

Article I: Name

The name of this organization is the International Association of Crime Analysts, abbreviated herein as IACA.

Articles of Incorporation

The International Association of Crime Analysts is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered and to make payments and distributions in furtherance of the purposes set forth. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations' as said Court shall determine, which are organized and operated exclusively for such purposes.

Article II: Purpose

The following are the purposes for which this association has been organized:

To enhance the effectiveness of crime analysis and crime intelligence analysis programs nationally and internationally through education and training

To provide a forum for analysts to share information, strategy, and technique

To promote international professional standards for analysts

To assist local, state, provincial, national, and international public safety agencies in the development and advancement of analysis programs

To research and publish information regarding crime analysis and crime intelligence analysis

To foster multi-agency collaboration and information sharing

To increase the value of analysis training through collaboration with other organizations

Article III: Members

Section 1: Membership Eligibility

A. Membership in the IACA is restricted to those persons who have a demonstrated interest in crime analysis or criminal intelligence analysis and who support the doctrines and goals of the IACA.

B. Membership to the IACA is issued on an individual or group basis. For membership purposes, a group is defined as a state or regional crime analysis association that is recognized by the IACA or a law enforcement agency with a minimum of twenty individuals applying for IACA membership.

Section 2: Application for Membership

A. Individuals will apply for membership in the IACA by submitting a written or electronic application to the Vice President of Membership.

B. Groups will apply for membership in the IACA by submitting an electronic database to the Vice President of Membership. This database will list each member's full name, position, division/unit, agency, mailing address, city, state, country, postal code, email address, phone number, fax number, and agency's web address.

Section 3: Fees and Dues

A. Dues and assessments for membership shall be set at each annual IACA meeting. A motion to change the dues shall be made by the treasurer or his or her proxy. If no motion is made, dues will remain unchanged from the previous year.

B. Only individuals, whose yearly membership dues have been received, deposited, and cleared, by testimony of the Treasurer, shall be considered current members.

C. Memberships will remain valid for up to two months after the members' renewal dates.

D. Members of the Executive Board shall be exempt from dues during their terms of office.

E. The per member dues assessed to groups of 19 or fewer members is set at the current individual membership dues rate.

F. The per member dues assessed to groups of 20 to 30 members is set at 20% per member less than the current individual membership dues rate. (Example: If the current individual rate is \$25, the per member rate for groups of 20 30 members is \$20.)

G. The per member dues assessed to groups of 31 or more members is set at 40% per member less than the current individual membership dues rate. (Example: If the current individual rate is \$25, the per member rate for groups of 31 or more members is \$15.)

H. The per member dues rate is set at the time the group submits its initial membership database for each calendar year. Should the group increase or decrease in size during the year, the dues rate will remain the same for the remainder of that year.

Section 4: Rights of Membership

Members of the IACA have the following rights

1. To attend meetings, conferences, and special functions of the IACA
2. To make, debate, and vote on motions
3. To vote in elections
4. To run for a position on the Executive Board
5. To nominate members to the Executive Board

6. To access and review the minutes of general meetings, special meetings, and Executive Board meetings of the IACA
7. To enjoy all products, services, and benefits of membership
8. To be eligible to chair and sit on committees of the IACA
9. Collectively, to exercise all association powers not specifically assigned to the Executive Board

Section 5: Resignations and Disciplinary Action

A. Individuals may resign their membership in the International Association of Crime Analysts by written notice to the IACA Secretary, or they may simply let their membership expire through non-renewal of dues.

B. Members may be censured, suspended, or expelled from the IACA for malicious action that damages the IACA or is contrary to the purposes of the IACA. Such action may be taken under two means, following an investigation and recommendation by the Ethics Committee as provided in Article VII:

1. By a 2/3 vote of the voting membership following an Annual Meeting
2. By a 4/5 vote of the Executive Board, to be reviewed and ratified by a majority vote of the members during the next Annual Meeting or Special Meeting.

Article IV: Officers

Section 1: Officer Positions

A. Officers of the International Association of Crime Analysts shall be a President, a Vice President of Administration, a Vice President of Membership, a Secretary, a Treasurer, and a Past President.

B. All offices except for the Past President are elected positions. The Past President shall be the most recent individual to occupy and serve a full term in the office of President, prior to the current President.

Section 2: Eligibility

Officers must be members of the International Association of Crime Analysts. No member may hold more than one office at the same time.

Section 3: Duties & Responsibilities

A. The President has the following duties and responsibilities:

1. To preside at all IACA membership meetings and Executive Board meetings;
2. To present at each Annual Meeting an Annual Report of the activities of the IACA;
3. To prepare the agenda for Annual Meetings and Executive Board meetings;
4. To manage the goals, projects, and priorities of the association;
5. To nominate chairmen and members of all committees, temporary and permanent, under the rules established in Article VII;
6. To co-approve, with the Treasurer, expenditures of the organization, consistent with the rules established in Article V;
7. To serve as an ex officio member of all committees, permanent and temporary;

8. To exercise other powers and duties as may reasonably be construed as belonging to the Chief Executive of an organization.

B. The Vice President of Administration has the following duties and responsibilities:

1. In the event of the absence or the inability of the President to exercise his or her office, to become acting President of the association, with all of the rights, privileges, and powers as if he or she had been the duly elected 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 as assigned by the President;
4. To handle administrative functions of the association not specifically given to other Officers or Committees.

C. The Vice President of Membership has the following duties and responsibilities:

1. To maintain the association's current membership roster;
2. To manage all recruitment efforts;
3. To notify members upon expiration of their memberships;
4. To chair the Membership Committee, if formed under the provisions of Article VII;
5. In the event of the absence or the inability of the President and the Vice President of Administration to exercise the office of President, to become acting President of the association, with all of the rights, privileges, and powers as if he or she had been the duly elected President;
6. To otherwise perform the duties and responsibilities of the President during the temporary absence of the President and the Vice President of Administration.

D. The Secretary has the following duties and responsibilities:

1. To keep the minutes and records of the association;
2. To ensure that all documents required by law and by the IACA bylaws are properly

kept and filed;

3. To serve all official notices to members of the association;
4. To edit and publish all publications of the association, except where otherwise provided;
5. To be the official custodian of all records and the seal of the association;
6. To handle correspondence of the organization.

E. The Treasurer has the following duties and responsibilities:

1. To ensure the care and custody of all funds belonging to the association;
2. To deposit funds received through membership dues and other sources;
3. To distribute funds authorized by the members or by the Executive Board, consistent with the provisions outlined in Article V;
4. To provide invoices to members for payment of their membership dues;
5. To co-approve, with the President, expenditures of the organization, consistent with the provisions outlined in Article V;
6. To provide to the membership, on a quarterly basis, a statement on the association's current treasury balance;
7. To provide to the membership at the Annual Meeting a detailed list of expenditures for the previous year;
8. To arrange for an independent audit of the accounts every three years, as each newly elected Executive Board takes office.

F. The Past President serves at his or her will in an advisory capacity to the elected Officers on matters pertaining to the operations of the association and any other matters on which his or her previous service allows unique insight.

G. The itemization of certain duties and responsibilities above does not preclude the assumption or assignment of additional obligations consistent with each officer's office,

within the limits of the powers of the Executive Board outlined in Article V.

Section 4: Terms and Succession of Office

A. Each officer shall be elected to a term of office of three years, beginning on January 1 and ending on December 31.

B. If the President permanently leaves his or her position through resignation, removal, suspension, or other means, the Vice President of Administration shall assume the powers of the President for the remainder of the elected President's term. In the event that the Vice President of Administration is unable to assume the office of the President, the Vice President of Membership shall assume the office of the President for the remainder of the elected President's term.

C. If an elected officer other than the President leaves his or her position through resignation, removal, suspension, or other means, the President shall appoint a member of the association to assume the office for the remainder of the term. Such appointment will be contingent upon the approval of at least two thirds of the remaining officers, including the President.

D. No officer may serve more than two consecutive terms in the same position.

Section 5: Nominations and Elections

A. Elections for all elected officer positions will take place on a tri-annual basis. The dates given in the paragraphs below apply to the year in which the terms of office for the current Executive Board members expire.

B. A candidate must receive a majority of the voting members' votes to be elected, with the modifications of Paragraph K below.

C. Elections will be managed by the Election Committee provided in Article VII.

D. Nominations for each office must be submitted in writing to the chairman of the Election Committee by June 1. Any member in good standing may nominate a candidate. A nomination petition must contain signatures of two percent of the members of the IACA as of February 28.

E. The Election Committee will issue a ballot to all members by August 1. Only individuals who are members of the IACA on the date the ballots are issued will receive ballots and will be allowed to vote in the election.

F. The Election Committee will offer a forum for candidates to present their positions, and for members to discuss and debate the candidates.

G. If the IACA Annual Meeting during that election year occurs after September 1, the date of the Annual Meeting will serve as the Tallying Date. If the IACA Annual Meeting occurs before September 1, October 1 will serve as the Tallying Date.

H. Members must return the ballot at least 10 days prior to the Tallying Date. Ballots returned by mail will remain sealed in their envelopes until the Tallying Date.

I. If there is only one nominee for a single office, that individual shall be considered elected by acclamation.

J. Should more than two individuals run for one office, members will have the ability to specify their first and second preferences.

K. The Election Committee will tally the results on the Tallying Day. If more than two individuals are running for any one position, and none of the candidates receive a majority of first preferences, ballots for the candidate receiving the lowest number of first preferences will be re-counted, ignoring the first preferences in favor of the second preferences. If still no candidate achieves a majority of votes, the ballots of the candidate receiving the second lowest number of first preferences will be recounted in the same manner, and so on, until at last one candidate achieves a majority of votes.

L. The chairman of the Election Committee will announce the results of the vote during the Annual Meeting.

Section 6: Resignation or Removal From Office

A. Elected Officers may be removed from their offices through the following means:

1. The Officer may resign his or her position by submitting his or her resignation, in writing, to the Secretary or, if the resigning officer is the Secretary, to the President;

2. The Officer may be suspended from his or her duties by a 4/5 vote of the Executive Board, under the grounds listed below; subject to review and ratification by the membership,

a. The Officer has acted in a manner that is damaging to the IACA or contrary to the purposes for which the IACA was established;

b. Acting as an Officer of the IACA, the officer has committed an illegal act;

c. The Officer has been convicted of a felony, related or unrelated to his or her position within the IACA

d. The Officer has abandoned his or her duties and has not responded to communication from the Executive Board for a period of one month;

e. The Officer refuses or is unable to perform his or her duties as outlined in Section 3.

3. The Officer may be recalled by a 2/3 vote of the membership following reasons, if recommended by the Ethics Committee as in Article VII:

a. The Officer has acted in a manner that is damaging to the Association or contrary to its purposes;

- b. Acting as an Officer of the IACA, the Officer has committed an illegal act;
- c. The Officer has been convicted of a felony, related or unrelated to his or her position within the IACA
- d. The officer has abandoned his or her duties and has not responded to communication from the Executive Board for a period of one month;
- e. The officer refuses or is unable to perform his or her duties as outlined in Section 3.

B. Any Officer removed from office under these provisions shall be replaced under the provisions of Section 4.

Article V: Executive Board

Section 1: Composition

The Executive Board will consist of all Officers of the International Association of Crime Analysts, including the Past President.

Section 2: Powers

A. The following powers are granted to the association's Executive Board:

1. Oversight and administration over the various functions, benefits, and operations of the IACA;
2. Administrative tasks and expenditure of funds necessary to carry out the projects and priorities of the IACA, as directed by the members during an Annual Meeting, or by general consent to the proposals of the President;
3. Powers necessary to organize and run the IACA Annual Meeting and its associated activities;
4. The authority to establish affiliations and partnerships with non-profit organizations having compatible goals and doctrines, and the power to dissolve such affiliations and partnerships;
5. The authority to pursue sources of funding for the association, where consistent with goals of the association outlined in Article II;
6. All powers necessary for Officers to comply with their duties and responsibilities as outlined in Article IV;
7. Powers elsewhere assigned to Officers or the Executive Board within these bylaws.

B. All powers not assigned to the Executive Board belong to the members of the association.

C. Any policy or decision of the Executive Board may be overridden by a 2/3 vote of the voting membership.

Section 3: Meetings

A. The Executive Board will meet as often as its members require, but no less than once per quarter.

B. Telephone conference calls fulfill the meeting requirements under Paragraph A.

C. Minutes of the Executive Board meetings, including items of discussion and decisions made, shall be published by the Secretary and made available to all IACA members within ten days following the meeting.

Section 4: Quorum

No business shall be conducted in an Executive Board session without the presence of three elected officers.

Article VI: Meetings & Business

Section 1: Annual Meetings

A. IACA members shall convene once per year for an Annual Meeting as part of the association's Annual Conference. The date and time of the Annual Meeting will be announced not less than three months prior to the meeting. The Annual Meeting is the primary mechanism for members of the IACA to introduce business, propose projects and priorities, and make motions.

B. An agenda of issues to be discussed at the Annual Meeting shall be compiled by the President and published not less than one month prior to the meeting. However, the enumeration of certain items of business shall not preclude members from introducing new business at the Annual Meeting.

C. The President shall preside at the Annual Meeting and conduct business in compliance with Robert's Rules of Order, except where otherwise provided in this article.

D. Participants at Annual Meetings may only vote on issues that concern the administration of the meeting itself (i.e., privileged motions and incidental motions, as defined by Robert's Rules of Order), or that modify the wording or parameters of various proposals (i.e., secondary motions and subsidiary motions as defined by Roberts Rules of Order). Voting on main motions—those that introduce, modify, or dissolve IACA business, proposals, projects, priorities, and committees, including election of officers and amendment of bylaws, will not occur at Annual Meetings. Such votes must be undertaken by mailed or electronic ballot following the meeting at which they are discussed.

E. The IACA Secretary will publish minutes from the Annual Meeting within ten days of the Annual Meeting.

F. The Secretary will record all motions made at an Annual Meeting and, within 20 days of the Annual Meeting, deliver to all members a ballot for voting on these motions.

Section 2: Other Means of Conducting Business

A. Issues may be discussed between Annual Meetings through mail, e-mail, Internet discussion boards, and other electronic means.

B. For such business to be valid, the following rules apply:

The Executive Board must make every reasonable effort to ensure that all members receive information about the issues at hand. When it is not possible for every member to receive the necessary information, at least 9/10 of the members must be informed.

The Executive Board must provide a forum to discuss and debate issues prior to voting.

Article VII: Committees

Section 1: Establishment, Appointment, Composition, and Administration of Committees

A. Committees may be established through any of the following means:

As provided in these bylaws;

By a majority vote of the voting members;

By a 3/5 vote of the Executive Board.

B. The Executive Board shall appoint all committee members, except where otherwise provided.

C. Except where otherwise provided, the President will nominate all committee chairmen, subject to the 3/5 ratification of the Executive Board.

D. The President shall serve as an ex officio member of all committees, but shall not have voting authority except on committees on which he or she serves as the chairman, unless he or she is appointed to the committee through the ratification process outlined in Paragraph C.

E. Committees may consist of a single member, and in such case will be referred to as Appointed Positions.

F. The chairman of each committee, or his or her designated proxy, shall present the report and resolutions of the committee to the members at each Annual Meeting. Such a report may be written or oral.

G. Committees may establish sub-committees if necessary, in which case the chairman of the general committee will serve as an ex officio member of each sub-committee.

Section 2: Standing Committees & Appointed Positions

A. An Election Committee will be established during each election year, at least eight months prior to the Annual Meeting. The Election Committee shall run the election of Officers in a manner consistent with Article IV. No member running for office shall serve on the Election Committee.

B. A Conference Committee will be established at least one year prior to each Annual Meeting of the IACA, to organize, plan, and execute the Annual Conference. The Vice President of Administration will serve as an ex-officio member of this committee, but not as the chairman.

C. A Webmaster shall serve in an Appointed Position to administer the IACA's World Wide Web page.

D. A Parliamentarian shall be an Appointed Position to rule on parliamentary matters during Annual Meetings and to provide parliamentary advice to the President during the course of other IACA operations throughout the year.

E. An Ethics Committee of six members shall serve as a fact-finding body to investigate grievances against members and Executive Board members of the IACA, and to make recommendations for sanctions as authorized in Article 3, Section 5 and Article 4, Section 6. The following special provisions apply to the appointment and operations of the Ethics Committee:

Executive Board members shall not serve on the Ethics Committee.

The Executive Board shall appoint new members to the Ethics Committee on an annual basis, one month following the Annual Meeting of the IACA.

Any grievance against a member or an Executive Board member shall be made in writing to the chair of the Ethics Committee.

The Ethics Committee shall investigate the allegations in the grievance and present their findings in writing to the Executive Board within 60 days of receiving the grievance.

The Executive Board shall review the report of the Ethics Committee at its next scheduled business meeting or conference call, but no more than 30 days after receiving the Ethics Committee's report. If an Executive Board member is the subject of the investigation, he or she shall be excluded from the review.

The accused member shall be notified of the investigation 30 days prior to the Executive Board's decision and shall have an opportunity to respond to the allegations in writing.

The Executive Board shall vote whether to take action in the matter under the guidelines outlined in Article 3, Section 5 or Article 4, Section 6. Members can override the Executive Board's decision with a 2/3 vote.

Both the Ethics Committee and the member who submitted the grievance shall be notified in writing of the Executive Board's decision.

Section 3: Optional Committees

A. An Advisory Committee may be established by the Executive Board to advise the President in the course of performing his or her roles and responsibilities. The committee shall be established upon request of the President, or upon a 4/5 vote of the Executive Board, should the President not favor the appointment of the committee. The President

will chair the Advisory Committee.

B. A Membership Committee may be established by the Executive board to assist the Vice President of Membership in the performance of his or her duties and responsibilities. The committee shall be established upon the request of the Vice President of Membership, or upon a 4/5 vote of the Executive Board, should the Vice President of Membership not favor the appointment of the committee. The Vice President of Membership will chair the Membership Committee.

C. A Publications Committee may be established by the Executive Board to assist the Secretary in the performance of his or her duties and responsibilities. The committee shall be established upon the request of the Secretary, or upon a 4/5 vote of the Executive Board, should the Secretary not favor the appointment of the committee. The Secretary will chair the Publications Committee.

D. A Finance Committee may be established by the Executive Board to assist the Treasurer in the performance of his or her duties and responsibilities. The committee shall be established upon the request of the Treasurer, or upon a 4/5 vote of the Executive Board, should the Secretary not favor the appointment of the committee. The Treasurer will chair the Finance Committee.

Section 4: Special Committees

A. Special committees shall be established, by either a 3/5 vote of the Executive Board or by a majority vote of the voting members, to oversee projects or to carry out resolutions made by the Executive Board or the IACA members.

B. The President shall prepare, or shall designate another Officer to prepare, a Charter for each special committee. The Charter will specify the goals and functions of the committee, and will specify either a date or other criteria upon which the committee will be dissolved.

C. The committee chairman will provide monthly reports to the Executive Board on the special committee's progress.

D. The committee chairman, or his or her designated proxy, will submit a report on the committee's activities and progress to the membership at the Annual Meeting.

E. Special committees shall be dissolved upon completion of their goals or upon reaching their dates of termination.

F. Special committees may be dissolved prior to the completion of their goals or their dates of termination by a 4/5 vote of the Executive Board or by a 2/3 vote of the voting members.

Article VIII: Parliamentary Authority

The Parliamentary Authority of the International Association of Crime Analysts is the most recent revision of Robert's Rules of Order. Meetings and other business of the association shall be conducted in a manner consistent with Robert's Rules of Order except when the provisions of these bylaws provide differently.

Article IX: Amendment of Bylaws

1. Proposed amendments to the bylaws shall be submitted in writing to the Secretary.
2. Amendments require a 2/3 vote of the voting membership for ratification. Voting may be conducted through means provided in Article VI.
3. Proposed amendments must be presented to the members for review and discussion at least one month prior to the vote.
4. Amendments shall be submitted and approved one section at a time, except when two or more sections are contingent on each other, in which case they may be submitted and voted upon as a single measure.