

# BYLAWS OF ASSOCIATION OF STATE UNIFORM CRIME REPORTING PROGRAMS

## PREAMBLE

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Utah and the Articles of Incorporation of Association of State Uniform Crime Reporting Programs. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the [Non-Profit Corporation Act of Utah](#), said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation of Corporation/Organization, it shall then be these Bylaws which shall be controlling.

## ARTICLE 1 - NAME

The legal name of the Non-Profit Corporation/Organization shall be known as Association of State Uniform Crime Reporting Programs (ASUCRP) and shall herein be referred to as the "Association."

## ARTICLE 2 - PURPOSE

The general purposes for which this Association has been established are as follows:

The Association is established within the meaning of [IRS Publication 557 Section 501\(c\)\(3\) Organization of the Internal Revenue Code of 1986](#), as amended (the "Code") or the corresponding section of any future federal tax code.

The Association is dedicated to improving the collection, use, and utility of crime data as reported through the [Federal Bureau of Investigation's \(FBI\) Uniform Crime Reporting \(UCR\) system](#), and all state and local crime reporting programs. The Association intends to meet these goals through the sponsorship of education and training sessions at its annual meeting, as well as other opportunities; through the encouragement of special and general research projects dealing with the use of crime data; and through the development of cooperative relationships with policy-makers on the local, state, and federal level to encourage the development of improved systems to collect, analyze, and interpret crime data, and to use such data to develop effective public policy. The Association shall formulate resolutions for consideration by, but not limited to, the [International Association of Chiefs of Police \(IACP\)](#), the [National Sheriff's Association \(NSA\)](#), the FBI's [Bureau of Justice Statistics \(BJS\)](#), and the [CJIS Advisory Policy Board \(APB\)](#).

The function of the Association shall be to represent its UCR Program participants on the state, regional, and national levels, as well as to provide a method of exchanging technical data on UCR methodology and efforts on a regional, state, and local level.

In addition, this Association has been formed for the purpose of performing all things incidental to, or appropriate in, the foregoing specific and primary purposes. However, the Association shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

## ARTICLE 3 - OFFICES

The principal office of the Association shall be located at 3888 W 5400 S, Taylorsville, Utah 84129.

The Association may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of the Association may find a need for from time to time, provided that any permanent change of address for the principal office is properly reported as required by law.

## ARTICLE 4 - DEDICATION OF ASSETS

The properties and assets of the Association are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Association, on dissolution or otherwise, shall inure to the benefit of any person or any member, director, or officer of this Association. On liquidation or dissolution, all remaining properties and assets of the Association shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code.

## ARTICLE 5 – COMPOSITION AND ORGANIZATION

### Section 1. Active Members

The UCR Program of the States, the District of Columbia, and the U.S. Territories of Puerto Rico, Guam, American Samoa, U.S. Virgin Islands and Northern Mariana Islands are Active Members. Those States and Territories without a state-designated program may become Active Members upon a two-thirds (2/3) vote of the existing Active Membership.

### Section 2. Voting Representatives

Each Active Member (i.e., State, District, or Territory) shall name one (1) person as its Voting Representative. Each Active Member may, at its discretion, name an alternate representative if the designated Voting Representative is not able to vote at the Association business meeting or other meeting. Business meetings are only open to active members, their staff, and/or proxy.

### Section 3. General Members

Any person who is employed by an Active Member, subscribes to the statement of purpose of the Association and is not the Voting Representative designated by the Active Member, but who have paid registration fees for attendance at the annual conferences will be considered a general member. General members will be encouraged to attend and participate in the annual conference of the Association. General Members shall not have voting privileges and shall not be allowed to attend business meetings without approval of the Board of Directors or upon a specific invite to speak by the President.

### Section 4. Governing Board

The Association shall be governed by an Executive Board (the "Board"), which shall have all the rights, powers, and privileges of a non-profit corporation. The Board shall establish policies and directives governing business and programs of the Association. The Board shall have no fewer than three (3) Board members. The number of Board members may be increased by the affirmative vote of a simple majority of the then-serving Board of Directors. The Board shall receive no compensation other than for reasonable expenses such as but not limited to travel reimbursement as it pertains to ASUCRP related conference travel. Each year, during the annual conference business meeting, Voting Representatives shall nominate and vote for available Board positions. The Board is comprised of elected Officers (*see Section 5*), the Communications Director, the APB Liaison, the IJIS Liaison, and the members of the Conference Coordinating Committee to provide representation of the Association. For continuity of operations purposes, the Secretary and Treasurer positions are three-year terms. The term for all other Officers shall be the calendar year January 1 through December 31 following their election.

### Section 5. Officers of the Association

The Officers of the Association shall be as follows:

President  
1st Vice President  
2nd Vice President  
Secretary  
Treasurer

### Section 6. Order of Succession

Except upon a motion made by an Active Member at the annual meeting and approved by a simple majority of the members present, the following order of succession of Officers shall hold:

The President shall be elected Chairperson of the Conference Coordinating Committee.  
The 1st Vice President shall be elected President.  
The 2nd Vice President shall be elected 1st Vice President.  
Secretary and Treasurer positions are three-year terms and have no succession.

### Section 7. Resignation

Each Board member shall have the right to resign at any time upon written notice thereof to the President, First Vice President, Second Vice President, or Secretary of the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

### Section 8. Vacancies

Any vacancy on the Board may be filled by order of succession (*see Section 6*) or simple majority vote of the Officers in the Board. A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

### Section 9. Removal

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a two-thirds (2/3) majority of then-serving Association members. Additionally, an Officer of the Board will be removed if no longer employed with the Active Member of the Association.

### Section 10. Meetings

To facilitate participation by members across the nation, the Board's regular meetings may be held virtually or in-person at such time and place as shall be determined by the Board. The Chair of the Board or any 3 regular Board members may call a special meeting of the Board with 3 days' written notice provided to each member of the Board. The notice shall be served upon each Board member via email and must include a meeting agenda. The person(s) authorized to call such special meetings of the Board may also establish the venue the meeting is to be conducted, so long as it is a reasonable place and encourages inclusivity.

### Section 11. Minutes

The Secretary shall be responsible for the recording of all minutes of each meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered to the Association to be placed in the minute books. A copy of the minutes shall be delivered to each Board member via email within 3 business days after the close of each Board meeting.

### Section 12. Quorum

At each meeting of the Board of Directors or Board Committees, the presence of 6 persons shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the President shall be the deciding vote. The act of the majority of the Board members serving on the Board or Board Committees and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided by the Articles of Incorporation, these Bylaws, or a law specifically requiring otherwise. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board or Board Committees if during the meeting he or she is present via telephone or web conferencing with the other Board members participating in the meeting.

### Section 13. Voting

Each Board member shall only have one vote.

### Section 14. Proxy

Members of the Board shall be allowed to vote by written proxy.

### Section 15. Board Member Attendance

An elected Board Member who is absent from 4 consecutive regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board his/her commitment to the Association. The Board may deem a Board member who has missed 4 consecutive meetings without such a reevaluation with the Chair, to have resigned from the Board.

## ARTICLE 6 - OFFICERS

### Section 1. Officers and Duties

The officers will be elected by the members of the Association at its annual meeting held at the annual conference and shall serve the needs of the Association.

All vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance with the herein prescribed Bylaws for regular appointments to such office or the holding of a special election. Special elections must be held within one month of the notice of vacancy.

#### **President**

1. Coordinate and plan the Association conference and meeting, including location, dates, costs, and agenda;
2. Presiding over all business meetings of the Association;
3. Acting as spokesperson, or appointing a Delegate from Active Membership, for the Association and presenting resolutions adopted by the Association;
4. Coordinating all action and communication on resolutions and/or motions developed by the Association;
5. Acting as general manager of the Association;

6. Ensuring communication with the membership with all association updates.
7. Present proposed amendments to the Association Bylaws to Association Officers for consideration. Proposed changes shall be approved by a majority vote. Upon approval, the President shall present proposed amendments to the full membership for consideration.

#### ***First Vice President***

1. Assisting the President with administrative / management tasks;
2. Planning for the next year's conference;
3. Maintaining physical and digital inventories of Association property, databases, software, online accounts, and the credentials and licenses associated.

#### ***Second Vice President***

1. Assisting the President with administrative / management tasks;
2. Conducting the Annual State Survey of all Association members and presenting its results at the Annual Business Meeting.
3. Coordinating with the Communications Director on conducting all surveys, requests for input, or response-driven discussions of all Association members and presenting the results to the Executive Board.

#### ***Secretary***

1. Keeping all correspondence of the Association and minutes of the meetings;
2. Ensuring that approved Association business policies and procedures are followed;
3. Coordinating the publishing and dissemination of the quarterly Association Newsletter with the Communications Director;
4. Coordinating with the Communications Director to make Association meeting minutes accessible via online hosting for Association membership review.

#### ***Treasurer***

1. Establishing a checking account under the Association's name, and include President and Vice President as signers on account;
2. Ensuring the collection of all fees or monies due to the Association and payment of all bills incurred by the Association from the monies collected;
3. Ensuring the timely filing of relevant tax and corporate paperwork;
4. Ensuring that approved Association business policies and procedures are followed;
5. Send quarterly bank statements to President and Vice President.
6. Coordinate with the Communications Director for the storage and availability of the year-end Treasurer's report to be available for review by the Conference Coordinating Committee and Board of Directors.

### **ARTICLE 7 – COMMITTEES AND APPOINTMENTS**

#### ***Section 1. Composition and Organization***

The President-elect shall have authority to create committees and make appointments to special positions defined by the membership at the annual conference, or as they become necessary during their term of office. The President shall only appoint Voting Representatives or General Members with the approval of the Voting Representative from the Active Members of the Association to these committees or positions.

#### ***Advisory Policy Board (APB) Liaison***

The Association will elect an active member as the Advisory Policy Board Liaison once every three (3) years. The election shall take place during the second year of service of the currently serving liaison at the annual conference. The Association will pay travel costs for the incoming liaison for attendance to the fall UCR Subcommittee meeting and the fall Advisory Policy Board meeting.

The responsibilities of the Advisory Policy Board (APB) Liaison include:

1. Represent the Association for the APB process and be a voting member on the CJIS UCR Subcommittee. In the event the Liaison cannot attend a meeting, the President shall name an alternate to represent the Association;
2. Prepare a report(s) for the Association on all meetings attended and coordinate with the Communications Director for dissemination and online storage of the report(s) ;
3. Present a review of the meeting(s) attended at the Association's annual conference;
4. Assist the President in informing the Association of any UCR updates;
5. Provide Association membership with APB Topic Papers for consideration.

### ***Communications Director***

The Association will elect an Active Member as the Communications Director once every three (3) years. The election shall take place during the second year of service of the currently serving Communications Director at the annual conference.

The responsibilities of the Association Communications Director include:

1. Management and maintenance of the Association website (www.asucrp.net), or any succeeding website;
2. Management and maintenance of the Association membership list on the Association website and ListServ, Google Group, or any future system or platform;
3. Updating the website with all conference-related information;
4. Coordination of the quarterly Association newsletter;
5. Report to the Executive Board any potential software, website, platform, or other technological issues.

### ***Integrated Justice Information System (IJIS) Institute Liaison***

The Association will elect an active member as the Integrated Justice Information System (IJIS) Institute Liaison once every three (3) years. The election shall take place during the second year of service of the currently serving liaison at the annual conference. The Association will pay travel costs for the incoming liaison for attendance to the summer and winter IJIS Meetings.

The responsibilities of the Integrated Justice Information System (IJIS) Institute Liaison include:

1. Represent the Association at the semi-annual IJIS meetings. In the event the Liaison cannot attend a meeting, the President shall name an alternate to represent the Association;
2. Prepare a report(s) for the Association on all meetings attended and coordinate with the Communications Director for dissemination and online storage of the report(s);
3. Present a review of the meeting(s) attended at the Association's annual conference;
4. Assist the President in informing the Association of any updates that may impact state UCR programs.

### ***Conference Coordinating Committee***

There shall be a standing committee known as the Conference Coordinating Committee. Membership of the committee shall consist of the immediate past President, who will serve as the Chairperson, the current President, the current 1st Vice President, the Secretary, Treasurer, and three Voting Representatives of Active Members. The Active Member, or Delegate, whose state is hosting the next year's conference shall be elected as the 3rd Chair of the Conference Coordinating Committee. This committee will receive guidance and direction from the President. The President may expand the Conference Coordinating Committee to include other appointed or elected positions.

The responsibilities of the Conference Coordinating Committee are to:

1. Ensure continued coordination during the year between the members of the Association on state program concerns and gather input to issues that affect the Association;
2. Assist the President in periodically corresponding with Association members on those concerns and issues in which the committee became involved;
3. Assist the President in determining the agenda for the annual conference, including but not limited to workshops, trainers, and speakers affiliated with the criminal justice community;
4. Conduct a yearly audit of previous year Association's final year-end treasurer's report each December and report any findings or discrepancies to the Active membership.

### ***Task Force Liaison Committee***

There shall be a standing committee known as the Task Force Liaison Committee. Membership of the committee shall consist of three elected Voting Representatives or General Members. General Members must receive written permission from their state or territories' Voting Representative to be accepted as a nominee. The President may expand the Task Force Liaison Committee to include other appointed or elected positions.

The responsibilities of the Task Force Liaison Committee are to:

1. Represent the Association at the assigned Task Force meetings. In the event the Task Force Liaison cannot attend a meeting, the President shall name a proxy to attend to represent the Association;
2. Prepare report(s) for the Association on all meetings attended and coordinate with the Communications Director for dissemination and online storage of the report(s);
3. Present a review of the meeting(s) attended at the Association's annual conference;
4. Assist the President in informing the Association of any updates that may impact state UCR programs.

### ***Mentorship Committee***

There shall be a standing committee known as the Mentorship Committee. Membership of the committee shall consist of three elected Voting Representatives or General Members. General Members must receive written permission from their state or territories' Voting Representative to be accepted as a nominee. The President may expand the Mentorship Committee to include other appointed or elected positions.

The responsibilities of the Mentorship Committee are to:

1. Outreach and onboarding of new State Program Managers (SPM) to integrate them into the Association.
2. Development and maintenance of the Association Welcome Kit, which includes a link to the Association website, a flier or document detailing what the goal(s) and purpose(s) of the Association are, and what resources the Association can provide to SPM's;
3. Assisting the Communications Director with the management and maintenance of the Association membership list on the Association website and ListServ, Google Group, or any future system or platform;
4. Notifying the Executive Board of any SPM changes that they become aware of.

### ***Section 2. Meetings and Actions of Committees***

Meetings and actions of all committees shall be governed by, and held and taken in accordance with, the provisions of Article 7 - Committees of these Bylaws, concerning meetings and actions of the directors with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the Board and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board.

## **ARTICLE 8 – BUSINESS PRACTICES**

The Association has established Business Policies and Procedures to ensure that the internal control of funds received and disbursed by the Association are within the guidelines of acceptable accounting procedures.

As accepted at the 2000 ASUCRP Annual Conference, and amended on August 1, 2002, September 20, 2007, October 3, 2008, January 1, 2022, and April 28, 2023.

### ***Section 1. Composition and Organization***

The President, Secretary, and Treasurer will ensure that these procedures are followed by:

1. Conducting annual reviews.
2. Ensure the Conference Coordinating Committee conducts an audit of the bank statements/documents and previous year's final Treasurer's report at the annual conference for presentation to the Active Members.

### ***Section 2. Fiscal Year***

The accounting period of the Association shall be based on a fiscal year of January 1 through December 31.

### ***Section 3. Procedures and Records***

Funds drawn from the Association account to pay annual conference, non-conference, or routine administrative expenses of more than \$50 must be approved by the President and Treasurer within the guidelines of the Association's business policies and procedures.

The business procedures of the Association will only be amended by a majority voice or online vote by the participating members of the Association.

### ***Section 4. Responsibilities***

#### **Responsibilities of the Treasurer:**

The elected Treasurer shall establish a checking and other appropriate federally insured financial accounts under the Association name and have signature cards of the Treasurer, President, and 1st Vice President on file with the banking establishment.

1. Maintain an accounting of all income and disbursements including annual conference, non-conference, routine administrative expenses, and grant funds.
2. Keep copies on file for seven years after any required audit of all paid invoices and receipts of expenditures with a copy of the Association's check or money order attached to the paid invoice or receipt.
3. Compile a detailed deposit record; listing checks, money orders, vouchers, or cash received. Retain copies of the deposits, checks, money orders, or vouchers as part of the files of the Association.
4. Prepare a numbered receipt or Association invoice for each deposit that is recorded.
5. Reconcile and keep monthly bank statements on file.
6. Prepare a financial report for review of the members at the annual meeting of the Association.

**Responsibilities of the President:**

1. The President with his/her signature and date shall approve expenditures over fifty dollars (\$50). If logistics prevent approval on an original invoice, a copy with the approval may be attached to the original invoice.

**Responsibilities of the Secretary:**

1. Keep a record of all correspondence including minutes and documents put out by the Association in a central repository.
2. Assist the President and Communications Director in communicating any updates with the membership.

**Section 5. Annual Conference**

1. All receipts, expenditures, and disbursements will be processed through the Association's account.
2. The President will copy and forward all pre-registered funds along with a copy of the registration to the Treasurer.
3. Any request for payment or other expenditures must be invoiced to the Association and forwarded to the Treasurer.
4. The President with pre-approval of the Treasurer may make out of pocket expenditures of over fifty dollars (\$50), but a paid receipt must be presented to the Treasurer for reimbursement.
5. Each attendee will be provided with a paid numbered receipt that is signed by the Treasurer. The attendee will also be required to sign a registration log indicating that they have received the receipt or agree to be invoiced for the registration amount.
6. The funds received from vendors will indicate designated amounts for registration, additional attendees, or donated funds.

**Section 6. Non-Conference**

1. Non-conference expenses include fees for audits, websites, memberships to other associations, approved travel by members of the Board of Directors, and any other expenditure deemed non-conference by the Board of Directors.
2. Original invoices for these expenditures will be forwarded to the Treasurer for direct payment from the Association's account.

**Section 7. Routine Administrative Expenses**

1. Routine Administrative Expenses include the purchase of stamps, postage, stationary or other items needed by the Treasurer, President, or other Active Members of the Association to conduct Association business.
2. When provided with a paid receipt, the Treasurer will reimburse Association Officers, Board of Director members, and other Active Members for out of pocket pre-approved expenditures.

**ARTICLE 9 - AMENDMENTS AND REVISIONS**

These Bylaws may be adopted, amended, or repealed by a simple majority of the elected officers of the Association. Such action is authorized only at a duly called and held meeting of the Board for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations, therefore, is given in accordance with these Bylaws.

All Active Members can propose amendments to the Bylaws for consideration by the Board of Directors. All proposed amendments to the Bylaws shall be presented to the full membership for consideration. If quorum is established, all amendments shall require a majority of total voice or online votes cast, by the membership for acceptance.

**Maintenance and Inspection of Articles and Bylaws**

The Association shall keep at its principal office the original or a copy of its Bylaws as amended to date, which shall be open to inspection by the Directors at all reasonable times during office hours. Per Federal Law, the current Bylaws must be available on the Association's website or a copy provided upon request.

**ARTICLE 10 - CORPORATE/ORGANIZATION SEAL**

The Board of Directors may adopt, use, and alter a corporate/organization seal. Failure to affix the seal to any corporate/organization instrument, however, shall not affect the validity of that instrument.