

**CONSTITUTION AND BY-LAW
LOUISIANA CHAPTER, INTERNATIONAL ASSOCIATION
OF ARSON INVESTIGATORS #42**

**ARTICLE I
NAME AND OBJECTIVES**

Section 1. Name:

This organization shall be known as the “Louisiana Chapter, International Association of Arson Investigators”, and hereinafter referred to as the “Association”. The Association also will do business as: “LA IAAI”, or “Louisiana Association of Arson Investigators”, or “LAAI”.

Section 2. Objectives and Purposes:

- A. To unite for mutual benefit those public officials and private persons engaged in the control of arson and other kindred crimes.
- B. To provide for the exchange of technical information and developments.
- C. To encourage cooperation between public service agencies and private associations to further the suppression of arson.
- D. To encourage high professional standards of conduct among arson investigators and to continually strive to eliminate all factors which interfere with the administration of crime suppression.
- E. To foster greater professional competence in the investigation techniques and recognition of the crime of arson.

**ARTICLE II
Membership**

Section 1. Active Membership: Active Membership in the International Association of Arson Investigators (I.A.A.I.) qualifies the individual member for active membership in the “Association”. Active members shall have the right to vote on Association business and have the right to hold office.

Section 2. Associate Membership: Any person who is not a member of the I.A.A.I. and is actively engaged in some phase of the suppression of arson at the time he makes application qualifies the individual member for associate membership in the “Association”. Associate members shall have the privileges of an active member except voting and holding office.

Section 3. Honorary Life Membership: The Life Membership Award may be conferred upon an active member in good standing for a period of 10 years and one who has rendered distinctive service to the Association and its purposes for a minimum of five years. It may be limited to one recipient annually subject to approval of the “Executive Board”.

An Honorary Life Member shall have all rights and privileges of an active member without payment of dues. Honorary Life Members will be assessed the same conference fee reduction afforded the "Executive Board" noted in Article VI, Section 3 below.

Section 4. Sustaining Membership: Individuals, organizations, or corporate sponsors interested in carrying out the purposes of the Association shall be granted sustaining membership upon annual contributions of not less than one hundred fifty dollars (\$150.00) cash or service of equal value. Sustaining Membership does not include voting rights or any other membership benefits. All such funds shall be devoted to the education functions of the Association. Sustaining Membership begins at the moment the payment is received and lasts for approximately 1 full year. This includes sponsorship benefits at the next Annual Training Conference but expires just prior to the next unless revised by the Executive Board.

ARTICLE III

Election, Terms and Offices

Section 1. Eligibility for Office:

- A. Must be an active member of the State Chapter for at least two years.
- B. Must be an active member of the I.A.A.I.

Section 2. Officers

The officers for the Association should be as follows: President, Executive Vice President, Second Vice President, Treasurer, Secretary, Northern Vice President and Southern Vice President and hereafter referred to as Executive Officers.

Section 3. Board of Directors:

The Board of Directors should consist of six active members duly elected by majority vote of the membership at large.

The Executive Officers and the Board of Directors will hereafter be referred to as the Executive Board.

Section 4. Terms of Office

Elections shall be held annually at the Association's Annual General Meeting (AGM). The Regional Vice Presidents, Treasurer and Secretary shall hold office from the time of their election and qualification, for a term of one year, or until the elections and qualification of their respective successors. The sitting Second Vice President and Executive Vice President, unless objectionable to a simple majority of the membership as decided by vote at the General Meeting, will accede to the next office in the hierarchy which is Second Vice President to Executive Vice President, and Executive Vice President to the office of President. All positions are elected except the position of Treasurer. The Treasurer is to be appointed by the Executive Board and presented to the General Membership at the AGM. The appointment becomes official unless objectionable to the membership.

Two members of the Board of Directors will be elected to fill the expiring terms each year. The newly elected Directors shall serve three year terms. No director shall succeed him/herself from an expiring two (2) full terms of office. The candidate running for director receiving the “next in line” tally of votes shall be awarded the unexpired term on the Executive Board. This unexpired term shall not compute towards the aforementioned two (2) full terms.

All candidates for elected office must be present to accept or reject their nomination in person at some point during the AGM. No absent member will be allowed to run for office unless approved by a majority vote of the sitting Executive Board prior to the election.

All candidates for 2nd VP must have served at least 3 years as an Officer or member of the Executive Board or any combination thereof.

Section 5. Vacancies

In the event of a vacancy or vacancies on the Executive Board between annual meetings, the vacancy or vacancies shall be filled by the President and confirmed by the Executive Board. The newly appointed member or members of the Executive Board shall hold office only until the next annual meeting. Any vacated positions on the Board of Directors shall be elected at the annual meeting for the remaining length of the vacated term

In the event of a vacancy or vacancies in the office of the President, the President shall be succeeded by the Executive vice-president. The new President will serve the remaining term of the previous President and his/her remaining one-year term in full. The Second Vice President will then move to the Executive Vice President position and the new Executive Vice President will serve the remaining term of the previous Executive Vice President and his/her remaining one-year term in full.

In the event of a vacancy or vacancies in the office of Executive Vice President, the Executive Vice President shall be succeeded by the Second Vice-President.

In the event of a vacancy or vacancies in the office of Second Vice President, Northern Vice President, Southern Vice President, Secretary or Treasurer between annual meetings, the vacancy or vacancies shall be filled by the “Executive Board”. The newly appointed officer or officers shall hold office only until the next annual meeting.

Section 6. Nominating Committee:

During each annual meeting, the President shall appoint a Nominating Committee which shall submit to the membership at the next annual meeting a list of nominees to fill expiring terms for officers and for the Board of Directors. At the time of the election, the floor shall be open for the purpose of additional nominations.

Section 7. Educational Foundation Committee:

During each annual meeting, the President shall appoint an Educational Foundation Committee which shall dispense monies from the Wylie Morvant & Robert Schaal Scholarship Fund, which is to be funded by the Association for Educational Purposes. This committee is to meet as needed to review and act upon any applications or request for funds.

ARTICLE IV Government

Section 1. The Government of the Association shall be vested in the minimum of two-thirds of the Executive Board to constitute a quorum.

Section 2. Duties and Powers: The Executive Board shall have full power to initiate and transact all kinds of business necessary to the existence of the association and the observance of its purposes. The Executive Board shall determine the location of the annual meeting and shall outline the program of activities during such meeting. They shall have general powers to direct, control and supervise the affairs of the Association. They shall have the general power and control over all association funds, subject to majority vote on any tendered invoice or receipt.

Section 3. President: The President shall be the Chief Executive Officer of the Association, and it shall be his/her responsibility to supervise and coordinate the activities of the Association. S/he shall appoint appropriate committees for the conduct of the activities of the Association and shall require reports at each annual meeting from all standing committees and as otherwise desired from the committees so appointed and from the officers of the Association.

Section 4. Executive Vice-President: In the absence of the President, the Executive Vice President shall be the Chief Executive officer and shall act as such. It shall be the duty of the Executive Vice President to act as chairperson for the Training and Education Committee. S/he shall coordinate all training activities for the chapter, and assist the President in the performance of his/her duties. S/He shall also chair the audit/budget committee.

Section 5 Second Vice President: In the absence of the President and Executive Vice President, the Second Vice President shall be the Chief Executive Officer and shall act as

such. The Second Vice President shall assist the President and the Executive Vice President in all business of the “Association” as assigned.

Section 6. Area Vice President: There shall be two (2) Vice Presidents representing the Northern and Southern portions of the State. These positions shall be geographically established as the following:

Northern Area -From the southern boundary Inclusive of Avoylles, Rapides, and Vernon Parishes north.

Southern Area - From the southern boundary exclusive of Avoylles, Rapides, and Vernon Parishes south.

- Each Vice President shall be domiciled in his respective area and elected at large. The duties of the area Vice Presidents shall be to recruit membership, supervise and coordinate any organizational activity in his/her area and to assist the President and Executive Vice President in the performance of his/her duties.

Section 7 Secretary: The Secretary shall keep the records and minutes of the “Association” and shall maintain a current roll of members and the Constitution and other documents of value. S/he shall receive and acknowledge all communications of the “Association” addressed to him/her or that which may be submitted to him/her by officers of the IAAI and perform such duties as assigned by the President. The Secretary is required to provide a written/electronic copy of the minutes of all meetings of the “Association” within 30 days of the meeting.

Section 8 Treasurer: The Treasurer shall be custodian and sole depositor of the funds of the “Association” and shall disburse such funds by check as authorized by the “Executive Board” and/or general membership for purposes which promote the welfare and objectives of this “Association”. S/he shall render a complete summary of all income, disbursements and balances whenever requested by the Board and to the membership at each regular meeting. A written copy of this report shall be made available to any member upon request. An audit shall be done by the audit committee annually.

Section 9 Removal from Office and/or Membership: The Executive Board shall have the power to remove from office any officer or member of the “Association” or sanction any former member for good cause by a two-thirds (2/3 majority vote of the Executive Board during Executive Session.

Section 10. An Ethical Practice and Grievance Committee shall investigate all charges brought against any member of the association. This committee shall render its findings in writing to the Executive Board with any recommendations for action.

Section 11 Parliamentarian: There will be appointed one “Primary Parliamentarian” and two “Secondary Parliamentarians”. These officers will be appointed by the President, subject to ratification by the Executive Board. The Parliamentarian shall not be a

member of the elected Executive Board and will not have a vote. The Parliamentarians shall be “Past Presidents” that are familiar with parliamentary procedures.

The Parliamentarians shall also serve on the “By-Law” committee in order to maintain familiarity with the document. The Primary Parliamentarian or Secondary Parliamentarian acting in the Primary role shall be a consultant who advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure and interpretation of bylaws although their advice/rulings are not binding by the Executive Board.

The Parliamentarians shall also supervise elections, provide formal parliamentary opinions, conduct meetings upon request of the President and create or revise by-laws. It is the duty of the Primary Parliamentarian to assure that all meetings have a Parliamentarian available.

ARTICLE V. Meetings

Section 1. Annual: The annual meeting shall be held at such time and place as may be fixed by the by-laws or by quorum vote. Notice hereof shall be communicated to each member via electronic communications (website/e-mail/texts, etc...) not less than thirty (30) days in advance. Elections shall occur and other business may be presented at the annual meeting. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed in his/her decision by the rules listed in Roberts Rules of Order.

Section 2. Special: Special meetings may be called by order of the “Executive Board” or by quorum vote at such time and place as designated, provided due notice is given to all members at least ten (10) days in advance for in person meetings and at least three (3) days in advance for electronic meetings. It is imperative that members of the “Executive Board” make every attempt to attend the scheduled Board Meetings either in person or electronically. Failure to do so may be cause for removal per Article IV, Section 8 above.

ARTICLE VI Finance

Section 1. Dues: Dues for active and associate membership in the “Association” shall be 25 dollars (\$25) a year and shall be payable in advance in the manner prescribed by the Executive Board. Sustaining membership shall be allowed with a contribution of \$150 or more. Yearly terms of membership shall commence upon approval of an application, and shall be payable annually by that date. Initial terms of membership shall commence upon approval of an application, and shall be payable annually on the date that approval is granted.

Failure to pay membership dues within ninety (90) days of the due date shall forfeit membership in the Association. Reinstatements are subject to approval by the Board and payment of all arrears. There shall be no other fees or assessments except as provided by amendment to these articles.

Section 2. Audit: The Audit Committee shall make an audit of the accounts of the Treasurer prior to each annual meeting and shall verify all assets and liabilities of the "Association", and make a full report of the findings at the Annual General Membership Meeting.

Section 3. Fees and Disbursement:

Each member of the "Executive Board" and "Honorary Lifetime Members" shall be eligible for, upon their request, a reduction to 1/3 (one-third) of the posted "member" registration fee for all independent LAAI training seminars/conferences. All other fees are the sole responsibility of the members of the "Executive Board". Any exclusion of this rule must be approved by a majority vote of the "Executive Board" prior to the event.

ARTICLE VII Amendment

Section 1. Requirements:

This constitution may be amended only at the annual General Membership Meeting of the "Association" by a vote of 2/3 (two-thirds) of the members present. Notification of amendments to the constitution proposed must be noted in a mailing (electronic or otherwise) prior to the meeting.

Section 2. Requirements:

This constitution contains the guidelines for all of the operations of the "Association". Any business not specifically addressed in this document will be governed by the "Constitution and By-Laws" of the International Association of Arson Investigators" until a time that it is deemed necessary to amend the bylaws of the "Association".

ARTICLE VIII Standing Committee's

Section 1. Appointments

The President, upon induction to office, shall appoint all chair or co-chairs of the following standing committees.

- Constitution and By Laws.
- Ethical Practices and Grievances
- Election
- Membership
- Certified Fire Investigator

-Seminar Site Selection
-Awards

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