

**Bylaws of the International Association of
Law Enforcement Intelligence Analysts, Inc.**

Article I - Name

The name of the Association is the International Association of Law Enforcement Intelligence Analysts, Inc., hereinafter referred to as IALEIA or the Association.

Article II - Purpose and Functions

Section 1. Purpose. The purpose of IALEIA is to advance the intelligence analysis profession locally, nationally and internationally.

Section 2. Functions. The functions of IALEIA are to:

- A. Enhance public and official understanding of the role of intelligence analysis in law enforcement;
- B. Encourage general recognition of the practice of law enforcement intelligence analysis as a professional field;
- C. Develop qualification standards and indices of competence for the profession;
- D. Reinforce the concepts of professionalism, dedication to service, and integrity among practitioners of law enforcement intelligence analysis;
- E. Devise and support professional standards of career development for analysts, including pre-employment education, standards of recruiting and selection and programs for continuing professional development;
- F. Facilitate improved performance quality in law enforcement intelligence analysis by furnishing advisory and related services to law enforcement entities;
- G. Advance the state of the art in law enforcement intelligence analysis by providing mechanisms for the dissemination of information regarding analytic techniques and methods; and
- H. Conduct research studies related to law enforcement analysis and the analytic process, and secure funding for such research.

Article III - Membership

Section 1. Eligibility. Applications or nominees for membership in any category must be sponsored by a Regular member or by the Membership Director. Application for membership shall be made in accordance with IALEIA policy, either in writing or electronically on the proper IALEIA form.

Section 2. Regular Member shall be a person actively or formerly employed:

- A. In law enforcement in an analytical, intelligence or investigative capacity, or
- B. In the armed forces in an analytical, intelligence or criminal investigations capacity, or
- C. In an intelligence agency in an analytical, intelligence or investigative capacity, or
- D. In the academic or private sector in an analytical, intelligence or investigative capacity.

Section 3. Special Member

- A. Honorary Member shall be a person who has an outstanding record of public or private services in the field of analysis. Honorary Membership shall be reviewed every two years.
- B. Student Member shall be a student enrolled full time in an analysis or criminal justice program at an accredited college or university and is not working more than 10 hours a week in a capacity delineated in these Bylaws under the category of Regular member.

Section 4. Organization Members

- A. Corporate Member shall be a corporation or other business entity which demonstrates and

- continues to demonstrate support of IALEIA purpose and functions.
- B. Supporting Agency shall be a government entity which has demonstrated and continues to demonstrate support of IALEIA purpose and functions.
- C. Agency Member shall be a law enforcement agency or a subdivision of a law enforcement agency with personnel eligible for Regular membership. Individual members under the umbrella of an Agency membership shall have all the privileges of a Regular member.
- D. Academic Institution shall be an accredited (or equivalent status outside the United States) academic institution with a criminal justice or intelligence analysis curricula which supports the purpose and functions of IALEIA.

Section 5. Dues

- A. Membership dues for the various categories shall be established by the Board of Directors and shall be payable annually in advance.
- B. Although renewals may be accepted throughout the calendar year, should any member fail to pay the dues balance prior to the beginning of the annual meeting such member shall not receive any further IALEIA benefits or materials.
- C. All Association officers, members of the Board of Directors, members of the Executive Committee, chairs of IALEIA committees, and subcommittees, shall maintain current membership in the organization. If such membership is not renewed within ninety (90) days of assuming such office, or within ninety (90) days of the beginning of each successive year of said term of office, then with the expressed consent of the Board, such member shall be deemed to have forfeited such position. Should such a vacancy occur among the elected offices and directors, the Executive Committee may fill such vacancy by appointing a qualified regular member to serve until the next regularly scheduled meeting when election for the position shall take place, or leave the position vacant until the next regularly scheduled election meeting.
- D. Any member suspended for nonpayment of dues shall be automatically reinstated as a member upon payment of the amount due for the current year. Members suspended shall not be reinstated to the elected position held, but may stand for reelection.

Section 6. Suspension, Expulsion and Reinstatement

- A. A member may be suspended for good cause, which includes, but is not limited to, misfeasance in office, criminal conduct, or serious non-professional conduct.
- B. The Board of Directors is responsible for the interim suspension of a member pending a fair and impartial hearing. A vote of three quarters (3/4) of the Board is necessary to suspend a member.
- C. A member may be expelled from IALEIA, for good cause shown, by vote of three quarters (3/4) of the votes cast by Regular members after charges are brought and a fair and impartial hearing is held in accordance with procedures prescribed in Robert's Rules of Order, at a meeting duly constituted in accordance with Article IV, Section 7.
- D. No member that has been expelled from the Association may be readmitted to membership within one year. Readmission thereafter shall require the consent of the majority of the Board of Directors.

Article IV - Meetings

Section 1. Annual Meeting. There shall be an annual meeting of IALEIA at such time, date, and place as the President in consultation with the Board of Directors, with due regard for any suggestions proposed by the membership, shall determine.

Section 2. Special Meetings. Special meetings may be called at any time as hereinafter provided:

- A. By resolution initiative of the Regular membership.
- B. In urgent cases by the President.
- C. By the Secretary upon the written request of ten (10) Regular members in good standing,

which request shall state the purpose for which the meeting is called.

- Section 3. Notification. All members in good standing shall be notified by the Secretary in writing or by electronic means, at least fifteen (15) full days before any special meeting is held, of the date, time, place, and purpose of such special meeting. Only such business shall be transacted at a special meeting as is called for in the notice.
- Section 4. Order of Business. The order of business at all IALEIA meetings shall be as set forth in the current edition of Robert's Rules of Order. The presiding officer may, however, in the discretion and with the consent of a majority of the Regular members present, depart from the regular order of business or dispense with any item thereof as the occasion may require.
- Section 5. Absentee Ballot. A Regular member unable to attend a duly called IALEIA meeting may participate in all elections and votes at meetings by means of an absentee ballot, which is properly executed, signed, and presented in a timely fashion as provided in Section 5 of Article VI.
- Section 6. Quorum. Five percent (5%) of the Regular membership shall constitute a quorum at meetings of the general IALEIA membership. Motions and actions proposed shall be submitted to and become effective upon majority vote of the Regular members.

Article V - Fiscal Matters

- Section 1. Fiscal Authority. IALEIA is authorized to collect dues, registration fees, other fees, and payments for instructional and Association materials received by the Treasurer which shall keep complete and accurate records of all income and payments on behalf of the Association.
- Section 2. Audits. The accounts of IALEIA shall be audited triennially by a professional auditor approved by the Board of Directors. The fee for such review shall be paid by IALEIA. A report of the findings shall be presented for Board approval at the next Board meeting following the review.
- Section 3. Fiscal Year. The IALEIA fiscal year shall be January 1 through December 31.

Article VI - Elections

- Section 1. General. The election of officers and directors of IALEIA shall occur every three (3) years at the annual meeting. Election to office shall occur upon plurality vote by the voting Regular members. Elected officers and directors shall serve until their successors assume their respective offices. Vacancies otherwise occurring shall be filled through interim appointment by the President.
- Section 2. Nominations. At least 90 days prior to each election meeting, the President shall appoint at least two (2) Regular members to join the incumbent committee chair in constituting an Election Committee. The Election Committee shall then meet or confer forthwith to prepare a slate of nominees for the various elective offices to be filled at the next annual Meeting.
- Section 3. Dissemination of Ballots. Not later than forty-five (45) days prior to the opening of an election meeting, the Election Committee shall disseminate to all Regular members an election ballot.
- Section 4. Voting. Election to all offices for which there is more than one eligible and available nominee shall be tabulated at the annual meeting.
- Section 5. Those eligible candidates who receive vote pluralities are deemed elected. In the event of a tie, a new vote for the office in question shall be taken within ten days.
- Section 6. Officers and directors shall take their respective offices starting with the first day of July following

their election. To continue to hold an elected office, said person shall maintain current regular membership in the Association.

Section 7. Eligibility. No person may be elected as an officer or director unless such person has been a regular member in good standing for at least one (1) year prior to nomination. Candidates for the four (4) Director at Large positions shall reside in the specific geographical region to be represented.

Article VII - Board of Directors

Section 1. IALEIA shall be managed by an elected Board of Directors chaired by the President, and composed of all elected officers and standing committee chairs of IALEIA at the international level, four (4) directors at large positions, each of which will be elected from and represent a specific geographical region, and the non-voting editors of the IALEIA Journal and the Intelscope.

Section 2. Meetings

- A. Agenda. There shall be at least one (1) meeting or telephone conference of the Board of Directors each calendar year prior to the annual meeting. The exact time and place for these meetings shall be determined by the President, and notice of such meetings shall be provided by the Secretary at least thirty (30) days before the meeting. Such notice shall include the time and place of the meeting as well as an agenda of topics to be discussed. Any supporting documentation for agenda items that is longer than two (2) pages in length will be forwarded with the agenda.
- B. Special Meetings. Special meetings of the Board of Directors may be called on the initiative of the President, and shall be called by the Secretary upon written request by a majority of the Board of Directors.
- C. Order of Business. Business to be conducted at the regular Board of Directors meetings shall include, but not necessarily be limited to, review and approval of: Membership Committee actions, financial and regional program activity, proposed budget and program plans, and standing committee activity.
- D. Quorum. Fifty percent (50%) of the elected number of IALEIA officers and directors counted as voting in person, by telephone, or by absentee ballot, shall constitute a quorum at all Board meetings. Absentee ballots shall be properly executed, signed, and presented in a timely fashion. Except as otherwise specified herein, motions and actions shall become effective upon majority vote of the officers, directors and absentee ballots cast.
- E. Open Meetings. All IALEIA meetings will be open to any IALEIA member unless personnel, contracts, or ethics issues are discussed. If those issues are discussed, they will be discussed in executive session. The remainder of the meeting as well as an announcement regarding the outcome of the executive session will be held in public.

Section 3. Executive Committee and Executive Director

- A. IALEIA administrative and business functions shall be carried out by an Executive Committee of the Board of Directors. Between meetings of the Board, the Executive Committee shall have all of the powers and authority of the Board subject to modification by members of the Board at the next annual or special meeting.
- B. The Executive Committee shall be chaired by the President and shall be composed of the IALEIA officers and such other members of the Board of Directors as the President may appoint.
- C. The Executive Committee shall be a component of and subordinate to the Board of Directors.
- D. The Executive Committee shall be assisted by an Executive Director appointed by the President. Duties and responsibilities of the Executive Director shall be determined by the President.
- E. Fifty percent (50%) of the committee membership shall constitute a quorum at all

meetings of the Executive Committee. Except as otherwise specified herein, motions and actions proposed shall become effective upon majority vote of the committee members present.

- F. A written record shall be maintained of all actions by the Executive Board and Executive Committee.

Article VIII - Officers and Directors

Section 1. Term and Composition of Officers

- A. Term. The officers of IALEIA shall be elected by the Regular membership and shall serve on the Board of Directors for a term of three (3) years or until a successor is duly qualified, elected, and installed.
- B. Composition. The officers of IALEIA shall consist of a President, a Vice President, a Secretary and a Treasurer.

Section 2. President

- A. The President shall preside at all meetings of IALEIA, the Board of Directors, and the Executive Committee.
- B. The President performs all duties incident or usually pertaining to such position, and those duties delegated or assigned by the Board of Directors.
- C. The President shall with the advice and consent of the Board of Directors appoint directors should vacancies occur prior to the election meeting; and appoint special committees and special committee chairs as needed.

Section 3. Vice President. The Vice President shall succeed to the presidency if the President resigns or is incapacitated, and at the termination of the President's term of office if such office should otherwise be unfilled. The Vice President shall preside at meetings in the absence of the President and shall perform such additional duties as may be assigned by the President or the Board of Directors.

Section 4. Secretary

- A. The Secretary shall keep an accurate written record of IALEIA proceedings including all motions approved by the IALEIA Board of Directors and decisions made by the Executive Committee; issue notices of meetings; carry on all correspondence not incident to the functioning of other IALEIA offices, committees or chapters; co-sign with the President all instruments requiring such signatures; and shall serve as custodian of the IALEIA seal.
- B. The Secretary shall assist the President in preparing meeting agenda, arrange all meetings of the Board of Directors, assist committees, and perform such other duties as may be assigned by the President or the Board of Directors.

Section 5. Treasurer

- A. The Treasurer shall obtain and maintain custody of IALEIA funds, receive all monies due IALEIA, and deposit IALEIA funds in such bank or banks as the President may direct.
- B. All books, records and accounts shall be maintained and made available for inspection by IALEIA officers and members at all times during normal business hours.
- C. The Treasurer shall sign or countersign all checks, notes, orders, payments and drafts made or signed by the President, and shall pay out and dispose of IALEIA funds under the general direction of the President.
- D. A true account of all monies received and disbursed shall be kept, and a full report of the financial conditions of IALEIA shall be presented at each annual or special meeting.
- E. The Treasurer shall be required to give a surety bond for the faithful performance of duty in such amount as shall be determined by the full Board of Directors. Fee for such bond shall be paid from IALEIA funds.
- F. A budget shall be prepared annually by the Treasurer and other members so appointed by

the President and shall be presented to the Board of Directors for approval.

- Section 6. Term and Composition of Directors
- A. Term. The directors of IALEIA shall be elected by the Regular membership and shall serve on the Board of Directors for a term of three (3) years or until a successor is duly qualified, elected, and installed.
 - B. Composition. The directors of IALEIA shall consist of:
 - Awards and Certification
 - Bylaws, Ethics and Elections
 - Communications
 - Fundraising/Corporate Liaison
 - Marketing
 - Membership
 - Member/Chapter Liaison
 - Organizational Liaison
 - Training, Education and Career Development
 - Directors at Large (4)
- Section 7. In addition to the duties and responsibilities prescribed in these bylaws, all officers and directors shall carry out those duties customarily accorded under parliamentary authority as well as those that may be assigned by the membership through the Board of Directors.
- Section 8. Each officer and director shall, upon termination of office, deliver to the successor all books, records, and documents pertaining to that office.
- Section 9. No officer, director or member may receive compensation from the Association except as specifically authorized and directed by the President and approved by a majority of the Board of Directors.
- Section 10. An officer or director who does not perform the duties ascribed to them by these Bylaws, the IALEIA Policy Manual or the Executive Board shall be removed from office after a fair and impartial hearing before the Board of Directors.

Article IX - Chapters

- Section 1. Purpose. Regional chapters of IALEIA may be established in geographic areas for the purpose of providing IALEIA members with regional training, meetings, and interaction.
- Section 2. Charters. Regional chapters shall be chartered by approval of the Board of Directors.
- Section 3. Membership
- A. Membership in IALEIA regional chapters shall be open to all IALEIA members in that region. Members shall maintain IALEIA international membership. Chapter membership shall be optional.
 - B. Chapters may maintain all levels of IALEIA membership at the regional level.
 - C. Unless otherwise approved by the Board, chapters shall maintain regional membership from more than one agency and have at least ten members.
- Section 4. Finances
- A. Chapters may charge dues to members at no greater than eighty (80%) of the dues charged by the Association.
 - B. Chapters may raise funds through dues, registration fees, sale of IALEIA memorabilia or sale of professional materials. Fund raising through raffles, direct business solicitation, or

- other not mentioned means is prohibited without the approval of the IALEIA Board.
- C. Chapters shall provide full financial accounting, whether or not they collect monies at the chapter level, to the IALEIA Treasurer in accordance with the policies set forth in the Bylaws and the IALEIA Policy Manual. Failure to provide such a report by the requisite date will be cause for a chapter review as stipulated in Article IX, Section 6.

Section 5. Chapter Bylaws and Officers

- A. Each chapter must prepare and approve a set of bylaws which are not in conflict with IALEIA bylaws. These bylaws shall be submitted to the IALEIA Board with the request for chapter approval. Any later proposed changes to chapter bylaws must be approved by the IALEIA Board before submission to the chapter membership for approval.
- B. Each chapter shall, at a minimum, elect a President and a Treasurer. Other officers and committee directors may be elected or appointed as are warranted and provided for in chapter bylaws.
- C. Chapter presidents shall maintain current membership in the organization. If such membership is not renewed with ninety (90) days of assuming such office, then with the expressed consent of the Board, such member shall be deemed to have forfeited such position. The chapter bylaws shall govern whether to appoint a replacement or leave the position vacant until the next election if such a vacancy occurs.

Section 6. Chapter Status and Reporting

- A. The active status of all chapters will be reviewed on an annual basis at the time of the annual meeting. By February 28 of each year, each chapter president will submit in a standard IALEIA format both an annual report of chapter activities and a full report of the chapter's financial transactions to the International.
- B. If a chapter has no regular members as chapter officers and/or no chapter meetings, and/or does not submit the reports stipulated in Chapter IX, Section 6, Subsection A, and/or fails to meet U.S. Internal Revenue regulations for 501(c) organizations, the IALEIA Board will review the chapter's status and take appropriate action based on pertinent sections of the IALEIA Policy Manual.

Article X - Amendments, Ethics and Policy

Section 1. No part of these bylaws shall be repealed, altered, amended, waived, or suspended until a written proposition to the effect is submitted to or proposed by the Board of Directors. The proposition shall be presented and read at the next Board of Directors meeting of the Association after submission. At or following the meeting at which presented, the proposed revision shall be voted upon by the Regular members on a ballot properly executed, signed and presented in a timely fashion. Amendment, alteration, repeal, waiver, suspension or addition to any or all of these bylaws shall require the favorable vote of two thirds (2/3) of the voting Regular membership. All changes so approved shall become effective thirty (30) days after such favorable vote.

Section 2. IALEIA shall establish and maintain an Ethics Policy which shall have the force of these bylaws.

Section 3. An IALEIA Policy Manual shall be established and approved by the Board of Directors to include policies and procedures in support of these bylaws.

Article XI - Parliamentary Authority

The current edition of Robert's Rules of Order shall govern the meetings of IALEIA in all cases in which it is applicable and in which it is not in conflict with these bylaws. Any inadvertent inconsistencies and grammatical and/or typographical errors in these bylaws shall be referred to the Chair, Bylaws, Ethics and Elections Committee for interpretation and resolution. Disagreements with rulings of the chair may be appealed to the Board of Directors.

Bylaws last amended and approved by the membership, December 31, 2007.