



Constitution and By-Laws

of the

The Pacific Northwest Division

of the

**International Association For
Identification**

CONSTITUTION

ARTICLE I **NAME AND OBJECTIVES**

- SECTION 1 This organization shall be known as the PACIFIC NORTHWEST DIVISION of the INTERNATIONAL ASSOCIATION FOR IDENTIFICATION, hereinafter referred to as an Association. It is comprised of the states of Alaska, Idaho, Montana, Oregon and Washington and the Canadian Provinces of Alberta and British Columbia. It is formed for the following reasons:
- a. To associate persons who are actively engaged in the profession of forensic identification, investigation, and scientific examination of physical evidence in an organized body, 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 encourage research in scientific crime detection.
 - d. To keep its members apprised of the latest techniques and discoveries in forensic identification and crime detection.
 - e. To employ the collective wisdom of the profession to advance the scientific techniques of forensic identification and crime detection.
 - f. To provide training, education and the publication of information in all forensic science disciplines represented by this Association.

ARTICLE II **NON-PROFIT ORGANIZATION**


SECTION 1



- 1) Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501(c) (6) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c) (6) or corresponding provisions of any subsequent tax laws.
- 2) No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization),

in furtherance of the purposes and objects set forth in Article One hereof. No member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

- 3) Notwithstanding any other provision of these Articles, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(6) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws.
- 4) In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to one or more organizations which engage in activities substantially similar to those of the organization and which are then qualified for exemption from federal income taxes as organizations described in Section 501(c)(3) or Section 501(c)(6) of the Internal Revenue Code of 1986 (or corresponding provisions of any subsequent federal tax laws).

ARTICLE III **MEMBERSHIP**

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

SECTION 2 **ACTIVE MEMBERSHIP** - The active membership of the PNWD-IAI are persons actively engaged  in forensic science (in the public or private sector), as a  technician, examiner, analyst, practitioner or supervisor, whose membership application has been approved and whose annual membership dues have been paid as required by the PNWD-IAI. Active members shall not lose their status because of retirement or change of position, so long as they remain members of the PNWD-IAI. Active Members may hold office. Active Members shall be entitled to one (1) vote with respect to each matter presented to the membership of the PNWD-IAI for a vote and shall be provided access to the PNWD-IAI Membership Directory and each of the issues of the official PNWD-IAI publications.

SECTION 3 **LIFE ACTIVE MEMBERSHIP** - Life Active Membership shall be limited to:

- a. All Active Members of the Association who have paid their membership dues and assessments for the past twenty-five years continuously, or
- b. All past presidents of the association. The past president must notify the Secretary in writing, stating that active participation in the field of forensic science has ceased.

A certificate of Life Active Membership will be offered those members and annually, membership cards will be issued which indicate Life Active Membership.

Life Active members shall be eligible to vote and be entitled to all the privileges of an Active Member, and shall be excused, during their lifetime, from the payment of dues and any assessments not including registration fees to workshops or the seminars which are generally associated with the regular annual meetings or that may be a special event.

- SECTION 4 **STUDENT MEMBERSHIP** - Student Membership shall consist of all persons who are full-time college students at an accredited college with a major in a law enforcement and/or forensic science related field. Any individual who is in any type of internship, as part of their college course work, is not considered an employee of a law enforcement agency for the purposes of this section. To qualify under this provision the individual must include with the application or renewal for membership, a transcript from the college to verify that the individual is qualified for membership. Dues and conferences will be at half the regular cost. Student members shall not be eligible to vote or hold office.
- SECTION 5 **ASSOCIATE MEMBERSHIP** - Persons, wholly or partially engaged in any of the various aspects of forensic science, 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 rights and privileges as Active Members, except that they shall not be entitled to election to any Association office.
- SECTION 6 **HONORARY MEMBERSHIP** - Such person or persons, upon motion of any member in good standing, may be designated as an Honorary Member for a period of one (1) year by the Board of Directors or by a majority vote of the voting membership. Honorary Members will be excused from the payment of dues and assessment for the period of their honorary membership. Honorary members shall not be eligible to vote or hold office.
- SECTION 7 Only Active and Life Active Members, in good standing, at the time of their election to office residing within the Association geographic boundaries shall be eligible to become Officers of the Association.

ARTICLE IV

OFFICERS

- SECTION 1 There are hereby created the following Officers of the Association:
- a. President
 - b. Vice-President
 - c. Second Vice-President
 - d. Secretary

- e. Treasurer
- f. Sergeant-at-Arms

SECTION 2 All of the foregoing Officers shall be elected annually, except for the positions of Secretary, Sergeant-At-Arms, Treasurer, Vice-President and President.

SECTION 3 No member shall be elected to more than one office during any year.



ARTICLE V **BOARD OF DIRECTORS**

SECTION 1 There shall be a Board of Directors consisting of 13 (thirteen) voting members. The 6 (six) above-mentioned Officers, 6 (six) Board members, and the immediate past President. Three (3) new members for the Board of Directors will be elected each year for a two- (2) year term joining the three (3) members elected the previous year.

SECTION 2 In the event of a vacancy occurring among the Board of Directors between annual elections, the President shall fill such vacancy and the newly appointed member of the Board shall hold office until that term expires.

SECTION 3 A quorum of the Board of Directors shall consist of a simple majority.

SECTION 4 The term of Secretary and Sergeant-At-Arms will be a two (2) year term.


SECTION 5 The term of Treasurer will be a four (4) year term.



ARTICLE VI **REGIONAL VICE-PRESIDENTS**

SECTION 1 The President, within thirty days after election to that office, shall appoint Regional Vice-Presidents for each State or Province in which the Association shall have membership. The Regional Vice-President shall be an Active or Life member of this Association.

ARTICLE VII **COMMITTEES**

- SECTION 1 The Credentials Committee shall consist of the President, Vice-President and Secretary, all of whom shall pass on the eligibility of delegates to the Annual Conference.
- SECTION 2 The Auditing Committee shall consist of three members, at least one must not be a current board member, whose duty shall be to audit and inspect the financial accounts of the Association at the end of the fiscal year. The fiscal year is April 1 to March 31. The President can assign additional auditing duties (i.e. a membership audit). The Committee shall report to the Association at each Annual Conference or at such other times as the President or the Board of Directors may direct.
- SECTION 3 The Publication Committee shall direct the publication of the Association's quarterly newsletter, the membership roster to be made available following the Annual Conference, and any other communications as directed by the Board. The chairperson of the committee shall serve as the editor of the newsletter and shall appoint committee members as necessary.
- SECTION 4 There are hereby created, in addition to the foregoing Committees, a Science and Practice Committee, of which shall be appointed by the incoming President within thirty days after being inducted into office, and the President shall fix the number of persons on that committee. The President shall determine the matters for the consideration of each of the foregoing committees. The President may appoint any other standing or special committees.
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ARTICLE VIII

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 fill all vacancies caused by death, resignation or other causes except as specifically provided otherwise herein.
- SECTION 2 The President shall appoint the Regional Vice-Presidents as provided herein.
- SECTION 3 The President shall receive travel and hotel allowances for necessary expenses while attending the Annual Pacific Northwest Division International Association for Identification Conference. Additionally, the President shall receive up to \$1000 toward attending the Annual parent body International Association for Identification Conference.
- SECTION 4 The President shall not succeed him/herself in office except in cases where he/she serves the un-expired term of his/her predecessor.
- SECTION 5 The President shall be Chairperson of the Board of Directors.

SECTION 6 The President shall have served the previous year as Vice-President.

ARTICLE IX
DUTIES OF VICE-PRESIDENT

- SECTION 1 The Vice-President shall act as presiding officer of the Association during the temporary absence or disability of the President. The Vice-President shall automatically succeed to the office of President in the event of death, disability, resignation or removal from office of the President, and shall serve the unexpired term thereof.
- SECTION 2 The Vice-President shall be a member of the Board of Directors and shall have a vote as a member of said Board.
- SECTION 3 The Vice-President shall act as the approving authority and liaison for all updates and changes to the Association website.
- SECTION 4 The Vice-President should have served the previous year as Second Vice-President.

ARTICLE X
DUTIES OF SECOND VICE-PRESIDENT

- SECTION 1 The Second Vice-President will act as presiding Officer of the Association during temporary absence or disability of both the President and the Vice-President.
- SECTION 2 Will move up automatically to Vice-President.
- SECTION 3 In the event the Vice-President must permanently vacate the position, the Second Vice-President will move up. This position will then remain vacant until the next annual election.
- SECTION 4 In the event of a vacancy due to death, resignation or other causes, such office shall remain vacant until the next annual election.


ARTICLE XI
DUTIES OF THE SECRETARY

- SECTION 1 The Secretary shall keep the records, correspondence and minutes of the Association.

- SECTION 2 The Secretary shall receive allowances for all necessary expenses incurred for Association business.
- SECTION 3 The Secretary shall perform such other duties as may be assigned to him/her by the President, the Board of Directors and the Conference.
- SECTION 4 The Secretary shall have the responsibility of apprising the Parent Body of the past years' Association activities. Notification will take place within two (2) weeks of the close of the Annual Educational Conference. Said notice shall be sent to the Parent Body's IAI Division Representative.
- SECTION 5 The Secretary of the Association shall supply to the Secretary of the Parent Body a list of newly elected Officers. Notification will take place within two (2) weeks of the close of the annual election. The list will include Officers, Board of Directors, and the immediate Past President, who will be the Regional Representative to the Parent Body.
- SECTION 6 The Secretary shall act as presiding Officer if the President, Vice-President, and Second Vice-President are not available at the Board meetings.

ARTICLE XII

DUTIES OF THE TREASURER

- SECTION 1 The Treasurer shall receive all monies due the Association and keep a just and accurate account between the Association and its members.
- SECTION 2 The Treasurer shall draw all warrants and checks for expenses of the Association and shall sign the same, provided that in the discretion of the Board of Directors they may require the signature of another officer of the Association to accompany that of the Treasurer.
-  SECTION 3 The Treasurer may furnish such bonds for the faithful performance of his/her duties as the Board of Directors may require the premium on said bonds to be paid by the Association.
- SECTION 4 The Treasurer shall receive allowances for all necessary expenses incurred for Association business.
- SECTION 5 The Treasurer shall submit at the Annual Conference a detailed report of receipts and disbursements, his/her activities and condition of his/her accounts.
- SECTION 6 The Treasurer shall perform a status review of all applications for Active and Associate membership submitted and processed in conformity with the

provisions of the by-laws. The Treasurer shall forward all applications to the Regional Vice-President in conformity with provisions of the by-laws.

SECTION 7 The Treasurer shall perform such other duties as may be assigned to him/her by the President, the Board of Directors and the Conference.

SECTION 8 All expenses and the usual or ordinary expenses entailed in carrying on the business of the Association will require receipts detailing any purchases made on behalf of the Association. The Treasurer will include these expenditures as part of the annual audit.

ARTICLE XIII **DUTIES OF SERGEANT-AT-ARMS**

SECTION 1 The Sergeant-at-Arms shall have command of the outer door of the Conference Hall, and shall permit none to enter that are not properly qualified. The Sergeant-at-Arms shall assist the President in preserving order and may perform such other duties as the President may direct.

ARTICLE XIV **DUTIES OF THE BOARD OF DIRECTORS**

SECTION 1 The Board of Directors shall select the place and date of the Annual Conference.

SECTION 2 They shall approve the program of activities of the Annual Conference of the Association and shall have control of the affairs of the Association during its recess.

SECTION 3 As a member of the Board of Directors, the Past President will automatically assume the position of Regional Representative for the Parent Body of the International Association for Identification.

SECTION 4 The Board of Directors shall have the power to try any Member or Officer of the Association upon any charge of violating the Code of Ethics or Standards of Professional Conduct, 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.

SECTION 5 Recommendations to disapprove membership and/or written charges against any Member or Officer shall first be placed in the hands of the President, who shall, within ten days, lay the matter before the Board of Directors for consideration; and the Chairperson of the Board of Directors shall thereupon send a copy of the reason for disapproval and/or charges to the

applicant/accused by registered mail, and the applicant/accused shall have thirty days in which to answer in writing. Failure to answer within the time prescribed shall result in declined membership, or be deemed a confession of the truth (in the case of charges), and the Board of Directors may act thereupon accordingly.

SECTION 6 After due consideration of the evidence at hand, the Board of Directors shall, within a reasonable time, arrive at a decision and notify all persons concerned in writing of said decision.

SECTION 7 In the event the judgment of the Board of Directors is averse to the applicant/accused, the applicant/accused shall have the right to appeal the decision of said Board to the Membership at the next Annual Conference. The finding and order of the Board shall become final unless the Board is overruled by a vote of two-thirds (2/3) of the members voting.

ARTICLE XV

DUTIES OF THE REGIONAL VICE-PRESIDENT

SECTION 1 The Regional Vice-President shall act in an advisory capacity and assist the President and other Officers of the Association and the Board of Directors in all matters pertaining to the welfare of the Association, the attainment of its objects, the solicitation of membership and other such duties as are fixed by the Association.

SECTION 2 All applications of candidates for Membership in the Association shall be forwarded to the respective Regional Vice-President to determine if the applicant meets the criteria for membership.

SECTION 3 The Regional Vice-President shall thereupon return the application with his/her written recommendation for approval or disapproval indicated thereupon, to the Treasurer. Recommendations for disapproval must specify which criteria for membership were not met and be forwarded on by the Treasurer to President for review.

ARTICLE XVI

ELECTIONS



SECTION 1 All elections shall be by ballot (electronic and/or paper) provided that the voting method is secure and information about the candidates or issues is made available in advance. The candidate(s) with the highest number of votes cast for a particular office shall be elected to that office.

- SECTION 2 If two (2) or more candidates for a single office receive the same number of votes, another vote will be completed between those two (2) candidates.
- SECTION 3 All Members are entitled to the floor of the Conference during the General Meeting following the guidelines of Roberts Rules of Order.
- SECTION 4 The Secretary shall be responsible for keeping a full and accurate account of the proceedings of the Conference.
- SECTION 5 Terms of Office shall be: one year for the President and Vice Presidents; two (2) years for the Secretary, Sergeant-at-Arms and the Board Members; and (4) years for the Treasurer.



ARTICLE XVII **EMBLEM**

- SECTION 1 The Emblem of this Association shall be used only on the official stationery of Active and Life Active Members of the Association when said members are regularly and duly empowered by National, State, County or Municipal Governments, or some sub-division thereof as Law Enforcement Officers.

ARTICLE XVIII **AMENDMENTS**

- SECTION 1 Any motion to change the Constitution of this Association must be approved by a majority vote during the annual election, and, if approved, must be published in total in the official Publication. The following year the amendment must be approved by a majority vote a second time, after which it is in effect.



ARTICLE XIX **DISSOLUTIONS**

- SECTION 1 In the event that this Association should be dissolved or otherwise terminated, the assets and income thereof shall not inure to the 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.

ARTICLE XX **CONSTITUTION AND BY-LAWS**

SECTION 1 Amendments to the Constitution and By-Laws of the Pacific Northwest Division of the International Association for Identification shall be approved by the IAI. Activities of the Pacific Northwest Division shall be in conformance with the Constitution and by-laws of the Parent Body.

ARTICLE XXI
CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT

SECTION 1 The Pacific Northwest Division of the International Association for Identification shall adopt the IAI Code of Ethics and Standards of Professional Conduct to which all the members must adhere. Amendments to the Code of Ethics and Standards of Professional Conduct shall be made according to the IAI By-laws and Operations Manual.

SECTION 2 Once adopted the Code of Ethics and the Standards of Professional Conduct shall become effective immediately.

SECTION 3 A violation of the Code of Ethics and the Standards of Professional Conduct may be considered as adequate cause for expulsion or suspension of membership in conformance with the provisions of the By-laws.



BY-LAWS

ARTICLE I APPLICATION FOR MEMBERSHIP

- SECTION 1 An application for membership shall be made upon the official application form of the Association.
- SECTION 2 The application for Membership shall be forwarded to the Treasurer, together with the annual dues assessments and application fee in the amount as set forth herein. In case of rejection, said annual dues shall be returned to the applicant.
- SECTION 3 The Treasurer shall transmit the application to the Regional Vice-President of the area in which the applicant resides, for his/her recommendation of approval or disapproval as set forth in the Constitution.

ARTICLE II DUES AND ASSESSMENTS

- SECTION 1 The annual dues shall be twenty-five dollars (\$25.00) payable in advance, on the first day of January of each and every year.
- SECTION 2 Application for new membership dues shall be twenty-five dollars (\$25.00) and a non-refundable application fee of twenty-five dollars (\$25.00) for processing the application will be payable at the time the application is submitted. Should an application be declined only the dues payment will be returned. Dues paid to the Division by a new applicant between January 1st and September 30th shall be applied to the dues for that calendar year only. Dues paid by a new applicant after September 30th shall apply to the following calendar year.
- SECTION 3 The Board of Directors is empowered by unanimous vote only to levy assessments upon the Membership when in its judgment the needs of the Association require such action.
- SECTION 4 A member who is delinquent after March 31st of the current year will be deemed not in good standing.

It shall be the duty of the Treasurer to notify such member immediately thereafter, to suspend membership, and to remove such member's name from the mailing list of the Division.

Members that are suspended for non-payment of dues may reinstate membership if dues are paid within the same calendar year.

SECTION 5 A member who is not in good standing for non-payment of dues, as provided for in the preceding section, or otherwise withdraws his/her membership while in good standing, may be reinstated and restored to his/her original membership status, including former membership number, provided the current dues and application fee, when required, are paid. A former member not electing to apply for reinstatement may submit an application as a new member and retain their previous membership number.

SECTION 6 A member may be terminated from membership (1) for nonpayment of dues as described in Article II, Section 4 of these Bylaws, or (2) for a violation described in Article XIV, Section 5 of the Constitution, or (3) for a violation of the IAI Code of Ethics and the Standards of Professional Conduct described in Article XXI, or (4) for any other reason by the Board of Directors if the member is given reasonable notice regarding such termination and an opportunity to provide information in writing or in person to the Board of Directors with respect to such termination before it is made effective.

ARTICLE III **CONFERENCE FEES**



SECTION 1 It shall be the duty of the Board of Directors to set conference registration fees.

SECTION 2 Board members and full-time students shall receive the same discounted Conference registration rates, when made available.

ARTICLE IV **AMENDMENTS**

SECTION 1 The by-laws of this Association shall be changed only upon approval by a majority vote of the voting membership.