

**Illinois Division of the I.A.I.**

***Constitution and By-Laws***

Revised February 24, 2009

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## **ARTICLE I - AIM AND OBJECTIVE**

**SECTION 1.** This organization shall be known as the Illinois Division, International Association for Identification, as a chartered division of the parent body, and is established as a Not for Profit organization for the following purposes:

(a) To associate persons who are actively engaged in the profession of personal identification and scientific crime detection into an organized body, so that the profession in all of its branches may be standardized, and effectively and scientifically administered.

(b) To encourage the enlargement and improvement of the science of fingerprints and other branches of scientific identification in crime detection.

(c) To keep its members apprised of the latest techniques and discoveries in all aspects of crime detection and investigation.

(d) To encourage research work in various aspects of scientific crime detection.

(e) To raise the standards of all personnel engaged in the various aspects of scientific crime detection.

(f) To employ the collective wisdom of the profession and to advance the scientific technique of personal identification and criminal investigation.

(g) To work closely with the International Association for Identification in furthering the profession of forensic identification and investigation generally.

## **ARTICLE II - MEMBERSHIP**

**SECTION 1.** Membership of this association shall consist of active, life active, associate and honorary members.

(a) **ACTIVE MEMBERSHIP:** The active membership of the Division shall consist of persons who are engaged in the science of forensic identification or crime detection and who are receiving salaries from a recognized governmental agency, and who are actively engaged in the practice of the profession. An active member in good standing shall not lose his or her status because of service or medical retirement, or change of assigned duties in law enforcement.

(b) **LIFE ACTIVE MEMBERSHIP:** Life active membership shall be limited to those active members who have paid all annual dues and assessments for twenty consecutive years prior to application for life active membership, and who have retired from service with a governmental agency. Life active membership shall be granted only

upon application to the Secretary-Treasurer of the Division with declaration that all salaries from governmental agencies have ceased.

(c) **ASSOCIATE MEMBERSHIP:** All reputable persons, wholly or partially engaged in any of the various phases of the science of identification and who are not qualified for active membership, are eligible to become associate members; they shall in all respects be subject to the same rules, fees and charges; and entitled to the same rights and privileges as active members, except they shall not be entitled to vote or hold office.

(d) **HONORARY MEMBERSHIP:** Honorary membership may be granted to any person who has performed some particular service for the Division or have in some way displayed interest or dedication to the goals of the Division by a conspicuous act or deed. Any member in good standing may nominate a person for honorary membership. Honorary membership shall be granted for a period of one year by a majority vote of the Board of Directors, and may be extended, on an annual basis, by majority vote. Honorary members shall not be required to pay dues, nor may they be entitled to vote or hold office.

**SECTION 2.** Once a person becomes an active member or associate member, she or he will remain as such so long as she or he is in good standing by payment of annual dues, as set forth in the By-Laws, or by action taken by the Board of Directors as set forth in Article X, Section 3.

**SECTION 3.** Only active or life active members, in good standing, shall be eligible to become officers of this association.

### **ARTICLE III - OFFICES**

**SECTION 1.** There are hereby created the following offices of the Division, (a) President; (b) First Vice-President; (c) Second Vice-President; (d) Secretary-Treasurer; (e) Editor-Historian; (f) Sergeant-at-Arms; and, (g) a Board of Directors consisting of five members, the immediate past-President, who shall automatically serve as chair, and four other members, who shall be elected at large. All elected officers and all board members shall constitute the body known as the Executive of the Division.

**SECTION 2.** All officers shall be elected at the Annual Meeting of the Division. The Annual Meeting as used herein is interchangeable with the term annual educational conference. Any officer may be re-elected to office except the President and Chair of the Board of Directors.

### **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 programs 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.

## **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 causes 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.

## **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, of the Constitution, 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.

## **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 XV 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 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.

**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.

## **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.

## **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 such 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.

## **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 Temp. The Board Member Pro Temp 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 XV of the By-Laws.

## **ARTICLE XI - MEETINGS**

**SECTION 1.** Educational and Business Meetings will be held annually and such meetings shall be a complete meeting of the Division and shall be legal for the transaction of any and all business of the Division.

**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 3.** The election of officers shall take place during the Business Meeting of the Annual Educational Conference and the newly elected officers will be installed just prior to adjournment.

**SECTION 4.** The election shall be by written ballot, and the majority of all votes cast shall be necessary to elect any officer. If more than one candidate is nominated, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until all elected positions are filled, unless on any ballot a candidate or candidates shall receive a majority of votes cast, in which event he or she shall be declared elected. Election by written ballot concerning any candidate running unopposed may be suspended in accordance to procedures established by Roberts Rules of Order.

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

**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.

**SECTION 8.** Any motion to change the Constitution of the Division must be read at least once at the Annual Meeting and, if approved by a majority vote, then must go over to the next Annual Meeting for final passage and adoption, with approval from the Parent Body, International Association for Identification, pursuant to the Parent Body Constitution.

**SECTION 9.** The Presiding Officer of the conference shall be guided by Roberts Rules of Order, Revised, and the order of the proceedings of the conference shall be as set forth in the By-Laws.

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

## **ARTICLE XII - DISSOLUTION**

**SECTION 1.** In the event that this Division should be dissolved or otherwise terminated, the assets and income thereof shall not inure to the benefit of any member or private individual, but shall be used under the direction of the Board of Directors, until said assets and income are exhausted, for the purposes of carrying out the objectives for which this organization was formed.

# **BY-LAWS**

## **ARTICLE I - APPLICATIONS FOR MEMBERSHIP**

**SECTION 1.** Application 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.

## **ARTICLE II - DUES AND ASSESSMENTS**

**SECTION 1.** The annual dues shall be twenty dollars (\$20.00) payable in advance on the first of January each year, which amount shall include a subscription to the Division's quarterly publication.

**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 year only; dues paid by a new applicant between October 1 and December 31 shall apply to the following calendar year.

**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.

**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.

## **ARTICLE III - QUORUM**

**SECTION 1.** For purposes of conducting the business of the Division, the active and life active members in attendance at the Annual Business Meeting shall constitute a quorum provided those in attendance total no less than ten active members.

**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.

## **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.

## **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 up to five hundred dollars (\$500.00) 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.

#### **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.

**SECTION 3.** Nothing herein contained shall preclude the nomination from the floor of any eligible member for any elected office during the Business Meeting.

#### **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 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 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.

#### **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.

#### **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.

#### **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.

#### **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.

#### **ARTICLE XII - VENDOR COMMITTEE**

**SECTION 1.** The Vendor Committee shall be a standing committee and shall consist of no less than three members. The President shall select the chair of the committee for a three year term from those who have expressed an interest in promoting positive relationships between Vendors and the Division.

**SECTION 2.** The Vendor Committee shall be responsible for the solicitation and care of Vendors for the Division's Annual Educational Conference. The committee shall work closely with the President to assure that the needs of the Vendors are met at the Division's Annual Educational Conference.

**SECTION 3.** Reasonable lodging, transportation and registration cost for the Division's Annual Educational Conference shall be funded for the chair of the Vendor Committee by the Division.

#### **ARTICLE XIII - BURTON J. BUHRKE AWARD**

**SECTION 1.** The Division may recognize any individual who has significantly contributed to the identification field with a presentation of the Burton J. Buhrke award. Significant contribution may be defined as life time achievements or any other actions which further the goals and standards of the identification field.

**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.

#### **ARTICLE XIV - GOOD OF THE ASSOCIATION AWARD**

**SECTION 1.** The Division may recognize any individual who has throughout the year significantly contributed to the betterment of the Division. The individual will be presented, at the annual business meeting, a Good of the Association Award. Significant contribution shall be defined as any actions or performance which further the goals and standard of the identification field and of the Division.

**SECTION 2.** Any member may nominate a candidate for the Good of the Association Award by submitting in writing a description of the significant contributions made throughout the year by 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 Good of the Association 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.

#### **ARTICLE XV- 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, transportation, registration and per diem costs for the Division's Annual Educational Conference shall be funded for the Secretary-Treasurer and Editor-Historian.

**SECTION 9.** Reasonable lodging, transportation, registration, per diem and miscellaneous related expenses up to \$100 shall be funded for the Division President and Secretary/Treasurer or Board approved designee, 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.

#### **ARTICLE XVI - OFFICE & DUTIES of the WEBMASTER**

**SECTION 1.** The webmaster shall receive all items of interest, pertinent to the division, which are proposed for posting on the division's website. The webmaster will then determine if these items represent the best interest of the division and post them. Items determined worthy of posting may be edited and should be kept current.

**SECTION 2.** If necessary, the webmaster will be responsible for the website's design, maintenance and funding. The Secretary-Treasurer shall pay qualified expenses incurred, upon the presentation of proper vouchers, and subject to Article VII, Section 3 of this Constitution.

#### **ARTICLE XVII - AMENDMENTS**

**SECTION 1.** The By-Laws of this Division shall be changed only upon approval by a majority vote of the delegates at an annual educational conference.