

**LOUISIANA DIVISION, INC.**  
**INTERNATIONAL ASSOCIATION FOR IDENTIFICATION**  
**CONSTITUTION AND BY-LAWS**

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**LOUISIANA DIVISION, INC.**  
**INTERNATIONAL ASSOCIATION FOR IDENTIFICATION**  
**CONSTITUTION AND BY-LAWS**

**Article I NAME AND OBJECT**

SECTION 1            This Association shall be known as The Louisiana Division, Incorporated, of The International Association for Identification; which is Incorporated Under and By Virtue of The Laws of the State of Delaware, a Not-For-Profit Corporation.

SECTION 2            The Louisiana Division was Officially Chartered in 1945, and Incorporated in The State of Louisiana in 1960, and has Remained Active since 1945, as a Not-For-Profit Corporation.

SECTION 3            The Louisiana Division Accepts The Constitution and By-Laws of the International Association for Identification as our Governing Authority.

SECTION 4            OBJECT

- A.    To Associate Persons actively Engaged in The Profession of Forensic Identification, Investigation and Scientific Examination of Physical Evidence into an Organized Body within The State of Louisiana, so that the Profession, in all of its Branches may be Effectively Administered and Uniformly Practiced.
- B.    To Encourage Expansion and Improvement in All Aspects of Forensic Identification and Scientific Investigations Related to Crime Detection.
- C.    To Encourage and Promote Education and Research Work in Crime Detection and keep all Members Apprized of the Latest Techniques and Discoveries.
- D.    To Employ the Collective Wisdom of the Profession and to Advance the Scientific Technique of Personal Identification and Crime Detection.
- E.    To Work closely With all Persons in Furthering the Profession of Identification, generally.

## Article II MEMBERSHIP

- SECTION 1            Membership in this Association shall Consist of Active, Life Active, Associate and Honorary Members.
- SECTION 2            Application for Membership shall Conform to the Provisions Set Forth in Article I of The Constitution and By-Laws. All Applicants for Membership must be Recommended by a Member of The Association in Good Standing.
- SECTION 3            Active Membership shall Consist of Persons who are Actively Engaged in The Science of Identification and Forensic Science, Chiefs of Police and Sheriffs; provided however, that the foregoing Persons are bonafide Employees of and Receive Salaries from National, State, Parish or Municipal Governments, or some subdivision thereof.
- Active Members shall Pay Dues and shall be Eligible to Vote and Hold Office.
- Members shall Not Lose their Active Membership Due to Service or Disability Retirement or Change of Position so long as he Remains in Good Standing. Active Members are Entitled to All Rights and Privileges of the Association including Voting and Election to Office so long as they Remain in Good Standing.
- SECTION 4            Life Active Membership shall be Limited to Active Members of The Louisiana Division who Joined prior to January 1, 1980 with Twenty (20) Years of Continuous Membership; Life Active Membership shall be further Limited to Active Members of the Louisiana Division who joined on or after January 1, 1980 with Twenty-five Years of Continuous Membership.
- Life Active Members shall be Excused During the Remainder of their Lifetime From Payment of Dues and Assessments.
- Life Active Members shall be Eligible to Vote and Hold Office and are Entitled to all of the Privileges of an Active Member, Subject to Section 7 below.
- SECTION 5            Associate Membership shall Consist of all Reputable Persons, wholly or partially Engaged in Any of the Various Phases of the Science of Identification, who are Not Qualified for Active Membership; but who Seek Affiliation with The Louisiana Division of I. A. I. For the purpose of supporting the Association. Persons who Leave the profession of Personal Identification or Investigation, Prior to Retirement, For Any Reason, Except Dishonorable Discharge, shall, in all respects Be Subject to the Same Rules, Fees and Charges and Entitled to the same Rights and Privileges as Active Members; including Life Associate Membership After Twenty-Five Years of Continuous Membership, except that they shall be entitled to the offices according to Section 7 below. Associate Members shall pay dues and are eligible hold office in compliance with Section 8.

SECTION 6           Honorary Membership shall Consist of persons who have Distinguished themselves by Performing some Outstanding or Meritorious Service to The Louisiana Division of I. A. I. or to the Profession of Law Enforcement. This Coveted Distinction shall be Awarded for a period of One(1)Year to an individual, only By a Two-Thirds Vote of the Division, Assembled in Conference.

Honorary Members are Entitled to all other Rights and Privileges of The Association, Except they shall Not be Allowed to Vote or Hold Office and they are Excused From the Payment of Dues and Assessments.

SECTION 7           Dues paid between January 1 and October 1 shall be applied to the current calendar year.

SECTION 8           Only Members Actively Employed and Engaged in Law Enforcement at the Time of Nomination shall be Eligible to Assume the Offices of President, First Vice-President, Second Vice-President, Third Vice-President and Sergeant-at-Arms.

## **Article III OFFICERS**

SECTION 1           There are hereby created the following Officers of The Division:

- a)    President
- b)    First Vice-President
- c)    Second Vice-President
- d)    Third Vice-President
- e)    Immediate Past President
- f)    Secretary / Treasurer
- g)    Sergeant-At-Arms
- h)    Chaplain
- i)    Historian & Photographer
- j)    Division Representative
- k)    Editor
- l)    Parliamentarian

SECTION 2           All of the foregoing Officers shall be Elected at The Annual Conference of the Division. Qualified Candidates for all other Offices shall be Nominated From our Active, Life and Associate Members according to Section 7 above.

The Candidate for (j) Division Representative shall be a Member of The International Association in Good Standing.

## **Article IV BOARD OF DIRECTORS**

- SECTION 1        There shall be a Board of Directors Consisting of Seven (7) Members and an Ex-officio Chairman. Except for The Chairman, all of the Directors shall be Elected at The Annual Conference of The Association.
- SECTION 2        The Immediate Past-President shall Serve as The Ex-officio Chairman of The Board of Directors. However, he is Only Entitled to vote in the Event of a Tie.
- SECTION 3        All Past-Presidents and Officers of The Association will be Ex-officio Members of The Board of Directors and May Attend all Board Meetings. However, these persons maybe Heard, but are Not Entitled to Vote.
- SECTION 4        In the Event of a Vacancy Occurring on The Board of Directors between Annual Conferences, Such Vacancies shall be filled by The President. All such Appointees shall Hold Office Until the Next Annual Conference.
- SECTION 5        A Quorum of The Board of Directors shall Consist of five (5) Directors, The Chairman is inclusive.  
One (1) current Vice-President must be present.

## **Article V DUTIES OF THE PRESIDENT**

- SECTION 1        The President shall Preside at all Meetings of The Association and shall Preserve Order and Decorum, Carefully Supervise the Affairs of The Association and Labor for its Usefulness and Efficiency; Approve all Checks Drawn Upon The Association; and Fill all Vacancies Caused By Death, Resignation or Other Causes, except as otherwise specifically provided for within.
- SECTION 2        The Incoming President shall Appoint The Chairman and Majority of all Standing and Special Committees, along with The Division Representative, Subject to Approval of The Board of Directors.
- SECTION 3        The President shall not succeed himself in office except in cases where he serves the unexpired term of his predecessor.
- SECTION 4        The President shall be Reimbursed for Expenses Incurred for The Good of The Association, upon presentation of an Itemized Listing of all such Invoices and Expenditures, Subject to Approval of The Board of Directors.

## **Article VI DUTIES OF THE VICE-PRESIDENTS**

- SECTION 1        The First Vice-President, or in His or Her Temporary Absence or Disability, followed by the Second and then Third Vice-President, shall Act as Presiding Officer in the Absence of the President.
- SECTION 2        The First Vice President shall Automatically Succeed to The Office of President in the Event of Death, Disability, Resignation, or Removal From The Office of President; and shall Serve the Expired term thereof until the Next Annual Conference.
- SECTION 3        The First Vice-President Appoints the Minority of all Standing and Special Committees, unless otherwise specified herein. He or She shall Assist The President in Administering the Affairs of The Association.
- SECTION 4        Should it become necessary to replace several of the Presidents, they shall be Succeeded by the Numerically Highest Remaining Vice-President. If all four Presidential Officers are vacated, a special meeting of the Board of Directors shall be Held to Fill the Vacancies, until the Next Annual Conference.
- SECTION 5        It shall be the duty of the Second and Third Vice Presidents to Assist The President and First Vice-President in Administering the Affairs of the Association and Performing any and all Duties Assigned to them.

## **Article VII** **DUTIES OF THE IMMEDIATE PAST-PRESIDENT**

- SECTION 1        The Office of immediate Past-President shall be Held by The Retiring President, until succeeded by the next retiring President. He or She shall Serve as Ex-officio Chairman of the Board of Directors, however, he is only entitled to Vote to Break a Tie Vote of The Board of Directors.

## **ARTICLE VIII DUTIES OF THE SECRETARY/TREASURER**

- SECTION 1        The Secretary/Treasurer shall keep the Records and Minutes of The Association, Receive all Monies Due The Association, and Keep a Just and Accurate Account between The Association and its Members.
- SECTION 2        The Secretary/Treasurer shall be The Secretary of the Board of Directors, but shall Not have a Vote in their deliberations. The Secretary/Treasurer shall Not Be an Elected Member of The Board of Directors.  
The Secretary/Treasurer shall Perform other Duties as may be Assigned by The President or Chairman of The Board of Directors, and The Association Assembled in Conference.
- SECTION 3        The Secretary/Treasurer from The Committee shall Draw all Warrants and Checks for The Expenses of the Association, which shall be Co-Signed by The Secretary/Treasurer, the President of The Association, or a Co-Signee Designated by The President.
- SECTION 4        The Secretary/Treasurer shall Appoint a Certified Public Accountant, with the Approval of The Board of Directors, who shall make an Examination and Audit the Financial Books and Records of The Association for the Twelve Month Period Ending April 30th of each Year. A Report of Such Audit shall be Submitted to The Board of Directors for Approval at its First Annual Meeting thereafter. Copies shall be Made Available for Inspection and Examination by Officers and Members of The Association during The Annual Conference.  
In addition, the Secretary/Treasurer shall Submit at The Annual Conference a Detailed Report of Receipts and Disbursements, Activities, and the Condition of the Account.
- SECTION 5        The Secretary/Treasurer shall Receive All Applications for Membership, including the Name of the Applicant, Address, Department or Affiliation, and Occupation (including primary discipline and, if any, secondary disciplines); and shall see that All Applications Go to The Division Representative.
- SECTION 6        The Secretary/Treasurer shall Notify all Applicants for Active and Associate Membership of their Acceptance or Rejection.
- SECTION 7        The Secretary/Treasurer, unless otherwise Designated by The President, will see that the Printing of Supplies and Stationary are prepared by a Printer Licensed to do business within The State of Louisiana; and shall make certain that ample and sufficient supplies are on hand at all times.
- SECTION 8        The Secretary/Treasurer will Advise the Officers, The Board of Directors, Membership and Guest of forth-coming meetings and functions; shall Prepare the Proposed Agenda of all items to be Considered at The Board of Directors Meetings and Conference; and shall make certain that copies are mailed to all concerned, at least ten (10) days prior to the scheduled event.

- SECTION 9           The Secretary/Treasurer shall Mail copies of the Minutes of All Meetings of The Association, Officers, and Board of Directors, to all Officers and Board of Director Members, whether in attendance or not.
- SECTION 10         Upon Payment of Dues and Assessments, The Secretary / Treasurer shall Issue to each Member a Membership Card Bearing the Date and Year Issued. This document may be of the same color and design for succeeding years. They must be Typewritten and Signed by The President and Secretary / Treasurer. Any Erasures thereon will Declare it Null and Void.
- SECTION 11         The Secretary/Treasurer shall Serve on The Membership Committee, along with The Division Representative, and Process and Approve Applications for Membership in The Association.
- SECTION 12         The Secretary/Treasurer shall Notify The President of The Parent Association as to The Name of the Person Selected to Represent The Louisiana Association as Division Representative within Thirty (30) days after The Annual State Conference.
- SECTION 13         The Secretary/Treasurer shall Receive an Annual Appropriation as Set Forth by The Board of Directors for Expenses Incurred in Office.



## **Article IX DUTIES OF THE SERGEANT-AT-ARMS**

- SECTION 1           The Sergeant-at-Alms shall have Command of the Outer Door of The Conference Hall and Board Room, and shall Prevent Unauthorized Entry by anyone not qualified or invited to be present.
- SECTION 2           The Sergeant-at-Arms will be Responsible for Arranging the Meeting Room or Board Room; including Placement of The United States and Louisiana State Flags, The Association Banner, The Speakers rostrum, microphone, and flowers. He or She shall make certain that the Place of Assembly is Clean and Orderly at all times.
- SECTION 3           The Sergeant-at-Arms shall Maintain the Association's Flags, and Banner, and shall be Responsible for their Maintenance and Security between Conferences and Board Meetings. He or She shall be Compensated for Reasonable Expenses incurred in the Maintenance and Presentation of these items, Subject to Authorization and Approval by The Board of Directors.
- SECTION 4           The Sergeant-at-Arms shall Assist The President and the Secretary/Treasurer in Determining the Voting Eligibility of Conference Attendees. He or She shall also be Responsible for the Preparation, Distribution, Collection and Counting all Formal, Written Ballots; making certain that only Authorized Members are Allowed to Vote.
- Section 5           The Sergeant-at-Arms shall Assist The President in Preserving Order and Decorum, and shall Perform all Other Duties as Directed by The President or Chairman of the Board of Directors.

## **Article X DUTIES OF THE CHAPLAIN**

SECTION 1           The Chaplain shall Lead the Association in Prayer and Pledge of Allegiance to The United States of America Flag at Authorized Meetings and Conferences, and Assist The President at Funerals, whenever requested.

SECTION 2           The Chaplain shall Recite the following Official Prayer at our Association on all such Occasions:

*"Our Father, Who art in Heaven, we ask Thee to Bless this Meeting, Endow us with Thy Spirit, May all our Actions be Guided by Thy Hand, that we may be Fair and Just to all. Bless the Association and all Members Everywhere, we ask in Thy Name, Amen."*

SECTION 3           The Chaplain shall Perform these and all Other Duties as Directed by The President, including the Care, Preservation and Presentation of our Deceased Members Plaque at The Association's Annual Conference.

## **Article XI DUTIES OF THE HISTORIAN/PHOTOGRAPHER**

- SECTION 1        The Historian/Photographer shall Keep a History of The Association, including Photographs; and shall receive all items of interest to Members intended for publication, edit them when necessary, and forward such items to the editor, for inclusion in The Official Publication, when warranted and of significant importance.
- SECTION 2        The Historian/Photographer shall be Responsible for Photographs of all Events and Official Functions of The Association. He or She shall Perform all other Duties as Directed by The President, Chairman of The Board of Directors, and The Editor. He or She shall Edit all Photographs and Accurately List thereon, on the reverse side, the date, location, and names of persons and objects photographed.
- SECTION 3        The Historian/Photographer shall make available, as soon as reasonably possible after each official gathering, copies of all materials and photographs for publication and forwarding.
- SECTION 4        The Historian/Photographer shall be Responsible for the Accuracy, Maintenance, Upkeep, Preservation and Presentation of all Association Memorabilia Authorized by The Board of Directors, which shall be on display at The Annual Conference.
- SECTION 5        In the absence of The Historian/Photographer the Board of Directors shall appoint an alternate photographer, when warranted.
- SECTION 6        The Historian/Photographer shall be Reimbursed for all Reasonable Expenses Incurred in Performing these Duties, Subject to Authorization and Approval by The Board of Directors. Should the services of an alternate photographer be required, they shall be reimbursed under the conditions stipulated above.

## **ARTICLE XII DUTIES OF THE DIVISION REPRESENTATIVE**

SECTION 1           The Division Representative is The Liaison Officer between The Parent Body and This Division, and shall Facilitate Communications between The Division and Parent Body.

SECTION 2           The Division Representative shall Assist our President and Secretary/Treasurer in the Expeditious Processing of all New Applications for Membership, and shall Perform all other Duties as Directed by The President and Board of Directors.

SECTION 3           The Division Representative shall Submit at the Annual Conference, and at such other times as Designated by The President and Board of Directors, a Report of His or Her Findings Within our Association and The International Association.

## **ARTICLE XIII DUTIES OF THE EDITOR**

- SECTION 1           The Editor for The Official Publication of the Association must be an Active or Life Active Member, in Good Standing, during the Term of His Contract.
- SECTION 2           The Editor shall be Governed by the Terms and Conditions Existing in his Contract, including Monetary Stipulations, as Authorized by The President and Approved by The Board of Directors, whom The Editor shall be Responsible to Notify in Advance of the Expiration of Said Contract.
- SECTION 3           The Editor shall be reimbursed for all emergency and necessary expenses incurred for the efficient operation of that office, Subject to Submission of Vouchers and Receipts for such Expenditures, and the Authorization and Approval by The Board of Directors.
- SECTION 4           The Editor shall Receive all types of materials and Items of interest, Photographs, Announcements, and General Information Pertaining to our Members, for Inclusion in our Publication. He shall also Secure Beneficial Publicity for The Division and Make Certain that the Names, Addresses, Departments and Affiliation, and Occupation including Primary and Secondary Disciplines of Applicants for Membership be Promptly Published.
- SECTION 5           The Editor shall be Responsible for Preparing The Association's Official Annual Conference Program Book, Preferably in Pocket-size, for Distribution to Members and Guests.
- SECTION 6           The Editor is Empowered to Select and Work with a Printer of His Choice, with Approval of the Board of Directors, providing Said Printer is Licensed in The State of Louisiana.
- SECTION 7           The Editor shall be Responsible for Supervising the Selling of Advertisements by The Contracted Advertising Manager Employed by The Association. The Editor Shall Work in close harmony with Said Agent and should any Complaints be Received, The Editor shall Contact the Complainant and Report his Findings to The President and Board of Directors.

## **Article XIV DUTIES OF THE PARLIAMENTARIAN**

- SECTION 1        The Parliamentarian for The Association shall Assist the President, the Chair of the Board of Directors, other Officers and Members as needed on Matters of Parliamentary Procedure, and to Facilitate the Steering of Meetings by Adhering to the Procedures listed in Roberts Rules of Order.
- SECTION 2        The Parliamentarian's Role is Purely Advisory and Consultative in Nature.
- SECTION 3        The Parliamentarian shall be an Active, Life Active, Associate or Honorary Member of The Association in Good Standing.

## **Article XV DUTIES OF THE BOARD OF DIRECTORS**

- SECTION 1        The Board of Directors shall be The Managing Body of The Association, and they shall Act as an Advisory Committee to The President.
- SECTION 2        The Association's Immediate Past President shall Serve as Chairman of The Board of Directors, however, he shall Not Vote on any matters, Except to Break a Tie Vote. All other Past Presidents, Officers, and Guests can appear and be heard before The Board of Directors, But they Shall Not have a Vote.
- SECTION 3        The Board of Directors shall Select the Place and Dates of The Annual Conference and Approve The Program and Activities for The Conference. They shall Control the Affairs of The Association.
- SECTION 4        All business of The Association shall be Presented to The Board of Directors and shall be taken up at The Business Sessions of The Board of Directors and The Conference Business Meetings.  
Matters of an Emergency Nature, Recognized as such By the Delegates in Attendance at The Conference, may also be Considered.
- SECTION 5        The Board of Directors shall Have the Power to Conduct a Hearing Concerning Any Member of The Association Upon any Charge By Any other Member Affecting Said Member's Professional Ethical Conduct, Provided the Charge is Made in Writing and has been Signed By the Person Making the Charge. After an Investigation and Hearing on Said Matter, If the Accused is Found Guilty By a Majority Vote of The Board of Directors, The Board shall Have the Authority to Expel, Suspend, Censure or Admonish Such Member.
- SECTION 6        Any Written Charge or Charges against any Member or Officer shall be Submitted in Duplicate and Placed in the Hands of The President and Chairman of The Board, who shall, Within Ten(10) Days, Lay the Matter Before The Board of Directors for Consideration The Chairman of the Board shall Forward a Copy of Said Charge or Charges to The Accused by Registered Mail, Return Receipt Requested. The Accused shall Have Thirty(30) Days in which to Answer, in Writing, Said Charge or Charges.
- Should The Accused Request an Opportunity to be Heard and Face His/Her Accuser(s), the Request shall be Honored at the Next Regularly Scheduled Board of Directors Meetings. If The Accused Member Fails to File such Written Answer Within the Time Prescribed in this Section, such failure shall Constitute a Waiver of the Right to a Hearing on such charges, and Said Accused Member shall Thereupon Abide by The Actions and Decision of The Board of Directors in Connection therewith, Without the Right to Appeal to the Next Annual Conference as Set Forth in Section 7 below.

- SECTION 7           Should the Accused Member File a Written Answer, and the Judgment of The Board is Adverse to the accused, The Accused shall have the Right to Appeal the Decision of The Board to The Association's Membership at its Next Annual Conference, at which time the Findings and Order of the Board shall become Final, Unless The Board is Overruled By a Two-Thirds Majority Vote of the Membership Present.
- SECTION 8           The President or Board of Directors Shall Have the Authority to Recommend Sanction, or Impeachment of an Officer or, Board or Committee Member, Who Consistently Neglects to Perform his Elected or Appointed Duties. Appeal to such action shall be In Accordance with The Provisions stated above.
- SECTION 9           The Board of Directors Shall Not Have Power or Authority to Change Any Part of the Constitution and By-Laws, During the Recess of The Association. However, they May Recommend any such Changes to The President for Introduction at The Next Annual Conference, to be Voted on by The Membership in Assembly.
- SECTION 10          Unless Specified in this Constitution and By-Laws, elsewhere, Association Expenditures Cannot Be Made By Any Member of this Division Without the Approval and Authorization of The Board of Directors. However, Officer and Board Members Can, Under Extraordinary and Emergency Circumstances Incur Reasonable Expenses, where time is a factor. These Expenditures Must be Documented and Supported with Invoices or Receipts and Reported Immediately thereafter to The Board Chairman or Secretary/Treasurer for Reimbursement.



## **Article XVI ANNUAL CONFERENCES**

- SECTION 1           The Annual Conference of The Association will be for Not More Than Four (4) days, at the Place Selected by The Board of Directors, Unless The Division Conference is to be Held Jointly with The International Association.
- SECTION 2           A Board of Directors Meeting shall be Held on The First Afternoon of The Conference and thereafter that The Board of Directors Deems Appropriate to Complete The Association's Business.
- SECTION 3           The Board of Directors may Anoint or Authorize Hiring of an Assistant Secretary, when The Conferences are Held Jointly with The International. This person shall be compensated at a fair rate and shall be made aware that a complete report of all proceedings must be forwarded to the President, Board Chairman, Secretary/Treasurer and Editor, either at the end of the Conference or not more than fifteen (15) days after Conference Adjournment.
- SECTION 4           The Secretary/Treasurer shall Keep a Complete and Accurate Account of All Conference Proceedings, including Copies of All Materials and Records furnished by an Assistant Secretary, when utilized.
- SECTION 5           Elections May or May Not Be By Ballot, Subject to the Desires of The Delegate in Assembly.  
Election to Office shall be Governed by The Candidate Receiving a Majority of the Votes Cast.
- SECTION 6           If More than Two Candidates are Nominated for Office, the Name Receiving the Lowest Number of Votes shall be Dropped on Each Succeeding Ballot, Unless on any ballot One Candidate shall Receive a Majority of all Votes Cast, in which event, He or She will be Declared Elected to Office.
- SECTION 7           All Members are Entitled to The Floor of the Conference or other Deliberative Assemblies of The Association, but Only Those in Good Standing and Holding a Current Active, Life Active or Associate Membership in The Association are Entitled to Vote on Motions and The Election to Office as previously outlined.
- SECTION 8           The Entire Proceedings of The Conference shall be Edited and Printed in Future Issues of The Identification Officer with Preference being Given to Election Results and Committee Appointments.
- SECTION 9           International Annual Conference: The Nomination and Election of Delegates to The International Annual Conference, to Represent The Louisiana Division of I. A. I. shall be held during the Division's Annual State Conference. Candidates Must Be Residents of the State of Louisiana, and Members in Good Standing of The Parent Association with Voting Power.

- SECTION 10      The Division is Authorized to Choose One Delegate Per each Twenty-Five (25) Division Members, or as Authorized by The Board of Directors.  
The President and Division Representative shall be Automatic Delegates to The International Conference.
- SECTION 11      Each Official Delegate will Receive Reimbursement for Expenses while Attending International Conferences, as Set Forth by The Board of Directors, when Funds are Available.
- SECTION 12      The President shall Appoint One of The Delegates to The International Conference with the Responsibility of Bringing and Displaying our Louisiana Division State Banner at The International Conference.
- SECTION 13      When The International Conference is Held Jointly with The Louisiana Division Conference, we shall be Governed by The International Conference Rules, Except at our Louisiana Division Business Meetings, which will be Held Separately from The International.
- SECTION 14      The Presiding Officer of The Louisiana Association Annual Conference, Board of Directors Meeting, and Committee Meetings, shall always be Governed and Guided by the Manual of The Robert Rules of Order (revised), in Deciding all Matters of Parliamentary Procedure.

The Order of Proceedings Shall Be As Follows:

- A.    Calling the Meeting to Order by The President.
- B.    Invocation
- C.    Addresses of Welcome
- D.    Response to Address of Welcome
- E.    Tribute to Deceased Members
- F.    Presidential Address
- G.    Appointment of Conference Committees
- H.    Presentation of Addressees and Papers
- I.    Report of The Division Representative
- J.    Report of The Secretary/Treasurer
- K.    Reports of Other Committees
- L.    Other Reports
- M.    New Business
- N.    Good of The Association
- O.    Election of Officers
- P.    Photographs of Newly Elected Officers and Board of Directors
- Q.    Adjournment

## **Article XVII TERMS OF OFFICE**

- SECTION 1       As long as the Membership of this Association Remains Over One Hundred (100) Members, Officers and Board of Director Members shall be Elected to Serve in Office on an Annual Basis.
- SECTION 2       Should the Membership Drop Below One Hundred (100) Members, Officers and Board of Director Members shall be Elected to Serve Two (2) Year Terms of Office.

## **Article XVIII** **REPORTS, LETTERS AND CORRESPONDENCE**

- SECTION 1       Reports will be Rendered at Each Annual Conference of The Association and Board of Directors Meetings of The Association by:
- A.    President
  - B.    Chairman of the Board of Directors
  - C.    Division Representative
  - D.    Secretary / Treasurer
  - E.    Editor
  - F.    All Standing and Special Committee Reports
  - G.    All Other Duly Authorized Reports
- SECTION 2       Copies of all Reports, Letters and Correspondence by Authorized Persons, relating to Association Business, shall be Forwarded to The Secretary/Treasurer.

## **Article XIX EMBLEM**

- SECTION 1        The Emblem of this Association shall be Used Only by Members of The Association in Good Standing.
- SECTION 2        The Emblem for the Louisiana Division will be an Outline of The State of Louisiana with The International I. A. I. Emblem in the Center.
- SECTION 3        The Louisiana Division Emblem will be on all stationary, official programs and publications of this Division.
- SECTION 4        Emblems can be Used on Personal or Departmental Stationary by Members in Good Standing, on Written Request, Subject to the Approval of their Department Head and our Board of Directors.

## **Article XX**

### **PAST PRESIDENT'S BADGE, I.A.I. JEWELRY, LAPEL PIN, AND TIE CLASPS**

- SECTION 1        The Secretary/Treasurer shall Purchase and Furnish the Immediate Past President the Officially Recognized Badge of The Louisiana Division of I. A. I., at The Association's Expense.
- SECTION 2        Lapel Pins, Tie Clasps, Badges and International Association Jewelry shall be Purchased by The Secretary/Treasurer for Resale to our Division Members at the Purchase Price, upon Written Request of the Member, or for Resale at The Division Conference.

## **Article XXI AMENDMENTS**

- SECTION 1 Any Motion to Change or Amend The Division Constitution and By-Laws Must be Submitted in Writing and Presented at The Opening Business Session of the Conference and shall be Turned Over to The Resolutions Committee.
- SECTION 2 Proposed Constitutional Amendments may be introduced and read at the current Conference; however, they are not to be voted upon and must be retained until the next Conference to be voted upon for final action.
- SECTION 3 Passage and Adoption of All Constitutional or By-Laws charges shall be by a Majority Vote of The Delegates in Attendance.
- SECTION 4 All Proposed Constitutional Amendments shall be Printed in Their Entirety in The Official Publication.

## **ARTICLE XXII EXPENSES AND PER-DIEM ALLOWANCES**

- SECTION 1 When Funds are Available, a Per-Diem Allowance, as Set Forth by The Board of Directors, for Travel and Per-Diem Expenses, shall be made to Designated Officers and Board Members of this Division for attending Authorized Meetings and Conferences, Representing The Louisiana Division, as Approved by The Board of Directors.
- SECTION 2 Reimbursement of all such Expenses shall be made by a Voucher System. Payment shall be made on a Mileage or Per-Diem Basis, as Authorized by The Board of Directors.
- SECTION 3 All Per-Diem Vouchers Submitted shall be For Authorized Expenditures Incurred in The Performance of Official Duties, for The Good of The Association, Subject to Approval of the Board of Directors.
- SECTION 4 No Per-Diem Allowance shall be Afforded Until the Final Day of All Authorized Meetings and Division Conferences, and then, Only After Attendance has been Certified for Each and Every Day Per-Diem is Requested, Excluding Travel Time.

## **Article XXIII COMMITTEES**

- SECTION 1        There shall be Two Kinds of Committees, Standing and Special. When not otherwise provided herein, all Committees shall be Appointed by The President and First Vice-President, Subject to Approval of the Board of Directors.
- SECTION 2        The President shall Name The Chairperson and Majority of All Committees, and The First Vice-President shall Appoint the Minority. The Board of Directors shall determine all Committees, unless otherwise specified or provided for herein.
- SECTION 3        All Committees shall Perform such Duties as Required of them By The President, Board of Directors, Members Assembled in Conference and The Constitution and By-Laws.
- SECTION 4        Standing Committees shall remain Active for One Fiscal Year, between Annual Conferences.
- SECTION 5        Special Committees shall remain Active for a Specified Time, or Until their Objective has been Achieved.

### **STANDING COMMITTEES**

#### **MEMBERSHIP COMMITTEE**

- SECTION 1        The Membership Committee shall Consist of five (5) Members, one of whom shall be The Secretary/Treasurer, and another being The Division Representative. They shall Investigate All Applications for Membership to this Division. This Committee shall Report their Findings to The President and Board of Directors.
- SECTION 2        Applications Certified as Qualified for Membership Must be Checked Criminally, to Make Certain they Do Not Possess any Criminal Conviction for a Felony, which Precludes Membership.
- SECTION 3        The Membership must Submit Any and All Questionable Applications, along with a Report of The Committees Investigation and Findings, to The Board of Directors for Final Action, as outlined previously.

## **NOMINATING COMMITTEE**

- SECTION 1        The Nominating Committee shall Consist of all Past Presidents in Attendance, who wish to serve thereon. The Senior Past President shall Preside as Chairman. They shall Receive Recommendations from Any Member, as to the Names of Proposed Candidates for Election, or Delegates to The International Conference.
- SECTION 2        After Considering and Questioning All Proposed Candidates for Office or Delegate, The Nominating Committee shall Make its Recommendations to All Conference Attendees, through a Proposed Nominating Committee Ballot, conspicuously posted at The Conference Headquarters, for The Delegates Assembled in Conference.
- SECTION 3        The Nominating Committee shall Make Certain that All Candidates for Office Meet The Seniority Clauses stated herein.
- SECTION 4        The Nominating Committee shall make Certain that Only Qualified Candidates, in Good Standing, currently Engaged and Employed in Law Enforcement, shall be considered for President, First, Second, and Third Vice-President and Sergeant-At-Alms, as outlined herein.
- SECTION 5        Nothing herein shall be construed to preclude the Nomination for Office or Delegate of anyone eligible for Floor Nomination at the Final Business Meeting of the Conference.

## **RESOLUTIONS, CONSTITUTION AND BY-LAWS COMMITTEE**

- SECTION 1        The Resolutions, Constitution and By-Laws Committee shall Consist of five (5) Members. They shall Record and Prepare in Resolution Form All Recommended Changes, Corrections, Additions and Deletions to The Constitution and By-Laws of this Division, for Presentation to The Membership, Assembled in Conference.
- SECTION 2        This Committee shall be Responsible for Maintaining a True and Correct copy of the Constitution and By-Laws.
- SECTION 3        Immediately following The Annual Conference, the Committee shall prepare in resolution form necessary corrections and have them printed for inclusion in the Constitution and By-Laws Booklets.

## **LAWS AND LEGISLATION COMMITTEE**

SECTION 1           The Laws and Legislation Committee shall Consist of three (3) Members. Their duty shall be to Consider Any and All Laws Passed by or Pending Before The State or Federal Legislative Bodies, which Relate to Personal Identification.

SECTION 2           This Committee shall Report on the Urgency of legislative Possibilities, with Recommendations to The Board of Directors. Additionally, they shall make an Annual Report, Accompanied by their Recommendations, to the Members Assembled in Conference.

## **SICK AND WELFARE COMMITTEE**

SECTION 1           The Sick and Welfare Committee shall Consist of three (3) Members who shall Keep in Touch with any Members of this Division seeking Sick or Financial Assistance. This Committee shall Investigate such Requests and Report their Findings to The Board of Directors.

SECTION 2           When Funds are Available No Member shall be Entitled to Receive Benefits Exceeding Twenty-five(\$25.00) Per month, with the Total Not To Exceed Three Hundred (\$300.00) During the lifetime of his or her Membership in The Association.



## **SCIENCE AND PRACTICES COMMITTEE**

SECTION 1        The Science and Practices Committee shall Consist of three (3) Members, who shall be charged with the Responsibility of Screening and Evaluating New Products, and Investigative Practices instituted Within the Profession of identification.

SECTION 2        This Committee shall Determine which Matters are to be Considered and Report their Conclusions to The President and Board of Directors. If this Committee is Unable to come to a Conclusion they shall Seek Help and Advice from The International Association Science and Practices Committee, prior to a Final Report to The Board of Directors and Members Assembled in Conference.

SECTION 3        The Science and Practices Committee shall be empowered to add to its Committees, Suitable and Qualified Persons to serve as Sub-Chairman and Members in all of the following Disciplines:

1. Fingerprint Identification
2. Polygraph Examination
3. Questioned Document Examination
4. Forensic Photography
5. Firearms and Took Mark Examinations
6. Forensic Laboratory Analysis
7. Voice Identification and Acoustic Analysis
8. Crime Scene Investigation
9. Forensic Art
10. Innovative / General Techniques
11. Bloodstain Pattern Identification
12. AFIS

SECTION 4        The President shall give consideration to geographical location whenever possible when appointing the various Committee Sub-Chairman and Members to facilitate efficiency and expedite travel time.

SECTION 5        The Science and Practice Committee, or Sub-Committees are Not Authorized to Contract any Expenses, or Hire any Expert Witnesses or Examiners, Without the Authorization and Approval of The Board of Directors.

## **SCHOLARSHIP COMMITTEE**

- SECTION 1           When Funds are Available The Scholarship Committee shall Consist of five (5) Members and Process Applications for Educational Scholarships to Advance Learning Criminalistic Institutions, Approved by The Board of Directors.
- SECTION 2           The Scholarship Committee shall Process and Investigate All Applicants for Scholarships and Recommend Approval or Revocation to The Board of Directors.  
They shall Award Scholarship Preference to IAI Members in Good Standing.
- SECTION 3           This Committee shall remain in Constant Contact with the Respective Scholastic Institution Regarding the Progress of all IAI Students, and they shall Seek Assistance for Students having Difficulties in their studies.
- SECTION 4           When necessary, The Scholarship Committee shall Recommend names of replacement Applicants for those revoked Scholarships, and the Committee shall Report to The Board of Directors all Pertinent Information concerning all students.
- SECTION 5           This Committee shall make Certain that All Applicants/Students Receiving Louisiana Division IAI Scholarships are Bound by the Conditions set forth in their Contract with this Division.
- SECTION 6           Any and All Actions and Recommendations of The Scholarship Committee are Subject to Approval of The Board of Directors, including the number of Scholarships to be Awarded.

## **GOOD OF THE ASSOCIATION COMMITTEE**

- SECTION 1           The Good of the Association Committee shall Consist of five (5) Members. The Retiring Chairman of The Board of Directors shall serve as Chairman of this Committee. Duties of the Committee shall Consist of Communication with Members and Persons Interested in Personal Identification for Thoughts and Ideas that may Develop New Procedures and Techniques for the Good of The Association.
- SECTION 2           This Committee is to Submit Reports on all items that may Enhance the Image and Performance of this Division, however, the Committee is Not Authorized to Purchase Products or Materials Without Prior Approval and Authorization of The Board of Directors.
- SECTION 3           Only items or materials, and reports previously approved by The Board of Directors, shall be considered for presentation to the Membership Assembled in Conference.

## **SPECIAL COMMITTEES**

### **CREDENTIALS COMMITTEE**

- SECTION 1        The Credentials Committee shall Consist of the President, Secretary/Treasurer, and Sergeant-At-Arms, who shall pass on the Eligibility of All Delegates to the Division and International Conferences.
- SECTION 2        The Secretary/Treasurer shall furnish The President with a Current Roster of Names of All Division Members Eligible to Hold Office therein, or be Elected an International Delegate, with a copy going to The Nominating Committee Chairman for Determining Election Eligibility.

### **AUDITING COMMITTEE**

- SECTION 1        The Auditing Committee shall consist of three(3) Members whose duty shall be to Peruse the Audit, Records and Financial Reports of the Division during the Annual Conference, or whenever directed to do so by The President of The Board of Directors.
- SECTION 2        The Auditing Committee shall Prepare a Written and Verbal Report to give to The Officers, Board of Directors and The Membership Assembled in Conference.

### **PRESS AND COMPLIMENTS COMMITTEE**

- SECTION 1        The Press and Compliments Committee shall be comprised of three (3) Members and they shall Apprize the Press, Radio and Television Media of The Affairs of The Association and Seek Favorable Coverage from them, including Audio and Video Coverage.
- SECTION 2        This Committee shall also Seek out New Members, Sponsors and Guests who are Interested in The Identification Processes and Make Certain they are All Afforded a Sincere and Cordial Welcome into The Association or at our Social Gatherings.

## **Article XXIV QUORUMS FOR MEETINGS**

SECTION 1 All Special Meetings of the Association and Board of Directors shall be considered as having a Recognized Quorum Consisting of The Members and Officers In Attendance, providing due and proper notification has been made by The Secretary/Treasurer to all persons concerned, providing at least one of the Presidents are In Attendance.

## **Article XXV**

### **THE OFFICIAL PUBLICATION OF THE LOUISIANA DIVISION**

SECTION 1 The Official Publication of The Louisiana Division, International Association for Identification shall be called The Identification Officer, as Registered in The State of Louisiana, or may be Alternately Published as the Official Newsletter, Which Shall be Called "*LES NOUVELLES DES OFFICIERS*"

SECTION 2 The Official Publication shall be Printed and Published as Directed by The Board of Directors or the Membership Assembled in Conference.

SECTION 3 When Necessary, a Contract shall be entered into by The Board of Directors with an Independent Advertising Manager for the Purpose of Securing Financial Support through Solicitation of Advertisement. This agreement shall be on a Percentage Basis, as Authorized and Approved by The Board of Directors.

SECTION 4 Any and All Complaints Relative to The Publication, or Methods of Soliciting, shall be Made in Writing and forwarded to The President and The Board of Directors.

SECTION 5 The President and Board of Directors shall, when the Complaint is Valid, Conduct a Hearing in This Matter, with The Advertising Manager and Complainant Present.

## **Article XXVI DISSOLUTION**

SECTION 1 In the event this Association Dissolves or is otherwise Terminated, The Louisiana Division of The International Association for Identification, All Assets and Income from this Division are not to Inure to the Profit of any Member or Private Individual, but shall be used until exhausted for the purpose of Carrying Out the Objectives and Programs of this Association.