



**Minnesota Sex Crimes Investigators Association  
By-Laws**

**ARTICLE 1**

Section 100: Name

The name of the Association shall be the Minnesota Sex Crimes Investigators Association (MN/SCIA).

**ARTICLE 2**

Section 200: Principle Office

The principle office of the Association is hereby fixed and located at PO Box 22405, Eagan, MN 55122. The Board of Directors is hereby granted full power and authority to change said principle office from one location to another. Address changes will be published in subsequent newsletters and other Association correspondence but shall not be considered an amendment to the By-Laws.

**ARTICLE 3**

Section 300: Purpose

To establish an esprit d'corps among sex crimes investigators.

To provide a forum to discuss and exchange information related to:

- Sex crimes case management and operational strategy,
- Latest advancement in forensic technology and laboratory science,
- Improving training for investigators and for other police personnel who might become involved in sex crimes investigations.

To conduct seminars and conferences related to all phases of a sex crime investigation.

To promote and encourage the controlled exchange of need-to-know information between investigators.

**ARTICLE 4**

Section 400: Non-Profit Corporation

This is a non-profit corporation.

## ARTICLE 5

### Section 500: Membership

The Association shall consist of two classes of members: "Active" and "Associate."

- "Active" members: All full-time law enforcement officers with power of arrest who are paid by public funds. Also any person who has retired from law enforcement having spent a significant portion of their career involved in investigation of sex crimes and approved for such "active" membership by the Board of Directors.
- "Associate" members: All retired and part-time officers paid by public funds, law enforcement students, persons publicly employed in other areas of law enforcement and public employees that conduct sexual assault assessments and/or investigations or other persons as sponsored and approved. Associate members must obtain sponsorship of an active member in good standing. Membership is subject to approval by the Board of Directors. Associate members shall have all of the benefits of active membership except that of holding office and voting.

## ARTICLE 6

### Section 600: Dues

The dues shall be \$20.00 per year for Active membership and \$20.00 per year for Associate membership. The membership period is October 1<sup>st</sup> of each year through September 30<sup>th</sup> of the following year.

## ARTICLE 7

### Section 700: Board of Directors

The Board of Directors shall consist of the Directors and Executive Officers.

The Directors shall hold office until their respective successors are elected in accordance with the By-Laws of this Association. The Director must be a member of the Association at the time of election and throughout the term of office.

Meetings of the Board of Directors shall be called and held as may be ordered by the Directors and the President.

A simple majority of those present shall be necessary for the transaction of business.

Any vacancy in the Board of Directors caused by death, disability, or resignation shall be filled by a majority of the remaining Directors. All Director positions are two-year terms. Active members shall be entitled to vote for and elect 20 Directors. Elections are held every year with ten directors to be elected in the even year and ten to be elected in the odd year. Elections are conducted either through mail-in ballots sent to each voting member of the Association. Attempts should be made for the Directors to represent state-wide concerns.

The Board of Directors shall receive no compensation for their services except for the Business Manager whose position is subject to the majority of the Board of Directors.

The Board of Directors shall also consist of the following Executive Offices:

- President
- Vice President
- Secretary
- Treasurer
- Chairperson of the MN/SCIA Advisory Board

## ARTICLE 8

### Section 800: Executive Officers

The Executive Officers of the Association shall be the President, Vice President, Secretary, Treasurer and Chairperson of the MN/SCIA Advisory Board. The Board of Directors shall elect its own President, Vice President, Secretary and Treasurer at the regular meeting held in July of each odd-numbered year. An officer must be a member of the Association at the time of election and throughout the term of office.

Any Executive Officer may resign, or may be removed with or without cause by the Board of Directors at any time. Vacancies caused by death, removal from office, or resignation may be filled by appointment by the Board of Directors.

**PRESIDENT:** The President shall be the Chief Executive Officer of the Association and, subject to the control of the Board of Directors, shall have general supervision, direction and control of the activities of the Association. The President shall preside at all meetings of members and meetings of the Board of Directors.

**VICE PRESIDENT:** The Vice President shall, in the absences of the President, perform all duties of the President.

**SECRETARY:** The Secretary shall provide copies of all meeting minutes for inclusion in the secure section of the Association's website [www.mnscia.com](http://www.mnscia.com)

**TREASURER:** The Treasurer shall keep and maintain adequate and correct books of account showing the receipts and disbursements of the Association, and an account of its cash and other assets. The books shall at reasonable times be open to inspection by any voting member.

**IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall act in an advisory capacity; and may perform other duties as determined by the Board of Directors, including, but not limited to, casting a tie breaking vote when one or more members of the Executive Board are unavailable to vote.

ADVISORY BOARD

CHAIRPERSON: The Chairperson of the Advisory Board shall be appointed by the President and considered an “Active” member and a member of the Board of Directors. The Chairperson shall act in an advisory capacity and may perform other duties as determined by the Board of Directors.

**ARTICLE 9**

Section 900: Advisory Board

Advisory Board members shall be selected by the Board of Directors. Advisory Board shall meet as they deem necessary and at the request of the Board of Directors.

**ARTICLE 10**

Section 1000: Amendments

The voting members of the Association may adopt new By-Laws, may repeal these By-Laws and may amend the present By-Laws. Any proposed adoption, repeals and/or amendments to the By-Laws must be reflected in the Board of Directors’ minutes and must be disseminated to each member prior to the Fall Conference/Meeting whereby a majority vote of the membership present is necessary to adopt said change(s).

**ARTICLE 11**

Section 1100: Miscellaneous

The Board of Directors may authorize any officer or officers to enter into any contract or execute any instrument in the name of the Association and such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors no officer, agent or any other person shall have any power or authority to bind the Association by any contract or render it liable for any purpose or to any amount.

No Departmental/Association/Organization may use their membership in MN/SCIA to monetarily profit their organization or profits.

The Association shall keep in its principal office the original or copy of these By-Laws, as amended or otherwise altered to date, certified by the Secretary.

(Amended 10/03 and 9/2011)

