

1
2 ARIZONA CHAPTER
3 INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.
4 CONSTITUTION AND BY-LAWS

5 REVISED SEPTEMBER 9, 2005
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9 ARTICLE I
10 NAME AND OBJECTIVE
11

12 SECTION 1: NAME; The ARIZONA CHAPTER of the INTERNATIONAL
13 ASSOCIATION OF ARSON INVESTIGATORS, INC. will hereinafter be
14 referred to as the "Chapter".
15

16 SECTION 2: OBJECTIVE; The objectives and purpose of the Chapter
17 are;

18 a. To unite for mutual benefit those public officials or private
19 concerns engaged in the control of arson and kindred crimes.

20 b. To provide for exchange of technical information and
21 developments.

22 c. To encourage cooperation between public service agencies and
23 associations to further the suppression of arson.

24 d. To encourage high professional standards of conduct among arson
25 investigators and to continually strive to eliminate all factors
26 which interfere with administration of crime suppression.

27 e. To foster greater professional competence in the investigative
28 technique and recognition of the crime of arson.
29

30 ARTICLE II
31 MEMBERSHIP
32

33 SECTION 1: ACTIVE MEMBERSHIP; Membership in the International and
34 payment of initiation fees and dues.
35

36 SECTION 2: ASSOCIATE MEMBERSHIP; Approval of the Chapter
37 Membership Committee and payment of dues and initiation fees.
38

39 SECTION 3: LIFE MEMBERSHIP; Awarded by the Board of Directors of
40 the Chapter.
41

42 SECTION 4: SUSTAINING MEMBERSHIP; As per the International
43 guidelines except the Chapter Board will set the cost of
44 Membership.
45

46 SECTION 5: PERSONAL QUALIFICATIONS; Same as International By-laws.
47

48 SECTION 6: MEMBERSHIP APPROVAL; Same as International By-laws.
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51
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53

ARTICLE III
ELECTION, TERMS AND OFFICES

SECTION 1: ELIGIBILITY FOR OFFICE;

- a. Must have been an Active Member of the Chapter in good standing for at least two years to run for the Board.
- b. Must be a Member in good standing of the International.
- c. An Officer may not succeed themselves.
- d. Must have served two years on the Board to run for the elected position of Second Vice-President.

SECTION 2: OFFICERS; The Officers for the Chapter are as follows, President, First Vice-President, ~~and~~ Second Vice-President, Secretary, ~~and~~ Treasurer, **Sergeant-at-Arms and Historian.** The offices of President, First Vice-President and Second Vice-President shall be elected by the Active members of the Chapter present in person or by absentee ballot at the Annual Meeting. The Secretary, Treasurer, Sergeant-at-Arms and Historian shall be appointed by the President.

SECTION 3: BOARD OF DIRECTORS; The board of Directors consists of the officers and six other duly elected Active Members.

SECTION 4: TERMS OF OFFICE:

- a. ~~Each duly elected Officer~~ **The President, First Vice-President and Second Vice-President** shall serve a one-year term and shall not succeed themselves.
- b. The **duly** elected **Active** Members of the Board of Directors shall serve a three-year term. The terms shall be arranged that two Board terms are up each year.
- c. Second Vice-President shall advance until reaching the Office of President.
- d. ~~No~~ **Members** of the Board of **Directors** shall **not** succeed themselves from an expiring two full terms.
- e. The Chapter year starts October 1st, and changes in Officers will take effect on this date.
- f. **The Secretary, Treasurer, Sergeant-at-Arms and Historian shall serve in office until resignation, removal by the President, or removal pursuant to Article IV, Section 11 of the Constitution and Bylaws.**

SECTION 5: VACANCIES; In the event of a vacancy occurring on the Board of Directors between Annual Meetings, the vacancy or vacancies shall be filled by the President. The appointed Member or Members of the Board of Directors shall hold office only until the next Annual Meeting. The vacant position shall be filled by election for the remaining portion of the original term. In the event of a vacancy in the Office of President, First Vice-President, or Second Vice President between Annual Meetings, the vacancy or vacancies shall be filled by the Board of Directors and the newly appointed Officers shall hold office only until the

106 next Annual Meeting. If a Member of the Board of Directors fills
107 the vacant Officer position, the Board seat will not be filled and
108 the time will be counted as Board time. In event, that more than
109 one Officer position is vacant at the time of the Annual Meeting
110 the elected Officer will move up and the lesser chair will be
111 filled by election.

112

113 **SECTION 6: ELECTIONS;**

114 a. The ~~Officers~~ **President, First Vice-President, Second Vice-**
115 **President and Members of the Board of Directors** shall be elected
116 **by the Active members of the Chapter present in person or by**
117 **absentee ballot** at the Annual Meeting of the Chapter.

118 b. Past Presidents must serve an elected term on the Board before
119 running for the Office of Second Vice-President a second time.

120 c. Active members may receive and cast their ballots upon proper
121 verification of active membership.

122 d. Active members who wish to vote by mail ballot may do so prior
123 to the Annual Meeting in a manner prescribed by the Board of
124 Directors or its designee.

125

126 **SECTION 7: NOMINATING PROCEDURES;** Any Member meeting the
127 eligibility for office requirements may be nominated for the Board
128 of Directors or Second Vice-President to the Nominating Committee.
129 The Nominating Committee is made up of Past Presidents in good
130 standing.

131

132

133 **ARTICLE IV**
134 **GOVERNMENT**

135

136 **SECTION 1: BOARD OF DIRECTORS;** The government of the Chapter shall
137 be vested in the Board of Directors. Four members of the Board
138 shall constitute a quorum.

139

140 **SECTION 2: DUTIES AND POWERS;** The Board shall have full powers to
141 initiate and transact all kinds of business necessary to the
142 existence of the Chapter and the observance of its purpose. The
143 Board shall determine the date and location of the Annual Meeting
144 and shall outline the program of activities during such Meeting.
145 They shall have general powers to direct, control, and supervise
146 the affairs of the Chapter. All Officers of the Chapter are
147 expected to encourage, aid, and assist in every way possible in
148 the development and activities of the Chapter.

149

150 **SECTION 3: PRESIDENT;** The President shall be the Chief Executive
151 Officer of the Chapter and it shall be his/her responsibility to
152 supervise and coordinate the activities of the Chapter and to
153 preside at Meetings of the Chapter and of the Board of Directors.
154 He/she shall appoint appropriate Committees for the conduct of the
155 activities of the Chapter and at each Annual Meeting of the
156 Chapter, he/she shall announce to the Membership those individuals
157 appointed to serve on all Standing Committees. In addition, he/she
158 shall require reports at each Annual Meeting, and otherwise
desired from the Committees so appointed and the Officers of the

159 Chapter.

160

161 **SECTION 4: FIRST VICE-PRESIDENT;** In the absence of the President,
162 the First Vice-President shall be the Chief Executive Officer and
163 shall act as such. He/she shall also act as Chairperson of the
164 Finance and audit Committee. He/she shall be responsible for the
165 filing of the Annual Tax reports, both State and Federal.

166

167 **SECTION 5: SECOND VICE-PRESIDENT;** In the absence of the President
168 and First Vice-President, the Second Vice-President shall perform
169 the duties of the President. He/she shall serve on the Finance
170 Committee.

171

172 **SECTION 6: SECRETARY;** The Secretary shall keep the records and
173 minutes of the Chapter and shall maintain currently the roll of
174 Members, the Constitution, and all other documents of value. It
175 shall be the Secretary's duty to receive and acknowledge all
176 communications of the Chapter or that may be submitted to the
177 Secretary by Officers of the Chapter and perform such duties as
178 assigned by the President. The Secretary shall prepare and file
179 the State Incorporation Papers. The Secretary may receive a
180 monthly compensation for duties he/she performs as part of the
181 Secretary position. That compensation shall be negotiable,
182 dependent upon the Chapter's financial standing. The amount shall
183 be reviewed yearly.

184

185 **SECTION 7: Treasurer;** The Treasurer shall be custodian and sole
186 depositor of the general funds of the Chapter and shall disburse
187 such funds by check as herein authorized or upon approval of the
188 Board of Directors for purposes which promote the welfare and
189 objectives of the Chapter. In the absence of the Treasurer, the
190 second signer on the checking account may act in the Secretaries
191 behalf. The Treasurer shall render a complete summary of all
192 income, disbursements and balances whenever requested by the Board
193 and to the Members at each regular Meeting. A written copy of this
194 report shall be made available to any Member upon request. The
195 Treasurer shall furnish bond to the Chapter in the form and amount
196 as designated by the Board, the cost thereof to be paid by the
197 Chapter. The Treasurer shall prepare the information for the
198 Annual Tax Reports and submit them to the Finance Chair for
199 proper filing. The Treasurer may receive a monthly compensation
200 for duties he/she performs as part of the Treasurer position.
201 That compensation shall be negotiable, dependent upon the
202 Chapter's financial standing. The amount shall be reviewed
203 yearly.

204

205 **SECTION 8: Sergeant-at-Arms;** The Sergeant-at-Arms shall be
206 responsible for maintaining the proper decorum at all scheduled
207 meetings of the Board of Directors. The Sergeant-at-Arms shall
208 have the authority to request anyone in attendance at a scheduled
209 meeting of the Board of Directors who is causing an undue
210 disturbance to refrain from such disturbance or to leave the
211 meeting room if such disturbance is not refrained. This authority

212 shall not extend to any physical contact with anyone.
213

214 **SECTION 9: Historian;** The Historian shall be custodian of all
215 photographs, documents, and other memorabilia of the Arizona
216 Chapter. The Historian shall be responsible for maintaining all
217 such items of the Arizona Chapter in a central repository in an
218 organized manner, so that the history of the Arizona Chapter will
219 be preserved and memorialized. The outgoing Historian shall
220 deliver the collection of photographs, documents and other
221 memorabilia to the incoming Historian, so that there will be no
222 discontinuity of maintaining the historical records of the
223 Arizona Chapter.
224

225 **SECTION 8 10: EX-OFFICIO MEMBERS;** All retiring Presidents shall
226 become ex-officio members of the Board of Directors. They shall
227 have the privilege of attending and participating in all meetings
228 of the Board, but shall not have voting power in such meetings.
229

230 **SECTION 9 11: REMOVAL FROM OFFICE AND OR MEMBERSHIP;** The Board of
231 Directors shall have the power to remove from office **or membership**
232 any Officer or Member of the Chapter for any of the following;
233 a. Conduct or actions that would tend to discredit or lead to
234 disrepute of the Chapter or International.
235 b. For good cause as submitted in writing by the Ethical
236 Practices and Grievance Committee.
237 Any Officer or Member shall have the right to appeal **the removal**
238 **from office or membership**, provided ~~their~~ **a written** request
239 **challenging the removal** is received ~~in writing~~ **by the President** at
240 ~~least~~ **no later than** thirty days following the **date of** removal.
241

242 **ARTICLE V**
243 **MEETINGS**
244

245 **SECTION 1: ANNUAL;** The Annual Meeting shall be held at such time
246 and place as may be fixed by the Board of Directors. Notice hereof
247 shall be mailed to each Member at their last known address, not
248 less than 30 days in advance. Elections shall occur and other
249 business may be presented at the Annual Meeting. When any question
250 comes before the Meeting not specifically provided for herein, the
251 Presiding Officer shall be governed in their decision, by the
252 rules laid down in "Roberts Rules of Order"
253

254 **SECTION 2: SPECIAL;** Special Meetings may be called by order of the
255 Board of Directors at such time and place fixed by the Board,
256 giving due notice thereof to all Members at least 10 days in
257 advance.
258

259 **SECTION 3: BOARD of DIRECTORS;** The Board of Directors shall meet
260 at anytime or place upon call of the President or of any 5 Members
261 of the Board. The Board must meet at least 3 times a year.
262

263 **ARTICLE VI**
264 **COMMITTEES:**
265

266 **SECTION 1: STANDING COMMITTEES;** The following Committees shall be
267 Standing Committees of the Chapter:

- 268 A: Finance & Audit
269 B: By-laws
270 C: Ethical Practice & Grievance
271 D: Nominating
272 E: Membership
273 F: Certification
274 G: Education
275 H: Arizona Arson Crime Awareness Program
276

277 **SECTION 2: STANDARD OPERATION PROCEDURES;—**

- 278 a. The Standard Operating Procedures (SOPS) for each Standing
279 Committee shall be established and then reviewed by the Board
280 of Directors as needed.
281 b. Nominating Committee. The duties of the Nominating Committee
282 shall include the publication and procedures for absentee
283 voting, the administration of the voting at the Annual
284 Meeting, and the security and tallying of all votes cast.
285

286 **ARTICLE VII**
287 **FINANCE:**
288

289 **SECTION 1: DUES:** Dues for Active and Associate Membership in the
290 Chapter shall be \$25.00 a year. Dues for active, membership shall
291 coincide with the renewal date for international membership, and
292 associate membership in the chapter shall be April 1st to March
293 31st. The fiscal year of the chapter shall be October 1st to
294 September 30th.
295

296 **SECTION 2: AUDIT;** The Finance and Audit Committee shall make an
297 audit of the accounts of the Executive Secretary at each Meeting
298 and shall verify all assets and liabilities of the Chapter.
299

300 **SECTION 3: GIFTS OR GRANTS;** All gifts or grants to the Chapter may
301 be accepted by the Board of Directors. The Executive Secretary
302 shall make proper acknowledgments of all such gifts or grants
303 accepted.
304

305 **SECTION 4: BUDGET;** The officers of the Chapter shall submit a
306 budget for the next fiscal year to the Finance Committee
307 forty-five days before the start of the new year. The Finance
308 Committee will review and make recommendations and submit the
309 budget to the Board for approval or disapproval. The Board must
310 have the budget at least fifteen days before the start of the
311 next year. If the budget is disapproved by the Board, then the
312 Board, Officers, and Finance Committee shall meet to reach an
313 agreement to finalize the budget.
314

315 **ARTICLE VIII**

316 **REQUIREMENTS**

- 317
- 318 **SECTION 1: AMENDMENT OF BY-LAWS AND STANDARD OPERATING PROCEDURES;**
- 319 **a.** Proposed By-law and Committee Standard Operating Procedures
- 320 (SOPS) changes must be submitted to the By-Laws Committee
- 321 before presentation to the Chapter.
- 322 **b.** The By-laws may be amended at any regular or special Meeting of
- 323 the Chapter by a vote of two-thirds of the Members present,
- 324 providing they are not found to be in conflict with the
- 325 International By-laws by the Chapter By-Laws Committee.
- 326 International By-Laws shall apply to items not covered by the
- 327 Chapter By-Laws.
- 328

329 **SECTION 2: Absentee Ballot; Active members who wish to vote by**

330 **mail ballot shall do so prior to the Annual Meeting in a manner**

331 **prescribed by the Board of Directors or its designee.**

332

333 **ARTICLE IX**

334 **OFFICIAL ORDER OF BUSINESS**

335

- 336 **SECTION 1: ORDER OF BUSINESS: Meetings shall be:**
- 337 **a.** Opening Ceremony
- 338 **b.** Prayer by the President
- 339 **c.** Pledge to the U. S. Flag
- 340 **d.** Roll call of Officers
- 341 **e.** Reading of the minutes
- 342 **f.** Officers reports
- 343 **g.** Committee reports
- 344 **h.** Bills are called for by the chair
- 345 **i.** Communications

BYLAWS REVISIONS

346
347
348 DATE REVISION
349
350 2/29/88
351 ARTICLE IV, SECTION 6, LINE 11, Add General before the word
352 funds.
353
354 2/29/88
355 ARTICLE IV, SECTION 6, LINE 14, Add In the absence of the
356 Secretary, the second signer on the checking account may act
357 in the secretaries behalf.
358
359 9/16/88
360 ARTICLE II, SECTION 5, Delete except the body votes to
361 accept members.
362
363 9/89
364 ARTICLE VII, Add SECTION 6: BUDGET; The officers of the
365 Chapter shall submit a budget for the next fiscal year to
366 the Finance Committee forty-five days before the start of
367 the new year. The Finance Committee will review and make
368 recommendations and submit the budget to the Board for
369 approval or disapproval. The Board must have the budget at
370 least fifteen days before the start of the next year. If the
371 budget is disapproved by the Board, then the Board,
372 Officers, and Finance Committee shall meet to reach an
373 agreement to finalize the budget.
374
375 9/93
376 ARTICLE III SECTION 1: ITEM a. Change "three years" to
377 "two years".
378
379 ARTICLE III SECTION 2: Add "Secretary/Treasurer"
380
381 ARTICLE III SECTION 3: Delete "plus the Immediate past
382 President"
383
384 ARTICLE IV SECTION 1: Add "four members of the Board shall
385 constitute a quorum."
386
387 ARTICLE IV SECTION 6: Replace "Executive Secretary" with
388 "Secretary/Treasurer"
389
390 Add, "The Secretary/Treasurer shall receive a monthly
391 compensation for duties he/she performs as part or the
392 Secretary/Treasurer position. That compensation shall
393 be negotiable, dependent upon the Chapter's financial
394 standing. The amount shall be reviewed yearly."
395
396

397 ARTICLE IV SECTION 7: Change to SECTION 8:
398

399 ARTICLE IV SECTION 7: Add EX-OFFICIO MEMBERS. All retiring
400 Presidents shall become ex-officio members of the Board of
401 Directors. They shall have the privilege of attending and
402 participating in all meetings of the Board, but shall not
403 have voting power in such meetings.
404

405 ARTICLE VII SECTION 1: Add "The fiscal year of the Chapter
406 shall be October 1st - September 30th."
407
408

409 07/94

410 Article III Section 1: Item "d", Change "three years" to "two
411 years". It will read, Must have served "two years" on the
412 board to run for the elected position of second vice-
413 president.
414

415 Article VII Section 1 Change "\$10.00 a year" to \$25.00 a
416 year. It will read: Dues for Active and Associate Membership
417 in the Chapter shall be \$25.00 a year.
418

419 Article VII Section 2, Change initiation fee of \$5.00 to
420 \$10.00. It will read: Initiation fee of \$10.00 must be paid
421 when applying or reapplying for membership in the chapter.
422

423 06/06/97

424 Article VII Section 1 Change "Dues for active and associate
425 membership in the chapter shall be October 1st to September
426 30th". It will read: Dues for active and associate
427 membership in the chapter shall be April 1st to March 31st.
428

429 06/12/98

430 Article VI Section 1 Add "H. Arizona Advisory Committee on
431 Arson Prevention"
432

433 10/25/00

434 Article III Section 2 From "and Secretary/Treasurer" to
435 Secretary and Treasurer. Note: Separation proposed at the
436 July 2000 Board Meeting and approved during the October 2000
437 General Meeting.
438

438 10/25/00

439 Article IV Government, Section 6 and Section 7 and
440 renumbering Section 7 and Section 8 to reflect the
441 separation of the separation of positions and duties of the
442 Secretary and Treasurer positions. Note: Separation proposed
443 at the July 2000 Board Meeting and approved during the
444 October 2000 General Meeting.
445

446 9/5/03

447 Article IV Government, Section 4, 5, 6 & 7 to add additional
448 duties of First Vice-President, Second Vice-President,
449 Secretary and Treasurer; Article VI, Section 2 to provide for
450 absentee balloting; Article VIII, Section 2 to provide for

451 absentee balloting.

452

453 9/9/05

454 Article III, Sections 2, 4 and 6 to add additional appointed
455 offices of sergeant-at-arms and historian and to clarify
456 which officers are elected and which are appointed; Article
457 IV to clarify section 11 as to the procedure for removal of
458 an officer or member and to renumber sections 8 and 9 as 10
459 and 11 respectively and to add new sections 8 and 9 to
460 describe the duties of sergeant-at-arms and historian.