

ROCKY MOUNTAIN DIVISION

International Association for Identification
COLORADO - WYOMING

CONSTITUTION

Article I

NAME and OBJECTIVE

Sec. 1. This association shall be known as the Rocky Mountain Division of the International Association for Identification, which shall be incorporated under and by virtue of the laws of the States of Colorado and Wyoming as a not-for-profit corporation. It is composed of persons in Colorado and Wyoming and is formed for the following reasons:

- a. To associate persons who are actively engaged in the profession of forensic identification and scientific investigation into an organized body so the profession in all of its branches may be effectively standardized and scientifically practiced.
- b. To encourage the improvement of all forms of scientific identification and investigation.
- c. To keep all members apprised of the newest techniques and discoveries in crime detection.
- d. To raise the standards of law enforcement generally, through advancements in scientific investigation.
- e. To work closely with the parent association and other chartered divisions in the advancement of scientific identification.

Article II

MEMBERSHIP

Sec. 1. Membership in this Division shall consist of Active, Life Active, Associate, Life Associate, and Honorary members. Application for membership shall conform to the provisions set forth in the By-Laws. All applicants for membership must be at least 18 years of age to qualify.

Sec. 2. ACTIVE MEMBERSHIP: The Active membership of the Division shall consist of persons who are engaged in the science of identification and forensic science, heads of Police Departments, Chiefs of Detectives and Sheriffs; PROVIDED HOWEVER, that the foregoing persons are bona fide employees of, and receive salaries from National, State, County or Municipal Governments, or some subdivision thereof. Active Members shall not lose their active status because of retirement or change of assignment so long as they remain in good standing.

Sec. 3. LIFE ACTIVE MEMBERSHIP: Life Active membership shall be limited to all past Presidents and to Active members of the Division who have paid their dues and assessments for the past twenty-five years, continuously, and who shall be eligible to vote, and be entitled to all privileges of an Active member and shall be excused, during their lifetime, from further payment of dues or assessments.

Sec. 4. ASSOCIATE MEMBERSHIP: All reputable persons, wholly or partially engaged in any of the various phases of the science of identification, 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 will be entitled to the same rights and privileges as Active members, except they shall not be entitled to be elected to the office of President or Vice President.

Sec. 5. LIFE ASSOCIATE MEMBERSHIP: Life Associate membership shall be limited to Associate members of the Division who have paid their membership dues and assessments for the past twenty-five years continuously, and who shall be eligible to vote, and be entitled to all the privileges of an Associate member, and shall be excused during their lifetime from further payment of dues and assessments.

Sec. 6. HONORARY MEMBERSHIP: An Honorary membership in this Division shall consist of persons who have performed some particular service for the association, or who have in some way done some conspicuous thing for law enforcement. Such persons, upon the motion of any member in good standing, may be elected by the Board of Directors, or by the Division in conference assembled, to Honorary membership for a period of one year, and shall be excused from the payment of dues and assessments. They shall not be eligible to vote or to hold office.

Sec. 7. All applicants for membership shall be recommended by a member in good standing who shall sign the application form.

Sec. 8. Any other application for membership not covered by this article must be considered as a special case, and handled as such by a vote of the membership, upon recommendation of the Board of Directors.

Sec. 9. Membership certificates issued by the Rocky Mountain Division of the International Association for Identification are nontransferable. They remain the property of the RMD-IAI, but every person to whom a certificate has been issued shall be entitled to its continued possession unless and until such certificate is revoked.

Article III OFFICERS

Sec. 1. There are hereby created the following officers of the Division:

- a. President
- b. Vice-President
- c. Executive Secretary
- d. Treasurer
- e. Editor
- f. Historian
- g. Membership Secretary
- h. Webmaster

Sec. 2. There shall be a Board of Directors consisting of thirteen (13) persons of whom eight (8) are officers and four (4) are members, all of whom shall be elected at the Annual Conference. The Chair shall be the immediate Past President and thirteenth member of the Board. The Executive Secretary shall also serve as the Secretary of the Board.

Sec. 3. Any member of the Board of Directors who does not comply with assigned responsibilities, and do so in a timely manner, may be relieved of office by majority vote of the Board of Directors. Appointment of a replacement shall be made by the President, with approval of the Board of Directors, to fill the unexpired term.

Article IV COMMITTEES

Sec. 1. NOMINATING COMMITTEE: The Nominating Committee shall consist of all Past Presidents. They shall receive recommendations from any member who wishes to propose a candidate or candidates for election. After considering names of proposed candidates, they shall make nominations at the time of the election. Nothing herein contained shall be construed to preclude the nomination for office of any eligible member from the floor of the conference.

Sec. 2. AUDITING COMMITTEE: The Auditing Committee shall consist of three (3) members appointed by the President who shall audit and inspect the financial accounts of the Division during the Annual conference, and make a report to the Division at the conference, or at any such time as may be directed by the President or by the Board of Directors. The Auditing Committee shall be appointed by the President immediately after delivering the annual address to the conference.

Sec. 3. RESOLUTION COMMITTEE: The Resolution Committee shall consist of up to three (3) members and be appointed by the President. The duty of the committee will be to receive suggestions and incorporate them into resolutions for presentation to the members at conference business meetings.

Sec. 4. MEMBERSHIP and CREDENTIALS: The Membership and Credentials Committee shall consist of the Board of Directors, who shall pass on the eligibility of all applicants for membership and for all delegates to all conferences.

Sec. 5. REGIONAL LATENT PRINT CERTIFICATION COMMITTEE: The Regional Latent Print Certification Committee shall be appointed by the President with the consent of the Board of Directors, and shall consist of three (3) active members who are Certified Latent Print Examiners. Each year at the Annual Conference, a member will be selected to serve a three (3) year term on the committee; thereby maintaining a committee with staggered terms. Should a vacancy occur on the committee, the President will appoint a qualified member, with the consent of the Board of Directors, to fill the remaining term. The members of this committee may use no substitutes, nor may subcommittees be appointed. Any recommendations made, or actions taken, must be in accord with the rules and guidelines expressed herein, and the general rules and guidelines, as determined by the Latent Print Certification Board.

Sec. 6. BODY IDENTIFICATION TEAM: The Body Identification Team shall consist of members of the Division appointed by the President with the consent of the Board of Directors. Their purpose shall be to offer the expertise of the membership of the Rocky Mountain Division to any Coroner's office or Law Enforcement Agency in the States of Colorado or Wyoming to assist in human body identification in the event of a disaster in one of these states.

Sec. 7. REGIONAL CRIME SCENE CERTIFICATION COMMITTEE: The Regional Crime Scene Certification Committee shall be appointed by the President with the consent of the Board of Directors, and shall consist of three (3) active members, who are certified at any of the three (3) levels of certification. Initial appointments to the committee shall be for one (1), two (2), and three (3) years respectfully, to ensure staggered terms and continuity on this committee. Each year at the Annual Conference, a member will be selected to serve a three (3) year term thereby maintaining a committee with staggered terms. Should a vacancy occur on the committee, the President will appoint a qualified member, with the consent of the Board of Directors, to fill the remaining term. The members of this committee may use no substitutes, nor may subcommittees be appointed. Any recommendations made, or actions taken, must be in accord with the rules and guidelines expressed herein, and the general rules and guidelines, as determined by the Crime Scene Certification Committee.

Sec. 8. The President may appoint any other committees, or make individual assignments as deemed necessary for the good of the Division.

Article V

DUTIES OF THE PRESIDENT

Sec. 1. The President shall preside at all meetings of the Division and preserve order and decorum. The President shall carefully supervise the affairs of the Division and labor for its usefulness and efficiency. The President shall appoint all standing and special committees as provided for herein, and shall fill, by appointment, all vacancies caused by death, resignation, or other cause, except as specifically provided otherwise herein.

Sec. 2. The President shall not succeed him/herself in office, except in cases where he/she serves the unexpired term of his/her predecessor.

Sec. 3. The President shall be an ex-officio member of all Boards and Committees.

Sec. 4. The President shall conduct all meetings according to the rules set forth in Robert's Rules of Order.

Sec. 5. The President shall be a voting member of the Board of Directors.

Article VI
DUTIES OF THE VICE PRESIDENT

Sec. 1. The Vice President shall act as the presiding officer of the Division during the temporary absence or disability of the President.

Sec. 2. The Vice President shall be a voting member of the Board of Directors.

Sec. 3. The Vice President shall co-chair all conferences held during such term and shall coordinate efforts with the co-chair from the sponsoring agency.

Article VII
DUTIES OF THE EXECUTIVE SECRETARY

Sec. 1. The Executive Secretary shall keep the records and minutes of the Division.

Sec. 2. The Executive Secretary shall prepare all necessary and appropriate correspondence for the Division.

Sec. 3. The Executive Secretary shall perform all other duties as may be assigned by the President or the Board of Directors.

Sec. 4. The Executive Secretary shall receive for expenses incurred during the performance of duties of Executive Secretary a sum deemed warranted by the Board of Directors. (See also Duties of the Treasurer, Sec. 6.)

Sec. 5. The Secretary shall record, type, and distribute copies of the minutes of all business meetings to each member of the Board of Directors.

Sec. 6. Upon receiving any application for certification from the parent body of the IAI, the Executive Secretary will forward each application to the appropriate regional certification committee for action.

Sec. 7. The Executive Secretary shall receive the Division's portion of the application fee for each applicant for certification or re-certification from the appropriate International Certification Board. These funds, when received, shall be forwarded to the Treasurer for deposit to the Division's accounts. These funds shall be used to defray expenses incurred by the Division's Certification committees.

Sec. 8. The Executive Secretary shall be responsible for the maintenance of an inventory of all Division equipment. Such equipment would include, but not limited to, computers, records, etc. A report of its location and current condition shall be submitted to the Board of Directors at the Annual Conference.

Sec. 9. The Secretary shall be responsible for submitting any amendment(s) or change(s) to the Constitution or Bylaws of the Division to the Parent Body within thirty (30) days after its introduction of first reading.

Sec. 10. The Executive Secretary shall be responsible for submitting an annual report of the Division's activities to the International Division Representative no later than thirty (30) days prior to the International Association for Identification Annual Educational Conference.

Article VIII
DUTIES OF THE TREASURER

Sec. 1. The Treasurer shall keep the financial record of the Division.

Sec. 2. The Treasurer shall, upon receipt of completed applications for membership, forward such application to the Board of Directors for approval or disapproval. Any incomplete application for membership shall be returned to the applicant for correction by the Treasurer, without submittal to the Board of Directors.

Sec. 3. The Treasurer shall be a voting member of the Board of Directors.

Sec. 4. The Treasurer shall perform such other duties as may be assigned by the President or the Board of Directors.

Sec. 5. The Treasurer shall receive all moneys of the Division, and keep a just and accurate account between the Division and its members.

Sec. 6. The Treasurer shall draw all warrants and checks for the expenses of the Division and shall sign same. Payment of expenses incurred in carrying on the business of the Division must be approved by the Board of Directors, unless the sum is under \$50.00, in which event, the approval of the Board of Directors is not necessary.

Sec. 7. The Treasurer shall furnish such bonds for the faithful performance of duties as the Board of Directors may require, the premium on such bonds to be paid for by the Division.

Sec. 8. The Treasurer shall submit, at the conference, a detailed report of receipts and disbursements, Division activities, and the condition of the Division accounts.

Sec. 9. The Treasurer shall receive for personal expenses, a sum deemed warranted by the Board of Directors.

Article IX DUTIES OF THE EDITOR

Sec. 1. The Editor shall receive all articles and items of interest, pertinent to the identification and investigation professions, edit them when necessary, and prepare them for inclusion in the Division's publication. The Editor shall provide such other beneficial publicity for the Division as is possible.

Sec. 2. The Editor shall prepare a publication for the entire membership at least four (4) times a year, two of which shall be as soon after the semi-annual conferences as possible, giving the information gleaned at those conferences. The Editor shall be provided with a copy of each speaker's paper, or a tape recording of each lecture, and reproduce in the newsletter all pertinent technical information presented.

Sec. 3. An Assistant Editor(s) may be appointed by the President to aid the Editor as required.

Article X DUTIES OF THE HISTORIAN

Sec. 1. The Historian shall search for, collect, and have custody of all items of historical interest to the Division. The Historian shall inventory, identify, and mark each item as received. Any donations to the archives shall be acknowledged. A report of new acquisitions to the archives shall be presented at the Annual Conference.

Sec. 2. The Historian shall have responsibility for control and sale of all Division related merchandise at conferences and other Division gatherings with all moneys turned over to the Treasurer.

Sec. 3. The Historian shall maintain all books and publications belonging to the Division.

Sec. 4. The Historian shall perform such other duties as may be assigned by the President or the Board of Directors.

Sec. 5. Archival materials of the Division may be accessed upon approval of the President.

Article XI DUTIES OF THE REGIONAL REPRESENTATIVE

Sec. 1. The Regional Representative shall act as a liaison between the Division and the Parent Body in all matters pertaining to the welfare of either association in the attainment of their mutual objectives. With the approval of the Board of Directors, the President shall make the nomination of the person to be appointed Regional Representative

for the Division to the Secretary-Treasurer of the Parent Body no later than thirty (30) days prior to the Annual Conference of the Parent Body.

Sec. 2. The Regional Representative shall receive all applications for membership in the Parent Body from the International Secretary-Treasurer. The Regional Representative shall be responsible for making an immediate and thorough investigation of the applicant's character and qualifications for membership in the Parent Body. Upon the completion of the investigation, the applicant shall be returned to the International Secretary-Treasurer with written recommendation whether to approve or disapprove.

Article XII

DUTIES OF THE BOARD OF DIRECTORS

Sec. 1. The immediate Past President shall be the Chair of the Board of Directors, and shall conduct all meetings of the Board of Directors.

Sec. 2. The Board of Directors shall act as an advisory committee to the President. The Board of Directors shall approve the activities of the Division and act for the membership between scheduled conferences.

Sec. 3. The Board of Directors shall select the place and date of all conferences and ensure that all members are notified.

Sec. 4. They shall approve the program of activities of all conferences of the Division and shall have control of the affairs of the Division during its recess.

Sec. 5. Seven (7) members of the Board of Directors shall constitute a quorum.

Sec. 6. The Board of Directors shall review and vote upon the nomination by the President to serve as the Regional Representative. Such nomination must be affirmed by a majority vote of the members of the Board, present and voting, before such nominee shall be confirmed.

Sec. 7. The Board of Directors shall review and vote upon the nomination by the President to serve on the Regional Latent Print Certification Committee. Such nomination must be affirmed by a majority vote of the members of the Board, present and voting, before such nominee shall be confirmed.

Sec. 8. The Board of Directors shall review and vote upon the nomination by the President to serve on the Regional Crime Scene Certification Committee. Such nomination must be affirmed by a majority vote of the members of the Board, present and voting, before such nominee shall be confirmed.

Sec. 9. The Board of Directors shall comprise the Membership and Credentials Committee. They shall rule on the eligibility of all applicants for membership and all delegates to any conference.

Sec. 10. The Board of Directors shall have the power to try any member or officer on the Division upon any charge affecting that member's honor or conduct unbecoming a member or an officer, provided the charge is made in writing and signed by the person making the charge. The Board of Directors shall have the power, after hearing said charge and providing the accused is found guilty by a majority vote, to expel, suspend, censure, or admonish such member or officer.

Sec. 11. Any written charge or charges against any member or officer shall first be placed in the hands of the President, who shall, within ten (10) days, lay the motion before the Board of Directors for consideration. If, in the sole judgment of the Board of Directors, sufficient grounds exist to try such member, the Board of Directors shall thereupon send a copy of said charge or charges to the accused by registered or certified mail, and the accused shall have thirty (30) days from the date of the mailing to the accused or such copy of said charge or charges within which to answer the charge or charges in writing. If the accused member fails to file a written answer within the time prescribed in this section, such failure shall constitute a waiver of rights to a hearing on such charge or charges, and the accused member shall thereupon abide by the action and decision of the Board of Directors in connection therewith, without the right of appeal to the next conference as set forth in Section 13 hereof.

Sec. 12. After due consideration of the evidence at hand, the Board of Directors shall, prior to the next conference, arrive at a decision and

Sec. 13. In the event 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 of Directors to the membership of the Division at the next conference and 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 members present and voting.

Sec. 14. The Jay Jensen Memorial Award will be presented to a member or members in good standing of the Rocky Mountain Division of the International Association for Identification for exceptional work in the field of the Identification Science or through his/her, or their devoted, diligent work on behalf of the RMD-IAI, have greatly enhanced the image, integrity, and moral of the organization as a whole and have thereby brought credit to the high goals and integrity of the Identification Sciences.

The award will only be given by the RMD-IAI at any Annual Conference, when there is a need to recognize an outstanding member or members for his/her, or their contribution and hard work.

The Board of Directors will make the selection of the award recipient(s) based on an evaluation of the contributions of the nominee(s) and recommendations received by the Board of Directors from any RMD-IAI member in good standing or any other person(s) having knowledge of the nominee or nominee(s) contributions.

Letters or recommendation must be received by the Board of Directors no later than sixty (60) days prior to any Annual Conference and should contain the name(s) of the nominee(s) and a list of his or her contributions. The selection of any nominee shall be the sole decision of the Board of Directors.

Article XIII

DUTIES OF THE MEMBERSHIP SECRETARY

- Sec. 1.** The Membership Secretary shall receive all correspondence related to inquiries concerning new membership, membership status, Life Membership, etc.
- Sec. 2.** The Membership Secretary shall, upon acceptance to membership by the Board of Directors, issue a certificate of membership and a membership card to the new member.
- Sec. 3.** The Membership Secretary shall issue a membership card upon payment of annual dues and assessments. This card will bear the imprint of the year for which it is issued.
- Sec. 4.** The Membership Secretary shall maintain the physical records of all current and past members.
- Sec. 5.** The Membership Secretary shall prepare an annual roster of all current members and submit a copy of this annual roster to the Editor for publication in the business edition of The Silent Witness.
- Sec. 6.** The Membership Secretary shall receive, for expenses incurred during the performance of duties of Membership Secretary, a sum deemed warranted by the Board of Directors. (See also Duties of the Treasurer, Sec. 6.)
- Sec. 7.** The Membership Secretary shall perform all other duties as may be assigned by the President or the Board of Directors.

Article XIV

DUTIES OF THE WEBMASTER

Sec. 1. The Webmaster shall possess and be able to demonstrate knowledge of basic web design, ftp, html, and web development software necessary to maintain the official RMD IAI website.

Sec. 2. The Webmaster shall receive all articles and items of interest pertinent to the identification and investigation professions, edit them when necessary, and prepare them for inclusion on the Division's website. The Webmaster shall provide such other content beneficial to publicity for the Division as is possible.

Sec. 3. The Webmaster shall prepare a website for the entire membership, updated at least monthly. The Webmaster shall be provided with copies of the paperwork distributed at the meetings of the Board of Directors and all business meetings, as well as paperwork that is generated that may be of interest to the general membership.

Sec. 4. Assistant Webmaster(s) may be appointed by the President to aid the Webmaster as required.

Article XV

ELECTIONS AND ANNUAL CONFERENCE

Sec. 1. All elections shall be at the Annual Conference and a majority of all votes cast shall be necessary to elect any candidate.

Sec. 2. If more than two candidates are nominated for one office, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two names remain, unless on any ballot, one candidate shall receive a majority of all votes cast, in which event, that candidate shall be declared elected.

Sec. 3. All members are entitled to the floor of the conference or other deliberative assemblies of said conference including the meeting of the Board of Directors.

Sec. 4. The Executive Secretary shall be responsible for the keeping of a full and accurate account of the proceedings of the conference.

Sec. 5. The Annual Conference shall be held at a place and time designated by the Board of Directors and at that time, officers will be elected for the following year. Their terms of office shall run from January 1 to December 31 of the year following the Annual Conference at which they have been elected.

Sec. 6. The presiding officer of all conferences shall be guided by the manual of Robert's Rules of Order.

Sec. 7. Acceptance of Nomination. No member's name will be accepted into nomination for any office until such time as that member, if present, indicates a willingness to serve if elected. Additionally, the nominee shall notify the Executive Secretary, in writing, prior to nomination that he/she would consider serving in the position to which he/she might be nominated.

Sec. 8. Members from seven (7) different law enforcement agencies shall constitute a quorum for the transaction of business at all regular or special membership meetings.

Article XVI

EMBLEMS

Sec. 1. The emblem of this Division shall be used only by members in good standing of the Division.

Article XVII

AMENDMENTS

Sec. 1. Any motion to change the Constitution of the Division must be approved by majority vote at a conference, and if so approved, must be submitted to the parent body for approval. When approved by the parent body, it must be set for final passage and adoption upon a majority vote at the next conference.

Article XIII
DISSOLUTION

Sec. 1. In the event that this Division should be dissolved or otherwise terminated, the assets and income thereof shall not inure to the benefit of any member or private individual, but shall be used until they are exhausted for the purpose of carrying out the objectives for which this organization was formed.