

**Constitution and By-Laws**  
**For the**  
**Indiana Chapter**  
**Of the**  
**International Association of Arson**  
**Investigators**



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## **ARTICLE I: NAME and OBJECTIVES**

### *Section 1: Name*

This organization shall be known as the Indiana Chapter of the International Association of Arson Investigators (IAAI) and here after referred to as the Chapter. The Chapter's name shall not be used by any member for the purpose of personal gain.

### *Section 2: Objectives*

- A. To enhance and further the objectives and purposes, as stated in the Constitution and By-Laws of the IAAI, through the creation of an organization of its members residing and/or laboring in the State of Indiana.
- B. To intensify and strengthen the educational thrust and organizational advancements thus far demonstrated by the IAAI to the benefit of all Fire Investigators.
- C. To maintain and improve the image of the Chapter as a local arm of the IAAI in its endeavors to promote improved investigatory skills and abilities, a high degree of professionalism, and to promote high standards and character of the Chapter's membership.
- D. To consistently improve the caliber, ability and in-depth quality of investigators as a direct benefit coming from the organization, principles, and labor of the IAAI.
- E. To provide new momentum in the informative and educational material to be gathered from membership experience for dissemination within the IAAI.
- F. To improve the professional positions of membership in the IAAI through the sharing of information.

## **ARTICLE II: MEMBERSHIP**

### *Section 1: Membership Classes and Qualifications*

- A. **ACTIVE:** Anyone of good character who is a member in good standing in the IAAI shall be eligible to apply for Active membership in the Chapter. Active members are entitled to attend and vote in any membership meeting, and attend any Board of Directors meeting. Although they may not make motions or cast a vote on any business at the Board meetings, they may enter into discussions and contribute to the meeting.
- B. **HONORARY:** Any person who is formally nominated by a member of the Chapter and elected by the membership of the Chapter shall be eligible for Honorary

Membership in the Chapter. Honorary members may attend and contribute to any membership or Board of Directors meetings, but may not vote or make motions.

- C. LIFE MEMBER: Any member who is formally nominated by a member of the Chapter and elected by unanimous vote of the Board of Directors shall be eligible for Life Membership in the Chapter. Life members are afforded the same privileges as Active Members.

#### *Section 2: Application Procedure*

Application for membership shall be made to the President of the Chapter upon recommendation of a member in good standing in the Chapter. Admission shall be voted on by the Board of Directors and approval must be by majority vote present. If the application is voided by vote, it may be resubmitted after one (1) year has passed from the original application date.

#### *Section 3: Membership Qualifications*

- A. Prior to voting upon each application, the Membership Committee shall give due consideration to the following, among other qualifications it deems applicable, to wit:
  - (1) the personal character and reputation of the applicant,
  - (2) the nature, character and reputation of the applicant's business,
  - (3) the character and reputation of the applicant's employer and associates, and
  - (4) The general nature, character and reputation of the principal business of the applicant's employer and associates.
- B. No person shall be eligible for any class of membership if they are or have been a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the purposes of the Association.
- C. Any member may maintain membership after retirement from active duty or employment in a profession or position dealing with the field of fire investigation provided they remain in good standing in the Chapter.

#### *Section 4: Membership Termination*

- A. Membership in the Chapter shall be terminated by the Board of Directors in any of the following circumstances.

1. Voluntary withdrawal
2. Notification by the Treasurer that the member's current dues were not paid prior to the second quarterly meeting.
3. Violation of any part of the Chapter's or IAAI's Constitution and By-Laws or if found in violation of the IAAI's Code of Ethics by the Chapter's Board of Directors.

B. Any termination or reinstatement of membership is by vote of the Chapters Board of Directors. Should violation of the above be by a member of the Board of Directors, the same procedure will be followed and reinstatement will be reviewed and voted on by the remaining members of the Board.

### **ARTICLE III: GOVERNING BODY, TERMS AND ELECTIONS**

#### *Section 1: Elected Officials*

Officers of the Chapter shall be: President, First Vice President, Second Vice President, Secretary and Treasurer. Included as elected officials, but not officers, are five Members At large which with the above officers and the immediate Past President constitute the Board of Directors for the Chapter and shall be the governing body of the Chapter. Any ACTIVE member may hold an elected office in the Chapter.

The five Members At Large shall satisfy a residency requirement that one each will reside in, and represent the membership from, each area of the state. The areas will be Northeast, Northwest, Central, Southeast and Southwest.

Northwest consists of the following counties. Benton, Carroll, Cass, Clinton, Fountain, Fulton, Jasper, Lake, LaPorte, Marshall, Montgomery, Newton, Porter, Pulaski, St. Joseph, Starke, Tippecanoe, Vermillion, Warren, White.

Northeast consists of the following counties: Adams, Allen, Blackford, DeKalb, Delaware, Elkhart, Grant, Henry, Howard, Huntington, Jay, Kosciusko, LaGrange, Madison, Miami, Noble, Randolph, Stueben, Tipton, Wabash, Wells, and Whitley.

Central consists of the following counties: Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Shelby.

Southwest consists of the following counties: Brown, Clay, Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vigo, and Warrick.

Southeast consists of the following counties: Bartholomew, Clark, Dearborn, Decatur, Fayette, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Rush, Scott, Switzerland, Union, Washington, Wayne.

In the event that the residency requirement cannot be met, the elected Members At Large shall be assigned a particular area by the President and shall assume the responsibility for that particular area.

#### *Section 2: Terms of Office*

Each officer shall hold office for a term of one year not to succeed themselves, with the exception of the Secretary, the Treasurer, and the Five Members at Large who may succeed themselves. All offices shall begin their terms immediately following the annual meeting. The First Vice-President, upon completion of his/her term, will succeed into the office of President and shall hold that office for a term of one year. The Second Vice-President, upon completion of his/her term, will succeed into the office of First Vice-President and shall hold that office for a term of one year.

#### *Section 3: Vacancies*

In the event a vacancy is created in one of the elected offices, the remaining Board Members shall elect a replacement by majority vote.

#### *Section 4: Elections*

Elections shall be held annually during the annual meeting of the year and the newly elected officials shall take office immediately following the annual meeting. Nominations for elections may be made by electronic or postal mail or from the floor. All nominees for designated office shall be voted upon by the attending membership. In the event that more than two seek the same office, the two receiving the highest number of votes for a particular office will engage in a run off election and the member with the highest number of votes will be elected to the office. A photo identification card and membership card can be produced as member verification to allow said member to vote at annual meetings if there is a question as to member status.

*Section 5: Special Provisions*

No one may serve in two elected positions simultaneously except for the offices of Secretary and Treasurer. These two offices may be held by one person. The elections and terms for each of these offices will remain separate and the positions treated as if they were separate.

*Section 6: Board of Directors*

All Board Members including the immediate Past President shall have a vote on the matters before the Board. However, voting requires the individual board member be present at the Board meeting when the vote is taken. An exception to the requirement, that a Board Member be present to vote on matters before the board, can be made upon a unanimous vote of the Board of Directors present at a regularly called meeting.

*Section 7: Immediate Past President*

The immediate Past President's term will end whenever a new President is elected, and the outgoing President will assume the position on the Board as the immediate Past President. If the outgoing President declines to serve on the Board as immediate past President, the person currently serving will retain the position. If no one serves as the immediate Past President, the position will be deemed vacant by a majority vote of the Board and no one may serve in this position until the next change in the office of the President.

*Section 8: Membership Director*

The Membership Director duties will be performed by the person elected as the 2<sup>nd</sup> Vice President.

**ARTICLE IV: MEETINGS**

*Section 1: Meeting Schedule*

- A. The meetings of the Board of Directors shall be held at least once in each quarter at a date, time and place voted on by the Board of Directors, or in lieu of this, the next meeting date will be set by the President. A general membership meeting shall be held annually.
- B. All meetings of the Board of Directors shall be open to the general membership of the Chapter unless the Board is acting upon matters referred to it by the Ethics Committee of the Chapter or the Ethics Committee of the IAAI.
- C. Special meetings may be called by the President or by a majority of the Board of Directors. Notifications of special meetings will be posted on the Chapter Website at least fourteen days prior to the same. The notice shall state the business to be considered at such meeting and no

other business than that stated shall be in order at such meeting unless otherwise pertinent business should arise, or other business as deemed for the good of the order.

*Section 2: Ethics Committee*

Whenever deemed necessary by a majority vote of the Board of Directors, an Ethics Committee will be created. The Committee will consist of three members in good standing which are appointed by the President, or if the Committee is to evaluate the actions of the President, then the First Vice President. The Committee will exist to hear all evidence on the matter to which they were assigned and will be dissolved upon the completion of the matter, a point which shall be determined by the Board of Directors. The Ethics Committee purpose is to serve the same purpose as set forth in the IAAI's Constitution and Bylaws and will be governed by the same directives as described in that document. All meetings of the Ethics Committee shall be closed meetings.

*Section 3: Rules of Order*

The meetings shall be governed by Robert's Rules of Order. <http://www.robertsrules.com/>

*Section 4: Quorum*

Five Board of Directors shall constitute a quorum at all Board meetings. Seven members in good standing shall constitute a quorum at all general membership meetings.

**ARTICLE V: FINANCE**

*Section 1: Application Fees*

Persons applying for membership in the Chapter shall be required to submit a fully executed application form and the first year's dues. In the event that the applicant is not accepted as a member of the Chapter for any reason, all moneys paid to the chapter shall be refunded in full within thirty (30) days of the rejection, accompanied by a letter stating that acceptance for membership was not gained by the applicant. Any moneys paid to the International will be handled by the International and not the State Chapter.

*Section 2: Membership Dues*

Dues for Active members shall be set by the membership upon recommendation from the Board of Directors at the General Membership Meeting. The dues for the forthcoming year shall be paid in full on or before the last quarterly meeting being held to fill the offices for that next year. Only members whose dues are current at the time of the election shall be eligible to hold office, or allowed to vote.

Honorary members and Life members will not be required to pay dues to the organization.

*Section 3: Dues delinquency*

Should a member fail to remit in full such dues by the end of January following their due date, a notice of delinquency shall be sent informing the member of the delinquency. If payment is not received by the second quarterly Board meeting, the delinquency shall be reported to the Board of Directors who shall terminate the membership of the delinquent person.

Should the person choose to be reinstated as a member without submitting a new application, all dues in arrears must be paid in full in advance of reinstatement.

In fulfillment of the Chapter's full responsibility to its membership, an individual exemption of this section can be granted for circumstances such as financial hardship, by a unanimous vote of the Board of Directors. Any exemption to this section shall be only for one (1) year's dues, and subsequent exemptions will require another vote from the Board.

**ARTICLE VI: REGULATIONS DESIGNED by ASSOCIATION**

*Section 1:*

The Chapter shall conform to the Constitution and By-laws of the IAAI. Copies of the By-laws and Constitution of the IAAI can be obtained from the Chapter Secretary.

**ARTICLE VII: AMENDMENT**

*Section 1: Requirements*

This Constitution and By-laws may be amended at any general membership meeting of the Chapter by a vote of two-thirds of the members present, providing:

- A. The proposed amendment has been presented and read at three previous membership, Board, or Area meetings. Or,
- B. The proposed amendment has been posted on the Chapter Website for thirty (30) days. Or,
- C. Notification has been made to the Chapter membership by posting on the Chapter Website, or by mass email, the date and time of the meeting in which the vote will be held on the proposed amendment. And,
- D. The proposed amendment is in the form consistent with and without conflict with the remainder of the existing Constitution and By-laws of the Chapter or of the IAAI.

## **ARTICLE VIII: CERTIFICATION PROGRAM**

### *Section 1: Certified Fire Investigator Program*

There shall exist within the State of Indiana a program known as the Certified Fire Investigator (CFI) Program. This program will conform to the direction and guidelines set forth by the IAAI.

### *Section 2: Indiana Chapter Certification Committee*

The CFI Program will be governed by the Chapter and will be administered by the Indiana Chapter Certification Committee (ICCC). The ICCC will operate as an independent committee and will rely on the Chapter only for those requirements of the Chapter as set forth in the CFI Program Manual. This section is not intended to prevent members of the Chapter from participating in the CFI Program or the ICCC activities.

### *Section 3: Chapter Liaison Officer*

The President shall appoint a person to serve as the liaison Officer between the Chapter and the ICCC. The Liaison Officer may serve in any other position within the ICCC as that committee deems permissible.

## **ARTICLE IX: REWARD COMMITTEE**

A committee consisting of three individuals will review each request for reward. The committee will be appointed by the Indiana Chapter President of the IAAI. The president shall appoint one individual from the Indiana Department of Homeland Security Investigation Division or an individual from an Indiana Fire Department Investigation Division, one individual from the Insurance/Private sector and one individual from the Board of Directors of the Indiana Chapter of the IAAI.

The following are guidelines to assist the reward committee in determining reward amounts.

- Class A felony-up to \$5000
- Class B felony-up to \$3500
- Class C felony-up to \$1000
- Class D felony-up to \$500
- Misdemeanors –up to \$100

The reward committee will have the authority to adjust the amounts as necessary based on extenuating circumstances.

The reward committee will meet once a month if needed to review all reward submissions. The committee will make a determination on a reward amount if justified. Once a determination that a reward is to be made, the reward committee will submit select information to Indiana FAIR Plan to request the appropriate amount of the reward. No personal identification information regarding the recipient will be sent to FAIR Plan, this information will only be known by the reward committee. Once received, FAIR Plan will have a check issued to the Indiana Chapter within thirty days. The Indiana Chapter will then issue a check to the recipient as expedient as they are able. Reward amounts will be given based on information leading to an arrest. A copy of an arrest report must be submitted with the request for reward.

The treasurer of the IAAI will provide an annual report to the President of the Indiana Chapter of the IAAI on the amount of rewards paid for the prior year by January 31 of each year. This report will be forwarded to the Fair Plan for their review.

#### **ARTICLE X: Award Committee**

The Committee will review award nominations on an annual basis for:

##### *The Lawrence William Tuck Investigator of the Year Award*

This award is given to an individual who is an active investigator in the State of Indiana and who has shown outstanding achievement through the use of professional expertise, in both the criminal and civil fields of fire investigation or arson control. The recipient shall not be a current member of the awards committee. There shall be one annual Investigator of the year. The president of the chapter shall appoint a three member committee to select the annual recipient of this award.

#### **ARTICLE XI: Indiana Fire Investigation Conference Committee**

The committee shall be responsible for the planning of the annual conference. The committee membership will consist of the Board of Directors, additional members can be appointed by the Chapter President. The Chapter President shall also appoint a Committee Chairman.

#### **ARTICLE XII: By-Law Committee**

Review all proposed changes to the Constitution & By Laws of the Chapter, assuring that each proposed change is prepared and presented in the proper format for consideration by the membership. Forward a final copy of all proposed constitutional changes to the Web-Master for posting in accordance with the

Constitution and By Laws. The committee membership shall be appointed by the Chapter President. The Chapter President shall also appoint a Committee Chairman.

**ARTICLE XIII: Juvenile Fire setter Committee**

This committee is a comprehensive group professionals who will work together to address the juvenile fire setting problem in the state. The committee membership shall be appointed by the Chapter President. The Chapter President shall also appoint a Committee Chairman.

**ARTICLE XIV: Training and Education Committee**

Present regional training programs in accordance with the Chapters Mission statement. The committee membership shall be appointed by the Chapter President. The Chapter President shall also appoint a Committee Chairman.

**ARTICLE XV: International IAAI Annual Training Conference**

The Indiana Chapter of the IAAI will have the Chapter President or designated person attend the IAAI ATC as a representative of our Chapter. The Indiana Chapter will pay all reasonable expenses for the Chapter Representative to attend the conference; these reasonable expenses shall include ATC fee, airfare, car rental, hotel lodging and a daily meal stipend. The daily meal stipend and any additional expenses if needed shall be discussed on an as needed basis.