

**INLAND EMPIRE CRIME AND INTELLIGENCE
ANALYST ASSOCIATION
BYLAWS
Revised/Member Passed
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**INLAND EMPIRE CRIME AND INTELLIGENCE ANALYST ASSOCIATION
BY-LAWS (2020 PROPOSAL)**

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**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. Crime Analysts from local Law Enforcement Agencies in the Inland Empire of San Bernardino and Riverside Counties.

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 networking crime and intelligence analysts and law enforcement professionals in the field of crime and intelligence analysis.

B: Goals:

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 at a federal, state, county or city law enforcement agency may join. General members who have a recognized Crime and Intelligence Analysis Training 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 trainings.

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.

D: Non-Member

Non-members may attend IECIAA trainings, however a fee will be charged to the individual attending. Trainings that are deemed "For Law Enforcement Only" may only be attended by current employed law enforcement employees. Credentials will be checked before entering the training.

E: Membership Guidelines

Members are considered delinquent as of January 1st. Trainings can be attended as a non-member under the non-membership rules (Article II Section 1).

Non-members can apply for membership at any time.

Dues paid between November 1st and December 31st of the current calendar year will carry-over into the following calendar year and remain in effect.

IECIAA membership is granted to the individual not the agency.

Members must notify the IECIAA Board regarding changes in employment in order to stay current and active. Association membership will transfer with the member if they switch to a new agency.

The IECIAA Board has the right to review any appeals on a case by case basis.

SECTION 2: Membership Applications

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

Applications approved by the VP of Membership shall be presented to the IECIAA 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 IECIAA Board and approved by a simple majority of the voting membership.
2. The Treasurer shall invoice each member for appropriate dues after September 1st of each calendar year. Dues shall be considered delinquent after December. 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.

B: Expenditures

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

The IECIAA Board will be comprised of the elected officers of the association. The immediate past president of the association is encouraged to attend Board meetings to offer perspective, historical referencing and opinions. The past president is not a voting board member. The current president shall preside at the IECIAA Board meetings.

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

The President will make a report to the general membership regarding IECIAA 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 certificate or degree from a recognized Crime and Intelligence Analyst program or educational institution. Candidates must be employed as a practicing Crime and / or Intelligence 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. Terms will be 2 years and staggered. Treasurer and Secretary will be on opposite rotations as they are both signers on the account.

The Nominating Committee will be appointed in September. 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 at the end of year luncheon / meeting.

CCIAA Board Position

The President has the discretion to serve as the CCIAA board liaison or to appoint an IECIAA member as a representative with a majority of the IECIAA board approval. If a member is appointed, they will report back to the IECIAA Board and will act within the best interest of the association.

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 IECIAA Board approval; conduct liaison activities and prepare the agenda for each general association meeting.

2. Membership Vice President

- a. The VP of Membership 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 VP of Membership will assume the duties of the President in the absence of the President

3. Program Vice President

- a. The VP of shall be responsible for the planning and organization of trainings, arrangements for guest speakers, and dissemination of training and 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, maintaining accurate and detailed records of accounts and expenditures in accordance with good bookkeeping practices, and function in accordance with guidelines established by the IECIAA Board.

SECTION 6: Resignations

A: Board

In the event that any of the IECIAA Board positions become vacated, the remaining IECIAA Board shall appoint an association member in good standing who meets the criteria established for elected officers in Article II, Section 7.6 to fill that position for the remainder of the term. 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

In the event that the President resigns during the term of office, the Membership VP will assume the duties of the President (Section 5) and the above rules shall apply, except that the appointment will be made by the IECIAA Board.

B: Members

Individuals may resign their membership in the Association by electronic notice to any IECIAA Board member or they may simply let their membership expire through non-renewal of dues and no refunds will be issued if done prior to expiration.

Resignation from the Board must be in writing and received by the Secretary. In the event the Secretary is resigning then written resignation shall be given to the President.

SECTION 7: Removal

A: Board

A Board member shall be dropped for excessive absences from the Board if she/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining board.

B: Members

Membership Termination and Rights: The IECIAA Board will investigate all allegations of misconduct. If it is determined that any member has violated the terms contained within these by-laws, the IECIAA board may vote to remove that member from the IECIAA. In addition, the membership status of any individual is subject to review, at any time, by the IECIAA Board. A member may appeal his or her action to the Board within 60 days.

The membership status of any individual who departs or alters their affiliation with law enforcement or criminal justice agency is subject to review by the IECIAA Board.

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 IECIAA Board.

A: By-Law Committee

1.

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.

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.

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 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 end of the year luncheon / meeting.
3. The election of members in good standing for the position of President, VP of Programs, VP of Membership, Treasurer and Secretary shall be held in the two months leading up to the end of the year luncheon/meeting. Elections will be held every other year with bi-annual rotating terms. The elected position of President and Treasurer will occur on the same year, followed by the next year elections for the positions of VP of Membership, VP of Programs and Secretary. Each position is held for a 2-year tenure.

C: Conference Committee

1. The President is the chairperson of this committee. All IECIAA board members shall actively participate on this committee.
2. The chairperson is responsible for obtaining the conference guidebook (refer to Article VI Section 6 of the CCIAA By-laws) from CCIAA. The

committee is responsible for maintaining and updating the state's conference guidebook.

3. The host association shall make the determination if a co-host would be appropriate for the conference (refer to Article VI Section 1 of the CCIAA By-Laws).

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.

ARTICLE VI: EMBLEM OR LOGO

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

Any use of the IECIAA logo 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 IECIAA Board shall work to resolve the issue(s) in the best interest of the organization.

ARTICLE IX: DISSOLUTION

In the event that the Inland Empire Crime and Intelligence Association the assets and income thereof shall not benefit any member or private individual, but shall be turned over to the Board of the CCIAA who will be held responsible for the division of the assets equally amongst the remaining regional associations that fall under the California Crime and Intelligence Analysts Association umbrella.