



CONSTITUTION & BY-LAWS COMMITTEE

Standing Operating Procedures

(Revised & Adopted 10/19/2019)

COMMITTEE ESTABLISHMENT

The members of the International Association of Arson Investigators Constitution & By-Laws Committee shall be appointed by the President of the IAAI. The President shall appoint sufficient IAAI members to accomplish the established duties of the committee. The President shall designate one member of the committee to serve as the Chairperson of the Committee.

PROPOSED CHANGES TO THE IAAI CONSTITUTION AND BY-LAWS

All proposed changes, revisions and/or modifications of the current IAAI Constitution and By-Laws may be submitted by any member of the International Association of Arson Investigators.

All proposed revisions of the current Constitution and By-Laws of the International Association of Arson Investigators shall be submitted on IAAI C&BL Form P1020 to the Constitution and By-Law Committee for consideration.

The deadline for submission of all proposals is November 1 of each year.

All submissions shall include the name and contact information of the submitter to provide communication with the submitter as needed. Once received, the Committee shall acknowledge receipt of all submissions in a timely fashion. The initial review of all proposed Constitution and By-Law changes or revisions shall be completed within thirty (30) days from receipt of the proposal.

All new Constitution and By-Law proposals submitted for consideration shall be submitted electronically if possible and accompanied by a brief synopsis detailing the purpose of the change and the anticipated impact of said modification.

COMMITTEE RESPONSIBILITIES

The duties of the committee shall include but not limited to, the following:

IAAI Constitution and By-Laws

To advise the officers, directors, and members of the Association on all matters pertaining to the IAAI Constitution and By-Laws.

Receive and evaluate all proposed changes to the existing Constitution and By-Laws.

Upon receipt, it shall be the duty of the Committee to review and prepare all proposed changes to the Constitution and By-Laws in a suitable format for presentation to the members of the Association.

The Committee shall review the proposed Constitution and By-Laws of new Chapters to assure compatibility with the IAAI Constitution and By-Laws.

The Committee shall review all proposed revisions of the existing Chapter Constitution and By-Laws to assure compatibility with the IAAI Constitution and By-Laws.

The Committee shall ensure all proposed amendments are disseminated to the general membership by publication in the *Fire & Arson Investigator* journal, and on the IAAI website for review at least thirty (30) days preceding the next regular or special election of the Association. (Article IX, Sec 1)

The Committee shall provide for timely electronic notice of all proposed constitutional changes to all members to inform and ensure adequate dissemination of the proposals.

IAAI Committee Stand Operating Procedures (SOPs)

The Committee shall serve in a review capacity for the Standard Operating Procedures for all IAAI Committees in accordance with Article V, Section 3 of the International Constitution and By-Laws. Said reviews shall occur every two years or as necessary. Reviews shall initially be completed by each individual committee. Proposed changes to individual committee SOPs shall be submitted to the Constitution and By-Laws Committee for review. Upon successful review, all revised SOPs shall then be submitted to the IAAI Board of Directors for review and approval.

All revised SOPs shall reflect the date of adoption by the Board of Directors.

Any other reviews deemed necessary by the Chair of the Constitution and By-Laws Committee shall be initiated as necessary.

RESPONSIBILITIES OF THE COMMITTEE MEMBERS

The members of the Committee shall be appointed by the IAAI President. One member shall be appointed to chair the committee. The Chair of the Committee shall ensure the members of the committee are provided all information necessary to successfully complete their assignment in a timely manner.

The Committee Chair shall maintain open communications with the Committee members, Executive Director, Officers and Directors to ensure timely communications of the activities of the Committee.

Committee members shall conduct individual reviews of all proposals received by the Committee. Initial reviews shall be completed within thirty (30) days of receipt. Upon completion of the initial review, individual comments and recommendations resulting from these reviews shall be forwarded to the Chair for dissemination to all committee members for evaluation. Final reviews of all proposals should be completed within sixty (60) days from receipt.

Once the final review of submitted proposals is complete, the Committee Chair shall prepare a final draft of the proposal for dissemination and publication.



CONSTITUTION & BY-LAWS PROPOSAL

PROPOSED CHANGES TO THE IAAI CONSTITUTION AND BY-LAWS

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All proposed revisions of the current Constitution and By-Laws of the International Association of Arson Investigators shall be submitted electronically, utilizing this form, to the IAAI Constitution and By-Laws Committee for review and consideration. All submissions shall include the name, address, and contact information of the submitter to provide communication with the submitter as needed. **All proposals shall be submitted and received by the Committee by November 1 of each year.**

Proposals shall cite the specific article and section of the IAAI Constitution & By-Laws that the proposal is intended to alter or change. Proposals will include existing language along with proposed language changes. The proposed new language shall be underlined and shown in red text. Articles, sections, paragraphs, words, or portions thereof that are recommended to be deleted shall reflect a strike-through.

Example: Article IV, Section 3. At the Annual General Meeting of the Association, he/she the President may call upon a designated representative of all chapters to report to the membership regarding the activities of the chapter during the past year.

Submit your Proposal here: *(Attach additional pages if needed.)*

Member Name: IAAI Membership No.:

Address:

City: State: Postal Code: Country:

Email: Phone Number:

Date Proposal submitted:

Date received by C&BL Committee: