



INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC. CONSTITUTION AND BY-LAWS

ARTICLE I NAME AND OBJECT

Section 1. Name. This organization shall be known as the "International Association of Arson Investigators, Inc." and is hereinafter referred to as the "Association." The name of the Association may be used by any member, if such is in conformance with a policy established and approved by the Board of Directors.

Section 2. Object. The objectives and purposes of this Association shall be:

- A. To unite for mutual benefit those public officials and private persons engaged in the control of arson and kindred crimes.
- B. To provide for exchange of technical information and developments.
- C. To cooperate with other law enforcement agencies and associations to further fire investigation and the suppression of crime.
- D. To encourage high professional standards of conduct among members, and to continually strive to eliminate all factors which interfere with the administration of justice.
- E. To foster the advancement of the fire investigation profession through the promotion and facilitation of research, and the sponsorship of training, education and professional development.

Section 3. Professional Conduct. All members of the Association shall comply with the Code of Ethics, which shall set out the personal and professional conduct expected of members. The Code shall be established and may be amended from time to time by the Board of Directors by Resolution.

The Association shall not be operated for profit, and its funds may not be used to align with any political body, group or person to advance the candidacy of any individual for public office.

ARTICLE II MEMBERSHIP

Section 1. Active Membership. Any representative of good moral character involved with government or a government agency and / or any representative of a business or industrial concern who is actively engaged in some phase of fire and arson investigation or administration of justice at the time the representative makes application shall be eligible for

full membership, provided such person possesses the other qualifications for membership established by the Board of Directors upon recommendation of the Membership Services Committee and provided such person is not less than eighteen (18) years of age at the time he/ she makes application. Active members shall have the right to vote on Association business and have the right to hold office.

Section 2. Associate Membership. Persons who do not qualify for active membership may become associate members. Associate members shall have the privileges of an active member, except voting and holding office.

Section 3. Student Membership. Associate members who are students will be permitted to pay a reduced fee for membership. This fee shall be established by the Board of Directors. "Student" shall be defined as any individual not currently working in a paid position in the fire investigation field who is currently enrolled as a full-time student in an accredited institution of post-secondary education pursuing a degree in fire science, fire investigation, the administration of justice, or related field of study. Student members shall not have the right to hold office or vote on Association business.

Section 4. Life Membership. The Association may bestow life membership upon any qualified member of the association who has met the following requirements:

Life Membership for Distinguished Service:

- A. The individual must be or have been an active member of the Association.
- B. The individual must be an active member in good standing for a minimum of ten (10) years.
- C. The individual must have rendered distinctive service to the Association through participation on committees or activities for a minimum of five (5) years.

Nominations for life membership for distinguished service shall be made to the Awards Committee Chairman at least thirty (30) days prior to the annual meeting of the Awards Committee. The Awards Committee shall review the nominations and make its recommendations to the Board of Directors as to recipients of this life membership. No more than two (2) life memberships for distinguished service shall be bestowed by the Board of Directors in any one calendar year.

A life member shall have all rights and privileges of an active member without the payment of dues.

Section 5. Corporate Members: Corporations and Public Agencies whose services or mission includes fire safety and prevention, fire loss claims and litigation, or arson enforcement and prosecution, related professions and disciplines, or those companies and

organizations who support public safety may become Corporate Members. Benefits of Corporate Membership and annual dues for Corporate Memberships shall be approved by the Board of Directors. Corporate Members shall not have the right to vote on Association business.

Section 6. Personal Qualifications. To be eligible for membership in the International Association of Arson Investigators, the following qualifications shall be applicable to wit:

- (1) The applicant should be of good moral, personal character and reputation.
- (2) The nature, character and reputation of the applicant's business should be consistent with the IAAI Code of Ethics.
- (3) The character and reputation of the applicant's employer and associates should be consistent with the IAAI Code of Ethics.
- (4) The general nature, character and reputation of the principal business of the applicant's employer and associates should be consistent with the IAAI Code of Ethics.

No person shall be eligible for any class of membership if that person has been a member, or is presently a member, or becomes a member of a subversive organization or of any organization whose objectives and purposes are inconsistent with the purposes of the Association.

Section 7. Retired Membership. A member who wishes to apply for Retired Membership must have been an IAAI Active Member in good standing at the time of application for Retired Membership. The applicant must be retired and no longer actively working in any phase of fire and arson investigation or administration of justice. This section shall also apply to members who are permanently disabled due to job related injuries. If the applicant is granted a Retired Membership status and, anytime thereafter, obtains employment in any form of the fire investigation industry, the Retired Membership status must be upgraded to Active status. Any member holding the Retired Membership status found to be working in the aforementioned areas shall be determined to be in a breach of ethics and subject to sanctions as prescribed in Section 11. The member shall be given one (1) notice to adjust to the appropriate status and failure to comply with that notice shall subject the member to a referral to the EP&G Committee. Retired members shall not have the right to vote on Association business and are not eligible to hold any office or serve as a Director of the Association. Dues for Retired Membership status will be fixed by the Board of Directors with the approval of the membership.

Section 8. Membership Approval. Applications for membership shall be made to the International Office. Upon the recommendation of an active member, in good standing, the International Office shall process such an application in accordance with Section 6 of this

Article. Applications for membership shall be administratively processed and approved if the applicant meets all qualifications. Applications which contain information that requires further review shall be forwarded to the Membership Committee for their action.

Section 9. Incomplete Membership Applications. If an incomplete membership application is received by the International Office, the application will be held for thirty (30) days pending receipt of additional information from the applicant. Every effort will be made by the IAAI Director of Membership Services or the Executive Assistant of Membership Services to obtain the missing information. Upon receipt of the required information, the application will be processed according to the aforementioned procedures in Section 8. If the applicant fails to supply the required information within the aforementioned thirty (30) day period, the application will be rejected, and any application fees forfeited to defray the costs of administrative processing. Associate members wishing to be reclassified to active membership status must submit a properly completed membership application. Reclassification will occur only upon verification that all information supplied is complete and accurate.

Section 10. Termination. Membership in the Association shall terminate by:

- (1) Voluntary withdrawal.
- (2) The Executive Director, when after notice, such member is in arrears in the payment of dues or any other obligation to the Association.
- (3) The consent of a majority vote of the Board of Directors,
 - a) if the applicant is within the aforementioned temporary status period, or
 - b) in accordance with sanctions prescribed in Section 11.**

Section 11. Sanctions. The Board of Directors may place on probation, censure, suspend, or terminate the membership of any member or revoke any IAAI certification, accreditation or designation. The Board of Directors may, upon receipt and after initial review of the circumstances, temporarily suspend the membership of any member pending evaluation by the Ethical Practices and Grievances Committee. Actions requiring referral to the Ethical Practices and Grievances Committee shall include but are not limited to:

- 1) Falsifications, misrepresentations, or omission in the application for membership.
- 2) Conviction of a felony or any criminal offense.
- 3) Entry of a judgment or order against a member in a criminal, civil or contempt action related to the status of the member as an investigator.
- 4) Breach of professional responsibilities or legal duties as an investigator.
- 5) Violations of the Constitution and By-Laws or the Code of Ethics.
- 6) Misuse or misrepresentation of an IAAI professional designation, certification, or accreditation.

- 7) Violation of any IAAI committee Standard Operating Procedure that has been approved by the Board of Directors and posted on the IAAI website.
- 8) Falsification or misrepresentation under circumstances intended to influence or affect the outcome of any proceeding, including, but not limited to trials, hearings, depositions, interviews or applications.

Any sanction imposed on a member may be appealed by filing a notice with the Appellate Review Committee in accordance with their Standard Operating Procedure.

Section 12. Reinstatements. Any former member may be reinstated in the Association at the discretion of and by the consent of a majority of the Board of Directors, provided, however, that is such a former member shall have been in arrears in the payment of dues or other financial obligation to the Association at the time of his separation, he/she shall be required to pay to the Association all such arrears as a condition to his reinstatement, unless the Board of Directors, by majority and for good cause, shall waive the payment thereof. In this instance, the member's original join date shall be retained. If a member has been terminated for more than one year for nonpayment of dues only, the member shall have the option of reapplying for membership, subject to meeting the qualifications outlined in this article, without paying arrearage. In such cases, the member shall be assigned a new join date. The member shall not be able to claim, advertise or otherwise reference his/her join date to imply uninterrupted membership.

ARTICLE III ELECTIONS, TERMS AND OFFICES

Section 1. Officers. The officers of this Association shall be a President, a First Vice President, a Second Vice President, and Secretary/Treasurer. The Secretary/Treasurer shall be appointed by the President and confirmed by a majority vote of the Board of Directors annually.

Section 2. Board of Directors. The officers, Immediate Past President and twelve (12) others members of the organization, duly elected, shall constitute the Board of Directors. The Secretary/Treasurer shall serve as a non-voting member of the Board of Directors.

Section 3. Terms of Office. The officers shall hold office from the time of their election and qualification for a term of one year, or until the election and qualification of their respective successors. An officer may serve a term exceeding one year if necessitated by a vacancy between meetings. Other members of the board shall hold office from the time of the election and qualification for terms of three (3) years, or until the election and qualification of their respective successors. Their terms shall be so arranged that four (4) retire each year. No member of the Board of Directors shall succeed himself/herself from an expiring two consecutive full terms of office. Officers and Directors shall assume their

respective offices upon installation. Ex-officio members of the Board, excepting past Presidents, shall serve for terms of one (1) year, or until the qualification of their respective successors.

Section 4. Vacancies. In the event an officer or Board member shall be unable to fulfill their term of office, between Annual Meetings, the following provisions shall apply:

A. The President shall be succeeded by the First Vice President, who shall serve the remainder of the unexpired term and the next full term of the President.

B. The First Vice President shall be succeeded by the Second Vice President, who shall serve the remainder of the unexpired term and the next term as First Vice President.

C. The Second Vice President's position shall be filled by appointment of a qualified member, by the President, with the approval of the Board. This member shall serve the remainder of the unexpired term as Second Vice President. The position shall then be filled by election at the next annual meeting. The member who fills the unexpired term may be eligible for election to a complete term but must be nominated and elected in accordance with the By-Laws.

D. In the event of a vacancy on the Board of Directors, the vacancy or vacancies shall be filled by the President, from the list of those persons nominated at the last Annual General Meeting beginning with the candidate receiving the highest number of votes cast then proceeding to the lowest. In the event the vacancy cannot be filled in this manner, the President may make the appointment from a list of Past Directors who have served on the Board of Directors, satisfying the provisions of Article IV, Sections 9 & 10 of the Constitution & By Laws, with approval from the Board. Such newly appointed member or members of the Board shall hold office only until the next Annual General Meeting.

Section 5. Removal from Office. The Board of Directors, for good cause, is empowered to depose from office any officer or member of the Board of Directors. Such action will require a two-thirds (2/3) majority vote of the Board.

ARTICLE IV GOVERNMENT

Section 1. Board of Directors. The Government of this Association shall be vested in a Board of Directors, consisting of the President, the First Vice President, the Second Vice President, Immediate Past President and (12) elected Directors. Nine members of the Board shall constitute a quorum.

Section 2. Duties and Powers. The Board shall have full power to initiate and transact all kinds of business necessary to the existence of the Association and the observances of its purposes. The board shall determine the date and location of the annual meeting and shall outline the program of activities during such meeting. They shall have general powers to direct, control, and supervise the affairs of the Association. The Board shall appoint an Executive Director, Editor, Assistant Editor, and Legal Counsel, who shall serve at the pleasure of the Board. All officers of the International Association of Arson Investigators,

Inc. are expected to encourage, aid, and assist in every way possible in the development and activities of Chapters.

Section 3. The Executive Team shall consist of the President, Vice Presidents and the Immediate Past President.

Section 4. President. The President shall be the Chief Executive Officer of the Association, and it shall be his/her responsibility to supervise and coordinate the activities of the Association with the Executive Team.

A. The President shall preside at meetings of the Association and of the Board of Directors.

B. He/ she shall appoint appropriate committees for the conduct of the activities of the Association with the consensus of the Executive Team, and in addition, he/she shall require reports at each Annual General Meeting and as otherwise desired from the committees so appointed and from the officers of the Association.

C. At each Annual General Meeting of the Association, he/she shall announce to the membership, those individuals appointed to serve on the Nominating Committee.

D. The President may appoint a task group, work group or team to develop, review or provide recommendations for special projects or initiatives for the good of the Association.

E. The President shall appoint the Sergeant -at-Arms, and perform other duties as listed in the Standard Operating Procedure for the office of President.

F. At the Annual General Meeting of the Association, he/ she may call upon a designated representative of all chapters to report to the membership regarding the activities of the chapter during the past year. The President of the Association shall be an ex-officio member of the Board of Directors of all chapters.

Section 5. First Vice President. In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such. He/ she shall perform liaison with committees as required and shall also be a member of the Budget and Finance Committee. The First Vice President shall participate in the Executive Team, and perform other duties as listed in the Standard Operating Procedure for the office of First Vice President.

Section 6. Second Vice President. In the absence of the President and First Vice President, the Second Vice President shall perform the duties of the President. The Second Vice President shall serve as liaison with committees for Board reports and assistance, and

shall also be a member of the Budget and Finance Committee. The Second Vice President shall assist the President and First Vice President as required, participate in the Executive Team and perform other duties as listed in the Standard Operating Procedure for the office of Second Vice President.

Section 7. Executive Director. The Executive Director shall be the Chief Operating Officer of the Association and shall be responsible for the day-to-day management and administration of the organization and shall oversee all activities and functions of the IAAI. He/ she shall work with the Officers and Directors to advance the goals and objectives of the Association and shall perform other duties as listed in the Executive Director Standard Operating Procedure. The Executive Director shall be a permanent member of the Seminar Site Selection Committee and shall be responsible for logistical and operational aspects of the International Training Conference.

The Executive Director, at the direction of the Secretary/Treasurer, shall keep the record and minutes of the Association and shall maintain currently the roll of members, the Constitution and all other documents of value. It shall be his/her duty to receive and acknowledge all communications of the Association addressed to him/her or that may be submitted to him/her by officers of the Association, and perform such duties as assigned by the President.

The Executive Director, at the direction of the Secretary/Treasurer, shall be custodian and sole depositor of the funds of the Association and shall disburse such funds by check as herein authorized or upon approval of the Board of Directors for purposes, which promote the welfare, and objects of this Association. He/ she shall render a completed summary of all income, disbursements and balances whenever required by the Board and to the members at each regular meeting. A written copy of this report shall be made available to any member upon request.

Section 8. Secretary/Treasurer. The Secretary/Treasurer shall serve as the Chair of the Budget and Finance Committee. In addition, the Secretary/Treasurer shall fulfill the duties as required by the state laws governing the operations of a corporation.

Section 9. Ex-Officio Members. The immediate Past President shall be a voting member of the Board. All other Ex-Officio Members shall have the privilege of attending and participating in all meetings of the Board but shall not have voting power in such meetings. The Executive Director, Past Presidents and General Counsel shall be Ex-Officio members of the Board.

Section 10. Indemnification. Every Director, principal officer or employee of the Association shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred or imposed in connection with any legal proceeding to which they may be made a part to, or become involved in by reason of their position past or present; except in such cases wherein they are adjudged guilty of willful misfeasance or malfeasance in the performance of duties of their office

Section 11. Nominating Procedures. The Nominating Committee shall determine, at its sole discretion, eligibility to hold office according to the following requirements:

The candidate has been an active IAAI member for at least five (5) years.

The candidate has a minimum of five (5) years experience in a responsible position in some phase of arson prevention and suppression, fire service, law enforcement or civil investigation of arson.

The candidate has attended a minimum of three (3) IAAI International Training Conferences (ITC)/Annual General Meetings (AGM) within the preceding six (6) years.

The candidate demonstrates significant service to the IAAI including active participation in committee work or special projects.

The candidate has established a favorable reputation of personal integrity and professionalism.

If a candidate lives in an area where a Chapter exists, the Committee shall consider if the candidate has Chapter support, a record attendance and active participation at the Chapter level.

Nominations may be made:

From the floor of the Annual General Meeting; and

In writing, during a period of time and in a manner prescribed by the Nominating Committee.

The Nominating Committee shall report to the Board for approval of candidates who may stand for election.

Section 12. Election.

- A. Only one Board member (excluding officers) may be elected from each State, Territory, District, Chapter or Province and must serve at least three years as a member of the Board before being eligible for election to a higher office.
- B. No member can be nominated for more than one position per election.
- C. Nominating Committee members cannot be nominated for an elective office without first resigning from the Nominating Committee.
- D. Vice Presidents shall advance to the next vacancy until reaching the office of president unless removed for cause by the Board.
- E. In the event of a tie vote between candidates for the same position, a ballot will be conducted during the Annual General Meeting and will contain the names of the tying candidates only. This ballot will be used to determine the successful candidate and will be repeated as often as necessary until the position is filled. If after three (3) such ballots the tie still exists, a mandatory fifteen (15) minute recess will be called, after which the balloting will be continued.
- F. The Board of Directors will arrange for ballots listing all qualified candidates, with Chapter designation, in an order selected at random.
- G. Except as required in Section 10, E, voting shall take place prior to the Annual General Meeting, in accordance with procedures set by the Board of Directors at the time of the posting of the candidates.
- H. Members may receive and cast their ballots upon proper verification of active membership.
- I. The results of the election shall be received and announced by the Chairman of the Election Committee at the Annual General Meeting (AGM).

ARTICLE V COMMITTEES

Section 1. Standing Committees. The following committees shall be standing full time committees of the association.

A. Budget and Finance. The committee shall be responsible for all financial matters involving dues, expenses, income, salaries, and/or honorariums incurred by or on behalf of the Association. In addition, the committee will see the proper planning and budgeting is carried out during the year. An annual audit will be conducted by the Committee in accordance with Article VIII, Section 2.

B. Constitution and By-Laws. The duties of the committee shall be to advise the officers, directors, and members of the Association on matters pertaining to the Constitution and By-Laws. In the event of proposed changes, it shall further be the duty of the committee to review and prepare the proposed changes in a suitable format for presentation to the officers, directors, and members of the Association. Additionally, the Committee shall serve in a review capacity for the Standard Operating Procedures for the committees of the Association.

C. Ethical Practices and Grievances. The duties of the Committee shall be to investigate any and all allegations of misconduct directed toward the officers, directors, or members of the Association. Allegations of misconduct shall include but are not limited to the following: (1) criminal offenses, (2) neglect of duty, (3) violation of the Code of Ethics, policies, rules or procedures of the Association, and (4) conduct that tends to reflect unfavorably on the member of the Association. These duties also include the investigations of violations of Chapter 7 of the Certified Fire Investigators Practice and Procedures Manual. Following the completion of an investigation the Committee shall forward the results and recommendations in writing to the officers and directors of the Association for final action.

D. Nominating. The duties of the Committee shall be to encourage, solicit, receive, and screen all nominations received for the position of Second Vice President and Directors of the Association. The Committee shall present a list of qualified candidates to the membership in the *Fire & Arson Investigator*. The Committee shall consist of one representative from each of the following disciplines: fire service, law enforcement, legal, private investigator, scientific, insurance, current Director, Past President and a member at large who will be a non-voting Chair (except in the event of a tie). Members shall serve a term of three (3) years with the President appointing three (3) members each year. Members may be reappointed.

E. Membership. The duties of the Committee shall be to promote, encourage and solicit membership in the Association through any appropriate means. In addition, the Committee shall develop and recommend guidelines to the Board relative to annual cost, levels, and benefits of Sustaining Membership.

F. Chapters. The duties of the Committee shall be to promote, encourage, and assist in the formation of new chapters in the Association. The Committee shall, following review, make recommendations to the Association on applications received for new chapter charters. The Committee shall review the activities of all chartered chapters and make recommendations to the Association regarding the chapters.

G. Certifications. The duties of the Committee shall be the development, administration, and management of all certification and endorsement programs in accordance with the Practice and Procedures Manual for the specific certifications or endorsements. The Committee will work with the Education and Training Committee to develop classes to meet certification and endorsement requirements, as well as provide final approval for such classes. Additionally, the Committee shall be responsible to promote and encourage participation in the certification and endorsement programs by all qualified persons.

H. Seminar Site Selection and Planning. The duties of the Committee shall be to evaluate potential sites for the International Training Conference (ITC). After evaluation, the Committee shall present recommendations to the Board of Directors for review and consideration. The determination of the site for the International Training Conference (ITC) shall be by the vote of the Board of Directors. The Committee will plan, coordinate and / or oversee the production of the ITC.

I. Education and Training. The duties of the Committee shall be to oversee or plan the seminars of the Association, develop training programs for the Association, provide topical education to the membership via the *Fire & Arson Investigator*, and increase the development of educational material through the Association library. The Committee shall further encourage, solicit and assist in the development of new and innovative ideas for the education and training of the Association.

J. Appellate Review. The duties of the Committee shall be to review upon written request, actions taken by the Board of Directors resulting in adverse action being imposed upon any officer, member of the Board of Directors, or members of the Association. The Standing Committee shall consist of five (5) active participating Past Presidents with the exception of the incoming Past President.

K. Election. The duties of the Election Committee shall include the publication of ballots and procedures for voting, the administration of the voting at the annual meeting, and the security and tallying of all votes cast.

L. Health and Safety. The duties of the Committee shall be to promote health and safety knowledge, awareness, discussion, education, and action among members of the IAAI and the fire investigation community by providing health and safety information and best practices guidelines.

M. CFITrainer Committee. The duties of the Committee shall be to manage the operations of the CFITrainer site and to interface between the Board of Directors, the CFITrainer production company, and the CFITrainer Project Manager. This includes a selection of topics, subject matter experts, resources, and references for the production of training.

N. Grants and Research Committee. The duties of the Grants and Research Committee shall be the development, administration and management of monetary assistance opportunities for education, professional development, and research assistance for individuals and institutions engaged in the field of fire, arson, and explosion investigations under the direction of the IAAI Board of Directors. The committee will manage donations to fund scholarships and grants to members to enhance the field of fire investigation. The committee will oversee fundraising opportunities, and propose grants, scholarships and expenditures to the IAAI Board of Directors for approval.

Section 2. Additional Duties. In addition to the duties described, each Committee shall perform additional duties, as described in the Standard Operation Procedures for that Committee, and other duties as may be delegated by the Association.

Section 3. Standard Operating Procedures. The Standard Operation Procedure for each standing Committee shall be subject to review and recertification every two years or as necessary.

ARTICLE VI MEETINGS

Section 1. Annual General Meeting. The Annual General Meeting (AGM) of the members of the Association shall be held at such a time and place as may be fixed by the Board of Directors. Notice thereof shall be mailed to each member at his/her last known address or posted on the IAAI website not less than thirty (30) days in advance. Election shall occur and other business may be presented at the annual meeting. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed in his/ her decision by the rules laid down in "Robert's Rules of Order", as revised. A majority of the members present at the annual meeting shall constitute a quorum.

Section 2. Special. Special meetings may be called by order of the Board of Directors at such places and time as fixed by the Board of Directors, giving due notice thereof to all members at least fifteen (15) days in advance.

Section 3. Board of Directors. The Board of Directors shall meet in conjunction with the Annual Training Seminar and at mid-year, or at any time or place upon call of the President or any nine (9) members of the Board. Business of the Board of Directors may be conducted by telephone conference call at the discretion of the President or upon call of any nine (9) members of the Board. The First Vice President shall have such authority in the event of the resignation of the President, or in the event the President is unable to fulfill his duties. The telephone conference shall be conducted as a regular Board Meeting in accordance with the Constitution and By-Laws. A quorum must participate to conduct business. The Executive Director shall take minutes of the meeting and shall reduce same to writing for distribution. Acceptance of the minutes by the Board at the following meeting shall constitute ratification. Individual calls or "polling" shall not be considered to meet necessary standards for a quorum at a Board Meeting.

Section 4. Email Votes. The President may call for an e-mail vote of the Board of Directors on emergency issues. The proposal must be properly framed in the form of a motion and sent to all members of the Board of Directors simultaneously. A reasonable amount of time, no less than 48 hours, shall be allowed for responses. A quorum of response votes shall be required to decide an issue. The Executive Director shall maintain records memorializing all e-mail votes and place the results on the agenda of the following Board meeting for ratification.

ARTICLE VII REGIONAL, STATE OR PROVINCIAL ORGANIZATION

Section 1. Regional, State or Provincial Representative. The President may appoint Regional, State or Provincial Representatives, in those areas not covered by charter, who shall assist in the functioning of the Association in his/ her territory.

Section 2. Regional, State or Provincial Chapter. The Board may recognize Regional, State, or Provincial Chapters of the Association after written application by such Chapter. All Chapter Officers and Directors shall be members of the IAAI. Any member of the Association wishing to become a member of a Regional, State, or Provincial chapter, shall comply with the Regional, State or Provincial Chapter's Constitution and By-Laws.

Section 3. Associate Members. Regional, State or Provincial Chapters. Persons not qualified for active membership may become associate members, after determination of their qualifications by the Chapter's Membership Committee. Associate members shall have the privileges of an active member, except for voting and holding office.

Section 4. Regional, State or Provincial Constitution and By-Laws. Regional, State or Provincial Chapters shall provide the Executive Director of the Association a complete copy of their current Constitution and By-Laws as directed at such time a Charter is applied for.

Regional, State or Provincial Chapters Constitution and By-Laws shall be constructed in a form which best facilitates the administration of such chapter, but shall not, in any way, conflict with the Constitution of the Association.

Section 5. Regional, State and Provincial Chapter Meeting. The number of meetings to be held by a chapter shall in no way conflict with the annual meeting in the International Association of Arson Investigators, Inc., but shall otherwise be at the discretion of the chapter, provided, however, that each chapter shall hold at least one meeting each year. All members of a chapter shall be given thirty (30) days notice prior to any meeting and the Executive Director shall be furnished with a copy of all such notices at the same time.

Copies of the minutes of the meetings shall be furnished to the Executive Director within thirty (30) days after the meeting has been held. All papers presented at any meeting shall be submitted to the Executive Director, together with a copy of the minutes of said meeting, before being published.

All official meetings of chapters shall be professional in nature and shall be conducted for the sole purpose of furthering the objectives of the International Association of Arson Investigators.

Section 6. Grievances. In order to protect the best interest of the Association against potential sanctions imposed upon the Association for misconduct of a member or apparent member; any chapter receiving or filing a grievance against any member of the chapter or the Association, shall defer any action/ response upon the allegation(s) until:

A. Written notification of the allegation (s) is directed to the Officers, Directors and Chairman of the Ethical Practices and Grievances Committee of the Association, outlining the circumstances and conditions surrounding the alleged incident, and

B. The allegation(s) will be acted upon by the Association with written response directed to the chapter outlining its findings and /or its referral to the Ethical Practices and Grievances Committee for continued study, to be completed in a timely manner.

Section 7. Probation, Suspension, or Recall. The charter of any Chapter may be placed on probation, suspended, or recalled, by two-thirds vote of the Board of Directors in the event the Chapter becomes inactive or is conducted in a manner, which is determined to be contrary to the best interests of the Association.

Section 8. Definition. All references to Regional, State Provincial, District or Charter organizations, contained within this Constitution and By-Laws, shall mean those organizations duly recognized and chartered by the Association.

ARTICLE VIII FINANCE

Section 1. Fees and Dues. Dues for active and associate membership in this Association shall be fixed by the Board of Directors and shall be payable in advance in the manner prescribed by the Executive Director. Yearly terms of membership shall commence upon approval of an application and shall be payable annually on that date. The fiscal year for the Association shall be January 1st-December 31st.

Failure to pay membership dues within ninety (90) days of the due date shall forfeit membership in the Association. Reinstatements are subject to approval by the Board and payment of all arrears. There shall be no other fees or assessments except as provided by amendment to these articles.

Section 2. Audit. The Budget and Finance Committee shall complete an audit of the accounts and expenditures of the Executive Director and shall audit and verify all income, expenses, assets, and liabilities of the Association at each Annual General Meeting.

ARTICLE IX AMENDMENT

Section 1. Requirements. This Constitution may be amended at the Annual General Meeting of the Association by a two-thirds majority of the total electronic vote, providing:

A. The proposed amendment is presented in a form consistent with and without conflict with the remainder of the existing constitution of the Association; and shall be submitted by November 1st prior to the next Annual General Meeting, in a manner prescribed by the C&BL Committee as approved by the Board of Directors.

B. The proposed amendment is disseminated to the general membership by publication in the *Fire & Arson Investigator* or on the IAAI website for review at least thirty (30) days preceding the opening of the electronic voting for the Association elections and amendments to the C&BL at the Annual General Meeting.

C. The Constitution and By-Laws Committee shall review and automatically amend, as necessary, those portions of the Constitution and By-Laws which are in conflict with existing Federal rules, regulations, or laws pertaining to gender/sex discrimination.

Section 2. Voting. Amendments to the Constitution and By-Laws shall be voted upon by electronic ballot, in conjunction with the election of candidates, in a manner prescribed by the Board of Directors.

ARTICLE X RATIFICATION

Section 1. Articles. Upon ratification vote by two-thirds of the members present at the Annual General Meeting in Victoria, British Columbia on May 1, 2007, all provisions and articles become effective and enforceable by the Association.

Section 2. Membership. Those provisions or articles relating to membership, shall apply to all new members, and chapters from the date of ratification.

AMENDED, ANNUAL GENERAL MEETING
Atlantic City, New Jersey
April 7, 2025