

By-Laws of the Wisconsin Law Enforcement Analyst Network



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Table of Contents

Article I – Name.....	4
Article II – Purpose	4
Article III – Functions.....	4
Article IV – Membership	4
Section 1 – Eligibility	4
Section 2 – Application	4
Section 3 – Fees	5
Section 4 – Resignation, Suspension, Expulsion and Reinstatement.....	5
Section 5 – Rights of Membership	5
Article V – Executive Board	6
Section 1 – Terms & Composition.....	6
Section 2 – Eligibility	6
Section 3 – Powers.....	6
Section 4 – Duties & Responsibilities	6
Section 5 – Transition.....	8
Section 6 – Resignation or Removal.....	8
Section 7 – Meetings.....	9
Article VI – Elections	9
Section 1 – Process	9
Section 2 – Nominations	9
Section 3 – Balloting.....	9
Section 4 – Tallying	9
Article VII – Meetings.....	9
Section 1 – Annual Membership Meeting	9
Section 2 - Special Meetings	10
Section 3 – Quorum	10
Article VIII – Committees	10
Section 1 – Procedures	10
Section 2 – Standing Committees	10
Article IX – Fiscal Matters.....	11
Article X – Parliamentary Authority	11
Article XI – Amendment of By-laws	11

Article I – Name

The name of this institution is the Wisconsin Law Enforcement Analyst Network, hereinafter referred to as WILEAN.

Article II – Purpose

WILEAN is a nonprofit institution designed to facilitate law enforcement sensitive information-sharing and establish standards, provide training and resources, and encourage innovation for both crime and intelligence analysts throughout the state of Wisconsin.

Article III – Functions

The functions of WILEAN are to:

- Enhance public and official understanding of the role of law enforcement analysis.
- Encourage general recognition of the practice of law enforcement analysis as a professional field.
- Reinforce the concepts of professionalism, dedication to service, and integrity among practitioners of law enforcement analysis.
- To enhance the effectiveness of law enforcement analysis programs statewide through education and training.
- To provide a forum for analysts to share information, strategy, and technique.
- To promote statewide professional standards for analysts.
- To assist local and state law enforcement agencies in the development and advancement of analysis programs.
- To research and publish information regarding law enforcement analysis.
- To foster multi-agency collaboration and information sharing.

Article IV – Membership

Section 1 – Eligibility

Membership in WILEAN is restricted to those persons who have a demonstrated interest in law enforcement analysis and who support the doctrines and goals of WILEAN. Membership to WILEAN is issued on an individual basis. Vendors do not meet the above stated eligibility requirements, and are therefore not granted membership with WILEAN. A member shall be actively employed in law enforcement in an analytical capacity, in the armed forces in an analytical capacity, or in the academic sector with a law enforcement sponsor and in an analytical capacity. All academic sector members must be at least eighteen years old, enrolled full time at an accredited college or university in a law enforcement related field.

Section 2 – Application

Individuals will apply for membership in WILEAN by submitting a written or electronic application to the Secretary. Current members whose affiliated agency has changed during the membership year must notify WILEAN of the change in order to go through a re-verification process.

Section 3 – Fees

Membership fees may be re-assessed at each annual WILEAN meeting. A motion to change the fees shall be made by an Executive Board Member or his or her proxy. If no motion is made, fees will remain unchanged from the previous year. Only individuals whose yearly membership fees have been received, deposited, and cleared, by testimony of the Treasurer, shall be considered current members. Fees shall be payable annually in advance of the member's renewal date. Memberships will remain valid for up to one month after the members' renewal dates. Membership shall be suspended after this date. Said member shall be automatically reinstated as a member upon payment of the amount due for the current year. Any member suspended for nonpayment of dues for longer than one year shall have to reapply and pay fees as a new member. If said member wishes to maintain the continuity of membership for the purposes of meeting the qualifications for certification or recognition of longevity of membership, said member shall have to pay the membership fees for each year not previously paid. Membership fees for all WILEAN Executive Board and Committee positions may be waived. All WILEAN members of the Executive Board and committee chairs 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 Executive Board, such member shall be deemed to have forfeited such position. Should such a vacancy occur among the elected offices, the Executive Board 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. Members suspended under this Article shall not be reinstated to the prior elected position held, but may stand for reelection.

Section 4 – Resignation, Suspension, Expulsion and Reinstatement

Members may resign their membership in WILEAN by written notice to the WILEAN Secretary, or they may simply let their membership expire through non-renewal of fees. A member may be suspended for good cause, which includes, but is not limited to, misfeasance in office, criminal conduct, breach of the non-disclosure agreement, or serious non-professional conduct. The Executive Board is responsible for the suspension of a member pending a fair and impartial hearing held in accordance with procedures prescribed in the current edition of Robert's Rules of Order, at a meeting duly constituted in accordance with Article VII. A majority vote of the Executive Board is necessary to suspend a member. A member suspended under Article IV, Section 4, may be expelled from WILEAN by two-thirds (2/3) votes cast by members for this specific purpose. No member that has been expelled from WILEAN may be readmitted to membership within one year. Readmission thereafter shall require the consent of the majority of the Executive Board. A record of this suspension or expulsion shall be kept by the Secretary indefinitely.

Section 5 – Rights of Membership

Members of WILEAN have the right to:

- Attend meetings, training, conferences, and functions of WILEAN.
- Make, debate, and vote on motions.
- Vote in elections.
- Run for a position on the Executive Board.
- Nominate members to the Executive Board.
- Access and review the minutes of meetings, to include Executive Board meetings.

- Enjoy all products, services, and benefits of membership.
- Be eligible to chair and sit on committees.
- Exercise powers not assigned to the Executive Board.

Article V – Executive Board

Section 1 – Terms & Composition

The officers of WILEAN shall be elected by members and shall serve on the Executive Board for a term of two (2) years or until a successor is duly qualified, elected, and installed. The officers of WILEAN shall consist of a President, a Vice President, a Secretary, a Treasurer, and an Operations Officer. Terms of the previous positions shall be staggered to ensure continuity of leadership.

Section 2 – Eligibility

Executive Board Members must be members of WILEAN in good standing. No member may hold more than one office at the same time. No Executive Board Member may serve more than two consecutive terms in the same position.

Section 3 – Powers

The following powers are granted to the Executive Board:

- Oversight and administration over the various functions, benefits, and operations of WILEAN.
- Administrative tasks and expenditure of funds necessary to carry out the projects and priorities of WILEAN, as directed by the members during an Annual Meeting, or by general consent to the proposals of the President.
- Powers necessary to organize and run the WILEAN Annual Meeting and its associated activities.
- 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.
- The authority to pursue sources of funding for WILEAN, where consistent with goals of the WILEAN outlined in Article II and Article III.
- All powers necessary for members to comply with their duties and responsibilities as outlined in Section 4.
- Powers elsewhere assigned to the Executive Board within these by-laws. All powers not assigned to the Executive Board belong to the members of WILEAN. Any policy or decision of the Executive Board may be overridden by a 2/3 vote of the voting membership.

Section 4 – Duties & Responsibilities

The President has the following duties and responsibilities:

- To preside at all WILEAN membership meetings and Executive Board meetings.
- To present at each Annual Meeting an Annual Report of the activities of WILEAN.
- To approve the agenda for Annual Meetings and Executive Board meetings.
- To manage the goals, projects, and priorities of WILEAN.

By-Laws of the Wisconsin Law Enforcement Analyst Network

- To approve nominations of chairmen and members of all committees, temporary and permanent, under the rules established in Article VIII.
- To co-approve, with the Treasurer, expenditures of the organization, consistent with the rules established in Article IX.
- To exercise other powers and duties as may reasonably be construed as belonging to the Chief Executive of an organization.
- To participate in recruitment efforts.

The Vice President has the following duties and responsibilities:

- In the event of the absence or the inability of the President to exercise his or her office, to become acting President of WILEAN, with all of the rights, privileges, and powers as if he or she had been the duly elected President.
- To otherwise perform the duties and responsibilities of the President during the temporary absence of the President.
- To manage projects and perform administrative tasks as assigned by the President.
- To handle administrative functions of WILEAN not specifically given to other Officers or Committees.
- To manage all recruitment efforts.
- To act as Public Information Officer (PIO) for WILEAN.

The Secretary has the following duties and responsibilities:

- To maintain the WILEAN's current membership roster.
- To notify members upon expiration of their memberships.
- To keep the minutes and records of the WILEAN.
- To ensure that all documents required by law and by WILEAN by-laws are properly kept and filed.
- To serve all official notices to members of WILEAN.
- To edit and publish all publications of WILEAN, except where otherwise provided.
- To be the official custodian of all records of WILEAN.
- To handle correspondence of the organization.

The Treasurer has the following duties and responsibilities:

- To ensure the care and custody of all funds belonging to WILEAN.
- To deposit funds received through membership fees and other sources.
- To distribute funds authorized by the members or by the Executive Board, consistent with the provisions outlined in Article IX.
- To provide invoices to members for payment of their membership fees.
- To co-approve, with the President, expenditures of the organization, consistent with the provisions outlined in Article IX.

By-Laws of the Wisconsin Law Enforcement Analyst Network

- To provide to the Executive Board members, on a monthly basis, a statement on the WILEAN's current treasury balance.
- To provide to the membership annually a detailed list of expenditures for the previous year.
- To arrange for an independent audit of the accounts every two years, as each newly elected Treasurer takes office.

The Operations Officer has the following duties and responsibilities:

- To oversee the operation and function of all WILEAN processes.
- To oversee all committees, permanent and temporary.
- To notify the Executive Board of all committee actions.
- To serve as an ex officio member of all committees, permanent and temporary.
- To coordinate logistics for all meetings of both membership and the Executive Board.
- To maintain all current technology, and implement any future technology needed.
- To determine what training is needed and desired by membership, and ensure that it is offered on a regularly scheduled basis.

Section 5 – Transition

Each officer shall, upon termination of office, deliver to the successor all books, records, and documents pertaining to that office. If the President permanently leaves his or her position through resignation, removal, or other means, the Vice President shall assume the powers of the President for the remainder of the elected President's term unless a member in good standing is approved and appointed by the Executive Board through unanimous decision to the position for the remainder of the elected term. If an elected officer other than the President leaves his or her position through resignation, removal, or other means, the President shall appoint a qualified member to serve until the next regularly scheduled meeting when election for the position shall take place. Such appointment will be contingent upon the approval of the majority of the remaining officers, including the President.

Section 6 – Resignation or Removal

Elected Executive Board Members may be removed from their offices through the following means:

- The Executive Board Member 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.
- An Executive Board Member who does not perform the duties ascribed to them by these by-laws or the Executive Board shall be removed from office after a fair and impartial hearing before the Executive Board.
- Upon conclusion of the fair and impartial hearing, the officer may be removed by a majority vote of the Executive Board.
- Any Executive Board Member removed from office under these provisions shall be replaced under the provisions of Section 4.

Section 7 – Meetings

The Executive Board will meet as often as its members require, but no less than once per quarter. Telephone conference calls fulfill the meeting requirements outlined above. There shall be at least one (1) meeting or telephone conference of the Executive Board each calendar year prior to the annual meeting. Notice of the Pre-Annual Meeting of the Executive Board shall be provided at least thirty (30) days before the meeting. Minutes of the Executive Board meetings, including items of discussion and decisions made, shall be kept by the Secretary and made available to all WILEAN members. No business shall be conducted in an Executive Board session without the presence of at least three of the five elected Executive Board Members.

Article VI – Elections

Section 1 – Process

The election of Executive Board Members of WILEAN shall occur every two (2) years at the annual meeting. Terms of the Executive Board Member positions shall be staggered. A candidate must receive a majority of the voting members' votes to be elected. Elected Executive Board Members shall serve until their successors assume their respective offices. Vacancies otherwise occurring shall be filled through interim appointment by the President until the next regularly scheduled meeting when election for the position shall take place.

Section 2 – Nominations

Nominations for each office must be submitted in writing to the chairman of the Election Committee at least sixty (60) days prior to the Annual Meeting. Any member in good standing may nominate a candidate. If a position does not receive a nomination, the incumbent shall have the right to remain in office and if declined, the Executive Board shall appoint a member in good standing.

Section 3 – Balloting

At least thirty (30) days prior to the opening of the Annual Meeting, the Election Committee shall disseminate to all members an election ballot. Only individuals who are members of WILEAN on the date the ballots are issued will receive ballots and will be allowed to vote in the election. The Election Committee will offer a forum for candidates to present their positions to members.

Section 4 – Tallying

Members must return the ballot at least 10 days prior to the opening of the Annual Meeting. If there is only one nominee for a single office, that individual shall be considered elected by acclamation. The chairman of the Election Committee will announce the results of the vote during the Annual Meeting. In the event of a tie, a new vote for the office in question shall be taken within ten days. Members must return the ballot within 5 days of issuance. Votes for a tie break election shall be tallied by the Election Committee within 5 days of ballot closing. The chairman of the Election Committee will announce the results of the tie break vote via electronic communication.

Article VII – Meetings

Section 1 – Annual Membership Meeting

There shall be an Annual Meeting of WILEAN at such time, date, and place as the President in consultation with the Executive Board, with due regard for any suggestions proposed by the membership, shall determine. The date, time, and location of the Annual Meeting will be announced not less than sixty (60) days prior to the meeting. The Annual Meeting is the primary mechanism for members to introduce business, propose projects,

identify priorities, make motions, tally votes, and announce election results. An agenda of issues to be discussed at the Annual Meeting shall be compiled and approved by the Executive Board, and provided not less than thirty (30) days prior to the meeting. 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. The WILEAN Secretary will keep minutes at the Annual Meeting and provide these minutes to all members.

Section 2 - Special Meetings

Special meetings may be called at any time by the following methods:

- In urgent cases by the Executive Board.
- By the Secretary upon the written request of one-third of the members in good standing, which request shall state the purpose for which the meeting is called.

If the meeting is in person, all members in good standing shall be notified by the Secretary in writing or by electronic communication, at least fifteen (15) days prior to any special meeting of the date, time, location, and purpose of the special meeting. Only business pertaining to the purpose outlined in the notification shall be conducted at the special meeting.

Section 3 – Quorum

Until such time as fifty or more members have been incorporated into WILEAN, a quorum will be considered a group of 5 WILEAN members. After that time, ten percent (10%) of the membership shall constitute a quorum at meetings of WILEAN membership. Motions and actions proposed shall be submitted to and become effective upon majority vote of the attending members.

Article VIII – Committees

Section 1 – Procedures

Committees may be established through any of the following means:

- By a 2/3 vote of the voting members;
- By a majority vote of the Executive Board.

The Executive Board shall appoint all committee members, except where otherwise provided. The President will approve all nominated committee chairmen, subject to the majority ratification of the Executive Board. The Operations Officer shall serve as an ex officio member of all committees, but shall not have voting authority except on committees on which he or she serves as the chairman. Committees may consist of a single member, and in such case will be referred to as Appointed Positions. The chairman of each committee, or his or her designated proxy, shall present the report and resolutions of the committee to the members at each Annual Meeting. Such a report may be written or oral. Committees may establish sub-committees if necessary, in which case the chairman of the general committee will serve as an ex officio member of each sub-committee.

Section 2 – Standing Committees

A Technology Committee will be established each year at the Annual Meeting. The Technology Committee's purpose is to implement all technology required by WILEAN members and the Executive Board to conduct business as outlined in these by-laws. This will included but is not limited to the administration of WILEAN's web page <http://www.wilean.org/>.

By-Laws of the Wisconsin Law Enforcement Analyst Network

A Training Committee will be established each year at the Annual Meeting. The Training Committee's purpose is to organize, plan, and execute all training desired or needed by WILEAN members.

An Election Committee will be established during each election year, at least nine (9) months prior to the Annual Meeting. The Election Committee shall run the election of Officers in a manner consistent with Article VI. No member running for office shall serve on the Election Committee. If an Election Committee member is nominated for an upcoming election, he or she will be temporarily removed from the Election Committee.

A Branding Committee may be established each year at the Annual Meeting. The Branding Committee's purpose is to design, create, and procure merchandise and promotional materials.

Article IX – Fiscal Matters

WILEAN is authorized to collect membership fees, registration fees, other fees, and payments for instructional and network materials received by the Treasurer who shall keep complete and accurate records of all income and payments on behalf of WILEAN. WILEAN accounts shall be audited every two years as the newly elected Treasurer takes office or at the discretion of the Executive Board. The review of the books and records of the association shall be completed by an independent third party. A report of the findings shall be presented for Board approval at the next Board meeting following the review. The WILEAN fiscal year shall be July 1 through June 30.

Article X – Parliamentary Authority

The Parliamentary Authority of WILEAN is the most recent revision of Robert's Rules of Order. Meetings and other business of the association shall be conducted in a manner consistent with Robert's Rules of Order except when the provisions of these by-laws provide differently. Any inadvertent inconsistencies and grammatical and/or typographical errors in these by-laws shall be referred to the Operations Officer for interpretation and resolution. Disagreements with rulings of the Operations Officer may be appealed to the Executive Board.

Article XI – Amendment of By-laws

Proposed amendments to the by-laws shall be submitted in writing to the Secretary. The proposed amendments shall be presented and read at the next Executive Board meeting after submission. After which the Executive Board will disseminate the proposed amendments to the members for review and discussion at least thirty (30) days prior to the vote. Amendments require a 2/3 vote of the voting membership for ratification. Voting may be conducted through means provided in Article VII. 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. All changes so approved shall become effective thirty (30) days after such favourable vote.