

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

5 REVISED July 2011
6

7 ARTICLE I
8 NAME AND OBJECTIVE
9

10 SECTION 1: NAMES:
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12 The ARIZONA CHAPTER of the INTERNATIONAL ASSOCIATION OF ARSON
13 INVESTIGATORS, INC. will hereinafter be referred to as the
14 "Chapter."
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16 The Board of Directors of the Chapter will hereinafter be referred
17 to as the "Board."
18

19 The International Association of Arson Investigators will
20 hereinafter be referred to as "International."
21

22 SECTION 2: OBJECTIVE: The objectives and purpose of the Chapter
23 are:

- 24 a. To unite for mutual benefit those public officials or private
25 concerns engaged in the control of arson and kindred crimes.
26 b. To provide for exchange of technical information and
27 developments.
28 c. To encourage cooperation between public service agencies and
29 associations to further the suppression of arson.
30 d. To encourage high professional standards of conduct among
31 arson investigators and to continually strive to eliminate
32 all factors which interfere with administration of crime
33 suppression.
34 e. To foster greater professional competence in the
35 investigative technique and recognition of the crime of
36 arson.
37

38 ARTICLE II
39 MEMBERSHIP
40

41 SECTION 1: DUAL MEMBERSHIP; Membership in the International and
42 payment of initiation fees and dues to include International and
43 Chapter.
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45 SECTION 2: ASSOCIATE MEMBERSHIP: Membership in the Chapter, upon
46 recommendation of the Chapter Membership Committee and approval of
47 the Board and payment of Chapter dues and initiation fees, this
48 membership will not enroll a member in the International.
49

50 SECTION 3: PERSONAL QUALIFICATIONS; The Chapter will apply the same
51 qualifications as contained in the International Constitution and
52 bylaws.
53

54 **SECTION 4: MEMBERSHIP APPROVAL;** The Chapter will approve Associate
55 Membership in the same manner as provided by the International
56 Constitution and By-laws. Approval of Dual Membership will be
57 pursuant to the International Constitution and By-laws.

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59 **ARTICLE III**
60 **ELECTION, TERMS AND OFFICES**
61

62 **SECTION 1: ELIGIBILITY FOR OFFICE:**

- 63 a. Must have been a Dual Member in good standing for at least
64 two years to run for the Board.
65 b. Must have served two years on the Board to run for the
66 elected position of Second Vice-President.
67

68 **SECTION 2: OFFICERS:** The Officers for the Chapter are the
69 President, First Vice-President, Second Vice-President, Secretary,
70 Treasurer, Sergeant-at-Arms and Historian.
71

72 **SECTION 3: BOARD OF DIRECTORS:** The Board consists of the officers
73 and six other duly elected Board Members. The offices of
74 Secretary, Treasurer, Sergeant-at-Arms and Historian are non-
75 voting positions.
76

77 **SECTION 4: TERMS OF OFFICE:**

- 78 a. The President, First Vice-President and Second Vice-President
79 shall serve a one-year term and shall not succeed themselves.
80 b. The duly elected Board Members of the Board shall serve a
81 three-year term. The terms shall be arranged so that two
82 Board terms are up each year.
83 c. Members of the Board shall not succeed themselves from an
84 expiring two full terms.
85 d. Changes in Officers, Board Members and Committee memberships
86 will take effect at the conclusion of the Annual Meeting.
87 e. The Secretary, Treasurer, Sergeant-at-Arms and Historian
88 shall serve in office until resignation, removal by the
89 President, or removal pursuant to Article IV, Section 11 of
90 the Constitution and By-laws.
91

92 **SECTION 5: VACANCIES:** In the event of a vacancy occurring on the
93 Board between Annual Meetings, the vacancy or vacancies shall be
94 filled by the President. The appointed Member or Members of the
95 Board shall hold office only until the next Annual Meeting. The
96 vacant position shall be filled by election for the remaining
97 portion of the original term. In the event of a vacancy in the
98 Office of President, First Vice-President, or Second Vice
99 President between Annual Meetings, the vacancy or vacancies shall
100 be filled by the Board and the newly appointed Officers shall hold
101 office only until the next Annual Meeting. If a Member of the
102 Board fills the vacant Officer position, the Board seat will not
103 be filled and the time will be counted as Board time. In the event
104 that more than one Officer position is vacant at the time of the
105 Annual Meeting the elected Officer will move up, and the lesser
106 officer position will be filled by election.

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SECTION 6: ELECTIONS; APPOINTMENTS:

- a. The office of Second Vice-President shall be elected on an annual basis by the ~~Active~~ Dual Members of the Chapter by ballot on the website prior to or at the Annual Meeting in a manner prescribed by the Board or its designee. When the Second Vice-President is elected, the previous Second Vice-President shall automatically become the First Vice-President, and the previous First Vice-President shall automatically become the President. The Secretary, Treasurer, Sergeant-at-Arms and Historian shall be appointed by the president.
- b. Past Presidents must serve an elected term on the Board before running for the Office of Second Vice-President a second time, and must follow the procedures in the By-Laws to run for Second Vice-President, except that a Board Member who was appointed by the Board to fill an unexpired term of President shall be eligible for nomination and election as Second Vice-President immediately after serving as appointed President.
- c. Dual Members may receive and cast their ballots upon proper verification of Dual Membership, prior to or at the Annual Meeting in a manner prescribed by the Board of Directors or its designee.

SECTION 7: NOMINATING PROCEDURES: The name of any Dual Member meeting the eligibility for office requirements may be submitted to the Nominating Committee for the position of Board Member or Second Vice-President

**ARTICLE IV
GOVERNMENT**

SECTION 1: BOARD OF DIRECTORS: The government of the Chapter shall be vested in the Board. Four members of the Board shall constitute a quorum.

SECTION 2: DUTIES AND POWERS: The Board shall have full powers to initiate and transact all kinds of business necessary to the existence of the Chapter and the observance of its purpose. The Board 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 Chapter. All Officers of the Chapter are expected to encourage, aid, and assist in every way possible in the development and activities of the Chapter.

SECTION 3: PRESIDENT: The President shall be the Chief Executive Officer of the Chapter, and it shall be his/her responsibility to supervise and coordinate the activities of the Chapter and to preside at Meetings of the Chapter and of the Board. He/she shall appoint appropriate Committees for the conduct of the activities of the Chapter and at each Annual Meeting of the Chapter, he/she

160 shall announce to the Membership those individuals appointed to
161 serve on all Standing Committees. In addition, he/she shall
162 require reports at each Annual Meeting, and at other meetings as
163 requested by the President from the Committees so appointed and
164 the Officers of the Chapter.
165

166 **SECTION 4: FIRST VICE-PRESIDENT:** In the absence of the President,
167 the First Vice-President shall be the Chief Executive Officer and
168 shall act as such. He/she shall also act as Chairperson of the
169 Finance and Audit Committee. He/she shall be responsible for
170 ensuring the filing of the Annual Tax Report, both State and
171 Federal, is completed. He/she shall oversee all Committee Chairs
172 and ensure SOP's and reports are current and that any proposed
173 amendments to the SOP's are submitted to the Board for its
174 approval.
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176 **SECTION 5: SECOND VICE-PRESIDENT:** In the absence of the President
177 and First Vice-President, the Second Vice-President shall perform
178 the duties of the President. He/she shall serve on the Finance
179 Committee.
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181 **SECTION 6: SECRETARY:** The Secretary shall keep the records and
182 minutes of the Chapter and shall maintain currently the roll of
183 Members, the Constitution, and all other documents of value. It
184 shall be the Secretary's duty to receive and acknowledge all
185 communications of the Chapter or that may be submitted to the
186 Secretary by Officers of the Chapter and perform such duties as
187 assigned by the President. At the sole discretion of the Board,
188 the Secretary may receive a monthly compensation for duties
189 he/she performs as part of the Secretary position. That
190 compensation shall be negotiable, dependent upon the Chapter's
191 financial standing. The amount shall be reviewed yearly.
192

193 **SECTION 7: Treasurer:** The Treasurer shall be custodian and sole
194 depositor of the general funds of the Chapter and shall disburse
195 such funds by check or by electronic payment as herein authorized
196 or upon approval of the Board for purposes which promote the
197 welfare and objectives of the Chapter. The Board shall designate
198 at least one Dual Member of the Chapter to have signatory rights
199 on the Chapter's bank account(s). The Board may designate one or
200 more Dual Members of the Chapter to utilize the Chapter credit
201 card for Chapter purposes, but the Treasurer shall be responsible
202 for the payment of any Chapter credit card statements. In the
203 absence of the Treasurer, the second signer on the checking
204 account may act in the Treasurer's behalf. The Treasurer shall
205 render a complete summary of all income, disbursements and
206 balances whenever requested by the Board and to the Members at
207 each regular Meeting. A written copy of this report shall be made
208 available to any Member upon request. The Chapter shall obtain a
209 bond **on** the Treasurer for the benefit **of** the Chapter in the form
210 and amount as designated by the Board, the cost thereof to be paid
211 by the Chapter. At the sole discretion of the Board, **the**
212 Treasurer may receive a monthly compensation for duties he/she

213 performs as part of the Treasurer position. That compensation
214 shall be negotiable, dependent upon the Chapter's financial
215 standing. The amount shall be reviewed yearly.

216
217 **SECTION 8:** Sergeant-at-Arms: The Sergeant-at-Arms shall be
218 responsible for maintaining the proper decorum at all scheduled
219 meetings of the Board. The Sergeant-at-Arms shall have the
220 authority to request anyone in attendance at a scheduled meeting
221 of the Board who is causing an undue disturbance to refrain from
222 such disturbance or to leave the meeting room if such disturbance
223 is not refrained. This authority shall not extend to any physical
224 contact with anyone.

225
226 **SECTION 9:** Historian: The Historian shall be the custodian of all
227 photographs, documents, and other memorabilia of the Arizona
228 Chapter. The Historian shall be responsible for maintaining all
229 such items of the Arizona Chapter in a central repository in an
230 organized manner, so that the history of the Arizona Chapter will
231 be preserved and memorialized. The outgoing Historian shall
232 deliver the collection of photographs, documents, and other
233 memorabilia to the incoming Historian, so that there will be no
234 discontinuity of maintaining the historical records of the Arizona
235 Chapter. The documents may be electronically scanned and stored,
236 but the original documents shall be preserved for posterity.

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238 **SECTION 10:** EX-OFFICIO MEMBERS: All past Presidents shall become
239 ex-officio members of the Board upon conclusion of their terms.
240 They shall have the privilege of attending and participating in
241 all meetings of the Board, but shall not have voting power in such
242 meetings.

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244 **SECTION 11:** REMOVAL FROM OFFICE AND/OR MEMBERSHIP: The Board shall
245 have the power to remove from office any Officer, Board Member or
246 Member of the Chapter for good cause as determined by the Board.
247 Good cause can be based on evidence presented to or offered by the
248 Board or submitted in writing by the Ethical Practices and
249 Grievance Committee.

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251 Such action of removal shall require a two-thirds (2/3) majority
252 vote of the Board. In such action, the President shall be
253 permitted to vote, regardless of whether there is or is not a tie
254 vote. Any Officer or Member shall have the right to appeal the
255 removal from office or membership, provided a written request
256 challenging the removal is received by the President no later than
257 thirty days following the date of removal.

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260 **ARTICLE V**
261 **MEETINGS**

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263 **SECTION 1:** ANNUAL CHAPTER MEETING: The Annual Chapter Meeting
264 shall be held in July of each year at such time and place as may
265 be fixed by the Board. Notice hereof shall be emailed and/or

266 posted on website for each Member to view, not less than 30 days
267 in advance. Elections results and other business may be presented
268 at the Annual Meeting. When any question comes before the Meeting
269 not specifically provided for herein, the Presiding Officer shall
270 be governed in their decision, by the rules laid down in "Roberts
271 Rules of Order." Executive Sessions are permitted in the same
272 manner as outlined in Article V, Section 3.
273

274 **SECTION 2: SPECIAL CHAPTER MEETING:** Special Chapter Meetings may
275 be called by order of the Board at such time and place fixed by
276 the Board, giving due notice thereof to all Members at least 10
277 days in advance.
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279 **SECTION 3: VOTING BALLOTS:** All Dual Members who wish to vote by
280 ballot shall do so prior to or at the Annual Meeting in a manner
281 prescribed by the Board of Directors or its designee.
282

283 **SECTION 4: BOARD of DIRECTORS MEETINGS:**
284

- 285 **a. CALL OF MEETINGS:** The Board shall meet at anytime or place
286 upon call of the President or of any five voting Members of
287 the Board. The Board must meet at least 3 times a year.
288 **b. QUORUM:** In order to take action, there must be a quorum of
289 four voting members of the Board.
290 **c. EXECUTIVE SESSION:** During a Board meeting, and at the request
291 of any voting Board member, the Board may go into executive
292 session to discuss personal matters that may affect the Board
293 or the Chapter. Any statements made during executive session
294 should not be made public. No action shall be taken during an
295 executive session.
296 **d. VOTING:** Unless otherwise provided in the Constitution and By-
297 Laws, any matter submitted to the Board at a meeting shall be
298 resolved by a majority of the votes cast. Except as provided
299 in Art. IV, Section 11, the President shall not vote unless
300 there is a tie, in which case, the President shall have the
301 deciding vote.
302 **e. PROXY VOTING:** Voting by proxy shall not be permitted at any
303 meeting.
304 **f. ACTION BY BOARD WITHOUT A MEETING:** Any action required or
305 permitted to be taken at a meeting may be taken without a
306 meeting by e-mail or other electronic means, provided that
307 sufficient notice is given to the Board of the subject matter
308 to allow the Board Members to participate.
309 **g. REMOTE ATTENDANCE:** An Officer or Board Member may participate
310 in any Board Meetings by telephone or other electronic means
311 authorized by the Board, provided that at least four (4)
312 voting members of the Board are personally present at the
313 meeting.
314

315 **ARTICLE VI**
316 **COMMITTEES:**
317

318 **SECTION 1: STANDING COMMITTEES;** The following Committees shall be

319 Standing Committees of the Chapter:
320

321 **A. Finance and Audit:** The committee shall be responsible for all
322 financial matters involving dues, expenses, income, salaries (if
323 any), and/or other financial matters incurred by or on behalf of
324 the Chapter. In addition, the committee will see that the proper
325 planning, budgeting and review is carried out during the year.
326 The voting members of the committee shall be the First Vice-
327 President, the Second Vice-President and a Dual Member appointed
328 by the President. Ex-Officio non-voting members of the Committee
329 shall be the Treasurer, the Education and Training Committee
330 Chair and the Store Manager.
331

332 **B. By-Laws:** The duties of the committee shall be to advise the
333 Officers, Board Members, and Members of the Chapter on matters
334 pertaining to the By-Laws and Standard Operating Procedures. In
335 the event of proposed changes, it shall further be the duty of
336 the committee to review and prepare the proposed changes in a
337 suitable format for presentation to the Officers, Board Members,
338 and Members of the Chapter.
339

340 **C. Ethical Practices and Grievances:** The duties of the committee
341 shall be to investigate any and all allegations of misconduct
342 directed toward the Officers, Board Members, or Members of the
343 Chapter. Allegations of misconduct shall include, but are not
344 limited to, the following: (1) criminal offenses, (2) neglect of
345 duty, (3) violation of the Code of Ethics, policies, rules or
346 procedures of the Chapter, and (4) conduct that tends to reflect
347 unfavorably on the member of the Chapter. Following the
348 completion of an investigation, the Committee shall forward the
349 results and recommendations in writing to the Board, which shall
350 take whatever action it deems appropriate, pursuant to the
351 Constitution and By-Laws of the Chapter or of International.
352

353 **D. Membership Committee:** The committee shall promote, encourage
354 and solicit membership in the Chapter through any appropriate
355 means. In addition, the Committee shall maintain the membership
356 roster, exchange membership information with all Officers, Board
357 Members and other Committee Chairs, as requested, and shall
358 submit to International any International dues it receives from
359 Members.
360

361 **E. Nominating Committee.** The committee shall provide ballot forms
362 and procedures for voting, administer the voting prior to or at
363 the Annual Meeting, and oversee the security and tallying of all
364 votes cast. The Nominating Committee is made up of Past Presidents
365 in good standing, with the Immediate Past President serving as the
366 chair of the committee.
367

368 **F. Education and Training Committee:** The committee shall oversee
369 the education and training portion of all Chapter seminars and
370 training. The committee shall further encourage, solicit, and
371 assist in the development of new and innovative ideas for the

372 education and training of the Chapter's Members and the fire
373 investigation community as a whole.

374
375 **G. Arizona Advisory Committee on Arson Prevention (AACAP):** The
376 Committee shall be composed of the Board and shall take action
377 pursuant to the procedures contained in these By-Laws. Pursuant
378 to Arizona Revised Statutes §41-2167, the committee shall receive
379 and consider nominations from public agencies for awards from the
380 Arson Detection Reward Fund and shall recommend the names of
381 individuals and award amounts to the State Fire Marshall's
382 Office.

383
384 **H. Certified Fire Investigator:** The committee shall administer
385 the test for Certified Fire Investigators in accordance with the
386 Practice and Procedures Manual of the International Association
387 of Arson Investigators. Additionally, the committee shall be
388 responsible to promote and encourage participation in the
389 Certified Fire Investigators program by all qualified persons.

390
391 **I. Awards:** The committee shall be responsible for requesting,
392 receiving, and reviewing award nominations for Investigator of
393 the Year, Attorney of the Year and the Annual Frank J. Molina
394 Distinguished Service Award. The committee shall submit its award
395 recommendations to the Board for approval.

396
397 **J. Appellate Review.** The Committee shall review, upon written
398 request, actions taken by the Board of Directors resulting in
399 adverse action being imposed upon any officer, member of the
400 Board of Directors, or members of the Association. The Standing
401 Committee shall consist of an odd number of not less than three
402 (3) Past Presidents who are ~~Active~~ Dual Members, with the
403 exception of the immediate Past President.

404
405 **SECTION 2: STANDARD OPERATION PROCEDURES;** The Standard Operating
406 Procedures (SOPS) for each Standing Committee shall be prepared by
407 the respective committee, and then reviewed and approved by the
408 Board.

409
410 **ARTICLE VII**
411 **FINANCE**

412
413 **SECTION 1: DUES:** Dues for Dual Membership shall be determined by
414 International and the Board. Dues for Associate Membership shall
415 be determined by the Board.

416
417 **SECTION 2: AUDIT:** The Finance and Audit Committee shall review the
418 financial accounts of the Chapter within 45 days after the end of
419 each fiscal year, and shall report to the Board all assets and
420 liabilities of the Chapter.

421
422 **SECTION 3: GIFTS OR GRANTS:**
423 A. All gifts or grants to the Chapter may be accepted by the
424 Board. The Secretary shall make proper acknowledgments of all

425 such gifts or grants accepted.
426 B. Corporate Donations: A corporation, partnership or other
427 legal entity may make a donation to the Chapter that will
428 entitle it to be recognized by the Chapter at Chapter
429 functions, at the following levels:

430
431 Platinum: \$500.00 or more per year
432 Gold: \$350.00 to \$499.99 per year
433 Silver: \$200.00 to \$349.99 per year
434

435 **SECTION 4: BUDGET:** The Officers and Committee Chairs of the
436 Chapter shall submit a budget for the next fiscal year to the
437 Finance Committee forty-five days before the start of the next
438 fiscal year. The Finance Committee will review and make
439 recommendations and submit the budget to the Board for approval
440 or disapproval. The Board must approve the budget prior to the
441 start of the next fiscal year. If the budget is disapproved by
442 the Board, then the Board, Officers, and Finance Committee shall
443 meet to reach an agreement to finalize the budget.
444

445 Section 5: FISCAL YEAR: The fiscal year of the Chapter shall be
446 as approved by the Board and the Internal Revenue Service.
447

448 **ARTICLE VIII**
449 **AMENDMENT**
450

451 **SECTION 1: REQUIREMENTS FOR CONSTITUTION AND BY-LAWS AMENDMENTS:**
452 Proposed amendments to the Constitution and By-laws must be
453 submitted to the By-Laws Committee before presentation to the
454 Board. The By-Laws Committee shall review the proposed amendments
455 to determine whether they are in conflict with the International
456 Constitution and By-Laws and the Chapter Constitution and By-Laws.
457 If the proposed amendments appear to be in conflict, the By-Laws
458 Committee will inform the Board, which will then determine if
459 there is a conflict. If not in conflict, the Board shall vote on
460 whether to approve and send the proposed amendments to a vote by
461 the Members. The Constitution and By-laws may be amended at any
462 regular or special Meeting of the Chapter by a vote of two-thirds
463 of the Members present and voting. The International Constitution
464 and By-Laws shall control over items not covered by the Chapter
465 Constitution and By-Laws.
466

467 **SECTION 2: REQUIREMENTS FOR STANDARD OPERATING GUIDELINES (SOG)**
468 **AMENDMENTS:** Proposed amendments to the Committee Standard
469 Operating Guidelines (SOG) must be submitted to the By-Laws
470 Committee before presentation to the Board. The By-Laws Committee
471 shall review the proposed SOP amendments and submit them to the
472 Board for approval. If approved by the Board, the SOP amendments
473 shall take immediate effect.
474

475 **ARTICLE IX**
476 **OFFICIAL ORDER OF BUSINESS**
477

478 **SECTION 1:** ORDER OF BUSINESS: Meetings shall be:
479
480 a. Call Meeting to Order
481 b. Roll call of Officers
482 c. Reading of the minutes
483 d. Officers reports
484 e. Committee reports
485 f. Old Business
486 g. New Business
487 h. Good of the Order
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BYLAWS REVISIONS

DATE	REVISION
2/29/88	ARTICLE IV, SECTION 6, LINE 11, Add General before the word funds.
2/29/88	ARTICLE IV, SECTION 6, LINE 14, Add In the absence of the Secretary, the second signer on the checking account may act in the secretary's behalf.
9/16/88	ARTICLE II, SECTION 5, Delete except the body votes to accept members.
9/89	ARTICLE VII, Add SECTION 6: BUDGET; The officers of the Chapter shall submit a budget for the next fiscal year to the Finance Committee forty-five days before the start of the new year. The Finance Committee will review and make recommendations and submit the budget to the Board for approval or disapproval. The Board must have the budget at least fifteen days before the start of the next year. If the budget is disapproved by the Board, then the Board, Officers, and Finance Committee shall meet to reach an agreement to finalize the budget.
9/93	ARTICLE III SECTION 1: ITEM a. Change "three years" to "two years".
	ARTICLE III SECTION 2: Add "Secretary/Treasurer"
	ARTICLE III SECTION 3: Delete "plus the Immediate past President"
	ARTICLE IV SECTION 1: Add "four members of the Board shall constitute a quorum."
	ARTICLE IV SECTION 6: Replace "Executive Secretary" with "Secretary/Treasurer"
	Add, "The Secretary/Treasurer shall receive a monthly compensation for duties he/she performs as part or the Secretary/Treasurer position. That compensation shall be negotiable, dependent upon the Chapter's financial standing. The amount shall be reviewed yearly."
	ARTICLE IV SECTION 7: Change to SECTION 8:

543 ARTICLE IV SECTION 7: Add EX-OFFICIO MEMBERS. All retiring
544 Presidents shall become ex-officio members of the Board of
545 Directors. They shall have the privilege of attending and
546 participating in all meetings of the Board, but shall not
547 have voting power in such meetings.
548

549 ARTICLE VII SECTION 1: Add "The fiscal year of the Chapter
550 shall be October 1st - September 30th."
551

552
553 07/94

554 Article III Section 1: Item "d", Change "three years" to "two
555 years". It will read, Must have served "two years" on the
556 board to run for the elected position of second vice-
557 president.
558

559 Article VII Section 1 Change "\$10.00 a year" to \$25.00 a
560 year. It will read: Dues for Active and Associate Membership
561 in the Chapter shall be \$25.00 a year.
562

563 Article VII Section 2, Change initiation fee of \$5.00 to
564 \$10.00. It will read: Initiation fee of \$10.00 must be paid
565 when applying or reapplying for membership in the chapter.
566

567 06/06/97

568 Article VII Section 1 Change "Dues for active and associate
569 membership in the chapter shall be October 1st to September
570 30th". It will read: Dues for active and associate
571 membership in the chapter shall be April 1st to March 31st.
572

573 06/12/98

574 Article VI Section 1 Add "H. Arizona Advisory Committee on
575 Arson Prevention"
576

577 10/25/00

578 Article III Section 2 From "and Secretary/Treasurer" to
579 Secretary and Treasurer. Note: Separation proposed at the
580 July 2000 Board Meeting and approved during the October 2000
581 General Meeting.
582

583 10/25/00

584 Article IV Government, Section 6 and Section 7 and
585 renumbering Section 7 and Section 8 to reflect the
586 separation of the separation of positions and duties of the
587 Secretary and Treasurer positions. Note: Separation proposed
588 at the July 2000 Board Meeting and approved during the
589 October 2000 General Meeting.
590

591 9/5/03

592 Article IV Government, Section 4, 5, 6 & 7 to add additional
593 duties of First Vice-President, Second Vice-President,
594 Secretary and Treasurer; Article VI, Section 2 to provide
595 for absentee balloting; Article VIII, Section 2 to provide
596 for absentee balloting.

597
598 9/9/05
599 Article III, Sections 2, 4 and 6 to add additional appointed
600 offices of sergeant-at-arms and historian and to clarify
601 which officers are elected and which are appointed; Article
602 IV to clarify section 11 as to the procedure for removal of
603 an officer or member and to renumber sections 8 and 9 as 10
604 and 11 respectively and to add new sections 8 and 9 to
605 describe the duties of sergeant-at-arms and historian.
606

607 9/7/07
608 Art. VII, Section 1 was changed to raise the Chapter Dues to
609 \$25 per year. To insure historical accuracy, Sections 1, 2 &
610 3 as of 9/7/07 read as follows:
611

612 **SECTION 1: DUES:** Dues for Active Membership in the Chapter
613 shall be \$25.00 a year. Dues for active, membership shall
614 coincide with the renewal date for international membership,
615 and associate membership in the chapter shall be April 1st
616 to March 31st. The fiscal year of the chapter shall be April
617 1st to March 31st. October 1st to September 30th.
618

619 **SECTION 2: INITIATION FEE:** Initiation fee of \$10.00 must be
620 paid when applying or reapplying for Membership in the
621 Chapter.
622

623 **SECTION 3: REAPPLYING FOR MEMBERSHIP;** The initiation fee must
624 be paid every time a person has let his Membership run out,
625 which shall be 90 days past the renewal date.
626

627 7/16/08
628 Deleted Art. II, Section 2 on Associate Members, because
629 there is no longer such a membership in light of the Joint
630 Membership program with International.
631

632 7/16/08
633 Art. IV, Section 4: Added additional duties for First Vice-
634 President to include insuring the filing of the Annual Tax
635 Report and to oversee all Committee Chairs and ensure that
636 SOP's and reports are current and turned in.
637

638 7/16/08
639 Art. VI, Section 1: Deleted subsection C "Ethical Practice &
640 Grievance", because now that we have joined the International
641 Joint Membership Program, all EP&G matters must be referred
642 directly to the International Ethical Practice & Grievance
643 Committee; Changed newly numbered subsection E to "Certified
644 Fire Investigator" from "Certification" to more accurately
645 define the Committee; Added subsection H as "Awards"
646 Committee.
647

648 7/16/08
649 Art. VII, Sections 1, 2 & 3: "Associate" was removed, because
650 there is no longer such a membership now that we are in the
651 Joint Membership Program; The reference to \$25 dues, the
652 coinciding of renewal dates for active and associate dues,
653 and the reference to the fiscal year were all deleted.
654
655 7/16/08
656 Art. VIII, Section 1: The word "Board of Directors" was
657 substituted for the word "Chapter".
658
659 7/16/08
660 Art. IX, Section 1 read as follows before the changes:
661
662 a. Opening Ceremony
663 b. Prayer by the President
664 c. Pledge to the U. S. Flag
665 d. Roll call of Officers
666 e. Reading of the minutes
667 f. Officers reports
668 g. Committee reports
669 h. Bills are called for by the chair
670 i. Communications
671
672 7/15/10
673 Art. III, Sections 2 & 6, Article V, Section 1, Article VI,
674 Section 3, and Art. VIII, Section 2 were amended to delete
675 absentee balloting and to provide for on-line voting prior to
676 or at the Annual Meeting.
677
678 7/15/10
679 Art. III, Sections 2 & 6, Article V, Section 1, Article VI,
680 Section 3, and Art. VIII, Section 2 were amended to delete
681 absentee balloting and to provide for on-line voting prior to
682 or at the Annual Meeting.
683
684 7/12/11
685 Art. I, Section 1: Added:
686 The Board of Directors of the Chapter will hereinafter be
687 referred to as the "Board."
688
689 The International Association of Arson Investigators will
690 hereinafter be referred to as "International."
691
692 7/12/11
693 Art. II, Section 1: Changed "Active" membership to "Dual"
694 membership and added the following to the last sentence "...to
695 include International and Chapter."
696
697 7/12/11
698 Art. II, Section 2: Substituted the following for the prior
699 section:
700 ASSOCIATE MEMBERSHIP: Membership in the Chapter, upon
701 recommendation of the Chapter Membership Committee and

702 approval of the Board and payment of Chapter dues and
703 initiation fees, this membership will not enroll a member in
704 the International.

705
706 7/12/11
707 Art. II, Section 3: Deleted

708
709 7/12/11
710 Art. II, Renumbered Section 4 as Section 3; Substituted the
711 following for the prior section:

712
713 PERSONAL QUALIFICATIONS; The Chapter will apply the same
714 qualifications as contained in the International Constitution
715 and bylaws.

716
717 7/12/11
718 Art. II, Renumbered Section 5 as Section 4; Substituted the
719 following for the prior section:

720 MEMBERSHIP APPROVAL; The Chapter will approve Associate
721 Membership in the same manner as provided by the
722 International Constitution and By-laws. Approval of Active
723 Dual Membership will be pursuant to the International
724 Constitution and By-laws.

725
726 7/12/11
727 Art. III, Section 1: Amended as follows:

728 ELIGIBILITY FOR OFFICE:
729 a. Must have been an ~~Active~~ **Dual** Member ~~of the Chapter~~ in
730 good standing for at least two years to run for the Board.
731 ~~b. Must be a Member in good standing of the International.~~
732 ~~c. An Officer may not succeed themselves.~~
733 **d** ~~b.~~ Must have served two years on the Board to run for the
734 elected position of Second Vice-President.

735
736 7/12/11
737 Art. III, Section 2: Amended as follows:

738 OFFICERS: The Officers for the Chapter are **the** ~~as follows,~~
739 President, First Vice-President, Second Vice-President,
740 Secretary, and Treasurer, Sergeant-at-Arms and Historian. ~~The~~
741 ~~offices of President, First Vice President and Second Vice-~~
742 ~~President shall be elected by the Active members of the~~
743 ~~Chapter by ballot via email on the website prior to or at the~~
744 ~~Annual Meeting in a manner prescribed by the Board of~~
745 ~~Directors or its designee. The Secretary, Treasurer,~~
746 ~~Sergeant at Arms and Historian shall be appointed by the~~
747 ~~president.~~

748
749 7/12/11
750 Art. III, Section 3:
751 Deleted the words "of Directors"; Changed "Active" to
752 "Board"; Added following as last sentence:
753 The offices of Secretary, Treasurer, Sergeant-at-Arms and
754 Historian are non-voting positions.

755
756 7/12/11
757 Art. III, Section 4b: Deleted the words "of Directors";
758 Changed "Active" to "Board"
759
760 7/12/11
761 Art. III, Section 4c deleted.
762
763 7/12/11
764 Art. III, Section 4d renumbered as 4c, and "of Directors"
765 deleted
766
767 7/12/11
768 Art. III, Section 4e renumbered as 4d: The words "The Chapter
769 year starts October 1st and" and "on this date" are deleted,
770 and the section is amended as follows:
771 **Changes in Officers, Board Members and Committee memberships**
772 **will take effect at the conclusion of the Annual Meeting.**
773
774 7/12/11
775 Art. III, Section 4f is renumbered as 4e.
776
777 7/12/11
778 Art. III, Section 5: The words "of Directors" are removed.
779 The last sentence is amended as follows:
780 In **the** event, that more ~~then~~ **than** one Officer position is
781 vacant at the time of the Annual Meeting the elected Officer
782 will move up, and the lesser ~~chair~~ **officer position** will be
783 filled by election.
784
785 7/12/11
786 Art. III, Section 6a is deleted and the following Section 6a,
787 6b and 6c are added:
788 a. The office of Second Vice-President shall be elected on an
789 annual basis by the ~~Active~~ Dual Members of the Chapter by
790 ballot on the website prior to or at the Annual Meeting in a
791 manner prescribed by the Board or its designee. When the
792 Second Vice-President is elected, the previous Second Vice-
793 President shall automatically become the First Vice-
794 President, and the previous First Vice-President shall
795 automatically become the President. The Secretary, Treasurer,
796 Sergeant-at-Arms and Historian shall be appointed by the
797 president.
798 b. Past Presidents must serve an elected term on the Board
799 before running for the Office of Second Vice-President a
800 second time, and must follow the procedures in the By-Laws to
801 run for Second Vice-President, except that a Board Member who
802 was appointed by the Board to fill an unexpired term of
803 President shall be eligible for nomination and election as
804 Second Vice-President immediately after serving as appointed
805 President.
806 c. Dual Members may receive and cast their ballots upon
807 proper verification of Dual Membership, prior to or at the

808 Annual Meeting in a manner prescribed by the Board of
809 Directors or its designee.

810
811 7/12/11
812 Art. III, Section 7 is amended as follows:
813 **The name of Any Active Dual** Member meeting the eligibility
814 for office requirements may be ~~nominated~~ **submitted to the**
815 **Nominating Committee** for the **position of** Board Member ~~of~~
816 ~~Directors~~ or Second Vice-President ~~to the Nominating~~
817 ~~Committee. The Nominating Committee is made up of Past~~
818 ~~Presidents in good standing.~~

819
820 7/12/11
821
822 Art. IV, Section 1: The words "of Directors" are deleted.

823
824 7/12/11
825 Art. IV, Section 3: The last sentence is amended as follows:
826 ~~"...otherwise desired~~ at other meetings as requested by the
827 President..."

828
829 7/12/11
830 Art. IV, section 4: The last sentence is amended as follows:
831 ~~"...turned in~~ that any proposed amendments to the SOP's are
832 submitted to the Board for its approval."

833
834 7/12/11
835 Art. IV, Section 6: Added language to clarify that Secretary
836 payment is at the sole discretion of the Board.

837
838 7/12/11
839 Art. IV, Section 7: Add language that payment can be made
840 electronically. Added the following:
841 "The Board shall designate at least one Dual Member of the
842 Chapter to have signatory rights on the Chapter's bank
843 account(s). The Board may designate one or more Dual Members
844 of the Chapter to utilize the Chapter credit card for Chapter
845 purposes, but the Treasurer shall be responsible for the
846 payment of any Chapter credit card statements."
847 Corrected typographical error to substitute "Treasurer" for
848 "Secretary"
849 Amended the following sentence: "The ~~Treasurer~~ **Chapter** shall
850 ~~furnish~~ **obtain a bond on the Treasurer to for the benefit of**
851 the Chapter in the form and amount as designated by the
852 Board, the cost thereof to be paid by the Chapter."
853 Deleted the words "of Directors".

854
855 7/12/11
856 Art. IV, Section 8: Deleted the words "of Directors".

857
858 7/12/11

859 Art. IV, Sec 9: Added a new last sentence: "The documents may
860 be electronically scanned and stored, but the original
861 documents shall be preserved for posterity."
862
863 7/12/11
864 Art. IV, Section 10: Clarifies that past presidents become ex
865 officio members upon conclusion of their term as president.
866
867 7/12/11
868 Art. IV, Section 11: Deletes "a" and "b: and substitutes the
869 following:
870 "...good cause as determined by the Board. Good cause can be
871 based on evidence presented to or offered by the Board or
872 submitted in writing by the Ethical Practices and Grievance
873 Committee."
874 Also adds language that requires a 2/3 vote of the Board to
875 remove a member or officer and that the President can vote.
876
877 7/12/11
878 Art. V, Section 1: Clarifies that Annual Chapter meeting
879 shall be held in July and that executive sessions are
880 permitted.
881
882 7/12/11
883 Art. V, Section 2: Clarifies that this section pertains to
884 special Chapter meetings.
885
886 7/12/11
887 Art. V, New Section 3 added to authorize manner of voting.
888
889 7/12/11
890 Art. V. Section 3 renumbered to Section 4: The word "MEETING"
891 is added to the caption to clarify the purpose of the
892 Section.
893
894 7/12/11
895 Art. V, Section 4a clarified that call of special board
896 meeting can be done by President or 5 "voting" members.
897
898 7/12/11
899 Art. V, Section 4 b through g added on the following topics:
900 Quorum, Executive Sessions, Voting, Proxy Voting, Action by
901 Board without Meeting, Remote Attendance
902
903 7/12/11
904
905 Art. VI, Section 1 A & B: Job descriptions added
906 Art. VI, Section 1 C (New): Added Ethical Practices &
907 Grievances Committee and job description added.
908 Art. VI, Section 1 D through I (renumbered): Job descriptions
909 added.
910 Art. VI, Section J (New): Added Appellate Review Committee
911 and job description added.
912

913 7/12/11
914 Art. VI, Section 2: Added language to clarify that SOGs shall
915 be prepared by the respective committee and approved by the
916 Board.
917
918 7/12/11
919 Art. VI, Section 3 deleted
920
921 7/12/11
922 Art. VII, Section 1: Provides for Dual Membership and Chapter
923 Membership.
924
925 7/12/11
926 Art. VII, Section 2: Provides for time deadline on review of
927 financial accounts by Finance and Audit Committee and report
928 to Board within 45 days after close of fiscal year and to
929 delete requirement of conducting an actual audit and
930 verification.
931
932 7/12/11
933 Art. VII, Section 3A: Delete "of Directors" and deleted
934 "Executive" before the word "Secretary"
935
936 7/12/11
937 Art. VII, Section 3B (New): Provided for designation of
938 corporate donations.
939
940 7/12/11
941 Art. VII, Section 4: Requires Committee Chairs to submit
942 proposed budgets and requires approval of new budget prior to
943 start of fiscal year.
944
945 7/12/11
946 Art. VII, Section 5 (New): Provides that fiscal year shall be
947 as approved by the Board and the Internal Revenue Service.
948
949 7/12/11
950 Art. VIII: Renamed Caption from "REQUIREMENTS" to
951 "AMENDMENTS"
952
953 7/12/11
954 Art. VIII, Section 1: Provides for role of Bylaws Committee
955 and Board in reviewing and approving amendments for
956 submission to Chapter. Clarifies when International Bylaws
957 control.
958
959 7/12/11
960 Art. VIII, Section 2: Deleted; New Section 2 added to provide
961 SOG procedures.