

Arizona Association of Crime Analysts By-Laws

Revised January 2015

Preamble

The AACA is a non-profit, non-tax exempt organization of law enforcement personnel, criminal justice personnel and those who work in crime analysis. Crime Analysis is the identification, analysis, and reporting of methods, patterns and trends in criminal activity. Activities of the Association include: crime analysis information sharing, establishing crime analysis standards and goals; providing instruction on crime analysis theory and practice throughout Arizona.

Article I: Name

The name of the organization will be the Arizona Association of Crime Analysts (A.A.C.A.).

Article II: Purpose

Mission Statement: The Arizona Association of Crime Analysts is a forum for advancing the utility and function of the crime analysis discipline through the exchange of ideas and information in an open, honest, and professional manner.

- A. To provide a forum for the exchange of ideas pertaining to crime analysis.
- B. To encourage agency involvement in the sharing of crime analysis information.
- C. To provide an effective means of determining and expressing the collective views of Arizona crime analysis practitioners on crime analysis needs.
- D. To focus attention on local, regional, and state goals and issues relating to crime analysis.
- E. To provide education in the areas of crime analysis theory and practice.
- F. To provide a continuous liaison between the Association and concerned agencies in the interest of crime analysis.
- G. To provide the expertise necessary to commence and sustain a statewide crime analysis program, thereby benefiting all citizens of Arizona through the analysis of crime.

Article III: Membership

- A. Membership - the AACA will offer two categories of membership, Regular Membership and Associate Membership and shall be referred to as 'Regular' and 'Associate'.
- B. All employees of Arizona criminal justice agencies are eligible to apply for Regular Membership in the AACA. In addition, volunteer personnel of those agencies as well as individuals affiliated with criminal justice agencies are encouraged to participate in the AACA and may also apply.
- C. All Arizona professionals associated with law enforcement who are vendors, students, instructors teaching Crime Analysis related courses or non-law enforcement people interested in Crime Analysis are eligible to apply for Associate Membership in the AACA.
- D. Application for Membership - Individuals seeking membership in the AACA should visit the AACA website to determine if they can benefit from participation in this organization. Final approval of membership shall be determined

by the consensus of the Executive Board and all regular and associate member applications are subject to review and approval by the current AACA Executive Board. The AACA Executive Board reserves the right to refuse membership to any applicant and to review the current status of any individual member at any time.

E. Regular Membership Privileges - Regular Members shall have the right to cast ballots in the elections of the officers of the AACA and to cast votes on any other issues that deem voting, such as but not limited to: by-law revision, use of funds, training selection, etc. Regular Members shall have the right to hold office in the Association and to sit on any committee of the AACA. All Regular members will have the right of access to all general meetings of the Association, publications produced by the Association, and both the listservs (see Article XI). Regular Members will also be eligible for discounted or free training opportunities when available/permissible.

F. Associate Membership Privileges - Associate Members shall not have the right to cast ballots in the elections of the officers of the AACA and will not be allowed to cast votes on any other issues that deem voting, such as but not limited to: by-law revision, use of funds, training selection, etc. Associate Members shall not have the right to hold office in the Association or to sit on any committee of the AACA. All Associate Members will have the right of access to all general meetings of the Association, publications produced by the Association, and the general listserv. Associate Members will also be eligible for discounted or free training opportunities when available/permissible and not Law Enforcement sensitive.

G. Dues and Fees – All new and renewing members are required to pay the respective membership fees of \$35 per year for Regular Membership or \$20 per year for Associate Membership, due January 1st of each year and valid through December 31st of that year. There will be a grace period until January 31st during which dues can be paid. There will be no prorating or refunds of dues. Dues paid between October 1st and December 31st of each year will carry-over into the following calendar year, in addition to the full calendar year beginning January 1st. Memberships are on a per person basis, and are therefore non-transferrable once a member ends tenure with the association. The Executive Board has the right to review any appeals to this stipulation on a case by case basis.

H. Membership Termination - The Executive Board will investigate all allegations of misconduct (see Article IV, C). If it is determined that any member has violated the terms contained within these by-laws, the general membership (those in attendance at the general meeting) may remove that member from the Association. The membership status of any individual who departs or alters their affiliation with law enforcement or criminal justice agency is subject to review by the Executive Board. In addition, the membership status of any individual is subject to review at any time by the Executive Board.

Article IV: Executive Board

A. The Executive Board shall be elected by the regular membership and shall consist of the offices of: President, Vice-President, Treasurer, and Secretary. The Executive Board shall meet at the direction of the President or upon recommendation of the majority of the Board to consider business matters or activities of the Association. The Executive Board will appoint one Member-At-Large and one Web Designer annually, who both will also serve as members of the Executive Board. These appointments shall occur within 30 days of the election results being finalized. The incoming Executive Board will solicit interested members via email, the listserv and the website. The terms of the Member-At-Large and Web Designer shall follow the same two year terms as the elected Executive Board members.

B. Executive Board meetings shall require a quorum of two members. Consensus will be used to decide issues. In the event an issue cannot be decided by the Board, the issue shall be presented to the regular membership at the next general meeting by the Member-At-Large. At least one Board member is required to attend every general meeting or a meeting shall not be held.

C. The Executive Board is empowered to investigate or cause to be investigated the actions of any AACA member for allegations of misconduct. If misconduct is found, the general membership of the Association has the power to remove any member. A member may appeal his or her action to the general membership within 60 days.

Article V: Election and Appointment of Officers

A. Nominations for the offices of President, Vice-President, Treasurer, and Secretary shall be made beginning 30 days prior to the last meeting of the calendar year. Nominations will be solicited by the current Executive Board via email, the website and the listserv. . All nominations will take place electronically via the AACA and/or the AZTAN

listserv. All nominees for office must be paid regular members in good standing to accept nominations and run for office. There shall be no limit to the number of regular members who may be nominated per office and a regular member need not be present to be nominated for office.

B. The election for the offices of President, Vice-President, Treasurer, and Secretary shall be held in the two months leading up to the February meeting. All officers will be elected bi-annually and the terms of office shall be two years. The election will be determined by anonymous ballot cast by current regular members and by designated proxies. Voting shall take place via the AACA website. Proxy voting will be permitted for election of officers only. A regular member wishing to vote but who is unable to access a computer may designate a proxy. The proxy may cast a vote(s) in the absent member's name. Proxy authority shall be recognized in one of two ways; either the absent regular member shall have written and signed a letter directed to the Association President designating the person who will act as proxy, or the absent regular member shall have telephoned both the designated person and the Association President and verbally granted proxy authority to the designated person. A regular member may run for any office after the two-year term ends.

C. The Member-At-Large shall be appointed by the other current members of the Executive Board (President, Vice-President, Secretary, and Treasurer). The Member-At-Large shall be appointed prior to the February meeting, upon election of the new Executive Board and shall serve for a period of two years.

D. The Web Designer shall be appointed by the other current members of the Executive Board (President, Vice-President, Secretary, and Treasurer). The Web Designer shall be appointed prior to the February meeting upon election of the new Executive Board and shall serve a period of two years.

E. No more than one elected or appointed office may be held at any one time by any individual regular member.

F. No more than two elected or appointed offices may be held by regular members of one agency.

G. All offices and appointments will be held by current regular members of the AACA.

H. In the event that any of the offices becomes vacated, the Executive Board shall appoint a current regular member from the general membership to fill that position for the remainder of the term. By way of this 2008 by-law change, the AACA membership automatically enacts a "grandfather clause" that changes the current terms of the AACA Treasurer to match that of the other Board positions. This short-term grandfather clause automatically extends the current treasurer's term one year, thereby allowing all Board Members to be voted in on the same two-year cycle.

Article VI: Duties of the Officers

A. President - The President shall preside at general membership meetings of the Associations and act as Chairperson of the Executive Board. The President shall solicit and appoint members of all standing committees, shall be responsible to the Executive Board for the proper functioning of all committees and shall maintain a complete and comprehensive file of the activities of the Association. The President shall also act as a representative of the Association to the broader criminal justice community.

B. Vice-President - The Vice-President shall serve in the absence of the President, assist the President in the Association's activities, serve on the Executive Board and be responsible for coordinating quarterly training for the Association.

C. Treasurer - The Treasurer shall serve on the Executive Board and receive and process membership dues. The Treasurer shall maintain the official membership roster of the Association and be responsible for recruitment and maintenance of the membership of the AACA. The Treasurer shall maintain financial records for the Association by preserving and maintaining a ledger and receipt book. It shall be the duty of the Treasurer to also participate in all committees de facto that requires spending Association funds.

1. Dispersing of Association funds - The Treasurer shall have the primary responsibility of writing checks for the Association and approving purchases with the Association's debit and/or credit card. Another Executive Board member designee (appointed by the Board) will have permission to sign Association checks to disperse Association funds in the Treasurer's absence and will have an assigned debit or credit card to make purchases on behalf of the association.

D. Secretary - It shall be the duty of the Secretary to record, keep on file, and distribute the minutes of all proceedings of the Association and all necessary documents. The Secretary shall preserve all books, papers and property belonging to the Association and shall serve on the Executive Board.

E. Member-At-Large - It shall be the duty of the Member-At-Large to participate as a member of the Executive Board, attending regular Board meetings; special meetings as scheduled; and quarterly Association meetings. The Member-At-Large will represent the general membership on issues of interest or concern to the Association. The Member-At-Large will assist with conferences; meeting planning; publications; training; website contributions and other duties as assigned.

F. Web Designer - It shall be the duty of the Web Designer to participate as a member of the Executive Board, attending regular Board meetings; special meetings as scheduled; and quarterly Association meetings. The Webmaster will administer the AACA's official website and will have primary responsibility for regular website updates and maintenance. This includes posting regular updates and announcements, posting current meeting information and post-meeting surveys, creating new sections on the website as needed (annual conferences, training classes, etc.) and posting new officer information after elections are concluded. Other duties include maintaining the listservs, tracking web traffic patterns and growth and other website duties as assigned. The Web Designer shall possess above-average knowledge of HTML coding and the ability to access the working mechanisms behind the AACA website. The Executive Board may recruit and appoint additional volunteer personnel to assist with website maintenance. These assistants will not serve as members of the Executive Board.

G. Elected and Appointed Board Members shall receive free AACA membership for the length of their term(s) in office.

Article VII: Meetings

A. Meetings will be held quarterly, on the third Wednesday of each third month at the time and location designated by the board and/or membership. Special or unexpected circumstances may cause a meeting day or time to be changed if so designated by the board and/or membership. Notification of meeting dates and sites will be communicated to members via the website, listserv and email.

B. Persons who are not members of the Association will be permitted to attend the regular meetings if they are employees of Arizona criminal justice agencies, volunteer personnel of those agencies, employees of military or federal criminal justice agencies in Arizona or individuals invited by the Executive board.

Article VIII: Decision-Making Procedure

A. General issues will be decided by consensus of the general regular membership.

B. Voting will be used for Association elections and any other issue deemed necessary by the Executive board (see Article V, Section B).

Article IX: Amendments to the By-Laws

A. All amendments and changes to the Association by-laws will be directed to the Executive Board, who shall have such proposed amendments written and submitted to the general membership.

B. Adoption of amendments to the by-laws requires consensus of those in attendance at the first general meeting subsequent to the proposal or by a majority vote conducted through online balloting.

Article X: General

A. The AACA is a non-profit non tax-exempt organization. The AACA does not fall into in 501(C)(3) status because the association is not currently registered with the IRS as having tax-exempt status.

B. Upon dissolution of the Association, the Executive Board shall disseminate and/or dispose of Association business documents. C. The Arizona Association of Crime Analysts shall not align itself or publicly support any one political party or its candidates to achieve its goals.

D. No member shall use the name of this Association by written or verbal correspondence that would imply that the person is speaking on behalf of or being endorsed by the Association without the approval of the general membership.

E. Information sharing within the AACA is strongly encouraged. However, the nature and/or sensitivity of the information being disseminated should be carefully considered. All responsibility for the sharing of information within the AACA remains with the individual member and should be weighed with the policies of the originating law enforcement/criminal justice agencies and the individual's professional discretion.

F. The International Association of Crime Analysts (IACA) has developed criteria and an examination process that will allow applicants to become a Certified Law Enforcement Analyst (CLEA). All AACA Members are encouraged to complete the CLEA Certification Exam. If AACA members in good standing take and pass the exam, receiving their CLEA Certification, they may submit their testing fee receipt to the AACA Executive Board for reimbursement up to \$50.00. This reimbursement may be payable only to current AACA members in good standing who can show evidence of successfully passing the exam and who have not been reimbursed this fee by their agency. [Reimbursement is at the discretion of the current AACA Executive Board and is based on available funding.](#)

Article XI: Listservs

A. The AACA shall maintain two listservs; a general listserv for regular members and associate members and a tactical listserv for regular members only.

B. The General Listserv (AACA@aacaonline.org) shall be used for general AACA announcements; meeting information; training and conference events and information exchanges between the AACA Board and the membership. The General Listserv shall not be used for Law Enforcement sensitive information. The AZTAN Listserv (aztan@aacaonline.org) shall be used for sharing tactical crime information and voting among regular AACA Members only. The AZTAN listserv shall be used for Law Enforcement sensitive information.

C. Upon initiating annual membership in the AACA; the Treasurer shall communicate sign-up instructions for one or both listservs to each member once eligibility is determined and membership is approved.

*Current as of 1/15/2015
[Brian Napolitano](#), Gilbert Police Department
AACA Vice President 2014-15