

**CONSTITUTION AND BY-LAWS**

**MISSOURI CHAPTER**

**INTERNATIONAL ASSOCIATION OF ARSON  
INVESTIGATORS, INC.**

**(ADOPTED MAY, 2007)**

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**ARTICLE I – NAME AND OBJECTIVE**

Section 1. **Name** – This organization shall be known as the Missouri Chapter of the International Association of Arson Investigators, Inc. and is hereinafter referred to as the Missouri Chapter.

Section 2. **Objective** – The objectives and purposes of the Missouri Chapter shall be:

- a. To unite for mutual benefits those public officials and private persons engaged in the investigation of the cause and origin of fires, the control of arson and kindred crimes.
- b. To provide for exchange of technical information and developments.
- c. To encourage cooperation between public service agencies and associations to further fire prevention, investigation and the suppression of crime.
- d. To encourage high professional standards of conduct among fire investigators and to continually strive to eliminate all factors which interfere with administration of crime suppression.
- e. To foster greater professional competence in the investigative technique of fires and recognition of the crime of arson.

**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 fire investigation or the suppression of arson at the time he makes application shall be eligible to active membership on application, provided such person is an active member of the International Association of Arson Investigators, Inc. and possess the other qualifications for membership at the discretion of the Membership Committee and provided that such person is not less than 18 years of age at the time he makes application. All applicants for active or associate membership, if accepted, will be on a temporary status until the next meeting of the Board of Directors. During this temporary status period, a person's membership may be revoked at the discretion of the Board of Directors. If the application is not rejected by the "Board" within the specified time limit, full membership is automatically granted.

Active membership in the I.A.A.I. automatically carries active membership in the Missouri Chapter subject to the approval of the Board of Directors of the Chapter and payment of annual dues to the Chapter.

Section 2. **Associate Membership** – Persons not qualified for active membership may become associate members, after determination of their qualifications by Membership Committee. The Chapter may, by majority vote of active members present, exclude associate members from any particular business meeting. Associate members shall have all the rights and privileges of an active member with the exception of voting on matters pertaining to the International Association of Arson Investigators and holding office.

Associate membership in the I.A.A.I. automatically carries Associate Membership in the Missouri Chapter subject to the approval of the Board of Directors of the Chapter and payment of annual dues to the Chapter.

Section 3. **Honorary Life Membership** – The Chapter may, by a majority vote of the Board of Directors, confer honorary life membership upon any person qualified for membership who has rendered distinctive service to the Chapter or to its purpose. An honorary life member shall have all the rights and privileges of an active member without payment of dues. No more than two nominations for such membership may be approved in any one year.

Honorary membership in the I.A.A.I. automatically carries honorary membership in the Missouri Chapter subject to approval of the Board of Directors of the Chapter.

Section 4. **Friends of the Association** – Upon application, a related business may be recognized as a Friend of the Association. This category is intended for related business and professional organizations. A minimum contribution of \$75 annually is required for this category of membership. All funds derived through this category will be used to defray seminar expenses. Proper recognition will be afforded all members in this group.

Section 5. **Sustaining Members** – Upon application, a related business may be recognized as a Sustaining Member of the Association. This category is intended for related business and professional organizations. A minimum annual contribution of \$100 is required for this category of membership. All funds derived through this category will be used to defray seminar expenses. Proper recognition will be afforded all members in this group.

Section 6. **Personal Qualifications** – 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. No person shall be eligible for any class of membership if he has been a member, or is presently a member, or becomes a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the purpose of this Chapter.

Section 7. **Membership** – Applications for membership shall be made to the Chairman of the Membership Committee upon the recommendation of any member in good standing of the Chapter, and admission shall be by vote of such committee as provided in Section 1 of this article.

Section 8. **Termination** – Membership in the Chapter shall terminate by (1) voluntary withdrawal, (2) membership shall be terminated by the Secretary when after due notice, such member is in arrears in the payment of dues or any other obligation to the Chapter, failure to pay membership dues within 90 days of the due date shall forfeit membership in the association, 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 9. **Elimination** - The Board may censure any member or may terminate the membership of any member in the event (1) such member falsified his application or made any misrepresentation herein, (2) such member has conducted himself in such a manner as is prejudicial to the good name or best interest of the Chapter, or (3) such member has exhibited traits of character or conduct inconsistent with the qualifications for membership in the Chapter. In cases subject to this section, the Board shall provide such member with a hearing, due notice and an opportunity to be heard. A majority of the Board present in a duly constituted meeting shall be sufficient to cause censure or termination of membership for any reason specified in this section.

Section 10. **Appeal** – The member terminated shall have the right to appeal the Board of Directors’ decision for consideration by the entire membership present at the next meeting of the general membership. The appeal shall be submitted in writing within thirty (30) days following the removal to the secretary.

Section 11. **Reinstatement** – Any former member may be reinstated in the Chapter at the discretion of and by the consent of a majority of the Board, 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 his separation, he shall be required to pay the Chapter all such arrears as a condition to his reinstatement, unless the Board, by the majority vote and for good cause, shall waive the payment thereof.

### **ARTICLE III – ELECTION, TERMS AND OFFICES**

Section 1. **Eligibility for Office** – Active members of the Missouri Chapter shall be eligible to hold office, and may serve no more than two consecutive terms in the same office.

- a. Must be an active member of the Missouri Chapter
- b. Must be a member in good standing of the I.A.A.I.
- c. To be eligible for the Office of ~~President or Vice President~~ **President , Vice-President, Secretary or Treasurer** a member must have served on the Board of Directors ~~or as an Officer of this~~ **the Missouri Chapter** a minimum of one ~~year~~ **three year term**, within two years prior to serving in the ~~capacity as President or Vice president~~ **new position**.

Section 2. **Officers** – The officers of the Missouri Chapter shall be President, Vice-President, Secretary and Treasurer.

Section 3. **Board of Directors** – The Board of Directors shall consist of the Chapter President, Vice- President, Secretary, Treasurer, Immediate Past President, and nine other members of the Missouri Chapter duly elected. The Missouri State Fire Marshal shall be an honorary board member, who may attend board meetings as his/her schedule permits.

The Board of Directors shall consist of a minimum of two members from the law enforcement sector, two members from fire service, two members from private industries, and others.

Section 4. **Terms of Office** –

- a. Each duly elected officer shall serve a term of two years.
- b. The elected member of the Board of Directors shall serve on a staggered term basis so that at least two Board Members will be elected each year to serve a three-year term.
- c. The immediate past President is not elected and serves until such time as he/**she** is replaced by the President-elect.

Section 5. **Election** – The officers and Board of Directors shall be elected at the annual meeting. Election shall be by ballot and a majority of the votes cast shall elect.

Each elected officer and director shall take office immediately upon his/her taking the oath of office and shall serve such term as designated in the By-Laws and until his successor is duly elected and qualified.

Section 6. **Removal from Office and/or Membership** – The Board of Directors shall have the power to remove from office by majority vote, any officer or member of the Chapter for any of the following:

- a. Conduct or actions that tend to discredit or lead to disrepute of the State Chapter of the I.A.A.I.
- b. For good cause as submitted in writing by any member of the Chapter.
- c. Any officer or member shall have the right to appeal. The appeal must be submitted in writing within thirty days following the removal to the Board of Directors via the Secretary.

Section 7. The President, subject to the approval of the Board of Directors, shall biannually appoint such standing or special committees or subcommittees as may be required by the By-Laws or as he/**she** may deem necessary.

The Chairperson of each of the committees shall be a current officer of the Chapter.

Section 8. **Standing Committee** –

- a. **Nominating Committee** – The President shall appoint a Chairperson and two members to serve as the Nominating Committee no less than 90 days prior to the annual meeting and this committee shall submit to the membership at the annual meeting a list of nominees to fill the expiring terms of officers and members of the Board of Directors, or to fill the vacancy created by the resignation or removal of any such officer. At the time of election, the floor shall be open for the purpose of additional nominations.
- b. **Regional Training Committee** – The President shall appoint a Chairperson and as many members as he may deem necessary to serve as the Regional Training Committee to carry out the Chapter objectives as set forth in Article I, Section 2 of the By-Laws.
- c. **Legislative Committee** – The President shall appoint a Chairperson and as many members as he/she deems necessary to serve on the Legislative Committee to carry out the Chapter objectives as set forth in Article I, Section 2 of the By-Laws.
- d. **Membership Committee** – The President shall appoint a Chairperson and as many members as he/she deems necessary to serve on the Membership Committee to obtain the objectives set fourth in Article I, Section 2 of the By-Laws.
- e. **Audit Committee** – The Audit Committee, consisting of the Vice President and two members 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 Missouri Chapter.
- f. Members of all committees serve at the pleasure of the President or shall terminate on the expiration of the term of the appointing President.

**ARTICLE IV – GOVERNMENT**

Section 1. The Government of the Missouri Chapter shall be vested in the Board of Directors.

Section 2. The Board of Directors shall have supervision and control of the affairs of the Chapter, shall determine its policies or changes therein within the limits of the By-Laws, shall actively execute its objectives, and shall have discretion in the disbursement of Chapter funds.

Section 3. The President, Vice-President, Secretary and Treasurer shall be members of the Board with the right to vote.

Section 4. The Chapter President shall act as Chairman of the Board of Directors and shall preside over all meetings of the Board.

Section 5. **Meetings** – Except that the Board shall have a regular meeting at the time and place of the annual meeting, the Board shall meet upon the call of the President at such times and places as

he/**she** may designate, and shall be called to meet upon demand of a majority of the membership of the Chapter.

Notice of all meetings of the Board of Directors shall be sent by mail or e-mail to each member of the Board of Directors at least fourteen (14) days in advance of such meeting, except to those members of the Board present at an official meeting when the date is selected at that meeting.

All Board and Chapter meetings shall be conducted in accordance with Robert's Rules of Order, and the Chairman of the By-Laws Committee will be in charge of parliamentary procedure at said meetings.

Section 6. **Quorum** – A majority of the Board shall constitute a quorum at any meeting of the Board. Any less number may adjourn from time to time until a quorum is present.

Section 7. **Official Order of Business** –

- (1) Call of meeting to order,
- (2) Reading and approval of minutes of previous meeting,
- (3) Financial report,
- (4) Reports of officers,
- (5) Reports of Committees –
  - (a) Standing,
  - (b) Special,
- (6) Unfinished business,
- (7) New business,
- (8) Election of Officers (annual meeting),
- (9) Adjournment.

Section 8. **Absences and Vacancies** – Any official of the Chapter unable to attend a meeting shall, in a letter addressed to the Board through the Secretary, state the reason for his absence. If an official is absent from two (2) consecutive Board Meetings for reasons the Board has declared to be insufficient, his/**her** resignation may be deemed to have been tendered and accepted. Any vacancies that may occur on the Board by reason of death, resignation, or otherwise may be filled by the President with the approval of the remaining members of the Board until the next annual meeting. In the event of a vacancy in the office of President, Vice-President, Secretary and Treasurer between the annual meetings, the vacancy or vacancies shall be filled by the Board of Directors, and the newly appointed officer or

officers shall hold office until the next annual meeting. An officer elected to fill such vacancy shall serve until the expiration of the term of the vacated office.

Section 9. **President** – The President shall be the chief executive officer of this organization and shall preside at the meetings of this organization and the Board of Directors. He/she shall also, at the annual meeting and at such other times as he/she shall deem proper, communicate matters to the membership or to the Board of Directors, as may in his/her opinion tend to promote the welfare and increase the usefulness of the Missouri Chapter, and shall perform such other duties as are necessary incident to the office of President or as may be prescribed by the Board of Directors.

Section 10. **Vice-President** – In the absence of the President, the Vice-President shall be the chief executive officer, and shall act as such, the Vice-President shall be Chairman of the Audit Committee.

Section 11. **Secretary** – The Secretary shall keep the records and minutes of the organization and shall maintain the roll of members, the constitution and all other documents of value. He/she shall receive and acknowledge all communications of the Missouri Chapter addressed to him/her or that may be submitted to him/her by officers of the I.A.A.I., and perform such duties as assigned by the President.

Section 12. **Treasurer** - The Treasurer shall be custodian and sole depositor of the funds of the organization, shall disburse such funds by check 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 by the Board of Directors and to members at each regular meeting. A written copy of this report shall be made available to any member upon request.

## **ARTICLE V – FINANCE**

Section 1. **Dues** – Dues for active and associate membership in the Missouri Chapter shall be proposed by the Board of Directors and must be concurred in by a majority vote of members present at the annual meeting.

Section 2. **Audit** – The Audit Committee shall make an audit of the accounts of the Treasurer at the annual meeting and shall verify all assets and liabilities.

Section 3. **Gifts or Grants** – All gifts or grants to the Missouri Chapter may be accepted by the Board of Directors. The Secretary-Treasurer shall make proper acknowledgment of all such gifts or grants accepted.

## **ARTICLE VI – AMENDMENTS**

Section 1. The Constitution and By-Laws may be amended, repealed or altered, in whole or in part, by a two-thirds vote of attending members at any regular or special meeting of the Missouri Chapter, provided that a copy of any amendment proposed for consideration shall be e-mailed to the last recorded

e-mail address of each member, and shall be posted on the Chapter Web Page, along with the place, date and time such vote is to be taken at least thirty (30) days prior to the date of the meeting.