

MISSOURI DIVISION
of the
INTERNATIONAL ASSOCIATION for IDENTIFICATION

CONSTITUTION

ADOPTED: **September 22, 2012**

Article I

NAME and OBJECT

SECTION 1. This organization shall be known as the MISSOURI DIVISION of the INTERNATIONAL ASSOCIATION for IDENTIFICATION, and is formed for the following reasons:

- (a) To associate persons who are actively engaged in the profession of identification and scientific crime detection in an organized body within the State of Missouri, so that the profession in all of its branches may be standardized and effectively and scientifically administered.
- (b) To encourage the enlargement and improvement of the science of fingerprints and other branches of scientific identification in crime detection.
- (c) To keep its members apprised of the latest technique and discoveries in crime detection.
- (d) To encourage research work in scientific crime detection.
- (e) To raise the standards of all personnel engaged in scientific crime detection.
- (f) To employ the collective wisdom of the profession and to advance the scientific technique of personal identification and detection.
- (g) To work closely with the International Association for Identification on furthering the profession of identification generally.

SECTION 2. The Association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code.

SECTION 3. Inurement of Income: No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

Article II

MEMBERSHIP

SECTION 1. The membership of the Division shall consist of Active, Life-Active, Associate, and Honorary Members. Application for membership shall conform to the provisions as provided for in the Bylaws.

SECTION 2. The Active Membership of the Division shall consist of heads of Bureau of Identification and other forensic sciences (including persons under their supervision) who are engaged in the science of identification, heads of police departments, chiefs of police, chiefs of detectives, and sheriffs; provided however, the forgoing are bonafide employees of, and receive salaries from, a national, state, county, or municipal government, or some subdivision thereof, or who are active members of the parent body.” No member shall lose their membership because of retirement or change of position so long as they remain in good standing.

SECTION 3. The Life Active Membership of the Division shall consist of Active and Associate Members of the Division who have paid their membership dues and assessments for the past consecutive 25 years. Life Active members shall be eligible to vote and be entitled to all the same privileges of an Active Member, and shall be excused, during their lifetime, from further payment of dues and assessments.

SECTION 4. The Associate Membership of the Division shall consist of all reputable persons, wholly or partially engaged in any of the various phases of the science of identification, who are not qualified for Active Membership. Such members shall in all respects be subject to the same rules, fees and charges as Active Members and shall be entitled to the same rights and privileges, except that they shall not be entitled to election as an officer of the Division, as defined in Article III. When applying for Associate Membership the applicant must state the phase of the science of identification in which he or she is qualified. Admission to Associate Membership will be on the basis of this statement.

SECTION 5. The Honorary Membership of the Division shall consist of persons who have performed some particular service for the Division, or, who have in some way performed some meritorious act for law enforcement. Such person or persons, upon motion of any member in good standing, may be elected by the Board of Directors or by the Division in conference to Honorary Membership for a period of one (1) year, and shall be excused from the payment of dues and assessments. They shall not be eligible to vote or hold office.

Article III

OFFICERS

SECTION 1. There are hereby created the following officers of the Division:

- (a) President
- (b) First Vice President
- (c) Second Vice President
- (d) Secretary
- (e) Treasurer
- (f) Editor
- (g) Historian
- (h) Regional Representative

SECTION 2. All of the foregoing officers shall be elected at the Annual Conference of the Division and candidates for the foregoing officers shall be nominated from the Active or Life Active Membership of the Division. **The elected candidate for the office of Regional Representative shall be recommended for appointment to the parent IAI President by the Division President, and the candidate shall also be a member of the International Association for Identification as provided for in the Constitution of that organization.**

SECTION 3.

- (a) In the event of a vacancy occurring in the office of President between Annual Conferences, such vacancy shall be filled by the First Vice President who shall hold office until the next Annual Conference or until a successor shall have qualified.
- (b) In the event of a vacancy occurring in the office of First Vice President between Annual Conferences, such vacancy shall be filled by the Second Vice President who shall hold office until the next Annual Conference or until a successor shall have qualified.
- (c) In the event of a vacancy occurring in the office of Second Vice President between Annual Conferences, such office shall remain vacant until the next Annual Conference.

- (d) In the event of vacancies in all three (3) of the foregoing offices, the Board of Directors, by written ballot, shall elect a member of the Division to serve as President until the next Annual Conference, or until a successor shall have qualified.
- (e) In the event of a vacancy, or vacancies, occurring in the office, or offices, of Secretary, Treasurer, Editor, or Historian, ~~or Regional Representative~~, between Annual Conferences, such vacancy, or vacancies, shall be filled by the President, as provided for herein, and the newly appointed officer or officers shall hold office until the next Annual Conference, or until a successor shall have qualified.
- (f) In the event of a vacancy occurring in the office of Regional Representative, between Annual Conferences, such vacancy shall be filled by the Division President, and shall be recommended to the Parent IAI. Upon approval by the Parent IAI, the newly appointed officer shall hold office until the next Annual Conference or until a successor shall have qualified.

Article IV

BOARD of DIRECTORS

SECTION 1. There shall be a Board of Directors, which shall consist of the immediate Past President, First Vice President, Second Vice President, and two (2) elected Active, Life Active, or Associate Members who shall be elected at the Annual Conference of the Division.

SECTION 2. The immediate Past President shall serve as Chairperson of the Board of Directors and shall be entitled to vote as a member of said Board.

SECTION 3. In the event of a vacancy occurring among the Board of Directors between Annual Conferences, such vacancy shall be filled by the President and the newly appointed member of the Board shall hold office until the next Annual Conference.

Article V

COMMITTEES

SECTION 1. Nominating Committee: The Nominating Committee shall consist of all Past Presidents attending the Annual Conference who wish to serve on the committee. The Immediate Past President shall serve as Chairperson of the committee. In the event that less than three (3) Past Presidents are in attendance or wish to serve, the President shall appoint a sufficient number of Active, Life Active, or Associate Members, to have a committee of at least three (3). The Nominating Committee shall receive recommendations of proposed candidates for elected officers and elected Board Members of the Division and make its nominations known to the Annual Conference by posting a list of nominations by noon of the second full day of the Annual Conference. Nothing contained herein shall be construed to preclude nominations from the floor. The Nominating Committee may not nominate any of its members.

SECTION 2. Auditing Committee: The Auditing Committee shall consist of three (3) Active, Life Active, or Associate Members, appointed by the President, at the Annual Conference. The President shall select one (1) of the appointed members to serve as Chairperson of the committee. They shall audit and inspect the financial accounts of the Division during the Annual Conference and make a report to the Division at the Annual Conference, or, at any other such time as may be directed by the President or Board of Directors.

SECTION 3. Membership and Credentials Committee: The Membership and Credentials Committee shall consist of the President, Secretary, and the First Vice President. The Secretary shall serve as Chairperson of the Committee. They shall review and investigate an applicants qualifications for membership and approve or disapprove all applicants for membership and pass on the eligibility of all delegates to all Annual Conferences.

SECTION 4. Conference Committee: The Conference Committee shall consist of the Chairperson of the Board of Directors, President, First Vice President, Second Vice President, Secretary, Treasurer and one (1) Active or Associate Members appointed by the President. The President shall serve as Chairperson of the Committee. They shall be responsible for implementing the decisions of the Board of Directors as to the date and location of the Annual Conference; to negotiate with hotel and/or convention facilities for the meeting place for the Annual Conference; solicit and arrange for speakers and displays; develop, publish, and distribute registration forms and a schedule of Annual Conference events; collect registration moneys; pay for, or otherwise settle, any expenses incurred as a result of the Annual Conference; and attend to any other details connected with producing the Annual Conference.

SECTION 5. Certification Committees: The Certification Committees shall consist of three (3) Active Associate Members appointed by the President who are certified in the forensic discipline of the committee to which they are appointed. The President shall select one (1) of the appointed members to serve its Chairperson. All members shall

implement and attend to all aspects of the certification programs approved by the International Association for Identification as outlined in its Constitution and Bylaws in accordance with the rules and regulations of each certification program approved by the International Association for Identification.

SECTION 6. The President may appoint any other committee or make individual assignments that are deemed necessary for the good of the Division.

Article VI

DUTIES of the PRESIDENT

SECTION 1. The President shall preside at all meetings of the Division. The President shall carefully supervise the affairs of the Division and labor for its usefulness and efficiency; shall appoint all standing and special committees, and serve on such committees as provided for herein; shall fill all vacancies caused by death, resignation or other causes except as specifically provided otherwise herein.

SECTION 2. The President shall have the power to call a Special Meeting at any time, in the event of emergency or in the interest of the Division. The President may likewise call a Board of Director's meeting.

SECTION 3. The President shall not succeed himself or herself in office except in the case of serving the unexpired term of a predecessor.

SECTION 4. The President upon retirement from that office and being succeeded by the newly elected President shall become the immediate Past President and shall serve as Chairperson of the Board of Directors, as provided for herein, until succeeded by the next retiring President of the Division.

Article VII

DUTIES of the VICE PRESIDENTS

SECTION 1. The First Vice President, or in his or her temporary absence or disability, the Second Vice President, shall act as presiding officer of the Division during the temporary absence or disability of the President.

SECTION 2. The First Vice President and Second Vice President shall serve on all committees as provided for herein.

Article VIII

DUTIES of the SECRETARY

SECTION 1. The Secretary shall keep the records and minutes of the Division.

SECTION 2. The Secretary shall be the Secretary of the Board of Directors, but shall not have a vote in their deliberations. The Secretary shall not be an elected Board Member.

SECTION 3. The Secretary shall be responsible for the keeping of a full and accurate account of all the proceedings of the Board of Directors, the general business meetings and the general educational sessions and perform such other duties as may be assigned to the office by the President or the Board of Directors.

SECTION 4. The Secretary shall receive all applications for Division membership and shall see that all applicants receive acceptance/rejection status by the Membership Credentials Committee. Upon approval by the Membership Credentials Committee (approval can be received by a telephone conversation with the Membership Credentials Committee Chairperson. However, formal acceptance/rejection of a potential member must be accomplished by the Membership Credentials Committee), the Secretary will furnish the new member with a duly signed membership certificate, a member card, a current member roster, a copy of the Constitution and Bylaws, and forward the new member details to the Editor.

SECTION 5. The Secretary shall prepare a written report of Division activities to be presented to the Division Regional Representative of the Parent Body no later than thirty (30) days prior to the Parent Body Annual Conference.

SECTION 6. The Secretary will drop members from membership once they become six (6) months delinquent in annual dues after being notified by the Treasurer.

SECTION 7. The Secretary shall upon receipt of annual membership dues by the Treasurer furnish that member a current membership card that bears the expiration date. The Secretary shall keep accurate records of member status. Those members six months delinquent are to be dropped from membership by the Secretary, who shall notify the Editor to remove such member from the mailing list.

SECTION 8. If at any time the Secretary is unable to act, or is not performing effectively as secretary, the Secretary can be removed from office by a majority vote of duly elected Board Members. To fill the vacated position until the next Annual Conference election, the current President shall appoint a replacement.

SECTION 9. The Secretary shall receive reimbursement for personal expenses based on receipts or other documentation deemed warranted by the Board of Directors.

Article IX

DUTIES OF THE TREASURER

SECTION 1. The Treasurer shall keep the financial records of the Division.

SECTION 2. The Treasurer shall, upon receipt of completed applications for membership, forward such application to the Membership and Credentials Committee for approval or disapproval. Any incomplete application for membership shall be returned to the applicant for correction by the Treasurer, without submittal to the Membership and Credentials Committee.

SECTION 3. The Treasurer shall not have a vote and shall not be an elected Board Member.

SECTION 4. The Treasurer shall perform such other duties as may be assigned by the President or the Board of Directors.

SECTION 5. The Treasurer shall receive all moneys of the Division and keep an accurate account between the Division and its members.

SECTION 6. The Treasurer shall draw all warrants and checks for the expenses of the Division and shall sign same. Payment of expenses incurred in carrying on the business of the Division must be approved by the Board of Directors, unless the sum is under \$100.00, in which event, the approval of the Board of Directors is not necessary.

SECTION 7. The Treasurer shall furnish such bonds for the faithful performance of duties as the Board of Directors may require the premium on such bonds to be paid for by the Division.

SECTION 8. The Treasurer shall submit, at the conference, a detailed report of receipts and disbursements, Division activities, and the condition of the Division accounts.

SECTION 9. The Treasurer shall receive reimbursement for personal expenses based on receipts or other documentation deemed warranted by the Board of Directors.

SECTION 10. If at any time the Treasurer is unable to act, or is not performing effectively as Treasurer, the Treasurer can be removed from office by a majority vote of duly elected Board Members. To fill the vacated position until the next Annual Conference election, the current President shall appoint a replacement.

Article X

DUTIES of the EDITOR

SECTION 1. The Editor shall receive all articles and items of interest pertinent to the identification and investigation professions, edit them when necessary and publish such articles, items, and other news and business of interest to the Division, in a quarterly newsletter.

SECTION 2. The Editor shall secure such other beneficial publicity for the organization as may be in the Editor's power and perform such other duties as may be designated by the President and/or the Board of Directors.

SECTION 3. The Editor shall receive no salary. Expenses incurred by the Editor in the performance of the duties of the office shall be paid by the Division upon the presentation of proper vouchers to the Treasurer, subject to the approval of the Board of Directors.

Article XI

DUTIES of the HISTORIAN

SECTION 1. The Historian shall search for, collect, edit if need be, and have care and custody of all items of a historical interest to the Division and, at the direction of the President, shall exhibit such items at the Annual Conference.

SECTION 2. The Historian shall identify and mark each item, acknowledge the donor of each, and maintain an inventory of acquisitions and other pertinent matters on an annual basis.

SECTION 3. The Historian shall coordinate with the Editor all matters of historical merit evolving from the Editor's duties.

SECTION 4. The Historian shall have the care and custody of the banner and logo of the Division and shall ensure they are displayed at the Annual Conference.

SECTION 5. The Historian shall receive no salary but will be paid up to fifty dollars (\$50.00) per year for expenses incurred in performing the Historian's duties. Expenses incurred exceeding fifty dollars (\$50.00) per year will be paid the Historian upon the presentation of proper vouchers to the Treasurer, subject to the approval of the Board of Directors.

Article XII

DUTIES of the REGIONAL REPRESENTATIVE

SECTION 1. The Regional Representative shall act as an adviser and liaison between the Division and the International Association for Identification, its Officers, Board of Directors, and membership, in all matters pertaining to the welfare, attainment of objectives, solicitation of membership, or other matters as provided for in the Constitution and Bylaws of either organization or as required by the Presidents of either organization.

SECTION 2. The Regional Representative shall receive from the Secretary-Treasurer of the International Association for Identification applications of candidates for membership in that organization and shall make an immediate and thorough investigation as to the character and qualifications of said applicants. Upon completion of said investigation, the Regional Representative shall return the application to the Secretary-Treasurer of the

International Association for Identification along with a written report of findings and approval or disapproval of the candidate as provided for in the Constitution of the International Association for Identification.

Article XIII

DUTIES of the BOARD of DIRECTORS

SECTION 1. The Board of Directors shall act as an advisory committee to the President.

SECTION 2. The Board of Directors shall select the place and date of the Annual Conference as provided for in the Bylaws.

SECTION 3. The Board of Directors shall approve the program of activities of all Annual Conferences of the Division and shall have control of the affairs of the Division during its recess.

SECTION 4. The Board of Directors shall have the power to try any member or officer of the Division upon any charge affecting a member's honor, or conduct which is unbecoming a member or an officer, provided the charge is made in writing and signed by the person making the 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. Any written charge or 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 President shall thereupon send a copy of said charge or charges to the accused by registered mail, and the accused shall have thirty days in which to answer such charge or charges. Failure to answer such charge or charges within the time prescribed shall be deemed a confession of the truth of said charge or 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 adverse to the accused, the accused shall have the right to appeal the decision of said Board to the Membership of the Division at the next Annual Conference, and 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 present and voting.

Article XIV

ELECTIONS and CONFERENCES

SECTION 1. All elections shall be at the Annual Conference and the majority of all votes cast shall be necessary to elect any candidate.

SECTION 2. If more than two (2) candidates are nominated for one (1) office, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two (2) names remain, unless on any ballot one (1) candidate shall receive a majority of all votes cast, in which event that candidate shall be declared elected.

SECTION 3. All members shall be entitled to the floor of the Annual Conference or other deliberative assemblies of said Division or the Board of Directors.

SECTION 4. The Secretary shall be responsible for the keeping of a full and accurate account of the proceedings of the Annual Conference as provided for in herein.

SECTION 5. The presiding officer of the Annual Conference shall be guided by the Manual of Robert's Rules of Order (revised) and the order of the proceedings shall be as follows:

- (a) Calling the meeting to order by the President.
- (b) Invocation.
- (c) Addresses of Welcome.
- (d) Response to Addresses of Welcome.
- (e) Tribute to Deceased Members.
- (f) Reading of Presidential Address.
- (g) Appointment of Committees.
- (h) Presentation of Addresses and Papers.
- (i) Unfinished Business.
- (j) Report of the Secretary.
- (k) Report of the Treasurer.
- (l) Report of Committees.
- (m) Other Reports.
- (n) New Business.

- (o) Election of Officers.
- (p) Adjournment

Article XV

EMBLEM

SECTION 1. The Emblem of the Division shall be used only by the members of the Division.

Article XVI

AMENDMENTS

SECTION 1. Any motion to change the Constitution of the Division must be approved by a two-thirds vote of the members in attendance at the business meeting held during the Annual Conference and, if approved, must be published in entirety in the official publication of the Division, but shall then be carried over to the next Annual Conference for final passage and adoption by a two-thirds vote.

Article XVII

LEGISLATIVE or POLITICAL ACTIVITIES

SECTION 1. No substantial part of the activities of the Association shall be the carrying of propaganda or otherwise attempting to influence legislation and the Association shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article XVIII

OPERATIONAL LIMITATIONS

SECTION 1. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal Income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Article XIV

DISSOLUTION

SECTION 1. In the event that this Division 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.

SECTION 2. Upon the dissolution of the Association, the Association shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

MISSOURI DIVISION
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BYLAWS

Article I

APPLICATION for MEMBERSHIP

SECTION 1. Application for Active or Associate membership in the Division shall be made upon the official application form of the Division.

SECTION 2. The application for membership shall be forwarded to the Treasurer, together with annual dues and initiation fee in the amount provided for herein. The Secretary shall present the application to the Membership and Credentials Committee for action. In case of rejection, said amount shall be returned to applicant.

SECTION 3. It shall be the responsibility of the member recommending the applicant to insure that the applicant meets the qualifications for membership including the lack of a criminal record.

SECTION 4. The Membership and Credentials Committee shall make inquiry of other departments and organizations they deem necessary to establish qualification or lack or qualification of the applicant.

SECTION 5. In the event the applicant is found qualified by unanimous approval of the Membership and Credentials Committee as provided for in the Constitution, the Secretary-Treasurer shall notify the applicant of acceptance as a member and shall forward to him or her forthwith a certificate of membership and membership card.

SECTION 6. None of the foregoing Sections shall apply to Active, Life Active, or Associate Members of the International Association for Identification who desires membership in the Division. Said Active, Life Active, or Associate Member of the International Association for Identification shall be granted membership, upon submission to the Treasurer of a completed application form and dues and initiation fee as provided for in herein.

SECTION 7. At no time will Membership Application Forms or Membership Identification Numbers be transferable to any other member within the Division, whether that member is Active, Live Active, Associate or New.

Article II

DUES and ASSESSMENTS

SECTION 1. The annual dues shall be twenty dollars (\$20.00), payable in advance, on the first day of January of each and every year. An initiation fee for all new members shall be five dollars (\$5.00); payable at the time the application is submitted.

SECTION 2. Dues paid to the Division, by a new applicant who has been approved for Membership, between January 1 and September 30, shall apply to that calendar year only; dues paid to the Division, by a new applicant who has been approved for Membership, between October 1 and December 31, shall apply to the following calendar year.

SECTION 3. The Board of Directors shall be empowered, by unanimous vote only, to make an emergency increase in dues or otherwise levy an assessment on the Membership, when in its judgment an emergency exists and the needs of the Division require such a dues increase or assessment.

SECTION 4. A member who is delinquent as of May 1, in the payment of dues shall be deemed to be not in good standing, and it shall be the duty of the Secretary to notify such member of said fact and to remove such member's name from the mailing list of the Division pending the payment of said dues, or reinstatement as provided for herein.

SECTION 5. In the event a member is suspended for nonpayment of dues as provided for herein, or has otherwise withdrawn their membership while in good standing, they may be reinstated only upon the payment of such money or conditions as may be imposed by the Board of Directors.

Article III

AMENDMENTS

SECTION 1. Any motion to change the By-laws of the Division must be approved by a simple majority vote at the Annual Conference and will take immediate effect, unless an effective date is designated. The change must be published in the official publication of the Division.

Article IV

SCHEDULE of CONFERENCES

SECTION 1. The Annual Conference of the Division shall be held on a date and place selected by the Board of Directors.