



Texas Division International Association for Identification

Constitution and By-Laws

Article I. Official Name, Character, and Objectives

Section 1.01 Official Name: This organization shall be known as the Texas Division of the International Association for Identification (TDIAI); shall be a Regional Division of the parent body of the International Association for Identification (IAI).

Section 1.02 Character: The TDIAI shall operate as a not-for-profit organization.

Section 1.03 Objectives: The current objectives shall be:

- A. To associate persons in the state of Texas, who are actively engaged in the profession of forensic identification, crime scene investigation, scientific examination and preservation of physical evidence in an organized body, so that the profession in all of its branches may be standardized and effectively and scientifically practiced.
- B. To encourage the enlargement and improvement of the science of forensic identification, crime scene investigation, evidence examination and preservation.
- C. To encourage research in the science of forensic identification, crime scene investigation, evidence examination and preservation.
- D. To keep its members apprised of the latest techniques and discoveries in forensic identification, crime scene investigation, evidence examination and preservation.
- E. To employ the collective wisdom of the profession in order to advance the scientific techniques of forensic identification, crime scene investigation, examination and preservation.

Article II. Memberships

Section 2.01 Categories: The membership of the TDIAI shall consist of Active, Associate, Life, Sustaining, Student and Honorary members.

Section 2.02 Qualifications and Application: The qualifications and application procedures for each category of membership shall conform to the provisions of the By-laws.

Article III. Officers

Section 3.01 Officers: The officers shall consist of: a President, First Vice President, Second Vice President, Sergeant-at-Arms, Secretary, Treasurer, Editor, and Historian.

Section 3.02 Election, Appointment, Removal, and Duties: The election or appointment, succession, removal, and duties of all officers shall conform to the provisions of the By-laws.

Article IV. Board of Directors

Section 4.01 Members of Board of Directors: The Board of Directors shall consist of seven (7) members and a chairperson, for a total of eight (8) persons.

Section 4.02 Election, Appointment, Removal, and Duties: The election or appointment, succession, removal, and duties of all the members and the chairperson of the Board of Directors shall conform to the provisions of the By-laws.

Section 4.03 Policy Making Body: The Board of Directors shall be the policy making body of the Texas Division of the International Association for Identification.

Article V. Committees

Section 5.01 Standing Committees and Subcommittees: Standing Committees and Subcommittees shall be established in accordance with and conform to the provisions of the By-laws.

Section 5.02 Special Committees and Subcommittees: The following individuals are authorized to form Special Committees and Subcommittees: the President, the President-elect and the Chairperson of the Board of Directors. The Chairperson of any Standing Committee or Subcommittee may recommend to the President the formation of a special committee or special subcommittee.

Section 5.03 Dissolution of Special Committees and Subcommittees: All Special Committees and Subcommittees shall be automatically dissolved at the end of the term of office or term of appointment, of the individual who created them unless they are dissolved sooner.

Article VI. Educational Conference and General Membership Meetings

Section 6.01 Annual TDIAI Educational Conference: An Annual TDIAI Educational Conference shall be held in conformance with the provisions of the By-laws.

Section 6.02 General Membership Meeting: An annual General Membership Meeting shall be held at each Annual TDIAI Educational Conference in conformance with the provisions of the By-laws.

Article VII. Amendments

Section 7.01 Required Votes: Except as otherwise provided herein or by law, this Constitution shall not be amended or repealed without a majority vote at two (2) consecutive Annual General Membership Meetings, unless by a majority vote of the members assembled at regular Conference, held to be an emergency. Such emergency amendment shall be voted on the third time of the same year and if carried by a majority vote, shall immediately become a part of the Constitution.

Section 7.02 Publication: At least two (2) days prior to each of the two (2) consecutive Annual General Membership meetings in which any Amendment or Amendments to this Constitution will be voted on, the Chairperson or Secretary of the Resolutions and Legislative Committee shall post each proposed Amendment to this Constitution in the form of a written resolution at the site of the General Membership Meeting. Also, at least thirty (30) days prior to the Second General Membership Meeting in which any Amendment or Amendments to this Constitution will be voted on, each proposed Amendment to this Constitution in the form of a resolution shall be published in total in an official Texas Division of the International Association for Identification publication that is normally sent to all the members in good standing.

Section 7.03 Effective Date: An Amendment to this Constitution shall become effective immediately only upon being passed at two (2) consecutive Annual General Membership Meetings. An emergency amendment shall be voted on the third time of the same year and if carried by a majority vote, shall immediately become a part of the Constitution.

Article VIII.

Prohibition against Sharing Profits and Assets, and Dissolution

Section 8.01 General Prohibition: No member of the Board of Directors, Officer, employee, or other person connected with the Association, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Texas Division of the International Association for Identification. However, this provision shall not prevent the payment to any such person or reasonable compensation for services rendered, expenses incurred to or for the Association, as shall be fixed by a resolution passed by the Board of Directors.

Section 8.02 Dissolution: The Texas Division of the International Association for Identification may be dissolved upon a vote of a simple majority at two (2) consecutive Annual General Membership Meetings. However, if no general membership meetings are scheduled at any time within the subsequent two (2) years, the Association may be dissolved by a simple majority vote of the remaining Officers and members of the Board of Directors. Prior to a vote on dissolution, a written notice shall be published in some form at least sixty (60) days before the vote is taken. The written notice shall be considered to have been published effective on the date that the written notice is mailed to all members in good standing at their last known mailing address.

Section 8.03 Distribution of Assets after Dissolution: First, all the lawful expenses, to include operating expenses, of the Texas Division of the International Association for Identification are to be paid. Next, as stated in an approved resolution to dissolve the Association, the remaining assets and income shall not inure to the benefit of any member or private individual, but shall be donated to the educational foundations of the International Association for Identification. For the purposes directed in this section, the Board of Directors shall consist of those individuals currently serving on the Board of Directors when the resolution to dissolve the Texas Division of the International Association for Identification becomes effective.

Article IX.

Code of Ethics, Standards of Professional Conduct and Members' Bill of Rights

Section 9.01 Adoption and/or Amendment of Code of Ethics, Standards of Professional Conduct and Members' Bill of Rights: The Texas Division of the International Association for Identification shall establish, maintain and publish in the Annual Texas Division of the International Association for Identification Membership Directory a Code of Ethics, a Standards of Professional Conduct and a Members' Bill of Rights to which all the members must adhere. The Code of Ethics, any Standards of Professional Conduct and the Members' Bill of Rights shall be adopted and/or amended only by a resolution passed by a majority vote at a general membership meeting. However, if the Board of Directors believes it is in the best interest of the Association, the Board of Directors may amend the Code of Ethics, any Standards of Professional Conduct and the Members' Bill of Rights, subject to ratification by the members.

Section 9.02 Effective Date: Once adopted and/or amended, the Code of Ethics, the Standards of Professional Conduct and the Members' Bill of Rights shall become effective immediately upon publication in an official Texas Division of the International Association for Identification publication that is distributed to the members.

Section 9.03 Violations: A violation of the Code of Ethics and/or the Standards of Professional Conduct may be considered as adequate cause for expulsion, suspension or revocation of membership in conformance with the provisions of the By-Laws.

Article X. Logo

Section 10.01 Logo: This is the Official Texas Division of the International Association for Identification Logo:



Section 10.02 Use: In addition to any use authorized by the Board of Directors, official publications, official correspondence and official documents or items in any form, the Official Logo may be used only by members of the Texas Division of the International Association for Identification who is in good standing.

Amended 06/12/2011 Board of Directors

*All Articles of the Constitution were renumbered, titled and rewritten or examined.
Approved by the Board of Directors for membership vote on Thursday 06/09/2011 1st Membership Vote
Friday 06/10/2011, 2nd Membership Vote Saturday 06/11/2011, Final Vote Sunday 06/12/2011*

Texas Division International Association for Identification

By-Laws

Article I. Offices

Section 1.01 Principal Executive Office: The principal executive office for the transaction of the activities and affairs of the Texas Division International Association for Identification (TDIAI) is to be located at a location designated by the Board of Directors.

Article II. Memberships

Section 2.01 Application for Membership: Application for Active, Associate, Sustaining and Student Membership shall be made using the official TDIAI membership application form and the completed form shall be submitted directly to the Secretary of the TDIAI along with the annual dues and assessments established in accordance with the provisions of these By-Laws. The procedures for the review and approval or rejection of each membership application shall conform to the provisions of these By-Laws. The Board of Directors is authorized to approve procedures for applying for, and/or designating individuals in other categories of membership not specifically covered in other sections of these By-Laws.

Section 2.02 Active Membership: The active membership of the TDIAI shall consist of persons actively engaged as an examiner, analyst, practitioner or supervisor in the forensic sciences. Active members do not lose their status because of retirement or change of position, so long as they remain in good standing, and they may hold office.

Section 2.03 Associate Membership: Individuals not qualified for Active Membership may qualify for Associate Membership. That category includes those employed in some aspect of forensic science and vendors to the forensic sciences. Associate Members have all the rights and privileges of an Active Member but cannot hold Presidential or Vice-Presidential offices.

Section 2.04 Life Membership: There is hereby adopted a system of Life Membership which shall be granted to Active and Associate Members who have paid their dues and assessments for the past 20 consecutive years and have reached the age of 55 years or older, and any past presidents. Life members shall be eligible to vote and be entitled to all regular privileges of an Active or Associate member as summarized in Sections 2.02 and 2.03 above. Life Members shall be excused from further payment of dues and assessments.

Section 2.05 Sustaining Membership: There is hereby adopted a system of Sustaining Membership, which shall forever exempt a member from the payment of dues and assessments. This membership will be granted as follows: An Active or Associate member of the Division who pays a one-time, non-refundable sum of money equal to fifteen (15) times the yearly amount as established in the By-Laws. A Sustaining member shall be eligible to vote and be entitled to all regular privileges of an Active or Associate member as summarized in Sections 2.02 and 2.03 above.

Section 2.06 Student Membership: Student Membership of the TDIAI shall consist of persons who are full or part time college students at an accredited college with a major in law enforcement and/or a forensic science related field. In addition, the applicant must include documentation such as letter from university and/or professor, or a copy of transcript or registration receipt from the educational institute acknowledging student status at the time application for membership or renewal is made.

If the applicant is employed full time and qualifies for membership under Section 2.02.Active Membership, the person shall not be eligible for Student Membership status.

Any individual who is in any type of internship as part of their college course work shall be considered to not be employed by a law enforcement agency for the purposes of this section.

Student members shall not be entitled to vote or hold office. Student members, shall in all respects, be subject to the same rules and code of ethics as all other members.

Section 2.07 Honorary Membership: Honorary Membership of the TDIAI shall consist of persons who have performed some particular service for TDIAI, who have assisted the Forensic Science Community, or who have performed some meritorious act for law enforcement. Such person or persons, upon motion of any member in good standing, may be designated by the Board of Directors or by a majority vote at the General Membership Meeting in Conference as an Honorary Member for a period of one (1) year, and shall be excused from payment of dues and assessments. They shall not be eligible to vote or hold office.

Section 2.08 Member in Good Standing: A TDIAI member shall be considered to be a “member in good standing”, as long as the member is not currently under suspension. During suspension, the individual shall still be subject to investigation in conformance with Article XI, and disciplinary action.

Article III. **Educational Conferences and Membership Meetings**

Section 3.01 Place of Educational Conferences: The Annual TDIAI Educational Conference and any other Special Educational Conferences or Seminars called by the President or the Membership, shall be held during the consecutive dates and at a location selected by the Board of Directors in conformance with the provisions of these By-Laws.

The dates and place of any Educational Conference or Seminar shall be included in any required notice of the Educational Conference or Seminar.

Section 3.02 Notice of Educational Conference: The dates and place of all TDIAI Educational Conferences and Seminars shall be published in the official Journal and/or the official Membership Directory at least 90 days prior to each Conference or Seminar.

Section 3.03 Opening Ceremonies and Educational Programs: The Opening Ceremonies and educational programs of all TDIAI Educational Conferences and Seminars shall be as follows:

- A. Calling the meeting to order by the President
- B. Posting of Colors, pledge of allegiance, national anthem
- C. Invocation
- D. Address of Welcome by President
- E. Address by Dignitaries and Key Note Speaker
- F. Announcements by First Vice President
- G. Adjournment until General Membership Meeting

Section 3.04 Annual General Membership Meeting: The Annual General Membership Meeting of the TDIAI shall be held on the last full day of the Annual TDIAI Educational Conference prior to the banquet, except when a Substitute Annual General Meeting is approved by the Board of Directors as authorized in the By-Laws. The purpose of the General Membership Meeting shall be to elect officers of the Association and members of the Board of Directors and to transact such other business as may be properly brought

before the Annual General Membership Meeting. The President shall be the presiding officer and shall be guided by the Manual of Robert's Rules of Order. The Secretary or designee shall be the recording Secretary. The order of the proceedings shall be as follows:

- A. Calling the meeting to order by the President
- B. Invocation
- C. Reading of minutes of previous conference.
- D. Reports of Officers
- E. Reports of Committees
- F. Unfinished business
- G. Presentation of Resolutions for discussion
- H. Vote on Resolutions
- I. New Business
- J. Nominations from the floor – Nominations shall include an oral vision statement from the candidate
- K. Break, if needed, to ensure any nominations from the floor meet all eligibility requirements
- H. Election of Officers and Directors
- I. Adjournment until Banquet

Section 3.05 Substitute Annual General Membership Meeting: If the Annual General Membership Meeting of the TDIAI cannot be held on the day designated in Article III, Section 3.01 above, a Substitute Annual General Membership Meeting shall be designated by the Board of Directors in accordance with the provisions of the By-Laws. A meeting so called shall be designated and treated for all such purposes as the Annual General Membership Meeting.

Section 3.06 Special Meetings: Special Membership Meetings may be called at any time by the Board of Directors in accordance with the notice requirements in the By-Laws.

Section 3.07 Notice of Special Meetings: Written or printed notice stating the time, date(s), and location of substitute General Membership Meetings, and all Special Meetings shall be delivered not less than thirty (30) days before the date thereof, either personally or by mail, by or at the direction of the Board of Directors, the President, or other person calling the Meeting, to each member of record who is qualified to vote at the meeting. If mailed, such notice shall be deemed to be delivered when deposited, postage prepaid, in the United States Mail addressed to all members in good standing at their last known mailing address as it appears on the record of members of the TDIAI Provided however, that any notice of a Special Meeting shall be deemed delivered if printed in any official publication of the TDIAI deposited, postage prepaid in the United States mail addressed to all members in good standing at their last known mailing address as it appears on the record of members of the TDIAI, at least thirty (30) days prior to the date of such Meeting. The notice of any Special Meeting shall specifically state the purpose(s) for which the Meeting is called.

Section 3.08 Quorum: At the General Membership Meeting, a quorum shall consist of 15 voting members. If there is no quorum at the opening of a General Membership Meeting, such meeting shall be immediately adjourned without further notice until a quorum is present. At any reconvening of an adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting. After a quorum has been established at a meeting, the subsequent withdrawal of members so as to reduce the number of members entitled to vote below the number required for a quorum shall not affect the validity of any action taken at the meeting or any reconvening of an adjourned meeting thereof.

Section 3.09 Vote by Membership: Except as required by law, the Constitution, or other provisions of the By-Laws, a simple majority vote of the voting members in good standing at a General Membership Meeting shall constitute the final decision of the TDIAI. Each member in good standing at the meeting shall have one vote and no proxy votes are permitted.

Section 3.10 Parliamentary Rules: All TDIAI membership meetings shall be governed by Robert's Rules of Order: the edition as specified by the Board of Directors, insofar as such rules are not inconsistent with or in conflict with the provisions of law, the Constitution, or the By Laws. Further, the edition number of Robert's Rules of Order to be used for the upcoming year shall be published in the TDIAI Membership Directory for that year.

Section 3.11 Financial Report from Annual TDIAI Educational Conference: The Treasurer of the TDIAI shall publish as an attachment to the annual financial statement a brief financial report that summarizes all the income, expenses, and profit or loss from the Annual TDIAI Educational Conference. On this financial report, the total expenses shall be subtracted from the total income to determine the profit or loss.

Article IV. Duties of the Officers

Section 4.01 President:

- A. The President shall preside at all meetings of the TDIAI and shall preserve order and decorum. The President will carefully supervise the affairs of the TDIAI and labor for its usefulness and efficiency. He will appoint all standing and special committees, unless otherwise provided, and will fill all vacancies among the officers and Committees caused by death, resignation or for other causes, during the recess of the TDIAI, such appointments to be confirmed by the Board of Directors.
- B. The President shall be allowed remuneration to cover expenses while attending the conference of the TDIAI as approved by the Board of Directors of the TDIAI.
- C. The President shall be an ex-officio member of all Committees.

Section 4.02 First Vice-President:

- A. The First Vice-President shall act as presiding Officer of the TDIAI during the absence or temporary disability of the President.
- B. The First Vice-President will automatically succeed to the Office of President in the event of disability, resignation or removal from the office of President and will serve for the unexpired term thereof.
- C. The First Vice-President shall serve as Chairperson of the Resolutions Committee and the Program Committee.

Section 4.03 Second Vice-President:

- A. The Second Vice President shall act as presiding officer of the TDIAI during the absence or temporary disability of the President and the First Vice-President.
- B. In the event of death, disability, resignation or removal from office of both the president and the First Vice-President, the Second Vice-President will automatically succeed to the office of President and will serve the un-expired term thereof.
- C. The Second Vice-President shall serve as Chairperson of the Membership Committee and the Auditing and Finance Committee.

Section 4.04 Secretary:

- A. The Secretary 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 will perform such other duties as may be assigned to that office by the President or Board of Directors.
- B. The Secretary shall receive applications for membership and upon approval from the Membership Committee and payment of dues shall issue to each member a membership card, such cards to bear the imprint of the year for which issued.
- C. The Secretary shall receive a stipend of \$100 per quarter.

- D. The Secretary shall submit a personal report at the annual meeting.
- E. The Secretary shall be permitted to maintain a revolving petty cash fund to defray the usual and ordinary expenses of that office. This fund may be limited to an amount as set by the Board of Directors. The Secretary may conduct day-to-day business in the name of the Texas Division of the IAI.
- F. The Secretary will provide a financial report to the Treasurer.
- G. The Secretary shall send an email to the general membership requesting nominations no later than 30 days prior to the yearly Educational Conference for any open Officer or Board of Director positions. This email shall include a list of all available positions, eligibility requirements for open positions, and submissions instructions. These instructions shall include, but are not limited to: all nominations must be emailed to nominations@tdiai.org and shall include a vision statement.
- H. The Secretary shall send notification to the current President and any nominated member who is found to be ineligible to be elected. This notification should include, but is not limited to: the reason why member is ineligible. All notifications shall be kept on file for a period of three (3) years.

Section 4.05 Treasurer:

- A. The Treasurer shall keep just and accurate records of all TDIAI accounts.
- B. The Treasurer shall draw warrants for the expenses of the TDIAI when directed by the TDIAI or the Board of Directors.
- C. The Treasurer shall receive a stipend of \$100 per quarter.
- D. The Treasurer shall submit financial records as directed by the By-Laws.

Section 4.06 Editor:

- A. The Editor shall receive all articles and items of interest to the TDIAI, edit them when necessary, and prepare them for inclusion in the TDIAI journal, which is the designated the official publication. The Editor shall secure such other beneficial publicity for the TDIAI as may be possible and perform such other duties as may be assigned by the President or Board of Directors. Expenses incurred by this office in connection with its duties, shall be paid by the Treasurer upon the presentation of proper vouchers.
- B. The Editor shall ensure the TDIAI journal is published at least twice a year. Publish due dates for each journal will coincide with the Mid-Winter Board of Directors meeting and the yearly Educational Conference.
- C. The Editor shall insure that the names, addresses, and Department of affiliation of new members of the TDIAI be promptly published in the TDIAI journal.
- D. The Editor shall see to it that the minutes of each conference business meeting are published in the TDIAI journal.
- E. A full and correct list of all Members of the Division in good standing, including their addresses and phone numbers, as supplied by the members, shall be published annually.

Section 4.07 Sergeant-At-Arms:

The Sergeant-At-Arms shall have command of the outer door of the conference hall and will permit none to enter who are not properly qualified. The Sergeant-At-Arms shall serve on the Conference Site Committee, assist the President in preserving order and may perform such other duties as the President or Board of Directors may direct. Only those Active/Associate members who have been members in good standing for at least five consecutive years shall be eligible for election to this officer position.

Section 4.08 Historian:

- A. The Historian shall search for, collect and have custody of all items of historical interest to the TDIAI. The Historian shall identify and mark each item, acknowledge the donor of each, 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 TDIAI publications as well as the minutes of the

General Membership and Board of Directors meetings.

Section 4.09 Chaplain:

- A. The Chaplain shall provide spiritual support and guidance to the needs of the membership in personal and professional life as needed by the members. If the Chaplain cannot provide support for a member, he/she will attempt to locate and guide the member towards a person or religious organization that might be able to provide that support or guidance.
- B. The Chaplain will be the religious representative of the TDIAI.
- C. The Chaplain, or his/her designee, will preside over the religious functions including invocations and the reflection breakfast at the yearly conference and board meetings.

Article V. Board of Directors

Section 5.01 Members of Board of Directors: The Board of Directors shall consist of seven (7) members and a chairperson, for a total of eight (8) persons. One of these members shall be the immediate past President who shall serve an un-elected one-year term as Chairperson of the Board. After the expiration of the past President's one year term, the past President will be eligible for election to the Board.

Section 5.02 Election, Appointment, Removal, and Duties: The election or appointment, succession, removal, and duties of all the members and the chairperson of the Board of Directors shall conform to the provisions of the By-laws.

Section 5.03 Policy Making Body: The Board of Directors shall be the policy making body of the Texas Division of the International Association for Identification.

Section 5.04: After the initial year of the appointment of the Board of Directors, all members elected to the Board will serve a term of three years. No member may serve more than two consecutive three-year terms. After serving two consecutive three-year terms, a Board member is ineligible for election for two elections.

Section 5.05: Only those Active/Associate members who have been members in good standing for at least five consecutive years should be eligible for election to the Board.

Section 5.06: In the event that a vacancy occurs among the Board of Directors before a member's term has expired, the President of the TDIAI shall fill the vacancy by making an appointment from the Active/Associate membership using the criteria for selection that is set forth in Section 2.02 and 2.03.

Section 5.07: The Board of Directors shall determine the date of the annual meeting. If for any reason it becomes necessary to change the location of the meeting place, it shall be the duty of the Board of Directors to select a different location.

Section 5.08: The Board of Directors shall, with the President, outline the program and activities of the TDIAI Conference and shall have control of the affairs of the TDIAI during its recess.

Section 5.09: The Board of Directors shall arbitrate disputes between members and officers or between members and non-members when the interest and welfare of the TDIAI is involved. They shall verify suspensions made by the Secretary and act as trial committee upon request from the President or any member under charges, and their decision shall be final upon appeal to the TD-IAI in assembled Conference.

Section 5.10: The Board of Directors shall determine the location of the Annual Educational Conference.

Article VI. Committees

Section 6.01 Standing Committees and Subcommittees: There shall be two kinds of committees, standing and special, and when not otherwise provided, they shall be appointed by the President. Standing Committees and Subcommittees shall be established in accordance with and conform to the provisions of the By-laws. The Standing Committees are designated in Article VI of the By-Laws.

Section 6.02 Special Committees and Subcommittees: The following individuals are authorized to form Special Committees and Subcommittees: the President, the President-elect and the Chairperson of the Board of Directors. The Chairperson of any Standing Committee or Subcommittee may recommend to the President the formation of a special committee or special subcommittee.

Section 6.03 Dissolution of Special Committees and Subcommittees: All Special Committees and Subcommittees shall be automatically dissolved at the end of the term of office or term of appointment, of the individual who created them unless they are dissolved sooner.

Section 6.04 Membership Committee: The committee shall consist of three members. The Second Vice-President and two members appointed by the President. The Second Vice-President shall serve as Chairperson. The committee's duty shall be to consider and pass upon all applications for membership in the TDIAI. This committee shall certify to the President and Secretary of the TDIAI that such persons are qualified and entitled to membership in the TDIAI. Upon approval of the President and Secretary, they shall be admitted to membership and due notice mailed them promptly.

Section 6.05 Committee on Credentials: The Committee on Credentials shall consist of the President, the First Vice-President and the Secretary, who shall pass upon the eligibility of all delegates to the conference.

Section 6.06 Committee on Laws and Legislation: The President shall appoint a Committee on Laws and Legislation consisting of three members, whose duty it shall be to obtain and consider any and all laws passed by or pending before state or federal legislative bodies which relate to personal identification. This committee shall report to the Board of Directors during the recess of the TDIAI as required to do so by the urgency of legislative possibilities or by order of the Board. Otherwise the report shall be embodied in the annual report of the committee, which shall be accompanied by recommendations and submitted to the TDIAI in conference.

Section 6.07 Finance Committee: The committee shall be composed of four members, the Second Vice-President and three members appointed by the President. The Second Vice-President shall serve as Chairperson.

Section 6.08 Certification Committees:

A. Latent Print Certification Committee

1. The members must be certified to be on this committee.
2. The senior Certification Committee member will be the Chairperson of the Committee.
3. The President will appoint one member of the committee each year subject to the approval of the Board of Directors.
4. When a vacancy occurs on the committee prior to the expiration of that term, the President will appoint a member as provided in this Section to fill the un-expired term.
5. No member may hold consecutive three-year terms.

B. Crime Scene Certification Committee

1. The members must be certified to be on this committee.
2. The Senior Certification Committee member will be the Chairperson of the committee.

3. The President will appoint one member of the committee each year subject to the approval of the Board of Directors.
4. If a vacancy occurs on the committee prior to the expiration of that term, the President will appoint a member as provided in this section to fill the un-expired term.
5. No member may hold consecutive three-year terms.

Section 6.09 Resolutions Committee: The committee shall be composed of three members, the First Vice-President and two members appointed by the President. The First Vice-President shall serve as Chairperson. All members shall have the right to vote. The duties of the committee shall be to receive suggestions for amendments to the Constitution and By-Laws, or any recommendations for the betterment of the TDIAI from members in good standing. All recommendations brought to the committee by members in good standing must be brought before the Board of Directors and members. Any recommendation for amendment to the Constitutions or By-Laws must be presented to the Resolutions Committee in writing sixty days prior to the annual conference. These changes will be incorporated into resolutions and will be presented during the annual conference for approval by the majority of members present. All resolutions and Constitutional amendments, which are to be proposed to the TDIAI, should be in the hands of the Secretary not later than ten days prior to the opening day of the annual conference.

Section 6.10 Education Committee: This committee shall be responsible for promoting educational schools and training courses for members of this Association. This committee shall also monitor all aspects of education for the members and the Annual Training Conference. The goal of this Committee is to further the education of its members by sponsoring or hosting schools or training in the fields as outlined in Article 1, Section 1 of the Constitution.

The committee shall consist of a Chairperson and three members. The Board of Directors with the approval of the President shall appoint the Chairperson of this Committee. The President shall appoint the three members. On the inception of this Committee, the three members shall draw lots for terms of one, two, and three years with one member serving a one-year term, one member serving a two-year term and the last member serving a three-year term.

The Board of Directors may establish a standing committee to oversee and advise the Education Committee and to comply with Texas Commission on Law Enforcement (TCOLE) rules and regulations.

A. The Chairperson of this Committee shall:

1. Serve a three year term
2. Be able to maintain funds or accounts to take care of day-to-day business. The amount of funds maybe limited to an amount set by the Board of Directors. The Chairperson shall be able to conduct business in the name of the Texas Division of the IAI.
3. Keep records and statistics of training sponsored or hosted in accordance of the rules of the Texas Commission on Law Enforcement (TCOLE).
4. Provide a report to the Board of Directors on Activities of the Committee as well as the General Membership at the Annual Training Conference.

B. The members of this Committee shall:

1. Assist the Chairperson in the discharge of his/her duty to the Committee.
2. Promote Educational Opportunities to the Membership.
3. Assist and coordinate Association Sponsored Education and Training.

Section 6.11 Program Committee: The Committee shall be composed of the First Vice-President who shall serve as Chairperson and members appointed by the President. They shall develop an educational program for the annual conference.

Section 6.12 Conference Site Committee: This committee shall consist of the Sergeant-at-Arms and six Active/Associate members of the TDIAI appointed by the President. The President will designate one of the

appointees as Chairperson. Members of this committee may be re-appointed at the discretion of each incoming President in order to assure continuity in the ongoing business of the committee. Any vacancies during that business year will be filled by appointments by the President. This committee shall provide:

1. Local dignitary's for opening ceremony
2. Local color guard or flag presentation for opening ceremony
3. Opening ceremony invocation
4. Opening ceremony speaker as needed
5. Group photograph
6. Photographic support for conference
7. Security for vendors as needed
8. Volunteers for registration table and collection of class/workshop attendance and TCOLE registration. Registration packets shall include all eligible nominations submitted prior to the Conference along with their vision statement
9. Hospitality room monitor
10. Volunteer runner for speaker/workshop needs
11. Local information for spouse tours or activity
12. Banquet speaker or banquet activity as needed

Section 6.14 Charlie Parker Memorial Scholarship Committee: The Memorial Scholarship Committee shall consist of the three most recent past Presidents in attendance at the annual training conference. The immediate past President in attendance shall serve as Chairperson.

Section 6.15 Editorial Review Committee: This committee shall consist of the Editor, who shall serve as the Chairperson of the Committee, and three members appointed by the President. This committee shall review all articles being published in the TDIAI journal. The committee is responsible for helping the Editor to ensure the journal is published on time. Each journal will be published no later than the end of the month following the Mid-Winter Board of Directors and the yearly Educational Conference. On the inception of this Committee, the three members shall draw lots for terms of one, two, and three years with one member serving a one-year term, one member serving a two-year term and the last member serving a three-year term. The Chairperson shall serve a three year term. This Committee must meet at least twice a year.

Section 6.16 Peter Salicco Audio/Visual Committee: This committee shall consist of a Chair and three members appointed by the President. The President shall have the authority to make one of the appointed members a Co-Chair of the committee, if desired. This committee shall be responsible for setting up and troubleshooting all audio and visual needs, not covered by contract, at our annual TDIAI Conference. They shall ensure our equipment is in good working order and will report to the Board of Directors when equipment needs to be replaced or updated. A yearly inventory shall be completed and submitted at the annual Board of Directors meeting held at our conference.

Article VII. Business Meeting

Section 7.01 Business Meeting: The business meeting of the TDIAI shall be held on the last day and in conjunction with the Annual Conference. The presiding officer of the business meeting shall be guided by the Manual of Robert's Rules of Order, and the order of the proceedings shall be as follows:

- A. Calling the meeting to order by the newly elected President
- B. Invocation
- C. Address of Welcome
- D. Unfinished business
- E. Committee Appointments by the newly elected President
- I. New Business
- J. Adjournment

Article VIII. Elections

Section 8.01: The election of officers shall take place during the annual conference.

Section 8.02: Election shall be by ballot, if more than one person is nominated for any office, a majority of all votes cast shall be necessary to elect to any office.

Section 8.03: If more than two candidates are nominated, the name of the candidate receiving the lowest number of votes shall be dropped on each successive ballot until only two names remain, unless, on any ballot, one candidate shall receive a majority of all the votes cast.

Section 8.04: In the event no nominations are submitted either prior to or during the yearly Educational Conference, the Board of Directors and current President shall meet no later than 30 days past the last day of the conference to nominate one or more individuals. All eligible nominations will be sent to the membership and an on-line election will be held.

Section 8.05: If any nominated individual does not meet eligibility requirements, a notification will be sent to the member.

Article IX. Dues and Assessments

Section 9.01 Amount: The Board of Directors shall set the annual membership fee with approval from the membership assembled at the Annual Conference.

Section 9.02 Payment: Dues paid to the TDIAI by any new applicant, or applicant for reinstatement, shall be applied to the dues for that calendar year only. However, dues paid by a new applicant between October 1 and December 31 shall apply to the following calendar year.

Section 9.03 Billing Cycle: The billing cycle for the billing of the dues shall be between December 1 of the previous year and April 30 of the current year. All dues are due and payable during this period.

Section 9.04 Exclusion of Dues: No member or applicant for membership shall be excused from the payment or processing fees, dues or assessments, except honorary members, life active members, sustaining members, and past Presidents.

Section 9.05 Termination: Any current Member who is delinquent as of April 30 in the payment of dues for the current year is deemed not to be in good standing, and it shall be the duty of the Secretary to notify such member of that fact immediately thereafter, and to suspend from the membership and remove such member's name from the Current Membership Roster and mailing list of the TDIAI.

Section 9.06 Reinstatement: In the event a member is not in good standing for nonpayment of dues, as provided for in Article IX of these By-Laws, or has otherwise withdrawn their membership while in good standing, may be reinstated and restored to their original membership status including their former member number provided the following: the member pays dues for the current year and a processing fee as set by the Board of Directors, and that three years or less has elapsed since the membership was terminated. If more than three years have elapsed, the member must reapply as a new member. Eligibility for Life Membership shall be based on the number of years that dues were paid and those years do not need to be consecutive. For the purposes of this section, any Member who resigns in lieu of responding to allegations of ethics violation shall be considered to have withdrawn their membership while NOT in good standing and such former Members may reapply for membership only as a new member.

Section 9.07 Assessments: The Board of Directors is empowered to levy assessments upon the

membership when, in its judgment, the needs of the TDIAI require such action.

Article X. Meetings

Section 10.01 Membership: All members in good standing are entitled to the floor of the conference and are entitled to vote upon all motions and in the election of officers.

Section 10.02 Board of Director Meetings: Members in good standing are entitled to appear before the Board of Directors during any of the regular meetings of the Board of directors, but shall not be allowed to appear before the Board of Directors during Executive Session.

Section 10.03 Parliamentary Rules: All meetings of the Board of Directors and the Annual Conference shall be governed by Robert's Rules of Order, such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the provisions of law, the TDIAI Constitution or By-Laws.

Article XI. Ethics Investigation

Section 11.01 Charges: No charges made against an officer or member by any other officer or member shall be considered unless the charges are made in writing and signed by the complainant.

Section 11.02 Action to President: All charges and complaints conforming with Section 11.01 above shall be placed in the hands of the President of the TDIAI, who shall within ten days, lay the matter before the Board of Directors for trial and decision, a copy of the charges being sent by registered US Mail to the officer or member accused.

Section 11.03 Answer to Charge: All evidence or testimony relating to charges must be submitted to the Board of Directors by the complainant and the one accused shall be allowed thirty days to submit an answer to same.

Section 11.04 Appeal: Either party may take an appeal of the decision from the Board of Directors to the floor of the conference in the form of a complaint. The decision of the Board of Directors may be upheld or appealed by a two-thirds vote of the members in good standing that are present and voting.

Article XII. By-Law Changes

Section 12.01 Changes: The Board of Directors shall have the authority to change the Bylaws as needed for the good of the TDIAI by majority vote of the Board of Directors.

Section 12.02 Notification: Each member of the Board of Directors shall be notified in writing, at least ten days prior to the Board meeting of any proposed changes in the Bylaws.

Article XIII. Speaker Fund

Section 13.01 Fund: The Conference committee shall add \$2.00 to the registration fee for each TDIAI Educational Conference. This money is to be turned over to the Treasurer to be placed in a program fund. This fund is to be used for program expenses if needed by the conference Committees. These funds will not become a part of the general fund of the TDIAI and will have a separate accounting.

Article XIV. Charlie Parker Memorial Scholarship Fund

Section 14.01 Establishment:

- A. Applicant for the memorial scholarship must be a member of the TDIAI in good standing.
- B. Applicant will apply in writing to the committee and attach a letter of approval from the applicant's supervisor authorizing the training. If a request is made outside of the conference, the Board of Directors may consider the application and approve funding.

- C. Training Request must be a class, seminar, conference, or other training relative to the forensic identification field.
- D. Expenses eligible for the scholarship include tuition, registration, accommodations, and/or travel.

Section 14.02 Donations:

- A. Donations to the memorial scholarship funds may be made in any amount in the memory of any member. These donations will be recognized at the annual training conference in the following manner: \$100 Bronze Certificate \$300 Silver Certificate \$500 Gold Plaque \$1000 Diamond Plaque
- B. The seed money (principle) set forth to establish this fund shall not be used. Interest earned on this principle, along with any donations will be used for scholarship purposes.

Article XV. Awards

Section 15.01 Good of the Association Award: In recognition and appreciation for a member's outstanding service and dedication to the furtherance of the aims and purposes of the Association, the prestigious "Good of the Association Award" is hereby established.

Section 15.02 Designation: The Board of Directors may use this award to recognize members who have demonstrated outstanding service to this Association.

Section 15.03 Nomination: Any member in good standing may recommend any other person for the Good of the Association Award. This recommendation shall be made in writing and should be forwarded to the Secretary for inclusion on the Mid-Year Board of Director's Meeting agenda. This recommendation should be received by December 31 of the preceding year.