

# Constitution and By-Laws Nebraska Division of the International Association For Identification

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# **NEBRASKA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION CONSTITUTION**

## **ARTICLE I**

### **NAME AND OBJECT**

**Section 1.** This organization shall be known as the NEBRASKA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION, herein after also called the Division, and is formed for the following reasons:

- (a) To associate persons who are actively engaged in the profession of forensic identification, forensic investigation, forensic education, and the scientific examination of physical evidence in an organized body within the State of Nebraska, so that the profession in all of its branches may be standardized and effectively and scientifically practiced.
- (b) To encourage the enlargement and improvement of the science of forensic identification and crime detection.
- (c) To keep its members apprised of the latest techniques and discoveries in crime scene detection.
- (d) To encourage research work in scientific crime detection.
- (e) To raise the standards of all personnel engaged in scientific crime detection.
- (f) To employ the collective wisdom of the profession to advance the scientific techniques of forensic identification and crime detection.
- (g) To provide training, education and publication in forensic science disciplines represented by the Nebraska Division of the International Association for Identification.
- (h) To work closely with the International Association for Identification, in furthering the profession of identification generally.

## **ARTICLE II**

### **MEMBERSHIP**

**Section 1.** The membership of the Division shall consist of Active, Associate, and Student Members. Applications for membership shall conform to the provisions set forth in Article I of the By-Laws. The

Board of Directors has the final approval on all membership applications.

**Section 2. The Active Membership** of the Division shall consist of persons actively engaged in the science of forensic identification, forensic investigation, and the scientific examination of physical evidence, and their Unit, Section, Bureau, Division, and Department Heads. Provided, however the foregoing persons are bona fide employees of, and who receive salaries from National, State, County, or Municipal governments, or some subdivision thereof. No member shall lose her/his status because of retirement or change of position, so long as she/he shall remain in good standing.

**Section 3. Associate Membership** in the Division shall be restricted to reputable persons, wholly, or partially engaged in any of the various phases of forensic identification, forensic investigation, forensic education, and the scientific examination of physical evidence who are not qualified for Active Membership. Associate members shall in all aspects be subject to the same rules, fees and charges as Active Members and shall be entitled to the same rights and privileges, to include election to Offices of the Division, with the exceptions of President and Vice-President. When applying for Associate Membership, the applicant must state the area that he/she is engaged within the various phases of forensic identification, forensic investigation, forensic education, and the scientific examination of physical evidence. Admission to Associate Membership will be on the basis of this statement. The applicant must be sponsored by an Active Member in good standing.

**Section 4. Student Membership.** Student membership shall be restricted to reputable persons, wholly, or partially engaged in any of the various phases of forensic identification, forensic investigation, forensic education, and the scientific examination of physical evidence who are not qualified for Active Membership or Associate membership, and are students or graduates of a college or university, and/or are engaged in the study of forensic identification, forensic investigation, forensic education, or the scientific examination of physical evidence. Student members shall in all aspects be subject to the same rules, fees and charges as Active Members and shall be

entitled to the same rights and privileges, to exclude election to and voting on Offices of the Division.

**Section 5. Lifetime Membership.** Lifetime membership in the Division shall be an automatic nomination for all Past Presidents of the Division. Other Active members in good standing may be granted lifetime membership based upon a nomination and majority vote of members present at the annual business meeting of the Division. All nominations for Lifetime Membership status need to be submitted to the BOD prior to the annual training conference . The BOD will review all nominations to ensure the nominated member is in good standing.

**Section 6. Good Standing.** The status of a member in good standing is assigned to a Member of the Division when he or she has remained current on organization dues which cover a 12-month period. Being a Member in good standing affirms the Member's commitment to the vision of the Division, reflected in the IAI's Code of Ethics, to which all members are bound, and to the Constitution and By-Laws of this Division. By extension this status reflects that the individual is known to be of good character and to be trustworthy. It is expected that members in good standing will work collaboratively to strengthen the organization and will not engage in any activities that puts the Division in financial or structural jeopardy, nor engage in any activities that will bring discredit to the organization or its members.

Members in good standing:

- Are eligible to participate in all meetings, trainings, and committee memberships;
- Are eligible to apply for NEIAI awards and scholarships;
- Are eligible to be elected as an officer or at-large board member provided they meet the stipulations of said positions and provided that they have attended at least two NEIAI conferences\* prior to nomination;
- Have the right to exercise one vote, per motion/election at the annual business meeting or any other issue proposed for a vote outside of the annual conference business meeting.

New Members of the NEIAI are eligible to vote immediately after applying for membership and payment of dues.

\*Attendance of workshops only does not count towards meeting the requirement of attendance of the annual conference. At least one full day of attendance (out of the two-day conference) per conference is necessary and the member shall have attended at least two business meetings.

**Section 7.** Any written charge or charges against any member shall be placed in the hands of the President, who shall, in turn, within thirty days, lay the matter before the Board of Directors for consideration; and the President shall thereupon send a copy of said charges to the accused by registered mail, and the accused shall have thirty days to answer such charges. Failure to answer said charges, within the time prescribed, shall be an admission of the truth of said charges, and the Board of Directors shall act thereupon accordingly, as outlined in Article IX Sections 4-8.

### **ARTICLE III OFFICERS**

**Section 1.** There are hereby created the following Officers of the Nebraska Division: (a) President; (b) Vice President; (c) Secretary-Treasurer; (d) Newsletter Editor; (e) Historian; (f) Web Master.

**Section 2.** All elections for Offices of this Division shall take place at the Annual Conference. Elections for the Offices of President, Secretary-Treasurer, Historian, Web Master, and an at-large board member shall take place during the conferences held on even numbered years. Elections for the Offices of Vice-President, Editor, and the second at-large board member shall take place during the conferences held on odd numbered years.

**Section 3.** (a) In the event of a vacancy occurring in the Office of the President, such vacancy shall be filled by the Vice-President, who shall hold the office for the remainder of the term of office. (b) In the event of a vacancy in the Office of the Vice-President, such vacancy shall be filled by presidential appointment, with the majority Board of Directors approval. (c) In the event of vacancies occurring in both of the foregoing offices, the Board of Directors, by written ballot, shall select an Active Member of the Division to serve as President until

the next annual conference. (d) In the event of vacancies in the offices of Editor or Historian, such vacancy shall be filled by Presidential appointment, with majority approval of the Board of Directors. Such appointment shall be for the remainder of the unexpired term of office. (e) It is expected that the holder of any Office listed in Section 1 of this Article shall fulfill the term of that office, in its entirety, unless a professional or personal obligation exists in which the person must vacate or resign from that position. Any currently-elected or appointed officer shall not be eligible to hold the position of another office while their term is still active unless such action is approved by the President with majority approval of the Board of Directors.

**Section 4.** Only Active Members are eligible to hold the Offices of President or Vice-President. All Officers of the Nebraska Division MUST work within the State of Nebraska.

**Section 5.** All Office holders are required to surrender all records of their office for the previous twelve months between Annual Conferences, no later than April 30<sup>th</sup> of each year. Said records shall be surrendered to the historian, provided, however, the office holders may retain a copy of those records.

## **ARTICLE IV**

### **BOARD OF DIRECTORS**

**Section 1.** There shall be a Board of Directors, which shall consist of the Officers of the NEBRASKA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION, Immediate Past President, and two elected members-at-large. The Division's Secretary-Treasurer, or a Presidential appointee in the absence of the Secretary-Treasurer, shall record all Board of Director's meetings.

**Section 2.** The Board of Director's members-at-large shall be elected on opposite years.

**Section 3.** The length of term for each member of the Board of Directors (officers and member-at-large) shall be for two years. It is expected that the holder of member-at-large position shall fulfill the term of that position, in its entirety, unless a professional or personal

obligation exists in which a person must vacate or resign from that position or if appointed to another position following the procedure outlined in Section 3 of Article III. Any vacancy occurring on the Board of Directors shall be filled by Presidential appointment, with the majority approval of the Board of Directors. Such appointee shall complete the unexpired term of office.

## **ARTICLE V COMMITTEES**

**Section 1.** The Board of Directors shall be authorized to establish committees as the Board deems necessary for the efficient operation of the Division. Said committee members shall be appointed by the President, with majority approval of the Board of Directors.

## **ARTICLE VI DUTIES OF THE PRESIDENT**

**Section 1.** The President shall preside at all meetings of the Division, and all meetings of the Board of Directors. He/she will carefully supervise the affairs of the division and labor for its usefulness and efficiency. He/she shall fill all vacancies in offices of the Division, except as otherwise provided herein. He/she shall open the annual meeting and assist in introducing presenters at the annual meeting.

**Section 2.** The President has the power to call a special meeting at any time, in the event of an emergency or in the interest of the Division. He/she may likewise call a Board of Directors' meeting under the same situations.

## **ARTICLE VII DUTIES OF THE VICE-PRESIDENT**

**Section 1.** The Vice-President shall act as presiding officer of the Division during temporary absence or disability of the President. He/she shall serve as the annual conference chairperson, and serve as the onsite facilitator of the conference. He/she will fulfill the additional duties assigned to him/her by the President.

## **ARTICLE VIII**

## **DUTIES OF THE SECRETARY-TREASURER**

**Section 1.** The Secretary-Treasurer shall keep the records and the minutes of the Division and supply such information to the Editor and the Historian. He/she shall receive all monies due the Division and keep a just and accurate account between the Division and its members. He/she shall submit the Divisions financial records to the Board of Directors for an audit, a minimum of once each calendar year. Such random audits shall be prescribed by the Board of Directors as frequently as they deem necessary. She/he shall serve as annual conference co-chairperson, and cause certificates of training to be offered to conference attendees.

**Section 2.** He/she shall issue to each member, upon payment of dues and assessments, a membership card. Such card shall bear the imprint of the year for which issued, the emblem of the Nebraska Division, as well as other information deemed necessary by the Board of Directors.

**Section 3.** He/she shall draw all warrants and checks for expenses of the division and shall sign same; provided, however, the Board of Directors may require the signature of another Officer to accompany that of the Secretary-Treasurer.

**Section 4.** He/she shall furnish bonds for the faithful performance of his/her duties as the Board may require, premium on said bond to be paid by the division.

**Section 5.** He/she shall submit at the Conference a detailed report of receipts, disbursements and conditions of accounts, as well as his/her activities in office.

**Section 6.** He/she shall be Secretary of the Board of Directors and shall have a vote in their deliberations.

**Section 7.** Expenses entailed in carrying on the business of the Division must be approved by the Board of Directors, unless the sum is under \$50.00, in which event Board approval is not necessary.

## **ARTICLE IX**

### **DUTIES OF BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall act as an advisory committee to the President.

**Section 2.** They shall select the place and date of all conferences and provide members thirty days' notice thereof, and assist in operation of the annual conference.

**Section 3.** They shall approve the program of activities of all conferences of the Division and shall have control of the affairs of the Division during its recess.

**Section 4.** They shall have the power to review any member of the Division upon any charge affecting his/her honor or conduct unbecoming a member that would potentially revoke their status of "in good standing" as outlined in Section 7 of Article II. The said charge must be made in writing and signed by the person making the charge. The Board of Directors shall have the power, after a review of said charges, and providing the accused is found accountable by majority vote, to expel, suspect, censure or admonish said member.

**Section 5.** After due consideration of the evidence at hand on specified charges, the Board of Directors shall, with thirty days, arrive at a decision and notify all persons concerned in writing of said decision.

**Section 6.** In the event the judgment of the Board of Directors is adverse to the accused, the accused member shall have the right to appeal the decision of the Board to the Membership of the next regular conference. The finding and the order of such Board shall be final, unless overruled by a vote of two-thirds (2/3) of the members present and voting at such conference.

**Section 7.** The written charge shall NOT be construed so as to prevent the Board of Directors from initiating an investigation and/or review procedures against a member. The Board of Directors shall have the power to investigate and review ANY member when a situation is brought to their attention, which affects the honor or

conduct or any member regardless of whether or not initiated by a written charge, provided such written charge is made prior to any review and after completion of the investigation. In such circumstances, the President shall appoint a disinterested member as the investigating officer, to report to the Board and to make any written charges required.

**Section 8.** In the event the accused is a member of the Board of Directors, said member shall be temporarily removed from the Board, pending the outcome of the investigation and review. Such short-term vacancy shall be filled by Presidential appointment with approval of the Board of Directors. In the event said member is occupying the office of the President, the Vice President shall temporarily assume the Presidency and shall appoint a replacement, with majority Board of Directors approval, to sit on the Board until such investigation and review is completed.

## **ARTICLE X DUTIES OF THE HISTORIAN**

**Section 1.** The Historian shall be responsible for recording, compiling, and preserving all pertinent historical information of the Division, including: Membership, Officers, Annual Conferences' agendas and locations, emblems; Reviews of members on charges, annual financial reports, and other information relative to the history of the Division. This shall include all non-current year records of all Offices, provided Officers may keep a copy for whatever purposes they deem necessary.

**Section 2.** The Historian shall maintain said history and shall provide report to the membership during the Annual Conference. A display, including past pictures, records, documents and other mementos, may be displayed by the Historian at the Annual Conferences.

## **ARTICLE XI DUTIES OF THE NEWSLETTER EDITOR**

**Section 1.** The Newsletter Editor, herein after called Editor, shall be responsible for the gathering of Division news concerning members, agencies, or activities, as well as the Annual Conferences, Board of Director meetings, and other items of interest to the Division.

**Section 2.** All news items shall be signed by the author and assembled by the Editor into a newsletter or similar device. The Editor shall direct a copy of said newsletter to be published on the division website.

**Section 3.** Such newsletter or device shall be distributed at a minimum of twice per year between the dates of the annual conference.

**Section 4.** The Editor shall make every effort to ensure that all items published in the newsletter comply with accepted practices and laws concerning publication of written and visual materials.

**Section 5.** The Editor shall confer and coordinate the publication of the newsletter with the Webmaster.

## **ARTICLE XII**

### **DUTIES OF THE WEBMASTER**

**Section 1.** The Webmaster shall be responsible for publication of Division items of interest and the Newsletter on the division website.

**Section 2.** The Webmaster will make every effort to ensure that all items published on the division website comply with accepted practices and laws concerning publication of written and visual materials.

**Section 3.** The Webmaster shall confer and coordinate with the Editor in the publication of the newsletter.

## **ARTICLE XIII**

### **ANNUAL CONFERENCES**

**Section 1.** Elections shall be held during Annual Conferences, and the majority of all votes cast by Division Active and Associate Members shall be necessary to elect any candidate.

**Section 2.** If more than two (2) candidates are nominated for one office, the name of the candidate receiving the fewest number of votes shall be dropped on each succeeding ballot, until two remain,

unless on any ballot, one (1) candidate shall receive a majority of all votes cast, in which event he/she shall be declared elected.

**Section 3.** All members are entitled to the floor of the conference or other division assemblies. HOWEVER, all members are restricted to a five minute presentation period, unless waived by the presiding officer of the meeting.

**Section 4.** The presiding officer of all conferences shall be guided by Robert Rules of Order (Revised) and the Order shall be as follows:

Opening Ceremony;

- (a) Calling the meeting to order by the President
- (b) Invocation/Tribute to Deceased Members
- (c) Address of Welcome
- (d) Response to the address of welcome
- (f) Reading of the Presidential address
- (g) Appointment of Committees
- (h) Conference Guidelines

Business Meeting;

- (a) Call to Order
- (b) Reading of the Minutes
- (c) Financial Report
- (d) Committee Reports
- (e) Old Business
- (f) New Business
- (g) Election of Officers
- (h) Conclusion Address and Adjournment
- (h) Meeting of New Officers and Board of Directors

## **ARTICLE XIV EMBLEM**

**Section 1.** The emblem of this Division, which shall be approved at an annual conference by the membership, shall be used only on the official stationary of Officers of the Division, when said members are regularly and duly empowered by National, State, County or Municipal governments, or some sub-division thereof, as law enforcement employees. Said emblem shall also be displayed on the Division membership card.

## **ARTICLE XV MONETARY APPROPRIATIONS**

**Section 1.** Monetary appropriations for Officers may be authorized by the membership at an annual conference.

## **ARTICLE XVI AMENDMENTS**

Any motion to change the Constitution of this Division must be approved by majority vote of the membership at an Annual Conference, and, if so approved, must be laid over to the next Annual Conference for final passage and adoption, if again approved by the majority vote of the membership present at said Conference.

## **ARTICLE XVII DISSOLUTION**

In the event this Division should be dissolved or otherwise terminated, the assets and income thereof shall not insure to benefit of any member or private individual, but shall be used until they are exhausted, for the purpose of carrying out the objectives for which this organization was formed.

## **NEBRASKA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS**

### **ARTICLE I APPLICATION FOR MEMBERSHIP**

**Section 1.** Application for membership shall be made upon the official application form of the Division.

**Section 2.** The application for membership shall be forwarded to the Secretary-Treasurer, together with annual dues and assessments in the amount set forth herein. In the case of rejection, said amount shall be returned to the applicant.

**Section 3.** Upon approval of the Board of Directors, and providing the applicant is qualified in all other respects, the Secretary-Treasurer

shall notify the applicant of his acceptance as a member and shall forward to him/her forthwith a certificate of membership.

**Section 4.** None of the foregoing Sections shall apply to Active Members of the International Association for Identification who resides in the State of Nebraska, and desire membership in this Division.

## **ARTICLE II DUES AND ASSESSMENTS**

**Section 1.** The annual dues shall be set by the Board of Directors and payable in advance on the last day of the annual conference of each and every year. New Members must submit the first year's dues with application for membership. Dues will be returned if the application is not accepted.

**Section 2.** Occasionally the division may need to come up with funds in excess of the money raised by the annual membership dues. In that case the Board of Directors will present the Project Execution Plan (PEP) to the membership for a vote. If approved by a majority vote a special assessment to cover the one-time expense will be implemented as per the PEP.

**Section 3.** A member who is delinquent as of the last day of the annual conference in the payment of dues is not deemed in good standing, and it shall be the duty of the Secretary-Treasurer to notify such members of said fact, and to remove such member's name from the mailing list of the Division, pending the payment of said dues, or reinstatement, as provided herein. This member will not be allowed to run for a position on the BOD until payment of dues has been received.

**Section 4.** In the event a member is suspended for nonpayment of dues as provided for in the preceding Section, or has otherwise withdrawn his membership while in good standing, he may be reinstated only upon the payment of such money or conditions, as may be imposed by the Board of Directors.

**ARTICLE III  
AMENDMENTS**

The By-Laws of this Division shall be changed only upon approval by a majority vote of the delegates who are assembled in Conference.

**ARTICLE IV  
SCHEDULE OF CONFERENCES**

The Annual Conference of this Division shall be held in the month of April, the date and place to be determined by the Board of Directors.