

Mississippi Division

International Association for Identification

CONSTITUTION, BYLAWS and AMENDMENTS

April, 1998

Updated March 12, 2019

(Incorporating adopted Resolutions from April 2, 2008, April 6, 2009, April 24, 2012, April 24, 2013, April 13, 2016, April 10, 2017, March 27, 2018, and April 2021 Annual Meetings)

CODE OF ETHICS

As a member of the Mississippi Division of the International Association for Identification, and being actively engaged in the profession of scientific identification and investigation, I dedicate myself to the scientific administration thereof in the interest of justice and truth;

To cooperate with others in the profession to promote improvement through research, and disseminate such research information in efforts to continually advance the science of identification;

To employ my technical knowledge factually and;

To protect the technical standards of 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 scientific investigation.

CONSTITUTION

ARTICLE I. OBJECTIVE

Section 1.

This organization shall be known as the Mississippi Division of the International Association for Identification, a non-profit organization, and is formed for the following reasons:

- A. To associate persons who are actively engaged in the profession of forensic identification, investigation, and scientific examination of physical evidence in an organized body so that the profession in all of its branches may be standardized and effectively and scientifically practiced.
- B. To encourage the enlargement and improvement of the science of forensic identification and crime detection.
- C. To encourage research work in scientific crime detection.
- D. To keep its members appraised of the latest techniques and discoveries in forensic identification.
- E. To employ the collective wisdom of the profession to advance the scientific techniques of forensic identification and crime detection.

ARTICLE II. MEMBERSHIP

Section 1.

Membership of this Division shall consist of Charter, Active, Life Active, Associate, Honorary, and Student Members. Applications for Active and Associate membership shall conform to the provisions as set forth in the Bylaws.

Section 2. Charter Membership

Charter Membership of the Division will be limited to all Active Members who joined the Division within a period of one year from the Date of Charter granted by the Parent Body of the International Association for Identification. The Date of Charter of the Mississippi Division of the International Association for Identification is April 1, 1980.

Section 3. Active Membership

The Active Membership of the Division shall consist of persons actively engaged in the science of forensic identification, and their bureau department heads. Active Members shall not lose their status because of retirement or change of position, so long as they remain in good standing. Active Members may hold office within the Division.

Section 4. Life Active Membership

This membership shall be limited to Active Members of the Chapter who have paid their membership dues and assessments for the past twenty years continuously, to all past Presidents, to those who have held an elected office for at least 5 consecutive years, and to those who pay the lifetime membership dues. These persons shall be eligible to all privileges of an Active Member and shall be excused during their lifetime from payment of dues.

Section 5. Associate Membership

All reputable persons, fully or partially engaged in some facet of forensic investigation, who are not qualified for Active Membership are hereby eligible to become Associate Members. They shall, in all respects be subject to the same rules, fees and charges and entitled to the same rights and privileges as Active Members, including serving on committees, except that they shall not be entitled to election of any office or to be members of the Board of Directors.

Section 6. Honorary Membership

Honorary membership of this Division shall consist of persons who have performed some particular service for the Division or who have contributed to the advancement of law enforcement in some conspicuous manner. Such person or persons, upon motion of any member in good standing, may be elected to the Division by the assembly at large, to hold Honorary Membership for a period of one year and be excused from the payment of dues. They shall not be eligible to vote or hold office.

Section 7. Student Membership

All reputable persons, fully or partially enrolled as a student pursuing a degree with a concentration in forensic science or criminal justice, who are not qualified for active or associate membership, are hereby eligible to become Student members. Student membership shall, in all respects, be subject to the same rules, rights and privileges as Associate Members, including the ability to serve on committees within the organization, with the exception, they shall not be able to sit as Chair of any committees nor be entitled to election of any office or to be a member of the Board of Directors. Student members will be required to pay annual dues for student membership.

ARTICLE III. OFFICERS

Section 1.

There are hereby created the following Officers of the Division:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Secretary
- E. Treasurer
- F. Sergeant-at-Arms
- G. Historian
- H. Public Relations
- I. Regional Representative
- J. Editor

Section 2.

All the foregoing Officers, except for the Public Relations Officer, Regional Representative, and Editor shall be elected at “an” Annual Educational Conference of the Division.

Section 3.

In the event any Officer is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the entire Board of Directors is required to remove them from office. For those elected positions for which there is no constitutional replacement provision, the President shall, subject to ratification of a majority vote of the entire Board of Directors, appoint a replacement to fill the remainder of the current term of office. The person appointed shall be an Active Member in good standing and may come from the Board of Directors.

Section 4.

There shall be no personal fiscal liability on the part of any Officer, past or present, for any of the Division’s debts or obligations, either contractual or otherwise.

ARTICLE IV. BOARD OF DIRECTORS

Section 1.

There shall be a Board of Directors of seven (7) voting members consisting of the Immediate Past President (who would serve as chairperson), the First Vice President and five (5) active members who would be appointed by the President. All Past Presidents and Officers of the Division may attend board meetings. However, they may be heard,

but have no vote, except for the First Vice President and the Immediate Past President, who is Board Chair. A voting quorum of the Board of Directors shall be four (4) Directors.

Section 2.

In the event of a vacancy occurring among the Board of Directors between the Annual Conferences of the Division, such vacancy shall be filled by the President by appointment and the newly appointed member of the Board shall hold office until the next Annual Conference.

Section 3.

In the event that any Board of Director Member is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the remaining members of the Board of Directors is required to remove them from office. The President shall, subject to ratification of a majority vote of the remaining members of the Board of Directors; appoint a replacement to fill the remainder of the current term of office. The person appointed shall be an Active Member in good standing.

Section 4.

In the event that the Chairperson of the Board of Director is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the entire Board of Directors, minus the Chairperson, is required to remove them from office. The President shall, subject to ratification of a majority vote of the entire Board of Directors, appoint a replacement to fill the remainder of the current term of office. The person appointed shall be an Active Member in good standing who has previously served the Division as President.

Section 5.

Any Board of Director member or Chairperson of the Board of Directors who, in the opinion of the Board of Directors, has violated their responsibilities to the organization through their unexcused absence at three (3) consecutive duly called meetings of the organization shall be subject to removal from office without further notice being required. The Mississippi Division of the International Association for Identification interprets three (3) unexcused absences as noted above as a forfeiture of their position in the organization.

Section 6.

Proxy voting by the Board of Directors shall be permissible in order to conduct the usual and ordinary business of the Division but shall not be permissible in issues regarding removal of an elected officer, appointed Board of Director member or Chairperson of the Board of Directors. To facilitate the business of the Division carried out by the Board of Directors between duly called meetings, the use of email is considered to be acceptable for voting purposes on such issues which may be considered usual and customary. In no way does this provision authorize the Chairperson of the Board of Directors to use email to vote on matters related to removal of Officers or Board Members.

Section 7.

There shall be no personal fiscal liability on the part of any Board of Directors member, past or present, for any of the Division's debts or obligations, either contractual or otherwise.

Section 8.

The Board of Directors shall act as an advisory committee to the President in the usual and customary business of the Division but will serve as a committee of ratification in matters regarding replacement of elected officers.

Section 9.

The Board of Directors shall serve as the governing body of the Division and shall exercise powers and authority vested in it by the Division constitution and by-laws as voted on and approved by the membership. The Board of Directors is responsible for insuring that all activities of the Division are in accordance with the written policies, rules and regulations of the Division and Parent Body to assure efficient and economical functioning of the Division.

Section 10.

The Board of Directors shall select the city, the date and the content of any educational conferences sponsored by the Division.

Section 11.

The Board of Directors shall have the power to investigate any member or officer of the Division upon any charge affecting honor or conduct unbecoming a member or an officer, provided the charges are made in writing and signed by the person making said

charge. Any written charge against any member or officer shall first be placed in the hands of the President, who shall within ten days, lay the matter before the Board of Directors for consideration and the Chair of the Board of Directors shall thereupon send a copy of the said charge or charges to the accused by registered mail and the accused shall have thirty (30) days in which to answer in writing such charge or charges. Failure to answer such charge(s) within thirty (30) days shall be deemed a confession of the truth of the charge or charges. If member fails to answer charge(s), the Board of Directors will decide what action, if any, should be taken. If member answers charge(s), the Board of Directors will appoint two (2) members in good standing to conduct an investigation and report its finding to the Board of Directors within 90 days for action to be taken, if any.

ARTICLE V. OF THE PRESIDENT

Section 1. The duties of the President include, but are not limited to the following:

- A.** The President shall preside at all general business meetings of the Division and shall preserve order and decorum such that the business of the Division can be carried out efficiently and completely.
- B.** The President shall carefully supervise the affairs of the Division and labor for its' usefulness and efficiency.
- C.** The President shall appoint five (5) members of the Board of Directors, with the exception of the Chairperson, who is the Immediate Past President. These appointments will take place within thirty (30) days of taking office.
- D.** The President shall appoint members to fill all annually occurring vacancies on Standing Committees. These appointments will take place within thirty (30) days of taking office.
- E.** The President shall appoint members to fill vacancies on Special Committees as needed.

- F. The President shall appoint, with ratification from the Board of Directors, replacements for the Board of Directors and Officers of the Division as outlines in Article III, Section 3.
- G. The President will maintain custody of the official business meeting gavel of the Division and make it available for use at any official general business meeting of the Division.

Section 2.

The President, elected for a one (1) year period, shall not succeed him/herself in office except when serving the unexpired term of his/her predecessor.

Section 3.

The President shall be authorized, but not required, to sign Division warrants or checks. The President, with Board approval, may authorize a Division Officer to sign checks or warrants and make deposits of funds and expenses arising from Special Conference Speaker Engagements.

Section 4.

The President shall act in conjunction with the Board of Directors in the organizing and planning of conference speakers and activities.

ARTICLE VI. OF THE VICE PRESIDENTS

Section 1.

The First Vice President shall act as presiding officer of the Division during the temporary absence or disability of the President. The First Vice President shall automatically succeed to the office of the President in the event of the death, disability, resignation or removal from the office of the President and shall serve the unexpired term thereof.

Section 2.

The First Vice President shall be a voting member of the Board of Directors.

Section 3.

The First Vice President shall assist the Host of all Conferences with direct guidance from the President to plan and organize conference affairs.

Section 4.

The First Vice President shall serve as chairperson of the Resolutions Committee.

Section 5.

The Second Vice President shall act as presiding officer of the Division during the temporary absence or disability of the President and the First Vice President. The Second Vice President shall automatically succeed to the office of the First Vice President in the event of the death, disability, resignation or removal from the office of the First Vice President and shall serve the unexpired term thereof.

Section 6.

The Second Vice President shall attend and participate in the Board of Directors meetings but not have a vote at these meetings unless authorized as a Proxy for a Board of Directors member, Chairperson of the Board of Directors, or First Vice President not able to attend. This Proxy vote will be authorized in order for the Division to conduct usual and customary business, and in no way authorizes the Second Vice President to vote on matters related to removal of Officers or Board Members.

Section 7.

The Second Vice President shall, at the direction of the Board of Directors, assist in the preparation of the Speakers Program for all Conferences and Workshops.

Section 8.

The Second Vice President shall serve as the chairperson of the Publication Review Committee.

ARTICLE VII. OF THE SECRETARY

Section 1.

The Secretary shall keep the records and minutes of the Division.

Section 2.

The Secretary shall be the Secretary of the Board of Directors, but shall not have a vote in their deliberations. The Secretary shall not be an appointed Board Member.

Section 3.

The Secretary shall be responsible for the keeping of a full and accurate account of all the proceedings of the Board of Directors, the general business meetings and the general educational sessions and perform such other duties as may be assigned to the office by the President or the Board of Directors.

Section 4.

The Secretary shall receive all applications for Division membership and shall see that all applicants receive acceptance/rejection status by the Board of Directors at the next duly called meeting of the Board of Directors immediately following receipt of the application for membership. If in the opinion of the Secretary that waiting until the next duly called meeting would result in a significant delay, then they may request of the Chairperson of the Board of Directors that an email vote on the membership application be taken. Upon acceptance for membership, the Secretary will mail to the new member a duly signed membership certificate and a membership card. The "New Member" packet should be mailed out to the recently approved Division member within fifteen (15) days of approval for membership by the Board of Directors. Upon receipt of the initial dues payment, and within fifteen (15) days the Secretary will forward the dues payment to the Treasurer for deposit into the Division's bank account. If the new member application is rejected for any reason, the Secretary will request from the Treasurer that a refund check be prepared and forwarded to the Secretary for inclusion with the letter of rejection from the Division. It also institutes a time line for the Secretary to follow regarding timeliness of both the response to new members.

Section 5.

The Secretary shall be responsible for keeping accurate electronic and hard copy records of individual current member status and a current membership roster. This membership roster should be kept in such a manner that it can be used for not only dissemination as a current roster document but for the preparation of mailing labels as requested by the Editor for the newsletter and any other mailing deemed necessary by the Division, such as in new member packets or Conference announcements.

Section 6.

The Secretary shall mail an "Annual Dues Notice" to each "Dues Paying" Division member by March 1st of each year. Upon receipt of the dues payment, and within thirty

(30) days, the Secretary will mail that member a letter about current business within the organization. The Secretary will remove a current member from the membership of the Division after they have become twelve (12) months delinquent in the payment of dues. Although not required, the Secretary is authorized to send out a second dues notice prior to removal from membership for failure to pay dues.

Section 7.

In accordance with the By-Laws of the Parent Body of the International Association for Identification, the Secretary of the Division will prepare a written report on the Division activities since the last annual report which is to be submitted to the Parent Body Division Representative no later than sixty (60) days prior to the Parent Body Annual Educational Conference. This report should include “the status of any amendments to the Division’s Constitution or By-Laws, any issues the Division desires to have presented to the Board of Directors (of the Parent Body), the number of members in the Division, the number of Division members who are also members of the I.A.I. (Parent Body), a brief summary of all meetings held and scheduled, a list of all Division publications and a brief summary of any other Division activities”.

Section 8.

The Secretary shall hold office for a period of two (2) years after their election at an Annual Division Conference. In the event the Secretary is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the entire Board of Directors is required to remove them from office. The President shall, in the case of resignation, excusable incapacitation, or removal from office, subject to ratification of a majority vote of the entire Board of Directors, appoint a replacement to fill the remainder of the current term of office. The person appointed shall be an Active Member in good standing, preferably being drawn from the list of previous Division Secretaries.

Section 9.

The President shall call for a vote from the Board of Directors on the new incoming Secretary nominee on whether they can be added as an alternate on the divisions bank account and to deposit any funds for membership dues or any other acquired payments for the division.

ARTICLE VIII. OF THE TREASURER

Section 1.

The Treasurer shall receive all monies due to the Division and keep a just and accurate account between the Division and its members. All monies received by the Division are to be processed and deposited into the Division banking account within fifteen (15) days of receipt by the Treasurer.

Section 2.

The Treasurer shall attend all Board meetings but shall not have a vote or be an appointed Board member.

Section 3.

The Treasurer will submit invoices on behalf of the Division for any services performed by the Division for other outside entities and perform such other financial duties as may be assigned by the President or Board of Directors.

Section 4.

The Treasurer shall draw all warrants and checks except for special situations as designated in Article VII, Section 3, for the expenses of the Division. The Treasurer is authorized to expend funds, upon receipt of proper vouchers, incurred by the Division officers in the normal operation of Division activities. Board of Director approval is not required for expenses less than two hundred dollars (\$200.00), but Board approval is required for expenses in excess of that amount.

Section 5.

The Treasurer shall provide a detailed financial report to be submitted at Board of Directors meetings and Division business meetings. Division members shall approve the financial records at each Division Business meeting. The Treasurer shall furnish any and all financial records required by the Audit Committee. The Audit Committee will review these records prior to each Division Business Meeting.

Section 6.

In the event of the death, resignation, or removal of the Treasurer, the President shall be authorized to sign any warrants or checks. The President, with Board of Director approval, may authorize another Division officer like the Secretary, who works closely with the Treasurer, to deposit money into the Division's bank account.

Section 7.

The Treasurer shall hold office for a period of two (2) years after election at an Annual Conference. If at any time during that two (2) years tenure, the Treasurer is unable to act, or is not performing effectively as Treasurer, the Treasurer can be removed from office by a majority vote of duly appointed Board Members. To fill the vacated position until the next Annual Conference election, the current President shall appoint a replacement (drawing upon past Treasurers only).

ARTICLE IX. OF THE SERGEANT-AT-ARMS

Section 1.

The Sergeant-at-Arms shall have command of the outer door of the Conference Hall and shall permit none to enter who is not properly qualified. They shall assist the President in preserving order and may perform such other duties as the President may direct.

Section 2.

The Sergeant-at-Arms will take possession of all items (such as patches, T-shirts, pins, etc.) and maintain an inventory list of all such items.

Section 3.

It will be the Sergeant-at-Arms' responsibility to have all "for sale" items available for display and purchase at each educational conference of the Division and collect monies from the sale of these items at each conference. Any monies collected from the sale of these items at a conference are to be turned over to the Treasurer or their designee at the end of each conference.

Section 4.

It will be the responsibility of the Sergeant-at-Arms to maintain custody of the official Division Banner and to make it available for display at any educational conference of the Division.

Section 5.

The Sergeant-at-Arms shall hold office for a period of two (2) years after their election at an Annual Division Conference. In the event that the Sergeant-at-Arms is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the

entire Board of Directors is required to remove them from office. The President shall, in the case of resignation, excusable incapacitation, or removal from office, subject to ratification of a majority vote of the entire Board of Directors, appoint a replacement to fill the remainder of the current term of office. The person appointed shall be an Active Member in good standing, preferably being drawn from the list of previous Division Sergeant-at-Arms.

ARTICLE X. OF THE HISTORIAN

Section 1.

The Historian shall search out, collect and have custody of all items of historical interest to the Division. They shall identify and mark each it to the best of their ability and acknowledge the donor of each. They shall take, or make arrangements to have taken, photographs at all Division meetings and public functions sponsored by the Division.

These historical items will be available for viewing at all Conferences of the Division and will remain the property of the Division at all times.

Section 2.

The Historian shall hold office for a period of two (2) years after their election at an Annual Division Conference. In the event that the Historian is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the entire Board of Directors is required to remove them from office. The President shall, in the case of resignation, excusable incapacitation, or removal from office, subject to ratification of a majority vote of the entire Board of Directors, appoint a replacement to fill the remainder of the current term of office. The person appointed shall be an Active Member in good standing, preferably being drawn from the list of previous Division Historians.

ARTICLE XI. OF THE PUBLIC RELATIONS OFFICER

Section 1.

The duties of the Public Relations officer include, but are not limited to the following:

- A. Prepare, with the direct assistance of the Publication Review Committee and the Conference Committee, the advertising brochures for the Annual Educational Conference and any other Division sponsored forensic training seminars. All advertising brochures for Division training conferences or

seminars are to be designed, reviewed and approved for printing a minimum of one hundred and twenty (120) days prior to any advertised conference such that the Conference Committee will have time to have the brochures printed and mailed within a minimum of ninety (90) days prior to the date of any Division conference or seminar. The information needed and provided by the Publication Review Committee and the Conference Committee in a timely manner will impact whether the advertising brochure can meet the minimum deadline of 120 days prior to any Division training event.

- B. Maintain a current internet appearance of all Division pages to include Constitution and By-Laws, membership applications, conference announcements, and all other related pages and links to related web-sites.
- C. Maintain accurate records of any and all expenses for publication related projects for review for the Board of Directors and subsequent payment by the Treasurer.
- D. Maintain control of website address, domain name, and keep current information posted on the website.
- E. Outside assistance can be utilized with approval from the Board of Directors. The Public Relations officer will act as the liaison between the division and any outside assistance. The Public Relations officer will be charged with ensuring all external communication changes are accurate and completed in a timely manner.

Section 2.

A nominee for Public Relations Officer shall be selected by a majority vote of the Board of Directors. In the event that the Public Relations Officer is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the entire Board of Directors is required to remove them from office. The President shall, in the case of resignation, excusable incapacitation, or removal from office, subject to ratification of a majority vote of the entire Board of Directors, appoint a replacement to fill the remainder of the current term of office. The person appointed shall be an Active Member in good standing.

ARTICLE XII. OF THE REGIONAL REPRESENTATIVE

Section 1.

A nominee for Regional Representative shall be selected by a majority vote of the Board of Directors at the Division Annual Conference which precedes the Parent Body Annual Educational Conference. The nominee must be a member in good standing of both the Mississippi Division and the Parent Body of the International Association for Identification. Upon selection, the Secretary of the Division will submit the nomination to the Parent Body Headquarters with a request that the nomination be forwarded on to the incoming President of the Parent Body who is responsible for making the formal appointment. This correspondence must take place at least thirty (30) days prior to the Parent Body Annual Educational Conference for any year in which a change in nominee is going to be requested.

Section 2.

The Regional Representative shall be eligible for election to other offices, and appointment to other positions within the Division, in addition to performing their duties as assigned by the Parent Body of the organization.

Section 3.

The Regional Representative shall act in an advisory capacity and assist the President, other officers of the Division and the Board of Directors in all matters pertaining to the welfare of the Division in the attainment of its objectives, the solicitation of new membership and such other duties as are affixed by the President.

Section 4.

All applications for membership in the Parent Body of the International Association for Identification shall be forwarded to the Regional Representative by the headquarters staff of the Parent Body. It shall be the duty of the Regional Representative to make an immediate and thorough investigation of the applicant's qualifications for membership. The Regional Representative shall thereupon return the application to the Parent Body in a timely manner with their written approval/disapproval indicated thereupon.

ARTICLE XIII. OF THE EDITOR

Section 1.

The duties of the Editor include, but are not limited to the following:

- A. In conjunction with the Publication Review Committee, shall solicit and receive articles and items of interest pertinent to the identification and investigation professions, edit them when necessary and prepare them for inclusion in the official periodical of the Mississippi Division of the International Association for Identification. The official periodical of the Division will be published no less than two times per year.
- B. Provide to the Public Relations Officer on a timely basis, such information or announcements associated with the official periodical which might lend themselves well to internet publication.
- C. Maintain accurate records of any and all expenses for the official periodical related projects for review for the Board of Directors and subsequent payment by the Treasurer.
- D. Prepare either a hard copy or electronic comments form to be used by the members of the Publication Review Committee when reviewing documents being considered for inclusion in the official periodical of the Division.

Section 2.

A nominee for Editor shall be selected by a majority vote of the Board of Directors. In the event that the Editor is unable to act in accordance with their constitutional responsibilities, or in the majority opinion of the Board of Directors, is not effectively performing these duties, a majority vote of the entire Board of Directors is required to remove them from office

ARTICLE XIV. OF THE IMMEDIATE PAST PRESIDENT

Section 1.

The office of the Immediate Past President shall be held by the retiring President for a period of one (1) year or until the next succeeding Annual Conference, during which time he/she shall serve as Chair of the Board of Directors until succeeded by the next retiring President of the Division.

ARTICLE XV. CONFERENCE ELECTIONS

Section 1.

All elections to include President, First Vice President, Second Vice President, Secretary, Treasurer, Historian, Sergeant-at-Arms and Public Relations shall be held at the Annual Educational Conference Business Meeting. Voting is by members in good standing with a voice vote, a show of hands or by written ballot. The manner of voting is selected by the Division Presiding Officer at the Business Meeting. A simple majority of all votes cast shall be necessary to elect any candidate.

Section 2.

If more than two (2) candidates are nominated, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two (2) names remain, unless on any ballot one candidate shall receive a majority of all votes cast.

Section 3.

The Secretary shall be responsible for the keeping of a full and accurate account of all the proceedings of the Conference elections.

Section 4.

The proceedings at the Annual Business Meeting shall be as follows:

- A. Call to order by the President.
- B. Unfinished business.
- C. Report of the Secretary.
- D. Report of the Treasurer.
- E. Reports of the Committees.
- F. Other reports.
- G. New Business.
- H. Election of Officers.
- I. Adjournment.

The Presiding Officer of the Business Meeting shall be guided by the manual of "Roberts Rules of Order". These rules govern all meetings of the membership, the Board, committee meetings, and any other official meetings of the Division.

ARTICLE XVI DISSOLUTION

Section 1.

In the event this Division shall be dissolved or otherwise terminated, the assets and income shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or as voted on by the Board of Directors of the Division, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2.

The Division is organized exclusively for charitable, religious, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE XVII COMMITTEES

Section 1. The Resolutions Committee.

The Resolutions Committee shall consist of five (5) members: A chairperson (who shall be the First Vice President) and four (4) members to be appointed by the incoming President within thirty (30) days after they are inducted into office and shall remain intact and active during their term of office. The duties of this committee shall be to receive suggestions from any source and at their discretion incorporate them into resolutions and present them to the Annual Conference.

Section 2. The Nominating Committee.

The Nominating Committee shall consist of a minimum of five (5) members, including the Chairperson of the Board of Directors, who shall serve as the Chairperson of the Nominating Committee, and four (4) other members in good standing who are to be appointed by the President no later than six (6) months after the President assumes office. Any Past Presidents who are in attendance at the Annual Educational Conference are welcome to serve on the Committee with full voting privileges if desired. The Committee will be appointed with due consideration being given to representation from various parts of the state.

The Committee shall, upon appointment, screen potential nominees for offices which will be up for election at the Annual Business Meeting. The Committee shall post, by 5:00 P.M. on the day before the election, their report which will include their nominations for the positions which are up for election. This Nominating Committee Report should be posted in a conspicuous location clearly visible to the membership in attendance. Location of this report should be announced by the President to the membership no later than four (4) hours prior to the start of the Annual Business meeting.

Nothing that the Nominating Committee reports, or recommends, will preclude nominations from the floor at the Annual Business Meeting by any member in good standing, for any elected position of the Division.

Section 3. Certification Committee.

The Division will maintain a Certification Committee consisting of five (5) members; a Chairperson and four (4) members, all of whom must hold current certification by the International Association for Identification. The Certification Committee is a standing committee of the Division (effective 2022), with vacancies being filled by the incoming President on an “as needed” basis within thirty (30) days of taking office. Nothing precludes the President from replacing existing members of the Committee or appointing a new chairperson for the Committee if desired.

The Certification Committee shall function to promote the established certification programs of the International Association for Identification, encourage qualified individuals to seek and accomplish certification in their individual forensic discipline, and provide assistance to the Certification Boards of the International Association for Identification as related to information associated with certification applicants and the proctoring of certification examinations.
Division.

Section 4. Audit Committee

An Audit Committee consisting of two (2) Division members shall be named by the President no more than thirty (30) days after taking office. The Committee shall examine all financial records of the Treasurer during the Annual Conference and report its findings during the Annual Business Meeting.

Section 5. Publication Review Committee.

The Division shall maintain a Publication Review Committee consisting of a Chairperson who shall be the Second Vice President, and four (4) active Division members in good standing. This Committee is a standing committee of the Division (effective 1995), with

vacancies in the four (4) appointed members being filled by the incoming President on an “as needed” basis within thirty (30) days of taking office. Nothing precludes the President from replacing existing members of the Committee.

The Publication Review Committee shall seek out information, articles, papers, etc., which may be of interest to Division members and forward these to the Public Relations officer for consideration.

The Publication Review Committee shall review all drafts of newsletter publications, advertising brochures, formal written announcements or publicity announcements prior to them being submitted for hard copy publication or being submitted to Public Relations for posting on the Division Web Site.

All reviews conducted by the Publication Review Committee shall include consideration of technical merit (articles, etc.), grammar and punctuation (all items) and appearance issues such as color schemes, completeness, etc. (all items).

ARTICLE XVIII. EXPENSES

Travel Expenses for Parent Body Conference

Section 1. If the Board of Directors determines that sufficient funds exist:

A. The travel expenses for the President of the Division to attend the Parent Body Annual Educational Conference will be paid for by the Division. These expenses may include:

1. Coach Airfare
2. Mileage (not to exceed coach airfare)
3. Transportation from airport to hotel and return
4. Lodging
5. Meals (state per diem rate for the conference city, receipts required)
6. Room charge for Internet Service
7. Conference registration fee

B. The following expenses will not be paid for by the Division:

1. Rental Car (unless used to travel to conference)
2. In room movies
3. Workshop fees
4. Long Distance Calls from Hotel Room

Section 2. If the Board of Directors determines that sufficient funds exist:

The First Vice President, Second Vice President, Secretary, Treasurer, Sergeant-at-Arms, Historian, and the Public Relations officer will qualify for \$250.00 reimbursement each, if they attend the Parent Body Annual Educational Conference. The maximum each of these elected positions may claim is \$250.00 regardless of how many other elected officers within the Division do or do not attend.

ARTICLE XIX. PROHIBITIONS

Section 1.

No officer, director or member shall be authorized to create any financial liability for the Division in any way other than as authorized through official meetings of the board or the membership. The Division shall devote itself to the support of fundamental principles and policies vital to the promotion of the purposes of the Division, and those that are in the best interest of its members and those whom it serves.

Section 2.

No part of the net earnings of the Division shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Division shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of activities of the Division shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Division shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE XX CONFERENCE COMMITTEE

Section 1.

A Conference Committee consisting of a Chairperson and three (3) active Division members in good standing shall be appointed or reappointed by the President no more

than thirty (30) days after taking office. This is a Standing Committee of the organization (effective 1995) whose responsibility it is to locate and negotiate with potential conference sites, present their findings to the Board of Directors and coordinate the conference with the hotel or conference center after a site has been selected.

Section 2.

Vacancies on the committee are to be filled on an “as needed” basis as determined by the President.

Section 3.

The Chairperson of the Conference Committee is authorized to sign contracts with host sites after the details of the contract have been presented to the Board of Directors for approval.

Section 4.

The Conference Committee is to coordinate their efforts with the Chairperson of the Vendor’s Liaison Committee to insure that proper notice is given to potential vendor participants and that adequate space is made available for vendor displays.

ARTICLE XXI VENDOR’S LIAISON COMMITTEE

Section 1.

A Vendor’s Liaison Committee consisting of a Chairperson and three (3) active Division members in good standing shall be appointed or reappointed by the President no more than thirty (30) days after taking office. This is a Standing Committee of the organization (effective 2008) whose responsibility it is to locate and negotiate with potential vendor companies who might be interested in attending the Division annual educational conferences or mid-year training seminars.

Section 2.

Vacancies on the committee are to be filled on an “as needed” basis as determined by the President.

Section 3.

The Vendor’s Liaison Committee is to coordinate their efforts with the Chairperson of the Conference Committee to insure that proper notice is given to potential vendor participants and that adequate space is made available for vendor displays.

ARTICLE XXII EMBLEM

Section 1.

The emblem of the Division shall be used only by members of the Division who are in good standing.

ARTICLE XIII. MDIAI Conference Attendance/Certificate Policy

Section 1. MDIAI Conference attendance by Officers, Board of Directors and Committee Chairs

The MDIAI enjoys the ability to offer benefits to those members that serve the organization. One of the benefits being extended to current Officers, Board Members and Committee Chairpersons is the ability to attend the annual educational conference of the MDIAI each year at no registration charge. This provides the individuals volunteering their time each year in service to the organization to take advantage of the training being offered and eliminates the registration fee for either the individual or their sponsoring agency.

A certificate of completion for the training conference will be offered to each Officer, Board Member and Committee Chairperson that was in attendance in the training event. The MDIAI recognizes that some of these positions require the designated person to perform duties during the conference; however, given that most our planning takes place prior to the conference opening, these duties should not interfere with the training to the extent they require a position to be absent throughout each section.

Each Officer, Board Member, and Chairperson wishing to obtain a certificate of completion for the hours of training should make every effort to attend the training sessions being provided. It will be at the discretion of the President to award or deny a certificate based on attendance or absence from a training event.

BYLAWS

ARTICLE I.

Application for Membership

A request for Active, Associate or Student membership shall be made upon the official application of the Division and be submitted to the Secretary, along with the annual dues and assessments in the amount set forth therein.

ARTICLE II.

Dues and Assessments

Section 1.

Annual dues for active and associate membership in this Division shall be in the amount of twenty (\$20.00) dollars. Annual dues for student membership in this Division shall be in the amount of fifteen (\$15.00) dollars. One-time dues for lifetime membership in this Division shall be in the amount of one-hundred fifty (\$150.00) dollars.

Section 2.

Dues paid to the Division by any new applicant shall include an additional five (\$5.00) dollar assessment to cover the cost of processing the application and the issuance of a membership certificate, making the initial fee twenty-five (\$25.00) dollars. Student membership shall not be accessed an application fee.

Section 3.

Any member who is twelve (12) months delinquent in the payment of dues is not deemed to be in good standing and it shall be the duty of the Secretary to notify such member of the fact immediately thereafter and to remove such member's name from the mailing list of the Division pending the payment of said dues, or reinstatement as provided for hereinafter.

Section 4.

In the event a member is suspended for nonpayment of dues as provided for in the proceeding section, or has otherwise withdrawn their membership while in good standing, they may be reinstated upon the following conditions:

- A. They will retain their old number upon payment of any past unpaid dues.
- B. They will make payment of current dues.

C. Individuals seeking readmission to the Association who do not comply with Article II, **Section 4 (A)**, shall meet membership criteria as stated in Article II, Dues and Assessments, Section 1 and Section 2, of the Bylaws.

D. Exceptions to the above conditions will be handled on an individual basis and must be approved by the Board of Directors.

Section 5.

Dues paid to the Division by any new applicant between April 1 and December 31 shall be applied to the dues for the remainder of that fiscal year only; dues paid by a new applicant between January 1 and March 31 shall apply to the following fiscal year.

Section 6.

The annual renewal membership date shall be March 31 of each calendar year.

ARTICLE III.

Annual Report

Section 1.

An annual report of the activities of the Division shall be submitted in writing by the Secretary of the Division to the Parent Body Regional Representative no later than sixty (60) days prior to the Parent Body Annual Educational Conference.

ARTICLE IV.

Amendments

Section 1.

The Constitution of the Division may be amended at any annual business meeting of the Division by a simple majority vote of all eligible members present.

Section 2.

By-Laws and standing rules may be adopted, amended or repealed at any business meeting of the Division by a simple majority vote of all eligible members present.

Section 3.

When amendments to the Division Constitution and/or By-Laws have been voted on and approved by the Division membership, these amendments will be mailed to the Headquarters Office of the Parent Body to be approved by the Parent Body Board of Directors. These amendments will remain in a “pending” status until such time as either written or verbal approval has been received from the Parent Body.