



AFIS INTERNET, INC.

Administrative Rules

The Officers of AFIS INTERNET, Inc. shall be responsible for maintaining the Rules. The Board must approve any changes in the Rules.

SECTION A. MEMBERSHIP

Rule A-1: Application Form. Prepared by the membership chairperson and must include the following:

- a. Name
- b. Title
- c. Agency Name and Address
- d. Phone Number
- e. Facsimile Number
- f. E-Mail Address
- g. Newsletter Distribution Preference
- h. Type of membership being applied for (Active or Associate)
- i. Include By-law definition of Active or Associate Membership

Rule A-2: Form Availability. In the newsletter, from the Membership Chairperson and on the AFIS Internet, Inc. Web Site.

Rule A-3: Procedure. An application may be received at any time. Applications and dues should be sent to the Secretary. Applications received through the annual conference with the dues will apply towards the membership year in which they are received. Applications and dues received after the annual conference should apply to the next membership year.

The Membership Chairperson must receive approval from the Officers of INTERNET to deny an application for membership. The Board may override the Officers' decision.

Rule A-4: Annual Dues. The new Board of Directors shall set the annual dues at the close of the annual conference.

Effective October 22, 2016, membership dues will be \$45.00.

A dues notice shall be submitted by the treasurer, to the editor, and shall be included in the Spring and Fall newsletter with payment being made before the start of the annual AFIS Internet Conference. If dues are not paid by the start of the annual conference, the membership will be terminated.

Rule A-5: Transfer of Membership. If a member's dues are paid by the member's agency and that member is transferred out of the AFIS function, the individual's membership may be transferred to another individual within that agency without paying new membership dues. An agency representative is responsible for advising the Treasurer of the change by filing a membership application form marked REVISED indicating the name of the new person and the person being replaced.

When the membership dues are paid by the individual, the membership is not transferable.



SECTION B. ANNUAL CONFERENCE

Rule B-1: Goals.

- a. Provide INTERNET members with technical, management and system information to assist in the successful operation of their systems.
- b. Provide information to potential users to assist in their planning for an AFIS system.
- c. Provide a forum for NEC to present new equipment and system enhancements.

Rule B-2: Administration. A Conference Committee shall make all of the arrangements for the annual conference. The Chairperson of the Conference Committee shall be appointed by the INTERNET Board of Directors. The Conference Committee shall consist of a Program Chairperson, a Local Arrangements Chairperson and such other individuals necessary to arrange for the conference. The Conference Chairperson may choose to be the Program Chairperson or Local Arrangements Chairperson. The Local Arrangements Chairperson should be from the city (area) where the conference is scheduled so that activities are better coordinated with the selected conference hotel.

NEC may appoint a Conference Coordinator to represent their interests. This person will work closely with the Local Arrangements Chairperson in coordinating hotel activities and the Program Chairperson in assisting with assigning NEC personnel who will take part in the program.

Rule B-2A: Ad Hoc Conference Committee. The Board Chair may appoint an ad hoc committee, at the discretion of the Board Chair, endeavoring to consist of past, current and future conference committee chairs, and/or current or former board members. The responsibilities of this committee will be to provide guidance and assistance to the current Conference Committee up to contract signing. In addition, the committee shall search for and identify host sites up to 3 years in the future and shall report their site recommendations to the Board at the Spring meeting.

Rule B-2B: AFIS Internet Board Conference Coordinator

AFIS Internet Board Conference Coordinator: The Board Chair will appoint one member to represent the Board Members and general membership of AFIS INTERNET. The role of the Conference Coordinator will be to guide and assist the hosting agency in the planning of the conference. The Conference Coordinator will provide the information necessary to plan and hold an efficient, cost effective conference that will benefit both the host agency and AFIS INTERNET. Hotel, conference registration and all usual and customary travel expenses will be reimbursed by AFIS INTERNET in accordance Administrative Rules, Section C Travel-Rules C-2. The Conference Coordinator is responsible for maintaining active membership status with AFIS Internet.

Rule B-2C: Role of Conference Coordinator

- a. Search for and identify host sites up to 3 years in advance and report their site recommendations to the Board at the spring Board Meeting. If possible, the Conference Coordinator should secure a commitment from the future host agency 2 years in advance.
- b. Assist hosting agency in the conference site selection
- c. Assist hosting agency in the negotiation and signing process of the Hotel contract
- d. Assist hosting agency in the selection of venue and planning of Monday Night Out event



- e. Assist the hosting agency in the seeking of sponsorships form exhibitors
- f. Assist hosting agency in the planning of the conference program, as needed
- g. Oversee budget as outlined by the AFIS INTERNET Board
- h. Work closely with NEC Conference Coordinator to ensure a productive and informative conference for both AFIS INTERNET and NEC
- i. Provide overall assistance to hosting agency as the need arises

Rule B-3: Hotel. The Conference Chairperson and the Local Arrangements Chairperson and the AFIS INTERNET and NEC Conference Coordinator are responsible for choosing the hotel site, which includes the negotiation of rates, types and numbers of meals, etc. The Conference Chairperson or Local Arrangements Chairperson will be responsible for signing the contract on behalf of AFIS INTERNET with the selected hotel. All arrangements shall be reviewed with the INTERNET Chairperson before a contract is signed.

The following items should be considered when selecting a hotel and negotiating a contract:

- a. Room rates.
- b. Number of rooms available at time of conference.
- c. Availability of meeting rooms to accommodate conference needs.
- d. Complimentary rooms provided for conference.
- e. Cost of meeting rooms (preferably at no cost).
- f. Liability of unbooked rooms. AFIS INTERNET should not be held liable for unbooked rooms if released by a prior date.
- g. Availability and costs of office space and conference rooms for AFIS INTERNET and NEC.
- h. Lockable demonstration room.
- i. Amenities offered by the hotel and proximity to local attractions.
- j. Food and beverage service costs.

Rule B-4: Registration. The Secretary is responsible for the design and printing of the registration forms and their mailing. Registration materials on the conference should be available on the Internet website and emailed between 4 and 6 months prior to the conference dates. The materials should be sent to all prior registrants and to all INTERNET members. In addition, the Secretary is also responsible for the design, printing, and mailing or emailing of the vendor registration forms.

The Secretary will maintain a list of registrants and will provide a complete list to conference participants during the conference.

Rule B-5: Activities. Planning for all conference activities outside the program will be done jointly by the NEC Conference Coordinator, AFIS INTERNET Conference Coordinator and the Internet Local Arrangements Chairperson. A spousal program to run during the conference is optional. If a spousal program is planned, the spouse registration should cover expenses associated with the conference reception, banquet and night out activity. All other spouse events will be covered with activity fees.

Rule B-6: Conference Fees. All participants must pay conference fees. NEC will pay conference fees at the member rate. NEC may receive a number of complementary registrations to be determined by the INTERNET Board of Directors at the Spring Board meeting. The conference fees will be set according to guidelines set by the INTERNET Board of Directors. See Rule B-14a for exceptions granted to hosting agency.

A daily conference registration fee equivalent to approximately 1/3 of the normal conference fee may



be charged for those individuals who may want to attend one or two days of the conference. The fee would include the luncheon and breaks, but not the banquet. Extra banquet tickets may also be purchased at a price to be determined by the Local Arrangements Chairperson based on hotel meal charges, but should not be less than \$30.00.

All conference fees must be paid in full upon registration at the conference. A late fee may be charged for all registrations submitted after a deadline set by the Conference Chairperson. Members registering less than 30-days prior to the conference start date will be required to pay the non-member conference registration fee.

An additional fee can be charged for spouses/guests to help offset the cost of the banquet and reception.

All Conference and Registration fees, along with Membership Applications, should be sent to the Secretary. The Secretary will forward Conference Registration information to the Conference Local Arrangements Chairperson.

The conference registration fee paid by a registrant may be returned, excluding processing fees; if a notice of cancellation is received by the AFIS Inc. Secretary seven (7) days prior to opening day of the conference.

A cancellation request made within less than seven (7) days of the opening day of the conference WILL NOT be refunded.

Rule B-7: Complimentary Rooms. One complimentary room will be available for the INTERNET Chairperson. The other complimentary rooms can be used by the INTERNET Local Arrangements Chairperson to help support the conference activities.

Rule B-8: Program Speakers. With prior approval of the INTERNET Board of Directors, fees may be paid to program speakers.

Rule B-9: Banquet Speakers. To be decided upon by the INTERNET Conference Chairperson.

Rule B-10: Exhibitors. The Local Arrangements Chairperson is responsible for the conference exhibit room. The NEC Conference Coordinator and the INTERNET Local Arrangements Chairperson must approve vendors who exhibit at the conference.

Defined

Exhibitor (Vendor) - A person or company who wishes to attend the yearly AFIS Internet conference with the intent of displaying their product/service in an area set aside for such displays.

Active Member - Any individual employed by or exclusively retained by an agency(ies) who has purchased/installed or contractually committed to NEC AFIS equipment.

Member Emeritus or Associate Member – Any individual who was an active member in good standing upon retirement, or any individual employed by a non-profit agency and who now consults to an agency that has purchased/installed or contractually committed to an NEC AFIS or NEC live scan and has no ties with any vendor in direct competition with NEC equipment or services.



Non-Member - Any individual who is employed by a criminal justice or non-profit agency and does not pay membership dues. Non members do not enjoy the privileges of membership and cannot vote, make motions, hold office or serve as regional director; and may not attend specific meetings and/or breakout sessions.

The Local Arrangements Chair and NEC Conference Coordinator must approve vendors who exhibit or attend the AFIS Internet Conference. A list of vendors will be compiled having name and an explanation of the product or service they represent. This list will be sent to the NEC representative and Board Chair. For each vendor NEC rejects etc., NEC will furnish the Local Arrangements Chair and the Board Chairperson with a statement of why they were “in direct conflict with NEC interests”.

If both parties agree on the dis-allowment, that vendor will be advised, in writing, by the Local Chair of this decision. If they disagree, the Board Chair will make the decision.

The Program Chair and NEC Conference Representative will determine what sessions and break-out groups vendors and non-members will be barred from attending. A letter will advise these groups of the restricted sessions. A sign will also be placed at the doorway advising “this session closed to vendors and non-members”.

The hosting agency will ensure that conference attendees are identified by color ribbon on ID cards as to their status:

- Active Member
- Associate/Emeritus Member
- Non-Member

All vendors, except NEC, will pay an exhibit fee. Their fee will be set according to guidelines established by the INTERNET Board of Directors. The fee will permit one of the vendor’s personnel to attend all non-restricted conference functions. If the vendor requests additional personnel to attend, they will pay a fee equivalent to the non-member registration fee. See Exhibit C and D for contract form and terms.

The vendor registration fee paid by a vendor may be returned to the vendor in full if notice of cancellation is received by the Local Arrangements Chairperson 60 days before the start of the conference. If the notice is received within the 60-day period before the start of the conference, \$100.00 of the registration fee shall be retained by INTERNET with the remainder being returned to the vendor. If no notice of cancellation is received by the set-up day for the conference, none of the registration fee shall be returned.

All vendors, including NEC, are responsible for the set-up arrangements and costs associated with the set-up. The NEC Conference Coordinator shall submit to the Local Arrangements Chairperson space requirements of NEC's vendor space. The Local Arrangements Chairperson will arrange for the allocation of space in the exhibit room.

Rule B-11: Expenses. INTERNET will be responsible for covering expenses related to the administration of the conference such as copying costs, audiovisual aids and incidental supplies.

The INTERNET Local Arrangements Chairperson is responsible for setting up an operations budget



according to the guidelines set by the Board. A log of all receipts and disbursements must be kept. A full conference budget report showing revenues and expenses must be completed by the first Board meeting that follows the annual conference. An advance from the INTERNET treasury is available for the INTERNET Local Arrangements Chairperson to set up checking accounts and pay for preliminary expenses prior to the receipt of registration fees. This amount is to be returned to the INTERNET Treasurer upon the closing of the conference accounts. All remaining conference monies should be remitted to the INTERNET Treasurer no later than ninety (90) days following the conference.

The Treasurer shall be a signer on the "Conference Account", along with the Conference Chairperson and a staff member chosen by the Conference Chairperson. This account shall require two signatures. The Conference Chairperson shall forward a copy of the monthly bank statement and receipts to the Treasurer for review. In addition, the Conference Chairperson will provide the Treasurer with a record of each registration along with a copy of the deposit slip. The Finance Committee will compare these records to the final attendance list. Effective September 1, 2001 the financial reviewer of the "Conference Account" shall be one of the signers.

Prior INTERNET Board approval must be given before any paid consultants can be used in conjunction with the conference.

Rule B-12: Gifts. Token gifts can be procured for conference speakers by the Program Chairperson, if desired. The INTERNET Conference Chairperson is responsible for the procurement of an NEC Tokyo gift, if appropriate. The NEC Conference Coordinator should be consulted.

The NEC Conference Coordinator is responsible for any special awards.

Rule B-13: Program. The Program Chairperson appointed by the INTERNET Board is responsible for the development of the program. Board input on topics should be obtained during the fall Board meeting. The Program Chairperson is responsible for all correspondence soliciting speakers and confirming the arrangements and times. Each speaker will submit an abstract and autobiographical material in advance to the Program Chairperson. It will be compiled and distributed at the conference along with the program.

The Program Chairperson is responsible for determining the audiovisual and space requirements and communicating these to the INTERNET Local Arrangements Chairperson so the necessary arrangements can be made with the hotel. The Program Chairperson will also arrange to have all handouts sent to the INTERNET Local Arrangements Chairperson so they can be distributed during the conference.

The Program Chairperson will compile a list of topics for NEC to address at the conference. These will be given to the NEC Conference Coordinator who is responsible for the NEC portion of the program. The NEC portion of the program should comprise approximately 25% of the available program time.

Rule B-14: Host Agency Responsibilities. The INTERNET Local Arrangements Chairperson is responsible for the manning of the registration desk prior to commencement of the program to allow participants ample time to register. The registration desk will also be manned during the conference. Duties of the personnel on the registration desk include registration of participants, collection of conference-related fees and membership dues, arrangement of photocopying, distribution of conference materials and arrangement for a message center for conference registrants.

The Host Agency is expected to pay reasonable incidental expenses associated with the planning of



the conference, such as mailing costs and preliminary copying costs.

The Host Agency is expected to provide secretarial support during the conference.

The Host Agency dignitaries can attend the conference reception and banquet at no expense to them.

B – 14A: In addition, the hosting agency or agencies, in compensation for hosting the conference, shall receive a waiver of conference registration fees as stated in Article IX, Section 2b of the Constitution and By-Laws of AFIS INTERNET, Inc.

SECTION C. TRAVEL

Rule C-1: Liability. Any person traveling for INTERNET shall do so at their own risk. No liability shall fall on AFIS INTERNET, Inc.

Rule C-2: Expense Approval. All travel expenses must be approved by the Officers of INTERNET prior to travel date.

Rule C-3: Amounts. All expenses shall be based on the following:

- a. Transportation: Cost of travel may not exceed the cost of coach airfare with a 21-day advanced, non-refundable reservation without Board approval. Receipts are required from common carriers. International Board members will be reimbursed for roundtrip airfare at a cost not to exceed \$750.00.
 - a-1 If travel is by automobile the rate per mile must not exceed the current Federal Reimbursement Rate.
 - a-2 Railroad or bus fare at coach rate.
 - a-3 The alternate means of travel should not exceed the cost of roundtrip airfare.
- b. Meals: Paid per diem at \$48.00. Costs exceeding this amount must be supported by receipts and approved by the Board.
- c. Lodging: Up to \$130.00 per day. Any costs in excess of \$130.00 must be approved by the Officers. Receipts are required.
- d. Miscellaneous: As required. Receipts are required for items at \$10.00 or more each.

Rule C-4: Reimbursement. Board meeting reimbursements will take place when the Treasurer receives a completed travel voucher, along with receipts (at meeting or mailed in). Receipts must be attached for transportation, lodging and miscellaneous costs. Receipts are not required for meal reimbursements. Meals will be reimbursed as follows:

Breakfast (travel begins before 8:00am and beyond 10:00am)	\$10.00
Lunch (travel begins before 11:00am and beyond 2:00pm)	\$12.00
Dinner (travel begins before 5:00pm and beyond 7:00pm)	\$26.00
Full Day	\$48.00

SECTION D. COMMITTEE DUTIES

Rule D-1: Standing Committees. The following are standing committee duties:

- a. MEMBERSHIP: Maintain the membership roster, review and approve membership applications and send out dues notices.



- b. **BYLAWS:** Review all proposed Bylaw changes, prepare them for publication thirty (30) days prior to the annual conference and provide the Secretary with updated Bylaw changes.
- c. **INFORMATION AND TECHNOLOGY:** Gather and review new information on AFIS equipment and software and prepare for publication in the Newsletter. Maintain a current list of credible training groups with programs pertaining to the science of fingerprints, gathering of fingerprint evidence and testifying as to their findings. Maintain a current list of Internet member agencies that are willing to host training seminars. Coordinate the assignment of said seminars. The Newsletter Editor is a member of this committee.
- d. **FINANCE:** The Officers are responsible for preparing a budget and reviewing the financial status of INTERNET. The Vice-Chairperson will chair this committee.
- e. **ANNUAL CONFERENCE:** See Section B. The Conference Chairperson of the Conference Committee shall be appointed by the Internet Board of Directors.
- f. **NOMINATING:** Shall consist of three active members appointed by the Chairperson with concurrence of the Board of Directors. The committee shall be appointed at least ninety (90) days prior to the scheduled annual conference. The committee shall recommend a minimum of two candidates for each office that is open. Additional nominations may be made from the floor.
- g. **ACKNOWLEDGEMENT:** Ensure that acknowledgement is made for all members of AFIS Internet concerning any matters of significance related to: promotions; health issues; retirements; reassignments; births; marriages; and deaths. Acknowledgements will be posted in the Newsletter and the appropriate acknowledgments will be forwarded on behalf of the AFIS Internet to the member.

Rule D-2: Committee Expenses. Expenses incurred by committees shall be paid by the Treasurer provided that such expenses were authorized by the Chairperson of INTERNET.

SECTION E. FISCAL

Rule E-1: Expense Payments. All payments, with the exception of conference and board meeting expenses, are subject to the following rules. No checks are to be made payable to cash. Without the required documentation, the next higher level of approval is required:

- a. Not over one hundred dollars (\$100.00) upon presentation of bill/receipt(s).
- b. Over one hundred dollars (\$100.00), but not exceeding two hundred dollars (\$200.00), upon presentation of bill/receipt(s) and authorization by the Chairperson. Authorization is not needed for Board approved expenses.
- c. Over two hundred dollars (\$200.00) with Officers' approval prior to commitment. Payments not exceeding the approved amount may be made upon receipt of proof that services were rendered or goods received.
- d. All checks written on behalf of AFIS Internet, Inc. will require one (1) signature of the Treasurer. In the event the Treasurer is not available; these are authorized signers: Treasurer, Internet Chairperson, Internet Vice-Chairperson (Finance Committee Chairperson) and Secretary.
- e. Electronic notifications are required to be put in place for any account activity. An email will be sent to the Executive Internet members regarding these electronic notifications.
- f. The Treasurer, along with the Chairperson, Vice-Chairperson, Secretary and Conference Chairperson shall be bonded.

Rule E-2: Deposits. All deposits are to be made in an account under the name of AFIS INTERNET, Inc. or the function's name. The Treasurer shall have signature authority on the primary account. The Local Arrangements Chairperson shall have signature authority for the conference account and the Newsletter Editor shall have signature authority for the newsletter account.



AFIS INTERNET, Inc. tax identification number to be used on all accounts is **36-3865715**.

All conference accounts are to be closed as soon as the purpose is completed and all checks have cleared. All statements, checks, etc. are to be sent to the Treasurer.

Rule E-3: Credit. The Treasurer has the authority to open a debit/credit card in the name of AFIS Internet, Inc. with the contingency that electronic notifications are set up and sent to the Chair; Vice-Chair; Secretary and Treasurer for all transactions. The account shall have a limit of no greater than \$2500.

SECTION F. NEWSLETTER

Rule F-1: Number and Date. There shall be two per year: Spring and Fall. Newsletter articles and information for publications shall be submitted to the editor by the first of the month immediately prior to the publication month.

Rule F-2: Content and Sources. The Newsletter may contain:

- a. Technical information and other submitted material. (Regional Directors)
- b. Request for papers. (Program Chairperson)
- c. Membership information and application. (Treasurer and/or Secretary)
- d. Dues notice. (Treasurer and/or Secretary)
- e. Conference information. (Conference Chairperson)
- f. Chairperson's message. (Chairperson)
- g. Membership roster. (Secretary)
- h. By-laws. (Secretary)
- i. Proposed By-law changes. (Bylaws Chairperson)

Rule F-3: Financial. The Newsletter Editor shall open an account in the name of AFIS INTERNET, Inc. The account will be reimbursed the amount expended for the newsletter production or other mailings upon submission of receipts for those expenses to the Treasurer. The account balance shall not exceed \$2,000.00.

Rule F-4: Advertising. The Newsletter Editor can accept advertising for the newsletter at the rate of \$300.00 for a full-page ad, \$200.00 for a half-page ad and \$100.00 for a quarter-page ad. Rates for running the same full-page ad for two consecutive newsletter issues is \$500.00, \$750.00 for three issues and \$900.00 for four issues. Smaller ads can be similarly prorated.

The ads placed in the newsletter shall not be from vendors in competition with NEC.

Rule F-5: Distribution. The newsletter will be distributed to all dues paying members.

SECTION G. OFFICE OF SECRETARY

Rule G-1: Duties. In addition to the duties prescribed by the By-laws:

- a. Record minutes of meetings and provides a copy to each Board member.
- b. Provide a copy of the minutes from the prior business meeting for insertion into the registration package at the annual conference.
- c. Maintain a file on INTERNET correspondence, reports and other information related to INTERNET.
- d. Maintain a supply of letterhead, envelopes and other forms.



- e. Maintain the By-laws and Administrative Rules.
- f. Maintain a membership roster.
- g. Maintain a record identifying memberships (by type) and the amount of dues that should be deposited by the Treasurer.
- h. Provide a mailing list to the Newsletter Editor, Local Arrangements and Program Chairpersons.
- i. Furnish the corporate attorney for AFIS Internet, Inc. a copy of the Board of Directors roster after the yearly conference and a copy of all revisions to the Constitution & By-laws and Administrative Rules for AFIS Internet, Inc.
- j. Distribute membership and registration notification upon receipt.

SECTION H. OFFICE OF TREASURER

Rule H-1: Duties. In addition to the duties prescribed by the By-laws:

- a. Place dues notice and Treasurer's Report in the Spring and Fall newsletter.
- b. Maintain financial records; including revenues and expenses.
- c. Balance monthly checking account statements and send a copy of the monthly bank statement to the Finance Committee Chairperson.
- d. Provide a copy of the Treasurer's Report for insertion into the registration package at the annual conference.
- e. Provide credit card statement when requested.

SECTION I. REGIONS

Rule I-1: Regions Established. The by-laws provide for the Board of Directors to establish regions. These regions may require changes from time to time because of the makeup in the number of NEC users within regions.

Rule I-2: Region Assignment. The following regions have been established.

Region 1: California, Hawaii, Non-North American Agencies

Region 2: Alaska, Arizona, Canada, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, Oklahoma, South Dakota, Utah, Washington, Wyoming, Texas

Region 3: Connecticut, Delaware, Illinois, Indiana, Iowa, Maine, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Wisconsin

Region 4: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Washington DC, West Virginia



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