

**NEVADA CHAPTER  
of the  
INTERNATIONAL ASSOCIATION  
OF  
ARSON INVESTIGATORS**



**CONSTITUTION AND BY-LAWS**

Ratified: 11/7/2023

## ARTICLE I NAME AND OBJECTIVE

**Section 1. Name:** This organization shall be known as the “Nevada Chapter of the International Association of Arson Investigators” and hereinafter referred to as the “Chapter”. The name of the Chapter shall not be used publicly by any member other than by the use of the membership card for identification purposes, without the express permission of the Board of Directors or President. This shall not restrict the officers or appointees or agents of the Chapter in the use of the name to carry out the purposes of the Chapter.

**Section 2. Objective:** The objectives and purposes of this Chapter shall be:

- A. To unite for mutual benefit those public officials and private persons engaged in fire investigations, the control of arson, and kindred crimes.
- B. To provide for the exchange of technical information, advancements and developments in the field of fire investigation.
- C. To cooperate with other public service agencies and associations to further fire investigation and the suppression of the crime of Arson.
- D. To encourage high professional standards of conduct among members, and to continually strive to eliminate all factors which interfere with the administration of justice.
- E. To foster advancement of the fire investigation profession through the promotion and sponsorship of training and professional development.

**Section 3. Professional Conduct:** All members of the Chapter shall comply with the Code of Ethics (Appendix I), which shall set out the personal and professional conduct expected of members.

## ARTICLE II MEMBERSHIP

**Section 1. Active Membership:** Any representative of government or a government agency and any representative of a business or industrial concern who is actively engaged in some phase of fire investigation, the suppression of the crime of arson or administration of justice at the time the representative makes application shall be eligible for active membership ~~on~~ upon application, provided such person possesses the other qualifications for membership in the discretion of the Membership Committee and provided such person is not less than eighteen (18) years of age at the time he/she makes application. All applications for active or associate membership, if accepted by the Membership Committee, will be on temporary status until the next meeting of the Board of Directors. During this temporary status period, a person's membership may be revoked at the discretion of the Board of Directors. If the application is not revoked by the Board of Directors within ninety (90) days, full membership is automatically granted.

**Section 2. Associate Membership:** 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. The Chapter may, by majority vote of active members present, exclude associate members from any particular business meeting. Associate Membership in the International Association of Arson Investigators (I.A.A.I.) automatically carries Associate Membership in the Nevada Chapter, subject to the approval of the Nevada Chapter Board of Directors and payment of Chapter dues.

**Section 3. Honorary Life Membership:** The Nevada Chapter may, by majority vote of a quorum of members present at the annual meeting, confer Honorary Life Membership upon any person qualified for membership who has rendered distinctive and prolonged service to the Nevada Chapter or to its mission. An Honorary Life Member shall have all the rights and privileges of an active member, without payment of dues. Nominations for Honorary Life Membership shall be made to the Board of Directors at least sixty (60) days prior to voting thereon; no more than two nominations for such membership may be approved in any year. Honorary Life Membership in the I.A.A.I. automatically carries Honorary Life Membership in the Nevada Chapter, subject to approval of the Nevada Chapter Board of Directors.

**Section 4. Sustaining Membership:** Individuals, organizations, businesses, firms, corporations, and other parties interested in carrying out the objectives and purposes of the Chapter may be granted sustaining membership, the annual cost of sustaining membership shall be in accordance with guidelines established by the Board of Directors.

**Section 5. Membership Approval:** Application for membership shall be made to the Chair of the Membership Committee, upon the recommendation of an active member, in good standing, of the Chapter. All applications shall be processed in accordance with Section 1 of this Article.

**Section 6. Personal Qualifications:** Prior to voting upon each application, the Membership Committee shall give due consideration to the following, among other qualifications it deems applicable to wit:

- The personal character and reputation of the applicant.
- The nature, character and reputation of the applicant's business.
- The character and reputation of the applicant's employer and associates.
- 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 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 Chapter.

**Section 7. Termination:** Membership in the Association shall terminate by:

- Voluntary withdrawal.

- The Secretary of the Chapter when after notice, such member is six (6) months in arrears in the payment of dues or any other obligation to the Chapter.
- The consent of a majority vote of the Board of Directors if the applicant is within the aforementioned temporary status period.

**Section 8. 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. Actions requiring further review or investigation shall include, but are not limited to:

- Falsifications or misrepresentations in the application for membership
- Conduct in a manner prejudicial to the good name or best interests of the Chapter.
- Exhibited traits of character or conduct inconsistent with the qualifications for membership.
- Conviction of a felony
- Violations of the Constitution and By-Laws or the Code of Ethics of the Chapter.
- Breach of professional or legal duties as an investigator.
- Any other questionable conduct brought forth to the Board of Directors.

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.

**Section 9. Reinstatements:** Any former member may be reinstated in the Chapter at the discretion of and by consent of a majority of the Board of Directors, provided, however, that if such a former member shall have been in arrears in the payment of dues or other financial obligation to the Chapter at the time of his separation, he/she shall be required to pay to the 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 OFFICES, TERMS, AND ELECTIONS,**

**Section 1. Officers:** The officers of this Chapter shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer.

**Section 2. Board of Directors:** The Board of Directors shall consist of the officers and four (4) Regional Directors, one (1) elected from each Region (as defined in Article VII) and one (1) at large, making a total of nine (9) members, duly elected.

**Section 3. Eligibility for the Board of Directors:** The following are required to become a member of the Board of Directors for the Chapter:

- Must be an active member in good standing with the Chapter,
- Must be a member in good standing with the I.A.A.I.,
- Must be a resident of the State of Nevada.

**Section 4. Terms of Office:** Each duly elected officer shall serve a two (2) year term, except the ascension of the Presidential chairs, which will be a one (1) year term for each position. The office of President will be filled by the ascension of the preceding term's First Vice President. The offices of the First Vice President will be filled by the ascension of the preceding Second Vice President. The election of Second Vice President shall be rotated annually between the Regions. The Second Vice President position will be filled by a qualified member from any region of the state if there are no nominations from the designated rotational region.

The Secretary, Treasurer and Regional Directors will be elected for a two (2) year term.

Ex-Officio members of the Board shall serve for terms of one (1) year and can be re-appointed during the annual meeting or at the first Board meeting by the new Board of Directors.

New Officers and Directors shall assume their respective offices upon installation and completion of the voting process that shall be held at the annual meeting. The new Board of Directors shall take over Board functions and offices during the annual meeting, prior to any new business coming before the Board.

**Section 5. Vacancies:** 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 President shall be succeeded by the Second Vice president if a vacancy exists in the President and First Vice President positions during the elected term. The Second Vice President shall then serve the remainder of the unexpired term and the next full term of the President. If the Second Vice President position remains unfilled during the unexpired term, the First Vice President and Second Vice President positions shall be filled by election at the next annual meeting.

- C. The First Vice President shall be succeeded by the Second Vice President, who shall serve the remainder of the unexpired term and the next full term as First Vice President.
- D. The Second Vice President, Secretary, or Treasurer positions shall be filled by appointment of a qualified member, by the Board of Directors. This member shall serve the remainder of the unexpired term. 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 a complete term but must be nominated and elected in accordance with the By-Laws.
- E. In the event of a vacancy in the Office of one of the Regional Directors, the vacancy or vacancies shall be filled by the Board of Directors, 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 of that region with approval from the Board. Such newly appointed member or members of the Board shall hold office only until the next Annual Meeting. If no members from that region are willing to serve in this capacity, the Board may appoint any member to that position.

**Section 6. Nominating Procedures:** The Officers and Board of Directors shall determine eligibility to hold office according to the following:

- Must be an active member in good standing with the Chapter, and
- Must be a member in good standing with the I.A.A.I., and
- Must be a resident of the State of Nevada.

Nominations may be made in writing or by e-mail, for a period of time, not less than thirty (30) days. The process for nominations shall be set by the Board of Directors, with all active members being notified by e-mail, posted on the website. The process for nominations shall also be posted on the Chapter Website. The Nominating Committee shall report to the Board, the names of those candidates who may stand for election.

**Section 7. Elections:** The Officers and Board of Directors shall be elected by secret ballot, during the Annual Chapter Meeting. Voting shall take place in person at the Annual Chapter Meeting, online via streaming video, by mail-in or email ballot that must be received prior to the date set by the Board of Directors. Only one Board member (excluding officers) may be elected from each Region. In the event that a region does not nominate a qualified member for election as a Board of Directors member, all qualified members will be eligible regardless of prior appointments from their respective region.

- A. No member can run for more than one position per election.
- B. Vice Presidents shall advance to the next vacancy until reaching the office of President unless removed for cause by the Board.
- C. In the event of a tie vote between candidates for the same position, a ballot will be conducted during the Annual Meeting and will contain the names of the tying

candidates only. 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 the balloting will be continued.

- D.** The Board of Directors will arrange for ballots listing all qualified candidates, with Chapter designation, in an order selected at random.
- E.** The Past Presidents shall administer the balloting, under the direction of the Election Committee. Additional assistance may be appointed as necessary by the President.
- F.** Except as required in Article III, Section 7, E, voting shall be held in accordance with procedures set by the Board of Directors at the time of the posting of the candidates.
- G.** Members may receive and cast their ballots upon proper verification of active membership.
- H.** The results of the election shall be announced at the Annual Meeting.

**Section 8. Removal from Office:** By two-thirds (2/3) majority vote, the Board of Directors shall have the power to remove from office any officer or member of the Board of Directors for any of the following:

- Conduct or actions that would tend to discredit or lead to disrepute of the Chapter or the I.A.A.I.
- For good cause as submitted in writing by any Board of Director member or member of the Chapter.

Any officer or member of the Board shall have the right to appeal, provided the request is received by the Chapter President, in writing, at least thirty (30) days following the removal.

## **ARTICLE IV GOVERNMENT**

**Section 1. Board of Directors:** The Government of this Chapter shall be vested in a Board of Directors, consisting of the President, First Vice President, Second Vice President, Secretary, Treasurer, and the four (4) Regional Directors. Two-thirds (2/3) of the Board of Directors present shall constitute a quorum.

**Section 2. Duties and Powers:** The Board shall have full power to initiate and transact all kinds of business necessary to the existence of the Chapter and the observances of its purposes, mission and by-laws. The Board shall determine the date and location of the Annual Meeting and shall outline the program of activities during such meeting. They shall have general powers to direct, control, and supervise the affairs of the Chapter, in accordance with the Chapter by-laws. All officers of the Chapter are expected to encourage, aid, and assist in every way possible in the development, activities, and mission of the Chapter.

**Section 3. President:** The President shall be the Chief Executive Officer of the Chapter, and it shall be his/her responsibility to supervise and coordinate the activities of the Chapter with the Board of Directors. The President shall preside at meetings of the Chapter and of the Board of Directors. He/she shall appoint appropriate committees for the conduct of the activities of the Chapter with the consensus of the Board of Directors, and at each Annual Meeting of the Chapter, he/she shall announce to the membership, those individuals appointed to serve on the Nominating Committee. In addition, he/she shall require reports at each Annual Meeting, and as otherwise desired by the committees so appointed and from the officers of Chapter.

At the Annual Meeting of the Chapter, he/she may call upon a designated representative to report to the membership regarding the activities of the chapter during the past year.

**Section 4. First Vice President:** In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such. He/she shall perform liaison with committees as required and shall also be a member of the Budget and Finance Committee and Co-Chair the Nominating Committee. The First Vice President shall assist the President as required and perform other duties to assist the Chapter in carrying out its mission and objectives.

**Section 5. Second Vice President:** In the absence of the President and First Vice President, the Second Vice President shall perform the duties of the President. The Second Vice President shall serve as liaison with committees for Board reports and assistance. He/she shall also be a member of the Budget and Finance Committee and Co-Chair the Nominating Committee. The Second Vice President shall assist the President and First Vice President as required and perform other duties to assist the Chapter in carrying out its mission and objectives.

**Section 6. Secretary:** The Secretary shall keep the records and minutes of the organization, and shall maintain a current roll of members, the Constitution and By-Laws, and all other documents of the Chapter. He/she shall receive and acknowledge all communications addressed to the Chapter or that may be submitted by officers of the Chapter or officers of the I. A. A. I. and perform other such duties as assigned by the President.

**Section 7. Treasurer:** The Treasurer shall be custodian and shall disburse such funds by check as authorized by the Board of Directors for purposes that promote the welfare, objectives and mission of this organization. He/she shall render a complete summary of all income, disbursements and balances whenever requested by the Board of Directors and to the members at each regular Board meeting. A written copy of this report shall be made available within four (4) business days to any member upon receipt of a written request. The Treasurer will be responsible to ensure the Chapter is in compliance with Nevada State law and will be responsible to update the Chapter's tax status with the Nevada Secretary of State annually.

**Section 8. Regional Directors:** The Regional Director shall serve on the Board of Directors for a term of two (2) years. Each Regional Director shall be elected by members of the Chapter. Each Regional Director shall be responsible for conducting Directors and acting as a point of

communication between the regional members and the Board of Directors and forwarding any monies and administrative items to the Treasurer and Secretary. The Regional Director shall not have authorization to sign and/or countersign Chapter checks. Regional Directors may perform other such duties as assigned by the President or Board of Directors.

**Section 9. Ex-Officio Members:** All Ex-Officio Members shall have the privilege of attending and participating in all meetings of the Board but shall not have voting power in such meetings. Ex-Officio Members shall be appointed by the President, with the approval of the Board of Directors. All members of the Chapter who hold elective or appointed offices in the International Association of Arson Investigators, Inc. shall be Ex-Officio members of this Chapter for the duration of their term with the I.A.A.I. The President of the I.A.A.I. shall be an Ex-Officio Member of the Board of Directors of this Chapter.

**Section 10. Indemnification:** Every Director, principal officer or employee of the Chapter shall be indemnified by the 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 of malfeasance in the performance of duties of their office.

## ARTICLE V COMMITTEES

**Section 1. Standing Committees:** The following committee shall be a standing full-time committee of the Chapter.

- A. Nominating Committee:** Prior to the annual election, the President shall appoint a Nominating Committee, consisting of First and Second Vice Presidents as co-chairs and other members as needed. The committee shall assure that all nominees are willing to serve before entering their names on the ballot.

**Section 2. Other Committees:** The Board of Directors shall determine the need and duties of any additional committees that may be needed to assist the Chapter in carrying out its mission and objectives. The membership may also establish a special or standing committee by majority vote of voting members at an annual or special meeting. The Chapter should, when possible, follow the function and structure of committees that are established by the I.A.A.I. The President shall appoint a chairperson of each committee, with approval of the Board of Directors.

## ARTICLE VI MEETINGS

All official meetings of the Chapter and Regions shall be professional in nature and shall be conducted for the sole purpose of furthering the objectives of the Chapter and the International Association of Arson Investigators.

**Section 1. Annual Meeting:** The Annual Meeting 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 Chapter. The annual meeting shall begin at the time the Board of Directors convenes and shall end upon adjournment of the annual meeting of the members of the Chapter. Notice thereof shall be mailed to each member at his/her last known address, e-mail address, or posted on the website, not less than thirty (30) days in advance. Election shall occur and other business may be presented at the annual meeting. When any question comes before the Board of Directors not specifically provided for herein, the Board of Directors shall review said question and render a written decision. A majority of the members present at the annual meeting shall constitute a quorum.

**Section 2. Special:** Special meetings may be called by order of a simple majority of the Board of Directors at such places and time as fixed by the Board of Directors, giving due notice thereof to all members at least fifteen (15) days in advance. Notice may be by mail, email, or posting to the Chapter Website. Special meetings may also be called in the same manner by the President of the Chapter.

**Section 3. Board of Directors:** The Board of Directors shall meet at any time or place upon call of the President or Two-thirds (2/3) of the members of the Board. Emergency business of the Board of Directors may be conducted by telephone conference call at the discretion of the President or upon Two-thirds (2/3) members of the Board. The First Vice President shall have such authority in the event of the resignation of the President, or in the event the President is unable to fulfill his duties. The telephone conference shall be conducted as a regular Board Meeting in accordance with the Constitution and By-Laws. A quorum must participate to conduct business. The Secretary shall take minutes of the meeting and shall reduce same to writing for distribution. Acceptance of the minutes by the Board at the following meeting shall constitute ratification. Individual calls or "polling" shall not be considered to meet necessary standards for a quorum at a Board Meeting.

## ARTICLE VII REGIONS

**Section 1. Regions:** It is the goal of the Nevada Chapter of the International Association of Arson Investigators to unite in meeting the objectives of the Chapter throughout the entire State of Nevada. In order to more directly address the specific needs of the localized communities within the State of Nevada and for the purpose of the election of the officers; three Regions within the State will be recognized:

**REGION I-** Washoe County, Lyon County, Storey County, Carson City County, Douglas County, Pershing County, Churchill County, and Mineral County.

**REGION II-** Elko County, White Pine County, Humboldt County, Lander County, and Eureka County. **REGION III-** Clark County, Lincoln County, Nye County, and Esmeralda County.

## ARTICLE VIII FINANCE

**Section 1. Fees and Dues:** Dues for active and associate membership in this Chapter shall be thirty dollars (\$30.00) for the initial year and twenty-five dollars (\$25.00) for renewal membership thereafter and shall be payable in advance. The fiscal year for the Chapter shall be from July 1 to June 31 of each year. Failure to pay membership dues within ninety (90) days of the due date shall forfeit membership in the Chapter. Reinstatements are subject to approval by the Board and payment of all arrears. There shall be no other fees or assessments except as provided by amendment to these articles.

**Section 2. Audit:** The Board of Directors shall complete an audit of the accounts and expenditures of the Treasurer and shall audit and verify all income, expenses, assets and liabilities of the Chapter prior to a report being given at each Annual Meeting.

**Section 3. Expenditures:** All fiscal transactions shall be approved by a 2/3 vote of the Board of Directors. In the event that a time sensitive transaction is required, the President may approve such transaction if amounting to \$1,000 or less.

## ARTICLE IX AMENDMENT

**Section 1. Requirements:** This Constitution and By-Laws may be amended at the Annual Meeting of the Chapter by an affirmative vote of two-thirds (2/3) majority of the active members, entitled to vote, voting or present providing:

- A. The proposed amendment is presented in a form consistent with and without conflict with the remainder of the existing constitution of the Chapter or the I.A.A.I.
- B. The proposed amendment is disseminated to the general membership by mail or on the Chapter Website for review at least thirty (30) days preceding the next regular or special meeting of the Chapter.
- C. The Board of Directors shall review and automatically amend, as necessary, those portions of the Constitution and By-Laws which are in conflict with existing Federal or State rules, regulations, or laws.

**Section 2. Voting:** Amendments to the Constitution and By-Laws shall be voted upon by the membership in the same manner and in conjunction with the elections for Officers and Board of Director positions at the Annual Meeting, as prescribed by the Board of Directors.

## ARTICLE X RATIFICATION

**Section 1. Articles:** Upon ratification vote by two-thirds of the Board of Directors present at the Board of Directors meeting in Las Vegas, Nevada on November 7, 2023, all provisions and articles

become effective and enforceable by the Chapter. Any future amendments to the Constitution and By-Laws of the Chapter shall be done as prescribed in Article IX.

**Section 2. Membership:** Provisions or articles shall apply to all members of the Chapter from the date of ratification.

## **Appendix I**

### **I.A.A.I. Code of Ethics**

- I will, as a fire/arson investigator, regard myself as a member of an important and honorable profession.
- I will conduct both my personal and official life so as to inspire the confidence of the public. I will exhibit professionalism and integrity in all aspects of the performance of my duties.
- I will not use my profession and my position of trust for personal advantage or profit.
- I will regard my fellow investigators with the same standards as I hold for myself. I will never betray confidence nor otherwise jeopardize their investigation.
- I will regard it as my duty to know my work thoroughly. It is my further duty to avail myself of every opportunity to learn more about my profession.
- I will avoid alliances with those whose goals are inconsistent with an honest and unbiased investigation.
- I will make no claim to professional qualifications which I do not possess.
- I will share all publicity equally with my fellow investigators, whether such publicity is favorable or unfavorable.
- I will be dutiful to my superiors, to my subordinates, and to the organization I represent.
- I will utilize electronic media and other communication technologies in a professional manner that does not exhibit, dishonor or demean my profession or the International Association of Arson Investigators.
- As a fire/arson investigator, I am first and foremost, a truth seeker.

# Appendix II

