**BY-LAWS**

OF THE

*NEW YORK STATE DIVISION*

OF THE

INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

2015 REVISION

CONSTITUTION AND BY-LAWS

New York State Division

INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

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**ARTICLE I**

**Name and Object**

**Section 1**. This organization shall be known as the New York State Division of the International Association for Identification and is formed for the following reasons:

A. To associate persons who are actively engaged in the business of identification, investigation, and scientific crime detection in an organized body so that the profession in all of its branches may be standardized and practiced effectively and scientifically.

B. To engage research work in scientific crime detection and developments.

C. To encourage the enlargement and improvement of the forensic science community within the scope of the recognized sub-disciplines, as recognized by the International Association for Identification.

D. To keep its members apprised of the latest techniques, discoveries and development in crime detection and the science of identification in all its phases.

E. To employ all the collective wisdom of the profession to advance the scientific techniques of personal identification and crime detection.

F. To encourage and promote the advancement of forensic science through education and outreach within the membership, and throughout the applicable student population.

**ARTICLE II**

**Membership**

**Section 1.** The membership of the Division shall consist of Active members, Associate members, Honorary members and Life members.

**Section 2**. ACTIVE MEMBERS

The active membership in this Division shall consist of those persons whom are actively employed by a recognized government agency, private industry, or retired practitioner in one of the recognized disciplines of the International Association for Identification.

Any active member shall not lose his/her active status because of retirement or change of position so long as he/she maintains continuous membership.

**Section 3.** ASSOCIATE MEMBERS

All reputable persons wholly or partially engaged in any of the various phases of the science of identification, or in an educational capacity leading to a degree in a recognized area of study leading to a career in forensic science, and 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, except that they shall not be entitled to election to the office of Vice President or President.

**Section 4.** HONORARY MEMBERS

Honorary members of this Division shall consist of those persons who are elected by the Board of Directors, or elected by the Division in conference assembled for such terms as established at the time of election. They shall not be subject to the payment of yearly contributions and are ineligible to hold office or vote.

**Section 5**. LIFE MEMBERS

Life members shall consist of all those Active members who have contributed outstanding service to the Division and Law Enforcement and who in the opinion of the Board of Directors are worthy of such recognition.

Names of such members shall be submitted to the delegates in conference assembled for such consideration and shall be voted Life membership by the conference. They shall not be subject to the payment of yearly contributions but shall be eligible to vote and shall be entitled to all the privileges of Active members.

All members who have paid their annual dues for twenty-five years, and all members who have served the Division as President are granted Life membership. (Amended May 1991).

**Section 6**. MEMBERSHIP APPLICATIONS

(a) All applications for Active or Associate membership shall be accompanied by the submission of yearly dues.

(b) The applicant shall be formally considered by the membership committee, who by a majority vote, may elect or reject the applicant; if the applicant is rejected by a majority vote of the Membership Committee, he/she may appeal his/her case at the next conference, and unless the conference by a two-thirds vote overrules the action of the Membership Committee the applicant shall be rejected for membership.

(c) All applicants must list a current New York Division member for a reference, whom may be contacted by the membership committee to establish the qualifications of the applicant for membership.

**Section 7.** DUES AND ASSESSMENTS

(a) The annual contributions of Active and Associate members shall be Twenty Dollars, and shall be due and payable January of each year.

(b) No member or applicant shall be exempt from the payment of contributions or assessments, except Honorary members and Life members.

(c) Contributions paid by an applicant into the Division between January First and December Thirty-first shall be applied to that calendar year only. New applicants to the Division, whom apply for membership after the fall meeting, or after October of the current calendar year, shall have their initial dues applicable to the following calendar year

(d) The Board of Directors is empowered, by unanimous vote only, to levy assessments upon the membership, when in its judgment the needs of the Division require action.

(e) A member who is delinquent in the payment of contributions for the previous year next preceding the current year is not deemed in good standing and it shall be the duty of the Secretary-Treasurer to notify such member by letter directed to his/her last known place of residence immediately after June 30th of the current year that his/her membership is suspended for non-payment of contributions, and the Secretary-Treasurer shall thereupon immediately notify the Board of Directors of such suspension. Such suspension shall remain in effect unless otherwise ordered by the Board of Directors. Effective 1/1/15, any member who is delinquent in dues, and has been removed from active membership, must submit a new application for membership.

(f) Members shall be contacted by the Secretary Treasurer for the notice of dues during the fourth quarter of the calendar year. Members shall update all contact information at that time to ensure proper communication with the Division.

**ARTICLE III**

**Officers**

**Section 1.**  There are hereby created the following Officers of this Division:

(a) President

(b) First Vice President

(c) Second Vice President

(d) Third Vice President

(e) Secretary-Treasurer

(f) Editor-Historian

(g) Webmaster

(h) Sergeant-at-Arms

(i) Recording Secretary

(j) Representative to the International Association for Identification

**Section 2.** There shall be a Board of Directors consisting of five members including the immediate Past President of the Division, who shall serve as Chairman of the Board of Directors. In the event the immediate Past President is unable or unwilling to serve as the Chairman of the Board of Directors, the Current President may appoint another Past President, upon a majority approval from the Division Officers.

**ARTICLE IV**

**Committees**

**Section 1.** There shall be the following standing committees, and when not otherwise provided, they shall be appointed by the President within thirty days following his/her election to office. These committees will be filled from members in various areas of the State of New York based upon geographical location. All committees will be required to submit a formal report annually to the President regarding meetings and progress.

(a) CREDENTIALS. The Committee on Credentials shall consist of the President, First Vice President, Secretary-Treasurer, and such other members in good standing whom the President shall appoint, and they shall pass upon the eligibility of all delegates to the conference.

(b) LAW AND LEGISLATION. The President shall appoint a Committee on Law and Legislation, consisting of three members, whose duties shall be to obtain and consider any and all laws passed by or pending before Federal or State legislative bodies which relate to the forensic science community. This committee shall report to the Board of Directors during the recess of the Division if required to do so by the urgency of legislative possibilities or by the order of the Board of Directors; otherwise the reports shall be accompanied by recommendations and submitted to the Division in conference assembled.

(c) AUDITING AND FINANCE. The President shall appoint a committee of three members who shall audit all the financial accounts of the Division annually, or at the order of the Board of Directors, and shall report to the Division in conference assembled, or to the Board of Directors upon order of such Board. All expenditures made by the President or Secretary-Treasurer, exceeding an amount of $500 dollars for any one time shall be subject to the approval of the Board of Directors. The Secretary/Treasurer shall be responsible for the coordination and supply of information to this committee.

(d) PRESS AND COMPLIMENTS. The President shall appoint a Committee on Press and Complaints consisting of three members who shall take care of publicity for the Division during sessions of its conferences. This committee will include the current Webmaster in order to issue statements through the online media outlets.

(e) RESOLUTIONS. The President shall appoint a Resolutions Committee consisting of three members who shall draw up resolutions and pass upon resolutions submitted by members in writing for consideration and vote of the delegates in conference assembled.

(f) MEMBERSHIP. The President shall appoint a Membership Committee who shall consider and pass upon all applications for membership in the Division. The committee shall certify to the President and the Secretary-Treasurer that such applicants are qualified and entitled to membership of the Division. Upon approval of the President and Secretary-Treasurer, such applicants shall be admitted to membership, and dues notice mailed to them promptly. The Third Vice President shall be included in this committee in order to ascertain the qualifications of any student applicants for membership.

(g) NOMINATING. The Nominating Committee shall consist of all Past-Presidents in attendance at the annual conference. The immediate Past President shall act as chairman of the Nominating Committee. In the event that less than three Past Presidents are in attendance the President shall appoint a sufficient number of members to bring the Nominating Committee up to three. This Committee shall receive recommendations from any member of the Division as to the names of proposed candidates for election. After consideration the Committee shall make its recommendations known to the Division in conference assembled. Nothing contained herein shall be construed to preclude the nomination for office of an eligible member from the floor of the conference.

(h) OUTREACH. The Outreach committee shall consist of three members of the Division, one of whom must be a student member, and one member from outside the State of New York. This group will be responsible for identifying the needs of the student population, and the advancement of the New York Division in coordination with other forensic and professional organizations to promote the mission of the New York Division.

(i) EDITORIAL. The Editorial committee shall consist of two members whom are willing to assist the Editor/Historian with the peer review of all items submitted for publication. The committee will review submission for proper content and methodology in accordance with the best practices of forensic science. The Editor/Historian will oversee this committee.

(j) CONFERENCE: The President shall appoint a Conference Committee consisting of three members who shall be responsible for the planning and implementation of all Division conferences and Seminars. The Second Vice President shall be responsible for the coordination and actions of this committee.

**Section 2.** The President shall appoint such other Special Committees as necessary for the operation of the Division.

Section 3. The distribution of recommendations, proposals, nominations and voting may be done in person at the annual meeting. In the event there is not a sufficient representation from the membership body at the annual meeting, these items may be distributed and voted upon through mail, electronic communication, or use of the New York Division website.

**ARTICLE V**

**Duties of Officers**

**Section 1.**  DUTIES OF THE PRESIDENT: The President shall preside at all meetings of the Division and shall preserve order and decorum. He/she shall carefully supervise the affairs of the Division and labor for its usefulness and efficiency. Unless otherwise provided herein he/she shall appoint all standing and special committees, and shall fill all vacancies among the officers and committees caused by death, resignation, or other causes, during the recess of the Division, such appointments to be confirmed by the Board of Directors.

The President shall be compensated for expenses for all meetings of the Division.

The President's dues to the International Association for Identification shall be paid for by the Division.

**Section 2.** DUTIES OF THE FIRST VICE PRESIDENT: The First Vice President, or in his/her absence or temporary disability, the Second Vice President, shall act as presiding officer of the Division during the absence or temporary disability of the President and shall be responsible for coordinating membership recruitment. The First Vice President shall automatically succeed to the office of the President in the event of death, disability, resignation, or removal from office of the President. In the event of death, disability, resignation, or removal from office of both the President and First Vice President, the Second Vice President will assume the office and duties of the President.

**Section 3**. DUTIES OF THE SECOND VICE PRESIDENT: The Second Vice President, or in his/her absence or temporary disability, the Third Vice President, shall act as presiding officer of the Division during the absence or temporary disability of the President and First Vice President and shall be responsible for coordinating the planning of all Division programs and Division Meetings. The Second Vice President will be responsible for the oversight of the Conference Committee and the coordination of events and volunteers.

**Section 4.** DUTIES OF THE THIRD VICE PRESIDENT: The Second Vice President, or in his/her absence or temporary disability, the Third Vice President, shall act as presiding officer of the Division during the absence or temporary disability of the President and First Vice President and shall be responsible for the recruitment and coordination of all student members and seminars focused on the involvement of students, pursuing a degree in a field leading to a career in forensic science. The Third Vice President may be consulted with by the Membership Committee on applicants whom are current students.

**Section 5.** DUTIES OF THE SECRETARY-TREASURER:

(a) The Secretary-Treasurer shall be the custodian of all records and minutes of the Division; shall receive all moneys due the Division and shall keep a just and accurate account between the Division and its members.

(b) He/she shall issue to each member, upon payment of his or her contributions, a membership card, which will bear the imprint of the year for which it is issued.

(c) He/she will maintain the current membership roster and contact information for the Division.

(d) He/she shall draw all warrants and checks for the Division, which shall be signed by him/her and/or the President.

(e) He/she shall receive allowances for all necessary expenses while attending the conferences of the Division and as voted by the Division in conference assembled.

(f) He/she maintains the official address and receive all correspondence.

(g) He/she shall also maintain an active roster of all New York Division members whom hold certifications in one of the approved programs by the International Association for Identification.

**Section 6.** DUTIES OF THE EDITOR-HISTORIAN:

(a) The Editor-Historian shall receive all articles and items of interest to members intended for publication, edit such articles and items when necessary and forward the same to such publication or publications as may have designated for the purpose.

(b) He/she shall be responsible for the publishing of the Quarterly New York Division Newsletter, distributed to all members of the Division.

(c) He/she shall receive and keep items of historical interest to the Division.

(d) He/she shall secure such other beneficial publicity for the Division as may be within his/her power.

(e) He/she will be responsible for the solicitation and coordination of all advertising included in the New York Division Newsletter and Website.

**Section 7**. DUTIES OF THE WEBMASTER:

1. The Webmaster will be responsible for the continued updates and maintenance of the New York Division website and social media sites.
2. He/she will coordinate with the Second Vice President for the posting of all information concerning Division meetings, Seminars and Conferences.
3. He/she will coordinate with the Editor/Historian for the publication of the Newsletter and the electronic receipt of advertising and publication content.
4. The Editor/Historian and the Webmaster positions may be held by the same individual, or held as separate positions.

**Section 8.** DUTIES OF THE SERGEANT-AT-ARMS: The Sergeant-at-Arms shall have command of the outer door of all closed meetings of the Division and will permit none to enter who are not properly qualified. He/she shall assist the President in preserving order and will perform such other duties as the President my direct. He/She will also be responsible for the assurance of proper attendance by attendees at all Division meetings and events.

**Section 9.** DUTIES OF THE RECORDING SECRETARY: The Recording Secretary shall be responsible for the composition and distribution of minutes at all Division meetings and conferences. The Recording Secretary shall distribute the written records of Division meetings to the Officers, Committees, and members as deemed necessary. He/She will also be responsible for coordinating the dates and times for Officer and Committee meetings, and when necessary, assigning a representative to maintain a written record of the meeting content.

**Section 10**. CHAIRMAN OF THE IAI CERTIFICATION COMMITTEES: The International Association for Identification (IAI) requires every Division to hold a committee for the certification programs represented by their membership. Each discipline requires a chairman to coordinate the issuance of certification exams. The Secretary/treasure will maintain a current list of all IAI certified members. The chairman of each approved discipline will maintain a committee of three members within the State of New York to assist with the review of the applicant’s qualifications and the arrangement of the examination. A single person may hold the position of Chairman or serve on multiple committees if they hold current certifications in more than one IAI program. The committee chairman may also be responsible for the notification of any ethical breach of the code of conduct regarding an individual’s status as a certified practitioner. This position is not considered an officer of the New York Division.

**Section 11.** REPRESENTATIVE TO THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION: One member or officer of the New York Division will serve as the official representative to the International parent body. This person, or designee, shall represent the New York Division during the annual Educational Conference of the International Association for Identification, and will be responsible for the dissemination of all information to the Division. This person may serve as the primary contact from the parent body for matters involving the Division. The Division may nominate a person to serve as the Representative, but the IAI president will be responsible for the appointment.

**Section 12.** If, at any time, an officer of the New York Division is unable to fulfill his/her duties in the best interest of the Division, or has performed at an unsatisfactory level, a replacement may be named upon conferral of the current Division Officers and the Board of Directors.

**Section 13**. If at any time, the Division Officers and/or Board of Directors feel it necessary to expand or reduce the responsibilities of an Officer Position in the best interest of the Division, they may do so following a majority decision vote by the Officers and the Board of Directors.

**ARTICLE VI**

**Board of Directors**

**Section 1.** The Board of Directors shall act as an advisory committee to the President, who shall be an ex-officio member thereof, and they shall appoint a member of the Division to be Secretary for the Board.

**Section 2.** They shall, in conjunction with the Divisional Officers, determine the date of the annual meeting of the Division, and if for any reason it becomes necessary to change the location of the meeting place, it shall be their duty to select a different location.

**Section 3.** The Board of Directors shall, with the President, outline the program objectives and activities of the conference of the Division, and shall have control of the affairs of the Division during its recess.

**Section 4.** They shall arbitrate disputes between members and officers of the Division, or between members and non-members, when the interests and welfare of the Division are involved. They shall verify suspensions made by the Secretary-Treasurer and act as a trial committee upon request of the President or any under charges and their decision shall be final, except upon appeal to the Division in conference assembled.

**ARTICLE VII**

**Charges and Complaints**

**Section 1.** No charge brought against any officer or member by another officer or member shall be considered unless made in writing and signed by the complainant.

**Section 2.** All charges and complaints conforming with the above section shall be placed in the hands of the President, who shall within ten days lay the matter before the Board of Directors by the complainant, and the accused shall be allowed thirty days to submit an answer to the same.

**Section 3.** All evidence or testimony relating to the charges must be submitted to the Board of Directors by the complainant, and the accused shall be allowed thirty days to submit an answer to the same.

**Section 4.** Appeal from decisions of the Board of Directors may be taken by either the complainant or the accused to the floor of the conference, and the decision of the Board of the Directors upheld or repealed by a two-thirds vote of the members present and voting.

**ARTICLE VIII**

**Meetings**

**Section 1:** ANNUAL MEETING. The annual meeting shall be for one or more days at a place selected at a prior meeting or a place selected at a prior meeting or a place selected in lieu thereof by the Board of Directors.

**Section 2:** REGIONAL MEETING. Nothing contained herein shall prevent the members in a particular geographical region of the state from forming a regional chapter of the Division provided, however, that such chapter and its officers shall in all respects comply with the Constitution and By-Laws of the Division.

**Section 3:** In the absence of a scheduled meeting, the Officers may distribute any proposed changes to the Divisional By-Laws, elections, or committees via mail, electronic communications, or through media outlets.

**ARTICLE IX**

**Elections**

**Section 1:**  The election of officers and the election of the next place of meeting shall take place on the last day of the annual conference unless otherwise ordered by a two-thirds vote of the delegates in conference assembled, present and voting.

**Section 2:** Election shall be by acclamation unless secret ballots are called for, a majority of all votes case being necessary to elect to any office.

**Section 3:**  If more than two candidates are nominated, the name of the candidate receiving the lowest number of votes shall be dropped on each successive ballot, until only two names shall remain, unless on any ballot one candidate shall have received a majority of all votes cast.

**Section 4:** No person may be a candidate for more than one office in any annual election. The exceptions being the positions of: Editor/Historian and Webmaster, and the Representative to the International Association for Identification. The Division may nominate a person to act as the Representative to the parent body, however, the decision will be made by the IAI President.

**Section 5:** In the event of an insufficient number of members in attendance at the place of meeting, the Division may hold elections through mail, electronic communication, or through media outlets to ensure the participation of a majority of the membership.

**ARTICLE X**

**Emblem**

**Section 1:**  The emblems of the Division shall be used only with the approval of the Board of Directors and subject to any and all limitations imposed by said Board. Any proposed changes must be submitted to the Board of Directors and Divisional Officers for consideration.

**ARTICLE XI**

**Miscellaneous Acts and Duties**

**Section 1:** The Recording Secretary, or designee, shall keep an account of the proceedings of the conference and shall submit same in writing.

**Section 2:** The full proceedings of the conference shall be published in a printed form at the direction of the Board of Directors. A copy of such proceedings shall be furnished to each member of the Division in good standing.

**Section 3**. All resolutions and constitutional amendments which are proposed or presented to the Division shall be in writing with sufficient copies as are directed for distribution.

**Section 4.** The Division shall, whenever deemed appropriate, voice opinions concerning legislation and standards to be maintained and shall suggest processes that are acceptable in various fields of endeavor within the interest of this Division, so that there will result a degree of uniformity and efficiency not heretofore obtained.

**Section 5.** The presiding officer of the conference and meetings shall be guided by the Manual of Robert's Rules of Order in the conduct of all sessions of the conference.

**Section 6.** The Office of Past President is hereby created, to be held automatically by the retiring President for a period of one year following his/her term as President of the Division, and that person shall be the Chairman of the Board of Directors.

**ARTICLE XII**

**Amendments**

**Section 1.** Any motion to amend the Constitution of the Division must be read once to the members in conference assembled at the business session and, if passed, must go over to the next annual conference for final passage and adoption.

**Section 2.** The By-Laws of this Division shall be changed only upon approval by a majority of the delegates present and voting at an annual conference.

**Section 3**. Any changes to the Constitution or By-Laws of the Division may be distributed electronically to be held for consideration and vote in accordance with Articles VIII and IX of the By-Laws.