

WASHINGTON STATE CHAPTER #21

INTERNATIONAL ASSOCIATION OF

ARSON INVESTIGATORS

OPERATIONS GUIDE

Effective as of March 21, 2005

This document is based on the Constitution and Bylaws of the Chapter as interpreted by the Board of Directors. It is a means of educating prospective nominees for Board positions, advising them of the requirements of Board membership and of clarifying duties of current Board members. This document will be modified as changes necessitate.

The duties set forth in this manual are understood by each Board Member to be minimum requirements. It is expected that other commitments will be made for the common benefit of the Chapter. While it is understood that there may be legitimate reasons for a Board Member failing to meet expectations, the Chapter Members, having elected the Board Members, are entitled to performance in accordance to the minimum requirements and commitments made.

The Board of Directors consists of the President, First Vice President, Second Vice President, Secretary – Treasurer (all executive officers) and four Directors. All Board Members will:

- Abide by the International Association of Arson Investigators, Inc. Code of Ethics
- Be current members of the international and state chapters of IAAI
- Abide by the minimum requirements set forth in this document
- Be elected by the members of the Chapter at the Annual Board Meeting
- Report their activities, required by their position or to which they have committed, during the Board Meetings or send the report to the President prior to the meeting
- Attend a minimum of five of the regularly scheduled Board Meeting of which there are six or 80% of all Board Meetings if there are not 6
- Work interactively with all members of the Chapter

PRESIDENT

- Is responsible for the operations of the Chapter
- Prepares and provides in advance an agenda for the Board Meetings
- Conducts Board Meetings in an open environment using the Robert's Rules of Order as deemed necessary
- Attends the International Association of Arson Investigators Annual Conference and Meeting
- Maintains contact with geographically close Chapters, all Washington State Chapter Districts and attends as many of their functions as possible
- Acknowledges and accepts that the duties required is a commitment of a minimum of up to six weeks (240 hours) which includes Board Meetings and that his or her employer accepts the commitment

FIRST VICE-PRESIDENT

- Must be capable of functioning as the President of the Chapter in the event that the President is unavailable
- Is responsible for an annual audit of the bookkeeping records of the Chapter, reports the results to the Board Members prior to the Annual Board Meeting and reports the results to the Membership at the Annual Board Meeting
- Assists the President with interactions with the legislative and executive branches of State and Local governments
- Serves as Chairman of the Hands Across the Border meeting, making arrangements with the Chairman of the Northwest District who selects the location on even numbered years with the First Vice-President selecting the speaker and vice versa on odd numbered years
- Acknowledges and accepts that the duties required is a commitment of a minimum of 26 days (208 hours) which includes Board Meetings (approximately 40 hours) and that their employer accepts the commitment

SECOND VICE-PRESIDENT

- May be appointed as a Committee Chair and/or as Coordinator of Committees by the President
- Oversees the Annual Conference and Meeting unless other arrangements are approved by the majority of the Board Members
- Is the Chairman of the Web Site
- Assists the First Vice-President and the Northwest District with Hands Across the Border
- Reviews applications for membership, verifies any items of question then provides the Board of Directors with recommendations at the next scheduled Board Meeting
- Acknowledges and accepts that the duties retired is a commitment of a minimum of 15 days (120 hours) which includes Board Meetings (approximately 40 hours) and that their employer accepts the commitment

SECRETARY/TREASURER

- Records and retains minutes of all meetings
- Files the annual report with the International office
- Works closely with the Director of Membership Operations with regard to the membership renewals, cards, dues, new member applications and mailing lists
- Sends bills as appropriate
- Works closely with the publisher of “The Fire Place” to accomplish those required tasks
- Maintains financial records and produces the Financial Reports
- Pays bills, records and deposits payments
- Coordinates tax exempt status with state and federal authorities
- Works within the perimeters of the more detailed attached addendum #1

ADDENDUM #1

SECRETARY/TREASURER

Scope

The secretary/Treasurer is responsible for the following:

- Recording and retaining minutes of all meetings
- Filing the annual report with the International office
- Maintaining all chapter communications
- Supervising all aspects of chapter finances
- Coordinating tax exempt status with state and federal authorities

Tasks

1. Minutes

Normally the Secretary/Treasurer attends and records minutes from all meetings of the Board of Directors. If the Secretary/Treasurer is unable to attend, he/she must appoint another Board Member to record minutes. The secretary/Treasurer is responsible for keeping copies of all minutes.

Minutes are to be reviewed in accordance with the Board or the President's wishes prior to publication. Once approved, minutes are to be distributed to the Board members and/or the editor of the Newsletter as prescribed by the President

2. Annual Report

An annual report is to be filed with the International office within 30 days after the annual meeting. The report format and instructions can be obtained by contacting the International office. Contact information is available on the web at www.firearson.com

3. Membership Cards

Once membership renewals have slowed down, usually about the first 2 weeks of March, merge print membership cards and have a

- mailing house mail these to each current member. As others renew their dues you can send those membership cards out singly.
4. New members
New member applications will be sent to the Director of Membership Operations. These are to be processed in accordance with the Constitution and Bylaws.
 5. Mailing Lists
“The Fire Place” is published quarterly. Membership tends to change over the course of a quarter so the printer (Sir Speedy) needs a new mailing list for each edition of “The Fire Place”. Let Sir Speedy know that they should contact you before mailing. When they contact you, e-mail them a list (use MS Excel) of each current member with the following information:
 - First name
 - Last name
 - Street address
 - City, state, zip
 - Email address

Experience has shown that including the agency or position on the mailing label results in issues being returned. Often members will give a home address that is not their agency address. Consequently, we don't use the agency or title in this mailing label.

6. Advertisers
The Secretary/Treasurer is to bill advertisers each November. Status of advertisers who have paid is to be forwarded to the Newsletter Editor February 1st of each year. A business card sized ad is \$120.00 for the year. A quarter page ad is \$220.00 per year. A half page ad is \$350.00 per year.
7. Financial Reports
The Secretary/Treasurer will need periodic copies of dues deposits from the Director of Membership Operations to keep the chapter financial records up to date. Coordinate the time and format of that information exchange with the Director of Membership Operations. The Secretary/Treasurer will need punctual reports in order to comply with Chapter guidance on financial reporting. The annual audit may also generate requests for information.

The Secretary/Treasurer will keep the books in a format agreed upon By the Board of Directors. At intervals specified by the Board (usually monthly upon receipt of the bank statements) the Secretary/Treasurer will produce a register of the checking account and the savings account both of which have been reconciled with the latest bank statement. Those documents are to be forwarded to the Newsletter Editor as prescribed by the Board.

All bills are to be paid as soon as possible. A copy of the bill or invoice is to be kept on file for all disbursements of chapter funds. Income is to be deposited in the account as soon as possible.

The finance Committee is responsible for the Chapter's financial records being audited annually. The Secretary/Treasurer is to work with the Finance Committee to ensure all information is provided to accomplish this. Normally an external audit will be completed and a copy of the final audit report kept on file.

8. Membership Count

A membership count will be needed for the Chapter's annual report to the International. That report is to be filed by the Secretary/Treasurer within 30 days after the annual meeting. It would probably be best to have the total current membership count ready for the annual meeting to report to the Secretary/Treasurer.

9. Tax Exempt Status

Tax-exempt status is maintained through the State of Washington and IRS. An organization must be registered with the state as a non-profit corporation first. Then the IRS can grant tax-exempt status. Both categories must be maintained.

The updated list of chapter officers must be sent annually to the State of Washington, Secretary of State, Corporations Division, 801 Capitol Way South, PO Box 40234, Olympia, WA 98504-0234. Our Uniform Business Identifier (UNI Number) is 602 268 929 and was established January 23, 2003. A copy of the Chapter's Certificate of Incorporation must be maintained by the Secretary/Treasurer.

In addition, the IRS mandates that three forms be filed or maintained.

- W-9 forms must be kept on file for anyone to whom we pay \$100 or more during a calendar year. Currently the Secretary/Treasurer and the Newsletter Editor get annual stipends of \$500 each. Failure to keep W-9 forms on file will necessitate withholding.
- 1099 forms must also be filed in January for each stipend.
- A 990 form must be filed annually in January.

The Chapter's Federal Employer Identification Number (EIN) is 91-1041379 and that was re-established in a letter from the IRS dated June 20, 2003. A copy of this letter and all IRS paperwork must be maintained by the Secretary/Treasurer.

The Washington Chapter was granted non-profit status with the State of Washington in April 1982. IRS granted tax-status in 1984. No one kept the paperwork up to date and the state dropped non-profit status in 1994. The IRS dropped tax-exempt status in 1999. Both agencies tried to contact chapter officers but the Secretary/Treasurer(s) had not updated the officer list so none of the Board got the word. The Secretary/Treasurer is responsible to ensure that does not happen again.

GENERAL REQUIREMENTS FOR DIRECTORS

- Act as a governing body for the Chapter
- Serve two year terms
- A total of four Directors serve concurrently
- Two Directors are elected each year
- May serve a maximum of two consecutive terms
- May be appointed as a Committee Chair by the President
- Acknowledge and accept that the duties required of them is a commitment of a minimum of twelve days (or ninety-six hours) which includes Board Meetings (approximately forty hours) and that their employer accepts the commitment

NOMINATIONS DIRECTOR

➤ According to the Bylaws:

- The Board of Directors appoints the members of the Nominations Committee which is announced by the President at the Annual Board Meeting
- The Nominations Committee consists of three or four members, the majority of which cannot be Officers of the Board
- The Nominations Director may be the Nominations Committee Chair

➤ The Nominations Director:

- Abides by the expectations set forth for Directors aforementioned in this document
- Oversees the nominating process
- Is responsible to recruit suitable nominees for Board Members and/or direct the Nominations Committee in recruiting suitable nominees
- Is responsible for properly directing the nominations at the Annual Board Meeting

ADVERTISING AND PROMOTIONS DIRECTOR

- Abides by the expectations set forth for Directors aforementioned in this document
- Obtains from the editor of The Fire Place information about the advertising charges
- Makes contact with those parties who may have an interest in advertising
- May appoint members of the Chapter to also make contact with potential advertisers
- Solicits ideas from the Board Members or Chapter members
- Works closely with the Merchandise Committee Chair with regard to advertising the merchandise as well as promotional items
- Recruits exhibitors for the Chapter conference
- Develops procedures for exhibitors at the Chapter conference and oversees the process
- Develops the process for a Chapter exhibition at the International conference if approved by majority vote of the Chapter Board Members

TRAINING DIRECTOR

- Abides by the expectations set forth for Directors aforementioned in this document
- Appoints members of the Chapter to assist in making arrangements for the Chapter Annual Conference
- Oversees all arrangements for the Chapter Annual Conference

DIRECTOR OF MEMBERSHIP OPERATIONS

- Abides by the expectations set forth for Directors aforementioned in this document
- Maintains all records of membership
- Sends out annual renewal notices
- Documents and deposits all membership dues
- Publishes an annual membership directory
- Processes all new member applications
- Supplies the mailing list for The Fire Place quarterly and works with the editor as needed
- Keeps records of all membership dues deposits into the Chapter checking account
- Works with the printer to draft the membership directory
- Makes appropriate changes to the membership directory
- Sends membership cards
- Works with the Secretary/Treasurer to produce needed information for the Financial Reports and annual audit
- Works within the parameters of the more detailed attached addendum #2

Addendum #2

Director of Membership Operations

SCOPE

The Director of Membership Operations maintains all records of membership, sends out annual renewal notices, documents and deposits all membership dues, publishes an annual membership directory, processes all new membership applications, supplies the mailing list for The Fire Place quarterly and, as often as needed, forwards membership information to the Secretary/Treasurer and/or the Board of Directors.

TASKS

1. Dues

The membership renewal process begins on November 1. On that date membership renewal notices are mailed out to each existing member (see appendix A). This notice should list the most current information in the Chapter records. It should direct members to make any changes necessary. This is the information that will go into the membership directory. It should tell members where to mail dues checks, to whom the checks should be made and the Chapter's tax ID number. The notice should tell members to send in the renewal notice with the dues check. It should also tell members that they must get the dues check in by February a. This document can be merge printed from the existing membership list and mailed out using a mailing company. Have them send the bill to the Secretary/Treasurer for payment.

Following this, dues checks should come flowing in. A record must be kept for each member with the following information:

- Date received
- Check number
- Check amount
- First name
- Middle initial
- Last name
- Agency
- Position
- Street address
- City, state, zip
- Office phone
- Home phone
- Fax
- E-mail

Once recorded, checks are to be deposited in the Chapter checking account. A record must be kept of all deposits. This record is to be forwarded to the Secretary/Treasurer probably monthly prior to publishing the monthly Treasurer's report.

2. Member Directory

On February 1 a list of current members is to be drafted into the list that will be published as the new member directory. Sir Speedy is our printer. Send them the new membership list and ask that they send you a proof copy. The member directory also has a copy of the Constitution and Bylaws. Coordinate with the Secretary/Treasurer that this is the most current copy. Ensure that all appropriate changes have been updated (especially dates). Have Sir Speedy print it up and mail it to each current member. Sir Speedy must send the bill to the Secretary/Treasurer for payment. This document is to go out by March 15.

3. Membership Cards

Once membership renewals have pretty much slowed down (this usually happens in the March 1-15 time frame), merge print membership cards and have a mailing house mail these to each current member. As others renew their dues you can send those membership cards out singly.

4. New Members

New member applications will be sent to the Director of Membership Operations. These are to be processed in accordance with the Constitution and Bylaws. Upon receipt of a new member application, a letter is sent to the applicant acknowledging receipt (see appendix B). The application packet is to be reviewed by the Board of Directors. Once approved, the member's information is added to the member list and another letter is sent to the new member (see appendix C) along with the latest member directory, the latest edition of The Fire Place and a membership card.

5. Mailing Lists

The Fire Place is published quarterly. Membership tends to change over the course of a quarter, so the printer (Sir Speedy) needs a new mailing list for each edition of The Fire Place. Let Sir Speedy know that they should contact you before mailing. When they contact you, e-mail them a list (use MS Excel) of each current member with the following information:

- First name
- Last name
- Street address
- City, state, zip

Experience has shown that including the agency or position on the mailing label results in issues being returned. Often members will give a home address that is not their agency address. Consequently, we don't use the agency or title in this mailing label.

Additionally, the Directory of Membership Operations will be the point of contact for anyone on the Board of Directors who needs to mail something out. Examples include fliers for the annual meeting, registrations for classes and Hands Across the Border. The responsible individuals will need a current member mailing list for these things.

6. Financial Reports

The Secretary/Treasurer will need periodic copies of dues deposits to keep the Chapter financial records up to date. Coordinate the time and format of that information exchange with the Secretary/Treasurer. That officer will need punctual reports in order to comply with Chapter guidance on financial reporting. The annual audit may also generate requests for information.

7. Membership Count

A membership count will be needed for the Chapter's annual report to the International. That report is to be filed by the Secretary/Treasurer within 30 days after the annual meeting. It would probably be best to have the total current membership count ready for the annual meeting to report to the Secretary/Treasurer.

Membership Dues Notice Example

WASHINGTON IAAI 2003 DUES NOTICE
MEMBERSHIP DUES MUST BE RECEIVED PRIOR TO FEBRUARY 1,
2003 TO BE INCLUDED IN THE 2003 MEMBERSHIP DIRECTORY

TOTAL AMOUNT IS \$40

Below is the information we currently have for you. This is what we will print in the Membership Directory. Please review this information carefully and make any corrections that may be needed.

NAME:
TITLE:
AGENCY:
STREET ADDRESS:
CITY, STATE, ZIP:
HOME PHONE:
WORK PHONE:
FAX:
EMAIL ADDRESS:

THIS FORM MUST ACCOMPANY YOUR DUES PAYMENT.

Please return this form with dues payment and any corrections to:

(Name, address, etc.)

TAX ID NUMBER: 91-1041379

New Membership Application Received Letter Example

June 20, 2003

NAME
ADDRESS
CITY

Dear _____:

I am in receipt of your application for membership in the Washington State Chapter of the International Association of Arson Investigators. The Board will review your application at our next regularly scheduled meeting. I anticipate no problems and I will notify you as soon as the Board takes action.

In the meantime, I applaud your interest in the professional affiliation in the field of fire investigation. We encourage all of our members to be as active as possible in local district activities, state chapter affairs and the international organization. If I can be of any assistance please don't hesitate to contact me.

Yours,

Norm Loftin, Membership Operations Director
Washington State Chapter, IAAI

New member Acceptance Letter Example

June 20, 2003

NAME
ADDRESS
CITY

Dear _____:

Congratulations. The Board approved your application for membership in the Washington State Chapter of the International Association of Arson Investigators. Your desire to promote the field of fire investigation is admirable.

We encourage all members to stay involved in the business of their local district, state chapter and international affairs. If you have any questions please feel free to contact me or any of our Board Members.

Yours,

Norm Loftin, Membership Operations Director

