


Constitution



South Carolina Division International Association for Identification

Effective date: 05-09-2023

**CONSTITUTION OF THE SOUTH CAROLINA DIVISION
OF THE
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION**

ARTICLE I

OFFICIAL NAME, CHARACTER AND OBJECTIVES

SECTION 1.01 Official Name This organization shall be known as the “SOUTH CAROLINA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION” and shall be referred to as the “SCIAI”.

SECTION 1.02 Character The SCIAI shall be a Regional Division of the Parent Body of the International Association for Identification (IAI) and shall operate as a non-profit organization in the State of South Carolina.

SECTION 1.03 Objectives The SCIAI was formed to pursue the objectives set forth in this document. The current objectives shall be:

- (A) To associate persons who are actively engaged in the business of forensic identification, investigation and scientific examination of physical evidence 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 forensic identification and scientific crime detection.
- (D) To keep its members apprised of the latest techniques and discoveries in forensic identification and scientific 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 2.01 Categories Membership of this association shall consist of Active, Life Active, Associate, Life Associate and Student.

SECTION 2.02 Qualifications and Application The qualifications and application procedures for each category of membership shall conform to the provisions as set forth in the By-laws.

ARTICLE III

OFFICERS

SECTION 3.01 Officers The officers of the SCIAI shall consist of: President, Vice President, Secretary, Treasurer, and Historian.

SECTION 3.02 Election, Appointment, Removal, and Duties The election or appointment, succession, removal, and duties of all officers shall conform to the provisions of the By-laws.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 4.01 Members of The Board of Directors 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, except as provided for in section 4.02.

SECTION 4.02 Appointment and Vacancies 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.

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, the President shall appoint the Chairperson from the current membership.

If no past Presidents are available or willing to serve as members of the Board of Directors, the Chairperson shall appoint Active or Life Active members whom are not required to have previously held the office of President.

SECTION 4.03 Duties The duties of the Board of Directors shall conform to the provisions of the By-Laws.

ARTICLE V

COMMITTEES

SECTION 5.01 Nominating Committee The Nominating Committee shall consist of a minimum of three (3) past Presidents, and participation of all past Presidents who are current members is encouraged. The Committee 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 and is eligible as provided for in the By-laws of this organization. In the event that less than three (3) past Presidents are available to form the committee, the First and Second Vice Presidents shall fill the vacancies in succession.

SECTION 5.02 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. The Board of Directors may establish Special Committees from time to time with the approval of the membership.

ARTICLE VI

CONFERENCES AND MEMBERSHIP MEETINGS

SECTION 6.01 Annual SCIAI Educational Conference An Annual SCIAI Educational Conference and Business Meeting shall be held in conformance with the provisions of the By-laws of this Association.

ARTICLE VII

EMBLEM

SECTION 7.01 Official Emblem Design 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.



SECTION 7.02 Official Emblem Usage In addition to any use authorized by the Board of Directors, the official emblem may be used in official publications, correspondence and documents or items in any official form.

ARTICLE VIII

AMENDMENTS

SECTION 8.01 Proposal of Amendments The Chairperson of the Board of Directors shall present resolutions proposing amendments to this Constitution and/or the By-Laws of this Association at a Business Meeting in accordance with SECTION 8.02 of this Constitution and Section 5.06 of the By-Laws. All resolutions to amend the Constitution or By-Laws of this Association shall have prior approval of the IAI parent body.

SECTION 8.02 Effective Date and Required Vote Any amendment or change to this Constitution shall become effective immediately upon passage by a majority vote of the membership present at the Business Meeting.

ARTICLE IX

DISSOLUTION

SECTION 9.01 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 X

PREEMINENCE OF THE PARENT BODY

SECTION 10.01 The Constitution and By-Laws, edicts and resolutions of the International Association for Identification, and all future revisions, amendments, additions or changes 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



South Carolina Chapter International Association for Identification

Effective date: 05-09-2023

BY-LAWS OF THE SOUTH CAROLINA DIVISION
OF THE
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

ARTICLE I
MEMBERSHIP

SECTION 1.01 Application for Membership An Application for Active, Life Active, Associate, Life Associate or Student Membership shall be made upon the official application blank of the Association and shall be forwarded to the Secretary with the annual dues in the amount as set forth herein. In case of rejection, said amount shall be returned to the applicant.

SECTION 1.02 Application Processing The Secretary shall make such inquiry of the applicant as he/she may deem necessary to establish qualifications. When questions of eligibility arise, the application shall be forwarded to the First Vice President who 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 1.03 Membership Credentials In the event the application is approved and providing that the applicant is fully qualified as set forth herein, the Secretary shall notify the applicant of acceptance as a member and shall forward to the applicant, forthwith, a certificate of membership.

SECTION 1.04 Active Membership Active membership shall consist of all persons who, *by profession*, are actively engaged in the practice or instruction of the various disciplines of forensic identification, whether public or private. Active members shall be eligible for all elected or appointed Officer positions and shall be afforded the right to vote at all official business meetings as set forth in section 5.06 and 5.07.

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

SECTION 1.05 Life Active Membership Life Active membership shall consist of all past Presidents of the South Carolina Division having served after 04-19-18 and any Active member who has paid dues continuously for 15 years and who has not been suspended by action of the Board of Directors. Life Active members shall not be subject to dues payment and shall be entitled to all of the privileges of an Active Member to include voting rights. Life Active membership may be paid in a lump sum equal to 15 years at the current membership rate at the time of application. Life Active membership may also be bought out and shall be calculated at the current membership rate per remaining year of the 15 year requirement. Credit years toward buy-outs will only be given for sequential years of membership prior to the buy-out.

SECTION 1.06 Associate Membership All reputable persons and reputable business organizations, having interest in the various phases of the science of identification or investigation, and who are not

qualified for active membership are hereby eligible to become associate members. They shall, in all respects, be subject to the same rules, fees, and charges and be entitled to the same rights and privileges as active members, except that they shall only be eligible to hold the office of Historian.

SECTION 1.07 Life Associate Membership Life Associate membership shall consist of any Associate member who has paid dues continuously for 15 years and who has not been suspended by action of the Board of Directors. Life Associate members shall not be subject to dues payment and shall be entitled to all of the privileges of an Associate member. Life Associate membership may be paid in a lump sum equal to 15 years at the current membership rate at the time of application. Life Associate membership may also be bought out and shall be calculated at the current membership rate per remaining year of the 15 year requirement. Credit years toward buy-outs will only be given for sequential years of membership prior to the buy-out.

SECTION 1.08 Student Membership Student membership shall consist of all persons who are full time (12 or more credit hours) students at an accredited college or university and do not qualify for Active Membership. To qualify under these provisions, the individual must include with the application, a valid and current student identification card and a letter, on institution letterhead, from a professor or instructor verifying that the individual is qualified for student membership. Applicants for student membership need to submit a renewal each year and will not be dropped from the membership rolls during the transition from school to employment. Student members who transition to employment shall submit an application at the next renewal for their respective membership level in accordance with these By-Laws. Student members shall not be entitled to vote or hold any office within the organization.

ARTICLE II

DUES AND ASSESSMENTS

SECTION 2.01 Annual Dues The non-refundable annual dues shall be an amount determined by the Board of Directors, payable in advance by the first day of July of each and every year.

SECTION 2.02 New Applicant Dues Payments received during the first eight months of the dues year (July-February) shall be for the full dues amount and will be applied to the current dues year only. Payments received during the last four months of the dues year (March-June) shall be for the full dues amount and will be applied to the following year. The member will be entitled to full membership from the date of acceptance.

SECTION 2.03 Non-payment of Dues A member who is delinquent as of September 30th in the payment of dues for the current year is not deemed in good standing and it shall be the duty of the Secretary to notify such member of the suspension of membership and reinstatement procedures immediately thereafter. The Secretary shall remove such member from the mailing list and member directory, pending reinstatement as provided for hereinafter. A member who is not reinstated before the next annual dues assessment shall be dropped from the membership roll. The status of members not in good standing and of members dropped from the roll shall be reviewed by the Board of Directors at its regularly scheduled meetings.

SECTION 2.04 Reinstatement of Membership A member who is suspended for non-payment of dues as provided for in SECTION 2.03 or has otherwise withdrawn membership while in good standing, may

be reinstated only upon the payment of the current year applicable dues and a ten dollar (\$10.00) reinstatement fee.

SECTION 2.05 Fees and Assessments The Board of Directors is empowered by majority vote only, to levy fees and/or assessments upon the membership of this Association when, in its judgment, the needs of the Association require such action. The Board of Directors shall determine the status of members delinquent in payment of fees and assessments other than annual dues.

ARTICLE III

OFFICERS

SECTION 3.01 Limitation on Holding Multiple Offices No member may serve in more than one elected or appointed position at the same time, with the exception of a combined Secretary/Treasurer. No member of the Board of Directors may hold any elected officer position while serving on the Board of Directors.

SECTION 3.02 Term of Office All of the Officers shall be elected at the annual Business Meeting of each year by the voting members of the Association, and shall serve for a period of one (1) year, or until the next regular election unless relieved of duties for other cause. If no other member is elected to a position, then the incumbent shall continue to serve until a replacement is qualified and elected.

SECTION 3.03 Duties of the President The President shall preside at all meetings of the Association and preserve order and decorum. The President will ensure only authorized attendees are present at meetings and has the ability to remove unauthorized persons. 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. All such appointments shall be confirmed by the Board of Directors. The President shall not succeed him/herself in the office except in cases where he/she serves the unexpired term of his/her predecessor. The President shall be included in the meetings of the Board of Directors and all committees and shall have voting power in them.

The President will be responsible for Communications of the Association. These duties will include various aspects of the Association newsletter, website, social media, and other means of communicating information to the membership and/or public. The President may appoint a committee to assist with the communication duties when necessary.

SECTION 3.04 Duties of the Vice President The Vice President shall act as presiding officer of the Association during the temporary absence or disability of the President (in temporary absence of Vice President, succession proceeds in number order of this section).

The Vice President shall assist the Secretary and Treasurer with the business of the association, including the approval of new members. If the Secretary determines that an applicant's qualifications or membership status is questionable, the Vice President shall make inquiries necessary to validate the qualifications and may secure the assistance of the Board of Directors as needed.

The 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 Vice President will fill the position, either temporarily or until the next election, if the President is absent, disabled, resigns or is removed.

The Vice President shall work as the Association's Vendor Representative and Liaison. This is to include contacting and coordinating potential sponsors of the Annual SCIAI Educational Conference, fall training events, and any other SCIAI function. The Vice President shall be on site at the Annual Educational Conference and shall be responsible for vendor registration and the layout and setup of the vendor hall.

The Vice President shall also seek and coordinate sponsorships for the Association's publication "The Identifier" as well as any other sponsorship opportunities available such as the website and social media.

In the event of a vacancy in the Vice President position, the President will be responsible for the duties until the next election, or until a replacement is appointed by the President and approved by the Board of Directors.

SECTION 3.05 Duties of the Secretary The Secretary shall keep the records and minutes of the Association, including the maintenance of the membership roll and shall serve as Recording Secretary of the Board of Directors.

The Secretary shall generate and maintain the official membership application and conference registration forms. The secretary shall receive all applications for membership and forward dues payments to the treasurer. Upon approval of membership, the secretary shall issue a member identification card, indicating the valid year and category, which shall be forwarded to newly approved members.

The Secretary shall submit at each officer meeting a detailed report of current membership status and shall submit reports to the International Association for Identification as may be required. Such a report shall also be presented at the business meeting of the Annual SCIAI Educational Conference.

The Secretary shall have the authority to sign checks in addition to the Treasurer. The Secretary shall act as Division Representative- a liaison with the parent body, and keep the Association apprised of the activities of the IAI.

SECTION 3.06 Duties of the Treasurer The Treasurer shall receive all monies due the Association and keep a just and accurate account between the Association and its members.

The Treasurer shall draw all warrants and checks for expenses of the Association and shall sign the name. Normal office expense requires no approval at time of expense. Other items amounting up to \$500.00 require approval of the President and amounts over \$500.00 require approval of the Board of Directors.

The Treasurer shall submit at each officer meeting a detailed report of all receipts and disbursements, financial activities and the condition of accounts and shall submit or cause to be submitted to the Division Representative of the International Association for Identification such reports as may be required. An Annual financial report shall be prepared and presented at the business meeting of the Annual SCIAI Educational Conference.

The Treasurer shall file with the Internal Revenue Service all required records at the proper times. The treasurer may seek the advice of a professional accountant.

SECTION 3.07 Duties of the Historian The Historian shall serve as the Editor of the Association. The Historian shall publish and distribute to all members in good standing one (1) copy of each of the four (4) quarterly issues of the official SCIAI publication The Identifier. The Historian shall receive all articles and items of interest to the SCIAI, edit them when necessary, and prepare them for inclusion in The Identifier. Also, the Historian shall secure such other beneficial publicity for the SCIAI as may be possible.

The Historian shall ensure an official membership roster and current Constitution and By-Laws are available to members through the SCIAI website and/or by email.

The Historian shall collect and maintain copies of all SCIAI publications, as well as minutes of the general membership meetings, officer meetings and Board of Directors meetings.

The Historian shall provide photographic documentation of all official membership functions and coordinate the publication of such images, whether in digital or printed format.

The Historian shall maintain all aspects of official SCIAI social media accounts.

If items are obtained in the historical interest of the Association- the Historian will be responsible for the custody of the items.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 4.01 Duties of the Board of Directors The Board of Directors shall act as an advisory committee to the President. Only the President and current Board Members of the Association may vote at meetings of the Board of Directors. The Chairperson of the Board of Directors may vote only in the event of a tie vote.

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 officer, provided the charge is made in writing and signed by the person making said charge. The Board of Directors shall have the power by a majority vote, to expel, suspend, censure or admonish such member or officer who is found guilty after a hearing on said charge.

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. The Chairman of the Board of Directors shall thereupon send a copy of said charge or charges to the accused by registered mail. The accused shall have thirty (30) days in which to answer such charge or charges. Failure to respond 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 judgment of the Board of Directors is adverse to the accused, the accused shall have the right to appeal the decision to the membership of the Association at the next business meeting. The findings and orders of the Board shall become final unless the Board is overruled by a vote of two-thirds of the membership.

SECTION 4.02 Board of Directors Meeting Each year the Board of Directors shall hold a meeting in the spring at or before the Annual Educational Conference. Special meetings may be called by the Chairperson at any time during the conference or anytime during the year if Association business requires it. The Chairperson of the Board of Directors shall be responsible for notifying the President of the Association of the deliberations and actions taken by the Board of Directors during that term of office.

ARTICLE V

ANNUAL EDUCATIONAL CONFERENCE AND BUSINESS MEETINGS

SECTION 5.01 Conference Planner The Board of Directors shall appoint a Conference Planner. The Conference Planner shall serve until replaced by the Board of Directors or until the Conference Planner resigns. The Conference Planner's duties shall be to coordinate all activities of the Educational Annual Conference. This shall include, but not be limited to, site selection, host activity, speakers, conference program, annual business meeting and banquet. The Conference Planner shall verify that a detailed accounting of all funds received and disbursed via conference activity be maintained and presented to the Board of Directors via the Treasurer. The Conference Planner may establish a committee comprised of active or associate members to assist.

SECTION 5.02 Official Conference Spokesperson The President or duly designated representative shall act as the official spokesperson for the Association at the Annual Educational Conference.

SECTION 5.03 Date of Annual Conference The Annual Educational Conference shall be held during the first quarter of the year, or at the discretion of the Board of Directors of the Association.

SECTION 5.04 Location, Activities, and Speakers The Board of Directors shall approve the site, date, activities and speakers of the Annual Conference.

SECTION 5.05 Registration Fee The registration fee for the Annual Educational Conference shall be recommended by the Conference Planning Committee and approved by the Board of Directors.

SECTION 5.06 Annual Business Meeting and Notice A general membership business meeting of the Association shall be held annually, preferably in conjunction with the Annual Educational Conference. All members are entitled to the floor of the conference or other deliberative assemblies and meetings of said conference or the Board of Directors.

Additional business meetings shall be held as needed and membership shall be given a minimum of thirty (30) days notice of such meeting. Notice shall be posted on the website of the association, and may also be disseminated through social media outlets, electronic mail, and/or official publications.

SECTION 5.07 Business Meeting Election Procedures All elections shall be by ballot when there are two (2) or more candidates for one position and the majority of all votes cast shall be necessary to elect any candidate.

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.