

**CALIFORNIA SEXUAL ASSAULT INVESTIGATORS
ASSOCIATION
Formed October 3, 1979
Los Angeles, California**

**BYLAWS
Revised November 28, 2022
Contra Costa County, CA**

I NAME, PURPOSE, PRINCIPAL OFFICE

1.0 Name

The name of this organization is the California Sexual Assault Investigators Association, herein referred to as “CSAIA” or the “Association”.

1.1 Purpose

1. The primary purpose of CSAIA is to provide high quality training in the fields of sexual assault prevention, detection, investigation, evidence collection and analysis, prosecution, victim services and support, incarceration and treatment of offenders, offender monitoring, as well as other closely related areas.
2. The CSAIA exists to promote and increase constructive relationships between investigators throughout the state and nation to aid the rapid dissemination of information, as well as to form contacts and liaisons to further assist in the apprehension of offenders and the effective investigation and prosecution of sexual assault cases.
3. The CSAIA advocates effective relationships between investigators and members of related disciplines for the purposes of improving the team approach to cases to assure that victims receive the highest level of service and sensitivity and that offenders procure the maximum measure of the law.
4. The CSAIA encourages the ongoing development of progressive standards of training and qualifications for sexual assault investigators and members of related disciplines to assure the continuing improvement of effectiveness in the field.
5. The Association encourages and will actively support legislative changes, which promote the mission of the CSAIA.

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1.2 Principal Office

1. The principal office for the transaction of business of the CSAIA shall be located in the County of Contra Costa, State of California.

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2. The Board of Directors shall have the power to change the Association's principal office to another location within the State of California. Any change shall not require an amendment to the Bylaws and shall be noted by the Secretary of the Association in the minutes of the meeting when the change occurs. Proper notification of such a change of location shall be made by the Secretary of the Association to the appropriate State agency.

II BOARD OF DIRECTORS

2.0 General Management

The general management of the CSAIA's business shall be under the control, supervision, and direction of the Board of Directors.

2.1 Directors

1. The authorized number of Directors shall be (10).
2. All members in good standing of the Association are eligible to submit their name for election to the Board of Directors. The Board of Directors positions shall be selected in a general membership election where all members in good standing may vote. This election process shall be completed no later than the first day of December of odd-numbered years.

2.2 Terms of Office

The term of office for a member of the Board of Directors shall be two (2) years, with the term beginning on the first day of January of even-numbered years and ending on the thirty-first day of December of odd-numbered years.

2.3 Board of Director Elections

1. The Board of Directors shall be elected by a simple majority of those members of the Association that are eligible to vote. The

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votes shall be counted by the incoming President and the outgoing President.

2. All Board of Director positions are elected during a general membership election, with the exception of the incoming President and the outgoing President.

2.4 Board Composite

The Board of Directors shall consist of a minimum of 60% sworn police officer members or retirees as defined under section 830 of the California Penal Code.

2.5 Board Vacancies

1. If, at the time of the general membership election, the number of vacancies on the Board of Directors is greater than or equal to the number of nominees, the Board of Directors may cancel the election and install the nominees to the vacant Board positions without prior notice to the general membership of the Association.
2. Any vacancy on the Board of Directors or among the officer positions caused by death, disability, resignation, or removal shall be filled by a simple majority vote of the Board of Directors.

2.6 Resignation From the Board of Directors

Members of the Board of Directors who resign their position on the Board are ineligible to run in the next general election without the approval of the current Board of Directors.

2.7 Limitations of Board Membership

Membership on the Board of Directors is limited to California domiciliaries.

III OFFICERS

3.0 Officers, defined

The Board of Directors shall have four officers. The officers shall consist of a President, a President Elect, a Secretary, and a Treasurer. At the first Board meeting of each year, the Board of Directors shall elect by a simple majority, a President Elect, a Secretary and a Treasurer from among the newly elected Board.

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The member holding the position of President Elect during the previous calendar year shall automatically be installed as President. The member holding the position as President the previous calendar year shall automatically be installed as the Immediate Past President and is eligible to be elected by an open officer position except that of President Elect. A member may not hold the position of President Elect until three complete years have transpired since the conclusion of their term as President.

3.1 Term of Officer Positions

The term of all officer positions is one year. There is no limit on the number of terms that the Secretary or Treasurer of the Board of Directors may serve.

IV DUTIES AND POWERS OF OFFICERS

4.0 President

1. The President shall be the Executive Officer of the Association and subject to the approval of the Board of Directors, will supervise, direct and control the activities of the Association.
2. The President shall preside at all meetings of the membership and the Board of Directors. The President will also be responsible for preparing the agenda for the meetings of the Board of Directors.
3. All official correspondence of the Association and any documents that express the position of the CSAIA shall be signed by the President.
4. The President shall make the nomination for the President Elect to the Board of Directors.

4.1 President Elect

1. The President Elect shall assume all powers and duties of the President in the President's absence, and relinquish those powers and responsibilities upon the President's return.
2. In the event of the President's departure from the Board of Directors to the completion of his/her term, the President Elect shall complete the balance of the year term as President, and therefore serve a consecutive one-year term as President. Consequently, a new President Elect shall be elected by the Board of Directors when the current President Elect assumes the position of the departing President.

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The new President Elect shall also serve the remaining portion of the term and serve for the following term as President Elect.

4.2 Secretary

1. The Secretary shall take and maintain the minutes of the Board of Directors, and shall include in them the time and place of the meetings, names of Directors and members present, and the proceedings of the meetings.
2. The Secretary shall be the keeper of the records for the CSAIA. During the length of his/her term, the Secretary shall collect all minute records, correspondence, financial records, training records, and all relevant documentation of the activity of the Board of Directors and CSAIA during the term. The Secretary shall cause to be stored all the records in the Association's designated storage facility.
3. The Secretary shall keep the Articles of Incorporation and the Bylaws. The Secretary shall also provide a copy of the Bylaws to any newly installed Board member.

4.3 Treasurer

1. The Treasurer shall keep and maintain accounts showing the receipts and disbursement of the Association and an account of its cash and other assets.
2. The Treasurer shall deposit all monies of the Association in an institution insured by the Federal Deposit Insurance Corporation in amounts not exceeding the maximum amount insured.
3. The Treasurer shall disburse funds of the Association as ordered by the Board of Directors and as such, delegated to the Treasurer's discretion by the Board. The Treasurer will open the books of the Association, with reasonable notice, at reasonable times and locations, to the inspection by any member of the Association.
4. The Board of Directors may elect to hire a bonded accountant or bookkeeper to assist the Treasurer. In that eventuality, the Treasurer will be responsible for the supervision and monitoring of that position. Under no circumstances shall a hired accountant or bookkeeper have any discretionary power over the Association's monies.

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5. The Treasurer shall submit a written financial report at the end of his/her term. This report shall be presented to the Board of Directors at the first meeting of the new year.

V REMOVAL OF A MEMBER OF THE BOARD OF DIRECTORS

5.0 Cause

Any member of the Board of Directors may be removed for cause by a simple majority vote of the Board, with the Board member in question abstaining from the vote. Cause shall include but is not limited to the following: malfeasance, sexual harassment, criminal conduct, failure to perform duties or participate in Board functions, wanton disobedience of the Bylaws of the Association, or conduct which brings disrespect to or is unbecoming of a member of the Board of Directors.

5.1 Reporting Cause

Any member of the Board of Directors, the Association, or the general public who become aware of information which may tend to indicate that a member of the Board of Directors is not fit for the position as stated in section 5.0, above, or that a Board member's continued service may not be in the best interest of the Association, may bring that information and any supporting documentation to the President of the Association. The reporting person may remain confidential unless they are a principle witness.

5.2 Investigation

The President shall, as soon as possible, conduct an investigation into any allegations of misconduct. The involved Board member shall be advised of any allegations against him/her and be allowed to view all materials.

If the President finds that the allegations are false or unfounded, he/she may drop the matter only with concurrence of the President Elect. In any other situation, the matter shall be the first item on the agenda for the next meeting of the Board of Directors. The President shall advise all members of the Board of Directors of the agenda item prior to the meeting taking place.

5.3 Removal of Board Member, Vote

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At the next meeting of the Board of Directors, the President shall make a motion to remove the Board member in question, and the President Elect shall second the motion, regardless of the President Elect's personal opinion. This action shall require a discussion and a vote before the matter is resolved. The President will then report the allegations and findings of the investigation. The involved Board member will be allowed to respond. At the conclusion of the discussion, the Board member in question will be asked to leave the room, and a secret ballot will be taken. The votes will be counted by the President and the President Elect. They will only announce if the motion carried or not, and the breakdown of the votes shall remain confidential.

5.4 Removal of President or President Elect

If the President or President Elect are the subject of the removal inquiry, the next highest ranking officer shall take their respective duties in order of: President, President Elect, Secretary, Treasurer.

VI OTHER RULES GOVERNING THE BOARD OF DIRECTORS

6.0 Compensation

The CSAIA is a not-for-profit organization. No member of the Board of Directors may receive any compensation for his/her services. Members of the Board of Directors or members who have been authorized to perform duties for the Association shall be reimbursed for reasonable expenses incurred during those activities. In the event that a non-member of the Board of Directors requires reimbursement, that request shall be made to the Treasurer through the member of the Board who is supervising the non-member. In the absence of such a member, the request shall be made through the President. The Treasurer shall make a record of the reimbursements available to all members of the Board of Directors.

6.1 Financial Transactions

It is recognized that numerous financial transactions are executed by all of the members of the Board of Directors in conducting training seminars, producing and mailing publications, obtaining and storing merchandise, and other functions performed by the Board for the Association. To this end, the Board of Directors may elect to issue credit cards to the members of the Board for purpose of conducting these transactions in an expeditious manner. Only members of the Board of Directors may be issued or use Association credit cards. The Treasurer shall provide copies

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of all charges made by each Board member to all of the members of the Board of Directors for review and to ensure the validity of the charges.

6.2 Use of Association Monies

No Association monies may be used to purchase any personal item even if the intent of that purchase is a reimbursement for expenses incurred as a result of conducting official Association business, or if the member of the Board of Directors who made the purchase intends to reimburse the Association.

6.3 Inappropriate Purchases

In the event a purchase is made that is deemed inappropriate, the purchasing Board member shall be asked to reimburse the Association, and the Board member may be subject to removal of office.

6.4 Contract Authorization

The Board of Directors may authorize, by a majority vote, any officer or agent to enter into any contract or execute any instrument in the name of the Association. Unless so authorized, no member shall have the power or authority to bind the Association to any contractor or render the Association contractually liable for any purpose whatsoever.

6.5 Endorsements

1. No member, Director or officer of CSAIA may publicly express an opinion or endorsement of any action, political candidate, or public office holder, in which that opinion or endorsement purports directly or inferentially to represent the views of the CSAIA, its members, officers, or the Board of Directors, unless that member has been specifically authorized, in writing, to do so by the Board of Directors.
2. CSAIA shall not endorse or oppose any person running for election or seeking appointment to any public office.

VII MEETINGS

7.0 Quorum

Meetings of the Board of Directors shall be called by the President of Board of Directors. A majority of the authorized number of Directors shall constitute a quorum for the transaction of business.

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7.1 Annual Meeting

An annual meeting of the CSAIA shall be held at a time and location selected by the Board of Directors.

7.2 Members Allowed

Board of Directors meetings are open to all members of the Association, except, when for good cause, the Board meets in exclusive session.

7.3 Robert's Rules of Order

The meetings of the Board of Directors shall be conducted under the guidelines established by Robert's Rules of Order.

7.4 Special Meetings

All business of the Board of Directors shall be conducted at meetings of the Board, unless exigent circumstances exist. In that situation, any member may call for an item on the agenda to be heard between meetings, with an explanation as to why the item cannot wait until the next regular Board meeting, with the President and President Elect concurring. The item shall require a motion, a second, a discussion, and a vote. A quorum vote will be needed in order to carry the motion. This type of voting should be conducted via E-mail or other similar technology, where all members of the Board have access to all correspondence on the item. The Secretary shall print all records of this transaction of business and incorporate those records into the minutes of the next Board meeting.

VIII MEMBERSHIP

8.0 Membership Allowed

1. **Sworn Peace Officers:** All active and retired California sworn peace officers as described in Chapter 4.5 of the California Penal Code entitled "Peace Officer," beginning with Section 830. Federal and out-of-state investigators are eligible if qualified by analogy to the California Penal Code definition or the equivalent Code of the jurisdiction.
2. **Related Disciplines:** Professionals not included in the Sworn Peace Officer Members category, who are actively engaged in rendering judicial, prosecutorial, medical, nursing, psychiatric, psychological, social service, criminalistic, investigative, or legal support to the

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prosecution of sexual assault cases, or who provide referral services to persons who are survivors of sexual assault, and their families are eligible for membership.

3. The Board of Directors may grant membership if it requires a further definition of the above terms and to those who work in disciplines not described.

8.1 Cancellation of Membership

1. The Board of Directors has the right to cancel any membership, deny membership or deny attendance at any training to any person whose mission, purpose, agenda, conduct, or occupation are in conflict with the best interests and objectives of the CSAIA as set forth in section 1.1 of these Bylaws.
2. The Board of Directors has the right to cancel any membership when a member has displayed any behavior that is disruptive, offensive, and destructive or criminal at any CSAIA sponsored event. The member may be asked to leave the event.
3. Members attending an event are expected to treat all participants, presenters, and venue staff with kindness and respect, to value diversity of views and opinions, to critique the idea rather than the individual, to refrain from directing demeaning, discriminatory, or harassing behavior or speech to others, and refrain from disruptive or disrespectful conduct during presentations.
4. The CSAIA Board of Directors will consider all reasonable complaints. dishonoring the above guidelines may result in exclusion from the event and possible membership termination. The decision by the simple majority of the CSAIA Board of Directors will be final.

8.2 Conflict of Interest

Members shall disclose all potential conflicts of interest with CSAIA if a change in the profession would disqualify them as a member.

8.3 Membership Dues Refund

Any member who is expelled from CSAIA or any event shall be given a pro-rated refund of his/her membership dues and/or registration fee at the convenience of the Treasurer.

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8.4 Term of Membership

Membership shall run for a one-year period from the date of approval. Annual membership dues shall be established by the Board of Directors by simple majority vote.

8.5 Member Voting Rights

All members in good standing shall be entitled to vote in any general election and benefit from the activities of the CSAIA. Memberships are non-transferable.

8.6 Lifetime Members

Past Presidents of CSAIA automatically become lifetime members upon completion of their terms of office and are thereafter exempt from payment of annual membership dues and conference registration fees. Past Presidents are subject to having this status revoked under the provisions set forth in section 8.1 above.

8.7 Bylaw Revisions

The Board of Directors may submit Bylaw amendments or revisions. Any changes to the existing Bylaws shall require a vote of the general membership, with a simple majority of the voting members being required to approve the changes.

IX EQUIPMENT

9.0 Equipment Purchases

The Board of Directors may purchase equipment, as it deems necessary for the purpose of conducting CSAIA business. Purchase of equipment shall require a simple majority vote of the Board of Directors.

9.1 Use of Equipment

Equipment purchased by the CSAIA shall be used only to conduct CSAIA business.

9.2 Inventory

The Treasurer shall keep an inventory of all CSAIA equipment, and a record of who has possession of that equipment. Any CSAIA equipment

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that is not currently in use shall be stored in the CSAIA designated storage facility.

9.3 Disbursement of Equipment

Equipment that has become obsolete is no longer needed by the Board of Directors may be sold for fair market value, with the funds being returned to the general fund of CSAIA. In the event that an item has little or no value, it may be donated to a worthy non-profit organization as decided by the Board of Directors. Equipment that has become worthless may be discarded.

X STORAGE

10.0 Purpose of Storage Facility

The storage facility is for the purpose of maintaining CSAIA's archives, records, equipment, and other items as designated by the Board of Directors. A designated member of the Board of Directors shall be responsible for the maintenance of the storage facility and for the retrieval of items.

10.1 Designated Storage Facility

The Board of Directors shall maintain a designated storage facility. The mechanism for this arrangement will be left to the discretion of the seated Board members.