



## High Technology Crime Investigations Association

### School Charter Application

The High Technology Crime Investigation Association, Inc. (HTCIA) is a non-profit professional organization created in 1986. From its creation the membership consists of law enforcement and private sector individuals involved in the prevention, investigation, and prosecution of crimes involving advanced technologies. Its primary focus is providing training and networking opportunities for the membership. In 2008, HTCIA's governing body voted to create a new membership class - **Student**. The purpose of this additional membership class is to foster, promote, and encourage the study of criminal investigations involving advanced technologies and security by the academic community. It is limited to undergraduate (junior or seniors) or graduate students majoring in computer science; forensics, criminal justice, law enforcement, corrections, accounting, auditing, or similar program of study.

Current **student** annual membership is \$25.00 per calendar year. **Student** members receive full membership discounts at all HTCIA events, including the HTCIA International Conference & Training Expo which is not closed to their attendance. **Student** members may also post their resume on the HTCIA website at a cost of \$10.00.

Ten or more **student** members from one college or university may form an HTCIA school charter. As such they may elect charter officers, conduct meetings and hold training events at their schools. HTCIA school charters are prohibited from collecting, disbursing funds, or maintaining a bank account. School charters will support activities of their supervising HTCIA chapter. Likewise HTCIA chapters will support their school charters.

Instructions: This application is required for a HTCIA school charter to be granted. Upon completion, the original is to be forwarded to the HTCIA International Office, with a copy being maintained by the supervising chapter and institution. Upon receipt of the application, the HTCIA International Office will advise the supervising chapter that the appropriate institution has been granted a HTCIA school charter. The chapter will contact the appropriate party at the Institution.

#### **SECTION A (To be Completed by Supervising Chapter)**

School Charter Name (*Please Print*) \_\_\_\_\_

Institution Name: \_\_\_\_\_

School Address: \_\_\_\_\_ Website: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Student Member Contact: \_\_\_\_\_

Telephone Number of Student Member Contact: \_\_\_\_\_

E-Mail of Student Member Contact: \_\_\_\_\_

As President of \_\_\_\_\_ Chapter, we acknowledge that our chapter understands and agrees to the following:

1. This institution has 10 or more **Student** members. If **Student** membership drops below five (5) students during a school year the charter may be suspended. If membership does not return to 10 students, the suspension will become permanent.
2. The supervising chapter will provide space on its website sufficient for the above school charter to announce regular meetings.
3. The above school charter is prohibited from collecting, disbursing, or maintaining a bank account and is dependent upon the supervising chapter for financial support (This does not require any chapter to provide such support if financially unable).
4. The school charter will support activities of the supervising chapter, such as providing volunteers for training functions. The supervising chapter may also provide speakers to the school charter.
5. The International Executive Committee (IEC) may revoke any HTCIA school charter issued upon 15 days notice to the supervising chapter if said revocation is in the best interest of HTCIA.
6. We have reviewed a copy of the IEC Procedures for **student** members and HTCIA school charters.

In consideration of the above and

Remittance of a one time \$100.00 application fee payable by check issued to our chapter

FEE WAIVED: \_\_\_\_\_ *Treasurer signature*

REINSTATEMENT, \$75.00 application fee payable by check issued to our chapter

OR

REINSTATEMENT FEE WAIVED: \_\_\_\_\_ *Treasurer signature*

We, the \_\_\_\_\_ Chapter of HTCIA, agree to supervise \_\_\_\_\_

HTCIA school charter.

Signature of Chapter President: \_\_\_\_\_ Date: \_\_\_\_\_

**Section B (To be Completed by the Institution)**

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_ Website: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Approving School Official: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ agrees to the following:  
(Name of Institution)

1. This institution has 10 or more **Student** members. If **Student** membership drops below five (5) students during a school year the charter may be suspended. If membership does not return to 10 students the suspension will become permanent.
2. The above school charter is prohibited from collecting, disbursing, or maintaining a bank account and is dependent upon the supervising chapter for financial support.
3. The school charter will support activities of the supervising chapter, such as providing volunteers for training functions. The chapter may also provide speakers to the school charter.
4. The above institution will provide a meeting location for this HTCIA school charter as needed.
5. The above institution will permit the listing of the HTCIA school charter from this institution on HTCIA websites.
6. The above institution will permit the HTCIA \_\_\_\_\_ Chapter supporting this school charter to hold one meeting per year at this institution for a nominal fee.
7. The International Executive Committee (IEC) may revoke any HTCIA school charter issued upon 15 days notice to the supervising chapter if said revocation is in the best interest of HTCIA.
8. We have received a copy of the IEC Procedures for **student** members and HTCIA school charters.

Signature of Approving Official: \_\_\_\_\_ Date: \_\_\_\_\_