Article I: Introduction

The name of the organization shall be the International Association for Intelligence Education (hereafter referred to as IAFIE, IAFIE Global or the Association).

Article II: Goal & Purpose

A. Goal

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

B. Purposes of the Association

1. To provide a forum for the communication and exchange of ideas and information for those interested in and concerned with intelligence education.
2. To set and advance professional intelligence educational practices and standards, build resources, and share knowledge in intelligence.
3. To foster relationships and cultivate cooperation among intelligence professionals in academia, centers of academic excellence, and both the private and public sector.
4. To develop, disseminate, and promote theories, curricula, methodologies, techniques, and best practices in intelligence education.
5. To act as a liaison with other professional organizations and academic centers of excellence.

Article III: Membership

A. Membership Categories with Voting Rights

1. Individual Membership. Individual Membership in the Association is accorded to those persons who are interested in supporting the
goal and purpose of the Association. Individual Members in good standing (i.e., members whose membership fees are up to date) are allowed one vote per candidate per election. Members in good standing (i.e., members whose membership fees are paid) with at least one (1) year membership are eligible to stand for election to the Board.

2. **Lifetime Membership.** Instead of annual dues, Qualified Individual Members may choose to make a onetime purchase and achieve “Lifetime Member Status”. Lifetime Members in good standing (i.e., lifetime members whose membership fees are paid) are allowed one vote per candidate per election. Lifetime Members in good standing with at least one (1) year membership are eligible to stand for election to the Board.

3. **Educational and Nonprofit Organizations.** Educational and nonprofit organizations include Community Colleges, Colleges, or Universities or not for profit organizations (such as: public charities, foundations, social advocacy groups, and trade organizations) which support the mission of IAFIE. Educational institutions do not need to have an intelligence or even a security-related degree program. Educational and nonprofit organizations are allowed five (5) individual voting members and as members of IAFIE; these members are eligible to stand for election to the IAFIE Board.

4. **Small Businesses.** Small businesses are those organizations (either not for profit or for profit) with 100 or fewer employees which support the mission of IAFIE. Small business memberships are allowed five (5) individual voting members; these members are eligible to stand for election to the IAFIE Board.

5. **Corporate Membership.** Corporate members are those for-profit businesses which support the mission of IAFIE. Corporations are allowed five (5) individual voting members; these members are eligible to stand for election to the IAFIE Board.

6. **Honorary Membership.** Honorary membership is a lifetime membership which shall be extended to distinguished highly qualified and experienced individuals whose distinction has made them appointable as honorary members by the Board in a process described by the Vice President who is also the Membership Chair. Honorary members will not be assessed annual dues. Honorary
members each have one vote and may stand for election to the IAFIE Board.

B. Membership Categories without Voting Rights

1. Individual Student Membership. Student membership is accorded to those individuals currently enrolled at least part time in a post-secondary school or academic institution in an intelligence or related academic discipline at the undergraduate, graduate, or doctoral, or post-doctoral levels. Student members do not have voting privileges and may not stand for election to the Board.

C. Chapters.

There are at least two (2) types of chapters approved by IAFIE: chapters formed by geographic regions or field of interest; and chapters formed by groups of students enrolled in academic degree programs at the undergraduate, graduate, doctoral or post-doctoral levels. Chapters are subgroupings of IAFIE Global but are comprised of IAFIE individual members. All members of an IAFIE chapter must be members in good standing of IAFIE. Voting privileges vary across the type of chapter. The membership committee maintains the application process, and specifies the minimum structure and operating guidelines, dues level for each chapter type. Chapters may be established upon petition to the Board, through the Membership Committee. The petition shall include a statement of purpose, organization, activities, and bylaws of the proposed chapter. Once approved by the Membership Committee, all chapter applications must be presented to the Board by the Membership Committee for approval by majority vote. Chapters must submit annual reports of their activities and finances to the Membership Committee, and failure to do so may lead to dissolution of the Chapter.

1. Regional or Field of Interest Chapters. Chapters may be formed by professionals from geographical regions (i.e., Europe, Canada, Australia, etc.) or sub-regions (i.e., the American Northeast, the American Southwest, etc.) or may be formed by those with common fields of intelligence education and training interest (e.g., education theory, intelligence theory, public health, climate security, criminology, analytical training, etc. Regional or Field of Interest Members may vote, and they may stand for election to the Board.

2. Student Chapters. Chapters may also be formed from groups of students in an academic institution (or from a set of academic
institutions). While Student Chapter Membership allows full access to IAFIE materials and qualifies for discounted attendance at IAFIE conferences and other events, Student Chapter Members cannot vote, and they may not stand for election to the Board.

**D. Dues and Sponsorship**

1. Acting on recommendations by the Membership Committee working with the Treasurer, dues levels for all membership categories will be established annually by the Board of Directors, promulgated at the Annual General Meeting or at a Special General Membership Meeting and take effect with the beginning of the following fiscal year.

   The Board reserves the right to temporarily adjust dues levels for any membership category to promote or incentivize membership. The categories of membership requiring dues are as follows:

   a. Individual Members
   b. Lifetime Members
   c. Educational Institutions
   d. Small Businesses
   e. Corporate Members
   f. Chapters including regional or field of interest, and student

2. Dues are payable yearly from the date of the initial membership.

3. Membership status/standing is dependent on timely payment of dues.

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

**E. Term Length**

Except for Lifetime and Honorary members, the term of membership in the Association will be for twelve (12) months. The Board of Directors may elect to suspend or expel members for violations under IAFIE Bylaws, and rules/regulations, as well as violations of IAFIE values (see Article III F). Notice of suspension or expulsion must be provided in writing. Suspended or expelled members may apply for reinstatement in writing for the consideration by the Board of Directors of the Association.
F. Disciplinary Matters

1. All members shall have an obligation to ensure that no act which they undertake brings the Association, either directly or indirectly, into disrepute.

2. Every person who applies for membership commits to be bound by the provisions of these Bylaws and any amendments which may be made from time to time.

3. A member who contravenes any provision of these Bylaws may, at the discretion of the Board, have their membership suspended or revoked.

   3.1. Suspension may occur where a Member is under investigation for allegations of misconduct under the rules described in these Bylaws.

   3.2 Revocation is the result of a serious infraction whereby an investigation has been ordered by the President to determine the facts of the case.

4. Within fourteen (14) days of notice of revocation of membership, the revoked member may write a letter of appeal to the President. The letter of appeal must be considered by the President within fourteen (14) days:

   4.1. That decision is to be provided to the other Board members and considered in isolation from the Membership Chair; and

   4.2 The final decision in relation to the appeal must be provided in writing to the revoked member and must clearly state the reasons for the decision.

5. Any Board member who has been found to have breached the IAFIE Code of Conduct will immediately be removed from office.

6. Any Board member who has not adhered to the roles and responsibilities of their position will be subject to counsel and disciplinary action, which may include dismissal from the Board.

Article IV: Board of Directors

A. Board Composition

The Board of Directors (hereafter referred to as “the Board”) of the Association shall be composed of not less than the President, Vice
President, Vice President of Membership, Secretary, Treasurer, and all Standing Committee Chairs as defined below. If needed, the sitting Board determines the number of at-large members needed to stand for election to the Board to ensure that an odd number of Board members exists until the next election cycle. All elected members of the Board may vote on all Board business.

B. Board Officers and the Executive Committee.

Board Officers shall include the President, the Vice President, the Vice President of Membership, the Treasurer, and the Secretary. Collectively, the Board Officers are referred to as the “Executive Committee” of the Board.

C. Duties of the Board of Directors

Each year, the Board shall:

1. Be responsible for the conduct of the Association's Annual General Meeting.
2. Recognize outstanding service, leadership, and research of members of the Association in accordance with IAFIE professional standards.
3. Communicate to members of the Association regarding matters of importance and all upcoming conferences and events.
4. Cooperate and/or collaborate with agencies, organizations, other academic disciplines on international intelligence research and education efforts.
5. Remain cognizant and up to date on trends in intelligence research and education and reflect such in annual reviews of intelligence education practices or standards.
7. Support recruitment, conference, events, and activities efforts.
8. Approve Association publications.
9. Promote intelligence and intelligence related research as well as the scholarship of teaching and learning to advance intelligence education.
10. Oversee and review the activities of Association standing committees as well as all other ad hoc committees and task forces.

11. Hire and supervise staff as needed.

12. Act for the members on their behalf between the Annual General Meetings; and

13. Hire (as needed) and annually review the performance of an Executive Director.

14. Exercise all powers not reserved for others elsewhere in these Bylaws.

D. Specific Duties for each Board Officer.

1. President. The President must be elected from among the membership. The President shall not vote on Board actions except in the event of a tie, and shall perform the duties usually associated with the office of the President which include but are not limited to:

   a. Presiding at all regular and special meetings.

   b. Calling special meetings when needed to discuss urgent Association business.

   c. Representing the organization to the general public and to other organizations.

   d. Appointing ad hoc committees and task forces as needed to conduct activities and business of the Association.

   e. Filling vacancies on the Board in accordance with Article V.F.; and

   f. Preparing and forwarding annual Association programmatic, management, and other recommendations to the full membership. Providing support and oversight to the Secretary and Treasurer to develop a budget in accordance with the strategic plan and submit to the Board of Directors for approval.

   g. Presiding at the annual conference.

2. Vice President (VP). The Vice President must be elected from among the membership. The Vice President shall support the President and serve in the absence, disability, or resignation of the President and shall perform duties as assigned by the President.
3. **Vice President (VP) of Membership.** The VP of Membership must be elected from among the membership. The VP of Membership will chair the standing membership committee and will be responsible to staff the regional membership structure, hold regular meetings with regional directors, and report to the IAFIE Board at each Board meeting. The VP of Membership should also suggest opportunities to grow the Association, and how to support the Association’s strategic plan.

4. **Treasurer.** The Treasurer must be elected from among the membership. The Treasurer shall propose and monitor the IAFIE budget, pay all expenses authorized by the Board, work with the chair of the membership committee to ensure collection of all dues and fees, perform any other duties directed by the Board, and report annually to the Board or as often as required. The Treasurer should also suggest opportunities to enhance fiscal efficiency and how to support the Association’s strategic plan.

5. **Secretary.** The Secretary must be elected from among the membership. The Secretary shall keep and distribute the minutes of all Board of Directors and Association meetings. The Secretary shall also ensure compliance with all relevant laws and regulations pertaining to the Association, and work with the Governance Chair to manage elections. The secretary shall also support the Programs standing committee.

6. **Ex Officio (non-voting) members of the Board:**

   a. **Immediate Past President**

      Upon the completion of term as President such person shall serve as the Immediate Past President until their successor completes his or her term (or terms) as President and assumes the office of Immediate Past President. The Immediate Past President shall provide historical perspective to the Board and serve on the Board as an ex officio (non-voting) member of the Board.

E. **Board of Director Elections**

1. **Time of Occurrence and Duration.** Elections will occur every other year. The term of office will be two (2) years. All Board positions are eligible to stand for election without limit.

2. **Election to the IAFIE Board of Directors; Structure and Frequency.**

   Election to the Board of Directors will occur by ballot either in
person, by email, the web, or by other means, including other electronic balloting methods. A Board member will be elected by a plurality of those members voting in an election to be held every other year.

3. **Eligibility to hold Office or to Chair a Standing Committee.** All IAFIE members in good standing and who have been members of the Association for more than one (1) year are eligible to stand for election to the Board as either an Officer or as a Standing Committee Chair.

4. **Mechanisms of Electoral Process.** Ballots will be prepared and sent to the membership in sufficient time to provide at least three (3) 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.

**F. Vacancies**

Vacancies on the Board of Directors can be caused by resignation, death, or removal, etc. The President of the Board may either appoint a replacement with approval of the Board, and until the next AGM, or appoint the Governance Chair to identify a slate of eligible candidates and to conduct a special election.

**G. Resignations**

Members of the Board of Directors may resign by providing a written notice to the President. The resignation shall be effective within 30 days of the notice.

**H. Board Augmentation**

As needed, and in consultation with the Board, the President may appoint at-large Board members to augment needed skills, experience and/or overall size of the Board for a designated time. All such appointments must be approved by a majority of the Board.

**I. Meetings and Special Meetings of the Board**

The Board shall meet at least at least every quarter. Special meetings may be called at the request of four (4) voting members of the Board.

**J. Quorum**
To conduct a Board meeting, either the Vice President or President, or both, needs to be in attendance as well as a quorum of the Board of Directors. A quorum of the Board shall consist of a majority of the elected Board members.

K. Conflict of Interest

Where a Board Member has either a direct or perceived conflict of interest on any Board matter, that Member is to declare that conflict and stand aside for any vote on that matter. A record of the conflict is to be recorded in the Meeting Minutes for that meeting.

A deliberate failure to declare a conflict of interest constitutes a breach of the IAFIE Code of Conduct.

Article V: Standing Committees of the Board

A. Standing Committees of the Board

A standing committee of the Board is a permanent committee of the Board designed to conduct the business of the Association and to advise the Board on issues and opportunities specific to each committee’s remit as well as on policy initiatives as directed by the Board.

Each standing committee will be chaired by a member of the Board of Directors, specifically elected by the Association membership at the time of the regular general (biannual) election (see Article IV), to the Board to chair that standing committee. If either a standing committee chair is not identified to stand for election, or if one is not otherwise elected by the membership at this time, if once elected, for some reason cannot continue to serve as a standing committee chair, or if for any other reason the standing committee chair role is unfilled, the President may EITHER appoint a chair to carry out the duties of the standing committee on a temporary basis, subject to approval by the Board, and until the next general election OR the President may direct the governance chair and treasurer to identify a slate of eligible candidates from IAFIE members in good standing who are interested and qualified in order to hold a special election from among the membership for a standing committee chair.

All standing committees shall be responsible to develop and maintain a specific set of standard operating guidelines (SOGs) in accordance with the IAFIE standing committee standard operating guidelines template, and with the guidance of the governance committee.
All standing committees will work with other standing committees (i.e., membership and communications, etc.) to conduct the business of the Association.

All individual members of the Association in good standing shall be eligible to serve on standing committees.

These Bylaws establish the following standing committees:

1. **Communications Committee.** The Chair of the Communications Committee shall be elected and will serve as a Board member. The Communications Committee is responsible for the supervision, maintenance, and updating of the Association website, newsletter, social media presence, experiential vignettes, conference, and events information. The Committee shall advise the Board of Directors and assist in communications within the Association. The Committee shall advise and make recommendations to the Board on the recognition of outstanding contributions of research, leadership, and service to intelligence education. The Communications Committee will act as the liaison between the Association and other professional organizations and centers of excellence.

2. **Programs Committee.** The Programs Committee Chair shall be elected and will serve as a Board member. The Program Committee shall be primarily responsible for planning the annual conference and for identifying subsequent annual conference venues. In addition, the Programs Committee shall work with IAFIE members and Chapters to develop recommendations to the Board for other special events, webinars, study groups, specialty interest groups, etc. that promote the Association’s stated mission.

3. **Educational Practices Committee.** The Educational Practices Committee (EPC) Chair shall be elected and will serve as a Board member. The EPC shall advise and make recommendations to the Board on developing, disseminating, and promoting the theories, curricula, methodologies, techniques, and best practices for intelligence education. The EPC will also set education standards for academic degree programs and support accreditation efforts. The EPC will also be responsible for maintaining the course certification program. The EPC will also inform the Board and the Association of existing or future intelligence education research directions and opportunities for Association members.
4. **Membership Committee.** The Membership Committee Chair shall be the Vice President of Membership. The Membership Committee shall consist of the Vice President, Communications Chair, Programs Chair, Secretary, and at least one at-large member, and shall be responsible for encouraging and acquiring members from other IAFIE membership categories.

The Membership Committee will also be responsible to design and maintain application requirements, structures, and processes for all membership categories.

The Membership Committee shall work with the Treasurer to suggest appropriate and competitive dues levels for all membership categories to the Board for approval.

5. **Governance Committee.** The Governance Committee (GC) Chair shall be elected and will serve as a Board member. The GC shall be responsible for maintaining alignment between the operations of the Association and the Bylaws, annually reviewing the Bylaws for such alignment and to report suggested revisions to the Board for acceptance by majority vote.

The GC shall also recommend action to the Board for structural changes to ensure the Association and all Board operations follow its Bylaws, legal and fiduciary duties, and obligations.

The GC will also work with the Board to establish a slate of candidates for each biannual election and any special elections as directed by the Board or the President as vacancies or Association needs arise.

The GC will also work with each standing Committee to establish a set of Standard Operating Guidelines. SOGs (or their revision) are reviewed and revised as necessary each year by the standing committee. SOGs are delivered to the Board for purposes of discussion and information (not for a vote). In addition, the GC shall develop and maintain a set of role descriptions for each Board Officer.

**B. Ad Hoc Committees and Task Forces**

As the need arises, the President may establish ad hoc committees and task forces without Board approval, but in discussion with the Board as to their purpose, mission, duration and membership.
C. Vacancies

If a vacancy occurs on a standing committee of the Board, or on an ad hoc committee/task force of the Board, the President is empowered to appoint EITHER a replacement until the next general election (if appropriate) OR to charge the governance committee to identify a slate of eligible and qualified candidates to stand for a special election.

D. Committee Recommendations

All recommendations, questions or concerns of a standing committee, ad hoc committee or task force may be placed on a Board meeting agenda by contacting the President or Secretary ahead of time.

E. Voting Members

All elected Board members are voting members of the Board. Voting members shall have the right to raise other issues at any Board meeting including the AGM.

Article VI: Meetings

A. Annual General Meeting

1. The Association shall have responsibility for conducting an annual general meeting (AGM) to serve its members. The date and place will be determined by the Board of Directors and can be at or just before/after the annual conference. At the AGM, the Board will provide a summary of major Board activities including a report of the current financial status of the Association by the treasurer or designee, an update on standing committee activities by all standing committee chairs or designee, and a report on major aspirations, goals or initiatives of the Association by the president or designee. The President may also use the AGM to seek advice from the members regarding place and date for subsequent Annual General Meetings and conferences.

2. Notice of the AGM date shall be sent to all members at least 120 days before said meeting – or be identified in the announcement(s) for the annual conference where the AGM to be held in concert with the annual conference.

3. Agenda items as determined by the Board of Directors in advance of the AGM shall be prepared and made available to the membership in sufficient time to allow 30 days of consideration prior to the date of the AGM.
4. Voting on issues may be accomplished either online, via fax, by mail, or in person at the AGM. Voting during the AGM on non-election matters shall be conducted by the President or Vice President.

B. Special General Meetings

A request for a Special General Meeting of the Association can be made by any member and passed to the Secretary in writing for approval by the Board.

Article VII: Finances

A. Financial Reports

The Treasurer, in conjunction with the President, shall prepare a proposed budget for the Association and present it to the Board for review and approval prior to the annual general meeting (AGM; see Article VI A 1). The budget as approved by the Board shall be presented by the Treasurer to the membership at the AGM along with an income statement for the previous year.

B. Revenues

1. Dues. Acting on suggestions from the Membership Committee, the Board of Directors shall determine and approve membership dues levels and other fees annually.

2. Other Revenues. The Board of Directors is empowered to solicit revenue sources other than dues such as institutional support from foundations, individuals, businesses, conferences, special events, webinars, and other meeting revenues.

C. Fiscal Year

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

D. Audit

The Board may decide to perform an audit of the financial accounts of the Association for any fiscal year by appointing an independent auditor.

Article VIII: Parliamentary Authority

Unless otherwise in conflict with these Bylaws, the current edition of Roberts’ Rules of Order, or a Board-approved equivalent, shall govern all operations of the Association and the Board of Directors.

Article IX: Limitations
This Association shall be non-profit, non-partisan, and apolitical. 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 X: Amendments**

Amendments to these Bylaws shall be proposed by the governance committee to the Board for discussion and acceptance by majority vote. Once a revised set of Bylaws has been accepted by the Board, the governance committee chair will work with the secretary to distribute the revised Bylaws to the membership for adoption by majority vote of those responding. Membership voting may be by paper or electronic ballot over email or other such digital method on the web. There is no minimum time between successive amendments to the Bylaws.

**Article XI: Dissolution**

The Association may only be dissolved by members eligible to vote according to Article III at an Annual General Meeting held solely for the purpose of determining the question of dissolving the Association. The vote is affirmative with a 3/4 majority of votes cast.

Upon an affirmative vote to dissolve the Association, the Board must affirm by vote (2/3) of the Board as to where and how to dispose of all IAFIE assets.