



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 cooperation 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 for crime analysis as a professional field.
4. To support high standards for professionalism, education, and achievement within the 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, gender identity, religion, age, and non-disqualifying mental or physical disability or veterans' status.

SECTION 2: Membership types

- A. Full Membership - is given to current employees of certified criminal justice agencies; and private sector employees whose role is related to the investigation and/or analysis of criminal activity affecting their companies. Full membership provides voting privileges for Association business.
- B. Associate Membership - is given to individuals associated with criminal justice, criminology, police science, or related programs at colleges and universities; and private sector employees who provide products and services related to crime analysis.

SECTION 3: Application for Membership

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

SECTION 4: Status of Membership

- A. 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 VP of Finance. Members will remain in good standing for up to 3 months past their renewal date.
- B. Should a member's employer change before their renewal date their membership type will be updated according to Article II Section 2.
- C. The Board may censure, suspend, or expel a member from NORCAN for unethical and/or law-breaking behavior after an investigation of the violation.
- D. Any member who violates any rule, regulation, article or by-law established by the Association, the Board, or any standing committee may be subject to discipline and may be considered not in good standing as determined by the Board. Members can appeal the Board's decision by requesting a review by a Membership Committee which must be formed by the Board as needed. Any Membership Committee must have at least three (3) members and will report to the Vice President of Membership. Board members are not eligible to serve on any Membership Committee. Decisions by a Membership Committee require a majority vote of its members.

ARTICLE III: Executive Board

SECTION 1: The Executive Board

The Executive Board (Board) of the Northwest Regional Crime Analyst Network shall be composed of a President, a Vice President of Training & Development, a Vice President of Membership, a Vice President of Communication, and a Vice President of Finance. The Past President shall sit on the Board in an advisory (non-voting) role.

SECTION 2: Eligibility

Board members must maintain Full Membership status in NORCAN. No member may hold more than one position at the same time. No more than two Board positions shall be held by members of the same agency at any one time.

SECTION 3: Powers

- A. The following powers are granted to the Association's Board:

1. Oversight and administration over the various functions, benefits, and operations of NORCAN
2. Administrative tasks and expenditures of funds necessary to carry out the projects and priorities of NORCAN, as directed by the members, or by general consent to the proposals of the President
3. Investigations of ethics violations
4. All powers necessary for Board members to comply with their duties and responsibilities as outlined in Article III Section 4

SECTION 4: Duties and Responsibilities

- A. The President has the following duties and responsibilities:
 1. To represent the organization in an official capacity at all NORCAN functions and any other related meeting or event
 2. To maintain order and address any issues with the Board, and all membership if needed
 3. To preside at all NORCAN meetings and Board meetings
 4. To present an annual report covering all NORCAN activities at annual meetings
 5. To prepare agendas for all NORCAN meetings
 6. To manage the goals and objectives of NORCAN
 7. To serve as ex-officio membership in all NORCAN committees
 8. To assume or delegate any other duties should any other board member be unable to perform their assigned duties
- B. The Vice President (VP) of Training & Development has the following duties and responsibilities:
 1. To help the committee identify needs and find resources
 2. To ensure registrations are completed and payments are made for all training
 3. To review/adopt and/or develop/propose professional standards
 4. To assume the office and powers of the President in the event that the President is unable to perform assigned duties
 5. To be the Board liaison for the By-Laws Review, Conference, and Training Committees
 6. To perform all other duties assigned by the President
- C. The Vice President (VP) of Membership has the following duties and responsibilities:
 1. To maintain the Association's current membership by sustaining service and contact with members (i.e. renewal announcements)
 2. To manage all recruitment efforts and retention – oversee development of recruitment strategies, assist in the assimilation and orientation of new members, and devise membership retention
 3. To assist with public relations issues associated with the Association
 4. To conduct outreach campaigns to include surveying of members and analytical related communities to generate interest in NORCAN
 5. To manage partnerships – liaison with corporate, academic, and other organizational partners to attract support and involvement in NORCAN
 6. To assume the office and powers of the President in the event that the President and the VP of Training & Development are unable to perform assigned duties
 7. To supervise Membership Committees when formed
 8. To perform all other duties assigned by the President

- D. Vice President (VP) of Communication has the following duties and responsibilities:
1. To accurately record and timely disseminate minutes of meetings, both general Association and Board meetings
 2. To file required annual WA State Non-Profit papers and store paper copies and/or electronic copies to locations designated by the Board
 3. To be provided with all corporate papers, permits, licenses and other documents required by law and store paper copies and/or electronic copies to locations designated by the Board
 4. To be the official custodian of all NORCAN records for both physical storage and electronic storage
 5. To handle official correspondence for NORCAN upon request of the Board or committee chairpersons, or when legally required
 6. To oversee the appointed position of Website & Technology Manager. If there is not a designated Website & Technology Manager the VP of Communication will be responsible for those duties until the Board can appoint another.
 7. To perform all other duties assigned by the President
- E. Vice President (VP) of Finance has the following duties and responsibilities:
1. To ensure the care and custody of all financial matters of the Association, including maintaining a checking account for the Association
 2. To receive all payments to the Association
 3. To distribute funds authorized by the Board
 4. To maintain accurate and detailed records of accounts and expenditures in accordance with good bookkeeping practices and function in accordance with guidelines established by the Board
 5. To submit financial reports at all general Association and Board meetings
 6. To oversee NORCAN's technological communications tools
 7. To file all corporate papers, permits, licenses and other documents required by law and give all documents to VP of Communications
 8. To perform all other duties assigned by the President

SECTION 5: Resignations

- A. If a Board member resigns during their term, the President shall appoint a Full Member in good standing to the replacement position. This appointment must be approved by a majority of the Board. The newly appointed Board member shall perform the duties expected of their position until the next election.
- B. If the President resigns during their term, the VP of Training & Development shall automatically fill the President's office (according to the process in place for a mid-term presidential vacancy). The Board would then choose a replacement VP of Training & Development to finish out that term of office.

SECTION 6: Meetings

- A. The Board will meet no less than once per quarter.
- B. Telephonic and virtual conference calls fulfill the meeting requirements under Paragraph A.

SECTION 7: Quorum

No business shall be conducted in a Board session without the presence of a minimum of three elected Board members.

ARTICLE IV: Voting

- A. Each full member will have an equal voice in the issues before NORCAN with one vote per full member in good standing.
- B. Voting shall work as follows:
 - 1. Voting for Board members and by-laws shall be by ballot distributed to all eligible members. A candidate or by-law must receive a majority of votes to be elected or pass.
 - 2. Voting on business matters at meetings shall be by voice vote, aye or nay, or by show of hands by members present. Any business matter which receives a majority of votes from members present at the meeting shall pass.
- C. 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.

ARTICLE V: Electoral Process

- A. Nominations and elections will take place at a time determined by the Board. The Elections Committee will conduct all elections.
- B. Board members will be elected for two-year terms. Elections for the offices of VP of Training & Development and VP of Communication will take place in even-numbered years. Elections for the offices of President, VP of Membership and VP of Finance will take place in odd-numbered years.

ARTICLE VI: Dues and Expenditures

Dues will be set by the Board and voted on by the Association. The annual membership fee will be due at a time to be determined by the Board. The Board will evaluate special circumstances on an individual basis.

The 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 two (2) members of the Board.

ARTICLE VII: Committees

SECTION 1: Establishment, Appointment, Composition, and Administration

- A. Committees may be established through the following means:
 - 1. As provided in these by-laws;
 - 2. By a 3/5 vote of the Board
- B. The Board shall appoint all committee members and chairpersons, except where otherwise provided in these by-laws.
- C. Appointed members of all committees must be full members in good standing.
- D. Committee chairpersons shall act as the liaisons between their committees and the Board member(s) outlined in Article VII Section 2. As liaisons they are responsible for updating those specified Board members on the status and progress of their committees as needed.
- E. Committees may consist of as many members as the Board chooses, unless otherwise mentioned in Article VII Section 2. Committees consisting of a single member will be referred to as appointed positions

SECTION 2: Standing Committees & Appointed Positions

- A. The By-laws Review Committee reports to the VP of Training & Development and shall consist of at least three (3) members and will conduct the By-laws review process outlined in Article IX.
- B. The Audit Committee reports to the VP of Finance and will conduct an annual audit of the VP's bookkeeping records. The committee will assist the VP in establishing good accounting procedures and ensure that the records are kept in good order.
- C. The Elections Committee will work to ensure a fair and orderly election process. This committee will be formed in advance of the election and will conduct the voting process according to Article IV. Board members and candidates who are up for election are not eligible to serve on the Committee. The chairperson for this Committee will report directly to the Board.
- D. The Conference Committee shall work under the VP of Training and Development. This committee will be responsible for planning and conducting the biennial NORCAN conference. The committee will submit a budget proposal to the Board in a timely manner for approval. Once the budget is approved by the Board, the committee is responsible for providing the VP of Finance with all expenditures.
- E. The Training Committee shall work under the VP of Training and Development. This committee will be formed as needed to further the training and development of

the Association. The committee will submit a budget proposal to the Board in a timely manner for approval. Once the budget is approved by the Board, the committee is responsible for providing the VP of Finance with all expenditures.

- F. The Website & Technology Manager shall work under the VP of Communication. This appointed position will be responsible for updating and maintaining the NORCAN.us web site, the NORCAN ListServ, and all NORCAN social media accounts. This position may also be tasked with other technology related responsibilities as needed by the Board.

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

SECTION 1: Proposing Amendments

Any full member of NORCAN in good standing may propose an amendment. Proposed amendments to the By-laws shall be submitted in writing to the VP of Training & Development. The By-laws Review Committee will then review and submit proposed amendments, along with their recommendations to the Board.

SECTION 2: Ratification Process

Proposed amendments must be presented to the members for review and discussion at least one month prior to the vote. Amendments shall be submitted and approved one section at a time, except when two or more sections are contingent on each other, in which case they may be submitted and voted upon as a single measure.

SECTION 3: Voting for Amendments

- A. Voter eligibility and thresholds for passing amendments shall be conducted according to rules provided in Article IV.
- B. Within seven (7) days of the end of the review and discussion period the VP of Communications shall assist the Elections Committee to send ballots to every eligible member. The voting period shall close 21 days from the date the ballots were issued.
- C. The Elections Committee shall tally the votes and report the results to the Board both verbally and in writing. The VP 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.

SECTION 4: Implementation

Ratified amendments shall be incorporated into the By-laws document by the VP 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 VP of Communications. Hardcopy versions of the updated By-laws shall be provided by the VP of Communications upon request. 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

- A. The Northwest Regional Crime Analyst Network shall not align itself or publicly support any one political party or its candidates to achieve its goals.
- B. 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 Board.
- C. 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.
- D. 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.