

**INLAND EMPIRE CRIME AND INTELLIGENCE ANALYST ASSOCIATION
BY-LAWS (2003)**

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 Boundaries

The counties of Riverside and San Bernardino in the State of California have been commonly identified as the "Inland Empire" since the 1950s. The Inland Empire Crime and Intelligence Analyst Association was developed to 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: General Membership

The Inland Empire Crime and Intelligence Analyst Association will be comprised of Individual, Agency, Associate, Sponsor, and Student / Intern / Volunteer members whose rights, roles and responsibilities are defined in the following paragraphs.

A member in good standing is defined as one who actively participates in the business of the organization by either attending a minimum of three general association meetings per calendar year, or actively serving on a standing committee. To be considered a member in good standing one must also have dues and fees paid by the testimony of the Treasurer.

A: Individual Membership:

1. Individual members of this chapter shall consist of current or former law enforcement professionals involved in the area of crime and intelligence analysis. Former law enforcement professionals seeking an individual membership must have left their agency in good standing. Individual members in good standing with IECIAA are entitled to vote on matters brought before the association, vote in elections, run for positions on the Executive Board, be eligible to chair and serve on standing or special committees, and enjoy all products, services, and benefits of membership.

B: Agency Membership:

1. Agency memberships shall consist of law enforcement organizations having a crime and intelligence analysis, or similar, work unit. Each Agency Membership category has a specified number of non-transferable voting privileges – the number being determined by the Agency Membership package.
 - a. Platinum – Includes up to 15 voting privileges
 - b. Gold – Includes up to 10 voting privileges
 - c. Silver – Includes up to 5 voting privileges
 - d. Bronze – Includes up to 2 voting privileges
2. It is incumbent upon participating agencies to provide and maintain a current list of members having voting privileges with the Vice President of Membership. Designated voting members in good standing with IECIAA are entitled to vote on matters brought before the association, vote in elections, run for positions on the Executive Board, be eligible to chair and serve on standing or special committees, and enjoy all products, services, and benefits of membership.
3. All other employees of an Agency Membership are entitled to participate only in chapter-sponsored general organizational and training functions.

C: Associate Membership

1. Associate members include individuals not directly associated with a law enforcement agency but who have an interest in crime and intelligence analysis and whose participation in the organization will further the overall goals of the association. Associate members are non-voting members and cannot hold elected office.
2. Associate members are entitled to participate only in chapter-sponsored general organizational and training functions. Associate members cannot attend meetings where sensitive or restricted law

enforcement materials are presented.

D: Sponsor Membership

1. Sponsor members include any individual, company, or corporation having an interest in enhancing the overall goals of crime and intelligence analysis through sponsorship of the Inland Empire Crime and Intelligence Analyst Association. Sponsor members are non-voting members and cannot hold elected office.
2. Sponsor members are entitled to participate only in chapter-sponsored general organizational and training functions. Sponsor members cannot attend meetings where sensitive or restricted law enforcement materials are presented.
3. Sponsor members are entitled to one presentation opportunity per membership each calendar year to highlight the sponsor's business activities or functions. The time and date of the presentation opportunity will be established through the Vice President of Programs.

E: Student / Intern / Volunteer Membership

1. Student members shall consist of any full or part-time individual currently enrolled in a law-enforcement related program at a recognized secondary educational establishment and who has an interest in learning about crime and intelligence analysis.
2. Intern members shall consist of any full or part-time individual currently working for a law-enforcement agency and who has an interest in learning about crime and intelligence analysis.
3. Volunteer members shall consist of any full or part-time individual currently engaged in a volunteer program with a law-enforcement agency and who has an interest in learning about crime and intelligence analysis.
4. Student/Intern/Volunteer members are non-voting members and cannot hold elected office or be on a

standing or special committee. Student/Intern/Volunteer members are entitled to participate in chapter-sponsored general organizational and training functions.

5. Student/Intern/Volunteer members cannot attend meetings where sensitive or restricted law enforcement materials are presented.
6. Exceptions to numbers 4 and 5 above may be made, upon approval of the Executive Board, for any Student/Intern/Volunteer who is presently enrolled or has completed the Department of Justice's Crime & Intelligence Analyst Certification Program and successfully passed a background check with a law enforcement agency. This exception will be granted when applying for membership. Exempt Intern or Volunteer members may be assigned voting privileges under an Agency Membership.

F: Non-Member

1. Non-members shall consist of those persons having only an interest in a specific training opportunity presented by the Inland Empire Crime and Intelligence Analyst Association. A fee may be charged for scheduled training functions.
2. Non-Members cannot attend meetings where sensitive or restricted law enforcement materials are presented.

SECTION 2: Censorship, Suspension, Expulsion, and Reinstatement

Members may be censored, suspended, or expelled, from the association for good cause, which includes, but not limited to, misfeasance in office, criminal conduct, or serious non-professional conduct that damages the association or is contrary to the purposes of the association.

Incidents involving any member, other than the Executive Board, are brought to the attention of the Membership Committee. The final decision relating to the member in question, following investigation, will be voted on by the Membership Committee unless deferred to the Executive Board. Voting shall be conducted solely by double blind paper ballot.

Incidents involving members of the Executive Board are brought to the attention of the Membership Committee. The final decision of the Executive Board member in question, following investigation, will be voted on by the membership. Voting shall be conducted solely by double blind paper ballot.

A member that has been expelled from the Association may reapply for membership no sooner than one year from the date of expulsion. Re-admission thereafter shall require the consent of the majority of the Executive Board.

An appeal of final decisions (censorship, suspension, or expulsion) should be submitted to the Ethics Committee chairperson.

SECTION 3: Membership Applications

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

Applications approved by the Membership Committee shall be presented to the Executive Board for final approval. The chairperson of the Membership Committee shall formally notify applicants of the Board's decision.

SECTION 4: Quorum

A quorum to conduct business at a general association meeting shall consist of not less than 15 voting members. A quorum for any standing or special committee shall consist of a simple majority of the committee members.

SECTION 5: 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 (50% plus one). Matters requiring a vote must be placed on the agenda no less than 2 business days prior to the general association meeting.

Agenda items requiring a vote at a general association meeting, where a quorum does not exist, will be submitted to members with voting privileges within twenty-four hours after the close of the general meeting. 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. Mail

Voting matters may be sent through the U.S. Postal Service to members with voting privileges. The Board has the responsibility of mailing out voting matters within twenty-four hours after the close of the general meeting.

Members are responsible for returning their vote to the Board in a timely manner. Votes mailed to the provided “reply” address must be received within 17 business days of the item’s postmark. A vote receipt will be acknowledged electronically by the Board. Votes received after the established deadline will not be tabulated.

3. E-Mail

Voting matters may be sent via electronic means (e-mail) to members with voting privileges. The Board has the responsibility of sending voting matters, via e-mail, within twenty-four hours after the close of the general meeting.

Members are responsible for returning their vote, via electronic means (e-mail), to the Secretary, with a copy to the Vice President of Membership, in a timely manner. Electronic votes must be received within 17 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.

B: Proxy

Robert's Rules of Order defines a proxy as "a power of attorney given by one person to another to vote in his (or her) stead."

1. Members with voting privileges may proxy their vote to any association member with voting privileges.
2. Proxy votes, either single-issue or blanket, must be defined and reduced to writing.
3. Blanket proxy votes extend only to a single meeting.
4. Proxy votes must be administered within the voting guidelines of the by-laws

C: Election of Officers

General and special elections of officers for the Inland Empire Crime and Intelligence Analyst Association shall be conducted solely by double-blind paper ballot. Absentee and proxy votes will not be accepted in matters of general or special elections of officers.

SECTION 6: 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 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. Any member more than three months in arrears of dues and fees will be considered not in good standing, and will be subject to censorship.

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 7: 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 and will meet at least once each quarter 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.

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.

The Nominating Committee will be appointed at the Association meeting held in August. Nominations will be accepted by the committee at the Association meeting held in October. Ballots will be mailed to the voting membership in November. Election results will be announced at the Association meeting held 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.

- b. The President of the association shall either be a full-time, regular employee for an Inland Empire law enforcement agency or be a full-time, regular employee of another law enforcement agency, but reside in the Inland Empire.

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.
- b. The Membership Vice President of the association shall either be a full-time, regular employee for an Inland Empire law enforcement agency or be a full-time, regular employee of another law enforcement agency, but reside in the Inland Empire.

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.
- b. The Program Vice President of the association need not be working for an Inland Empire law enforcement agency or reside in the Inland Empire.

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.

- b. The Secretary of the association need not be working for an Inland Empire law enforcement agency or reside in the Inland Empire.

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.
- b. The Treasurer of the association need not be working for an Inland Empire law enforcement agency or reside in the Inland Empire.
- c. The Treasurer will provide all records of account on an annual basis to the designated Certified Public Accountant (CPA) for audit. The Treasurer will also assist the designated CPA with the preparation of all tax reporting. The Executive Board will select a CPA familiar with filing taxes for nonprofit organizations.

SECTION 8: 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 a vote at the next scheduled general association meeting. 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 written notice to any Executive Board member.

ARTICLE III: STANDING COMMITTEES

The chairpersons of standing committees shall be members of the Executive Board or appointed by the President.

The term of office for each standing committee chairperson shall be for two years. The term of office begins at the time of appointment by the new president. Each standing committee shall meet at least once each quarter to formulate plans, discuss activities and devise policies. All standing committees shall end with each term of office.

Standing committees of the Inland Empire Crime and Intelligence Analyst Association are, as follows:

A. Training Committee

1. The chairperson of the Training Committee shall be the Vice President of Programs. The Training Committee shall consist of one to three members. The committee shall assist and support the chairperson in his or her duties.

B. Membership Committee

1. The chairperson of the Membership Committee shall be the Vice President of Membership. The Membership Committee shall consist of one to three members. The committee shall assist and support the chairperson in his or her duties.
2. The Membership Committee is responsible for all censorship, suspension, expulsion and reinstatement investigations. All investigations must be completed in 30 days. The committee has the authority to exercise whatever rights necessary to protect the organization.

C. Hospitality Committee

1. The President shall appoint the chairperson of the Hospitality Committee at the beginning of his or her term of office. The Hospitality Committee shall consist of one to three members.
2. The committee shall be responsible for finding a host for each meeting and making arrangements for refreshments.

D. Ethics Committee

1. The President shall appoint the Chairperson of this committee at the beginning of his or her term of office. The Chairperson shall not be a member of the Executive Board. The Ethics Committee shall consist of one to two members.
2. The Ethics committee chairperson is responsible for receiving all appeals of censorship, suspension or expulsion for review.

E. Publicity

1. The President shall appoint this committee of one at the beginning of his or her term of office. This committee, on behalf of the association, shall act as a liaison to the designated CCIAA Webmaster.

ARTICLE IV: 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 bi-annually 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 mailed to the voting membership in November. 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.

D: Scholarship Committee

1. The President shall appoint the chairperson of the Scholarship Committee at the beginning of his or her term of office. The Scholarship Committee shall consist of two to five members. The committee shall each calendar year select, through an established procedure, a recipient to receive a scholarship from the association to cover the registration fees of the annual Crime and Intelligence Analyst Association

conference.

2. Scholarship applicants must be listed on the IECIAA membership roster in order to be eligible.

ARTICLE V: PARLIAMENTARY AUTHORITY

At the beginning of his or her term, the President shall select a person from past members of the Executive Board to advise him or her on matters of parliamentary procedure. The Parliamentarian shall also serve as chairperson of the By-Law Committee.

The rules contained in the current edition of *Robert's Rules of Order* shall govern, in all cases involving the general membership, Executive Board, and all, where they are not in conflict with the by-laws and any special rules of order, including the organization's policy and procedures, adopted by this association.

The Parliamentarian shall be responsible for working with the Executive Board and committee chairpersons in the development and maintenance of the organization's policies and procedures.

The Parliamentarian shall, as part of his or her duties, research and present to the association membership any legislative matters relative to the field of crime and intelligence analysis, geographical information systems, or law enforcement.

ARTICLE VI: MEETINGS

The Inland Empire Crime and Intelligence Analyst Association shall hold no less than six 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.

The President shall be responsible for preparing and distributing the agenda of each association meeting prior to the scheduled meeting.

Agendas shall be distributed to all association members no less than ten business days prior to the scheduled meeting. Revised

agendas shall be distributed no later than two business days prior to the scheduled meeting.

A. Agenda format

1. Minutes of the previous meeting
2. Treasurer Report
3. Committee Reports
4. State Business
5. Old business
6. New business
7. All matters of 'old' and 'new' business requiring a vote must have a brief description included on the agenda.

B. Meeting format

1. A short association business meeting
2. A portion of time in which members can participate in sharing and discussing current crime analysis casework or local crime issues
3. A portion of time for sharing training needs or employment opportunities
4. A minimum of three annual general association meetings must be used for training purposes.
5. In keeping with the association's by-laws, one of the six annual general association meetings shall be used as a Sponsor Membership forum.

ARTICLE VII: 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 VIII: 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 IX: 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 X: 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.