

Iowa Chapter of the International Association of Arson Investigators, Inc.  
Constitution and By-Laws

ARTICLE I

NAME AND OBJECTIVES

Section 1. Name of State Chapter. Iowa Chapter of the International Association of Arson Investigators, Inc. a 501 (C) (3) corporation.

Section 2. Objectives.

- A. To unite for mutual benefit, those public officials or private concerns engaged in the control of arson and other kindred crimes.
- B. To provide for an exchange of technical information and developments.
- C. To encourage cooperation between public service agencies and private associations, to further the suppressions of arson.
- D. To encourage high professional standards of conduct among those responsible for detecting and investigating arson, and to continually strive to eliminate all factors which interfere with the administration of crime suppressions.
- E. To foster greater professional competence in the investigation recognition techniques of the crime of arson.
- F. To share intelligence information regarding arson between different agencies and areas.

ARTICLE II

MEMBERSHIP

Section 1. Active Membership. Membership in the IAAI qualifies the individual member for active membership in the Iowa chapter, subject to the approval of the Chapter Board of Directors.

Any representative of government or a government agency or any representative of a business or industrial concern who is engaged in some phase of the suppression of arson at the time he/she makes application shall be eligible to active membership in appropriate section, on application, provided such person possesses the other qualification for membership, in the discretion of the Membership Committee and provided such person is not less than 18 years of age at the time he/she makes application.

Section 2. Associate Membership. Associate membership in the IAAI qualifies the individual member for associate membership in the Iowa chapter, subject to the approval of the Chapter Board and/or Membership Committee. Persons not qualified for active membership may become associate members, after determination of their qualifications by the Membership Committee.

All applicants for active or associate membership, if accepted, will be on a temporary status until the next meeting of the Board of Directors. During this temporary status period, a person's membership may be revoked at the discretion of the Board of Directors. If the application is not rejected by the "Board" at their next board meeting, full membership is automatically granted.

Section 3. Honorary Life Membership. Honorary life membership in the IAAI qualifies the individual for honorary life membership in the Chapter, subject to approval of the Iowa Chapter Board. The Association may, by a majority vote of members present at the annual meeting, confer honorary life membership upon any person qualified for membership who has rendered distinctive service to the Association or its purposes. An honorary life member shall have the rights and privileges of an active member without payment of dues. Nominations for honorary life membership shall be made to the Board at least thirty (30) days prior to voting thereon; no more than two (2) nominations for such memberships may be approved in any year.

Section 4. Sustaining Membership. Individuals or organizations interested in carrying out the purposes of the Association shall be granted sustaining membership upon contribution of not less than One Hundred Dollars Fifty (\$150.00) annually. All such funds shall be devoted to the education functions of the Iowa Chapter.

Section 5. Associate/Sustaining Membership Privileges. Associate and sustaining members shall have the privileges of an active member, except voting and holding office. The Association may, by majority vote of the active members present, exclude associate and sustaining members from any particular business meeting.

## ARTICLE III

### ELECTION, TERMS AND OFFICES

Section 1. Requirements to Hold Office.

- A. Must have been an active member of the Iowa Chapter for at least the previous 24 months.
- B. Must be a member of the IAAI, Inc. or immediately join upon election.

Section 2. Officers. The officers for the Chapter shall be President, First Vice President, Second Vice President, and Secretary/Treasurer.

A. The Officers shall be elected every year except Secretary Treasurer who shall serve a two year term.

B. To be eligible for the Office of President, the candidate must have previously served for at least two years as a board member or other officer position.

Section 3. Board of Directors. The Board of Directors shall consist of one individual duly elected from each section of the membership, plus two members at large. The directors at large shall consist of one duly elected member residing east of Interstate 35 and the second member shall reside west of Interstate 35.

Past Presidents. All retiring Chapter Presidents shall become ex-officio members of the Board of Directors of the Iowa Chapter. 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.

Section 4. Sections. This Chapter shall consist of four sections: Detection, Insurance, Investigation and Prosecution. It shall be the obligation of each section to evaluate its needs and resources and communicate the same to the Board of Directors through their Director. The election of a Director and evaluation of needs shall take place during the annual meeting of the chapter. The first two days of the annual meeting shall be utilized for this purpose and education needs of the specific sections and/or the general membership.

Section 5. Terms.

A. Each duly elected officer shall serve a one (1) year term except the Secretary/Treasurer who shall be elected to a two-year term.

B. Board members shall serve a three (3) year term except when filling an unexpired term of office.

Section 6. Vacancy. In the event of a vacancy or vacancies on the Board between annual meetings, the vacancy or vacancies shall be filled by the President, for a member of the appropriate section who so required, and the newly appointed member or members of the Board of Directors shall hold office only until the next annual meeting. In the event of a vacancy or vacancies in the office of President, First Vice President, Second Vice President or Secretary/Treasurer between annual meetings, the vacancy or vacancies shall be filled by the Board of Directors and the newly appointed officer or officers shall hold office only until the next annual meeting.

Section 7. Election. The officers and Board of Directors shall be elected at the annual meeting of the sections or chapter at large as appropriate in the month of September.

Section 8. Nominating Committee. During each annual meeting, the President shall appoint a Nominating Committee which shall submit to the membership at the next

annual meeting, a list of nominees to fill expiring terms for President, Vice President, Secretary/Treasurer and the Board of Directors. At the time of the election, the floor shall be open for the purpose of additional nominations, nominating and electing of sectional directors to the board shall be conducted within the sectional annual meeting.

## ARTICLE IV

### GOVERNMENT

Section 1. Quorum. The government of the Iowa Chapter shall be vested in the officers and the Board of Directors and fifty percent (50%) of the members present shall constitute a quorum.

Section 2. Duties. The board of directors shall have the full power to initiate and transact all kind of business necessary to the existence of the organization and the observance of its purposes. They 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 Iowa Chapter. In order to efficiently conduct Chapter business, the board may conduct a vote by telephone, facsimile, mail or electronic mail as deemed necessary. They may be compensated at the rate per mile as set by the board when driving their own vehicle and meal expenses at a rate set by the board.

Section 3. Chairperson. The Chairperson of the Board of Directors shall be the President and he/she shall preside at all meetings of the Board of Directors.

Section 4. President's Duties. The President shall be the Chief Executive Officer of the Iowa Chapter, and it shall be his/her responsibility to supervise and coordinate the activities of the Iowa Chapter and to preside at the meetings of the Iowa Chapter. He/she shall appoint appropriate committees for the conduct of the activities of the Iowa Chapter and shall require reports at each annual meeting, and as otherwise desired from the committees so appointed and from the officers of the Iowa Chapter.

Section 5. Vice President's Duties. In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such. The First Vice President shall be Chairperson of the Audit Committee. Duties of the Second Vice President to be assigned by the President and/or the board of directors.

Section 6. Secretary/Treasurer's Duties. The Secretary/Treasurer shall keep the records and minutes of the organization and shall maintain a current roll of members and the Constitution and other documents of value. He/she shall be custodian and depositor of the funds of the organization and shall disburse such funds by check as authorized by the Board of Directors for purposes which promote the welfare and objectives of the organization. He/she shall render a complete summary of all income, disbursements and balances whenever requested by the Board and to the membership at each regular meeting. A written copy of this report shall be made available to any member upon

request. He/she shall receive and acknowledge all communications of the Iowa Chapter addressed to him/her or that which may be submitted to him/her by the officers of the IAAI and perform such duties as assigned by the President.

Section 7. Board of Directors' Duties. The Board of Directors shall have the power to remove from office any officer or member of the Chapter for any of the following reasons:

- A. Conduct or actions that would tend to discredit or would be detrimental to the reputation of the Iowa Chapter or the International Association.
- B. For good cause, as submitted in writing, by any officer of the organization.
- C. Any officer or member shall have the right to appeal, provided his/her request is received in writing at least thirty (30) days following the removal. The appeal shall be heard by the Appellate Review committee comprised of active past presidents of the chapter who shall either uphold or reverse the actions of the board of directors.
- D. Board duties also outlined in Article IV Section 2.

## ARTICLE V

### MEETINGS

Section 1. Annual Meeting. The annual meeting shall be held at such time and place as may be fixed by the Board of Directors. Notice hereof shall be mailed to each member at his/her last known address, not less than thirty (30) days in advance. Elections shall occur and other business may be presented at the annual meeting. When any questions come before the meeting not specifically provided for herein, the presiding officer shall be governed in his/her decision, by the rules listed in *Robert's Rules of Order*.

Section 2. Special Meetings. Special meetings may be called by order of the Board of Directors at such time and place as fixed by the Board, giving due notice thereof to all members at least ten (10) days in advance.

Section 3. Seminars. The state shall be divided into two geographical areas. These areas shall consist of dividing the state into two sections using Interstate 35 as the east-west boundary line. Each area shall be governed by a Director at Large elected by the membership. The goal of each area is to have at least one regional seminar/meeting per year within its boundaries. These seminars/meetings shall be utilized for the purpose of the educational needs of the membership in that area. The results of these regional seminars/meetings shall be recorded by the respective Director at Large, who shall in turn present the information to the Board of Directors.

## ARTICLE VI

### FINANCE

Section 1. Dues. Dues for active and associate membership in the Iowa Chapter shall be thirty dollars(\$30.00) per year.

Section 2. Financial Review Committee. The Financial Review Committee shall review the accounts of the Secretary/Treasurer annually to verify the assets and liabilities of the Iowa Chapter. The Committee may, in its discretion, retain the services of an accounting professional to assist in the review process.

Section 3. Gifts/Grants. All gifts or grants to the Iowa Chapter may be accepted by the Board of Directors. The Secretary/Treasurer shall make proper acknowledgment of all such gifts or grants accepted.

## ARTICLE VII

### COMMITTEES

Section 1: The following shall be standing full time committees for the association.

Nominating Committee - The duties of the committee shall be to encourage, solicit, receive and screen all nominations for officer or board positions of the association. The chairperson (or designee) of the committee shall present all nominees to the membership on the opening session of the annual meeting.

Seminar Site Selection Committee – The duties of the committee shall be to receive and screen all bids for host sites for the annual training conference and annual business meeting and present its recommendations to the board of directors.

Ethical Practice and Grievance Committee – The duties of the committee shall be to investigate allegations of misconduct directed toward any officer, director or member of the association. Allegations of misconduct shall include but not be limited to criminal offenses, neglect of duty or conduct that reflects unfavorably on the association. Following the completion of the investigation the committee shall forward the results and the committee's recommendation in writing to the officers and board. Any officer or director involved in the committee shall abstain in voting regarding action by the board.

Appellate Review Committee – 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, director or member of the association. The committee shall consist of 3 or 5 active past presidents with the exception of the immediate past president.

Past Presidents Council – The duties of the past presidents council shall be to review scholarship applications for the Reynold Hentges Scholarship program and recommend to

the board of directors the scholarship recipients to be announced at the annual meeting. The Past Presidents Council shall be the election officials at the annual general meeting regarding election of officers, directors and any changes this document.

## Section 2 Other Committees

The President may appoint from time to time other committees such as but not limited to:

Membership Committee  
Historical Committee  
Awards Committee

## Section 3 Additional Duties

In addition to the committee duties described in section 1, each committee shall perform additional duties as may be delegated by the board of directors or president of the association.

## Section 4

The committee chair and all committee members shall be appointed annually by the President.

## ARTICLE VIII

### CONSTITUTIONAL AMENDMENT

Section 1. Amendments to Constitution. The Constitution may be amended at any regular meeting of the Iowa Chapter by a vote of two-thirds (2/3) of the members present. Proposed changes shall be published to the membership at least 30 days prior to the vote. Publication may be made by newsletter, mail or posting on the official chapter website.

### ARTICLE IX OFFICIAL ORDER OF BUSINESS DURING THE ANNUAL GENERAL MEETING

Section 1. Order of Business.

- A. Opening ceremony.
- B. Prayer by the President or State Chapter Chaplain.
- C. Pledge to the United States flag.

- D. Roll call of officers.
- E. Reading of previous year's annual meeting minutes if not published 30 days prior to the meeting.
- F. Report on new applications for membership.
- G. Officers reports.
- H. Report of committees.
- I. Bills are called for by the chair.
- J. Communications as called for by the chair.
- K. Other business to come before the membership
- L. Adjourn