

ARIZONA CHAPTER
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.

MEMBERSHIP COMMITTEE

STANDARD OPERATING PROCEDURES

(sops)

REVISED 09-16-88

- 1) The Membership Committee of the Chapter shall be comprised of a Chairperson, one or more Chapter members in good standing appointed by the President of the Chapter, and the Executive Secretary of the Chapter.
- 2) All properly completed applications for membership to the Arizona Chapter shall be submitted by the applicant to the Executive Secretary, along with the proper application fees. Incomplete applications will be returned to the applicant along with their application fees. It will be the duty of the Executive Secretary to verify information on the application, including contacting references listed on the application, as required by the Membership Committee. After the application is verified for either Associate or Active Membership, the Executive Secretary shall date, initial and forward a copy of the application to the Membership Committee Chairperson.
- 3) The Membership Committee shall then review the application for approval. Members of the International in good standing shall be approved for Membership in the Chapter upon receipt of their application.
- 4) Upon approval, the Executive Secretary shall process the application fees and issue to the applicant a temporary membership card and packet.
- 5) Upon disapproval, the Membership Committee Chairperson shall instruct the Executive Secretary to return the application along with application fees.
- 6) The Membership Committee Chairperson shall submit those qualified applications to the Arizona Chapter Board at the next scheduled meeting of the Board for final membership approval or disapproval.