

International Organisation on Computer Evidence (IOCE)

BYLAWS

(Adopted April 13th, 1995, Modified October 4th 1999)

Article 1 NAME

The name of this organisation shall be:
The International Organisation on Computer Evidence (IOCE)

Article 2 PURPOSE

- 2.1 The purpose of this organisation shall be to provide an international Forum for law enforcement agencies to exchange information concerning computer investigation and computer forensic issues.
- 2.2 The objectives of this organisation are:
 - A. to identify and discuss issues of common interest;
 - B. to facilitate the international dissemination of information;
 - C. to develop recommendations for consideration by the member agencies.
- 2.3 The official working language of the Organisation shall be English.

Article 3 MEMBERSHIP

- 3.1 Membership will consist of Law Enforcement Agencies or other Government Agencies who conduct computer evidence investigations, and are accredited by their National or local Government, upon an invitation of the IOCE Executive Board.
- 3.2 Agencies may be represented in any fashion desired by the agency; however each agency shall have only one vote on matters before the Organisation.
- 3.3 Non-voting Associate Membership is available to organisations upon ratification by the Executive Board.

Article 4 PARTICIPATION

- 4.1 Participation in the Organisation, its meetings, or any committees is open to any individual from an accredited member agency.
- 4.2 Participation in the Organisation, its meetings, or any committees by

other than an individual from an accredited member agency, shall be by invitation of a member agency and subject to the approval by the Executive Board.

Article 5 MEETINGS

- 5.1 General meetings shall be held under the auspices of a member agency during a scheduled conference.
- 5.2 The agency volunteering to hold the next conference shall be selected by a majority of the members present at the preceding conference. If a volunteering agency is unable to hold the conference, then the Executive Board shall select another agency from any volunteers. The host agency shall set the date and location of the conference.
- 5.3 Whenever practical, background information or material relating to General Meeting business shall be distributed to the membership in advance.

Article 6 CHARTER/BYLAWS

- 6.1 Amendments to the organisation's charter and/or bylaws shall be made upon a motion of a member agency, circulated for at least two months previous to the meeting, seconded by another member agency and the vote of a two-thirds majority of member agencies present at any general meeting.

Article 7 OFFICERS

- 7.1 The Organisation shall elect officers to serve on the Executive Board. The officers shall consist of :
 - Chairman
 - Vice Chairman
 - Secretary
 - Executive Member (1)
 - Executive Member (2)
- 7.2 The members of the Executive Board shall be elected by a majority vote of the member agencies present at a general meeting. The Chairman, Secretary, and one Executive Member shall serve for two years unless they should withdraw sooner' the Vice-Chairman and one Executive Member shall serve for three years unless they should withdraw sooner. After the initial election all officers shall serve a two-year term.
- 7.3 In case of a vacancy on the Executive Board the Board shall elect an officer to serve for the remainder of the term.
- 7.4 The Executive Board shall meet whenever mutually agreeable, but not

less often than every six months. The Executive Board meetings may be held in person, telephonically or via electronic mail.

- 7.5 The Chairman's duties shall be to:
- Preside at all meetings of the Organisation
 - Act as a point of contact for all matters relating to the Organisation
 - To act on behalf of the Organisation, subject to the approval of the Executive Board.
- 7.6 The Vice-Chairman's duties shall be to preside over all Organisation and Executive Board meetings in the absence of the Chairman and to perform the Chairman's duties if required by the absence or incapacitation of the Chairman.
- 7.7 The Secretary's duties shall be to prepare reports concerning the meetings of the Executive Board and to be responsible for the production of proceedings for each conference.
- 7.8 The Executive Members shall perform such duties as required.

Article 8 COMMITTEES

- 8.1 The Organisation may establish committees and working groups to perform tasks related to the organisational objectives; the Executive Board shall appoint Chairpersons.
- 8.2 A committee or working group should be established to perform a specific task. The committee or working group shall dissolve at the completion of the task. An example would be for a committee or working group to conduct a specific study or to develop an agenda for a conference.
- 8.3 A committee or working group shall be formed when its purpose is expected to continue for a period to exceed one conference. An example might be a standing committee on principles, practices and procedures.

Article 9 REPRESENTATION AND PUBLICATION

- 9.1 Products made by the Organisation shall be distributed as a product of the Organisation and not as a product of any member agency involved.

DISCLAIMER:

This document is not meant to supersede any International, National or Agency Procedures or Policies.