



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. One of our priorities is to establish a crime analysis certification program to create unified standards for improved education, training and awareness within the crime analysis field.

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 ideas among members pertaining to issues in crime analysis. Furthermore, VCAN will address and promote training and educational issues 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 training, seminars, and discussion among members;
- C. Reinforce the concepts of professionalism, dedication to service, and integrity among practitioners of crime analysis.

ARTICLE III MEMBERSHIP

Section 1: Eligibility

Regular members shall be a person, either civilian or sworn, actively involved in the practice of crime analysis for a criminal justice agency in the Commonwealth of Virginia.

Section 2: Membership Privileges

All members of VCAN in good standing shall hold a right to cast a ballot in the election of the officers of the organization; to hold office in the organization; and to sit on any committee.

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 3: Application for Membership

Application for membership in VCAN can be made by submitting the application materials to the Membership Director, along with all dues and fees. Upon receipt of the application and if, finding the applicant in compliance with the regulations and by-laws of VCAN, the Membership Director will take said application before the Executive Board for approval. A simple majority of the Executive Board constitutes an approval of an application of membership. The approval will be confirmed by a letter of acceptance to the member/applicant.

Section 4: Membership Types

- A. Full Membership – This will be given to professionals of law enforcement. Such members will have voting authority. Full Members will be required to pay full membership dues. Such status will be approved by the Executive Board.
- B. Associate Membership – This will be given to other professionals and/or persons (including students) who deal or are involved with the criminal justice community. Such members will not have voting authority. Associates will be required to pay membership dues at a rate set forth by the voting members.
- C. Corporate Membership – This will be given to private concerns, such as vendors, etc. Such members will not have voting authority. Corporate

members will be required to pay membership dues at a rate set forth by the voting members.

- D. Agency Membership – This will be given to agencies with four (4) or more individuals from the same agency in the area of law enforcement, criminal justice, criminology, police science, or related fields. Such members will only be allowed one vote from that agency. Agency members will be required to pay membership dues at a rate set forth by the voting members.

Section 5: Dues & Fees

Membership dues shall be established by the Executive Board and shall be payable annually in advance.

Should any member fail to pay the dues balance prior to thirty (30) days before the expiration of the second quarter of the calendar year for which the dues have not been paid, then with the expressed consent of the Executive Board, such member shall be suspended from all membership rights and benefits.

Any member suspended for nonpayment of dues shall be automatically reinstated upon payment of the amount due for the current year.

Section 6: Termination

A member may be suspended if they leave the position of crime analyst or related position and have not been rehired in a similar capacity within sixty (60) days.

The member shall notify VCAN in writing of the change in job status. 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 a department letterhead that they are serving as a crime analyst or in a related position with another employer.

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 following the expiration of the three (3) month grace period.

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, Secretary, Membership Director, Certification Representative, and Training Representative. The Department of Criminal Justice Services (DCJS) Representative and an office of past President will be established as an advisory role for the board. These two positions will have no voting authority.

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 the Network 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. 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 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 books, papers and property belonging to the Network.

Section 5: The Office of Treasurer

The Treasurer shall be responsible for receiving and processing membership dues and fees from the Membership Director. In addition the Treasurer shall maintain all financial records, books, and accounts of the organization and prepare annually a Financial Report to be published in the proceedings of VCAN.

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: The Membership Director

The Membership Director shall hold the primary responsibility for receiving and reviewing applications for membership in VCAN and shall forward applications to the Executive Board for approval.

The Membership Director shall be the primary line of recourse for issues and complaints of the membership and shall report to the Executive Board on all membership issues.

The Membership Director shall be responsible for the maintenance of the membership directory and for the timely production of the proceedings of VCAN.

Section 7: Representatives

Representatives on the Executive Board will consist of a Certification Subcommittee Representative, a Training Subcommittee Representative and a DCJS Representative.

These Representatives will be responsible for advising the Board on current subcommittee topics and state-level decisions and recommendations.

Section 8: 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.

If the process of succession depletes the ranks of the Executive Board, providing a quorum can be established, will appoint office holders to fill vacancies for the remainder of their elected terms.

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 annually for the Executive Board of VCAN. No elected member shall hold office for more than two consecutive terms.

Section 3: Electoral Process

The election of officers will take place at the annual meeting that coincides with the completion of the terms of office of the current elected officers.

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 prior to the established and published date of the general meeting of membership.

Nominee for office shall be certified by the Treasurer. A list of qualified candidates will be distributed with the registration materials at the general meeting of the membership.

ARTICLE VI EXECUTIVE BOARD

Section 1: Composition

The Executive Board of VCAN shall be composed of all elected officers of the organization along with a Membership Director, Training Representative, Certification Representative, and DCJS Representative. The Executive Board shall be chaired by the President or in his/her absence, the Vice President.

The Executive Board shall meet from time to time as 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 Constitution and By-Laws.

ARTICLE VII MEETINGS

Section 1: General Meetings

There shall be a general 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. General meetings of VCAN may be held as needed to support the needs and purpose of the organization.

Quorum at all VCAN general and annual meetings shall consist of five percent (5%) of the regular membership. Except as otherwise specified herein, motions and actions proposed shall become effective upon a majority vote of the regular members then present and voting.

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 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 general meeting. Members will discuss the proposed changes and make amendments before submitting them to the membership for approval.

For approval and amendment of the by-laws, the proposed amendment(s) must receive 2/3 of the voting membership, contingent on a quorum. Each amendment will stand for approval as a single measure. This approval will occur by the official ballot.