



Serving Florida Analysts Since 1995

Florida Crime and
Intelligence Analyst
Association, Inc.

FCIAA Bylaws

Contents

ARTICLE I: Name..... 3
Analyst Member..... 3
Academic/Student Member 3
Corporate Member 4
Life Member 4
Section 2: Application for Membership 4
Section 3: Fees and Dues..... 5
Section 4: Rights of Membership 5
Section 5: Resignations and Disciplinary Action 5
ARTICLE IV: Officers..... 5
Section 1: Officer Positions..... 5
Section 2: Eligibility 6
Section 3: Duties and Responsibilities..... 6
Section 4: Terms and Succession of Office 7
Section 5: Nominations and Elections 8
Section 6: Resignation or Removal from Office 9
ARTICLE V: Executive Board..... 10
Section 1: Composition 10
Section 2: Powers 10
Section 3: Meetings 11
Section 4: Quorum 11
Section 1: Annual Meetings..... 11
Section 2: Other Means of Conducting Business..... 12
ARTICLE VII: Committees..... 12
Section 1: Establishment, Appointment, Composition and Administration of Committees..... 12
Section 2: Standing Committees and Appointed Positions 13

Section 4: Special Committees	13
ARTICLE VIII: Parliamentary Authority	14
ARTICLE IX: Amendment of Bylaws	14
Section 1	14
Section 2	14
Section 3	14

ARTICLE I: Name

The name of this organization shall be **Florida Crime and Intelligence Analyst Association, Inc.** abbreviated as FCIAA.

ARTICLE II: Purpose

Florida Crime and Intelligence Analysts Association, Inc. is an all-volunteer, non-profit organization dedicated to providing training, networking and professional opportunities to crime and intelligence analysts throughout Florida. We deliver these services in a cost-effective manner.

ARTICLE III: Membership

Section 1: Membership Eligibility

- A. Membership in the FCIAA is open to all current employees of law enforcement or criminal justice agencies, educators working in the fields of criminal justice or criminology; students, and other individuals seeking careers in crime and/or intelligence analysis; and private-sector employees who provide products and services related to crime and/or intelligence analysis.
 - 1. Membership for individuals who do not fit into one of the categories above may be allowed by Vice President of Membership or Executive Board policy on a case-by-case basis.
 - 2. The Vice President of Membership has the authority to deny, suspend, or revoke membership based on misrepresentation of facts in the member's membership application of record.
- B. Membership to the FCIAA is issued on an individual basis
 - 1. Analyst and Academic/Student Memberships are non-transferable to other parties. FCIAA will not revoke membership status due to resignation or termination from their employer. Corporate members can transfer their designated member in the event of employee change for the remainder of the current membership term.

Analyst Member:

Shall be defined as an individual currently employed by any government or non-government entity that is within or has jurisdiction in the state of Florida, or nearby states not having their own state association. The individual's job responsibility must involve analyzing crime or intelligence information. Yearly membership to FCIAA may also include a yearly membership to the International Association of Crime Analysts (IACA).

Academic/Student Member:

Shall be defined as any person not eligible as an analyst member but qualifies by other demonstrated professional affiliations such as a student, educator, or faculty member in the Criminal Justice field, concentrating in Crime and/or Intelligence Analysis.

Academic/Student members shall have the same privileges as an Analyst member. Academic/Student members are further defined as follows:

1. Student: any individual who is not employed by a law enforcement, public safety, or regulatory and oversight agency, and is currently enrolled in a college, university, or other post-secondary institution and who has a demonstrated interest in the crime and/or intelligence analysis profession(s). The student applicant must provide proof of interest to the Vice President of Membership. This proof shall include but is not limited to: documentation of related coursework, related publications authored by the student and/or proof of relevant internship(s).
2. Educator or Faculty Member: an individual who is a current educator or administrator in a college, university or other post-secondary institution, who is not employed by a law enforcement, public safety, or regulatory and oversight agency; and/or has published articles, journals, books relative to the profession; and/or has a demonstrated interest in the crime and/or intelligence analysis profession(s).

Corporate Member:

Shall be defined as a corporation, business, or vendor who (a) services government or non-government entities that employ crime and/or intelligence analysts AND (b) produces manufactures or sells a product or products customarily used by crime and/or intelligence analysts. Corporate members shall have the same privileges as an Analyst member EXCEPT: (a) Corporate members cannot hold office, and (b) Corporate members cannot participate in meetings during the exchange of confidential intelligence information. The corporation, business, or vendor need not have an individual employed in an analytical capacity to be eligible for membership in the Association. Each corporation, business, or vendor shall appoint one employee as the corporate member representative. Each corporate member shall have one vote, regardless of the size of the corporation, business, or vendor. Each corporate member may acquire one quarterly training seat, regardless of the size of the corporation, business, or vendor. Corporate members will receive a discount on a vendor booth at the FCIAA annual training conference as a benefit of membership. Discounts are to be established on an annual basis by the Executive Board.

Life Member:

The original "Founding Members" shall be awarded life membership. A life member shall have the same privileges as an Analyst member EXCEPT: (a) Life Members cannot hold office, and (b) Life Members cannot vote in elections, and (c) Life Membership is awarded, therefore no membership fee or dues are required. The executive board at their discretion may award life membership to a past board member who held a minimum of two terms and demonstrated superior performance to enhance the Association.

Section 2: Application for Membership

- A. Individuals will apply for membership in the FCIAA, as determined by the policies of the Vice President of Membership.

Section 3: Fees and Dues

- A. Dues and assessments for individual membership shall be set by recommendation of the Treasurer and ratified by Board vote.
- B. Only individuals, whose yearly dues have been received shall be considered current members in good standing, with all the rights of membership.
 - 1. Membership applications submitted for the dual FCIAA/IACA membership begin on April 1st and end on March 31st of the following year. Pro-rated fees for less than the 12 months are not permitted.
 - 2. Memberships submitted for FCIAA-Only will end 12 months after member fees have been received and considered paid.
- C. Individual members will be archived from the current FCIAA membership roster if dues have not been received by the member's renewal date.

Section 4: Rights of Membership

Current members in good standing of the FCIAA have the following rights:

- 1. To attend (virtual, physical, or telephonic) Annual Meetings and special functions of the FCIAA;
- 2. To make, debate, and vote on motions;
- 3. To vote in elections;
- 4. To run for a position on the FCIAA Executive Board;
- 5. To access and review the minutes of Annual Meetings and regular Executive Board meetings of the FCIAA;
- 6. To enjoy all products, services, and benefits of membership;
- 7. To be eligible to chair and sit on committees of the FCIAA.

Section 5: Resignations and Disciplinary Action

- A. Individuals may resign their membership in FCIAA by written notice to the Vice President of Membership, or they may simply let their membership expire through non-renewal of dues. Memberships cannot be transferred, and refunds may be provided at the discretion of the Vice President of Membership.
- B. Members may be censured, suspended, or expelled from the FCIAA after an Ethics Committee investigation as outlined in Article VII.

ARTICLE IV: Officers

Section 1: Officer Positions

- A. Officers of The Florida Crime and Intelligence Analysts Association shall be a President, Vice President of Membership, Vice President of Training, a Secretary, and a Treasurer.
- B. Upon taking office, Officers are required to sign the FCIAA's Conflict of Interest policy.

Section 2: Eligibility

- A. Officers must be current members in good standing of the FCIAA. No member may hold more than one office at the same time.
 - 1. In a time of extraordinary circumstances, the Board may approve a board member to hold more than one office until the time a qualified candidate can be appointed to the open position.
- B. Lifetime and Corporate members are not eligible to serve on the Executive Board.

Section 3: Duties and Responsibilities

- A. The President has the following duties and responsibilities:
 - 1. To preside at all FCIAA membership meeting and Executive Board meetings;
 - 2. To present at each Annual Meeting an Annual Report of the activities of FCIAA;
 - 3. To manage the goals, projects, and priorities of the association;
 - 4. To nominate the chairperson and members of all committees, temporary and permanent, under the rules established in Article VII;
 - 5. To serve as an ex officio member of all committees, permanent or temporary, except the Ethics Committee;
 - 6. To exercise other powers and duties that may reasonably be construed as belonging to the Chief Executive of an organization.
- B. The Vice President of Membership has the following duties and responsibilities:
 - 1. In the event of the permanent or long-term absence or inability of the President to exercise the Office of the President, to become acting President of the association, with all the rights, privileges, and powers as if having been duly elected President;
 - 2. To otherwise perform the duties and responsibilities of the President during the temporary absence of the President;
 - 3. To maintain the association's current membership roster;
 - 4. To manage all recruitment efforts;
 - 5. To notify members upon expiration of their memberships;
 - 6. To provide invoices to members for payment of their membership dues;
 - 7. To chair the Membership Committee, if formed under the provisions of Article VII;
- C. The Vice President of Training has the following duties and responsibilities:
 - 1. To oversee and plan all FCIAA trainings;
 - 2. To identify (physical or virtual) conference and training locations;
 - 3. To provide invoices to registrants for payment of their training dues;
 - 4. To chair the Conference and Training Committees, if formed under the provisions of Article VII;
 - 5. In the event of the permanent or long-term absence or inability of the President and Vice President of Membership to exercise the office of President, to become acting President of the association, with all the rights, privileges, and powers as if having been duly elected President;

6. To otherwise perform the duties and responsibilities of the President during the temporary absence of the President and the Vice President of Membership.
- D. The Secretary has the following duties and responsibilities:
1. To keep the minutes and records of the association;
 2. To ensure that all documents required by law and by the FCIAA bylaws are properly kept and filed;
 3. To handle and serve official correspondence and notices to the membership, except those addressed by other officers and committee members, as natural extensions of their responsibilities;
 4. To edit and publish all publications of the association, except where otherwise provided;
 5. To be the official custodian of all records.
- E. The Treasurer has the following duties and responsibilities:
1. To ensure the care and custody of all funds belonging to the association;
 2. To deposit funds received through membership dues and other sources;
 3. To distribute funds authorized by the members or by the Executive Board, consistent with the provisions outlined in Article V;
 4. To provide the membership, on a quarterly basis, a statement on the association's current treasury balance;
 5. To provide the membership at the Annual Meeting a detailed list of expenditures for the previous year;
To chair the Finance Committee, if formed under the provisions of Article VII;
 6. To arrange for an independent audit of the accounts every three years, or as a newly elected Treasurer takes office;
 7. To file all applicable taxes.
- F. The itemization of certain duties and responsibilities does not preclude the assumption of assignment of additional obligations consistent with each officer's office, within the limits of the powers of the Executive Board outlined in Article V.
- G. Board members may use committees and appointed positions to carry out the duties and responsibilities outlined in paragraphs A – F of this section, but in all such cases the board member shall have final authority and responsibility.

Section 4: Terms and Succession of Office

- A. Each officer shall be elected to a term of office of three years, beginning on July 1 and ending on June 30. If a successor has not been elected or appointed, the outgoing officer shall continue to serve in that office until a successor has been elected or appointed.
- B. If the President permanently leaves the position through resignation, removal, suspension, or other means, the Vice President of Membership shall assume the office of President for the remainder of the elected President's term. In the event the Vice President of Membership is unable to assume the office of the President, the Vice President of Training shall assume the office of President for the remainder of the elected President's term.

- C. If an elected officer other than the President leaves the position through resignation, removal, suspension, or other means, the President shall appoint a member of the association to assume the office for the remainder of the term. Such appointment will be contingent upon the approval of at least 2/3 of the remaining officers, including the President.

Section 5: Nominations and Elections

- A. Elections for all elected officer positions will be held every year, rotating board members on a triennial basis allowing for the retention of the institutional memory and continuity. The positions of President and Vice President of Training will occur on the same year followed by the Vice President of Membership and Secretary the following year, and Treasurer the year after that.
- B. Elections will be managed by the Election Committee provided in Article VII and as determined by the policies of the Election Committee.
- C. Members interested in running for a position must submit their names to the chairperson of the Election Committee. Candidates must submit their nomination within the timeframe as established by the Elections Committee. Candidates must be current members in good standing at the time of self-nomination. Candidates may withdraw their names at any point after self-nomination.
- D. The Election Committee will offer a forum for candidates to present their positions, and for members to discuss and debate the candidates. Candidates will be given the opportunity to meet the members and debate each other through physical or virtual events.
- E. The Election Committee will issue an electronic ballot to all members and the election period will remain open for at least one month. Only individuals who are members of the FCIAA on the date the ballots are issued will receive ballots and will be allowed to vote in the election.
- F. Tallying Day will occur no more than five days after the close of the elections.
- G. A candidate must receive a majority vote of the voting members' votes to be elected, with the modifications of Paragraph J below.
- H. If there is only one nominee for a single office, that individual shall be considered elected by acclamation.
- I. Should more than two individuals run for one office, members will have the ability to rank the candidates in order of preference.
- J. The Election Committee will tally the results on Tallying Day. If more than two individuals are running for any one position, and none of the candidates received a majority of first preferences, ballots for the candidate receiving the lowest number of first preferences will be re-counted, ignoring the first preferences in favor of second preferences. If still no candidate achieves a majority of votes, the ballots of the candidate receiving the second lowest of first preferences will be re-counted in the same manner, and so on, until at last one candidate achieves a majority of votes.
- K. The Election Committee Chair will announce the results of the vote within four days of Tallying Day.
- L. The Election Committee Chair reserves the right to withhold election results due to suspected unethical or improper behavior by candidates, board members,

committee members, and/or the membership at large that could be perceived as or result in an unfair advantage to any candidate(s).

- M. The Ethics Committee will determine if any improper behavior occurred resulting in questionable results and/or unfair advantage. If the Ethics Committee determines that there is no ethical violation, then the Election Committee Chair will announce the results of the vote.
- N. If the Ethics Committee determines that improper behavior occurred resulting in questionable results and/or unfair advantage the offender could face discipline as outlined in the Ethics Committee Charter.
- O. If the offender is a candidate, they will be removed from the election results. The offender will also be subject to any disciplinary action as outlined in the Ethics Committee Charter.

Section 6: Resignation or Removal from Office

- A. Elected Officers may be removed from their offices through the following means:
 - 1. The Officer may resign his or her position by submitting his or her resignation, in writing, to the Secretary, or if the resigning officer is the Secretary, to the President;
 - 2. The Officer may be suspended from his or her duties by a 4/5 vote of the Executive Board if recommended by the Ethics Committee as in Article VII, under the grounds listed below; subject to a review and ratification by the membership:
 - a. The Officer has acted in a manner that is damaging to the FCIAA or contrary to the purposes for which the FCIAA was established;
 - b. Acting as an Officer of FCIAA, the Officer has committed an illegal act;
 - c. The Officer has been convicted of a felony, related or unrelated to his or her position within the FCIAA;
 - d. The Officer has abandoned his or her duties and has not responded to communication from the Executive Board for a period of one month;
 - e. The Officer refuses or is unable to perform his or her duties as outlined in Section 3.
 - 3. The Officer may be recalled by a 2/3 vote of the voting membership if recommended by the Ethics Committee as in Article VII for the following reasons:
 - a. The Officer has acted in a manner that is damaging to the FCIAA or contrary to its purposes;
 - b. Acting as an Officer of the FCIAA, the Officer has committed an illegal act;
 - c. The Officer has been convicted of a felony, related or unrelated to his or her position within the FCIAA;
 - d. The Officer has abandoned his or her duties and has not responded to communication from the Executive Board for a period of one month;
 - e. The Officer refuses or is unable to perform his or her duties as outlined in Section 3.

- B. Any Officer removed from office under these provisions shall be replaced under the provisions of Section 4.
- C. In the event of simultaneous resignation or removal of all Executive Board members, the longest tenured committee chair shall assume the office of the President. The tenure shall be measured in cumulative time as a committee chair within FCIAA and will be calculated by the Ethics Committee Chair. The next longest tenured committee chair shall assume the other offices in the following order:
 - 1. Vice President of Membership
 - 2. Vice President of Training
 - 3. Secretary
 - 4. Treasurer

The new officers will retain their position until the next regularly scheduled election for that position.

ARTICLE V: Executive Board

Section 1: Composition

The Executive Board will consist of all Officers of the Florida Crime and Intelligence Analyst Association.

Section 2: Powers

- A. The following powers are granted to the association's Executive Board:
 - 1. Oversight and administration over the various functions, benefits, and operations of the FCIAA;
 - 2. Administrative tasks and expenditure of funds necessary to carry out the projects and priorities of the FCIAA, as directed by the members during an Annual Meeting, or by general consent to the proposals of the President;
 - 3. Powers necessary to organize and run the FCIAA Annual Meeting and its associated activities;
 - 4. The authority to establish affiliations and partnerships with non-profit organizations having compatible goals and doctrines, and the power to dissolve such affiliations and partnerships;
 - 5. The authority to pursue sources of funding for the association, where consistent with goals of the association outlined in Article II;
 - 6. All powers necessary for Officers to comply with their duties and responsibilities as outlined in Article IV;
 - 7. Powers elsewhere assigned to Officers or the Executive Board within these bylaws.
- B. All powers not assigned to the Executive Board belong to the members of the association.

Section 3: Meetings

- A. The Executive Board will meet for regular meetings as often as its members require, but no less than once per quarter.
- B. Telephonic and virtual conference calls fulfill the regular meeting requirements under Paragraph A.
- C. Minutes of the regular Executive Board meetings, including items of discussion and decisions made, shall be published by the Secretary, and made available to all FCIAA members.
- D. The Executive Board may convene special meetings and executive sessions as needed.

Section 4: Quorum

No business shall be conducted in any Executive Board meeting or session without the presence (virtual, physical, or telephonic) of three elected officers.

ARTICLE VI: Meetings and Business

Section 1: Annual Meetings

- A. FCIAA members shall convene once per year for an Annual Meeting as part of the association's Annual Conference. The date and time of the Annual Meeting will be announced when determined based on the conference agenda. The Annual Meeting is the primary mechanism for members of the FCIAA to introduce business, propose projects and priorities, and make motions.
- B. An agenda of issues to be discussed at the Annual Meeting shall be compiled by the Secretary, and copies will be provided at the Annual Meeting. However, the enumeration of certain items of business shall not preclude members from introducing new business at the Annual Meeting.
- C. The President shall preside at the Annual Meeting and conduct business in compliance with Robert's Rules of Order, except where otherwise provided in this article.
- D. Participants at Annual Meetings may only vote on issues that concern the administration of the meeting itself (i.e., privileged motions and incidental motions, as defined by Robert's Rules of Order), or that modify the wording or parameters of various proposals (i.e. secondary motions and subsidiary motions as defined by Robert's Rule of Order). Voting on main motions – those that introduce, modify, or dissolve FCIAA business, proposals, projects, priorities, and committees, including election of officers and amendments of bylaws, will not occur at Annual Meetings. Such votes must follow the meeting at which the motions were discussed, as in Paragraph F below.
- E. The FCIAA Secretary will publish the meeting minutes from the Annual Meeting.
- F. The Secretary will record all motions made at an Annual Meeting and, within twenty days of the Annual Meeting, deliver to all members a ballot for voting on these motions. The rules of voting on the motions shall be established by the Executive Board.

Section 2: Other Means of Conducting Business

- A. Issues may be discussed between Annual Meetings through mail, e-mail, Internet discussion boards, and other electronic means.
- B. For such business to be valid, the following rules apply: The Executive Board must make every reasonable effort to ensure that all members receive information about the issues at hand. When it is not possible for every member to receive the necessary information, at least 9/10 of the members must be informed. The Executive Board must provide a forum to discuss and debate issues prior to voting. The rules on voting on the issues shall be established by the Executive Board.

ARTICLE VII: Committees

Section 1: Establishment, Appointment, Composition and Administration of Committees

- A. Committees may be established through any of the following means:
 - 1. As provided in these bylaws;
 - 2. By a majority vote of the voting members;
 - 3. By a 3/5 vote of the Executive Board.
- B. The Executive Board shall appoint all committee members, except where otherwise provided in these bylaws.
- C. Except where otherwise provided in these bylaws, the President will nominate all committee chairpersons, subject to the 3/5 ratification of the Executive Board.
- D. The President shall serve as an ex officio member of all committees, except the Ethics Committee, but shall not have voting authority except on committees on which he or she serves as the chairperson, unless he or she is appointed to the committee through ratification process outlined in Paragraph C.
- E. The President shall prepare, or shall designate another Officer to prepare, a Charter for every committee. The Charter will specify the goals and functions of the committee, and will specify either a date or other criteria upon which the committee will be renewed or dissolved, as provided in Section 3.
- F. Committees may consist of a single member, and in such case will be referred to as Appointed Positions.
- G. Each committee chair, or their designated proxy, will provide updates to the Executive Board on the committee's goals, progress, and resolutions to be included at the Annual Meeting. Reports may be written or oral.
- H. Committees may establish sub-committees, if necessary, in which case the chairperson of the general committee will serve as an ex officio member of each sub-committee.
- I. Upon taking a committee position, members are required to sign the FCIAA's conflict of interest policy and/or any additional code of conduct forms as determined by the Executive Board. Committee chairs are responsible for passing conflict of interest to their committee members.

Section 2: Standing Committees and Appointed Positions

- A. An Election Committee will be established during each election year, at least eight months prior to the election. The Election Committee shall run the election of Officers in a manner consistent with Article IV. No member running for office shall serve on the Election Committee.
- B. A Conference Committee will be established at least one year prior to FCIAA's Annual Conference, to organize, plan, and execute the Annual Conference. The Vice President of Training will serve as the chairperson.
- C. A Technical Director shall serve in an Appointed Position to administer FCIAA's World Wide Web page, and oversee FCIAA's technology.
- D. A Shop Director shall serve in an Appointed Position to oversee the logistics of FCIAA's Shoppe.
- E. An Ethics Committee shall serve as a fact-finding body to investigate grievances against members of the FCIAA, and to make recommendations for sanctions as authorized in Article III, Section 5 and Article IV, Section 6. The following special provisions apply to the appointment and operations of the Ethics Committee:
 - 1. Executive Board Members shall not serve on the Ethics Committee.
 - 2. Any grievance against an FCIAA member shall be made in writing to the chairperson of Ethics Committee.
 - 3. The Ethics Committee shall investigate the allegations in the grievance and present a written report with their findings to the Executive Board as determined by the policies of the Ethics Committee.
 - 4. The Executive Board shall review the report of the Ethics Committee within 30 days upon receipt. If an Executive Board member is the subject of the investigation, that board member shall be excluded from the review.
 - 5. The accused member shall be notified of the investigation 30 days prior to the Executive Board's decision and shall have an opportunity to respond to the allegations in writing.
 - 6. The Executive Board shall vote whether to take action in the matter under the guidelines outlined in Article III, Section 5 or Article IV, Section 6.
 - 7. Both the Ethics Committee and the member who submitted the grievance shall be notified in writing of the Executive Board's decision.

Section 4: Special Committees

- A. Special committees shall be established by either a 3/5 vote of the Executive Board or by a majority vote of the voting members, to oversee projects or to carry out resolutions made by the Executive Board or the IACA members.
- B. Special committees shall be dissolved upon completion of their goals or upon reaching their dates of termination.
- C. Special committees may be dissolved prior to the completion of their goals or their dates of termination by a 4/5 vote of the Executive Board or by a 2/3 vote of the voting members.

ARTICLE VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the FCIAA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the FCIAA may adopt.

ARTICLE IX: Amendment of Bylaws

Section 1

Proposed amendments to the bylaws shall be submitted in writing to the Secretary. The Secretary will then submit all proposed amendments to the other members of the Executive Board. The Executive Board will then review and submit proposed amendments and recommendations to the members of FCIAA.

Section 2

Amendments require a majority of the votes received for ratification. Voting may be conducted through means provided in Article VI.

Section 3

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.