

SAN DIEGO CRIME ANALYSIS ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE I: ASSOCIATION

SECTION 1: NAME

The name of the Association shall be THE SAN DIEGO CRIME ANALYSIS ASSOCIATION.

SECTION 2: PURPOSE

The purpose of the San Diego Crime Analysis Association is to provide a regional organization for law enforcement professionals to share crime analysis 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 of innovations in analysis, and encourages the sharing of member expertise to the betterment of law enforcement and 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. GOALS:

To encourage county-wide 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 effective association.
2. To provide area-wide training opportunities.
3. To facilitate the creation of a statewide crime analysis association made up of regional organizations.

ARTICLE II: ADMINISTRATIVE ORGANIZATION

SECTION 1: MEMBERSHIP

The San Diego Crime Analysis Association will be comprised of active and associate members whose rights and roles shall be defined as:

1. Active Members: Law enforcement professionals involved or interested in the area of crime analysis. Active members shall vote and hold office and are entitled to all rights to approve and accept candidates for membership into the Association and otherwise participate in all activities and privileges of the Association.
2. Associate Members: Any individual employed by an agency that is directly associated with law enforcement and who has an interest in crime analysis and whose participation can enhance the overall goals of the organization. Associate members shall not hold elective office but are entitled to participate in all other rights and privileges of the Association.
3. The Recruitment and Membership Committee will review all associate member applications to maintain the association's professional standards. The committee will present their recommendation to the general membership for final approval. This process will be completed in a timely manner.
4. Any member who violates any rule, regulation, article or by-law established by the association, executive board, or any standing committee may be subject to discipline as determined by the executive board. This must be approved by a simple majority of the members present at a regular meeting of the association.

SECTION 2: VOTING

Each member will have an equal voice in the issues before the Association, one vote per member in good standing (dues paid).

Voting shall be by one of the following methods, to be determined by the situation:

1. Voting for officers and by-laws shall be by ballot distributed to all members. In the event all candidates for office are unopposed, voting shall be by method #2 below.
2. Voting on business matters at meetings shall be by voice vote, aye or nay, or by show of hands by members present.

All voting matters will be passed by simple majority (50% plus 1) of paid members. In case #2, matters will be passed by simple majority of paid members present at that meeting.

SECTION 3: DUES AND EXPENDITURES

Dues will be assessed on an individual basis. The dues amount will be determined by the Executive Board and approved by a simple majority of voting members present. The annual membership fee will be due and payable in January for the calendar year. Dues paid during October, November, and December will be credited to the next calendar year. Special circumstances will be evaluated by the Executive Board on an individual basis.

All rights for levying assessments and dues for individual members shall rest with the Association. The Executive Board shall establish guidelines for the use of funds for general business operation. No personal expenditures shall be paid from Association accounts. Expenditures under \$25.00 shall be at the discretion of the Treasurer. Expenditures over \$25.00 shall require the approval of a majority of the membership.

ARTICLE III: OFFICERS

SECTION 1: EXECUTIVE BOARD

The Executive Board will be comprised of the elected officers of the Association, the Chairpersons of the standing committees, and the highest ranking immediate past officer. 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 it is deemed unnecessary by the President and a majority of the Board Members. 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, Program Vice President, Membership Vice President/Treasurer and the Secretary. The term of all offices shall be one year, commencing on the first day of January of each year. Length of office shall be limited to two (2) consecutive terms in any one office.

Nominations will be held in October with the election in November. The President shall appoint a three (3) person Nominating Committee in September to assist in identification of interested candidates and to present a slate of Nominees. Nominees must be paid members of the Association for three months to be eligible to run for office. Nominations also may be submitted to the floor at the October meeting.

SECTION 2: (Cont.)

- A. President of the Association shall preside at the monthly Association meetings. The President shall be responsible for the preparation of an agenda for each meeting and shall also officially represent the Association at any function and act as a spokesperson for the Association.
- B. Program Vice President shall be responsible for coordinating training sessions/meetings with the cooperation of a planning committee. The planning committee shall consist of no fewer than three people, which must be from different agencies. The Program Vice President will assume the duties of the President in the absence of the President.
- C. Membership Vice President/Treasurer shall maintain the membership list for the Association, assist in the assimilation and orientation of new members and oversee the development of recruitment strategies and assist with public relations issues associated with the Association. The Membership Vice President/Treasurer shall be responsible for all financial matters of the association, including establishing and maintaining a checking account for the Association. All payments to the association will be directly received by the Membership Vice President/Treasurer. This officer shall maintain 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. The Membership Vice President/Treasurer will assume the duties of the President in the absence of the Program Vice President and President.
- D. Secretary will be responsible for the accurate recording and dissemination of minutes of meetings, both monthly and board meetings. The Secretary will be responsible for any required filings of corporate papers, permits, licenses or similar items.

SECTION 3: RESIGNATIONS

In the event that an officer resigns during his/her term the President shall appoint a member of good standing (dues paid) to the replacement position. This appointment shall be subject to a vote (aye or nay, or by a show of hands) at the subsequent meeting. If the majority vote is opposed, then a special election will be held. The newly appointed officer shall perform the duties expected of his/her position until the following January.

In the event that the President resigns during his/her term, the above rules shall apply, except that the appointment will be made by the Executive Board.

ARTICLE IV: STANDING COMMITTEES

SECTION 1:

The President shall be responsible for the appointment of chairmen for the Standing Committees and for insuring these committees maximum participation of the membership. The chairmen of these Standing Committees shall also be members of the Executive Board and shall participate in the Executive Board management.

Each Standing Committee shall meet at least once a quarter to formulate plans, discuss activities or devise policies.

Standing Committees shall be created for:

A. Training Development and Program Content

This committee of one to five members shall assist in the identification of training needs, instructional sources and assist in preparation of the best possible programs for the Association meeting and training days.

B. Recruitment and Membership

This committee of one to five members shall assist in the recruitment of new members, formulating recruitment plans and assist in the welcoming and orientation of new members for the maximum effect on recruitment.

C. By-Laws Review and Audit

This committee of two to five 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 each Treasurer before the records are transferred to the new officer. The committee will assist the Treasurer in establishing good accounting procedures and insure that the records are kept in good order.

ARTICLE V: PARLIAMENTARY AUTHORITY

SECTION 1:

Robert's Rules of Order (Revised) shall be the parliamentary authority of all meetings of the Association, its Boards and its Committees.

ARTICLE VI: EMBLEM OR LOGO

SECTION 1:

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

ARTICLE VII: POLICY OF NON-ATTRIBUTION

SECTION 1:

To ensure that guest speakers may speak with candor, it shall be the policy of this organization that any remarks made by any invited guest speaker before the organization shall never be attributed to such speaker by any organization member. Visitors to organization meetings must agree to be bound by this policy, if they wish to attend presentations by guest speakers.