

IAAI MEMBERSHIP SERVICES COMMITTEE STANDARD OPERATING PROCEDURE

Goals & Objectives

The Membership Services Committee is tasked with continually seeking new benefits and services that can be provided to existing members. In addition, this committee strives to develop strategies to increase worldwide membership; and to apprise prospective new members of the benefits of membership in the International Association of Arson Investigators.

Committee Structure

The Membership Services Committee shall consist of a Chairperson and Co-Chairperson, along with an unspecified number of Committee members, as appointed annually by the current Association President. In order to enhance worldwide recruitment and retention of IAAI members, it is envisioned that the list of Committee members will be representative of the international membership characteristic of the IAAI.

Duties of the Committee

1. The Committee will publicize the benefits of membership in the Association by publishing articles in professional magazines and journals, and by developing recruitment literature, films, etc. New programs and initiatives may be undertaken from time to time, such as a temporary waiver of the initiation fee for new members, incentives for sponsoring new members, etc.
2. The Committee will monitor trends in membership recruitment and retention. For example, a sample of members who chose not to renew may be contacted to determine their reasons for leaving the IAAI. This may alert the Association's leaders to any problems perceived by some of the membership
3. The Committee will continually seek to identify additional benefits that can be offered to the membership.
4. The Committee will provide an Orientation for first-time Committee participants at the annual seminar.
5. The Committee will ensure that new members meet the current requirements for membership (see paragraph on qualifications for membership).
6. The Committee will monitor the membership database to ensure that longevity pins are awarded at the correct intervals of time, i.e. after 20 years of membership (and every 5 years thereafter).
7. An annual report will be prepared to disclose the status of the membership rolls, including current number of members, number of new members and non-renewals, etc.

8. The Committee will communicate with any member or prospective members in response to any query or request for membership information, or in response to any complaint received from a member (other than EP&G complaints).
9. The Committee will work closely with the Ethical Practices & Grievances Committee regarding the membership of any member or potential member whom the EP&G Committee bars from membership in the Association.
10. The Committee shall work closely with the Chapters Committee concerning new members' applications. During each new applicant cycle (each month), a list of new members sorted by state/province and/or country will be distributed to Chapter Presidents and Membership Chairs on record. The member's application will be approved twenty-one (21) days after distribution of the list and a membership card will be issued unless the Committee or IAAI Office has been notified of a potential issue by the Chapter.

Qualifications for Membership

Active Member: Any representative of good moral character involved with government or a governmental agency; and/or any representative of a business or industrial concern; who is actively engaged in some phase of fire and arson investigation or administration of justice at the time the representative makes application; shall be eligible for active membership, provided such person possesses the other qualifications for membership established by the Board of Directors upon recommendations of the Membership Services Committee and provided such person is not less than 18 years of age at the time of application. Active members shall have the right to vote on Association business and have the right to hold office.

Associate Member: Persons who do not qualify for active membership may become associate members. Associate members shall have the privileges of an active member, except voting and holding office.

Student Member: Associate members who are students will be permitted to pay a reduced fee for membership. This fee shall be established by the Board of Directors. "Student" shall be defined as any individual not currently working in a paid position in the fire investigation field who is currently enrolled as a full time student in an accredited institution of post-secondary education pursuing a degree in fire science, fire investigation, the administration of justice, or related field of study. Student members shall not have the right to hold office or vote on Association business.

Life Member: The Association may bestow life membership upon any qualified member of the association who has met the following requirements:

Life Membership for Distinguished Service:

1. The individual must be or have been an active member of the Association.
2. The individual must be an active member in good standing for a minimum of ten (10) years.
3. The individual must have rendered distinctive service to the Association through participation on committees or activities for a minimum of five (5) years.

Nominations for life membership for distinguished service shall be made to the Awards Committee Chairman at least thirty (30) days prior to the annual meeting of the Awards Committee. The Awards Committee shall review the nominations and make its recommendations to the Board of Directors as to recipients of this life membership. No more than two (2) life memberships for distinguished service shall be bestowed by the Board of Directors in any one calendar year. A life member shall have all rights and privileges of an active member without the payment of dues.

Corporate Member: Corporations and Public Agencies whose services or mission includes fire safety and prevention, fire loss claims and litigation, or arson enforcement and prosecution, related professions and disciplines, or those companies and organizations who support public safety may become Corporate Members. These Corporate Members may receive services in support of their organizational programs for fire and arson investigation and training. Benefits and fees for Corporate Memberships shall be established annually by the Board of Directors.

Retired Member: A member who wishes to apply for Retired Membership must have been an Active Member in good standing at the time of application for Retired Membership. The applicant must be retired and no longer actively working in any phase of fire and arson investigation or administration of justice. This section shall also apply to members who are permanently disabled due to job related injuries. If the applicant is granted a Retired Membership status and, anytime thereafter, obtains employment in any form of the fire investigation industry, the Retired Membership status must be upgraded to Active status. Any member holding the Retired Membership status found to be working in the aforementioned areas shall be determined to be in a breach of ethics and subject to sanctions as prescribed in Section 11 by the Association bylaws. The member shall be given one (1) notice to adjust to the appropriate status and failure to comply with that notice shall subject the member to a referral to the EP&G Committee. Retired members shall not have the right to vote on Association business and are not eligible to hold any office or serve as a Director of the Association. Dues for Retired Membership status will be fixed by the Board of Directors with the approval of the membership.

Personal Qualifications: To be eligible for membership, the following shall be applicable:

1. The applicant should be of good moral personal character and reputation.
2. The nature, character and reputation of the applicant's business should be consistent with the IAAI Code of Ethics.
3. The character and reputation of the applicant's employer and associates should be consistent with the IAAI Code of Ethics.
4. The general nature, character and reputation of the principal business of the applicant's employer and associates should be consistent with the IAAI Code of Ethics.
5. No person shall be eligible for any class of membership if that person has been a member, or is presently a member, or becomes a member of a subversive organization or of any organization whose objectives and purposes are inconsistent with the purposes of the Association.

It is accepted that the individual submitting application is cognizant of the personal qualifications and that the application of the new member, which requires a current IAAI member's recommendation, be accepted as truthful and forthcoming unless the vetting process described in Item 6 of the Duties of the Committee identifies the applicant for further scrutiny.

Approved by the Board of Directors on July 9, 2016