



By-Laws

NORTHWEST REGIONAL CRIME ANALYST NETWORK

CONSTITUTION AND BY-LAWS

ARTICLE I: Association

SECTION 1: Name

The name of the Association shall be Northwest Regional Crime Analyst Network (NORCAN).

SECTION 2: Purpose

The purpose of the Northwest Regional Crime Analyst Network is to provide a regional organization for law enforcement professionals to share crime analysis information, promote the field of crime analysis, and enhance its development and usage as a law enforcement tool.

The functions of the Northwest Regional Crime Analyst Network are:

1. To encourage liaison between and association with other crime analysts and law enforcement professionals in the field of crime analysis.
2. To provide education in the areas of crime analysis theory and practice.
3. To advocate crime analysis as a professional field.
4. Support high standards for professionalism, education and achievement within fields of crime and intelligence analysis.

ARTICLE II: Membership

SECTION 1: Non-Discrimination

NORCAN does not discriminate on the basis of race, color, national origin, ethnicity, sex, sexual orientation, religion, age, and non- disqualifying mental or physical disability or veterans' status.

SECTION 2: Membership types

1. Full Membership is given to current employees of certified criminal justice agencies. Such members will have voting authority. Full Members will be required to pay full membership dues.

2. Associate Membership is given to individuals associated with criminal justice, criminology, police science or related programs at colleges and universities; or other professionals and/or persons who deal or are involved with the law enforcement community; or to private concerns, such as vendors, etc. Such members will not have voting authority or be eligible to hold elected office. Associates will be required to pay full membership dues.

SECTION 3: Application for membership

Application for membership in NORCAN can be made by submitting the application paperwork to the office of the Vice President of Membership along with all applicable dues and fees. The Vice President of Membership will review all membership applications to maintain the association's professional standards. The Vice President of Membership will present their recommendation to the Executive Board for final approval. This process will be completed in a timely manner.

SECTION 4: Status of membership

To be considered a member in good standing of NORCAN, one must have all dues and fees paid and current by the testimony of the Vice President of Finance. Members will remain in good standing for up to 3 months after their renewal date.

Any member who violates any rule, regulation, article or by-law established by the Association, Executive Board, or any standing committee may be subject to discipline as determined by the Executive Board. This must be approved by a simple majority of the members present at a regular meeting of the association.

ARTICLE III: Executive Board

SECTION 1: The Executive Board

The Executive Board shall be composed of a President, a Vice President of Administration, a Vice President of Membership, a Vice President of Communication, and a Vice President of Finance, elected as under Article IV. The Past President shall sit on the Executive Board in an advisory (non-voting) role. No more than two Executive Board positions shall be held by members of the same agency at any one time. A quorum of not less than 60% of the Executive Board shall be necessary to conduct business.

SECTION 2: President

The President of the Association shall preside at the general association and board meetings. The President shall be responsible for the preparation of an agenda for each

meeting and shall also officially represent the Association at any function and act as a spokesperson for the Association. The President will hold an ex-officio membership in all committees and boards of NORCAN. The President will appoint all committee members, except those mandated by other provisions in these by-laws. The President will call all special meetings.

SECTION 3: Vice President of Administration

The Vice President of Administration shall assume the office and powers of the President in the event that the President is unable to perform. The Vice President of Administration shall be responsible for coordinating training sessions with the cooperation of a Training Committee. The VPA shall chair the Training Committee and the By-Laws Review Committee. The VPA shall perform all other duties assigned by the President.

SECTION 4: Vice President of Membership

The Vice President of membership shall assume the office and powers of the President in the event that the President and the Vice President of Administration are unable to perform. The Vice President of Membership shall hold the primary responsibility for recruitment and maintenance of the membership of the Northwest Regional Crime Analyst Network, assist in the assimilation and orientation of new members and oversee the development of recruitment strategies and assist with public relations issues associated with the Association. The VPM shall perform all other duties assigned by the President.

SECTION 5: Vice President of Communication

The Vice President of Communication will be responsible for the accurate recording and timely dissemination of minutes of meetings, both general association and board meetings. The VPC will be responsible for any required filings of corporate papers, permits, licenses or similar items. The VPC shall handle all correspondence for NORCAN.

SECTION 6: Vice President of Finance

The Vice President of Finance shall be responsible for all financial matters of the association, including maintaining a checking account for the Association. All payments to the association will be directly received by the VPF. This officer shall maintain accurate and detailed records of accounts and expenditures in accordance with good bookkeeping practices and function in accordance with guidelines established by the Executive Board. The VPF shall make financial reports at all general and executive board meetings. The VPF shall perform all other duties assigned by the President.

SECTION 6: Resignations

In the event that an officer resigns during his/her term the President shall appoint a full member of good standing (dues paid) to the replacement position. This appointment shall be to the approval of the Executive Board. The newly appointed officer shall perform the duties expected of his/her position until the next election.

In the event that the President resigns during his/her term, the above rules shall apply, except that the Executive Board will make the appointment.

ARTICLE IV: Voting

Each member will have an equal voice in the issues before the Association, one vote per full member in good standing (dues paid).

Voting shall be by one of the following methods, to be determined by the situation:

1. Voting for officers and by-laws shall be by ballot distributed to all eligible members. In the event all candidates for office are unopposed, voting shall be by method #2 below.
2. Voting on business matters at meetings shall be by voice vote, aye or nay, or by show of hands by members present.
3. Proxy votes will be permitted, if the vote is in writing (emails will be accepted if the voting member's name is included). Proxy votes must include the issue that the member is voting on, and that they will not be able to attend the meeting where the vote will be held.

All voting matters will be passed by simple majority (50% plus 1) of eligible members. In case #2, matters will be passed by simple majority of eligible members present at that meeting.

ARTICLE V: Electoral Process

Nominations and elections will take place at a time determined by the Executive Board. Voting for Executive Board members will be made by written ballot. The Vice President of Membership will supervise elections with the assistance of the elections committee. Nominations will take place at a time to be determined by the Executive Board.

Executive Board members will be elected for two-year terms. Elections for the offices of Vice President of Administration and Vice President of Communication will take place in even-numbered years. Elections for the offices of President, Vice President of Membership and Vice President of Finance will take place in odd-numbered years.

ARTICLE VI: Dues and Expenditures

Dues will be assessed on an individual basis. Dues will be set by the Executive Board. Corporate members may offer goods or services of four times the membership dues in lieu. The annual membership fee will be due at a time to be determined by the Executive Board. The Executive Board on an individual basis will evaluate special circumstances.

All rights for levying assessments and dues for individual members shall rest with the Association. The Executive Board shall establish guidelines for the use of funds for general business operation. No personal expenditures shall be paid from Association accounts. Expenditures shall require the approval of 2 members of the Executive Board.

ARTICLE VII: Committees

SECTION 1. Committee Membership

Appointed members of all committees must be full members in good standing of NORCAN. The President will appoint all committee members, except those mandated by other provisions of these by-laws, contingent with the approval of a majority vote of the Executive Board.

SECTION 2. By-Laws Review Committee

The By-Laws Review Committee shall be chaired by the Vice President of Administration. The committee shall review and revise the by-laws as the needs of the Association change.

SECTION 3. Audit Committee

The Audit Committee shall be appointed by the President and consist of members in good standing. It will conduct an annual audit of the bookkeeping records of the Vice President of Finance. The committee will assist the Vice President of Finance in establishing good accounting procedures and ensure that the records are kept in good order.

SECTION 4. Elections Committee

This committee shall work under the Vice President of Membership to ensure a fair and orderly election process. This committee will be formed in advance of the election, and assist with the complete election process.

ARTICLE VIII: Emblem or Logo

The Association shall select and approve an emblem or logo to be used as the symbol of the Association and it shall appear on letterhead and official documents of NORCAN.

ARTICLE IX: Amendment of By-laws

This section supersedes any and all other directives within this document for processes or procedures pertaining to changing the NORCAN By-laws.

Any amendments to the NORCAN By-laws shall be to improve the governance and/or public image of NORCAN.

All changes shall be subject to the amendment ratification process outlined below.

Amendments to the NORCAN By-laws may be proposed using any 1 of the 3 different ways stated below.

1. The Executive Board may propose individual or multiple changes to any section or multiple sections of the By-laws. Said Executive Board changes shall first have the unanimous agreement of the Executive Board members before submitting the changes to the membership for a vote.
2. The Executive Board may appoint a 5 member standing By-laws Revision Committee (BRC) to propose individual or multiple changes to any section, multiple sections or to the entire By-laws document. The Executive Board will refrain from proposing changes while its BRC is active. Changes proposed by the BRC shall have the approval of at least 3 of its 5 members. The BRC shall remain inactive until called upon by the Executive Board to consider changes to the By-laws.

BRC Membership

The BRC shall consist of 5 members of which 1 member shall either be an Executive Board member or shall be appointed by the Executive Board specifically as liaison between the committee and the board. The liaison member shall report progress of the BRC at all Executive Board meetings from the time the committee is formed until the time it is inactivated. The liaison will give progress reports as well as collecting and communicating By-laws relevant issues to both groups.

To promote inclusiveness on the BRC, the Executive Board shall make a reasonable effort to appoint the 4 non-Executive Board/Liaison members from government/law enforcement agencies in different counties - and preferably different states - within NORCAN's scope of membership.

3. Any full member in good standing may propose individual or multiple changes to any one section of the By-laws at a time. No other change(s) from individual members shall be considered until the proposed change(s) currently before the membership have completed the entire amendment ratification process. The Executive Board or its BRC

may proceed with its own By-laws review and revision process but shall not put any proposal before the membership that conflicts with an individual's proposal in order to reduce confusion during the amendment ratification process.

Revision Ratification Process

An amendment shall be ratified when it receives a simple majority of all the votes received from the amendment ratification process (see Phase 3: Voting, below). Only full members in good standing of NORCAN (aka voting members) may participate in the ratification process, however, all members of NORCAN shall be included in communications about the amendment, the ratification process and the final outcome.

Prior to ratification, proposals shall follow the following process:

Phase 1: Initiative & Communication

All proposals shall be presented to the Executive Board either at one of its regularly scheduled meetings or at a general assembly of NORCAN at which at least a majority of the Executive Board is present.

All proposals shall be in writing and shall be submitted to the Executive Board electronically (e.g. via email) and in hardcopy format when being presented to a NORCAN assembly.

The Vice President of Communications shall make a reasonable effort to distribute the electronic copy to the entire general membership within 48 hours of receiving it. Along with the proposal, the Vice President of Communications will note who/which entity has proposed the amendment(s) to the By-laws, when (date and time) and where (e.g. to a general assembly, to the EB via email or in person). The Vice President of Communications will also include a review of the ratification process so it is clear to members 1) where they are in the ratification process, 2) who is eligible to participate in the ratification process, and 3) how eligible participants are to proceed in each phase of the process.

Phase 2: Review and Comment

After the Vice President of Communications sends the first notification that an amendment proposal is before the NORCAN membership, the voting membership shall have a 30 day comment period to discuss the amendment.

The Vice President of Communications will either establish a forum or use an established forum already accepted by the NORCAN membership for questions, answers and comments about the proposed changes. Use of the forum shall be limited to voting members of NORCAN. The Vice President of Communications will make reasonable efforts to accommodate communication about the proposed changes for any voting member who does not have access to the forum.

The Vice President of Communications shall notify voting members when the forum has closed.

Option to Withdraw an Amendment Proposal

After the comment period has ended, the author (Executive Board, BRC or individual

member) of the amendment proposal shall have the opportunity to withdraw the proposal. The Vice President of Communications shall notify the author that the comment period has ended and the author shall have 24 hours in which to withdraw the proposed amendment. If no response is received from the author to the Vice President of Communications, the proposal shall proceed to a vote.

To withdraw the proposal, the author may either send written notification to the Executive Board via the Vice President of Communications or give a verbal response to the Executive Board if it is in session.

Phase 3: Voting

Within 7 days after the end of the 30 day comment period, the Vice President of Communications shall assist the Elections Committee to send ballots to every voting member to vote on the amendment. Ballots may be in hardcopy or electronic format. Voting members who do not have the ability to access the chosen ballot format shall notify the Vice President of Communications with 48 hours to provide them a ballot in an alternative format they can use.

The voting period shall close 21 days from the date the ballots were issued to the voting membership and the Vice President of Communications will announce when the voting period has closed.

The Elections Committee shall receive and tally the votes. The Elections committee will report the results to the Executive Board both verbally and in writing and the Vice President of Communications will make a reasonable effort to report the results to the entire NORCAN membership within 48 hours after receiving the results from the Elections Committee.

Phase 4: Implementation

Ratified amendments shall be incorporated into the By-laws document by the Vice President of Communications and the By-laws will include notation indicating on what date it was amended. Updated electronic versions of the By-laws will be distributed to the entire membership within 30 days from ratification by the Vice President of Communications. Hardcopy versions of the updated By-laws shall be provided by the Vice President of Communications upon request. Executive Board meeting minutes shall include record of the ratified amendment and document the implementation of the new edition of the By-laws.

ARTICLE X: General

SECTION 1. General

1. The Northwest Regional Crime Analyst Network shall not align itself or publicly support any one political party or its candidates to achieve its goals.
2. No member shall use the name of this Association by written or verbal correspondence that would imply that the person is speaking on behalf or being

endorsed by the Association without the approval of the Executive Board.

3. The rules and provisions of these by-laws, and any applicable and approved committee regulations will govern NORCAN. Where the standards and provisions of these by-laws are insufficient to resolve disputes the most current edition of Robert's 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 NORCAN By-laws.

4. A quorum of not less than 25% of the full members of the association will be necessary to conduct business at general, annual, and special meetings.