



Ohio Identification Officers Association
Ohio Division of the International Association for Identification
Constitution and By-Laws



Article I Name

This organization shall be known as the “Ohio Identification Officers Association – Ohio Division of the International Association for Identification” (OIO), which shall be incorporated under and by virtue of the laws of the State of Ohio as a not-for-profit corporation, and is formed for the following reasons:

Article II Objectives

Section 1:

To associate persons who are actively engaged in the profession of identification and scientific crime investigation in an organized body, so that the profession, in all its disciplines, may be standardized and its operations effectively, impartially, and scientifically administered.

Section 2:

To encourage the improvement of all disciplines of forensic identification and investigation by fostering and supporting the need for research, refinements of current methodologies and professional training.

Section 3:

To keep its members apprised of the latest advances, methods, techniques and discoveries in crime investigations.

Section 4:

To encourage research in the application of science to the investigation of crime.

Section 5:

To raise the standards of ethical, scientific and professional conduct for its members and to make those who command, manage or supervise within law enforcement, criminal justice and crime laboratories aware of those standards and encourage their adoption.

Section 6:

To employ the collective wisdom of the profession to advance the scientific methods of personal identification and scientific examination of evidence.

Section 7:

To support and cooperate with state, federal, local, county and independent agencies in furtherance and proper application of the professional and scientific advances in the identification field.

Section 8:

To work closely with the International Association for Identification (IAI) in furthering the professionalism of identification generally.

Article III Membership

Section 1:

Membership shall be open to qualified individuals regardless of sex, gender, sexual orientation, race, creed or national origin.

Section 2:

Membership in the Association shall consist of Active, Life, Associate, Distinguished and Honorary Members.

Section 2.1: Active Membership

The Active Membership of the Association shall consist of those persons employed by a law enforcement agency, crime laboratory, medical examiner, coroner's office or similar, receiving salaries from same, and who are actively engaged in the practice of this profession.

Section 2.2: Life Membership

The Life Membership is awarded to an Active Member who has completed twenty-five (25) years of paid membership in the Association. Such Life Membership shall have all the privileges as stated in Article III, Section 3 and Article IV, Section 6. Such Life Member shall be exempt from paying annual dues and shall have full voting power and be eligible to hold any elected or appointed office.

Section 2.3: 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 eligible to become Associate Members. College students whose study relates to the forensic sciences and/or Criminal Justice are also eligible to become Associate Members.

Associate Members shall in all respects be subject to the same rules, dues, and charges as Active Members; however, they will be ineligible to vote and hold any elected or appointed office.

Section 2.4: Distinguished Membership

Distinguished Membership may be awarded in recognition of a member's superior efforts in the furtherance of the goals of the Association. Any Active or Life Member in good standing may apply to the Board of Directors for Distinguished Members status, or may be nominated for such status. The application or nomination must be in writing and must meet the following requirements:

- (1) A minimum of ten (10) year of continuous paid membership.
- (2) Must have attended four (4) of the last five (5) annual Association conferences.
- (3) Has participated in at least three of the following:
 - a. Has been a speaker/workshop presenter at an annual Association conference
 - b. Served on the Association Conference Committee
 - c. Holds or has held an elected Association Board position

- d. Has written and published an original article in the Association newsletter that is educational in nature (technical report, research, case study, etc.)
- e. Has demonstrated continuous support for the Association through active participation and some other recognized contribution.

It will be the responsibility of the applicant or nominator for Distinguished Membership to provide the necessary supporting documentation. A written recommendation by an officer or other member in good standing must be included with the application when submitted by the applicant; any nomination should include the criteria and reasons for nomination. Distinguished Membership may be conferred only by a majority vote of the current Association Board of Directors.

Section 2.5: Honorary Membership

Honorary Membership of the Association shall consist of such persons who have performed some particular service for the Association, or in some way done some conspicuous thing for law enforcement. Such person, upon motion of an Active Member in good standing, may be elected by the Executive Board of the Association, or by a majority vote of the membership in an annual meeting. This will be an indefinite period and shall be excused from payment of dues. Any candidate nominated for Honorary Membership need not be a resident of the state of Ohio, but must be a citizen of the United States of America. Honorary Members shall not be entitled to vote or hold office.

Section 3: Board Eligibility

Only Active and Life Members in good standing of the Association for a minimum of two (2) years and receiving governmental salary or pension from their political subdivision shall be eligible to run for an elected office of the Association.

Section 4: Quorum

A minimum of fifteen (15) Active and Life Members in good standing shall constitute a quorum for the transaction of all business of the Association during the Annual General Membership Meeting at the Annual Conference, as stated in Article XIV.

Article IV Fees, Dues and Assessments

Section 1: Annual Dues

The annual membership dues shall be payable in advance on the first day of January of each year. Applications for new membership may include an additional fee. The amounts for dues and the application fee will be set by the Executive Board and published in the Operations Manual.

Section 2: Payment Schedule

Dues paid to the Association by any new applicant between January 1 and September 30 shall be applied to the dues for that calendar year only; due paid by a new applicant between September 30 and December 31 shall apply to the current and following calendar year.

Section 3: Assessments

The Board of Directors is empowered, by unanimous vote only, to levy assessments upon the Membership when in its judgment the needs of the Association require such action.

Section 4: Application

All applications for membership must be accompanied by payment of membership dues of twenty-five (\$25.00) dollars and any levied assessment, which cover all payments to the Association for that calendar year only. All applications for membership shall be submitted using the current online or hard copy application form with a signature or contact information of a member in good standing and shall be kept in the files at the Office of the Treasurer. Qualifications of applicants for membership will be examined by the Executive Board for their approval.

Section 5: Exclusions

No member or applicant for membership shall be excluded from the payment of membership dues by the end of the calendar year. Any member deemed delinquent shall forfeit their membership and not be reinstated until they have paid dues for the current year and all back dues owed the Association unless waived by the Executive Board.

Section 6: Privileges

Only Active Members and Life Members in good standing shall be eligible to vote and/or hold office.

Article V Officers

Section 1: Elected Positions

The Elected Officers of the Association shall be:

- (a) President
- (b) First Vice President
- (c) Second Vice President
- (d) Third Vice President
- (e) Secretary
- (f) Treasurer
- (g) Sergeant at Arms

Section 2: Appointed Officers

All other Appointed Officers shall be made by the President.

Section 3: Board of Directors

The Board of Directors shall consist of the three immediate Past Presidents of the Association. The Chairman on the Board of Directors shall be the immediate Past President who has completed their full term.

Section 3.1: Executive Board

The Executive Board shall consist of the Board of Directors and all Elected and Appointed Officers of the Association. The President of the Association shall preside over all meetings and

functions of the Executive Board. The Executive Board is responsible for the governance and management of the Association.

Section 4: Elections

All officers shall be elected at the Annual General Membership Meeting of the Association.

Section 5: Vacancies

In the event of a vacancy occurring on the Executive Board between annual meetings, the vacancy shall be filled by appointment of the President. The newly appointed Officer or Officers of the Board shall fulfill the unexpired term of that office. See Article VIII, Section 1 for progression when the vacancy is the President or a Vice President.

Article VI Committees

Section 1: Types

There shall be two types of Committees:

- (a) Standing
- (b) Special

When not otherwise provided for, they shall be appointed by the President. The roles and operations of any committees will be guided by the Association Operations Manual.

Article VII Duties of the President

Section 1:

The President shall preside at all meetings of the Association and shall preserve order and decorum. The President will carefully supervise the affairs of the Association and labor for its usefulness and efficiency.

Section 1.1: Appointments and Vacancies

The President will appoint all Appointed Officers and Standing and Special Committees, unless otherwise provided. The President will fill all vacancies among Officers and Committees caused by death, resignation, or other causes during recess of the Association unless outlined in Article VIII, Section 1. Such appointments caused by death, resignation or other causes shall be subject to confirmation by the Executive Board. Appointment of Divisional Representative to the IAI will be in accordance with the By-Laws of the IAI.

Section 1.2: Officer Performance

The President will communicate concerns with Officers not performing their duties in a manner beneficial to the Association and will make corrective recommendations and/or propose the removal of said officer according to Article XIII, Section 6.

Section 2: Audits

The President shall appoint an Audit Committee for audit of the books of the Treasurer and Secretary at least once a year.

Article VIII Duties of the Vice Presidents

Section 1: Progression

The First Vice President, or in their absence or temporary disability, the Second Vice President, or in their absence the Third Vice President, shall act as the presiding Officer of the Association during the absence or temporary disability of the President. The First Vice President will automatically succeed to the office of President in the event of death, resignation, or removal from office of the President, and will serve the unexpired term thereof. In the event of the death, resignation or removal from office of any Vice President, the next in line, to include the Sergeant at Arms, will automatically succeed to the office and serve the unexpired term thereof. The open office(s) remaining after such succession will be filled by membership vote at the annual membership meeting.

Section 2:

The Vice Presidents shall render such assistance to the President as may be requested of them.

Section 3:

The Vice Presidents shall act as ambassadors for the Association, Officers and Members and other closely related organizations.

Article IX Duties of the Secretary

Section 1:

The Secretary shall keep the records and minutes of the Association at all meetings.

Section 2:

The Secretary shall be in receipt of all resolutions and constitutional amendments which are proposed to the Association within ten (10) days prior to the opening date of the Annual General Membership Meeting, as provided in Article XIV, Sections 7 and 8.

Section 3:

The Secretary shall submit at the annual meetings the reading of minutes of prior meetings and an official report of their doings.

Section 4:

The Secretary shall assist the President for the good of the Association and work in harmony with the other Officers and Committee Members.

Article X Duties of the Treasurer

Section 1:

The Treasurer shall keep records of all fees due to the Association.

Section 2:

The Treasurer shall, at the annual meetings, submit a statement of the receipts and expenditures and the balance on hand.

Section 3:

The Treasurer shall draw all warrants, and sign the same, for expenses of the Association when directed by the Membership, Executive Board and/or Board of Directors.

Section 4:

The Treasurer shall maintain an up-to-date list of paid and delinquent members.

Section 5:

The Treasurer shall maintain an active checking and savings account in the name of the “Ohio Identification Officers Association Incorporated”.

Article XI Duties of the Sergeant at Arms

Section 1:

The Sergeant at Arms shall have command of the outer door at the meeting hall and will permit none to enter who is not properly qualified. They shall assist the President in preserving order.

Section 1.1:

The Sergeant at Arms will manage the dissemination and counting of physical ballots for any election occurring during the Annual General Membership Meeting.

Section 2:

The Sergeant at Arms shall perform such other duties as the President may request of them.

Article XII Duties of the Executive Board

Section 1:

The Executive Board shall act as an advisory committee to the President.

Section 2: Conference Venue

The shall approve the date and location of the Annual Conference or other meetings. If for any reason it becomes necessary to cancel, omit, or change the date and location of the meeting place, it shall be their duty to select a different location and complete necessary arrangements. They shall notify the membership of such changes prior to such meeting.

Section 3: Annual Conference

The Executive Board shall, with the President, outline the program of activities for the Annual Conference of the Association and shall have control of the affairs of the Association during its recess. The Annual Conference shall be constructed and conducted in accordance with the established Association Conference Guidelines.

Section 4: Legal Representation

The Executive Board shall appoint, when necessary, with the approval of the Membership, a Legal Representative, who shall give legal advice when requested, to the Officers of the Association in connection with the administration of the affairs of the Association. Reasonable expenses incurred by the Legal Representative shall be confirmed and approved by the Executive Board when requested to attend such meetings by the Executive Board.

Section 5: Hearings

The Executive Board shall have the power to try any Member or Officer of the Association upon any charge affecting their honor or conduct unbecoming to a Member or Officer, provided the charge or charges are made in writing and signed by the person making the charge or charges. After a hearing upon said charge or charges, the Executive Board shall have the power, if the accused is guilty by a three-fourths vote of all eligible voting Board Members in attendance, to expel, censure, or admonish said Member or Officer.

Note: the term Officer shall mean a person holding an official position of the Association.

Section 6: Written Notice

Any written charge or charges against any Officer or Member shall be first placed in the hands of the President, or the Chairman of the Board if the charge is against the President, who shall within ten (10) days, place the matter before the Board of Directors for consideration and they shall thereupon send a copy of said charge or charges to the accused by registered mail. The accused shall have thirty (30) days in which to answer in writing said charge or charges.

Section 7: Charges

The following are charges that can be brought against an Officer or Member of the Association:

- (a) Conduct unbecoming an Officer or Member
- (b) Arrest and conviction of a felony
- (c) Peculation of funds or the property of the Association
- (d) Falsifying and/or misrepresenting any application for membership or membership status of the Association

Article XIII Tenure of Office

Section 1: Elected Office

The tenure of office for elected officers shall be for a period of twelve (12) months, starting January 1 after the election, or until their successors are chosen as provided in Article VII, Section 1.1, and Article VIII, Section 1, except for the Office of Secretary and Treasurer, who may be reelected.

Section 2: Chairman of the Board of Directors

As provided for in Section V, Section 3, the terms of Officer of the Chairman of the Board of Directors shall be held by the retiring President for a period of twelve (12) months, starting January 1 after the end of their term. In the event the retiring President is unable to fulfill the Office of the Chairman of the Board of Directors, the President of the Association shall appoint another Past President to serve in that capacity.

Section 3: Reelection Eligibility

No elected Officer, except for the Secretary and Treasurer, may hold their term of office more than twelve (12) months. They may after sixty (60) months be eligible for election to the same office. This does not bar an Officer or Member from being elected or appointed to any other office of the Association.

Section 4: Board of Directors

When the retiring President becomes Chairman of the Board of Directors, the oldest member of the Board of Directors in length of time on the Board shall vacate their office. Hereafter, this cycle will be in force. Any vacancy on the Board of Directors shall be filled by appointment of another Past President by the President of the Association.

Section 5: Exemption

Appointed Officers are exempt from the foregoing sections as they are appointed by the President as provided for in Article VII, Section 1.1.

Section 6: Removal from Office

The President, with the approval of a two-thirds majority vote of the Executive Board, may remove from office and Officer who fails to attend official meetings without notice or cause; or who fails to perform their duties and obligations; or who fails to act for the good of the Association.

Article XIV Meetings

Section 1: Venue

The Executive Board shall meet at least once prior to the Annual General Membership Meeting. The Annual General Membership Meeting will be conducted during the Annual Conference.

The meetings of the Association shall be held in a place and on a date as determined by the Executive Board as provided for in Article XII, Section 2.

Section 2: Elections

The election of Officers shall take place at the Annual General Membership Meeting.

Section 3: Nominations and Voting

In the event a Nominations Committee is necessary, a special committee will be appointed by the President, which shall receive recommendations from any Member who wishes to propose a candidate or candidates for election, and after considering the names of the proposed candidates and in accordance with the provisions of Article III, Section 3, shall make nominations at the Annual General Membership Meeting. In addition, any Active or Life Member in good standing and in accordance with the provisions in Article III, Section 3, may be nominated from the floor of the Annual General Membership Meeting.

If more than one candidate is nominated, the election shall be by written ballot and the majority of all votes cast shall be necessary to elect any Officer. If more than two candidates are nominated, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two names of candidates remain, unless on any ballot one candidate shall receive a majority of votes cast, in which event they shall be declared elected.

Each office will be nominated and voted on separately. The Secretary shall post or announce the names of the candidates and their eligibility. The Sergeant at Arms shall count and maintain the integrity of any votes cast.

Section 4: Participation

All Members are entitled to the floor of the Annual General Membership Meeting or any other assembly of the Association or of the Executive Board, but only those holding Active or Life Membership in good standing are entitled to vote upon motions before the convention or in the election of Officers.

Section 5: Meeting Minutes

The Secretary shall keep an accurate account of the proceeding of all meetings as provided for in the Article IX, Section 1.

Section 6: Notice of Resolutions and Amendments

All Resolutions and constitutional Amendments which are to be proposed to the Association must be submitted to the Secretary not later than ten (10) days prior to the opening date of the Annual General Membership Meeting. Resolutions and amendments may be submitted from the floor during the Annual General Membership Meeting.

Section 7: Amendments

Any motion to amend the Constitution and By-Laws of the Association must be submitted to the Chief Operations Officer of the Parent Body (IAI) for administrative and legal review prior to presentation to the General Membership. Any motion to amend the Constitution and By-Laws of the Association must be read at least once in a meeting and then read at the next Annual General Membership Meeting for final passage or adoption. The first reading requirement may be waived by a vote of the majority of the Membership present at the Annual General Membership Meeting. Passage and adoption of any amendment will be by a majority vote of the Membership.

Section 7.1 Approval and Adoption

All amendments to the Constitution and By-Laws of the Association shall be submitted to the Chief Operations Officer of the Parent Body (IAI) and shall not be effective until approved by the IAI. Normal procedure is to send those amendments to the IAI office for approval prior to presentation of the amendment(s) to the Membership for approval. However, if the Chief Operations Officer does not take any action within six (6) months after receipt by the Association, the submitted amendment(s) are automatically approved without any further action by the IAI.

Section 8: Meetings

The Presiding Officer of meetings of the Executive Board and General Membership should be guided by the most current edition of "Robert's Rules of Order" and the order of the proceedings of the Business meeting shall be as follows:

- (a) Calling the meeting to order by the President
- (b) Address of Welcome
- (c) Report of the Secretary
- (d) Reading of minutes of the previous meetings

- (e) Report of the Treasurer
- (f) Appointments of Committees
- (g) Reports of Officers
- (h) Reports of Committees
- (i) Unfinished business
- (j) New business
- (k) Election of Officers, when ordered by the Board of Directors as provided in Article XIV, Section 2
- (l) Good of the Association or any other awards
- (m) Adjournment

Article XV Scholarship Fund

Section 1: Fund

The fund shall be governed by the Officers of the Executive Board. The amount of the fund shall be voted on by the Executive Board.

Section 2: Eligibility

Application for the scholarship shall be open to members of the Association, or members of the immediate family of an Association Member, who are full time students enrolled in an accredited university who are pursuing a major in law enforcement, criminal justice and/or the forensic sciences. Applicants shall have completed a minimum of 15 hours of college credit at the time of application and have a GPA of 2.5 or better on a 4.0 scale.

Section 3: Payment

The scholarship shall be payable upon approval by the Executive Board as outlined in Section 2 of this Article. Approval shall be determined by a majority vote of the Executive Board.

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