

CHAPTERS COMMITTEE STANDARD OPERATING PROCEDURES

1. These Standard Operating Procedures apply to the Chapters Committee (hereafter the “Committee”) of the International Association of Arson Investigators, Inc. (hereafter the “IAAI”).
2. This Committee will be a standing committee.
3. The membership of the Committee will be proportional to the number of Chapters served by that Committee.
4. The Chapters Committee shall be comprised of members of the IAAI who are in good standing and shall be appointed by the IAAI President.
5. It is recognized that the Chapters are the life blood of the IAAI and toward that end all members will actively seek to accomplish the goals and objectives of the Chapters Committee.
6. **GOALS**
 - a. Foster goodwill between the Chapters and the IAAI.
 - b. Encourage and maintain cooperation between the Chapters and the IAAI in obtaining common goals and objectives.
 - c. Assist the Chapters with problems and questions pertaining to the IAAI.
 - d. Notify the Chapters of the IAAI of Constitution and By-Laws changes.
 - e. Identify Chapters which are not in compliance with the IAAI Constitution and By-Laws and assist those Chapters in reaching resolutions of conflicts.
 - f. Encourage Chapter-only members to become members of the IAAI.
7. **OBJECTIVES**
 - a. Assure that all IAAI Chapters are active and in full compliance with the IAAI’s Code of Ethics, Constitution and By-Laws, as well as all procedures.
 - b. The formation of new active Chapters.
8. **COMMITTEE CHAIRPERSON**
 - a. The Committee Chairperson, appointed by the President, will answer directly to the IAAI President, Officers, and Board of Directors relative to the Chapters Committee assignments.
 - b. The Chairperson will coordinate with the members of the Committee in fulfilling the goals and objectives of the Committee.

- c. The Chairperson will notify the Second Vice President of inactivity of any member of the Committee and assure to the best of their ability that inactivity within the Committee framework does not occur.
 - d. Upon being appointed, the Chairperson will correspond in writing to each member of the Committee providing that member with their Chapter assignments as well as short range objectives.
 - e. The Chairperson will require each Committee member to acknowledge their assignment in writing.
 - f. The Chairperson will assure correspondence between the Committee member and the assigned Chapter(s) is occurring.
 - g. The Chairperson will pass on correspondence and training notices from the IAAI or the Chapters to the Committee Members. The Committee Members will pass the correspondence and training notices on to their assigned Chapters. The Chairperson will not pass on training notices from Chapters that lead to certification(s) that are non-accredited and/or from non-accredited agencies.
 - h. The Chairperson will make every effort to assure that all Annual Chapter Reports are filed in a timely manner. The annual – report shall be filed with the IAAI office within 30 days of the conclusion of the chapters annual meeting. A copy of the report shall be mailed to the Chairperson at the same time.
 - i. The Chairperson will make direct contact with the Officers or Board of Directors of inactive Chapters offering the support of the Chapters Committee and assistance to that Chapter.
 - j. If appropriate, the Chairperson will request funds from the International Association of Arson Investigators in accomplishing Committee goals and objectives.
 - k. The Chairperson will solicit from all Committees their information or revisions they wish to have published in the Chapters Handbook and make appropriate updates to the Chapters Handbook annually following the Annual Meeting and assignment of committee chairs. The Chairperson will distribute these changes to the IAAI Headquarters for updating the IAAI Website and will email copies of the revised Handbook to Chapter Presidents within sixty (60) days of the conclusion of the IAAI Annual Meeting or within sixty (60) days of receiving the official Chapters Committee Chair assignment from the IAAI President.
9. The Chairperson will have the Committee Members make sure their assigned Chapters report any officer changes to the IAAI office, using the Chapter Annual Meeting Report/Officer Change Form following the Chapter’s scheduled Annual Meeting. A copy of the change form will be emailed to the Chapters Committee Chairperson.

10. COMMITTEE MEMBER

- a. The Committee Member, appointed by the President, will acknowledge Committee assignments by email to the Chairperson.

- b. The Committee Member will correspond with each assigned Chapter pledging support, assistance, and leadership. The committee member will contact their assigned chapters no less than once per quarter. The committee member will inform the Chairperson of the contact.
- c. The Committee Member will pass on correspondence and other information including training notices received from the Chairperson to their assigned Chapters. Correspondence or training notices received by the Committee Member directly from their Chapters must be sent to the Chapter Chair for approval before forwarding on to other Chapters.
- d. The Committee Member will copy the Chairperson with all correspondence to/from the Chapter, including emails.
- e. The Committee Member will ascertain the activity of the Chapter and identify potential problems areas and report these potential problem areas to the Chairperson.
- f. The Committee Member will assure that the Chapters Annual Report has been submitted either electronically or mail to the IAAI Headquarters, who will then forward a copy to the Chairperson.
- g. The Committee Member will ascertain if changes have been made in the Chapter's Constitution and By-Laws.
- h. The Committee Member will assist the Chapter with problems and questions pertaining to the IAAI.
- i. The Committee Member will foster goodwill between the Chapter and the IAAI.
- j. The Committee Member will maintain cooperation between the Chapter and the IAAI in obtaining common goals and objectives.
- k. The Committee Member will attend, when possible, their assigned Chapters' meetings and functions representing the Committee and the IAAI.
 - i. Any Committee Member completing a trip to their assigned Chapter is required to complete a short written report to be sent to the Chairperson. This report shall list topics discussed by the Committee Member with the Chapter, Chapter highlights, and any questions or concerns brought forward by the Chapter. The Chapter highlights may be submitted to the *Fire & Arson Investigation Journal* for inclusion in the Chapters Corner report to provide information to the membership on the activities of other Chapters.

The Committee Member will be allowed to register for the ITC at the Chapter president's rate. The Committee Member will attend the AGM and any additional committee functions while attending the ITC.

11. ANNUAL CHAPTER PRESIDENT'S LUNCHEON

- a. It is recognized that one of the more important non-educational aspects of the IAAI ITC is the Annual Chapter President's Luncheon.
- b. This luncheon, chaired by the Chapter Committee Chairperson, will be conducted in a professional and businesslike manner. An agenda will be prepared in advance of the luncheon based on the direction of the IAAI President and solicitations from Chapter Presidents made in advance of the ITC by the Chapters Chair.
- c. The Chapter Chair or their designate will take minutes of the meeting.
- d. The Chapter Committee Chairperson will introduce any executive officers or board members of the IAAI that are present.
- e. The Chapter Chair will then turn the luncheon over to the IAAI President or their designate. The President will provide any comments or information of interest.
- f. The IAAI President will then open the floor for discussion on agenda items if none he will open the floor for questions, issues or ideas the Chapter Presidents may have. The Chapter Presidents will be allowed to ask any questions or to address the IAAI Officers and Board or Chapter Committee with problems encountered by that Chapter during the last year.
- g. The Chapter Committee Chairperson, or their designate taking minutes, will identify questions and ideas presented and any agreements reached. The minutes and recommendations or changes agreed upon during the meeting will be forwarded to the IAAI Board. If problems are identified the Chapter Chair will follow up with the IAAI Board to resolve the issue or problem before the next ITC.

12. ANNUAL CHAPTER PRESIDENT'S ORIENTATION CLASS

- a. It is recognized that one of the more important non-educational aspects of the IAAI's ITC is the opportunity to provide training to Chapter Presidents on their duties and IAAI compliance issues Chapter Presidents need to be aware of.
- b. The IAAI Chapter Committee Chairperson, or their designate, will host a Chapter President's Orientation Class during the ITC.
- c. This class will utilize the Chapter Officer's Handbook as an outline for subjects to cover to orientate Chapter Presidents to the IAAI, reporting, and other compliance issues.
- d. The class will utilize other training aids and information as deemed appropriate by the Chapters Committee Chairperson, IAAI Executives, Directors, and Executive Director.

APPROVED BY BOD: August 13, 2016