

### **Article I – Name**

The name of the Association is the National Real Time Crime Center Association hereinafter referred to as NRTCCA or the Association.

### **Article II – Purpose and Mission**

NRTCCA is an all-volunteer organization dedicated to serving Real Time Crime Centers through identifying training opportunities, networking, identifying best practices and foster public safety partnerships.

### **Article III – Membership**

#### **Section 1: Membership Application**

Application for membership shall be made in accordance with NRTCAA policy, either in writing or electronically on our membership form. Applications for membership must be sponsored by a current member in good standing or by any member of the Executive Board Member or Board of Directors.

#### **Section 2: Memberships**

##### **A. Individual Member**

- a. Membership to NRTCCA is on an individual basis.
- b. Membership in the NRTCCA is open to all current employees of law enforcement or criminal justice agencies.
  - i. Membership who does not fit the above categories above may be allowed through a vote of the NRTCCA Executive Board on a case-by-case basis.
  - ii. The Membership Director has the authority to deny, suspend, or revoke membership based on misrepresentation of facts in the member's membership application or record on file.

##### **B. Associate Member**

- a. Membership to NRTCCA is on an individual basis.
- b. Associate Members receive:
  - i. Access to the membership directory on the website
  - ii. Access to all resources, materials on our website and trainings that do not have a law enforcement nexus. All law enforcement materials would be prohibited by this member classification.
- c. This member classification has no voting rights for Executive Board or Board of Directors Elections or voting rights on NRTCCA Bylaws.
- d. This member classification will pay the same rate as an Individual Member Classification.
- e. Associate Members in the NRTCCA are retired law enforcement, law enforcement interns, and law enforcement supporters:
  - i. Membership who does not fit the above categories above may be allowed through a vote of the NRTCCA Executive Board on a case-by-case basis.
  - ii. The Membership Director has the authority to deny, suspend, or revoke membership based on misrepresentation of facts in the member's membership application or record on file.

**Section 3: Membership Dues**

- A. Membership dues are paid annually every year in the month of January.
- B. Membership is from January to December.
- C. Dues can be paid electronically or via mail to the association address.
- D. Membership Dues are voted on by the NRTCCA Executive Board.
  - a. Individual Member & Associate Member annual dues is \$25.00 a year.
- E. All NRTCCA members who serve as either an Executive Board Member, Board of Directors, Committee Chair or Advisory Board Member shall have their annual dues waived while they serve in these positions.

**Section 4: Members Rights**

- A. Individual Members
  - a. Current members in good standing of the NRTCCA have the following member rights:
    - i. To attend (virtual, physical, or telephonic) Annual Meetings, regular Executive Board Meetings, and other special functions of the NRTCCA.
    - ii. To vote in Executive Board Member elections.
    - iii. To run for a position on the NRTCCA Executive Board.
    - iv. To access and review the minutes of the NRTCCA Annual Meeting and regular NRTCCA Executive Board meetings.
- B. Associate Members
  - a. Current members in good standing of the NRTCCA have the following member rights:
    - i. To attend (virtual, physical, or telephonic) Annual Meetings, and other special functions of the NRTCCA.

**Section 5: Member Resignation, Suspension or Disciplinary Action**

- A. Members may resign their membership in the NRTCCA by written or electronic notice to the Membership Director, or they may let their membership expire through non-renewal of dues.
- B. Members may be suspended or expelled from the NRTCCA after an Ethics Committee investigation.

## **Article IV – Executive Board Members & Board of Directors**

### **Section 1: Positions**

- A. Executive Board Members of the NRTCCA shall be:
  - 1. President
  - 2. Vice President of Administration
  - 3. Vice President of Training & Professional Development
  - 4. Treasurer
  - 5. Secretary
- B. Board of Directors of the NRTCCA shall be:
  - 6. Training Director
  - 7. Membership Director
  - 8. Conference Director
  - 9. Communications Director
  - 10. Partnership Director
  - 11. Professional Development Director
- C. All Executive Board Members & Board of Directors are expected to collaborate as a team to help each other.

### **Section 2: Eligibility**

- A. Executive Board Members & Board of Directors must be current members in good standing of the NRTCCA. No member may hold more than one office at the same time.

### **Section 3: Board Duties & Responsibilities**

#### **A. Executive Board Members**

##### **a. President**

- i. The President shall preside at all Executive Board Meetings, Board of Director Meetings and Annual Membership Meeting.
- ii. Performs all duties incident or usually pertaining to such position, and those duties delegated or assigned by the Board.
- iii. This position is the Chief Executive Officer (CEO) of the association.
- iv. Shall appoint special committees and special committee chairs as needed.
- v. To manage goals, projects, and priorities of the association.

##### **b. Vice President of Administration**

- i. Responsible for NRTCCA strategic planning.
- ii. Responsible for handling the oversight of the Administration of our association.
- iii. Responsible for the design and implementation of the NRTCCA Policy Manual.
- iv. Provide mentorship and leadership to our directors who are involved with association administration, membership and partnership while supporting our members.
- v. Preside at meetings in the absence of the President.
- vi. In the event of a short-term or long-term absence or inability of the President to exercise the Office of the President, to become the acting

President of the association, with the rights, privileges, and powers as if the fully elected President having been.

- vii. Perform such additional duties as may be assigned by the President or the Board.

**c. Vice President of Training & Professional Development**

- i. Responsible for leading and developing NRTCCA training and certification courses for our association.
- ii. Provide mentorship and leadership to our directors who are involved with training and professional development to our members.
- iii. Shall otherwise perform the duties and responsibilities of the President during the temporary absence of the President and the Vice President of Administration.
- iv. Perform such additional duties as may be assigned by the President or the Board.

**d. Treasurer**

- i. Obtain and maintain custody of NRTCCA funds, receive all monies due NRTCCA, and deposit NRTCCA funds in such bank or banks as the President may direct.
- ii. Maintain all NRTCCA financial books, records, and accounts and always make them available for inspection by NRTCCA officers and members during normal business hours.
- iii. Sign or countersign all checks, notes, orders, payments, and drafts made or signed by the President, and shall pay out and dispose of NRTCCA funds under the general direction of the President.
- iv. Collaborate with other Executive Board Members and other key leaders of our association to establish an annual budget which shall be presented and approved by the board for approval. Updates of accounts will be shared at all board meeting as apart of the Treasurer's Report.
- v. Coordinate with the accountants to prepare and file all required tax forms.
- vi. Oversees the Finance Committee and participates with any other committee, event, or association business that involves receiving or spending funds.
- vii. Perform such additional duties as may be assigned by the President or the Board.

**e. Secretary**

- i. To keep an accurate written record of NRTCCA proceedings including all motions approved by the NRTCCA Executive Board.
- ii. To ensure that all documents required by law and by the NRTCAA bylaws are properly kept and filed in a secure place. To be the official custodian of all association records.
- iii. To handle and serve all notices of meetings; carry on all correspondence not incident to the functioning of other NRTCCA offices, committees or chapters.
- iv. Co-sign with the President all documents requiring such signatures.

- v. Assist the President in preparing meeting agenda and arrange all meetings of the Board.
- vi. Perform such other duties as may be assigned by the President or the Board.

**B. Board of Directors**

**a. Training Director**

- i. Collaborate with other Executive Board Members in reference to events, conferences and partnerships that include training for members of our association.
- ii. Identify through membership surveys training needed for our members, and identify opportunities to execute training opportunities for our members.
- iii. Perform such other duties as may be assigned by the President or the Board.

**b. Membership Director**

- i. Responsible for membership retention and recruitment strategies for our members.
- ii. Identifies new ways to create membership outreach campaigns for our members.
- iii. Oversees the Membership Committee.
- iv. Maintain the association's current membership roster & notify members accordingly upon expiration of their memberships
- v. Perform such other duties as may be assigned by the President or the Board.

**c. Conference Director**

- i. Plans and coordinates the annual NRTCCA Training Conference.
- ii. Oversees the Conference Committee.
- iii. Perform such other duties as may be assigned by the President or the Board.

**d. Communications Director**

- i. Creates communication strategies to present a consistent message and professional image of NRTCCA.
- ii. Oversees all NRTCCA Trademarks, Seals, Publications and Marketing Materials.
- iii. Manage and Coordinate the NRTCCA Website and Social Media content provided by Executive Board and other NRTCCA Committees.
- iv. Perform such other duties as may be assigned by the President or the Board.

**e. Partnership Director**

- i. Oversees the Association Corporate Partnership Program.
- ii. Recommends new Associations, Private Partners, and other Law Enforcement Organizations to partner with approval of the Executive Board.
- iii. Interacts with and secures sponsorships for NRTCCA Events and Conferences.

- iv. Perform such other duties as may be assigned by the President or the Board.

**f. Professional Development Director**

- i. Oversee all matters regarding the professional standards of members.
- ii. Oversee the NRTCCA Certification and Professional Ethics.
- iii. Assist with identifying Best Practices for our members.
- iv. Perform such other duties as may be assigned by the President or the Board.

**Section 4: Succession, Board Vacancies & Board Duties**

**A. Succession to President**

- a. If the President permanently leaves the position through resignation, removal, suspension, or other means, the Vice President of Administration shall assume the office of President for the remainder of the elected President's term.
  - i. In the event the Vice President of Administration is unable to assume the office of the President, the Vice President of Training & Professional Development shall assume the office of President for the remainder of the elected President's term.

**B. Board Member Vacancies**

- a. If an elected officer other than the President leaves their 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 made by the President with the advice and approval of the Executive Board.

**C. Board Member Duties**

- a. All board members shall carry out their duties under a parliamentary authority that may be assigned by the President, the Executive Board or through the membership of the association through the Executive Board.
- b. After each board member serves in their office, after termination they must deliver to the successor all documents, records and books associated with this position.
- c. No board member may receive compensation from the Association except as specifically authorized and directed by the President and the approved by the Executive Board.
- d. An Executive Board Member & Board of Directors who does not perform their duties as described by these bylaws, NRTCCA Policy Manual or the board shall be removed from office after a fair and impartial hearing before the Board. All Executive Board members shall be required to sign the NRTCCA Conflict of Interest Policy.

## **Section 5: Executive Board Members & Board of Directors Elections and Terms**

### **A. Elections**

- a. At least ninety (90) days prior to the opening of the annual meeting, the Vice President of Administration shall, with a majority vote of the Board, appoint a Regular member in good standing as the Election Committee Chair.
- b. The Election Committee Chair will identify a group of no less than three (3) active members in good standing to sit on this committee.
- c. An official NRTCCA nomination form shall be announced to the members through the association written or electronic new bulletin no later than seventy (60) days prior to the opening of our annual membership meeting.
- d. An official NRTCCA written or electronic election ballot will be created and disseminated to all our NRTCCA members at least thirty (30) days prior to the opening of the annual membership meeting.
- e. The Election Chair will be responsible for making sure every nominee meets the following criteria before being nominated to a position on the board:
  - i. Candidates for President shall have served at least one term on the Board.
  - ii. Candidates for Treasurer shall be citizens of the United States of America
  - iii. Comply with all Policy Manual Requirements related to Elections
  - iv. Ensure all ballots cast are by Regular members in good standing prior to the call for nominations.
  - v. Report to the Secretary all candidates who receive vote pluralities. The Secretary shall report the results to the Board and notify all candidates of the results.
  - vi. In the event of a tie, arrange a new vote for the office in question within fifteen (15) days.

### **B. Executive Board Members & Board of Directors Terms**

- a. Each Executive Board Member & Board of Directors shall serve two (2) years.
- b. Elections will occur every year:
  - i. The following positions will be elected on an odd year:
    1. Vice President of Training & Professional Development
    2. Treasurer
    3. Membership Director
    4. Partnership Director
    5. Professional Development Director
  - ii. The following positions will be elected on an even year:
    1. President
    2. Vice President of Administration
    3. Secretary
    4. Training Director
    5. Conference Director
    6. Communications Director
- c. Each officer shall be elected to a term of office of two years, beginning on January 1 and ending on December 31. 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.

**C. Elected Executive Board Members & Board of Directors**

- a. Once elected the new board members will take their new office position during the month of January each year.
- b. Each member shall continue to be a current member of the Association and remain in good standing the entirety of the term.

**Article V: Amendment of Bylaws**

**Section 1: Proposed Amendments**

Proposed amendments shall be submitted in writing to the chairperson of the NRTCCA Bylaws Committee. The bylaws committee will then review and submit proposed amendments and recommendations to the Executive Board.

**Section 2: Bylaw Approval**

Proposed amendments must be presented to the members for vote. Votes will be approved by 2/3 of the membership.

**Article VI: Association Business & Meetings**

**Section 1: Meetings**

- A. Executive Board Meetings
- B. Board of Directors Meetings
- C. Annual & Membership Meetings

**Section 2: Association Address**

- A. 7904 East Chaparral Road Suite A110-271; Scottsdale, Arizona 85250

**Section 3: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the NRTCCA 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 NRTCCA may adopt.

**Section 4: Executive Board Quorum:**

No business shall be conducted in any Executive Board meeting or session without the presence (virtual, physical, or telephonic) of 60% of the occupied Executive Board Members positions.

**Section 5: NRTCCA Policy Manual**

The NRTCCA Policy Manual will ensure the operating procedures, regulations, guidelines and policies developed through actions taken and motions passed by Executive Board approval to reflect the purpose and intent of these bylaws.

**Section 6: Ethics & Ethics Committee**

**A. Ethics**

- a. The integrity of the NRTCCA is dependent upon the conduct of its individual members. The NRTCCA Code of Ethics.

**B. Ethics Committee**

- a. Executive Board Members & Board of Directors shall not serve on the Ethics Committee.



- b. Any grieves against any NRTCCA members shall be made in writing to the chairperson of the Ethics Committee.
- c. 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.
- d. The Executive Board shall review the report of the Ethics Committee within 30 days upon receipt of the report. In an Executive Board member is the subject of the investigation, that board member shall be excluded from the review.
- e. 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.

### **Section 7: Fiscal Matters**

- A. NRTCCA is authorized to collect membership dues, registration and conference fees, other fees, grants, donations, gifts and payments for instructional and Association materials. All finds will be received by the Treasurer which shall keep complete and accurate records of all the income, payments, and expenses on behalf of the association.
- B. NRTCCA accounts shall be audited at the discretion of the NRTCCA Executive Board. The review of books, accounts, and other association records will be completed by a third party. Any fees associated with this expense shall be paid by NRTCAA. A final report of the findings shall be presented and shared with the Executive Board.
- C. The NRTCCA Fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

## **Article VII: Committees**

### **Section 1: Identified Association Committees**

- A. Training & Professional Development Committee
- B. Membership Committee
- C. Bylaws Committee
- D. Ethics Committee
- E. Elections Committee
- F. Finance Committee
- G. Advisory Board Committee
- H. Conference Committee
- I. Communications Committee
- J. Awards & Recognition Committee

### **Section 2: Committee Chair Appointments**

- A. The Executive Board shall approve all chairpersons for each NRTCCA Committee.
- B. All Committee Chairpersons shall provide a monthly report through the appropriate Executive Board Member of the activities of their committee.
- C. All Committee Chairpersons shall be required to sign the NRTCCA Conflict of Interest Policy.
- D. Executive Board Members & Board of Directors may be the chairperson of any of the listed committees in Article VII, Section 1. With the exception of the Ethics Committee, or Elections Committee.

**Section 3: Committees**

- A. Committees not mentioned in the bylaws may be established through the approval of the Executive Board.
- B. Committees may establish sub-committees, if this occurs the Committee Chairperson will be the ex officio of all subcommittees.
- C. Committees may consist of a single member, and in such case will be referred to as Appointed Positions.

**Section 4: Committee Members**

- A. The Executive Board & Board of Directors shall appoint all committee members to each committee, except where otherwise directed in these bylaws.
- B. The President shall serve as an ex officio member of all committees, except the Ethics Committee.
- C. All committee members shall be required to sign the NRTCCA Conflict of Interest Policy.