

**IAAI Chapter  
Officers Handbook  
2025-2026**

**International Association of  
Arson Investigators  
2331 Rock Springs Road Forest Hill, MD  
800- 468-4224  
410-451-FIRE (3473)**

[iaai-chapters@firearson.com](mailto:iaai-chapters@firearson.com) (for chapter  
issues)



*Global Leaders in Fire Investigation*

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## **SECTION 1 – CONTACT INFORMATION**

This handbook is prepared to assist chapter officers with the administration of their organization.

This document was compiled as an information guide so that your chapter will follow the Constitution and Bylaws of the International Association of Arson Investigators, Inc.

The IAAI is here to serve you. The IAAI staff that can help you with questions and support or point you in the right direction to get your questions answered.

### **IAAI Office Contact Information**

Executive Director Anne Stone	<a href="mailto:anne.stone@firearson.com">anne.stone@firearson.com</a>
General information	<a href="mailto:info@firearson.com">info@firearson.com</a>
Accounting	<a href="mailto:IAAI-accounting@firearson.com">IAAI-accounting@firearson.com</a>
Chapters	<a href="mailto:IAAI-chapters@firearson.com">IAAI-chapters@firearson.com</a>
Certifications	<a href="mailto:Certifications@firearson.com">Certifications@firearson.com</a>
Fire & Arson Investigator Journal	<a href="mailto:FAI@firearson.com">FAI@firearson.com</a>
International Training & Education	<a href="mailto:IAAI-Training@firearson.com">IAAI-Training@firearson.com</a>
Membership and Member Services	<a href="mailto:IAAI-membership@firearson.com">IAAI-membership@firearson.com</a>

### **IAAI Resources**

[Officers and Directors](#)

[Executive Director and IAAI Staff](#)

[Past Presidents Council](#)

[IAAI Constitution and By-Laws](#)

[Code of Ethics](#)

[Strategic Plan](#)

[Committees](#)

[IAAI Credentials](#)

[IAAI Training](#)

[IAAI Chapters](#)

## SECTION 2 – GENERAL RULES FOR IAAI CHAPTER PRESIDENTS

As an officer in the chapter, you need to be aware of some general rules and bylaws in the IAAI, which influence your position.

1. All chapter officers and directors must be members of the IAAI. See [Bylaws Article VII, Section 2.](#)
2. Every chapter must have at least one meeting a year, which must not conflict with the IAAI Annual General Meeting. See [Bylaws Article VII, Section 5.](#)
3. Only members in good standing of the IAAI and your chapter are considered active members with the right to vote at your meetings and hold office. See [Bylaws Article VII, Section 3.](#)
4. All grievances and ethical complaints shall be forwarded to the IAAI office. See [Bylaws Article VII, Section 6.](#)
5. A Chapter Annual Report shall be submitted every year within thirty days of the Chapter Annual Meeting. The report should be submitted via the JotForm <https://iaai.jotform.com/241294631813051>, found on the chapter page of [www.firearson.com](http://www.firearson.com). The following information should be included:
  - Chapter name and Number
  - Date of charter
  - Mailing address and website
  - Contact name and email/phone
  - Annual meeting date (month/year)
  - Officers, Chairs, and Directors (names, member numbers, emails, and dates of terms)
  - Any changes to the Chapter Constitution and Bylaws
  - Current Chapter Constitution and Bylaws
  - Minutes of last Annual Meeting
  - Copy of Membership list
6. Any updates to chapter officers throughout the year should be submitted via the JotForm for Chapter Officer Change Form <https://iaai.jotform.com/253453630026046>, found on the IAAI website at <https://www.firearson.com/about/chapters/>.
7. The IAAI has many awards given during the annual general meeting. Please encourage your membership to submit nominations for deserving people. Descriptions under Section 6 of this handbook. Information and nomination forms on the IAAI website at <https://www.firearson.com/about/awards/>. Feel free to post these in your chapter's newsletter or on your chapter's web site.
8. Please encourage all your Chapter Only members to become members of the IAAI. In numbers we are stronger. See IAAI Website at <https://www.firearson.com/membership/>.
9. Banking: Each chapter should set up a bank account and manage check deposits. As warranted, IAAI International will send checks to Chapters for dues (Enhanced Chapters) and registration payments. Checks should be deposited promptly.

10. Tax reporting: Every chapter needs to make sure they are following the tax laws of their state, province or country and follow the rules of the appropriate government agency. Professional advice from a legal or tax accountant may be necessary to avoid problems or tax liability.
11. Your Chapter President, board member or other chapter officer should attend the Quarterly IAAI Chapter Officers meetings as well as the IAAI annual meeting to represent their membership. The IAAI offers reduced registration for Chapter Presidents at the ITC.
12. Your Chapter is invited to attend the Chapter Officers meeting during the week of the ITC. The meeting is a forum for Chapters to express their opinions and ideas.
13. The annual business meeting is typically held on Monday afternoon during the International Training Conference, however that may change based on need and schedules.
14. Please encourage your IAAI members to vote in IAAI Elections.
15. We encourage you to contact the International Training department of IAAI International at [iaai-training@firearson.com](mailto:iaai-training@firearson.com) if interested in co-hosting available IAAI Seminars, locating training instructors or setting up of an Expert Witness Courtroom Testimony program.
16. It is recommended that all IAAI Chapters complete a yearly review or audit of their Chapter Finances.
17. It is recommended that each Chapter investigate protecting their Chapter by obtaining Board of Directors and Liability Insurance.

## Chapter Services

Chapters are an essential part of the IAAI, providing local support, networking, and training opportunities to fire investigation professionals around the world. The IAAI offers administrative and marketing resources to Chapters, many at no cost. For those Chapters who have selected to participate in the Enhanced Chapter program, which fosters continued growth for both the Chapter and the IAAI, several 'enhanced' services are included.

Services	IAAI Chapters	IAAI Enhanced Chapters
Chapter Handbook	✓	✓
Chapter Officers quarterly Zoom call	✓	✓
Designated Chapter Liaison	✓	✓
Listing of Chapter with link to Chapter website on FireArson.com	✓	✓
Listing of Chapter training events on FireArson.com	✓	✓
Listing of Chapter training events in the F&AI Journal	✓	✓
Chapter Officer's orientation at the ITC	✓	✓
Online registration for one chapter event	\$	✓
Online registration for additional event(s)	\$	\$
Use of an online testing platform for one training conference	\$	✓
Additional online testing platform services and support	\$	\$
Participation as partner in IAAI training delivery	✓	✓
Processing of joint IAAI-Chapter Memberships		✓
Online reporting of membership records		✓

Current Chapters participating in the IAAI Enhanced Chapter Program include:

Alabama	Indiana	North Dakota
Alaska	Louisiana	Ohio
Arizona	Maine	Texas
Georgia	Mississippi	Utah
Hawaii	Montana	Washington
Hispano Americano	Nevada	Wyoming
Idaho	New Jersey	
Illinois	New Mexico	

## IAAI TEMPLATE FOR INSTRUCTOR AGREEMENT

### Chapter Training and Seminar Events:

*It is recommended to our IAAI Chapters that this instructor agreement be used when securing Instructors for your training events to protect your Chapter and members.*

**Instructor:** Name  
**Course Title:** Title  
**Date(s) of Course:** Fill In  
**Location:** Fill In  
**Main Contact** Chapter Representative

### Stipend

- Travel days paid at \$XXX.XX per day.
- Instruction days paid at \$XXX.XX per day.

### Expenses

- Per Diem: Travel Days paid at \$XX.XX, Instruction Days paid at \$XX.XX (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>)
- Hotel: X Nights not to exceed \$XXX.XX) per night. Arrangements to be made by Instructor.
- Travel To / From Training Location: Airfare will be reimbursed at the coach rate for travel with a minimum of 30 days advance reservation, not to exceed \$XXX.XX. Last minute travel requires prior approval of the IAAI. When traveling by air, instructors may be required to be onsite on the day preceding the training program. Travel scheduled less than the 30-day advanced ticketing will be reimbursed at the prevailing 30-day advance booking rate unless prior approval of the IAAI has been obtained.
- Travel To / From Training Airport: Rental cars shall be booked at a rate not higher than the standard sized automobile. Extra insurance options, fuel service options, and additional rental options, i.e., GPS, etc., shall be the financial responsibility of the individual. Rental of vans or other vehicles shall require prior approval by the impacted Training & Education Committee who, in turn, shall approve final payment consistent with this policy. The Point of Contact for the class will work with the other instructors to limit the number of rental cars needed per location.

**REQUIRED REPORTING PRIOR TO REIMBURSEMENT:** IAAI Travel Expense form, along with all required supporting lodging and transportation receipts, must be e-mailed to your chapter representative within 10 days. Reimbursement will be processed only after submission of all expense reports.

In the event that the IAAI-Training Partner, any course participant, their organization, their representatives, or other third parties request any training or education, whether classroom, lecture, or practical/hands-on instruction, relating to the subject matter of this course during the term of this Agreement, or eighteen (18) months following termination of this Agreement, the Instructor agrees the training must be contracted through the IAAI-Training & Education (IAAI-T&E) Committee. The instructor further agrees that all course participant lists, and curriculum course materials, including the instructor and student property of the IAAI and may not be utilized without IAAI-T&E Committee's express permission.

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**Instructor**

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**Date**

---

**Chapter Representative**

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**Date**



Global Leaders in Fire Investigation®

International Association of Arson Investigators, Inc.

2331 Rock Spring Road, Forest Hill, MD 21015

[firearson.com](http://firearson.com) | [cfitrainer.net](http://cfitrainer.net) | [iaaiitc.com](http://iaaiitc.com)

### Oath of Office for Chapter Officers

I, \_\_\_\_\_, do solemnly swear, that I will uphold the Constitution and By-Laws of the International Association of Arson Investigators and \_\_\_\_\_ (Your Chapter Name) \_\_\_\_\_ and to faithfully execute all of the duties of my office, in accordance with the rules and regulations of this association, so help me God.



### **SECTION 3 - IAAI CHAPTER REPORTING AND REQUEST FORMS**

The following forms are available on the IAAI website - <https://www.firearson.com/about/chapters/>  
Effective 1/1/2025, using these online forms is the required method for submission of these forms.

#### **CHAPTER'S ANNUAL REPORT - <https://iaai.jotform.com/241294631813051>**

Must be completed and submitted within 30 days after your Annual General Meeting (AGM).

Include:

- Chapter name and Number
- Date of Charter
- Contact information, including website address
- Names, contact information, member number, and terms for Officers, Board members, and Chairs (NOTE that all officers and Board members must be members in good standing with IAAI International to hold office).
- Date of Annual Meeting

Attach:

- Minutes of Annual Meeting
- Membership list
- Any changes to Bylaws or Constitution within the past year

#### **CHAPTER OFFICER CHANGE FORM - <https://iaai.jotform.com/253453630026046>**

Use this form to submit any changes during the year (updates to the Chapter's Annual Report)

Chapters are responsible for notifying IAAI International of their annual listing or changes during the year. Information from the Chapter Annual Report and Change Form will be used to update chapter listings on the IAAI website <https://www.firearson.com/about/chapters/> as well as in the IAAI database and records.

#### **IAAI DEATH NOTICE - <https://iaai.jotform.com/243388481768069>**

Use this form to notify IAAI about the loss of one of our members.

#### **CFITrainer JOB AID ORDER FORM - <https://iaai.jotform.com/251204466566054>**

Use this form to order Job Aids for your chapter, to be delivered directly from CFITrainer. For more information on the Job Aids, visit <https://www.cfitrainer.net/en/Training/Resources/#FI-Job-Aids>

Allow 45 days for processing and delivery.

## **POSTING CHAPTER EVENTS/TESTS/CERTIFICATES**

Online forms for submitting event, testing, and certificate requests are available on the IAAI website - <https://www.firearson.com/about/chapters/>

Effective 1/1/2025, using these online forms is the required method for submission of these forms.

### **FOR ENHANCED CHAPTERS**

IAAI International will post one annual training conference program for each Enhanced Chapter at no cost. This includes:

- Event posting on the Training page of the IAAI website: <https://www.firearson.com/training/classes/>
- Online registration, including collecting and disbursing registration income and sending registration lists.
- Uploading up to 100 questions on CFITRAINER.net for the final exam.
- Creating and sending CFITRAINER login pins for distribution to the class.
- Creating one unique class certificate (with Chapter logo, class identifiers, date, President name, Training Chair name).
- Registration reconciliation – an accounting of all registration funds collected and payment to the Enhanced Chapter.

### **COST**

- No cost – for registration set up/posting/test and certification creation for one event per Enhanced Chapter per year.
- \$375 – for additional events beyond the one complimentary.
- No cost– for posting an event only (not setting up or managing registration).

### **TIMING**

- 60 days out from your event (at least) – the online form for Enhanced Chapter Events must be submitted via the link on the IAAI website chapters page.
- 5 business days after receipt of your event information - IAAI International will complete registration set-up and post your event (provided that all information is provided).
- 14 days in advance of your test date (at least) – Information for your test and custom certificate must be submitted via the link on the IAAI website chapters page.
- 7 days post event - Listing of onsite registration names/emails and registration fees collected onsite must be submitted to International (Excel form will be provided by IAAI Headquarters).
- 30 days post event - A check to the Enhanced Chapter for registration fees collected will be issued (provided that the onsite registration report is submitted on time).

### **TO SUBMIT A REQUEST FOR POSTING AND/OR REGISTRATION (at least 60 days out):**

- Go to the [Chapters page of the IAAI website](#)
- Click on the link for Enhanced Chapter Event Request Form: <https://iaai.jotform.com/260084841454962>
- Have the following information available:
  - Chapter Name and contact information
  - Name of Program/Event (as you want it listed)
  - Program Begin and End Dates
  - Description of Program/Schedule of Events (as you want it posted)
  - Name/Address of Program Venue, as well as relevant details on a room block
  - Date for Registration to open/close
  - Registration Fees and any discount registration codes needed
  - Class capacity (if limited)
  - Contact information and dates for sending registration lists

Submit test questions and certificate details via the link on the Chapters page.

- ON-SITE REGISTRATION TRACKING AND POST-EVENT RECONCILIATION (7 – 30 days post event):**

- Any onsite registrations and payments made on site (registrant name and email, payment type and amount)
- Any no-shows

After your event, submit this information using the event financial report form ([link](#)) within 7 days of your event. International will reconcile all registrations and payments and request a check within 30 days.

IAAI BRANCH EVENT RECONCILIATION FORM																																																																				
Complete and submit to <a href="mailto:iaai-chapters@firearson.com">iaai-chapters@firearson.com</a> within 1 week of your event, so that International can reconcile and close out your event.																																																																				
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EVENT NAME:																																																																				
EVENT DATES:																																																																				
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## **CHAPTER EVENTS/TESTS/CERTIFICATES**

### **FOR NON-ENHANCED CHAPTERS**

**Posting – no charge** - For Non-Enhanced chapters, IAAI will post chapter training on the “Local Classes & Events” section of the IAAI website Training page <https://www.firearson.com/training/> free of charge, if it does not conflict with IAAI International Training programs.

IAAI will offer the Non-Enhanced Chapters the following services with a completed submission form with ninety days’ advanced notice of the event to start the process.

#### **Event registration, posting, test and certificate - \$425:**

- Posting on [www.firearson.com](http://www.firearson.com).
- Setting up and managing registration for the event
- Accepting payments
- Providing a registration list
- Creating the test (organizer submits up to 100 questions) in CFITrainer.com
- Creating a unique certificate
- Sending test pins to class organizers for distribution to students.

**Test and certificate only - \$175** (up to 25 questions) or **\$300** (26- 100 questions).

#### **TO SUBMIT A REQUEST FOR POSTING AND/OR REGISTRATION (at least 60 days out):**

- Go to the [Chapters page of the IAAI website](#)
- Click on the link for Non- Enhanced Chapter Event Request Form: <https://iaai.jotform.com/260084651054957>

#### **TO SUBMIT A PROGRAM TEST AND CUSTOM CERTIFICATE (for CFITRAINER.NET) (at least 14 days out)**

Submit test questions and certificate details via the link on the Chapters page.

- Go to the [Chapters page of the IAAI website](#)
- Click on the link for Non- Enhanced Chapter Test Submission Form: <https://iaai.jotform.com/260084871386969>

## **SECTION 5 – IAAI POLICIES AND BENEFITS**

### **IAAI Privacy Policy (5.11.2024)**

#### **1. Introduction**

Welcome to the privacy policy for IAAI. At IAAI, we are committed to protecting the privacy of our members, volunteers, donors, and visitors to our website. This privacy policy outlines how we collect, use, and safeguard your personal information in compliance with the General Data Protection Regulation (GDPR).

#### **2. Information We Collect**

We may collect the following types of personal information:

- Personal identification information (names, address, email, phone number)
- Financial information (donation details)
- Volunteer and membership information
- Communications data (your correspondence with us)
- Technical data (IP address, device information)
- Cookies and analytics data (please refer to our Cookie Policy)

#### **3. How We Use Your Information**

We will use your personal information for the following purposes:

- To process your membership applications and renewals
- To manage and engage with our volunteers
- To send newsletters, updates, and information about our activities
- To process donations and keep records for financial purposes
- To improve our website and services
- To meet legal obligations and prevent fraud

#### **4. Legal Basis For Processing**

We will only process your personal information when we have a lawful basis to do so, which may include:

- Your consent
- Performance of a contract with you
- Legal obligations
- Legitimate interests
- Protection of vital interests

#### **5. Data Sharing**

We will not sell or rent your personal information to third parties. We may share your data with:

- Service providers (e.g., email marketing services)
- Legal authorities when required by law
- Trusted partners for specific activities (only with your consent)

#### **6. International Data Transfers**

We may transfer our personal data outside the European Economic Area (EEA) when necessary. We will ensure that appropriate safeguards are in place, as required by GDPR.

## **7. Data Retention**

We will retain your data only for as long as necessary for the purposes described in this privacy policy, or as required by law.

## **8. Your Rights**

You have several rights under GDPR, including:

- Right to access and rectify your data
- Right to withdraw consent
- Right to erasure (in certain circumstances)
- Right to data portability
- Right to object to processing
- Right to restrict processing

To exercise these rights, please contact us at [Anne.Stone@fearson.com](mailto:Anne.Stone@fearson.com)

## **9. Security**

We are committed to protecting our data and have implemented appropriate security measures to prevent unauthorized access, disclosure, or alteration of your information.

## **10. Changes To This Privacy Policy**

We may update this privacy policy from time to time to reflect changes in our practices or for legal reasons. Please check back periodically for the latest information.

## **11. Contact Us**

If you have any questions, concerns or requests related to your personal information or this privacy policy, please contact IAAI Executive Director Anne Stone [Anne.Stone@fearson.com](mailto:Anne.Stone@fearson.com) or 443-640-1059 ext. 1265

### **IAAI Accommodation Policy**

The IAAI is an equal opportunity organization and does not discriminate based on age, sex, race, or disability in qualifying for organization membership or for participation in training events, special programs or certification protocols. The IAAI will make every effort to provide reasonable accommodation within their responsibility and control to applicants and program participants with special needs or disabilities upon special request or self-disclosure. Any information regarding age, sex, or race collected during an application process or any self-disclosure of a disability or special need will be held in strictest confidence and will not be released unless required by legal authority.

### **IAAI Antitrust Compliance Policy (4.6.2024)**

The antitrust laws of the United States and the various states prohibit agreements, combinations and conspiracies in restraint of trade. Because the International Association of Arson Investigators ("IAAI") and other trade and professional associations are, by definition, combinations of competitors, one element of a possible antitrust violation is generally present, and only some action by the association that unreasonably restrains trade generally needs to occur for there to be an antitrust violation. Consequently, associations are common targets of antitrust plaintiffs and prosecutors.

The consequences for violating the antitrust laws can be severe. A conviction can carry stiff fines for the association and its offending leaders, jail sentences for individuals who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble (triple) damage actions. As the principal federal antitrust law is a criminal conspiracy

statute, an executive who attends a meeting at which competitors engage in illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting. The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

The antitrust laws prohibit competitors from engaging in actions that could result in an unreasonable restraint of trade. Above all else, association members should be free to make business decisions based on the dictates of the market – not the dictates of the association.

Some activities by competitors are deemed so pernicious and harmful that they are considered *per se* violations – it does not matter whether or not the activities actually have a harmful effect on competition; the effect is presumed. These generally include price fixing, allocation of customers, markets or territories, bid-rigging, and some forms of boycotts. In addition, there are many features that factor into price; agreements as to warranty duration, freight terms, or other factors that can directly impact price also are proscribed.

Other actions such as standards development, certification programs, and relationships between distributors and suppliers generally are evaluated under a rule of reason – there is a balancing between the pro-competitive and anti-competitive aspects of the activities; the pro-competitive effects must outweigh the anti-competitive ones. These areas also should be approached with caution and legal guidance.

IAAI has a policy of strict compliance with federal and state antitrust laws. IAAI members should avoid discussing certain subjects when they are together – both at formal IAAI membership, Board of Directors, committee, and other meetings and in informal contacts with other industry members – and should otherwise adhere strictly to the following guidelines:

- DO NOT discuss prices, fees or rates, or features that can impact (raise, lower or stabilize) prices such as discounts, costs, salaries, terms and conditions of sale, warranties, or profit margins. Note that a price-fixing violation may be inferred from price-related discussions followed by parallel decisions on pricing by association members — even in the absence of an oral or written agreement.
- DO NOT agree with competitors as to uniform terms of sale, warranties or contract provisions.
- DO NOT exchange data concerning fees, prices, production, sales, bids, costs, salaries, customer credit, or other business practices unless the exchange is made pursuant to a well-considered plan that has been approved by IAAI's legal counsel.
- DO NOT agree with competitors to divide up customers, markets or territories.
- DO NOT agree with competitors not to deal with certain suppliers or others.
- DO NOT try to prevent a supplier from selling to your competitor(s).
- DO NOT discuss your customers with your competitors.
- DO NOT agree to any association membership restrictions, standard-setting, certification, accreditation, or self-regulation programs without the restrictions or programs having been approved by IAAI's legal counsel.
- DO insist that IAAI meetings that have agendas are circulated in advance and that minutes of all meetings properly reflect the actions taken at the meeting. All IAAI meetings generally should have written agendas prepared and circulated in advance.

- DO leave any meeting (formal or informal) where improper subjects are being discussed. Tell everyone why you are leaving.
- DO ensure that only IAAI staff sends out all written and electronic correspondence on behalf of IAAI and that IAAI officers, directors, committee members, or other members do not hold themselves out as speaking or acting with the authority of IAAI when they do not, in fact, have such authority.
- DO ensure that if questions arise about the legal aspects of IAAI's activities or your individual responsibilities under the antitrust laws, you seek advice and counsel from your own counsel or from the staff and counsel of IAAI.

Any questions about IAAI's antitrust policy should be directed to IAAI's Executive Director.

### **Ethical Practices and Grievance**

The filing of an EP&G complaint is a very serious matter. It should not be taken lightly. A person's reputation and even their livelihood can be adversely affected.

Please consider prior to filing ANY complaint that there MUST be a factual basis and evidence to accuse a person of UNETHICAL CONDUCT. If the person in question merely opposes your opinion in a fire case that is not grounds for a complaint.

There must be evidence that the person has grossly violated the IAAI Code of Ethics by actively engaging in felonious conduct, or has, as an example, been found to have tampered with evidence (such as salting samples) or has committed perjury as recognized by a court etc.

Our committee is also responsible for complaints concerning the IAAI Certified Fire Investigator Program. Any complaints about how the test was administered, cheating or theft of questions, etc., will be considered. Complaints about the test difficulty or program administration (covered in the CFI Procedures Manual) should be made in writing to the CFI Committee.

The EP&G Committee will only accept written complaints. Individual contacts with committee members will not be evaluated.

The EP&G Committee will investigate complaints found to have merit. Please remember that the IAAI can only discipline a **current member** of the IAAI or IAAI Certified Fire Investigator. We will not have the funds, authority or time to investigate or pursue allegations against nonmembers or non-IAAI Certified Fire Investigators



## **IAAI Policy Against Harassment (4.6.2024)**

The International Association of Arson Investigators (“IAAI”) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace or jobsites will be tolerated. IAAI is committed to enforcing its policy at all levels within the Association. Any officer, director, manager, supervisor, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or removal from leadership for a first offense.

### **Conduct Covered by this Policy:**

This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, IAAI ***absolutely prohibits*** harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status or any other legally protected characteristic.

### **Sexual Harassment:**

Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. Sexual harassment may take many forms, including the following:

- Offensive and unwelcome sexual invitations, whether or not the employee submits to the invitation, and particularly when a spoken or implied quid pro quo for sexual favors is a benefit of employment or continued employment;
- Offensive and unwelcome conduct of a sexual nature, including sexually-graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects; and
- Offensive and unwelcome physical contact of a sexual nature, including the touching of another’s body; the touching or display of one’s own body, or any similar contact.

### **Computer Messaging and Information Systems:**

Employees are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems, or the Internet, may give rise to liability for harassment. Employees may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on sex, gender, or other protected characteristic. This includes, for example, the generation or forwarding of offensive “humor” which contains offensive terms.

Employees receiving offensive messages over the IAAI’s computer equipment, or receiving other unlawfully offensive messages or graphics over the IAAI’s computer equipment, should report those messages to their supervisor or other appropriate manager. Employees are reminded that the IAAI’s computers and the data generated on, stored in, or transmitted to or from the IAAI’s computers remain the property of IAAI for all purposes. The Association retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

**Procedures in Cases of Harassment:**

Any Association employee who believes that she or he has been subjected to unlawful harassment of any kind has the responsibility to report the harassment immediately to her or his supervisor. If the employee is uncomfortable reporting the harassment to her or his immediate supervisor (whether because the supervisor has committed the harassment, or for any other reason whatsoever), the employee must report the harassment to the next higher level of management above the immediate supervisor or, if the employee prefers, to the Human Resources Director or President of the Association.

IAAI is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, IAAI cannot take prompt and effective remedial action unless each employee assumes the responsibility of reporting any incident of harassment immediately to an appropriate supervisory employee.

Every report of harassment will be investigated promptly and impartially, with every effort to maintain employee confidentiality. The complainant and the accused will be informed of the results of the investigation. If IAAI finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending officers or employees, and/or similarly appropriate action towards offending vendors, contractors, or members.

**Reporting Without Fear of Retaliation:**

No Association employee will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.

No Association officer, director, manager or supervisor is authorized, or permitted, to retaliate or to take any adverse employment action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice in the workplace.

## **IAAI Association Gift Acceptance Policy (5.11.2024)**

IAAI accepts gifts for purposes that will help the organization further and fulfill its mission. IAAI urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to IAAI for the benefit of any of its operations, programs, or services.

Use of Legal Counsel—IAAI will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming IAAI as trustee or requiring IAAI to act in any fiduciary capacity.
- Gifts requiring IAAI to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts—IAAI will not accept gifts that:

- Would result in IAAI violating its corporate charter
- Would result in IAAI losing its status as an IRC § 501(c)(3) not-for-profit organization
- Are too difficult or too expensive to administer in relation to their value
- Would result in any unacceptable consequences for IAAI, or
- Are for purposes outside IAAI's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee, in consultation with the Executive Director.

Gifts Generally Accepted Without Review:

- Cash. Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
- Marketable Securities. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by IAAI's Executive Committee.
- Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to IAAI under their wills, and to name IAAI as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.
- Charitable Remainder Trusts. IAAI will accept designation as a remainder beneficiary of charitable remainder trusts.
- Charitable Lead Trusts. IAAI will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review. Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- Tangible Personal Property. The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
  - Does the property further the organization's mission?
  - Is the property marketable?
  - Are there any unacceptable restrictions imposed on the property?
  - Are there any costs for the property for which the organization may be responsible?
  - Is the title/provenance of the property clear?

- Life Insurance. IAAI will accept gifts of life insurance where IAAI is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owed on the policy.
- Real Estate. All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, IAAI shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:
  - Is the property useful for the organization's purposes?
  - Is the property readily marketable?
  - Are there covenants, conditions, restrictions, reservations, easements, encumbrances, or other limitations associated with the property?
  - Are there costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
  - Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

### **IAAI Social Media Policy (5.11.24)**

1. IAAI encourages its members and the public to engage in the use of social media to advance IAAI's mission of inspiring the international fire and explosion investigation community to achieve excellence.
2. IAAI prohibits the use of its sponsored social media or any means of electronic communication, to engage in or to further:
  - (a) any acts that constitute infringement of patents, copyrights, trademarks, trade secrets, or other proprietary rights of third parties;
  - (b) the posting, emailing, advertisement, or other transmission of any unsolicited or unauthorized materials, "junk mail," "spam," "chain letters," "pyramid schemes," solicitations, or misleading information;
  - (c) the intentional or unintentional publication, republication, or dissemination of any libelous, defamatory, false, derogatory, or inflammatory statement;
  - (d) any pornographic or obscene information;
  - (e) the use, downloading, or other transmission of computer viruses, computer tracking software, or any means of invading a person's privacy or engaging in identity theft;
  - (f) the impersonation of any person or entity, including, but not limited to, as a IAAI board member, officer, employee, agent, member, or member's customer, or as a government official;
  - (g) the making of any misrepresentation or any factually inaccurate statements about any person's affiliation with any person or entity;
  - (h) any unlawful purpose under applicable federal and state laws.
3. IAAI does not condone conversations or posts of any kind that violate antitrust laws.
4. IAAI reserves the right to object to any use of or, without consultation, terminate access to any electronic communication or transmission that is sent or delivered through any medium, including any form of social media, where it discovers the communication or transmission is unlawful, prohibited under this policy, or inconsistent with IAAI's mission and goals in any way. IAAI further reserves the right to pursue civil and criminal penalties as appropriate.
5. IAAI engages in reasonable efforts to monitor social media usage for adherence to this policy but, regardless, is not liable for any communication that is inconsistent with or in violation of this policy, and any person engaging in communication through any form of IAAI-sponsored social or electronic media accepts this limitation on liability as an express condition to use of such media.
6. The opinions and other statements posted here are not the opinions of or endorsed by IAAI or its board of directors, officers, staff, or members.
7. You may contact [info@firearson.com](mailto:info@firearson.com) if there is any posting on this site to which you object. IAAI reserves the right to act on such complaints based on the information then available to it.

**IAAI Volunteer Conflict of Interest Policy (5.11.24)**

The undersigned Volunteer, as a condition of being elected or invited to serve as a member of the Board or a member of a committee of the International Association of Arson Investigators (IAAI), agrees as follows:

1. **Nondisclosure.** Volunteer will respect the duty of confidentiality imposed on volunteers of IAAI, and accordingly will not disclose to any third party any information made available through application, discussion, or other method, or any written or oral communications which take place during Board and Committee meetings.
2. **Governing Law.** This Agreement shall be governed by, and construed according to, the laws of the State of Maryland.
3. **Definition of conflict of interest.** A conflict of interest arises when a person in a position of authority may benefit financially from a decision he or she could make in their capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material of financial interest of, or benefit to, such persons.
4. **Facilitation of disclosure.** Immediately upon any discussion being offered, persons covered by this policy will disclose to the Association President on the form provided and verbally that their interests could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organization or those of family members.
5. **Entire Agreement.** This instrument represents the entire Agreement between the parties with respect to the subject matter hereof.

I have received, read, understand and agree to comply with the IAAI's Volunteer Nondisclosure and Conflict of Interest Agreement, which will apply to me during the time I serve on the IAAI Board of Directors or Committee.

To the best of my knowledge, except as noted below, I do not have a conflict of interest (as defined above). I have listed below any exceptions to the above statement:

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I agree to disclose to the Association President any conflict(s) of interest that hereafter arises of which I am aware and to abide by the same duty of confidentiality imposed on directors and officers of the organization. Should I refuse to sign or I fail to disclose any conflict(s) of interest, I acknowledge that I may be removed from the Board and/or Committee service for cause.

Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Print Volunteer Name: \_\_\_\_\_

## ACCIDENTAL DEATH FUND FOR IAAI MEMBERS

### **Accidental Death Fund**

As a part of IAAI's strategic plan, your Board of Directors is committed to promoting growth and engagement by identifying member needs, increasing value and creating opportunities for improvement.

As a result of that focus, in 2023 your Board voted to modify the IAAI's Active member \$10,000 Accidental Death Fund to bring more value to our members.

IAAI now self-funds this member benefit. There are two key benefits to this change - the first is that this benefit is available to ALL members. Previously this benefit was available only to U.S.-based members. The second key benefit is the age reduction schedule was also modified so that all members are eligible for the full amount of the fund.

As with most accidental death policies, some limitations and exclusion apply. Please see the full IAAI Accidental Death Fund Policy for more details: <https://www.firearson.com/media/yeofhq3b/iaai-accidental-death-fund.pdf>

Please submit claims to Anne Stone, IAAI Executive Director at [Anne.Stone@firearson.com](mailto:Anne.Stone@firearson.com)

## **SECTION 5 -IAAI BRAND GUIDELINES**

### **LOGO Guidelines**

#### **Why do I need permission to use the IAAI logo?**

- To ensure that the IAAI logo is used consistently and correctly.
- IAAI Headquarters must approve all collateral (print, electronic and broadcast).
- If you'd like to use an IAAI logo on your website, in an advertisement, in an article or book, or any other reproduction, you must first receive permission from IAAI.

#### **Use only IAAI approved artwork when using IAAI logos.**

- The IAAI logo must include the registered trademark.
- The Illustrator EPS logo versions must be used for all print applications.
- For all web applications, please contact us for a logo request.

#### **Additional logo guidelines:**

- The logo should not appear in body copy. Instead, typeset IAAI in the same typeface used in the text and in all caps.
- Don't display or use an IAAI logo in any manner that implies a relationship or affiliation with, sponsorship, or endorsement by IAAI or that it can be reasonably interpreted to suggest editorial content has been authorized by or represents the views or opinions of the IAAI.

See IAAI Brand Guideline for logo versions and more details: <https://www.firearson.com/media/soobbu32/iaai-brand-guide.pdf>



## LOGO



## LOGO with Tagline



*GLOBAL LEADERS IN FIRE INVESTIGATION®*

## COLORS:

**Pantone 294 C**



**Pantone 185 C**

