

**INLAND EMPIRE CRIME AND INTELLIGENCE ANALYST ASSOCIATION
BY-LAWS (2013)**

ARTICLE I: ASSOCIATION

SECTION 1: Name

The name of this association shall be the Inland Empire Crime and Intelligence Analyst Association (I.E.C.I.A.A.).

SECTION 2: Geographic Region

The Inland Empire Crime and Intelligence Analyst Association was developed to primarily represent the interests of this defined region at the state level in the California Crime and Intelligence Analysts Association.

SECTION 3: Purpose:

The purpose of the Inland Empire Crime and Intelligence Analyst Association is to provide a regional organization for law enforcement professionals to share crime analysis and intelligence knowledge, techniques, and expertise.

A: Scope

The Association's intentions are:

1. To create for the membership a learning environment to enhance members' knowledge of crime analysis and intelligence techniques, new innovations in analysis, and to encourage the sharing of member expertise for the betterment of law enforcement.
2. To encourage liaison between crime and intelligence analysts and law enforcement professionals in the field of crime and intelligence analysis.
3. To develop, improve, and maintain professional standards of crime and intelligence analysis.

B: Goals:

1. To encourage professional recognition of the field of crime and intelligence analysis and enhance its development and usage as a law enforcement tool.

C: Objectives:

1. To establish an effective association.
2. To provide area wide training opportunities.
3. To establish regular association meetings.

ARTICLE II: ADMINISTRATIVE ORGANIZATION

SECTION 1: Membership

A member in good standing is defined as one who actively participates in the business of the organization. To be considered a member in good standing one must also have dues and fees paid up to date by the testimony of the Treasurer. Membership is non-transferable.

A. General Members

Law enforcement professionals whose primary responsibility involves the analysis of crime or intelligence at a federal, state, county or city law enforcement agency may join. General members who have a DOJ CIA (Department of Justice Crime and Intelligence Analysis) certificate may hold office and otherwise participate in all the activities and privileges of the Association. General members are encouraged to take an active part in the Association.

B. Associate Members

Professionals in education, criminal justice or other fields who work closely with law enforcement personnel in the field of crime analysis. Associate members are non-voting members and shall not hold elective office. They are entitled to all other rights and privileges of the association but could be excluded from a meeting or

portions thereof due to law enforcement confidentiality.

C. Student/Intern Members

Students actively taking courses in the Crime Analysis Certification Program and/or completing the intern program and/or enrolled in any criminal justice and/or related subject. This includes paid, volunteer, and intern positions. Student/Intern members are non-voting members and shall not hold elective office. They are entitled to all other rights and privileges of the association but could be excluded from a meeting or portions thereof due to law enforcement confidentiality.

SECTION 2: Membership Applications

An application for membership shall be made on IECIAA's official application form or a copy of the official form. A board member shall review all applications to maintain the association's professional standards.

Applications approved by any board member shall be presented to the Executive Board for final approval. A board member shall formally notify applicants of the status of his/her membership.

SECTION 3: Voting

Association members with voting privileges and in good standing have an equal voice in the issues before the association. All voting matters will be passed by simple majority (a voting requirement of more than half of all ballots cast).

The issue at hand will determine the method of distribution for voting matters.

A: Voting Methods for General Business

1. Attendance

Voting matters presented at general meetings may use either the "voice" or "a show of hands" voting method.

2. Electronic

Voting matters may be sent electronically to members with voting privileges. The Board has the responsibility of sending voting matters electronically within twenty-four hours after the close of the general meeting with the exception of board member positions to be handled by the Nominating Committee.

Members are responsible for returning their vote electronically in a timely manner. Electronic votes must be received within 10 business days of the electronic "send" date. A vote receipt will be acknowledged electronically by the Board. Votes received after the established deadline will not be tabulated.

SECTION 4: Dues and Expenditures

A: Dues

1. The fee structure for dues will be assessed according to the type of membership. The dues amount will be recommended by the Executive Board and approved by a simple majority of the voting membership.
2. The Treasurer shall invoice each member for appropriate dues after January 1st of each calendar year. Dues shall be considered delinquent after March 31st of the same calendar year. Members whose dues are not paid within two months of such notification shall be automatically dropped from membership of IECIAA. Dues shall not be prorated nor any portion refunded upon termination of membership. Members who have been dropped may reapply for membership the following year.
3. IECIAA membership is non-transferable.

B: Expenditures

1. Any sums paid from the association account for the general business operation will be approved by the

Executive Board. Any other sums paid, not relating to the general business of the association, will be approved by the voting membership.

SECTION 5: Officers

A: Executive Board

The Executive Board will be comprised of the elected officers of the association and the immediate past president of the association. The current president shall preside at the Executive Board meetings.

The Executive Board will be responsible for the administrative decisions for the association. Board members should make themselves available for board and general membership and training meetings unless it is deemed unnecessary by the president and a majority of the board members. The Executive Board will pursue the objectives of the association and will provide administrative leadership.

The President will make a report to the general membership regarding Executive Board actions during regularly scheduled association meetings.

B: Elected Officers

Potential candidates for elected offices must, at the time of nomination, be active members in good standing with the association and hold a DOJ CIA (Department of Justice Crime and Intelligence Analysis) or IACA certificate. Other state (non-California) recognized certificates may be viable substitutes at the discretion of the Executive Board. Candidates should be employed as a practicing crime analyst at a law enforcement agency.

Officers will not be eligible to receive scholarships and/or any monetary awards from IECIAA.

The officers of the association shall consist of a President, Vice President in Charge of Membership, Vice President in Charge of Programs, Secretary, and Treasurer. The term of office shall be two years, commencing on the first day of January after the election.

The Nominating Committee will be appointed in August. Nominations will be accepted by the committee in October. Ballots will be sent electronically to the voting membership in November.

Election results will be announced in December.

1. President

- a. The President of the association shall preside at all association meetings, be ex-officio member of all committees; appoint chairpersons of all committees with majority Executive Board approval, conduct liaison activities and prepare the agenda for each general association meeting.

2. Membership Vice President

- a. The Membership Vice President shall be the chairperson of the membership committee, maintain the membership roster for the association, assist in the assimilation and orientation of new members, oversee the development of recruitment strategies, and assist with public relations issues. The Membership Vice President will assume the duties of the President in the absence of the President.

3. Program Vice President

- a. The Program Vice President shall be responsible for the planning and organizing of training, arranging for guest speakers, and disseminating meeting announcements.

4. Secretary

- a. The Secretary will be responsible for the accurate recording and dissemination of minutes of general association meetings and board meetings as well as any required filings of corporate papers, permits, licenses or similar items. A draft copy of the minutes from general association meetings will be distributed and/or posted to all members within 10 working days of each meeting.

5. Treasurer

- a. The Treasurer will be responsible for establishing and maintaining a checking account for the association, as well as being responsible for maintaining accurate and detailed records of accounts and expenditures in accordance with good bookkeeping practices, and function in accordance with guidelines established by the Executive Board.

SECTION 6: Resignations

In the event that an officer resigns during his/her term of office, the President shall appoint a member who meets the criteria established for elected officers in Article II, Section 7 to fulfill the unexpired term of office. This appointment shall be subject to an electronic vote within 10 business days of the date of resignation. If the majority vote is opposed to the selected person, then a special election will be held. The newly appointed officer shall perform the duties expected of the position until the term of office has been completed.

In the event that the President resigns during the term of office, the above rules shall apply, except that the appointment will be made by the Executive Board.

Individuals may resign their membership in the Association by electronic notice to any Executive Board member.

ARTICLE III: SPECIAL COMMITTEES

The President may create one or more special committees consisting of one to five members. Special committees may address topics or problems not covered by standing committees. All special committees shall disband on December 31st of each year. The chairperson of a special committee does not serve as a member of the Executive Board.

A: By-Law Committee

1. The President shall call upon the association's Parliamentarian to act as chairperson of the By-Law

Committee. This committee of three to five association members shall periodically review and revise the association by-laws then present final revisions to the association for ratification.

B: Nominating Committee

1. The president shall appoint a three-person nominating committee in August to assist in the identification of interested candidates.
2. The Nominating Committee shall select, from among themselves, a chairperson who shall be responsible for maintaining the timeline as established in the association's by-laws.
3. The Nominating Committee shall present a slate of nominees to the membership in October. Ballots will be sent electronically to the voting membership in November. The committee will receive and count the ballots. The results of the election shall be announced at the December general association meeting.

C: Conference Committee

1. The President is the chairperson of this committee. All executive board members shall actively participate on this committee.
2. The chairperson is responsible for obtaining the conference guidebook (refer to Article VI of the CCIAA By-laws) from CCIAA. The committee is responsible for maintaining and updating the state's conference guidebook.
3. The conference committee shall make the determination if a co-host would be appropriate for the conference.

ARTICLE IV: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised) shall be the parliamentary authority of all meetings of the Association, its Boards and its

committees.

ARTICLE V: MEETINGS

The Inland Empire Crime and Intelligence Analyst Association shall hold no less than four general association meetings each calendar year.

Each newly elected President shall, at the beginning of his or her term of office and with the assistance of the Executive Board, establish a schedule of the general association meetings. The President shall provide the schedule to the Vice President of Membership for distribution to the general membership.

ARTICLE VI: EMBLEM OR LOGO

The California Crime and Intelligence Analyst Association adopted an official logo (currently displayed on the CCIAA website and on the CCIAA official by-laws) as of July 2, 2001. Colors are gold for the state of California with black lettering inside the border and blue for the border with white lettering within the border.

The Inland Empire Crime and Intelligence Analyst Association, in keeping with its parent organization, adopted the same logo as described above in September of 2001. The logo identifies the location of this chapter with a bull's-eye denoting that it is within the boundaries of the State of California.

The logo shall appear on letterhead and official documents of the association in conjunction with the logo of CCIAA.

Use of the IECIAA and/or the CCIAA logos for personal gain shall result in disciplinary action against the parties involved.

ARTICLE VII: POLICY OF NON-ATTRIBUTION

To ensure that guest speakers may speak with candor, it shall be the policy of this organization that any remarks made by any guest speaker shall never be attributed to such speaker by any organization without the speaker's explicit permission. Visitors to organization meetings must agree to be bound by this policy, if they wish to attend presentations by guest speakers.

ARTICLE VIII: LIABILITY

Should any issue(s) arise with the Inland Empire Crime and Intelligence Analyst Association that may create a liability for the association, the Executive Board shall work to resolve the issue(s) in the best interest of the organization.

ARTICLE IX: DISSOLUTION

In the event this regional association of the California Crime and Intelligence Analyst Association should be dissolved or otherwise terminated, the assets and income thereof shall not benefit any member or private individual, but shall be turned over the Board of Directors for CCIAA.