

BY-LAWS

PREAMBLE

The Colorado Crime Analysis Association is a non-profit organization of law enforcement 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 Colorado and contiguous states.

ARTICLE I: NAME

The name of the organization shall be the Colorado Crime Analysis Association.

ARTICLE II: PURPOSE

- 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 Colorado 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 Colorado through the analysis of crime.

ARTICLE III: MEMBERSHIP

- A. Full Membership: Full membership in the Colorado Crime Analysis Association shall be limited to employees of Colorado criminal justice agencies or agencies of contiguous states and bona fide volunteer personnel of those agencies, and employees of military or federal criminal justice agencies while assigned in Colorado.
- B. Associate Membership: Associate membership in the Colorado Crime Analysis Association shall be granted to individuals in criminal justice related organizations, including the private sector, with an interest in crime analysis. Associate members shall not have voting rights nor be privy to specific confidential crime related data, nor be allowed to hold office.

- B. Active Department Membership: Department membership in the Colorado Crime Analysis Association shall be limited to criminal justice agencies of Colorado and contiguous states and military or federal criminal justice agencies in the State of Colorado.
- C. Each applicant for membership shall be assessed a set fee. This fee shall be set at the December meeting each year by a majority vote of members. This fee shall be assessed upon acceptance of each new member application. The initiation fee also pays dues until the next due date. Yearly dues for all memberships shall be the fee amount set each December and due in January.
- D. Expiration: Membership expires on April 30 of each year. Failure to pay dues within 30 days of expiration may result in termination of membership.

ARTICLE IV: STRUCTURE OF THE ORGANIZATION

The CCAA is governed by an executive board which consists of the President, Vice-President, Secretary and Treasurer, who shall be elected by the general membership. All immediate past officers shall serve on the Board as ex-officio members, without voting privileges.

ARTICLE V: EXECUTIVE BOARD

- A. The Executive Board shall consist of the officers of the Association: President, Vice-President, Secretary and Treasurer. 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.
- B. Executive Board meetings shall require a quorum of three voting members. A majority vote of those present shall be necessary to decide issues. In the event an issue cannot be decided by majority vote, the issue shall be presented to the general membership.
- C. The Executive Board shall have the authority to employ personnel necessary to conduct the affairs of the Association and shall pay salaries and fees of said personnel from the funds of the Association.
- D. The Executive Board is empowered to investigate or cause to be investigated the actions of any CCAA member for allegations of misconduct. If misconduct is found, the Executive Board has the power to remove any member from the Association. A member may appeal this action to the general membership within 60 days.

ARTICLE VI: ELECTION OF OFFICERS

- A. Nominations for the offices of President, Vice-President, Secretary and Treasurer shall be made during the March meeting. There shall be no limit to the number of persons who may be nominated per office and a member need not be present to be nominated for office. The list of those nominated for each office shall be included as part of the official minutes of the March meeting.
- B. The election for the offices of President, Vice-President, Secretary, and Treasurer shall be held during the April meeting. All officers shall be elected annually. The election shall be determined by secret ballot cast by current members present and by designated proxies present representing absent members. The candidate receiving the highest number of the votes cast for each office shall be declared elected and shall hold office for one year beginning the first day of May following the election. The election procedure shall be to vote for each office individually, with the sequence of this procedure being President, Vice-President, Secretary, and Treasurer. No more than one elected office may be held at any one time by any individual member.
- C. All offices shall be held by current members of the CCAA.
- D. In the event that any of the offices becomes vacated, the Executive Board shall appoint a current member to fill that position for the remainder of the term.

ARTICLE VII: DUTIES OF THE OFFICERS

- A. President: The President shall preside at all general membership meetings of the Association and act as Chairperson of the Executive Board. The President shall appoint members of all standing committees and shall be responsible to the Executive Board for the proper functioning of all committees.
- B. Vice-President; The Vice-President shall serve in the absence of the President, assist the President in the Association's activities, and serve on the Executive Board.
- C. Secretary: It shall be the duty of the Secretary to record and keep on file 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, shall maintain a complete and comprehensive file of the activities of the Association, shall maintain the official membership roster of the Association, and shall serve on the Executive Board.
- D. Treasurer: It shall be the duty of the Treasurer to maintain a complete fiscal record, and to present a report on the financial condition of the Association at each general meeting. The Treasurer shall keep record of all monies received and expended, shall safely keep and disburse such funds under the direction of the Executive Board, and shall serve as a member of the Executive Board.

ARTICLE VIII: MEETINGS

Meetings shall be held the second Wednesday of each month at 9:30 A.M. at a location designated by the membership. Special or unexpected circumstances may cause a meeting day or time to be temporarily changed if so designated by the membership.

ARTICLE IX: VOTING REQUIREMENT

- A. Each individual member in good standing shall be allowed one vote.
- B. Agency members shall be allowed one vote.
- C. General issues shall be decided by a simple majority of the votes cast.
- D. Proxy voting shall be permitted for election of officers and by-law amendments only. A member wishing to vote but who is unable to be present for the vote may designate a proxy. The proxy may cast a vote(s) in the absent member's stead. Proxy authority shall be recognized in one of three ways; the absent member shall have written and signed a letter directed to the Association President designating the person who shall act as proxy, or the absent member shall have telephoned both the designated person and the Association President and verbally granted proxy authority to the designated person, or the absent member may cast their proxy vote via E-mail to the Association President.

ARTICLE X: AMENDMENTS TO THE BY-LAWS

- A. All amendments to the Association by-laws shall be directed to the Executive Board, who shall have such proposed amendments written and submitted to the membership.
- B. Adoption of amendments to the by-laws requires a two-thirds majority vote of the membership.

ARTICLE XI: GENERAL

- A. The Colorado Crime Analysis Association is a non-profit organization. Upon dissolution of the Association the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the benefit of organizations as shall at the time qualify as exempt organizations.
- B. The Colorado Crime Analysis Association shall not align itself or publicly support any one political party or its candidates to achieve its goals.
- C. 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 Executive Board.

- D. Telecommunication (including but not limited to E-mail, fax and phone) shall be an accepted means of communication for association business to include meeting notifications, by-law amendments, officer elections, crime notifications, meeting minutes distribution, etc.