

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.” Hereinafter referred to as the “Chapter.” The name of the Chapter shall not be used publicly by a member, other than by the use of their membership card for identification purposes, without express permission of the Board of Directors. This shall not restrict the officers, appointees, or agents of the Chapter in the use of the name to carry out the purpose of 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 the control of arson and kindred crimes.
- b. To provide for exchange of technical information and developments.
- c. To cooperate with other law enforcement agencies and associations to further fire investigations and the suppression of crime.
- d. To encourage high professional standards of conduct among arson investigations and continually strive to eliminate all factors which interfere with administration of crime suppression.

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.

ARTICLE II

MEMBERSHIP

SECTION 1. ACTIVE MEMBERSHIP – Any representative of government or of a government agency and any representative of a business or industrial concern who is actively engaged in some phase of the suppression of arson or administration of justice at the time they make application shall be eligible to active membership on application, provided such person maintains a membership in good standing with the INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, and possesses the other qualification for membership at the discretion of the Membership Committee and provided such person is not less than eighteen years of age at the time they make application. All applicants for active or associate membership, if accepted, will be on a temporary status, for at least 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 I.A.A.I. who has met the following requirements:

- a. Individual must be or have been active member of the Ohio Chapter of the I.A.A. I.

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 thereon; 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) membership shall be terminated 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 place on probation, censure, suspend or terminate 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 of 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 of 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 place on probation, censure, suspend or terminate membership for any reason specified in this section.

SECTION 6. REINSTATEMENT – Any former member may be reinstated in the Chapter in the discretion of and by the consent of a majority of the Board. Provided, however, that if such 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. Unless the Board, by majority vote and for good cause, shall waive the payment thereof.

FINAL DRAFT

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 of 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 for terms of 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 from an expiring two full terms of office. Officers and directors shall assume their respective offices upon installation.

EX-OFFICIO PAST PRESIDENT- Ex-Officio Past-Presidents shall serve for terms of one (1) year or until the qualification of their respective successors.

EX-OFFICIO NEWSLETTER EDITOR – The newsletter editor shall serve for a term of one (1) year or until the qualification of a respective successor. The Newsletter Editor shall be appointed by the President and shall be entitled to all privileges as set out in ARTICLE IV, section 7.

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:

The President shall be succeeded by the First Vice President

The First Vice President shall be succeeded by the Second Vice President.

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, Section 10, and Sub Section c.

The Second Vice President's position shall be filled by the appointment of a qualified member, by the President from the list of those persons nominated at the last annual meeting beginning with the candidates receiving the highest number of votes cast, and then proceeding 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, Sub Section (e); (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 Second Vice President.

In the event of a vacancy on the Board of Directors, the vacancy or vacancies shall be filled by the President, from the list of those persons nominated at the last Annual Meeting beginning with the candidate receiving the highest number of vote cast, then proceeding to the lowest. In the event the vacancy cannot be filled in this manner, the President may make the appointment of a qualified member, with the approval of the Board. Such newly appointed member or members of the Board shall fill vacated position for the duration of the term.

FINAL DRAFT

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, 1st Vice President or 2nd Vice President).

SECTION 2. DUTIES AND POWERS - The Board shall have full power to initiate and transact all kinds of 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 – Secretary/Treasurer shall keep the records and minutes of the Chapter and shall maintain currently the roll of the 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 and perform such duties as assigned by the President. The Secretary/Treasurer shall be the custodian and sole depositor of the funds of the Chapter, 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 this Chapter. The Secretary/Treasurer shall render a complete summary of all income, disbursements, and balances whenever requested by the Board and 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 except for the most recent Past President. The Current 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 Board position will be automatically passed on to the next Past President at the Annual Meeting with the passing of the Motion of Officer Transition.

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. Except in such cases wherein they are adjudged guilty of willful misfeasance or malfeasance in the performance of 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 of 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 such member or group of members might see fit to nominate for election as Second Vice President or member of the Board of Directors of this Chapter, provided that such person or persons so nominated 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 by the Nominating Committee the nominee is found to fulfill the necessary qualifications, his/her name shall be placed as a candidate at the next annual meeting.

SECTION 10. ELECTION – Officers and other members of the Board shall be elected at the annual meeting of the Chapter, 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. Nominating Committee members cannot be nominated for an Elective Office without first resigning from the Nominating Committee. Vice Presidents shall advance to the next vacancy until reaching the office of President unless removed for cause by the Board.

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

Exceptions 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, prior to the meeting, of the valid reason for non-attendance will not be an excused absence, and will be noted in the roll call and minutes as an unexcused absence.

Three unexcused meetings within the election year shall constitute a basis for removal from the board, upon a discussion and determination of the board. If decided by the board 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, after discussion and a decision of the board, a request for a letter of resignation will be appropriate.

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

ARTICLE V

COMMITTEES

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

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

SECTION 2. STANDARD OPERATING PROCEDURES – Each Standing Committee shall have standing operative procedures 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 Standard Operating Procedures 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, and 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 Board of Directors the Ad Hoc committee can be made a standing committee, with a Standard Operating Procedure.

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, and shall consist of, but not limited to, the annual meeting of the Board of Directors and the annual meeting of the Members of the Chapter. The annual meeting shall begin at the time of the Board of Directors convenes, and shall end upon adjournment of the annual meeting of the members the Chapter. Notices hereof shall be mailed to each member at their last know address not less than thirty (30) days in advance. Elections shall occur and other business may be presented at the annual meeting. 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 at such place and time as fixed by the Board giving due notice thereof to all members at least fifteen (15) days in advance.

SECTION 3. BOARD OF DIRECTORS – Board of Directors shall meet at any time or place upon call of the President or upon call of more than 50% of the members of the Board .The person or person calling the meeting shall give reasonable notice to all Board Members of the time and place for the Board of Director’s Meeting.

Emergency business of the Board of Directors may be conducted via telephone conference call or email contact at the discretion of the President or upon all of any eight (8) members of the Board. The First Vice President shall have such authority in the event of the resignation of the President, or in the event, the President is unable to fulfill his/her duties. the telephone conference call shall be conducted as a regular Board Meeting in accordance with the Constitution and By-Laws. A quorum must participate to conduct business. The Secretary/Treasurer shall take minutes of the meeting, and shall reduce same to writing for distribution. Acceptance of the minutes by the Board at the following meeting shall constitute ratification. Individual calls of “polling” shall not be considered to meet necessary standards for a quorum at a Board Meeting.

ARTICLE VII

STATE ORGANIZATION

SECTION 1. STATE CONSTITUTION AND BY-LAWS – The Chapter shall provide, the Executive Secretary of the International Association of Arson Investigators, a complete copy of their current Constitution and By-Laws.

The Chapter shall provide, the Executive Secretary of the International Association of Arson Investigators, a complete copy of any proposed amendment to the existing Constitution and By-Laws of the Chapter.

The Chapter 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 International Association of Arson Investigators.

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 International Association of Arson Investigators, Inc. 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 thirty (30) days notice prior to any regular meeting and the International Secretary 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 International Secretary within thirty (30) days after the meeting has been held.

All papers presented at any meeting shall be submitted to the International Secretary, 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 International Association of Arson Investigators.

SECTION 3. GRIEVANCES – In order to protect the best interest of the Association against potential sanctions imposed upon the Association for misconduct of a member or apparent member; any chapter receiving or filing a grievance against any member of the Chapter or the Association 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 Association, outlining the circumstances and conditions surrounding the alleged incident; and The allegation (s) will be acted upon by the Association, with written response directed to the Chapter outlining its findings and/or its referral to the Ethical Practices and Grievances be completed in a timely manner.

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, and shall be payable in advance from May 1st in the manner prescribed by the Secretary/Treasurer. Effective May 1, 2003 the membership dues will be \$20.00 annually for Full membership; \$30.00 for Associate membership. Prospective members shall submit dues with application for membership, which, upon admission, will pay his/her dues May 1st until following approval of his/her application. The fiscal year for the Chapter shall be May 1st - April 30th.

Failure to pay membership due's 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 excepts as provided by amendment to these articles.

The fee for returned checks shall be \$25.00 per check. Method of fees and repayment of dues shall be at the discretion of the Treasurer.

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, and 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 present, and providing:

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 in the By-Laws area, as well as a notice alert on the main page.
- b. Electronic mailing of all Website postings will be forwarded with the posting of the change, to all members who's email address is on file with the Chapter Secretary.

FINAL DRAFT

STANDARD OPERATING PROCEDURES

AWARDS COMMITTEE

COMMITTEE OBJECTIVES

The purpose of the committee is 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 I.A.A.I.

FINAL DRAFT

EISNAUGLE AWARD

For members in good standing of the Ohio Chapter, I.A.A.I. only.

Applications would appear in the Ohio Chapter Newsletter. Applications would follow the outline of the Parker Award of the International. 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 and 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 and 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's Officers and Board of Directors for review and submission to the I.A.A.I. 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

For the person/persons 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 week prior to the annual meeting and report to the President.

CERTIFICATE OF MERIT

This award/awards are presented to person/persons 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, 1st Vice President, 2nd Vice President of the Ohio Chapter I.A.A.I.

THE EUGENE L. JEWELL SCHOLARSHIP FUND AWARD

Established in 1983 for the Ohio I.A.A.I. The purpose is to provide monetary assistance For tuition only, to any member of the Ohio Chapter attending the Ohio Arson School, who should have a financial hardship and has shown 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 1st of each year.

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

Presented to a member or agency that has 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 1st of each year.

CERTIFIED FIRE INVESTIGATORS

CERTIFICATION COMMITTEE

COMMITTEE OBJECTIVES

The Certified Fire Investigators Committee shall have the responsibility to promote and encourage participations in the I.A.A.I. Certified Fire Investigators program by all qualified persons of the Chapter.

APPOINTMENT OF THE COMMITTEE

The Committee shall consist of two (2) Certified Fire Investigators from the Ohio Chapter of the I.A.A.I. One of the two (2) shall be a permanent designee of the Chief of the Arson Bureau of the State Fire Marshal's Office. The President of the Ohio Chapter shall designate the second committee member. The Chairperson shall be designated by the President of the Ohio Chapter.

DUTIES OF THE CHAIRPERSON

The Certified Fire Investigators 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 C.F.I. lapel pins and maintain documentation on all active C.F.I's.
7. Serve as liaison between Ohio Chapter and International I.A.A.I.

STANDARD OPERATING PROCEDURES

CONFERENCE COMMITTEE

COMMITTEE OBJECTIVES

The duties of the Conference Committee shall be to secure the proper facilities at each I.A.A.I. 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 I.A.A.I.

APPOINTEMENT 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 I.A.A.I. International 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 S.O.P.'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.

Constitution and By-Laws Committee continued

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 International I.A.A.I.
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 S.O.P.'s and provide copies to the Ohio Chapter Board of Directors.

FINAL DRAFT

EDUCATION AND TRAINING COMMITTEE

COMMITTEE OBJECTIVES:

The Education and Training Committee shall be charged with the task of reviewing all educational programs offered under the affiliation of the Ohio Chapter of the I.A.A.I so said programs do not contain any material or there are any speakers on the program which might tend to come into conflict with the beliefs or policies of the Ohio Chapter and the I.A.A.I.

APPOINTMENT OF THE COMMITTEE:

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

DUTIES OF THE CHAIRPERSON:

The committee chairperson shall have the responsibility to:

Inform all members of the committee of their appointment and obtain confirmation of their acceptance.

Inform committee members of their duties, responsibilities and assignments.

Call for committee meetings as needed.

Advise the President and Board of Directors of all proceedings at any meeting of the committee.

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 of the I.A.A.I. shall:

Request a rough draft of the program from the school requesting affiliation prior to the printing of their program.

Review said program drafts to ascertain whether or not it contains any material or speakers on the program which might tend to come in conflict with the beliefs and policies of the Ohio Chapter of the I.A.A.I.

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 I.A.A.I. for their disposition.

STANDARD OPERATING PROCEDURES

ETHICAL PRACTICES AND GRIEVANCE 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 Association and/or Chapter, (4) conduct that tends to reflect unfavorably 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 Association for final action.

In the event a grievance is filed with the Committee, the Committee shall follow the guidelines set forth in the International Association of Arson Investigators Constitution and By-Laws Membership Directory most recent printing.

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

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 of each year at the Annual Meeting.

STANDARD OPERATING PROCEDURE

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 Chair Person and the Committee Members shall be selected by the President of the Ohio Chapter I.A.A.I.

DUTIES OF THE CHAIR PERSON

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 of the I.A.A.I.

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 of the I.A.A.I.

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 1st. If no information or payment received by July 1st, all privileges will cease.
6. The committee shall review all membership applications.

STANDARD OPERATING PROCEDURES

NEWSLETTER COMMITTEE

COMMITTEE OBJECTIVES

The objective of the Newsletter Committee is to publish a Newsletter for the general membership of the Ohio Chapter of the International Association of Arson Investigators. It's focus is to inform and educated 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 I.A.A.I.

DUTIES OF CHAIR PERSON

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 Presidents 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.

Newsletter committee continued

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.

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.

FINAL DRAFT

NOMINATING COMMITTEE

COMMITTEE OBJECTIVES

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

APPOINTMENT OF THE COMMITTEE

The chairperson and the committee members shall be selected by the President of the Ohio Chapter of the I.A.A.I.

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 of I.A.A.I.
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 seminars nomination forms.
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 of the I.A.A.I.:

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 of July prior to the Annual Meeting date set by the Ohio Chapter I.A.A.I. Board of Directors.
3. All nominations received after July 1 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 the International Association of Arson Investigators 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 candidates 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 International Association of Arson Investigators.
4. Verification of active membership will be done by checking for a current membership card in the Ohio Chapter of the International Association of Arson Investigators, 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

FINAL DRAFT

SPECIAL PROJECTS 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.