
CALIFORNIA CRIME AND INTELLIGENCE ANALYSTS ASSOCIATION BY-LAWS

SEPTEMBER 20, 2022 RATIFIED



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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.

Regional State Board members shall be responsible for updating their regions membership lists at the State level.

SECTION 2: GEOGRAPHIC BOUNDRIES

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 the 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 judgement 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 advised 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 21.
- 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. A meeting at year end will be arranged by the Board and costs will be paid by the C.C.I.A.A., if funds are available.

The year ending meeting will be held to review by-laws, debrief conference business, transitions duties of Board members, and plan the trajectory of the C.C.I.A.A. for the coming 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 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 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 the deem necessary, either permanent or temporary.

The following are examples of potential standing committees:

- Conference Guidebook and Resources
- ⊖ Website
- Training
- Public Relations / Social Media
- 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, July 1 through June 30. 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 collection 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: WAIVED CONFERENCE REGISTRATION

Registration fees for the annual conference will be waived for the following attendees:

- C.C.I.A.A. Board members
- C.C.I.A.A. Analyst of the year from the previous year
- Any individual the CCIAA Board deems appropriate
- Any individual the hosting region deems appropriate

The C.C.I.A.A. Board will cover the cost of one room night for the representative presenting the Steve Gottlieb / Alpha Group award.

SECTION 4: C.C.I.A.A. CONFERENCE FUNDING

The host regional association will receive up to \$3000 in seed money from C.C.I.A.A., if needed. If more is needed, the host regional association may request it and receive it with Board approval. The seed money shall be returned to the C.C.I.A.A. before profit percentages are distributed and not be considered in the bottom line profit margin.

Any conference item purchased by the hosting region with the intention of reimbursement by the C.C.I.A.A. Board must be requested and pre-approved. Should the C.C.I.A.A. Board deem the purchase unnecessary, the hosting region shall incur all costs and be responsible for storage and maintenance of that item.

The C.C.I.A.A. Board will host a Regional President's Luncheon at the Yearly Annual Conference. Should the Regional President be unable to attend the yearly conference, they may designate a member of their Region to attend in their place. The C.C.I.A.A. will pay for a maximum of 13 lunches to cover the C.C.I.A.A. Board, regional presidents, and the recent former board member of the C.C.I.A.A. The hosting region shall supply a location for the lunch, however, the F&B will be covered by the C.C.I.A.A. Board. The F&B costs can be incorporated into the hosting regions contact with the conference venue.

For awards spending see Section 8.

SECTION 5: PROFIT

The host association shall deposit 10% of conference net profit into the C.C.I.A.A. treasury along with an itemized accounting by December 31st of the hosted year. 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 treasury. A change in the percentage shall require approval of a majority of Board members.

SECTION 6: GEOGRAPHIC BOUNDARIES

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

SECTION 7: CONFERENCE GUIDEBOOK

The Digital 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.

The Digital Conference Guidebook is the property of C.C.I.A.A. and will be stored with C.C.I.A.A. in appropriate storage approved by the C.C.I.A.A. Board.

SECTION 8: ANNUAL AWARDS

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 for “Analyst of the Year”.

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 will be evaluated by the C.C.I.A.A. Board for their significant contributions or outstanding work in the Crime and Intelligence Analysis Profession.

AWARD CRITERIA

- Nominees must be current members of one of the C.C.I.A.A. regional associations
- Nominees must be currently working for a national, federal, state, or local criminal justice agency. The analytical work must have been completed during the previous fiscal year, July 1 through June 30.

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 serves
 - 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 email address
- Short Biography of Nominee
- Short submission summarizing the nominee's contribution to the Crime and Intelligence Analysis Profession.
- If applicable, a copy of the work product in PDF format

Vendors and members currently employed by for-profit companies are ineligible for this award. Persons holding a C.C.I.A.A. Board position are ineligible to receive an award.

The recipient of this award is provided with a waived registration for the following years conference.

Nominees meeting the criteria for submission for Analyst of the Year who are not the recipient of the Analyst of the Year Award will receive a letter of commendation from the C.C.I.A.A. Board for their contributions.

ANALYTICAL PRODUCT CONTEST

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 for Analytical Product in the categories of Tactical Crime Bulletin, Intelligence Product, Statistical Report, and Crime Map.

Criteria for Submission

- Author(s) must be active C.C.I.A.A. members
- Entry must have been created within the previous fiscal year, July 1 through June 30
- One entry per person (or group), per category
- Submit separate emails for each category entered, list category in the email
- One award will be given to an agency group/unit if entry was completed by more than one member (all authors must be current C.C.I.A.A. members)
- Analysis must be part of the entry, not just presentation of the data
- The submission must be redacted of any confidential/sensitive material, as winners will be posted in the "Member Portal" of the C.C.I.A.A. website
- Entry must be submitted by author(s) or authorized representative of their agency only
- Subject line: 20__C.C.I.A.A. ANALYTICAL PRODUCT CONTEST

- Each submission should contain the analysts name, agency, and date of creation (agency group name if product was completed by more than one member)
- Acceptable formats: PDF/JPG only (no Word documents or Publisher files)

The Analytical Product Contest will be judged by the C.C.I.A.A. Board. The committee reserves the right to disqualify any entry that does not meet the above criteria. C.C.I.A.A. Board members are ineligible to receive an award.

STEVE GOTTLIEB / ALPHA GROUP CENTER AWARD FOR CREATIVITY AND EXCELLENCE

The C.C.I.A.A. Board will facilitate the announcement for award submissions, and selection of the award recipient in accordance with requirements set forth by Steve Gottlieb / Alpha Group Center.

Award plaques and certificates for Analyst of the Year and the Analytical Product Contest will be issued and paid for the by C.C.I.A.A. Board. The award plaque and certificate for the Steve Gottlieb / Alpha Group Center Award for Creativity and Excellence will be handled by Steve Gottlieb / Alpha Group Center.

Additional awards may be given at the discretion of the C.C.I.A.A. Board.

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 the Association hosting the current year’s conference
- Vice-President: Conference Consultant – Representative of Association hosting the previous year’s conference
- Secretary
- Treasurer
- ⊖ Administrative Member

- Recent Former Board Member – Representative of any Association as is the most recent person that stepped down from the C.C.I.A.A. Board and will be determined at the year end C.C.I.A.A. Board meeting.

A proposed rotation of the C.C.I.A.A. Board is provided as Attachment A, and is subject to change at the discretion of the 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.

SECTION 4: PRESIDENT

The President has the following duties and responsibilities:

1. To preside at all C.C.I.A.A. meetings
2. To prepare the agenda for all meetings
3. To manage goals, projects, and priorities of the association
4. To nominate the chairperson and members of all committees, temporary and permanent
5. To serve as an ex officio member of all committees, permanent and temporary
6. To exercise other powers and duties as may reasonably be construed as belonging to the Chief Executive of an organization

SECTION 5: VICE-PRESIDENT: CONFERENCE CONSULTANT

The Vice President has the following duties and responsibilities

1. In the event of the permanent or long-term absence or inability of the President to exercise the Office of the President, to become acting President of the Association, with all the rights, privileges, and powers as if having been appointed President
2. To otherwise perform the duties and responsibilities of the President during the temporary absence of the President
3. To manage projects and perform administrative tasks assigned by the President
4. To consult with the hosting region's conference chair as needed

SECTION 6: SECRETARY

The Secretary has the following duties and responsibilities:

1. To keep minutes and records of the association
2. To ensure all documents required by law and by the C.C.I.A.A. by-laws are properly kept and filed
3. To edit and publish all publications of the association, except where otherwise provided

4. Collect, edit, and forward information to the Webmaster for inclusion on the C.C.I.A.A. webpage
5. To be a member of the Social Media Committee

SECTION 7: TREASURER

Expenditures over \$300, excluding annual fees in any 30-day period needs prior approval of majority of Board members.

The Treasurers had the following duties and responsibilities:

1. Ensure the care and custody of all funds belonging to the association
2. Deposit funds received through membership dues and other sources
3. To distribute funds authorized by the members of by the Board
4. Provide to the membership via the C.C.I.A.A. Board Meeting Minutes a report of the association's current treasury balance
5. To arrange for an independent audit of the accounts yearly
6. To file all applicable taxes

SECTION 8: ADMINISTRATIVE MEMBER

The Administrative Member has the following duties and responsibilities:

1. To manage the C.C.I.A.A. email account and forward emails to the appropriate Board Member
2. To oversee any projects created by the C.C.I.A.A. Board to ensure completion
3. To be the chairperson of the Social Media Committee
 - a. Responsible for the content on the C.C.I.A.A. Facebook and Instagram accounts

SECTION 9: WEBMASTER

The Webmaster shall have the following duties and responsibilities:

1. Manage the content, organization, and technical services for the C.C.I.A.A. website
2. Work with the C.C.I.A.A. Board to ensure website content is updated in a timely manner
3. Coordinate webinars for the C.C.I.A.A. membership
4. To be a member of the Social Media Committee

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 Consultant 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 the 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-law 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 September 20, 2022