



# IACA Bylaws

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Voted in: May 2023

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## **Article I: Name**

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

## **Article II: Purpose**

International Association of Crime Analysts, Inc. is an all-volunteer, non-profit organization dedicated to providing training, networking and professional opportunities to crime and intelligence analysts around the world. We deliver these services in a cost-effective manner.

## **Article III: Members**

### **Section 1: Membership Eligibility**

- A. Membership in the IACA is open to all current employees of law enforcement or criminal justice agencies; educators working in the fields of criminal justice or criminology; students and other individuals seeking careers in crime analysis; and private-sector employees who provide products and services related to crime analysis.
  - 1. Membership for individuals who do not fit into one of the categories above may be allowed by Vice President of Membership or Executive Board policy on a case-by-case basis.
  - 2. The Vice President of Membership has the authority to deny, suspend, or revoke membership based on misrepresentation of facts in the member's membership application or record.
- B. Membership to the IACA is issued on an individual or group basis.

### **Section 2: Application for Membership**

- A. Individuals will apply for membership in the IACA, as determined by the policies of the Vice President of Membership.
- B. Groups will apply for membership in the IACA, as determined by the policies of the Vice President of Membership.

### **Section 3: Fees and Dues**

- A. Dues and assessments for individual and group membership shall be set by recommendation of the Treasurer and ratified by member vote.
- B. Only individuals, whose yearly dues have been received, or otherwise waived or discounted by the Executive Board, shall be considered current members in good standing, with all the rights of membership.
- C. Individual members will be archived from the current IACA membership roster if dues have not been received or waived by the member's renewal date.
- D. Members of the Executive Board shall be exempt from dues during their terms of office.
- E. The per member dues rate is set at the time the group submits its initial membership roster and will remain at that rate until the group's membership renewal date, regardless of changes in group size.

#### **Section 4: Rights of Membership**

Current members in good standing of the IACA have the following rights:

1. To attend (virtual, physical, or telephonic) Annual Meetings, regular Executive Board meetings, 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 IACA Executive Board;
5. To access and review the minutes of Annual Meetings and regular Executive Board meetings of the IACA;
6. To enjoy all products, services, and benefits of membership;
7. To be eligible to chair and sit on committees of the IACA.

#### **Section 5: Resignations and Disciplinary Action**

- A. Individuals may resign their membership in the IACA by written notice to the Vice President of Membership, or they may simply let their membership expire through non-renewal of dues.
- B. Members may be censured, suspended, or expelled from the IACA after an Ethics Committee investigation, as outlined in Article VII.

## **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, and a Treasurer.
- B. Upon taking office, Officers are required to sign the IACA's Conflict of Interest Policy.

### **Section 2: Eligibility**

- A. Officers must be current members in good standing of the IACA. No member may hold more than one office at the same time.
- B. The Treasurer must be a full time resident of the United States of America and have a social security number.

### **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 the chairperson and members of all committees, temporary and permanent, under the rules established in Article VII;
  - 6. To serve as an ex officio member of all committees, permanent and temporary, except the Ethics Committee;
  - 7. 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 permanent or long-term absence or inability of the President to exercise the Office of the President, to become acting President of the association, with all the rights, privileges, and powers as if having 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 provide invoices to members for payment of their membership dues;
5. To chair the Membership Committee, if formed under the provisions of Article VII;
6. In the event of the permanent or long-term absence or 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 the rights, privileges, and powers as if having been the duly elected President;
7. 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 handle and serve official correspondence and notices to the membership, except those addressed by other officers and committee members, as natural extensions of their responsibilities;
4. To edit and publish all publications of the association, except where otherwise provided;
5. To be the official custodian of all records.

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 to the membership, on a quarterly basis, a statement on the association's current treasury balance;
5. To provide to the membership at the Annual Meeting a detailed list of expenditures for the previous year;
6. To chair the Finance Committee, if formed under the provisions of Article VII;
7. To arrange for an independent audit of the accounts every three years, as a newly elected Treasurer takes office;
8. To file all applicable taxes.

F. 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.

G. Board members may use committees and appointed positions to carry out the duties and responsibilities outlined in Paragraphs A-F of this section, but in all such cases the board member shall have final authority and responsibility.

#### **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. If a successor has not been elected or appointed, the outgoing officer shall continue to serve in that office until a successor has been elected or appointed.

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



- C. If an elected officer other than the President leaves their 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 2/3 of the remaining officers, including the President.

### **Section 5: Nominations and Elections**

- A. Elections for all elected officer positions will be held every year, rotating board members on a triennial basis allowing for the retention of institutional memory and continuity. The positions of President and Treasurer will occur on the same year followed by the Vice President of Membership and the Secretary the following year, and the Vice President of Administration the year after that.
- B. Elections will be managed by the Election Committee provided in Article VII and as determined by the policies of the Election Committee.
- C. Members interested in running for a position must submit their names to the chairperson of the Election Committee. Candidates must be current members in good standing at the time of self-nomination. Candidates may withdraw their names at any point after self-nomination.
- D. The Election Committee will offer a forum for candidates to present their positions, and for members to discuss and debate the candidates. Candidates will be given the opportunity to meet the members and debate each other at the Annual Meeting.
- E. The Election Committee will issue an electronic ballot to all members and the election period will remain open for at least one month. 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. Tallying Day will occur no more than five days after the close of elections.
- G. A candidate must receive a majority vote of the voting members' votes to be elected, with the modifications of Paragraph J below.
- H. If there is only one nominee for a single office, that individual shall be considered elected by acclamation.
- I. Should more than two individuals run for one office, members will have the ability to rank the candidates in order of preference.

- J. The Election Committee will tally the results on 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 re-counted in the same manner, and so on, until at last one candidate achieves a majority of votes.
- K. The Election Committee Chair will announce the results of the vote within four days of Tallying Day.

### **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 if recommended by the Ethics Committee as in Article VII, under the grounds listed below; subject to a 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 voting membership if recommended by the Ethics Committee as in Article VII for the following reasons:
    - a. The Officer has acted in a manner that is damaging to the IACA 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.
- C. In the event of the simultaneous resignation or removal of all Executive Board members, the longest tenured committee chair shall assume the office of the President. The tenure shall be measured in cumulative time as a committee chair within IACA and will be calculated by the Bylaws Committee Chair. The next longest tenured committee chair shall assume the other offices in the following order:
- 1. Vice President of Administration
  - 2. Vice President of Membership
  - 3. Secretary
  - 4. Treasurer

The new officers will retain their position until the next regularly scheduled election for that position.

## **Article V: Executive Board**

### **Section 1: Composition**

The Executive Board will consist of all Officers of the International Association of Crime Analysts

### **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.

### **Section 3: Meetings**

- A. The Executive Board will meet for regular meetings as often as its members require, but no less than once per quarter, and shall provide notice to the membership at least seven days prior.
- B. Telephonic and virtual conference calls fulfill the regular meeting requirements under Paragraph A.

- C. Minutes of the regular Executive Board meetings, including items of discussion and decisions made, shall be published by the Secretary, and made available to all IACA members within 10 days following the meeting.
- D. The Executive Board may convene special meetings and executive sessions without advance notice to the membership.

#### **Section 4: Quorum**

No business shall be conducted in any Executive Board meeting or session without the presence (virtual, physical, or telephonic) 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 Robert's 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 follow the meeting at which the motions were discussed, as in Paragraph F below.
- E. The IACA Secretary will publish meeting minutes from the Annual Meeting within 20 days of the Annual Meeting.
- F. The Secretary will record all motions made at an Annual Meeting and, within twenty days of the Annual Meeting, deliver to all members a ballot for voting on these motions. The rules on voting on the motions shall be established by the Executive Board.

### **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. The rules on voting on the issues shall be established by the Executive Board.

## **Article VII: Committees**

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

- A. Committees may be established through any of the following means:
  - 1. As provided in these bylaws;
  - 2. By a majority vote of the voting members;
  - 3. By a 3/5 vote of the Executive Board.
- B. The Executive Board shall appoint all committee members, except where otherwise provided in these bylaws.
- C. Except where otherwise provided in these bylaws, the President will nominate all committee chairpersons, subject to the 3/5 ratification of the Executive Board.
- D. The President shall serve as an ex officio member of all committees, except the Ethics Committee, but shall not have voting authority except on committees on which he or she serves as the chairperson, unless he or she is appointed to the committee through the ratification process outlined in Paragraph C.
- E. The President shall prepare, or shall designate another Officer to prepare, a Charter for every 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 renewed or dissolved, as provided for in Section 3.
- F. Committees may consist of a single member, and in such case will be referred to as Appointed Positions.
- G. Each committee chair, or their designated proxy, will provide monthly reports to the Executive Board on the committee's goals, progress, and resolutions and present an annual report at each Annual Meeting. Such reports may be written or oral.
- H. Committees may establish sub-committees if necessary, in which case the chairperson of the general committee will serve as an ex officio member of each sub-committee.
- I. Upon taking a committee position, members are required to sign the IACA's Conflict of Interest Policy.



## 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 Bylaws Committee shall serve to process proposed amendments and to ensure that all IACA publications (i.e., charters, policies, procedures, etc.) remain congruent with the bylaws.
- E. 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.
- F. An Ethics Committee shall serve as a fact-finding body to investigate grievances against members of the IACA, and to make recommendations for sanctions as authorized in Article III, Section 5 and Article IV, Section 6. The following special provisions apply to the appointment and operations of the Ethics Committee:
  - 1. Executive Board members shall not serve on the Ethics Committee.
  - 2. Any grievance against an IACA member shall be made in writing to chairperson of Ethics Committee.
  - 3. The Ethics Committee shall investigate the allegations in the grievance and present a written report with their findings to the Executive Board as determined by the policies of the Ethics Committee.
  - 4. The Executive Board shall review the report of the Ethics Committee within 30 days upon receipt. If an Executive Board member is the subject of the investigation, that board members shall be excluded from the review.

5. 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.
  6. The Executive Board shall vote whether to take action in the matter under the guidelines outlined in Article III, Section 5 or Article IV, Section 6.
  7. Both the Ethics Committee and the member who submitted the grievance shall be notified in writing of the Executive Board's decision.
- G. The Training Committee shall serve to plan and provide training opportunities for members.

### **Section 3: 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. Special committees shall be dissolved upon completion of their goals or upon reaching their dates of termination.
- C. 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 rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the IACA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the IACA may adopt.

## **Article IX: Amendment of Bylaws**

### **Section 1**

Proposed amendments to the bylaws shall be submitted in writing to the chairperson of the Bylaws Committee. The Bylaws Committee will then review and submit proposed amendments and recommendations to the members of the Executive Board as determined by the policies of the Bylaws Committee.

### **Section 2**

Amendments require a 2/3 vote of the voting membership for ratification. Voting may be conducted through means provided in Article VI.

### **Section 3**

Proposed amendments must be presented to the members for review and discussion at least one month prior to the vote. 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.