

Constitution and By-Laws
For the
Indiana Chapter
Of the
International Association of
Arson Investigators



Chapter Founded:

April 12, 1972

ARTICLE I: NAME and OBJECTIVES

Section 1: Name

This organization shall be known as the Indiana Chapter of the International Association of Arson Investigators (IAAI) and here after referred to as the Chapter. The Chapter's name shall not be used by any member for the purpose of personal gain.

Section 2: Objectives

- A. To enhance and further the objectives and purposes, as stated in the Constitution and By-Laws of the IAAI, through the creation of an organization of its members residing and/or laboring in the State of Indiana.
- B. To intensify and strengthen the educational thrust and organizational advancements thus far demonstrated by the IAAI to the benefit of all Fire Investigators.
- C. To maintain and improve the image of the Chapter as a local arm of the IAAI in its endeavors to promote improved investigatory skills and abilities, a high degree of professionalism, and to promote high standards and character of the Chapter's membership.
- D. To consistently improve the caliber, ability and in-depth quality of investigators as a direct benefit coming from the organization, principles, and labor of the IAAI.
- E. To provide new momentum in the informative and educational material to be gathered from membership experience for dissemination within the IAAI.
- F. To improve the professional positions of membership in the IAAI through the sharing of information.
- G. To encourage cooperation among public service agencies, the private sector and other professional associations to further the suppression of arson.

Section 3: Code of Ethics

- A. I will, as a fire and an arson investigator, regard myself as a member of an important and honorable profession.
- B. I will conduct both my personal and official life so as to inspire the confidence of the public.
- C. I will regard my fellow investigators with the same standards as I hold for myself. I will never betray a confidence nor otherwise jeopardize their investigation.

Section 3: Code of Ethics continued

- D. I will regard it my duty to know my work thoroughly. It is my further duty to avail myself of every opportunity to learn more about my profession.
- E. I will avoid alliances with those whose goals are inconsistent with an honest and unbiased investigation.
- F. I will encourage and support professional standards for fire and arson investigators, assist our members in obtaining world class training and professional qualifications.
- G. I will make no claim to professional qualifications which I do not possess.
- H. I will share all publicity equally with my fellow investigators, whether such publicity is favorable or unfavorable.
- I. I will be loyal to my superiors, to my subordinates, and to the organization I represent.
- J. I will bear in mind always that we are truth-seekers; that it is important to protect the innocent, hold accountable those responsible, and convict the guilty.

ARTICLE II: MEMBERSHIP

Section 1: Membership Classes and Qualifications

- A **ACTIVE:** Anyone of good character who is a member in good standing in the IAAI shall be eligible to apply for Active membership in the Chapter. Active members are entitled to attend and vote in any membership meeting, and attend any Board of Directors meeting. Although they may not make motions or cast a vote on any business at the Board meetings, they may enter into discussions and contribute to the meeting.

- B **HONORARY:** Any person who is formally nominated by a member of the Chapter and elected by the membership of the Chapter shall be eligible for Honorary Membership in the Chapter. Honorary members may attend and contribute to any membership or Board of Directors meetings, but may not vote or make motions. Honorary members will have these privileges without the payment of dues. The Chapter will pay the International and Indiana State dues for Honorary Members. State dues for any other state will be maintained by the members.

- C **LIFE MEMBER:** Any member who is formally nominated by a member of the Chapter and elected by unanimous vote of the Board of Directors shall be eligible for Life Membership in the Chapter. Life members are afforded the same privileges as Active Members without the payment of dues. The Chapter will pay the International and Indiana State dues for Life Members. State dues for any other state will be maintained by the members.

Section 2: Application Procedure

Application for membership shall be made to the President of the Chapter upon recommendation of a member in good standing in the Chapter, or via the International website. Admission shall be voted on by the Board of Directors and approval must be by majority vote present. If the application is voided by vote, it may be resubmitted after one (1) year has passed from the original application date.

Section 3: Membership Qualifications

- A. Prior to voting upon each application, the Membership Committee shall give due consideration to the following, among other qualifications it deems applicable, to wit:
 - (1) the personal character and reputation of the applicant,
 - (2) the nature, character and reputation of the applicant's business,
 - (3) the character and reputation of the applicant's employer and associates, and
 - (4) The general nature, character and reputation of the principal business of the applicant's employer and associates.
- B. No person shall be eligible for any class of membership if they are or have been a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the purposes of the Association.
- C. Any member may maintain membership after retirement from active duty or employment in a profession or position dealing with the field of fire investigation provided they remain in good standing in the Chapter.

Section 4: Membership Termination

- A. Membership in the Chapter shall be terminated by the Board of Directors in any of the following circumstances:
 - 1. Voluntary withdrawal
 - 2. Notification by the Treasurer that the member is in arrears of payments dues or any other obligation to the Chapter.
 - 3. Violation of any part of the Chapter's or IAAI's Constitution and By-Laws or if found in violation of the IAAI's Code of Ethics by the Chapter's Board of Directors.
- B. Any termination or reinstatement of membership is by vote of the Chapter's Board of Directors. Should violation of the above be by a member of the Board of Directors, the same procedure will be followed and reinstatement will be reviewed and voted on by the remaining members of the Board.

ARTICLE III: GOVERNING BODY, TERMS AND ELECTIONS

Section 1: Elected Officials – Executive Board

The Executive Board of the Chapter shall be: President, First Vice President, Second Vice President, Secretary, Treasurer and Immediate Past President.

Section 2. Duties and Powers - The Executive 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. The Executive Board shall determine the date and location of the annual meeting and shall outline the program of activities during such meeting. They shall have general powers to direct, control, and supervise the affairs of the Chapter.

Section 3. President – The President shall be the Chief Executive Officer of the Chapter. It shall be their responsibility to supervise and coordinate the activities of the Chapter and to preside at meetings of the Chapter and of the Board of Directors. The President shall appoint appropriate committees for the conduct of the activities of the Chapter. The President shall require reports at each annual meeting, and as otherwise desired from the committee so appointed and from the officers of the Chapter.

Section 4. First Vice President – In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such.

Section 5. Second Vice President – In the absence of the President and First Vice President, the Second Vice President shall perform the duties of the President. The Membership Director duties will be performed by the person elected as the 2nd Vice President.

Section 6. Secretary – Secretary shall keep the records and minutes of the Chapter and shall maintain currently the roll of the members, the constitution, and all other documents of value. It shall be the Secretary's duty to receive and acknowledge all communication of the Chapter addressed to them or that may be submitted to them by Officers of the Chapter and perform such duties as assigned by the President.

Section 7. Treasurer – The Treasurer shall be the custodian and sole depositor of the funds of the Chapter, shall disburse such funds by check as herein authorized or upon approval of the Board of Directors for the purposes, which promote the welfare and objectives of this Chapter. The Treasurer shall render a complete summary of all income, disbursements, and balances whenever requested by the Board and to the members at each regular meeting. A written copy of this report shall be made available to any member upon request.

Section 8: Immediate Past President

The Immediate Past President’s term will end whenever a new President is elected, and the outgoing President will assume the position on the Board as the Immediate Past President. If the outgoing President declines to serve on the Board as Immediate Past President, the person currently serving will retain the position. If no one serves as the immediate Past President, the position will be deemed vacant by a majority vote of the Board and no one may serve in this position until the next change in the office of the President.

Section 9: District Directors

Included as elected officials, but not officers, are three District Directors which with the Executive Board constitute the Board of Directors for the Chapter and shall be the governing body of the Chapter. Any ACTIVE member may hold an elected office in the Chapter.

The three District Directors shall satisfy a residency requirement that one each will reside in, and represent the membership from, each area of the state. The areas will be Northern, Central and Southern Districts.



Northern consists of the following counties: Adams, Allen, Benton, Blackford, Carroll, Cass, DeKalb, Elkhart, Fulton, Grant, Howard, Huntington, Jasper, Jay, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Miami, Newton, Noble, Porter, Pulaski, St. Joseph, Starke, Stueben, Wabash, Wells, White and Whitley.

Central consists of the following counties: Boone, Clay, Clinton, Delaware, Fayette, Fountain, Hamilton, Hancock, Hendricks, Henry, Johnson, Madison, Marion, Montgomery, Morgan, Owen, Parke, Putnam, Randolph, Rush, Shelby, Tippecanoe, Tipton, Union, Vermillion, Vigo, Warren, Wayne.

Southern consists of the following counties: Bartholomew, Brown, Clark, Crawford, Daviess, Dearborn, Decatur, Dubois, Floyd, Franklin, Gibson, Greene, Harrison, Jackson, Jefferson, Jennings, Knox, Lawrence, Martin, Monroe, Ohio, Orange, Owen, Perry, Pike, Posey, Ripley, Scott, Spencer, Sullivan, Switzerland, Vanderburgh, Warrick and Washington.

In the event that the residency requirement cannot be met, the elected District Directors shall be assigned a particular area by the President and shall assume the responsibility for that particular area.

Section 10: Terms of Office

Each officer shall hold office for a term of one year not to succeed themselves, with the exception of the Secretary, the Treasurer, and the Three District Directors who may succeed themselves. All offices shall begin their terms immediately following the annual meeting. The First Vice-President, upon completion of their term, will succeed into the office of President and shall hold that office for a term of one year. The Second Vice-President, upon completion of their term, will succeed into the office of First Vice-President and shall hold that office for a term of one year.

Section 11: Special Provisions

No one may serve in two elected positions simultaneously except for the offices of Secretary and Treasurer. These two offices may be held by one person. The elections and terms for each of these offices will remain separate and the positions treated as if they were separate.

Section 12: Attendance

All elected Executive Board and Board of Directors of the chapter shall attend any and all meetings as set forth in this constitution and as called by the President.

Exceptions will be excused absences for conflicts with work related or personal responsibilities.

Failure to attend a regular or called meeting or to notify the chapter President or Secretary, prior to the meeting, of the valid reason for non-attendance will not be an excused absence, and will be noted in the roll call and minutes as an unexcused absence.

Three unexcused meetings within the election year shall constitute a basis for removal from the board, upon a discussion and determination of the board. If decided by the board the removal may be in the form of a resignation letter.

Personal or work related responsibilities will be valid reasons for non-attendance. However, should those responsibilities be considered long term or repetitive, after discussion and a decision of the board, a request for a letter of resignation will be appropriate.

Section 13: Vacancies

In the event a vacancy is created in one of the elected offices, the remaining Board Members shall elect a replacement by majority vote.

Section 14: Indemnification

Every director, principle officer, or employee of the Chapter shall be indemnified by the Chapter against all expenses and liabilities, including counsel fees, reasonably incurred or imposed in connection with any legal proceeding to which they may be made a part to, or become involved in by reason of their position past or present. Except in such cases wherein they are adjudged guilty of willful misfeasance or malfeasance in the performance of duties of their office.

Section 15: Elections

Elections shall be held annually during the annual meeting of the year and the newly elected officials shall take office immediately following the annual meeting. Nominations for elections may be made by electronic or postal mail or from the floor. Nothing shall preclude any member or group of members from placing into nomination, to be voted on at the annual meeting of the Chapter, any person or persons who such member or group of members might see fit to nominate for election provided that such person or persons so nominated have been found to be qualified

The Executive Board or a Nominating Committee will review the nominations to determine if the person is qualified. Items to be considered if a nominee is qualified will include: the nominee is a current member in good standing, the nominee has experience in a responsible position in some phase of arson prevention and suppression, fire service, law enforcement or civil investigation of fires and arson, the nominee has established a favorable reputation of personal integrity and professionalism and the nominee has Chapter support and a willingness for active participation in the Chapter.

All nominees may provide the Secretary with an informational notice about themselves to be distributed to the membership the month leading up to the annual meeting. All nominees may also be introduced on the floor to the attending membership prior to the elections.

All nominees for designated office shall be voted upon by the attending membership. In the event that more than two seek the same office, the two receiving the highest number of votes for a particular office will engage in a run-off election and the member with the highest number of votes will be elected to the office. A photo identification card and membership card can be produced as member verification to allow said member to vote at annual meetings if there is a question as to member status.

Section 16: Board of Directors Voting

All Board Members shall have a vote on the matters before the Board. However, voting requires the individual board member be present at the Board meeting when the vote is taken. An exception to the requirement, that a Board Member be present to vote on matters before the board, can be made upon a unanimous vote of the Board of Directors present at a regularly called meeting.

ARTICLE IV: MEETINGS

Section 1: Meeting Schedule

- A. The meetings of the Board of Directors shall be held at least once in each quarter at a date, time and place voted on by the Board of Directors, or in lieu of this, the next meeting date will be set by the President. A general membership meeting shall be held annually.
- B. All meetings of the Board of Directors shall be open to the general membership of the Chapter unless the Board is acting upon matters referred to it by the Ethics Committee of the Chapter or the Ethics Committee of the IAAI.
- C. Special meetings may be called by the President or by a majority of the Board of Directors. Notifications of special meetings will be posted on the Chapter Website at least fourteen days prior to the same. The notice shall state the business to be considered at such meeting and no other business than that stated shall be in order at such meeting unless otherwise pertinent business should arise, or other business as deemed for the good of the order.

Section 2: Ethics Committee

Whenever deemed necessary by a majority vote of the Board of Directors, an Ethics Committee will be created. The Ethics Committee purpose is to serve the same purpose as set forth in the IAAI's Constitution and Bylaws and will be governed by the same directives as described in that document. All meetings of the Ethics Committee shall be closed meetings. The Committee will consist of three members in good standing which are appointed by the President, or if the Committee is to evaluate the actions of the President, then the First Vice President. The Committee will exist to hear all evidence on the matter to which they were assigned and will be dissolved upon the completion of the matter at which point a report will be provided to the Executive Board of Directors. The President will then provide a written report to the International for review, recommendations and final action.

Section 3: Rules of Order

The meetings shall be governed by Robert's Rules of Order. <http://www.robertsrules.com/>

Section 4: Quorum

Five Board of Directors shall constitute a quorum at all Board meetings. Seven members in good standing shall constitute a quorum at all general membership meetings.

ARTICLE V: FINANCE

Section 1: Membership Dues

As an Enhanced Chapter, all Chapter membership dues are handled by International. Persons applying for membership in the Chapter shall be required to submit a fully executed application form and the first year's dues. In the event that the applicant is not accepted as a member of the Chapter for any reason, all moneys paid shall be refunded in full within thirty (30) days of the rejection, accompanied by a letter stating that acceptance for membership was not gained by the applicant.

Any change to dues for Active members shall be set by the membership upon recommendation from the Board of Directors at the General Membership Meeting. The dues for the forthcoming year shall be paid in full on or before the renewal date of the membership. Only members whose dues are current at the time of the election shall be eligible to hold office, or allowed to vote.

Honorary Members and Life Members will not be required to pay dues to the organization. The Chapter will pay the International and Indiana State dues for Honorary and Life Members. State dues for any other state will be maintained by the individual member.

Section 2: Dues delinquency

Should a member fail to remit in full such dues by their renewal date, a notice of delinquency shall be sent informing the member of the delinquency. If payment is not received within 60 days of notice, the delinquency shall be reported to the Board of Directors who shall terminate the membership of the delinquent person.

Should the person choose to be reinstated as a member without submitting a new application, all dues in arrears must be paid in full in advance of reinstatement.

In fulfillment of the Chapter's full responsibility to its membership, an individual exemption of this section can be granted for circumstances such as financial hardship, by a unanimous vote of the Board of Directors. Any exemption to this section shall be only for one (1) year's dues, and subsequent exemptions will require another vote from the Board.

Section 3: Audit

The Finance Committee shall make an audit of the accounts of the Treasurer prior to each annual meeting and shall verify all assets and liabilities of this Association.

ARTICLE VI: REGULATIONS DESIGNED by ASSOCIATION

Section 1:

The Chapter shall conform to the Constitution and By-laws of the IAAI. Copies of the By-laws and Constitution of the IAAI can be obtained from the IAAI website at <https://www.firearson.com/About-IAAI/Governing-Documents.aspx> or the Chapter Secretary.

ARTICLE VII: AMENDMENT

Section 1: Requirements

This Constitution and By-laws may be amended at any general membership meeting of the Chapter by a vote of two-thirds of the members present, providing:

- A. The proposal is submitted by a member in good standing with the Chapter to the Constitution and By-Laws committee. And,
- B. The proposed amendment has been presented and read at three previous Membership, Board, or Area meetings. Or,
- C. The proposed amendment has been posted on the Chapter Website for thirty (30) days. Or,
- D. Notification has been made to the Chapter membership by posting on the Chapter Website, or by mass email, the date and time of the meeting in which the vote will be held on the proposed amendment. And,

- E. The proposed amendment is in the form consistent with and without conflict with the remainder of the existing Constitution and By-laws of the Chapter or of the IAAI.

ARTICLE VIII: CERTIFICATION PROGRAM

Section 1: IAAI Certified Fire Investigator Program

There shall exist within the State of Indiana a program known as the IAAI Certified Fire Investigator (IAAI-CFI®) Program. This program will conform to the direction and guidelines set forth by the IAAI.

Section 2: Participating Chapter CFI (PC-CFI) Committee.

The President shall appoint a member to serve as the PC-CFI Director for the PC-CFI Committee and liaison between the International and the Chapter. The PC-CFI Director shall conform to the requirements to be an examination proctor. For logistical reasons, so that Chapter Members who will be challenging the IAAI-CFI® test will have better access, The PC-CFI Committee may designate a proctor in the Northern, Central and Southern Districts if necessary. These proctors must be an IAAI Certified Fire Investigator and be registered with the I-CFI committee. Only an examination proctor can administer the CFI examination. The responsibilities of this position will be carried out by individuals approved by the I-CFI Committee.

The PC-CFI Proctor(s) will operate as an independent committee and will rely on the Chapter only for those requirements of the Chapter as set forth in the IAAI-CFI® Program Manual. This section is not intended to prevent members of the Chapter from participating in the IAAI-CFI® Program.

Applicants may choose to take the examination at a university or college. If a university or college is chosen, then the proctor must be a qualified, professional proctor and approved by the I-CFI Committee. The applicant is responsible for any cost associated with this method.

ARTICLE IX: REWARD COMMITTEE

A committee consisting of three individuals will review each request for reward. The committee will be appointed by the Indiana Chapter President of the IAAI. The President shall appoint one individual from the Indiana Department of Homeland Security Investigation Division or an individual from an Indiana Fire Department Investigation Division, one individual from the

Insurance/Private sector and one individual from the Board of Directors of the Indiana Chapter of the IAAI.

The following are guidelines to assist the reward committee in determining reward amounts.

- Level 1 felony up to \$5,000.00
- Level 2 felony up to \$3,500.00
- Level 3 felony up to \$2,500.00
- Level 4 felony up to \$1,500.00
- Level 5 felony up to \$750.00
- Level 6 felony up to \$500.00
- Misdemeanor up to \$100.00

The reward committee will have the authority to adjust the amounts as necessary based on extenuating circumstances.

The reward committee will meet, or correspond via email and or phone, once a month if needed to review all reward submissions. The committee will make a determination on a reward amount if justified. Once a determination that a reward is to be made, the reward committee will submit select information to Indiana FAIR Plan to request the appropriate amount of the reward. No personal identification information regarding the recipient will be sent to FAIR Plan, this information will only be known by the reward committee. Once received, FAIR Plan will have a check issued to the Indiana Chapter within thirty days. The Indiana Chapter will then issue a check to the recipient as expedient as they are able. Reward amounts will be given based on information leading to an arrest. A copy of an arrest report must be submitted with the request for reward.

The treasurer of the Chapter will provide an annual report to the President of the Indiana Chapter of the IAAI on the amount of rewards paid for the prior year at the annual meeting. This report will be forwarded to the Fair Plan for their review.

ARTICLE X: The Lawrence William Tuck Investigator of the Year Award Committee

The Lawrence William Tuck Investigator of the Year Award is given to an individual who is an active investigator in the State of Indiana and who has shown outstanding achievement through the use of professional expertise, in both the criminal and civil fields of fire investigation or arson control. The recipient shall not be a current member of the awards committee. There shall be one annual Investigator of the year.

Each year a committee appointed by the President of three previous recipients of the *Lawrence William Tuck Investigator of the Year Award* will constitute the Committee to review award nominations on an annual basis for *The Lawrence William Tuck Investigator of the Year Award*. If three previous recipients are not available to serve on the committee, the President shall appoint members in good standing so that there are at least three members of the Committee. The Committee will be known only to themselves and the President. Upon the completion of reviewing the nominations, the Committee will notify the President of the recipient for that year.

ARTICLE XI: The Terry T. Fleming Lifetime Achievement Award Committee

The Terry T. Fleming Lifetime Achievement Award was inaugurated in 2012. The award was created in honor of Terry T. Fleming and Mr. Fleming was the first recipient. Terry's career included 32 years with the Carmel Fire Department and after retiring from public service he worked at Donan Engineering for 8 years continuing the investigation of fires.

The Terry T. Fleming Lifetime Achievement Award will be given at the discretion of the Chapter President.

Recipients of the Terry T. Fleming Lifetime Achievement Award will be designated Life Members and will not be required to pay dues to the organization. The Chapter will pay the International and Indiana State dues for recipients of this award. State dues for any other state will be maintained by the recipient.

ARTICLE XII: Indiana Fire Investigation Conference Committee

The committee shall be responsible for the planning of the annual training conference. The committee membership will consist of the six members of the Executive Board. The Chapter President shall appoint a Committee Chairman. Additional committee members can be appointed by the Chapter President or Committee Chairman as needed. The Committee Chairman can create sub-committees to assist in the planning of the conference which will include securing; topics and presenters, a conference location, lodging, food menus, advertising, sponsorships, donations, handouts and much, much more. The Conference Committee will receive free attendance to the conference in appreciation for the work they have completed to organize the conference.

ARTICLE XIII: By-Laws Committee

The Committee will review all proposed changes to the Constitution & By-Laws of the Chapter, assuring that each proposed change is prepared and presented in the proper format for

consideration by the membership. Forward a final copy of all proposed constitutional changes to the Web-Master for posting in accordance with the Constitution and By-Laws. The committee membership shall be appointed by the Chapter President. The Chapter President shall also appoint a Committee Chairman.

ARTICLE XIV: Juvenile Fire Setter Committee

This committee is a comprehensive group of professionals who will work together to address the juvenile fire setting problem in the state. The committee membership shall be appointed by the Chapter President. The Chapter President shall also appoint a Committee Chairman.

ARTICLE XV: Training and Education Committee

This Committee will present regional training programs in accordance with the Chapter's Mission statement. The committee membership shall be appointed by the Chapter President. The Chapter President shall also appoint a Committee Chairman.

ARTICLE XVI: IAAI - International Training Conference

The Indiana Chapter of the IAAI will have the Chapter President or designated person attend the IAAI ITC as a representative of our Chapter. The Indiana Chapter will pay all reasonable expenses for the Chapter Representative to attend the conference; these reasonable expenses shall include ITC registration fee, airfare, ~~car rental~~ and hotel lodging. A daily meal stipend and any additional expenses if needed shall be discussed on an as needed basis. If the Indiana Chapter does not have the funds available, the Indiana Chapter will not be able to ~~send~~ pay all reasonable expenses for a representative of our Chapter to attend the ITC.

ARTICLE XVII: Sanctioning Seminars

No Association, Committee, Group or individual may use the name or logo of the Chapter without applying for and receiving the approval of the Board of Directors upon meeting the following requirements:

- A. Application must be made in writing at least thirty (30) days before the seminar.
- B. All certificates issued must show the number of hours attended, and must show whether or not the participant took an examination.
- C. A roster of all participants, with updated contact information, must be forwarded to the Chapter Secretary within 7 days of the completion of the seminar.
- D. The Chapter will not be responsible for any financial obligation of the seminar.

- E. No approval may be granted to sanction a seminar sponsored wholly or in part by a profit-making enterprise, or any seminar held for personal financial gain. Only individuals or organizations whose objectives coincide with those of the Chapter and International Association of Arson Investigators may be considered for approval. These individuals or organizations may not have any financial gain from a sanctioned seminar, however associated fees may be necessary to provide/replace materials for the seminar at cost.
- F. Any additional criteria deemed reasonable and appropriate by the Board of Directors.
- G. No other seminar will be sanctioned during the week of the Indiana Fire Investigation Conference. Applications not meeting these requirements may be considered ineligible for approval.

Revisions:

Date: December 6, 2000

Revised 12-5-2001, Revised 8-20-2002

Revised 12-3-2003, Revised 8-17-2004

Revised 12-1-2004, Revised 8-22-2006

Revised 10-8-08, Revised 3-17-2010

Revised 8-16-2016