



High Technology Crime Investigation

International Executive Committee Procedures For Student Members and HTCIA School Charters

Effective January 2011

I. Student Members

The purpose of this membership class is to foster, promote, and encourage the study of criminal investigations involving advanced technologies and security by the academic community.

- A. An individual may become an **student** member of HTCIA under the following conditions: Applicant must be currently enrolled in a post secondary program majoring in computer science, forensics, criminal justice, law enforcement, corrections, accounting, auditing or similar program of study.
- B. All individuals applying for **student** membership must agree to abide by HTCIA Bylaws, be of strong moral and ethical character, have no criminal record, and obtain signatures of a chapter president and the chairperson of their department's major on an application.
- C. The application must be submitted to the HTCIA International Office, along with the payment of dues in an amount annually established by the International Executive Committee (IEC). **Student** member annual dues for the calendar year (January 1, through December 31) shall be \$25.00. **Student** members who join HTCIA during the last quarter of the year (October 1 through December 31) will have valid membership through December 31, of the following year.
- D. Having met all qualifications for **student** membership in HTCIA, no applicant will be denied membership on the basis of sex, color, race, religion or ethnic origin.
- E. **Student** members receive full membership discount at all HTCIA events, including the HTCIA International Conference & Training Expo, which are not closed to their attendance.
- F. **Student** members may post their resume to HTCIA website at no cost.
- G. **Student** members may organize into HTCIA school charters, elect charter officers as appropriate, conduct meetings and hold training at their schools.
- H. **Student** members may not attend any chapter meetings or functions that are closed by chapter members.

- I. **Student** members do not have access to the *regular* members' section of the HTCIA website or to the HTCIA List Serve.
- J. **Student** members may lose their membership by action of the IEC for a violation of the HTCIA Bylaws. **Student** members have no appeal rights under these bylaws.
- K. **Student** members may become regular members only after meeting all requirements for regular membership and the payment of the appropriate membership dues.

II. HTCIA School Charters

Ten or more **student** members from one college or university may obtain status as an HTCIA school charter in the following manner:

- A. Obtain appropriate school official approval on an IEC approved form reflecting that their school will 1) support the charter by providing a meeting location as needed; 2) Permit the listing of the charter on the HTCIA Website; 2) Permit the supporting HTCIA chapter to hold one meeting at their facility for a nominal fee; and 3) Any other criteria the IEC may determine necessary.
- B. Obtain a local HTCIA chapter's approval on an IEC approved form.
- C. Pay a one time fee of \$100.00 to the local HTCIA chapter who will supervise and support the said charter. The local HTCIA chapter may at their sole discretion waive this fee.
- D. HTCIA school charter will support activities of their supervising HTCIA chapter, such as providing volunteers for training functions.
- E. The HTCIA school charter will be dependent upon the supervising chapter for financial support. The supporting chapter will provide space on their website for the HTCIA school charter sufficient for announcing regular meetings. Additionally, the chapter may periodically provide speakers for the charter. HTCIA school charters will not collect or disburse funds or maintain any bank account.
- F. HTCIA school charter's may be suspended if **student** membership drops below 5 students during a school year. The suspension will become permanent if **student** membership does not retain 10 students the following year, requiring the payment of a reinstatement fee of \$75.00 to the supervising chapter, unless waived by the chapter.
- G. The IEC may revoke any HTCIA school charter issued upon 15 day notice to the supervising chapter if said revocation is in the best interest of HTCIA.

III. International Responsibilities

- A. The HTCIA International Office will create all applications/forms for **student** members and school charters. Said applications/forms and procedures for becoming a **student** member and for obtaining a school charter will be posted on the HTCIA website.
- B. The HTCIA International Office will process properly completed **student** membership applications upon receipt of the application and dues payment. The International Office will issue a membership card, clearly reflecting it is for **student** membership. This card must be presented for discounts and admittance into all HTCIA events.
- C. The HTCIA International Office will maintain a database, separate and apart from the regular membership database. Annually, the International Office will post the entire **student** membership roster under the secure section of the Members Only area of the website. This roster will reflect only names and schools of the **student** members and, if applicable, the name of the HTCIA school charter they attend. Chapters may request a current roster.
- D. The IEC will annually consider whether to establish a separate list serve or similar method of communication for **student** members.
- E. **Student** membership dues shall be divided between HTCIA International Office and the local HTCIA chapter sponsoring the **student** membership. This division shall be \$15 to the HTCIA International Office and \$10 to the chapter.
- F. The HTCIA International Office will annually post, under an appropriate section on the HTCIA website, a listing of all active HTCIA school charters.

IV. Chapter Responsibilities

- A. Chapter presidents will approve or reject all **student** memberships as reflected by their signature on the application.
- B. Chapters will notify, on an annual basis, all issued and active HTCIA school charters under their supervision. Additionally, chapters will review **student** memberships on an annual basis to determine if a HTCIA school charter may be appropriate at a given institution. Chapter may at their discretion solicit the creation of an HTCIA school chapter.
- C. Chapters will promptly notify the IEC of any problem or concern with a **student** member or HTCIA school charter in their area.