

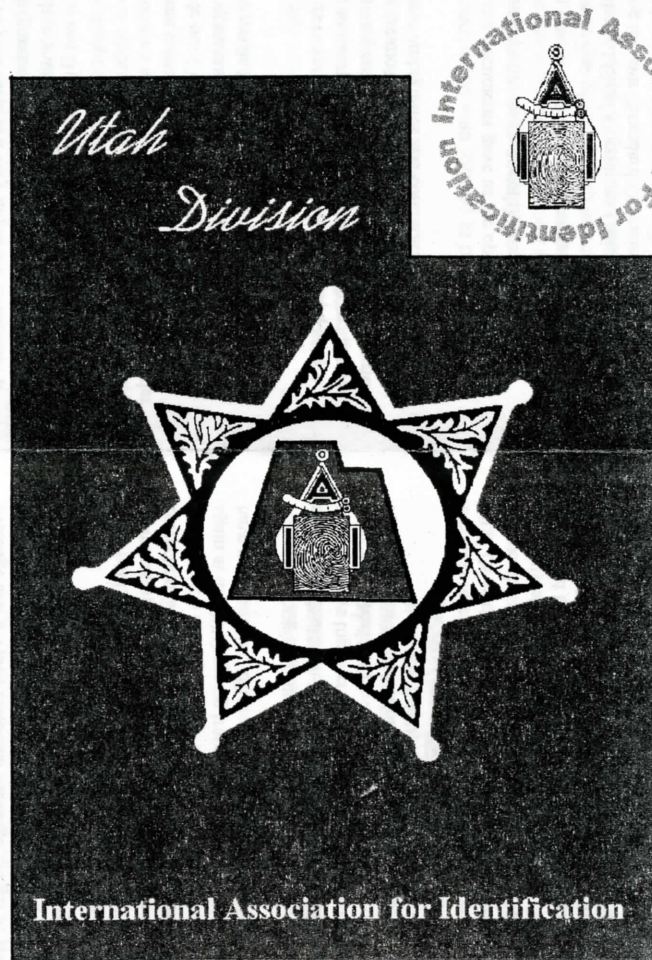
THE "PATENT PRINT"

The Official Publication of the Utah Division of the International Association for Identification
Chartered 1989

Fall Edition

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2002 Board Members

Trent Grandy President	Jason Cole Vice President	Doug Huntsman Secretary	Vanessa Shama Treasurer	Charlotte Bowerbank Regional Representative
James May Newsletter Editor	Cal Ostler Parliamentarian	Tonya Lockwood Historian	Dr. Michelle Heward Legal Representative	Jeff Itami Past President

The President's Message

By Trent Grandy

Well, here we are at the close of another summer. I hope you were able to break away at some point and enjoy it. I also recommend a trip into the mountains right now to see the leaves. We are so fortunate to live in such a beautiful state, and at this time of year, it always seems even more wondrous. Get out there and take advantage of it!

Anyway, back to business. This edition of the Patent Print, as you can clearly see, is a little different than most. What you are holding in your hand is a very important document. It represents a year long process, undertaken to rectify some problems that have arisen in the past few years, and to bring our organization more in line with the Parent Body. These pages represent the proposed changes to the Constitution and By-Laws of the Utah Division of the IAI. The reasons for these changes are these:

First, we became aware that the Constitution as formerly written was in reverse order to the Parent Body of the IAI, with our Constitution containing the similar items found in the Parent Bodies By-Laws, and vice versa. This made our Constitution, which should be written in stone so to speak, being the set functions of our organization, too easily changeable. Conversely, the changing or adding of important items of business as time and technology dictate, to our By-Laws, was much more difficult.

Second, there were certain items that were very ambiguous and even contradictory. This had caused some problems when attempting to interpret the meaning of what was intended. This problem was compounded by the fact that there were several versions of these Documents available, and no one seemed to know which was the most current. With our Committee closely following the Parent Bodies outline, hopefully these ambiguities and contradictions have been addressed.

Finally, this reorganizing of our working documents gave us the opportunity to add some important items, which will help our organization run more smoothly and efficiently.

I sincerely hope that you will take the time to read through these new documents. Hopefully you will appreciate, as I do, the time and effort of the Utah Division Constitution & By-Laws Committee, Utah Division Board, and the IAI Chief Operations Officer Joe Polski & Legal Counsel Julius "Sandy" Kahn III, in refining this our "Standard Operating Procedure Manual". Then come to our upcoming Training Meeting and be prepared to help implement these important documents with your vote.

At this time I would also like to thank you all for allowing me the chance to serve you this past year as President. It has been a great year! I also look forward to seeing you at our Fall Training! And Remember... **There is no limit to what a person can do, so long as they do not care a straw who gets the credit for it.** - C. E. Montague -

The Vice-President's Message

By Jason Cole

Remember the terror you felt the first time you saw *Jaws*, the excitement you felt when you saw *Top Gun*, and laughs you laughed watching *Tommy Boy*!!! Well just remember those feelings as you read this edition of the Patent Print, otherwise you might not make it to the end of this boring addition. In past additions you have had articles written by great forensic investigators and training tips by notorious state lab employees. This edition will be filled with important documents - the Utah Division Constitution and By-Laws. You also get a Presidents Message and a Vice-Presidents Message. So get in your favorite reading chair, stoke up the gas fire place, brew up a big pot of coffee (or your favorite caffeinated beverage), lock the kids out, and dive into this edition of the Patent Print.

All Utah Division Members will receive a copy of the Constitution and By-Laws of the Utah Division of the I.A.I. After reviewing it, members will be asked at the fall training membership meeting if there are any corrections or items that may need to be changed. If no corrections are necessary, the Utah Division membership will vote to accept the updated Constitution and By-Laws. The Constitution and By-Laws will be given the same vote once again at the 2003 spring training membership meeting. Once the Constitution and By-Laws have a unanimous, affirmative vote from 2 consecutive membership meetings, they will take effect.

As you can see this takes a lot of work to make these important changes. At this time I would also like to thank the committee who worked many long hard hours to put the new Constitution and By-Laws together. The committee consisted of the following persons, Trent Grandy, James May, and Charlotte Bowerbank. If you see any of these people give them a giant hug and thank them for their valiant effort. After all, "brothers don't shake hands....brothers gotta hug"!!

As all of you are aware, elections for board member positions will be held at the business meeting following the fall training. I am looking forward to serving you as your next Utah Division President, and hope to continue moving the Utah Division forward. I have asked for members who would like to become a member of the board to notify me and let me know of their interest and what position they would like to hold. Several of the board positions are appointed by the President, and several are voted in by the membership of the Utah Division. The list of positions and duties is in the Constitution included with this mailing. If you would like to become a member of the Utah Division Board of Directors, please notify me as soon as possible. I have only heard from a few people thus far. I can be contacted via e-mail jcole@ci-west-valley.ut.us or phone at (801)963-3511.

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Constitution of the Utah Division of the International Association for Identification

Article I

Official Name, Character, and Objectives

Section 1.01 Official Name. The name of the association shall be the "UTAH DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION".

Section 1.02 Character. The Utah Division of the International Association for Identification shall be organized in the State of Utah as a not-for-profit association, and as a Division of the International Association for Identification (I.A.I.), nothing in this Constitution shall supercede the Constitution or By-Laws of the parent body as they apply to Divisions.

Section 1.03 Objectives. The Association was formed to pursue the following objectives:

- (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 in scientific crime detection.
- (d.) To keep its members appraised of the latest techniques and discoveries in forensic identification and crime detection.
- (e.) To employ the collective wisdom of the profession to advance the scientific techniques of forensic identification and crime detection.
- (f.) To provide training, education and the publication of information in all established forensic science disciplines represented by this Division.

Article II Membership

Section 2.01 Categories. Membership categories shall consist of: Active, Life Active, Associate, Life Associate, and Student Members.

Section 2.02 Qualifications and Application. The qualifications and application procedures for each category of membership shall conform to the provisions of the Utah Division By-laws.

Article III Board of Directors

Section 3.01 Members of Board of Directors. The Board of Directors shall be comprised of nine (9) members and the President as chairperson, for a total of 10 persons. These Directors shall consist of: a President, Vice President, Secretary, Treasurer, Regional Representative to the I.A.I., Newsletter Editor, Sergeant-at-Arms, Legal Representative, Historian, and Immediate Past President.

Section 3.02 Election, Appointment, Removal, and Duties. The election or appointment, succession, removal, and duties of all the members and the chairperson of the Board of Directors shall conform to the provisions of the By-laws.

Section 3.03 Policy Making Body. The Board of Directors shall be the policy making body of the Utah Division of the I.A.I.

Article IV Committees

Section 4.01 Standing Committees and Subcommittees. Standing Committees and Subcommittees shall be established in accordance with and conform to the provisions of the Utah Division By-laws.

Section 4.02 Special Committees and Subcommittees. The following individuals are authorized to form Special Committees and Subcommittees: the Chairperson of the Board of Directors and the President-elect.

Section 4.03 Dissolution of Special Committees and Subcommittees. All Special Committees and Subcommittees shall be automatically dissolved at the end of the term of office or term of appointment, of the individual who created them, unless they are dissolved sooner, or unless the newly elected Chair of the Board allows them to remain, or as otherwise provided for in the Division By-Laws.

**Article V
Logo**



Section 5.01 Logo. This is the Official Utah Division of the International Association for Identification Logo.

Section 5.02 Use. In addition to any use authorized by the Board of Directors, official publications, official correspondence and official documents or items in any form, the Official Logo may be used only by members of the Utah Division of the International Association for Identification who are in good standing.

Article VI

Educational Conferences and General Membership Meetings

Section 6.01 Bi-Annual Utah Division Educational Conferences. At least two (2) Bi-Annual Utah Division of the I.A.I. Educational Conferences shall be held in conformance with the provisions of the Utah Division By-laws, and as funding will allow.

Section 6.02 General Membership Meeting. A General Membership Meeting shall be held during at least two (2) Utah Division of I.A.I. Educational Conferences in conformance with the provisions of the Utah Division By-laws.

Article VII

Code of Ethics, Standards of Professional Conduct and Members' Bill of Rights

Section 7.01 Code of Ethics, Standards of Professional Conduct, and Members' Bill of Rights. The membership of the Utah Division of the I.A.I. shall adhere to and abide by the Code of Ethics, Standards of Professional conduct, and Members' Bill of Rights, as established by the Constitution of the I.A.I.

**Article VIII
Amendments**

Section 8.01 Required Vote. Except as otherwise provided herein or by law, this Constitution shall not be amended or repealed without a majority vote at two (2) consecutive Bi-Annual General Membership Meetings.

Section 8.02 Publication. On the day of the first General Membership meetings in which any amendment or amendments to this Constitution will be voted on, the Chairperson or Secretary shall post each proposed amendment to this Constitution in the form of a written resolution at the site of the General Membership Meeting. Also, at least thirty (30) days prior to the Second General Membership Meeting in which any amendment or amendments to this Constitution will be voted on, each proposed amendment to this Constitution in the form of a resolution shall be published in total, in an official Utah Division of the I.A.I. Newsletter, that is normally sent to all members in good standing.

Section 8.03 Effective Date. An amendment to this Constitution shall become effective immediately only upon being passed at two (2) consecutive Bi-Annual Utah Division General Membership Meetings, and in compliance with the legal requirements imposed by the laws of the State of Utah and the By-Laws of the Constitution of the I.A.I. Reference: Regional I.A.I. Divisions in the I.A.I. By-Laws of the Constitution. Upon approval of amendment or amendments to this Constitution, they must be published in total a second time in the Utah Division of the I.A.I. Newsletter.

Article IX

**Prohibition Against Sharing Profits and Assets,
and Dissolution**

Section 9.01 General Prohibition. No member of the Board of Directors or other person connected with the Division, or any other private individual, shall receive at any time, any of the net earnings or pecuniary profit from the operations of the Utah Division of the I.A.I. However, this provision shall not prevent the payment to any such person or reasonable compensation for services rendered, expenses incurred to or for the Division, as shall be fixed by a resolution passed by the Board of Directors.

Section 9.02 Dissolution. The Utah Division of the International Association for Identification may be dissolved upon a vote of a simple majority at two (2) consecutive General Membership Meetings. However, if no General Membership Meetings are scheduled at any time within the subsequent two (2) years, the Division may be dissolved by a simple majority vote of the remaining members of the Board of Directors. Prior to a vote on dissolution, a written notice shall be published in some form at least

sixty (60) days before the vote is taken. The written notice shall be considered to have been published effective on the date that the written notice is mailed to all members in good standing at their last known mailing address.

Section 9.03 Distribution of Assets after Dissolution. First, all the lawful expenses, to include operating expenses, of the Utah Division of the I.A.I. are to be paid. Next, as stated in an approved resolution to dissolve the Division, the remaining assets and income shall not inure to the benefit of any member or private individual, but shall be used for the purposes of carrying out the objectives for which this organization was founded. For the purposes directed in this section, the Board of Directors shall consist of those individuals currently serving on the Board of Directors when the resolution to dissolve the Utah Division of the International Association for Identification becomes effective.

Date Revised: _____

International Association for Identification
By-Laws of the Utah Division of the

By-Laws of the Utah Division of the International Association for Identification

Article I Membership

Section 1.01 Application for Active, Life Active, Associate, Life Associate, or Student Membership. Application for Active, Life Active, Associate, Life Associate, or Student Membership shall be made using the most current official Utah Division of the I.A.I. membership application form and the completed form shall be submitted to a member of the Board of Directors, who shall forward it to the Treasurer of the Utah Division of the I.A.I. along with the annual dues and assessments established in accordance with the provisions of these By-Laws. The procedures for the review and approval or rejection of each membership application shall conform to the provisions of these By-Laws. The Board of Directors is authorized to approve procedures for applying for, and/or designating individuals in other categories of membership not specifically covered in other sections of these By-Laws.

Section 1.02 Standard of Conduct. Members shall conduct themselves in a manner, which creates and maintains respect for the Utah Division, their profession, and the I.A.I. In their professional activities, they should ever be mindful of the high standards of behavior expected of them.

Section 1.03 Active Membership. The active membership of the Utah Division of the I.A.I. shall consist of persons actively engaged in the science of forensic identification, and their Bureau or Department Heads. Active members shall not lose their status because of retirement or change of position, so long as they remain in good standing, and they may hold office. All Active Members shall be entitled to one (1) vote with respect to each matter presented to the membership of the Utah Division of the I.A.I. for a vote, and shall receive one (1) copy of each of the issues of the Patent Print Newsletter. The annual membership dues for Active Members shall be set according to the provisions of these By-Laws.

Section 1.04 Life Active Membership. Any member in good standing who qualifies as an Active Member as applies to these By-Laws, shall have the option of paying a one time Life Active membership fee, as shall be set according to the provisions of these By-Laws. Additionally, all Active Members who have paid their annual membership dues for the past consecutive twenty-five (25) years shall be automatically designated as Life Active Members. Life Active Members shall be exempt from the payment of any other annual dues. Life Active Members shall be entitled to all the privileges of an Active Member to include voting rights.

Section 1.05 Associate Membership. All reputable persons, fully or partially engaged in any of the various phases of the science of Forensic Identification and Investigation, 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 Offices of Vice President or President. The annual membership dues for Associate Members shall be set according to the provisions of these By-Laws.

Section 1.06 Life Associate Membership. Any member in good standing who qualifies as an Associate Member as applies to these By-Laws, shall have the option of paying a one time Life Associate membership fee, as shall be set according to the provisions of these By-Laws. Additionally, all Associate Members who have paid their annual membership dues for the past consecutive twenty-five (25) years shall be automatically designated as Life Associate Members. Life Associate Members shall be exempt from the payment of any other annual dues. All privileges and exceptions shall apply to Life Associate Members that apply to Associate Members to include voting rights.

Section 1.07 Student Membership. Student Membership shall consist of all persons who are full-time college students at an accredited college with a major in a law enforcement and/or forensic science related field. To be considered a full-time student, the individual must not be a member of this Division, and must not be employed by a law enforcement agency. Any individual who is in any type of internship as part of their college course work shall be considered to not be employed by a law enforcement agency for the purposes of this section. To qualify under these provisions the individual must include with the application for Student Membership and renewal, a letter, on college letterhead, from a professor or instructor verifying that the individual is qualified for student membership. Student Members shall not be allowed to hold any office of the Board of Directors. Student Members shall be allowed a vote. The annual membership dues for Student Members shall be set according to the provisions of these By-Laws.

Article II Educational Conferences and Membership Meetings

Section 2.01 Dates and Place of Educational Conferences. The dates and place of the Utah Division of the I.A.I. Educational Conference and any other Special Educational Conferences or Seminars called by the President or the Membership, shall be held during consecutive dates and at a location within or without the State of Utah, as approved by the Board of Directors. The dates and place of any Educational Conference or Seminar shall be included in any required notice of the Educational Conference or Seminar.

Section 2.02 Notice of Educational Conference. The dates and place of all Utah Division of the I.A.I. Educational Conferences and Seminars shall be published in the Patent Print Newsletter at least 30 days prior to each Conference or Seminar.

Section 2.03 General Membership Meeting. The General Membership Meeting of the Utah Division of the I.A.I. shall be held some time during the Utah Division of I.A.I. Educational Conference, except when a Substitute General Meeting is approved. The purpose of the General Membership Meeting shall be to elect members of the Board of Directors and to transact such other business as may be properly brought before the General Membership Meeting. The President shall be the presiding officer.

Section 2.04 Substitute General Membership Meeting. If the General Membership Meeting of the Utah Division of the I.A.I. cannot be held on the day designated, a Substitute General Membership Meeting shall be designated by the Board of Directors. A meeting so called shall be designated and treated for all such purposes as the General Membership Meeting.

Section 2.05 Special Meetings. Special Meetings may be called at any time by the Board of Directors, in accordance with these By-Laws.

Section 2.06 Notice of Special Meetings. Written or printed notice stating the time, date(s), and location of substitute General Membership Meetings, and all Special Meetings shall be delivered not less than ten (10) days before the date thereof, either personally, by e-mail, or by mail, by or at the direction of the Board of Directors, the President, or other person calling the Meeting, to each member of record who is qualified to vote at the meeting. If mailed, such notice shall be deemed to be delivered when deposited, postage prepaid, in the United States Mail addressed to all members in good standing at their last known mailing address as it appears on the record of members of the Utah Division of the I.A.I. Provided however, that any notice of a Special Meeting shall be deemed delivered if printed in any official publication of the Utah Division of the I.A.I. deposited, postage prepaid in the United States mail addressed to all members in good standing at their last known mailing address as it appears on the record of members of the Utah Division of the I.A.I., at least ten (10) days prior to the date of such Meeting. The notice of any Special Meeting shall specifically state the purpose(s) for which the Meeting is called.

Section 2.07 Quorum. A quorum shall consist of a simple majority of the voting members who registered to attend the General Membership Meeting. For the purposes of calculating a quorum, when a General Membership Meeting is held in conjunction with the Utah Division of the I.A.I. Educational Conference, all present members in good standing shall be considered to be registered for the General Membership Meeting, and there shall be a majority of voting Non-Board members in attendance. If there is no quorum at the opening of a General Membership Meeting, such meeting shall be immediately adjourned without further notice until a quorum is

present. At any reconvening of an adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting. After a quorum has been established, the subsequent withdrawal of members so as to reduce the number of members entitled to vote below the number required for a quorum shall not affect the validity of any action taken at the meeting or any reconvening of an adjourned meeting thereof.

Section 2.08 Vote by Membership. Except as required by the International Association for Identification Constitution or By-Laws, and the Utah Division of the I.A.I. Constitution or By-Laws, the vote of a simple majority of the members in good standing at a General Membership Meeting shall constitute the final decision of the Utah Division of the I.A.I.

Section 2.09 Parliamentary Rules. All Utah Division of the I.A.I. membership meetings shall be governed by Robert's Rules Of Order: Newly Revised, 9th Edition, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the provisions of law, the International Association for Identification Constitution or By-Laws, or the Utah Division of the I.A.I. Constitution or By-Laws.

Article III

Authority, Powers, And Duties Of The Board Of Directors

Section 3.01 General Powers as Policy Making Body. Subject only to the limitations of the International Association for Identification Constitution and By-Laws, and the Utah Division of the I.A.I. Constitution and By-Laws, all policy making powers shall be exercised by and under the authority of the Board of Directors including the employment of administrative personnel and/or appointed Officer(s). Also, the Board of Directors shall act as an advisory committee to the President.

Section 3.02 Approval of Seminars and Meetings. The Board of Directors shall have the final approval on the location, dates and programs for all seminars, educational conferences and meetings to include the General Membership Meeting, but excluding only committee and subcommittee meetings.

Section 3.03 Approval of Membership Applications. Approval or disapproval of all Membership applications, shall be accomplished in conformance with the provisions of these By-Laws, by the Board of Directors. Applications approved or disapproved by the Board of Directors may be appealed directly to the membership at the next General Membership, with the decision of the Membership being the final decision of the Utah Division of the I.A.I. on this matter.

Section 3.04 Approval of Expenditures. Except as otherwise provided in the International Association for Identification Constitution and By-Laws, and the Utah Division of the I.A.I. Constitution and any other provisions of these By-Laws, all

expenditures of the Utah Division of the I.A.I. shall be subject to the approval of the Board of Directors.

Section 3.05 Awards. The Board of Directors shall review all nominations submitted in conformance with the provisions of these By-Laws for any awards of the Utah Division, and the Board of Directors may approve or disapprove any nominee(s) as the Board of Directors deems appropriate in conformance with the provisions of these By-Laws. Except as otherwise provided in the By-Laws, no award(s) shall be made to any member without the prior approval of the Board of Directors.

Section 3.06 Hearings. In addition to ordinary business of the Division, the Board of Directors shall be empowered to conduct hearings concerning any Member of the Division upon any charge by another Member, affecting both the charged and the Division's professional reputation, provided the charge is made in writing and an investigation is made into the matter. If so deemed, the charge will be forwarded to the President of the IAI. Reference: Regional I.A.I. Divisions in the IAI Constitution and Administrative Hearings of these By-Laws.

Article IV

Election and/or Appointment of the Board of Directors

Section 4.01 Number, Voting Rights, Term, and Qualifications. There shall be a Board of Directors consisting of nine (9) members and a Chairperson, for a total of ten (10) members. Four (4) of the ten (10) members shall be elected at large at the Fall General Membership Meeting. These being the President, the Vice President, the Secretary, and the Treasurer. The Immediate Past President shall be considered an ex-officio member of the Board of Directors. The newly elected President as set forth in these By-Laws, shall serve as the Chairperson and a member of the Board of Directors, and as such shall appoint the remaining Board of Directors positions. As referred to in these By-Laws, if the President is not reasonably available to perform the duties as Chairperson at any Board of Directors Meeting, the Vice President shall serve as the Chairperson for the entire Board of Directors meeting. If the President and Vice President are reasonably unavailable, the meeting shall be reconvened at such a time as one or the other is available to attend. Only the ten (10) members of the Board of Directors, including the Chairperson shall be entitled to vote on business properly brought before the Board of Directors, with the Chairperson only casting a vote in the event of a tie. The term of office for the ten members of the Board of Directors shall begin from the conclusion of the meeting at which the Annual elections took place and end at the conclusion of the next annual election at which their respective replacements are elected or otherwise assume office. All members of the Board of Directors shall be members in good standing of this Division.

Section 4.02 Election. The four (4) elected members of the Board of Directors shall be elected to one year terms. Nothing shall preclude any member in good standing, except the President, from running for any of the elected offices in consecutive years.

Section 4.03 Vacancies. Any vacancy in the position of Chairperson of the Board of Directors shall be filled in conformance with the provisions of these By-Laws. In the event of any other vacancy occurring on the Board of Directors, such vacancy shall be filled with an appointee of the President, and the newly appointed member of the Board of Directors shall hold office for the remainder of the term of the office to which the member was appointed.

Section 4.04 Removal. Any Member of the Board of Directors who does not comply with their assigned responsibilities in a timely manner may be removed from their office or employment by a majority vote of the Board of Directors. Any vacancy created on the Board of Directors by removal under this section shall be filled by an appointee of the Board Chairperson, with the approval of the Board of Directors, and the newly appointed person shall fill the unexpired term of office or employment to which the person was appointed.

Section 4.05 Executive Session. The Chairperson or acting Chairperson of the Board of Directors has the authority to declare that all or part of a Board of Directors Meeting is to be conducted as an executive session. During an executive session of the Board of Directors meeting all persons not specifically authorized by the provisions of these By-Laws or at the direction of the Chairperson or acting Chairperson shall be excluded from the Meeting. Further, the Chairperson or acting Chairperson can exclude, for cause, anyone who is otherwise authorized to attend an executive session of the Board of Directors. Reasonable cause in this situation includes, but is not limited to, a potential conflict of interest or in the event that something is to be discussed related to the person excluded. However, if a person otherwise authorized to attend a Board of Directors Meeting is to be excluded requests to remain, that person shall be allowed to remain in the executive session unless the Chairperson or acting Chairperson explains the reasonable cause for the person's exclusion.

Article V

Meetings of the Board of Directors

Section 5.01 Regular Meetings. Regular or special meetings of the Board of Directors may be held at any place consented to orally or in writing by the members of the Board of Directors, except that, a quorum of the Board of Directors and one of the designated Chairpersons are required to be present. No regular meeting of the Board of Directors shall be held without the knowledge and express consent of the Chairperson of the Board of Directors.

Section 5.02 Special Meetings. Special Meetings of the Board of Directors may be called at the discretion of the Chairperson, or acting Chairperson, of the Board of Directors. Such special meetings of the Board of Directors shall be held at a reasonable place, within the State of Utah, as shall be stated in the notice of the special meeting. No special meeting of the Board of Directors shall be held without

the knowledge and express consent of the Chairperson of the Board of Directors. Further, special meetings may be held via the use of telephones, facsimile machines, video-conferencing, computer modem, or any other accepted means of communication as provided.

Section 5.03 Adjournment. A majority of the members of the Board of Directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting. If the Board of Directors meeting is adjourned to another time and/or place, notice of the time and place of holding a reconvening of an adjourned Board of Directors meeting need not be given unless the original Board of Directors meeting is adjourned for more than 24 hours or such Board of Directors meeting was adjourned for lack of a quorum. If the original Board of Directors meeting is adjourned for more than 24 hours and/or due to lack of a quorum, notice of reconvening of such adjourned Board of Directors meeting to another time and/or place shall be given, before the time of reconvening of the adjourned Board of Directors meeting, to the members of the Board of Directors.

Section 5.04 Notice of Board of Directors Meetings. The Board of Directors meetings shall be convened upon the following notice, except as otherwise provided in these By-Laws.

(a.) Notice of Regular Board of Directors Meeting to Board of Directors Members. The Chairperson or Secretary of the Board of Directors shall, at least two (2) days before a regular meeting of the Board of Directors, give notice thereof by any usual means of communication to all members of the Board of Directors eligible to vote at the Board of Directors meeting. Such notice shall specify the time, place and purpose for which the meeting is called.

(b.) Notice of Special Board of Directors Meeting to Board of Directors Members. The Board Chair shall, at least ten (10) days before the special meeting of the Board of Directors, give notice thereof by any usual means of communication to all members of the Board of Directors eligible to vote at the special meeting of the Board of Directors. Such notice shall specify the time, place and purpose for which the special meeting of the Board of Directors is called.

(c.) Effect of Unlawfully Called Meeting of the Board of Directors. If any meeting of the Board of Directors, which is deemed to have been unlawfully called, is objected to in writing to the Board of Directors Chairperson or Secretary by any member of the Board of Directors who was eligible to vote at such meeting, within six (6) months of such meeting, all business conducted at such meeting shall be void.

Section 5.05 Waiver of Notice. The following shall be considered grounds for waiver of notice, except where deemed otherwise in these By-Laws.

(a.) Express Waiver. Any member of the Board of Directors may waive said member's notice of any Board of Directors meeting held without proper call or notice, either before or after the meeting is held.

(b.) Implied Waiver by Attendance. Attendance by a member of the Board of Directors at a meeting of the Board of Directors shall constitute a waiver of notice of such meeting, except where a member of the Board of Directors attends the meeting of the Board of Directors for the purpose of objecting to the transaction of any business because the meeting is not lawfully called.

(c.) Implied Waiver by Silence. Failure of a member of the Board of Directors who did not attend a meeting held without proper call or notice to file with the Secretary or Chairperson of the Board of Directors a written objection to the holding of the meeting of the Board of Directors or to any specific action so taken promptly after having knowledge of the action taken and of the insufficiency of notice shall constitute ratification of the action taken at the meeting of the Board of Directors.

Section 5.06 Attendance at Board of Directors Meetings. Although meetings of the Board of Directors will be closed to the general public and the general membership of the Utah Division of the I.A.I., they will be open to all members of the Board of Directors, any Legal Advisor, all past Presidents, and anyone given permission by a majority vote of the members of the Board of Directors present during the meeting. Any person lawfully present at a Board of Directors meeting may be heard. However, only the members of the Board of Directors as defined in these By-Laws may have a vote at the Board of Directors meeting.

Section 5.07 Publication of Activities. The Chairperson of the Board of Directors, or a person designated by the Chairperson, shall be responsible for notifying all members of the Board of Directors, and the Chief Operations Officer of the I.A.I. of the deliberations and actions taken by the Board of Directors.

Section 5.08 Quorum. Except as otherwise provided in these By-Laws, a minimum of six (6) Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 5.09 Manner of Acting. Except as otherwise provided by law or in this section, an act of the majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. Approval of a transaction in which one (1) or more Directors have an adverse interest shall require approval by a majority of the disinterested Directors present.

Section 5.10 Parliamentary Rules. All meetings of the Board of Directors shall be governed by Robert's Rules Of Order: Newly Revised, 9th Edition, as such rules may be revised from time to time, insofar as such rules are not inconsistent with

or in conflict with the provisions of law, the Constitution or the By-Laws of the I.A.I., or the Constitution or the By-Laws of the Utah Division of the I.A.I.

Section 5.11 Compensation and Reimbursement of Expenses.

Members of the Board of Directors shall serve without compensation, but may receive reimbursement for any reasonable expenses incurred by them in the performance of their duties, as determined by the Board of Directors.

Section 5.12 Timely Action Required. All Division business referred to the Board of Directors for action which may be reasonably handled by telephone, shall be acted upon within thirty days after being received by the Chair or acting Chair of the Board of Directors. All other Division business not requiring a legal interpretation that is referred to the Board of Directors for action shall be acted upon by the Board of Directors in a timely manner not to exceed 90 days after being received by the Chair or acting Chair of the Board of Directors.

Section 5.13 Administrative Hearings. The Board of Directors shall have the power to conduct a hearing concerning any Member of the Division upon any charge by any other member affecting said Member's professional ethical conduct, provided the charge is made in writing. If, following sufficient investigation by the Board, the accusation against the accused is sustained by a majority vote of all elected Board Members present and voting, the Board shall forward the matter to the Chief Operations Officer of the I.A.I., for his/her review. Then following any recommendations put forth by the Chief Operations Officer, the Board shall have the authority to expel, suspend, censure or admonish such Member, provided that all relevant steps have been taken. Reference: Ethics Committee of the I.A.I. By-Laws of the Constitution.

(a.) Upon the initial receipt, the Chairperson of the Board of Directors shall, at the next convening Board meeting, lay the matter before the Board of Directors for consideration. If the Board of Directors judges that sufficient grounds exist to conduct a hearing upon a charge or charges presented, the Chairperson of the Board of Directors, shall thereupon send a copy of said charge(s) to the accused by certified mail, return receipt requested. The accused shall have thirty (30) days from the date of receipt of such copy to answer the charge(s) in writing. At this time, the accused may request an opportunity to be heard and confront his/her accusers. This request shall be honored at the next regularly scheduled Board of Directors Meeting. If the accused Member fails to file such written answer within the time prescribed in this Section, such failure shall constitute a waiver of the right to a hearing on such charge(s). Said accused Member shall thereupon abide by the action and decision of the Board of Directors and Chief Operations Officer of the I.A.I., in connection therewith, without the right of appeal to the next scheduled Conference as set forth below.

(b.) If the accused chooses to file a written answer and wishes to appear at the next regularly scheduled Board of Directors meeting, then, after due consideration of the evidence at hand, the Board of Directors shall, within sixty (60) days of receiving any recommendations from the Chief Operations Officer of the I.A.I., arrive at a decision, and notify all persons concerned, in writing, of said decision.

(c.) After the accused files a written answer, if the judgment of the Board of Directors is adverse to the accused, the accused shall have the right to appeal the decision of said Board to the membership of the Utah Division of the I.A.I. at its next Conference, at which time the findings and order of the Board shall become final, unless the Board is overruled by a vote of two-thirds of the majority of the membership present and voting, during the annual business meeting. All of the above procedures covering the administrative hearing and the appeal process must be completed within a maximum of one (1) year.

(d.) In the event that any Utah Division of the I.A.I. Member knowingly makes an official allegation of unethical or unprofessional conduct against another Member, which after sufficient investigation is determined to be false, the matter shall be referred to the I.A.I. Ethics Investigative Committee for unethical conduct. Reference: Ethics Committee of the I.A.I. By-Laws of the Constitution.

**Article VI
Elected Officers**

Section 6.01 Limitation on Holding Multiple Offices. Unless otherwise provided in the I.A.I. Constitution or By-Laws, or the Utah Division of the I.A.I. Constitution and By-Laws, no member of the association may serve in more than one elected or appointed officer position at the same time.

Section 6.02 Elected Officers, Membership Qualifications and Term. The following Officers shall be elected annually at the General Membership Meeting of the last Educational Conference of the year, by the voting members of the Utah Division of the I.A.I. eligible to vote therein from a list of candidates eligible for each respective position submitted to the membership, and which is subject to additional nominations from the floor at the General Membership meeting: President, Vice President, Secretary, and Treasurer. Only Active members may hold the offices of President or Vice President. However, except as otherwise provided in these By-Laws, any member of the Board of Directors is NOT qualified to hold any appointed officer position while the individual is serving as an elected member of the Board of Directors. The term of office for the elected officers shall begin from the end of the

meeting of which the Annual elections were held, and end at the conclusion of the meeting after the next annual election at which their respective replacements are elected.

Section 6.03 Removal and Resignation. Any officer elected, or appointed, may be removed for cause using the procedures described elsewhere in these By-Laws. However, all appointed officers serve at the sole pleasure of the President. Any officer may resign at any time by giving written notice to the Board of Directors. The resignation shall take effect as of the date the notice is received if no effective date is stated in the notice or at any date specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective.

Section 6.04 Vacancies in Office. A vacancy in any office for any reason shall be filled in the manner prescribed in these By-Laws for regular appointments to that office. Provided however, that if a successor to an office is not otherwise provided for in these By-Laws and if the Board of Directors deems it necessary to fill such vacancy prior to a general membership meeting, the vacancy may be filled by appointment by the affirmative vote of a majority of the Board of Directors. An officer so appointed shall serve for the remainder of the un-expired term of the office to which the individual is appointed.

Section 6.05 President. The President shall be the principal executive officer and shall supervise and control the management of the Utah Division of the I.A.I. in conformance with the Utah Division Constitution and By-Laws. The President shall preside at all meetings of the Division and preserve order and decorum. The President shall carefully supervise the affairs of the Division and labor for usefulness and efficiency. The President shall appoint all standing and special committees as provided for in these By-Laws. The President shall fill, by appointment, all vacancies, including Committee Chairpersons, caused by death, resignation, or other causes, except as otherwise provided in these By-Laws. The President shall represent the Utah Division of the I.A.I. at all functions requiring official representation, unless otherwise delegated by the President.

(a.) **Appointments to be Made.** Within thirty (30) days after taking office, the President shall make the following appointments. The President shall appoint those members of the Board which need to be filled.

(b.) **Ex-officio Member.** The President shall be an ex-officio Member of the Board of Directors, all Utah Division of the I.A.I. Certification Boards, all Committees, and all Sub-committees and a voting member of the Board of Directors.

(c.) **Presiding Officer.** The President shall serve as the Presiding Officer at the General Membership Meetings.

(d.) **Bar to Succession.** The President shall not succeed himself or herself in office by being elected to two (2) consecutive terms, except when serving the un-expired term of office of his or her predecessor.

(e.) **Educational Conference Expenses Reimbursed.** The President shall receive an allowance for Conference registration, unless supplied by some other means, while attending the annual Educational Conference of the I.A.I., and only if the Utah Division is fiscally able. In the event that the President's Conference registration is paid for by some other means, or the President is otherwise unable to attend the Educational Conference of the I.A.I., the funds for the above listed registration may be donated to another member of the Board of Directors, as deemed appropriate by a majority of the Board, and only if the Utah Division is fiscally able.

(f.) **Approval of Additional Funds.** The President, subject to the approval of the Board of Directors, may seek additional funding to defray expenses incurred in the furtherance of the goals of the Division.

(g.) **Other Duties.** The President shall perform such other duties and have such other powers as may be described by the Board of Directors from time to time.

(h.) **Past President.** The President shall be an ex-facto member of the Board of Officers for the year following his/her term of office, and shall have a vote.

(i.) **Status Report.** The President shall make reports to the General Membership of the status of the Division.

(j.) **Notification of Action.** The President shall be responsible for notifying the Membership, at the General Membership Meeting, of the deliberations and actions taken by the Board of Directors during that President's term of office.

(k.) **Division Account.** The President shall be a co-signer with the Treasurer, of the checks drawn on the Division bank account.

(l.) **Division Charter Document.** The President shall be responsible for maintaining, and displaying, the original Utah Division Charter Document, at the Division Bi-Annual Conferences and Membership Meetings.

Section 6.06 Vice President. The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of that office. For the purposes of this section of these By-Laws, the term "absence" shall be defined as including any situation in which the President is disqualified or otherwise unable to act.

(a.) Succeeding to Office of President. The Vice President shall automatically succeed to the office of President in the event of the death, disability, resignation or removal from office of the President, and shall serve the un-expired term thereof.

(b.) Limit On Term of Office. An elected Vice President shall not succeed himself or herself in office, except when serving the un-expired term of office of his or her predecessor, unless he or she never serves as President.

(c.) Board of Directors Attendance. The Vice President may attend all meetings of the Board of Directors, and shall have a vote.

(d.) Other Duties. The Vice President shall perform such other duties and have such other powers as may be described by the Board of Directors from time to time.

(e.) Vacancy. The Office of the Vice President will remain vacant in the event the Vice President fills the vacancy of the President.

Section 6.07 Secretary. The Secretary shall be the principal recording officer of the Division.

(a.) Book of Minutes. The Secretary shall keep or cause to be kept, a book of minutes of all Utah Division of the I.A.I. Meetings, and actions of the Board Of Directors. In the performance of these duties the Secretary shall be the recording secretary at both the General Membership Meeting and the Meetings of the Board of Directors. The term all Utah Division of the I.A.I. Meetings includes, but is not limited to general membership meetings, educational conferences, seminars, committee meetings, subcommittee meetings, and meetings of the Board of Directors. All committee and subcommittee meetings may submit minutes as Addendums to the Division Minutes of the Secretary. The minutes of meetings shall include the time and place that the meetings were held, and the names of those present. The Secretary shall keep or cause to be kept a copy of the Current Membership Roster, the Utah Division of the I.A.I. Constitution, and the Utah Division of the I.A.I. By-Laws as amended to date. All such records shall be made available to the Board of Directors and Membership upon demand.

(b.) Notices. The Secretary shall give, or cause to be given, notice of all meetings, conferences and seminars as required by these By-Laws.

(c.) Board of Directors Attendance. The Secretary shall be a member of the Board of Directors of the Division and shall have a vote.

(d.) I.A.I. Chief Operations Officer Copy. The Secretary shall send copies of the Official Minutes to the I.A.I. Chief Operations Officer as soon as possible after each Utah Division meeting.

(e.) Division Historian Copy. The Secretary shall send copies of all Official Minutes to the Division Historian for historical record.

(f.) Other Duties. The Secretary shall perform such other duties as the President and/or Board of Directors shall prescribe.

Section 6.08 Treasurer. The Treasurer shall be the principal financial officer of the Division.

(a.) Processing Applications. The Treasurer shall receive all applications for membership. The Treasurer shall, after ensuring completeness, and after final approval by the Regional Representative, forward the members information to the Utah Division of the I.A.I. Secretary for recording in the Division Roster. The Treasurer shall then deposit the membership dues in the Utah Division of the I.A.I.'s account.

(b.) Notification of Application Status. The Treasurer shall notify all applicants for Active, Life Active, Associate, Life Associate, and Student Memberships of their acceptance or rejection. Upon acceptance, the Treasurer shall cause the Secretary to forward forthwith a certificate of membership and a current annual membership card. If the applicant's membership application is rejected, the applicant's membership fee shall be refunded as quickly as reasonably possible. A non-refundable processing fee may be established by the Board of Directors to cover the cost of processing membership applications that are rejected.

(c.) Annual Treasurer's Report and Financial Records. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of all I.A.I. transactions, properties, money and other valuables. The Treasurer shall present the annual financial statement and the books of account shall be open for inspection at the General Membership meetings.

(d.) Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Utah Division of the I.A.I. with such depositories as the Board of Directors may designate. The Treasurer shall draw and sign all warrants and checks for the expenses of the Division and be a co-signee with the President. In the event of the death, disability, resignation, unavailability or removal of the Treasurer, the President shall be authorized to sign any warrant or check.

(e.) Board of Directors Attendance. The Treasurer shall be a member of the Board of Directors of the Division and shall have a vote.

(f.) Bookkeeping Procedures. The Treasurer will maintain the books in accordance with standard bookkeeping procedures and ought to be a person who is familiar with them. A Copy of the Annual Audit will be sent to the Historian.

(g.) Voting List. The treasurer shall assist the Sergeant-at-Arms in maintaining a list of current, dues paid members in good standing who may vote and as to which election they may vote.

Article VII Appointed Officers

Section 7.01 Regional Representative. The Regional Representative shall be appointed by the President in conformance with the provisions of these By-Laws, and shall act in an advisory capacity, and assist the President and the Board of Directors in all matters pertaining to the welfare of the I.A.I. in the attainment of its objectives and the solicitation of new members. All Regional Representatives shall be members in good standing of both the I.A.I. and the Utah Division of the I.A.I.

(a.) Liaison. The Regional Representative is the liaison officer between the Division and the I.A.I. parent body organization, and shall facilitate communication between the Division and the parent body. The Regional Representative shall perform these duties as designated by the President of the Division.

(b.) Processing Membership Applications. All applications of candidates for membership in the I.A.I. and the Utah Division of the I.A.I. shall be forwarded to the Utah Division Representative by the I.A.I. Chief Operations Officer in conformance with the provisions of Chief Operations Officer of the I.A.I. By-Laws. It shall be the duty of the Utah Division Representative to make an immediate and through investigation of the applicant's character and qualifications for membership in conformance with the provisions of the I.A.I. Operations Manual. Upon completion of this investigation, the Utah Division Representative shall write approved or disapproved on the application and return the application to the I.A.I. Chief Operations Officer. If the application is disapproved, a brief written explanation of the reason for disapproval should be included. The Utah Regional Representative will keep CONFIDENTIAL FILES of all applicants for the Division. These files will be kept in a secured filing cabinet and be available upon request of the Board of Directors.

(c.) Other Duties. The Regional Representative shall perform such other duties as the President and/or Board of Directors shall prescribe and as a member of the Board of Directors, shall have a vote.

Section 7.02 Sergeant-at-Arms/Parliamentarian. The Sergeant-at-Arms shall be appointed by the President, in conformance with the provisions of these By-Laws.

(a.) Preserving Order. The Sergeant-At-Arms shall have command of the outer door of the conference hall and Board of Directors Meeting Room, and shall prevent, or cause to be prevented, any unauthorized entry as determined by the President or the Board of Directors. The Sergeant-At-Arms shall assist the President in preserving order at all Utah Division of the I.A.I. functions and meetings.

(b.) Appointing Assistants. The Sergeant-At-Arms, subject to the approval of the Board of Directors may appoint any active member(s) in good standing to assist in carrying out the duties of the office of Sergeant-At-Arms.

(c.) Flag(s)/Banner(s). The Sergeant-At-Arms shall maintain the flag(s)/banner(s) of the Division and shall be responsible for the presentation of the flag(s)/banner(s) at the Education Conferences and other appropriate venues as determined by the Board of Directors. The Sergeant-At-Arms shall be compensated for reasonable expenses incurred in the maintenance and presentation of the flag(s)/banner(s), as approved by the Board of Directors.

(d.) Voting Eligibility. The Sergeant-At-Arms shall determine the voting eligibility of members at the General Membership Meetings.

(e.) Other Duties. The Sergeant-At-Arms shall perform such other duties as the President and/or Board of Directors shall prescribe, and as a member of the Board of Directors, shall have a vote.

Section 7.03 Newsletter Editor. The Newsletter Editor shall be appointed by the President, in conformance with the provisions of these By-Laws.

(a.) Official Journal. The Newsletter Editor shall prepare a newsletter for the Division. The contents and information of the newsletter shall contain, but is not limited to, educational data, methods, training services, divisional meetings, activities, and so on, to keep the General Membership apprised and informed. It should also include the official Minutes of regular meetings of the Board of Directors of the Division. Printing, and mailing expenses are to be submitted to the Board of Officers and Treasurer. The Editor shall cause to be published and distributed to all members in good standing one

(1) copy of each of the Utah Division of the I.A.I. Newsletter. The Editor shall receive all articles and items of interest to the Division, edit them when necessary, and prepare them for inclusion in the Official Utah Division Newsletter. The Editor shall secure such other beneficial publicity for the Division as may be possible.

(b.) Membership Roster. The Editor shall publish and distribute to all Members in good standing one (1) copy of an Annual Membership Roster. However, by the mutual agreement of the Editor and Secretary, this task may be delegated to the Secretary or someone acting under the supervision of the Secretary. The Annual Membership Roster shall include a full and correct list of all the members in good standing.

(c.) Timely Editions. The Newsletter Editor shall see that timely editions of the Division Newsletter are sent out, as income of the Division allows.

(d.) Other Duties. The Editor shall perform such other duties as the President and/or Board of Directors shall prescribe, and as a member of the Board of Directors, shall have a vote.

Section 7.04 Legal Representative. The Legal Representative shall be appointed by the President, in conformance with the provisions of these By-Laws.

(a.) Legal Advisor. The Legal Representative shall give prompt legal advice, as necessary, to the Utah Division of the I.A.I. in connection with the administration of the affairs of the Division. All contacts with the Legal Counsel as a legal advisor must be approved in advance by either the President or the Chairperson of the Board of Directors, except as otherwise provided in these By-Laws. In the event of a possible conflict of interest on the part of the Legal Representative, the Board of Directors is authorized to appoint one (1) or more legal representatives.

(b.) Other Duties. The Legal Counsel shall perform such other duties as the President and/or Board of Directors shall prescribe, and as a member of the Board of Directors, shall have a vote, except in the event of a possible conflict of interest on the part of the Legal Representative.

Section 7.05 Historian. The Historian shall be appointed by the President, in conformance with the provisions of these By-Laws.

(a.) Historical Files. The Historian shall search for, collect, and have custody of all items of historical interest to the Utah Division of the I.A.I. The Historian shall identify and mark each item, acknowledge the donor of each, and maintain an inventory of all materials on hand, and shall advise the membership of new acquisitions and other pertinent matters on an annual basis.

(b.) Minutes and Publications. The Historian shall collect and maintain copies of all parent body publications, Division publications, as well as the minutes of the Division General Membership Meeting and the Division Board of Directors Meetings.

(c.) Library. The Historian shall be responsible for maintaining or causing to be maintained all library materials belonging to the Utah Division of the I.A.I. Such library materials include, but are not limited to, books, professional papers, publications, and audio-visual training aids.

(d.) Historical Display. The Historian shall display or cause to be displayed on a special needs basis only items of possible interest which are related to the history of the IAI, Utah Division of the I.A.I. and/or any of the scientific identification professions. The Historian shall maintain a scrapbook of the historical activities of the Division, and shall bring this book to the General Membership Meeting(s). A book of all official Minutes of the Division shall be kept for purview by the Members. The Board of Directors shall authorize expenditures for the scrapbook and binders for the Minutes.

(e.) Other Duties. The Historian shall perform such other duties as the President and/or Board of Directors shall prescribe, and as a member of the Board of Directors, shall have a vote.

Article VIII Committees & Subcommittees

Section 8.01 Committees & Subcommittees Organization. Committees and Subcommittees shall be organized and instituted by the President and with the consent of the Board of Officers, in accordance with the I.A.I. Constitution and By-Laws, and the Utah Division of the I.A.I. Constitution and By-Laws.

(a.) Composition. All committees and subcommittees shall be instituted as need be and shall contain at least one (1) member of the Board of Officers, who shall act as the Chair of the committee or subcommittee. The committee or subcommittee shall contain as many members of the Division as is deemed necessary by the committee chair, in order to carry out its function. Committees may be formed for, but not limited to, the following:

- a. Certification Board Committee
- b. Standards Committee
- c. Publications Committee
- d. Publicity Committee
- e. Membership Committee
- f. Vendors' Liaison Committee

(b.) Voting. All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.

(c.) Reporting. All Committees and subcommittees shall be responsible to report to the Board of Officers through their Committee Chair, at each of the Boards meetings, or as otherwise prescribed.

(d.) Disbanding of a Committee. All such committees and subcommittees terms shall end with the end of the Presidents term, except with the approval of the incoming President, who shall have the power, with the Boards approval, to appoint or disband the committee as is deemed appropriate.

(e.) Other Duties. The Committee shall perform such other duties as the President and/or Board of Directors shall prescribe.

Section 8.02 Special Committee and Subcommittee Funding. Any funding for any special committee or subcommittee shall be at the sole discretion of the Board of Directors.

Section 8.03 Meetings. All meetings of the committees and subcommittees may be held without prior notice at such time and at such place as shall from time to time be determined by the committee or subcommittee chairpersons, unless otherwise provided for in these By-Laws.

Section 8.04 Vacancies. Vacancies on any committee or subcommittee shall be filled by the Committee Chair, except the vacancy of the Chair, which shall be filled by the President at his or her discretion.

Section 8.05 Quorum. At all meetings of any committee or subcommittee, a majority of the committee's or subcommittee's members then in office shall constitute a quorum for the transaction of business.

Section 8.06 Manner of Acting. The act of a majority of the members of any committee or subcommittee, present at any committee or subcommittee meeting at which there is a quorum shall be the act of the committee or subcommittee.

Section 8.07 Minutes. The committees and subcommittees shall keep regular minutes of their proceedings. Unless otherwise provided in these By-Laws, a copy of the minutes of all proceedings shall be provided to the Secretary.

Section 8.08 Parliamentary Rules. All meetings of I.A.I. Committees and Subcommittees shall be governed by Robert's Rules Of Order: Newly Revised, 9th Edition, as such rules may be revised from time to time, insofar as such rules are not

inconsistent with or in conflict with the provisions of law, the I.A.I. Constitution and By-Laws, or the Utah Division of the I.A.I. Constitution and By-Laws.

Article IX Records and Reports

Section 9.01 Maintenance of Records. The I.A.I. shall cause the following records to be kept.

(a.) Financial Records. Adequate and correct financial records shall be or shall be caused to be kept and maintained by the Treasurer in conformance with these By-Laws.

(b.) Written Minutes. Written minutes of the Division meetings of the General Membership, Board of Directors, and Committees and Subcommittees shall be, or shall be caused to be, kept and maintained by the Secretary in conformance with the provisions of these By-Laws.

Section 9.02 Annual Treasurer's Report. The Treasurer shall present an annual Treasurer's Report at the annual General Membership Meeting following the end of the fiscal year.

Section 9.03 Records on File. The Utah Division of the I.A.I. shall cause to be kept, the original or a copy of, the Constitution as amended to date, the By-Laws as amended to date, a copy of the financial records, minutes of all Division meetings and a copy of all Division reports.

Section 9.04 Annual Division Report. No later than sixty (60) days prior to the Utah Division of the I.A.I.'s Spring General Membership Meeting, an annual report of the activities for the previous calendar year shall be submitted in writing by the Division Secretary who shall present said report in total or in summary form at the Utah Division of the I.A.I. Annual General Membership Meeting. 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, the number of members in the Division, the number of Division members who are also members of the I.A.I., a brief summary of all meetings held and scheduled, a list of all Division publications and a brief summary of any other Division activities.

Article X Membership Cards and Certificates

Section 10.01 Form and Issuance. Original annual membership cards and the original initial membership certificate shall be issued to each Member in good standing by the Secretary in conformance with the provisions of these By-Laws.

Section 10.02 Replacements. The Secretary may issue a new membership card and/or certificate in place of any card and/or certificate previously issued if the member named in the card and/or certificate notifies the Secretary that the prior card and/or certificate has been lost, destroyed, or stolen; and asks for a replacement. Also, the Member in good standing must satisfy any other reasonable requirements imposed by the Board of Directors such as a reasonable replacement fee.

Article XI Dues

Section 11.01 Amount. Effective as of the date of this revision, the annual membership dues shall be fifteen dollars (\$15.00) in United States Currency for Active members, three hundred dollars (\$300.00) in United States Currency for Life Active members, fifteen dollars (\$15.00) in United States Currency for Associate members, three hundred dollars (\$300.00) in United States Currency for Life Associate members, and fifteen dollars (\$15.00) in United States Currency for Student members.

Section 11.02 Payment. Full membership dues shall be required for yearly annual membership beginning the first day of January of each year.

Section 11.03 Termination of Member. Any current Member who is delinquent as of March 31st in the payment of dues for the current year is deemed to be not in good standing, shall be subject to suspension from membership and removal of such member's name from the Current Membership Roster (mailing list) of the Utah Division of the I.A.I. An administrative hearing shall not be necessary for this action, unless accompanied by formal ethics violation charges.

Section 11.04 Reinstatement. In the event a member is not in good standing for nonpayment of dues, or has otherwise withdrawn their membership while in good standing, they may be reinstated and restored to their original membership status, including their former member number provided the following: the member pays dues for the current year, and that three years or less has elapsed since the membership was terminated. If more than three years have elapsed, the member must reapply as a new member. For the purposes of this section, any Member who resigns in lieu of responding to allegations of an ethics violations shall be considered to have withdrawn their membership while NOT in good standing and such former Members may reapply for membership only as a new member. Reference: Administrative Hearings of these By-Laws.

Section 11.05 New Applicant Dues Rates. Dues paid by any new applicant, or applicant for reinstatement, shall be applied to the dues for that calendar year only, as follows.

(a.) **First Quarter Rate.** All new applications, or applications for reinstatement, received in January, February, and March of the year shall

be charged at the full annual dues rate as they are over three quarters of the year membership.

(b.) **First Third Yearly Rate.** All new applications, or applications for reinstatement, received in April or May, of the year shall be charged at the full annual dues rate as they are over two-thirds of the year membership.

(c.) **Benefit-of-the-Association.** All new applications, or applications for reinstatement received in June, July, August, or September of the year, are given the benefit-of-the-association by this Division to encourage membership and provide financial relief for public safety and agency employees. Applications received during this time frame, shall be at one-half dues rate of total annual dues of the Utah Division of I.A.I. for that year.

(d.) **Last Quarter Rate.** All new applications, or applications for reinstatement received between October 1 and December 31 shall apply to the following calendar year.

(e.) **Full Dues Required.** Full membership dues shall be required for subsequent yearly annual membership dues at the current rate.

(f.) **Rights, Privileges, & Benefits.** Approved membership applicants shall receive all rights, privileges and benefits of the Utah Division of I.A.I. upon approval and acceptance by the issuance of their membership card.

Article XII Interpretation of By-Laws

Section 12.01 Broad Interpretation. The provisions of these By-Laws shall be interpreted as broadly as lawfully possible to carry out the lawful purposes for which the I.A.I. and the Utah Division of the I.A.I. were formed.

Section 12.02 Limitations on Broad Interpretation. Due to the ambiguous nature of any written language, it may be possible to have more than one interpretation of any given provision of the By-Laws. At all times the provisions of this document shall be construed in a manner that is in accordance with the laws of the State of Utah.

Section 12.03 Conflict. If there is any conflict between the provisions of these By-Laws and the Utah Constitution, the Constitution shall govern. If there is any conflict between the provisions of the Utah Division of the I.A.I. Constitution or By-Laws, and the I.A.I. Constitution or By-Laws, the latter shall govern.

Section 12.04 Effect of Unenforceable or Invalid Provision. Should any of the provisions or portions of these By-Laws be held unenforceable or invalid for any

reason, the remaining provisions and portions of these By-Laws shall be unaffected by such holding.

**Article XIII
Fiscal Year**

Section 13.01 Fiscal Year. The fiscal year of the Utah Division of the I.A.I. shall run from the election of a Board of Directors, to the following election of the Board of Directors.

**Article XIV
Amendments**

Section 14.01 Amendments. Any motion to amend the By-Laws of the Utah Division of the IAI must be approved by a simple majority vote by the members present at a General Membership Meeting, and if approved, the proposed amendment must be published in total in the Utah Division Newsletter or other official publication, but shall then be carried over to the next General Membership Meeting for final passage and adoption by a majority vote.

- (a.) **Required Vote.** Except as otherwise provided herein, these By-Laws shall not be amended or repealed without a majority vote at two (2) consecutive General Membership Meetings.
- (b.) **Publication.** At least one (1) month prior to the Division's Annual General Membership meeting in which the adoption of the amendment of these By-Laws will be voted on, the Board Chairperson or Secretary shall have the proposed amendments to the By-Laws published in an official Division publication normally sent to all members in good standing and shall also post the proposed amendments to the By-Laws in the form of a written resolution at the site of the General Membership Meeting.

Section 14.02 Legal Approval of Amendments of the Utah Division By-Laws. All amendments to the Utah Division of the I.A.I. By-Laws shall be submitted to the Utah Division Legal Representative for review. If there are any legal problems with the amendment or amendments the Legal Representative shall attach a written explanation of how to correct the legal problems and return the amendment or amendments to the Board of Directors. Any changes to be made at this time will be included. The amendment or amendments shall be put forth to a vote at two (2) consecutive Utah Division of the I.A.I. General Meetings. Upon approval of the amendment or amendments they shall be submitted to the I.A.I. Chief Operations Officer.

Section 14.03 Effective Date of Amendment. An Amendment to these By-Laws shall become effective immediately only upon being passed at two (2)

consecutive Division General Membership Meetings, and in compliance with the requirements imposed by these By-Laws.

Date Revised: _____

The Bulletin Board

Utah Crime Scene Investigators Meeting

October 16, 2002 - - - Centerville Police Department/Centerville, Utah

Fee - - - No Charge Time - - - 1000 to 1200

Any questions, call your Utah Division Vice President

Utah Division of I.A.I. Fall Training

November 7, 2002 - - - American Fork Police Department/American Fork, Utah

Fee - - - Members \$15.00 / Non-members \$25.00

Topic - - - Camera equipment and photographing crime scenes

*****PLEASE BRING A 35mm CAMERA TO THE CLASS*****

Sixth Annual Homicide Investigators School

November 18-22, 2002 - - - Rainbow Casino/Wendover, Nevada

Fee - - - \$399.00 (with paid tuition you will receive Dr. Baden's two books)

Contact: Patty Long at (801)368-3359 or email at UCPOWER@email.com



The Patent Print

West Valley City Police Department

Forensic Service Unit

c/o James May

3600 Constitution Blvd.

West Valley City, Utah 84119