

CONSTITUTION AND BY-LAWS

SOUTH CAROLINA CHAPTER  
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

JANUARY 2, 2002

SOUTH CAROLINA DIVISION CONSTITUTION  
OF THE  
INTERNATIONAL ASSOCIATION  
FOR  
IDENTIFICATION

ARTICLE I

NAMES AND PURPOSES

SECTION 1            This organization shall be known as the SOUTH CAROLINA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION and is formed for the following purposes:

- (A) To associate persons who are actively engaged in the business of identification, investigation and scientific crime detection into an organized body so that the profession in all 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 encourage research work in scientific crime detection.
- (D) To keep its members apprised of the latest techniques and discoveries in crime detection.
- (E) To provide training, education and the publication of information in all forensic science disciplines represented by this association.

ARTICLE II

MEMBERSHIP

SECTION 1            Membership of this Association shall consist of Active, Life Active, and Associate. Applications for membership shall conform to the provisions as set forth in the By-Laws.

SECTION 2

ACTIVE MEMBERSHIP:

The Active Membership of the Association shall consist of heads of Bureaus of Identification, or Investigation (including persons under their supervision who are engaged in the science of identification), Heads of Police Departments, Chiefs of Detectives and Sheriffs; PROVIDED HOWEVER, that the foregoing persons are bona-fide employees of, and who receive salaries from National, State, County or Municipal Governments or some subdivision thereof.

Any active member shall not lose his active status because of retirement or change of position as long as he remains in good standing by payment of annual dues and assessments.

SECTION 3

LIFE ACTIVE MEMBERSHIP:

Life Active Membership shall be limited to active members of the Association who have maintained their membership in the Association for fifteen (15) years, and who shall be eligible to vote and be entitled to all the privileges of an active member, and shall be excused, during their life time, from payment of dues and assessments.

SECTION 4

ASSOCIATE MEMBERSHIP:

All reputable persons and reputable business organizations, wholly or partially engaged in any of the various phases of the science of identification, and who are not qualified for active membership are hereby eligible to become associate members; they shall, in all respect, be subject to the same rules, fees, charges and entitled to the same rights and privileges as active members, except that they shall not be entitled to hold office.

SECTION 5

Only Active and Life Active members, in good standing, regularly engaged in the business of identification, investigation or scientific crime detection, and receiving governmental salary at the time of their election to office, shall be eligible to become officers of this Association.

ARTICLE III

OFFICERS

SECTION 1           There are hereby created the following Officers of the Association:

- (A) President
- (B) First Vice President
- (C) Second Vice President
- (D) Third Vice President
- (E) Secretary/Treasurer
- (F) Sergeant-at-Arms
- (G) Editor

SECTION 2           All the foregoing Officers shall be elected at the annual meeting of the Association each year, and shall serve for a period of one (1) year with the exception of the Editor who serves five (5) years, or until the next regular election unless relieved of duties for other cause.

Vice Presidents shall rotate upward as the office of President or prior Vice Presidents become vacant.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1           There shall be a Board of Directors consisting of a Chairperson (immediate past President) and not more than five (5) members, all of whom have been past Presidents. The Board Members shall be appointed by the Chairperson at the first business meeting of the Association each year and shall serve for a period of one (1) year or until the next officer election.

SECTION 2           In the event that the Immediate Past President becomes ineligible for membership in the Association or for any other cause cannot serve as Chairperson of the Board of Directors, then the next Junior Past President shall serve until their successor shall become eligible to serve.

SECTION 3           In the event of a vacancy occurring among the Board of Directors except the Chairperson, such vacancy shall be filled by a member appointed by the President, and the newly appointed member of the Board shall hold office until the next officer election.

ARTICLE V

COMMITTEES

- SECTION 1           STANDING COMMITTEES  
The Standing Committees of this Association shall be a Nominating Committee and a Crime Scene Certification Committee.
- SECTION 2           The Nominating Committee shall consist of all past Presidents and shall meet prior to the annual meeting of each year for the purpose of presenting to the membership a proposed slate of officers. This shall not preclude the nomination for office of any eligible member from the floor of the meeting provided that the nominee has given consent for his name to be placed in nomination.
- SECTION 3           The Crime Scene Certification Committee shall consist of three (3) members, who are Certified Senior Crime Scene Analysts. They shall be appointed by the President and shall fulfill the requirements of the I.A.I. Crime Scene Certification Board.
- SECTION 4           SPECIAL COMMITTEES  
Special Committees may be appointed by the President for any purpose he/she deems necessary and shall serve at the discretion of the President.
- SECTION 5           The Board of Directors may establish other standing committees from time to time with the approval of the membership.

ARTICLE VI

DUTIES OF THE PRESIDENT

- SECTION 1           The President shall preside at all meetings of the Association and preserve order and decorum. The President shall carefully supervise the affairs of the Association and labor for its usefulness and efficiency.
- The President shall appoint all standing and special committees as provided for herein. The President shall by appointment, fill all vacancies caused by death, resignation or other causes except as specifically provided otherwise herein.

- SECTION 2           The President shall not succeed him/herself in office except in cases where he/she serves the unexpired term of his/her predecessor.
- SECTION 3           The president shall be included in the meetings of the Board of Directors and all committees and shall have voting power in them.
- SECTION 4           The President shall have the authority to sign checks in addition to the Secretary/Treasurer.

## ARTICLE VII

### DUTIES OF THE VICE PRESIDENTS

- SECTION 1           The First Vice President will act in the absence of the President.       The First Vice President will be responsible for the membership.       Membership responsibilities include, but are not limited to, assisting the Secretary/Treasurer with the current members, approving new memberships, and conducting all background verifications on new members.       In the event there is a question concerning a membership application or membership status, the First Vice President may secure the assistance of the Board of Directors.       The First Vice President shall attend all meetings of the Board of Directors but shall not have a vote except in the absence of the President.       The First Vice President will fill the position, either temporarily or until the next election, if the President is absent, disabled, resigns or is removed.
- SECTION 2           The Second Vice President will be responsible for Communications of the S.C.I.A.I.       These duties will include various aspects of the Association newsletter, a website, if established, and other means of communicating information to the Membership.       The Second Vice President may appoint a committee to assist with the communication duties.
- SECTION 3           The Third Vice President will be responsible for Public Relations, working with vendors and obtaining their support for Association functions.       The Third Vice President will be responsible for assisting the Editor.
- SECITON 4           In the event of a vacancy in one of the Vice Presidential positions, the other Vice Presidents will be responsible for distributing the duties equally among the remaining Vice Presidents until the next election.

ARTICLE VIII

DUTIES OF THE SECRETARY/TREASURER

- SECTION 1           The Secretary/Treasurer shall keep the records and minutes of the Association, receive all monies due the Association and keep a just and accurate account between the Association and its members. He/she shall draw all warrants and checks for expenses of the Association and shall sign the same.
- SECTION 2           He/she shall submit at each business meeting a detailed report of receipts and disbursements, their activities and the condition of the accounts.
- SECTION 3           He/she shall submit or cause to be submitted to the Division Representative of the International Association for Identification such reports as may be required by said International Association.
- SECTION 4           He/she shall meet with and serve as Recording Secretary of the Board of Directors.

ARTICLE IX

DUTIES OF SERGEANT-AT-ARMS

- SECTION 1           The Sergeant-at-Arms shall have command of the outer door to the Conference Hall, and shall permit none to enter that are not properly qualified. He/she shall assist the President in preserving order and may perform such other duties as the President may direct.
- SECTION 2           He/she will assist the Secretary/Treasurer at the registration table of all training conferences and meetings.
- SECTION 3           He/she will be responsible for the setup and cleanup for all meeting and training conferences. He/she shall form a committee of members to assist in these areas.

ARTICLE X

DUTIES OF THE EDITOR

- SECTION 1           The Board of Directors at their Annual Meeting shall appoint an Active or Associate Member of the S.C.I.A.I. to hold and carry out the duties of the Editor. The Editor shall serve at the sole pleasure of the Board of Directors. The term of appointment shall be for five (5) years starting from January 1 of the year in which appointed, and continuing through December 31 of the fifth year following the person's appointment.
- SECTION 2           The Editor shall publish and distribute to all Members in good standing one (1) copy of each of the four (4) issues of the official S.C.I.A.I. publication The Identifier published per year. The Editor shall receive all articles and items of interest to the S.C.I.A.I., edit them when necessary, and prepare them for inclusion in The Identifier. Also, the Editor shall secure such other beneficial publicity for the S.C.I.A.I. as may be possible.
- SECTION 3           The Editor shall, along with both the Secretary/Treasurer, and Second Vice President, publish and distribute to all Members of good standing one (1) copy of an official annual membership roster. Copies of the current Constitution and By-Laws may also be distributed as above.
- SECTION 4           The Editor shall perform such other duties as the President and/or Board of Directors shall prescribe.

ARTICLE XI

DUTIES OF THE BOARD OF DIRECTORS

- SECTION 1           The Board of Directors shall act as an advisory committee to the President.
- SECTION 2           They shall act on the recommendation of the Membership Committee.
- SECTION 3           The Board of Directors shall have the power to try any member or officer of the Association upon any charge affective his honor or conduct unbecoming a member or an officer, provided the charge is made in writing and signed by the person making said charge. The Board of Directors shall have the power, after a hearing upon

said charge and providing the accused is found guilty by a majority vote, to expel, suspend, censure or admonish such member or officer.

Any written charge or charges against any member or officer shall first be placed in the hands of the President, who shall, within ten (10) days, lay the matter before the Board of Directors for consideration; and the Chairman of the Board of Directors shall thereupon send a copy of said charge or charges to the accused by registered mail and the accused shall have thirty (30) days in which to answer in writing such charge or charges. Failure to answer such charge or charges within the time prescribed shall be deemed a confession of the truth of said charge or charges and the Board of Directors may act thereupon accordingly.

After due consideration of the evidence at hand, the Board of Directors shall, within a responsible time, arrive at a decision and notify all persons concerned in writing of said decision.

In the event the judgement of the Board of Directors is adverse to the accused, the accused shall have the right to appeal the decision of said Board to the membership of the Association at the next business meeting, and the findings and orders of the Board shall become final unless the Board is overruled by a vote of two-thirds of the membership.

## ARTICLE XII

### CONFERENCE - ELECTIONS

SECTION 1           A business meeting of the Association shall be held at least once a year. Additional business meetings shall be held as needed.

SECTION 2           All elections shall be by ballot when there are two (2) or more candidates and the majority of all votes cast shall be necessary to elect any candidate.

SECTION 3           If more than two (2) candidates are nominated, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two (2) names 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 4 All members are entitled to the floor of the conference or other deliberative assemblies of said conference or other deliberative assemblies of said conference or the Board of Directors.

SECTION 5 The presiding officer of the conference shall be guided by the Manual of Roberts Rules of Order (REVISED) and the order of the proceedings shall be as follows:

- (A) Calling the meeting to order by the President
- (B) Invocation
- (C) Address of Welcome
- (D) Reading of minutes of previous conference
- (E) Report of Committees
- (F) Report of Officers
- (G) Presentation and reading of papers
- (H) Unfinished business
- (I) New Business
- (J) Election of Officers (ANNUAL CONFERENCE ONLY)
- (K) Appointment of new committees
- (L) Selection of Conference sites
- (M) Good of Association
- (N) Adjournment

#### ARTICLE XIII

##### EMBLEM

SECTION 1 The emblem of this Association will be representative of this State Chapter and shall incorporate the emblem of the International Association for Identification as prescribed by the International Constitution.



ARTICLE XIV

AMENDMENTS

SECTION 1 Any motion to change the Constitution and/or By-Laws of this Association must be approved by majority vote at annual business meeting and if so approved, must go over to the next succeeding business meeting for final passage and adoption by majority vote.

ARTICLE VX

DISSOLUTION

SECTION 1 In the event that this Association should be dissolved or otherwise terminated, the assets, income and property thereof shall become the exclusive property of the International Association for Identification to be used or disposed of as it may deem necessary.

ARTICLE XVI

SECTION 1 The Constitution and By-Laws, edicts and resolutions of the International Association for Identification, and all future revisions, amendments, additions or charges made thereto by said International Association for Identification are hereby made a part of this Constitution and By-Laws as fully as if set forth herein; and no part of this Constitution and By-Laws which conflict therewith shall be valid or effective.

BY-LAWS

ARTICLE I

APPLICATION FOR MEMBERSHIP

- SECTION 1           An application for active or associate membership shall be made upon the official application blank of the Association.
- SECTION 2           The application for membership shall be forwarded to the Secretary/Treasurer, together with the annual dues and assessments in the amount as set forth herein. In case of rejection, said amount shall be returned to the applicant.
- SECTION 3           The Secretary/Treasurer shall forward the application for membership to the First Vice President. The First Vice President shall make such inquiry of the applicant as they may deem necessary and may, in their judgment, approve or disapprove said application. No application shall be further considered unless it is forwarded to the Board of Directors for reconsideration and receives the unanimous approval of the Board Members. In the event the application is disapproved by the Board of Directors, then the said application shall not be further entertained for a period of twelve (12) months.
- SECTION 4           In the event the application is approved and providing that the applicant is, in all other respects, fully qualified as set forth in ARTICLE II of the CONSTITUTION of this Association, the Secretary/Treasurer shall notify the applicant of their acceptance as a member and shall forward to him, forthwith, a certificate of membership.

ARTICLE II

DUES AND ASSESSMENTS

- SECTION 1           The annual dues shall be an amount determined by the Board of Directors and subject to the same provisions of Article II, Section 4, payable in advance on the first day of January of each and every year.

SECTION 2           A member who is delinquent as of March 31 in the payment of dues for the current year is not deemed in good standing and it shall be the duty of the Secretary/Treasurer to notify such member of said fact immediately thereafter and to remove such member's name from the mailing list of the Association pending the payment of said dues, or reinstatement as provided for hereinafter.

SECTION 3           In the event a member is suspended for non-payment of dues as provided for here or has otherwise withdrawn his membership while in good standing, he may be reinstated only upon the payment of applicable dues and a FIVE DOLLAR (\$5.00) reinstatement fee.

SECTION 4           The Board of Directors is empowered by majority vote only, to levy assessments upon the membership of this Association when, in its judgment, the needs of the Association require such action.