

## PREAMBLE

This Operations Manual is the operational guide for members of the International Association for Identification (IAI), and those holding various positions of responsibility within the IAI, such as officers and staff.

This guide is the appropriate forum for the recording of operational policy decisions of the Board of Directors that would not necessarily be incorporated into the Constitution or Bylaws. This manual attempts to capture the years of experience of past Officers for the continued benefit of the IAI, and does not supersede the provisions of the law, the Certificate of Incorporation, the Constitution, or the Bylaws.

The IAI believes in the importance of diversity of persons, viewpoints, and beliefs. No person involved in IAI, whether as a member, educational conference participant, instructor at an educational conference, applicant for certification, member of a certification board, officer or member of the Board of Directors of the IAI, will be discriminated against in access to and participation in IAI programs, conferences, certification, services, and activities with regard to race, sex, color, creed, religion, age, national origin, mental or physical disability, marital status, gender identity, gender expression, sexual orientation, or any legally protected status.

**All changes to this manual must be approved by the Board of Directors.**

The official versions of the Constitution and Bylaws and this manual are available from the IAI Chief Operations Officer and are available for download on the IAI website.

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# International Association for Identification Operations Manual

## Chapter 1.0 Members

### Section 1.1 Application for Active, Associate, Student Membership, and International Special Circumstances Membership

All applications of candidates for membership in the IAI shall be forwarded to the IAI Chief Operations Officer (COO) who shall review said application for conformance with the requirements as set forth in the by-laws and who may deny or approve membership.

### Section 1.2 Application for Distinguished Membership

**Application.** Application for Distinguished member status shall be made to the COO of IAI on the designated form, which can be found on the website. 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 the responsibility of the applicant/nominator to gather all such documentation pertaining to the application. A letter of recommendation from a member in good standing shall be included with the application. Upon confirmation by the COO that the applicant meets the established criteria, the application shall be forwarded to the Board of Directors (BoD) for consideration. Upon affirmative vote of the BoD the designation of “Distinguished Member” shall be conferred. A certificate will be issued by the COO to the recipient in recognition of their attainment of this distinction.

**Eligibility.** The applicant shall be a member in good standing for ten cumulative years. Any eligible member who accrues ten (10) points in the manner outlined on the application and who has not been censured or otherwise disciplined during the period of membership is eligible to apply. Points may be accrued for qualifying events that occurred before the cumulative ten-year period.

### Section 1.3 Membership Dues

Dues shall be paid by the membership according to the following schedule: Effective October 1, 2024.

Active Member	\$95USD
Associate Member	\$95USD

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Student Member	\$45USD
Active Member (International Special Circumstances)	\$45USD

Dues rates are established by the Board of Directors.

Membership dues cover the period between October of one year and September of the following year. The COO or their designee shall send dues notices to the members in October of each year.

If a member's dues remain unpaid in February, a past-due final notice shall be mailed to the member by the COO or their designee.

If a member's dues remain unpaid on March 31<sup>st</sup>, the member shall be dropped from the membership rolls and membership be terminated.

## Chapter 2.0 Annual Educational Conference

### Section 2.1 Conference Policies-Recording Policy

It shall be the policy of the IAI that recording by any means intended to capture images, video, audio, or a combination thereof of any lecture, workshop, or other IAI sanctioned proceeding shall be prohibited without the express written consent of the IAI. All requests shall be made in writing and forwarded to the COO for consideration. This policy does not prohibit the occasional photograph that may be taken during the course of a presentation unless the instructor has explicitly stated at the beginning of their presentation that they do not permit the taking of photographs or recordings. The official IAI Photographer(s) will be onsite to photograph events at the conference. These photographs will be used in future IAI publications. Objections to being photographed should be conveyed to the photographer. Any concerns regarding this policy should be conveyed to the Conference Planner.

The news media often visits and reports on various activities of the annual conference. Those visits are permissible and shall be coordinated and approved by the Chair of the Publicity Committee.

### Section 2.2 Co-Host Responsibilities and Compensation

If there is a loss, the loss shall be borne entirely by the IAI.

To be considered a co-host, a charter division shall either present a bid to the BoD to be the co-host or be asked by the association to be a co-host. If there is a charter division co-host, the charter division will receive \$10,000 after the conference in compensation for assistance provided in advance of and during the conference. The expected level of assistance shall include the following tasks.

**Point of Contact** The division shall provide one individual who will be a single point of contact responsible for coordination with Conference Planner. This person will be responsible for coordinating the volunteers from the division. They will also be available for all pre-conference meetings called by the Conference Planner prior to the conference (typically two such meetings).

**Division Mailing List** The division shall provide a complete mailing list for the Division's membership in order to market the conference directly to those individuals.

**Provide Volunteers** The division shall provide an adequate number of volunteers as required by the IAI to be assigned as needed (e.g. registration, runners, etc.) during IAI's Annual Educational Conference.

**Provide Contacts for Local Dignitaries** The division shall provide local dignitary contact information for Opening Ceremonies.

**Photographic Support** The division shall provide a photographer to photograph dignitaries, general public relations photography, photograph events of historical value to the association, and any other photographs as deemed necessary by the President, COO, or BoD of IAI throughout the conference week and provide an electronic file to IAI.

**Meeting Rooms for Division Functions** The division shall advise IAI's Conference Planner of all meeting room requirements (including those for food functions) needed by the division during the conference week.

**Off-site Workshop** The division shall provide information for an off-site location where a workshop could be coordinated if the IAI decides to offer one. If this event is to occur, the division shall assist with the procurement of transportation, and all requirements for the outside event.

## Section 2.3 Conference Dress Codes

The *recommended* dress code for those attending the Annual Educational Conference is as follows:

### Conference Lectures and Workshops:

- Lecturers and Workshop Instructors are requested to wear business formal or business casual attire, unless activities involved in the instruction dictate otherwise.
- Lecture and workshop attendees are requested to wear business casual attire, unless activities involved in the instruction dictate otherwise.

### President's Reception

- The Chairperson, President, and Vice Presidents are requested to wear black tie attire with a formal white jacket.
- Guests are encouraged to wear business casual attire

### Installation Banquet

- The Chairperson, President, and Vice Presidents are requested to wear black tie attire.
- Past Presidents are requested to wear black tie attire with a formal white jacket.
- Attendees are encouraged to wear business formal, cocktail, or cultural dress.

## Chapter 3.0 Officers and Directors

### Section 3.1 President

The role of the President is outlined in the Bylaws. Additional duties and responsibilities include, but are not limited to, the following:

- the President is responsible for leading the strategic vision of the IAI;
- the President is responsible for guiding the Vice-Presidents in their duties;
- the President shall provide a biannual report to the BoD; and
- the President may visit the Conference site before the Conference to ensure that the program site meets all requirements for the Annual Educational Conference and business meetings of the Association.

### Section 3.2 Vice Presidents

The roles of the Vice Presidents are outlined in the Bylaws. Additional duties and responsibilities include, but are not limited to, the following:

- the Vice Presidents will support the President and BoD in the management of the IAI. Each will be familiar with the relevant Bylaws and sections of the Operations Manual to allow them to assume the next position, if warranted;
- the Vice Presidents shall provide guidance and input to the BoD;
- in addition to the duties of the Vice Presidents listed in the bylaws, each Vice President is a member of the Vendors Liaison Committee (4<sup>th</sup> VP Chair);
- the First Vice President shall submit a proposed Annual Educational Conference theme six months prior of the annual meeting to the Conference Planner; and
- the Fourth Vice President shall serve as the Chair of the Policies, Procedures, and Documents Committee.

### Section 3.3 Board of Directors

#### Board Member Responsibilities

The roles of the Board Members are outlined in the Bylaws. Additional duties and responsibilities include, but are not limited to, the following:

- each Board Member shall become thoroughly familiar with the Constitution, Bylaws, Operations Manual, and Code of Ethics;
- Board Members shall support the objectives of the IAI and conduct the IAI's business with financial responsibility in the best interest of the Association;
- Board Members shall be timely in responses to all correspondence/requests from the Chairperson and COO including requesting necessary agenda items by the stated deadline prior to each meeting;
- Board Members shall actively engage in all meetings and initiatives of the BoD and be willing to assist when called upon;
- each Board Member shall vote on all matters before the BoD unless there is a

perceived potential conflict of interest then they shall request the Chair recuse them from voting on the matter and the minutes shall reflect the member recusal; and

- Board members shall notify the Chairperson as soon as possible when unable to attend a meeting.

### **Annual Conference Planning and Travel Reimbursement**

- Divisions wishing to host future Annual Conferences should contact the conference planner to indicate their interest and provide information including the proposed dates of the Annual Conference, the anticipated level to which the division will participate in the conference, the place at which it is to be held (including any available information on the proposed conference hotel[s]), and the name(s) of the person(s) who will be responsible to serve as the Division's primary point of contact.
- The Board will make its decision, using the following criteria as a guide: consideration for the diversity of conference sites, including geographical distribution over time; ability of members to gain approval to attend at that location; accessibility, cost, appeal, and safety of the location; and the recommendations of the IAI Conference Planner. The Board shall select at least the site of the next Annual Conference but may select sites of future conferences up to five years in advance; advance selections should be made whenever possible to promote continuity in conference planning.
- Copies of any contracts made between the IAI Conference Planner and the conference hotel(s) or other entities, plus other financial data, shall be provided whenever required by the Board. Further, the IAI General Counsel shall review these contracts before they are signed.
- If a member of the BoD is not funded by his/her employer to attend the annual conference, conference registration for board members will be reimbursed by the IAI. Hotel for three nights and airfare will also be reimbursed.

### **Section 3.4 Elections**

Elections for President, Vice-Presidents, and BoD positions shall be held at the annual membership meeting. The below procedures are followed for the election process.

- Members interested in running for an elected position may sign up with the Nominating Committee to be interviewed, and potentially endorsed, for the position of interest
- Members may also choose to run from the floor at the annual membership meeting. This entails the following:
  - A member must nominate the interested party from the floor
  - A second member must second the nomination
- Once a list of all nominees has been compiled, two possible paths can be taken. If there are only the number of candidates as there are open slots (i.e., there are no challengers for the position), the candidate is unopposed and may be elected by a vote of acclamation. If there are more candidates than open slots of a given position, the following procedures shall be followed:
  - Each candidate for a given position will be allocated 3 minutes to address the

present members and describe their desire and suitability for the role.

- A candidate may choose to cede some or all of their time to another member to speak on their behalf. Time spent in the transition between speakers (e.g., walking up to the microphone) will not be deducted from the 3 minutes allotted to the candidate.
- Once all candidates have had their chance to speak, the present members will be given voting instructions and will complete their vote.
- Each candidate may send a single representative to witness the counting of the ballots if they choose.
- Election winners shall be announced prior to the end of the Annual Membership Meeting, after ballots have been tallied.

### Section 3.5 Appointed Volunteer Officer Positions

There are several volunteer positions within the IAI that are appointed by the BoD after vetting and recommendation of the Advisory Committee on Management Issues. In the interest of giving new people the opportunity to become involved with the IAI and encouraging continued progress toward the goals of various positions and committees, these positions are subject to regular review and have defined terms, which may be renewed. These positions are subject to the following:

- volunteer officer positions serve at the pleasure of the BoD;
- volunteer officer positions shall submit biannual reports of their activities to the BoD. These reports shall be due no fewer than 30 days prior to each in-person meeting of the BoD. These reports will be reviewed to determine progress towards achieving strategic goals as defined by the BoD;
- each term of the International Representative, Division Representative, and Sergeant-at-Arms shall be three years. These terms should be staggered such that the term for only one of these positions shall expire each year;
- at the BoD meeting held in conjunction with the Annual Educational Conference, the BoD shall review any position whose term has expired and determine whether to re-appoint the incumbent for another 3-year term or seek additional candidates to fill the position; and
- if the BoD decides to open a position, candidates for the position should submit a CV and letter of interest to the BoD prior to presenting themselves for vetting.

#### Section 3.5.1 International Representative

- As directed by the President or BoD, the International Representative shall represent the IAI in dealings with individuals involved in Forensic Science and Identification around the world.
- During the Annual Conference, the International Representative will liaise with the international delegates. The International Representative shall provide assistance as practical to the international delegates and their guest(s) and should coordinate the activities of the International Aspects Committee.
- Shall prepare a budget for expenses related to the administration of his/her office. The budget shall be submitted to the COO for inclusion in the IAI's annual budget.
- Performs other duties assigned by BoD.

### Section 3.5.2 Division Representative

- The Division Representative is the Chair of the Division Interaction and Affairs Committee.
- The Division Representative is responsible for facilitating the formation of new IAI Chartered Divisions.
- The Division Representative shall hold a meeting at the Annual Educational Conference with all Regional Representatives and/or acting representatives in attendance. This meeting may be held jointly with the Division Secretaries.

### Section 3.5.3 Sergeant-at-Arms

The role of the Sergeant-at-Arms is outlined in the Bylaws. Additional duties and responsibilities include, but are not limited to, the following:

- direct the delegates to take their seats at the beginning of the Opening Ceremony and Annual Membership Meeting;
- establish a path for the color guard or any other person who will enter during the Opening Ceremony;
- after the conclusion of the opening ceremonies, they will direct the attendees to the location where the group photograph is to be taken;
- assists with the entry and exit of candidates for office during the Nominating Committee meeting held at the Annual Educational Conference;
- ascertain and confirm the presence of a quorum at the Annual Membership Meeting;
- oversees the tally of the ballots from the elections held at the Annual Membership Meeting;
- communicates with candidates for office at the Annual Membership Meeting to ask whether they would like to have a representative present for the counting of the ballots; and
- performs other duties assigned by IAI Officers, BOD, or IAI Staff Members.

### Section 3.6 Historian

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

- is appointed by and serves at the pleasure of the BoD;
- shall collect and maintain copies of all IAI parent body publications, as well as the minutes of the General Membership Meetings and the BoD Meetings;
- shall display or cause to be displayed at any applicable IAI event at their discretion or upon request of the BoD or president, items of interest that are related to the history of the IAI and/or any of the disciplines of forensic

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science or scientific identification;

- ensures documents or any other materials under their control may be loaned only to IAI members; and
  - No original documents may be loaned if the document to be loaned is the only copy on file.
- may be called upon to perform additional duties by IAI Officers, BoD, or IAI staff members.

## Chapter 4.0 Staff

### Section 4.1 Chief Operations Officer

#### Job Summary

- The COO shall be appointed by and serves at the discretion of the BoD of the IAI. The COO will be paid at the GS 10 locality pay scale.
- Under the general direction of the President and the Chairperson of the BoD, the Chief Operations Officer (COO) is responsible for the day-to-day administrative and financial duties required for the efficient and effective operation of the IAI. Such duties shall include the coordination and oversight of the Educational Program Planner, the Conference Planner, the Editors of the official publications of the IAI, the Webmaster, and such other duties as the President and/or Chairperson of the BoD may designate.
- The COO shall also carry out administrative support duties that may be delegated to this position by the President, Chairperson of the BoD, or other Officers of the Association.
- The COO shall have direct responsibility for IAI office staff.
- The COO shall be formally reviewed periodically for performance by the Chairperson of the BoD.

#### Description of Duties

Under the general supervision of the President and Chairperson of the IAI BoD, the COO shall:

- Act out the authoritative instructions of the President and the Chairperson of the BoD.
- Represent the IAI at official functions when delegated by the President or Chairperson of the BoD.

#### Records and Record Keeping

- Maintain, or cause to be maintained, adequate and accurate records of accounts of all IAI financial transactions.
- Maintain an accurate and up-to-date inventory of all property and other valuables owned or leased by the Association.
- Maintain an accurate and current directory of all active members of the IAI. The directory will be in such form as approved by the BoD.
- Maintain the IAI Articles of Incorporation and be regarded as the keeper of the records for IAI.
- Keep or cause to be kept under control of the COO, annual files of minutes of all IAI Meetings, and actions of the Board of Directors, which shall be saved and backed up in cloud storage.
- Ensure the minutes of BoD meetings and the Annual Membership Meeting include the time and place that the meetings were held and whether a quorum was present.
- Serve as the recording secretary at both the General Membership Meeting and Meetings of the BoD.
- Keep or cause to be kept a digital copy and digital backup of the Current

Membership Roster, Code of Ethics, Standards of Professional Conduct, Certificate of Incorporation, the Constitution, the By Laws and the Operations Manual.

### **Budgeting and Financial Oversight**

- In cooperation with Officers of the Association or other persons delegated by the President or Chairperson of the BoD, prepare and present for approval of the BoD an annual operating budget. The budget shall be in such form as approved by the BoD.
- Approve all purchases of equipment, supplies or services that exceed the financial authority of the requester but fall within the financial authority of the COO. Where necessary, refer the expenditure to the Chairperson of the BoD for Board approval.
- Keep and maintain, or cause to be kept and maintained, adequate and accurate records and accounts of all IAI transactions, properties, money and other valuables. A digital copy of these records shall be maintained under control of the COO. The COO shall present the annual financial statement and the account records shall be open for inspection at the Annual General Membership Meeting.
- Deposit, or cause to be deposited, all money and other valuables in the name and to the credit of IAI with such depositories as the BoD may designate. The COO shall draw and sign all warrants and checks for the expenses of the Association. In the event of the death, disability, resignation, unavailability, or removal of the COO, the President, the Chairperson of the BoD, or the First Vice President shall be authorized to sign any warrant or check.
- Analyze all expenditures of Association funds to ensure that they cover budget-approved items, and do not exceed approved funding. Where the item is not approved or exceeds the approved funding, the purchase may be referred to the Chairperson of the BoD for Board approval.
- Have the financial records of the IAI audited annually. The audit report shall be submitted to the BoD for its approval at the first Annual Meeting following December 31<sup>st</sup> of each year and shall also be made available for inspection and examination by Members during the Annual Conference. The COO shall submit at the Annual General Membership Meeting a report of the results of the audit.
- Sign all checks for disbursement of funds within approved financial authority and process all invoices for accounts payable or receivable in favor of the IAI.
- Cooperation with the Chairperson of an Investment Committee or other Special Committee appointed by the President to assist in the investment of IAI reserve funds and ensure that all policies and procedures relative to such investments are adhered to.
- Develop, implement and coordinate fund-raising efforts on behalf of the IAI. Such fund-raising campaigns may include, but are not to be limited to, selling advertisement space, and selling or providing for sale technical handbooks and IAI memorabilia.

### **Operations Manual**

- Assist the Chairperson of the Policy and Procedures Committee in the Review and update of the IAI Operations Manual as required. Provide general guidance to the Chairperson of the Policy and Procedures Committee.

### **Membership**

- Process all applications for membership in the Association ensuring that the applicants meet the qualifications for membership and that they are placed in the correct membership category. Process all membership renewals in a timely manner.
- Develop and/or implement new membership solicitation programs.
- Carry out such other duties as may be delegated by the BoD and act as general administrative support for them and other IAI Officers.
- Notify all applicants for Active and Associate Membership of their acceptance or rejection. Upon acceptance, the COO shall forward forthwith a certificate of membership. If the applicant's membership application is rejected, the applicant's membership fee shall be refunded as quickly as reasonably possible.
- Issue to each accepted member, upon payment of dues and assessments, a membership certificate. Membership cards for each member are available online for each member to access.

### **Notices and Seal**

- Give, or cause to be given, notice of all meetings, conferences, and seminars. The COO shall maintain the Corporate Seal. The COO shall be responsible for sending membership renewal notices to all current members at least 30 days prior to the renewal due date. The COO shall also be responsible for the prompt notification to delinquent members and the updating of the Membership Roster.

### **Journal Mailing Lists**

- Provide a mailing list of all members to receive the JFI and ID News to the printer for distribution.

### **Salary and Office Expenses**

- The COO shall receive an annual salary and allowances for facility rental and other usual and ordinary expenses entailed in carrying on the business of the Association, as authorized by the BoD. All other expenses not approved in the budget or as a separate resolution, and amounting to over five thousand dollars (\$5,000), shall be approved by the BoD.

**Office Staff**

- The COO may hire such office staff as authorized by the BoD during the annual budget approval process.

**Qualifications**

The incumbent shall:

- Possess a good level of both verbal and written communication skills.
- Have a good level of administrative and office management skills. These skills would usually be commensurate with several successful years of related office supervisory experience.
- Demonstrate a good understanding and working knowledge of computer data processing.
- Be equipped with a good working knowledge of basic accounting and budgeting processes at a level to allow for the effective and efficient management of Association financial assets.
- Have a demonstrated track record of following through on commitments, be well organized and have excellent interpersonal skills.
- Be an Active or Associate member of the IAI parent body.

**Bond**

- If required by the BoD, the COO will be bonded at the IAI's expense.

**Section 4.2 IAI Office Staff****General Position Description**

- Under the supervision of the COO, the office staff will perform all clerical and accounting activities of the Association.

**Section 4.3 Editors**

The following are the official publications of the IAI:

- The Journal of Forensic Identification (JFI)
- The Identification News (ID News) and Advertising Supplement
- The IAI Website

### Section 4.3.1 Journal of Forensic Identification

- The Journal of Forensic Identification (JFI) Editor shall prepare, publish, and circulate the JFI. In addition to mailing issues of the JFI to members and subscribers, the JFI Editor shall provide the IAI Webmaster with electronic versions of the JFI for inclusion in the Members Only area of the IAI website. The JFI Editor may also perform other duties in the area of publication or publicity as instructed by the President or BoD.
- The BoD shall appoint the JFI Editor.
  - The JFI Editor serves at the discretion of the BoD.
  - The JFI Editor shall solicit and receive articles of interest related to the various disciplines of forensic identification for inclusion in the publication.
  - A volunteer Editorial Review Board shall be selected by the JFI Editor from the general membership to serve as review consultants. Selection of these individuals is to be vetted through the Science and Practice Subcommittee corresponding to the discipline represented by the new Editorial Review Board member. The JFI Editor may appoint or remove Review Board members at their discretion.
  - The names of the Editorial Review Board members shall be published with each edition of the JFI; however, the identity of reviewers for specific manuscript reviews shall be confidential. The JFI Editor shall have the discretion to request reviews from other members as warranted.
- Material worthy of consideration for publication shall be forwarded for peer review to members of the Editorial Review Board. Based upon recommendations from the review, the JFI Editor shall select, edit, and prepare the material for publication on a regular basis.
- The official publications of the IAI are a reflection of the organization. As such, the JFI Editor shall strive to ensure the material published is accurate and informative to the membership. The JFI Editor has the responsibility to maintain or improve the quality of the JFI at all times.
- The JFI Editor shall arrange for the distribution of the JFI to all subscribers in a timely manner.
- The JFI Editor shall prepare an annual report concerning the functions of the Office of JFI Editor during the preceding year for review by the BoD. The report shall contain, but shall not be limited to, a summary of publication activities and other duties performed.
- The JFI Editor shall provide the COO with a financial reconciliation for audit purposes. In addition, the JFI Editor shall provide a full inventory of all equipment purchased by the Association for the Office of JFI Editor.
  - The JFI Editor shall maintain and upgrade, as needed, a detailed Policy and Procedures Manual dealing with specific activities of the publication. These shall include, but not be limited to, postal requirements, mailing list

preparation and upgrade, editorial criteria, copyright regulations, library indexing services, and general preparation for publication guidelines. In addition, the JFI Editor's Policy and Procedures Manual should offer guidance toward budget preparation and constitutionally mandated requirements of the Office. [SEP] The JFI Editor has a revolving discretionary expense fund as established by the BoD.

- Notice of the JFI Editor's decision not to remain in the Office should be provided as early as possible to the BoD. The transition of the Office from the retiring JFI Editor to the newly appointed JFI Editor requires considerable cooperation and communication. All equipment, records and other related material should be transferred in an orderly manner to ensure the continuation of publication. [SEP] In the event the BoD removes the JFI Editor from office, all equipment and records shall be turned over to the COO or their designee at a time agreed upon by the COO and the terminated Editor.

### Section 4.3.2 Identification News

- The Identification (ID) News Editor shall prepare, publish, and circulate the ID News. The ID News Editor may also perform other duties in the area of publication or publicity as instructed by the President or BoD.

#### Appointment to Office

- The BoD shall appoint the ID News Editor. The ID News Editor serves at the discretion of the BoD.

#### Duties

- The ID News Editor shall solicit and receive articles of interest related to the business of the IAI to include, but not limited to meeting minutes, membership applications, disciplinary actions, and certification and recertification matters. They will also solicit articles of general interest to the membership.
- The official publications are a reflection of the Association; as such, the ID News Editor shall review submissions to ensure the material published is accurate, concise, and informative to the membership. The ID News Editor has the responsibility to allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles, and to maintain or improve the quality of the ID News at all times.
- The ID News Editor shall arrange for the distribution of the ID News to all subscribers quarterly and provide the IAI Webmaster with electronic versions of the ID News for inclusion in the Members Only area of the IAI website.

#### Budget

- The ID News Editor shall prepare and submit to the COO a proposed annual budget for maintaining the Office of ID News Editor. The proposal should include cost projections for the next year to include, but not limited to, printing, postage, office supplies, office maintenance, fees, equipment repair and upgrade, insurance, telephone, and other related expenses.

**Annual Report**

- The ID News Editor shall prepare for BoD review an annual report concerning the functions of the Office of ID News Editor during the preceding year. The report shall contain, but shall not be limited to, a summary of publication activities and other duties performed by the ID News Editor.

**Financial Accounting**

- The ID News Editor shall provide a full inventory of all equipment purchased by the Association for the Office of ID News Editor.

**Policy & Procedures**

- The ID News Editor shall maintain and upgrade as needed a detailed Policy and Procedures Manual dealing with specific activities of publication. These shall include, but not be limited to, postal requirements, mailing list preparation and upgrade, editorial criteria, copyright regulations, library indexing services, and general preparation for publication guidelines. In addition, the ID News Editor's Policy and Procedures Manual should offer guidance toward budget preparation and constitutionally mandated requirements of the Office.
- The ID News Editor has a revolving discretionary expense fund as established by the BoD.

**Relocation of the Office**

- Notice of the ID News Editor's decision not to seek re- appointment to the Office should be provided as early as possible to the BoD. The transition of the Office from the retiring ID News Editor to the newly appointed ID News Editor requires considerable cooperation and communication. All equipment, records and other related material should be transferred in an orderly manner to insure the continuation of publication.
- In the event the BoD removes the ID News Editor from office, all equipment and records will be turned over to the COO at a time agreed upon by the COO and the terminated Editor.

**Section 4.4 Webmaster****General Position Description**

- Under the supervision of the COO, the Webmaster will manage and maintain the IAI's web site and related activities.

**Required Knowledge**

- Computer skills and knowledge are essential. Knowledge of Microsoft Office, Microsoft Access, Adobe Acrobat, HTML scripting language, and MySQL database is needed to perform the job.

**Duties**

- Post and maintain web pages at the request of the IAI office.
- Maintain the Job Listings pages by posting new jobs and removing them after the posting close date.
- Maintain an education system to display training opportunities from outside vendors

and also IAI sponsored training.

- Maintain and update *Journal for Forensic Identification* and *Identification News* for online viewing by members.
- Accept and process applications for workshop and lecture presentations for the Annual IAI Educational Conference. Applications are removed from the web site and stored in an Access database, converted to PDF documents and sent to the Conference Educational Coordinator.
- Work with the Educational Coordinator to post and maintain the Conference program so all meeting, lecture, workshop and other activity descriptions are available to members.
- Work with the Conference Registrar to set up the on-line registration process for attendees of the Annual IAI Educational Conference.
- Work with the Conference Planner and Exhibit Coordinator to display exhibit information for members.
- Create miscellaneous forms for the use of IAI members.

## Section 4.5 Conference Planner

- The Conference Planner is appointed by the BoD and reports to the COO. The Conference Planner serves at the pleasure of the BoD.

### Pre-Conference Duties

- Identify potential conference locations according to the criteria of the BoD and present at least two viable options annually to the BoD for consideration in a timely manner before decision deadlines approach.
- Negotiate contracts with the selected host location including space, lodging, and A/V needs; arrange food and activities as needed for sponsored events; and conduct pre-conference visits as required.
- Liaise with the local division to secure volunteers and relay expectations.
- Work with the Exhibit/Sponsor Coordinator regarding registration of exhibitors/vendors.
- Coordinate any technology needs the BoD will have during their meetings at the Conference.
- Coordinate the anticipated and final costs of conferences with the COO.
- Finalize all Conference registration monies due the IAI in a timely manner.

### On-Site

- Coordinate volunteer staff that assists with the Conference Registration.
- Handle all special requests of Conference attendees.
- Handle all special technology requests/needs.

### Qualifications

- Demonstrate an ability to organize and manage projects.
- Ability to meet deadlines.
- Knowledge of conference planning trends and tools.
- An advanced knowledge of computers, spreadsheets, word processing, and database

development.

- Communication and interpersonal skills to effectively deal with Conference attendees and volunteer staff.

## Section 4.6 Exhibit/Sponsor Coordinator

### Job Summary

- Under the general direction of the Conference Planner of the IAI, the Exhibit/Sponsor Coordinator is responsible for the direction and coordination of the Exhibits and Vendor Sponsorships for the IAI's annual International Educational Conference.
- The Exhibit/Sponsor Coordinator has direct responsibility for volunteer staff to assist with the Exhibits during the Conference.

### Appointment

- The Exhibit/Sponsor Coordinator is appointed by the COO in consultation with the Conference Planner.

### Description of Duties

- The Exhibit/Sponsor Coordinator is responsible for the planning, coordination, and supervision of the IAI's Exhibits at the annual International Educational Conference. In addition, they are responsible for securing financial Sponsorships and Advertisements for the Conference.

### Site Research

- Research future Conference sites with the Conference Planner to ensure that the space required for the Vendors' Exhibits is adequate.
- Determine that the exhibit area is easily accessible by the Conference attendees.

### Exhibit Services Companies

- Distribute Request for Proposals to a minimum of three Exhibit Services Companies.
- Review the proposals and interview the Exhibit Services Company representatives.
- Negotiate contracts with the Exhibit Services Companies. Each contract shall be reviewed by General Counsel to ensure that the Association's interests are best met. Review the contract(s) with the Conference Planner for approval prior to final signature.
- Prior to the Conference visit the Conference site with the Exhibit Services Company to discuss the layout of the Exhibit Hall, the approval of the floor plan by the local Fire Marshall, and miscellaneous signage needs for the Exhibit.

### Pre-Conference Promotion to Exhibitors

- Coordinate the design and production of the Booth Reservation Kit and Exhibitor Application.
- At the current year's Conference, promote the subsequent year's Conference Exhibit and coordinate reservations for the next year's Exhibit.

### Educational Program

- Work closely with the IAI's Educational Program Coordinator regarding any sessions that may be conducted by the Conference exhibitors/sponsors (e.g. "Exhibitor Showcase" sessions).

**Sponsors**

- Contact vendors to determine the viability of sponsorship support for the Conference.
- Determine the event/promotional product that the potential sponsor would like to support.
- Secure confirmation of sponsorship and invoice the sponsor accordingly.
- If promotional products (e.g. conference bags) are being sponsored, get bids for the promotional products and approval from the sponsor regarding the item that will include their organization logo/name.
- If an event is being sponsored, coordinate the event with the Conference Planner and review the details with the sponsor.
- Arrange signage and appropriate recognition of all sponsors.

**Advertisements**

- Contact vendors and other interested parties including IAI Divisions regarding advertisements for the Conference Program.
  - Issue the specifications for the advertisements to those interested in advertising and invoice if payment does not accompany the advertisement reservation.

**Budget/Finance**

- Coordinate the Exhibit/Sponsorship portion of the annual budget with the Conference Planner.

**On-Site**

- Coordinate volunteer staff that assists with the Conference Exhibit.
- Arrange for registration of Exhibit Staff at the Conference.
- Coordinate Security for the Exhibit during the daytime as well as during off hours.
- Handle special requests of Exhibitors/Sponsors.
- Contact each Exhibitor to make sure that their needs have been met.
- Act as liaison between the Show Decorator and Exhibitors.

**Qualifications**

- Demonstrated ability to organize and manage projects.
- Ability to meet deadlines.
- A working knowledge of computers, spreadsheets, and word processing.
- Strong communication and interpersonal skills to ensure effective current and future sales.
- Communication and interpersonal skills to effectively deal with and coordinate contracts with companies dealing with the IAI.
- Be an Active or Associate member of the IAI parent body.
  - Prior experience in event management and sales a plus.

**Section 4.7 Registrar****Job Summary**

- Under the general direction of the Conference Planner of the IAI, the Conference Registrar is responsible for the direction and coordination of the Conference

Registration and Technology needs.

- The Conference Registrar has direct responsibility for volunteer staff assisting with the registration during the Conference.
- The Conference Registrar is a contract employee selected and contracted by the Conference Planner and COO.

#### **Description of Duties**

- The Conference Registrar is responsible for the planning, coordination, and supervision of the IAI's Conference registration.

#### **Conference Registration**

- Select and implement the software necessary to accept registrations for Conference attendees.
- Consult with the Conference Planner, Educational Program Coordinator, and Exhibit/Sponsor Coordinator to determine their needs for registration (attendees, social registrants, speakers, and exhibitors).
- Coordinate the Conference registration that will be accepted via the IAI website with the IAI Webmaster.
- Build the general conference database that will be used for the entire conference.
- Accept and process all pre-registrations and social registrations for the Conference.
- Collect fees for all registrations received, balance the registrations to the funds received and forward to IAI office for deposit.
- During the pre-registration process coordinate all workshop changes, determine those workshops that have filled, and notify the Educational Program Coordinator.
- Communicate with international registrants to process their registrations. This will typically involve more emails and/or phone calls than the normal registration.
- Invoice those individuals/agencies that have not paid, owe additional monies, or have submitted purchase orders.
- Refund any monies to individuals/agencies due to overpayment.

#### **Technology**

- Maintain conference attendee records per record retention policy
- Distribute Request for Proposals to a minimum of three companies regarding the technological and electronic needs for the Conference (computers, copiers, etc.).
  - Review the proposals with the Conference Planner to determine the best selection.
  - Negotiate contracts with the technology companies. General Counsel shall review each contract. Review the contract(s) with the Conference Planner for approval prior to final signature.
  - Prior to the Conference visit the conference site with the Conference Planner if needed to determine the needs for Conference registration as well as any technological needs.

## **Section 4.8 Educational Program Planner**

### **Overview**

- The Educational Program Planner is appointed by the BoD and serves under the direction of the COO.
- Works with the Conference Planner, Exhibit Coordinator, and Registrar regarding the coordination and logistics of the program.

### **Description of Duties**

- Collects applications (or submissions) for presentations for the annual educational conference
- Works directly with the S&P Chair and Committee Chairs regarding the selection and scheduling of speakers and topics for the conference.
- Coordinates the needs of speakers regarding registration, safety, and technology needs during the conference.
- Coordinates the Educational portion of the annual budget with the COO.
- Works with audio visual companies regarding needs at the conference.
- Coordinates the meeting space needs of the program with the Conference Planner.
- Ensures that the speaker program is properly evaluated each year for quality of presentations.
- Ensures that attendee conference feedback, including formal mechanisms such as surveys, are collected.
- Provides a summary of the survey results to the BOD and officers as part of the Educational Program Planner's mid-year report or upon request of the President or Chairman.

### **Qualifications**

- Demonstrated ability to organize and manage projects.
- Ability to meet deadlines.
- A general working knowledge of typical office computers and programs.
- Strong communication and interpersonal skills to deal with speakers, S&P Chairs, volunteers, and hotel staff.
- Be an Active or Associate member of the IAI.
- General knowledge of the various disciplines within the IAI.

## **Section 4.9 General Counsel**

- The General Counsel shall advise the BoD, Officers, and COO on various legal matters, including, but not limited to, the following:
  - Articles of Incorporation
  - Bylaws
  - Operations Manual

- Tax Exempt Status
- Minutes/Conduct of Meetings
- Insurance
- Contracts
- Income-Producing Activities
- Scholarship Program
- Litigation and Claims

**Expenses:**

- The General Counsel's expenses incurred while attending Board of Director meetings shall be paid by the Association. Reimbursement for any other expenses shall be subject to approval by the COO. If the General Counsel travels by personal automobile, they will be reimbursed at the current United States federal government mileage reimbursement rate as reflected on the GSA website, up to the cost of a roundtrip coach airline ticket from the General Counsel's residence. The General Counsel will be paid legal fees at agreed upon rates incurred in carrying out the duties of this position.

**Section 4.10 Social Media Coordinator**

- The Social Media Coordinator is appointed by the COO.
- Under the supervision of the COO, the Social Media Coordinator is responsible for the establishment and maintenance of social media initiatives as instructed by the BoD.
- Social Media Accounts: The Social Media Coordinator shall establish, update, and maintain social media accounts as approved by the BoD that promote the IAI, its initiatives and programs, and other information that is useful to members, potential members, and others with interest in the Association's activities.

The following are examples of inappropriate material:

- Material that is graphically obscene in nature
- Vulgar language
- Material that is offensive including images or language that depicts bias on the basis of an individual's or group's race, sex, age, gender identity, sexual orientation, disability status, or religious affiliation
- Pejorative material targeting the Association, its officers or members

Material deemed to be inappropriate by the President and/or BoD shall be removed at the direction of the COO.

The Social Media Coordinator will place the following content on the social media

accounts:

- Upcoming educational conference dates and locations
- Photographs from previous conferences as provided by the IAI Conference Planner or their designee
- Links to the IAI website

The social media Coordinator will:

- strive to remain current on social media platform policies and capabilities and make every effort to preserve the privacy of IAI members using the social media accounts in accordance with said policies and capabilities
- ensure that IAI social media account policies and content conform to the Terms and Conditions of Use of any social media platforms used by the IAI
- communicate and coordinate with the IAI Webmaster, ensuring accurate links between the IAI website and the IAI social media accounts

The IAI retains the right to terminate its presence on social media accounts at any time for any reason and will do so if directed by the BoD.

## Chapter 5.0 Boards and Committees

### Section 5.1 Forensic Certification Management Board (FCMB)

#### Section 5.1.1 FCMB Director

**Scope:**

- The Director of the FCMB is charged with the responsibility of the credentialing boards and testing programs sponsored by the IAI and the maintenance of accreditation standards. This position serves at the pleasure of the Board of Directors.

**Qualifications:**

- Must be a member in good standing and be familiar with ISO 17024 standards.
- Prior service on the IAI Board of Directors, elected office, or certification board chair, and ISO 17024 Auditor training are recommended.

**Duties:**

- Standardize the administration of all IAI certification boards.
- Assess and prepare for meeting ISO 17024 requirements for the IAI certification programs or other such accreditation program the BoD shall direct.
- Work with IAI COO to establish training program for all IAI Certification Board Chairs and Secretaries on the eCert program.
- Review all applications for certification in eCert that are denied for testing to ensure compliance with the accreditation standards.
  - Review the approval and testing process in eCert to ensure the applications are being completed by the Certifications Boards in a timely manner.
  - Establish standard protocol for assigning and proctoring examinations and administration of relevant documents.
  - Review and update Certification Board Operations Manual as needed.
  - Meet with Certification Boards during the annual and mid-year meetings.
  - Coordinate communication between Certification Board Chairs and S&P Chair as needed.
  - Provide annual and mid-year reports for the IAI BoD and relevant stakeholders.
  - Coordinate and chair an annual meeting between the Certification Board Chairs.
  - Provide Report for IAI membership.
  - Work with TCFS and NCFS as a liaison for the IAI Certification Program.
  - Attend all meetings of the BoD and shall act as a liaison between the various credentialing/testing programs and the BoD.
  - Additional duties as established by the BoD.

## Section 5.1.2 Forensic Certification Management Board (FCMB)

### Duties:

- The FCMB is charged with the responsibility of oversight of the various credentialing boards and testing programs sponsored by the IAI and the maintenance of accreditation standards. The Director shall act as liaison between the various credentialing/testing programs and the IAI Board of Directors (BoD). The FCMB shall:
  - Ensure program consistency among the credentialing/testing programs.
  - Review, update and amend program manuals as necessary.
  - Provide direction and guidance to credentialing boards regarding accreditation issues.
  - Assist credentialing boards with meeting the requirements for accreditation and re-accreditation.
- Pursuant to the resolution of the IAI BoD, ensure that each credentialing/testing board has provided copies of all records, forms and testing materials necessary for the proper administration of their respective programs to the IAI central office.
  - Pursue validation of all tests administered as part of a credentialing/testing program.
  - Assist with the creation of new credentialing/testing programs
  - The Director of the FCMB shall report to the IAI BoD.
  - Training providers will, as requested, send to the FCMB, class syllabi or other curriculum related material for review by the appropriate IAI Certification Board(s). The boards will be expected to approve or deny training as sufficient to meet educational or training requirements for certification. The FCMB will ensure that the material sent to the Certification Board(s) is maintained in the strictest of confidence and that the review process is conducted in a timely manner. The FCMB shall notify the provider(s) of the boards' action.
  - The Director of the FCMB is responsible for at least one (1) written annual report of activities. The Director of this Board must give a copy of this report to the Chief Operations Officer prior to the annual general membership meeting for publication in an official publication of the IAI as a part of the official minutes of the general membership meeting. Additional reports may be required at the discretion of the BoD.

**Refer to Certification Programs Operational Manual for further guidance for policies, composition of boards and budget policies.**

## Section 5.2 Science and Practices Committee

### Composition

- Science and Practices subcommittees shall be composed of a chairperson and not fewer

than three and not more than six, for a maximum of seven subcommittee members who have relevant expertise in their discipline.

- The chairperson and sub-committee chairs shall be appointed to a term of four years, or until a successor is appointed, by the President in office at the time of appointment and shall serve under the direction of the Board of Directors. The chairperson and sub-committee chairs may not serve for more than two consecutive complete terms. In addition, at the discretion of the chair, nonvoting advisors may participate in committee meetings.

#### **Membership Review**

- When requested by the COO, each subcommittee may provide advice on approval of applicants for membership for those members that fall under that subcommittee's discipline.
- When requested, the Subcommittee Chairperson shall perform a review of the applicant's professional qualifications for membership.

#### **Assistance with Educational Program**

- Subcommittee Chairpersons and members are responsible for encouraging presenters and topics of instruction for the Annual Educational Conference and for reviewing and approving the conference content in their respective disciplines.
  - The Chairperson of each discipline's Subcommittee may hold an Educational breakout session (seminar or seminars) and/or workshop(s) and/or a business meeting at the Annual Educational Conference pertinent to that particular discipline, with participation open to anyone who is invited as a guest or speaker and/or who is properly registered at the Conference.
  - If availability of enrollment for a workshop is limited, attendance may be limited to only registered delegates.

#### **Response to Questions**

- The Subcommittee Chairpersons are responsible to act as professional resources in their respective disciplines for all IAI members.
- This shall include answering technical questions or referring members to a person who is qualified to answer the question.

### Reporting Activity

- A year-end report shall be provided to the Science and Practice Committee Chair no fewer than 60 days prior to the Annual Educational Conference.

For example, the following items should be included as appropriate:

- A summary Sub-committee meeting(s)
- The status of plans for upcoming breakout sessions
- The status of plans to recruit new members
- New developments relevant to the profession
- The status of plans related to professional certification
  - Additional Sub-Committee reports shall be provided as required by the BoD.

### Section 5.2.1 Blood Stain Pattern Analysis

- Bloodstain Pattern Identification is the analysis of the physical characteristics of bloodstains and patterns as a function of origin, flight paths force and sequence in reconstructing a chain of events involving bloodshed.
- The objective of the Bloodstain Pattern Identification discipline within the IAI shall be to promote research and education.
- The discipline was formed to advance the cause in this forensic field by encouraging the study, research and practice of Bloodstain Pattern Identification
- This discipline will promote the standardization of education in stain and pattern identification, documentation and reconstruction.
  - Members of this discipline shall be kept abreast of technological advances, research and standardized techniques through the Annual Educational Conference training sessions and the Journal of Forensic Identification.
  - Additional Sub-Committee reports shall be provided as required by the Board of Directors.

### Section 5.2.2 Crime Scene Investigation

- This Sub-committee will promote the activities and goals of the Crime Scene Investigation discipline (Education, Research, Communication, and Standardization) throughout the year, and at each Annual Conference.
- The Chairperson shall cooperate and work with the Chairperson of the Crime Scene Certification Board in all matters that pertain to joint areas of interest.

### Section 5.2.3 Digital and Multimedia Evidence

- This sub-committee will promote the activities and goals of the Digital Evidence discipline (Education, Research, Communication and Standardization) throughout the

year and at each IAI Annual Educational Conference.

- This subcommittee shall include, but is not limited to, data recovery, data conversion, data collection, data storage and preservation, protection of data files, authentication of data files, and analysis of data files.

#### **Section 5.2.4 Footwear and Tire Track Examination**

- Subcommittee will promote the activities and goals of the Footwear and Tire Track Examination discipline (Education, Research, Communication, and Standardization) throughout the year, and at each Annual Conference.

#### **Section 5.2.5 Forensic Art**

- Forensic Art is a discipline of Forensic Science primarily concerned with assisting in criminal investigations through the use of composite art, age progression/regression and reconstruction of unidentified remains. Additionally, Forensic Art may assist in the preparation of courtroom demonstrative evidence.
- The objective of the Forensic Art discipline within the IAI shall be to promote research and education.
- This discipline will promote the standardization of education in Forensic Art.
- Members of this discipline shall be kept abreast of new methodologies, research and standardized techniques through the Annual Educational Conference training sessions and the Journal of Forensic Identification.
- Membership in the Forensic Art discipline shall be open to those members actively engaged within the field of Forensic Art, and who have met the membership guidelines of the IAI.
- The Sub-Committee shall consist of a Chairperson and a maximum of six committee members, as appointed by the incoming IAI President.
- The Forensic Art Sub-Committee Chairperson or a designee shall be responsible for the review and approval of articles or papers submitted for consideration in all official IAI publications, pertaining to this discipline.
- The Forensic Art Sub-Committee will meet at the IAI Annual Educational Conference for the purpose of presenting business.

#### **Section 5.2.6 Forensic Photography and Electronic Imaging**

##### **Composition of the Sub-committee**

- All persons in this Sub-committee shall include, but not limited to, silver halide based photography, digital photography, image analysis, videography, video analysis, and image enhancement.
- The outgoing Chairperson shall furnish a written list of recommended Sub- committee members to the First Vice President of the IAI prior to the annual general membership meeting.
- The Chairperson, or a designated representative, shall conduct a Forensic Photography and Electronic Imaging Breakout Session at each Annual Educational Seminar of the IAI.

A copy of the speakers' program, along with a list of all audio-visual support requirements for each speaker, should be provided to the Educational Program Planner for the Annual Educational Seminar.

#### **Conducting a Sub-committee meeting at the Annual Educational Seminar**

- The Chairperson, or a designated representative, shall conduct a Sub- committee meeting for all interested persons at each Annual Educational Seminar.
- This subcommittee meeting should be held on the first day on which the speakers' program begins.
- Make recommendations for the good of the profession.

### **Section 5.2.7 General Forensic Disciplines**

- This subcommittee represents forensic professionals engaged in disciplines not represented by other subcommittees
- Seminars and Business Meetings
- Hold a business meeting at the annual conference if there are at least four committee members present.
- Recommendations to the President and BoD.
- The Sub-committee members shall bring to the attention of the Chairperson any recommendation concerning the General Forensic Sub-committee.
- The Chairperson shall request a meeting with the President and Board of Directors at the Annual Conference to discuss the recommendations.
- Technical Papers of Innovative Nature
- When technical papers are received from authors for review, approved papers will be sent to the Editor of the appropriate publication.
- Papers that are disapproved will be returned to author outlining areas that require changes. Preparation of Technical Papers
- Perform any specific tasks or projects as requested by the President, BoD, or Chairperson of the Science and Practice Committee.

### **Section 5.2.8 Latent Print Identification**

This sub-committee will promote the activities and goals of the Fingerprint Identification discipline throughout the year and at each IAI Annual Educational Conference.

- **The Chairperson shall cooperate and work with the Chair of the Latent Print Certification Board in all matters that pertain to joint areas of interest.**

### **Section 5.2.9 Tenprint Identification**

- This sub-committee will promote the activities and goals of the Fingerprint Identification discipline (Education, Research, Communication and Standardization) throughout the year and at each IAI Annual Educational Conference
- The Chair shall cooperate and work with the Chair of the Tenprint Certification Board in all matters that pertain to joint areas of interest.

### Section 5.2.10 Biometric Information Services

- This sub-committee will promote the activities and goals of the Biometrics discipline (Education, Research, Communication and Standardization) throughout the year and at each IAI Annual Educational Conference

### Section 5.2.11 Facial Identification

- This subcommittee represents forensic professionals engaged in facial identification
- Seminars and Business Meetings
- Hold a meeting at the annual conference if there are at least four committee members present.
- Recommendations to the President and BoD.
- The Sub-committee members shall bring to the attention of the Chairperson any recommendation concerning the Facial Identification Sub-committee.
  - The Chairperson shall request a meeting with the President and Board of-Directors at the Annual Conference to discuss the recommendations.
- Technical Papers of Innovative Nature
- When technical papers are received from authors for review, approved papers will be sent to the Editor of the appropriate publication.
- Papers that are disapproved will be returned to author outlining areas that require changes. Preparation of Technical Papers
- Perform any specific tasks or projects as requested by the President, BoD, or Chairperson of the Science and Practice Committee.

### Section 5.2.12 Latent Print Development

- Latent Print Development is the processing and development of latent prints from physical evidence.
- The objective of the Latent Print Development discipline within the IAI shall be to promote research and education.
- The discipline was formed to advance the cause in this forensic field by encouraging the study, research and practice of techniques in developing latent prints.
- Members of this discipline shall be kept abreast of technological advances, research and standardized techniques through the Annual Educational Conference training sessions and the Journal of Forensic Identification.
- Additional Sub-Committee reports shall be provided as required by the Board of Directors.

#### Provisional Subcommittees

- The Board of Directors may form Provisional Subcommittees within the Science and Practice Committee to represent disciplines in Forensic Science and Identification that

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are not currently recognized with a Standing Subcommittee by the IAI.

- Provisional Subcommittee Status is in effect for a minimum of two years.
- Provisional Subcommittees shall adhere to administrative and procedural requirements for Standing Subcommittees of the Science and Practice Committee outlined in the Bylaws and Operations Manual.
- Upon receiving a Provisional Subcommittee's second annual report, the Board of Directors may elect to grant Standing Subcommittee status, extend Provisional Subcommittee Status, or dissolve the Provisional Subcommittee.
- The Board of Directors can dissolve a Provisional Subcommittee at any time without cause.

## Chapter 6.0 Standing Committees

### Section 6.1 Long Range Planning and Continuity of Office

The purpose of the Long Range Planning and Continuity of Office Committee is to inform newly elected Vice Presidents of matters that are taking place or will take place of which they should be aware.

- The Long Range Planning and Continuity of Office Committee shall be composed of seven (7) members. It will be chaired by the President. The remaining membership shall include the four Vice Presidents, the COO and the Chairperson of the Board of Directors. The Fourth Vice President shall serve as the recording secretary. All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings. Committee Annual Report. The recording secretary of this committee is responsible for at least one.
- The Long Range Planning and Continuity of Office Committee shall perform such other duties as the President and/or Board of Directors shall prescribe.
- The Long Range Planning and Continuity of Office Committee, subject to the approval of the President, shall administer the scholarship program in conformance with the provisions of Section 8 of this manual.
- The amount of funding for the IAI scholarship program shall be determined on an annual basis by the Chief Operations Officer.

### Section 6.2 The Advisory Committee on Management Issues

- **Purpose.** This committee shall make recommendations to the Chairperson of the Board of Directors in consultation with the Chief Operations Officer, on management issues related to the general business operation of the IAI. These will include, but are not limited to; IAI employees' leave policies, salaries, changes in management operational organization, and deviation from any standard IAI operational procedures.
- **Composition.** The chairperson and all other members of this committee shall be appointed by the Board Chairperson from the Board of Directors within thirty (30) days after assuming office. The term of appointment for the appointed chairperson and members shall last for the duration of the Board Chairperson's term of office.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Reporting to the Board of Directors.** The committee will report to the Board of Directors as necessary.
  - **Other Duties.** The Advisory Committee on Management Issues shall perform such other duties as the President and/or Board of Directors shall prescribe.

### Section 6.3 Nominating Committee

- **Purpose.** The purpose of the Nominating Committee is to organize and interview all candidates seeking nomination for an elective office of the Association. The Nominating Committee shall provide a written report of recommended nominees.
- **Composition.** The Nominating Committee shall consist of nine (9.) members. It shall include the Chairperson of the BoD, the past Chairperson of the BoD, who shall serve as the chairperson of the committee, and the three most recent Past- Presidents in attendance at the Annual Conference. The President shall also appoint one Active Member and one Associate Member, who are not a Past-President, current officer, or

current member of the BoD. In addition, the President shall appoint two members of the BoD not up for re-election or election to any other office. In the event that fewer than five (5) members of the committee are in attendance at the Annual Conference, the President shall appoint a sufficient number of qualified Active Members of the IAI to bring the committee up to a total of five members. Further, if the Past-Chairperson of the BoD cannot serve on this committee or is otherwise unavailable, the President shall appoint a qualified Past-President as a replacement. Other Past-Presidents may attend and participate in the Committee's meetings, without the right to vote.

- **Restrictions.** No member of the Nominating Committee shall be eligible to be a candidate for election to either the BoD or as an officer at that year's Annual Membership Meeting. All members of the committee shall have the right to vote. Also, any person who is either currently an employee or a contractual worker of the Association cannot be a member of this committee. This committee shall not have a majority of members who are vendors.
- **Nominations.** The Nominating Committee may receive recommendations from any member who wishes to propose a candidate or candidates for election, and after considering names of the proposed candidates, shall make nominations of persons to serve as board members and officers of the IAI. Nothing herein shall preclude the nomination for office of any eligible member from the floor of the Annual Membership Meeting.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Report.** The Nominating Committee must post the list of nominations at the Annual Conference no later than noon, two (2) days preceding the Annual Membership Meeting. The posted list of nominations shall be the official annual report of this committee. The chairperson of this committee shall be responsible for providing a copy of this report to the COO before the Annual Membership Meeting and will read the nominating committee report at the Annual Membership Meeting.
- **Other Duties.** The Nominating Committee shall perform such other duties as the President and/or BoD shall prescribe.

## Section 6.4 Resolutions and Legislative Committee

- **Purpose.** The Resolutions and Legislative Committee (the "Resolutions Committee") is responsible for the drafting and posting of proposed resolutions recommended to be considered at the Annual Membership Meeting.
- **Composition.** The Third Vice President shall serve as the chairperson. The committee shall be composed of a least three (3) members to include the chairperson. All other members shall be appointed by the President by October 1 after assuming office and shall serve under the direction of the President. Except for the recording secretary, the term of appointment for the appointed members shall last until September 30. The President shall appoint a recording secretary for a term of four (4) years for the committee. The recording secretary may not serve for more than two (2) consecutive complete terms. In the event that the Third Vice President is not available, either the recording secretary or a person appointed by the President shall serve as the acting chairperson. The General Counsel shall be the legal advisor for, and not a member of, the committee.

- Voting. All the members of the committee, to include the chairperson, shall have the right to vote at committee meetings.
- Posting and Presentation. The recording secretary of the committee shall post by 5 pm at least two (2) days before the Annual Membership Meeting, all proposed resolutions approved for presentation at the Annual Membership Meeting. Any resolution received by this committee after 12 noon, two (2) days before the Annual Membership Meeting is automatically tabled until the following year's Annual Membership Meeting.
- Other Duties. The Resolutions and Legislative Committee shall perform such other duties as the President and/or BoD shall prescribe.

### Section 6.5 Student Advocacy Committee

- Purpose. This committee shall advise the President and Educational Planner on issues related to recruitment and retention of student members.
- Composition. The committee shall consist of an odd number of members with a minimum of three (3) to a maximum of seven (7) members. The chairperson and all members shall be appointed by the President by October 1 after assuming office. The term of appointment for the appointed members shall last until September 30.
- Voting. All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- Other duties. The Committee shall perform such other duties as the President and/or BoD shall prescribe.

### Section 6.6 Vendor Liaison Committee

- The committee shall develop policy recommendations for the President and the board on matters relating to vendors. In the event there is an issue or problem with a vendor it should be forwarded to the COO and or the President for appropriate action.
  - The current Vice Presidents will serve on this committee and the 4<sup>th</sup> VP will serve as Chair.

### Section 6.7 Forensic Management Committee

- Purpose. This committee shall advise the President and the Educational Planner on issues related to forensic office management, supervision of personnel, and professional growth.
- Composition. The committee shall consist of an odd number of members with a minimum of three (3) to a maximum of seven (7) members. The chairperson and all members shall be appointed by the President by October 1 after assuming office. The term of appointment for the appointed members shall last until September 30.
- Voting. All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- Other duties. The Committee shall perform such other duties as the President

and/or Educational planner shall prescribe.

### Section 6.8 Governmental Affairs Committee

- **Purpose.** This committee shall advise the President on legislative and other government issues that impact the forensic sciences.
- **Composition.** The Committee shall consist of an odd number of members with a minimum of three (3) to a maximum of seven (7) members. The Chairperson and all members shall be appointed by the President by October 1, after assuming office. The term of appointments for the appointed members shall last until September 30.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Other Duties.** The Committee shall perform such other duties as the President shall prescribe.

### Section 6.9 Division Interaction & Affairs Committee

- **Purpose.** This committee shall advise the President on the support and advocacy with the divisions.
- **Composition.** The Committee shall consist of an odd number of members with a minimum of three (3) to a maximum of seven (7) members. The Chairperson shall be the Division Representative. All other members shall be appointed by the President by October 1, after assuming office. The term of appointments for the appointed members shall last until September 30.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Other Duties.** The Committee shall perform such other duties as the President planner shall prescribe.

### Section 6.10 Finance Review and Audit Committee

- The Chairperson of the Board of Director's shall appoint three (3) Board of Director members within thirty (30) days after taking office for the purpose of reviewing monthly financial statements through the next Educational Conference, to include the monthly bank reconciliation statements. The committee shall be appointed from conference to conference.

### Section 6.11 International Aspects Committee

- The Committee is responsible for assisting the International Representative with outreach to nations outside the United States.

### Section 6.12 Investment Committee

- **Purpose.** This committee shall advise the Board of Directors on all issues related to the investment of IAI funds.

- **Composition.** The committee shall consist of an odd number of members with a minimum of three (3) to a maximum of nine (9) members to include the Chief Operations Officer. The chairperson shall be a member of the Board of Directors. All members shall be appointed by the President by October 1 after assuming office and shall serve under the direction of the President and the Board of Directors. In making these appointments the President should take into consideration the tax, financial, accounting, and investment experience of the persons selected. The term of appointment for the appointed members shall last until September 30.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Other Duties.** The Committee shall perform such other duties as the President and/or Board of Directors shall prescribe

### Section 6.13 Membership Committee

- **Purpose.** This committee shall develop policy recommendations for the President and/or BoD on all matters related to membership, to include, but not limited to recruitment, retention, qualifications, diversity, equity and inclusion.
- **Composition.** A chairperson and six (6) members, for a total of seven (7) members, shall be appointed by the President by October 1 after the President assumes office. The term of appointment for the appointed chairperson and members shall last until September 30.
- **Voting.** All the members of this committee, to include the chairperson, shall have the right to vote at committee meetings.
- **Committee Annual Report.** The committee shall make an annual report to the Board of Directors.
- **Other Duties.** This committee shall perform such other duties as the President and/or Board of Directors shall prescribe.

### Section 6.14 Policy, Procedures, and Documents Committee

- **Purpose.** This committee shall, subject to the approval of the Board of Directors, make recommendations to the Resolutions and Legislative Committee regarding the formal documents of the IAI which includes, and is not limited to, the Constitution, Bylaws, and Operations Manual.
- **Composition.** With the exception of the Chief Operations Officer, and the Third Vice President, who shall be voting members of the Policies, Procedures and Documents Committee, the chairperson and all other members of this committee shall be appointed by the President within thirty (30) days after assuming office. The term of appointment for the appointed chairperson and members shall last for the duration of the President's term of office.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Reporting to the Board of Directors.** As needed, the chairperson of this committee will report findings of the committee to the Board of Directors for their consideration.
- **Other Duties.** The Policies and Procedures Committee shall perform such other duties as the President and/or Board of Directors shall prescribe.

### Section 6.15 Presidential Advisory Committee

- **Purpose.** This committee shall advise the President on all issues assigned to the committee by the President.
- **Composition.** The committee shall consist of an odd number of past presidents with a minimum of three (3) to a maximum of nine (9) members. The immediate past Chair of the BoD shall chair this committee. In the event the immediate past Chair is unable to fulfill the position, the President shall appoint another past President. All members except the chair shall be appointed by the President by October 1 after assuming office. The term of appointment for the appointed members shall last until September 30.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Other duties.** The Committee shall perform such other duties as the President and/or Board of Directors shall prescribe.

### Section 6.16 Publications Committee

- **Purpose.** The committee shall establish and maintain policies and procedures dealing with all IAI publications. The committee shall make recommendations to the Board of Directors concerning present and future publication projects. The committee shall promote consistent high quality in publications. The committee shall assist in the selection of an Editor when a vacancy occurs.
- **Composition.** The committee is composed of the First Vice President who shall be the chairperson of this committee, the Editor of each IAI periodical publication, the Chief Operations Officer, the Conference Planner and the Second Vice President.
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.
- **Reporting to the Board of Directors.** The committee shall report to the Board of Directors as necessary.
- **Other Duties.** The Publications Committee shall perform such other duties as the President and/or Board of Directors shall prescribe.

### Section 6.17 Publicity Committee

- **Purpose.** The committee may advise the Board of Directors on policies and procedures dealing with the IAI conference and other publicity. The committee may make recommendations to the Board of Directors concerning present and future publicity projects.
- **Composition.** An Active Member of the IAI shall be appointed as the chairperson of this committee by the President by October 1 after assuming office. The other members of the committee shall be the Conference Planner, Vendor Liaison, and member(s) of the hosting Division (if applicable).
- **Voting.** All the members of the committee, to include the Chairperson, shall have the right to vote at committee meetings.

- **Other Duties.** The Publicity Committee shall perform such other duties as the President and/or Board of Directors shall prescribe.

### Section 6.18 Manner of Acting

- The act of a majority of the members of any committee or subcommittee, present at any committee or subcommittee meeting at which there is a quorum, shall be the act of that committee or subcommittee.

### Section 6.19 Parliamentary Rules

- Unless waived, all meetings of boards, committees, and subcommittees shall be governed by Roberts' Rules of Order, current edition, insofar as such rules are not inconsistent with or are in conflict with the provisions of law, the Certificate of Incorporation, the Constitution, the Bylaws, or other provisions of the Operations Manual.

## Chapter 7.0 Code of Ethics (see Appendix)

### Section 7.1 Professional Misconduct

- Violations of the IAI Code of Ethics and/or Code of Professional Conduct shall be investigated according to the provisions in the Constitution and Bylaws.
- Once an officer is assigned responsibility for the investigation of an allegation of professional misconduct and that investigation has commenced, said officer shall retain responsibility and follow through with the investigation regardless of succession to higher office.
- Censure, suspensions, and revocations of membership and/or certifications may be published in official publication(s) of the IAI. Voluntary relinquishments of membership and/or certifications may also be published in official publication(s) of the IAI.

### Section 7.2 Whistleblower Policy

#### Purpose

- IAI (the “Organization”) requires board members, committee members, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members, officers and employees to comply with all

#### Reporting Responsibility

- The Organization seeks to have an “Open Door Policy” and encourages all persons associated with the Organization to share their questions, concerns, suggestions or complaints regarding the Organization and its operations with someone who can address them properly. In most cases, a board member, committee member, or officer should present his or her concerns to either the President or the Chair of the Board. The COO is generally in the best position to address a volunteer or an employee’s area of concern. However, if a board or committee member or officer is not comfortable speaking with the President or Board Chair or is not comfortable with their response; such person is encouraged to speak with the COO or another Board member. If a volunteer or an employee is not comfortable speaking with the COO or is not satisfied with the COO’s response, such person is encouraged to speak with the Board Chair or President or another Board member whom the person is comfortable in approaching. If a concern arises that involves the COO, the President, or the Board Chair, the Organization’s General Counsel can be contacted directly. Contact information for General Counsel can be obtained from the Board Chair, the President or the COO.

#### No Retaliation

- No board member, committee member, officer, or employee who in good

faith reports a violation of a law or regulation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

#### **Compliance Officer**

- The COO, working with the Chairperson of the Board, will act as the organization's Compliance Officer. The Compliance Officer is responsible for investigating and resolving complaints and allegations. The Board Chair or his or her designee will take on the Compliance Officer role if the complaint or allegation involves the COO. If the complaint or allegation involves both the COO and Board Chair, General Counsel will carry out the functions of the Compliance Officer.

#### **Accounting and Auditing Matters**

- The Finance & Audit Committee of the Board of Directors shall address all reported concerns, complaints or allegations regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance & Audit Committee of any such concern, complaint or allegation and work with the Committee until the matter is resolved.

#### **Requirement of Good Faith**

- Anyone filing a complaint concerning a violation or suspected violation of the law or regulation shall be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### **Confidentiality**

- Reported concerns or allegations concerning a violation or suspected violation of the law or regulation may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reported concerns or allegations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### **Handling of Reported Concern or Allegation**

- The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected concern or allegation, will acknowledge receipt of the reported or suspected concern or allegation by writing a letter (or e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## Chapter 8.0 Official Position Statements

### Section 8.1 Position Papers

- It is imperative that the IAI speak with one voice regarding various issues that affect the forensic science community.
- All official position statements and papers that commit the IAI to a certain position, shall be prepared by a committee or other body as approved or directed by the President or the BoD. This is not to mean that individual members or employees cannot speak on behalf of the IAI in routine day to day matters. If in doubt, the issue in question should be submitted to the President, the Chairperson of the BoD, or the COO before a final statement or position on behalf of the Association is adopted.
- There will be a legal review if appropriate, and all members of the Association will be notified through an official publication(s) of the IAI.

## Chapter 9.0 Johnson Whyte Memorial Fund

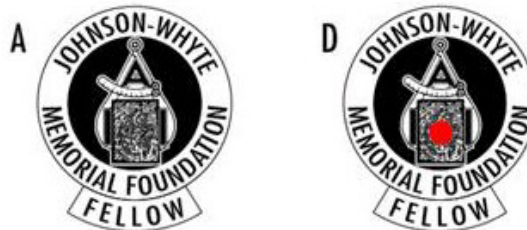
### General Information

- The IAI has established a charitable foundation fund whose purpose is to promote education and research in the disciplines of forensic identification through the award of scholarships and grants to worthy applicants. The Johnson-Whyte Memorial Foundation Fund (the fund) was formed when the R.L. Johnson and the William White Foundations were consolidated into a singular foundation fund in 2008.
- The Robert L. Johnson Foundation fund was established in memory of Robert L. Johnson, of the U.S. Secret Service, who was instrumental in the formation of the IAI Latent Print Certification Board and served as its first Chairperson. He was an active member of the IAI for 18 years and was serving as the Second Vice President of the IAI at the time of his death. The purpose of the Robert L. Johnson Foundation fund was to promote the advancement and growth of Forensic Identification as a profession by offering financial grants for college scholarships and other educational and research projects consistent with the purposes of the IAI.
- The IAI and Helen Whyte, widow of William Whyte, recognizing the need for increased participation at the Annual Educational Conference by the members outside of the host country, established the William Whyte Foundation fund, instituted in memory of William Whyte, of the Royal Canadian Mounted Police. Mr. Whyte died as the result of a heart attack suffered while serving on the IAI BoD at the 1998 IAI Annual Educational Conference. The purpose of this Foundation was to provide educational grants to members of the IAI who live and work outside of the host country to assist them in attending the IAI Annual Educational Conference.

### Administration

- The Johnson-Whyte Memorial Foundation Fund Advisory Committee (the committee) is appointed annually by the IAI President. The committee shall consist of a Chairperson and six voting members. When possible, the Chairperson and members of this committee should be selected from the ranks of Foundation Fellows. The IAI COO shall serve as a non-voting member of this committee.
- The committee shall be responsible for coordinating recognition for the various levels of fellowship level donations with the COO. This recognition includes letters, certificates, pins, and plaques. The committee is also responsible for the design and procurement of jeweled pins. The COO is responsible for maintaining records of donations and receiving and disbursing funds.
- The committee's goals are to advise the IAI BoD in the administration of the fund, to identify and arrange fundraising opportunities, and to provide informational materials to appear in official publications of the IAI. The committee shall also ensure, to the best of their ability, that information appearing on the IAI website or in other public domains is current.

- The COO will distribute applications for scholarships and grants from the IAI business office. Applications may also be made available electronically on the IAI website. The committee will periodically review the application forms and make recommendations to update these as needed.
- The following scholarships and grants may be supported by the fund: College/University Scholarships, Vocational Scholarships, and Research Grants. College/University Scholarships are awarded to undergraduate and graduate students. Vocational Scholarships are awarded to IAI members seeking assistance in attending the IAI educational conference and are living outside the conference host country. Research grants are awarded in the field of forensic identification in the categories of Operational Effectiveness and Health & Safety.
- Research Grant awardees shall agree to provide the IAI with quarterly progress reports and to report the findings of the research in an official publication of the IAI. Failure to adhere to this requirement will preclude future consideration for awards.
- Up to six Vocational Scholarships can be granted annually. Applicants shall have been members for over one year at the time of application. The committee and their immediate family members are not eligible to receive Vocational Scholarships.
- The committee will meet annually at the IAI Educational Conference. The Chairperson or their designee will maintain minutes of this meeting. A report will be made to the IAI BoD at their annual meeting at the conference.
- College/University Scholarships, Vocational Scholarships, s and Research Grants are awarded by a majority vote of the Long Range Planning Committee, upon recommendation from the Johnson Whyte Memorial Foundation Fund Committee. These awards are paid from available funds as determined by the COO in consultation with the Financial Audit Committee. It should be noted that in the event insufficient funds are available for scholarship awards in the fund, the BoD is authorized to approve scholarship funding from other sources.
- The following are graphic representations of the Johnson-Whyte Memorial Foundation Fund Fellowship pin (A) and jeweled pin (D):



- The following graphic is the official website banner for the Johnson-Whyte Memorial Foundation Fund webpage:



- The following graphic is the official website masthead of the Johnson-Whyte Memorial Foundation Fund:



## Chapter 10.0 Policies

### Section 10.1 Personnel

#### Intent and Purpose

- The intent and purpose of this section is to establish basic personnel policies and procedures for the IAI. The policies are intended to ensure fairness in dealing with employees of the Association as well as protect the rights of the IAI. These policies shall be distributed to each employee of the Association. These policies are intended to be general in scope and are not intended to cover every situation that may arise over the course of time; changes, additions or deletions will be necessary as events occur that require the Association to address issues not covered by the policy.
- The IAI will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, gender identity, gender expression, sexual orientation, mental or physical disability, age, marital status, or genetic information (GINA).
- Personnel policies described in this manual do not constitute a contract of employment. The Association may deviate from, add to, change or delete any provision in the Operations Manual with or without notice.
- All IAI employees are “at will” employees of the Association. Any employee may be removed or terminated at any time.
- Any IAI owned property in the possession of the employee shall be promptly returned to the main office of the Association in the event the employment relationship is terminated.
- The IAI may maintain personnel files for its employees. Items included in those files may include, but are not limited to: employment application forms; tax forms; earnings records; various correspondence received from or sent to the employee; commendation letters or other letters of recognition from within or outside the Association; letters or memos from the employer to the employee pertaining to disciplinary matters; letters from the employee pertaining to or responding to matters of discipline or conduct; performance evaluation documentation or other matters as may be deemed to pertain to an employment record.
- Employee personnel files shall be available for review during regular business hours by the employee. Information in personnel files may be shared with IAI officials by the COO or the President if deemed necessary.
- The COO shall conduct written annual evaluations of office staff.

#### Discipline

- From time to time, it may be necessary for disciplinary measures to be invoked with respect to an employee. Although punitive action may be necessary, the primary purpose of disciplinary action is to make the employee aware that certain matters are unacceptable and to work with the employee to resolve the problem.

- All complaints, disciplinary actions, investigations, and employee responses shall be documented and placed into the employee's personnel file.
- Any employee who has an irreconcilable difference with the COO may bring their concern, in writing, to the Chairperson of the BoD. At the Chairperson's discretion, other IAI officials may be consulted if necessary.
- Because the COO supervises the IAI office staff, disciplinary matters will normally be handled through that office. The Board Chair and/or the President shall handle any disciplinary matters involving the COO or other employees of the IAI.
- All work products such as files, studies, and any other materials developed, received or written by virtue of being an employee of the IAI are the property of the IAI and shall be returned to the Association upon termination of the contractual relationship.

### **Vacation Policy**

The BoD has established the following policy with respect to paid vacation for IAI employees:

- Any fulltime employee shall be eligible for the following benefit:
  - Up to five years of service: Maximum of 10 days, accrued at the rate of .0833 days per month
  - Over five years of service: Maximum of 15 days, accrued at the rate of 1.25 days per month
  - Unused vacation time may be carried from year to year but may not accrue in excess of the balance of two years' entitlement.
- Any employee who works between .5 FTE and 1.0 FTE annually shall be eligible for the following benefit:
  - After three years' service: 3 days
  - After five years' service: 5 days
  - After seven years' service: 7 days
  - After ten years' service: 10 days
- Part-time employees working less than 0.5 FTE annually may not carry over time from year to year. Time shall be used in the year in which it is accrued.
- The COO shall be responsible for approval of sick leave.
- For purposes of this policy a day is defined as the usual and customary number of hours worked daily by the employee.

### **Sick Leave**

- Fulltime employees shall accrue paid sick leave at the rate of ½ day per month for a total of 6 days per year. Accrued sick leave days shall not exceed 20 days.
- Unused accrued sick leave days shall not be paid out upon separation of employment
- Part-time employees are not eligible to receive sick leave.

### **Holidays / Personal Leave Days**

- Fulltime employees are eligible to receive a total of five paid holidays and two personal leave days per year.
- The following is a list of the recognized holidays:
  - New Year's Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- If the holiday falls on a weekend, the holiday shall be taken on the day specified by the COO.
- Employees shall give the COO at least five days' notice of the date on which the employee plans to use a personal leave day.
- Unused personal leave days shall not be paid out upon separation of employment.

### Medical Coverage

Fulltime employees may be provided with medical insurance coverage as approved by the COO. The IAI may pay all or a portion of the premiums.

## Section 10.2 Awards

The BoD shall review all award nominations for the John A. Dondero Award, Good of the Association Award, and Dedication to the Association Award. The BoD may approve or disapprove any nominee(s) as deemed appropriate in conformance with the provisions of this section of the Operations Manual. No other award(s) shall be made to any person or agency on behalf of the IAI or during the Annual Educational Conference, without the prior approval of the BoD.

- John A. Dondero Award. The John A. Dondero Award is to be awarded at the discretion of the BoD to an active member of this association who has made the most significant and valuable contribution in the area of identification and allied sciences. This award shall be granted to only one individual per year when and if it is awarded. However, if the basis for this award involves co-authors and/or co-researchers, this group of persons shall be considered as one individual for the purposes of this award and all their names shall appear on the engraved plaque, with each of these persons receiving an engraved plaque. The names of all recipients of this award shall be published in the Annual Membership Directory.
- Good of the Association Award. The good of the association award is to be awarded at the discretion of the BoD to any person and/or agency, with the exception of association employee and contractors, who, by some act or actions taken has significantly contributed to furthering the purposes for

which IAI was created. This award shall be given to no more than two (2) persons and/or agencies per year when and if it is awarded. Nominees are not limited to members but may be anyone who has contributed significantly to the purposes and interests of IAI. The names of all recipients of this award shall be published in the Annual Membership Directory.

- Dedication to Service Award. The dedication to service award is to be awarded at the discretion of the BoD to any person, who, over a sustained period of time has shown outstanding dedication to the association and its objectives. This award shall be given to no more than two (2) persons per year when and if it is awarded and shall be given only once to each recipient.
- Dr. Antonio A. Cantu Memorial Award for Early Career Research.
  -
- Presidential Commendations. The President may make Presidential Commendations in the form of an engraved plaque with an appropriate cover letter that is consistent with the image of a professional association. The BoD shall approve this Presidential Commendation
- Presidential Citations. The President may grant presidential Citations to any person and/or agency, who the president feels deserves special recognition for service performed during his/her term of office. A citation shall be granted to no more than four (4) persons and/or agencies per year when and if it is granted.
  - The Citation is to be in the form of a letter of recognition, suitable for framing, to be presented at the Annual Banquet.
- Dr Antonio A. Cantu Memorial Award for Early Career Research

The Dr Antonio A. Cantu Memorial Award for Early Career Research was established in 2022 in his memory by Dr. Alexandre Beaudoin, president of the International Association for Identification, and was adopted by the Association by the resolution below. Dr. Antonio A. Cantu, prior to his untimely death in 2018, was an active, devoted, and much-loved member of the International Association for Identification. Beyond his scientific skills, his research, his discoveries, and his international recognition, Dr. Cantu was a man of heart, always ready to support new forensic science practitioners in

their research, by giving them his opinion, leads, and advice, so that they can flourish in this field.

- The Dr. Antonio A. Cantu Award is to be awarded at the discretion of the Board of Directors to a new forensic science practitioner and active member of this association, to highlight the creativity, originality, professionalism, and innovation of his research in the recovery and identification of forensic evidence, in the early stages of his career. This distinction underlines the recipient's exceptional contribution to research related to his field. This award represents the highest distinction that the Association can bestow to a new forensic science practitioner, below 10 years of experience in the field, an active member (at the time of the candidature deposition). Research must be recognized by the Association for its quality and consistency during the early stages of the candidate's career. This award shall be granted to only one individual per year when and if it is awarded. The recipient will receive a plaque and recognition during the Educational Conference closing banquet.

### Section 10.3 Travel Policy

This policy is intended to provide a clear and consistent understanding of the IAI travel expense reimbursement policy. The IAI appreciates the efforts of those who travel on business to keep costs within reasonable limits, and to follow consistent policy and procedures with respect to the reimbursement of these expenses. Individuals who are being reimbursed for their expenses by the IAI shall apply the provisions of this policy consistently to all travel expenses incurred. Except in cases where permission to travel has been specifically ordered and budgeted, travel undertaken on behalf of the IAI shall be pre-approved by the President or COO, in writing, regardless of the cost. Except in cases of emergency, a written request for travel shall be made no less than 45 days in advance and shall include the following information:

- Name and IAI Position
- Point of Origin of Travel
- Destination of Travel
- Group or Organization to be Visited
- Contact Person or Host
- Purpose of the Trip
- Estimated Cost to the IAI for Travel and Related Expenses

The Chairperson of the BoD and/or President, in communication with the COO, have

sole authority to approve exceptions to any provisions of this policy. Expense reports shall be sent to the COO for payment. If there are questionable expenses, the COO in consultation with the President and/or Chairperson will resolve the issue.

Travel costs are defined as expenses for transportation, lodging, meals, and related items incurred by employees or members who are traveling for IAI business purposes.

Travelers should spend IAI funds prudently. Business travel expenses will be paid by the IAI only if they are reasonable, necessary, and in accordance with this policy.

### **Expenses not reimbursed**

The following expenses are not reimbursable since they are primarily for personal use:

- Airline VIP clubs
- Automobile repair for personal vehicle
- Credit card interest charges or annual fees
- Day-care for children or pets
- Fees for upgrades of air, hotel, or auto
- Golfing green fees or golf cart rental
- Grooming, shoeshine, nail or hair salon expenses
- Headphones on airlines
- Health club fees
- Insurance costs such as life insurance, flight insurance, personal automobile insurance, and baggage insurance
- Laundry, dry cleaning, valet service for trips fewer than 5 days
- Lost luggage
- Loss or theft of cash advance money, airline tickets, personal funds or property
- Massage
- Medicines
- Movies (either in-room or at the theater)
- “No-show” charges for hotel and car service
- Personal books, magazines or other entertainment
- Vacation in conjunction with business travel
- Political or charitable contributions
- Sporting events
- Spouse/guest expenses if accompanying an IAI employee/volunteer
- Telephone charges in excess of reasonable calls to home (generally one per day)
- Toiletries
- Traffic citations (including parking tickets or fines)
- Any expenses or other travel provisions covered by another entity

The IAI annual budget, approved by the BoD, is the principal mechanism governing IAI paid travel. Individuals who are authorized travel in their respective budgets are given approval to use those budgeted travel funds for the purposes outlined in their budget request. The President and/or Chair of the BoD in consultation with the COO must

approve any unforeseen or unusual circumstances that fall outside the scope of the travel approved in the annual budget.

Budgeted funds shall be available to meet all travel commitments.

A detailed receipt shall support any travel expenditure over twenty-five dollars.

The traveler is responsible for submitting all forms related to his/her travel within 30 days.

It is the policy of the IAI that travel be reimbursed at either the cost of a coach class, non-refundable, airline ticket purchased at least 45 days before the date of travel or, if the traveler elects to drive their privately owned vehicle, at the government authorized mileage rate in effect at the time of travel, whichever is less. If the person traveling on IAI related business elects to drive instead of fly, the traveler may claim up to the associated air travel cost only. Any travel related expenses in excess of those incurred by flying to the destination are the responsibility of the traveler. That includes hotel, meals, and other per diem costs that would not have been incurred if the travel were by air.

It is occasionally necessary for a person traveling on IAI business to drive rather than fly even if the cost exceeds the airline ticket. The IAI's COO must approve those trips in advance and advise the President or Chairperson of the BoD of the exception. If approved, the IAI will pay a standard rate per mile for official travel by private automobile based on the actual driving distance by the most direct route.

The standard mileage allowance, defined and obtained at [www.irs.gov](http://www.irs.gov) website, is in lieu of all actual automobile expenses such as fuel, towing charges, physical damage to the vehicle, repairs, replacements, tires, depreciation, insurance, etc. In these cases, normal reimbursement for the travel days required for driving to and from the destination will apply.

In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, and parking.

- For employees whose office is located in their home, all business mileage is reimbursable. For employees assigned to the IAI's principal executive office, mileage to and from home is not reimbursable. Mileage incurred in excess of the daily commuting miles is reimbursable at the standard rate.
- Destination and reason for all mileage claimed shall be included on the IAI Expense Report.
- Mileage for trips to the airport and long-term parking at airports are reimbursed.

longer than 24 hours. Two trips to the airport when performed by a spouse/friend to drop off/pick up the employee are allowed, since cost savings on parking are beneficial.

When travelling by air, passenger copies of transportation tickets are required. For electronic tickets, obtain proof of payment from the Internet site where travel is booked.

travel agent, or obtain a passenger coupon at the ticket counter. Transportation receipts should include dates, destinations, and amounts. With the availability of airline reservations via the Internet, the preferred method of obtaining IAI airline tickets is by checking travel web sites such as Cheap Tickets, Orbitz, and Travelocity, in addition to directly checking the airline's website. Every effort should be made to avoid travel agent fees by booking directly through the Internet.

Travelers should make reservations as soon as travel plans are finalized to obtain advance purchase discounts. Travelers shall purchase the lowest-priced tickets available using customary standard (coach or equivalent) airfare. Unless there are extenuating circumstances, all tickets shall be purchased at least 45 days prior to departure date in order to minimize ticket costs.

Exceptions may be allowed if the lowest-priced fare would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Greatly increase the duration of the flight;
- Result in increased costs that would offset transportation savings;
- Be inadequate for the medical needs of the traveler.

Justification for any of the aforementioned exceptions shall be documented on the expense report.

If a trip is canceled after the ticket has been issued, and it is a refundable ticket, return the ticket to the travel agency or airline that issued the ticket to expedite refunds, or request a Refund Exchange Notice to document any fees and attach it to the Expense Report.

If a trip is canceled after the ticket has been issued, and it is a non-refundable ticket, return the ticket to the COO. The use of the ticket for future airfare will be determined and any penalties incurred will be paid by the IAI. If the ticket may be used for future airfare for the same individual, then it will be applied to the appropriate travel budget code and used for that purpose.

Travelers should select the most cost-effective means of ground transportation. If driving to a destination by rental vehicle is more time or cost-effective than airline or rail travel, the traveler may rent a vehicle. As noted above, the IAI will only reimburse mileage and car rental expenses if the total cost is less than the associated cost of a round-trip coach class airline ticket purchased at least 45 days before the departure date. If not, the lower amount will be reimbursed regardless of the mode of travel. The COO shall approve vehicle rental before travel is commenced. Unless otherwise approved, employees will be reimbursed only for compact or intermediate sized cars. Full size vehicles or vans are allowed for groups when traveling. Original receipts for car rentals and the rental contract shall be attached to the Expense Report. Car rentals for personal purposes are not reimbursable.

The IAI will reimburse lodging for travel if the location is more than 100 miles away from the traveler's residence. The exception is for multiple day conferences or meetings where commuting would be inappropriate. The IAI will pay actual standard hotel/motel room costs, as supported by the detailed hotel bill. Travelers should choose good quality, but reasonably priced hotels or motels whenever practical. For seminars, conferences, meetings or other group activity, reimbursement will be for no more than the conference rate for single occupancy at the host hotel. Travelers can often reduce the cost of air travel by staying over a Saturday night. Normally, the additional expenses reimbursed will include hotel and meal costs. Travelers shall fully document the cost benefit of staying over a Saturday night.

For business travel, the use of per diem rates (no receipts required) for daily meal and incidental expense costs is required. The per diem rate is determined by the current GSA Domestic Per Diem Rate available at the [www.gsa.gov](http://www.gsa.gov) web site. For foreign travel, the per diem rate is determined by the monthly per diem rate established by the U.S. Department of State Offices of Allowance.

The traveler's meal and incidental per diem will be reduced to account for meals furnished at no cost or nominal cost to the traveler. If meal costs are provided in the cost of a conference, those meals should be deducted from the per-diem rate according to the government per diem rate breakdown in effect at the time of travel for the appropriate city and state.

Likewise any days for which partial meals are claimed will be reimbursed according to the government per diem meal rate breakdown. Per Diem for days of travel will be reimbursed at 75% of the government per diem rate in effect for the appropriate city and state. There will be no reimbursement of meals charged to the lodging receipt. Incidental expenses include fees and tips for persons providing services, such as food servers, and hotel housekeeping. Expenses of meal costs for other individuals are reimbursable when the business purpose of the meal is justified. Meals for others will be reimbursed at actual cost provided the attendee(s)' name, affiliation, purpose of the meeting, and the original receipt, or detailed documentation are provided by the traveler.

Restaurant receipts, when required, shall include all the following information:

- The name and location of the restaurant
- The number of people served
- The date and amount of expense

Gratuities should be shown on the credit card receipt or restaurant receipt

- Reimbursements Freight for business purposes
- Business phone calls
- Cellular phone use for business calls
- Currency conversion fees
- Laundry/dry cleaning/valet service for trips exceeding 7 days
- Overnight delivery postage

- Parking
- Required vaccinations for foreign travel

VISAS for foreign travel may be claimed for the following miscellaneous expenses:

This list of reimbursable expenses is intended to be representative, not comprehensive.

Travel, food, and lodging are expenses that are budgeted annually for the IAI's Conference volunteer staff. When reimbursement for travel is necessary, within budget, and approved, the policy outlined herein will apply. Due to the intense schedule and work demands on the volunteers it is difficult to apply meal and incidental charges on a per diem basis. The staff is typically fed breakfast and lunch during the workdays. The Conference Planner is responsible for the staff dinners, and if volunteers choose to dine on their own they may apply for the per diem meal reduction percentage outlined in this policy.

All staff dinners shall stay within the per diem guideline for that city and receipts shall specify who was present. There may be an exception for one night when the Conference Planner may have the ability to arrange a special dinner for the conference staff that may be greater than the per diem percentage. A receipt for the cost of this exception as well as a list of the names of the individuals present shall be provided.

Any agreement in regard to speaker expenses made between the Educational Planner and lecturers or workshop presenters should be consistent with the provisions of this Policy.

## Section 10.4 Record Retention

IAI records shall be retained as follows:

### General

- Audit reports – 7 yrs.
- Board of Directors and Business Meeting minutes – Indefinitely
- Budget reports – 3 yrs.
- Cancelled checks – important payments, i.e. property purchases, contracts, etc. – Indefinitely
- Cancelled checks – general – 7 yrs.
- Contracts and leases – in effect – Indefinitely
- Disapproved membership applications – Indefinitely
- Disciplinary records and supporting documentation – Indefinitely
- Employment applications – 7 yrs.
- Employee records – active – Indefinitely
- Employee records – inactive – 7 yrs. from last date of employment
- End-of-year financial statements – Indefinitely
- Insurance records – Indefinitely
- Inventories – 7 yrs.
- IAI Educational Conference registration and attendance records – 5 yrs.
- IAI Educational Conference workshop and class rosters – 5 yrs.
- Membership records – active – Indefinitely, electronic records
- Membership records – inactive – 5 yrs. from last day of membership
- Tax returns and related documents – 7 years

### **Certification Boards**

- Standards for records retention will be established by the FCMB and published in the Certification Operations Manual.

### **Discipline**

- The purpose of this section is to provide a central repository for all files relating to discipline of members and certificants to include disciplinary records resulting from certification board activity.
- All records pertaining to a complaint against a member or certified person shall, at the conclusion of the investigation, be forwarded to the principal operating office of the IAI. Those files shall be maintained by the COO in a secure location and shall be treated as confidential information and shall not be released except for such actions as are necessary to further the lawful purpose of the organization or in response to a lawful subpoena. In any event, any information in these files shall not be released without consulting the IAI General Counsel and obtaining his/her approval before release.

## **Section 10.5 Investment**

### **Purpose**

- The purpose of this Investment Policy is to set forth the requirements established by the BoD of IAI (the “Organization”) with respect to the management and investment of assets held by the Organization for investment purposes (“investment assets”).

### **Authority**

- The BoD of the Organization delegates responsibility for the management and investment of the Organization’s investment assets to the Investment committee of the BoD (the “Committee”). For purposes of this policy, investment assets are assets held primarily for medium and long-term investment and may include those types of investments outlined in Attachment “A” titled Investment Policy Statement, Growth with Income.

### **Standard of Conduct in Management and Investment**

- The Committee shall take steps to ensure that the members of the Committee identify and manage conflicts of interest with respect to the management of the Organization’s investment assets.
- The Committee shall manage and invest the assets of the Organization in good faith, in a manner the Committee believes to be in the best interests of the Organization with the care an ordinarily prudent person in a like position would exercise under similar circumstances. Any member of the Committee who has special skills or expertise or is selected to serve on the Committee in reliance upon the person’s representation that the person has special skills or expertise, has a duty to use those skills or that expertise in managing and investing the Organization’s investment assets.
- In managing and investing the Organization’s investment assets, decisions

about an individual asset shall be made not in isolation but rather in the context of the Organization's portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the fund and to the Organization. Except as otherwise provided by a gift instrument, in managing and investing the Organization's investment assets, the following factors shall be considered by the Committee:

- General economic conditions
  - The possible effect of inflation or deflation
  - The expected tax consequences, if any, of investment decisions or strategies
  - The role that each investment or course of action plays within the overall investment portfolio of the Organization
  - The expected total return from income and the appreciation of investments
  - Other resources of the Organization
  - The needs of the Organization and the fund to make distributions and to preserve capital
  - The asset's special relationship or special value, if any, to the charitable purposes of the Organization.
- The Committee may engage an investment advisor if doing so is prudent under the circumstances. In so doing, and in investing the assets of the Organization, the Committee may incur only costs that are appropriate and reasonable in relation to the investment assets, the purposes of the Organization, and the skills available to the Organization. The members of the Committee shall act in good faith, with the care that an ordinarily prudent person would exercise under similar circumstances, in:
    - selecting an investment advisor(s);
    - establishing the scope and terms of the investment advisor(s)'s duties and authority on behalf of the Organization; and
    - periodically reviewing and monitoring the advisor's performance and compliance with the scope of the investment advisor's duties and authority.
  - The Committee shall make a reasonable effort to verify facts relevant to the management and investment of the Organization's investment assets.

#### **Overall Investment Rate**

- The Organization's overall investment strategy shall result in diversification of the Organization's investment assets. The Organization will diversify the investment of its investment assets, unless the Committee determines that, because of special circumstances, the Organization's purposes are better served without diversification of its investment assets. The Committee shall review the diversification of the Organization's investment assets no less than annually.

#### **Retention of Donated Investments**

- Except in unusual circumstances, the Organization will sell donated securities within a reasonable time (typically three (3) business days) after

receiving them.

#### **Review and Amendment**

- This Policy will be reviewed to determine its ongoing appropriateness to meet the needs of the Organization no less than biannually by the Committee. The Committee may make recommendations for amendment of this policy to the Organization's BoD. The BoD of the Organization may only amend this policy.

## **Section 10.6 Conflict of Interest**

#### **Purpose**

- The purpose of the conflict of interest policy is to protect the interests of the IAI when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of IAI.

#### **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 (See Appendix) 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.

#### **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.

#### **Procedures for Addressing the Conflict of Interest**

- 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.
- 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.
- After exercising due diligence, the board or committee shall determine whether IAI 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.
- 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 IAI's best interest, for its own benefit, and whether it is fair and reasonable.

### **Violations of the Conflicts of Interest Policy**

- 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.
- 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.

### **Records of Proceedings**

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

### **Conflict of Interest Policy Definitions**

#### **Interested Person**

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

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

## Section 10.7 Miscellaneous

- During his or her term of office, the President may grant complimentary one-year membership.
- Certification Boards wishing to design lapel pins designating certification in their respective discipline shall follow the template designed and utilized by the Crime Scene Certification Board.
- Pre-Conference travel funds will be approved each year for the Chairperson of the Board, President and First Vice President. The incoming President and Chairperson of the Board will include necessary expenditures for pre-conference travel in their proposed budget. The pre-conference travel expenses for the incoming First Vice-President will be included in the budget request of the incoming President.
- If a separate receipt for dues is not issued, the membership card shall stand as a receipt.
- Neither the IAI nor its Chartered Divisions will endorse any product.

## Chapter 11.0 Regional Divisions

The formation and operation of regional divisions are outlined in the Bylaws.

- Inactive Divisions
  - When a division has no officers, holds no meetings, and/or has no correspondence with the parent body, they are considered inactive. That division's charter may be revoked by the BoD and the return of their charter will be required.

## Revision History

Revision	Section	Month	Year	Version
Officers and Directors	1	January	2010	1.0
	2	January	2010	1.1
	3	January	2010	1.2
	5-6	January	2010	1.3
	12-13	January	2010	1.4
	15-20	January	2010	1.5
	20-24	January	2010	1.6
Reformat Manual	All	January	2011	2.0
Reformat Manual and moved sections from C&B	All	January	2012	3.0
Added EEO statement and Appendix I, J	I-J	April	2013	4.0
Changed Division Share CH. 2	2	March	2014	5.0
Section 5: Addition of the PPQAGB Director position (5.1.1) and creating section 5.1.2 for the PPQAGB, addition of 5.2.15 (Biometric committee), Deletion of the Forensic Identification Standards Committee (5.3.1)	5	September	2014	5.1
Added Header, and version control	All	May	2015	5.2
Addition and Deletion of Science and Practices Sub-Committees as decided in the 2015 Business meeting.	Table of Contents	September	2015	5.3
Changed Distinguished Membership requirements	1.02	March	2016	5.4
Removed non-applicable information	12 & 31	May	2016	5.5
Updated FCMB, Latent Print Dvlp, updated Org flow chart.	31, 32, 80	Aug	2016	5.6
Update Digital Evidence name change. 4 <sup>th</sup> VP Chair of Vendor Liaison Committee	35	Aug	2017	5.7
FMC& SAC Standing committees added, Safety Com.& Podiatry deleted	5.3.5,5.3.7, 5.2.11	Aug	2018	5.8

Revision -Continued	Section	Month	Year	Version
Added Appendix K – IAI Strategic Plan and updated Table of Contents	Pg 86-88	Aug	2019	5.9
Updated Distinguished Member Qualifications	Pg 4-5	Feb	2020	6.0
Updated Preamble	Pg 1	Oct	2021	6.1
Added Governmental Affairs and Division Interaction Affairs from 2022 Resolutions .Updated Records Retention, Added Cantu Award and International Special Circumstances Membership	Pg 4, 27,41,52,59	Aug	2022	6.2
Changed role as to where Scholarship request were sent.  Changed Section 8 ( bullets 5 and 7) Scholarship information	Pg 20 & 21  Pg 45 & 46	Feb	2023	6.3
Added removed items from bylaws that were not in the Ops manual. Updated numbering of sections.	Pg. 30-45	Aug	2023	6.4
Updated the Preamble and Chapters 1, 2, 3, and 11 after in-depth review w/BoD to bring document in alignment with ByLaws, growth and development of the organization, and actual current practices. Updated numbering of sections. Cleaned up formatting.	Preamble, Sections 1, 2, 3, and 11	Aug	2024	7.0

Source: All IAI Governance Documents and Resolutions

## Appendix A - Certificate of Incorporation

### CERTIFICATE OF INCORPORATION OF INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

Typed from a copy of the original document.

**FIRST:** The name of the corporation is INTERNATIONAL ASSOCIATION FOR IDENTIFICATION.

**SECOND:** Its principal office in the State of Delaware is located at 229 South State Street in the City of Dover, County of Kent. The name and address of its resident agent is the Prentice-Hall Corporation System, Inc., 229 South State Street, Dover, Delaware.

**THIRD:** The objects of purposes to be promoted or carried on are: To associate persons who are actively engaged in the profession of identification, investigation and scientific crime detection in an organized body so that the profession in all of its branches may be standardized and effectively and scientifically practiced; to encourage the enlargement and improvement of the science of fingerprinting and other branches of scientific identification in crime detection; to encourage research work in scientific crime detection; to keep its members appraised of the latest techniques and discoveries in crime detection; to employ the collective wisdom of the profession to advance the scientific technique of personal identification and crime detection; and to memorialize legislative bodies of the importance of general laws making it mandatory for every person to be fingerprinted.

In furtherance of, and not in limitation of the general powers conferred by the laws of the State of Delaware, and the objects and purposes herein set forth, it is expressly provided that this corporation shall also have the following powers, viz: Acting through its Board of Directors, its President and other officers, subject to the powers and restrictions of this Certificate of Incorporation, and its By-Laws, to do all such acts as are necessary or convenient to the attainment of the objects and purposes herein set forth, and to the same extent as any natural person might or could do.

To purchase, lease, hold, sell, mortgage, or otherwise acquire or dispose of real or personal property; to enter into, make, perform or carry out contracts of every kind with any person, firm, corporation or association; to do any acts necessary or expedient for carrying on any and all of the activities and pursuing any and all of the objects and purposes set forth in this Certificate of Incorporation and not forbidden by the Laws of the State of Delaware.

To have offices and promote and carry on its objects and purposes within or without the State of Delaware, in other States, the District of Columbia, the territories, or the Colonies of the United States. In general, to have all the powers conferred upon a corporation by the laws of the State of Delaware, except as herein prohibited, or forbidden by the By- Laws of this corporation.

**FOURTH:** The corporation shall not have any capital stock, and the conditions of membership shall be as stated in its Constitution and By-Laws.

**FIFTH:** The names and places of residence of the incorporators are as follows:

NAMES	RESIDENCES
LOUISIS R. GENTILI	38 So. Dearborn St., Chicago, Illinois
T. DICKERSON COOKE	1920 W. Sunnyside Ave., Chicago, Illinois
ROLLIN M. LLOYD	4300 W. Peterson, Chicago, Illinois

**SIXTH:** The Corporation shall have perpetual existence.

**SEVENTH:** The private property of the members shall not be subject to the payment of corporate debts.

**EIGHTH:** The activities and affairs of the corporation shall be managed by a Board of Directors. The number of directors which shall constitute the whole board shall be such as from time to time shall be fixed by, or in the manner provided in, the By-Laws, but in no case shall the number be less than three. The directors need not be members of the corporation unless so required by the By-Laws. The Board of Directors shall be elected by the members at the Annual Meeting of the corporation, to be held on such date as the By-Laws may provide, and shall hold office until their successors are respectively elected and qualified. The By-laws shall specify the number of directors necessary to constitute a quorum.

The Board of Directors may, by resolution or resolutions, passed by a majority of the whole board, designate one or more committees, which to the extent provided in said resolution or resolutions, or in the By-Laws of the corporation, shall have and may exercise all the powers of the Board of Directors in the management of the activities and affairs of the corporation, and may have power to authorize the seal of the corporation to be affixed to all papers which may require it; and such committee or committees shall have such name or names as may be stated in the By-Laws of the corporation or as may be determined from time to time by resolution adopted by the Board of Directors. The directors of the corporation may, if the By-Laws so provide, be classified as to term of office. The corporation may elect such officers as By-Laws may specify who shall, subject to the provision of the statute, have such titles and exercise such duties as the By-Laws may provide. The Board of Directors is expressly authorized to make, alter or repeal the By-Laws of this corporation.

This corporation may, in its By-Laws, confer powers upon its Board of Directors in addition to the foregoing, and in addition to the powers and authorities expressly conferred upon them by the statute, provided that the Board of Directors shall not exercise any power of authority conferred herein, or by statute, upon the members.

**NINTH:** Meetings of members may be held without the State of Delaware, if the By-Laws so provide. The books of the corporation may be kept (subject to any provision contained in the statutes) outside the State of Delaware at such place or places as may be from time to time designated by the Board of Directors.

**TENTH:** The corporation reserves the right to amend, alter, change or repeal any provision contained in this Certificate of Incorporation, in the manner now or hereafter prescribed by the statute, and all rights conferred upon members herein are granted subject to this reservation. We the undersigned, being each of the incorporators herein-before named, for the purpose of forming a corporation pursuant to Chapter 1 of Title 8 of the Delaware Code, do make this Certificate, hereby declaring and certifying that the facts herein stated are true and, accordingly, have hereunto set our hands and seals this 10<sup>th</sup> day of May, A.D. 1967.

signed by LOUIS R. GENTILI (SEAL)

signed by T. DICKERSON COOKE (SEAL)

signed by ROLLIN M. LLOYD (SEAL)

**STATE OF ILLINOIS)**

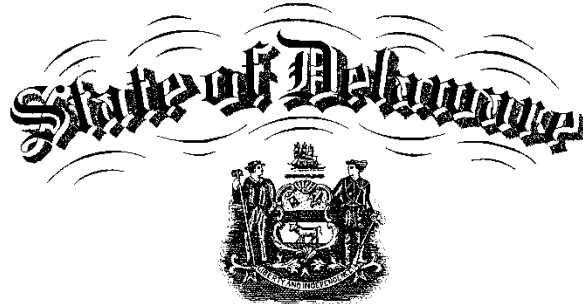
) SS:

**COUNTY OF COOK)**

BE IT REMEMBERED that on this 10<sup>th</sup> day of May, A.D. 1967, personally came before me, a Notary Public for the State of Illinois, LOUIS R. GENTILI, T. DICKERSON COOKE and ROLLIN M. LLOYD, all of the parties to the foregoing Certificate of Incorporation, known to me personally to be such, and severally acknowledged the said Certificate to be the act and deed of the signers, respectively, and that the facts therein stated are truly set forth. GIVEN under my hand and seal of office the day and year aforesaid.

signed by Carolyn C. Cerveska

Notary Public

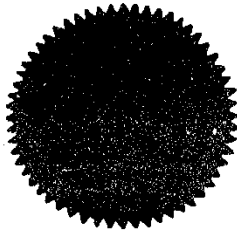


**Office of Secretary of State**

*I, Elisha C. Dukes, Secretary of State of the State of Delaware,  
do hereby certify that the above and foregoing is a true and correct copy of*

Certificate of Incorporation of the "INTERNATIONAL ASSOCIATION  
FOR IDENTIFICATION", as received and filed in this office the  
fifteenth day of May, A.D. 1967, at 9 o'clock A.M.

*In Testimony Whereof, I have hereunto set my hand  
and official seal at Dover this fifteenth day  
of May in the year of our Lord  
one thousand nine hundred and sixty-seven.*



*Elisha C. Dukes*

Secretary of State

*J. Downs*

Asst. Secretary of State

FORM 120

## Appendix B - IAI Logo

This is the official logo of the IAI Article VII of the Constitution governs its use.

The IAI logo may be used by members to denote their membership or certification on business documents. The logo should be used in a manner that denotes membership or certification, not in a manner or placed in a position on a document that conveys the impression that the IAI endorses or promotes the member's business or professional pursuits. For example, the IAI logo may be used on business cards, letterhead, and CVs as an indication of membership or certification by the IAI. The IAI logo may not be used on a commercial website or on the top of a document, such as letterhead, flyers, advertisements or electronic communication, in a manner that conveys the impression that the communication is an official document of the IAI.

Any commercial use of the IAI logo without express written permission is strictly prohibited.



## Appendix C - Code of Ethics and Standards of Professional Conduct

The ethical and professionally responsible International Association for Identification (IAI) member or certificant:

### Professionalism

- 1.01 Is unbiased, and objective, approaching all assignments and examinations with due diligence and an open mind.
- 1.02 Conducts full and fair examinations in which conclusions are based on the evidence and reference material relevant to the evidence, not on extraneous information, political pressure, or other outside influences.
- 1.03 Is aware of his/her limitations and only renders conclusions that are within his/her area of expertise and about matters for which he/she has given careful consideration.
- 1.04 Truthfully communicates with all parties (i.e., the investigator, prosecutor, defense, and other expert witnesses) about information related to his/her analyses, when communications are permitted by law and agency practice.
- 1.05 Maintains confidentiality of restricted information obtained in the course of professional endeavors.
- 1.06 Reports to appropriate officials any conflicts between his/her ethical/professional responsibilities and applicable agency policy, law, regulation, or other legal authority.
- 1.07 Does not accept or participate in any case in which he/she has any personal interest or the appearance of such an interest and shall not be compensated based upon the results of the proceeding.
- 1.08 Conducts oneself personally and professionally within the laws of his/her respective jurisdiction and in a manner that does not violate public trust.
- 1.09 Reports to the appropriate legal or administrative authorities unethical, illegal, or scientifically questionable conduct of other practitioners of which he/she has knowledge.
- 1.10 Does not knowingly make, promote, or tolerate false accusations of a professional or criminal nature.
- 1.11 Supports sound scientific techniques and practices and does not use his/her position to pressure a practitioner to arrive at conclusions or results that are not supported by reliable scientific data.

### Competency and Proficiency

- 2.01 Is committed to career-long learning in the forensic disciplines in which he/she practices, and stays abreast of new technology and techniques while guarding against the misuse of methods that have not been validated.
- 2.02 Expresses conclusions and opinions that are based on generally accepted protocols and procedures. New and novel techniques shall be validated prior to implementation in case work.

- 2.03 Is properly trained and determined to be competent through relevant testing prior to undertaking the examination of the evidence.
- 2.04 Gives utmost care to the treatment of any samples or items of potential evidentiary value to avoid tampering, adulteration, loss or unnecessary consumption.
- 2.05 Uses controls and standards, including reviews and verifications appropriate to his/her discipline, when conducting examinations and analyses.

### **Clear Communications**

- 3.01 Accurately represents his/her education, training, experience, and area of expertise.
- 3.02 Presents accurate and complete data in reports, testimony, publications and oral presentations.
- 3.03 Makes and retains full, contemporaneous, clear and accurate records of all examinations and tests conducted, and conclusions drawn, in sufficient detail to allow meaningful review and assessment of the conclusions by an independent person competent in the field.
- 3.04 Does not falsify or alter reports or other records, or withhold relevant information from reports for strategic or tactical litigation advantage.
- 3.05 Testifies to results obtained and conclusions reached only when he/she has confidence that the opinions are based on good scientific principles and methods. Opinions are to be stated so as to be clear in their meaning.
- 3.06 Attempts to qualify his/her responses while testifying when asked a question with the requirement that a simple “yes” or “no” answer be given, if answering “yes” or “no” would be misleading to the judge or the jury.

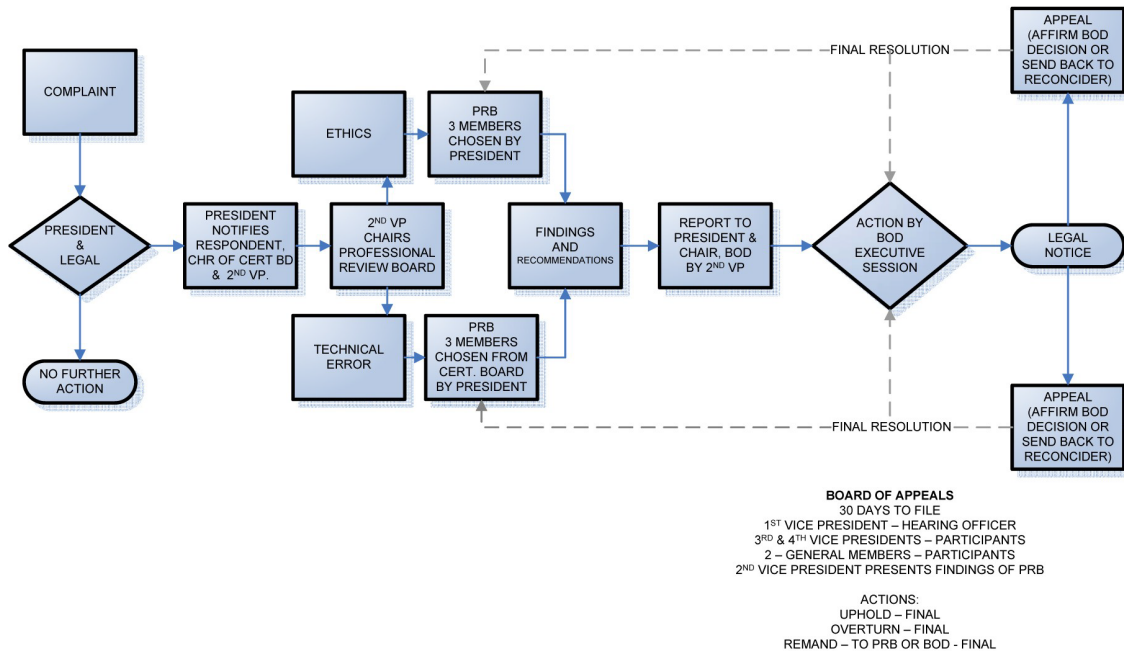
The ethical and professionally responsible International Association for Identification (IAI) member:

### **Organizational Responsibility**

- 4.01 Does not misrepresent his/her affiliation with the IAI.
- 4.02 Does not issue any misleading or inaccurate statement that gives the appearance of representing the official position of the IAI.
- 4.03 Reports violations of this code of which he/she knows to the President of the IAI.
- 4.04 Cooperate fully with any official investigation by the IAI.

## Appendix D - Complaint Flowchart

FLOW CHART OF COMPLAINT PROCESS



## Appendix E - Opening Ceremonies Script

### Monday, Start of Conference

Introduction of President - typically done by a representative of the company that is sponsoring the Opening Ceremony – if no sponsor, then at the choice of the President (typically a good friend & peer)

#### President Opens the International Educational Conference

“I declare the XXX IAI International Educational Conference Open” or

“I now open the ....” (bang gavel)

Invocation – typically the Chaplain of the Agency in the city in which the Conference is being held needs to be generic.

Presentation of Colors – typically the Color/Honor Guard of the Agency in the city in which the Conference is being held.

National Anthem – Of the host country and the President if non American – can be sung or played.

Typically coordinated by the co-host Division or local Agency.

Memoriam to deceased members – Read by the Chief Operating Officer of the Association. These are the individuals who have passed within the previous year or those who the Association learned of their passing within the previous year.

Moment of Silence- then “Taps” or an appropriate memorial song.

#### Honor Guard Departs

Recognition of the International Delegates Present – typically done by the International Representative who announces the names of the countries present (that are from outside the host country) International Flags

#### Introduction of Dignitaries

These are the individuals invited to give brief welcoming remarks to the Conference Attendees. Included shall be the President of the co-host Division. Others are typically the local, state, and area federal law enforcement agencies, and political figures. (Mayor, Chief of Police, Sherriff, etc.)

Response to the Welcoming Remarks – this is done by the IAI’s 1<sup>st</sup> Vice President.

#### Sponsor Recognition

Plaques are given to those Sponsors for that year’s Conference (coordinated by the IAI’s Exhibit/Sponsor Coordinator).

Typically announced by the 1<sup>st</sup> VP and handed out by the President.

Keynote Speaker – introduced by the President

Typically a paid speaker or dynamic local personality relevant to the profession.

#### Closing Remarks & Announcements

Such as:

- Group Photo location
- Keynote book signing

## Appendix F - Installation Banquet Script

**President** – Introduction and Welcome

**President** – Introduction of Head Table

- Starting on my right on the lower tier ...
- Incoming 4<sup>th</sup> VP
- 3<sup>rd</sup> V.P.
- 2<sup>nd</sup> V.P.
- 1<sup>st</sup> V.P.
- At the table to my far left is
- The Co-Host Division President (if applicable)
- Chairperson of the Board
- To my far right – incoming President
- (spouses/guests if applicable)
- I'd like to thank all of the Sponsors who have been so supportive of the IAI and the membership this past week and past year.

### Dinner

**President** – Introduce Past Presidents: (These individuals are distinguished by their white dinner jackets, this is a tradition that has been in place for over twenty years now beginning in 1987 at the IAI Conference co-hosted by the CBD- IAI in Alexandria, VA)

Special Guests

All of the Board Members that have served this past year.

AND the Officers that have served this past year:

International Representative

Sergeant at Arms

Division Representative

**President** – This year we've called on the support of individuals willing to volunteer their time and talent to assist us with this Conference. We'd like to recognize those individuals and their efforts to make this Conference a success:

Co-Host Division representatives if applicable.

Present plaque to co-host division if applicable.

**President** – Thank the “Red Shirt” Conference Staff who've dedicated their time to you this week...

**President** – Johnson/Whyte Foundation Scholarships (see description)

**President** – Present Dedication to Service Award (see description below)

**President** – Present Distinguished Member Award (see description below)

**President** – Present Good of the Association Award (see description below)

**President** – Present Dondero Award (see description below)

**President** - “I will now introduce (Name), Chairperson of the Board of Director

**Chairperson** to Outgoing President

- Past President’s Plaque
- Past President’s Lapel Pin

(Comments by President)

**Chairperson** - Installation of Officers

I’d like now to recognize those individuals serving this Association in appointed positions:

**Name** Chief Operations Officer

**Name** General Counsel

**Name** Historian

**Name** Editor JFI

**Name** Editor Identification News

**Name** Conference Planner

**Name** Educational Planner

**Name** Exhibit & Sponsor Coordinator and

**Name** Conference Registrar

“I will be calling up the newly elected officers to stand in front of head table and be sworn into office”

Please hold your applause until all are installed

(Chairperson move down in front of the lower tier tables)

Calls the newly elected Board of Directors

- Ask them to come forward and stand in front of the head table facing the Installing Officer and the audience.
- Gives the Charge:  
“Having been duly elected and advised of your duties as contained in the Constitution, do you

now publicly affirm your intent to perform the duties of your position to the best of your ability during your term of office?”

- All Directors answer, “I do”.
- Please remain at the front while we bring up the rest of the Board
- Ask the Remaining Board Members who are serving their second-year term please come forward and stand with the newly elected Board Members to be recognized:
- These are your 20 -20 Newly Elected Board f Directors
- Please return to your seats.
- Calls the newly elected Division Representative, (Name) International Representative, (Name) or Sergeant- at-Arms, (Name), and asks them to come forward and stand in front of the head table at an angle facing the Installing Officer and the audience.
- Gives the Charge: “Having been duly elected or appointed and advised of your duties as contained in the Constitution, do you now publicly affirm your intent to perform the duties of your position to the best of your ability during your term of office”?”
- All answer, “I do”.

Please return to your seats.

**Chairperson** goes up to podium ....

- Calls the newly elected Vice Presidents by name: 4<sup>th</sup> Vice President, Name; 3<sup>rd</sup> Vice President, Name; 2<sup>nd</sup> Vice President Name, 1<sup>st</sup> Vice President Name; and asks them to stand in place at the head table at an angle facing the Installing Officer as well as the audience.
- Gives the Charge: “Having been duly elected and advised of your duties as contained in the Constitution, do you now publicly affirm your intent to perform the duties of your position to the best of your ability during your term of office”?”
- All answer, “I do”. Please remain standing while we complete the swearing-in of your President.
  - Calls the incoming President Name - ask him to stand in place at the head table at an angle facing the Installing Officer and the audience.
- Gives the Charge: “Having been duly elected and advised of your duties as contained in the Constitution, do you now publicly affirm your intent to perform the duties of your position to the best of your ability during your term of office”?”
- Answer, “I do”.

**Chairperson:** “Ladies and gentlemen, I have the honor of presenting the officers of the International Association for Identification for the years 20 to 20

(And now I’ll turn the microphone over to your new President - Name)

**New President** - Remarks from Incoming President

**Outgoing President** – Additional announcements (e.g. Mississippi Crime Solvers Winner, Photo and Poster Contest Winners)

**Outgoing President** - Closing remarks and Formal Conference Closing “I close the xxth International Educational Conference and hereby transfer the gavel to President-elect, Name, the new President of the IAI.”

### **Johnson-Whyte Memorial Foundation Fund Scholarships**

The IAI, recognizing the need for an expanded professional forensic scientific community, has created and established, as an integral part of the IAI, the “Johnson-Whyte Memorial Foundation Fund” (Fund) instituted in memory of Robert L. Johnson, William Whyte, and those deceased IAI members who dedicated their lives to the advancement of the science of forensic identification.

- The purpose of the Foundation Fund is to provide grants for researchers and scholarships for students who are seeking education and employment within the forensic identification community; to provide educational grants for members of the IAI who live and work outside of the host country to assist them in attending the IAI’s Annual Educational Conference, and to promote the advancement of forensic identification as a profession on an international basis.

This evening it is my pleasure to announce the recipients of the 2011 Johnson-Whyte Memorial Foundation Fund scholarship awards.

### **Dedication to Service Award**

The Dedication to Service Award is awarded at the discretion of the Board of Directors to any person, who, over a sustained period of time has shown outstanding dedication to the association and its objectives. This year’s award is given to an individual who has given a great deal of time and talent to the association over the past several years. His dedication, knowledge and talents contribute each year to the orderly process of ... I’m pleased to present a Dedication to Service Award to .....

### **Distinguished Membership Award**

Distinguished Membership is conferred by the Board of Directors on members who have met a set of rigorous criteria. Those criteria include conference participation and presentation of papers, publishing of articles in IAI publications, support of IAI foundations and others.

This year the Board conferred Distinguished Membership status on the following individuals: (see certificates)

### **Good of the Association Award**

The good of the association award is awarded at the discretion of the Board of Directors to a person who has significantly contributed to furthering the purposes for which the IAI was created. Nominees are not limited to members, but may be anyone who has contributed significantly to the purposes and interests of the IAI. In addition, the names of all recipients of this award are published in the Annual Membership Directory.

This year the Board of Directors considered nominations for this award and I’m very pleased to announce that this year’s award goes to...

### **Dondero Award**

The John A. Dondero Memorial Award was established in 1958 in his memory by his family and was adopted by the resolution below. John A. Dondero, prior to his untimely death in 1957 was an active, devoted and much loved member of the IAI. His many varied and progressive achievements in, and contributions to the fields of identification, investigation, and scientific crime detection brought him international recognition and esteem.

This award is made when the Board of Directors is able to select a qualified nominee from nominees submitted by the officers and members of the Association. The establishing resolution reads:

“WHEREAS, Mrs. John A. Dondero has most generously expressed to the Board of Directors a desire to

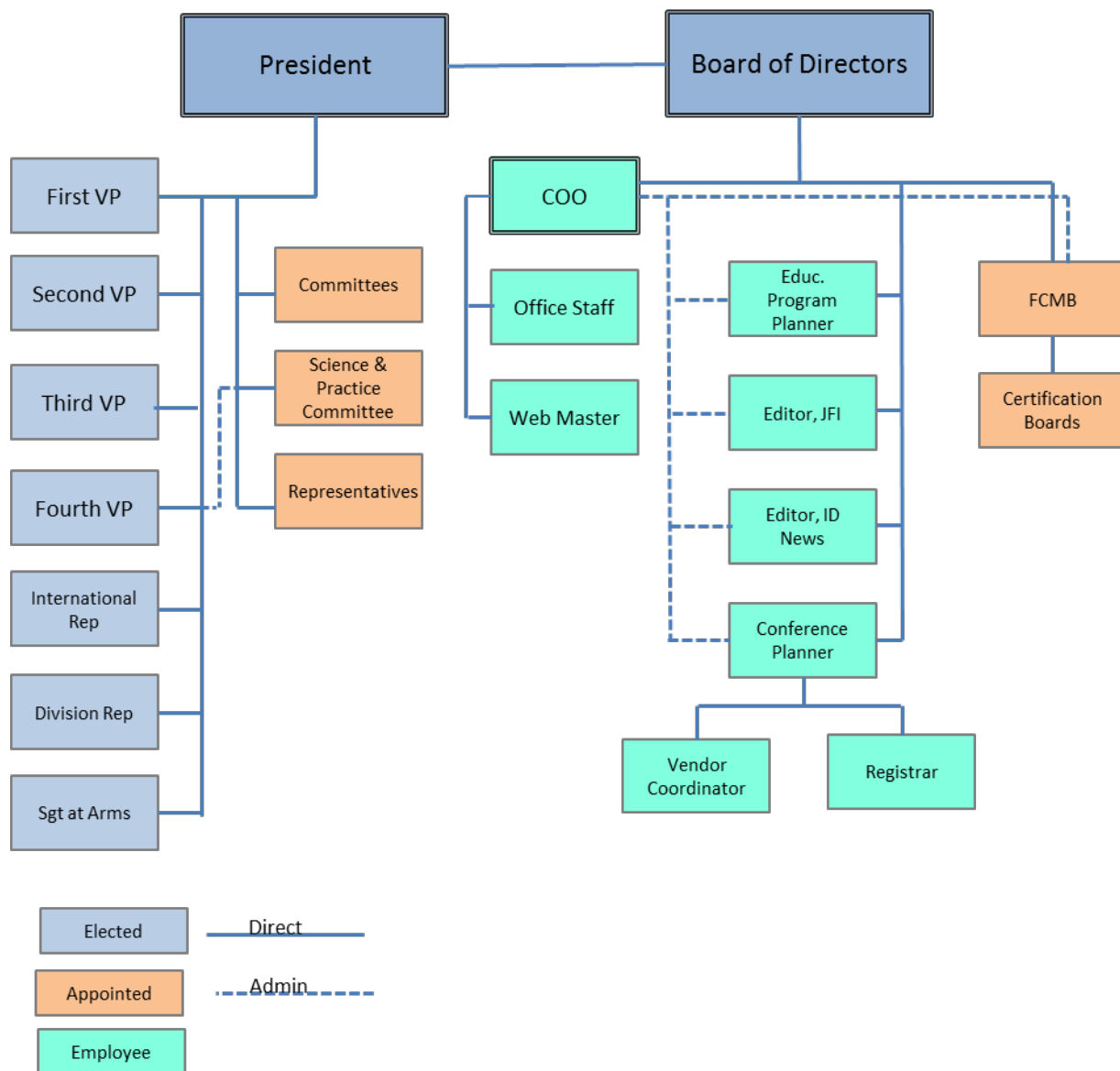
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establish an annual award in the memory of her beloved husband and to present the same to an Active Member of this Association, who, in the opinion and judgment of the Board of Directors, has made the most significant and valuable contribution in the area of identification and allied sciences.

(Read a short resume of the recipient's background and accomplishments) "This evening it gives me great pleasure to present this award to\_"

### Appendix G - Organizational Chart

## International Association for Identification TABLE OF ORGANIZATION





**INTERNATIONAL ASSOCIATION FOR IDENTIFICATION**

**FEDERAL TAX DISCLOSURE AND CONFLICTS OF INTEREST POLICY**

**ANNUAL STATEMENT**

This annual statement is designed for two purposes. First, the form assists IAI in learning information necessary to complete the tax information form filed annually by IAI with the Internal Revenue Service. Second, the form assists directors and officers of the organization in identifying and understanding relationships that might be adverse to IAI or benefit the private interest of an IAI officer or director.

Time period: January 1, 2008 – Present

List #1 is attached to this Statement

Yes    No

       1.    Do you have a *family member* on List #1?

Family members include your 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.

If yes, please describe:

---

Yes    No

       2.    Apart from your relationship through IAI, do you have a *business relationship* with any person on List #1?

A business relationship includes the following:

1. One person is employed by the other in a sole proprietorship or by an organization with which the other is associated as a trustee, director, officer, key employee, or greater-than-35% owner.
2. One person is transacting business with the other directly or indirectly, involving transfers of cash or property valued in excess of \$10,000 in the aggregate during the organization's tax year.

- Indirect transactions are transactions with an organization with which the one person is associated as a trustee, director, officer, key employee, or greater-than-35% owner.
  - Business done in the ordinary course of either party's business on the same terms as are generally offered to the public does not need to be disclosed.
3. You and another person on List #1 are each a director, trustee, officer, or greater than 10% owner in the same business or investment entity.

If yes, please describe:

---

3. Apart from your relationship with IAI, are you a director, trustee, officer, owner, employee or independent contractor of any organization(s)? If so, please list them below. Use additional space on the back of this form, as necessary.

An owner does not include a person who, together with family members, owns less than 5% of an entity.  
Name of organization: \_\_\_\_\_ Your role in organization: \_\_\_\_\_

---

Yes    No

4. Apart from your compensation as a director, officer or key employee of IAI (if any), do you or a *family member* receive payment, compensation or any type of benefit from IAI?

If yes, please describe:

---

Yes    No

5. Apart from your role as a director, officer or key employee, do you or your *family members* engage in business transactions with IAI? See examples #1 and #2 below.

Example #1: If a Director's child works as a sales representative for a hotel and IAI purchases or is contemplating purchasing rooms through the hotel, the Director should answer this question "yes," and describe the relationship below.

Example #2: If a Director is a co-owner of a consulting firm that IAI is considering engaging, the Director should answer this question "yes" and describe the relationship below.

If yes, please describe:

---

Yes    No

6. Does one of the organizations with which you are affiliated (listed above in answer to question 3) engage in business transactions with IAI?

If yes, please describe:

---

Yes    No

7. 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 IAI? See examples #1 and #2 below.

Example #1: If an Officer is a volunteer board member of an organization that is opposing or may oppose an IAI activity, even though the Officer has no financial interest adverse to IAI, the Officer should answer this question “yes,” and describe the relationship below.

Example #2: If a Director has an ownership interest in, or is an employee or independent contractor of, a company that wishes or may wish to create and promote a program that the IAI Board has also discussed developing and promoting, the Director should answer this question “yes,” and describe the relationship below.

If yes, please describe:

---

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 IAI: (If none, write “None.”)

---

I have received a copy of the IAI Conflict of Interest Policy (the “Policy”). I have read and understand the Policy. I agree to comply with the Policy. I understand that IAI is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Dated \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

*List #1*

Officers, Directors, Key Employees

**IAI BOARD OF DIRECTORS**

**IAI OFFICERS/KEY EMPLOYEES**

## Appendix I - Email Proctor for BoD

### IAI Protocol for Electronic Mail Communications for Board of Directors Action Items

The BoD Chair will notify the President and COO of an upcoming Action Item for the BoD that will be handled by E-mail.

The BoD Chair will initiate the e-mail message by identifying all voting members on the “To” line and any additional participants on the “CC” line.

The message will follow which identifies the Action Item. Immediately following the message a schedule will be set forth that identifies the dates and times for responding to the message as set forth below.

Within 3 days after notification, all recipients of the message must respond and acknowledge receipt to the BoD Chair and a ‘cc’ to the COO. For any voting member not responding within this time limit, the COO will attempt to telephonically contact each individual to advise of the pending Action Item.

A period of time of 5 to 10 business days (7 to 14 calendar days), or other choosing, will be set forth for discussion. The first 2 or 3 days, or other choosing, are for exchange of any questions or clarifications. Day 4, or other choosing, requires a formal motion and second. Day 5 thru 10 is for discussion specific to the motion.

A period of time (EST), usually a 2 hour period, on day 10 will be set for the vote. The voting process is limited to voting members. The vote shall be directed to the BoD Chair and a ‘cc’ to the COO (meaning that non-voting members, except the COO, will not be aware of the voting process until after the vote is documented and recorded). After the voting period is closed a follow-on email will be sent by the BoD Chair to the voting members and COO reflecting the vote of each voting individual (including abstentions and absentees). A separate message to all other interested individuals will be sent reflecting the outcome (pass/fail) of the vote.

The COO will retain a printed copy of the motion, who made the motion, who seconded the motion, and voting results (by voting member) for later signature at the next BoD in-person meeting. The COO will retain the record and include the motion and decision in the next minutes of a BoD in-person meeting. The minutes will reflect the date(s) of the original motion, by whom, the second, and voting results.

If there is a challenge to the accuracy of the vote, the COO will immediately initiate a conference call and require a roll-call vote from the voting members.

## Appendix J - Organizations with Appointed IAI Representatives

ASTM E30 Committee on the Forensic Sciences

Consortium of Forensic Science Organizations (CFSO)

Facial Identification Scientific Working Group (FISWG)

FBI Advisory Policy Board (APB) – Identification Services Subcommittee (ISS)

Forensic Specialties Accreditation Board (FSAB)

Law Enforcement and Corrections Technology Advisory Council (LECTAC)

National Forensic Science Technology Center (NFSTC) Member Organization Representative

Scientific Working Group on Friction Ridge Analysis, Study Technology (SWGFAST)

Scientific Working Group on Imaging Technology (SWGIT)

State of Virginia Scientific Advisory Board

## Appendix K - IAI Strategic Plan

### Our Vision

The IAI represents a diverse, knowledgeable and experienced membership that are assembled to educate, share, critique and publish methods, techniques and research in the physical forensic science disciplines.

### Our Mission

1. To associate persons who are actively engaged in the profession of forensic identification, investigation, and scientific examination of physical evidence in an organized body, so that the profession, in all its branches, may be standardized and effectively and scientifically practiced.
2. To encourage the enlargement and improvement of the science of forensic identification and crime detection.
3. To encourage research in scientific crime detection.
4. To keep its members apprised of the latest techniques and discoveries in forensic identification and crime detection.
5. To employ the collective wisdom of the profession to advance the scientific techniques of forensic identification and crime detection.
6. To provide training, education, and the publication of information in all forensic science disciplines represented by the Association.
7. To encourage standardization of curriculums and training in all represented forensic disciplines.

### Goals

We will maintain our leadership position by:

- Providing leadership and supporting the integrity of our discipline and our industry
- Providing opportunities to better understand the forensic disciplines and the knowledge learned from those sciences involved
- providing education and training pertaining to forensic science
- providing support and resources for research and technological advances in the profession
- promoting the professional qualifications of practitioners and those involved with forensic science
- providing professional credentials and certifications for those associated professionals in the field of forensic science

**STRATEGIC GOAL #1****Provide relevant knowledge**

To achieve this strategic goal, we will:

- Ensure that corporate policies, standard operating procedures, and available training and resources are current and relevant.
- Promote the mission of the organization and work with industry associations, sponsors, partners, and vendors to better communicate our goals and objectives and work on synergistic opportunities.
- Take a leadership role in key issues faced by our communities that relate to forensic science.

**STRATEGIC GOAL #2****Empower professionals to succeed**

To achieve this strategic goal, we will:

- Ensure that our credentialing programs, and other association training programs are consistent with industry standards.
- Provide training programs that will increase the knowledge and competencies of members in the area of forensic science.
- Better articulate the value of membership and encourage professional credibility throughout the forensic community.

**STRATEGIC GOAL #3****Encourage future generations of leaders**

To achieve this strategic goal, we will:

- Ensure that our organization's governance and culture is in alignment with our values and ethics.
- Work with Division leadership and assist them with the tools and resources to be successful.
- Supports tomorrow's professionals and identify endeavors that will help them successfully integrate into our association.
- Identify new organizations and associated areas of interest to create synergistic opportunities.

In order to be successful with our mission, goals, and objectives, we hold the following in high regard and will strive to achieve:

- Awareness
- Integrity
- Transparency
- Accountability
- Growth

## Priorities

1. Promote IAI membership, classes, and credentials.
2. Increase the number of formal partnerships and sponsorships.
3. Participate in national programs and key issues that impact the profession.
4. Facilitate the inclusion of our international constituents through increased awareness.