



## Bylaws for the Virginia Crime Analysis Network

### PREAMBLE

The purpose of this state-wide organization is to promote the exchange of crime analysis information and to encourage increased professionalism in the crime analysis field. Our priorities are to create unified standards for improved education, training, awareness and professionalism within the fields of crime and intelligence analysis.

### ARTICLE I NAME OF THE ORGANIZATION

The name of the organization shall be the Virginia Crime Analysis Network, otherwise known as VCAN.

### ARTICLE II PURPOSE AND FUNCTION

#### Section 1: Purpose

The purpose of VCAN is to provide a forum for the exchange of information and best practices among members. Furthermore, VCAN will address and promote training and educational opportunities to enhance and promote the profession of crime analysis.

#### Section 2: Function

- A. Enhance public and official understanding of the role of crime analysis in law enforcement;
- B. Facilitate and coordinate the exchange of information and concepts through training, symposiums and discussion among members;
- C. Reinforce professionalism, dedication to service and integrity among practitioners.

## ARTICLE III MEMBERSHIP

### Section 1: Membership Types

- A. VCAN and IACA Membership – This membership type is available to professionals and academics involved in or interested in the areas of crime and intelligence analysis. Professionals shall be employed by law enforcement agencies, the military or supporting corporations within the Commonwealth of Virginia or whose jurisdictional powers or area of responsibility falls within the Commonwealth of Virginia. Academics shall be employed by or enrolled in an institute of higher learning within the Commonwealth of Virginia. VCAN & IACA Members will be required to pay membership dues at a rate set forth by the Executive Board and, while in good standing, shall hold the following rights:
- to attend VCAN-sponsored trainings and symposiums at no additional cost
  - to cast a ballot in the election of the officers of the organization
  - to hold office in the organization or sit on any committee
  - inclusion on the VCAN listserv
  - enjoy all rights and privileges extended by membership to the International Association of Crime Analysts (IACA)
- B. VCAN-only Membership – This membership type is available to professionals and academics involved in or interested in the areas of crime and intelligence analysis. Professionals shall be employed by law enforcement agencies, the military or supporting corporations within the Commonwealth of Virginia or whose jurisdictional powers or area of responsibility falls within the Commonwealth of Virginia. Academics shall be employed by or enrolled in an institute of higher learning within the Commonwealth of Virginia. VCAN-only Members will be required to pay membership dues at a rate set forth by the Executive Board and, while in good standing, shall hold the following rights:
- to attend VCAN-sponsored trainings and symposiums at no additional cost
  - to cast a ballot in the election of the officers of the organization
  - to hold office in the organization or sit on any committee
  - inclusion on the VCAN listserv

All members of VCAN in good standing hold the right of access to all general meetings of the organization, publications produced by VCAN and to information maintained by the organization which is in the public domain.

### Section 2: Application for Membership

Applications for membership in VCAN can be made by submitting the application materials to the Treasurer, along with all dues and fees. Membership is contingent upon approval of the Executive Board. The approval will be confirmed by a letter of acceptance to the member/applicant.

### Section 3: Dues & Fees

Membership dues shall be established by the Executive Board and shall be payable annually by January 31<sup>st</sup>. Any renewal applications received after January 31<sup>st</sup> will be charged a ten dollar late fee. Members whose dues have not been paid in full by January 31<sup>st</sup> shall be suspended from all membership rights and benefits. Members whose dues have not been paid in full by March 1<sup>st</sup> shall have their membership terminated. Any member suspended for non-payment of dues shall be automatically reinstated upon full payment of their account balance.

Membership dues will not be pro-rated, however applications for membership will be accepted throughout the year.

### Section 4: Termination of Membership

A member shall be suspended if their employment or academic status no longer meets the criteria for their membership category. Exceptions to this policy will be considered on a case-by-case basis. The member shall notify VCAN in writing of the change in employment or academic status within thirty (30) days. Failure to do so will result in the member's expulsion from VCAN. Members shall be reinstated in VCAN after the organization has received, from the member, written verification on agency/corporate letterhead that they are serving in a capacity as defined by one of the membership categories.

A member shall be suspended for good cause, which includes but is not limited to, malfeasance in office, criminal conduct, serious non-professional conduct or non-payment of dues or fees at the discretion of the Executive Board.

## ARTICLE IV OFFICERS OF THE ORGANIZATION

### Section 1: Officers of the Organization

The bylaws of VCAN will provide for the following Officers and terms of office:

There shall be a President, Vice President, Treasurer and Secretary. The office of past President will be established as an advisory role for the board and will have no voting authority as an Executive Board member.

### Section 2: The Office of the President

The President will be the presiding officer at all general meetings of the membership of VCAN and the Executive Board and will hold an ex-officio membership in all committees of VCAN. The President shall also act as a representative of VCAN to the broader criminal justice community.

### Section 3: The Office of the Vice President

The Vice President shall assume the office and powers of the President in the event the President is unable to perform his/her duties. The Vice President will perform all other duties assigned to him/her by the President or Executive Board.

#### Section 4: The Office of Secretary

The Secretary of VCAN will hold responsibility for the transcription and distribution of the minutes of the general meetings of the membership and the Executive Board.

It shall be the responsibility of the Secretary to maintain all VCAN social media accounts to include, but not limited to, member management and event announcements and marketing.

The Secretary shall keep accurate and timely records of VCAN proceedings, issue notices of meetings and any other duties assigned by the President or the Executive Board. Excluding financial records, the Secretary shall preserve all records and documents belonging to VCAN.

#### Section 5: The Office of Treasurer

The Treasurer shall be responsible for receiving and processing membership dues and training fees. In addition, the Treasurer shall maintain all financial records, books and accounts of the organization.

It shall be the responsibility of the Treasurer to assist the Executive Board in the conduct of audits of the organization.

The Treasurer shall be responsible for preparing semi-annual fiscal reports in January and July of each year and shall present the budget to the Executive Board for approval. All fiscal reports shall be made available to the membership.

All fund disbursements over the amount of \$250.00 shall be authorized by the Treasurer and approved in writing by the President, or in his/her absence, the Vice President. Any funds disbursement equal to or less than \$250.00 shall be done by the Treasurer.

#### Section 6: Succession of Office

In the event the President is unable to perform the duties ascribed, the office shall be assumed by the Vice President, followed by the Secretary.

When the process of succession leaves vacancies on the Executive Board, appointments to fill those vacancies for the remainder of the election term will be made by the remaining Executive Board members at their discretion.

### ARTICLE V ELECTION OF OFFICERS

#### Section 1: Qualifications

Any Member of VCAN in good standing shall be qualified to hold office in the organization. Good standing shall be defined as being current on any and all dues and fees.

#### Section 2: Term limitations

Officers will be elected every two years for the Executive Board of VCAN. No elected member shall hold the office for which he/she was elected for more than two consecutive terms.

### Section 3: Electoral Process

The election of officers will take place every two years at the Spring Symposium. At each election, board members will ascend to the next level of the board as follows:

- Treasurer to Secretary
- Secretary to Vice President
- Vice President to President
- President to Past-president

Any exceptions to this practice shall be at the discretion of the current Executive Board.

A nominee will be considered elected to an office when she/he receives a simple majority of the general membership casting vote in the election, provided a quorum was established. If no nominee receives a simple majority of the ballots a run-off election must be conducted between the nominees who received the largest number of votes in the general election.

If there is only one nominee for an office that person shall be considered elected by acclamation.

### Section 4: Nomination Process

A person wishing to be placed on the ballot for the contested office must electronically submit to the Vice President a letter of intent for the respective office. This letter must be received by the Vice President no later than thirty days (30) prior to the established and published date of the Business Meeting of membership.

All nominees for office shall be certified by the Treasurer. A list of qualified candidates will be solicited from the membership and distributed electronically in advance of the Spring Symposium.

## ARTICLE VI EXECUTIVE BOARD

### Section 1: Composition

The Executive Board of VCAN shall be composed of all elected officers of the organization. The Executive Board shall be chaired by the President or in his/her absence, the Vice President.

The Executive Board shall meet when called by the President for the purpose of advising the President in carrying out the administration business and other affairs of the organization in accordance with the bylaws.

## ARTICLE VII MEETINGS

### Section 1: Business Meetings

There shall be a business meeting of the membership of VCAN announced on an annual basis. The dates, time, and locations of these meetings will be decided by the Executive Board. Business meetings of VCAN may be held as needed to support the needs and purpose of the organization.

Except as otherwise specified herein, motions and actions proposed shall become effective upon a simple majority of the voting members then present.

## Section 2: Executive Board Meetings

A meeting of the Executive Board may be called at any time by the President of the VCAN. There will be, at the least, one Executive Board meeting scheduled to coincide with the annual meeting of the general membership.

## ARTICLE VIII COMMITTEES

### Section 1: Committee Membership

Members of all committees must be members in good standing of the VCAN.

### Section 2: Ad Hoc Committee

The Executive Board has the authority to establish and compose committees with specific agendas, as the need is perceived. The composition and authority of these committees will be duly reported and recorded in the minutes of the Executive Board.

## ARTICLE IX PROVISIONS OF GOVERNANCE

The Virginia Crime Analysis Network will be governed by the rules and provisions of these bylaws, and any applicable and approved committee regulations. Where the standards and provisions of these bylaws are insufficient to resolve disputes, the most current edition of Roberts Rules of Order shall be consulted. The conduct of all meetings and actionable votes of any component of this organization must be held in compliance with the provisions of Roberts Rules of Order.

## ARTICLE X AMENDMENT OF BYLAWS

Proposed amendment(s) of these bylaws shall be distributed in writing to the membership no later than thirty days (30) prior to the established and published date of the next Business Meeting of membership. A voting ballot containing the proposed changes shall be distributed with registration materials at the next Business Meeting of membership. Members unable to attend the general meeting at which the voting will be held may vote by proxy. Members wishing to vote by proxy must submit a written request to the Executive Board no later than fourteen days (14) prior to the established and published date of the general meeting of membership.

Approval of the proposed amendments shall be determined by a simple majority of the general membership casting vote in the election, provided a quorum was established.

## ARTICLE XI BENEFITS

### Section 1: Entitled Members

The Executive Board, Committee Members and Past President shall be entitled to benefits outlined by level.

- Level 1 – Executive Board Members
  - Free VCAN and IACA membership for the term(s) of service
  - For VCAN-related meetings travel
    - Meals, excluding alcohol, not to exceed \$15
  - For VCAN-related training travel beyond 100 miles one-way
    - Hotel accommodations the night prior to the event
      - If more than one person, double occupancy (same sex only)
    - Meals, excluding alcohol, not to exceed \$30 in a 24-hour period
- Level 2 – Past President
  - Lifetime free VCAN and IACA membership
  - For VCAN-related meetings travel
    - Meals, excluding alcohol, not to exceed \$15
- Level 3 – Committee Chairs
  - Free VCAN and IACA membership for the term(s) of service
  - For VCAN-related meetings travel
    - Meals, excluding alcohol, not to exceed \$15
- Level 4 – Committee Members
  - Free VCAN and IACA membership for the term(s) of service

### Section 2: Restrictions

All benefits expenditures shall be approved by the VCAN President prior to disbursement and shall be accompanied by a receipt to be presented to the VCAN Treasurer. Benefits shall only be afforded when costs are not covered by the recipient's agency and are not otherwise included in a package (free breakfast with hotel stay, catered meals at trainings, etc.). Lodging rates shall not exceed that allowed by the U.S. General Services Administration. When practical, opting out of an overnight stay or lodging with friends and family is encouraged.

Total benefits expenditures (excluding value of free membership) shall not exceed \$1,500 per calendar year.

## ARTICLE XII QUORUM

### Section 1: Definition

Quorum shall be defined as a majority of all members in good standing.