

**BY-LAWS OF THE FLORIDA STATE DIVISION OF THE INTERNATIONAL
ASSOCIATION FOR
IDENTIFICATION
(Updated October, 2017)**

**Article 1
Membership**

Section 1.01 Application For Membership: Application for Active, Associate, and Student Membership shall be made using the official F.D.I.A.I. membership application form and the completed form shall be submitted with the nonrefundable application fee and the first year's dues to the Secretary. (The application form shall be a form approved by the Board of Directors)

Section 1.02 Active Membership: Active members shall consist of superintendents or persons in charge of bureaus of identification, sheriffs, chiefs of police and all other persons who are engaged in the various phases of forensic identification and who are bona-fide employees of and receiving salaries wholly or in part from national, state, county or municipal governments or who are acting in a volunteer status and are approved by the Board of Directors. An Active member shall not lose their status because of retirement or change of position (as long as the change of position remains as a bona-fide employee of national, state, county, or municipal governments), they remain in good standing, and they may hold office.

Section 1.03 Life Active Membership: Life Active members shall consist of all Past Presidents of the Florida State Division and any Active member who has paid dues continuously for 25 years and who has not been suspended by action of the Board of Directors. Life Active members shall not be subject to dues payment. Life Active Members shall be entitled to all of the privileges of an Active Member to include voting rights.

Section 1.04 Associate Membership: Associate members shall consist of reputable persons, wholly or partially engaged in any of the various phases of the science of forensic identification and who are not qualified for Active or Student membership, are hereby eligible to become Associate Members. They shall, in all respects, be subject to the same rules, fees, and charges and entitled to the same rights and privileges as Active Members, except that they shall not be entitled to election or appointment to the Offices of Vice President or President

Section 1.05 Life Associate Membership: Life Associate members shall consist of Associate members who have paid dues continuously for 25 years as an Associate member and who has not been suspended by action of the Board of Directors. Life Associate members shall not be subject to dues payment. Life Associate Members shall be entitled to all the rights and privileges of an Associate Member, except that they shall not be entitled to election or appointment to the offices of Vice President or President.

Section 1.06 Honorary Members: Honorary members shall consist of those persons whom in the opinion of the Board of Directors have made significant contributions to any of the various fields of identification and whom the Board of Directors wish to recognize by bestowing the title of Honorary Member. Honorary members may not vote nor hold any elected office within the organization.

Section 1.07 Distinguished Membership: Distinguished Membership may be conferred only on a member by a majority vote of the F.D.I.A.I. Board of Directors in recognition of the Members superior efforts in the furtherance of the aims and purposes of the F.D.I.A.I. A Distinguished Member retains all the rights, privileges, and obligations of the class membership he or she held prior to being designated as a Distinguished Member.

(a.) Application: Application for Distinguished Member status shall be made to the Secretary /Treasurer of the Association on the designated form. In addition to the completed application form, copies of supporting documentation shall be provided by the applicant (e.g. copies of articles, conference registrations, etc.). It shall be responsibility of the applicant to gather all such documentation pertaining to their application. Upon confirmation by the Secretary / Treasurer (or a committee designated by the President) that the applicant meets the established criteria, the application shall be forwarded to the Board of Directors for consideration. A certificate will be issued by the Secretary / Treasurer to the recipient of their obtainment.

(b.) Eligibility: Any eligible member who accrues ten (10) points in the manner outlined below and who has not been censured or otherwise disciplined during the period of membership is eligible to apply. Accrual of points is retroactive at full rate.

(1) Publication: Publication Points (Minimum of 4 points, Maximum of 6 points)
Articles/Technical Notes published, authored/co-authored in the Official F.D.I.A.I. Publication 1 point

(2) Participation: Association Participation Points (Minimum of 4 points, Maximum of 6 points)
Attendance at F.D.I.A.I. Educational Conference attendance 1 point (maximum 2 points)

Officer/ Past President /Board of Directors Member/Committee Member 1 point
(max 2 points)

Presentation of a lecture or workshop at a F.D.I.A.I. Educational Conference 1
point (max 4 points)

(3) Philanthropy: Association Participation 2 Points (maximum of 2 points)
Recognition level support of the Rinehart Foundation \$250.00, amount can be
cumulative.

(4) Association Recognition: Recipient of an F.D.I.A.I recognition award
(maximum of 4 points)
Sustained Achievement Award 1 point
Good of the Association Award 1 point
Outstanding Forensic Science Award 1 point

Section 1.08 Student Membership: Student membership shall consist of all
persons who are students at an accredited college or university. To be
considered a student, the individual must not be a member of the association.
To qualify under these provisions the individual must include with the application
for Student Membership, either a valid and current student identification card or a
letter, on college letterhead, from a professor or instructor verifying that the
individual is qualified for student membership. Renewals for student membership
need to submit the renewal and will not be dropped from the membership rolls
during the time of seeking employment. Student members may not vote or hold
any office within the organization.

Section 1.09 Annual Dues: The non-refundable application fee and the annual
dues amount shall be set by the Board of Directors.

Section 1.10 Dues Payments: Dues payments for new candidates shall be
applied as follows:

(a) Payments received during the first six months of the year shall be for the full
dues amount and will be applied to the current dues year only.

(b) Payments received during the last six months of the year shall be for the full
dues amount and will be applied to the following year. The member will be
entitled to full membership from the date of acceptance. The application fee will
remain as set in Article 1, Section 1.09.

Section 1.11 Non-Payment of Dues by Members: Members who have not paid
their dues assessment by May first of each year shall not be in good standing.
Any member who has not paid the current years dues assessment by the last
day of June shall be dropped from the membership roll. The status of members

not in good standing and of members dropped from membership shall be reviewed by the Board of Directors at its regularly scheduled meetings.

Prior members who have been dropped from membership may re-apply as a new member or they may request re-instatement. If approved for reinstatement the member must pay all back dues plus a new non-refundable application fee. The Membership date of a re-instated member shall be the time of his/her original application for the purpose of computing the continuous membership for Life Membership purposes.

Section 1.12 Fees, Contributions and Assessments:

(a) Only the Board of Directors may assess dues or levy any assessments against the membership of the Association.

(b) The Board of Directors shall in the By-laws of the Association implement a procedure for setting the annual dues rate, pro-rating dues payments and reinstatement of a member.

(c) The Board of Directors shall in the by-laws of the Association determine the status of members delinquent in payment of dues and other assessments

Article 2 Board of Directors

Section 2.01: There shall be a Board of Directors consisting of Regional Directors representing each region that shall be elected at the Annual General Membership Meeting, the current President and the immediate Past President who shall serve as Chairperson, and all Past Presidents of the Association who have not missed two consecutive Board of Directors meetings. If a Past President misses two consecutive Board of Directors meeting they are no longer eligible to be a member of the Board of Directors without a special Board of Directors vote).

Section 2.02: In the event of a vacancy occurring in office of Chairperson of the Board due to the death, resignation, or other causes, the most recent past president willing and able shall serve as Chairperson. If the Immediate Past President is unable to attend a Board of Directors Meeting, the most recent Past President in attendance shall preside. If no Past Presidents are present, the Board Members present shall elect amongst them a Chairperson for that meeting.

Section 2.03: In the event of a vacancy occurring on the Board of Directors, such vacancy shall be filled by the President and approved by the Board of Directors. The newly appointed member of the Board shall hold office until the next regular election.

Section 2.04: A minimum of seven (7) Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 2.05: Any Officer, Board Director, or Committee Member who does not comply with their assigned responsibilities in a timely manner may be relieved of office by majority vote of the Board of Directors. Appointment of a replacement shall be made by the President with the approval of the Board of Directors to fill the unexpired term.

Section 2.06: All decisions of the Board shall be final except upon appeal to the Association in Conference assembled.

Section 2.07: The Vice Presidents, Secretary / Treasurer, Editor, Historian, Sergeant at Arms, and individuals who have business to bring before the Board may attend meetings of the Board of Directors, but they may not vote.

Article 3 Duties of the Board of Directors

Section 3.01: The Board of Directors shall be the managing body of the Association. They shall also be the policy making body of the Association.

Section 3.02: The Board of Directors shall act as an advisory committee to the President. Only the Regional Directors, the Chairperson, the President and the active Past Presidents of the Association may vote at meetings of the Board of Directors. The Chairperson of the Board of Directors may vote only in the event of a tie vote.

Section 3.03: The Board of Directors shall approve the place and date of the Annual Educational Conference and approve the activities of the Annual Conference.

Section 3.04: Each year the Board of Directors shall hold a meeting in the spring and at the Annual Educational Conference. Special meetings may be called by the Chairperson at any time during the conference or anytime during the year if Association business requires it

Section 3.05: The Board of Directors shall have the power to conduct a hearing concerning any alleged violation(s) of any Member of the Association by any person affecting said Member's professional or ethical conduct, and/or technical

error(s) provided the charge(s) is made in writing to the President, or the President shall have the ability to initiate an investigation without a written complaint for the good of the association.

(a.) Within thirty (30) business days of receipt of the complaint, the President in consultation with Counsel (if needed), shall review the complaint to determine if it complies with the requirements of Section 3.05. If the President determines that the complaint does not comply with these Bylaws then, citing the specific deficiency(s), the President shall notify the complainant that the complaint will not be considered. The complainant may re-file an amended complaint within fifteen (15) business days of the date of the rejection letter.

(b.) The complaint shall first be investigated by a committee which shall consist of the Vice Presidents providing there is no conflict of interest. If there is a conflict of interest with any member of the committee the President will appoint a temporary member to the committee. The 1st Vice President shall server as the Chairperson of this committee.

(c.) Concurrent with the start of the Investigative Committee investigation the President in consultation with Counsel (if needed) shall inform the accused in writing that a complaint has been submitted. The President shall provide the accused with a copy of the complaint, including all submitted supporting materials, as well as a copy of Article 3 Section 3.05 of the Bylaws. The accused may submit a written response to the complaint which must be submitted within thirty (30) business days of the date of notification letter.

(d.) The committee will submit its findings to the Chairperson of the Board of Directors. The Chairperson will submit the findings to the Board of Directors. If the Board of Directors judges that sufficient grounds exist to examine the professional or ethical conduct, and/or technical error(s) of the member, the Chairperson of the Board of Directors shall thereupon send a copy of said charge(s) to the accused by certified mail, return receipt requested. The accused shall have thirty (30) days from the date of receipt of such copy to answer the charge(s) in writing. At this time, the accused may request an opportunity to be heard and confront his/her accusers. This request shall be honored at the next regularly scheduled Board of Directors Meeting. 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 charge(s), and said accused Member shall thereupon abide by the action and decision of the Board of Directors in connection therewith, without the right of appeal to the next Annual Educational Conference. Should the member be determined to be acting in an un ethical, professional manner and or technical error(s) the Board may censure the member or revoke the member's membership in the Association.

If the accused chooses to file a written answer and wishes to appear at the next regularly scheduled Board of Directors meeting, then, after due consideration of the evidence at hand, the Board of Directors shall, within sixty (60) days, arrive at

a decision, and notify all persons concerned in writing of said decision, at which time the findings and order of the board shall become final.
All the above procedures must be completed within a maximum of two (2) years.

Section 3.06: The Chairperson of the Board of Directors shall be responsible for notifying the President of the Association of the deliberations and actions taken by the Board of Directors during that term of office.

Section 3.07: At the Annual Educational Conference, the Board of Directors shall review all nominations for the various awards as approved by the Board of Directors, except the Presidents' Award which is the sole responsibility of the President of the Association.

Section 3.08: A Good of the Association Award may be presented at any Annual Educational Conference to an individual who, the Board deems, has made an outstanding contribution to the Association.

Section 3.09: No other award shall be made to any Member of this Association, during the Annual Educational Conference, without prior approval of the Board of Directors.

Article 4 OFFICERS

Section 4.01 Limitation on Holding Multiple Offices: Unless otherwise provided in the Constitution or By-Laws, no member of the association may serve in more than one elected or appointed officer position at the same time.

Section 4.02 Elected Officers, Membership Qualifications: The following Officers shall be elected annually at the annual General Membership Meeting by the voting members of the F.D.I.A.I eligible to vote therein from a list of candidates eligible for each respective position submitted to the membership by the Nominating Committee, which is subject to additional nominations from the floor at the General Membership Meeting; President, First Vice President, Second Vice President, Third Vice President, and Sergeant-at-Arms. Only Active, Life Active, and Active Distinguished members may hold the offices of President or any of the Vice Presidents. All elected officers shall be members in good standing unless provided otherwise in these By-Laws. However, except as otherwise provided in these By-Laws, any member of the Board of Directors is **not** qualified to hold any elected officer position while the individual is serving as an elected member of the Board of Directors.

Section 4.03 Term of Office:

The term of office for all duly elected Officers and Directors shall take effect at 12:01 AM the following day of their election at the Annual General Membership

Meeting. Newly elected Officers and Directors may be administered the oath of office at the Annual General Membership banquet.

Section 4.04 Duties of the President: The President shall preside, or be present, at all meetings of the Association and preserve order and decorum. The President shall carefully supervise the affairs of the Association and strive for usefulness and efficiency. The President shall appoint all standing and special committees as provided herein. The President shall fill, by appointment, all vacancies, including Committee Chairpersons, caused by death, resignation, or other causes, except as otherwise provided for in these Articles. All such appointments are to be confirmed by the Board of Directors. The President or duly designated representative shall act as the official spokesperson for the Association at the International Association for Identification Conference and the President shall be responsible for conducting an F.D.I.A.I. delegate meeting at the said I.A.I. Conference to conduct such business as shall be necessary for that meeting only.

- (a.) The President shall not succeed him/herself in Office except when serving the un-expired term of his/her predecessor.
- (b.) The President shall serve as the Chairperson of the Long-Range Planning Committee.
- (c.) The President shall maintain the flag of the Association.
- (d.) The President may receive reimbursement for expenses incurred while attending official functions as authorized by the Board of Directors.
- (e.) The current President shall be a voting member of the Board of Directors.

Section 4.05 Duties of the First Vice President: The First Vice-president or in the temporary absence or disability of the First Vice-president, the Second Vice-president, and so on in numerical order, shall act as presiding officer of the Association during the temporary absence or disability of the President. The First Vice-president shall automatically succeed to the office of President in the event of the death, disability, resignation or removal from office of the President, and shall serve the unexpired term thereof. In the event of the death, disability, resignation or removal from office of the President and First Vice-president, the Second Vice-president shall automatically succeed to the office of President and shall serve the unexpired term thereof. In the event of death, disability, resignation or removal from office of the aforementioned three officers, then the Third Vice-president shall succeed to the office of the President as herein before indicated.

(a.) The First Vice-president shall assist the Secretary / Treasurer to maintain the business of the Association

(b.) Unless otherwise provided for in the Constitution, the First Vice-President shall present his/her committee appointments and Budget to the Board of Directors at the first Board of Directors meeting of the Annual Educational conference for approval.

(c.) The First Vice-President shall serve as the Chairperson on the investigative committee as described in Article 3 Section 3.05 (b.) of the By-Laws.

Section 4.06 Duties of the Second Vice President:

(a.)The Second Vice-President shall assist the Editor with publications of the newsletter.

(b.)The Second Vice President shall be the Chairperson of the Resolutions Committee

(c.)The Second Vice-President shall serve on the investigative committee as described in Article 3 Section 3.05 (b.) of the By-Laws.

Section 4.07 Duties of the Third Vice President:

(a.) In the event of a vacancy occurring among the Vice-presidents due to death, resignation, or other causes, the lower levels of Vice-president, if any, shall advance in ranking and the President shall appoint a new Third Vice-president subject to approval of the Board of Directors.

(b.) The Third Vice-President shall assist the Conference planner and conference speaker coordinator at the Annual Educational Conference.

(c.) The Third Vice-President shall serve on the investigative committee as described in Article 3 Section 3.05 (b.) of the By-Laws.

(d.) The Third Vice-President will serve as the Liaison to the FDIAl Student Membership.

Section 4.08 Sergeant at Arms: The Sergeant at Arms shall have command of the outer door of the conference hall and Board Room, and shall prevent unauthorized entry as determined by the President or Board of Directors. The Sergeant at Arms shall assist the President in preserving order and shall perform such other duties as the President may direct.

(a.) The Sergeant at Arms shall determine the voting eligibility of delegates at the Annual General Membership Meeting.

Article 5 Committees

Section 5.01: There shall be two kinds of committees, Standing and Ad Hoc.

(a) Standing Committees: A Standing Committee has a continuing purpose. Its members are usually appointed for a one-year period.

(b) Ad Hoc Committees: An Ad Hoc Committee has a single specific purpose. Its members are usually appointed to serve until the purpose is completed.

(c) Unless otherwise provided for in the Constitution or these By-Laws, the First Vice President (incoming President) shall present his/her committee appointments to the Board of Directors at the first Board Meeting at the Annual Educational Conference for approval.

SECTION 5.02 Standing Committees:

(a) Resolutions and Legislative Committee: The Resolutions and Legislative Committee shall be composed of at least four (4) members. The Second Vice President shall serve as the Chairperson as referred to in Section 4.06 of the By-Laws. All other members shall be appointed by the President within thirty (30) days after assuming office. The term of appointment for the appointed members shall last for the duration of the President's term of office. In the event that the Second Vice President is not available, a person will be appointed by the President who shall serve as the Acting Chairperson.

All the members of the Committee, to include the Chairperson, shall have the right to vote at committee meetings.

All proposals for resolutions to be presented at the Annual General Membership Meeting shall be sent to the Chairperson of the committee either directly or through any member of this committee.

Before a draft resolution is reviewed by the Committee, the draft resolution shall be reviewed and approved by any affected Officer, Committee, and/or Subcommittee, unless directed otherwise by the Board of Directors. After a draft resolution is recommended by a vote of the Committee for consideration, the Chairperson of the committee shall coordinate with the Board of Directors for approval to present the proposed resolution(s) at the Annual General Membership Meeting. After the draft resolution has been approved by the Board of Directors, it shall be returned to the Committee for a final vote and signing by the Committee members

The Chairperson of the Committee shall post by 12:00 noon at least one day before the Annual General Membership Meeting, all proposed resolutions approved for presentation at the Annual General Membership Meeting. Any resolution received by this Committee after 12:00 noon, two (2) days before the Annual General Membership Meeting is automatically tabled until the following year's Annual Business Meeting. The Chairperson, or a designated member of the Committee, shall present the proposed resolution(s) at the Annual Business Meeting. No other resolution(s) covering amendments to the Constitution or By-Laws will be permitted to be introduced at the Annual General Membership Meeting without the express permission of the Board of Directors. All other resolution(s) and amendments properly posted may be introduced from the floor at the Annual Business Meeting at the discretion of the person who is the Chairperson of the Annual General Membership Meeting. The Resolutions and Legislative Committee shall perform such other duties as the President and/or Board of Directors shall prescribe.

(b) Laws Committee: The Laws Committee is a standing committee. The duties of the committee are to inform the Board of Directors and membership of any and all laws passed by, or pending before, state or federal legislative bodies, which relate to law enforcement. The committee shall make a full and complete report to the Board of Directors on its findings.

(c) Membership Committee: The Membership committee shall consist of the Secretary / Treasurer, who shall serve as the Chairperson, and the current Regional Directors, who shall have the responsibility of securing new members and report activities to the Board of Directors.

(d) Science and Practices Committee: The Chairperson for the Science Committee shall be the Chairperson of the Board of Directors. A Subcommittee Chairperson shall be appointed by the President for each of the disciplines represented by the Association as listed in the By-laws of the Association. Additional members may be appointed upon recommendation by the Chairperson or Subcommittee Chairpersons. This committee and the various subcommittees shall report to the Board of Directors and to the Annual General Membership Meeting on matters pertaining to each of the various disciplines.

Each subcommittee at the direction of the President or the Board of Directors shall have the authority to investigate any complaint made against any member as it pertains to the discipline. If a certification program exists within the International Association for Identification, the subcommittee of that discipline shall represent the Florida State Division in administration of the certification program. (Res 2015-2)

The following disciplines are represented by the F.D.I.A.I. and shall have sub-committees under the Science and Practices Committee

1. Biometric Identification (AFIS/Livescan, Ten Print Identification)
2. Bloodstain Pattern Identification
3. Crime Scene Investigation
4. Footwear and Tire Track Evidence
5. Forensic Photography and Electronic Imaging
6. General Forensics
7. Latent Print Identification

(1) Conference Speakers: The sub-committee chairpersons shall assist the Annual Conference host in identifying speakers for the Conference and various sessions in the sub-committees discipline.

(e) Nominating Committee: This committee shall consist of the Past Presidents present at the Annual Educational Conference. If there are less than three present, the Presidents shall appoint as many as needed to total three committee members. This committee shall submit the names of eligible members as candidates for the various elective offices in the Association. These names shall be presented before the membership in conference assembled for their consideration at the annual election. Other nominations may be submitted by any member who is entitled to vote. The membership shall decide by simple majority vote whether to accept or reject any or all candidates.

(f) Long Range Planning Committee: This committee shall be composed of the President, all Vice-presidents and the Chairperson of the Board of Directors. The President shall serve as the Chairperson, and the Third Vice-president shall serve as the Secretary of the committee. All members of this committee shall have both voice and vote. The purpose of this committee shall keep the Vice-presidents informed of the Association's diverse activities so as to insure continuity throughout the Association's efforts on all fronts. This committee will also be responsible for presenting proposals to the Board of Directors to determine long range goals of the Association.

(g) Investment Committee: The Investment Committee shall consist of a Chairperson and two other members all of whom are members in good standing of the Association. All members considered for this committee must demonstrate

knowledge of financial investment prior to appointment. The duties of this committee are to manage the investments of the Association and to report the status of the investments to the Board of Directors at the annual and the semi-annual meetings

SECTION 5.03 Ad Hoc Committees

(a) Credentials Committee: The committee on Credentials shall consist of the President, Secretary / Treasurer and Chairperson of the Board of Directors, or such other members in good standing who the President shall appoint, and They shall pass upon the eligibility of all delegates to the conference.

(b) Auditing And Finance: The Auditing and Finance Committee is a special committee which shall be appointed by the President. It shall consist of at least three members in good standing who shall audit the financial accounts of the Association at the Annual Educational Conference , or at the order of the Board of Directors, and shall report to the Association in conference assembled, and to the Board of Directors.

(c) Press And Compliments Committee: The Chairperson of the Press and Compliments Committee shall be the Conference Planner of the Annual Educational_Conference. There shall be at least two other members appointed by the President. The committee will report to the Annual General Membership Meeting concerning any publicity received by the Association.

(d) Editorial Review Committee: The Editorial Review Committee shall be composed of at least three members in good standing and the Editor. The Editor shall be Chairperson. The Second Vice-president shall be an ex-officio member of the committee. The committee will seek articles for publication and review articles prior to publication. All Science and Practices Sub-committee Chairpersons will assist the committee by reviewing articles related to their discipline.

(e) Retired Members Committee: The Retired Members Committee shall be composed of a Chairperson and at least three other members in good standing. The Chairperson and the members will be retired members. The purpose of the committee will be to assist retired members as possible.

(f) Appointments: The President may appoint other ad hoc committees at his/her discretion or by direction of the Board of Directors.

Article 6 Annual Educational Conference and Semi-annual Board of Directors Meeting

Section 6.01: The site and host for the Annual Educational Conference shall be selected no later than the semi-annual Board of Directors meeting. The site and host shall be approved by the Board of Directors.

Section 6.02: The Annual Educational Conference shall be held during the last quarter of the year, or at the discretion of the Board of Directors of the Association.

Section 6.03: The registration fee for the Annual Educational Conference shall be recommended by the Conference Planner and approved by the Board of Directors.

Section 6.04: The semi-annual Board of Directors meeting shall be held during the month of May at a site approved by the Chairperson of the Board.

Section 6.05: The Region Directors and Chairperson shall be reimbursed up to two hundred dollars for travel expense for each Board of Director's Meeting attended if not funded by their agency.

Section 6.06: The Chairperson shall be reimbursed for hotel rooming expenses for the annual conference attended if not funded by their agency.

Section 6.07 Annual Educational Conference Procedures: The Annual Educational Conference and the General Membership Meeting shall be governed by Roberts Rules of Order and shall be conducted in the following order:

1. Call to order by the President
2. Invocation
3. Address of welcome and response
4. Appointment of committees
5. Presentation of papers
6. Business Meeting
7. Report of Committees
8. Election of officers
9. Installation of officers
10. Adjournment

Section 6.08 Elections and Appointments of Association Officers And Board of Directors: The elections and appointments of the Association Officers and Board members shall take place at the Annual General Membership Meeting.

a. All elections shall be by ballot, unless only one candidate is nominated for an office. The simple majority of all votes cast shall be necessary to elect any

candidate. If only one candidate is nominated for an office, he/she may be elected by a successful motion from the floor of the meeting.

b. If more than two candidates are nominated to an office, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two names remain, unless upon any one ballot one candidate shall receive a majority of all votes cast, on which event that candidate shall be declared elected.

c. All Members in good standing are entitled to the floor of the Annual General Membership Meeting or other assemblies of said Annual Educational Conference, provided that they are recognized by the chair at appropriate times. No member shall be entitled to attend meetings of the Board of Directors unless permitted, requested, or directed to do so by the Board of Directors.

Article 7

Appointed Positions by the Board of Directors

Section 7.01 Editor:

(a) The Editor shall solicit articles and items of interest to the Association, edit them when necessary, and prepare them for inclusion in the Association's official publication. The Editor shall secure such other beneficial publicity for the organization as may be possible, and perform such other duties as may be designated by the President or the Board of Directors. The official publication shall be published as directed by the Board of Directors.

(b) The Editor, upon notification by the Secretary / Treasurer, shall ensure that the names and organization of affiliation of applicants for membership in the Association be promptly published in the official publication.

(c) The Editor shall publish, annually, a roster of all Members of the Association in good standing, which should include the member's organization and primary discipline. The roster is for Membership use only.

(d) The Editor may receive reimbursement for expenses incurred while attending official functions as authorized by the Board of Directors.

(e) The Editor shall serve until replaced by the Board of Directors or until the Editor resigns his/her position.

Section 7.02 Historian:

(a) The Historian shall search for, collect, and have custody of all items of historical interest to the Association. The Historian shall identify and mark each item, acknowledge the donor of each, and maintain an inventory of all materials on hand, and shall advise the membership of new acquisitions and other pertinent matters on an annual basis.

(b) The Historian shall collect and maintain copies of all F.D.I.A.I. publications, as well as minutes of the General Membership and Board of Directors meetings.

(c) The Historian shall serve until replaced by the Board of Directors or until the Historian resigns his/her position.

Section 7.03 Conference Planner:

(a) The Conference Planner's duties shall be to coordinate all activities of the Educational Annual Conference. This shall include, but not be limited to, site selection, host activity, speakers, conference program, annual business meeting and banquet. The site will be presented to the Board of Directors for approval no later than the semi-annual meeting prior to the conference.

(b) The Conference Planner shall verify that a detailed accounting of all funds received and disbursed via conference activity be maintained and Presented to the Board of Directors.

(c) The Conference Planner shall be assisted by the Third Vice-president in accordance with Article 4, Section 4.07, of the By-laws.

(d) The Conference Planner shall serve until replaced by the Board of Directors or until the Conference Planner resigns his/her position.

Section 7.04 Association Chaplain:

(a) The Chaplain shall be present to offer non-denominational prayer at the beginning of each Annual Educational Conference

(b) The Association Chaplain will inform the membership of any member's illness or other distressful circumstances.

(c) The Association Chaplain shall perform such other duties as directed by the President or Board of Directors.

(d) The Association Chaplain shall serve until replaced by the Board of Directors or until the Association Chaplain resigns his/her position.

Section 7.05 Secretary / Treasurer:

(a) The Secretary / Treasurer shall keep the records and minutes of the Association, shall submit written reports on all meetings conducted by the President or Board of Directors, shall receive all moneys due the Association, keep a just and accurate account for the Association and its Members, and shall submit a written report at the Annual General Membership Meeting and at the spring Board of Directors Meeting.

(b) The Secretary / Treasurer shall be the Secretary of the Board of Directors, but shall not have a vote in their deliberations.

(c) The Secretary / Treasurer shall be responsible for the keeping of a full and accurate account of all the proceedings of the Board of Directors, the general business meetings and the general educational sessions and perform such other duties as may be assigned to that office by the President or Board of Directors.

(d) The Secretary / Treasurer shall receive all applications for membership for approval, and first year's dues payment. The Secretary / Treasurer shall issue a valid membership identification card. The Secretary / Treasurer shall emboss the identification card with the Association's official seal and shall prepare an official membership certificate also embossed with the Association's official seal. The Secretary / Treasurer shall forward the membership certificate and membership card to the newly approved member.

(e) A permanent membership card will be issued by the Secretary / Treasurer to all members of the Association. Each membership card shall be embossed with the Association's official seal.

(f) The Secretary / Treasurer may receive reimbursement for expenses incurred while attending official functions as authorized by the Board of Directors

(g) The Secretary / Treasurer shall serve as Chairperson of the Membership Committee.

(h) The Secretary / Treasurer shall file annually required forms with the Florida Secretary of State to maintain the Incorporation records and shall notify the Florida Secretary of State of the names and addresses of the current officers of the Association.

(i) The Secretary / Treasurer shall draw all warrants and checks for expenses of the Association. In the event of the death, disability, resignation, unavailability or removal of the Secretary / Treasurer, the President, the Chairperson of the Board or the First Vice-president shall be authorized by the Board of Directors to sign any warrant or check. Normal office expense requires no approval at time of expense, amounts up to \$500.00 require approval of the President and amounts over \$500.00 require approval of the Board of Directors

(j) The Secretary / Treasurer shall furnish such bonds for the faithful performance of the duties of that office as the Board of Directors may require. The premium of said bonds shall be paid by the Association.

(k) At the Annual Educational conference the Secretary / Treasurer shall submit all records and accounts for examination by the auditing committee. The Secretary /Treasurer's records shall be available for inspection by the Board of Directors upon request.

(l) The Secretary / Treasurer may receive reimbursement for expenses incurred while attending official functions as authorized by the Board of Directors.

(m) The Secretary / Treasurer shall file with the Internal Revenue Service all required records at the proper times. The Treasurer may seek the advice of an accountant.

(n) The Secretary / Treasure shall serve until replaced by the Board of Directors or until the Secretary / Treasurer resigns his/her position.

(o) The Secretary / Treasurer shall submit each month a copy of the associations checking account and credit card statements to the Chairperson of the Board of Directors and the President.

Article 8

Awards and Recognition

Section 8.01: The Board of Directors may establish rules and procedures governing the selection of individual members for special recognition. The rules and procedures will be maintained as an attachment to the By-laws.

Article 9 Frank Reinhart Scholarship Fund

Section 9.01: In that Frank Reinhart was a dedicated member of the F.D.I.A.I. and that the F.D.I.A.I. is establishing a scholarship fund, this fund shall be named the "Frank A. Reinhart Scholarship Fund".

Section 9.02: The scholarship fund will be administered by a Board of Trustees (The Frank A. Reinhart Scholarship Fund Board of Trustees). The Board of Trustees will be composed of at least three (3) and not more than five (5) members in good standing who will be appointed to a two (2) year term by the Board of Directors. The members of the Board of Trustees will elect one of the Board of Trustees to serve as Chairperson, and one member will be the Secretary / Treasure of the F.D.I.A.I. (automatic appointment) to manager the funds of the Trust Agreement.

Section 9.03: The scholarship fund will be administered via the Frank A Reinhart Scholarship Fund Trust Agreement which will be maintained as an addendum to the by-laws of the Association. This agreement may be changed by the Board of Directors as allowed by the agreement.

Section 9.04: The Board of Trustees will make annual and semi-annual reports to the Board of Directors.

Article 10 Code of Ethics

"As a member of the Florida Division of the International Association for Identification, and being actively engaged in the profession of Scientific Identification and Investigation, I dedicate myself to the efficient and scientific administration thereof in the interest of Justice and the betterment of Law Enforcement.

"To cooperate with others of the profession, promote improvement through research, and disseminate such advancement in my effort to make more effective the analysis of the expert.

"To employ my technical knowledge factually, with zeal and determination, to protect the ethical standards of the profession of Scientific Identification and Investigation.

"I humbly accept my responsibility to Public Trust and seek Divine guidance that I may keep inviolate the Profession of Law Enforcement."

Article 11

STANDARDS OF PROFESSIONAL CONDUCT FOR MEMBERS OF THE FLORIDA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

- Every member shall comply with the provisions of the Constitution and By-Laws of the Florida Division of the International Association for Identification.
- Every member shall strive for the highest standards of personal and professional conduct
- Every member shall conduct him or her self personally and professionally within the laws of his or her respective government.
- Every member of this Association shall conduct him or her self in a professional manner that will not violate the public trust.
- Every member shall cooperate with peers in the advancement of the science and profession of his or her respective discipline (s).
- Every member shall maintain and strive to improve his or her knowledge, skills and abilities and shall continue to use all available resources to be knowledgeable of advances in his or her respective discipline (s).
- A member shall not misrepresent his or her affiliation with the Association.
- A member shall not issue any misleading or inaccurate statement that gives the appearance of representing the official position of the Association.
- A member shall not exaggerate, embellish or misrepresent his or her professional qualifications or credentials. Membership in the Association does not, by itself, qualify any member in any forensic discipline.
- A member shall neither offer nor accept any gift or inducement that might improperly influence the performance of duties by him or her self or others.
- A member shall not knowingly make, promote or tolerate false accusations of a personal, professional or criminal nature.
- A member shall report any violation of this code to the Chairman of the Board of Directors of the Association. A member shall cooperate fully with any official investigation by this Association.
- A member shall maintain and keep inviolate confidential information obtained in the course of professional endeavors.
- A member shall scientifically examine evidence and render professional opinions only in the discipline (s) which he or she is qualified.
- A member shall maintain an objective and unbiased attitude in conducting forensic examinations in his or her qualified discipline (s).
- A member shall exercise due care to ensure and maintain the integrity of all evidence within his or her custody.

- A member shall conduct all examinations of evidence using accepted and established scientific techniques in his or her discipline (s).
- A member shall comply with appropriate standards and controls in conducting examinations and analyses in his or her discipline, and shall seek verification of findings in accordance with contemporary scientific principle.

**Article 12
Regions**

Section 12.01 Regions: Pursuant to Article 2, Section 2.01 of these By-laws the following counties are included in the various Regions:

REGION 1

Bay	Calhoun	Escambia
Gulf	Holmes	Jackson
Okaloosa	Santa Rosa	Walton
Washington	Dixie	Franklin
Gadsden	Hamilton	Jefferson
Lafayette	Leon	Liberty
Madison	Suwannee	Taylor
Wakulla		

REGION 2

Alachua	Baker	Bradford
Clay	Columbia	Duval
Flagler	Gilchrist	Levy
Marion	Nassau	Putnam
St Johns	Union	Brevard
Lake	Orange	Osceola
Seminole	Volusia	

REGION 3

Citrus	Hernando	Pasco
Hillsborough	Pinellas	Polk
Sumter	Manatee	
Sarasota		

REGION 4

Indian River	Martin	Okeechobee	Palm Beach
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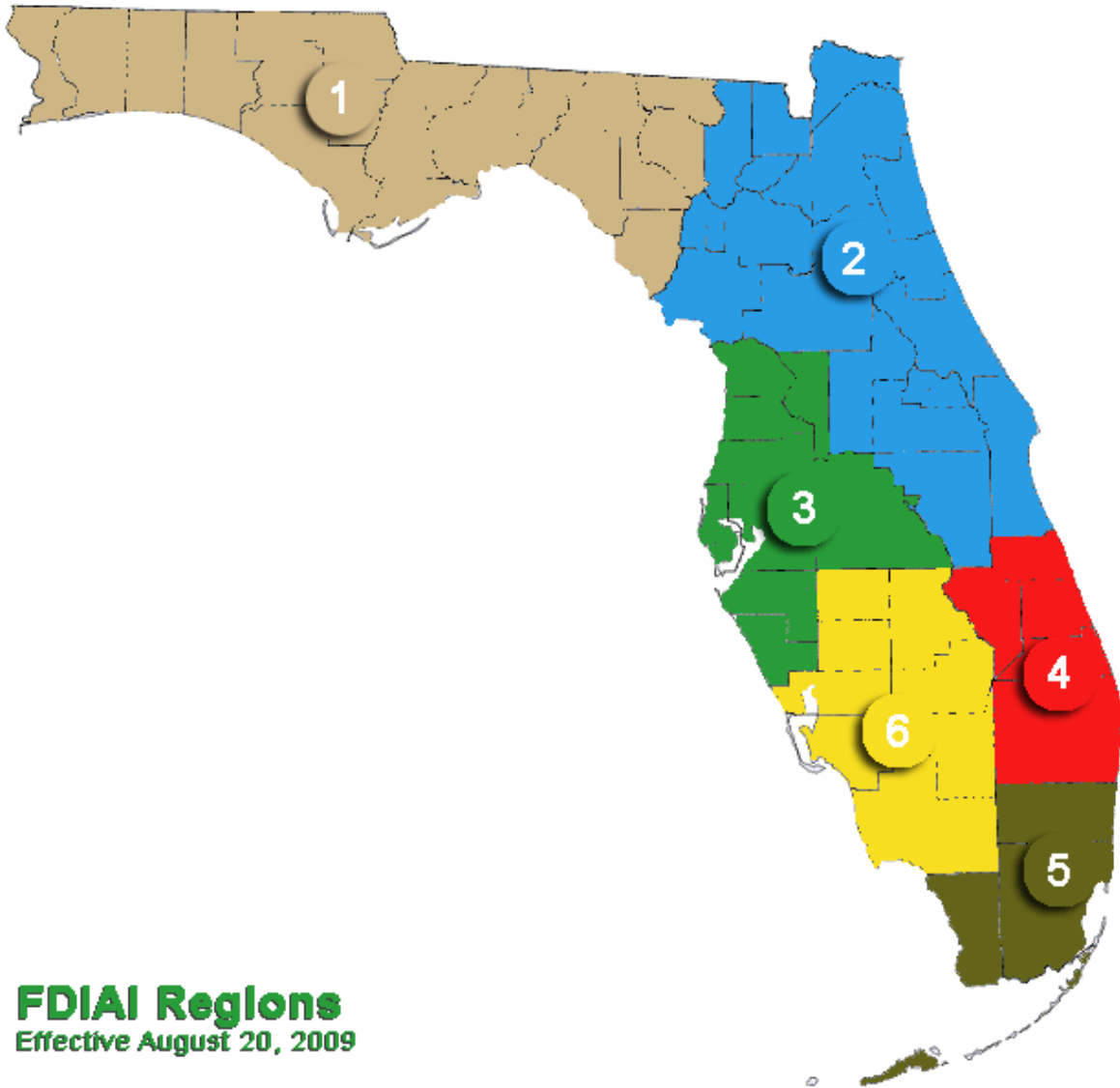
St. Lucie

REGION 5

Broward Dade Monroe

REGION 6

Charlotte Collier Desoto Glades
Hardee Hendry Highlands Lee



FDIAI Regions
Effective August 20, 2009

ARTICLE 13
Interpretation and Amendments of By-Laws

Section 13.01 Broad Interpretation: The provisions of these By-Laws shall be interpreted as broadly as lawfully possible to carry out the lawful purposes for which the F.D.I.A.I. was formed.

Section 13.02 Conflict: If there is any conflict between the provisions of these By-Laws and the Constitution, the Constitution shall govern.

Section 13.03 Fiscal Year: The fiscal year of the F.D.I.A.I. shall consist of a twelve (12) month period running from January 1st through December 31st.

Section 13.04 Amendments:

(a.) Required Vote: Except as otherwise provided herein or by law, these By-Laws shall not be amended or repealed without a majority vote at one (1) Annual General Membership Meeting.

(b.) Publication: At least by Twelve (12) noon one day before the Annual General Membership meeting in which any Amendment or Amendments to these By-Laws will be voted on, the Chairperson or Secretary of the Resolutions and Legislative Committee shall post each proposed Amendment to these By-Laws in the form of a written resolution at the site of the General Membership Meeting, and each proposed Amendment to these By-Laws shall be published in total in an official Florida Division of the IAI publication that is normally sent to all the members in good standing.

(c.) Effective Date: An Amendment to these By-Laws shall become effective immediately only upon being passed at one (1) Annual General Membership Meeting,

Association Awards for Members
(Attachment to By-Laws)

Outstanding Forensic Science Award:

This award will be presented annually to a qualified nominee, actively involved in law enforcement, in the field of forensic science.

Qualifications are as follows;

The selection of this award will be conducted by the Board of Directors at the board meeting held during the annual conference. The nomination must be submitted to the Chairman of the Board of Directors no later than thirty (30) days prior to the annual conference. The nomination must be signed by an agency head, supervisor, superior officer, or two (2) Active Members of this Association, as now defined in our constitution.

The nominee must be an Active Member of this Association for a minimum of two (2) consecutive years and actively be working in a forensic science field. This award will be presented to that qualified nominee who, in the opinion of the Board of Directors, has made the most significant and valuable contribution in the field of Forensic Science during the year immediately preceding each annual conference.

The nominee shall demonstrate self motivation, excellence, and dedication toward education and advancement in forensic science or in the application of a forensic science.

The field of forensic science shall encompass all disciplines listed under the science and practice committee of this association.

The recommendation for this award shall include: Name, Rank or Title, Job Assignment, Work Background, and details of their contributions and achievements in the field of forensic science.

A plaque, suitably engraved, will be presented by the president of this Association at the annual conference.

Sustained Achievement Award:

This award will be presented annually to a qualified nominee, actively involved in law enforcement, in the field of forensic science.

The selection of this award will be conducted by the Board of Directors at the board meeting held during the annual conference.

The nomination must be submitted to the Chairman of the Board of Directors no later than thirty (30) days prior to the annual conference.

The nomination must be signed by an agency head, supervisor, superior officer, or two (2) Active Members of this Association, as now defined in our Constitution.

The nominee must be an Active Member of this Association for a minimum of five (5) consecutive years and have fifteen (15) active years in a forensic science field. This award will be presented to that qualified nominee who, in the opinion of the Board of Directors, has made valuable and consistent contributions in the field of Forensic Science and dedication toward education and advancement in forensic science.

The field of forensic science will encompass all disciplines listed under the science and practice committee association.

The recommendation for this award shall include: Name, Rank of Title, Job Assignment, Work Background, and details of their contributions and achievements in the field of forensic science.

A plaque, suitably engraved, will be presented by the president of this Association at the annual conference.

Photography Award:

This award will be presented annually to a qualified nominee, actively involved in law enforcement, in the field of forensic science.

Eligibility: Members in good standing of the FDIAl Photos may be color or black and white. Photos must have been taken and cleared for publication within the last twelve (12) month period, prior to the date of the annual conference.

Subject matter: Related to law enforcement only.

Photos Submitted: A member can submit up to three (3) individual photos or a series of photos. A series of photos is defined as consisting of two (2) or more photos that are related to one another.

Member must meet the following guidelines:

1. Name of photographer.
2. Brief synopsis of subject matter.
3. Equipment and techniques used.

Deadlines for entries: Photos must be received no later than 12:00 noon the second day of the conference at its headquarters. Judging will be based on:

1. Originality
2. Subject Matter
3. Professional Quality

Judges: The judges will consist of the board members, headed by the Chairman of the Board, and also included for a judge will be the head of the photographic subcommittee. Any board member or head of the subcommittee will not be able to judge if they desire to enter the contest.

The selection of this award will be conducted by the Board of Directors at the board meeting held during the annual conference.

Awards: A first place plaque will be awarded to the winner and, if warranted, a second-place honorable mention in the form of a certificate will be awarded. Only paid up members will be afforded the right to enter the contest

FDIAI Credit Card Usage Policy

The following Officers and Positions are issued a FDIAI Credit Card for use on FDIAI Approved expenditures.

Chairperson - Board of Directors

President - FDIAI

Editor - FDIAI Newsletter

Secretary/Treasurer

Conference Planner

The By-Laws of the Association allow for the reimbursement of funds to these positions for expenses incurred while attending official functions as authorized by the Board of Directors. Normally these are delineated in the Annual Budget.

Recap of these Expenses:

Hotel room for Annual & Mid-year BOD meeting

Transportation*

President also funded to IAI same categories are covered.

Presidents Dinner Jacket**

* Only pay for your ticket. If you are doing a double booking and need to use a Credit Card use your own and submit a receipt for reimbursement.

** Purchase only the Dinner Jacket (charges for alterations allowed) no other items. If you wish to buy additional Items use your own Credit Card and submit a receipt for reimbursement.

Chairperson Board of Directors (Hotel Only At Annual + \$200.00 Per BOD Meeting)

President FDIAI - (Hotel 1 day BOD midyear) (Hotel FDIAI Annual)
(Hotel IAI) Transportation BOD midyear & FDIAI Annual and IAI Annual
Per Diem FDIAI Annual and IAI Annual

Editor FDIAI Newsletter Hotel 1 day BOD midyear & Hotel FDIAI Annual
Transportation BOD midyear & Annual
Per Diem Annual FDIAI
Phone & Internet
Office Supplies pertaining to function

Secretary/Treasurer Hotel 1 day BOD midyear & Hotel FDIAI Annual
Transportation BOD midyear & Annual
Per Diem Annual FDIAI
Postage/Printing
Phone & Internet
Office Supplies relating to function

Conference Planner Card Used on limited bases only for none conference related items required to come from General Fund IE. Capital Equipment such as Computers or Display and Cellular Phone/Internet Bill previously authorized by the Board of Directors.

**CONFLICT OF INTEREST POLICY
FLORIDA DIVISION OF THE
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION**

**Article I
Purpose**

The purpose of the conflict of interest policy is to protect the interests of the Florida Division of the International Association for Identification (“FDIAI”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the FDIAI.

**Article II
Procedures**

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an **interested person** must disclose the existence of the **financial interest** at the time the transaction or arrangement is being considered by the board or committee. Disclosing the actual or possible conflict of interest on the Annual Statement (attached hereto) does not relieve an **interested person** of the obligation to disclose an actual or possible conflict of interest at the time the transaction or arrangement involving the interest is being considered.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the **financial interest** and all material facts, and after any discussion with the **interested person**, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An **interested person** may make a presentation at the board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether FDIAI can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in FDIAI's best interest, for its own benefit, and whether it is fair and reasonable.

4. Violations of the Conflicts of Interest Policy

- a. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article III Records of Proceedings

The minutes of the board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a **financial interest** in connection with an actual or possible conflict of interest, the nature of the **financial interest**, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article IV Conflict of Interest Policy Definitions

1. Interested Person

Any director, officer, or member of a committee with board delegated powers, who has a direct or indirect **financial interest** as defined below, is an **interested person**.

2. Financial Interest

A person has a **financial interest** if the person currently has, or has had in the past twelve months, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which FDIAI has a transaction or arrangement,
- b. Been paid as an employee or independent contractor by FDIAI or with any entity or individual with which FDIAI has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or arrangement which would result in compensation (as an employee or independent contractor) with any entity or individual with which FDIAI has a transaction or arrangement.

Compensation includes payment as either an employee or independent contractor, either directly or indirectly, as well as gifts or favors that are not insubstantial.

A **financial interest** is not necessarily a conflict of interest. A person who has a **financial interest** may have a conflict of interest if the appropriate board or committee decides that a conflict of interest exists.

**FLORIDA DIVISION OF THE INTERNATIONAL ASSOCIATION FOR
IDENTIFICATION
CONFLICTS OF INTEREST POLICY
ANNUAL STATEMENT**

This annual statement form is designed to assist directors and officers of the FDIAI organization in identifying and understanding possible conflicts of interest. Italicized terms are defined (see definitions following this Statement).

Time period: January 1, 2017 – December 31, 2017
List #1 is attached to this Statement

Yes No
 1. Do you have a *family member* on **List #1**?

If yes, please describe:

Yes No
 2. Apart from your relationship through FDIAI, do you have a *business relationship* with any person on **List #1**?

If yes, please describe:

3. Are you a director, trustee, officer, *owner*, employee or independent contractor of any organization(s) other than FDIAI? If so, please list them below. Use additional space on the back of this form, as necessary.

Name of organization:

Your role in organization:

Yes No
 4. Apart from your compensation as a director, officer or key employee of FDI AI (if any), have you or a family member received payment, compensation, grant, or any type of benefit from FDI AI?

If yes, please describe:

Yes No
 5. Apart from your role as a director, officer or key employee, do you or your *family members* or organizations with which you are affiliated (listed above in answer to question 3) engage in business transactions with FDI AI?

Example: If a Director is a co-owner of a consulting firm that FDI AI is considering engaging, the Director should answer this question “yes” and describe the relationship below.

If yes, please describe:

Yes No
 6. Do you or a family member, or one of the organizations listed above in answer to question 3, have interests that could be found to be adverse to FDI AI?

Example: If a Director has an ownership interest in a company that wishes or may wish to create and promote a program that the FDI AI Board has also discussed developing and promoting, the Director should answer this question “yes,” and describe the relationship below.

If yes, please describe:

7. I bring to your attention the following other potential conflicts of interest, involving me, my family members, and organizations in which I have an interest, and FDI AI: (If none, write “None.”)

<i>I have read and understand FDI AI’s</i>	
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<p><i>Conflicts of Interest Policy. I agree to comply with the Policy.</i></p>	<p><i>Name</i> _____</p> <p><i>Date</i> _____</p> <p><i>Signature</i> _____</p>
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FDIAI Conflicts of Interest Annual Statement Definitions

Family members include a spouse, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren.

A *business relationship* includes, but is not limited to employment relationships, contracts of sale, leases, licenses, loans, and arrangements for the performance of services. Business relationship carried on in the ordinary course of business (on the same terms generally offered to the public) need not be reported. Privileged, person-to-person relationships (attorney-client, doctor-patient and spiritual leader-congregant) need not be reported.

An *owner* does not include a person who, together with family members, owns less than 5% of an entity.

List #1

Officers, Directors, Key Employees

FDIAI BOARD OF DIRECTORS

**FDIAI
OFFICERS/KEY
EMPLOYEES**

List of Directors and Key employees subject to change Year to Year