

International Association of Arson Investigators, Inc. Maine State Chapter

Constitution And By-Laws

Article I Name and Object

Section 1 Name:

This organization shall be known as the "Maine Chapter of the International Association of Arson Investigators", and it is herein referred to as the "Chapter". Herein, the International Association of Arson Investigators will be referred to as the "I.A.A.I." The name of the Chapter shall not be used publicly by any member other than by the use of his/her membership card for identification purposes without the expressed permission of the board of directors. This shall not restrict the officers or appointees or agents of the Chapter in the use of the name to carry out the purpose of the Chapter, nor the use of the Chapter's name on the members' resume.

Section 2 Object:

The objectives and purposes of this Chapter shall be:

- A. To unite for mutual benefit those public officials, businesses, and private persons engaged in the control of arson and kindred crimes.
- B. To provide for exchange of technical information and developments in the area of fire investigation.
- C. To cooperate with all law enforcement agencies, private and public associations, and individuals, to further fire prevention and the suppression of the crimes, primarily arson and fraud.
- D. To encourage high professional standards of conduct among fire/arson investigators and to 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 in an attempt to influence legislation.

Article II **Membership**

Section 1 **Active Membership:**

Membership in the I.A.A.I. qualifies the individual member who is in good standing, or is primarily employed, or actively engaged in some phase of the suppression of arson or administration of justice shall be eligible for active membership in the Maine Chapter, subject to approval of the Chapter Board of Directors.

Section 2 **Honorary Life Membership:**

Honorary life membership in the I.A.A.I. qualifies the individual for honorary life-membership in the Maine Chapter, subject to approval of the Chapter Board of Directors.

Article III **Election, terms and officers**

Section 1 **Eligibility For Office or Board of Directors:**

- A. Must have been an active member of the Chapter for at least one (1) year, be a currently paid up member, and hold current membership with the International Association of Arson Investigators, Inc.
- B. An officer may not succeed him/herself. This excludes the offices of Secretary and/or Treasurer.

Section 2 **Officers:**

The officers for this Chapter shall be as follows:

- a) President
- b) First Vice-President
- c) Second Vice-President

Section 2a **Secretary - Treasurer:**

The Secretary and Treasurer positions may be held by the same person, appointed by the board of directors.

Section 3 **Board of Directors:**

In addition to the officers specified in article III, section 2 and 2a, the board of directors shall consist of nine (9) eligible members duly

elected by the majority vote of the membership, and the immediate past President, for a maximum total of fifteen (15) voting members. Past Presidents shall act as non-voting advisors to the board of directors.

Section 3a Advisory Members:

- A. The President may add no more than three (3) non-voting advisory members to the board of directors, for a term expiring with his term.
- B. There shall be a liaison officer to this Chapter who shall be assigned / approved by the I.A.A.I. It shall be his/her responsibility to provide guidance for this Chapter to be in conformity with all of the regulations prescribed by the I.A.A.I. and assist in all other matters involving the Chapter. The liaison officer is a non-voting member of the board of directors.

Section 4 Terms of Office:

- A. Each duly elected officer (article III, section 2) shall serve a one (1) year term, beginning and ending with the election at the annual meeting.
- B. Directors shall serve terms for three (3) years. Three (3) of the directors terms shall expire each year. At the annual meeting each year, three (3) expiring positions will be open for election / re-election for a three (3) year term to the board of directors.

Section 5 Vacancies:

- A. Board of directors: in the event of a vacancy or vacancies on the board of directors between annual meetings, the vacancy or vacancies shall be filled by appointment by the President, subject to the approval of the board of directors at the next regularly scheduled meeting. The newly appointed member or members of the board of directors shall hold office only until the next election at the annual meeting, at which time elections or appointments, as specified in this article, will be followed
- B. Officers: in the event of a vacancy or vacancies in the office of President, First Vice-President, Second Vice-President, Secretary, or Treasurer between annual meetings, the vacancy or vacancies shall be filled by appointment by the board of directors, as soon as possible. The newly appointed officer or officers shall hold office only until the next election at the annual

meeting, at which time elections or appointments, as specified in this article, will be followed.

Section 6 **Elections:**

The officers and those positions open for election on the board of directors, as specified in article III, sections 4 & 5, shall be elected at the annual meeting. The annual meeting shall be held in the month of June.

Section 7 **Nominating Committee:**

At least four (4) months prior to the annual meeting, the President shall notify the membership of the open positions and shall appoint a nominating committee, consisting of at least three (3) members. The nominating committee shall notify, in writing, the membership the proposed slate of officers, at least thirty (30) days prior to the annual meeting. The nominating committee shall submit at the annual meeting a list of nominees to fill the expiring terms on the board of directors, and a Second Vice-President. The First Vice-President and Second Vice-Presidents will automatically move up to the positions of President and First Vice-President respectively.

At the time of the election, at the annual meeting, the floor shall not be open for the purpose of adding additional nominations. Additional nominations shall only be accepted by written application to the nominating committee no later than the regular meeting prior to the annual meeting.

Article IV
Government

Section 1 **Government**

The government of the Maine Chapter shall be vested in the officers and the board of directors and five members shall constitute a quorum.

In the advent, after duly being notified at least four (4) days before a regularly scheduled board of directors meeting, less than seven (7) directors attend, business will be conducted and such business will be ratified by the members at the next regularly scheduled general Chapter meeting.

Section 2 **Duties and Powers:**

The board of directors shall have full power to initiate and transact all kinds of business necessary to the existence of the organization and the observance of its purposes. The board of directors shall determine the date, the time and the location for the annual meeting and they shall outline the program of activities during such meeting. They shall have general powers to direct, control, and supervise the affairs of the Chapter and shall appoint the Secretary and Treasurer.

Section 3 **Chief Executive:**

The chief executive shall be the chairperson of the board of directors and shall preside at all meetings of the board of directors.

Section 4 **President:**

The President shall be the chief executive officer of the Maine Chapter and it shall be his/her responsibility to supervise and coordinate the activities of the Maine Chapter. He/She shall appoint appropriate committees for the conduct of activities of the Maine Chapter and shall require reports of each committee at the annual meeting, and as otherwise desired from the committees, so appointed. He/she shall also require reports from the officers of the Maine Chapter at general and annual meetings.

Section 5 **First Vice-President:**

The First Vice-President shall serve as the second in command of the Chapter. He/she shall, in the absence of the President, fill in for him/her and act in the capacity of the chief executive officer.

Section 6 **Second Vice-President:**

The Second Vice-President shall serve as the third in command of the Chapter. He/she shall, in the absence of the First Vice-President, fill in for him/her and act in the capacity of the First Vice-President.

Section 7 **Secretary:**

The Secretary shall keep the records and the minutes of the organization and shall maintain a current roll of members, the

constitution and by-laws of the Chapter, and other such documents and correspondence of value to the Chapter. The Secretary shall receive and acknowledge all communications of the Maine Chapter, addressed to him/her or to the Chapter, by officers of the I.A.A.I., and any other communications that may be received during his/her term of office. He/She shall also perform such other duties as assigned to him/her by the President.

Section 8 **Treasurer:**

The Treasurer shall be the custodian of all funds, as authorized by the board of directors for purposes which promote the welfare and objectives of this organization. He/ she shall render a complete summary of all income, disbursements and balances whenever requested to do so by the board of directors, and to the membership at each regular meeting. A written copy of this report shall be made available to any member of this Chapter, upon written request. All income, in any form, shall be deposited and expenses shall be paid by Chapter check only.

Section 9 **Removal From Office and/or Membership:**

The board of directors shall have the power to remove from office any officer, director or member of the Chapter for any of the following:

- a) Conduct or actions that would tend to discredit or would be determined to be detrimental to the reputation of the state of Maine Chapter or the international association.
- b) For just cause, as submitted in writing by any officer of the organization.

The removal must be voted upon by all members of the board of directors and a 2/3 majority vote shall prevail. The vote shall be conducted by written ballot (present and absentee).

Any officer or member effected shall have the right to appeal, provided the appeal request is in writing and received at least thirty (30) days following the official removal.

Section 10 **Member Resignation, Termination and/or Reinstatement:**

- A. A member or officer may resign from the Chapter by submitting a written notice of resignation.

- B. Termination will be automatic after ninety (90) days of non-payment of current dues. The ninety (90) days will commence from the mailing date of the dues invoice, which will be accepted as being within three (3) days of the invoice date.
- C. Reinstatement of any member of the Chapter may be considered by the board of directors, after receiving a written request from the member, and a review of the past history of the member. The payment of past or overdue dues may be requested by the board of directors. If the reinstatement is after one (1) year from the date of the termination of the previous active membership, a new application, including current full membership fee, must be submitted to the board of directors by the member applying for reinstatement.
- D. Any member, whose dues have lapsed, will pay non-member rate for all seminars until reinstated as full member.

Section 11 **Out-Of-State Communicators To The Board Of Directors:**

- A. In order to mutually aid those states who may not have an active state Chapter; and
- B. In order to keep good and responsible lines of communication open between the Maine State Chapter and those states; and
- C. In order to better fulfill the objectives of this Chapter as stipulated in Article I, section 2, the board of directors may appoint, after each annual meeting, out-of-state communicators to the board of directors.

The communicators would serve on a volunteer basis and would supply information and ideas to the board of directors that would mutually serve the Maine Chapter and the area(s) which they represent.

Communicators would be selected based upon their involvement with fire/arson investigations, their locale, and first preference would go to those who are currently members of the Maine Chapter.

The names of the communicators and their addresses and telephone numbers will be published in the first newsletter after the annual meeting, enabling out of state Maine Chapter members to be aware who their local communicator is.

Article V Meetings

Section 1 Annual:

The annual meeting shall be held in the month of June at such a date, time, and place as may be fixed by the board of directors. Notice hereof shall be mailed to each member at his last known address, not less than thirty (30) days in advance. Elections shall occur and other business may be presented at the annual meeting.

When any questions come before the meeting, not specifically provided for herein, the presiding officer shall be governed in his decision by the rules listed in "Robert's Rules of Order".

Section 2 Special:

Special meetings may be called by order of the Board of Directors, or by written request from twenty (20) percent of active members, and shall be placed at such time and location as fixed by the board of directors. Notice hereof shall be made to all members at least ten (10) days in advance of the meeting date.

Section 3 Regular:

The organization shall meet at least quarterly. These meetings shall be hosted at various locations throughout the state of Maine. The dates, times and locations of the meetings shall be distributed to the members at least twenty (20) days prior to said meetings.

Article VI Finance

Section 1 Dues:

Dues for active membership to the Maine Chapter shall be set at twenty (25) dollars (\$25.00) per year. Dues shall be due in the month of August on an annual basis; dues must be paid prior to

the September Board of Director's meeting (first Wednesday in September). Notices of dues shall be mailed during first week of the month of June. Changes in dues shall be made upon recommendation by the board of directors and shall be voted upon by the membership at the annual meeting.

Section 2 **Seminars:**

The officers and/or the Board of directors may provide additional seminars or training sessions throughout the year. These seminars will be in accordance with the Object of the Chapter as set forth in Article I section 2. Any cost to the membership for such a seminar shall be set by the Board of Directors when scheduling these seminars. Scheduling of these meetings will be in accordance with Article V section 3.

Section 3 **Audits:**

The audit committee, appointed by the President, shall make an audit of the accounts of the Treasurer at each annual meeting and shall verify all assets and liabilities of the Maine Chapter. If a vacancy in the Treasurer's position occurs, the Treasurer's accounts shall be audited. There shall be a report made at the annual meeting.

Section 3 **Gifts and/or Grants:**

All gifts and/or grants to the Maine Chapter may be accepted by the board of directors. The President shall make proper acknowledgment of all such gifts and/or grants accepted.

Article VII
Amendments

Section 1 **Requirement:**

The constitution and by-laws of the Maine Chapter may be amended at any annual, regular, or special meeting of the Chapter. The adoption of the change must be approved by a two-thirds (2/3) majority vote of the members present at the meeting. Posting of proposed by-law changes shall be made to members at least thirty (30) days prior to said vote.

Article VIII
Suggested Order of Business at Meetings

Section 1 The suggested order of business shall be:

1. Call to order
2. Pledge of allegiance to the flag
3. Moment of silence
4. Introduction of new members and guests
5. Reading of minutes of last meeting
6. Treasurer's report
7. Reading of communications received
8. Reports of committees
9. Old business
10. New business
11. Guest speakers / program
(May be allowed to precede general meeting)
12. Remarks for the good of the order
13. Announcement of next regular meeting
14. Adjournment

Adopted: October 1992

Amended June 2003

Amended June 2005