

1 **International Association of Arson Investigators, Inc.**
2 **Maine State Chapter**

3
4 **Constitution and By-Laws**

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6 **Article I**
7 **Name and Object**

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9 **Section 1 Name:**

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11 This organization shall be known as the "Maine Chapter of the
12 International Association of Arson Investigators", and it is herein referred
13 to as the "Chapter". Herein, the International Association of Arson
14 Investigators will be referred to as the "I.A.A.I." The name of the Chapter
15 shall not be used publicly by any member other than by the use of his/her
16 membership card for identification purposes without the expressed
17 permission of the board of directors. This shall not restrict the officers or
18 appointees or agents of the Chapter in the use of the name to carry out
19 the purpose of the Chapter, nor the use of the Chapter's name on the
20 members' resume.

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22 **Section 2 Objective:**

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24 The objectives and purposes of this Chapter shall be:

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26 A. To unite for mutual benefit those public officials, businesses, and
27 private persons engaged in the control of arson, kindred crimes, and fire
28 investigation.

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30 B. To provide for exchange of technical information and developments in
31 the area of fire investigation.

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33 C. To cooperate with all law enforcement agencies, private and public
34 associations, and individuals, to further fire prevention and the
35 suppression of the crimes, primarily arson and fraud.

36
37 D. To encourage high professional standards of conduct among fire/arson
38 investigators and to continually strive to eliminate all factors which
39 interfere with administration of crime suppression.

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41 The Chapter shall not be operated for profit and its funds may not be used
42 in an attempt to influence legislation.

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48 **Article II**
49 **Membership**
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52 **Section 1 Active Membership:**
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54 Membership in the I.A.A.I. qualifies the individual member who is in good
55 standing, or is primarily employed, or actively engaged in some phase of
56 the suppression of arson or administration of justice shall be eligible for
57 active membership in the Maine Chapter, subject to approval of the
58 Chapter Board of Directors.
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60 **Section 2 Honorary Life Membership:**
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62 Honorary life membership in the I.A.A.I. qualifies the individual for
63 honorary life-membership in the Maine Chapter, subject to approval of the
64 Chapter Board of Directors.
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66 **Article III**
67 **Election, terms, and officers**
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69 **Section 1 Eligibility For Office or Board of Directors:**
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71 A. Must have been an active member of the Chapter for at least one (1)
72 year, be a currently paid-up member, and hold current membership with
73 the International Association of Arson Investigators, Inc.
74

75 B. An officer may not succeed him/herself. This excludes the offices of
76 Secretary and/or Treasurer.
77

78 **Section 2 Officers:**
79

80 The officers for this Chapter shall be as follows:

- 81 a) President
 - 82 b) First Vice-President
 - 83 c) Second Vice-President
 - 84 d) Secretary - Treasurer
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86 **Section 2a Secretary - Treasurer:**
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88 The Secretary and/or Treasurer positions may be held by the same
89 person, appointed by the board of directors.
90

91 **Section 3 Board of Directors:**
92

93 In addition to the officers specified in article III, section 2 and 2a, the board
94 of directors shall consist of nine (9) eligible members duly elected by the
95 majority vote of the membership, and the immediate past President, for a
96 maximum total of fifteen (15) voting members.

97
98 Past Presidents shall act as non-voting advisors to the board of directors.
99 Past Presidents may however be eligible to be voted into either a new
100 Officer or Board position except that of President. If elected, they will then
101 become a voting member of BOD/Officer group.

102
103 **Section 3a Advisory Members:**

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105 A. The President may add no more than three (3) non-voting advisory
106 members to the board of directors, for a term expiring with his term.

107
108 B. There shall be a liaison officer to this Chapter who shall be
109 assigned / approved by the I.A.A.I. It shall be his/her
110 responsibility to provide guidance for this Chapter to be in
111 conformity with all of the regulations prescribed by the I.A.A.I.
112 and assist in all other matters involving the Chapter.

113
114 Director Emeritus:

115 A. Any member who has previously served on the Board, as either a
116 Director and/or Officer, and has served the Chapter for minimum of 15
117 years, may apply for the position of Director Emeritus.

118
119 B. These individuals are to be no longer actively involved in the field of
120 Fire Investigation, but are those who want to remain an active
121 participant in Chapter operations. This will be a non-voting position and
122 the Chapter may have as many as 3 members holding these positions.

123
124 **Section 4 Terms of Office:**

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126 A. Each duly elected officer (article III, section 2) shall serve a two (2) year
127 term, beginning and ending with the election at the annual meeting.

128
129 B. Directors shall serve terms for three (3) years. Three (3) of the directors
130 terms shall expire each year. At the annual meeting each year, three (3)
131 expiring positions will be open for election / re-election for a three (3) year
132 term to the board of directors.

133
134 Officers and Directors will need to maintain a minimum attendance of 50%
135 of all meetings. Failure to comply with this attendance requirement may
136 result in their removal from the Board, If removed from the Board for
137 attendance reasons, the individual will be prohibited from future Chapter
138 elected offices for a period of 3 years.

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Section 5 Vacancies:

A. Board of directors: in the event of a vacancy or vacancies on the board of directors between annual meetings, the vacancy or vacancies shall be filled by appointment by the President, subject to the approval of the board of directors at the next regularly scheduled meeting. The newly appointed member or members of the board of directors shall hold office only until the next election at the annual meeting, at which time elections or appointments, as specified in this article, will be followed

B. Officers: in the event of a vacancy or vacancies in the office of President, First Vice-President, Second Vice-President, Secretary, or Treasurer between annual meetings, the vacancy or vacancies shall be filled by appointment by the board of directors, as soon as possible. The newly appointed officer or officers shall hold office only until the next election at the annual meeting, at which time elections or appointments, as specified in this article, will be followed.

Section 6 Elections:

The officers and those positions open for election on the board of directors, as specified in article III, sections 4 & 5, shall be elected at the annual meeting. The annual meeting shall be held in the month of June.

Section 7 Nominating Committee:

At least four (4) months prior to the annual meeting, the President shall notify the membership of the open positions and shall appoint a nominating committee, consisting of at least three (3) members. The nominating committee shall notify, in writing, the membership of the proposed slate of officers, at least thirty (30) days prior to the annual meeting. The nominating committee shall submit at the annual meeting a list of nominees to fill the expiring terms on the board of directors, and a Second Vice-President. The First Vice-President and Second Vice-Presidents will automatically move up to the positions of President and First Vice-President respectively.

At the time of the election, at the annual meeting, the floor shall not be open for the purpose of adding additional nominations (unless there are no nominees for any open position on the date of the annual meeting). Additional nominations shall only be accepted by written application to the nominating committee no later than the regular meeting prior to the annual meeting.

185
186 **Article IV**
187 **Government**

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189 **Section 1 Government**

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191 The government of the Maine Chapter shall be vested in the officers and
192 the board of directors, and five members shall constitute a quorum.

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194 In the advent, after duly being notified at least four (4) days before a
195 regularly scheduled board of directors meeting, less than seven (7)
196 directors attend, business will be conducted, and such business will be
197 ratified by the members at the next regularly scheduled general Chapter
198 meeting.

199
200 **Section 2 Duties and Powers:**

201
202 The board of directors shall have full power to initiate and transact all
203 kinds of business necessary to the existence of the organization and the
204 observance of its purposes. The board of directors shall determine the
205 date, the time and the location for the annual meeting and they shall
206 outline the program of activities during such meeting. They shall have
207 general powers to direct, control, and supervise the affairs of the Chapter
208 and shall appoint the Secretary and Treasurer.

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211 **Section 3 President:**

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213 The President shall be the chief executive officer of the Maine Chapter
214 and it shall be his/her responsibility to supervise and coordinate the
215 activities of the Maine Chapter. He/She shall appoint appropriate
216 committees for the conduct of activities of the Maine Chapter and shall
217 require reports of each committee at the annual meeting, and as otherwise
218 desired from the committees, so appointed. He/She shall also require
219 reports from the officers of the Maine Chapter at general and annual
220 meetings.

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222 **Section 4 First Vice-President:**

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224 The First Vice-President shall serve as the second in command of the
225 Chapter. He/She shall, in the absence of the President, fill in for him/her
226 and act in the capacity of the chief executive officer.

227
228 **Section 5 Second Vice-President:**

230 The Second Vice-President shall serve as the third in command of the
231 Chapter. He/She shall, in the absence of the First Vice-President, fill in for
232 him/her and act in the capacity of the First Vice-President.
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234
235 **Section 6 Secretary:**
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237 The Secretary shall keep the records and the minutes of the organization
238 and shall maintain a current roll of members, the constitution and by-laws
239 of the Chapter, and other such documents and correspondence of value to
240 the Chapter. The Secretary shall receive and acknowledge all
241 communications of the Maine Chapter, addressed to him/her or to the
242 Chapter, by officers of the I.A.A.I., and any other communications that
243 may be received during his/her term of office. He/She shall also perform
244 such other duties as assigned to him/her by the President.
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247 **Section 7 Treasurer:**
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249 The Treasurer shall be the custodian of all funds, as authorized by the
250 board of directors for purposes which promote the welfare and objectives
251 of this organization. He/ she shall render a complete summary of all
252 income, disbursements and balances whenever requested to do so by the
253 board of directors, and to the membership at each regular meeting. A
254 written copy of this report shall be made available to any member of this
255 Chapter, upon written request. All income, in any form, shall be deposited
256 and expenses shall be paid by Chapter check only.
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258 **Section 8 Removal From Office and/or Membership:**
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260 The board of directors shall have the power to remove from office any
261 officer, director, or member of the Chapter for any of the following:
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- 263 a) Conduct or actions that would tend to discredit or would be determined
264 to be detrimental to the reputation of the state of Maine Chapter or the
265 international association.
266
267 b) For just cause, as submitted in writing by any officer of the organization.
268

269 The removal must be voted upon by all members of the board of directors
270 and a 2/3 majority vote shall prevail. The vote shall be conducted by
271 written ballot (present and absentee).
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273 Any officer or member affected shall have the right to appeal, provided the
274 appeal request is in writing and received at least thirty (30) days following
275 the official removal.

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Section 9 Member Resignation, Termination and/or Reinstatement:

- A. A member or officer may resign from the Chapter by submitting a written notice of resignation.

- B. Termination will be automatic after ninety (90) days of non-payment of current dues. The ninety (90) days will commence from the mailing date of the dues invoice, which will be accepted as being within three (3) days of the invoice date.

- C. Reinstatement of any member of the Chapter may be considered by the board of directors, after receiving a written request from the member, and a review of the past history of the member. The payment of past or overdue dues may be requested by the board of directors. If the reinstatement is after one (1) year from the date of the termination of the previous active membership, a new application, including current full membership fee, must be submitted to the board of directors by the member applying for reinstatement.

- D. Any member whose dues have lapsed, will pay non-member rate for all seminars until reinstated as full member.

Section 10 Out-Of-State Communicators To The Board Of Directors:

- A. In order to mutually aid those states who may not have an active state Chapter; and

 - B. In order to keep good and responsible lines of communication open between the Maine State Chapter and those states; and

 - C. In order to better fulfill the objectives of this Chapter as stipulated in Article I, section 2, the board of directors may appoint, after each annual meeting, out-of-state communicators to the board of directors.
- The communicators would serve on a volunteer basis and would supply information and ideas to the board of directors that would mutually serve the Maine Chapter and the area(s) which they represent.
- Communicators would be selected based upon their involvement with fire/arson investigations, their locale, and first preference would go to those who are currently members of the Maine Chapter.
- The names of the communicators and their addresses and telephone numbers will be archived and maintained for viewing if requested after the

322 annual meeting, enabling out of state Maine Chapter members to be
323 aware who their local communicator is.

324
325 **Article V**
326 **Meetings**

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328 **Section 1 Annual:**

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330 The annual meeting shall be held in the month of June at such a date,
331 time, and place as may be fixed by the board of directors. Notice hereof
332 shall be mailed to each member at his last known address, not less than
333 thirty (30) days in advance. Elections shall occur and other business may
334 be presented at the annual meeting.

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336 When any questions come before the meeting, not specifically provided
337 for herein, the presiding officer shall be governed in his decision by the
338 rules listed in "Robert's Rules of Order".

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340 **Section 2 Special:**

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342 Special meetings may be called by order of the Board of Directors or by
343 written request from twenty (20) percent of active members, and shall be
344 placed at such time and location as fixed by the board of directors. Notice
345 hereof shall be made to all members at least ten (10) days in advance of
346 the meeting date.

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348 **Section 3 Regular:**

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350 The organization shall meet at least quarterly. These meetings may be
351 hosted at various locations throughout the state of Maine. The dates,
352 times and locations of the meetings shall be distributed to the members at
353 least twenty (20) days prior to said meetings.

354
355 **Article VI**
356 **Finance**

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358 **Section 1 Dues:**

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360 Dues for active membership to the Maine Chapter shall be set at forty (40
361 dollars \$40.00 per year. As an Enhanced Chapter with the IAAI, dues shall
362 be due annually when the individual is invoiced by the International
363 Notices of dues will be made by the International as part of the Enhanced
364 Chapter agreement. Changes in dues shall be made upon
365 recommendation by the board of directors and shall be voted upon by the
366 membership at the annual meeting.

368 **Section 2 Seminars:**

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The officers and/or the Board of directors may provide additional seminars or training sessions throughout the year. These seminars will be in accordance with the Object of the Chapter as set forth in Article I section 2. Any cost to the membership for such a seminar shall be set by the Board of Directors when scheduling these seminars. Scheduling of these meetings will be in accordance with Article V section 3.

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377 **Section 3 Audits:**

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The audit committee, appointed by the President, shall make an audit of the accounts of the Treasurer at each annual meeting and shall verify all assets and liabilities of the Maine Chapter. If a vacancy in the Treasurer's position occurs, the Treasurer's accounts shall be audited. There shall be a report made at the annual meeting.

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385 **Section 3 Gifts and/or Grants:**

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All gifts and/or grants to the Maine Chapter may be accepted by the board of directors. The President shall make proper acknowledgment of all such gifts and/or grants accepted.

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391 **Article VII**
392 **Amendments**

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394 **Section 1 Requirement:**

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The constitution and by-laws of the Maine Chapter may be amended at any annual, regular, or special meeting of the Chapter. The adoption of the change must be approved by a two-thirds (2/3) majority vote of the members present at the meeting. Posting of proposed by-law changes shall be made to members at least thirty (30) days prior to said vote.

401
402 **Article VIII**
403 **Suggested Order of Business at Meetings**

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405 **Section 1 The suggested order of business shall be:**

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1. Call to order
2. Pledge of allegiance to the flag
3. Moment of silence
4. Introduction of new members and guests
5. Reading of minutes of last meeting
6. Treasurer's report
7. Reading of communications received

- 414 8. Reports of committees
- 415 9. Old business
- 416 10. New business
- 417 11. Guest speakers / program
- 418 (May be allowed to precede general meeting)
- 419 12. Remarks for the good of the order
- 420 13. Announcement of next regular meeting
- 421 14. Adjournment

422

423 ***Adopted: October 1992***

424 ***Amended June 2003***

425 ***Amended June 2005***

426 ***Amended June 2017***

427 ***Amended June 2023***