



# *Ohio Identification Officers Association*



## Ohio Identification Officers Association Operations Manual

### Policy Statement

This operations manual is meant as a guideline for operation of the Association in addition to the duties specified in the Association By-Laws.

This manual is to help define specific duties for the officers of the Association.

### Executive Board

- Consists of elected officers, appointed officers and board of directors

### Scope

- The defined roles must be carried out to insure obligations to the membership are met
- Each person's responsibilities affect another person's role. If an officer cannot perform his/her responsibilities he/she is required to inform the President and make arrangements for another member to perform their tasks
- The Conference/Seminar Guidelines are considered a part of the Operations Manual of the Association
- These guidelines are in addition to those specified in the By-Laws of the Association

### Duties of Officers

- President
  - The President shall preside at all meetings of the association and will preserve order and decorum. He will appoint vacancies, standing and special committees
  - Annually appoint an audit committee to audit the books of the treasurer
  - Will abide by Robert's Rules of Order
- Vice-Presidents
  - Will render aid to the President as needed.
  - The Content and Agenda for the annual seminar will be the responsibility of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice Presidents with direct assistance of the Conference Committee Chairperson, Conference committee, District Vice Presidents and seminar Host. The District Vice Presidents will be responsible for the introduction of speakers and reading of bios.
  - **1<sup>st</sup> Vice President** shall assist the President in all actions of the Association
  - **2<sup>nd</sup> and 3<sup>rd</sup> Vice Presidents** shall be responsible for the preparation of all attendance certificates for those in attendance at the annual conference.
  - **3<sup>rd</sup> Vice President** shall maintain a current stock of Association merchandise. He/she is responsible for all sales of such merchandise and will provide to the treasurer monies and inventory of all merchandise sold.
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- **Secretary** will be responsible for completion and timely submission of all reports to the Parent body. The secretary will arrange for the purchase of any plaques, awards and badges as needed by the association. The Secretary will be responsible for the design and printing of the annual conference brochure. The Secretary, in conjunction with the Treasurer will be responsible for the printing and distribution of the Membership Directory. He/she will be responsible for storing and maintaining the Association banner and Charter. He/she will be responsible for transporting and displaying these items at the annual conference or other Association events.
- **Treasurer** will maintain an up to date list of current and delinquent members. Will assist the Secretary with printing and distributing the Membership Directory. Will maintain active checking and savings accounts in the name of the Association. The Treasurer will be responsible for distribution of Scholarship application forms. The Treasurer will maintain a current inventory of all equipment owned by the Association.
- **Sergeant-At-Arms** is responsible for coordination of adequate refreshment items at the annual Conference Hospitality room. He/she will provide an inventory of those items on hand and will insure timely delivery of hospitality items prior to the beginning of the conference, normally by 3pm on the day prior.
- **Board of Directors** will assist with the operation of the Association and will act in an advisory capacity to the President.
- ~~**District Vice Presidents** will promote the Association and promote new membership and conference attendance within their geographic area. They will assist the Vice Presidents in securing subject matter and speakers at the annual conference. They will assist the Executive Board in securing a suitable venue for the annual conference.~~  
Section deleted due to by law change 2013 eliminating district vp's
- **Student Liaison** will promote the Association thru contact with schools/colleges/universities and will promote associate membership from the student bodies
- **Newsletter Editor** will publish a quarterly newsletter of the association and will promote the exchange of information and announcement of the annual conferences and other Association business
- **Historian** will safely and securely maintain all archived material of the Association. He/she will assist at the annual conference when requested. He/she will take photographs at the annual conferences and events for publication and historical value.
- **Conference committee chair** will coordinate the annual conference and will insure that the conference is conducted within a reasonable budget. He/she will approve all contracts concerning the annual conference and along with the Treasurer is responsible to approve any expenditure concerning the annual conference. He/she will appoint additional committee members deemed necessary. He/she will insure that the Seminar/Conference Guidelines are current and up to date. He/she will be responsible for promoting Vendor participation and attendance at the annual conference.

## Certification Committees

### A. General Provisions:

- The division certification committees shall be appointed by the President and shall consist of a chair and an appropriate number of members as determined by the Chairperson. Committee members must be certified in the appropriate discipline. Proxies are not permitted
- Any recommendations made or any actions taken must be with concurrence of the majority of the division certification committee members and be in accord with the rules and guidelines expressed herein and the general rules and guidelines as determined by the IAI Certification Board.
- Where applicable, the division certification committee is responsible for administering the certification test and verifying the information provided by applicants. The proctor must be approved by the Certifying Board.
  - Proctoring of the test and verifying the information will be conducted to prevent issues of impropriety or conflict of interest (such as direct line supervisor, relative, training provider, etc.), as well as those that could be perceived as having a benefit or other connection to the applicant's outcome of the certification process.
  - Should the division committee find discrepancies with the application investigation, they are to notify the Certifying Board Chair/Secretary and the CQAB Chair in writing with the specifics of the discrepancy.
- For certification, proctors identified by the respective division committee are assigned. In the event there is no division proctor qualified or available to administer the test, the test will be administered by the respective certification board or their designee. This shall not preclude the certification boards from administering certification tests at the annual IAI educational conference. Recertification examinations are self-proctored.
- Initial Procedures Leading to Testing:
  - Certification applications will be received in duplicate by the secretary/designee of the IAI Certification Board. This application will be logged in, assigned a number, and an e-mail/letter will be sent to the applicant.
    - The original application will be retained by the secretary/designee of the IAI Certification Board.
    - The copy/e-mail with attachments and a copy of the acknowledging letter will be forwarded to the chair of the division certification committee.
  - Upon receipt of an application for certification, the division certification committee will proceed as follows:
    - Review application insuring that all necessary information is furnished together with letters of endorsement, etc.
    - Conduct necessary investigation regarding qualifications of the applicant.
    - Make recommendation to the secretary/designee of the IAI Certification Board.

- The secretary/designee of the IAI Certification Board will review the application, related material, and recommendation of the division certification committee. If the secretary/designee of the IAI Certification Board concurs that the applicant meets the requirements for testing, an e-mail/letter advising the applicant that the division certification committee is of the opinion that he/she meets the requirements for testing will be forwarded.
  - A copy of the e-mail/letter will be forwarded to the chair of the division certification committee with a request that the secretary/designee of the IAI Certification Board be advised of the date that the test will be administered and the name and address of the proctor who will have the responsibility for administering the test and who shall contact the applicant regarding a mutually agreeable date for the test, equipment he/she will need, location of test and other things deemed necessary. The test must be administered within 90-days from date the proctor takes receipt of the test; if test is not administered within this time frame written notification is to be made to the secretary/designee of the Certifying Board as to the reason and expected test date. The proctor must be present during the entire testing process.
  - Reasonable accommodation will be made for physically disabled applicants. It is the responsibility of the applicant to let the proctor know if accommodations will be needed.
  - If an applicant, through circumstances beyond the applicant's control cannot arrange to take the test as indicated, he/she should contact the proctor immediately via letter/e-mail for an alternative testing date.
  - If an applicant does not appear on the date specified, his/her unused (sealed) test must be returned with the other testing material and a new date will be set for his/her testing. The proctor will notify via letter/e-mail the secretary/designee of the IAI Certification Board of the applicant's failure to appear.
  
- If the Secretary/designee of the IAI Certification Board disagrees with the recommendation of the division/regional certification committee, the Certification Board will review the application, related material, and recommendation. The Certification Board will vote on the application.
  - If the Certifying Board overrules the findings or decision of the division/regional committee, the Chair/Secretary of the Certifying Board will respond in writing as to the actions and reasons taken. This letter will be sent to the divisional/regional committee and the CQAB Chair. Depending on the degree of the discrepancy and action taken, the CQAB Chair may or may not bring it to the attention of the BOD.

Passed BOD 3-19-2010