



COLORADO CHAPTER

INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS

CONSTITUTION AND BY-LAWS



Approved and Adopted by the Membership

at the October 13, 2016, Annual General Meeting

Constitution and By-Laws Committee

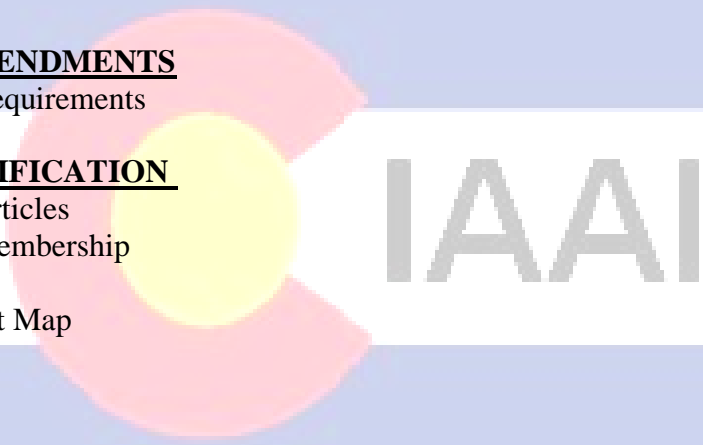
Michael J. Foley – Chair

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**THE CONSTITUTION AND BY-LAWS
OF THE
COLORADO CHAPTER
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS**

ARTICLE I – NAME AND OBJECTIVE

Section 1 – Name

This organization shall be known as the “Colorado Chapter of the International Association of Arson Investigators, Inc” or “C.I.A.A.I., Inc.” and is hereinafter referred to as the “Colorado Chapter.” Any member may use the name of the International Association of Arson Investigators, Inc., and the Colorado Chapter, if such use is in conformance with the current policy established and approved by the International Association of Arson Investigators, Inc., hereinafter referred to as the “I.A.A.I.”, Board of Directors.

Section 2 – Objective

The objectives and purposes of the Colorado Chapter shall be:

- A. To unite for mutual benefit those public officials, private persons, and businesses engaged in the control of arson and kindred crimes.
- B. To provide for the exchange of technical information and development through training and education.
- C. To cooperate with other law enforcement agencies and associations to further fire prevention and the suppression of crime.
- D. To encourage a high professional standard of conduct among members and to continually strive to eliminate all factors which interfere with the administration of justice.
- E. To conduct the activities of the Colorado Chapter such that it not be operated for profit or benefit of any individual, organization, or entity, and its funds not be used to align with any public political body, group or persons to advance the candidacy of any individual for public office.
- F. To conduct the activities of the Colorado Chapter in accordance with these Constitution and By-Laws and the most current adopted and amended Constitution and By-Laws of the I.A.A.I., hereinafter referred to as the “I.A.A.I. By-Laws.”

ARTICLE II – MEMBERSHIP

Section 1 – Active Membership

In accordance with the I.A.A.I. By-Laws, any representative of government or a government agency, or any representative of a business or industrial concern who is actively engaged in some phase of the suppression of arson, the investigation of the origin and / or cause of a fire, or administration of justice at the time of submitting an application for membership to the Colorado Chapter shall be eligible for Active Membership on application, provided such person possesses the other qualifications for membership in the discretion of the Membership Committee, and

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provided such person is not less than eighteen years of age at the time of application submittal. All applicants for Active, or Associate Membership, if accepted, will be on temporary status until the next meeting of the Colorado Chapter Board of Directors. During this temporary status period, the applicant's membership may be rejected at the discretion of the Board of Directors. If the application is not rejected by the Board of Directors within the specified time limit, either Active Membership or Associate Membership (whichever is appropriate based on qualifications), is automatically granted. All applicants shall be encouraged to also apply for I.A.A.I. membership, as part of the combined membership program.

Section 2 – Associate Membership

Applicants not qualified for Active Membership (see Article II, Section 1) may become an Associate Member, after determination of their qualifications by the Membership Committee. Associate members shall have the privileges of an Active Member, except voting and holding office. Associate Members may be excluded from any particular business meeting of the Colorado Chapter, by majority vote of Active Members present.

Section 3 – Student Membership

Students will be permitted to pay a reduced fee for membership. This fee shall be established by the Board of Directors. A "Student" shall be defined as any individual currently enrolled as a full time student in a program which is actively engaged in some phase of the suppression of arson, the investigation of the origin and / or cause of a fire, or the administration of justice, or an individual currently enrolled as a full time student in an accredited institution of secondary or post secondary education. A Student member shall have the privileges of an Active Member, except voting and holding office. A Student Member may be excluded from any particular business meeting of the Colorado Chapter, by majority vote of Active Members present.

Section 4 – Life Membership

The Colorado Chapter Board of Directors may bestow Life Membership upon any member of the Colorado Chapter who has met the following requirements:

- A. The member must have been an Active Member (as defined in Article II, Section 1, Active Membership) in good standing for at least TEN (10) years.
- B. The member must have rendered distinctive service to the Colorado Chapter through participation on committees or activities for a minimum of FIVE (5) years. A Life Member shall have all the rights and privileges of an Active Member without payment of Colorado Chapter dues. Nominations for Life Membership shall be made to the Board of Directors at least sixty (60) days prior to voting thereon. Life Membership shall be bestowed by a majority vote of Board Members. No more than two (2) Life memberships may be approved in any calendar year.

Section 5 – Sustaining Membership

Individuals, organizations, businesses, firms, corporations, and other parties interested in carrying out the objectives of the Colorado Chapter may be granted Sustaining membership. The Sustaining Membership dues shall be in accordance with guidelines established by the Board of Directors. Sustaining Membership shall not have the right to vote on Chapter business, including elections.

Section 6 – Personal Qualification

Prior to voting upon membership application, the Membership Committee shall give due consideration to the following, among other qualifications it deems applicable, to include:

- A. The personal character and reputation of the applicant;
- B. The nature, character and reputation of the applicant's business;
- C. The character and reputation of the applicant's employer and associates; and
- D. The general nature, character and reputation of the principal business of the applicant's employer and associates.

The applicant shall not be eligible for any class of membership if the applicant has been a member, or is presently a member, or becomes a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the objectives of the Colorado Chapter and the I.A.A.I.

Section 7 – Membership Approval

Applications for membership shall be made to the Colorado Chapter Secretary. Upon the recommendation of an active member, in good standing, the Secretary shall process the application in accordance with Section 1 of this Article. The Secretary shall submit a list of prospective members to the Chair of the Membership Committee for review and, if the applicant meets all requirements, submit the application, with its recommendation, to the Board of Directors for their approval.

Section 8 – Termination

Membership in the Association shall terminate by:

- A. Voluntary withdrawal.
- B. The Board when after notice, such member is in arrears in the payment of dues or any other obligation to the Colorado Chapter.
- C. The consent of a majority vote of the Board of Directors, if the applicant is within the aforementioned temporary status period.

Section 9 – Sanctions

The Board of Directors may place on probation, censure, suspend, or terminate the membership of any member. The Board of Directors may, upon receipt and after initial review of the circumstances, temporarily suspend the membership of any member pending evaluation by the Ethical Practices and Grievances Committee. Actions requiring referral to the Ethical Practices and Grievances Committee shall include but are not limited to:

- A. Falsifications or misrepresentations in the application for membership
- B. Conduct in a manner prejudicial to the good name or best interests of the Colorado Chapter.
- C. Exhibited traits of character or conduct inconsistent with the qualifications for membership.
- D. Other questionable conduct. Following an evaluation of the information by the Ethical Practices and Grievances Committee and upon its recommendation, the Board of Directors shall provide such member with due notice, a hearing and an opportunity to be heard. A majority vote of the Board of Directors present in a

duly constituted meeting shall be sufficient to place on probation, censure, suspend or terminate membership for any reason specified in this section.

- E. Failure to comply with the Code of Ethics.

Section 10 - Reinstatement

Any former member may be reinstated in the Colorado Chapter at the discretion of and by the consent of a majority of the Board of Directors, provided, however, that ~~is such a~~ former member shall have been in arrears in the payment of dues or other financial obligation to the Colorado Chapter at the time of his separation, he shall be required to pay to the Colorado Chapter all such arrears as a condition to his reinstatement, unless the Board of Directors, by majority and for good cause, shall waive the payment thereof. In this instance, the member's original join date shall be retained. If a member has been terminated for nonpayment of dues only, the member shall have the option of reapplying for membership, subject to meeting the qualifications outlined in this article, without paying arrearage. In such cases, the member shall be assigned a new join date. The member shall not be able to claim, advertise or otherwise reference his/her join date to imply uninterrupted membership.

ARTICLE III – TERMS OF OFFICES

Section 1 – Officers

The officers of this Chapter shall be President, a First Vice President, a Second Vice President, a Treasurer, and a Secretary.

Section 2 – Directors

Shall consist of at least nine (9) other Active Members (as defined in Article II, Section 1, Active Membership) in good standing of the Colorado Chapter; and duly elected.

- A. The Colorado Chapter shall establish districts within the State of Colorado. Each District shall be represented by a District Director. There shall be nine (9) districts established within the State of Colorado. The districts shall consist of the following counties as described in Appendix A:

District 1: Moffat, Rio Blanco, Garfield, Mesa, Routt, Jackson, Grand, Eagle, Pitkin, and Summit;

District 2: Larimer, Weld, Morgan, Logan, Sedgwick, Phillips, Yuma, Washington, Kit Carson, Lincoln, and Cheyenne;

District 3: Boulder, Gilpin, Clear Creek, Broomfield, Denver, Adams, Arapahoe, Jefferson, Douglas, and Elbert;

District 4: Lake, Chaffee, Park, Teller, and El Paso

District 5: Delta, Gunnison, Montrose, San Miguel, Ouray, and Hinsdale

District 6: Dolores, Montezuma, San Juan, La Plata, and Archuleta

District 7: Saguache, Mineral, Rio Grande, Alamosa, Conejos, and Costilla

District 8: Fremont, Pueblo, Custer, Huerfano, and Las Animas

District 9: Kiowa, Crowley, Otero, Bent, Prowers, and Baca

- B. There may be up to two (2) Directors-at-Large elected from the Active Membership (as defined in Article II, Section 1, Active Membership) to serve on the Board.

Section 3 – The Board

The above officers and Directors shall constitute the Board of Directors from the Colorado Chapter and are herein after called the Board.

Section 4 – Eligibility for Office

Candidates for election to office must:

- A. Be an Active Member (as defined in Article II, Section 1, Active Membership) in good standing of the Colorado Chapter.
- B. Be an Active Member (as defined in Article II, Section 1, Active Membership of the I.A.A.I By-Laws) in good standing of the International Association of Arson Investigators, Inc.
- C. Be willing to serve the best interest of the Colorado Chapter and the I.A.A.I.
- D. Candidates for District Director shall be an Active Member that is either a resident of, or work within, the District for which they were nominated. The Board of Directors may, by majority vote, waive this requirement if there is no nominee that meets this requirement. A candidate for a Director-at-Large position may reside or work in any of the nine established Districts (see Article III, Section 2, paragraph A).

Section 5 – Terms of Office

Upon ratification of these By-Laws and at the next annual election, the current seated President, First Vice President, Second Vice President, Secretary, and Treasurer shall have completed their elected terms and such officers' positions shall be filled in compliance with the by-laws of the Colorado Chapter. Should the ratification occur in an even numbered year, directors for districts 2, 4, 6, 8, and one Director-at-Large shall be elected at the next general meeting for a term of one (1) year. At the expiration of their term, those directors shall then be elected for a term of two (2) years. Directors for districts 1, 3, 5, 7, 9, and one Director-at-Large shall be elected for a term of two (2) years. Should the ratification be in an odd numbered year, the districts and terms shall be reversed.

Section 6 - Vacancies

In the event an Officer or Director shall be unable to fulfill their term of office, between Annual General 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.
- B. The First Vice President shall be succeeded by the Second Vice President, who shall serve the remainder of the unexpired term.
- C. The Second Vice President's position shall be filled by appointment of a qualified Active 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 General Meeting. The member who fills the unexpired term may be eligible for election to the next complete term, but must be nominated and elected in accordance with the By-Laws.

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- D. In the event of a vacancy of the Secretary, Treasurer, or a District Director, the vacancy or vacancies shall be filled by the President, from the list of those persons nominated at the last Annual General 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 General Meeting. The President shall make all reasonable efforts to appoint District Directors from Colorado Chapter membership from within the District in which the vacancy occurred.

- E. Any officer or Director wishing to resign must do so in writing. Once the letter is received by the Board that vacancy will be filled by one of the above methods. The person resigning may not return to that office unless they are duly nominated and elected at the next Annual General Meeting.

Section 7 - Removal from Office and/or Membership

The Board shall have the power to remove from office any Officer, Director or Member of the Colorado Chapter in accordance with the International By-Laws. The Board shall submit the matter of cause to the I.A.A.I. Ethical and Grievance Committee for review and action. Any officer, Director or Member shall have the right of appeal provided their request is received in writing, within thirty (30) days following removal. The Board then has thirty (30) days from receipt in which to reply in writing.

ARTICLE IV – GOVERNMENT

Section 1 - The Board of Directors

The government of this Colorado Chapter shall be vested in its officers and Directors. Five Officers or Directors present at any Board meeting shall constitute a quorum.

Section 2 – Duties and Power

The Board shall have full power to initiate and transact business necessary to the existence of the Colorado Chapter and the observances of its purpose. The Board shall determine date, time and location of the Annual General Meeting and shall outline the program activities during such meeting. They shall have general powers to direct, control and supervise the affairs of the Colorado Chapter. All Officers and Directors of the Colorado Chapter are expected to encourage, aid and assist in every way possible in the development and activities of the Colorado Chapter.

Section 3 – General Duties

The Board shall meet as specified in Article V, Sections 1-4.

Section 4 – President

The President shall be the Chief Executive officer of the Colorado Chapter. It shall be his/her responsibility to supervise and coordinate the activities of the Colorado Chapter and to preside at the meetings of the Colorado Chapter and of the Board. He/she shall appoint appropriate

committees and chairpersons conduct activities to the Colorado Chapter. He/she may call special meetings as required for the good of the Colorado Chapter. The President is ex-officio member of all committees.

Section 5 - Vice Presidents

- A. **First Vice President.** In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such. The First Vice President shall also serve as Chairperson of the Budget and Finance Committee.
- B. **Second Vice President.** In the absence of the President and First Vice President, the Second Vice President shall serve as President. The Second Vice President shall otherwise serve at the discretion of the President.

Section 6 – Secretary

The Secretary shall keep the records and minutes of the Colorado Chapter and shall maintain a current roll of members, the By-Laws, and all other documents of value. It shall be the Secretary's duty to receive and acknowledge all communications of the Colorado Chapter addressed to the Secretary, or that may be submitted to the Secretary by the officers of the Colorado Chapter, and perform such other duties as assigned by the President.

Section 7 – Treasurer

The Treasurer shall be the custodian and sole depositor of the funds of the Colorado Chapter. The Treasurer shall disburse such funds by check as herein authorized or upon approval of the Board for the purposes which promote the welfare and objects of the Colorado Chapter. The Treasurer shall render a complete summary of all income, disbursements and balances whenever requested by the Board, and at each Board Meeting, regular meeting and the Annual General Meeting. If unable to attend any meeting the report shall be given to a Board member who will present it at that meeting. A written copy of this report shall be made available to any member upon request. The Treasurer shall furnish bond to the Colorado Chapter in the form and amount as designated by the Board, the cost thereof to be paid by the Colorado Chapter.

Section 8 – Indemnification

Every officer, Director or employee of the Colorado Chapter shall be indemnified by the Colorado Chapter against all expenses and liabilities, including counsel fees, reasonably incurred or imposed in connection with any legal proceeding to which they may be made a part to, or become involved in by reason of their position—past or present. Except in such cases wherein they are adjudged guilty of willful misfeasance or malfeasance in the performance of their duties of their office.

Section 9 – Elections

Officers and Directors of the Board shall be elected at the Annual General Meeting of the Colorado Chapter, to fill terms to expire, unless otherwise ordered by resolution or motion duly approved by the membership. The Annual General Meeting will be held at a place and time to be determined by the officers and Directors of the Colorado Chapter. At least thirty (30) days notice shall be sent to all members in good standing, to their last known physical U.S. Post Office mailing address, or E-mail address, as to date time and place of the Annual General Meeting.

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- A. No member can be nominated for more than one position per election. A current Officer or Director may be nominated for a position to be elected. If elected, the current Officer or Director position becomes vacant, and is filled in accordance with these By-Laws (see Article III – Terms of Office, Section 6 – Vacancies)
- B. No member of the Nominating Committee may run for elected office.
- C. Only Active Members, of the Colorado Chapter are qualified to run for elected office of the Colorado Chapter.
- D. Only Active Members, in good standing shall have the privilege of voting in elections or in the conduct of matters or business of the Colorado Chapter.
- E. In the event of a tie vote between candidates for the same position, a ballot will be conducted during the meeting and will contain only the names of the tying candidates. This ballot will be used to determine the successful candidate, and will be repeated as often as necessary until the position is filled. If after three (3) such ballots the tie still exists, a mandatory fifteen (15) minute recess will be called, after which balloting will continue.
- F. Members may receive and cast their ballots upon proper verification of Active Membership.
- G. The results of the election shall be announced at the meeting.
- H. Elections shall be supervised by the Nominating Committee, which shall consist of three (3) Active Members not candidates for elective office.
- I. New officers and Directors shall assume their respective duties at the first Board meeting following the Annual General Meeting, which may be attended by members of both outgoing and in-coming Boards.

Section 10 – Ex Officio

Past Presidents, Officers and Directors are ex officio members of the Board. They may attend any Board meeting by sending a written request to the President or the Board and receive written permission by the President or the Board. They may also attend if requested by the President or the Board in writing.

ARTICLE V – COMMITTEES

Section 1 – Standing Committees

The following Committees shall be Standing Committees of the Colorado Chapter.

- A. **Budget and Finance.** The committee shall be responsible for all financial matters involving dues, expenses, income, salaries, and/or honorariums incurred by or on behalf of the Colorado Chapter. In addition, the committee will see that proper planning and budgeting is carried out during the year. The Chairman shall be as prescribed in Article IV, Section 4. An annual audit will be conducted by the Committee to verify all assets and liabilities of the Colorado Chapter. The results of which will be reported to the Board at the Annual General Meeting.
- B. **Constitution and By-Laws.** The duties of the committee shall be to advise the officers, Directors, and members of the Colorado Chapter on matters pertaining to

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the Constitution and By-Laws. In the event of proposed changes, it shall further be the duty of this committee to review and prepare the proposed changes in a suitable format for presentation to the officers, directors, and members of the Colorado Chapter. Additionally, the Committee shall serve in a review capacity for the Standard Operating Procedures for the committees of the Colorado Chapter.

- C. **Ethical Practice and Grievance.** The duties of the Committee shall be to investigate any and all allegations of misconduct directed toward the officers, directors, or members of the Colorado Chapter. Allegations of misconduct shall include, but are not limited to the following:

1. Criminal offenses
2. Neglect of duty
3. Violation of the Code of Ethics, policies, rules or procedures of the Colorado Chapter, and
4. Conduct that tends to reflect unfavorably on the Colorado Chapter.

These duties also include the investigations of violations of Chapter 7 of the Certified Fire Investigators Practice and Procedures Manual. Following the completion of an investigation the Committee shall forward the results and recommendations, in writing, to the officers and directors of the Colorado Chapter for final action.

- D. **Nominating.** The duties of the Committee shall be to encourage, solicit, receive and screen all nominations received for the position of President, First Vice President, Second Vice President, Secretary, Treasurer, District Directors, and Directors-at-Large of the Colorado Chapter. The Committee shall present a list of qualified candidates to the membership through a mailing and/or posting a list of qualified candidates on the Colorado Chapter website. The Committee should consist of one representative from each of the following disciplines: fire service, law enforcement, legal, private investigator, scientific, insurance, current District Director, Past President and a member at large who will be a non-voting Chair (except in the event of a tie). Members shall serve a term of three (3) years with the President appointing three (3) members each year. Members may be reappointed. Members shall oversee elections held at the Annual General Meeting.

- E. **Membership.** The duties of the Committee shall be responsible to promote, encourage and solicit membership in the Colorado Chapter through any appropriate means. In addition, the Committee shall develop and recommend guidelines to the Board relative to annual cost, levels, and benefits of Sustaining Membership.

- F. **Certified Fire Investigators.** The duties of this committee shall be the general administration of the Certified Fire Investigator program in accordance with the Practice and Procedures Manual of the International Association of Arson Investigators. Additionally, the committee shall be responsible to promote and

encourage participation in the Certified Fire Investigators program by all qualified persons.

- G. **Education and Training.** The duties of the Committee shall be to oversee the education and training portion of the Annual General Meeting of the Colorado Chapter and to provide topical education to the membership via postings on the Colorado Chapter website, or other electronic or printed media. The Committee shall further encourage, solicit, and assist in the development of new and innovative ideas for the education and training of the Colorado Chapter. The Committee shall oversee training within and between districts.

Section 2 – Additional Duties

In addition to the duties in their Standard Operating Procedures (SOP), each Committee shall perform additional duties as delegated by the Officers and Directors.

Section 3 – Standard Operating Procedures (SOP)

The Standard Operating Procedures for each Standing Committee shall be determined by the Constitution and By-Laws Committee. The SOP's shall be subject to review and re-certification when deemed necessary by the Board.

ARTICLE VI – MEETINGS

Section 1 – Annual General Meeting

The Annual General Meeting (AGM) shall be held at such a time and place as may be fixed by the Board of Directors, and shall consist of, but not limited to, the annual meeting of the Board of Directors and the annual meeting of the members of the Colorado Chapter. The Annual General Meeting shall begin at the time the Board of Directors convenes, and shall end upon adjournment of the Annual General Meeting of the members of the Colorado Chapter. Notice thereof shall be mailed to the last known physical U.S. Post Office mailing address, or E-mail address to each member, not less than thirty (30) days in advance. Election shall occur and other business may be presented at the Annual General Meeting. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed in his/her decision by the rules laid down in "Robert's Rules of Order", as revised. A Quorum shall exist with 5% (five percent) of the current Chapter Active Membership (as defined in Article II, Section 1, Active Membership) present.

Section 2 – Special

Special meetings may be called by order of the Board of Directors at such places and times as fixed by the Board of Directors, giving due notice thereof to all members at least fifteen (15) days in advance.

Section 3 – Officers and Directors

The Board shall meet at any place and time upon call of the President or any three (3) members of the Board. Meetings shall be held at least once per quarter to include the Annual General Meeting, so as to maintain the viability of the Colorado Chapter and to conduct necessary business.

Section 4 – General Membership

Meetings of the general membership shall take place at a location and time designated by the President or the Board. Notice of these meetings shall be either mailed to the last known physical U.S. Post Office mailing address, or E-mail address to each member in good standing at, no less than thirty (30) days in advance of such meeting, and such time and place shall be posted on the Colorado Chapter website. Five percent (5%) of the current Colorado Chapter Active Membership (as defined in Article II, Section 1, Active Membership) shall constitute a Quorum.

- A. A copy of the minutes of all meetings shall be submitted to the I.A.A.I. Secretary within thirty (30) days after the meeting has been held.
- B. All papers presented at any Colorado Chapter meeting shall be submitted to the I.A.A.I. Secretary within thirty (30) days after the meeting has been held.
- C. All papers presented at any Colorado Chapter Meeting shall be submitted to the I.A.A.I. Secretary, together with a copy of the minutes of said meeting, before being published.

All meetings of the Chapter shall be professional in nature and shall be conducted for the sole purpose of furthering the objectives of the Colorado Chapter and the I.A.A.I.

Section 4 – District

District Directors shall hold at least two meetings of District members annually, not to include the Annual General Meeting.

ARTICLE VII – FINANCE

Section 1 - Fees and Dues

Fees and Dues for Active Membership and Sustaining Membership in the Colorado Chapter shall be determined and established by the Board upon approval of the membership by a simple majority vote at a regular, special or Annual General Meeting. These fees and dues shall be payable in advance from January 1st in the manner prescribed by the Treasurer. Prospective members shall submit dues and initiation fee with their application, which, upon admission, will pay their dues until December 31st following approval of their application. The fiscal year for the Colorado Chapter shall be from January 1st through December 31st. The Treasurer shall coordinate with the I.A.A.I. regarding single billing programs and reimbursement of the Colorado Chapter by the I.A.A.I. for Colorado Chapter dues paid directly to the I.A.A.I. Failure to pay membership dues within ninety (90) days of due date, January 1st, shall forfeit membership in the Chapter. Reinstatements are conditioned on the approval of the Board, payment of all arrears and payment of the then current initiation fee. Payment of the initiation fee must be paid each and every time any member allows their membership to expire, which shall be ninety (90) days from January 1st.

Section 2 – Initiation Fee

The initiation fee shall be determined and established by the Board.

Section 3 – Gifts and Grants

The Treasurer, on behalf of the Colorado Chapter, may accept gifts, grants, awards, or donations to the Chapter. The membership shall be advised of such gifts, and the Secretary shall make

proper acknowledgment and document receipt in meeting minutes.

Section 4 – Budget

The Board of the Colorado Chapter shall submit a budget for the next fiscal year to the Budget and Finance Committee forty-five (45) days before the start of a new fiscal year. The Budget and Finance Committee will review and make recommendations and return at least fifteen (15) days before the start of the next year. If the Budget and Finance Committee disapproves the budget, then the Board and Budget and Finance Committee shall meet to reach agreement to finalize the budget.

ARTICLE VIII – OFFICIAL ORDER OF BUSINESS

Section 1 – Order of Business

The order of business at Meetings shall be:

- A. Official opening.
- B. Pledge of allegiance (if flag is present).
- C. Roll call of Officers.
- D. Reading of the minutes of last meeting.
- E. Treasurers report.
- F. Communications and bills.
- G. Officers reports.
- H. Committee reports.
- I. Old business.
- J. New business.
- K. Training.
- L. Adjournment.

This order of business is not required at District Meetings or during training exercises.

ARTICLE IX – AMENDMENTS

Section 1 - Requirements

The Constitution and By-Laws may be amended at any regular or special meeting of the Chapter by two thirds (2/3) majority vote of the Active Members (as defined in Article II, Section 1, Active Members) present, providing:

- A. The proposed amendment is presented in a form consistent with, and without conflict with, the remainder of the existing Constitution and By-Laws of the Colorado Chapter.
- B. The proposed amendment is disseminated to the general membership for their review at least thirty (30) days preceding the next regular or special meeting of the Colorado Chapter, unless accepted by proclamation of emergency by Active Members (as defined in Article II, Section 1, Active Members) present at a regular or special meeting.
- C. Upon amendment of the Constitution and By-Laws, each member in good standing shall be provided with a copy (electronic format via E-mail or notice of posting of the By-Laws on the Chapter website) of all amendments, within sixty (60) days. A copy of the Colorado Chapter Constitution and By-Laws shall be posted on the Colorado Chapter website upon ratification or amendment.
- D. No changes may be made that would be in conflict with the I.A.A.I. By-Laws.

C.I.A.A.I

Constitution and By-Laws

Approved and Adopted at the October 13, 2016, Annual General Meeting

I.A.A.I. By-Laws shall apply to any item not covered by the Colorado Chapter By-Laws.

- E. The Chair of the Constitution and By-Laws Committee has the authorization to review and automatically amend, as necessary, those portions of the Constitution and By-Laws which are in conflict with existing Federal rules, regulations, or laws pertaining to gender/sex discrimination. Any amendment made for this purpose shall be approved by a majority of the Board of Directors. Any amendment made for this purpose shall be included in the subsequent formal revision to the Constitution and By-Laws.

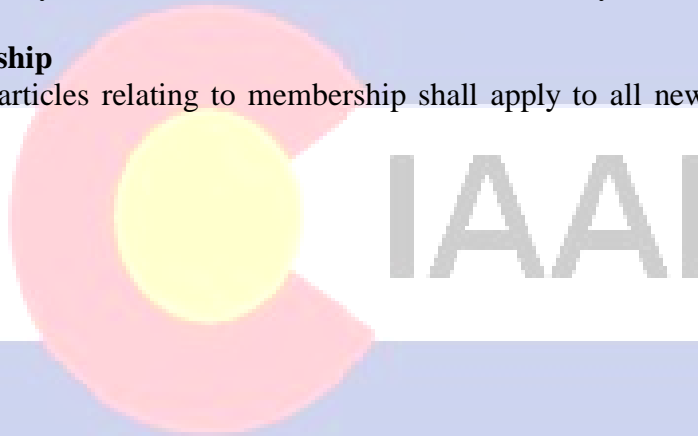
ARTICLE X – RATIFICATION

Section 1 – Articles

Upon ratification vote by two thirds (2/3) of the Active Members (as defined in Article II, Section 1, Active Members) present at the Annual General Meeting, held during the Colorado Chapter Annual Training Conference, in Vail, on October 13, 2016, all provisions and articles of these Constitution and By-Laws become effective and enforceable by the Colorado Chapter.

Section 2 – Membership

Those provisions or articles relating to membership shall apply to all new members, from the date of ratification.



APPENDIX A

