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. Active Members of the Association who have paid membership dues and assessments for a total of twenty-five years, or

b. Past presidents of the association, who have retired or are no longer actively engaged in forensic science. The past president must notify the Secretary in writing, stating that active participation in the field of forensic science has ceased and request life active membership as a past president.

Life Active Membership shall be indicated on the members online profile and membership card.

Life Active members shall be eligible to vote and be entitled to all the privileges of an Active Member, and shall be excused from the payment of dues and any assessments (this does not include registration fees for training conferences, workshops, or other PNWD-IAI events).

SECTION 4 **STUDENT MEMBERSHIP** - Student Membership shall consist of 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.

Student Member applicants must provide a college transcript as evidence of qualification for student 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 or the criminal justice system, 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. Associate membership will be subject to review by the membership committee on an annual basis, at the time of membership renewal, to ensure the individual continues to meet the qualifications of this membership tier.

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 A member of the Board of Directors may be removed for cause by a majority vote of the Board of Directors. Cause may include but is not limited to: not fulfilling the duties of the office, not meeting expectations for completing tasks as required by the office, and/or violations of the Code of Ethics.

A member of the Board of Directors may resign at any time by giving written notice to the Board of Directors. The resignation shall take effect as of the date the notice is received if no effective date is stated in the notice.

SECTION 3 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 4 A quorum of the Board of Directors shall consist of a simple majority.

SECTION 5 The term of Secretary and Sergeant-At-Arms will be a two (2) year term.

SECTION 6 The term of Treasurer will be a four (4) year term.

ARTICLE VI
REGIONAL VICE-PRESIDENTS

SECTION 1 The President shall appoint Regional Vice-Presidents for each State or Province in which the Association shall have membership.

SECTION 2 The Regional Vice-President shall be an Active or Life member of this Association.

ARTICLE VII
COMMITTEES

SECTION 1 It shall be the duty of the President to appoint/maintain committee members, determine the number of persons on a committee, and determine what matters are to be considered by a committee.

The President may create additional temporary committees, as they deem necessary, for the term of their presidency.

SECTION 2 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 3 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 may assign additional auditing duties (i.e., a membership audit), as needed. 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 4 The Publication Committee shall direct the publication of the Association's quarterly newsletter and any other communications as directed by the Board. The chairperson of the Publication Committee shall serve as the editor of the newsletter.

SECTION 5 The Membership Committee shall process applications for membership and membership renewals, handle membership invoicing, maintain membership records and the current active member roster. The Membership Committee chair ~~and~~ may assign duties to committee members as needed.

The Membership Committee Chair shall perform a status review of all new applications for Active, Associate, and Student membership submitted and

processed in conformity with the provisions of the by-laws. The Membership Committee Chair, or member of the committee, shall forward all applications to the Regional Vice-President in conformity with provisions of the by-laws.

SECTION 6 The Science and Practice Committee shall stay abreast of current events, research and publications in the field of forensics as well as statements and resolutions made by the parent body which may be of interest and/or affect the PNWD-IAI or its members.

The Science and Practice Committee chair shall provide a report annually to be published to the members and/or read at the General Business Meeting. Additionally, the committee shall help identify potential speakers/trainers for the annual educational conference, suggest topics for publications, edit newsletter content as requested, and act as a technical resource, in general to the Board of Directors and related committees.

A Science and Practice Committee member in attendance at the parent body conference may be requested to attend the IAI Secretaries meeting if the Secretary is unable to attend.

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 (or maintain) Regional Vice-Presidents and committee members, within 30 days of taking office, according to the requirements specified 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, upon request, shall receive reimbursement for 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 should be made 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 should be made 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 to 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 be reimbursed 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 such other duties as may be assigned to him/her by the President, the Board of Directors, and the Conference.

SECTION 7 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 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 solicitation of membership and other such duties as requested by the Association.

SECTION 2 New membership applications (to include previous members who are applying to reactivate membership) shall be reviewed by a Regional Vice-President to determine if the applicant meets the criteria for membership.

SECTION 3 After completing the review, the Regional Vice-President shall return the application to the Membership Committee with an approval/disapproval recommendation. Recommendations for disapproval must specify which criteria for membership were not met and be forwarded on by the Membership Committee to the President for review.

ARTICLE XVI
ELECTIONS AND VOTING

SECTION 1 All members in good standing are entitled to vote. Voting shall be restricted to one vote per member, per scheduled vote, and may not be voted on by proxy. All votes cast must be cast by the individual member personally.

SECTION 2 A vote must be scheduled in advance and may be taken without a meeting by distribution of paper or electronic ballot to all members in good standing. Balloting shall set forth the proposed action, provide an opportunity to approve or disapprove any proposal, and must provide a reasonable time within which to return the ballot to the association or vote online.

SECTION 3 Approval is determined by a majority, of the votes received within the voting period.

SECTION 4 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 5 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 6 All Members are entitled to the floor of the Conference during the General Meeting following the guidelines of Roberts Rules of Order.

SECTION 7 The Secretary shall be responsible for keeping a full and accurate account of the proceedings of the Conference.

SECTION 8 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.

ARTICLE XVIII
AMENDMENTS

SECTION 1 Any member, in good standing, may submit a proposed amendment, alteration, or change to the Constitution, in writing to the Board of Directors.

SECTION 2 Proposals must be submitted by the 1st of February to be considered and voted on that year. Proposals received after February 1st may not be considered until the following year.

SECTION 3 The Board of Directors shall consider the proposed amendments and vote to approve them for inclusion in a draft for publication to the members. A reason, and/or recommendations, for changes shall be provided to the submitter in the event of rejection.

SECTION 4 A draft of proposed amendments shall be published to the members in the quarterly newsletter and/or by email prior to a scheduled vote for amending the Constitution and Bylaws.

SECTION 5 Voting shall be conducted by individual article. Amended articles with majority approval, by the voting members, shall be adopted. A final draft of the Constitution and Bylaws with adopted amendments shall be submitted to the Board of Directors of the Parent Body of the International Association for Identification for final approval.

SECTION 6 Amendments to the Constitution and Bylaws shall become effective immediately upon final approval of the Parent Body, unless otherwise specified as condition of approval.

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 or electronically via the division website.

SECTION 2 Membership applications, and their associated dues/fees, shall be forwarded to the Membership Committee, or designee from the Board of Directors. In case of rejection, dues shall be returned to the applicant. Associated processing fees shall be retained by the Association.

SECTION 3 The Membership Committee or designee, shall forward new applications to the Regional Vice-President of the area in which the applicant resides, to obtain a recommendation of approval or disapproval as set forth in the Constitution. In those instances where the applicant is from an area outside of the Pacific Northwest Region, the application may be sent to any Regional Vice-President.

ARTICLE II
DUES AND ASSESSMENTS

SECTION 1 Membership is by calendar year, and renewal occurs on the first day of January each year. Membership dues may be paid in advance.

Membership renewal dues: $35
New member applicant dues and fees: $55

SECTION 2 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 3 Application for new membership shall be fifty-five dollars, which includes dues ($35) and a non-refundable application processing fee ($20). In the event an application is withdrawn or declined, only the dues shall be refunded.

New membership dues paid to the Division between January 1st and September 30th shall be applied to the current year. New membership dues paid after September 30th may be applied to the current or next calendar year, as requested by the applicant.

SECTION 4 The annual membership renewal dues shall be thirty-five dollars and must be paid by March 31st for the member to remain in good standing.

SECTION 5 A member who is delinquent after March 31st of the current year will be deemed not in good standing and their membership shall be suspended.

SECTION 6 A notification of suspended membership shall be sent to members who are delinquent after March 31st. Suspended members will continue to receive association emails, but some membership privileges (such as access to association sponsored free training) shall be paused, until dues are paid.

SECTION 7 Members that are suspended for delinquency of dues may reinstate membership if dues are paid within the same calendar year.

SECTION 8 Prior members who did not pay membership dues during the previous year may reactivate their membership (with their former membership number) by applying as a new member, paying the new member application fee, and indicating prior membership.

Applications for reactivation of membership shall be reviewed by a Regional Vice President, or a member of the membership committee, to ensure the applicant still meets the requirements for active membership.

SECTION 9 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.