

# INTERNATIONAL ASSOCIATION of ARSON INVESTIGATORS (IAAI) OKLAHOMA CHAPTER CONSTITUTION AND BYLAWS

(Updated 2008)

## ***ARTICLE I – NAME AND OBJECTIVE***

### **Section 1**

**Name.** This organization shall be known as the Oklahoma Chapter of the International Association of Arson Investigators and is hereinafter referred to as the Oklahoma Chapter or, the Chapter.

### **Section 2**

**Objectives.** Objectives and purposes of the Oklahoma Chapter 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 the exchange of technical information and developments.
- c) To encourage cooperation between public service agencies and associations to further the suppression of arson.
- d) To encourage high professional standards of conduct among fire investigators and to continually strive to eliminate all factors which interfere with administration of crime suppression.
- e) To foster greater professional competence in the investigative technique and recognition of the crime of arson.

## ***ARTICLE II – MEMBERSHIP***

### **Section 1**

**Active Membership.** Any representative of government or a government agency and any representative of a business or industrial concern who is actively engaged in some phase of the suppression of arson or administration of justice at the time the representative makes application shall be eligible for active membership on application, provided such person possesses the other qualifications for membership in the discretion of the Chapter Board and provided such person is not less than eighteen (18) years of age at the time he/she makes application.

### **Section 2**

**Associate Membership.** Persons not qualified for active memberships may become associate members, after determination of their qualifications by the Chapter Board. Associate members shall have the privileges of an active member, except voting and holding office.

### **Section 3**

**Honorary Life Membership.** Honorary Life Membership in the Oklahoma Chapter is subject to approval of the Chapter Board.

Criteria for life membership:

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

### **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 \$100 annually. Individuals, organizations, businesses, firms, corporations, and other parties interested in carrying out the objectives and purposes of the Oklahoma Chapter may be granted sustaining membership subject to approval of the Chapter Board.

### **Section 5**

**Eligibility for Membership.** Membership in the State Chapter shall be limited to public and private officials, persons or agencies involved in the field of fire investigation, subject to approval of the Chapter Board.

### **Section 6**

**Personal Qualifications.** Prior to voting upon each application, the Membership committee shall give due consideration to the following, among other qualifications it deems applicable, to wit: (1) the personal character and reputation of the applicant, (2) the nature, character, and reputation of the applicant's business, (3) the character and reputation of the applicant's employer and associates, and (4) the general nature, character, and reputation of the principal business of the applicant's employer and associates. No person shall be eligible for any class of membership if he/she has been a member, or is presently a member, or becomes a member of a subversive organization or any organization whose objectives and operations are inconsistent with the purposes of the Oklahoma Chapter.

## ***ARTICLE III - ELECTION, TERMS AND OFFICERS***

### **Section 1**

**Eligibility for Office:**

- a) Must have been an Active Member of the Oklahoma Chapter for at least two (2) years.
- b) Must be a member of the International Association of Arson Investigators.
- c) An Officer may not succeed himself/herself except for the Secretary/Treasurer and/or the Executive Secretary position as described in Section 4 below.

## Section 2

**Officers.** The Officers of the Oklahoma Chapter shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary/Treasurer and Executive Secretary. The President and 1<sup>st</sup> Vice President positions are achieved by succession [see Section 4, Paragraph a), below]. The 2<sup>nd</sup> Vice President, Secretary/Treasurer and Executive Secretary positions are filled by election [see Section 6, below].

a) To be eligible for the offices of President, 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice President, the candidate must have been on the Oklahoma Chapter Board for at least two (2) years.

## Section 3

**Board of Directors.** The Board of Directors shall consist of the Immediate Past President and six (6) additional eligible members duly elected [see Section 6, below].

## Section 4

### Terms of Office.

- a) The length of term for President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President shall be one (1) year in each respective position. Upon completion of said term, the officer shall automatically rotate into the next position in ascending order (i.e. – 2<sup>nd</sup> VP to 1<sup>st</sup> VP, 1<sup>st</sup> VP to President). At the completion of his/her one (1) year term, the President shall automatically rotate into the Immediate Past President position for a period of one (1) year, at which time said individual shall no longer be a board member unless duly re-elected or appointed according to the provisions of this document.
- b) The length of term for the Secretary/Treasurer shall be three (3) years.
- c) The length of term for the Executive Secretary shall be five (5) years.
- d) The lengths of term for elected Members of the Board of Directors shall be:
- |                                   |   |         |
|-----------------------------------|---|---------|
| 1 <sup>st</sup> Year Board Member | - | 3 Years |
| 2 <sup>nd</sup> Year Board Member | - | 2 Years |
| 3 <sup>rd</sup> Year Board Member | - | 1 Year  |
- (Not Elected - Immediate Past President)  
(Past Presidents beyond one (1) year may serve on the Board, but shall not vote.)

## Section 5

**Vacancies.** In the event of a vacancy occurring on the Board of Directors between annual meetings, the vacancy shall be filled by the President. 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 in the Office of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Executive Secretary or Secretary/Treasurer between annual meetings, the vacancy shall be filled by the Board of Directors, and the newly appointed Officer or Officers shall hold the office only until the next annual meeting.

## Section 6

**Election.** All elected positions shall be filled by a plurality vote of the membership present at the annual meeting.

## **Section 7**

**Nominating Procedure.** Nominations for 2<sup>nd</sup> Vice President, Secretary/Treasurer, Executive Secretary, and the Board of Directors shall be in writing to the nominating committee on or before the day preceding the annual business meeting.

## ***ARTICLE IV - GOVERNMENT***

### **Section 1**

The Government of the Oklahoma Chapter shall be vested in the Chapter Board, also referred to as the Board, consisting of the President, the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President, Executive Secretary, Secretary/Treasurer, Immediate Past President and six (6) elected Directors. Seven (7) members of the Board shall constitute a quorum.

### **Section 2**

**Duties and Powers.** The Board shall have full power to initiate and transact any kind of business necessary to the existence of the organization and the observance of its purposes. The Board, with the direction of the appropriate committees, shall determine the date and location of the annual meeting and any other training seminars and shall outline the program of activities for that particular event. The Board shall have general powers to direct, control, and supervise the affairs of the Oklahoma Chapter.

### **Section 3**

**President.** The President shall be the Chief Executive Officer of the Oklahoma Chapter, and it shall be his/her responsibility to supervise and coordinate the activities of the Oklahoma Chapter, and to preside at meetings of the Oklahoma Chapter and of the Board. The President shall appoint appropriate committees for the conduct of the activities of the Oklahoma Chapter and shall require reports at each annual meeting, and as otherwise desired from the committees so appointed and from the Officers of the Oklahoma Chapter.

### **Section 4**

**1<sup>st</sup> Vice President.** In the absence of the President, the 1<sup>st</sup> Vice President shall be the Chief Executive Officer and shall act as such. It shall be the duty of the 1<sup>st</sup> Vice President to obtain speakers for all functions of the Oklahoma Chapter. The 1<sup>st</sup> Vice President shall chair the Annual Conference Planning Committees.

### **Section 5**

**2<sup>nd</sup> Vice President.** In the absence of the President and the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall be the Chief Executive Officer and shall act as such. The 2<sup>nd</sup> Vice President shall be Chairman of the Audit Committee. The 2<sup>nd</sup> Vice President shall chair the Regional Seminar and Finance Committees.

### **Section 6**

**Secretary/Treasurer.** The Secretary/Treasurer shall keep the records and minutes of the organization, the constitution, and all other documents of value. The Secretary/Treasurer, in conjunction with the Executive Secretary, shall be a custodian and depositor of the funds of the organization, shall disburse such funds by check

as authorized by the Board for purposes which promote the welfare and objectives of this organization. The Secretary/Treasurer and Executive Secretary shall render a complete summary of all income disbursements and balances whenever requested by the Board and to Members upon request. The Secretary/Treasurer shall receive and acknowledge all communications of the Oklahoma Chapter addressed to him/her or that may be submitted to him/her from Officers of the I.A.A.I. and perform such duties as assigned by the President. The Secretary/Treasurer shall serve on the Finance Committee.

## **Section 7**

**Executive Secretary.** Duties shall include, but not be limited to, the keeping of records of applications for membership, renewals, and shall maintain currently the roll of Members and other documents of value. The Executive Secretary, in conjunction with the Secretary/Treasurer, shall be a custodian and depositor of the funds of the organization, shall disburse such funds by check as authorized by the Board for purposes which promote the welfare and objectives of this organization. The Executive Secretary and the Secretary/Treasurer shall render a complete summary of all income, disbursements, and balances whenever requested by the Board and to Members at each regular meeting. The Executive Secretary shall receive and acknowledge communications of the Oklahoma Chapter addressed to him/her or that may be submitted to him/her from Officers of the I.A.A.I. and perform such duties as assigned by the President. The Executive Secretary shall chair the Communication Committee and serve on the Finance Committee.

## **Section 8**

**Sergeant at Arms.** The 1<sup>st</sup> Year Board Members shall serve as the Sergeants at Arms. They shall perform such duties as prescribed by the President.

## **Section 9**

**Ex-Officio Members.** Legal Counsel shall be included as Ex-Officio Members and shall have the privilege of attending and participating in all meetings of the Board, but shall not have voting power in such meetings. The duties shall be prescribed by the President with approval of the Board.

## **Section 10**

**Removal from office and/or membership.** The Board shall have the power to remove from office any Officer or Member of the Chapter for any of the following:

- a) Conduct or actions that would tend to discredit or lead to disrepute of the State Chapter or International Association.
- b) Failure of any Board Member to comply with Article II, Section 5.
- c) For good cause as submitted in writing by any Officer or Member in good standing with the organization.

Any Officer or Member shall have the right to appeal, provided his/her request is received in writing at least thirty (30) days following their removal.

## **ARTICLE V – COMMITTEES**

### **Section 1**

**Standing Committees.** The following committees shall be standing full time committees of the Oklahoma Chapter.

- a) **Annual Conference Planning Committee.** This committee shall be responsible for the selection of a site and the planning of all activities and programs to be presented at the annual conference. The committee shall ensure contracts are complied with by all involved parties. The 1<sup>st</sup> Vice President shall chair this committee.
- b) **Nominating Committee.** This committee shall be responsible for encouraging, soliciting, receiving, and screening all nominations received for the positions of 2<sup>nd</sup> Vice President, Executive Secretary, Secretary/Treasurer, and the Board of Directors of the Oklahoma Chapter. The committee shall distribute and tabulate the voting ballots under the supervision of the Sergeants at Arms. The Immediate Past President shall chair this committee.
- c) **Finance Committee.** This committee shall be responsible for all financial matters involving dues, expenses, income, merchandising, salaries, budgeting, and/or honorariums incurred by or on behalf of the Oklahoma Chapter. An annual audit will be conducted by this committee in accordance with Article VI, Section 2. The 2<sup>nd</sup> Vice President shall chair this committee.
- d) **Regional Seminar Committee.** This committee shall be responsible for encouraging, soliciting, and receiving all requests for training of the Oklahoma Chapter. The committee shall be responsible for planning all training and education seminars other than the annual conference. The 2<sup>nd</sup> Vice President shall chair this committee.
- e) **Membership and Review Committee.** This committee shall promote, encourage, and solicit membership. The committee shall advise the officers, directors, and members of the Oklahoma Chapter on any matters pertaining to the Constitution and By-laws. In the event of proposed changes, it shall 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 Oklahoma Chapter. The committee shall be responsible for reviewing and screening any document of membership, registration, certification, contract, and correspondence to ensure compliance with the minimum standards of the Oklahoma Chapter. The President shall chair this committee.
  - e.1.) **Ethical Practice.** In the event a complaint is filed against any Oklahoma IAAI member, a committee shall be appointed by the President to investigate and report back to the Executive Board its findings. IAAI guidelines shall be followed.
- f) **Communication Committee.** This committee shall be responsible for gathering, reviewing, editing, development, and distribution of articles, letters, and other informative/educational materials. The committee shall assure that contracts are complied with by both sides. The Executive Secretary shall chair this committee.

- g) **Investigator Certification Committee.** This committee shall promote, encourage, and assist all applicants by distributing, receiving, reviewing, and test monitoring the Fire Investigator Certification program as outlined by the International Association of Arson Investigators, Inc. The President shall appoint the chair of this committee.
- h) **Merchandising Committee.** This committee shall be responsible for the development and distribution of any item of merchandise bearing the name and/or logo of the Oklahoma Chapter. This committee shall work in conjunction with the Finance Committee for the feasibility of any marketable merchandise. This committee shall provide a budget to the Executive Board at the first board meeting following the Annual conference. This committee shall provide a summary of account to include all expense vouchers and sales receipts to the Secretary/Treasurer at each Board meeting and as prescribed by the President. This committee shall assure that contract(s) are complied with by both parties. The President shall appoint the chair of this committee.
- i) **Awards Committee.** This committee shall be responsible for all presentations of award(s) that are given in recognition for outstanding service that was performed on behalf of the Oklahoma Chapter. Certain guideline criteria may be required for some recipient awards. This committee shall receive and review all award nominations and make recommendation(s) to the Executive Board for approval. Some of the awards presented shall include the Investigator of the Year, Certificate(s) of Merit, and Outgoing President Plaque. All awards shall be presented at the annual meeting, unless otherwise specified by the President with the approval of the Board. The Immediate Past President shall chair this committee.

## **Section 2**

**Additional Duties.** In addition to the duties described, each Committee shall perform additional duties as may be delegated by the President.

## **Section 3**

All Committees shall meet as necessary to accomplish their respective tasks as prescribed and report at each Board meeting.

# ***ARTICLE VI – MISCELLANEOUS PROCEDURES***

## **Section 1**

**Dues.** Dues for Active and Associate membership in the Oklahoma Chapter shall become due and payable on November 1 of each year. The amount shall be approved by the Board and any change voted on by 2/3 majority of the membership present at the Annual Meeting.

## **Section 2**

**Audit.** The Finance Committee shall make an audit of the accounts of the Secretary/Treasurer at each meeting and shall verify all assets and liabilities of the Oklahoma Chapter.

### **Section 3**

**Gifts and Grants.** All gifts or grants to the Oklahoma Chapter may be accepted by the Board. The Secretary/Treasurer shall make proper acknowledgment of all such gifts or grants accepted.

## ***ARTICLE VII – REQUIREMENTS***

### **Section 1**

**Requirements.** This constitution may be amended at any regular or special meeting of the Oklahoma Chapter by a two-thirds (2/3) majority vote of the Members present.

## ***ARTICLE VIII – OFFICIAL ORDER OF BUSINESS***

### **Section 1**

The order of business for the annual conference shall be:

- a) Opening Ceremony
- b) Prayer
- c) Pledge of Allegiance

The order of business for the annual meeting shall be:

- a) Roll Call of Officers
- b) Reading of Minutes
- c) Report on new applicants for Membership
- d) Officers Report
- e) Report of Committees
- f) Business from the floor called for by the Chair