

THE ARIZONA IDENTIFICATION COUNCIL

CONSTITUTION AND BYLAWS

**CONSTITUTION
AND
BYLAWS
OF THE
ARIZONA IDENTIFICATION COUNCIL
THE ARIZONA STATE DIVISION OF THE
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION
Publication Date: 2013**

CERTIFICATION ABBREVIATIONS

CLPE CERTIFIED LATENT PRINT EXAMINER

CFWE CERTIFIED FOOTWEAR EXAMINER

CCSI CERTIFIED CRIME SCENE INVESTIGATOR

CCSR CERTIFIED CRIME SCENE RECONSTRUCTIONIST

CCST CERTIFIED CRIME SCENE TECHNICIAN

CCSA CERTIFIED CRIME SCENE ANALYST

CSCSA CERTIFIED SENIOR CRIME SCENE ANALYST

DISCIPLINE ABBREVIATIONS

ART FORENSIC ART

BPA BLOOD PATTERN ANALYSIS

CS CRIME SCENE INVESTIGATION

FA/TM FIREARMS/TOOLMARKS

FP FINGERPRINT IDENTIFICATION

LP LATENT PRINTS

FW/TT FOOTWEAR/TIRE TRACK EXAMINER

I/GT INNOVATIVE/GENERAL TECHNIQUES

LA LABORATORY ANALYSIS

PG POLYGRAPH

FPH/EI FORENSIC PHOTOGRAPHY/ELECTRONIC IMAGING

QD QUESTIONED DOCUMENT

VI/AA VOICE IDENTIFICATION/ACOUSTIC ANALYSIS

DIE DIGITAL IMAGE ENHANCEMENT

CODE OF ETHICS

As a member of the Arizona Identification Council, the Arizona State Division of the International Association for Identification, being actively engaged in the Profession of Scientific Identification and Investigation, I dedicate myself to the efficient and scientific

administration thereof in the interest of Justice and the betterment of Law Enforcement.
To cooperate with others in the profession, promote improvement through research, and disseminate such advancement in my efforts to make more effective the analysis of the expert.

To employ my technical knowledge factually, with zeal and determination, to protect the ethical standards in the profession of scientific identification and investigation.

I humbly accept my responsibility of Public Trust and seek divine guidance that I may keep inviolate the profession of Law Enforcement.

4

CONSTITUTION

ARTICLE I

NAME AND OBJECT

The organization shall be known as the ARIZONA IDENTIFICATION COUNCIL, the Arizona State Division of the INTERNATIONAL ASSOCIATION for IDENTIFICATION, a non-profit organization, and is formed for the following purposes:

- A). To bring persons who are actively engaged in the profession of identification and scientific investigation of physical evidence into an organized body so that the profession in all its branches may be standardized and effectively and scientifically administered.
- B). To encourage the improvement through development and research of all branches of scientific investigations.
- C). To keep its members apprised of the latest techniques and discoveries in scientific investigations.
- D). To raise the standards of law enforcement officials having charge of crime detection facilities.
- E). To employ the collective knowledge of the profession to advance the scientific techniques of identification and investigation.
- F). To use the knowledge of this association to encourage bureaus of identification and investigation to adopt modern methods.
- G). To endeavor to elevate the personnel of the membership of this association,

inspire a just pride in their profession, and by their united efforts, reduce crime by making identification certain, and to aid society generally.

H). By cooperation between the several states of this and other countries to make more effective the work of the identification expert, and to promote any advance in science and research in one locality, so that it can be disseminated in other places through the medium of its members in conference assembled, and by other means of communication.

5

ARTICLE II

MEMBERSHIP

Section 1 CLASSES

The membership of this association shall consist of ACTIVE MEMBERS, LIFE ACTIVE MEMBERS, ASSOCIATE MEMBERS, and HONORARY MEMBERS. Only citizens of the United States of America are eligible to ACTIVE and LIFE ACTIVE MEMBERSHIP in the Association.

Section 2 ACTIVE MEMBERS

The Active Membership of the Association shall consist of heads of bureaus of identification or investigation and other persons in law enforcement who are engaged in the science of identification or investigation; heads of Police Departments, Chiefs of Detectives and Sheriffs; provided, however, that the forgoing persons are bona fide employees of, and who receive full time salaries from National, State, County, or Municipal Governments, or some subdivision thereof.

An Active Member shall not lose his Active status because of service or medical retirement or change of assigned duties in law enforcement.

Section 3 LIFE ACTIVE MEMBERS

Life Active Membership shall consist of all Past Presidents of the Arizona Identification Council and any member who has paid his dues for 25 years and who has not been suspended by action of the Executive Committee. Life Active Members shall not be subject to yearly contributions.

Section 4 ASSOCIATE MEMBERS

All reputable persons wholly or partially engaged in any of the various phases of the science of identification or investigation and who are not qualified for Active or Life Active Membership are eligible to become Associate Members. They shall in all respects be subject to the same rights and privileges as Active Members, except that they shall not be eligible to vote or hold office.

Section 5 HONORARY MEMBERS

Honorary Members of this Association shall consist of persons who have performed some particular service for the Association or who have in some way done some conspicuous thing for law enforcement. Such person or persons, upon motion of any member in good standing, may be elected by the Executive Committee or by the Association at an Annual meeting to Honorary Membership for one year of that period of

6

time specified at the time of election. They are excused from the payment of dues and shall not be eligible to vote or hold office.

Honorary Membership status shall be reviewed annually by a special committee as appointed by the President, consisting of at least three members of the Executive Committee. A recommendation to continue or discontinue Honorary Membership status will be reported to the Executive Committee for review and vote. The decision of the Executive Committee shall be conveyed by the President to the affected member. In the event Honorary Membership status is discontinued, Active or Associate Membership application, with full fee contribution requirement, shall be offered to the affected member, pursuant to ARTICLE I of the Bylaws of the Association.

ARTICLE III

OFFICERS

Section 1 TITLES

There are hereby created the following officers of the Association;

A) President

B) First Vice-President

- C) Second Vice-President
- D) Third Vice-President
- E) Chairman of the Board of Directors
- F) Sergeant at Arms
- G) Editor
- H) Secretary
- I) Treasurer
- J) Historian
- K) Regional Representative
- L) Parliamentarian
- M) Webmaster

Section 2 ELECTION

All of the forgoing officers shall be elected, every other December, for a period of two years, except the following:

- A) The office of Chairman of the Board of Directors shall be held by the immediate Past President for a term of two years.
- B) The offices of Historian and Webmaster shall be bestowed upon any member who, in the opinion of the President, is deserving of the title and duties connected with it. There shall be no set term of office for the Historian or Webmaster.

7

- C) The office of the State Representative to the IAI is appointed by the IAI on the recommendation of the President and the Board of Directors.

Section 3 ELIGIBILITY

Only Active and Life Active Members, subject to the provisions set forth in ARTICLE II, shall be eligible to hold any of the foregoing offices except that of Historian. No member shall be a candidate for, nor be elected to, more than one office during any one term.

Section 4 VACANCY IN OFFICE

In case of vacancy in the office of the President or of the Vice-Presidents, such vacancy shall be filled by the next officer in line. In case of a vacancy in any other office, except

that of Historian or Chairman of the Board of Director, the Nomination Committee shall nominate a person or persons for the office who shall be elected by a vote of the Executive Committee and will hold office until the next election.

In the event the Chairman of the Board of Directors is unable to fulfill his term of office, the President shall appoint a Chairman of the Board of Director for the interim. A vacancy in the office of Historian or Webmaster shall be filled by an appointment by the President.

ARTICLE IV

BOARD OF DIRECTORS

Section 1 NUMBER

There shall be a Board of Directors consisting of twelve members, six of whom shall be elected:

Elections for the Board of Directors shall be conducted by every other December. Additionally, the President is empowered to appoint two Active or Life Active Members as Advisory Board Members, to serve in an advisory capacity to the Board of Directors, with full voting rights. The President is also empowered to appoint one supporting vendor representative to serve in an advisory capacity to the Board. The Advisory Vendor to the Board of Directors shall be a non-voting, Associate Member position. The remaining 12 member board will consist of the President (non-voting), past-president (Chairman of the Board) and past Chairman.

Section 2 CHAIRMAN

8

The immediate Past President shall be a member of the Board of Directors and shall serve as the Chairman of said Board with full voting privileges. He shall be succeeded by the incoming Past President.

Section 3 PAST CHAIRMAN

The immediate Past Chairman of the Board of Directors shall be appointed to a two year term on the Board of Directors with full voting privileges.

Section 4 VACANCY IN OFFICE

In the event of a vacancy occurring on the Board of Directors between elections, such vacancy shall be filled by an appointee of the President and the newly appointed member of the Board shall hold office only until the next election.

ARTICLE V

DUTIES OF THE OFFICE

Section 1 DUTIES OF THE PRESIDENT

The President shall preside or be present at all meetings of the Association and shall preserve order and decorum. He shall carefully supervise the affairs of the Association and labor for its usefulness and efficiency. He shall appoint all standing and special committees within thirty days of election unless otherwise provided and will fill all vacancies in the offices and committees caused by death, resignation, or other causes during the recess of the Association, as provided for in these Bylaws. All appointments are to be confirmed by the Executive Committee.

President shall not succeed himself in office except in cases where he serves the unexpired term of his predecessor.

The President shall receive allowances for necessary expenses while attending the Annual Conferences of the AIC and/or the IAI as approved by the Board of Directors. The President shall be an Ex-Officio member of the Board of Directors and shall not have a vote as a member of said Board.

Section 2 DUTIES OF THE VICE-PRESIDENTS

The First Vice-President, or in his temporary absence or disability, the Second Vice-President, and that numerical order to and including the Third Vice-President, shall act as presiding officer of the Association during the temporary absence or disability of the President.

The First Vice-President shall automatically succeed to the office of President in the event of the death, disability, resignation or removal from office of the President and shall serve the unexpired term thereof. In like circumstances, should the First Vice-President be unable to carry out the duties imposed upon him by the Constitution by

reason of death, disability, resignation or removal from office, then the other Vice-Presidents, in their numerical order shall succeed to the office of President or Vice-President next in line of succession. In the event of a vacancy in the office of Third Vice-President due to death or other causes, such office shall remain vacant until the next election.

The First Vice-President shall serve as Chairman of the Legislative Committee. The First Vice-President shall also serve as a member of all committees appointed by the President and also be a member of the Recruiting and Training Committee, and perform other duties as may be assigned by the Board of Directors.

The Second Vice-President shall serve as Chairman of the Credentials and Membership Committee. The Second Vice-President shall also be a member of the Recruiting and Training Committee, and perform other duties as may be assigned by the Board of Directors.

The Third Vice-President shall serve as Chairman of the Recruiting Committee and shall perform other duties as may be assigned by the Board of Directors.

Section 3 DUTIES OF THE SERGEANT AT ARMS

The Sergeant at Arms shall issue to each member upon payment of contributions a membership card which will bear the imprint of the year for which issued and the imprint of the Official Seal of the Association. The Sergeant at Arms shall also approve applications for membership with the Association as a member of the Membership Committee.

The Sergeant at Arms shall also perform other duties as may be assigned by the Board of Directors.

Section 4 DUTIES OF THE EDITOR

The Editor shall receive all articles and items of interest to the members, edit such articles and items when necessary and publish them in the Newsletter or other publication designated for that purpose. The Editor shall secure such other beneficial publicity for the Association as may be within his power. The Editor may assist in the securing and the publication of the annual proceedings when such publication is directed by the Executive

Committee.

The Editor shall publish or cause to be published a Newsletter as determined by the Board of Directors, and distribute same to all members in good standing. At the direction of the President, the Editor may be aided by others designated as Assistant Editors in

10

fulfilling this duty. The Editor shall also perform other duties as may be assigned by the Board of Directors.

Section 5 DUTIES OF THE SECRETARY

The Secretary shall keep an account of the proceedings of the seminars and meetings of the Association in writing.

The Secretary shall maintain a current roster of all eligible members, and shall provide the Editor with the names and pertinent information on all prospective members.

The Secretary shall receive an allowance for any necessary expenses while attending the Annual Conferences of the AIC and/or the IAI as approved by the Board of Directors.

The Secretary shall also receive an expense account each year for expenses incident to his duties, which shall not be construed as salary and shall not be in excess of five hundred dollars (\$500.00).

The Secretary shall receive the approved applications for Certification from the International Association for Identification, and forward them to the proper Area Committee Member through the Chairman of the Certification Committee.

The Secretary shall submit an Annual Report to the IAI yearly.

The Secretary shall serve as a member of the Credentials Membership Committee.

The Secretary shall also perform other duties as may be assigned by the Board of Directors.

Section 6 DUTIES OF THE TREASURER

The Treasurer shall receive all moneys due the Association and keep a just and accurate account of all receipts and disbursements.

The Treasurer shall draw all warrants, sign the same and cause such warrants to be approved and countersigned by the President. Expenditures of the Association shall be

restricted to:

(A) Necessary office supplies

(B) Food and lodging of officers, committee members and members whose presence is required at Executive Committee meetings.

(C) Allowances and expenses as provided elsewhere in this Constitution and Bylaws.

Expenditures not specified in this Constitution and Bylaws shall require prior approval of the Executive Committee.

11

(D) An allowance for tributes for the funeral of any deceased member or direct family member of this Association unless otherwise directed by the Executive Committee.

The Treasurer shall also receive an expense account each year for expenses incident to his duties, which shall not be construed as salary and shall not be in excess of two hundred dollars (\$200.00).

The Treasurer shall document all Certification revenue from other Association revenue.

The Treasurer shall submit an Annual Report yearly.

The Treasurer shall also perform other duties as may be assigned by the Board of Directors.

Section 7 DUTIES OF THE BOARD OF DIRECTORS

The Directors shall attend all Executive Committee meetings, assist in the formulating of the business affairs of the Association and assist the President in conducting the Annual Conference.

The Directors shall be responsible for all training, including the obtaining of instructors and/or speakers at all division seminars. All Directors are members of the Training Committee.

Section 8 DUTIES OF THE CHAIRMAN OF THE BOARD OF DIRECTORS

The Chairman of the Board of Directors shall serve as Chairman for the Executive Committee and the Training Committee.

Section 9 DUTIES OF THE HISTORIAN

The Historian shall search out and collect all items of historical interest to the

Association. The Historian shall identify and record each item to the best of their ability, acknowledging the donor of each. At the direction of the President, the Historian may exhibit historical items at the Annual Conference of the Association.

The Historian shall also perform other duties as may be assigned by the Board of Directors.

Section 10 DUTIES OF THE PARLIAMENTARIAN

It shall be the duty of the Parliamentarian to uphold Robert's Rules of Order so long as they do not conflict with this Constitution.

Section 11 DUTIES OF THE REGIONAL REPRESENTATIVE

12

The Regional Representative shall review and approve applications for membership to the IAI. The Regional Representative shall also perform other duties as may be assigned by the Board of Directors.

Section 12 DUTIES OF THE WEBMASTER

The Webmaster shall create and maintain the website of the Association and be responsible for posting information about the Association on the internet. The Webmaster shall also work with the Secretary to organize elections every other December.

ARTICLE VI

MEETINGS

Section 1 ANNUAL

The Annual meeting of the Association shall be for one or more days at a place selected by a majority vote of those members present or at a place selected in lieu thereof by the Executive Committee. In the event that the Annual meeting occurs in cooperation with other Regional Divisions, the hosting Regional Division will determine the date and place of the event.

Section 2 PARTICIPATION

All members are entitled to the floor of the seminars or other deliberation assemblies of the Association but only those holding Active or Life Active Membership are entitled to propose or vote on motions or in the election of officers. Any member may attend

meetings of the Executive Committee, however, only the Committee members may propose or vote on Committee matters. Members are not entitled to participate in committee meetings unless they are on the committee in question or invited to participate, with the exception of the Executive Committee meeting.

Section 3 QUORUM-ANNUAL

A quorum at the Annual Meeting of the Association where all Active and Life Active Members are invited to attend shall consist of at least nine members. Alternatively, a quorum may also consist of electronic responses from at least one quarter of all Active and Life Active Members.

Section 4 MIDYEAR

The Executive Committee shall meet at least once midway between Annual Seminars. This meeting may be held in the central part of the state or other location agreed upon by members of the Committee.

13

Section 5 QUORUM-EXECUTIVE COMMITTEE

Six elected officers of the Association shall constitute a quorum at a Regular or Special Meeting of the Executive Committee.

Section 6 PUBLICATION-ANNUAL

The full proceedings of all Annual Conferences shall be published in printed or electronic form. A copy of such proceedings shall be furnished to each member, and to the Chief Operations Officer of the International Association for Identification. This may be incorporated into the Division Newsletter.

ARTICLE VII

EXECUTIVE COMMITTEE

Section I DEFINED

The elected officers of the Association, together with the full Board of Directors, as a group shall be known as the Executive Committee and shall govern the affairs of the Association as provided for in this Constitution and Bylaws.

Section 2 CHAIRMAN

On the installation of a new President, the outgoing President shall be designated as the Chairman of the Executive Committee for the ensuing two years.

Section 3 CHAIRMAN-REPLACEMENT

Should the Chairman of the Executive Committee be unable to carry out the duties imposed upon him by the Constitution by reason of illness, death, or other contingency, the President shall appoint another Past President to serve in that capacity.

Section 4 RESPONSIBILITIES

The Executive Committee, together with the President, shall outline the program and activities of the seminars of the Association and shall have control of the Association during its recesses.

Section 5 VOTING

At meetings of the Executive Committee, the Chairman shall have no vote in matters at issue unless the members of the Committee are deadlock in a tie vote. In such cases, the Chairman shall cast the deciding vote.

14

Section 6 DISPUTES-SUSPENSIONS

The Executive Committee shall arbitrate disputes between the members and officers of the Association and non-members when the interests and welfare of the Association are involved. They shall verify suspensions made by the Secretary for payment of contributions, and act as a Trial Committee upon request of the President, or any member under charges, and their decision shall be final, except upon appeal to the membership assembled in an Annual Conference.

Section 7 CHARGES AGAINST A MEMBER-PROCEDURE

- A) Allegations of incompetence or unethical conduct must be made in writing, signed, and submitted either to the President or Secretary of the Association.
- B) Upon receipt of such an allegation, the President shall: a) forward within five (5) days by certified or registered mail, return receipt requested, a copy of the allegations to the accused and b) schedule within twenty-one (21) days a meeting of the Executive Committee of the Association and notify the accused thereof.

C) The Executive Committee shall conduct a preliminary review and evaluation of the allegation at the scheduled meeting and may, at its sole discretion, consider additional oral or written information submitted at the meeting by the accuser and the accused. Failure of the accuser to attend the meeting will result in the allegations being summarily dismissed. The accused's attorney may attend the meeting, but shall not participate therein.

D) The accuser and accused shall be given an opportunity to present oral argument at the conclusion of the meeting, but both shall be excluded from discussions and/or deliberations by the Executive Committee which may decide to:

- 1) Reject and dismiss the allegations.
- 2) Accept the allegations and offer the accused training in those areas giving rise to the allegations.
- 3) Accept the allegations and recommend further investigation by a Special Investigative Committee.
- 4) Accept the allegations and censure or reprimand the accused.
- 5) Accept the allegations and suspend or terminate the accused's membership in the Association.

The accuser and accused shall be advised in writing within five (5) days of the decision of the Executive Committee. **The Executive Committee shall also inform the

15

International Association for Identification within thirty (30) days of the Executive Committee's decision.**

E) If the Executive Committee recommends further investigation by a Special Investigative Committee, the President, within five (5) days of the decision of the Executive Committee, and in his/her sole discretion shall appoint to the Special Investigative Committee three (3) members of the Executive Committee and two (2) members from the membership at large.

F) The Special Investigative Committee shall review the allegations, conduct further investigations regarding same, and issue a written report of its finding to the President

within thirty (30) days of appointment unless the committee determines it requires additional time for further investigations. In such event, the Special Investigative Committee shall so advise the President, the Executive Committee, the accuser, and accused, in writing, and shall within ninety (90) days, thereafter, conclude its investigation and issue a written report of its findings to the President.

G) Upon receipt of the Report of the Special Investigative Committee, the President shall forward a copy thereof to the accuser, the accused, and the members of the Executive Committee, and shall schedule a meeting thereof within twenty-one (21) days.

H) The Executive Committee shall review the findings of the Special Investigative Committee at the meeting, and may, in its sole discretion, permit the accuser or accused to present any additional information and/or oral argument. It may make any decision set forth in subparagraph D of this Section 7, except recommending further investigation by a Special Investigative Committee, and such decision shall be in writing and sent to the accuser and accused within five (5) days by certified or registered mail, with return receipt requested.

I) If the decision of the Executive Committee is to terminate the accused's membership in the Association, the accused may appeal to the full membership. Any other decision by the Executive Committee is non-appealable. The appeal must be in writing and sent to the President by certified or registered mail, with return receipt requested, within thirty (30) days of the accused's receipt of the decision of the Executive Committee. If the accused fails to appeal, or to do so timely, from the decision of the Executive Committee, the termination of the accused's membership in the Association shall be final.

J) The accused's appeal to the full membership shall be presented at the next annual business meeting of the Association. If the next annual business meeting is more than six (6) months hence, the President shall call a special meeting of the membership within ninety (90) days. Upon considering the appeal, the full decision of the Executive Committee to terminate the accused's membership in the Association, and the accused shall be notified thereof in writing by the President of the Association.

ARTICLES VIII

COMMITTEE

Section 1 TYPES

There shall be two kinds of committees, standing and special, and when not otherwise provided, they shall be appointed by the President.

Section 2 DESCRIPTIONS

The President shall within thirty (30) days after the closing of the Annual Conference, unless otherwise provided for in this article, appoint the following committees, together with such other special committees as he may deem necessary to act during the following year:

1. Auditing and Finance
2. Credentials-Membership
3. Legislative
4. Nominating
5. Certification
6. Training
7. Recruiting

Section 3 AUDITING AND FINANCE

This Committee shall consist of three or more members who shall audit all the financial accounts of the Association annually or at the order of the Executive Committee, and shall report to the membership assembled, or to the Executive Committee.

Section 4 CREDENTIALS AND MEMBERSHIP

The Committee on Credentials and Membership shall consist of the Second Vice-President as Chairman, the Sergeant at Arms and the Secretary; or such other members in good standing whom the President may appoint. They shall pass upon the eligibility of all members at the business meeting of the Annual Conference. This committee shall also process all applications for membership in this Association as outlined in the Bylaws of this Constitution.

Section 5 LEGISLATIVE

The committee, composed of three or more members, including the First Vice-President as Chairman, shall obtain copies of and consider any and all laws passed by or pending before Federal, State, or local legislative bodies which relate to law enforcement. They shall be a standing committee which will report to the Executive Committee during the recess of the Association if required to do so by the urgency of legislation possibilities or

17

by order of the Executive Committee. This report shall be accompanied by recommendations and submitted to the Annual Conference.

Section 6 NOMINATING

The Nominating Committee shall be composed of Past Presidents. If less than three (3), then one or more Active or Life Active Members of this Association, as the President may designate, shall be appointed to bring the Committee membership to three. This committee shall elect its own chairman and shall submit the names of eligible members as candidates for the various elective offices of this Association. These names shall be presented before the members assembled for their consideration. Other nominations may be submitted by any member in good standing who is entitled to vote. The membership shall decide by majority vote whether to accept or reject any or all candidates.

Section 7 CERTIFICATION COMMITTEES

The Certification Committees shall each be a standing committee consisting of up to three individuals certified in the discipline, from different regions of the State, actively engaged in the occupation, and active in the parent association of the International Association for Identification. The committee chairman shall be appointed by the President of the association annually.

(A) DUTIES OF THE CERTIFICATION COMMITTEE MEMBERS:

Certification Committee Members shall perform the following duties within that member's regional area.

1. Applications

a. Provide requested application and materials to the applicant.

b. Upon request of any applicant, review completed application and materials for conformance with minimum requirements, upon completion of which they shall be returned to the applicant for his submission directly to the International Association for Identification.

2. Examination

a. Upon receipt of application approval from the International Association for Identification, establish a date, time and place for the examinations, notifying the Chairman of the Certification Committee, as well as both the applicant and the International Association for Identification. In addition, advise the applicant of equipment necessary to participate in the examination; i.e. fingerprint glass with reticle, et cetera.

18

b. Administer the examination in accordance with the standards set forth by the International Association for Identification. **The proctor of the examination shall not be employed by the same agency as the applicant. ** The proctor shall also not be related to the applicant.

c. Submit the completed written and comparison examination to the International Association for Identification.

(B). EXPENSES:

All expenses, pre-approved by the President of the Association, incurred by a Certification Committee Member in the furtherance of activities on behalf of this Committee shall be reimbursed by the Arizona Identification Council.

Section 8 TRAINING COMMITTEE

The Training Committee shall be a standing committee consisting of all members of the Board of Directors. The Chairman of the Board of Directors shall also serve as the Chairman of the Training Committee.

The Training Committee shall be responsible for all division training programs including those set forth in Section 6, ARTICLE V of this Constitution.

The Training Committee shall administer the Division Training Fund which shall be separate from the regular monies of the Association. The Training Committee shall submit an Annual Report at the Annual Conference.

Section 9 RECRUITING COMMITTEE

The Chairman of the Recruiting Committee shall be the Third Vice-President and the committee shall consist of other members as appointed by the President.

The primary responsibility of the Committee is the formulation and attainment of an enrollment campaign. The secondary responsibility of the Committee shall be a campaign to retain current members.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Section 1 REGULATION

19

Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

Section 2 METHODS OF AMENDING

This Constitution and Bylaws may be amended, altered, or changed by a majority vote of an Association quorum, provided that the proposed amendments and alterations of changes have been provided to the membership of the Association thirty (30) days prior to the vote.

20

BYLAWS

ARTICLE I

APPLICATION FOR MEMBERSHIP

A). All applications for ACTIVE, LIFE ACTIVE or ASSOCIATE Membership shall be made upon the official application of the Association.

B). The applicant must be endorsed by an Active Member

- C). The application shall be forwarded to the Secretary together with payment of the initiation fee and contribution in the amount set forth herein.
- D). The Secretary shall forward the application to the Chairman of the Credentials and Membership Committee who will make such inquiry as they deem necessary to determine the eligibility of the applicant.
- E). The Secretary shall also, upon receipt of the application, advise the Editor and Webmaster of the name and agency of the applicant and the name of the member so endorsing.
- F). The Editor and/or Webmaster will publish this information so that all members will be aware of the name of the new member.
- G). The Secretary will issue receipt for dues and initiation fee, if requested, forwarding same to the applicant and advising him/her that the application is being processed by the Credentials and Memberships Committee and that their name is on the mailing list to receive the Newsletter.
- H). Approved application signed by all committee members will be forwarded to the Secretary.
- I). The Secretary will record the data. The Sergeant at Arms shall issue membership card, certificate, Constitution and Bylaws, and code of ethics to the new member.
- J). The approval of an applicant by a majority vote of the Credentials and Membership Committee will constitute acceptance into the Association. The Committee shall certify to the President that such applicant is well qualified and entitled to membership in the Association and will be carried on the records as of that date.
- K). If the applicant is rejected by a majority vote of that committee, his fees shall be returned and his name removed from the Newsletter mailing list. The applicant may appeal his rejection at the business meeting of the members at the next seminar and unless the members, by a two-thirds vote, overrule the action of the Credentials and Membership Committee rejecting the applicant, the rejection shall remain.

FEES, CONTRIBUTIONS, AND ASSESSMENTS

A). The admissions fee and first year's contribution shall be twenty-seven dollars.

(\$27.00).

B). The annual contribution of Active and Associate Members shall be twenty-five dollars (\$25.00) and shall be payable January 1st of each year.

C). No member or applicant for membership shall be exempt from the payment of initiation fees, contributions or assessments, except Honorary Members and Life Active Members. Any member in good standing may at any time request and receive from the Association a demit of membership, thus suspending him from all activities of the Association and relieving him from payments of dues and assessments.

D). Dues paid to the Association by any new applicant between January 1st and September 30 shall be applied to the dues for that calendar years only; dues paid by a new applicant between October 1 and December 31 shall apply to the following calendar year.

E). The Executive Committee is empowered by unanimous vote only to levy assessments upon the membership, when in its judgment the needs of the Association require such action.

F). Any member who is delinquent as of March 1st in the payment of contributions for the current year is deemed not in good standings and it shall be the duty of the Secretary to immediately notify such member of the fact. The Secretary shall also advise the Executive Committee of such notification. Unless contributions are received by April 1st, such member will be suspended and his name removed from the mailing list and rolls of Association.

ARTICLE III

REINSTATEMENT

A). In the event a member is suspended for nonpayment of contribution as provided for in ARTICLE II, SECTION F, he shall be reinstated only by action of the Executive Committee upon written request for reinstatement and payment of such sum of money or contribution as may be imposed by the Executive Committee.

B). When a member in good standing has received a demerit or has terminated his membership and now desires to be reinstated, he shall apply in writing and submit an application for membership to the Secretary who will submit same to the Credentials and Membership Committee.