

ARIZONA CHAPTER  
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.

BY-LAWS COMMITTEE

STANDARD OPERATING PROCEDURES

REVISED 2008

I. GENERAL DUTIES

- 1) Advise the Officers, Board, and Members if a proposed By-Law change is in conflict with the International By-laws.
- 2) Review and prepare proposed changes in a suitable format for presentation to the Officers, Board, and Membership.
- 3) Comply with the By-law change procedures.
- 4) Review the Standard Operating Procedures of all Standing Committees of the Chapter.
- 5) Report all By-law violations to the Officers, Board, and Membership.
- 6) Give Committee report at General Meetings or when requested by the Officers or Board.

II. BY-LAW CHANGE PROCEDURES

- 1) The By-Laws Committee will review proposed By-Law changes for conflicts and prepare such proposed changes in a suitable format for presentation.
- 2) The By-Laws Committee will provide copies of the **proposed** changes to the Board.
- 3) The Board shall review and approve, with or without modifications, or reject the proposed By-Law changes.
- 4) If the Board approves the proposed By-Law changes, the proposed changes shall be posted on the Chapter website for no less than thirty (30) days before the Annual General Meeting.
- 5) Provided the proposed By-Law changes have been posted on the Chapter website for at least thirty (30) days, the Board shall present the proposed By-Law changes for approval at the Annual General Meeting.
- 6) The proposed By-law changes shall be approved by a majority vote of Active Members attending the Annual Chapter Meeting and Active Members who have voted on-line, if such on-line voting

procedures are available to Active Members.

#### **COMMITTEE SOP CHANGE PROCEDURES**

- 1) Any Chapter Committee that has proposed changes to its Standard Operating Procedures shall submit the proposed changes in writing to the By-Laws Committee for review.
- 2) The By-Laws Committee shall review the proposed changes to determine if they are in conflict with the Chapter's and the International's Constitution and By-Laws.
- 3) The By-Laws Committee shall, after review, submit a written recommendation to the Board on whether the proposed changes should be approved, modified or rejected.
- 4) The Board shall then review and vote on the proposed changes. If approved by majority vote, the proposed changes shall become effective immediately.