

Northern Valley Crime and  
Intelligence  
Analysts Association

**BYLAWS**

REVISED: OCTOBER 2013

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**BYLAWS OF THE NORTHERN VALLEY CRIME AND  
INTELLIGENCE ANALYSTS ASSOCIATION**

**Preamble**

Purpose of Organization

In order to provide a regional crime and intelligence analysis information network in the Northern California Valley area, we the members of various Law Enforcement Agencies organize ourselves into an association to promote exchange of crime and intelligence analysis information to encourage increased professionalism in the crime and intelligence analysis field, and to provide learning/training opportunities for all members.

The specific and primary purpose of the association is to operate a Professional Association within the meaning of Section 23701e of the California Revenue and Taxation Code.

This organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

**Article I**  
Association

The name of this organization shall be the Northern Valley Crime and Intelligence Analysts Association and shall be referred in these bylaws as NoVCIAA.

**Article II**  
Membership General

**Section 1- Chapter**

NoVCIAA shall be comprised of Members of governmental agencies dealing with various aspects of Law Enforcement and Administration of Justice.

**Section 2- Region**

The region covered by NoVCIAA shall include the areas of Northern California not included in other regions of the California Crime and Intelligence Analysts Association (CCIAA).

### **Section 3- Affiliation**

Upon two-thirds vote of the Members entitled to cast such votes, NoVCIAA may affiliate with other organizations to further the purposes of NoVCIAA. Should such affiliation occur, NoVCIAA shall continue as a unit of the larger organization.

Should just and proper cause arise, NoVCIAA may, by a two-thirds vote of Members entitled to cast such votes, withdraw from the affiliation and shall resume as it was originally possessed.

## **Article III**

### **Membership Specifics**

### **Section 1- Membership**

Membership of NoVCIAA shall consist of Member Agencies. A Member Agency must be a Public Criminal Justice Agency. An individual from a Member Agency, who is an employee and has been vetted through a criminal background check, shall be a Member and must maintain good standing which is defined as having all dues and fees paid and current.

Exception: Associate Member

Upon a two-thirds vote of the Members entitled to cast such votes, NoVCIAA may allow an individual that does not meet above stated requirements, such as but not limited to, a retiree, a volunteer, student intern or contractor of a Member Agency to become an Associate Member. The Associate Member must have been vetted through a criminal background check approved by the Member Agency. An Associate Member will have the same membership privileges and rights as an agency member.

### **Section 2- Member**

Member is an individual from a Member Agency.

- A. Member: Employee of a public Criminal Justice Agency whose primary responsibility involves the analysis of crime or intelligence, research in crime or intelligence trends, or related areas concerned with the administration of justice.
- B. A Member from Member Agencies shall have voting privileges and shall have the right to hold elected office in NoVCIAA as specified below.

### **Section 3-Application for Membership**

- A. Every person who wishes to be considered for membership in NoVCIAA shall submit an application to the Treasurer accompanied by the proper annual dues and fees.
- B. Upon receipt of an application and fee, the Treasurer shall submit the application to the Executive Board for review.
- C. If, in the judgement of the Executive Board, the application does not qualify for the requested membership status in NoVCIAA, the Treasurer shall return all fees to the applicant along with a letter explaining the basis for rejection.
- D. Upon approval of the application, the Treasurer shall report to the membership at the next regular meeting the name and agency of the applicant.

### **Section 4- Membership Dues**

- A. The Executive Board shall annually recommend a dues schedule. The annual dues shall be set by a simple majority vote of the Members present at the regular scheduled NoVCIAA meeting.
- B. The annual dues shall be payable in advance on or before January 1 of each year. The Treasurer (with assistance from the Membership Committee Chairperson and the Secretary) shall distribute dues billings to Members annually during the month of November.
- C. The Treasurer shall notify Members who are two months in arrears. Those Members whose dues are not paid within two months of such notification shall be automatically dropped from membership of NoVCIAA. Dues shall not be prorated nor any portion refunded upon termination of membership.
- D. IACA Membership is non-transferable.

### **Section 5- Resignation or Substitution**

- A. Any Member desiring to resign from NoVCIAA may do so by informing the President in writing. "In writing" is defined, in these bylaws, as written notification through mail, e-mail, or by fax.
- B. A Member Agency may substitute another Member to NoVCIAA and have the dues from a departing Member transferred to the replacement Member if said replacement is due to the old Member being transferred to another assignment, leaving the Member Agency, or for any other good cause. This action must be done by informing the President in writing.

## **Article IV**

### **Executive Board**

#### **Section 1- Constitutional Officers**

The officers of NoVCIAA shall be President, Vice President, Secretary, Treasurer and State Board (CCIAA) Representative. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by NoVCIAA.

- A. No Member shall hold more than one office at a time and shall serve no more than two consecutive terms in the same office.
- B. Elected officers shall be installed during the December meeting and take office on January 1<sup>st</sup>.
- C. The term of office for all officers except Treasurer and State Board Representative shall be two years. The term of office for Treasurer shall be unlimited. The State Board Representative will be three years as stated in the CCIAA by-laws.

#### **Section 2- President**

The President shall preside at the chapter meetings; be officio member of all special committees; appoint chairpersons of special committees; conduct liaison with other similar associations; conduct special presentations by invited guests; and fill any vacancy occurring on the board of directors by appointment subject to approval of a majority vote of the Associate members attending the next regular meeting. Should the State Board Representative position become vacant, the President shall assume the duties of that position or appoint a person until a special election can be held.

#### **Section 3- Vice President**

The Vice President shall, in the absence of any other elected officer, assume the duties of that position; assist in the operation of NoVCIAA; chair the Membership Committee; and perform such other appropriate duties as may be assigned by the President. Should the office of the President be vacated, the Vice President shall fill the office pursuant to these bylaws.

#### **Section 4- Secretary**

The Secretary shall, at the direction of the President, receive and read all correspondence for NoVCIAA; direct specific information requests to appropriate members; keep minutes of Executive Board and general membership meetings; read previous meeting minutes and all pertinent correspondence to members at the general meetings; and distribute, in a timely manner, general information

including current general membership roster, previous meeting minutes, and meeting notices of monthly or special meetings.

### **Section 5- Treasurer**

The Treasurer shall receive, collect, and distribute monies on behalf of NoVCIAA as may be approved by majority vote of the Executive Board, and keep accurate records of all financial transactions.

The Treasurer and/or President shall be the principal signers of checks issued by NoVCIAA as long as they are not from the same Member Agency. The Treasurer and/or President shall deposit funds in designated accounts as ordered by the Executive Board. The Treasurer shall present the records to the Executive Board for audit whenever requested to do so and shall prepare an annual financial statement for the general membership of NoVCIAA for the December Membership meeting.

### **Section 6-State Board Representative**

The State Board Representative shall, at the direction of the President, fill NoVCIAA's Board position at the California State level. This position will be rotating within the board positions of of the California Crime and Intelligence Analyst Association (CCIAA) and set forth by CCIAA by-laws. The position is for a three year term. The primary role of the State Board Representative position is to be the liaison between CCIAA and NovCIAA, attending all meetings required by the CCIAA board and to report back to the NoVCIAA Board and its membership regarding any decisions that need to be made by NoVCIAA. Additional duties of the position will be defined in the CCIAA by-laws. Any person wishing to hold this position on the board must be an employee of a Law Enforcement agency as set forth in the CCIAA by-laws.

### **Section 7-Executive Board**

The Executive Board of NoVCIAA shall consist of the officers described in sections 2 through 6 of Article IV and the immediate Past President. Each Executive Board member shall have full voting rights.

### **Section 8- Succession of Presidential Vacancy**

In the event a Presidential vacancy occurs prior to the annual elections, the Vice President will fill the vacancy until the next annual election. The immediate Past President shall assume the office of Vice President until the Vacancy is filled through appointment as outlined in these bylaws.

**Article V**  
Nominations and Elections

**Section 1- Qualifications**

Only a Member in good standing may run for an Executive Board Office.

**Section 2- Nominations**

Nominations of Executive Board Officers shall be held at the August meeting. Any eligible Member may be nominated for an Executive Board Office by any other Member in good standing.

**Section 3-Elections**

Elections will be held in October. Nominees shall be elected by a simple majority vote cast Members. Nominations can only occur if two-thirds Members in good standing is present at the August meeting. If two-thirds of Members are not present, nominations must be given, in writing, to the Secretary for tabulation and preparing of the ballots for October elections by the end of August.

The Secretary will send out election ballots by September 15<sup>th</sup> of each year. The ballots must be sent back to the Secretary by October 31<sup>st</sup> of each year, in order to be counted.

**Article VI**  
Meetings

**Section 1- General Membership Meetings**

General membership meetings of NoVCIAA shall be held every other month, during the months of February, April, June, August, October and December. Notification of the meeting, in compliance with the Brown Act, shall be distributed prior to the meeting to insure all members have adequate notice of the meeting date and time.

**Section 2- Annual Meeting**

The annual California Crime and Intelligence Analysts Association meeting shall constitute the yearly conference. NoVCIAA shall not have a monthly meeting on the month that the CCIAA conference is held.

**Section 3- Executive Board Meetings**



An Executive Board meeting may be called at any time by the President or a simple majority of its members. Minutes of the Executive Board meeting shall be kept by the Secretary and be reported at the next general membership meeting.

#### **Section 4- Emergency Meetings**

An emergency membership meeting may be called by the President. At least five (5) working days notice shall be given and the purpose of the meeting shall be stated at the time of notification. An emergency meeting can be noticed via telephone, fax, or in writing.

#### **Section 5- Quorum**

Representation will be a simple majority of the Executive Board and one-third of Members shall constitute a quorum.

### **Article VII** Committees

#### **Section 1- Standing Committees**

Standing Committees shall consist of the Finance and Membership Committees. Other Committees shall be approved by the Executive Board and shall be dissolved upon completion of the task.

#### **Section 2- Finance Committee**

The Finance Committee shall consist of the Executive Board and any other members deemed necessary by the President. It shall be the duty of the Finance Committee to review and audit financial records of NoVCIAA and report the results to the membership at the December meeting. This report may be included in the annual finance report conducted by the Treasurer.

#### **Section 3- Membership Committee**

The Membership Committee shall be composed of the Vice President, who shall be the chairperson, and at least one Member. The Membership Committee will be responsible for maintaining an updated mailing list of criminal justice agencies in the Northern California area. The committee shall actively solicit new members. Membership to this committee shall be appointed by the President at the January meeting.

**Article VIII**  
Parliamentary Authority

Rules contained in the current edition of Robert's Rules of Order Newly Revised Edition shall govern NoVCIAA, in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which NoVCIAA or CCIAA may adopt.

**Article IX**  
Political Limitations

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

**Article X**  
Dedication & Dissolution

**Section 1-Dedication**

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.

**Section 2- Dissolution**

Upon the dissolution or winding up of the organization, its assets remaining after payment, or Provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c)(6) of the Internal Revenue Code.

**Article XI**  
Amendment of Bylaws

The bylaws can be amended at any regular meeting of NoVCIAA, by a two-thirds vote of the Members present at the meeting, provided that the amendment has been submitted in writing to the Secretary at least two months prior to the meeting, to insure a copy of the proposed change can be distributed with the meeting notice.