ARTICLE I
NAME AND OBJECTIVE

SECTION 1: NAMES:
The ARIZONA CHAPTER of the INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC. will hereinafter be referred to as the "Chapter."
The Board of Directors of the Chapter will hereinafter be referred to as the "Board."
The International Association of Arson Investigators will hereinafter be referred to as "International."

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

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

ARTICLE II
MEMBERSHIP

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

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

SECTION 3: LIFETIME MEMBERSHIP; The Chapter may confer on any member the award of Life Membership. Life members shall enjoy all benefits of Chapter membership without paying annual membership dues. Any Chapter member awarded the Distinguished
Service Award (now the Frank J. Molina Award) shall be considered for life membership in the Chapter. Any Active member of the chapter who is awarded Life membership by the International, shall also be awarded Life membership in the Chapter.

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

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

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

ARTICLE III
ELECTION, TERMS AND OFFICES

SECTION 1: ELIGIBILITY FOR OFFICE:
   a. Must have been a Dual Member in good standing for at least two years to run for the Board.
   b. Must have served two years on the Board to run for the elected position of Second Vice-President.

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

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

SECTION 4: TERMS OF OFFICE:
   a. The President, First Vice-President and Second Vice-President shall serve a one-year term and shall not succeed themselves.
   b. The duly elected Board Members of the Board shall serve a three-year term. The terms shall be arranged so that two Board terms are up each year.
   c. Changes in Officers, Board Members and Committee memberships will take effect at the conclusion of the Annual Meeting.
   d. The Secretary, Treasurer, Sergeant-at-Arms and Historian shall serve in office until resignation, removal by the President, or removal pursuant to Article IV, Section 11 of the Constitution and By-laws.

SECTION 5: VACANCIES: In the event of a vacancy occurring on the Board between Annual Meetings, the vacancy or vacancies shall be filled by the President. The appointed Member or Members of the
Board shall hold office only until the next Annual Meeting. The vacant position shall be filled by election for the remaining portion of the original term. In the event of a vacancy in the Office of President, First Vice-President, or Second Vice President between Annual Meetings, the vacancy or vacancies shall be filled by the Board and the newly appointed Officers shall hold office only until the next Annual Meeting. If a Member of the Board fills the vacant Officer position, the Board seat will not be filled and the time will be counted as Board time. In the event that more than one Officer position is vacant at the time of the Annual Meeting the elected Officer will move up, and the lesser officer position will be filled by election.

SECTION 6: ELECTIONS; APPOINTMENTS:

a. The office of Second Vice-President shall be elected on an annual basis by the Dual Members of the Chapter by ballot on the website prior to or at the Annual Meeting in a manner prescribed by the Board or its designee. When the Second Vice-President is elected, the previous Second Vice-President shall automatically become the First Vice-President, and the previous First Vice-President shall automatically become the President. The Secretary, Treasurer, Sergeant-at-Arms and Historian shall be appointed by the president.

b. Dual Members may receive and cast their ballots upon proper verification of Dual Membership, prior to or at the Annual Meeting in a manner prescribed by the Board of Directors or its designee.

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

ARTICLE IV

GOVERNMENT

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

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

SECTION 3: PRESIDENT: The President shall be the Chief Executive Officer of the Chapter, and it shall be his/her responsibility to supervise and coordinate the activities of the Chapter and to...
preside at Meetings of the Chapter and of the Board. He/she shall
appoint appropriate Committees for the conduct of the activities
of the Chapter and at each Annual Meeting of the Chapter, he/she
shall announce to the Membership those individuals appointed to
serve on all Standing Committees. In addition, he/she shall
require reports at each Annual Meeting, and at other meetings as
requested by the President from the Committees so appointed and
the Officers of the Chapter.

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

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

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

SECTION 7: TREASURER: The Treasurer shall be custodian and sole
depositor of the general funds of the Chapter and shall disburse
such funds by check or by electronic payment as herein authorized
or upon approval of the Board for purposes which promote the
welfare and objectives of the Chapter. The Board shall designate
at least one Dual Member of the Chapter to have signatory rights
on the Chapter’s bank account(s). The Board may designate one or
more Dual Members of the Chapter to utilize the Chapter credit
card for Chapter purposes, but the Treasurer shall be responsible
for the payment of any Chapter credit card statements. In the
absence of the Treasurer, the second signer on the checking
account may act in the Treasurer’s behalf. The Treasurer shall
render a complete summary of all income, disbursements and
balances whenever requested by the Board and to the Members at
each regular Meeting. A written copy of this report shall be made
available to any Member upon request. The Chapter shall obtain a
bond on the Treasurer for the benefit of the Chapter in the form
and amount as designated by the Board, the cost thereof to be paid by the Chapter. At the sole discretion of the Board, the Treasurer may receive a monthly compensation for duties he/she performs as part of the Treasurer position. That compensation shall be negotiable, dependent upon the Chapter's financial standing. The amount shall be reviewed yearly.

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

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

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

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

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

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

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

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

SECTION 4: BOARD of DIRECTORS MEETINGS:

a. CALL OF MEETINGS: The Board shall meet at anytime or place upon call of the President or of any five voting Members of the Board. The Board must meet at least 3 times a year.

b. QUORUM: In order to take action, there must be a quorum of four voting members of the Board.

c. EXECUTIVE SESSION: During a Board meeting, and at the request of any voting Board member, the Board may go into executive session to discuss personal matters that may affect the Board or the Chapter. Any statements made during executive session should not be made public. No action shall be taken during an executive session.

d. VOTING: Unless otherwise provided in the Constitution and By-Laws, any matter submitted to the Board at a meeting shall be resolved by a majority of the votes cast. Except as provided in Art. IV, Section 11, the President shall not vote unless there is a tie, in which case, the President shall have the deciding vote.

e. PROXY VOTING: Voting by proxy shall not be permitted at any meeting.

f. ACTION BY BOARD WITHOUT A MEETING: Any action required or permitted to be taken at a meeting may be taken without a meeting by e-mail or other electronic means, provided that sufficient notice is given to the Board of the subject matter to allow the Board Members to participate. The President may call for an e-mail vote of the Board of Directors on emergency or urgent issues. The proposal must be properly framed in the form of a motion and sent to all members of the Board of Directors simultaneously. A reasonable amount
of time, no less than four days and not greater than ten
days, shall be allowed for responses. A quorum of response
votes shall be required to decide an issue. The Secretary
shall maintain records memorializing all e-mail votes and
place the results on the agenda of the following Board
meeting for purposes of documentation.

**ARTICLE VI**

**COMMITTEES:**

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

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

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

C. Ethical Practices and Grievances: The duties of the committee
shall be to investigate any and all allegations of misconduct
directed toward the Officers, Board Members, or Members of the
Chapter. Allegations of misconduct shall include, but are not
limited to, the following: (1) criminal offenses, (2) neglect of
duty, (3) violation of the Code of Ethics, policies, rules or
procedures of the Chapter, and (4) conduct that tends to reflect
unfavorably on the member of the Chapter. Following the
completion of an investigation, the Committee shall forward the results and recommendations in writing to the Board, which shall take whatever action it deems appropriate, pursuant to the Constitution and By-Laws of the Chapter or of International.

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

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

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

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

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

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

J. Appellate Review. The Committee shall review, upon written request, actions taken by the Board of Directors resulting in adverse action being imposed upon any officer, member of the Board of Directors, or members of the Association. The Standing
Committee shall consist of an odd number of not less than three (3) Past Presidents who are Active Dual Members, with the exception of the immediate Past President.

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

ARTICLE VII
FINANCE

SECTION 1: DUES: Dues for Dual Membership shall be determined by International and the Board. Dues for Associate Membership shall be determined by the Board.

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

SECTION 3: GIFTS OR GRANTS:

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

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

- Platinum: $500.00 or more per year
- Gold: $350.00 to $499.99 per year
- Silver: $200.00 to $349.99 per year

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

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

ARTICLE VIII
AMENDMENT

SECTION 1: REQUIREMENTS FOR CONSTITUTION AND BY-LAWS AMENDMENTS: Proposed amendments to the Constitution and By-laws must be submitted to the By-Laws Committee before presentation to the
Board. The By-Laws Committee shall review the proposed amendments to determine whether they are in conflict with the International Constitution and By-Laws and the Chapter Constitution and By-Laws. If the proposed amendments appear to be in conflict, the By-Laws Committee will inform the Board, which will then determine if there is a conflict. If not in conflict, the Board shall vote on whether to approve and send the proposed amendments to a vote by the Members. The Constitution and By-laws may be amended at any regular or special Meeting of the Chapter by a vote of two/thirds of the Members present and voting. The International Constitution and By-Laws shall control over items not covered by the Chapter Constitution and By-Laws.

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

ARTICLE IX
OFFICIAL ORDER OF BUSINESS

SECTION 1: ORDER OF BUSINESS: Meetings shall be:

a. Call Meeting to Order
b. Roll call of Officers
c. Reading of the minutes
d. Officers reports
e. Committee reports
f. Old Business
g. New Business
h. Good of the Order