



BAY AREA CRIME AND INTELLIGENCE ANALYSTS ASSOCIATION CONSTITUTION AND BY-LAWS MARCH, 2008

ARTICLE I: ASSOCIATION

SECTION 1: NAME The name of the association shall be the Bay Area Crime and Intelligence Analysts Association.

SECTION 2: PURPOSE The purpose of the Bay Area Crime and Intelligence Analysts Association is to provide a regional organization for improving the efficacy of law enforcement professionals' work, environment, and cross-jurisdictional communication through training, technological exploration, and the sharing of information.

A. SCOPE: The Association's intentions are:

1. To exchange regional criminal activity information (e.g., crime trends, suspect information, known offenders, career criminals).
2. To create, for the membership, a learning environment that enhances their knowledge of crime analysis techniques, appraises them on new innovations in analysis, including new technology, and encourages the sharing of membership expertise to the betterment of law enforcement and the professionalism of the members.
3. To encourage liaison between and association with other crime analysts and law enforcement professionals in the field of crime analysis.

B. GOAL

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

C. OBJECTIVES

1. To establish an organization that is capable of providing the resources needed to accomplish our goals
2. To establish monthly meetings, with every second meeting being a business meeting
3. To provide training opportunities, including speakers

ARTICLE II: ADMINISTRATIVE ORGANIZATION

SECTION 1: MEMBERSHIP

A. Active Agencies: Any law enforcement agency that has paid the yearly membership fee to the Bay Area Crime and Intelligence Analysts Association is an active agency during that year.

B. Members: The Bay Area Crime and Intelligence Analysts Association will be comprised of the following:

1. General Members: Law enforcement professional involved or working for a state, county or city law enforcement agency may join. General members may hold office and otherwise participate in all activities and privileges of the Association. General members are encouraged to take an active part in the Association. General members that join as part of an agency membership will not have an individual vote.

2. Associate Members: Professionals in education, criminal justice or other fields that 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.

3. Student Members: Students actively taking courses in the Crime Analysis Certification program and/or completing the intern program. This includes paid, volunteer and intern positions. Student 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. IACA Membership: Active Member as of Jan 31st of each year will also receive 1 year membership with the International Association of Crime Analyst under the terms of the BACIAA group membership.

SECTION 2: VOTING

Voting rights shall be accomplished according to the following: each agency will be accorded one (1) vote, regardless of size. Voting shall be by voice vote, aye or nay, or by show of hands, or by secret ballot if deemed necessary in matters of election.

SECTION 3: DUES AND EXPENDITURES

All rights for levying assessments and dues shall rest with the Association. Any sums paid from Association accounts other than those made for the general business operation within the guidelines established by the board of directors shall be disbursed only upon the approval of the Executive Board or a majority vote of the membership, when appropriate.

Dues and mailing fees will be assessed on an agency basis. The dues and mailing fees amount will be determined by the Executive Board and approved by a simple majority of members present. The annual membership fee will be due and payable in November. Agencies joining the Association during or after July will be assessed half the annual membership fee.

All assessments will be defined in Attachment A of these By-Laws. Attachment A may be modified and voted upon without affecting other attachments or the main body of these By-Laws.

SECTION 4: MONTHLY MEETINGS

The newly elected President shall host the first meeting of the year at the location of their choice. At this meeting, a schedule will be established that lists the locations of the meetings for the remainder of the year. This list may be distributed either at the meeting or through email or regular mail.

Each meeting shall consist of:

- A. A section in which members can participate is sharing and discussing Crime Analysis issues, and a short time period for Association business.
- B. A guest speaker or a training session relevant to Crime Analysis issues during alternate months, or as determined by the President.

A business meeting will be held every other month, prior to the regular meeting.

SECTION 5: CONFERENCE

An annual state conference will be held in the last half of each year. Our Association will host this conference on a rotating basis with the other regional Associations. The content of this conference will be established by the Standing conference Committee.

ARTICLE III: OFFICERS

SECTION 1: EXECUTIVE BOARD

The Executive Board will be comprised of the elected officers of the Association, the Chairperson of each standing committee, and the immediate past President of the Association. The current President shall preside at the Board meetings. The Executive Board will be responsible for the administrative decisions for the Association and will meet at least once every quarter unless deemed unnecessary by the President and a majority of the Board. The Executive Board will formulate the plans and policies of the Association and provide administrative leadership.

SECTION 2: ELECTED OFFICERS

The officers of the Association shall be: President, Vice President, Secretary and Treasurer. The term of office for the President, Vice President and Secretary shall be for two years commencing on the first day of January of every other year. The Treasurer shall also serve a term of two years, and will be elected during alternate years from the rest of the Executive Board. No person shall serve more than two consecutive terms of office. The President shall appoint a three (3) person Special Nominating Committee in September to assist in the identification of interested candidates and to present a slate of nominees. Nominations may also be submitted to the floor during the October meeting. Nominations will be held in October with the election in November. The new officers shall be installed in December.

A. The President of the Association shall preside at the monthly Association meetings. The President shall be responsible for preparing an agenda for each meeting and shall also officially represent the Association at any function and act as a spokesperson for the Association.

B. The Vice-President shall assume the duties of the President when the President is unavailable. The Vice President is responsible for the identification of training needs, instructional sources and assisting the agency hosting the Association monthly meeting with the preparation of the best possible programs. The Vice President and at least one other Association member shall comprise the Training Committee.

C. The Secretary will be responsible for the accurate recording and timely dissemination of minutes of monthly and Board meetings.

D. The Treasurer shall be responsible for maintaining accurate and detailed records of accounts and expenditures in accordance with guidelines established by the Executive Board. The treasurer shall establish and maintain a checking account for the Association and will file all appropriate and necessary forms annually to maintain our tax-exempt-status. The treasurer shall report on the Association's financial standing and provide supporting documentation at the bi-monthly business meeting. This information shall be made available to all members.

The President shall fill vacancies occurring during the term of office of any officer of the Association through appointment.

ARTICLE IV: STANDING COMMITTEES

The President shall be responsible for the appointment of chairperson(s) for the standing committees and for ensuring these committees maximum participation of the membership. The chairperson(s) of these standing committees shall also be members of the Executive Board and shall participate in Executive Board management. The chairperson of each standing committee shall be dismissed from that position on December 31st of each year, unless reappointed by the President. Each standing committee shall meet at least once each quarter to formulate plans, discuss activities or devise policies. Standing committees shall be created for:

A. Recruitment and Membership

This committee of one to five members shall assist in the recruitment of new members, retention of current members, formulation of recruitment plans and assisting in the welcoming and orientation of new members.

B. By-Laws Review and Audit

This committee of one to three members shall review and revise the By-Laws as the needs of the Association change, as well as conduct a yearly audit to validate the bookkeeping records of the Secretary and Treasurer. The committee will assist the Treasurer in establishing good accounting procedures and ensure that the records are kept in good order.

C. Conference

This committee of one to seven members shall be responsible for organizing and producing the yearly training conference. This will include arranging the location, speakers, publicity vendors, equipment and facilities. The Treasurer will assist the committee and maintain complete financial records for the conference.

D. Legislative

This committee of one to five members shall review and evaluate proposed legislation. The committee will provide information on pertinent legislation to Association members and coordinate efforts of the Association in attempts to influence the course of pending legislation.

E. Technical

This committee of one to three members shall provide sources of information and advice on computer systems, technical advancements, computer software and vendors.

F. Training

The Vice President shall chair this committee, as per Article III, Section 2B. The Vice President will select one other Association member to serve with them. The purpose of this committee will be to identify training needs and to acquire the appropriate training.

ARTICLE V: SPECIAL COMMITTEES

The President may create one or more special committees of one to five members. These special committees may be used to address topics or problems not covered by a standing committee. The chairperson of a special committee is not a member of the Executive Board.

ARTICLE VI: 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 VII: EMBLEM OR LOGO

The Association shall select and approve an emblem or logo to be used as the symbol of the Association and it shall appear on the letterhead and the official documents of the Association.

ATTACHMENT A

ASSESSMENTS

MEMBERSHIP FEE

A. Each renewing active (an active agency is one whose dues are current) agency shall be charged \$45.00 per person, or \$200 per agency plus 10\$ per member in November of each year.

B. Each new active agency shall be assessed a fee of \$45.00 or \$200 plus \$10 per member, depending on agency size, when joining the Association between January 1st and June 30th of that year.

C. Each new active agency shall be assessed a fee of \$22.50 or \$100 plus \$5 per member, depending on agency size when joining the Association between July 1st and December 31st of that year.

MAILING FEE

Active agencies are entitled to one copy of the minutes of the monthly Association meetings. For each additional copy of the minutes mailed to an active agency, that agency will be assessed a yearly fee of \$10 dollars. Whenever possible, notices, minutes, announcements and other documents will be sent to each member electronically.

CONFERENCE FEE

The Conference Committee shall be responsible for setting the per person fee for attending the yearly conference.

OTHER FEES

All fees not covered by this Attachment shall be determined by the Association Officers.