

OHIO  
I.A.A.I.  
CONSTITUTION  
&  
BY-LAWS

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CONSTITUTION AND BY LAWS  
OHIO CHAPTER  
INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS, INC.

**ARTICLE I**

**NAME AND OBJECT**

**SECTION 1. NAME.** This organization shall be known as the “OHIO CHAPTER OF INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS (IAAI).” Hereinafter referred to as the “Chapter.”

**SECTION 2. OBJECT.** The objectives and purposes of this Chapter shall be:

- a. To unite, for mutual benefit, those public officials and private persons engaged in fire investigations.
- b. To provide for exchange of technical information and developments.
- c. To cooperate with law enforcement agencies and associations to further fire investigations.
- d. To encourage professional standards of conduct and competence from fire investigators through education, training, and fellowship.

The Chapter shall not be operated for profit and its funds may not be used to align with any political body, group, or person to advance the candidacy of any individual. The exception to this rule is that the Board may vote to support any candidate(s) running for IAAI positions.

## **ARTICLE II**

### **MEMBERSHIP**

**SECTION 1. ACTIVE MEMBERSHIP.** Any representative of government, a government agency, or of a business or industrial concern who is actively engaged in some phase of fire investigations at the time they submit an application shall be eligible to active membership on application. This is provided such person maintains a membership in good standing with the INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS (IAAI), possesses the other qualifications for membership at the discretion of the Membership Committee, and is not less than eighteen years of age at the time they submit their application. All applicants for active or associate membership, if accepted, will be on a temporary status, for at least ninety (90) days, before a meeting of the Board of Directors. During the temporary status period, a person's membership may be revoked at the discretion of the Board of Directors.

**SECTION 2. ASSOCIATE MEMBERSHIP.** Persons not qualified for active membership may become associate members, after determination of their qualification by the Membership Committee. Associate members shall have the privileges of an active member except voting, holding office, chairing, or co-chairing a committee of the Ohio Chapter I.A.A.I. The Chapter may, by majority vote of active members present, exclude associate members from any particular business meeting.

**SECTION 3. LIFE MEMBERSHIP.** The Chapter may bestow Life Membership upon any qualified member of the Ohio Chapter of the IAAI who has met the following requirement:

- Individual must be, or have been, an active member of the Ohio Chapter of the IAAI

A Life Member shall have all the rights and privileges of an active member, without payment of dues. Nominations for Life Membership shall be made to the Board at least sixty (60) days prior to voting. No more than one nomination for each membership may be approved in any year.

**SECTION 4. TERMINATION.** Membership in the Chapter shall terminate by (1) voluntary withdrawal, or (2) by the Secretary/Treasurer when, after notice, a member is in arrears in the payment of dues or any other obligation to the Chapter, or (3) by the consent of a majority vote of the Board of Directors, if the applicant is still within the aforementioned temporary status period.

**SECTION 5. SANCTIONS.** The Board may censure, suspend, terminate, or place on probation the membership of any member. The Board may, upon receipt and after initial review of the circumstances, temporarily suspend the membership of any member, pending evaluation by the Ethics Committee. Actions requiring referral to the Ethics

Committee shall include but are not limited to: (1) falsifications or misrepresentations in applications for membership, (2) conduct in a manner prejudicial to the good name or best interests of the Chapter, (3) exhibited traits, character, or conduct inconsistent with the qualifications for membership, or (4) other questionable conduct. Following an evaluation by the Ethics Committee and upon its recommendation, the Board shall provide such member with due notice, a hearing and an opportunity to be heard. A majority vote of the Board present in a duly constituted meeting shall be sufficient to censure, suspend, terminate, or place on probation, the membership for any reason specified in this section.

**SECTION 6. REINSTATEMENT.** Any former member may be reinstated in the Chapter at the discretion of, and by the consent of, a majority of the Board. Provided, that if a former member shall have been in arrears in the payment of dues or other financial obligation to the Chapter at the time of their separation, they shall be required to pay to the Chapter all such arrears as a condition to their reinstatement. The Board may also choose to waive the payment of arrears, by a majority vote and for good cause.

**SECTION 7. STUDENT MEMBERSHIP.** Members who are students will be permitted to pay a reduced fee for membership. This fee shall be established by the Board of Directors. A “student” shall be defined as any individual not currently working in a paid position in the fire investigation field who is currently enrolled as a full-time student in an accredited institution of post-secondary education pursuing a degree in fire science, fire investigation, the administration of justice, or related field of study, as approved by the Membership Committee. Student members shall not have the right to hold office or vote on Chapter business. Application requirements for Student Membership will be determined by the Membership Committee and the Board of Directors.

## **ARTICLE III**

### **ELECTION, TERM OF OFFICES, AND VACANCIES**

**SECTION 1. OFFICERS.** The officers of this Chapter shall be a President, a First Vice President, and a Second Vice President.

**SECTION 2. BOARD OF DIRECTORS.** The officers and twelve (12) other members of the Chapter, duly elected, shall constitute the Board of Directors.

#### **SECTION 3. TERMS OF OFFICE.**

- OFFICERS - The officers shall hold office from the time of their election and qualification for a term for one (1) year, or until the election and qualification of their respective successors.
  
- BOARD MEMBERS – Other members of the Board shall hold office from the time of their election and qualification of term for three (3) years. Their terms shall be so arranged that four (4) retire each year. No member of the Board of Directors shall succeed himself/herself after two (2) full terms of office. Officers and directors shall assume their respective offices upon installation.
  
- EX-OFFICIO PAST-PRESIDENT – The Ex-Officio Past-President shall serve for a term of one (1) year, or until the qualification of their respective successors.

**SECTION 4. VACANCIES.** In the event of a vacancy of an officer occurring on the Board of Directors between annual meetings, the following provisions shall apply:

- a) The President shall be succeeded by the First Vice President.
- b) The First Vice President shall be succeeded by the Second Vice President.
- c) The successive procedure of (a) and (b) shall not deny the President and Vice President from fulfilling their elected designation terms of office in accordance with Article IV, Sections 3 and 4.
- d) Appointed by the President, the Second Vice President shall be a qualified member from the list of individuals nominated at the last annual meeting. The President shall begin with the candidates that received the highest number of votes cast and proceed to the lowest. In the event the vacancy cannot be filled in this manner, the President shall make the appointment with the approval of the Board.

Should a Board Member be appointed, the following shall apply:

1. The Board Member's position on the Board shall be forfeited, and the vacancy thus created on the Board be filled in accordance with Article III, Section 4.
2. The Board Member shall fill the Second Vice President position until the next annual election at which time the Board Member must successfully be elected to serve as the Second Vice President.

Should the sitting President be unable to finish their term as a result of resignation, illness, or death, the First Vice President shall assume the duties of the Office of the President. Article III, Section 4 shall apply and the Second Vice President position shall be filled accordingly. The interim President shall finish the designated term of office, as well as their elected obligations. The appointed Second Vice President will have to be placed on the ballot for the next election cycle to remain in the appointed position. If the appointment of the Second Vice President occurs within the time period of closed nominations, the Board, by majority vote, can waive the nomination rule for the interim Second Vice President. This waiver can only be used for the interim Second Vice President and only if a nomination is made for them to run for the position of Second Vice President during the next election.

If the sitting President should resign, they will forfeit all rights and privileges of that position, including the right to hold the position of Past President on the Board for the following year. As the position of the Past President has voting rights, that position shall be filled. To fill the position of Past President, the interim President shall offer the position to previous past presidents, beginning with the most recent Past President and moving backwards. Should the position be accepted, that Past President shall sit in the position until replaced by succession. The resigning President's term shall be noted as incomplete in the record and the interim President's term shall be noted, to include the time served for the record. Exception to the President's resignation rules shall be in the case of terminal illness in which case, the President shall petition the Board for a resignation decision.

In the event of a vacancy on the Board of Directors, the vacancy or vacancies shall be filled by the President. The President will choose from the list of individuals nominated at the last Annual Meeting, beginning with the candidate receiving the highest number of votes cast. In the event the vacancy cannot be filled in this manner, the President may appoint a qualified member, with the approval of the Board. Such newly appointed member(s) of the Board shall fill the vacated position(s) for the duration of the term.

## ARTICLE IV

### GOVERNMENT

**SECTION 1. BOARD OF DIRECTORS.** The Government of this Chapter shall be vested in the Board of Directors. A quorum shall constitute a minimum of 50% of the board members (not including the President, First Vice President, or Second Vice President).

**SECTION 2. DUTIES AND POWERS.** The Board shall have full power to initiate and transact any business necessary to the existence of the Chapter and the observance of its purposes. 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.

**SECTION 3. PRESIDENT.** The President shall be the Chief Executive Officer of the Chapter. 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 of Directors. The President shall appoint appropriate committees for the conduct of the activities of the Chapter. The President shall require reports at each annual meeting, and as otherwise desired from the committee so appointed and from the officers of the Chapter. The President shall appoint a Secretary/Treasurer who shall serve at the pleasure of the Board.

**SECTION 4. FIRST VICE PRESIDENT.** In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such. The First Vice President shall also act as Chairman of the Finance Committee.

**SECTION 5. SECOND VICE PRESIDENT.** In the absence of the President and First Vice President, the Second Vice President shall perform the duties of the President. The Second Vice President shall become the Chair of the Training and Education Committee during their term.

**SECTION 6. SECRETARY/TREASURER.** The Secretary/Treasurer shall keep the records and minutes of the Chapter and shall maintain a current roster of members, the constitution, and all other documents of value. It shall be the Secretary/Treasurer's duty to receive and acknowledge all communication of the Chapter addressed to him/her, or that may be submitted to him/her, by Officers of the Chapter. The Secretary/Treasurer shall perform such duties as assigned by the President. The Secretary/Treasurer shall be the custodian and sole depositor of the funds of the Chapter. He/she shall disburse such funds by check as herein authorized, or upon approval, of the Board of Directors for the purposes which promote the welfare and objectives of the Chapter. The Secretary/Treasurer shall render a complete summary of all income, disbursements, and balances, whenever requested by the Board, as well as to the members at each regular meeting. A written copy of this report shall be made available to any member upon request. He/she shall furnish bond to the Chapter in the form and amount as designated by the Board, the cost thereof to be paid by the Chapter.

**SECTION 7. EX-OFFICIO MEMBERS.** All Ex-Officio members shall have the

privilege of attending and participating in all meetings of the Board, but shall not have voting power in such meetings, with the exception of the most recent Past President. The most recent Past President shall sit on the board for one year, post term, as a voting member of the Board of Directors. This is intended to allow a continuous avenue for conducting business. The Past President's position will be automatically passed on to the next Past President at the annual meeting.

**SECTION 8. INDEMNIFICATION.** Every director, principle officer, or employee of the Chapter shall be indemnified by the Chapter against all expenses and liabilities, including counsel fees, reasonably incurred or imposed in connection with any legal proceeding to which they may be made a part to, or become involved in, by reason of their position past or present. The exception will be in such cases where they are adjudged guilty of willful misfeasance or malfeasance in the performance of the duties of their office.

**SECTION 9. NOMINATING PROCEDURES.** Any active member may be nominated to stand for election to the position of Second Vice President or member of the Board of Directors of the Chapter. Such nominations shall be made to the nominating Committee on a form and in a manner duly prescribed and provided.

Nothing shall preclude any member or group of members from placing into nomination (to be voted on at the annual meeting of the Chapter) any person or persons who may be fit for nomination as Second Vice President or as a member of the Board of Directors. The nominated member or group of members must have been submitted to the Nominating Committee for review prior to the annual meeting and have been found to be qualified. Nominations received during the annual meeting for those person or persons who have not had their qualifications reviewed by the Nominating Committee shall have their name forwarded to the Nominating Committee for evaluation and review. If, after review, the nominee is found to fulfill the necessary qualifications, his/her name shall be placed as a candidate at the next annual meeting.

Nominations for the Board of Directors or officer positions shall be submitted to the Nominating Committee Chair ninety (90) days prior to the chapter's annual meeting. All nominations shall be submitted on a nomination form provided by the Nominating Committee. Nominations made from the floor at a meeting shall be documented on the nomination form and retained by the Nominating Committee Chair.

All nomination forms are to be receipt dated by the Nominating Committee Chair prior to midnight on the deadline date. Nomination forms must be completed and signed. The Nomination form may be faxed, scanned, or emailed to the Nominating Committee Chair prior to the deadline. The original form must then be mailed, or hand carried, to the Nominating Committee Chair and attached to the faxed, scanned, or emailed copy. Electronic files of nomination forms shall be forwarded to the Secretary/Treasurer for record. Once the Nominating Committee Chair confirms receipt of the electronic files, the Secretary/Treasurer will destroy the hard copies.

### Absentee Ballots:

For the purpose of elections of officers or Board of Directors: A Member in Good Standing is an active member who is current on dues at the time of the election meeting or at the time of absentee ballot submission. Proof of current membership must accompany the absentee ballot submission. The Nominating Committee may verify any question of a member's standing with the Secretary/Treasurer.

Absentee ballots shall be made available to active Chapter members in good standing no greater than sixty (60) days prior to the annual meeting. Absentee ballots must be received by the Nominating Committee Chair no later than thirty (30) days prior to the annual meeting. Absentee ballots must be signed by the Member in Good Standing. Absentee ballots will be posted on the website for download during the thirty (30) day absentee voting period. The current voting year and Nominating Committee Chair must be indicated on the form. The form must be mailed to the Nominating Committee Chair and date stamped no later than midnight of the deadline date.

The Nominating Committee Chair will retain all absentee ballots. During the annual meeting, once voting has closed, he/she will present the absentee ballot count to the Nominating Committee. The Nominating Committee has the option of reviewing and recounting the Absentee Ballots.

A motion to destroy the ballots may be made with the stipulation that the ballots be kept for seven (7) days from the meeting date for dispute resolution.

**SECTION 10. ELECTION.** Officers and other members of the Board of Directors shall be elected at the annual meeting, to fill terms soon to expire, unless otherwise ordered by resolution or motion duly approved by the membership.

No member can be nominated for more than one position per election. If a member of the Nominating Committee is nominated for an elected position, that member shall recuse himself/herself and resign from the Nominating Committee prior to the vote (this includes the Chair of the Nominating Committee). Should the Nominating Committee Chair be nominated for an elected position, the President shall appoint a new Chair for the Nominating Committee to supervise the vote. First and Second Vice President positions shall advance to the next vacancy until reaching the office of President, unless removed for cause by the Board of Directors.

**SECTION 11. ATTENDANCE.** All elected Executive Officers and Board of Directors of the chapter shall attend all meetings as set forth in this constitution and as called by the President.

The exceptions to attendance will be excused absences for conflicts with work related or personal responsibilities. Failure to attend a regular or called meeting, or to notify the chapter President or Secretary/Treasurer prior to the meeting of the valid reason for non-attendance will not be an excused absence. It will be noted in roll call and the minutes as an unexcused absence. Three (3) unexcused absences within the election year shall constitute a basis for removal from the Board of Directors, upon a discussion and

determination by the Board of Directors. If a removal decision is made by the Board of Directors, the removal may be in the form of a resignation letter. Personal or work-related responsibilities will be valid reasons for non-attendance. However, should those responsibilities be considered long term or repetitive, a request for a letter of resignation shall be appropriate.

All decisions of the Board of Directors shall be the result of a vote at an official meeting of the Executive Officers and the Board of Directors.

**ARTICLE V**  
**COMMITTEES**

**SECTION 1. STANDING COMMITTEES.** The following shall be standing full time committees of the Chapter:

- |                                |                           |
|--------------------------------|---------------------------|
| a. AWARDS                      | g. FINANCE                |
| b. CERTIFIED FIRE INVESTIGATOR | h. LEGISLATIVE            |
| c. CONFERENCE                  | i. MEMBERSHIP             |
| d. CONSTITUTION AND BY-LAWS    | j. SOCIAL MEDIA           |
| e. TRAINING & EDUCATION        | k. NOMINATING & ELECTIONS |
| f. ETHICS                      | l. SPECIAL PROJECT        |

**SECTION 2. STANDARD OPERATING PROCEDURES.** Each standing committee shall have standing operating procedures (SOPs) which shall be subject to approval and re-certification every two (2) years, or as necessary by the Constitution and By-Laws Committee and the Board of Directors.

**SECTION 3. ADDITIONAL DUTIES.** In addition to the duties described, each committee shall perform additional duties as described in the SOPs for that committee, and other duties as may be delegated by the Chapter.

**SECTION 4. AD HOC COMMITTEE.** The President shall have the authority to appoint an Ad Hoc Committee and designate the Chairperson and members. The committee will have the following responsibilities:

- The Ad Hoc Committee will report to the President as necessary to comply with the specified task.
- The Ad Hoc Committee will not be in existence for more than the appointing President's term.
- If the need is discussed and decided by the Executive Officers and the Board of Directors, the Ad Hoc committee can be made into a standing committee, with SOPs.

## ARTICLE VI

### MEETINGS

**SECTION 1. ANNUAL.** The annual meeting shall be held at such time and place as may be fixed by the Board of Directors. It shall consist of, but is not limited to, the combined annual meeting of the Board of Directors and the members of the Chapter. The annual meeting shall begin when the Board of Directors convenes and shall end upon adjournment of the annual meeting. Notices hereof shall be emailed to each member at their last known address, not less than thirty (30) days in advance. At the annual meeting, elections shall occur and other business may be presented. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed in his/her decision by the rules laid down in "Robert's Rule of Order,"\* as revised.

**SECTION 2. SPECIAL.** Special meetings may be called by order of the Board of Directors (as outlined in Section 3 of this article) at such place and time as fixed by the Board of Directors. Notice of special meetings shall be provided to all members at least fifteen (15) days in advance.

**SECTION 3. BOARD OF DIRECTORS.** The Board of Directors shall meet at any time or place when called upon by the President or when more than 50% of the members of the Board of Directors are present. The person(s) calling the meeting shall provide reasonable notice to all Board Members of the time and place of the meeting. The First Vice President shall have the authority to call upon the Board of Directors in the event of the resignation of the President, or in the event the President is unable to fulfill his/her duties. All information concerning the calling of meetings shall be recorded by the Secretary/Treasurer and kept for archive.

#### Scope:

With the current meeting schedule and business needs of the Chapter, it is known that, at times, there is business that must be conducted in-between scheduled meetings. Although the ability to call special meetings exists, it is not feasible or practical to call such meetings in the event of a single business need. The purpose of this Section is to put in place an avenue to conduct business without unnecessary delay.

With new technology and communication avenues, decisions can be made within a short time frame with notification of all those involved. It is posed that certain business decisions can be made by the Executive Officers (President, First Vice President and Second Vice President) with a 2 to 1 vote at the direction of the President. The circumstances for the vote will be pondered by the President and the issue urgency determined based on the good of the organization. The process for determining the need for an Executive Officer vote will be published to the Board as to the issue, justification and the deciding vote. Should the President determine that the issue is not urgent and can wait for the next regular or special meeting, a synopsis of the issue will be sent either electronically or as a hardcopy (as needed) to all Board Members for review and

comment prior to the next meeting. The Chapter Secretary will send a record of the proceeding for archiving. The President has the right, under current authority, to call a special meeting to deal with matters that may be justified for a Board Vote, but still needing resolution prior to a regularly scheduled meeting. The issue will then be Motioned and voted on in accordance with current rules of business. Issues involving expenditure of funds shall be limited to \$500 total in-between regular or special board meetings.

All matters concerning any Executive Officer Vote will be brought to the Board at the next meeting and recorded in the meeting minutes. The issue will then be brought to a Board Vote for ratification. It is stressed that issues that fall into the category of Urgent must be in the best interest of the Chapter and its business practices. The Chief Executive Officer (President) of the Chapter is charged with supervision and coordination of Chapter activities. These assigned duties of the President must fall in line with the determination of the urgency of the issue.

This avenue cannot be used for change in the SOP or a Constitution change. This scope description is to be used as part of the section verbiage to help future Board members in their interpretation of this section.

#### Electronic Board Meeting:

A conference call meeting shall be conducted as a regular Board Meeting in accordance with the Constitution and By-Laws. A quorum must participate to conduct business. A conference call meeting is to be considered an official Board meeting when a quorum of Board Members participates.

Regular Business (not deemed URGENT by the President or falling under the guidelines for an Executive Board vote) may be conducted via electronic mail. In the event that business is to be conducted by email, the President shall be notified of the need for the email vote. The President shall then put the meeting in place per the prescribed meeting guidelines. An official email vote conducted by the Board of Directors shall only take place when the issue/or issue presented to the Board by the President (or Article IV, Sections 4 and 5, should they apply) is motioned and seconded by Board Members. Board members will be allowed to comment on the presented motion(s) for a period designated by the President. Once the comment/discussion period has ended, the President will call all Board members to vote on the issue(s). A set period of time will be given for the vote. All emails concerning the presented issues must be sent to all Board members by “replying to all”. The results of the vote will be tallied by the Secretary and given to the President for distribution to the Board. All correspondence concerning business conducted by the Board is to be retained by the Secretary and attached to the minutes of the meeting.

#### Continuous Operations Policy:

The Executive Officers (President, First Vice-President and Second Vice-President) shall be empowered to resolve urgent business needs as defined in the Scope of this section.

The President may, at his/her discretion, determine the need for comment, input and/or immediate vote from the entire Board. Should this be indicated, he/she may solicit an

electronic vote from the Board. At which time it is understood that all members may not be able to respond immediately, a deadline shall be imposed.

The information given to the Board members will contain the issue, the proposed solution, and deadline for response. Upon receipt of responses and/or the deadline reached, the President will discuss the responses with the Executive Officers prior to the Executive Officer Vote. If the President has determined the need for an electronic vote of the Board, no less than eight (8) Board members must have replied to the electronic vote request. The results of the vote will stand on that issue.

This avenue for business problem resolution is to be used only for urgent business needs that at the determination of the Chief Executive Officer cannot wait until the next scheduled meeting. Issues involving expenditure of funds shall be limited to \$500 total in between regular or special Board meetings.

All information, responses, emails and a summary of events, will be forwarded to the Chapter Secretary for record and presented to the Board at the next regular or special meeting and be included in that meeting's minutes.

\* "According to *Robert's Rules of Order*, parliamentary procedure is based on the consideration of the rights: of the majority, of the minority (especially a large minority greater than one-third), of individual members, of absentee members, of all of these groups taken together.

"The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion."

[Robert's Rules of Order Newly Revised [RONR (11th ed.), Introduction, p. liii]"

Robert's Rules Online: RulesOnline.com. (2013). Retrieved from <http://www.rulesonline.com/>

## **ARTICLE VII**

### **STATE ORGANIZATION**

**SECTION 1. STATE CONSTITUTION AND BY-LAWS.** The Chapter shall provide the Executive Secretary of the IAAI a complete copy of their current Constitution and By-Laws.

The Chapter shall provide the Executive Secretary of the IAAI a complete copy of any proposed amendment to the existing Constitution and By-Laws of the Chapter.

The Chapter's Constitution and By-Laws shall be constructed in a form which best facilitates the administration of such chapter, but shall not, in any way, conflict with the constitution of the IAAI.

**SECTION 2. STATE CHAPTER MEETINGS.** The number of meetings to be held by the Chapter shall in no way conflict with the annual meeting of the IAAI but shall otherwise be at the discretion of the Chapter; provided, however, that the Chapter shall hold at least one (1) meeting each year. All members of the Chapter shall be given a thirty (30) day notice prior to any regular meeting and the Executive Secretary of the IAAI shall be furnished with a copy of all such notices at the same time.

Copies of the minutes of meetings shall be furnished to the Executive Secretary of the IAAI within thirty (30) days after the meeting has been held.

All papers presented at any meeting shall be submitted to the Executive Secretary of the IAAI together with a copy of the minutes of said meeting, before being published.

All official meetings of the Chapter shall be professional in nature and shall be conducted for the sole purpose of furthering the objectives of the IAAI.

**SECTION 3. GRIEVANCES.** To protect the best interests of the IAAI against potential sanctions imposed upon the IAAI for misconduct of a member, or apparent member, any chapter that receives or files a grievance against any member of the Chapter or the IAAI shall defer any action/response upon the allegation(s) until:

- Written notification of the allegation(s) is directed to the Officers, Directors, and Chairman of the Ethical Practices and Grievances Committee of the IAAI. The written notification will outline the circumstances and conditions surrounding the alleged incident. The allegation (s) will be acted upon by the IAAI in a timely manner, with a written response directed to the Chapter, outlining its findings and/or its referral to the Ethical Practices and Grievances Committee.

**SECTION 4. ENHANCED CHAPTER.** The Ohio Chapter is recognized by the IAAI as an Enhanced Chapter. All membership application and dues payments will be conducted through the policies and procedures of the IAAI. Consistent with the current By-Laws of the Ohio Chapter, a person must be a member of the IAAI to be an Active

Member of the Ohio Chapter. New members of the IAAI that live or work in Ohio are encouraged to join the IAAI. When joining the IAAI, if they do not select the option for the Ohio Chapter, the Membership Committee is to make contact and petition them to join.

## **ARTICLE VIII**

### **FINANCE**

**SECTION 1. FEES AND DUES.** Dues for active and associate membership in the Chapter shall be fixed by a majority vote of members present at the annual meeting. Chapter dues shall be paid with International dues on the annual renewal date with the International.

Effective January 1, 2015 the annual membership dues will be \$20.00 for active membership; \$30.00 for associate membership.

Prospective members shall submit dues with their application for membership.

Failure to pay membership dues within ninety (90) days of the due date shall forfeit membership in the Chapter.

Reinstatements are conditioned on approval by the Board and payment of all arrears. There shall be no other fees or assessments except as provided by amendment to these articles.

**SECTION 2. FINANCE.** The Finance Committee shall make an audit of the accounts of the Secretary/Treasurer at each annual meeting, or at the request of a majority vote of a legal quorum of the Board. The Finance Committee shall verify all assets and liabilities of this Chapter.

## **ARTICLE IX**

### **AMENDMENT**

**SECTION 1. REQUIREMENTS.** This constitution may be amended at any regular or special meeting of the Chapter by a vote of two-thirds of the members who are present.

The proposed amendment shall be presented to the Constitution and By-Laws Committee in a form consistent with and without conflict with the remainder of the existing Constitution of the Chapter. The proposed amendment is to be disseminated to the general membership for review at least thirty (30) days preceding the next regular or special meeting of the Chapter:

- a. Changes may be posted on the Website.
- b. Electronic mailing of all Website postings will be forwarded with the posting of the change, to all members whose email address is on file with the Chapter Secretary.
- c. The individual Chapter Member is responsible for providing the Chapter Secretary with a current email address at all times, as well as checking the Chapter Website for postings. It is the Chapter Member's responsibility to keep up-to-date on the information provided by the Chapter to its Members.

# **STANDARD OPERATING PROCEDURES**

## **AWARDS COMMITTEE**

### COMMITTEE OBJECTIVES

The purpose of the committee is to recognize, on behalf of the Chapter, through a series of awards, those individuals or organizations who have made outstanding contributions toward the suppression of arson in the State of Ohio.

### APPOINTMENT OF THE COMMITTEE

Members of the Awards Committee are to be selected by the Chapter President, First Vice President, and Second Vice President with the following recommendations for appointments:

1. Two Past Presidents of the Chapter
2. Four Past recipients of the Eisnaugle Award
3. A minimum of three (3) persons on the committee

### DUTIES OF THE CHAIRPERSON

The Chairperson of the Awards Committee shall:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the Committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.

### DUTIES OF THE COMMITTEE

The Awards Committee shall have the responsibility to:

1. Establish in conjunction with the Board of Directors criteria for each Chapter award.
2. Promote and solicit participation of the Chapter general membership in the awards process.
3. Coordinate and disperse information regarding current Chapter awards to the general membership with the aid of the Membership Committee, the Newsletter Committee, and the Training & Education Committee.
4. Make available approved awards nomination forms to the general membership at seminars, schools, and through the Chapter newsletter.
5. Process all received awards applications on a timely basis and insure compliance

- of the applications with the requirements of the nomination forms.
6. Make selections for the awards each year so that presentation of the awards can be undertaken at the Chapter annual meeting in August of each year.
  7. Advise the Chapter president of all the awards recipients one week prior to the Chapter annual meeting so as to avoid any duplications.
  8. Forward a list of Ohio winners to the IAAI

### **EISNAUGLE AWARD**

This award is only for members in good standing of the Ohio Chapter and the IAAI.

Applications will be made available in the Ohio Chapter Newsletter. Applications will follow the outline of the Parker Award of the IAAI. The Parker Award is called the Distinguished Service Award.

This award is presented to an individual who has made an outstanding contribution toward the suppression of the crime of arson in the state of Ohio. It is limited to one (1) recipient annually.

Application for the Eisnaugle Award shall be sent to the Chairperson of the Awards Committee. Selection shall be made by the Committee.

Mrs. Evelyn Squire (previously Mrs. Al Eisnaugle) shall be notified when the award is to be presented.

### **PHOTO CONTEST**

Applications for photo contest awards must be properly completed with required documents. Applications shall be received by the Chapter on or before July 1st of each year. The applications shall define the purpose of each award and the requirements for submission of information and documents.

All photographs entered must be the work of the applicant and must have been taken within the preceding thirty-six (36) months of the photo contest ending date. Photo contest applications not properly completed shall be rejected and returned to the applicant.

There are two (2) categories for competition with the first and second place awards to be presented for each category. They are:

- arson photographs (color)
- accidental and/or training photographs (color)

First place awards for each category shall be submitted to the Chapter Officers and Board of Directors for review and submission to the IAAI Awards Committee. Likewise, first place award photographs and other pertinent information shall be placed in the Chapter's Newsletter and posted on the web site.

### **PRESIDENT'S AWARD**

This award is for the person(s) who have made or assisted in a special contribution to arson investigation.

To be selected by and presented by the President.

To avoid duplication, the Awards Committee shall review selections one (1) week prior to the annual meeting and report to the President.

### **CERTIFICATE OF MERIT**

This award is presented to those who have made, or assisted in a special contribution, to arson investigation.

The Committee suggests to the President that he/she consider the following for each year's Awards Committee members:

- Two Past Presidents of the Ohio Chapter.
- Four Past recipients of the Eisnaugle Award.

To be selected by the President, First Vice President, Second Vice President of the Ohio Chapter.

### **THE EUGENE L. JEWELL SCHOLARSHIP FUND AWARD**

Established in 1983 for the Ohio Chapter. The purpose is to provide monetary assistance for tuition, to any member of the Ohio Chapter attending the Ohio Arson School. The member should have financial hardship and show a considerable desire to further his or her education in the field of fire and explosion investigations within the State of Ohio. The deadline for this is July 1<sup>st</sup> of each year.

### **THE LIFE MEMBERSHIP AWARD, OUTSTANDING ACCOMPLISHMENT AWARD, CERTIFICATE OF MERIT AWARD AND INVESTIGATOR OF THE YEAR AWARD**

These awards are presented to a member or agency that have made an outstanding contribution toward promotion of the Chapter, the suppression of the crime of arson, and/or has significant involvement in fire or explosion investigations in the State of Ohio. The deadline for these awards is July 1<sup>st</sup> of each year.

STANDARD OPERATING PROCEDURES  
**CERTIFIED FIRE INVESTIGATORS**  
**CERTIFICATION COMMITTEE**

COMMITTEE OBJECTIVES

The Certified Fire Investigators (CFI) Committee shall have the responsibility to promote and encourage participation in the IAAI CFI program, by all qualified persons of the Chapter.

APPOINTMENT OF THE COMMITTEE

The Committee shall consist of two (2) CFIs from the Ohio Chapter. The Chairperson shall be designated by the President of the Ohio Chapter. The chairperson shall designate the Co-Chair and all Proctors of the examinations.

DUTIES OF THE CHAIRPERSON

The CFI Committee Chairperson shall:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the Committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.
6. Issue CFI lapel pins and maintain documentation on all active CFIs.
7. Serve as liaison between the Ohio Chapter and the IAAI.

## STANDARD OPERATING PROCEDURES

### CONFERENCE COMMITTEE

#### COMMITTEE OBJECTIVES

The duties of the Conference Committee shall be to secure the proper facilities at each IAAI Annual Meeting for the Ohio Chapter to use as a hospitality room to promote the additional membership to the Ohio Chapter. In addition, the committee shall work in conjunction with the Training & Education Committee in securing a hospitality room at any Ohio Chapter sponsored conferences.

#### DUTIES OF THE CHAIRPERSON

The Chairperson and the committee members shall be selected by the President of the Ohio Chapter.

#### APPOINTMENT OF THE COMMITTEE

The Committee Chairperson shall have the responsibility to:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the Committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.
6. Liaison with host hotel.

#### DUTIES OF THE COMMITTEE

The Conference Committee shall have the responsibility to:

1. Solicit donations for the hospitality rooms at either the local level or the International level.
2. Insure that the proper food and beverages are provided at all hospitality rooms.
3. Arrange and schedule interviews for the candidates at each IAAI Conference.
4. With approval of the Board of Directors of the Ohio Chapter, establish days and hours of operation of the hospitality room.

## STANDARD OPERATING PROCEDURES

### CONSTITUTION AND BY-LAWS COMMITTEE

#### COMMITTEE OBJECTIVES

The purpose of the committee shall be to advise the officers, directors, and members of the Chapter on matters pertaining to the Constitution, By-Laws, and SOP's.

#### APPOINTMENT OF THE COMMITTEE

The Chapter President shall appoint five (5) active Chapter members to the committee.

#### DUTIES OF THE CHAIRPERSON

The Chairperson of the Constitution and By-Laws Committee shall:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.
6. See that a specially bound copy of the Constitution and By-Laws and all Committee Standard Operating Procedures change hands to the newly appointed chairperson and Chapter president annually.
7. See that the Chapter Constitution and By-Laws specially bound copy is always kept up to date with any and all new changes.

#### DUTIES OF THE COMMITTEE

In the event of any proposed changes to the Constitution and By-Laws of the Chapter, it shall be the duty of this committee to:

1. Review and prepare the proposed changes in a suitable format for presentation to the officers, directors, and members of the Chapter such that they are not in conflict with the remainder of the existing Constitution and By-Laws of the Chapter or the IAAI.
2. Provide to all Chapter members the proposed changes to the Constitution or By-Laws thirty days prior to a scheduled general membership vote at any regular or special meeting.
3. Provide all members of the Chapter with a copy of the current Constitution and By-Laws with any and all changes to date.
4. Process any changes to the SOPs and provide copies to the Ohio Chapter Board of Directors.

## STANDARD OPERATING PROCEDURES

### TRAINING AND EDUCATION COMMITTEE

#### COMMITTEE OBJECTIVES

The Training and Education Committee shall be charged with the task of reviewing all educational programs offered under the affiliation of the Ohio Chapter IAAI in an effort to avoid program material or speakers who may present a conflict of interest with the beliefs and/or policies of the Ohio Chapter and the IAAI.

The Training and Education Committee shall be charged with the task of setting up training and education seminars, to include multiple-day and single-day events throughout the State.

#### APPOINTMENT OF THE COMMITTEE

The chairperson and co-chairperson shall be selected by the President of the Ohio Chapter. The committee members shall be designated by the chairperson of the committee.

#### DUTIES OF THE CHAIRPERSON

The Committee Chairperson shall have the responsibility to:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.
6. Contact committees of each seminar to request a seminar program.

#### DUTIES OF THE COMMITTEE

The committee, in the event of a request received from a regional school for endorsement by the Ohio Chapter shall:

1. Request a rough draft of the program from the school requesting affiliation prior to the printing of their program.
2. Review said program drafts to ascertain whether or not it contains any material(s) or speakers on the program which might tend to come in conflict with the beliefs and policies of the Ohio Chapter.

## STANDARD OPERATING PROCEDURES

3. If program materials or speakers are found to conflict with the beliefs and policies of the Chapter, a report will be forwarded to the President and the Board of Directors of the IAAI for their disposition.
4. Set up and maintain training and education seminars throughout the State, to include at least one multiple-day seminar and one single-day seminar located in the north, central and southern regions.

## STANDARD OPERATING PROCEDURES

### **ETHICAL PRACTICES AND GRIEVANCE COMMITTEE**

#### DUTIES OF THE COMMITTEE

The duties of the Committee shall be to investigate any and all allegations of misconduct directed toward the Officers, Directors, or members of the Chapter. Allegations of misconduct shall include but are not limited to the following:

1. Criminal offenses
2. Neglect of duty
3. Violation of the Code of Ethics, policies, rules or procedures of the IAAI and/or the Chapter
4. Conduct that tends to reflect unfavorable on the member or the Association and/or Chapter.

Following the completion of an investigation, the Committee shall forward the results and recommendations in writing to the Officers and Directors of the Chapter and the IAAI for final action.

In the event a grievance is filed with the Committee, the Committee shall follow the guidelines set forth in the IAAI Constitution and By-Laws.

Should changes come about in the IAAI guidelines, the Committee shall automatically comply with those changes.

## STANDARD OPERATING PROCEDURES

### **FINANCE COMMITTEE**

#### COMMITTEE OBJECTIVES

The purpose of the Committee is to ensure that all Chapter books and documents relating to financial matters are in order.

#### APPOINTMENT OF THE COMMITTEE

The current First Vice President shall be Chairman of the Finance Committee. (Article IV, section 4, page 8)

The Chapter President shall appoint five (5) active members to the committee.

#### DUTIES OF THE CHAIRPERSON

The Chairperson of the Finance Committee shall:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.

#### DUTIES OF THE COMMITTEE

The Finance Committee shall have the responsibility to:

1. Audit the financial records of the Chapter Treasurer and the CFI Committee on an annual basis as required. Such audit is to be completed for report to the general membership at the Chapter annual meeting in August by the end of the day, Monday, prior to the annual meeting.
2. Supply copies of the annual financial report to the Chapter President, Secretary/Treasurer, CFI Committee Treasurer, and the finance committee members. The report must be signed by a majority of the finance committee.
3. Supply a condensed version of the annual finance report to the Newsletter Committee for inclusion in the first newsletter published following the annual Chapter meeting in August.
4. Submit a budget in August each year at the Annual Meeting.

## STANDARD OPERATING PROCEDURES

### **LEGISLATIVE COMMITTEE**

#### COMMITTEE OBJECTIVES

The purpose of the Legislative Committee is to seek out and review any legislation related to the Suppression of the Crime of Arson and to assist in the passage or defeat of such legislation, which is in the best interest of the Chapter.

#### APPOINTMENT OF THE COMMITTEE

The Chairperson and the Committee Members shall be selected by the President of the Ohio Chapter.

#### DUTIES OF THE CHAIRPERSON

The Committee Chairperson shall have the responsibility to:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities, and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter meeting.
6. The Chairperson or his/her representative shall be the spokesperson for any pending legislation before the Ohio Legislature.

#### DUTIES OF THE COMMITTEE

The Committee members shall assist the Chairperson in gathering any information and statistics needed to accomplish the goals and objectives of this committee and the Ohio Chapter.

## STANDARD OPERATING PROCEDURES

### MEMBERSHIP COMMITTEE

#### COMMITTEE OBJECTIVES

The membership Committee shall promote, encourage, and solicit membership in the Chapter through any appropriate means.

#### APPOINTMENT OF THE COMMITTEE

The chairperson, co-chairperson, and the committee members shall be selected by the President of the Ohio Chapter.

#### DUTIES OF THE CHAIRPERSON

The Committee Chairperson shall have the responsibility to:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.
6. Appoint with the President's approval a sub-committee within the membership committee to handle all merchandising for the Ohio Chapter.

#### DUTIES OF THE COMMITTEE

The Membership Committee shall:

1. Report annually on the total number of paid up members in the Chapter and other statistical information relative to the membership.
2. Have a table set up at all major seminars that would host a Chapter meeting to explain the Ohio Chapter and recruit new members.
3. Set a goal for increasing the membership each year.
4. Provide appropriate literature to the membership as necessary.
5. Contact all members who have not renewed their membership. Notice to be sent by April 1<sup>st</sup>. If no information or payment is received by July 1<sup>st</sup>, all privileges will cease.
6. The committee shall review all membership applications.

## STANDARD OPERATING PROCEDURES

### **SOCIAL MEDIA COMMITTEE**

#### COMMITTEE OBJECTIVES

The objective of the Social Media Committee is to publish a Newsletter for the general membership of the Ohio Chapter. Its focus is to inform and educate Chapter members in the field of fire and arson investigation and related subjects.

#### APPOINTMENT OF THE COMMITTEE

The Chairperson and the committee members shall be selected by the President of the Ohio Chapter.

#### DUTIES OF CHAIRPERSON

The Committee Chairperson shall have the responsibility to:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.
6. Review articles and pictures submitted for publication to ensure they conform to the standards of the Chapter.
7. Adhere to the agreed upon publishing schedule established by the committee and approved by the Board of Directors. Presently this schedule is to have a Newsletter in the hands of the membership as of December 1, April 1, and August 1 of the calendar year.
8. Adhere to the established budget.
9. Establish a basic design format and content to insure uniformity of the Newsletter and to insure all relevant information is presented. This being but not limited to:
  - a.) The Chapter President's message to the body addressing the general welfare of the Chapter and any pertinent information the President may wish to convey.
  - b.) Publishing in every edition, updates from the Training & Education Committee Chairperson and Legislative Committee Chairperson.
  - c.) A cartoon.
  - d.) Any standing committee activity reports.
10. In the December issue, the current Constitution and By-Laws changes will be published along with the election results from the Annual Meeting in August. In the April issue all Chapter awards will be explained with application information provided.
11. In the December issue, a condensed version of the Annual Finance Committee report will be published.

## STANDARD OPERATING PROCEDURES

### DUTIES OF THE COMMITTEE

All committee members shall have the responsibility to encourage and solicit articles for publication and to review other publications for materials to print. Members shall assist the Chairperson in preparing the Newsletter.

## STANDARD OPERATING PROCEDURES

### **NOMINATING COMMITTEE**

#### COMMITTEE OBJECTIVES

The Nominating Committee shall encourage, solicit, and accept nominations for elective offices of the Ohio Chapter.

#### APPOINTMENT OF THE COMMITTEE

The Chairperson and the committee members shall be selected by the President of the Ohio Chapter.

#### DUTIES OF THE CHAIRPERSON

The Committee Chairperson shall have the responsibility to:

1. Inform all members of the committee of their appointment and obtain confirmation of their acceptance.
2. Inform committee members of their duties, responsibilities and assignments.
3. Call for committee meetings as needed.
4. Advise the President and Board of Directors of all proceedings at any meeting of the committee.
5. Present a report to the Chapter membership when called upon to do so at any Chapter open meeting.

#### DUTIES OF THE COMMITTEE

The Nominating Committee shall:

1. Screen all nominees to determine their eligibility to hold office within the guidelines of the Constitution and By-Laws of the International and Ohio Chapter.
2. Examine the credentials of eligible candidates of the general membership.
3. Communicate, as required, during the year and meet at the site of the Chapter Annual meeting forty-eight (48) hours before the Annual meeting.
4. Post the nominee information and the positions they are seeking at least twenty-four (24) hours prior to the Chapter Annual Meeting.
5. Prepare nomination forms to be submitted to the Board of Directors for review and acceptance.
6. Publish the nomination forms as often as possible.
7. Make available at all regional seminar nomination forms.

## STANDARD OPERATING PROCEDURES

8. Contact all nominees. Those nominees not eligible shall be notified by the committee in writing as to the reason for the ineligibility. All nominees eligible for consideration shall be placed into nomination.

### NOMINATION PROCEDURES

The following are the accepted procedures for nomination to elected office of the Ohio Chapter:

1. All nominations must be submitted on the form or forms specified by the Board of Directors.
2. All nominations for the most current election must be received by the Chairperson of the Nominating Committee by the first day of July, prior to the Annual Meeting date set by the Ohio Chapter Board of Directors.
3. All nominations received after July 1<sup>st</sup> will be held and placed into nomination at the next Annual Meeting after the current Annual Meeting.
4. No member can be nominated for more than one (1) position per election.
5. Nominations from the floor at the Annual Meeting shall be reduced to writing by the Secretary/Treasurer and forwarded to the Nominating Committee for screening and consideration as candidates at the next Annual Meeting. The nominator shall provide the Secretary/Treasurer with the correct information regarding the nominee's name, address, city, state, etc.

### SCREENING GUIDELINES

The nominee must be an active member in good standing with the Ohio Chapter and the International Association of Arson Investigators.

The Nominating Committee may contact sources within IAAI regarding the candidate's qualifications for office.

### BALLOTING PROCEDURES

1. The Nominating Committee will provide printed ballots for the annual election.
2. The ballot shall list all qualified candidates running for Board of Director positions. The ballot will also be arranged with the candidate's name in an order selected at random.
3. Members may receive and cast their ballot upon proper verification of active membership in the Ohio Chapter and the IAAI.

## STANDARD OPERATING PROCEDURES

4. Verification of active membership will be done by checking for a current membership card in the Ohio Chapter of the IAAI, or by checking with the Secretary/Treasurer for current membership.
5. The members of the Nominating Committee will assist the Chairperson in counting the ballots.
6. After all balloting is completed and all positions are filled, the Chairperson of the Nominating Committee will provide the Secretary/Treasurer with a list of all Candidates and how they placed in the election. This is done for the purposes of filling vacancies that may occur before the next election.
7. In the event of a tie vote between candidates for the same position, a ballot will be conducted during the general meeting and will contain the names of tying candidates only. This ballot will be used to determine the successful candidate. Such balloting will continue until the tie has been broken.

## STANDARD OPERATING PROCEDURES

### **SPECIAL PROJECTS**

#### COMMITTEE OBJECTIVES

The Special Projects Committee shall be appointed by the President and shall report to the President and the Board of Directors on any special projects that the President or the Board of Directors determines as needed.

#### APPOINTMENT OF THE COMMITTEE

The President of the Chapter shall have the ability to appoint a Special Projects Committee as he/she feels is needed to complete any special projects that pertain or are in the interest of the Chapter or its membership. He/she shall appoint a Chairperson for said Committee.

#### DUTIES OF CHAIRPERSON

The Chairperson shall oversee the Special Projects Committee and create a report as requested by the President and the Board of Directors.

#### DUTIES OF THE COMMITTEE

The committee shall act as requested by the President and the Board of Directors on any special projects as needed. The committee shall perform additional duties as delegated by the Chapter with approval of the President and the Board of Directors. Reports of activities shall be provided upon request.

