

**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”, 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 and impartially 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 the law enforcement, criminal justice communities and crime laboratories aware of these 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 advise the Ohio legislature of the importance of general laws promoting the science of identification and the relationship it has to the investigation of crime.

Section 8: To support the Ohio Bureau of Criminal Identification and Investigation as an independent agency, serving alike, all law enforcement departments and agencies throughout the state.

Section 9: To work closely with the International Association for Identification in furthering the professionalism of identification generally.

Section 10: To cooperate with other State and Federal agencies in furthering the professional and scientific advances in the identification field.

Article III Membership

Section 1: Sex, Race, Creed or National Origin shall be no bar to membership in this Association.

Section 2: Membership in this Association shall consist of Active, Life, Associate, and Honorary Members.

Section 3: ACTIVE MEMBERSHIP

The Active Membership of the Association shall consist of Chief's of Police, Chief's of Detectives, heads of Bureau of Identification and investigation, Sheriff's and any other persons who are engaged in Law enforcement and/or the sciences of identification, who are bonafide employees and are receiving salaries from national, State, County of Municipal Government, or some sub-division thereof, and who are actively engaged in the practice of this profession.

Section 4: LIFE MEMBERSHIP

The Life Membership may be awarded to an active member who retires from his or her branch of active employment as stated in Section 3, Article III, with such pension being derived from his active work with the national, State, County, Municipal, or other such political subdivision. Such Life Membership shall have all the privileges as stated in Section 3 and Section 7 of Article III, and in Section 6 of Article IV. 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. Members applying for Life Membership must have fulfilled their obligation to this organization with a minimum of fifteen (15) years continuous service and must be in good standing at the time of retirement, no longer drawing a salary from a National, State, County, Municipal or other political subdivision (and are no longer active in the field, or have completed (25) years of paid membership in this Association. Application for Life Membership shall be a written request made within one hundred and eighty (180) of his/her retirement date. Such Life Membership shall be awarded upon majority vote of Board of Directors and/or Executive Board.

Section 4.1: DISTINGUISHED MEMBER

Distinguished membership may be awarded in recognition of a member's superior efforts in the furtherance of the goals of the Ohio Identification Officers Association.

Any Active or Life Member in good standing may apply to the Board of Directors for Distinguished Member status. The member must apply in writing and must meet the following requirements:

- (a) A minimum of five (5) years of continuous paid membership.
- (b) Must have attended four (4) of the last five (5) annual division conferences
- (c) And has been a speaker at an annual training conference;
- (d) Or has hosted an annual conference;
- (e) Or who is or has held an elected Association Board position
- (f) And has written and published in the Association newsletter an original article.

It will be the responsibility of the applicant for Distinguished Membership to provide the necessary supporting documentation. Distinguished membership may be conferred on a member only by a majority vote of the Current Association Officers and Board of Directors. (passed 10-11-06)

Section 5: 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 6: HONORARY MEMBERSHIP

Honorary Membership of this 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 7: 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 pensions from their political subdivision at the time of their election or appointment to any office of this Association, shall be eligible to become Officers of this Association.

Section 8: QUORUM

A minimum of fifteen (15) of Active and Life Members in good standing shall constitute a quorum for the transaction of all business of this Association during the Business Meeting at the annual conference, as stated in Article XV.

Article IV FEES, DUES & ASSESSMENTS

Section 1: ANNUAL DUES

The Annual Membership dues shall be Twenty (\$20.00) dollars, payable in advance on the first day of January of each year. There shall be no initiation fees.

Section 2:

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; dues 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 (\$20.00) dollars and any levied assessment, which cover all payments to the Association for that calendar year only. All applications for membership shall be on a proper form with a signature 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 his membership and not be reinstated until he has paid dues for the current year and all back dues owed the Association unless waived by the Executive Board.

Section 6: PRIVELEGES

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 elective 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 appointive 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 of the Board of Directors shall be the immediate Past President who has completed his full term.

Section 3.1 EXECUTIVE BOARD

The Executive Board shall consist of the Board of Directors, 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 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 Member or Members of the Board shall fulfill the unexpired term of that office.

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.

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 1.01 Appointments and Vacancies

The President will appoint all Appointive Officers, 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. Such appointments caused by death, resignation or other causes shall be subject to the confirmation by the Executive Board. Appointment of Divisional Representative to the IAI will be in accordance of Section 14.05 of the By-Laws of the IAI.

Section 2: AUDITS

He 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 his absence or temporary disability, the Second Vice-President, or in his 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 the President and First Vice President, the Second Vice President will succeed to the office of President and serve the unexpired term thereof. In case of death, resignation, or removal from office of the President, First Vice President and Second Vice President, the Third Vice President will serve the unexpired term thereof.

Section 2:

They shall render such assistance to the President as may be requested of them.

Section 3:

They 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 the all resolutions and constitutional Amendments which are proposed to the Association within ten (10) days prior to the opening date of the Annual meeting, as provided in Article XV, Sections 7 & 8.

Section 3:

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

Section 4:

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

ARTICLE X DUTIES OF THE TREASURER

Section 1:

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

Section2:

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, 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 up 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. He shall assist the President in preserving order.

Section 2:

He shall perform such other duties as the President may request of him.

ARTICLE XII DUTIES OF THE EXECUTIVE BOARD

Section 1:

The Executive Board shall act as advisory Committee to the President.

Section 2: Conference Venue

They shall determine 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 meeting by the Board.

Section 5: Hearings

The Executive Board shall have the power to try any Member or Officer of the Association upon any charge affecting his 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 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, 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 (3) 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: Elective Office

The tenure of office for elective officers shall be for a period of twelve (12) months or until their successors are chosen as provided in Article VII, Section 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 Article V, Section 3, of this Constitution, the terms of Office of the Chairman of the Board of Directors shall be held by the retiring President for a period of twelve (12) months. In the event the retiring President is unable to fulfill the Office of Chairman of the Board of Directors, the President of the Association shall appoint another Past President to serve in that capacity.

Section 3: Re-election Eligibility

No elected officer, except for the offices of Secretary and Treasurer may hold his term of office more than twelve (12) months. He/she may after sixty (60) months be eligible for election to the same office. This does not bar an officer or member from being elected 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 his 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

Appointive Officers are exempt from the foregoing sections as they are appointed by the President as provided for in Article VII, Section 1, of this constitution.

Section 6: Removal from Office

The President, with the approval of a two-thirds majority vote of the Executive Board, may remove from office any 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 General Membership Meeting will be conducted during the annual Association Conference.

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

Section 2: Elections

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

Section 3: Nominations and Voting

The Nominations committee, a special committee appointed by the President of the Association, 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 7, shall make nominations at the General Membership meeting. In addition any active or life member in good standing and in accordance with the provisions in Article III, section 7, may be nominated from the floor of the General Membership meeting.

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 names 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 he shall be declared elected. Each office to be nominated and voted on separately. The Secretary shall post the names of the candidates and their eligibility.

Section 4: Participation

All members are entitled to the floor of the or any other deliberative assemblies of said 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 proceedings of ALL meetings as provided for in Article X, Section 1, of this Constitution.

Section 6: Notice of Resolutions and Amendments

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

Section 7: Amendments

Any motion to amend the Constitution and By-Laws of this 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 this Association must be read at least once in a Meeting and then read at the next annual 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 meeting. Passage and adoption of any amendment will be majority vote of the membership.

Section 7.01 Approval and Adoption

All amendments to the Constitution and By-Laws of this 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 or amendments 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 shall be guided by the most current edition "ROBERTS' 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) Invocation
- (c) Address of Welcome
- (d) Report of the Secretary
- (e) Reading of Minutes of the previous meetings
- (f) Report of the Treasurer
- (g) Appointments of Committees
- (h) Reports of Officers
- (i) Reports of Committees
- (j) Reports of District Vice Presidents
- (k) Presentation and reading of papers
- (l) Unfinished business
- (m) New business
- (n) Election of Officers. When ordered by the Board of Directors as provided in Article XV, Section 2, of this Constitution
- (o) Good of the Association
- (p) Adjournment

ARTICLE XV SCHOLARSHIP FUND

Section 1: Fund

The fund shall be governed by the members of the Executive Board. The amount of the fund shall be established at \$500.00 per anum.

Section 2: Eligibility

Application for the scholarship shall be open to members of the OIO, or members of the immediate family of an OIO 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 on successful completion of an approved course of study as outlined in section 2 of this article, subject to approval of the Executive Board. Approval shall be determined by a majority vote of the Executive Board. Documentation of completion will be the responsibility of the applicant.

(Passed 9-3-2008)

Updated 10-24-2008

**Amendments passed 9-20-13
updated 10-01-13**