.

SECTION 3: PRESIDENT

The President shall preside at all C.C.I.A.A. meetings; be ex-officio member of all committees; appoint chairpersons of committees with majority Board approval; conduct liaison activities; set the agenda for each meeting; and shall set the goals and objectives for the C.C.I.A.A. during his/her tenure. The President shall also ensure his/her Regional Association updates the Conference Guidebook and forwards it to the new Vice President: Conference Chair. The updates to the Conference Guidebook must be completed and turned over to the new Vice President: Conference Chair within 60 days of the close of the conference.

SECTION 4: VICE PRESIDENT: CONFERENCE CHAIR

The Vice President: Conference Chair's only duty is to successfully prepare the Annual California Crime & Intelligence Analysts Conference.

The rotation of the Vice President: Conference Chair is to automatically rotate according to Article VI, Section 1.

SECTION 5: VICE PRESIDENT: MEMBERSHIP

The Vice President: Membership shall assume the duties of the President whenever the President is absent. The Vice President: Membership is responsible for: 1) identification of training needs, 2) program development of the Association, 3) the Association's recruitment process.

SECTION 6: SECRETARY

The Secretary shall: 1) receive, read and maintain all correspondence/ records, 2) read previous minutes and all pertinent correspondence to members at general membership meetings, 3) be responsible for the accurate recording and timely dissemination of the minutes to all agencies, 4) maintain the C.C.I.A.A. By-Laws, 5) collect, edit, and forward information to the technical advisor for inclusion on the C.C.I.A.A web page, and 6) C.C.I.A.A. documents will be maintained in standard applications (e.g. Word, WordPerfect, etc.) so that materials can be easily transferred to other members or officers.

SECTION 7: TREASURER

The Treasurer shall: 1) maintain accurate and detailed record of accounts and expenditures, 2) maintain the checking account for the Association, 3) provide a detailed written accounting of the checking account quarterly to the C.C.I.A.A. Board and 4) invoice Regional Associations for annual dues. The Treasurer and the President will be the principal signers of checks issued by the C.C.I.A.A.

The Treasurer must provide all records, which shall include a written description of each expenditure, and the written board authorizations for each expenditure, for audit at the end of each year. The annual audit, the turnover of records to the new Treasurer, and any needed changes in banking arrangements shall be completed by January 31 of each year. The audit shall be conducted by Board members other than the Treasurer and the President (or their designees). Expenditures of over \$100.00 in any 30-day period need prior approval of majority of Board members.

SECTION 8: ADMINISTRATIVE MEMBER

The Administrative Member shall oversee any and all projects created by the C.C.I.A.A. Board to ensure completion. The Administrative Member will work in conjunction with the Past President to assist in completing the projects.

SECTION 9: PAST PRESIDENT

The position of Past President will continue as a C.C.I.A.A. Board Member in order to complete any and all duties initiated during his/her tenure as President. As a person in this capacity, he/she shall not have voting rights in any matters unless in case of a tie with the C.C.I.A.A. Board, the Past

President can cast the “tie-breaker” vote. The Past President shall advise the current C.C.I.A.A. Board of progress and completion of assigned tasks.

Should the Past President continue as a regional association President, he/she shall serve on the C.C.I.A.A. Board in the assigned rotational position and have all voting rights and privileges as such. In the event the Past President position is not filled or is vacated due to resignation, any issues requiring a tie-breaker vote will be will be tabled.

SECTION 10: VACANCIES

- A. Vacancies on the C.C.I.A.A. Board, occurring during a term, will be filled through a decision by the Regional Association whose representative vacated.
- B. If the position vacated is that of the President, the Vice President: Membership will act as President until a new regional representative is designated by their region to be President.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the Current Edition of *Robert’s Rules of Order* shall govern the C.C.I.A.A. in all cases where they are not inconsistent with these by-laws and any special rules of order the C.C.I.A.A. may adopt.

ARTICLE IX

AMENDMENTS

These By-Laws may be amended as deemed necessary by the C.C.I.A.A. Board. Recommendations for changes shall be approved by the Regional Associations within 60 days. If a Regional Association does not reply in 60 days, they lose their vote on the change.

Regional Association votes on C.C.I.A.A. matters may be conducted at either a regional membership meeting by mail or by electronic mail, at the discretion of the Regional President.

Each Regional Association will have one vote on C.C.I.A.A. matters. The region vote will be determined by the vote of the region members (as determined by regional by-laws).

The Regional President, or their designee, will report the results of their Regional vote to the C.C.I.A.A. Board.

Final approvals of By-Laws changes require approval of two-thirds of Regional Associations.

ARTICLE X

LOGO/LETTERHEAD

The C.C.I.A.A. Board shall select an emblem or logo for use on letterhead, etc. This requires the approval of a majority of members of the board.

As of 7/2002, the logo appearing on the cover of this document shall be the C.C.I.A.A. logo. Colors are gold for the state of California with black lettering inside the border and blue for the border.

Ratified November 2003