

CALIFORNIA CRIME and INTELLIGENCE
ANALYSTS ASSOCIATION
BY-LAWS

November 30, 2017 - Ratified



CALIFORNIA CRIME AND INTELLIGENCE ANALYSTS ASSOCIATION BY-LAWS

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CALIFORNIA CRIME AND INTELLIGENCE ANALYSTS ASSOCIATION
CONSTITUTION and BY-LAWS
Ratified - November 30, 2017

MISSION STATEMENT

The California Crime and Intelligence Analysts Association supports regional associations and members throughout California, providing a forum for networking, information sharing, training, and standards. C.C.I.A.A. represents the interests of crime and intelligence analysts to governmental agencies, private industry, and executive law enforcement professionals.

ARTICLE I - ASSOCIATION

The name of this organization shall be the California Crime and Intelligence Analysts Association and will be referred to in these by-laws 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 a regional association shall automatically be a member of C.C.I.A.A.

Good standing is defined as a currently paid member of an accepted regional association who has not been censored by their association.

SECTION 2: GEOGRAPHIC BOUNDARIES

The C.C.I.A.A. boundary will coincide with the California state boundary.

SECTION 3: REGIONAL ASSOCIATIONS

Regional association boundaries are 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: APPLICATION FOR ESTABLISHING A NEW REGIONAL ASSOCIATION

A. Every potential regional association must submit an application to C.C.I.A.A. 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 applicant of its decision.
- C. If accepted, C.C.I.A.A will waive the established annual fee for one year.
- D. If, in the judgment of the Board, the application is not appropriate, the Vice-President 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 year). 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 costs will be paid by C.C.I.A.A., if funds are available.

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 - President of the Board of the C.C.I.A.A. The regional president or their representative will attend. 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.

The following are examples of potential standing committees:

- Conference Guidebook and Resources
- Website / Listserv
- Training
- Public Relations
- By-Laws

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). With the permission of all regional associations, the C.C.I.A.A. Board may act as a hosting association for the annual conference.

The hosting association shall make the determination whether a co-host would be appropriate. 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), applying and completing all POST applications, and negotiating all contracts. The co-host association will not be placed in direct authority for these items.

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.

Conference rotation of host association:

- Southern California Crime and Intelligence Analysts Association
- Bay Area Crime and Intelligence Analysts Association
- San Diego Crime and Intelligence Analysts Association
- Northern Valley Crime and Intelligence Analysts Association
- Inland Empire Crime and Intelligence Analysts Association
- Central Valley Crime and Intelligence Analysts Association

In the event the C.C.I.A.A. Board acts as the hosting association, the conference rotation shall remain intact for subsequent years. Individual regional associations may elect to adjust their rotation spot on the conference rotation schedule on an as needed basis as long as any affected regional associations are in agreement.

New regional associations shall be added to the rotation as needed.

SECTION 2: CONFERENCE FEES

The host association shall be responsible for setting the fees for the annual conference.

SECTION 3: SEED MONEY

The host regional association will receive \$3,000 in seed money from C.C.I.A.A. 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 and not be considered in the bottom line profit margin.

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 includes descriptions of committee structure, hotel contracts, speaker information and compensation, marketing, giveaways, vendor and sponsor solicitations, co-host guidelines, example letters, and proposed timelines. It stores tips on dealing with hotel contracts, meals and conference room layout. Other pertinent information is also included. The conference host Association will review and update documentation after the conference.

SECTION 7: ANNUAL ANALYST OF THE YEAR AWARD

Each year, the C.C.I.A.A. will present an award to one recipient, group or unit at the discretion of the Board at the annual C.C.I.A.A. Training Conference.

C.C.I.A.A. “ANALYST OF THE YEAR”

The recipient(s) of the California Crime and Intelligence Analysts Association “Analyst of the Year” award will be granted to a member(s) in good standing at the time of the award. The nominee shall have developed and/or created outstanding work product in the field of Crime and Intelligence Analysis that was a noteworthy contribution to a significant criminal investigation, crime trend/series, public safety concern, or evolving criminal concerns.

AWARD CRITERIA

- ✓ Nominees must be current members of one of the CCIAA regional associations.
- ✓ Nominees must be currently working for a national, federal, state or local criminal justice agency. The work product must have been developed during the previous fiscal year.

EVALUATION PROCESS

- ✓ Each submission will be evaluated by members of the C.C.I.A.A. Board for the following:
 - Impact made to the nominee’s law enforcement agency.
 - Impact made to the community in which the nominee services.
 - Accessibility of the work product.
 - Uniqueness in presentation of the analytical work.
 - Innovative and creative use of resources to conduct the analysis.

CRITERIA FOR SUBMISSION

- ✓ Prospective recipients may be nominated by a law enforcement professional, a fellow analyst, or themselves.
- ✓ Nominations shall be submitted by e-mail to the designated C.C.I.A.A. Board Member by the specified due date.
- ✓ Subject Line: 20__ C.C.I.A.A. ANALYST OF THE YEAR.
- ✓ Nominee’s Full Name.
- ✓ Nominee’s position/title and how long they have been in their current position.
- ✓ Nominee’s Agency.
- ✓ Nominee’s phone number and e-mail address.
- ✓ Title and agency of person making the nomination.
- ✓ Short Biography of Nominee.
- ✓ Short submission summarizing the criminal investigation and the nominee’s contribution.
- ✓ A copy of the work product in PDF format.

Vendors and members currently employed by for-profit companies are ineligible for this award.

The recipient of this award is provided with the equivalent of one a scholarship for registration fees for the following year's conference. The scholarship can be transferred to another C.C.I.A.A. member in good standing in the event the recipient cannot attend the conference. The attendee will be chosen by the C.C.I.A.A. Board. It cannot be used in a future year. The registration fees will be paid by the C.C.I.A.A.

ARTICLE VII - BOARD OF DIRECTORS

SECTION 1: BOARD MEMBERS

The C.C.I.A.A. Board is comprised of one member from each regional association. This member must be employed by a law enforcement agency. To remain in good standing, each regional association must have representation on the Board. If a member is not designated, the elected regional President will serve on the Board. 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 positions and their rotations will be determined at the discretion of the C.C.I.A.A. Board, which correlates with Article VI, Section 1.

- ✓ President – Representative of Association hosting the current year's conference.
- ✓ Vice-President: Conference Liaison – Representative of Association hosting the prior year's conference.
- ✓ Secretary – Representative of Association hosting a subsequent conference.
- ✓ Treasurer – Representative of Association hosting a subsequent conference.
- ✓ Administrative Member – Representative of Association hosting a subsequent conference.
- ✓ Webmaster – Representative of Association hosting a subsequent conference.
- ✓ Recent Former Board Member – Representative of any Association and is the most recent person that stepped down from the C.C.I.A.A Board.

SECTION 3: TERMS

The term for each Board Membership position is dependent on the regional association's by-laws. The maximum term is six years. Each of the positions listed above will rotate on an annual basis. Should a member desire to stay in a specific position, or request an "out of rotation" position, the C.C.I.A.A. Board can vote to allow such a request, and all parties subject to the request must agree.

SECTION 4: 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 set the goals and objectives for the C.C.I.A.A. The President shall update the Conference Guidebook. The updates to the Conference Guidebook must be completed within 60 days of the close of the conference.

SECTION 5: VICE-PRESIDENT: CONFERENCE LIAISON

The Vice-President: Conference Liaison shall assume the duties of the President whenever the President is absent. The Vice-President: Conference Liaison shall assist hosting region's conference chair with planning and organizing the current year's conference.

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 so that materials can be easily transferred to other members or officers.

The secretary shall also be a member of the Social Media Committee.

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 provide quarterly checks and balances to the members, 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. The Treasurer will maintain all receipts for each term year 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, or their designees, and other than the Treasurer and the President.

Expenditures over \$300 excluding annual fees in any 30-day period needs 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 shall be a member of the Social Media Committee. The Administrative Member will work in conjunction with the Board to assist in completing the projects.

SECTION 9: WEBMASTER

The webmaster shall manage the content, organization and technical services for the C.C.I.A.A. website. The webmaster shall be the chairperson of the Social Media Committee. The webmaster shall work with C.C.I.A.A. members to ensure that content is updated in a timely manner.

The webmaster shall coordinate webinars for the C.C.I.A.A. membership to be held monthly. The webmaster shall be responsible for facilitating the registrations for webinars, and publishing announcements for webinars.

SECTION 10: RECENT FORMER BOARD MEMBER

The recent former board member shall be chosen by the current Board Members. The recent former board member is not required to attend regular meetings, but will be briefed on important matters. This position does not have voting rights in any matters unless in case of a tie. The Recent Former Board Member can cast the “tie-breaker” vote.

SECTION 11: 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: Conference Liaison 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 30 days. If a regional association does not reply in 30 days, they may lose their vote on the change.

Regional associations may vote on C.C.I.A.A. matters at a regional membership meeting,

by mail, or by electronic mail, at the discretion of the regional President. The vote of the regional members is determined by their regional by-laws. Each regional association will have one vote on C.C.I.A.A. matters. The regional President, or their designee, will report the results of their regional vote to the C.C.I.A.A. Board.

Final approval of by-laws changes requires 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 the Association use on letterhead, etc. This requires the approval of a majority of members of the Board. Colors are gold for the state of California with black lettering inside the border and blue for the border.

Ratified February 22, 2021