

1 ARIZONA CHAPTER  
2 INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.  
3 CONSTITUTION AND BY-LAWS

4  
5 REVISED July 2015  
6

7 ARTICLE I  
8 NAME AND OBJECTIVE  
9

10 SECTION 1: NAMES:

11  
12 The ARIZONA CHAPTER of the INTERNATIONAL ASSOCIATION OF ARSON  
13 INVESTIGATORS, INC. will hereinafter be referred to as the  
14 "Chapter."  
15

16 The Board of Directors of the Chapter will hereinafter be referred  
17 to as the "Board."  
18

19 The International Association of Arson Investigators will  
20 hereinafter be referred to as "International."  
21

22 SECTION 2: OBJECTIVE: The objectives and purpose of the Chapter  
23 are:

- 24 a. To unite for mutual benefit those public officials or private  
25 concerns engaged in the control of arson and kindred crimes.  
26 b. To provide for exchange of technical information and  
27 developments.  
28 c. To encourage cooperation between public service agencies and  
29 associations to further the suppression of arson.  
30 d. To encourage high professional standards of conduct among  
31 arson investigators and to continually strive to eliminate  
32 all factors which interfere with administration of crime  
33 suppression.  
34 e. To foster greater professional competence in the  
35 investigative technique and recognition of the crime of  
36 arson.  
37

38 ARTICLE II  
39 MEMBERSHIP  
40

41 SECTION 1: DUAL MEMBERSHIP; Membership in the International and  
42 payment of initiation fees and dues to include International and  
43 Chapter.  
44

45 SECTION 2: ASSOCIATE MEMBERSHIP; Membership in the Chapter, upon  
46 recommendation of the Chapter Membership Committee and approval of  
47 the Board and payment of Chapter dues and initiation fees, this  
48 membership will not enroll a member in the International.  
49

50 SECTION 3: LIFETIME MEMBERSHIP; The Chapter may confer on any  
51 member the award of Life Membership. Life members shall enjoy  
52 all benefits of Chapter membership without paying annual  
53 membership dues. Any Chapter member awarded the Distinguished

54 Service Award (now the Frank J. Molina Award) shall be considered  
55 for life membership in the Chapter. Any Active member of the  
56 chapter who is awarded Life membership by the International,  
57 shall also be awarded Life membership in the Chapter.  
58

59 **SECTION 4: PERSONAL QUALIFICATIONS;** The Chapter will apply the  
60 same qualifications as contained in the International Constitution  
61 and bylaws.  
62

63 **SECTION 5: MEMBERSHIP APPROVAL;** The Chapter will approve Associate  
64 Membership in the same manner as provided by the International  
65 Constitution and By-laws. Approval of Dual Membership will be  
66 pursuant to the International Constitution and By-laws.  
67

68 **SECTION 6: NEW MEMBER VETTING;** The Board shall consider each new  
69 member for vetting as informed by the Membership Chair. The  
70 candidate's application will be accepted unless the International  
71 receives a response from the Chapter within 21 days of receipt.  
72

73 **ARTICLE III**  
74 **ELECTION, TERMS AND OFFICES**  
75

76 **SECTION 1: ELIGIBILITY FOR OFFICE:**

- 77 a. Must have been a Dual Member in good standing for at least  
78 two years to run for the Board.  
79 b. Must have served two years on the Board to run for the  
80 elected position of Second Vice-President.  
81

82 **SECTION 2: OFFICERS:** The Officers for the Chapter are the  
83 President, First Vice-President, Second Vice-President, Secretary,  
84 Treasurer, Sergeant-at-Arms and Historian.  
85

86 **SECTION 3: BOARD OF DIRECTORS:** The Board consists of the officers  
87 and six other duly elected Board Members. The offices of  
88 Secretary, Treasurer, Sergeant-at-Arms and Historian are non-  
89 voting positions.  
90

91 **SECTION 4: TERMS OF OFFICE:**

- 92 a. The President, First Vice-President and Second Vice-President  
93 shall serve a one-year term and shall not succeed themselves.  
94 b. The duly elected Board Members of the Board shall serve a  
95 three-year term. The terms shall be arranged so that two  
96 Board terms are up each year.  
97 c. Changes in Officers, Board Members and Committee memberships  
98 will take effect at the conclusion of the Annual Meeting.  
99 d. The Secretary, Treasurer, Sergeant-at-Arms and Historian  
100 shall serve in office until resignation, removal by the  
101 President, or removal pursuant to Article IV, Section 11 of  
102 the Constitution and By-laws.  
103

104 **SECTION 5: VACANCIES:** In the event of a vacancy occurring on the  
105 Board between Annual Meetings, the vacancy or vacancies shall be  
106 filled by the President. The appointed Member or Members of the

107 Board shall hold office only until the next Annual Meeting. The  
108 vacant position shall be filled by election for the remaining  
109 portion of the original term. In the event of a vacancy in the  
110 Office of President, First Vice-President, or Second Vice  
111 President between Annual Meetings, the vacancy or vacancies shall  
112 be filled by the Board and the newly appointed Officers shall hold  
113 office only until the next Annual Meeting. If a Member of the  
114 Board fills the vacant Officer position, the Board seat will not  
115 be filled and the time will be counted as Board time. In the event  
116 that more than one Officer position is vacant at the time of the  
117 Annual Meeting the elected Officer will move up, and the lesser  
118 officer position will be filled by election.  
119

120 **SECTION 6: ELECTIONS; APPOINTMENTS:**

- 121 a. The office of Second Vice-President shall be elected on an  
122 annual basis by the Dual Members of the Chapter by ballot on  
123 the website prior to or at the Annual Meeting in a manner  
124 prescribed by the Board or its designee. When the Second  
125 Vice-President is elected, the previous Second Vice-President  
126 shall automatically become the First Vice-President, and the  
127 previous First Vice-President shall automatically become the  
128 President. The Secretary, Treasurer, Sergeant-at-Arms and  
129 Historian shall be appointed by the president.  
130 b. Dual Members may receive and cast their ballots upon proper  
131 verification of Dual Membership, prior to or at the Annual  
132 Meeting in a manner prescribed by the Board of Directors or  
133 its designee.  
134

135 **SECTION 7: NOMINATING PROCEDURES:** The name of any Dual Member  
136 meeting the eligibility for office requirements may be submitted  
137 to the Nominating Committee for the position of Board Member or  
138 Second Vice-President  
139

140 **ARTICLE IV**  
141 **GOVERNMENT**  
142

143 **SECTION 1: BOARD OF DIRECTORS:** The government of the Chapter shall  
144 be vested in the Board. Four members of the Board shall constitute  
145 a quorum.  
146

147 **SECTION 2: DUTIES AND POWERS:** The Board shall have full powers to  
148 initiate and transact all kinds of business necessary to the  
149 existence of the Chapter and the observance of its purpose. The  
150 Board shall determine the date and location of the Annual Meeting  
151 and shall outline the program of activities during such Meeting.  
152 They shall have general powers to direct, control, and supervise  
153 the affairs of the Chapter. All Officers of the Chapter are  
154 expected to encourage, aid, and assist in every way possible in  
155 the development and activities of the Chapter.  
156

157 **SECTION 3: PRESIDENT:** The President shall be the Chief Executive  
158 Officer of the Chapter, and it shall be his/her responsibility to  
159 supervise and coordinate the activities of the Chapter and to

160 preside at Meetings of the Chapter and of the Board. He/she shall  
161 appoint appropriate Committees for the conduct of the activities  
162 of the Chapter and at each Annual Meeting of the Chapter, he/she  
163 shall announce to the Membership those individuals appointed to  
164 serve on all Standing Committees. In addition, he/she shall  
165 require reports at each Annual Meeting, and at other meetings as  
166 requested by the President from the Committees so appointed and  
167 the Officers of the Chapter.  
168

169 **SECTION 4: FIRST VICE-PRESIDENT:** In the absence of the President,  
170 the First Vice-President shall be the Chief Executive Officer and  
171 shall act as such. He/she shall also act as Chairperson of the  
172 Finance and Audit Committee. He/she shall be responsible for  
173 ensuring the filing of the Annual Tax Report, both State and  
174 Federal, is completed. He/she shall oversee all Committee Chairs  
175 and ensure SOP's and reports are current and that any proposed  
176 amendments to the SOP's are submitted to the Board for its  
177 approval.  
178

179 **SECTION 5: SECOND VICE-PRESIDENT:** In the absence of the President  
180 and First Vice-President, the Second Vice-President shall perform  
181 the duties of the President. He/she shall serve on the Finance  
182 Committee.  
183

184 **SECTION 6: SECRETARY:** The Secretary shall keep the records and  
185 minutes of the Chapter and shall maintain currently the roll of  
186 Members, the Constitution, and all other documents of value. It  
187 shall be the Secretary's duty to receive and acknowledge all  
188 communications of the Chapter or that may be submitted to the  
189 Secretary by Officers of the Chapter and perform such duties as  
190 assigned by the President. At the sole discretion of the Board,  
191 the Secretary may receive a monthly compensation for duties  
192 he/she performs as part of the Secretary position. That  
193 compensation shall be negotiable, dependent upon the Chapter's  
194 financial standing. The amount shall be reviewed yearly.  
195

196 **SECTION 7: TREASURER:** The Treasurer shall be custodian and sole  
197 depositor of the general funds of the Chapter and shall disburse  
198 such funds by check or by electronic payment as herein authorized  
199 or upon approval of the Board for purposes which promote the  
200 welfare and objectives of the Chapter. The Board shall designate  
201 at least one Dual Member of the Chapter to have signatory rights  
202 on the Chapter's bank account(s). The Board may designate one or  
203 more Dual Members of the Chapter to utilize the Chapter credit  
204 card for Chapter purposes, but the Treasurer shall be responsible  
205 for the payment of any Chapter credit card statements. In the  
206 absence of the Treasurer, the second signer on the checking  
207 account may act in the Treasurer's behalf. The Treasurer shall  
208 render a complete summary of all income, disbursements and  
209 balances whenever requested by the Board and to the Members at  
210 each regular Meeting. A written copy of this report shall be made  
211 available to any Member upon request. The Chapter shall obtain a  
212 bond on the Treasurer for the benefit of the Chapter in the form

213 and amount as designated by the Board, the cost thereof to be paid  
214 by the Chapter. At the sole discretion of the Board, the  
215 Treasurer may receive a monthly compensation for duties he/she  
216 performs as part of the Treasurer position. That compensation  
217 shall be negotiable, dependent upon the Chapter's financial  
218 standing. The amount shall be reviewed yearly.  
219

220 **SECTION 8: SERGEANT-AT-ARMS:** The Sergeant-at-Arms shall be  
221 responsible for maintaining the proper decorum at all scheduled  
222 meetings of the Board. The Sergeant-at-Arms shall have the  
223 authority to request anyone in attendance at a scheduled meeting  
224 of the Board who is causing an undue disturbance to refrain from  
225 such disturbance or to leave the meeting room if such disturbance  
226 is not refrained. This authority shall not extend to any physical  
227 contact with anyone.  
228

229 **SECTION 9: HISTORIAN:** The Historian shall be the custodian of all  
230 photographs, documents, and other memorabilia of the Arizona  
231 Chapter. The Historian shall be responsible for maintaining all  
232 such items of the Arizona Chapter in a central repository in an  
233 organized manner, so that the history of the Arizona Chapter will  
234 be preserved and memorialized. The outgoing Historian shall  
235 deliver the collection of photographs, documents, and other  
236 memorabilia to the incoming Historian, so that there will be no  
237 discontinuity of maintaining the historical records of the Arizona  
238 Chapter. The documents may be electronically scanned and stored,  
239 but the original documents shall be preserved for posterity.  
240

241 **SECTION 10: EX-OFFICIO MEMBERS:** All past Presidents shall become  
242 ex-officio members of the Board upon conclusion of their terms.  
243 They shall have the privilege of attending and participating in  
244 all meetings of the Board, but shall not have voting power in such  
245 meetings.  
246

247 **SECTION 11: REMOVAL FROM OFFICE AND/OR MEMBERSHIP:** The Board shall  
248 have the power to remove from office any Officer, Board Member or  
249 Member of the Chapter for good cause as determined by the Board.  
250 Good cause can be based on evidence presented to or offered by the  
251 Board or submitted in writing by the Ethical Practices and  
252 Grievance Committee.  
253

254 Such action of removal shall require a two-thirds (2/3) majority  
255 vote of the Board. In such action, the President shall be  
256 permitted to vote, regardless of whether there is or is not a tie  
257 vote. Any Officer or Member shall have the right to appeal the  
258 removal from office or membership, provided a written request  
259 challenging the removal is received by the President no later than  
260 thirty days following the date of removal.  
261

262  
263

264 **ARTICLE V**  
265 **MEETINGS**  
266

267 **SECTION 1: ANNUAL CHAPTER MEETING:** The Annual Chapter Meeting  
268 shall be held in July of each year at such time and place as may  
269 be fixed by the Board. Notice hereof shall be emailed and/or  
270 posted on website for each Member to view, not less than 30 days  
271 in advance. Elections results and other business may be presented  
272 at the Annual Meeting. When any question comes before the Meeting  
273 not specifically provided for herein, the Presiding Officer shall  
274 be governed in their decision, by the rules laid down in "Roberts  
275 Rules of Order." Executive Sessions are permitted in the same  
276 manner as outlined in Article V, Section 3.  
277

278 **SECTION 2: SPECIAL CHAPTER MEETING:** Special Chapter Meetings may  
279 be called by order of the Board at such time and place fixed by  
280 the Board, giving due notice thereof to all Members at least 10  
281 days in advance.  
282

283 **SECTION 3: VOTING BALLOTS:** All Dual Members who wish to vote by  
284 ballot shall do so prior to or at the Annual Meeting in a manner  
285 prescribed by the Board of Directors or its designee.  
286

287 **SECTION 4: BOARD of DIRECTORS MEETINGS:**  
288

- 289 a. **CALL OF MEETINGS:** The Board shall meet at anytime or place  
290 upon call of the President or of any five voting Members of  
291 the Board. The Board must meet at least 3 times a year.  
292 b. **QUORUM:** In order to take action, there must be a quorum of  
293 four voting members of the Board.  
294 c. **EXECUTIVE SESSION:** During a Board meeting, and at the request  
295 of any voting Board member, the Board may go into executive  
296 session to discuss personal matters that may affect the Board  
297 or the Chapter. Any statements made during executive session  
298 should not be made public. No action shall be taken during an  
299 executive session.  
300 d. **VOTING:** Unless otherwise provided in the Constitution and By-  
301 Laws, any matter submitted to the Board at a meeting shall be  
302 resolved by a majority of the votes cast. Except as provided  
303 in Art. IV, Section 11, the President shall not vote unless  
304 there is a tie, in which case, the President shall have the  
305 deciding vote.  
306 e. **PROXY VOTING:** Voting by proxy shall not be permitted at any  
307 meeting.  
308 f. **ACTION BY BOARD WITHOUT A MEETING:** Any action required or  
309 permitted to be taken at a meeting may be taken without a  
310 meeting by e-mail or other electronic means, provided that  
311 sufficient notice is given to the Board of the subject matter  
312 to allow the Board Members to participate. The President may  
313 call for an e-mail vote of the Board of Directors on  
314 emergency or urgent issues. The proposal must be properly  
315 framed in the form of a motion and sent to all members of  
316 the Board of Directors simultaneously. A reasonable amount

317 of time, no less than four days and not greater than ten  
318 days, shall be allowed for responses. A quorum of response  
319 votes shall be required to decide an issue. The Secretary  
320 shall maintain records memorializing all e-mail votes and  
321 place the results on the agenda of the following Board  
322 meeting for purposes of documentation.

- 323 g. REMOTE ATTENDANCE: An officer or Board Member may  
324 participate in any Board Meeting by telephone or other  
325 remote electronic means authorized by the board. Business  
326 may be conducted by electronic means in the same manner as  
327 if all attending members were physically present. The  
328 conference call shall be conducted as a regular board  
329 meeting in accordance with the Chapter Bylaws. The  
330 Secretary shall take minutes of the meeting and reduce those  
331 to written form for distribution. Individual calls or  
332 "polling" shall not be considered to meet necessary  
333 standards for a quorum at a Board Meeting, the member shall  
334 be in attendance for the duration of the electronic meeting.  
335  
336

337 **ARTICLE VI**  
338 **COMMITTEES:**  
339

340 **SECTION 1: STANDING COMMITTEES;** The following Committees shall be  
341 Standing Committees of the Chapter:  
342

343 A. Finance And Audit: The committee shall be responsible for all  
344 financial matters involving dues, expenses, income, salaries (if  
345 any), and/or other financial matters incurred by or on behalf of  
346 the Chapter. In addition, the committee will see that the proper  
347 planning, budgeting and review is carried out during the year.  
348 The voting members of the committee shall be the First Vice-  
349 President, the Second Vice-President and a Dual Member appointed  
350 by the President. Ex-Officio non-voting members of the Committee  
351 shall be the Treasurer, the Education and Training Committee  
352 Chair and the Store Manager.  
353

354 B. By-Laws: The duties of the committee shall be to advise the  
355 Officers, Board Members, and Members of the Chapter on matters  
356 pertaining to the By-Laws and Standard Operating Procedures. In  
357 the event of proposed changes, it shall further be the duty of  
358 the committee to review and prepare the proposed changes in a  
359 suitable format for presentation to the Officers, Board Members,  
360 and Members of the Chapter.  
361

362 C. Ethical Practices and Grievances: The duties of the committee  
363 shall be to investigate any and all allegations of misconduct  
364 directed toward the Officers, Board Members, or Members of the  
365 Chapter. Allegations of misconduct shall include, but are not  
366 limited to, the following: (1) criminal offenses, (2) neglect of  
367 duty, (3) violation of the Code of Ethics, policies, rules or  
368 procedures of the Chapter, and (4) conduct that tends to reflect  
369 unfavorably on the member of the Chapter. Following the

370 completion of an investigation, the Committee shall forward the  
371 results and recommendations in writing to the Board, which shall  
372 take whatever action it deems appropriate, pursuant to the  
373 Constitution and By-Laws of the Chapter or of International.  
374

375 D. Membership Committee: The committee shall promote, encourage  
376 and solicit membership in the Chapter through any appropriate  
377 means. In addition, the Committee shall maintain the membership  
378 roster, exchange membership information with all Officers, Board  
379 Members and other Committee Chairs, as requested, and shall  
380 submit to International any International dues it receives from  
381 Members.  
382

383 E. Nominating Committee. The committee shall provide ballot forms  
384 and procedures for voting, administer the voting prior to or at  
385 the Annual Meeting, and oversee the security and tallying of all  
386 votes cast. The Nominating Committee is made up of Past Presidents  
387 in good standing, with the Immediate Past President serving as the  
388 chair of the committee.  
389

390 F. Education and Training Committee: The committee shall oversee  
391 the education and training portion of all Chapter seminars and  
392 training. The committee shall further encourage, solicit, and  
393 assist in the development of new and innovative ideas for the  
394 education and training of the Chapter's Members and the fire  
395 investigation community as a whole.  
396

397 G. Arizona Advisory Committee on Arson Prevention (AACAP): The  
398 Committee shall be composed of the Board and shall take action  
399 pursuant to the procedures contained in these By-Laws. Pursuant  
400 to Arizona Revised Statutes §41-2167, the committee shall receive  
401 and consider nominations from public agencies for awards from the  
402 Arson Detection Reward Fund and shall recommend the names of  
403 individuals and award amounts to the State Fire Marshall's  
404 Office.  
405

406 H. Certified Fire Investigator: The committee shall administer  
407 the test for Certified Fire Investigators in accordance with the  
408 Practice and Procedures Manual of the International Association  
409 of Arson Investigators. Additionally, the committee shall be  
410 responsible to promote and encourage participation in the  
411 Certified Fire Investigators program by all qualified persons.  
412

413 I. Awards: The committee shall be responsible for requesting,  
414 receiving, and reviewing award nominations for Investigator of  
415 the Year, Attorney of the Year and the Annual Frank J. Molina  
416 Distinguished Service Award. The committee shall submit its award  
417 recommendations to the Board for approval.  
418

419 J. Appellate Review. The Committee shall review, upon written  
420 request, actions taken by the Board of Directors resulting in  
421 adverse action being imposed upon any officer, member of the  
422 Board of Directors, or members of the Association. The Standing



423 Committee shall consist of an odd number of not less than three  
424 (3) Past Presidents who are ~~Active~~ Dual Members, with the  
425 exception of the immediate Past President.  
426

427 **SECTION 2: STANDARD OPERATION PROCEDURES;** The Standard Operating  
428 Procedures (SOPS) for each Standing Committee shall be prepared by  
429 the respective committee, and then reviewed and approved by the  
430 Board.  
431

432 **ARTICLE VII**  
433 **FINANCE**  
434

435 **SECTION 1: DUES:** Dues for Dual Membership shall be determined by  
436 International and the Board. Dues for Associate Membership shall  
437 be determined by the Board.  
438

439 **SECTION 2: AUDIT:** The Finance and Audit Committee shall review the  
440 financial accounts of the Chapter within 45 days after the end of  
441 each fiscal year, and shall report to the Board all assets and  
442 liabilities of the Chapter.  
443

444 **SECTION 3: GIFTS OR GRANTS:**

445 A. All gifts or grants to the Chapter may be accepted by the  
446 Board. The Secretary shall make proper acknowledgments of all  
447 such gifts or grants accepted.

448 B. Corporate Donations: A corporation, partnership or other  
449 legal entity may make a donation to the Chapter that will  
450 entitle it to be recognized by the Chapter at Chapter  
451 functions, at the following levels:  
452

453 Platinum: \$500.00 or more per year  
454 Gold: \$350.00 to \$499.99 per year  
455 Silver: \$200.00 to \$349.99 per year  
456

457 **SECTION 4: BUDGET:** The Officers and Committee Chairs of the  
458 Chapter shall submit a budget for the next fiscal year to the  
459 Finance Committee forty-five days before the start of the next  
460 fiscal year. The Finance Committee will review and make  
461 recommendations and submit the budget to the Board for approval  
462 or disapproval. The Board must approve the budget prior to the  
463 start of the next fiscal year. If the budget is disapproved by  
464 the Board, then the Board, Officers, and Finance Committee shall  
465 meet to reach an agreement to finalize the budget.  
466

467 **Section 5: FISCAL YEAR:** The fiscal year of the Chapter shall be  
468 as approved by the Board and the Internal Revenue Service.  
469

470 **ARTICLE VIII**  
471 **AMENDMENT**  
472

473 **SECTION 1: REQUIREMENTS FOR CONSTITUTION AND BY-LAWS AMENDMENTS:**  
474 Proposed amendments to the Constitution and By-laws must be  
475 submitted to the By-Laws Committee before presentation to the

476 Board. The By-Laws Committee shall review the proposed amendments  
477 to determine whether they are in conflict with the International  
478 Constitution and By-Laws and the Chapter Constitution and By-Laws.  
479 If the proposed amendments appear to be in conflict, the By-Laws  
480 Committee will inform the Board, which will then determine if  
481 there is a conflict. If not in conflict, the Board shall vote on  
482 whether to approve and send the proposed amendments to a vote by  
483 the Members. The Constitution and By-laws may be amended at any  
484 regular or special Meeting of the Chapter by a vote of two-thirds  
485 of the Members present and voting. The International Constitution  
486 and By-Laws shall control over items not covered by the Chapter  
487 Constitution and By-Laws.

488  
489 SECTION 2: REQUIREMENTS FOR STANDARD OPERATING GUIDELINES (SOG)  
490 AMENDMENTS: Proposed amendments to the Committee Standard  
491 Operating Guidelines (SOG) must be submitted to the By-Laws  
492 Committee before presentation to the Board. The By-Laws Committee  
493 shall review the proposed SOP amendments and submit them to the  
494 Board for approval. If approved by the Board, the SOP amendments  
495 shall take immediate effect.

496

497

#### ARTICLE IX

498

#### OFFICIAL ORDER OF BUSINESS

499

500 SECTION 1: ORDER OF BUSINESS: Meetings shall be:

501

- 502 a. Call Meeting to Order
- 503 b. Roll call of Officers
- 504 c. Reading of the minutes
- 505 d. Officers reports
- 506 e. Committee reports
- 507 f. Old Business
- 508 g. New Business
- 509 h. Good of the Order

510