

CONSTITUTION AND BY-LAWS

Alabama Association of Arson Investigators

ARTICLE 1 **(NAME AND OBJECTIVES)**

Section 1. NAME:

This organization shall be known as the Alabama Association of Arson Investigators, Inc. **It is a non-profit corporation organized under the laws of the State of Alabama;** and, an affiliate of the International Association of Arson Investigators.

Section 2. OBJECTIVES:

The objectives of this non-profit corporation are:

1. To educate and provide a forum for sharing legal and scientific knowledge among Fire and Arson Investigators, District Attorneys, Lawyers, Forensic Scientists and other professionals whose work involves the investigation of fires and other kindred crimes.
2. To sponsor seminars, schools and other programs relating to fire investigation;
3. To raise funds through dues and other fees to promote the purposes of this non-profit corporation; and,
4. To unite for mutual benefit those public officials and private persons engaged in the prevention and control of arson and kindred crimes.

5. To provide for the exchange of technical information and new developments in fire investigation.
6. To cooperate with law enforcement agencies and other associations to further fire investigation and the suppression of crime.
7. To encourage high professional standards of conduct among members and continually strive to eliminate all factors which interfere with the administration of justice.
8. To foster the advancement of the fire investigation profession through promotion and facilitation of research; and sponsorship of training, education and professional development.
9. Any other lawful purpose available to an entity of this type.
10. To unite for mutual benefit those public officials and private persons engaged in the control of arson and kindred crimes.
11. To provide for exchange of technical information and developments.
12. To cooperate with other law enforcement agencies and associations to further fire investigation and the suppression of crime.
13. To encourage high professional standards of conduct among members, and to continually strive to eliminate all factors which interfere with administration of justice.

ARTICLE 11 (MEMBERSHIP)

Section 1. ACTIVE MEMBERSHIP:

Any representative of government or of a Government agency and any representative of a business or industrial concern who is actively engaged in some phase of the suppression of arson at the time they make application shall be eligible to active membership on application, provided such person is a member in good standing of the International Association of Arson Investigators and possesses the other qualifications for membership in the discretion of the membership committee and provided such person is not less than twenty-one years of age at the time they make application. All applicants for active membership, if accepted, will be on a temporary status for ninety (90) days from the date of receipt of the applicant's application for membership and payment of membership dues paid to the Alabama Association of Arson Investigators, Inc through the International Association of Arson Investigators. During this temporary status period, a person's membership may be revoked at the discretion of the Board of Directors. If the application is not rejected by the Board within the aforesaid ninety (90) day period, full membership is automatically granted.

Section 2. ASSOCIATE MEMBERSHIP

Persons not qualified for active membership may become associate members after determination of their qualifications by the membership committee and provided such person is not less than twenty-one (21) years of age at the time they make application. Associate members shall have the privileges of an active member, except voting and holding office. Associate membership is not contingent upon holding membership in the International Association of Arson Investigators.

All applicants for associate membership, if accepted, will be on a temporary status for ninety (90) days from the date of receipt of the applicant's application for membership and payment of membership dues paid to the Alabama Association of Arson Investigators, Inc through the International Association of Arson Investigators' **website**. During this temporary status period, a person's membership may be revoked at the discretion of the Board of Directors. If the application is not rejected by the Board within the aforesaid ninety (90) day period, full associate membership is automatically granted.

Section 3. HONORARY MEMBERSHIP

The Association may, by a majority vote of members present at the annual meeting, confer honorary life membership upon any person qualified for membership who has rendered distinctive service to the Association or its purposes. An honorary life member is not required to pay dues; but, shall have all rights and privileges of an active member except voting and holding office, unless such honorary member **is** a member in good standing with the International Association of Arson Investigators.

Nominations for honorary life membership shall be made to the Board of Directors at least sixty (60) days prior to voting thereon. No more than two (2) nominations for such membership may be approved in one (1) year.

Section 4. SUSTAINING MEMBERSHIP

Individuals or organizations interested in carrying out the purposes of the Association shall be granted sustaining membership upon contribution of not less than Two Hundred Fifty and No/ 100 (\$250.00) Dollars, annually. All such funds shall be devoted to the educational functions of the Association. Any such sustaining membership shall have no voting or office holding rights.

Section 5. APPLICATION FOR MEMBERSHIP

Applications for membership shall be made through the International Association of Arson Investigators, and admission shall be as granted as set out in ARTICLE II, Section 1 ACTIVE MEMBERSHIP.

Section 6. TERMINATION

Membership in the Association shall terminate by (1) Voluntary resignation; or (2) Membership shall be terminated by the Treasurer when, after notice, such member is in arrears in the payment of dues or other obligation to the Association; or (3) By a majority vote of the Board of Directors if the applicant is still within the aforementioned temporary status period.

Section 7. SANCTIONS

Any grievance or complaint against any active member, including; but, not limited to: (1) Falsifications or misrepresentation in an application for membership; (2) Conduct in a manner prejudicial to the good name or best interest of the Association; (3) Exhibiting traits of character or conduct inconsistent with the qualifications for membership; and/or, (4) Other questionable conduct shall be referred by the Board of Directors, with all information pertaining thereto, to the International Association of Arson Investigators in accordance with the Constitution and By-Laws of the International Association of Arson Investigators. If membership is terminated or suspended by the International Association of Arson Investigators, then, in that event, membership in this organization shall be automatically terminated or suspended for the term and time as prescribed by the International Association of Arson Investigators. For any reason specified in this Section, the Board of Directors may censure or terminate the membership of any associate, honorary or sustaining member or may terminate the membership of any such member. In such cases, the Board shall

provide such member with due notice, a hearing and an opportunity to be heard. A majority vote of the Board present in a duly constituted meeting, shall be sufficient to place on probation, censure, suspend or terminate membership.

Section 8. REINSTATEMENTS

Any former member may be reinstated as a member of the Association in the discretion of and by the consent of a majority of the Board of Directors. However, if such former member shall have been in arrears in the payment of dues or other financial obligation to the Association at the time of his or her separation, he or she shall be required to pay to the Association any such arrearage as a condition to the reinstatement, unless the Board, by majority vote and for good cause, shall waive the payment thereof.

ARTICLE 111 (ELECTION, TERMS AND OFFICES)

Section 1. OFFICERS

The officers of this Association shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

Section 2. BOARD OF DIRECTORS & DISTRICT DIRECTORS

The Board of Directors shall consist of the Officers, as set out in Article III, Section 1, together with nine (9) District Directors representing the following districts:

District 1 - Lauderdale, Limestone, Colbert, Lawrence, Morgan, Franklin, Marion, Winston, and Cullman Counties;

District 2 - Madison, Jackson, Marshall, DeKalb, Cherokee, Blount, Etowah, St. Clair and Calhoun Counties;

District 3 - Lamar, Fayette, Walker, Pickens, Tuscaloosa and Bibb Counties;

District 4 - Talladega, Cleburne, Clay, Randolph, Coosa, Tallapoosa, Chambers and Lee Counties;

District 5 - Green, Hale, Perry, Chilton, Sumter, Marengo, Dallas, Autauga, Choctaw, Wilcox and Lowndes Counties;

District 6 –Elmore, Montgomery, Macon, Lee, Russell, Bullock, Pike and Barbour Counties;

District 7 - Washington, Clarke, Monroe, Conecuh, Mobile, Baldwin and Escambia Counties;

District 8 - Butler, Crenshaw, Escambia, Conecuh, Covington, Coffee, Dale, Henry, Geneva and Houston Counties.

District 9- Jefferson and Shelby Counties.

Section 3. TERMS OF OFFICE

Upon adoption of this Constitution and By-Laws, at the first annual meeting of this Association following said adoption, a First Vice-President and Second Vice President shall be elected and shall hold office for one (1) year or until their successors are elected and qualified, Thereafter, at each annual meeting, the Second Vice-President, in accordance with the succession of officers as hereinafter enumerated, shall be elected and shall hold office for one (1) year or until his or her successor is elected and qualified. The Secretary, Treasurer and District Directors shall be elected at the annual meeting and shall hold office for two (2) years or until their successors are elected and qualified. At the election at the annual meeting, the President shall be succeeded by the First Vice-President, and the First Vice-President shall be succeeded by the Second Vice-President.

The terms of office, other than the President, First Vice-President, Second Vice President shall alternate; the Secretary and Directors for Districts 2, 4, 6 and 8 shall be elected in the even-numbered year, and the Treasurer and Directors for Districts 1, 3, 5 and 7 in the odd-numbered year; such officers and District Directors may be re-elected to office.

Each officer and District Director is expected to attend all Association meetings. Any Officer or District Director who fails to attend two consecutive meetings without valid excuse may be removed from office or for other good cause by a 3/4 (three-fourths) vote of the Board present at a regular or special meeting only after fifteen (15) days written notice to all Board members stating such action will be proposed. A Motion for Removal of any Board Member must be in writing, outlining all reasons forming the basis for removal and signed by the Board member making the Motion for Removal.

Section 4. VACANCIES

Should a vacancy occur in any of the offices between the annual meeting, the President shall be succeeded by the First Vice-President, who shall serve the remainder of the unexpired term and the next full term of President; the First Vice President shall be succeeded by the Second Vice- President, who shall serve the remainder of the unexpired term and the next term as First Vice-President. All other vacancies shall be filled by the appointment of a qualified member, by the President, with the approval of the Board. This member shall serve the remainder of the unexpired term and, then, the position shall be filled by election at the next annual meeting. The member who fills the unexpired term may be eligible for election to the next complete term but must be nominated and elected in accordance with these By-Laws.

Section 5. NOMINATING COMMITTEE

The Nominating Committee shall nominate officers to hold office for the ensuing term of office. Such Nominating Committee shall consist of the Chairperson as appointed in Section 9 of these by-laws and, at least, two (2) other active members in good standing in the organization. Such Nominating Committee shall report any nominations to the members by email immediately preceding the annual meeting, or at such other time, and in such manner, as the membership may direct by resolution on a Motion duly approved.

Nothing in this Section shall preclude any member or group of members from placing a nomination in any appropriate way, to be voted upon at the annual meeting of the organization, naming any person or persons whom such member or groups of members might see fit to nominate for election.

ARTICLE IV (GOVERNMENT)

Section 1. BOARD OF DIRECTORS

Except as otherwise provided in these By-Laws, the Government of this Association shall be vested in the Board of Directors, which consists of the Officers and District Directors, as provided in Article 111, Section 2. Seven (7) members of the Board shall constitute a quorum.

Section 2. DUTIES AND POWERS

The Board of Directors shall have full power to initiate and transact all kinds of business necessary to the existence of the organization and the observance of its purposes. The Board shall determine the date and location of the annual meeting and quarterly meetings and shall outline the program of activities during such meetings. They shall have the general power to direct, control and supervise the affairs of the Association.

Section 3. PRESIDENT

The President shall be the Chief Executive Officer of the Association, and it shall be his responsibility to supervise and coordinate the activities of the Association and to preside at meetings of the Association and of the Board of Directors. He shall appoint appropriate committees, subject to Article IV, Section 9 herein, for the conducting of activities of the Association and shall require reports at each annual meeting, and as otherwise desired from the committees so appointed and from the officers of the Association.

Section 4. FIRST VICE-PRESIDENT

In the absence of the President, the First Vice-President shall be the Chief Executive Officer and shall act as such. He shall also act as chairperson of the Finance Committee.

Section 5. SECOND VICE-PRESIDENT

In the absence of the President and First Vice-President, the Second Vice President shall perform the duties of the President.

Section 6. SECRETARY

The Secretary shall keep records and minutes of the organization and shall maintain current the role of members, the constitution and all other documents of value. It shall be his duty to receive and acknowledge all communications of the Association addressed to him or that may be submitted to him by officers of the Association, and perform such duties as assigned by the President. Minutes of each meeting shall be disseminated, in writing, to each member of the Board of Directors within thirty (30) days immediately following such meeting.

Section 7. TREASURER

The Treasurer shall be custodian and sole depositor of the funds of the organization, shall disburse such funds by check as herein authorized or upon approval of the Board of Directors for purposes which promote the welfare and objectives of this organization. He or she shall render a complete summary of all income, disbursement and balances whenever requested by the Board. A written copy of this report shall be made available to any member upon request. The fiscal year for the Association shall be January 1 – December 31

Section 8. EX-OFFICIO MEMBERS

All Ex-Officio Members shall have the privilege of attending and participating in all meetings of the Board but shall not have voting powers in such meetings.

Section 9. COMMITTEES

The regular standing committees of the Association shall be the Finance Education and Training Committee, Certification Committee, Membership Committee, Constitution and By-Laws Committee, and Awards Committee. The Awards Committee shall consist of the President, First Vice President and at least two other members appointed by the President. The Awards Committee shall be responsible for nominating individuals for the Lawrence Bradley and the B.J. Stone awards.

The Awards Committee shall notify the Board of Directors at least thirty (30) days prior to the annual meeting “of the name(s) of any person(s) whom the committee has selected to receive either the J.B. Stone or Lawrence Bradley Awards for approval by a majority of the Board of Directors.

Except as otherwise provided herein, the First Vice-President shall appoint annually all Chairpersons of the standing committees and shall appoint Chairpersons, as the need arises, for any such committee as provided under Article IV, Section 3 herein, on or before ninety (90) days immediately preceding the annual meeting. The Chairpersons so appointed shall take office at the next

annual meeting. Such Chairpersons shall be responsible for selecting the members to serve on their respective committees comprised of not less than two (2) other members of the organization in good standing. All Chairpersons shall promptly report the names and identities of all committee members to the President, and the identities of all committee members shall be published on the AAAI webpage following the annual meeting.

The Chairperson of the Nominating Committee as provided in Article 111, Section 5 hereof, shall be selected by the First Vice-President. The Nominating Committee shall consist of the Chairperson and at least, two (2) other active members in good standing.

ARTICLE V (MEETINGS)

Section 1. ANNUAL MEETING

The annual meeting shall be held at a date and place selected by the Board of Directors.

Section 2. ASSOCIATION MEETINGS

In addition to the annual meeting, there shall be one (1) other meeting of the organization each calendar year which shall be held at a date and place selected by the Board of Directors.

Section 3. NOTICE

Notice of each meeting shall be e-mailed to each member at his or her email address supplied to the membership chair, not less than fifteen (15) days in advance.

Section 4. SPECIAL

Special meetings may be called by order of the Board of Directors at such time and place as fixed by the Board, giving notice thereof to all members at least

fifteen days in advance.

Section 5. BOARD OF DIRECTORS

The Board of Directors shall meet at any time or place upon reasonable call of the President.

Section 6. MINUTES AND MEETINGS

A copy of the minutes of the annual meeting shall be emailed to the Secretary of the International Association of Arson Investigators.

Section 7. PROCEDURES

When any question comes before any meeting of the Association or Board not specifically provided for herein, the presiding officer shall be governed in his decision by the rules in "Robert's Rules of Order" as revised.

Proxy votes are not allowed for the election of any Officers, District Directors, member of the Board of Directors or to determine any other matters pertaining to this organization.

ARTICLE VI (FINANCE)

Section 1. DUES

All dues for membership in the Alabama Association of Arson Investigators will be handled through the International Association of Arson Investigators as Alabama is an Enhanced Chapter. Dues for active and associate members in this Association shall be fixed by majority vote of members present at the annual meeting and shall be payable in advance to the International Association of Arson Investors in a manner prescribed by the Association and the International Association of Arson Investigators.

Prospective members shall submit dues with his or her application for membership, and upon admission, and following approval of his or her application will pay yearly membership dues that become payable January 1st, every year as set by the Alabama Association of Arson Investigators. A member's failure to pay membership dues within ninety (90) days of the due date shall forfeit his or her membership in the Association. Membership reinstatements are conditioned on approval by the Board as provided in Article 11, Section 7 hereof.

Section 2. AUDIT

The Finance Committee shall make an audit of the accounts of the Treasurer at each annual meeting.

ARTICLE VII (AMENDMENTS)

Section 1. REQUIREMENTS

This constitution may be amended at any regular or special meeting of the organization by a majority vote of the members present. Notice of any proposed constitution and by-law amendments shall be disseminated to all members at least fifteen (15) days prior to the meeting at which such amendments shall be voted on.

Approved by the Association on 29 day of April 2021.

President

Secretary