

International Association for Intelligence Education

Adopted September 1, 2008

Article I. Name

The name of the organization shall be the International Association for Intelligence Education (hereinafter referred to as the Association).

Article II. Goals and Purposes

The goal of the Association is to serve as the association for advancing research, knowledge and professional development in intelligence education.

Within that goal, the purposes of the Association are to:

- A. provide a forum for the communication and exchange of ideas and information for those interested in and concerned with intelligence education;
 - B. advance the intelligence profession by setting standards, building resources, and sharing knowledge in intelligence studies;
 - C. foster relationships and cultivate cooperation between intelligence professionals in academia, business and governments;
 - D. develop, disseminate, and promote theory, curriculum, methodologies, techniques, and best practices for pure and applied intelligence; and
 - E. act as a liaison with other professional organizations and centers of excellence.
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Article III. Membership

A. Membership Classes

1. Full Membership (Voting)

Full membership in the Association is accorded to those persons who are interested in the work of the Association. Full members have voting privileges.

2. Student Membership (non-voting)

Student Membership is accorded to those individuals currently enrolled in a post secondary school or institution. Student members do not have voting privileges.

3. Institutional Membership(Voting)

Institutional membership shall be extended to all institutions which support the mission of IAFIE. Institutional member representatives are non-voting but institutional memberships allow five individual (full voting) memberships per institution.

4. Corporate Membership (Voting)

Corporate membership shall be extended to all corporations which support the mission of IAFIE. Corporate member representatives are non-voting but corporate memberships allow five individual (full voting) memberships per corporation.

5. Honorary Membership

Honorary membership shall be extended to all individuals who have been appointed to such distinction by the Board of Directors of the Association. Honorary members will not be assessed dues.

B. Dues

1. Dues will be established annually by the Board of Directors. Initial dues are as follows:

- a. Full members: \$100 per year
- b. Student members: \$25 per year
- c. Institutional members: \$500 per year
- d. Corporate Sponsorships: \$1,000 per year.

2. Dues payable yearly from date of initial membership.

3. Membership is dependent on a timely payment of dues.

4. The IAFIE Board may designate levels of corporate sponsorship of the organization or its events.

C. Term

The term of membership will be for twelve months.

Article IV. Member Chapters

Members may establish chapters of IAFIE to advance the goal of the association subject to approval of the Board of Directors.

A. Chapters are subject to and must abide by IAFIE Bylaws.

B. The number of Board members in Chapter Bylaws may be reduced as needed, with a minimum of four Board members required.

C. The chapters may establish local dues which shall be no greater than eighty percent of International dues.

D. Chapters must petition the Board of Directors for charter recognition.

Article V. Board of Directors

A. Composition

The Board of Directors of the Association shall be composed of eight persons: the Chair, Vice Chair, Vice Chair/International, Immediate Past Chair, Executive Director, Secretary/Treasurer, and the Committee Chairs of the Communications, Membership, Events, and Educational Practices Committees.

B. Board of Director Duties

The Board of Directors shall :

1. supervise of the Association's annual meeting;
2. recognition of outstanding service, leadership, and research of members of the Association;
3. communicate to members of the Association regarding matters of importance in intelligence education;
4. cooperate with international intelligence education efforts;
5. engage in long-range planning for intelligence education;
6. support professional development of members of the Association;
7. recommend sound intelligence practices within affiliated academic, public and private entities;
8. approve Association publications;
9. recommendations regarding efforts in intelligence education research;
10. oversee and review the activities of Association committees;
11. hire and supervise staff;
12. approve compensation for the Executive Director;
13. act for the members on their behalf between the annual meetings; and
14. all powers not reserved for others elsewhere in these Bylaws

C. Duties (Specific Members)

1. Chair

The Chair shall have all duties and responsibilities usually conferred upon a presiding officer, which shall include, but not be limited to:

- presiding at all regular and special meetings;
- calling special meetings;
- representing the organization to the general public and other organizations;
- appointing *ad hoc* committees;
- filling vacancies on the Board in accordance with article V. E; and
- preparing and forwarding annual Association programmatic, management and other recommendations to the full membership.

2. Vice Chair

The Vice Chair shall preside in the absence of the Chair and shall perform duties as assigned by the Chair.

3. Vice Chair/International

The Vice Chair/International shall be responsible for expanding and maintaining the international membership and activities of the Association, and such other duties as assigned by the Chair; the Vice Chair/International shall preside in the absence of the Chair and Vice Chair.

4. Secretary/Treasurer

The Secretary shall keep the minutes of all Board of Directors and Association meetings. As Treasurer he/she shall distribute membership forms, collect all membership fees, maintain a membership list, propose and monitor the Board of Director's budget, pay all expenses authorized by the Board and perform any other duties directed by the Board.

5. Executive Director

The Executive Director, as the chief staff officer, shall manage and direct all activities of the Association subject to the policies established by the Board of Directors and within the limits of the Bylaws, and act as spokesperson for the Association. The Executive Director will establish and maintain procedures for the administration of Association activities and the Association office(s). Annually, the Executive Director will develop a budget and, working with the Secretary/Treasurer, will submit the budget to the Board of Directors for approval. The Executive Director will report to the Chair administratively, and serve as a non-voting member of the Executive Committee.

D. Board of Director Elections

1. Time of Occurrence

Elections will occur on a bi-annual basis to commence at the annual meeting 2009.

2. In General

Elections to the Board of Directors will occur by secret ballot in person, or by other means, including electronic. All voting members are eligible to vote in Board of Director elections. The Board will be elected by a plurality of those members voting.

3. Eligibility for Office

Those individuals who have been members of the Association for more than one year shall be eligible for nomination to office.

4. Mechanisms of Electoral Process

Ballots will be prepared and sent to the membership in sufficient time to provide at least three weeks from the date of sending to the final date of acceptance of completed ballots prior to the annual meeting. Members shall be able to vote in person at the annual meeting or by absentee voting via mail, fax, email or website.

E. Vacancies

Vacancies on the Board of Directors caused by resignation, death, or removal shall be temporarily filled by the Chair of the Board of Directors in consultation with the Board.

F. Resignations

Members of the Board of Directors shall resign at any time they are no longer full members of the Association.

G. Meetings

The Board shall meet at least twice each year, once at least 150 days before the annual meeting of the Association and again preceding or during the annual meeting. Special meetings shall be called at the request of four voting members of the Board.

H. Quorum

A quorum of the Board of Directors shall consist of a majority of the elected members.

Article VI. Meetings

A. Annual Meeting

1. The Association shall have responsibility for conducting an annual meeting to serve its members and others interested in intelligence education. The time and place will be

determined by the Board of Directors. The Board shall seek advice from the members regarding place and time for subsequent annual meetings.

2. Notice of the annual meeting shall be sent to all members at least 120 days before said meeting.

B. Business Meeting

1. A business meeting of the entire membership shall be conducted in conjunction with the annual meeting.
2. Agenda items as determined by the Board of Directors in advance of the annual meeting shall be prepared and made available to the membership in sufficient time to allow 30 days of consideration prior to the date of the annual meeting.
3. Voting on issues may be accomplished either through the website, fax, mail, or in person at the annual meeting. Voting shall be conducted by the members of the board.

C. Special and Additional Meetings

Special or additional meetings of the Association shall be called by the Board of Directors.

Article VII. Committees

A. Standing Committees

All full members of the Association shall be eligible to serve on standing committees. Each committee will be chaired by a member of the Board of Directors specifically elected by the Association membership for that position.

The Association shall establish the following standing committees:

1. Communications Committee

The Communications Committee shall advise the Board of Directors and assist in the maintenance of communications within the Association. The Communications Committee shall advise and make recommendations to the Board on the recognition of outstanding contributions of research, leadership, and service to intelligence education. The Committee will act as the liaison between the Association and professional organizations and centers of excellence.

2. Events Committee

The Events Committee shall organize and make recommendations to the Board of Directors on the Association's annual meeting and all other Association events that promote the Association's stated purpose.

3. Educational Practices Committee

The Educational Practices Committee shall advise and make recommendations to the Board on developing, disseminating, and promoting the theory, curriculum, methodologies, techniques, and best practices for intelligence education. The committee will also inform the Board and the Association of existing or future intelligence education research directions and opportunities for Association members.

4. International Committee

The International committee as directed by the Vice Chair/International shall advise and make recommendations to the Board on developing international initiatives and issues of interest to the Association.

5. Membership Committee

The Membership Committee, as directed by the Membership Director, shall be responsible for encouraging and acquiring members of all types.

B. *Ad Hoc* Committees

As the need arises, the Board Chair of the Association may establish *ad hoc* committees.

C. Vacancies

If a vacancy occurs on a standing or *ad hoc* committee, the Chair of the Board of Directors is empowered to appoint a replacement.

D. Committee Recommendations

All recommendations of the Committees shall be forwarded to the Board of Directors for appropriate action and disposition.

E. Voting Members

Voting members shall have the right to raise other issues at the annual meeting.

Article VIII. Finances

A. Financial Reports

The Secretary/Treasurer, in conjunction with the Chair of the Association, shall prepare a proposed budget for the Association and present it to the Board of Directors for review and approval prior to the annual business meeting.

The budget as approved by the Board of Directors shall be presented by the Secretary/Treasurer to the membership at the annual business meeting along with an income statement for the previous year.

B. Revenues

1. Dues: The Board of Directors shall determine membership dues and other fees.
2. Other Revenues: The Board of Directors is empowered to solicit revenue sources other than dues such as institutional support from foundations, individuals, businesses, and meeting revenues.

C. Fiscal Year

The fiscal year of the Association shall be January 1 to December 31.

Article IX. Parliamentary Authority

Unless otherwise in conflict with these Bylaws, the current edition of Roberts' Rules of Order shall govern all operations of the Association and the Board of Directors.

Article X. Limitations

This Association shall be non-profit, non-partisan and non-political. The Association shall work only toward the objectives stated in Article II of these bylaws. The Association will take no partisan action or commit its members to any position except those pertaining to intelligence education.

Article XI. Amendments

Amendments to these bylaws shall be proposed by any full member at the annual meeting of the Association and adopted by a majority of votes cast by full members of the Association in any mail ballot authorized by the Board of Directors, provided that notification of the proposed changes shall be posted no later than thirty days in advance of the Association's Business meeting.