

**WISCONSIN CHAPTER  
CONSTITUTION AND BY-LAWS  
Of The  
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC**

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**ARTICLE I**  
**Name and Objectives**

**Section 1: Name.**

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This organization shall be known as the "Wisconsin Chapter of the International Association of Arson Investigators, Inc.", and is hereinafter referred to as the Chapter. The parent organization of the Chapter is the International Association of Arson Investigators hereinafter referred to as the IAAI. The name of the Chapter may be used by any member in good standing, if such use is in conformance with a policy established by the Board of Directors. This shall not restrict the Officers or appointees or agents of the Chapter in the use of the name to carry out purposes of the Chapter. If there is a conflict between this document and the constitution of the IAAI, the constitution of the IAAI will prevail.

**Section 2: Objectives.**

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- (a) The primary objective of this organization shall be the instruction of individuals for the purpose of improving fire investigation in the State of Wisconsin and to educate the public concerning the arson problem in the state.
- (b) To unite for mutual benefit those public service agencies and private entities engaged in the control of arson and kindred crimes.
- (c) To provide for exchange of technical information and developments.
- (d) To cooperate with all law enforcement agencies and associations to further fire prevention and the suppression of crimes.
- (e) To encourage high professional standards of conduct among the members and to continually strive to eliminate all factors which interfere with the administration of justice.

The Chapter shall not be organized or operated for profit and no part of the income or net earnings of the Chapter may be distributable to, or insure to the benefit of, the Chapter's members, or Officers, or any other private individual, as that term is defined in Treas. Reg. Sec. 1.501(a)-1(c). The Chapter's funds may not be used to align any political body, group, or person to advance the candidacy of any individual.

**ARTICLE II**  
**Membership**

**Section 1: Active Membership.**

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Membership in the IAAI, with current dues paid in full for the Wisconsin Chapter, shall mean active membership in the Wisconsin Chapter, with full voting privileges at Chapter meetings.

**Section 2: Associate Membership.**

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Persons not qualified for active membership may become associate members, after determination of their qualifications by the Membership Committee. Associate members shall have the privileges of an active member, except voting and holding office

**Section 3: Sustaining Membership.**

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Individuals or organizations interested in carrying out the purposes of the Chapter shall be granted sustaining membership upon contribution to the Chapter of not less than two hundred dollars annually. All such funds shall be devoted to the educational functions of the Chapter.

**Section 4: Honorary Life Membership.**

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The Chapter may, by majority vote of the board of directors, confer honorary life membership upon any person qualified for membership who has rendered distinctive service to the Chapter or to its purposes. An honorary life member shall have all the rights and privileges of an associate member without payment of dues. Nominations for honorary life membership shall be made to the Board at least sixty days prior to voting thereon: no more than two nominations for such membership may be approved in any year.

**Section 5**

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- (a) **ELECTION FOR MEMBERSHIP.** Applications for membership shall be made to the Secretary/Treasurer. Upon the recommendation of a member in good standing the Secretary/Treasurer shall process the application in accordance with this article. The Secretary/Treasurer shall submit a list of prospective members to the Board for its approval. All applicants for active or associate membership, if accepted, will be on a temporary status until the next meeting of the Board of Directors, at which time the Board shall by the consent of a majority vote,
  - (i) Reject the applicant,
  - (ii) grant the applicant full membership or
  - (iii) extend the applicant's temporary status for a period not to exceed one year. At the completion of the designated period, the Board shall either reject the applicant or grant the applicant full membership.

- (b) **PERSONAL QUALIFICATIONS** Prior to voting on each application, the Membership Committee Shall give due consideration to the following, among other qualifications it deems applicable, to-wit:
- (i.) the personal character and reputation of the applicant;
  - (ii.) the nature, character and reputation of the applicant's business;
  - (iii.) the character and reputation of the applicant's employer and associates, and
  - (iv.) the general nature, character, and reputation of the principal business of the applicant's employer and associates.

No person shall be eligible for any class membership if he/she has been a member, or presently is a member or becomes a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the purpose of the Chapter.

## **Section 6**

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- (a) **TERMINATION OF MEMBERSHIP.** Membership in the Chapter shall terminate by
- (i) voluntary withdrawal, or
  - (ii) membership shall be terminated by the Chapter Secretary, when after notice, such member is in arrears in the payment of dues or any other obligation to the Chapter.
- (b) **SANCTIONS/GRIEVANCES ACTIVE MEMBER. Any individual may submit directly to the IAAI a written grievance in accordance with the IAAI policies against an ACTIVE member.**
- (c) **The Board shall acknowledge and support the findings of the IAAI with respect to any sanctions imposed upon any ACTIVE member.**
- (d)
- (e) **SANCTIONS/GRIEVANCES ASSOICATE MEMBER**
- (f) **The Board shall**, upon receipt of a written grievance against an associate member direct such grievance to the Chapter Ethics committee for review and recommendations. The Ethics committee shall act on the grievance in accordance with the Standard Operating Procedures (SOP) and make a recommendation of action to the Board. Upon receipt of the committee recommendation the Board shall vote upon the matter. A majority vote of the Board is required for action on the matter.

Actions that shall be considered misconduct shall include, but not be limited to, (1) criminal offenses, (2) neglect of duty, (3) violation of the Code of Ethics, Policies, Rules, or Procedures of the IAAI and/of the Chapter, (4) falsification or misrepresentation in applications for membership, (5) exhibited traits of character inconsistent with the qualifications for membership, or (6) other questionable conduct.

## **Section 7**

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**REINSTATEMENTS.** Any former member may be reinstated in the Chapter in the discretion of a majority of the Board, provided, however, that if such former member shall have been in arrears in the payment of dues or other financial obligations to the Chapter at the time of his/her separation, he/she shall be required to pay to the Chapter all such arrears a condition to his/her reinstatement, unless the Board by majority vote and for good cause, shall waive the payment thereof.

# **ARTICLE III Elections, Terms, and Officers**

## **Section 1: Officers.**

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The Officers of the Chapter shall be a President, a 1st Vice President, a 2nd Vice President, and a Secretary/Treasurer.

## **Section 2: Secretary/Treasurer.**

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The Secretary/Treasurer shall be appointed by the majority vote of the Board and shall serve at the pleasure of the Board.

## **Section 3: Board of Directors.**

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The Officers and five other members of the Chapter, duly elected Directors, shall constitute the Board of Directors. Ex-Presidents of the Wisconsin Chapter shall be members Ex-Officio.

## **Section 4: Terms of Office.**

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The Officers shall hold office from the time of their election and qualification for terms of two years, or until the election and qualification of their respective successors.

Directors shall hold office from the time of their election and qualification for terms of three years. Their terms shall be arranged so that not more than two retire each year. An elected Director may serve two full consecutive terms. An individual may serve an additional two terms as Director but only after there a three-year period where the individual does not serve in elected office. No person shall hold more than one elective office at one time.

## **Section 5: Vacancies.**

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In the event an officer or Board member shall be unable to fulfill their term of office, between annual meetings, the following provisions shall apply:

- A. The President shall be succeeded by the First Vice President, who shall serve the remainder of the unexpired term and the next full term of the President.
- B. The First Vice President shall be succeeded by the Second Vice President, who shall serve the remainder of the unexpired term and the next term as First Vice President.
- C. The Second Vice President's position shall be filled by appointment of a qualified member, by the President, with the approval of the Board. This member shall serve the remainder of the unexpired term as Second Vice President. The position shall then be filled by election at the next annual meeting. The member who fills the unexpired term may be eligible for election to the next complete term but be nominated and elected in accordance with the By-Laws.
- D. In the event of a vacancy on the Board of Directors, the vacancy or vacancies shall be filled by the President, from the list of those persons nominated at the last Annual Meeting beginning with the candidate receiving the highest number of votes cast then proceeding to the lowest. In the event the vacancy cannot be filled in this manner, the President may make the appointment from the general membership with approval from the Board. Such newly appointed member or members of the Board shall hold office only until the next Annual Meeting.
- E. Removal from Office. The Board of Directors, for good cause is empowered to depose from office any officers or member of the Board of Directors. Such action will require a two thirds (2/3) majority vote of the Board.

## **Section 6: Election**

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- (a) No member can be nominated for more than one position.
- (b) Nominating Committee members cannot be nominated for elective office without first resigning from the Nominating Committee.
- (c) Effective June 1, 1992, the state shall be divided into five districts as stated below:

### **District 1**

Marinette, Oconto, Menominee, Shawano, Waupaca, Outagamie, Winnebago, Calumet, Manitowoc, Brown, Kewaunee, and Door Counties.

### **District 2**

Kenosha, Walworth, Racine, Milwaukee, Waukesha, Jefferson, Dodge, Washington, Ozaukee, Sheboygan, and Fond du Lac Counties.

### **District 3**

Rock, Green, Lafayette, Grant, Iowa, Dane, Columbia, Sauk, Richland, Crawford, Vernon, La Crosse, Monroe, Juneau, Adams, Waushara, Marquette, and Green Lake Counties.

### **District 4**

Douglas, Bayfield, Burnett, Washburn, Sawyer, Polk, Barron, Rusk, Chippewa, Pierce, Dunn, St. Croix, Pepin, Eau Claire, Buffalo, Trempealeau, and Jackson Counties.

### **District 5**

Ashland, Iron, Price, Vilas, Forest, Forest, Florence, Langlade, Oneida, Lincoln, Marathon, Wood, Portage, Clark, and Taylor Counties.

Only one Board member excluding Officers may be elected from each district.

## **Section 7: Nominating Committee**

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The Nominating Committee shall be appointed by the Board. The President shall announce the appointed members of the Nominating Committee for the ensuing year at the Chapter meeting immediately preceding the Annual Chapter Meeting. The Nominating Committee shall nominate Officers and the appropriate number of Directors to hold office for the ensuing term of office.

The Nominating Committee shall consist of a member from each district. No committee member shall be holder of any elective office.

The Nominating Committee shall report nominations made to the members at the Annual Chapter Meeting.

Nothing in this section shall preclude any member or group of members from placing in nomination, to be voted upon at the Annual Chapter Meeting, any person or persons whom such member or group of members might see fit to nominate for the election to any expiring or vacant office.

No member shall be nominated without his/her expressed permission. All nominations shall comply with the requirements of Article III, Section 6.

#### Section 8: Qualifications of Officers, Directors, and Secretary/Treasurer

Any Chapter member seeking, nominated, or appointed to a position on the Board of Directors as defined in Article III Section 3, shall be a Member of the Chapter in Good Standing and shall be a member of the IAAI in Good Standing.

## **ARTICLE IV Government**

### **Section 1: Board of Directors**

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The government of this Chapter shall be vested in the Board of Directors. Five members of the Board shall constitute a quorum.

### **Section 2: Duties and Powers**

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The Board shall have full power to initiate and transact all kinds of business necessary to the existence of the Chapter and the observance of its purposes. The Board shall not make any expenditure in excess of \$500.00 without the approval of 4/5 of the Board members present at a regular or special meeting.

### **Section 3: President**

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The President shall be the Chief Executive Officer of the Chapter. It shall be the President's duty to supervise and coordinate the activities of the Chapter, to preside at meetings of the Chapter and of the Board, and to appoint appropriate committees for the conduct of the activities of the Chapter. The President shall require reports from the appointed committees and the officers of the Chapter at each annual meeting and otherwise desired. All retired Presidents shall be ex-officio members of the Board. Ex-officio members shall have the privilege of attending and participating in all Board meetings, but shall not have voting power in such meetings.

### **Section 4: 1st Vice President**

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In the absence of the President, the 1st Vice President shall be the Chief Executive Officer and shall act as such.

### **Section 5: 2nd Vice President**

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In the absence of the President and 1st Vice President, the 2nd Vice President shall perform the duties of the President.

### **Section 6: Secretary/Treasurer**

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The Secretary/Treasurer shall keep the records and minutes of the Chapter, maintain a current roll of membership, and maintain the possession of the Constitution and all other documents of value. It shall be the Secretary/Treasurer's duty to receive and acknowledge all communications addressed to the Chapter and its Officers and any other duties designated by the President. The Secretary/Treasurer shall be custodian and sole depositor of Chapter funds. It shall be the duty of the Secretary/Treasurer to disburse such funds by check to the sum of \$ 500.00. Payment of sums in excess of \$ 500.00 shall be approved by the Board. The Secretary/Treasurer shall render a complete summary of all income, disbursements, and balances whenever requested by the Board and to the members at each annual meeting.

The Secretary/Treasurer and legal counsel, if one is appointed, shall be Ex-officio members of the Board.

### **Section 7: Sergeant at Arms**

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The President shall appoint a Sergeant at Arms as the need arises. The duty of the Sergeant at Arms shall be to properly identify all members and guests at Chapter meetings and perform any other duties assigned by the President.

### **Section 8: District Directors**

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District Directors shall:

- A. Represent the members of the District on the Board.
- B. Facilitate training within the District.
- C. Perform other duties as directed by the Board.

**ARTICLE V  
Meetings**

**Section 1: Annual Meeting**

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A minimum of one chapter meeting shall be held during each calendar year, which shall be designated as the Annual Chapter Meeting. The Annual Chapter Meeting shall be held at such a time and place as may be fixed by the Board. Notice thereof shall be posted on the front page of the Chapter web site not less than thirty days in advance. Elections shall occur and other business may be presented at the annual meeting. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed in his decision, by the rules laid down in "Robert's Rule of Order".

**Section 2: Special Meetings**

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Special meetings may be called by order of the Board of such time and place as fixed by the Board, giving due notice thereof to all members at least fifteen days in advance.

**Section 3: Board of Directors**

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The Board shall meet at any time or place upon call of the President or any three members of the Board.

**ARTICLE VI  
Finance**

**Section 1: Dues**

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Dues for active and associate membership in the Chapter may be fixed by majority vote of the members present at the Chapter's annual meeting. Failure to pay membership dues within ninety days of the due date shall forfeit membership in the Chapter.

**Section 2: Audit**

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There shall be a Standing Audit Committee, the Chair of which shall be the First Vice President.

The Audit Committee shall make an audit of the accounts of the Secretary/Treasurer annually and shall verify all assets and liabilities of the Chapter.

**Section 3: Gifts and Grants**

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All gifts and grants, to the Chapter, may be accepted by the Board. The Secretary/Treasurer shall make proper acknowledgment of all gifts and grants.

**ARTICLE VII  
Amendment**

**Section 1: Requirements**

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The Constitution and By-laws may be amended at any regular, special meeting, or the Annual Chapter Meeting of the Chapter by a vote of 2/3rds of the members present. All proposed amendments shall be posted on the Chapter web site at least thirty days prior to the next regular or special meeting.

**ARTICLE VIII  
Regulations Governing Regional-State Chapters of the IAAI**

The Chapter shall adhere to the IAAI regulations governing regional-state Chapters.

**ARTICLE IX  
District**

**Section 1: Districts**

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Each district may hold meetings as the district membership sees fit, except that no district meeting shall conflict with Chapter activities.

**Section 2: Districts Objectives and Purpose**

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The district objectives and purpose is training and education. The Director of each district will be responsible for assessing the training needs in his/her respective district and coordinating the training in that district. These objectives and purpose of training in the district shall be the same as that of the state chapter. In case of conflicts, the district shall be pre-empted by decision of the chapter board.

**Section 3: Officers**

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The District Director shall preside over all district meetings and he may appoint such assistants as are necessary to conduct the meetings.

**Section 4: Meetings**

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District Meetings may be held at a time and place designated by the District Director. Notice of meetings shall be posted on the Chapter web site not less than thirty days in advance. Meetings shall be conducted according to "Robert's Rules of Order". The District Director shall mail a copy of the minutes of each district meeting to the Secretary of the Chapter.

If the purpose of the meeting is to solely provide training to District/Chapter members, the requirements of this section do not apply.

**Section 5: Dues**

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Dues shall not be assessed by the district. However, each member attending the district meeting may be assessed a proportionate share of the actual and necessary cost of conducting the meeting. The Chapter shall not be liable for any district expenses unless prior approval is obtained from the Board of Directors.

**Section 6: Voting**

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Both active and associate members shall have the right to vote on district business. However, only active members may become candidates for the office of District Director.

**ARTICLE X  
COMMITTEE**

Each committee shall perform as described in the SOG (Standard Operating Guideline) for that committee and shall be responsible for other duties as delegated by the president.

**ARTICLE XI  
Distribution of Assets upon Dissolution**

Upon dissolution of the Chapter, any assets held by the Chapter at that time shall be distributed pursuant to a Plan of Distribution, which the Board of Directors shall adopt. The Plan of Distribution may provide that the assets are distributed to the members, but shall provide that such distribution may be made only so long as no part of the income of net earnings resulting from the dissolution may be distributable to, or insure to the benefit of, the Chapter's members, Directors, or Officers, or any other private individual as that term is defined in Treas. Reg. Sec. 1.501(a)-1(c).