

# **CONSTITUTION AND BYLAWS**

Oklahoma State Division of the  
International Association for  
Identification

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# CONSTITUTION

## ARTICLE I. OFFICIAL NAME, CHARACTER, AND OBJECTIVES

**Section 1.01 Official Name:** This organization shall be known as the Oklahoma State Division of the International Association for Identification (OK-IAI).

**Section 1.02 Character:** The Oklahoma State Division of the International Association for Identification shall be a State Division of the Parent Body of the International Association for Identification (IAI) and shall operate as a not for profit organization.

**Section 1.03 Objectives:** The current objectives of the Oklahoma State Division of the International Association for Identification are:

- (a.) To associate persons of the state of Oklahoma who are actively engaged in the profession of forensic identification, investigation, Crime Scene Investigation and scientific examination of physical evidence in an organized body, so that the profession, in all of its branches, may be standardized and effectively and scientifically practiced.
- (b.) To encourage the growth and improvement of the science of forensic identification, Crime Scene Investigation, and evidence collection and preservation.
- (c.) To encourage research in the science of forensic identification, Crime Scene Investigation, and evidence collection and preservation.
- (d.) To keep its members informed of the latest techniques and research findings in the science of forensic identification, Crime Scene Investigation, and evidence collection and preservation.
- (e.) To employ the collective wisdom of the profession in order to advance the scientific techniques of forensic identification, Crime Scene Investigation, and evidence collection and preservation.
- (f.) To provide training, education, and the publication of information in all the disciplines of forensic science represented by this Association.

## ARTICLE II: MEMBERSHIP

**Section 2.01 Categories:** Membership of the Oklahoma Division shall consist of Active, Associate, Life, Student and Honorary Members.

**Section 2.02 Qualifications and Application:** The qualifications and application procedures for each category of membership shall conform to the provisions as set forth in the Bylaws.

## ARTICLE III: OFFICERS

**Section 3.01 Officers:** There are hereby created the following Officers of the Division: President, Vice President, Secretary, Treasurer, Editor-Historian, and Sergeant-At-Arms.

**Section 3.02 Election, Appointment, Removal, and Duties:** The election or appointment, succession, removal, and duties of all Officers shall conform to the provisions of the Bylaws.

## ARTICLE IV: BOARD OF DIRECTORS

**Section 4.01 Members of Board of Directors:** There shall be a Board of Directors consisting of six (6) elected members and the immediate past president, for a total of seven (7) persons. Only these seven (7) members shall be entitled to vote on business properly brought before the Board of Directors, unless otherwise provided for in the Bylaws.

**Section 4.02 Election, Appointment, Removal, and Duties:** The election or appointment, succession, removal, and duties of all Members and the Chairperson of the Board of Directors shall conform to the provisions of the Bylaws.

## ARTICLE V: EMBLEM

**Section 5.01 Use:** Only members of the Division who are in good standing shall use the Emblem.

## ARTICLE VI: EDUCATIONAL CONFERENCES AND BUSINESS MEETINGS

**Section 6.01 Educational Conferences:** Educational Conferences shall be held by the Division at least annually.

**Section 6.02 Business Meetings:** A general Business Meeting shall be held at each Educational Conference in conformance with the provisions of the Bylaws.

## ARTICLE VII: CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT

**Section 7.01 Adoption and/or Amendment of Code of Ethics and Standards of Professional Conduct:** The Oklahoma Division of the International Association for Identification shall establish, and maintain a Code of Ethics and Standards of Professional Conduct to which all the Members must adhere. The Code of Ethics and Standards of Professional Conduct shall be adopted and/or amended only by a resolution passed by a majority vote at a Business Meeting.

**Section 7.02 Violations:** A violation of the Code of Ethics and/or the Standards of Professional Conduct may be considered as adequate cause for expulsion, suspension, or revocation of membership in conformance with the provisions of the Bylaws.

**Section 7.03 Code of Ethics:** "As a member of the Oklahoma Division of the International Association for Identification, and being actively engaged in the profession of Scientific Identification and Investigation I dedicate myself to the efficient and scientific administration thereof in the interest of Justice and the betterment of Law Enforcement.

To cooperate with others of the profession, promote improvement through research, and disseminate such advancement in my effort to make more effective the analysis of the expert.

To employ my technical knowledge factually, with zeal and determination, to protect the ethical standards of the profession of Scientific Identification and Investigation.

I humbly accept my responsibility to Public Trust and seek Divine guidance that I may keep inviolate the Profession of Law Enforcement."



#### **Section 7.04 Standards of Professional Conduct:**

- Every member shall comply with the provisions of the Constitution and By-Laws of the Oklahoma Division of the International Association for Identification.
- Every member shall strive for the highest standards of personal and professional conduct
- Every member shall conduct him or herself personally and professionally within the laws of his or her respective government.
- Every member of this Association shall conduct him or herself in a professional manner that will not violate the public trust.
- Every member shall cooperate with peers in the advancement of the science and profession of his or her respective discipline (s).
- Every member shall maintain and strive to improve his or her knowledge, skills and abilities and shall continue to use all available resources to be knowledgeable of advances in his or her respective discipline (s).
- A member shall not misrepresent his or her affiliation with the Association.
- A member shall not issue any misleading or inaccurate statement that gives the appearance of representing the official position of the Association.
- A member shall not exaggerate, embellish or misrepresent his or her professional qualifications or credentials. Membership in the Association does not, by itself, qualify any member in any forensic discipline.
- A member shall neither offer nor accept any gift or inducement that might improperly influence the performance of duties by him or herself or others.
- A member shall not knowingly make, promote or tolerate false accusations of a personal, professional or criminal nature.
- A member shall report any violation of this code to the Chairman of the Board of Directors of the Association. A member shall cooperate fully with any official investigation by this Association.
- A member shall maintain and keep inviolate confidential information obtained in the course of professional endeavors.
- A member shall scientifically examine evidence and render professional opinions only in the discipline (s) which he or she is qualified.
- A member shall maintain an objective and unbiased attitude in conducting forensic examinations in his or her qualified discipline (s).
- A member shall exercise due care to ensure and maintain the integrity of all evidence within his or her custody.
- A member shall conduct all examinations of evidence using accepted and established scientific techniques in his or her discipline (s).
- A member shall comply with appropriate standards and controls in conducting examinations and analyses in his or her discipline, and shall seek verification of findings in accordance with contemporary scientific principle.

## **ARTICLE VIII: PROHIBITION AGAINST SHARING PROFITS AND ASSETS AND DISSOLUTION**

**Section 8.01 General Prohibition:** No member of the Board of Directors, Officer, or other person connected with the organization, or any other individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Oklahoma Division of the International Association for Identification. However, this provision shall not prevent the payment to any such person or reasonable compensation for services rendered, expenses incurred to or for the organization, as shall be approved by the Board of Directors.

**Section 8.02 Dissolution:** The Oklahoma Division of the International Association for Identification may be dissolved upon a vote of a simple majority at two (2) consecutive Business Meetings. However, if no Business Meetings are scheduled at any time within the subsequent one (1) year, the Division may be dissolved by a simple majority vote of the remaining Officers and members of the Board of Directors. Prior to a vote on dissolution, a written notice shall be published in some form at least sixty (60) days prior to the vote being taken. The written notice shall be considered to have been published effective on the date that the written notice is mailed or e-mailed to all Members in good standing at their last known mailing or e-mail address.

**Section 8.03 Distribution of Assets after Dissolution:** In the event this Division should be dissolved or otherwise terminated, the assets and income thereof shall not benefit any member or private individual, but shall become the assets and income of the Parent Body of the IAI, to be used for the purpose of carrying out the objectives for which this organization was formed.

## **ARTICLE IX: AMENDMENTS TO THE CONSTITUTION**

**Section 9.01 Board Approval of Proposed Amendments:** Any proposal to change the Constitution of the Division must be approved by a majority vote of a quorum of the Board of Directors and submitted to the IAI Chief Operations Officer for review and approval (Section 9.04) prior to being presented to the general membership.

**Section 9.02 Required Vote:** Any motion to change the Constitution of the Division must be approved by a majority vote of the members in good standing attending the Business Meeting at the annual conference.

**Section 9.03 Publication:**

- (a.) The Constitution, with proposed changes, will be published in total on the Division's official website prior to the vote of the general membership at a Conference.
- (b.) In the event of an "emergency" situation, the Board of Directors shall decide upon a proposed change to the Constitution, post said proposed change, and a vote shall be taken at the next general Business Meeting without prior publication on the official Division website. In the event of this occurrence, the Constitution, with proposed changes, will be published in total on the Division's official website, prior to the necessary second vote.

**Section 9.04 IAI Approval of Amendments:** All amendments to the Division Constitution and Bylaws shall be submitted to the IAI Chief Operations Officer and shall not be effective until approved by the IAI. If the Chief Operations Officer does not take any action within six (6)

months after receipt by the Association, the submitted amendment or amendments are automatically approved without any further action by the IAI.

# BYLAWS

## ARTICLE I: MEMBERSHIP

Membership of the Oklahoma Division shall consist of Active, Associate, Life, Student, ~~and~~ Honorary Members, and Distinguished.

**Section 1.01 Application for Membership:** Application for Active, Associate, Life, Student, and Honorary Membership shall be made using the official OK-IAI membership application form and the completed form shall be submitted directly to the Secretary of the OK-IAI along with the annual dues and assessments established in accordance with the provisions of these By-Laws. The procedures for the review and approval or rejection of each membership application shall conform to the provisions of these By-Laws. The Board of Directors is authorized to approve procedures for applying for, and/or designating individuals in other categories of membership not specifically covered in other sections of these By-Laws.

**Section 1.02 Active Membership:** The active membership of the OK-IAI shall consist of persons actively engaged in the science of forensic identification, crime scene investigation, evidence examination and preservation, and their Bureau or Department Heads, provided, however, that the foregoing persons are bonafide employees of and who receive salaries from National, State, County, or Municipal Governments or some subdivision thereof. Active Members shall not lose their status because of retirement or change of position, so long as they remain in good standing, and they may hold office. An Active Member must be recommended by a member, who is active and in good standing in the OK-IAI.

**Section 1.03 Associate Membership:** All reputable persons, fully or partially engaged in any of the various phases of the science of Forensic Identification, crime scene investigation, evidence examination and preservation, and who are not qualified for Active Membership are hereby eligible to become Associate members. They shall, in all respects, be subject to the same rules, fees and charges, and be entitled to the same rights and privileges as Active members, except that they shall not be entitled to election to the offices of President, Vice President, Secretary or Treasury. Associate members must be recommended by a member, who is active and in good standing in the OK-IAI.

**Section 1.04 Life Membership:** All Active and Associate Members who have paid their annual membership dues and assessments for the past consecutive twenty (20) years shall be automatically designated as Life Active Members or Life Associate Members. All past Presidents shall be automatically designated as Life Active Members. Life Membership may also be granted to those Active and Associate Members who have contributed outstanding service to the Association, Forensic Science and Law Enforcement, and who, in the opinion of the Board of Directors, are worthy of such recognition.

Names of members to be considered for Life Membership shall be submitted to the Board of Directors to determine eligibility for the status of Life Membership. The candidates for Life Membership shall be submitted at the annual meeting of the membership for consideration and voting. Life members shall be eligible to vote and be entitled to all regular privileges of an Active or Associate member. Life Members shall be excused from further payment of dues and assessments.

**Section 1.05 Student Membership:** Student Membership of the OK-IAI shall consist of persons who are full or part time college students at an accredited college with a major in law enforcement and/or a forensic science related field. In addition, the applicant must include documentation such as a letter from university and/or professor, or a copy of transcript or registration receipt from the educational institute acknowledging student status at the time application for membership or renewal is made.

If the applicant is employed full time in an area of Forensic Science and qualifies for membership under Section 1.02.Active Membership, the person shall not be eligible for Student Membership status.

Any individual who is in any type of internship, as part of their college course work shall be considered to not be employed by a law enforcement agency for the purposes of this section. Student members shall not be entitled to vote or hold office. Student members, shall in all respects, be subject to the same rules and code of ethics as all other members.

**Section 1.06 Honorary Membership:** Honorary Membership of the OK-IAI shall consist of persons who have performed some particular service for OK-IAI, who have assisted the Forensic Science Community, or who have performed some meritorious act for law enforcement. Such person or persons, upon motion of any member in good standing, may be designated by the Board of Directors or by a majority vote at the General Membership Meeting in Conference as an Honorary Member for a period of one (1) year, and shall be excused from payment of dues and assessments. They shall not be eligible to vote or hold office.

**Section 1.07 Distinguished Membership:** Distinguished Membership may be conferred only on a Member by a majority vote of the OK-IAI Board of Directors in recognition of the Member's superior efforts in the furtherance of the aims and purposes of the I.A.I. A Distinguished Member retains all the rights, privileges, and obligations of the class of membership he or she held prior to being designated as a Distinguished Member.

**Section 1.08 Members in Good Standing:** An OK-IAI member shall be considered to be a “member in good standing”, as long as the member is not currently under suspension by the division. During suspension, the individual shall still be subject to investigation in conformance with Article II Ethics Investigations.

## **ARTICLE II: ETHICS INVESTIGATIONS**

**Section 2.01 Charges:** No charges made against an officer or member by any other officer or member shall be considered unless the charges are made in writing and signed by the complainant.

**Section 2.02 Action to President:** All charges and complaints conforming with Section ~~11.01~~ 2.01 above shall be placed in the hands of the President of the OK-IAI, who shall within ten days, lay the matter before the Board of Directors for trial and decision, a copy of the charges being sent by registered US Mail to the officer or member accused.

**Section 2.03 Answer to Charge:** All evidence or testimony relating to charges must be submitted to the Board of Directors by the complainant and the member accused shall be allowed thirty days to submit an answer to same.

**Section 2.04 Appeal:** Either party may appeal of the decision from the Board of Directors to the floor of the conference in the form of an appeal. The decision of the Board of Directors may be upheld or appealed by a two-thirds vote of the members in good standing that are present and voting.

### **ARTICLE III: DUES, FEES, AND ASSESSMENTS**

**Section 3.01 Annual Dues:** Effective January 1, 2014, the annual Active and Associate Membership dues shall be thirty dollars (\$30.00) payable in advance on the first day of January of each and every year. In addition, a non-refundable application fee of five dollars (\$5.00) shall be levied upon all new Members payable at the time the application is submitted. Any change in the dues or new Member application fee may be made by a vote of the membership at any annual Business Meeting upon a recommendation of the Board of Directors.

**Section 3.02 Payment:** Dues paid to the Division by any new applicant or applicant for reinstatement shall be applied to the dues for that calendar year only. Dues paid by a new applicant or applicant for reinstatement between October 1 and December 31 shall apply to the following calendar year.

**Section 3.03 Assessments:** The Board of Directors is empowered by unanimous vote only to levy assessments upon the membership when, in its judgment, the needs of the Division require such action.

**Section 3.04 Termination of a Member:** A Member who is delinquent as of March 1 in the payment of dues for the current year is deemed not in good standing. It shall be the duty of the Secretary to notify such Member immediately thereafter, and to suspend from membership and remove such Member's name from the roles of the Division pending the payment of said dues, and reinstatement as provided for herein.

**Section 3.05 Reinstatement:** In the event a member is not in good standing for nonpayment of dues, as provided for in Article IX of these By-Laws, or has otherwise withdrawn their membership while in good standing, may be reinstated and restored to their original membership status including their former member number provided the following: the member pays dues for the current year and a processing fee as set by the Board of Directors, and that three years or less has elapsed since the membership was terminated. If more than three years have elapsed, the member must reapply as a new member. Eligibility for Life Membership shall be based on the number of years that dues were paid and those years do not need to be consecutive. For the purposes of this section, any Member who resigns in lieu of responding to allegations of ethics violation shall be considered to have withdrawn their membership while NOT in good standing and such former Members may reapply for membership only as a new member.

### **ARTICLE IV: AUTHORITIES AND DUTIES OF THE BOARD OF DIRECTORS**

**Section 4.01 General Powers as a Policy Making Body:** The Board of Directors shall be the policy making and managing body of the Division. They shall control the affairs of the Division.

**Section 4.02 Conflict Resolution:** The Board of Directors shall arbitrate disputes between members and officers of the Association, or between members and non-members, when the

interests and welfare of the Association are involved. The Board of Directors shall be the final authority for conflict resolution within the Division, with the decision of the Board being the final conclusion of the Division on this matter, unless otherwise specified in these Bylaws.

**Section 4.03 Advisory Committee to President:** The Board of Directors shall act as advisory committee to the President, who shall be an ex officio member thereof.

**Section 4.04 Approval of Conferences:** The Board of Directors shall approve the dates and locations of each annual Educational Conference and ensure that this information is furnished to each member a minimum of thirty (30) days prior to the Conference.

**Section 4.05 Approval of Membership Applications:** Preliminary approval or disapproval of all Membership applications shall be accomplished in conformance with the provisions of the Bylaws. Applications disapproved at the administrative level will be forwarded to the Board of Directors for review, with the decision of the Board being the final decision of the Division on this matter.

**Section 4.06 Approval of Expenditures:** The Board of Directors may establish an expenditure amount as needed for the annual operation of the division without board approval.

**Section 4.07 Investigative Authority:** The Board of Directors shall verify suspensions made by the Secretary and act as a trial committee upon request of the President, or any member under charges, and their decision shall be final, except upon appeal to the Association in conference assembled.

## **ARTICLE V: CHAIRPERSON AND DIRECTORS**

**Section 5.01 Members of Board of Directors:** There shall be a Board of Directors consisting of six (6) elected members, the immediate past president, for a total of seven (7) persons. Only these seven (7) members shall be entitled to vote on business properly brought before the Board of Directors, unless otherwise provided for in the Bylaws.

Board Members are elected for a term of two (2) years. Half of the Board Members positions will be elected in odd numbered years and the other half will be elected in even numbered years.

**Section 5.02 Chairperson of Board of Directors:** The immediate past President of the Division shall serve as Chairperson and seventh member of the Board of Directors. In the absence of the immediate past President at the Board Meeting(s), the most recent past President in attendance shall preside as a non-voting member.

**Section 5.03 Board Member Eligibility:** Only Members in good standing, who have completed one year of Active or Associate membership, unless waived by the President, who are not currently under investigation by the Division, and who have not been censured or otherwise disciplined by the Division in the past are eligible for the position of Board Member. Membership in any other State Division of the IAI shall count toward the one year requirement.

**Section 5.04 Removal:** Any Board Member who does not comply with his/her assigned responsibilities, or fails to do so in a timely manner, may be relieved of office by a majority vote of the Board of Directors, following a review process.

**Section 5.05 Resignation:** Notice of resignation shall be in writing to the President and Chairperson of the Board of Directors.

**Section 5.06 Vacancies:**

- (a.) **Board Member:** In the event of vacancy in the position of Board Member, appointment of a replacement shall be made by the President with the approval of the Board of Directors. The newly appointed member of the Board shall hold office for the remaining term of the vacated office.
- (b.) **Chairperson:** In the event of a permanent vacancy in the position of Chairperson of the Board of Directors, the most recent past President able to fill the position shall be appointed by the President. The newly appointed Chairperson of the Board shall hold office until regular elections at the next Annual Conference.

**ARTICLE VI: MEETINGS OF THE BOARD OF DIRECTORS**

**Section 6.01 Regular Meetings:** A Board of Directors meeting shall be held prior to the Business Meeting at each annual Conference. The Board of Directors does not recognize proxy votes.

**Section 6.02 Special Meetings:** Special meetings of the Board of Directors may be called at the discretion of the Chairperson of the Board of Directors or the President. Special meetings may be held via use of telephones, facsimile machines, video-teleconferencing, computer modem, or any other accepted means of communication. The Board of Directors does not recognize proxy votes.

**Section 6.03 Presiding Officer:** The Chairperson of the Board of Directors, or, in the absence of the Chairperson, the most recent past President in attendance, shall serve as the presiding officer of the meetings of the Board of Directors.

**Section 6.04 Recording Secretary:** The Secretary, or, in the absence of the Secretary, a Member appointed by the Chairperson, shall serve as the recording secretary of the meetings of the Board of Directors.

**Section 6.05 Quorum:** A minimum of four (4) of the Board shall constitute a quorum for the purposes of voting on issues at any meeting of the Board of Directors.

**Section 6.06 Parliamentary Rules:** All meetings of the Board of Directors shall be governed by the then most current version of Robert's Rules of Order Newly Revised, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the provisions of the law, the Constitution, or the Bylaws.

**Section 6.07 Attendance at Board of Directors Meeting:** Although meetings of the Board of Directors will be closed to the general public and the general membership of the OK-IAI, they will be open to all members of the Board of Directors, the Legal Advisor, and current Officers of the Division, and anyone given permission by the Chairperson of the Board of Directors. Any person legitimately present at a Board of Directors meeting may be heard. However, only the seven (7) members of the Board of Directors shall be entitled to vote. In the event of an unresolved tie vote, the Chairman of the board will be the tie breaker.

**Section 6.08 Administrative Hearings:** The Board of Directors shall have the power to conduct a hearing concerning any Member of the Division upon any charge by any other Member concerning



said Member's professional ethical conduct, provided the charge is made in writing. If the charge is found to be upheld by a majority vote of all Board Members, the Board shall have the authority to expel, suspend, censure, or admonish such Member.

- (a.) Any written charge or charges against any Member shall first be submitted to the President, who shall, within ten (10) days, submit the matter before the Board of Directors for consideration. If the Board of Directors judges that sufficient grounds exist to conduct a hearing concerning said Member, the Chairperson of the Board of Directors shall thereupon send a copy of said charge or charges to the accused by certified mail, return receipt requested. The accused shall have thirty (30) days from the date of the receipt of such copy to answer the charge or charges in writing. At this time, the accused may request an opportunity to be heard and confront his/her accusers. This request shall be honored at the next regularly scheduled Board of Directors meeting. If the accused Member fails to file such written answer within the time prescribed in this Section, such failure shall constitute a waiver of the right to a hearing on such charge or charges, and said accused Member shall thereupon abide by the action and decision of the Board of Directors in connection therewith, without the right to appeal at the next conference as set forth.
- (b.) If the accused chooses to file a written answer and wishes to appear at the next regularly scheduled Board of Directors Meeting, then, after due consideration of the evidence at hand, the Board of Directors shall, within sixty (60) days, arrive at a decision, and notify all persons concerned, in writing, of said decision.
- (c.) After the accused receives a written answer, if 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 Conference, at which time, the findings and order of the Board shall become final, unless the Board is overruled by a vote of two-thirds (2/3) of the membership present.

## **ARTICLE VII: OFFICERS**

**Section 7.01 Limitation on Holding Multiple Offices:** No Member shall be a candidate for, elected to, or hold/fill more than one (1) office during any term.

**Section 7.02 Officer Eligibility:** Only Active Members who have completed two years of membership or Life Members, who are in good standing, who are not currently under investigation by the Division, and who have not been censured or otherwise disciplined by the Division in the past are eligible for office. Only Active and Life Members may hold the offices of President, Vice President, Secretary or Treasurer. All other Officers may be Active, Life, or Associate Members. Membership in any other State Division of the IAI shall count toward the minimum length of membership requirement.

**Section 7.03 Removal:** Any Officer who does not comply with his/her assigned responsibilities as described in these Constitution and Bylaws, or fails to do so in a timely manner, may be relieved of office by a majority vote of the Board of Directors, following a review process. Upon removal from office, such individual is not entitled to the duties and privileges associated with having served as an Officer.

**Section 7.04 Resignation:** Notice of resignation shall be in writing to the President and Chairperson of the Board of Directors. In the event of the resignation of the President, written notification shall be made to the Chairperson of the Board of Directors and Secretary.

- (a.) Privileges and Duties: In the event a President resigns prior to the expiration of his or her term, such individual waives all privileges and duties associated with being a “past President.”
- (b.) Exception: If it is determined that the President’s resignation was for due cause (e.g., debilitating medical condition, unforeseen forced resignation by employer) the Board of Directors, by a majority vote, shall be authorized to confer on such individual the privileges and duties associated with being a “past President”.

**Section 7.05 Vacancies:** In the event of a vacancy in the position of Officer, appointment of a replacement shall be made by the President with the approval of the Board of Directors, except as otherwise provided for in these Bylaws. The appointed member will fill the vacated Officers position for the remainder of the term.

**Section 7.06 President:** The President shall preside at all Division conferences and Business Meetings and preserve order and decorum. The President shall carefully supervise the affairs of the Division and labor for usefulness and efficiency. The President shall appoint all committees as provided for herein. The President shall fill, by appointment, all vacancies, including Committee Chairpersons, caused by death, resignation, or other causes, except as otherwise provided for in these Bylaws. The President shall represent the Division at all functions requiring official IAI representation, unless otherwise delegated by the President.

The President’s term will be for a two (2) year period.

- A. Bar to Succession: The President shall not succeed him/herself in office except when serving the unexpired term of his/her predecessor.
- B. Ex officio Member: The President shall be an ex officio non-voting member of the Board of Directors.
- C. Approval of Additional Funds: The President, with the approval of the Board of Directors, may seek funding to defray expenses incurred in the furtherance of the goals of the Division.
- D. Division Charter: The Division Charter will remain in the custody of the President during his/her term of office and will be prominently displayed during any of the Division’s official Business Meetings.
- E. Division Banner: The President shall maintain the Division Banner and shall be responsible for the presentation of this Banner at the Annual Conferences and insure that this Banner is displayed at each Annual Conference of the Parent Body of the IAI.
- F. Special Meetings: The President has the power to call a Special Meeting at any time, in the event of an emergency or in the interest of the organization. The President may likewise call a Board of Director’s Meeting.
- G. Division Reporting of Ethics Violations: The Division President shall forthwith send written notification to the President of the IAI of any disciplinary action for an ethical violation that is taken against a Division Member who is also a Member of the IAI. This reporting requirement shall also apply if the Member resigns during an ethics investigation, resigns in lieu of accepting discipline, or simply does not renew his or her membership.

**Section 7.07 Vice President:** The Vice President shall act as presiding officer of the Association during the absence or temporary disability of the President. The Vice President will automatically succeed to the office of President in the event of death, disability, resignation, or removal from office of the President. The Vice President’s term will be for a two (2) year period. The Vice President’s position will be elected in years opposite of the President.

**Section 7.08 Secretary:**

- A. 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 will perform such other duties as may be assigned to that office by the President or Board of Directors.
- B. The Secretary shall receive applications for membership and upon approval from the Membership Committee and payment of dues shall issue to each member a membership card, such cards to bear the imprint of the year for which issued.
- C. The Secretary may draw remuneration as determined by the Board Directors.
- D. The Secretary shall submit a personal report at the annual meeting.
- E. The Secretary shall be permitted to maintain a revolving petty cash fund to defray the usual and ordinary expenses of that office. This fund may be limited to an amount as set by the Board of Directors. The Secretary may conduct day-to-day business in the name of the Oklahoma Division of the IAI.
- F. The Secretary will provide an annual financial report regarding the petty cash fund (E) to the Treasurer who shall include it in his/her annual report to the general membership at the annual business meeting.
- G. The term of the Secretary shall be a four (4) year term. The secretary shall be able to succeed him/herself. The election of Secretary will be same year as the president.

**Section 7.09 Treasurer:**

- A. The Treasurer shall keep just and accurate records of all OK-IAI accounts.
- B. The Treasurer shall draw warrants for the expenses of the OK-IAI when directed by the OK-IAI or the Board of Directors.
- C. The Treasurer may draw remuneration as determined by the Board of Directors.
- D. The Treasurer shall submit financial records as directed by the Board of Directors. In addition, the Treasurer shall submit a financial report to the general membership at the annual business meeting. A hard copy of that report shall be distributed to the general membership at the annual business meeting.
- E. The term of the Treasurer shall be a four (4) year term. The Treasurer shall be able to succeed him/herself. The election of Treasurer will be same year as the Vice President.
- F. The Treasurer must file an annual tax return for the non-profit organization. A certified CPA may be used to file the return.

**Section 7.10 Editor/Historian:**

- A. Official Publication The Editor/Historian shall cause to be published and distributed to all Members in good standing one (1) copy of the annual issue of the Division's publication, the "OK-IAI Examiner," which is the designated Official Publication of this Division.
- B. The Editor/Historian shall receive all articles and items of interest to the Division, edit them when necessary, and prepare them for inclusion in the "OK-IAI Examiner."
- C. The "OK-IAI Examiner" shall be published at least once per year preceding the annual Educational Conferences by a minimum of thirty (30) days.
- D. The Editor/Historian shall insure that the names and department or affiliation of new members of the Division are promptly published in the "OK-IAI Examiner."
- E. Expenses incurred by this office, in connection with his/her duties, shall be paid by the Treasurer upon the presentation of proper receipts, subject to Article VII, Section 7.09(d) of these Bylaws.
- F. The Editor/Historian shall search for, collect, and have custody of all items of historical

interest to the Division. The Historian shall identify and mark each item, acknowledge the donor of each, and maintain an inventory of all materials on hand, and shall collect and maintain copies of all of the Division's publications.

- G. The Editor/Historian shall be responsible for the photography for the Division.
- H. The Editor/Historian shall be responsible for the set-up and breakdown of the historical display at each annual Educational Conference. The Historian shall also be responsible for the maintenance of said display between conferences.
- I. The term of the Historian shall be a four (4) year term. The Historian shall be able to succeed him/herself. The election of Historian will be same year as the President.

#### **Section 7.11 Sergeant-At-Arms:**

- A. The Sergeant-At-Arms (or designee(s) as appointed by the President) shall have command of the outer door at all proceedings of educational conferences, Board of Directors, Nominating Committee, and Business Meetings and shall prevent unauthorized entry as determined by the Bylaws, President, or Board of Directors.
- B. The Sergeant-At-Arms shall assist the President in preserving order and shall perform such other duties as the President or Board of Directors may direct.
- C. The Sergeant-At-Arms (or designee(s) as appointed by the President) shall determine the voting eligibility of delegates at all General and Substitute Business Meetings and elections and provide necessary ballots.
- D. The Sergeant-At-Arms shall be responsible for the collection and counting of ballots in all elections.
- E. The Sergeant-At-Arm's term will be for a two (2) year period, and will be elected in the same years as the President.

### **ARTICLE VIII: COMMITTEES AND APPOINTED POSITIONS**

#### **Section 8.01 Certification Committees:**

- A. A certification committee shall consist of three (3) certified members of the discipline which the certification represents.  
Based on the needs of the Division, and member enrollment, individuals that make up a committee may, or may not be members of the Oklahoma Division of the International Association for Identification. However, these individuals must be certified practitioners working in the state of Oklahoma. A certification committee made up of individuals not belonging to the Oklahoma Division of the International Association for Identification will be operating for, and in the best interest of, the state and national International Association for Identification.
- B. One appointment to each of these committees shall be made by the incoming President within thirty (30) days following the conclusion of the Annual Conference. New appointments shall coincide with the expiration of the terms of current committee members, with the term of one (1) member expiring at the conclusion of each Annual Conference. All terms shall be for three (3) years. The incoming President shall designate one (1) of the three (3) committee members to serve as Chairperson of each committee for the year.
- C. In the event a vacancy occurs prior to the completion of a member's term, the President shall appoint a member who is certified in the discipline the certification represents to serve the remainder of the unexpired term. The remaining committee members will continue to conduct committee business in the interim.
- D. The above mentioned appointment and term guidelines (Section 8.01, B) may be modified

in the event a certification committee is made up of individuals who are not members of the Oklahoma Division of the International Association for Identification. In this event, appointments will be made by the committee chairperson through the state division president, and approved by the national Chairperson or Secretary of that specific discipline. The state division president will reserve the right to request removal and replacement of committee members to the national Chairperson or Secretary of the discipline.

- E. These committees shall act independently and shall conduct the business of the Certification Programs in accordance with rules and guidelines as determined by the appropriate Certification Boards. These committees can use no substitutes, nor can subcommittees be appointed.
- F. The Chair of each of the Certification Committees shall prepare a report (written or oral) reflecting the activity of the given Committee to be presented at each Business Meeting. In the event a certification committee is made up of individuals that are not members of the Oklahoma Division of the International Association for Identification, a report (written or oral) will be made to the Division President, upon request.

#### **Section 8.02 Auditing Finance Committee:**

- A. This committee shall consist of two (2) members appointed by the President.
- B. This committee shall audit and inspect the financial accounts of the Division prior to the Annual Business Meeting, or at such other times as may be directed by the President or the Board of Directors. The committee shall report to the Division at each Annual Conference or at such other times as the President or the Board of Directors may direct. The committee shall become familiar with the operation of the Treasurer's office in order to assist the Treasurer if called upon to do so.

#### **Section 8.03 Conference Planning Committee:**

- A. This committee shall consist of three (3) members of the Board of Directors. Additional members may be appointed at the discretion of the President.
- B. The committee shall select and set up the conference sites. Upon approval, the conference sites shall be provided to the Editor/Historian who shall publish them in the Division's publication. A progress report shall be presented at each meeting of the Board of Directors and general Business Meeting. All contracts shall be reviewed by the Legal Advisor. After approval by the Legal Advisor, the committee shall report to the Board of Directors for final approval of the contract(s).

#### **Section 8.04 Publicity Committee:**

- A. This Committee shall consist of at least three (3) members appointed by the incoming President within thirty (30) days following the conclusion of the Annual Fall Conference.
- B. This committee shall prepare packages containing information on the Division which can be disseminated to members of the media and press. These packages shall include history, organization, composition, and activities of the Division as well as pertinent local contacts for the media and press. This information shall be forwarded to the President for use at his/her discretion. In addition, these packages may be used by the Educational Committee and other Members in order to promote the Division and to solicit new Members.

#### **Section 8.05 Constitution and Bylaws Committee:**

- A. This Committee shall consist of at least three (3) members appointed by the incoming President within thirty (30) days following the conclusion of the Annual Conference.

- B. This committee shall review and make recommendations to maintain and update the Constitution and Bylaws of the Oklahoma Division of the International Association for Identification and pay particular attention to conflicts within the Constitution and Bylaws, Articles of Incorporation, the law, and the Constitution and Bylaws of the Parent Body of the International Association for Identification. The committee shall also maintain and update the Oklahoma Division Officer and Committee Guide.

**Section 8.07 Special Committees:** The President may appoint other special committees or subcommittees at his/her discretion unless prohibited herein.

**Section 8.08 Removal of Committee Chairs and Members:** Any committee Chair or member who does not comply with his/her assigned responsibilities as described in these Constitution and Bylaws and the Officer and Committee Guide, or fails to do so in a timely manner, may be relieved of appointment by the President.

**Section 8.09 Vendor Coordinator:**

- (a.) This position is open to any Active Member in good standing.
- (b.) The Vendor Coordinator shall be appointed upon Presidential recommendation and a majority vote of the Board of Directors.
- (c.) The Vendor Coordinator shall solicit support from vendors whose products are related to the forensic identification fields, and encourage their participation at each conference as well as solicit advertising from said vendors for the Division Publication.
- (d.) The Vendor Coordinator shall be a member of the Conference Planning Committee.
- (e.) Any Vendor Coordinator who does not comply with his/her assigned responsibilities, or fails to do so in a timely manner, may be relieved of appointment by a majority vote of the Board of Directors.

**ARTICLE IX: EDUCATIONAL CONFERENCES AND GENERAL BUSINESS MEETING**

**Section 9.01 Educational Conferences:** The order of proceedings at all annual Educational Conferences shall be as follows or as determined by the President of the Division and approved by the Board of Directors:

- (a.) Opening ceremonies
  - (1.) Calling the meeting to order by the President
  - (2.) Pledge of Allegiance
  - (3.) Invocation
  - (4.) Addresses of welcome
  - (5.) Presidential address
- (b.) Speakers' program
- (c.) General Business Meeting
  - (1.) Report of Secretary and Treasurer
  - (2.) Reports of committees
  - (3.) Other reports
  - (4.) Unfinished business
  - (5.) New business
  - (6.) Election of Officers
  - (7.) Adjournment

**Section 9.02 General Business Meeting:** The general Business Meeting of the OK-IAI shall be held on the first day of the annual Educational Conference, except when a Substitute Business Meeting is approved by the Board of Directors. The purpose of the general Business Meeting shall be to present the minutes of the most recent Business and Board Meetings, to present a detailed report of the Division's accounts, and to transact any business as may be properly brought before the general membership. The election of Officers of the Division shall be conducted at the Annual general Business Meeting. The President shall be the presiding officer and the Secretary shall be the recording Secretary.

**Section 9.03 Substitute General Business Meeting:** If the general Business Meeting of the OK-IAI cannot be held on the day designated a substitute general Business Meeting shall be designated by the Board of Directors. A meeting so called shall be designated and treated for all such purposes as the general Business Meeting.

**Section 9.04 Attendance at General Business Meeting:** All Members of the Oklahoma Division of the IAI are entitled to attend the general Business Meeting.

**Section 9.05 Vote by Membership:** Except as required by law, the Certificate of Incorporation, the Constitution, or other provisions of the Bylaws, the vote of a simple majority of the Members in good standing at a general Business Meeting shall constitute the final decision of the OK-IAI.

**Section 9.06 Parliamentary Rules:** All annual Educational Conferences and general Business Meetings shall be governed by the then most current version of Robert's Rules of Order: Newly Revised, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the provisions of the law, the Certificate of Incorporation, the Constitution, or the Bylaws.

## **ARTICLE X: ELECTIONS**

**Section 10.01 Elections:** All elections shall be by acclamation at the Annual Conference, unless a position is contested or by motion from the floor, under which circumstances the election shall be held by ballot. A majority of all votes cast shall be necessary to elect any candidate.

**Section 10.02 More Than Two Candidates Nominated:** If more than two (2) candidates are nominated for the same office, the two (2) nominees receiving the highest number of votes cast on the first ballot shall be the candidates for election.

**Section 10.03 Election and Installation Held at Conference:** All of the Officers and elected members of the Board of Directors defined in the Constitution shall be elected at the Annual Conference of the Division.

**Section 10.04 Limitation on Holding Multiple Offices:** No Member shall be a candidate for, elected to, or hold/fill more than one (1) office during any term.

## **ARTICLE XI: AMENDMENTS TO THE BYLAWS**

**Section 11.01 Board Approval of Proposed Amendments:** Any proposal to change the Bylaws of the Division must be approved by a majority vote of a quorum of the Board of Directors.

**Section 11.02 Required Vote:** Any motion to change the Bylaws of the Division must be approved by a majority vote of the delegates attending the Business Meeting at one (1) annual Conference.

**Section 11.03 Publication:**

- (a.) The proposed changes to the Bylaws will be published on the Division's official website prior to the vote of the general membership at an annual Conference.
- (b.) In the event of an "emergency" situation, the Board of Directors shall decide upon a proposed change to the Bylaws, post said proposed change, and a vote shall be taken at the next general Business Meeting without prior publication on the official website of the Division. In the event of this occurrence, the changes to the Bylaws will be published on the website as soon as possible.

**Section 11.04 Minor Amendments:** Minor amendments to the Division Constitution and Bylaws changes and/or additions are those that constitute "housekeeping" and which do not fundamentally alter the purpose, aims or goals of the Division.

Upon Board of Directors approval, the proposed Division Constitution amendments and/or Bylaws changes are presented to the general membership for vote.

Once approved by the membership, the Division shall provide an updated Division Constitution and Bylaws to the IAI Chief Operations Officer for the purpose of updating the IAI records.

**Section 11.05 IAI Major Amendments:** Major Bylaws modifications are those reflecting changes in the purpose, aims, or goals of the Division.

Upon Board of Directors approval, the proposed major Division Constitution amendments and/or Bylaws changes shall be submitted to the IAI Chief Operations Officers and shall not be effective until approved by the IAI. If the Chief Operations Officer does not take any action within six (6) months after receipt by the Association, the submitted amendment or amendments are automatically approved by the IAI without any further action by the IAI. Once major amendments to the Division Constitution and Bylaws have been approved by the IAI or after the 6 month period, the proposed Division Constitution amendments and/or Bylaws changes are presented to the general membership to vote.

**Section 11.06 Retroactive Changes:** The passage of section 11 shall be retroaction to May 2017.

## **ARTICLE XII: HARRY STEGE SCHOLARSHIP FUND**

**Section 12.01 Harry Stege Scholarship Fund:** The division shall establish and maintain, as funds permit, a fund to be known as the Harry Stege Scholarship Fund for the purpose of providing financial assistance for members to attend the annual Education Conference.

**Section 12.02 Fund Amount and Annual Grant Limit:** The fund shall be capped at \$500 unless changed by a vote of the Board of Directors. The number of individual Fund grants shall be no more than ten (10) per year.

**Section 12.03 Grant Amount:** Individual grants shall be in the amount of the current Education Conference Member base registration fee, not to include banquet fees or any other elective fees.



**Section 12.04 Scholarship Eligibility:** Applicants for funding shall be Active, Life, or Associate members in good standing, from a department having 25 or fewer officers, and have attended the previous year's Educational Conference. Members may apply in their first year of membership.

**Section 12.05 Subsequent Applications:** Recipients of the scholarship will not be eligible for funding to attend Conferences in two consecutive years.

**Section 12.06 Application Deadline:** Applications for funding must be received by no later than March 1<sup>st</sup> of the year of the conference.