

**CONSTITUTION & BY-LAWS
OF THE
NEW JERSEY CHAPTER**



**INTERNATIONAL ASSOCIATION
OF ARSON INVESTIGATORS**



REVISED 11/04

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ARTICLE ONE

NAME AND OBJECT

SECTION 1: NAME

This organization shall be known as the “New Jersey Chapter of the International Association of Arson Investigators, Inc.” and is herein referred to as the “Chapter”. The name of the Chapter shall not be used publicly by any member other than by the use of his/her membership card for identification purposes without express permission of the Board of Directors. This shall not restrict the Officers or Appointees or Agent of the Chapter in the use of the name to carry out the purpose of the Chapter.

SECTION 2: OBJECT

The objectives and purpose of this Association shall be:

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

ARTICLE TWO

MEMBERSHIP

SECTION 1: ACTIVE MEMBERSHIP

Any member of the International Association of Arson Investigators in good standing is eligible for membership in the Chapter.

SECTION 2: ASSOCIATE MEMBERSHIP

Persons not qualified for active membership may become an associate member after determination of their qualifications by the Membership Committee. Associate Members shall have the privileges of an Active Member, except voting and holding office. The Chapter may, by majority vote of active members present, exclude associate members from any particular business meeting.

SECTION 3: LIFE MEMBERSHIP

The Board of Directors may, by a majority vote of the members present at the Board of Directors meeting prior to the annual meeting, confer Life Membership upon any person qualified for membership who has rendered distinctive service to the Chapter or its purposes. A Life Member shall have all the rights and privileges of an Active Member without having to pay dues. Nominations for Life Membership shall be made to the Board of Directors at least sixty (60) days prior to voting thereon.

SECTION 4: SUSTAINING MEMBERSHIP

Individuals or organizations interested in carrying out the purpose of the Chapter shall be granted Sustaining Membership upon contribution and acceptance by the Board of Directors.

SECTION 5: ELECTION TO MEMBERSHIP

Applications for membership shall be made to the Chairperson of the Membership Committee upon the recommendation of at least one (1) member of the Chapter. Application shall be made upon a form specified by the Membership Committee and shall be accompanied by the appropriate application fee. Upon acceptance in the Chapter, the new member will be placed in a region that corresponds to his county of residence. Members who live outside the State of New Jersey will be placed in the region that is closest to their state of residence.

SECTION 6: PERSONAL QUALIFICATIONS

Prior to acting upon each application, the Membership Committee shall give due consideration, among other qualifications it deems applicable to wit, to the following:

- A. The personal character and reputation of the applicant
- B. The nature, character and reputation of the applicant's business
- C. The character and reputation of the applicant's employer and associates
- D. The general nature, character and reputation of the principal business of the applicant's employer and associates

No person shall be eligible for any class of membership if he/she has been a member, or is presently a member, or becomes a member of any organization whose objectives and operations are inconsistent with the purposes of this Chapter.

SECTION 7: TERMINATION

Membership in the Chapter shall terminate by either (a) voluntary withdrawal; or (b) membership shall be terminated by the Treasurer when, after notice, such member is in arrears in the payment of dues or in any other obligation to the Chapter.

The Board of Directors may censure any member or terminate the membership of any member in the event that:

- (a) Such member falsified his/her application or made any misrepresentation therein;
- (b) Such member has conducted himself/herself in such a manner as is prejudicial to the good name or best interests of the Chapter;
- (c) Such member has exhibited traits or character or conduct inconsistent with the qualifications for membership in the Chapter.

In cases subject to SECTION 7 – TERMINATION, the Board of Directors shall provide such member with a hearing, due notice, and an opportunity to be heard. A majority of the Board of Directors present in a duly constituted meeting shall be sufficient to cause censure or termination of membership for any reason specified in SECTION 7 – TERMINATION.

SECTION 8: REINSTATEMENT

Any former member may be reinstated in the Chapter at the discretion of and by the consent of a majority of the Board of Directors; provided, however that if such former member shall have been in arrears in the payment of dues or other financial obligations to the Chapter at the time of his/her suspension he/she shall be required to pay the Chapter all such arrears as condition to reinstatement, unless the Board of Directors, by majority vote and for good cause, shall waive the payment thereof.

ARTICLE THREE

ELECTIONS, TERMS AND OFFICES

SECTION 1: OFFICERS

The Officers of this Chapter shall be:

President
Three (3) Regional Vice Presidents
Treasurer
Corresponding Secretary
Recording Secretary
Sergeant - at - Arms

SECTION 2: BOARD OF DIRECTORS

The Officers and nine (9) other members of the Chapter, duly elected, shall constitute the Board of Directors and is hereinafter referred to as the "Board".

SECTION 3: REGIONS

The counties comprising the State of New Jersey shall be divided into three (3) geographical areas, which shall be know as "Regions". These Regions shall be know as the Southern, Central and Northern Regions. The counties comprising each regional area are as follows:

Southern: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem

Central: Hunterdon, Monmouth, Mercer, Middlesex, Ocean, Somerset

Northern: Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union, Warren

SECTION 4: REGIONAL REPRESENTATIVES

Each Region shall be represented by one (1) Vice President and at least three (3) members of the Board who are not officers of this Chapter.

The regional representatives must reside within the boundaries of the Regions they represent.

SECTION 5: TERMS OF OFFICE

A. OFFICERS

The President shall hold office from the time of election for a term of two (2) years. The President may not succeed himself/herself after completing two (2) complete two-year terms.

The Vice President shall hold office from the time of election for a term of three (3) years. The terms of the office shall be so arranged that one (1) Vice President term expires each year.

The Corresponding Secretary, Treasurer, Recording Secretary and Sergeant-at-Arms shall hold office from the time of election for a term of two (2) years. This election shall be at the President's election.

B. BOARD OF DIRECTORS

The members of the Board shall hold office from the time of election for a term of three (3) years.

The terms of office for the Board shall be so arranged that the term of one (1) Director from each Region expires each year.

SECTION 6: VACANCIES

- A. In the event of a vacancy occurring in the Presidency, the Board by a two-thirds (2/3) majority vote, shall appoint a Vice President to fill the vacant office until the next annual election.
- B. In the event of a vacancy occurring in the Vice Presidency, the Board shall appoint a member of the Board from the region of vacancy to fill the vacant office until the next annual election. In the event that a member of the Board declines the appointment to the vacant Vice Presidency, the Board by a two-thirds (2/3) majority vote, shall appoint any Active Member of the region to fill the vacant office until the next annual election.
- C. In the event of a vacancy occurring on the Board, the Board by a two-thirds (2/3) majority vote, shall appoint an Active Member from the region to fill the vacant office until the next annual election.
- D. At the discretion of the Board, any vacancy occurring in any other office may be left vacant until the next annual election.

The elected candidate shall take office immediately.

SECTION 7: EX-OFFICIO MEMBERS OF THE BOARD

- A. The immediate past President of this association shall be an ex-officio non-voting member of the Board. •
- B. President's who do not complete a full term of office shall not become an ex-officio member of the Board unless approved by the Board.
- C. Nothing in this document prevents the ex-officio member from holding another elective office in this Chapter. However, if the ex-officio is elected to another Chapter office, the ex-officio office shall be declared vacant until such time as the ex-officio member no longer holds the elected office.

SECTION 8: ABSENTEEISM

The Board of this Chapter may remove from the office any Officer or Board member for excessive unexcused absences from regular meeting, Board meetings or a combination of both. A two-thirds (2/3) majority vote by the Board shall be required for removal.

Written notification shall be forwarded to the named Officer or Board member prior to any action that may be taken by the Board.

SECTION 9: ELECTIONS

- A. Officers and Board members shall be elected at the annual meeting
- B. Individuals elected to the various offices of this Chapter shall assume their respective duties at the time of election
- C. The election shall be by secret ballot
- D. The candidate receiving the most votes shall be declared the winner
- E. The President shall appoint a Judge and two (2) assistants to count the ballots and report their findings
- F. Only Life and Active Members in good standing are eligible to vote. (Refer to Article VI, Section One)
- G. Members who wish to vote by absentee ballot may do so prior to the Annual Membership Meeting held in March of every year in a manner prescribed by the Board of Directors ELECTION BY ABSENTEE BALLOT SOP ARTICLE THREE, SECTION 12. •

• NEW ART. 3; SEC. 7A 10/15/99

• NEW ART. 3; SEC. 9 10/17/02

SECTION 10: NOMINATIONS AND NOMINATING COMMITTEE

Sub-Section 1: Nominating Committee

- A. The President shall appoint at the Mid-Year meeting a Nominating Committee made up of at least five (5) members in good standing, but not more than seven (7) members in good standing.
- B. It shall be the responsibility of the Nominating Committee to nominate at least one (1) candidate for each office that is open for election.
- C. A written report listing the candidates selected by the Nominating Committee shall be presented to the Chapter at the annual meeting.
- D. The majority of the members of the Nominating Committee shall not be elected officials of this Chapter.

Sub-Section 2: Nomination Procedures

- A. Any Life or Active Member may be nominated to stand for election as an Officer or a member of the Board of this Chapter. Such nominations shall be made to the Nominating Committee in writing.
- B. All persons nominated must be submitted to the Nominating Committee by January 15th of the year for their review.
- C. The Nominating Committee shall submit in writing at the February Board meeting the names of those qualified for each expiring position to the Officer and Board.

SECTION 11: COMPLETION OF TERM*

Upon completion of service in good standing as an Officer or Director of the Chapter, said member shall receive a plaque from the Chapter in recognition of said service to the Chapter.

* NEW ARTICLE 3; SEC. 11 3/28/02

SECTION 12: ELECTION BY ABSENTEE BALLOT - SOP •

1. The newly elected President shall appoint an Election Committee immediately after his/her affirmation at the first Board meeting.
2. The President shall appoint one (1) Sergeant-at-Arms and two (2) Past Presidents to serve until the results of the election is presented to the membership at the next Annual Membership Meeting.
3. Absentee ballots shall be printed in a timely fashion, listing all candidates with Chapter designations, in an order selected at random. The ballots shall be made available upon request to the Chairperson of the Election Committee only by a member in good standing with the Chapter. A member in good standing is one whose dues are current and has no suspensions from the Chapter.
4. Ballots for voting purposes at the Annual Membership Meeting shall also list all qualified candidates with Chapter designations. The candidates shall appear in same random order as on the absentee ballots. Said ballots shall be printed at the same time as the absentee ballots and secured with the Chairperson of the Election Committee until delivered to the Annual Membership Meeting.
5. Absentee ballots will be available upon request after January 15th of the election year. Individuals who are Active Members as of December 31st of the preceding year and those Active Members whose membership does not expire prior to the Annual Membership Meeting in March shall be eligible to request and receive a ballot.
6. Absentee ballots shall be returned to the Chairperson of the Election Committee via mail postmarked no later than fifteen (15) days prior to the Annual Membership Meeting or may be hand delivered to the Election Committee prior to 12:00pm the day of the Annual Membership Meeting.
7. Absentee ballots may be requested in writing via mail from the Chairperson of the Election Committee. Said ballot, if mailed back by the member, shall be done at the member's expense.
8. The absentee ballot shall include three (3) envelopes:
 - (a) one (1) blank for the enclosure of the members ballot
 - (b) one (1) will be for the members name & chapter membership number
 - (c) one (1) will be for the aforementioned envelopes to be returned to the Chapter
9. Upon receipt of the absentee ballot, the blank envelope containing the member's ballot shall be separated from the marked envelope prior to counting the vote to ensure the secrecy of the member's vote.

• NEW ARTICLE 3; SEC. 12 1 TO 23 10/17/02

10. An accounting process shall be in place with the Chairperson of the Election Committee to track all requests for an absentee ballot and returned ballots shall be checked with the established list to verify eligibility and accountability of the voting member.
11. When a member requests an absentee ballot, he/she shall use the absentee ballot and thereby forfeits the right to vote in person at the election.
12. Challenges to the election results must be confirmed and made by the candidate only and shall be done after the election at the Annual Membership Meeting.
13. A challenged vote shall not effect the outcome of any other vote for office not involved in the challenge or dispute.
14. Absentee ballots mailed to the Chairperson of the Election Committee shall remain sealed and transported to the Annual Membership Meeting by the Sergeant-at-Arms.
15. Two (2) Past Presidents and two (2) general members designated by the Board shall be responsible for counting the absentee ballots at the same time as the regular ballots that were cast by the membership at the Annual Membership Meeting.
16. The results of the absentee ballots shall be added to the totals received for each candidate.
17. There shall be only one (1) vote total for each candidate announced at the end of the election. There will not be a separate total of absentee ballots vs. in person ballots.
18. The Election Committee shall designate a separate area the morning of the elections at the site of the Annual Membership Meeting that will be used as a voting location.
19. Adequate notice and approved signs shall be placed by the Election Committee in a visible location directing all members to the voting area.
20. The Election Committee shall be provided with an accurate list of those members who have requested an absentee ballot, to ensure that only one (1) vote is cast by one (1) member.
21. The Chapter shall provide two (2) members in good standing from their delegation to the Election Committee the morning of the election thirty (30) minutes prior to the opening of the election site.
22. The Sergeant-at-Arms shall maintain full custody of the ballots until the morning of the annual election when said ballots will give the sealed absentee ballots to the Election Committee in the presence of the three (3) Vice Presidents.

23. The Sergeant-At-Arms will remain with the Election Committee until the results of the election have been counted and announced.

24. The Election Committee shall be aware of the Constitution & By Laws of the Chapter and in particular ARTICLE THREE, SECTION 9.

These Standard Operating Procedures shall remain in full force and effect unless or until changed by the Board of Directors at a regularly scheduled meeting of the Board.

ARTICLE FOUR

GOVERNMENT

SECTION 1: BOARD OF DIRECTORS

The government of this Chapter shall be vested in the Board. Seven (7) members of the Board shall constitute a quorum.

SECTION 2: DUTIES AND POWERS

The Board shall have full power to initiate and transact all kinds of business necessary to the existence of the Chapter and the observance of its purposes. It shall have general powers to direct, control and supervise the affairs of the Chapter.

In the event the By-Laws do not address any action or specific matter that may come before the Chapter or the Board, the most current edition of Robert' s Rules of Order will be used as the basis for such action.

SECTION 3: PRESIDENT

The President shall be the Chief Executive Officer of the Chapter and it shall be his responsibility to supervise and coordinate the activities of the Chapter, and to preside at meetings of the Chapter and the Board. He shall appoint appropriate committees and shall require reports at each Chapter meeting.

SECTION 4: VICE PRESIDENT

One (1) Vice President shall be elected from Region of the State as outlines in ARTICLE TWO, SECTION 3.

The Regional Vice Presidents shall act in the absence of the President and shall also act as coordinators of the Chapters affairs in their particular region. Each Vice President will oversee the activities of the Chapter committees as assigned by the President. The Regional Vice Presidents shall be responsible for convening four (4) regional meetings per year in accordance with ARTICLE FIVE, SECTION 4.

SECTION 5: TREASURER*

The Treasurer shall be custodian and sole depositor of funds of the organization, and shall disburse such funds by check as authorized. He shall render a complete summary of all income and the balances whenever requested by the Board and to the members at each Chapter meeting.

- A. Shall be responsible for having an audit of the Chapter’s financial records conducted each year by the Auditing Committee, which will be appointed by the President and approved by the Board of Directors. The in-house audit will take place in the off years between elections for the President and Treasurer.
- B. Shall be responsible for having an audit of the Chapter’s financial records conducted by a Certified Public Accountant (CPA) at the end of the President’s term (2 years) or at the end of the Treasurers term, whichever comes first.
- C. Shall implement all recommendations either by the Auditing Committee and/or the Certified Public Accountant (CPA), which will be presented to the Board of Directors for approval prior to the implementation of the recommendations.

SECTION 6: CORRESPONDING SECRETARY

The Corresponding Secretary shall maintain the constitution and by laws and any other records of the Chapter. The Secretary shall also maintain a means of communications with the membership of the Chapter. The Secretary shall perform other duties as may be designated by the President.

SECTION 7: RECORDING SECRETARY

The Recording Secretary shall keep the official records and minutes of the Board meetings, the general membership meetings and shall transcribe all notes of each regional meeting. The Secretary shall perform other duties as designated by the President.

SECTION 8: SERGEANT-AT-ARMS

The Sergeant-at-Arms shall properly identify all members and guests at all Chapter meetings and shall perform other duties as designated by the President.

* NEW ART.4; SEC. 5 A, B, C 3/4/04

ARTICLE FIVE

MEETINGS

SECTION 1: GENERAL MEETINGS*

Two (2) general membership meetings shall be held each year. The Annual Membership Meeting shall be held in March of each year in conjunction with the “Advanced Fire Investigation Seminar” at a date, time and location to be announced at least sixty (60) days prior to the meeting. The Mid-Year Membership Meetings will be held in September of each year at a date, time and location to be announced at least sixty (60) days prior to the meeting.

SECTION 2: SPECIAL MEMBERSHIP MEETINGS

Special membership meetings may be called by order of the Board. Members shall be given due notice at least two (2) weeks prior to the meeting.

SECTION 3: BOARD OF DIRECTORS

The Board shall meet bi-monthly in January, March, May, July, September and November each year at a date, time and location to be announced by the President. The Board shall also meet at any time or place upon the call of seven (7) members of the Board, provided each Board member has been given twenty-four (24) hours notice of the date, time and location of said meeting.

SECTION 4: REGIONAL MEETINGS •

Each regional Vice President shall be responsible for a minimum of two (2) regional meetings during each calendar year. The date, time and location of the meetings are to be announced at least thirty (30) days prior to the meeting. These meetings can be combined with any chapter training seminars held in the three (3) regions throughout the calendar year. They can also be in conjunction with other regions where a combined training seminar and meeting is held for the benefit of the membership. This is also to include the chapters mid-year and annual conference.

* REVISED ART. 5; SEC. 1 10/04

• NEW ART. 5; SEC. 4 10/22/03

ARTICLE SIX

FEES AND DUES

SECTION 1: FEES AND DUES

Dues for Active and Associate membership in the Chapter may be fixed by a majority of the members present at any regular or special meeting of the Chapter.

SECTION 2: FAILURE TO PAY DUES

For failure to pay membership dues by March 1st of the current year, a member shall forfeit his/her membership in the Chapter. Reinstatement is conditional upon payment of outstanding dues and the submission of a new membership application.

SECTION 3: APPLICATION FEE

The fee for applying for membership in the Chapter shall be fixed by a majority vote of members present at any regular or special meeting of the Chapter.

ARTICLE SEVEN

CONSTITUTIONAL AMENDMENTS

SECTION 1: PROPOSAL

The Constitution may be amended by reading the proposed amendment at a regular or special meeting of the Chapter.

All submissions for proposed By Law changes must be submitted to the Chairperson of the By-Law Committee no later than forty-five (45) days prior to the Mid-Year Membership Meeting in October of each year. All submissions will be in written form (no verbal proposals), listing the proposed change, reason for the change, and the author of the proposal. Submissions not containing the previously mentioned information will not be considered by the committee.

SECTION 2: NOTICE OF IMPENDING CHANGE

When a proposed change is presented at a regular or special meeting of this Chapter a "Notice of Impending Change" must be included on the next meetings notification card to all current dues paying members.

SECTION 3: CHANGE NOTIFICATION

If a member cannot attend the meeting when the proposed change is to be voted on, he/she may request a copy of the proposed change to be mailed to him/her.

SECTION 4: MAJORITY VOTE

A two-thirds (2/3) majority affirmative vote of the members present at the next regular or special Chapter meeting is required to adopt the proposed change. All changes shall be published in the next newsletter.

ARTICLE EIGHT

AUDIT OF ACCOUNTS

SECTION 1: FINANCE COMMITTEE

The Auditing Committee shall make an audit of the accounts of the Treasurer and any other accounts prior to the Annual Membership Meeting held in March of each year. The committee shall verify all assets and liabilities of the Chapter for the previous calendar year.

ARTICLE NINE

ORDER OF BUSINESS

SECTION 1: REGULAR BUSINESS MEETING

The Order of Business at a regular business meeting shall be as follows:

State the following: *“Fire exits are located in the direction I am indicating. In case of a fire you will be notified by bell and or public address system. If you are alerted of a fire, please move in a calm, orderly manner to the nearest smoke free exit”.*

Order of Business

1. Call to Order, Salute to the Flag, Moment of Silence
2. Roll Call, Introduction of Members and Guests
3. Action upon Minutes of:
 - (a) Previous Regular Meeting
 - (b) Previous Board Meeting
4. Comments from the President
5. Committee Reports
 - (a) Treasurer’s Report – reading of all invoices paid from the previous meeting to date, ending balance
 - (b) Membership Report – presentation of new members, dues, etc.
 - (c) Legislative Report– presentation of pertinent legislation
 - (d) Other Committee Reports
6. Old Business
7. New Business
8. Good & Welfare
9. Adjournment
10. Topic

ARTICLE TEN*

DISSOLUTION

SECTION 1: DISSOLUTION OF CHAPTER

This Chapter may be dissolved at any regular or special meeting of the Chapter by written or printed ballots of two-thirds (2/3) of the members present voting in favor provided that notice and purpose of such meeting is signed by at least fifty (50%) percent of the active members of the Chapter. Notice shall be mailed to each person entitled to vote at least twenty (20) days previous thereto and shall have been published three (3) weeks successively; once in each week in a newspaper circulating in the State of New Jersey. Notice of Dissolution shall forthwith be filed with the Secretary of State for the State of New Jersey.

SECTION 2: LIABILITIES AND ASSETS

Upon dissolution of the Chapter, the Board shall satisfy the liabilities and distribute the assets of the Chapter in accordance with the following:

1. Payment and discharge of all liabilities and obligations of the corporation
2. Compliance with all conditions of any tax exemption applicable to the Chapter
3. Return, transfer or conveyance of all assets received and held by the Chapter upon condition that the assets be returned, transferred or conveyed upon dissolution of the corporation
4. Transfer or conveyance of all assets received and held by the Chapter subject to limitations permitting their use only for charitable, religious, eleemosynary, benevolent, educational or similar purpose, but not held upon condition set forth in paragraph three (3) above, to one or more domestic or foreign corporation engaged in activities substantially similar to those of the dissolving corporation, or if applicable, to a receiver to be held for the benefit of the public and for the use in accordance with the limitations, or pursuant to a Court Order
5. Distribution of all assets required by the Chapter's Certificate of Incorporation or By-Laws to be distributed to the members in the manner specified
6. Disposition of all other assets

* NEW ARTICLE 10; SEC. 1 & 2 3/28/02

REGULATION GOVERNING REGIONAL CHAPTERS OF THE IAAI

Refer to the Constitution and By Laws of the IAAI regulations One through Eight.

BIBLIOGRAPHY

10/15/99	NEW	ARTICLE 3; SECTION 9
3/28/02	NEW	ARTICLE 10; SECTIONS 1 & 2
3/28/02	NEW	ARTICLE 3; SECTION 11
10/17/02	NEW	ARTICLE 3; SECTION 9 (G)
10/17/02	NEW	ARTICLE 3; SECTION 12
10/23/03	NEW	ARTICLE 5; SECTION 4
3/4/04	NEW	ARTICLE 4; SECTION 5 A, B, C
11/04	REVISED	ARTICLE 5; SECTION 1