



By-Laws for the Virginia Crime Analysis Network

PREAMBLE

The purpose of this state-wide organization is to promote 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. Full Membership – This will be given to professionals employed by law enforcement agencies within the Commonwealth of Virginia. Full Members will be required to pay membership dues at a rate set forth by the Executive Board. All Full members of VCAN in good standing shall hold the following rights:
- to cast a ballot in the election of the officers of the organization
 - to hold office in the organization
 - to sit on any committee
 - to attend VCAN-sponsored trainings and symposiums at no additional cost
 - to enjoy all rights and privileges extended by membership to the International Associations of Crime Analysts (IACA)
 - inclusion on the VCAN listserv
- B. Academic Membership – This will be given to students and academic professionals who are involved with the criminal justice community within the Commonwealth of Virginia. Such members will not have voting authority. Academic members will be required to pay membership dues at a rate set forth by the Executive Board. All Academic members of VCAN in good standing shall hold the following rights:
- to attend VCAN-sponsored trainings and symposiums at no additional cost
 - inclusion on the VCAN listserv
- C. Corporate Membership – This will be given to private sector professionals who maintain an investigative or support role in the law enforcement community within the Commonwealth of Virginia. Such members will not have voting authority. Corporate members will be required to pay membership dues at a rate set forth by the Executive Board.
- inclusion on the VCAN listserv
- D. Agency Membership – This will be given to a group of individuals from the same law enforcement agency within the Commonwealth of Virginia. Agency members will be required to pay membership dues at a rate set forth by the Executive Board.
- Agency memberships have three (3) categories:
 1. Agencies with 4-7 members
 2. Agencies with 8-11 members
 3. Agencies with 12 or greater members
- All Agency members of VCAN in good standing shall hold the following rights:
- to cast one ballot per agency in the election of the officers of the organization
 - to hold office in the organization
 - to sit on any committee
 - to attend VCAN-sponsored trainings and symposiums at no additional cost
 - 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 31st. Any renewal applications received after January 31st will be charged a ten dollar late fee. Members whose dues have not been paid in full by January 31st shall be suspended from all membership rights and benefits. Members whose dues have not been paid in full by March 1st shall have their membership terminated. Any member suspended for nonpayment of dues shall be automatically reinstated upon full payment of their account balance. Membership dues will not be prorated; 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 nonprofessional conduct or non-payment of dues at the discretion of the Executive Board.

ARTICLE IV OFFICERS OF THE ORGANIZATION

Section 1: Officers of the Organization

The by-laws 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 will serve as coordinator for VCAN-sponsored trainings and symposiums, as well as act as an advisor and point-of-contact for Ad Hoc Committees. The Vice President shall assume the office and powers of the President in the event the President is unable to perform his/her duties.

Section 4: The Office of Secretary

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

The Secretary shall keep accurate records of VCAN proceedings, issue notices of meetings and any other duties assigned by the President or the Executive Board. 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 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.

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

The Treasurer shall be responsible for preparing an annual budget and shall present the budget to the Executive Board for approval.

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. Board members who have succeeded to a new position due to vacancy will not begin their two-year term in that position until the next election period begins.

ARTICLE V ELECTION OF OFFICERS

Section 1: Qualifications

Any Full or Agency 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 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 sixty days (60) prior to the established and published date of the general 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 by-laws.

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. Ad Hoc Committee chairpersons shall participate in meetings of the Executive Board.

ARTICLE VIII COMMITTEES

Section 1: Committee Membership

Members of all committees must be Full or Agency 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 by-laws, and any applicable and approved committee regulations. Where the standards and provisions of these by-laws 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 BY-LAWS

Amendments of these by-laws must be submitted in writing to the membership prior to or at the next scheduled meeting of the general membership of VCAN.

The proposed amendment (s) will be distributed to the voting membership with registration materials for the next business meeting. Executive Board members will discuss the proposed changes and

make amendments before submitting them to the membership for approval. Approval shall be determined by a simple majority of the voting members then present.