

***Illinois Division***  
***International Association for Identification***  
***Policies and Procedures Manual***

**Introduction**

The purpose of this manual is to provide general guidance to the officers, directors, committees and other official representatives of the Illinois Division, International Association for Identification, in the execution of their duties. This manual outlines the specific sections of the Constitution and By-Laws as they pertain to each position, and describes some of the procedures currently employed to fulfill these duties. The goal of this manual is to delineate the responsibilities associated with the division's official positions, to establish consistent methods for the completion of these responsibilities, to record approved policies into a single reference, and to promote greater effectiveness within the division.

The Illinois Division, IAI, Policies and Procedures Manual is designed to become a working document, and, as such, is subject to a process of constant review and revision.

## President

**Position:** Elected

The President normally progresses from 2nd Vice-President to 1st Vice-President, then to President.

**Term:** One year, defined as between Annual Conferences

The President cannot be re-elected to office, but does automatically become the Chair of the Board of Directors the year following his or her term as President.

### *Constitutional Responsibilities:*

#### ● **Constitution: Article IV - Committees**

Section 1. There shall be two kinds of committees, (a) Standing and (b) Special, and when not otherwise provided for, they shall be appointed by and report to the President.

Section 2. There shall be standing committees on each Certification program as defined and regulated by the parent body. Vacancies to these committees shall be appointed by the President as set forth in Article V, Section 3 and as established in the By-Laws.

### *Policies and Procedures*

Section 1. Standing committees are those which are further defined in the By-Laws, and require appointments. A President may choose to select a committee chair and seek input from that chair concerning the selection of additional members. The President may remove members from a committee who are not fulfilling their duties, or appoint additional members during the year. The President's decision is final.

The President may appoint any special committees, defined as those not expressly created in the Constitution and By-Laws, that are in existence only during the term of the President. Such special committees may be created based upon recommendations from other sources or based upon the President's judgment, and are usually established to perform a specific function. An incoming President may decide to continue a special committee from the preceding year if the task is not completed.

Section 2. Certification committees are regulated by the parent body in their main responsibilities and functions with individual policies and procedures manuals. All certification committees require the members to be certified. *See By-Law: Article V - Committees on Certification*

● **Constitution: Article V - Office and Duties of the President**

Section 1. The President shall be elected to one term, defined as the span between annual meetings, and may not succeed himself or herself unless filling a vacancy created by the death, resignation or other causes of the immediate preceding President.

Section 2. The President shall preside at all meetings of the Division and shall preserve order and decorum. He or she, working at the direction of and with the advice and consent of the Board of Directors, will carefully supervise the affairs of the Division and labor for its usefulness and efficiency.

Section 3. The President will appoint all standing and special committees, unless otherwise provided for, within 30 days, and will fill all vacancies by appointment among the Officers and Committees caused by death, resignation, or for other cause during the recess of the Division.

Section 4. The President will coordinate the program of the Annual Educational Conference, and shall manage all funding generated by it. Any expenditures beyond those covered by the revenues of the Annual Conference must be specifically approved by the Board of Directors. Any and all monies remaining after all expenses of the Annual Conference have been paid shall become part of the division's General Account.

*Policies and Procedures*

Section 1. Self-explanatory

Section 2. The President is the presiding officer at the Annual Conference, or any other meeting of the entire Division. The President does not preside over any board or committee meeting unless specifically prescribed in the Constitution and By-Laws. During times other than the Annual Conference, the Division is administered by the Board of Directors.

The President usually presides over the annual business meeting. The President may select another to serve as presiding officer during this meeting by relinquishing the chair. The President may appoint a member to serve as parliamentarian during the business meeting for the purpose of maintaining order and decorum. The parliamentarian would rule on any procedural matters concerning the proper course of business.

The President is the official representative of the Division during his or her term. The President should keep the Board of Directors apprised of his or her activities, and actively solicit input from the Board during this time.

Section 3. *See Constitution, Article IV - Committees*

Section 4. A separate addendum to the Policies and Procedures Manual should be created which outlines the planning and organization of the Annual Educational Conference. It is recommended that this task be performed by a special committee composed of recent past-presidents. This manual would contain recommendations concerning site selection, program planning, cost estimates, and other details involved in conference preparation.

The President will prepare a preliminary financial report for the Board of Directors for presentation at the mid-year board meeting. This report shall include expenditures and conference plans to date, and estimates of additional conference costs.

The President will furnish the Secretary-Treasurer with a report of conference finances as complete as possible before the start of the Annual Conference to be included in the review by the Audit Committee. Although all conference revenues and expenses may not be available, the report should include reasonable projections.

As the next Chair of the Board of Directors, the President shall present a full financial record to the Board of Directors at the mid-year board meeting after the conference.

### ● **Constitution: Article VII - Office and Duties of the Secretary-Treasurer**

Section 3. He or she [Secretary-Treasurer] shall draw all warrants and sign the same, for the expenses of the Division when directed by the Constitution, the Division or Board of Directors. Such warrants above the sum established in the By-Laws are to be countersigned by the President.

#### *Policies and Procedures*

Section 3. The Secretary-Treasurer is responsible for setting up the Division's checking account. The President will be required to sign a signature card furnished by the Secretary-Treasurer. This should be done promptly.

Checks requiring countersignature by the President will be received from the Secretary-Treasurer. The President should sign these promptly and forward.

### ● **Constitution: Article X - Duties of the Board of Directors**

Section 3. The Board of Directors shall have the power to try any member or officer of the Division upon any charge affecting his or her honor or conduct unbecoming to a member or an

officer, provided the charges are made in writing and signed by the member making the charge. Any such written charges against any officer or member shall first be placed in the hands of the President, who shall, within ten days, lay the matter before the Board of Directors for consideration and the Board shall thereupon send a copy of said charges to the accused by certified mail, and the accused shall have thirty days in which to answer in writing to said charges. After a hearing on the said charges, the Board shall have the power, if the accused is found guilty by a majority vote, to expel, censure, or admonish said member or officer. Such decision may be appealed to the general membership of the Division at the next Annual Meeting, and the finding and order of the Board shall become final unless the Board is overruled by a vote of two-thirds of the membership present and voting.

Section 4. In the event any member of the Board of Directors is involved in the actions as described in Section 3 of this Article, either as the accused or as the accuser, or as witness for either party, that member of the Board shall be considered immediately disqualified and barred from any and all Board deliberations on this issue. Such disqualification of deliberation shall require the President to appoint a Division active or life active member, in good standing, to serve as a Board Member Pro Tem. The Board Member Pro Tem shall participate and vote as a member of the Board only for the purpose of resolving the charges filed in accordance with Section 3 of this Article.

#### *Policies and Procedures*

Section 3. The President, upon receiving written and signed charges as outlined, will make copies of all received material and send one copy to the Chair of the Board of Directors, and each Director.

Section 4. Self-explanatory

#### ● **Constitution: Article XI - Meetings**

Section 2. The Annual Meeting or Annual Educational Conference of this Division shall be held at a time and place to be selected by the President and shall be legal for the transaction of any and all business of the Division.

Section 7. The President shall appoint, within thirty days and pursuant to the By-Laws, all standing committees to act during the conference and during the recesses of the Division, and any other special committees which are deemed necessary.

#### *Policies and Procedures*

Section 2. The President is responsible for making local arrangements for the Annual Conference. Although not specified in the Constitution and By-Laws, the time for the conference is usually April or May. Selection of dates and site should be outlined in the suggested addendum, Annual Educational Conference Procedures.

The President will prepare a report concerning time and place, plus all preliminary financial information, for presentation at the mid-year meeting of the Board of Directors. Whenever possible, the President should not engage in any contracts involving the conference until approval by the Board of Directors at the mid-year meeting. In the event contracts must be engaged prior to this meeting, the President will contact the Chair of the Board to solicit a voice vote of the Board.

Section 7. *See Constitution, Article IV - Committees*

● **By-Law: Article IV - Annual Conference**

Section 1. The presiding officer of the Annual Conference shall be guided by the Division's manual of Roberts Rules of Order (Revised) and the order of business shall be as follows:

- A. Calling the meeting to order by the President or designee.
- B. Reading of the minutes of the previous Annual Business Meeting.
- C. Report of the Secretary-Treasurer.
- D. Report of the Chairperson of the Board of Directors.
- E. Report of the Committees.
- F. Election of Officers
- G. Unfinished business.
- H. New business.
- I. Adjournment.

Section 2. Upon majority approval by the membership of a motion from the presiding officer, the order of business may be suspended, provided all matters of business before the Division have been addressed.

Section 3. The presiding officer, at his or her discretion, may add items to the order of business.

*Policies and Procedures*

Section 1. The President normally calls the meeting to order at the start of the Annual Conference, while the remaining order, except adjournment, applies to the Annual Business Meeting. *See Constitution, Article V - Office and Duties of the President*

Section 2. Suspending the order permits discussion of topics, when warranted, outside the time set aside for the business meeting. This may be useful when major topics, such as a major revision of the Constitution, is being presented. The actual vote will be taken during the course of the business meeting.

Section 3. The order of business as defined in the By-Laws is a minimum requirement. Other matters or other reports can be added.

## ● **By-Law: Article V - Committees on Certification**

Section 4. The President shall appoint members to fill vacancies on any certification committee provided such appointment is in compliance with the parent body regulations for such appointments. The President may receive recommendations concerning the appointment from the certification committee, but such recommendations are not binding. Committee members may be reappointed at the discretion of the President and the advice of the committee.

Section 6. The President, upon recommendation by two committee members, in writing, may remove and replace for cause a committee member during a term. However, no President may remove a previously appointed committee member without due cause. Due cause shall include, but not be limited to, actions by a member which fail to fulfill and support the goals and objectives of the certification program.

### *Policies and Procedures*

Section 4. Certification committees are largely governed by the rules established by the parent body. Duties include approvals of applications for recertification, and the testing of applicants for certification. Since recertification is the greatest activity, continuity and consistency are important considerations. When vacancies occur, and an existing committee member is willing to continue, the President should give strong consideration to reappointment.

Generally committees will provide recommendations when new appointments are required. Since testing is possible, a geographical balance is important. *See Constitution: Article IV - Committees.*

Section 6. It has been necessary in the past to replace a committee member during a term based upon the recommendation of the two other members. This has been the result of questionable conduct concerning qualifications to represent the program. However, without justification, a President cannot arbitrarily remove a committee member before the expiration of his or her term.

## ● **By-Law: Article VI - Nominating Committee**

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

### *Policies and Procedures*

Section 1. Self-explanatory

## ● **By-Law: Article VII - Training Committee**

Section 1. The Training Committee shall be a standing committee and shall consist of no less than three members selected by the President from those who have expressed an interest in promoting training under the auspices of the Division. The President shall serve as chair of the Committee.

Section 2. The Training Committee shall be responsible for all Division training programs, including conference speakers, workshops and seminars.

Section 3. The Training Committee shall explore, promote and organize training opportunities to be conducted in conjunction with, or separate from, the Annual Conference, to include regularly scheduled training programs throughout the year.

Section 4. The Training Committee shall establish any and all registration fees associated with workshops or seminars other than the Annual Conference. A special fund shall be created by the Board of Directors for support and promulgation of workshops and seminars. Said funds shall be managed by the Training Committee, but any expenditures in excess of the special funding accounts must be authorized by the Board of Directors. Revenues generated by any workshop or seminar will be deposited in the General Account.

### *Policies and Procedures*

Section 1. The President should appoint the Vice-Presidents to this committee as well as other interested parties.

Section 2. The President assumes responsibility for the speakers' program during the Annual Conference, yet may utilize the Training Committee for assistance in contacting speakers and setting the agenda.

Section 3. The President will appoint the First Vice-President to organize the fall workshop, and should include the Second Vice-President in this organization. The goal of the Division is to conduct two workshops between Annual Conferences, one organized by the First Vice-President, and another by the Second Vice-President, with assistance from the Training Committee.

Section 4. As part of the organization of the Annual Conference as well as workshops and seminars, the individual responsible for the training will submit a preliminary request to the Board of Directors for any advance funding required. Such request should be prepared in time for a regularly scheduled Board meeting. Any additional funding required must be in the form of a supplemental request to the Board.



● **By-Law: Article VIII - Science and Practice Committee**

Section 1. The Science and Practice Committee shall be a standing committee and shall consist of no less than three members, one who shall be the First Vice-President, who shall chair the committee. Whenever possible, the President shall appoint to the committee a representative of each discipline or scientific crime detection activity included in the Division's active membership.

Section 2. The Science and Practice Committee shall serve as advisers to the President and the Division in technical matters before the Division.

*Policies and Procedures*

Section 1. Since this committee must review all applications for membership, the President should include as many different specialty areas as possible.

Section 2. Self-explanatory

● **By-Law: Article IX - Resolutions Committee**

Section 1. The Resolutions Committee shall be a standing committee and shall consist of no less than three members, one who shall be the Second Vice-President, who shall chair the committee.

*Policies and Procedures*

Section 1. Self-explanatory - appointment

● **By-Law: Article X - Scientific Research Committee**

Section 1. The Scientific Research Committee shall be a standing committee and shall consist of no less than three members, one who shall be the First Vice-President, who shall chair the committee.

*Policies and Procedures*

Section 1. Self-explanatory - appointment.

● **By-Law: Article XI - Audit Committee**

Section 1. The Audit Committee shall be appointed by the President at the beginning of the Annual Conference and shall consist of no less than three members, and shall include the First and Second Vice-Presidents. The Second Vice-President shall serve as chair.

Section 2. The Audit Committee shall review and audit the financial records of the Secretary-Treasurer, and any officer, committee, or other person receiving funding from the Division during the year between Annual Conferences. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

#### *Policies and Procedures*

Section 1. The President will select at least one member in attendance at the Annual Conference to assist the Vice-Presidents in conducting the audit. This should be done as soon as possible, preferably the evening preceding the start of the conference.

Section 2. At the start of the Annual Conference, the President usually cannot present full and accurate records of expenditures associated with the Annual Conference for auditing purposes. However, the President should present to the Secretary-Treasurer a financial accounting as complete as possible during the Board Meeting preceding the conference.

#### ● **By-Law: Article XII - Financial Authority and Responsibility**

Section 2. The Secretary-Treasurer shall receive all proceeds of the Division for deposit in the General Account that are the direct result of annual dues, the Annual Conference, and other activities of the Division. The Secretary-Treasurer shall issue warrants based upon submission of proper receipts any expenditures from any authorized revolving funds. Upon direction of the Board of Directors, the Secretary-Treasurer shall provide any payments above those stated in any section of these By-Laws.

Section 3. The Secretary-Treasurer shall be authorized to issue warrants from the General Account in payment for all debits approved by the Division or Board of Directors, or as provided for in the Constitution and By-Laws, not to exceed two hundred and fifty dollars (\$250.00). Warrants issued for any amount exceeding two hundred and fifty dollars shall require counter-signature of the President.

Section 7. A special fund shall be created by the Board of Directors for support and promulgation of the Annual Educational Conference. Said funds shall be managed by the President with expenditures in excess of the special funding accounts authorized by the Board of Directors.

Section 9. Round-trip coach air-fare or mileage based upon \$.25 per mile, whichever is lesser, and reasonable lodging expenses shall be funded for the Division President, or his or her designee upon approval of the Board of Directors, to attend the next available Parent Body, International Association for Identification Annual Educational Conference.

#### *Policies and Procedures*

Section 2. The President shall forward to the Secretary-Treasurer a financial report of the Annual Conference along with any proceeds as soon as possible. A copy of the financial report will also

be sent to the Board of Directors. All financial reports will be in final form by the mid-year Board Meeting.

Section 3. The President is responsible for the prompt counter-signing of all warrants forwarded by the Secretary-Treasurer.

Section 7. *See Constitution: Article V - Office and Duties of the President.* The President must receive Board approval for any additional funding above the amount approved at the mid-year Board meeting. The President may utilize any funds received in connection with the Annual Conference without prior Board approval.

Section 9. *See First Vice-President - By-Law: Article XII - Financial Authority and Responsibility.* In the event the President has not succeeded from First Vice-President, he or she will prepare a cost estimate of travel expenses and submit this to the Board of Directors within 30 days after the Annual Conference.

#### **Additional Responsibilities of the President:**

- The President will provide the Editor-Historian with a quarterly President's Message for publication in the Division's official newsletter. Arrangements will be made with the Editor-Historian concerning deadlines.
- The President will submit a report concerning his or her attendance at the Parent Body Annual Educational Conference for publication in the Division's newsletter.
- Usually the incoming Division President is recommended to the incoming Parent Body President for consideration as the IAI's Regional Representative. The Parent Body Regional Representative must review all applications for membership in the Parent Body that are from Illinois. The Division President may seek assistance in this duty from the Science and Practice Committee. In addition, the President may receive various types of correspondence from the Parent Body requiring Division action. Such matters should be handled promptly.
- While attending the Parent Body Annual Educational Conference, the President should attend any meetings scheduled for Regional Representatives or Secretary-Treasurers, or any other informational meeting that is in the interest of the Division.
- The President serves as the central person concerning communications within the Division. The President not only appoints committee members, but must require periodic reports of committee activities and assigned tasks. The President should not hesitate to replace any committee member who fails to carry out the committee's responsibilities.
- The President should involve the other members of the Training Committee as much as possible in the preparations concerning the Division's Annual Conference.

- The President must maintain constant contact with the Chair of the Board of Directors.
- The President shall arrange for the preparation of Certificates of Attendance for each person attending the Annual Conference, and shall sign these certificates.
- The President is responsible for the transportation of the Division's banner to the Parent Body Annual Conference, and for arranging its display during that conference.

## **First Vice-President**

Position: Elected

The First Vice-President normally progresses from Second Vice-President, and is nominated for President the following year.

Term: One year, defined as between Annual Conferences

Although unusual, the First Vice-President is not prohibited from seeking the same office.

### **Constitutional Responsibilities:**

#### ● **Constitution: Article VI - Offices and Duties of the Vice-Presidents**

Section 1. The First Vice-President, or in his or her absence or temporary disability, the Second Vice-President, shall act as presiding officer of the Division during the absence or temporary disability of the President. The First Vice-President will automatically succeed to the Office of the President in the event of death, resignation, or removal from Office of President, and will serve the unexpired term thereof. In the event of death, resignation, or removal from office of both the President and First Vice-President, the Second Vice-President will serve the unexpired terms of the office thereof.

Section 2. The Vice-Presidents shall make an examination of and audit the financial books and records of the Division as required in Article VII, Section 4, for the preceding time since the previous audit. The results of the audit shall be presented at the Annual Meeting and published in the Division's newsletter.

Section 3. The Vice-Presidents shall serve as chair of the standing committees as set forth in the By-Laws, and shall report all activities of these committees at the Annual Meeting.

### **Policies and Procedures**

#### **Section 1. Self explanatory**

Section 2. The Secretary-Treasurer will provide all financial records to be audited for inspection at the Annual Conference. The First Vice-President, Second Vice-President, and any members appointed by the President will review these records. Any discrepancies must be reconciled with the Secretary-Treasurer. Matters which cannot be reconciled will be presented to the Chair of the Board of Directors for appropriate action. See By-Law: Article XI - Audit Committee See Secretary-Treasurer By-Law: Article XII - Financial Authority and Responsibility

Section 3. The First Vice-President is the Chair of the Science and Practice Committee and the Scientific Research Committee. See Committees - Science and Practice - Scientific Research

● By-Law: Article IV - Annual Conference

Section 1. The presiding officer of the Annual Conference shall be guided by the Division's manual of Roberts Rules of Order (Revised) and the order of business shall be as follows:

- A. Calling the meeting to order by the President or designee.
- B. Reading of the minutes of the previous Annual Business Meeting.
- C. Report of the Secretary-Treasurer.
- D. Report of the Chairperson of the Board of Directors.
- E. Report of the Committees.
- F. Election of Officers.
- G. Unfinished business.
- H. New business.
- I. Adjournment.

Policies and Procedures

Section 1. The First Vice-President will present the reports from the Science and Practice Committee and the Scientific Research Committee.

● By-Law: Article VI - Nominating Committee

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

Policies and Procedures

Section 1. The First Vice-President is a member of this committee.

● By-Law: Article VIII - Science and Practice Committee

Section 1. The Science and Practice Committee shall be a standing committee and shall consist of no less than three members, one who shall be the First Vice-President, who shall chair the committee. Whenever possible, the President shall appoint to the committee a representative of each discipline or scientific crime detection activity include in the Division's active membership.

Section 2. The Science and Practice Committee shall serve as advisers to the President and the Division in technical matters before the Division.

Section 3. All applicants for active or associate membership in the Division, including reinstatements, shall be approved by the chair of the Science and Practice Committee in consultation with its members.

#### Policies and Procedures

Section 1. The First Vice-President shall make recommendations to the President for all appointments to the Science and Practice Committee. The First Vice-President may obtain from the Secretary-Treasurer a listing of all disciplines noted by applicants within the Division for purposes of making recommendations.

Section 2. The First Vice-President may receive specific tasks for the Science and Practice Committee from the President, or based upon actions by the membership.

Section 3. The First Vice-President will receive a copy of all new applications or applications for reinstatement from the Secretary-Treasurer for approval. The First Vice-President may consult with any member or members of the committee prior to approval or disapproval. Applications which are not approved by the First Vice-President should be communicated to the Chair of the Board of Directors.

#### ● By-Law: Article X - Scientific Research Committee

Section 1. The Scientific Research Committee shall be a standing committee and shall consist of no less than three members, one who shall be the First Vice-President, who shall chair the committee.

Section 2. Any member of the Division may present a written research proposal to the chair of the Scientific Research Committee. The proposal shall detail the following:

- (a) Hypothesis or scope of study.
- (b) Testing procedure.
- (c) Anticipated time-frame to completion.
- (d) Itemized costs being requested.

Section 3. The Scientific Research Committee shall review any proposals and make recommendations based upon their review. If recommended, a proposal, in its entirety, shall be forwarded to the Board of Directors for final approval and funding.

Section 4. Any recipient receiving research grant approval and funding from the Division shall submit a status report to the Scientific Research Committee on a semi-annual basis.

Section 5. Upon completion of an approved research project, the recipient shall provide the Scientific Research Committee with the following:

- (a) A final written copy of the research project.
- (b) An itemized record of all expenditures and receipts.

The Scientific Research Committee shall forward all reports and records of the completed project to the Board of Directors, who shall then provide all reports and records to the Secretary-Treasurer for safekeeping. The grant recipient may be required to present the research results at the Division's Annual Conference. At the discretion of the Editor-Historian, the project may be published in the Division's newsletter.

#### Policies and Procedures

Section 1. The First Vice-President shall serve as Chair of this committee and shall coordinate all activities.

Section 2. See Committees - Scientific Research

Section 3. The First Vice-President will ensure that all required documentation and the reason for recommendation are provided to all Board of Directors members.

Section 4. The First Vice-President will ensure that recipients comply with semi-annual reports. The First Vice-President will forward copies of these reports to all members of the Board of Directors.

Section 5. Self explanatory

#### ● By-Law: Article XI - Audit Committee

Section 1. The Audit Committee shall be appointed by the President at the beginning of the Annual Conference and shall consist of no less than three members, and shall include the First and Second Vice-Presidents. The Second Vice-President shall serve as chair.

Section 2. The Audit Committee shall review and audit the financial records of the Secretary-Treasurer, and any officer, committee, or other person receiving funding from the Division during the year between Annual Conferences. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

#### Policies and Procedures

Section 1. Self explanatory



Section 2. See Constitution: Article VI - Offices and Duties of the Vice-Presidents See Secretary-Treasurer By-Law: Article XII - Financial Authority and Responsibility

In addition to the Secretary-Treasurer's financial records, the Audit Committee should review the financial records of any committee or individual who received funding from the Division during the particular fiscal year. This would include any grants or financing in addition to, but not including, revolving funds. Monies dispersed to revolving funds should have receipts within the Secretary-Treasurer's records.

● By-Law: Article XII - Financial Authority and Responsibility

Section 9. Round-trip coach air-fare or mileage based upon \$.25 per mile, whichever is lesser, and reasonable lodging expenses shall be funded for the Division President, or his or her designee upon approval of the Board of Directors, to attend the next available Parent Body, International Association for Identification Annual Education Conference.

Section 10. The Board of Directors may alter any specified expenditure or special funding based upon the financial condition of the Division.

Policies and Procedures

Section 9. The First Vice-President normally is elected President at the next Annual Conference. The Division normally holds its Annual Conference in April or May, and the next available Parent Body meeting is usually in July. Therefore, the First Vice-President will provide the Board of Directors a report of anticipated costs associated with attendance at the Parent Body conference. This will include airfare quotes and published conference site room rates. A First Vice-President electing to drive to the Parent Body site will provide mileage estimates along with airfare quotes.

Although transportation and lodging costs are specified, additional funding may be provided by the Board of Directors for registration costs, and reasonable per diem.

A First Vice-President who will be unable to attend the Parent Body conference should select an alternate individual for consideration by the Board of Directors as quickly as possible.

Section 10. The Board of Directors may elect to limit funding to a specified amount only based upon the anticipated attendance costs and the balance of the General Account.

Additional Responsibilities of the First Vice-President

- The First Vice-President may be assigned special duties by the President.

## Second Vice-President

**Position:** Elected

Those becoming Second Vice-President normally progress to First Vice-President, then President.

**Term:** One year, defined as between Annual Conferences

Although unusual, the Second Vice-President is not prohibited from seeking the same office.

### *Constitutional Responsibilities*

#### ● Constitution: Article VI - Offices and Duties of the Vice-Presidents

Section 1. The First Vice-President, or in his or her absence or temporary disability, the Second Vice-President, shall act as presiding officer of the Division during the absence or temporary disability of the President. The First Vice-President will automatically succeed to the Office of the President in the event of death, resignation, or removal from Office of President, and will serve the unexpired term thereof. In the event of death, resignation, or removal from office of both the President and First Vice-President, the Second Vice-President will serve the unexpired terms of the office thereof.

Section 2. The Vice-Presidents shall make an examination of and audit the financial books and records of the Division as required in Article VII, Section 4, for the preceding time since the previous audit. The results of the audit shall be presented at the Annual Meeting and published in the Division's newsletter.

Section 3. The Vice-Presidents shall serve as chair of the standing committees as set forth in the By-Laws, and shall report all activities of these committees at the Annual Meeting.

### *Policies and Procedures*

#### Section 1. Self explanatory

Section 2. The Secretary-Treasurer will provide all financial records to be audited for inspection at the Annual Conference. The First Vice-President, Second Vice-President, and any members appointed by the President will review these records. Any discrepancies must be reconciled with the Secretary-Treasurer. Matters which cannot be reconciled will be presented to the Chair of the Board of Directors for appropriate action. The Second Vice-President, as chair, will report

the results of the audit at the Business Meeting. See *By-Law: Article XI - Audit Committee* See *Secretary-Treasurer By-Law: Article XII - Financial Authority and Responsibility*

Section 3. The Second Vice-President is the Chair of the Audit Committee and the Resolutions Committee. See *Committees - Audit - Resolutions*

● **By-Law: Article IV - Annual Conference**

Section 1. The presiding officer of the Annual Conference shall be guided by the Division's manual of Roberts Rules of Order (Revised) and the order of business shall be as follows:

- A. Calling the meeting to order by the President or designee.
- B. Reading of the minutes of the previous Annual Business Meeting.
- C. Report of the Secretary-Treasurer.
- D. Report of the Chairperson of the Board of Directors.
- E. Report of the Committees.
- F. Election of Officers.
- G. Unfinished business.
- H. New business.
- I. Adjournment.

*Policies and Procedures*

Section 1. The Second Vice-President will present the reports of the Audit Committee and the Resolutions Committee.

● **By-Law: Article VI - Nominating Committee**

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

*Policies and Procedures*

Section 1. The Second Vice-President is a member of this committee.

● **By-Law: Article IX - Resolutions Committee**

Section 1. The Resolutions Committee shall be a standing committee and shall consist of no less than three members, one who shall be the Second Vice-President, who shall chair the committee.

Section 2. The Resolutions Committee shall serve as a legislative body in proposing matters of interest or concern to the membership. Such matters may include, but not be limited to, changes in the Constitution and By-Laws of the Division.

Section 3. Actions of the Resolutions Committee do not prevent any member the right to propose resolutions or legislative matters from the floor during the Business Meeting.

*Policies and Procedures*

Section 1. Self explanatory

Section 2. The Resolutions Committee may be directed by the President or Board of Directors to prepare any proposed changes to the Constitution and By-Laws. The Resolutions Committee should solicit input from the membership concerning any matters that may be of interest to the Division that would require adoption by the Division.

It is often customary to propose resolutions which are formally adopted by the membership as expressions of gratitude or acknowledgement of contributions, particularly in connection with the Annual Conference. Although this Division has not addressed this method of formal appreciation in the past, such resolutions should be pursued.

Section 3. Self explanatory

● **By-Law: Article XI - Audit Committee**

Section 1. The Audit Committee shall be appointed by the President at the beginning of the Annual Conference and shall consist of no less than three members, and shall include the First and Second Vice-Presidents. The Second Vice-President shall serve as chair.

Section 2. The Audit Committee shall review and audit the financial records of the Secretary-Treasurer, and any officer, committee, or other person receiving funding from the Division during the year between Annual Conferences. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

*Policies and Procedures*

Section 1. The President should appoint the additional committee members as soon as possible, preferably the evening preceding the start of the conference.

Section 2. The Audit Committee, once appointed, will coordinate with the Secretary-Treasurer to arrange for a prompt examination of the financial records. The Audit Committee will review the debit and credit records, verify the deposits of funds received and of those funds expended, and ensure that proper receipts are present. Any discrepancies noted must be reconciled with the Secretary-Treasurer. If reconciliation of discrepancies is not possible, the Second Vice-President will report this matter to the Chair of the Board of Directors immediately.

In addition to the Secretary-Treasurer's financial records, the Audit Committee should review the financial records of any committee or individual who received funding from the Division

during the particular fiscal year. This would include any grants or financing in addition to, but not including, revolving funds. Monies dispersed to revolving funds should have receipts within the Secretary-Treasurer's records.

The Second Vice-President will provide a report to the membership that will simply report the financial records as "in order", or "not in order". Any report of financial records "not in order" must include a statement of remedial action required. See *Constitution: Article VI - Offices and Duties of the Vice-Presidents* See *Secretary-Treasurer By-Law: Article XII - Financial Authority and Responsibility*

#### **Additional Responsibilities of the Second Vice-President**

- The Second Vice-President may be assigned special duties by the President.

## Secretary-Treasurer

**Position:** Elected

**Term:** One year, defined as between Annual Conferences

The Secretary-Treasurer may succeed himself or herself. In the interest of the Division, extended tenures for a Secretary-Treasurer are desirable.

### *Constitutional Responsibilities:*

#### ● Constitution: Article VII - Office and Duties of the Secretary-Treasurer

Section 1. The Secretary-Treasurer shall keep the records and minutes of the Division, receive all dues, fees and other receipts due the Division, and keep a just and accurate account between the Division and its members, as provided for in Article XII of the By-Laws.

Section 2. He or she shall issue each member, upon payment of annual dues, a membership card to bear the imprint of the year for which issued. The membership cards are to be of different colors for successive years.

Section 3. He or she shall draw all warrants and sign same for the expenses of the Division when directed by the Constitution, the Division or Board of Directors. Such warrants above the sum established in the By-Laws are to be countersigned by the President.

Section 4. He or she shall submit at the Annual Meeting an official and audited report of all financial receipts and expenditures pertaining to the General Account, an accounting of the official proceedings of the previous Business Meeting, an accounting of the Division membership, any correspondence related to the activities of the Division, and any other matters of interest to the membership.

### Policies and Procedures

#### Section 1. - Financial:

The Secretary-Treasurer is responsible for maintaining the Division's General Account. This requires establishing a commercial checking account (non-interest bearing) that includes the provision of counter-signature for amounts above \$250.00. A signature card for the President must be obtained. A Secretary-Treasurer who is seeking re-election should obtain a new signature card for completion by the new President at the Annual Conference.

The Secretary-Treasurer will deposit all received checks or other monies in the General Account. Checks should not be held longer than 30 days. Bank statements must be balanced with the Division's financial records.

Records of all funds received and debits issued should be maintained according to standard accounting practices. The Secretary-Treasurer should keep a financial ledger which contains all transactions in chronological sequence. See *By-Law: Article XII - Financial Authority and Responsibility*

The Secretary-Treasurer must provide all financial records for auditing purposes. See *By-Law: Article XI - Audit Committee*

### Section 1 - Recordskeeping

The Secretary-Treasurer is responsible for keeping the minutes of all Annual Business Meetings as well as minutes of Board of Directors meetings. The Secretary-Treasurer should attend these meetings whenever possible, and should make arrangements for minutes recording at those meeting that he or she cannot attend. A Division tape recorder is available for audio recordings of these meetings; however, such recordings often contain inaudible portions. Written notes are therefore required.

The Secretary-Treasurer maintains the Division's membership list, which contains all active and associate members in good standing, and current life active members. Maintenance of records includes updating information concerning changes in address, employment, etc. Any such changes are also forwarded to the Editor-Historian. The Secretary-Treasurer also maintains prior Division records concerning membership.

When new applications are received, they should be noted as pending, and a copy of the application is immediately forwarded to the Chair of the Science and Practice Committee for approval. If approved, the member will be entered as in good standing according to the Constitution and By-Laws. An application that is not approved will require a letter from the Secretary-Treasurer to the applicant stating the application is not approved, and a refund of the submitted annual dues. The application fee is not refundable. As noted in the current By-Laws, approved memberships received after October 1 apply for the remainder of that calendar year and the following year. The Secretary-Treasurer also keeps a record of the recommending member of each new applicant. Current policy provides a suspension of dues for the following year for any member recommending three new members during the calendar year.

The Secretary-Treasurer will provide the names and other information about new applicants to the Editor-Historian for publication. The Secretary-Treasurer will provide the Editor-Historian an updated mailing list on a quarterly basis and in accordance with the newsletter publication schedule.

The Secretary-Treasurer should prepare and mail dues notices for the following year to all active and associate members in good standing during the last two months of the calendar year.

Recordskeeping also involves an accounting of all official correspondence received on behalf of the Division, and all official correspondence issued by authority of the Division.

Section 2: The Secretary-Treasurer arranges for the printing of membership cards. Templates should be available. The cards must be of a different color than those of the preceding year.

Section 3: The Secretary-Treasurer must have a record of authorization for issuing warrants, such as recorded minutes, letters of authorization, voice vote records, or, in the case of revolving accounts, furnished copies of receipts.

Section 4: The Secretary-Treasurer is responsible for two reports at the Annual Business Meeting. The first is the reading of the minutes from the previous Annual Business Meeting. If the minutes have been published in the newsletter in the interval since the last meeting, an official reading may be suspended.

The second report is the Secretary-Treasurer's annual report and consists of three major areas: financial; membership; and correspondence. Other matters may be included, but are not required.

The financial report is a statement of the General Account which includes the following:

- Balance of funds at the last audited report;
- Monies received according to source (dues, fees, conference profits, other income)
- Expenditures
- Closing balance

The membership report is a statement of the current membership in good standing according to category of membership. The report will contain the number of new members accepted since the last Annual Conference.

The correspondence report is a summary of correspondence received along with any actions taken, and a summary of official correspondence performed in the interest of the Division.

See *By-Law: Article XII - Financial Authority and Responsibility*

### ● **Constitution: Article VIII - Office and Duties of the Editor Historian**

Section 2. The Editor-Historian shall be granted a revolving fund as set forth in the By-Laws. The Secretary-Treasurer shall pay other publication expenses incurred, upon the presentation of proper vouchers, and subject to Article VII, Section 3, of this Constitution.



### *Policies and Procedures*

Section 2. The Editor-Historian has a revolving fund from which to pay immediate expenses associated with the publication and mailing of the newsletter. Additional charges may occur which exceed the balance of the revolving fund which may be submitted in the form of an invoice. These may be paid without additional approval. Receipts for expenses incurred by the Editor-Historian paid from the revolving fund will be compensated by the Secretary-Treasurer as promptly as possible.

#### ● **Constitution: Article X - Duties of the Board of Directors**

Section 2. The Board of Directors shall have full and total control of the affairs of the Division during its recesses to include any action involving the good of the Association. Actions of the Board shall be by a majority vote of the elected members. The Chair shall not vote except when a tie vote is recorded. The Board of Directors shall have final authority over any and all expenditures of Division funds during its recesses.

### *Policies and Procedures*

Section 2. The Secretary-Treasurer must have authorization from the Board of Directors for any warrants issued other than those provided for by the Constitution and By-Laws, or approved at the Annual Conference. See *Constitution: Article VII - Office and Duties of the Secretary-Treasurer*

#### ● **Constitution: Article XI - Meetings**

Section 6. The Secretary-Treasurer shall keep an account of the proceeding of the conference. At the President's discretion, a member in good standing may be appointed to assist the Secretary-Treasurer in this accounting.

### *Policies and Procedures*

Section 6. The Secretary-Treasurer is responsible for keeping minutes of the Annual Business meeting in accordance with Roberts Rules of Order, Revised. The Secretary-Treasurer should freely request the President to appoint another person to assist in this task. See *Constitution: Article VII - Office and Duties of the Secretary-Treasurer*

#### ● **By-Law: Article 1 - Applications for Membership**

Section 1. Applications for Active or Associate Membership shall be made upon the official form of the Division and submitted to the Secretary-Treasurer along with a five dollar (\$5.00) application fee and the annual dues and assessments in the amount set forth herein.

Section 2. Applications for Life Active shall be made in writing to the Secretary-Treasurer, and shall declare the inclusive years of active membership. The Secretary-Treasurer shall verify the years of continuous membership, and, if valid, shall report the application to the Board of Directors. Bona fide life active members shall receive a suitable certificate of life active status, and their names shall be reported at the next annual Business Meeting.

### *Policies and Procedures*

Section 1. The Division's membership application form is regularly published in the newsletter. However, the Secretary-Treasurer maintains a supply of application forms and makes them available when required. The Secretary-Treasurer should propose any changes to the design of the form according to any changing needs for information.

The Secretary-Treasurer reviews all new applications for completeness, including the membership status of the sponsor. Applications sponsored by a member not in good standing are not valid. The Secretary-Treasurer verifies the qualifications for type of membership indicated, and, if in error, makes necessary corrections.

A record is kept of the pending application and the sponsor. Membership applications are then forwarded as appropriate. See *Constitution: Article VII - Office and Duties of the Secretary-Treasurer*

Approved members will be sent a letter of welcome and a membership card. Approved members also receive a Division membership certificate. The Secretary-Treasurer is responsible for the completion and mailing of this certificate, and the printing of additional certificates as required. See *By-Law: Article II - Dues and Assessments*

Section 2. As stated, application for Life Active membership must be in writing and must contain the years included. The Secretary-Treasurer verifies the continuous membership of the applicant. If the application is valid, the Secretary-Treasurer forwards the verified application to the Chair of the Board of Directors for final approval. If the application is not valid, the Secretary-Treasurer will inform the applicant of the discrepancy. A copy of this letter is provided the Chair of the Board. The Board of Directors may then decide what corrective action, if any, is possible. Approved Life Active applications require the Secretary-Treasurer to complete and mail the appropriate certificate. The issue of a Life Active status is included in the Secretary-Treasurers report. See *Constitution: Article VII - Office and Duties of the Secretary-Treasurer*

### ● **By-Law: Article II - Dues and Assessments**

Section 2. Dues paid to the Division by any new applicant between January 1 and September 30 shall be applied to the dues for that calendar years only; dues paid by a new applicant between October 1 and December 31 shall apply to the following calendar year.

Section 4. Any member who is delinquent as of the end of the month preceding the Annual Conference in the payment of dues for the current year is deemed to be not in good standing. It shall be the duty of the Secretary-Treasurer to notify such member of the fact immediately thereafter, and to remove such member's name from the mailing list of the Division.

Section 5. In the event a member is not in good standing for non-payment of dues, as provided in the preceding Section, or has otherwise withdrawn his or her membership while in good standing, he or she may be reinstated upon payment of the current year's dues, plus any arrears, not to exceed five years of current annual dues. Payment of arrears shall not be construed as consecutive membership.

#### *Policies and Procedures*

Section 2. Since applications which are approved after October 1 and before January 1 are for the following year, the Secretary-Treasurer must arrange for the printing of membership cards for the following year prior to October 1.

Section 4. There is no constitutional requirements concerning the time of the Annual Conference, but these are traditionally held in April or May; therefore the change in status to a member who has not paid dues will vary according to the conference date.

Although dues are payable on the January 1 for that calendar year, most members do not pay dues until after that date. The Secretary-Treasurer should send at least one reminder notice to those who have not paid the annual dues. Selection of when to mail these reminders is at the discretion of the Secretary-Treasurer. Those who fail to pay by the deadline as set in this section will be informed of their status by letter.

Section 5. Although a member may fail to pay dues before the end of the month preceding the Annual Conference, payment after that date is accepted and returns the member to a good standing status. Arrears payments will probably be minimal since payment of arrears no longer applies to possible Life Active status.

#### ● **By-Law: Article IV - Annual Conference**

Section 1. The presiding officer of the Annual Conference shall be guided by the Division's manual of Roberts Rules of Order (Revised) and the order of business shall be as follows:

- A. Calling the meeting to order by the President or designee.
- B. Reading of the minutes of the previous Annual Business Meeting.
- C. Report of the Secretary-Treasurer
- D. Report of the Chairperson of the Board of Directors
- E. Report of the Committees
- F. Election of Officers
- G. Unfinished business.

- H. New business.
- I. Adjournment.

*Policies and Procedures*

Section 1. The Secretary-Treasurer is responsible for the Division's copy of Roberts Rules of Order (Revised) and will provide this at the Annual Conference.

The Secretary-Treasurer reads the minutes of the previous Annual Business Meeting for approval, and offers the Secretary-Treasurer's report. See *Constitution: Article VII - Office and Duties of the Secretary-Treasurer*

● **By-Law: Article V - Committees on Certification**

Section 5. Each certification committee shall elect a chair to coordinate the affairs of the committee. The chair shall be granted a revolving fund of two hundred and fifty dollars (\$250.00) for expenses associated with the functions of the committee. A statement of the financial activities of each committee shall be published annually in the Division newsletter and shall be reported to the membership during the Annual Business Meeting.

*Policies and Procedures*

Section 5. Each certification committee receives a fee payment from the Parent Body for each transaction performed concerning certification. This may be sent directly to the Secretary-Treasurer from the Parent Body, or forwarded to the Secretary-Treasurer from the Division's committee chair. Committee chairs will send receipts to the Secretary-Treasurer for reimbursement of expenses incurred.

The Secretary-Treasurer will receive a copy of each certification committee's report to be included in the minutes of the Annual Business Meeting.

● **By-Law: Article VI - Nominating Committee**

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

*Policies and Procedures*

Section 1. The Secretary-Treasurer is a member of the Nominating Committee and is responsible for a record of its proceedings to include the slate of officers recommended by the committee.

● **By-Law: Article VII - Training Committee**

Section 4. The Training Committee shall establish any and all registration fees associated with workshops or seminars other than the Annual Conference. A special fund shall be created by the Board of Directors for support and promulgation of workshops and seminars. Said funds shall be managed by the Training Committee, but any expenditures in excess of the special funding accounts must be authorized by the Board of Directors. Revenues generated by any workshop or seminar will be deposited in the General Account.

*Policies and Procedures*

Section 4. Self-explanatory

● **By-Law: Article IX - Resolutions Committee**

Section 2. The Resolutions Committee shall serve as a legislative body in proposing matters of interest or concern to the membership. Such matters shall include, but not be limited to, changes in the Constitution and By-Laws of the Division.

*Policies and Procedures*

Section 2. The Secretary-Treasurer will receive a copy of any resolutions proposed by this committee to be included in the minutes of the Annual Business Meeting. Some resolutions may direct the Secretary-Treasurer to prepare and send some form of communication, such as a letter of appreciation, contact with the Parent Body, etc.

● **By-Law: Article X - Scientific Research Committee**

Section 3. The Scientific Research Committee shall review any proposals and make recommendations based upon their review. If recommended, a proposal, in its entirety, shall be forwarded to the Board of Directors for final approval and funding.

Section 5. Upon completion of an approved research project, the recipient shall provide the Scientific Research Committee with the following:

- a) A final copy of the research project.
- b) An itemized record of all expenditures and receipts.

The Scientific Research Committee shall forward all reports and records of the completed project to the Board of Directors, who shall then provide all reports and records to the Secretary-Treasurer for safekeeping. The grant recipient may be required to present the research results at the Division's Annual Conference. At the discretion of the Editor-Historian, the project may be published in the Division's newsletter.

### *Policies and Procedures*

Section 3. The Secretary-Treasurer will be directed by the Chair of the Board of Directors to issue a warrant to the recipient if a project is approved.

Section 5. The Secretary-Treasurer will retain any research paper provided and ensure that a copy is provided to the Editor-Historian.

### ● **By-Law: Article XI - Audit Committee**

Section 2. The Audit Committee shall review and audit the financial records of the Secretary-Treasurer, and any officer, committee, or other person receiving funding from the Division during the year between Annual Conferences. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

### *Policies and Procedures*

Section 2. The fiscal year for the Illinois Division is defined as the first of the month immediately preceding the start of an Annual Conference to the first of the month preceding the following Annual Conference. The Secretary-Treasurer shall prepare for the Second Vice-President as chair of the Audit Committee a summary of all financial transactions which occurred within this established fiscal year for inspection and review. This summary shall include a report of all credits and debits in accordance with standard accounting procedures, and shall include the following line items:

1. Membership dues received during the fiscal year;
2. Proceeds from the previous Annual Conference;
3. Proceeds from any workshops and seminars conducted during the fiscal year;
4. Any other credits received identified by source;
5. An itemized record of any Division expenditures;
6. An itemized record of any monies paid to authorized revolving funds;
7. Any other debits incurred identified by type;
8. A statement of balance of the General Account;
9. An inventory of all Division property.

The Secretary-Treasurer will also provide a running summary of financial transactions to the Second Vice-President as chair of the Audit Committee a quarterly report of the General Account.

The Secretary-Treasurer shall maintain a copy of all financial transactions of the Division for a period of no less than five years.

● **By-Law: Article XII - Financial Authority and Responsibility**

Section 1. The Secretary-Treasurer shall establish a bank account in the name of the Division for the purpose of maintaining all monies associated with the General Account. The Secretary-Treasurer shall ensure that sufficient funds are available for conducting Division business. Any funds in excess of anticipated annual expenses may be invested in bank certificates or deposits which provide reasonable financial return for the Division. Such investments shall be part of the Secretary-Treasurer's report as provided in Article VII of the Constitution.

Section 2. The Secretary-Treasurer shall receive all proceeds of the Division for deposit in the General Account that are the direct result of annual dues, the Annual Conference, and other activities of the Division. The Secretary-Treasurer shall issue warrants based upon submission of proper receipts any expenditures from any authorized revolving funds. Upon direction of the Board of Directors, the Secretary-Treasurer shall provide any payments above those stated in any section of these By-Laws.

Section 3. The Secretary-Treasurer shall be authorized to issue warrants from the General Account in payment of all debits approved by the Division or Board of Directors, or as provided for in the Constitution and By-Laws, not to exceed two hundred and fifty dollars (\$250.00). Warrants issued for any amount exceeding two hundred and fifty dollars shall require counter-signature of the President.

Section 4. The Secretary-Treasurer shall issue the Editor-Historian a revolving fund up to five hundred dollars (\$500.00) for expenses related to the preparation and mailing of each newsletter. The Editor-Historian shall furnish the Secretary-Treasurer with all receipts associated with any expenditures from this revolving fund.

Section 5. The Secretary-Treasurer shall issue to each committee sufficient funds to maintain any specified revolving fund. Upon termination or inactivity of any program or committee, the remaining revolving funds shall be transferred to the General Account. Expenditures from the revolving fund shall be issued upon approval of the committee only, and shall be restricted to only those expenses associated with committee activities. A report of the finances of each funded committee shall be presented at the Annual Business Meeting.

Section 6. Upon the presentation of proper receipts, the Secretary-Treasurer shall reimburse all reasonable travel expenses associated with any meeting authorized for such reimbursement by the Board of Directors.

Section 7. A special fund shall be created by the Board of Directors for support and promulgation of the Annual Educational Conference. Said funds shall be managed by the President with expenditures in excess of the special funding accounts authorized by the Board of Directors.

Section 8. Reasonable lodging and banquet costs for the Division's Annual Educational Conference shall be funded for the Secretary-Treasurer and Editor-Historian.

Section 9. Round-trip coach air-fare or mileage based upon \$.25 per mile, whichever is lesser, and reasonable lodging expenses shall be funded for the Division President, or his or her designee upon approval of the Board of Directors, to attend the next available Parent Body, International Association for Identification Annual Educational Conference.

Section 10. The Board of Directors may alter any specified expenditure or special funding based upon the financial condition of the Division.

### *Policies and Procedures*

Section 1. The Division does not currently have a tax exempt status, and, as a consequence, investment of funds into interest-bearing accounts is unadvisable. The Secretary-Treasurer will inform the Chair of the Board of Directors if the General Account reaches a balance under \$1,000.00. See *Constitution: Article VII - Office and Duties of the Secretary-Treasurer*

Section 2. Self-explanatory

Section 3. See *Constitution: Article VII - Office and Duties of the Secretary-Treasurer*

Section 4. See *Constitution: Article VIII - Office and Duties of the Editor-Historian*

Section 5. Self-explanatory See **Committees - Certification**

Section 6. Any additional meetings authorized by the Board of Directors will be reimbursed provided receipts are furnished.

Section 7. The Secretary-Treasurer will issue funds to the incoming President according to the authorization of the Board of Directors.

Section 8. The Secretary-Treasurer's and the Editor-Historian's lodging and banquet expenses will be funded by the Division, including registration fees.

Section 9. The Secretary-Treasurer is authorized to advance the President or the designee the travel costs of air fare and Parent Body registration costs. Evidence of these amounts, such as a travel agency quote or published registration fees, will be provided with the request for the advance. Additional expenses involved in the travel will require proper receipts.

Section 10. Self-explanatory



## ● **By-Law: Article XIII - Burton J. Buhrke Award**

Section 2. Any member may nominate a candidate for the Burton J. Buhrke award by submitting, in writing, a description of the significant contribution of the nominee. Such nominations shall be submitted to the Secretary-Treasurer prior to January 31 of the calendar year of the proposed award.

### *Policies and Procedures*

Section 2. The Secretary-Treasurer will verify that a nomination has been submitted by a member in good standing. Copies of the nomination will be mailed to the Chair and each member of the Board of Directors within 10 days of receipt.

### **Additional Responsibilities of the Secretary-Treasurer**

- The Secretary-Treasurer shall attend the Annual Business Meeting and all meetings of the Board of Directors whenever possible, and shall keep of record of the business conducted.
- The Secretary-Treasurer shall provide the Parent Body's Division Representative and the Parent Body's Secretary-Treasurer with a report of the division's activities in accordance with the procedures of the Parent Body, presently established as no later than thirty days prior to the Parent Body's Annual Conference.
- The Secretary-Treasurer shall forward copies of all correspondence received and all correspondence written on behalf of the Division to the President.
- The Secretary-Treasurer shall provide letters verifying member attendance at the Annual Conference when required by invoice regulations.
- The Secretary-Treasurer will send to the First Vice-President of the Parent Body the name and address of the Division's recommendation for Parent Body Regional Representative.
- The Secretary-Treasurer shall arrange for the printing of Certificates of Attendance, and shall ensure an ample supply is available for each Annual Conference, workshop or seminar.
- The Secretary-Treasurer will promptly provide the Parent Body any approved changes to the Division's Constitution and By-Laws in accordance with the Parent Body's requirements. Such changes will be sent to the Parent Body's Secretary-Treasurer along with a cover letter which states these changes have been provided for Parent Body approval. Normally the action of the Parent Body will occur at its next Annual Conference, and the Parent Body's action will be conveyed to the Division's Secretary-Treasurer after the meeting.

## Editor-Historian

**Position:** Elected

**Term:** One year, defined as between Annual Conferences

It is highly desirable for an Editor-Historian who is both interested and effective to be re-elected to this position.

### *Constitutional Responsibilities:*

#### ● **Constitution: Article VIII - Office and Duties of the Editor-Historian**

Section 1. The Editor-Historian shall receive all articles and items of interest pertinent to the identification and investigation professions, edit them when necessary, and prepare them for inclusion in the Division's quarterly publication. He or she shall secure such other beneficial publicity for the organization as may be in his or her power, and perform such other duties as may be designated by the Division.

Section 2. The Editor-Historian shall be granted a revolving fund as set forth in the By-Laws. The Secretary-Treasurer shall pay other publication expenses incurred, upon the presentation of proper vouchers, and subject to Article VII, Section 3, of this Constitution.

Section 3. The Editor-Historian shall search for, collect, and have custody of all items of historical interest to the Division. He or she shall identify and mark each item and acknowledge the donor of each.

### *Policies and Procedures*

Section 1. The Editor-Historian will establish whatever methods, policies and procedures are required for the execution of his or her official duties. The Division's quarterly publication is normally distributed at the end of the months of June, September, December and March. Although the actual means of producing and distributing the Division's quarterly publication is discretionary, this schedule is best suited for providing information regarding the Division's training seminars and conferences.

The Editor-Historian gathers information for publication in the form of the following: 1) technical articles submitted directly for publication; 2) technical articles from other publications; 3) reports from officers and committees within the Division; 4) information regarding upcoming training and conferences; and, 5) advertisements and notices. This information is edited and organized into a draft form for final publication. Disclaimers regarding the Division's liability concerning the accuracy of the stated facts are noted when necessary.

The layout of the newsletter is established and printed. The Editor-Historian will receive a current mailing list from the Secretary-Treasurer on a timely basis. See **Secretary-Treasurer Constitution: Article VII - Office and Duties of the Secretary-Treasurer**

Each member is issued a quarterly newsletter that is mailed first class. Additional newsletters are mailed to the editors of other divisions, to the President and Secretary-Treasurer of the Parent Body, and to the parties responsible for articles and advertisements in that particular issue.

Section 2. The Editor-Historian is currently granted a revolving fund of \$500.00 for printing and mailing of the Division's quarterly publication. Receipts of expenditures should be forwarded to the Secretary-Treasurer for reimbursement. See *By-Law: Article XII - Financial Authority and Responsibility* See **Secretary-Treasurer By-Law: Article XII - Financial Authority and Responsibility**

Section 3. The Editor-Historian should attempt to provide a display of the Division's historical items at each Annual Conference.

#### ● **By-Law: Article VI - Nominating Committee**

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

#### *Policies and Procedures*

Section 1. The Editor-Historian is a member of this committee.

#### ● **By-Law: Article X - Scientific Research Committee**

Section 5. Upon completion of an approved research project, the recipient shall provide the Scientific Research Committee with the following:

- (a) A final written copy of the research project.
- (b) An itemized record of all expenditures and receipts.

The Scientific Research Committee shall forward all reports and records of the completed project to the Board of Directors, who shall then provide all reports and records to the Secretary-Treasurer for safekeeping. The grant recipient may be required to present the research results at the Division's Annual Conference. At the discretion of the Editor-Historian, the project may be published in the Division's newsletter.

*Policies and Procedures*

Section 5. The Editor-Historian will consider the report as any other item for publication consideration, including any editing that may be required.

● **By-Law: Article XII - Financial Authority and Responsibility**

Section 4. The Secretary-Treasurer shall issue the Editor-Historian a revolving fund up to five hundred dollars (\$500.00) for expenses related to the preparation and mailing of each newsletter. The Editor-Historian shall furnish the Secretary-Treasurer with all receipts associated with any expenditures from this revolving fund.

Section 8. Reasonable lodging and banquet costs for the Division's Annual Educational Conference shall be funded for the Secretary-Treasurer and Editor-Historian.

*Policies and Procedures*

Section 4. The Editor-Historian utilizes the revolving fund for printing and mailing costs. Upon submission of receipts for expenses incurred in the preparation and mailing of an issue, the Secretary-Treasurer will reimburse the Editor-Historian. In this manner the revolving fund will be maintained.

Section 8. The Secretary-Treasurer will pay the Editor-Historian's lodging for the entire conference as well as the banquet fee.

**Additional Responsibilities of the Editor-Historian**

- The Editor-Historian may receive various items to preserve as part of the Division's history. Receipt of items should be acknowledged, and a record of the items should be provided to the Secretary-Treasurer.
- The Editor-Historian should maintain at least one copy of each newsletter as part of the Division's historical record.
- The Editor-Historian will communicate with other Division editors, as well as individuals and companies involved in the identification fields, allowing for a source of information beneficial for inclusion in the newsletter.

## Sergeant-at-Arms

**Position:** Elected

**Term:** One year, defined as between Annual Conferences

### *Constitutional Responsibilities:*

● **Constitution: Article IX - Office and Duties of the Sergeant-at-Arms**

Section 1. The Sergeant-at-Arms shall have command of the outer door of the meeting hall and will permit no one to enter who is not properly qualified. He or she shall assist the President in preserving order, and may perform other duties as the President may direct.

Section 2. He or she shall ensure that only active members in good standing or life active members shall vote or cast ballots at the annual election of officers and directors.

### *Policies and Procedures*

Section 1. The Sergeant-at-Arms shall enforce all rulings from the chair at the Annual Conference concerning admittance into the room. Normally all speakers' presentation are open to registered attendees regardless of membership status. The President may direct the Sergeant-at-Arms to verify those in attendance are duly registered.

The Annual Business Meeting may be declared closed by an approved motion. In the event the Business Meeting is declared closed, the Sergeant-at-Arms will verify membership status for all who enter.

Section 2. The Sergeant-at-Arms must be prepared for a ballot vote that may be required during the election of officers and directors. The Sergeant-of-Arms should have available paper ballots for such elections. The Sergeant-at-Arms shall be in charge of the actual balloting, and shall be responsible for the tabulation of the ballots. In the instance a ballot vote is taken, the Sergeant-at-Arms will seek two members who will assist in this tabulation. The announcement of the ballot results will declare the winner, but will not reveal the actual tabulation.

● **By-Law: Article VI - Nominating Committee**

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

Section 2. The Nominating Committee shall receive recommendations from any member who wishes to propose a candidate or candidates for election, and after considering all so nominated, shall make an official list of nominees. The list of candidates shall be posted by 10:00 am of the day of the Annual Business Meeting.

*Policies and Procedures*

Section 1. The Sergeant-at-Arms is a member of this committee.

Section 2. The Sergeant-at-Arms is responsible for posting this list of candidates in a prominent place within the meeting room.

**Additional Responsibilities of the Sergeant-at-Arms**

- The Sergeant-at-Arms is frequently called upon by the President to assist in the running of the Annual Conference.

## Chair, Board of Directors

**Position:** Automatic succession from President

**Term:** One year, defined as between Annual Conferences

The Chair of the Board of Directors may not serve more than one term. The Chair may seek election to the Board or other office after his or her term. In the event a President cannot automatically become Chair of the Board of Directors, a member of the elected Board shall be selected by the Board of Directors to serve as chair pro tem.

### *Constitutional Responsibilities*

#### ● **Constitution: Article X - Duties of the Board of Directors**

Section 1. The Board of Directors shall act as an advisory committee to the President in regards to all matters before the Division, including the Annual Conference, and shall approve all expenditures for the Annual Conference advanced from the Division's accounts.

Section 2. The Board of Directors shall have full and total control of the affairs of the Division during its recesses to include any action involving the good of the Association. Actions of the Board shall be by a majority vote of the elected members. The Chair of the Board shall not vote except when a tie vote is recorded. The Board of Directors shall have final authority over any and all expenditures of Division funds during its recesses.

Section 3. The Board of Directors shall have the power to try any member or officer of the Division upon any charge affecting his or her honor or conduct unbecoming to a member or an officer, provided the charges are made in writing and signed by the member making the charge. Any such written charges against any officer or member shall first be placed in the hands of the President, who shall, within ten days, lay the matter before the Board of Directors for consideration and the Board shall thereupon send a copy of said charges to the accused by certified mail, and the accused shall have thirty days in which to answer in writing to said charges. After a hearing on the said charges, the Board shall have the power, if the accused is found guilty by a majority vote, to expel, censure, or admonish said member or officer. Such decision may be appealed to the general membership of the Division at the next Annual Meeting, and the finding and order of the Board shall become final unless the Board is overruled by a vote of two-thirds of the membership present and voting.

Section 4. In the event any member of the Board of Directors is involved in the actions as described in Section 3 of this Article, either as the accused or as the accuser, or as witness for either party, that member of the Board shall be considered immediately disqualified and barred from any and all Board deliberations on this issue. Such disqualification of deliberation shall require the President to appoint a Division active or life active member, in good standing, to

serve as a Board Member Pro Tem. The Board Member Pro Tem shall participate and vote as a member of the Board only for the purpose of resolving the charges filed in accordance with Section 3 of this Article.

Section 5. The Board of Directors shall hold at least one recorded meeting between annual conferences, as provided for in Article XI. This meeting may be conducted telephonically or in assembly at the discretion of the Chair of the Board of Directors. In the event it is deemed necessary to conduct a meeting by assembly, all Board members in attendance shall be reimbursed for all reasonable expenses by the Secretary-Treasurer from the General Accounts as provided in Article XII of the By-Laws.

### *Policies and Procedures*

Section 1. The Chair of the Board of Directors, as the immediate past President, acts as the primary contact between the President and the remaining Directors. Requests from the President concerning Board action, including funding, are directed to the Chair of the Board of Directors.

Section 2. As the controlling body of the Division in between Annual Conference, the Board of Directors may be required to consider or act upon various matters which are in the interest of the Division. The Chair is responsible for presenting all information related to a matter for the Board's attention. This can include written correspondence to all Board Directors, or, in cases requiring urgent attention, a telephone contact.

The Chair is responsible for preparing an agenda for all Board of Directors meetings. Agenda items should be solicited from the officers and directors of the Division in advance of the time of the meeting.

All actions taken by the Board of Directors, including appropriation of any fund from the General Account, requires a vote of the Board. The Chair may cast a ballot only in those instances in which a tie vote of the Directors is recorded.

The Chair may also convene a meeting of the Executive, which includes all officers and directors for general discussion of matters of interest concerning the Division. In such meetings, matters restricted to a vote of the Board may be required. The Chair shall ensure that only votes from directors are recorded.

Section 3. Self explanatory

Section 4. Self explanatory

Section 5. The Chair at any time may decide to conduct a meeting of the Board of Directors. Usually a Board of Directors meeting, in assembly, will be held at the time of the Division's workshop. However, the Chair is empowered to assemble the Board of Directors for cause at any time.



A Board of Directors meeting is usually held in conjunction with the Annual Conference, and is usually scheduled for the evening preceding the start of the conference. Although not required, the remaining officers are invited to attend. The Chair may not restrict attendance to Board meetings unless there is discussion or deliberation about charges against an officer or member. See *Constitution: Article XI - Meetings*

### ● **Constitution: Article XI - Meetings**

Section 2. The Annual Meeting or Annual Educational Conference of this Division shall be held at a time and place to be selected by the President and approved by the Board of Directors.

Section 5. All members are entitled to the floor of the Annual Meeting or other deliberative assemblies of said annual educational conference, business meetings, committee meetings, or of the Board of Directors. However, the Board of Directors reserves the right to exclude any member from the deliberations, testimony or voting concerning charges against an officer or member. Certification committees may exclude any member from deliberations or voting concerning any applicant for certification.

No member shall have the right to vote in the deliberations of any committee meeting or Board of Directors meeting except those so elected or appointed. Only those holding active or life active membership in good standing are entitled to vote upon motions before the conference or in election of officers.

Section 10. All meetings of the Board of Directors shall be considered legal and binding for the transaction of any and all Division business.

### *Policies and Procedures*

Section 2. The President will present conference time and place to the Board of Directors for the mid-year meeting. In the event the Chair decides no mid-year meeting is required, the Chair will obtain the conference information from the President, and shall poll the Board of Directors for approval.

Section 5. Self explanatory

Section 10. Whenever possible, the Secretary-Treasurer should be included in assembled meetings of the Board of Directors for the purpose of recording all transactions. The Chair will ensure that all other actions by the Board of Directors that occur without the presence of the Secretary-Treasurer are recorded and forwarded to the Secretary-Treasurer for safekeeping.

### ● **By-Law: Article II - Dues and Assessments**

Section 3. The Board of Directors is empowered, by unanimous vote only, to levy assessments upon the membership, when in its judgment the needs of the Division require such action.

*Policies and Procedures*

Section 3. This is an emergency provision that will probably not be used.

● **By-Law: Article III - Quorum**

Section 2. Three elected members shall constitute a quorum for any meeting of the Board of Directors.

Section 3. Six elected members shall constitute a quorum for any meeting of the Executive, provided at least three are members of the Board of Directors.

*Policies and Procedures*

Section 2. Self explanatory

Section 3. Self explanatory

● **By-Law: Article VI - Nominating Committee**

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

Section 2. The Nominating Committee shall receive recommendations from any member who wishes to propose a candidate or candidates for election, and after considering all so nominated, shall make an official list of nominees. This list of candidates shall be posted by 10:00 am of the day of the Annual Business Meeting.

*Policies and Procedures*

Section 1. The Chair of the Board of Directors conducts the meeting of the Nominating Committee. If necessary, the Chair may vote in this committee.

Section 2. The Chair will ensure that a list of nominees is prepared, and will direct the Sergeant-at Arms to post the list in compliance with this section.

● **By-Law: Article VII - Training Committee**

Section 4. The Training Committee shall establish any and all registration fees associated with workshops or seminars other than the Annual Conference. A special fund shall be created by the Board of Directors for support and promulgation of workshops and seminars. Said funds shall be managed by the Training Committee, but any expenditures in excess of the special

funding accounts must be authorized by the Board of Directors. Revenues generated by any workshop or seminar will be deposited in the General Account.

*Policies and Procedures*

Section 4. Requests for any additional funding will be forwarded to the Chair of the Board of Directors for Board consideration.

● **By-Law: Article X - Scientific Research Committee**

Section 3. The Scientific Research Committee shall review any proposals and make recommendations based upon their review. If recommended, a proposal, in its entirety, shall be forwarded to the Board of Directors for final approval and funding.

*Policies and Procedures*

Section 3. The Chair will distribute any recommendation for funding from the Scientific Research Committee to the directors for deliberation.

● **By-Law: Article XI - Audit Committee**

Section 2. The Audit Committee shall review and audit the financial records of the Secretary-Treasurer, and any officer, committee, or other person receiving funding from the Division during the year between Annual Conferences. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

*Policies and Procedures*

Section 2. In the event the review and audit of the Division's financial records reveals a discrepancy which cannot be reconciled between the Audit Committee and the Secretary-Treasurer, the Second Vice-President will report this problem to the Chair of the Board of Directors. The Chair shall immediately bring this matter to the attention of the Board.

● **By-Law: Article XII - Financial Authority and Responsibility**

Section 3. The Secretary-Treasurer shall be authorized to issue warrants from the General Account in payment of all debits approved by the Division or Board of Directors, or as provided for in the Constitution and By-Laws, not to exceed two hundred and fifty dollars (\$250.00). Warrants issued for any amount exceeding two hundred and fifty dollars shall require counter-signature of the President.

Section 6. Upon the presentation of proper receipts, the Secretary-Treasurer shall reimburse all reasonable travel expenses associated with any meeting authorized for such reimbursement by the Board of Directors.

Section 7. A special fund shall be created by the Board of Directors for support and promulgation of the Annual Educational Conference. Said funds shall be managed by the President with expenditures in excess of the special funding accounts authorized by the Board of Directors.

Section 9. Round-trip coach air-fare or mileage based upon \$.25 per mile, whichever is lesser, and reasonable lodging expenses shall be funded for the Division President, or his or her designee upon approval of the Board of Directors, to attend the next available Parent Body, International Association for Identification Annual Educational Conference.

Section 10. The Board of Directors may alter any specified expenditure or special funding based upon the financial condition of the Division.

### *Policies and Procedures*

Section 3. The Chair of the Board of Directors will forward, in writing, a record of any funding approved by the Board.

Section 6. Any request from a member of the Board of Directors for travel expenses will be presented to the Chair of the Board of Directors for deliberation by the entire Board.

Section 7. The Chair of the Board of Directors shall receive from the President any funding required for conference preparations. The Board of Directors must approve any funding provided.

If the President requires additional funding for conference preparations, such requests will be made to the Chair of the Board of Directors, who shall immediately poll the directors.

Section 9. The Chair of the Board of Directors shall place the item of funding for the President's attendance at the next Parent Body Annual Conference on the agenda at the mid-year meeting. The First Vice-President will provide the Board with projected travel lodging costs. See **First Vice-President By-Law: Article XII - Financial Authority and Responsibility**

Section 10. See **Directors Article XII - Financial Authority and Responsibility**

### ● **By-Law: Article XIII - Burton J. Buhrke Award**

Section 2. Any member may nominate a candidate for the Burton J. Buhrke award by submitting, in writing, a description of the significant contribution of the nominee. Such nominations shall be submitted to the Secretary-Treasurer prior to January 31 of the calendar year of the proposed award.

Section 3. Selection of the recipient of the Burton J. Buhrke award from any nominees shall be made by the Board of Directors. If, in the opinion of the Board of Directors, no individual meets the requirements as set forth, no award will be given.

*Policies and Procedures*

Section 2. Self explanatory

Section 3. The Chair of the Board of Directors will poll the directors at least six weeks prior to the Annual Conference concerning any nominees for the Burton J. Buhrke Award so that arrangements for the award, if required, may be completed.

**Additional Responsibilities of the Chair of the Board of Directors**

- The Chair of the Board of Directors has the authority to convene any special meeting of the Board of Directors by setting the time, date and agenda. The Chair conducts the meeting at the pleasure of the Board.
  
- The Chair serves as the link between the President and the Board of Directors.

## Director

**Position:** Elected

**Term:** One year, defined as between Annual Conferences

*Constitutional Responsibilities:*

### ● **Constitution: Article X - Duties of the Board of Directors**

Section 1. The Board of Directors shall act as an advisory committee to the President in regards to all matters before the Division, including the Annual Conference, and shall approve all expenditures for the Annual Conference advanced from the Division's accounts.

Section 2. The Board of Directors shall have full and total control of the affairs of the Division during its recesses to include any action involving the good of the Association. Actions of the Board shall be by a majority vote of the elected members. The Chair of the Board shall not vote except when a tie vote is recorded. The Board of Directors shall have final authority over any and all expenditures of Division funds during its recesses.

Section 3. The Board of Directors shall have the power to try any member or officer of the Division upon any charge affecting his or her honor or conduct unbecoming to a member or an officer, provided the charges are made in writing and signed by the member making the charge. Any such written charges against any officer or member shall first be placed in the hands of the President, who shall, within ten days, lay the matter before the Board of Directors for consideration and the Board shall thereupon send a copy of said charges to the accused by certified mail, and the accused shall have thirty days in which to answer in writing to said charges. After a hearing on the said charges, the Board shall have the power, if the accused is found guilty by a majority vote, to expel, censure, or admonish said member or officer. Such decision may be appealed to the general membership of the Division at the next Annual Meeting, and the finding and order of the Board shall become final unless the Board is overruled by a vote of two-thirds of the membership present and voting.

Section 4. In the event any member of the Board of Directors is involved in the actions as described in Section 3 of this Article, either as the accused or as the accuser, or as witness for either party, that member of the Board shall be considered immediately disqualified and barred from any and all Board deliberations on this issue. Such disqualification of deliberation shall require the President to appoint a Division active or life active member, in good standing, to serve as a Board Member Pro Tem. The Board Member Pro Tem shall participate and vote as a member of the Board only for the purpose of resolving the charges filed in accordance with Section 3 of this Article.

Section 5. The Board of Directors shall hold at least one recorded meeting between annual conferences, as provided for in Article XI. This meeting may be conducted telephonically or in assembly at the discretion of the Chair of the Board of Directors. In the event it is deemed necessary to conduct a meeting by assembly, all Board members in attendance shall be reimbursed for all reasonable expenses by the Secretary-Treasurer from the General Accounts as provided in Article XII of the By-Laws.

### *Policies and Procedures*

Section 1. All funding not specifically designated in the Constitution and By-Laws must be authorized by the Board of Directors. The Board of Directors also authorizes any activities conducted in the name of the Division in any matter not specifically outlined in the Constitution and By-Laws.

Section 2. Directors serve as the elected representatives of the membership and are the primary authority in governing the activities of the Division. The Chair has the responsibility of maintaining order in any meeting of the Board of Directors by establishing the time, place and agenda for the meeting, but serves at the pleasure of the Directors. The Board is empowered to take any action in which a majority of Directors agree. The Chair may vote only if the Board is split.

Section 3. The Board of Directors is empowered to conduct its own independent investigation into any charges made against a member or officer in compliance with the Constitution. The Board has the authority to investigate these charges thoroughly.

The Board has three possible actions to consider if a member is found guilty of the charges. Each action denotes a determination of guilt, but with varying penalties. These may be defined as follows:

- Expel - the member is declared unfit for membership, and is barred from membership in the Division for a length of time to be determined by the Board.
- Censure - the member is guilty of a serious infraction of conduct, but is deemed fit for continuing membership in the Division. The decision of censure is reported to the membership at the Business Meeting, and published in the Division's newsletter.
- Admonish - the member is guilty of a less serious infraction of conduct, usually with mitigating circumstances, but is deemed fit for continuing membership in the Division. The member is informed of the admonishment in writing.

Should a member found guilty by the Board of Directors appeal to the general membership and be determined not guilty as provided, any action by the Board of Directors shall be voided, and all record of the Board's action shall be removed.

Section 4. Self explanatory

Section 5. The decision of the Chair concerning the means of holding a mid-year meeting may be overturned by a majority of the Directors.

● **Constitution: Article XI - Meetings**

Section 2. The Annual Meeting or Annual Educational Conference of this Division shall be held at a time and place to be selected by the President and approved by the Board of Directors.

Section 5. All members are entitled to the floor of the Annual Meeting or other deliberative assemblies of said annual educational conference, business meetings, committee meetings, or of the Board of Directors. However, the Board of Directors reserves the right to exclude any member from the deliberations, testimony or voting concerning charges against an officer or member. Certification committees may exclude any member from deliberations or voting concerning any applicant for certification.

No member shall have the right to vote in the deliberations of any committee meeting or Board of Directors meeting except those so elected or appointed. Only those holding active or life active membership in good standing are entitled to vote upon motions before the conference or in election of officers.

Section 10. All meetings of the Board of Directors shall be considered legal and binding for the transaction of any and all Division business.

*Policies and Procedures*

Section 2. The Board of Directors reviews the President's preparations for the next Annual Conference, usually during the mid-year meeting. The President has full authority to select a time and place for the conference, but Board of Directors may overturn that selection. The Board should also review all costs associated with the conference, including registration fees and room rates. The Board of Directors has the authority to direct changes in the President's conference arrangements.

Section 5. The Board of Directors may vote to close a meeting of the Directors by a majority vote of the Directors.

Section 10. All votes of the Directors shall be recorded.



● **By-Law: Article II - Dues and Assessments**

Section 3. The Board of Directors is empowered, by unanimous vote only, to levy assessments upon the membership, when in its judgment the needs of the Division require such action.

*Policies and Procedures*

Section 3. This is an emergency provision that will probably not be used.

● **By-Law: Article III - Quorum**

Section 2. Three elected members shall constitute a quorum for any meeting of the Board of Directors.

Section 3. Six elected members shall constitute a quorum for any meeting of the Executive, provided at least three are members of the Board of Directors.

*Policies and Procedures*

Section 2. Self explanatory

Section 3. Self explanatory

● **By-Law: Article VI - Nominating Committee**

Section 1. The Nominating Committee shall be a standing committee and shall consist of all elected officers, directors, and past-Presidents of the Division in attendance at the Annual Conference, including the Chair of the Board of Directors, who shall chair this committee.

Section 2. The Nominating Committee shall receive recommendations from any member who wishes to propose a candidate or candidates for election, and after considering all so nominated, shall make an official list of nominees. This list of candidates shall be posted by 10:00 am of the day of the Annual Business Meeting.

*Policies and Procedures*

Section 1. This is usually an agenda item in the meeting of the Executive immediately preceding the Annual Conference.

Section 2. Self explanatory

● **By-Law: Article VII - Training Committee**

Section 4. The Training Committee shall establish any and all registration fees associated with workshops or seminars other than the Annual Conference. A special fund shall be created by the Board of Director for support and promulgation of workshops and seminars. Said funds shall be managed by the Training Committee, but any expenditures in excess of the special funding accounts must be authorized by the Board of Directors. Revenues generated by any workshop or seminar will be deposited in the General Account.

*Policies and Procedures*

Section 4. The Board of Directors serves as a check and balance to the recommendations of the Training Committee.

● **By-Law: Article X - Scientific Research Committee**

Section 3. The Scientific Research Committee shall review any proposals and make recommendations based upon their review. If recommended, a proposal, in its entirety, shall be forwarded to the Board of Directors for final approval and funding.

*Policies and Procedures*

Section 3. Final approval is based upon an assessment of the proposal, the amount of funding requested and the balance of the General Account.

● **By-Law: Article XI - Audit Committee**

Section 2. The Audit Committee shall review and audit the financial records of the Secretary-Treasurer, and any officer, committee, or other person receiving funding from the Division during the year between Annual Conferences. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

*Policies and Procedures*

Section 2. The Board of Directors will attempt to resolve any matters of irregularities discovered during the audit. The Board of Directors has the authority to investigate such matters thoroughly.

● **By-Law: Article XII - Financial Authority and Responsibility**

Section 3. The Secretary-Treasurer shall be authorized to issue warrants from the General Account in payment of all debits approved by the Division or Board of Directors, or as provided for in the Constitution and By-Laws, not to exceed two hundred and fifty dollars (\$250.00).

Warrants issued for any amount exceeding two hundred and fifty dollars shall require counter-signature of the President.

Section 6. Upon the presentation of proper receipts, the Secretary-Treasurer shall reimburse all reasonable travel expenses associated with any meeting authorized for such reimbursement by the Board of Directors.

Section 7. A special fund shall be created by the Board of Directors for support and promulgation of the Annual Educational Conference. Said funds shall be managed by the President with expenditures in excess of the special funding accounts authorized by the Board of Directors.

Section 9. Round-trip coach air-fare or mileage based upon \$.25 per mile, whichever is lesser, and reasonable lodging expenses shall be funded for the Division President, or his or her designee upon approval of the Board of Directors, to attend the next available Parent Body, International Association for Identification Annual Educational Conference.

Section 10. The Board of Directors may alter any specified expenditure or special funding based upon the financial condition of the Division.

#### *Policies and Procedures*

Section 3. All expenditures not specifically designated in the Constitution and By-Laws requires approval by the Board of Directors.

Section 6. The Board of Directors must authorize the payment of travel expenses by majority vote.

Section 7. The Board of Directors will authorize a certain funding amount to the President for conference preparations, usually referred to as "seed money". In the event this funding amount is insufficient for all preparations, the President may request additional funding. The Directors should review the costs incurred by the President prior to authorizing additional funds.

Section 9. The First Vice-President will provide the Directors with an estimate of travel costs associated with attendance at the next Parent Body Annual Conference for review.

Section 10. The Board of Directors may authorize additional funding above that which is specified to include Parent Body Conference registration fees and meals. The Board of Directors may restrict the funding concerning travel costs and lodging based upon the balance of the General Account.

#### ● **By-Law: Article XIII - Burton J. Buhrke Award**

Section 2. Any member may nominate a candidate for the Burton J. Buhrke award by submitting, in writing, a description of the significant contribution of the nominee. Such nominations shall

be submitted to the Secretary-Treasurer prior to January 31 of the calendar year of the proposed award.

Section 3. Selection of the recipient of the Burton J. Buhrke award from any nominees shall be made by the Board of Directors. If, in the opinion of the Board of Directors, no individual meets the requirements as set forth, no award will be given.

#### *Policies and Procedures*

#### Section 2. Self explanatory

Section 3. The Chair of the Board of Directors will poll the directors at least six weeks prior to the Annual Conference concerning any nominees for the Burton J. Buhrke Award so that arrangements for the award, if required, may be completed.

#### **Additional Responsibilities of Directors**

- Directors provide stability to the Division, and shall be guided by the aims and objectives of the Division.
- Directors serve as representatives of the membership and are responsible for the financial soundness of the Division.
- Directors are responsible for the Division's long range planning.

## Committee: Audit

Position: Appointed

Constitutional Responsibilities:

By-Law: Article XI - Audit Committee

Section 1. The Audit Committee shall be appointed by the President at the beginning of the Annual Conference and shall consist of no less than three members, and shall include the First and Second Vice-Presidents. The Second Vice-President shall serve as chair.

Section 2. The Audit Committee shall review and audit the financial records of the Secretary-Treasurer, and any officer, committee, or other person receiving funding from the Division during the year between Annual Conferences. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

Policies and Procedures

Section 1. The President should appoint the additional committee members as soon as possible, preferably the evening preceding the start of the conference.

Section 2. The Audit Committee, once appointed, will coordinate with the Secretary-Treasurer to arrange for prompt examination of the financial records. The first audit should include all records from the last audit up to July 1st, a follow-up audit can be conducted at the Annual Business Meeting. The Audit Committee will review the debit and credit records, verify the deposits of funds received and of those funds expended, and ensure that proper receipts are present. Any discrepancies noted must be reconciled with the Secretary-Treasurer. If reconciliation of discrepancies is not possible, the Second Vice-President will report this matter to the Chair of the Board of Directors immediately.

In addition to the Secretary-Treasurer's financial records, the Audit Committee should review the financial records of any committee or individual who received funding from the Division during the particular fiscal year. This would include any grants or financing in addition to, but not including, revolving funds. Monies dispersed to revolving funds should have receipts within the Secretary-Treasurer's records.

At the start of the Annual Conference, the President usually cannot present full and accurate records of expenditures associated with the Annual Conference for auditing purposes. However, the President should present to the Secretary-Treasurer a financial accounting as complete as possible during the Board Meeting preceding the conference.

The Second Vice-President will provide a report to the membership that will simply report the financial records as "in order" or "not in order". Any report of financial records "not in order" must include a statement of remedial action required.

The Board of Directors will attempt to resolve any matters of irregularities discovered during the audit. The Board of Directors has the authority to investigate such matters thoroughly.

In the event the review and audit of the Division's financial records reveals a discrepancy which cannot be reconciled between the Audit Committee and the Secretary-Treasurer, the Second Vice-President will report this problem to the Chair of the Board of Directors. The chair of the committee shall report to the membership the results of the audit during the Business Meeting.

## Committees: Certification

**Position:** Appointed

**Term:** 3 years

Appointment requirements to be a member of the Certification Committees are established by the Parent Body, and the President must comply with the Parent Body requirements.

### *Constitutional Responsibilities:*

#### ● **By-Law: Article IV - Annual Conference**

Section 1. The presiding officer of the Annual Conference shall be guided by the Division's manual of Roberts Rules of Order (Revised) and the order of business shall be as follows:

- A. Calling the meeting to order by the President or designee.
- B. Reading of the minutes of the previous Annual Business Meeting.
- C. Report of the Secretary-Treasurer.
- D. Report of the Chairperson of the Board of Directors.
- E. Report of the Committees.
- F. Election of Officers
- G. Unfinished business.
- H. New business.
- I. Adjournment.

### *Policies and Procedures*

Section 1. The Chair of each certification committee will present a report of the committee at the Annual Business meeting. The report may not include any actions of the committee which are considered confidential.

#### ● **By-Law: Article V - Committees on Certification**

Section 1. The Division shall establish certification committees in compliance with the parent body regulations for the purpose of administering all applicable certification programs. Each committee member shall be appointed to a term of three years.

Section 2. Existing certification committees, as of adoption of this By-Law, shall decide the expiration of terms for each member so that one member's term expires one year hence, another in two years hence, and the third in three years hence.

Section 3. After adoption of this By-Law any certification committee created by a new parent body program shall be appointed for terms of 5, 4 and 3 years initially, with appointments of 3 years thereafter.

Section 4. The President shall appoint members to fill vacancies on any certification committee provided such appointment is in compliance with the parent body regulations for such appointments. The President may receive recommendations concerning the appointment from the certification committee, but such recommendations are not binding. Committee members may be reappointed at the discretion of the President and the advice of the committee.

Section 5. Each certification committee shall elect a chair to coordinate the affairs of the committee. The chair shall be granted a revolving fund of two hundred and fifty dollars (\$250.00) for expenses associated with the functions of the committee. A statement of the financial activities of each committee shall be published annually in the Division newsletter and shall be reported to the membership during the Annual Business Meeting.

Section 6. The President, upon recommendation by two committee members, in writing, may remove and replace for cause a committee member during a term. However, no President may remove a previously appointed committee member without due cause. Due cause shall include, but not be limited to, actions by a member which fail to fulfill and support the goals and objectives of the certification program.

#### *Policies and Procedures*

Section 1. Parent Body requirements for certification committee membership state the member must possess a valid certification in the program. Committee members must respect the confidentiality of committee responsibilities.

Section 2. This has been accomplished.

Section 3. This has been accomplished.

Section 4. Every effort is made to create a geographical distribution of the certification committees to facilitate any testing that must be conducted. Usually a member of the committee whose term is expired but who wishes to continue is reappointed, unless the President has cause not to make the reappointment. When a member does not wish to continue in the position, the other committee members will make a recommendation to the President concerning a replacement. While the President is not bound by this recommendation, all appointments must meet the Parent Body requirements.

Section 5. The Chair of each committee shall maintain the revolving fund for committee expenses. Reimbursement of funds expended will be made by the Secretary-Treasurer upon presentation of receipts.



Section 6. A committee member may fail to execute the duties of the committee, or may fail to further the purpose of the committee in a manner that is inappropriate. When both the remaining committee members makes a recommendation to the President that replacement is warranted, the President may remove the named member for cause. However, the President is not bound by this recommendation.

#### **Additional Responsibilities of the Certification Committees**

- The Certification Committees are regulated by the Parent Body and are provided a Policies and Procedures Manual by the Parent Body's Certification Boards.

## **Duties and Responsibilities Committee**

Position: Appointed

Term: One year, defined as between Annual Conferences

Constitutional Responsibilities:

By-Law: Article Duties and Responsibilities

Section 1. The Duties and Responsibilities Committee shall be a standing committee and shall consist of no less than three members, one who shall be appointed by the President to chair the committee.

Section 2. The Duties and Responsibilities Committee shall review and update the Policies and Procedures Manual as necessary. A master copy of the Policies and Procedures Manual shall be maintained and updates distributed to existing manual holders.

Policies and Procedures

Section 1. self-explanatory

Section 2. The Duties and Responsibilities Committee will review suggestions and updates. An exit interview may be conducted with out-going officers and committee members to see where changes to the policies and procedures could be of value to the next person to hold that particular position.

Any changes to the Policies and Procedures Manual should be forwarded to the President and Board of Directors for approval. Once approved by the Board, the Chairperson or appointee is responsible for distributing updates to copy holders.

The master copy shall be maintained by the committee chairperson and shall serve as the organization's official copy.

## Resolutions Committee

Position: Appointed

Term: One year, as defined as between Annual Conferences

Constitutional Responsibilities:

By-Law: Article IX - Resolutions Committee

Section 1. The Resolutions Committee shall be a standing committee and shall consist of no less than three members, one who shall be the Second Vice-President, who shall chair the committee.

Section 2. The Resolutions Committee shall serve as a legislative body in proposing matters of interest or concern to the membership. Such matters may include, but not be limited to the membership. Such matters may include, but not be limited to, changes in the Constitution and By-Laws of the Division.

Section 3. Actions of the Resolutions Committee do not prevent any member the right to propose resolutions or legislative matters from the floor during the Business Meeting.

Policies and Procedures

Section 1. Self-explanatory

Section 2. The Resolutions Committee may be directed by the President or Board of Directors to prepare any proposed changes to the Constitution and By-Laws. The Resolutions Committee should solicit input from the membership concerning any matters that may be of interest to the Division that would require adoption by the Division.

It is often customary to propose resolutions which are formally adopted by the membership as expressions of gratitude or acknowledgement of contributions, particularly in connection with the Annual Conference. Although this Division has not addressed this method of formal appreciation in the past, such resolutions should be pursued.

The Secretary-Treasurer will receive a copy of any resolutions proposed by this committee to be included in the minutes of the Annual Business Meeting. Some resolutions may direct the Secretary-Treasurer to prepare and send some form of communication, such as a letter, contact with the Parent Body, etc.

Section 3. Self-explanatory

## **Committee: Scientific Research**

Position: Appointed

Term: One year, defined as between Annual Conferences

Constitutional Responsibilities:

By-Law: Article X - Scientific Research Committee

Section 1. The Scientific Research Committee shall be a standing committee and shall consist of no less than three members, one who shall be the First Vice-President, who shall chair the committee.

Section 2. Any member of the Division may present a written research proposal to the chair of the Scientific Research Committee. The proposal shall detail the following:

- (a) Hypothesis or scope of study.
- (b) Testing procedure.
- (c) Anticipated time-frame to completion.
- (d) Itemized costs being requested.

Section 3. The Scientific Research Committee shall review any proposals and make recommendations based upon their review. If recommended, a proposal, in its entirety, shall be forwarded to the Board of Directors for final approval and funding.

Section 4. Any recipient receiving research grant approval and funding from the Division shall submit a status report to the Scientific Research Committee on a semi-annual basis.

Section 5. Upon completion of an approved research project, the recipient shall provide the Scientific Research Committee with the following:

- (a) A final written copy of the research project.
- (b) An itemized record of all expenditures and receipts.

The Scientific Research Committee shall forward all reports and records of the completed project to the Board of Directors, who shall then provide all reports and records to the Secretary-Treasurer for safekeeping. The grant recipient may be required to present the research results at the Division's Annual Conference. At the discretion of the Editor-Historian, the project may be published in the Division's newsletter.

**Policies and Procedures**

Section 1. Self-explanatory

Section 2. Self-explanatory

Section 3. Self-explanatory

Section 4. Self-explanatory

Section 5. Self-explanatory

## Science and Practice Committee

Position: Appointed

Term: One year, defined as between Annual Conferences

Constitutional Responsibilities:

By-Law: Article VIII - Science and Practice Committee

Section 1. The Science and Practice Committee shall be a standing committee and shall consist of no less than three members, one who shall be the First Vice-President, who shall chair the committee. Whenever possible, the President shall appoint to the committee a representative of each discipline or scientific crime detection activity included in the Division's active membership.

Section 2. The Science and Practice Committee shall serve as advisers to the President and the Division in technical matters before the Division.

Section 3. All applicants for active or associate membership in the Division, including reinstatements, shall be approved by the chair of the Science and Practice Committee in consultation with its members.

Policies and Procedures

Section 1. self-explanatory

Section 2. The Science and Practice Committee shall research and advise the President on any technical matters before the Division. This may include consulting Division members in a particular discipline.

Issues of technical nature may be brought up by the Committee.

Section 3. self-explanatory

## **Training Committee**

Position: Appointed

Term: One year, defined as between Annual Conferences

Constitutional Responsibilities:

By-Law: Article VII - Training Committee

Section 1. The Training Committee shall be a standing committee and shall consist of no less than three members selected by the President from those who have expressed an interest in promoting training under the auspices of the Division. The President shall serve as chair of the Committee.

Section 2. The Training Committee shall be responsible for all Division training programs, including conference speakers, workshops and seminars.

Section 3. The Training Committee shall explore, promote and organize training opportunities to be conducted in conjunction with, or separate from, the Annual Conference, to include regularly scheduled training programs throughout the year.

Section 4. The Training Committee shall establish any and all registration fees associated with workshops or seminars other than the Annual Conference. A special fund shall be created by the Board of Directors for the support and promulgation of workshops and seminars. Said funds shall be managed by the Training Committee, but any expenditures in excess of the special funding accounts must be authorized by the Board of Directors. Revenues generated by any workshop or seminar will be deposited in the General Account.

### **Policies and Procedures**

Section 1. The President should appoint the Vice-Presidents to this committee as well as other interested parties.

Section 2. The President assumes responsibility for the speakers' program during the Annual Conference, yet may utilize the Training Committee for assistance in contacting speakers and setting the agenda, which could include conceptualization of the program and establishing a conference theme.

This committee will primarily act as an advisory committee to the President and Vice-President.

Section 3. The President will appoint the First Vice-President to organize the fall workshop, and should include the Second Vice-President in this organization. The goal of the Division is to conduct two workshops between Annual Conferences, one organized by the First Vice-President, and another by the Second Vice-President, with the assistance from the Training Committee.

Additional training opportunities will be explored by the committee and any information on the training will be forwarded by the President to the Editor for publication in the newsletter.

Section 4. As part of the organization of the Annual Conference as well as workshops and seminars, the individual responsible for the training will submit a preliminary request to the Board of Directors for any advance funding required. Such request should be prepared in time for a regularly scheduled Board meeting. Requests for any additional funding will be forwarded to the Chair of the Board of Directors in the form of a supplemental request for Board consideration.

The Board of Directors serves as a check and balance to the recommendations of the Training Committee.

A meeting with the President, Vice-Presidents and Committee Members should occur immediately after the Annual Conference to establish responsibilities of each member for the mid-year workshop. At this time, the President should determine duties to be performed by the committee for the Annual Conference and discuss other ideas for additional training that the Division might sponsor or co-sponsor for the upcoming year.



## Special Committee: Regional Representatives

Constitutional Responsibilities - None

Policies and Procedures

Be responsible for providing a quarterly report to the Editor-Historian for publication in the Division newsletter. This report may include:

- An introduction of new members
- Inform the membership of training opportunities in each region
- Research activities or projects you may be aware of
- Synopsis of an interesting case
- New information on law enforcement techniques or products you may be familiar with
- Anything of interest to the membership

Actively recruit new members for the Division in your Region

- Personally contact Sheriff's Departments, Police Departments, Colleges, Universities and any other professional or technical agency that may have an interest in the Illinois Division
- Keep in contact with new members in your region and encourage involvement of each new member in committees of offices within the Division
- Distribute membership brochures to appropriate agencies
- Contact individuals in surrounding states

Assist committees in the Division with projects that may benefit from regional involvement.

Assist in the screening process for new members or certification applicants within your region.