

Washington State Chapter
Chapter 21
International Association of Arson Investigators

Constitution and By-Laws

Article I

NAME AND OBJECT

Section 1. Name: The organization shall be known as the “International Association of Arson Investigators, Washington State Chapter” and is hereinafter referred to as the “Chapter”. The name of the Chapter shall not be used publicly by any member other than by the use of the membership card for identification purposes, without the express permission of the Board of Directors. This shall not restrict the officers or appointees or agents of the Chapter in the use of the name to carry out the purposes of the Chapter.

Section 2. Object: The objectives and purposes of the Chapter shall be:

- A. To unite for mutual benefit those public officials and private persons engaged in the control of arson and kindred crimes and fire;
- B. To provide for exchange of technical information and developments;
- C. To cooperate with law enforcement agencies and associations to further fire prevention and the suppression of crime; and
- D. To encourage high professional standards of conduct among the investigators and to continually strive to eliminate all factors which interfere with administration of crime suppression.

The Chapter shall not be operated for profit and its funds may not be used to align with any political, body or person to advance the candidacy of any individual.

ARTICLE II
MEMBERSHIP

Section 1. Active Membership: Any representative of the following who are actively engaged in some phase of the investigation of arson and is a member of the International Association of Arson Investigators at the time they make application shall be eligible to active membership on application:

- 1. Government agency employee;
- 2. Representative of a business; and/or
- 3. Representative of an industrial concern.

Additionally upon applying for active membership, the applicant shall not be less than twenty-one years of age at the time of application. Applicants will be on a temporary basis until the next meeting of the Board of Directors. During temporary status, the membership may be revoked at the discretion of the Board of Directors. If the applicant is not rejected by the “Board” within the specified time limit, full membership is automatically granted.

Section 2. Non-Resident: Persons otherwise qualified for active membership, who are not residents of the State of Washington, and who are members of the International Association of Arson Investigators, Inc. may apply to the Chapter for active membership.

Section 3. Associate Membership: Persons otherwise qualified for active membership, who are not members of the International Association of Arson Investigators, Inc., may become associate members, after determination of their qualifications by the Board. Associate members shall have the privileges of an active member. The Chapter may, by majority vote of active members present, exclude associate members from any particular business meeting when the business involves International Association of Arson Investigators, Inc.

Section 4. Honorary Life Membership: The Chapter may, by majority vote of members present at the annual meeting, confer honorary life membership upon any person qualified for membership who has rendered distinctive service to the Chapter or to its purposes. An honorary life member shall have all rights and privileges of an active member without payment of dues. Nominations for honorary life membership shall be made to the Board at least sixty days prior to voting thereon; no more than two nominations for such membership may be approved in any year.

Section 5. Sustaining Membership: Individuals or organizations interested in carrying out the purposes of the Chapter shall be granted sustaining membership upon contribution of not less than two hundred fifty dollars annually. All such funds shall be devoted to the educational functions of the Chapter.

Section 6. Election: Applications for membership shall be made to the Membership Director, upon recommendation of some member of the Chapter, and admission shall be by vote of the Board as provided in Section 1 of this article.

Section 7. Personal Qualifications: Prior to voting upon such application, the Board shall give due consideration to the following:

1. The personal character and reputation of the applicant;
2. The nature, character, and reputation of the applicant's business;
3. The character and reputation of the applicant's employer and associates;
4. The general nature, character and reputation of the principal business of the applicant's employer and associates.
5. No person shall be eligible for any class of membership if they have been a member, or presently are a member or becomes a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the purposes of the Chapter.
6. All applications are subject of verification through a background check.
7. Any other qualifications deemed applicable.

Section 8.

(a) Termination: Membership in the Chapter shall terminate by:

1. Voluntary withdrawal.
2. Non-payment of chapter dues, or by other failure to meet other financial obligation(s) to the Chapter. Members who are in financial arrears, and who fail to comply with notices sent by the Membership Director shall be terminated.
3. The consent of a majority vote of the Board, if the applicant is still within the aforementioned temporary status period.

(b) Elimination: The Board may censure any member, or may terminate the membership of any member in the event of any one of the following:

1. Such member falsified the application or made any misrepresentation therein.
2. Such member's conduct is prejudicial to the good name or best interests of the Chapter.

3. Such member has exhibited traits of character or conduct inconsistent with the qualifications for membership in the Chapter. In cases subject to Section 8 (b), the Board shall provide such member with due notice of a hearing. The notice shall spell out the alleged improprieties, and shall give the date, time, and location of the hearing. The notice shall be sent by either registered or certified mail. Should a member fail to appear, without prior approval from the President, then such failure may be interpreted by the Board as an admission of guilt. The notice shall also explain how the Board may interpret the member's failure to show. A majority of the Board present in a duly constituted meeting shall be sufficient to cause censure or termination of membership for any reason specified in Section 8 (b).

Section 9. Reinstatement:

Any former member may be reinstated in the Chapter at the discretion of and by the consent of a majority of the Board. Provided, however, that if such a former member was in arrears in the payment of dues or other financial obligations to the Chapter at the time of separation, the member shall be required to pay to the Chapter all such arrears as a condition of his reinstatement, unless, the Board by majority vote and for good cause, shall waive the payment thereof.

**ARTICLE III
ELECTION, TERMS AND OFFICES**

Section 1. Officers.

The officers of this Chapter shall be President, First Vice President, Second Vice President and Secretary/Treasurer.

Section 2. Board of Directors.

The officers and five other members of the Chapter, duly elected, shall constitute the Board of Directors. As much as practical, one each of the members of the Board of Directors shall be involved with a Fire Service, a Fire Marshal's Office, Law Enforcement and Insurance Industry.

Section 3. Terms of Office.

- (a) The officers shall hold office beginning the first day of the calendar year following their election, and serve for a term of two years, or until the election of their respective successors.
- (b) The Secretary/Treasurer shall hold office beginning the first day of the calendar year following their election, and serve for a term of three years, or until the election of their respective successors.
- (c) Other members of the Board shall hold office beginning the first day of the calendar year following their election, and serve for a term of three years. Their terms shall be so arranged that three retire one year, two retire the following year, and no positions retire the third year.
- (d) Ex-officio members of the Board, excepting past presidents shall serve for terms of one (1) year, or until they are succeeded.

Section 4. Vacancies.

In the event of a vacancy occurring on the Board of Directors between annual meetings, the vacancy or vacancies may be filled by the President. Such newly appointed member or members of the Board shall hold office only until the next annual meeting.

Section 5. Meeting Attendance.

Each Board member shall be required to attend a minimum of 80% of all Chapter Board meetings.

ARTICLE IV GOVERNMENT

Section 1. Board of Directors.

The government of the Chapter shall be vested in the Board of Directors. Five members of the Board shall constitute a quorum.

Section 2. Duties and Powers.

The Board shall have full powers to initiate and transact all kinds of business necessary to the existence of the Chapter and the observance of its purposes. The Board shall determine the date and location of the annual meeting and shall outline the program of activities during such meeting. They shall have general powers to direct, control and supervise the affairs of the Chapter.

Section 3. President.

The President shall be the Chief Executive Officer of the Chapter, and shall have the responsibility to supervise and coordinate the activities of the Chapter and to preside at meetings of the Chapter and of the Board of Directors. The President may appoint appropriate committees for the conduct of the activities of the Chapter, and shall require reports at each annual meeting, and as otherwise desired from the committees so appointed and from the Officers of the Chapter.

Section 4. First Vice President.

In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such and to any other tasks assigned by the President. The First Vice President is the Chair of the Nominating Committee.

Section 5. Second Vice President.

In the absence of the First Vice President, the Second Vice President shall assume all of the First Vice President duties and any other tasks assigned by the President.

Section 6. Secretary/Treasurer.

The Secretary/Treasurer shall:

1. Keep the records and minutes of the Chapter.
2. Maintain a current role of the members, the Constitution and all other documents of value.
3. Receive and acknowledge all communications to the Chapter.
4. Perform such other duties as assigned by the President.
5. Be the custodian and primary depositor of the funds of the Chapter.
6. Disperse funds as herein authorized or upon approval by the Board of Directors.
7. Render complete summary of all income, disbursements and balances whenever requested by the Board and to the members at each regular meeting. A copy of this report shall be made available to any member upon request.
8. Furnish a bond to the Chapter in the form and amount as designated by the Board, the cost thereof to be paid by the Chapter.

Section 7. All Ex-Officio Members.

Shall have the privilege of attending and participating in all meetings of the Board, but shall not have voting powers in such meetings.

Section 8. Election.

Officers and other members of the Board shall be elected at the annual meeting of the organization, to

full terms unless otherwise ordered by resolution or motion duly approved by the membership.

1. No member can be nominated for more than one position per election.
2. Nominations shall be organized by the Nominating Chair.
3. It is the intent of the Chapter that the Vice Presidents advance to the next vacancy until they reach the office of the President unless determined otherwise.

Section 9. Nominating Chair.

The Nominating Committee shall be chaired by the First Vice President. The Board may appoint up to three additional Chapter members (non-Board members) to the Nominating Committee. Such Nominating Committee shall report nominations made to the members at the annual meeting of the Chapter, or at such other time, and in such other manner as the membership may direct by resolution or motion duly approved. It is suggested that there be a concerted effort to retain an industry balance of Board membership, with elected directorships utilized to maintain equal representation from public and private sectors, as well as from the various geographical areas of the Chapter.

Nothing in this section shall preclude any member or group of members from placing a nomination in any appropriate way, to be voted upon at the annual meeting of the Chapter, and election as any member of the Board of Directors of this Chapter.

Section 10. Ex-Officio Members of the Board of Directors.

All retiring Presidents shall become ex-officio members of the Board of Directors. The President, with approval of the Board of Directors, may appoint such ex-officio members to serve as Editor for the Chapter, Sergeant at Arms, Director of Arson Investigator Seminar and/or Corporation Process Agent.

Section 11. Special or Standing Committees.

Additional special or standing committees may be established by the Board of Directors or by majority vote of the membership at an annual, special or regular meeting. Such committees may include, but need not be limited to, the Legal Committee, Membership Committee, Records Committee, Program Committee, Certified Fire Investigator Committee, Newsletter Committee, and the Lobbying/Political Action Committee.

ARTICLE V MEETINGS

Section 1. Annual.

The annual meeting of the members of the Chapter shall be held at such time and place as may be fixed by the Board of Directors. The annual meeting shall not be held within 30 calendar days of the International Association of Arson Investigator's Annual General Meeting. Notice hereof shall be emailed to each member at his/her last known email address on file with the Membership Chair, not less than thirty (30) days in advance and/or posted on the Chapter's website at www.iaai-wa.org. Elections shall occur and other business may be presented at the annual meeting. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed by the rules laid down in "Robert's Rules of Order" as revised.

Section 2. Special.

Special meetings of the members of the Chapter may be called by order of the Board of Directors at such places and times as fixed by the Board, giving due notice thereof to all members at least fifteen

calendar days in advance.

Section 3. Regular.

The regular meetings of the members of the Chapter may be held at the time and place agreed upon by the members.

Section 4. Board of Directors.

The Board of Directors shall meet at any time or place upon the call of the President or of any three (3) members of the Board.

ARTICLE VI

FINANCE

Section 1. Fees and Dues.

Dues for active, non-resident and associate membership in the Chapter shall be fixed by a majority vote of members present at the annual meeting, and shall be payable in advance by January 1st in the manner prescribed by the Board of Directors. Prospective members shall submit dues with application for membership which, upon admission, will pay their dues until December 31st following approval of the application. New joining members approved after July 1, shall be charged only one-half of the yearly rate. The fiscal year of the Chapter shall be January 1st through December 31st.

Failure to pay membership dues within ninety (90) days of the due date shall forfeit membership in the Chapter. Reinstatements are conditioned on approval by the Board and payment of all arrears. There shall be no other fees or assessments except as provided by amendment to these articles.

Section 2. Audit.

An audit of the accounts of the Secretary/Treasurer should be conducted annually and shall verify all assets and liabilities of this Chapter.

ARTICLE VII

REGIONAL DISTRICTS

Section 1. Creation Approval

Chapter members of a geographic area within Washington State may petition the Chapter to be recognized by the Chapter as a Regional District of the Chapter. A majority of the Chapter's Board of Directors may approve recognition of Regional Districts.

Section 2. District Officer Duties

Regional Districts may elect/appoint officers to serve the Regional District. These officers shall be members of the International Association of Arson Investigators and the Chapter. Officer positions allowed are Regional District Chair, Regional District Vice-Chair, and Regional District Secretary/Treasurer. Regional District officers may be considered Ex-Officio members of the Chapter Board of Directors, but will not have the rights/benefits given to the Chapter's Board of Directors.

It shall be the responsibility of each Regional District Chair to function as the executive officer of their respective Regional District, to supervise and coordinate the activities of the Regional District and

preside over the Regional District meetings. It shall be the duty of the Regional District Secretary/Treasurer of each Regional District to record and report the activities of the Regional District. The Regional District Secretary/Treasurer shall be responsible for reporting Regional District activities, including attendance records and meeting minutes within fifteen (15) calendar days of activities, to the Chapter Secretary/Treasurer for the inclusion in the Chapter's publications.

Section 3. Responsibilities

Members of any Regional District shall first be a member of the Chapter. Regional Districts shall abide by and follow the Chapter's By-Laws. Regional Districts shall promote the Chapter and the International Association of Arson Investigators.

Section 4. Compliance

Failure of a Regional District to comply with this Article may subject the Regional District to be dissolved by a majority vote of the Chapter's Board of Directors.

ARTICLE VIII AMENDMENT

Section 1. Requirements.

This Constitution may be amended at any regular or special meeting of the organization by a vote of two-thirds of the members present, providing:

- A. The proposed amendment is presented in a form consistent with and without conflict with the remainder of the existing Constitution of the Chapter.
- B. The proposed amendment is disseminated to the general membership for review at least thirty days preceding the next regular or special meeting of the Chapter.
- C. To authorize the Constitution and Bylaws Committee to review and automatically amend, as necessary, those portions of the Constitution and Bylaws which are in conflict with existing Federal rules, regulations or laws pertaining to gender/sex discrimination.