

NEVADA STATE DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS

ARTICLE 1

1 MEMBERSHIP, DUES, AND ASSESSMENTS

- 1.01 Application for Membership. Application for Membership shall be made upon the official form of the Division and submitted to the *Secretary*, along with the annual dues, fees, and assessments in the amount set forth herein. *All financial information will be forwarded to the Treasurer.*
- 1.02 Notification of Acceptance. The Secretary shall notify the applicant of his/her acceptance and shall forward to him/her forthwith a Certificate of Membership and membership card, with the appropriate fiscal year displayed.
- 1.03 Automatic Appeal of Non-Acceptance. If the applicant does not meet all of the requirements for membership, the Secretary shall refer the application to the Board of Directors with his/her recommendation(s). The Board of Directors shall approve or disapprove, by a majority vote, the application for membership and shall advise the Secretary to notify the applicant of the Board's decision. If denied, annual fees will be refunded, excluding the administrative fee.
- 1.04 Dues. Annual dues of the Nevada State Division of the International Association for Identification (NSDIAI) shall be as specified by the Board of Directors and shall apply to the fiscal year of July 01 through June 30.
- 1.05 Annual Dues. Except as otherwise provided by Article II of the NSDIAI Constitution, the annual dues are \$25.00 for all categories of membership and affiliation, including retired. A one-time, non-refundable \$5.00 admission fee will be added for new members.
- 1.06 Reinstatement Fee. A non-refundable reinstatement fee of \$5.00 will be added to any dues, fees, and assessments in arrears.
- 1.07 Year of Application. Dues paid to the Division by any new applicant, or applicant for renewal, shall also be applied to the dues for the fiscal year only; dues paid by a new applicant between April 01 and June 30 shall apply to the following fiscal year.
- 1.08 Payment of Dues. The annual dues are payable July 01. Any current member who is late (after September 01) in the payment of dues for the current fiscal year is deemed to be "**not** in good standing," and it shall be the duty of the Secretary to notify such member of the fact immediately thereafter and to **suspend** his/her membership and remove such member's name **from the mailing list** of the Division.
- 1.09 Suspended/Delinquent. In the event a member is **not** in good standing (suspended or delinquent) for non-payment of dues, fees, or assessments, or has otherwise withdrawn their membership while in good standing, he/she may be reinstated and restored to their original membership status, including their former member number, provided that they pay all arrearages due at the time of suspension, together with such further dues, fees, and assessments as would, had they not been suspended/delinquent, have accrued against them to the date of such payment, plus the reinstatement fee after (September 01).
- 1.10 Suspended to Delinquent Status. A suspended member/Affiliate whose annual dues, fees, or assessment have not been received before November 01 of each year is delinquent and their name will be removed from the Journal mailing list. "Delinquent" includes "suspended" status.
- 1.11 Membership Revoked. Members/Affiliates whose delinquent dues, fees, and assessments have not been received by September 01 of the **second** year will be automatically **dropped from membership**.
- 1.12 Loss of Rights. Suspended and delinquent members (and Affiliates, as applicable) forfeit the right to participate in the business meetings of the NSDIAI, in the election of officers, and voting for changes to the Constitution and By-Laws in the year(s) they are delinquent. The Secretary shall immediately notify the delinquent Members/Affiliates of their status and their ineligibility to participate in business meetings of the Division and to vote by mail-in ballots. The right to participate in the business meetings will be reinstated if the delinquent Members/Affiliates pay their delinquent dues, fees, and any reimbursements assessed by the Executive Staff, on or before the day the annual seminar is convened. The Secretary shall notify the Executive Staff of the names of the Members/Affiliates who have become delinquent in paying their dues.
- 1.13 Membership Restored. Members/Affiliates paying their delinquent dues, fees, and assessments in full for the subsequent year(s) will be restored to full membership, with their former membership number.
- 1.14 Assessments. The Board of Directors is empowered by unanimous vote only, to levy assessments upon the membership when in its judgements the needs of the Division require such action.
- 1.15 Exemption from Assessments: No member shall be exempt from the payment of assessments except Honorary Members.

ARTICLE 2

2 STANDARDS OF CONDUCT

- 2.01 Conduct of Members. Members/Affiliates shall conduct themselves in a manner which creates and maintains respect for the International Association for Identification (IAI) and the NSDIAI.
- 2.02 Complaints. All complaints and charges brought against an Officer or a Member/Affiliate shall be filed with the President **and** Secretary, provided they are made in writing and are signed by the complainant. The accused shall be allowed thirty (30) days to answer the charges, or complaints, in writing. The Board of Directors shall then hold a hearing to resolve the charges or complaints, whereas the accused has the right to confront the complainant. Any officer that is the subject of any such complaint shall not participate in the Board's decision-making, except to answer charges.
- 2.03 Disputes:
- 2.03.01 Arbitration. The Executive Staff shall arbitrate disputes, not part of a complaint in Section 2.02, between the Members, Affiliates, and Officers of the Division and between Members, Affiliates, and non-members when the interests and welfare of the Division are involved.
- 2.03.02 Appeal of Arbitrated Decision. The decision of the Executive Staff may be appealed to the members at the next Annual General Membership Meeting. A majority vote is required to overrule the Executive Staff's decision.
- 2.04 Censure, Suspension, and Revoking Rights or Membership/Affiliation. The Board of Directors may censure Members/Affiliates, or suspend or revoke Membership/Affiliation as circumstance(s) may dictate. This section does not supersede By-Laws Article 1, they are of the same standing.

ARTICLE 3

3 BOARD OF DIRECTORS

- 3.01 Policies. The Board of Directors are the policy-making body.
- 3.02 Failure to Comply. Any official who does not comply with his/her assigned responsibilities, or fails to do so in a timely manner, may be removed from office by a majority vote of the Board of Directors. Appointment of a replacement shall be made by the President with the majority approval of the Board of Directors.
- 3.03 Dates of Annual Conference(s). The dates, times, and places of the Annual (and Semi-Annual, if any) General Membership Meetings and Annual Educational

NEVADA STATE DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS

- 3.04 Other Meetings. Other meetings, conferences, events, and activities may be established by the Board of Directors, or by the membership at the Annual General Membership Meeting (or other authorized general membership meetings).
- 3.05 Compliance Required. The Board of Directors shall comply with the Constitution, By-Laws, and Operations Manuals. The Executive Staff will likewise comply.
- 3.06 Additional Duties. Additional duties as indicated in the Constitution, By-Laws, and Operations Manuals

ARTICLE 4

4 DUTIES OF THE PRESIDENT

- 4.01 Duties of the President. The President shall preside at all meetings of the NSDIAI and preserve order and decorum. The President shall carefully supervise the affairs of the Division and labor for usefulness and efficiency. The President shall appoint all committees as provided by the Constitution, By-Laws, and Operations Manuals. The President shall fill, by appointment, vacancies, including Committee or Subcommittee **Chairpersons** (not committee/subcommittee Members), caused by death, resignation, or other causes, except as otherwise provided for in the Constitution or By-Laws. The President shall represent the Division at the IAI (Parent Body) Annual Conference and at all IAI (Parent Body) functions requiring official NSDIAI representation. *If unable to attend an official function, the President may appoint a designee to act on his/her behalf with all privileges of the Presidency.*
- 4.02 District Vacancies. District Representative vacancies may only be filled with a Member employed (or is retired and resides) in that district, and is appointed by the President. Substitutes are provided for in Article Ten (10) of the By-Laws.
- 4.03 Term Limitations. *No President shall serve more than three (3) consecutive terms.*
- 4.04 Funding/Reimbursement. The President, with the approval of the Board of Directors, may seek funding to defray expenses incurred in the furthering of the goals of the NSDIAI, and attending required IAI and NSDIAI meetings. Receipts and vouchers will be submitted to the Treasurer.
- 4.05 Custody of Charter. The Division charter will remain in the custody of the President during his/her term of office and will be prominently displayed during any of the Division's official membership business meetings.
- 4.06 Special and Emergency Meetings. The President has the power to call a special meeting at any time, in the event of an emergency or in the interest of the whole Division. The President may likewise call a Board of Director's meeting or Executive Staff meeting.
- 4.07 Ballot Box Keys. The President will safeguard his/her set of ballot box keys.
- 4.08 Recommendation for IAI Regional Representative to the Division. The NSDIAI President will recommend to the IAI (Parent Body) President an NSDIAI member for Regional Division Representative. This will be accomplished at least thirty (30) days prior to the IAI President taking office (Reference: IAI By-Laws, Article XIV, Section 14.05(a), as proposed in the November/December 1997 issue of the Journal of Forensic Identification.)
- 4.09 Appointment of Editor. The President will appoint an Editor within 15 days of taking office.
- 4.10 Additional Duties. Additional duties as indicated in the Constitution, By-Laws, and Operations Manuals.

ARTICLE 5

5 DUTIES OF THE VICE PRESIDENT

- 5.01 Duties of the Vice-President. The Vice-President shall act as presiding officer of the Division during the temporary absence or disability of the President **at NSDIAI meetings, conferences, events, and activities.** The Vice-President shall automatically succeed to President in the event of death, disability, resignation, or removal from office of the President, and shall serve the unexpired term thereof.
- 5.02 Annual General Membership Meeting and Educational Conference. The Vice-President will be responsible for the Annual Conference Program and shall report the status to the President at the next Annual Conference on a date to be specified by the President. Upon his/her approval, the program will then be provided to the Editor, who shall publish it in the next printing of the Division's Journal.
- 5.03 Support from Vendors. The Vice-President shall solicit support from vendors whose products are related to the Forensic Identification Fields and encourage their participation at each conference, as well as solicit advertising from said vendors for the Division publication and conference programs.
- 5.04 Additional Duties. The Vice-President shall serve as the Chairperson of the Annual Educational Conference Planning Committee and the Annual General Meeting Committee. The Vice-President shall have the responsibility of obtaining speakers and coordinating the Speakers Program; of obtaining vendors and coordinating the Vendors Program; and serving as the Chairperson of the Editorial Committee; and as indicated in the Constitution, By-Laws, and Operations Manual.

ARTICLE 6

6 DUTIES OF THE SECRETARY

- 6.01 Records and Minutes. The Secretary shall keep the records and minutes of the Division and shall be the Secretary of the Board of Directors, and of the Executive Staff.
- 6.02 Full and Accurate Accounting. The Secretary shall be responsible for keeping a full and accurate account of all proceedings of the Board of Directors, the Annual General Membership Meetings, the Annual General Educational Conferences, and other business meetings and conferences. Overall responsibility of office cannot be delegated to appointed assistants.
- 6.03 Balloting Responsibilities. The Secretary will be involved with mail-in balloting as provided by Article 17 of the By-Laws.
- 6.04 Membership Applications. The Secretary shall receive all applications for membership or affiliation, including the name of the applicant, home address, mailing address, phone numbers, department (or affiliation), and occupation, from the Treasurer.
- 6.04.01 Publishing of Names. The Secretary shall send the names and pertinent information of new applicants to the Editor, to be published in the next edition of the Journal.
- 6.05 Attending Non-NSDIAI Meetings. The Secretary will attend the IAI Annual Conference *with full financial support from the NSDIAI. If unable to attend an official function, the Secretary may appoint a designee to act on his/her behalf with all privileges of the office, with the majority approval from the Board of Directors.*
- 6.06 Annual Report to IAI. No later than sixty (60) days prior to the IAI (Parent Body) Annual General Membership Meeting, an annual report of the activities for the previous calendar year of the NSDIAI shall be submitted in writing by the Division Secretary to the IAI *Chief Operations Officer.*
- 6.07 Reimbursement. The Secretary shall be reimbursed for the cost of stationary, postage, and like supplies used in carrying out the business of the Division and

NEVADA STATE DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS

- attending required NSDIAI and IAI meetings. Receipts and vouchers will be submitted to the Treasurer.
- 6.08 Educational Certificates. The Secretary shall issue a Certificate of Participation to each member and speaker attending the NSDIAI annual or other educational conferences.
- 6.09 Membership Certificates and Member ID Cards. Membership certificates and member ID cards will be issued by the Secretary.
- 6.10 Appointment of Assistants. The Secretary may submit to the NSDIAI President name(s) of member(s) recommended to assist him/her with the Secretary's duties. The Secretary is responsible for all work completed by assistants.
- 6.11 Additional Duties. Additional duties as indicated in the Constitution, By-Laws, and Operations Manuals.

ARTICLE 7

7 DUTIES OF THE TREASURER

- 7.01 Duties of the Treasurer. The Treasurer shall receive all moneys due to the Division and keep a just and accurate account between the members and the Division.
- 7.01.01 Membership Dues. The Treasurer shall receive all dues, fees, and assessments and forward the names and other pertinent information to the Secretary.
- 7.02 Warrants and Checks. The Treasurer shall draw all warrants and checks for the expenses of the Division, which shall be co-signed by the Treasurer and the President of the Division. If the amount of the check is less than \$150.00, a co-signer is **not** necessary.
- 7.02.01 Absence from Office. In the event of death, disability, resignation, unavailability, or removal from office of the Treasurer or the President, the Vice-President is authorized to co-sign any warrant or check.
- 7.03 Bonds. The Treasurer shall furnish bonds for the faithful performance of the duties of that office as the Board of Directors may require. The premium of said bonds shall be paid by the Division.
- 7.04 Activities Report. At each Annual General Membership Meeting, the Treasurer shall make a detailed report of receipts and disbursements, and the activities and condition of the accounts. The Editor will publish the report.
- 7.05 Membership Dues. The Treasurer shall receive membership dues, fees, and assessments. The Treasurer will notify the Secretary and the Editor if a member is not in good standing for non-payment of dues or assessments.
- 7.06 Purchasing. The Board of Directors shall provide the Treasurer authorization for spending/purchasing in single amounts of over \$150.00.
- 7.07 Petty Cash Fund. The Treasurer is permitted to maintain a revolving petty cash fund of \$100.00 to defray the usual ordinary expenses of the Division.
- 7.08 Auditing. The Board of Directors shall oversee the auditing of the Treasurer's Office and report of audit will be reported, with findings, to the Editor for publication in the Journal. Any costs or fees will be paid by the Treasurer upon the presentation of receipts and vouchers.
- 7.09 Additional Duties. Additional duties as indicated in the Constitution, By-Laws, and Operations Manuals.

ARTICLE 8

8 DUTIES OF THE SERGEANT-AT-ARMS

- 8.01 General Duties. The Sergeant-at-Arms shall have command of the outer door of meeting hall(s) and shall prevent unauthorized entry as determined by the President or Board of Directors. The Sergeant-at-Arms assists the President in preserving order and shall perform other duties as the President may direct.
- 8.02 Voting Members. The Sergeant-at-Arms shall determine the voting eligibility of members at the General Membership Meetings and provide the necessary ballots, if the occasion dictates.
- 8.03 Ballot Box Keys. The Sergeant-at-Arms will maintain and safeguard his/her set of set of ballot box keys.
- 8.04 Combining Offices. The Office of Sergeant-at-Arms and the Office of Historian are combined as one (1) office. Only one (1) officer will be elected to function in this combined office. This officer may be referred to as the "Sergeant-at-Arms" or as the "Historian;" the terms will refer to the one and same officer. As a combined office, this does not violate any sections limiting one officer to holding more than one elected "officer" position.
- 8.05 Parliamentarian. The Sergeant-at-Arms shall be the Parliamentarian. As Parliamentarian, he/she may be referred to as the "Parliamentarian" when performing duties.
- 8.06 Chair of Elections Committee. The Sergeant-at-Arms (Parliamentarian) is Chair of the Elections Committee.
- 8.07 Robert's Rules of Order. *Robert's Rules of Order* will be used as the guide, except where the Board of Directors determine otherwise.
- 8.08 Additional Duties. Additional duties as indicated in the Constitution, By-Laws, and Operations Manuals.

ARTICLE 9

9 DUTIES OF THE HISTORIAN

- 9.01 Duties of the Historian. The Historian shall search for, collect, and have custody of all items of historical interest to the Division. The Historian shall identify and mark each item, acknowledge the donor of each, and maintain an inventory of all materials on hand.
- 9.02 Publications. The Historian will collect and maintain all publications of the NSDIAI, including journals, newsletters, publications, notifications, blank ballot(s), and insert(s), etc.
- 9.02.01 E-mail or Fax. Any non-print publications sent, in whole or part, to some or all of the members, such as e-mail or fax, will be stored on paper as hard copy; as opposed to other storage means. Other storage means are authorized but only in addition to paper storage.
- 9.03 Additional Duties. NSDIAI Librarian and additional duties as indicated in the Constitution, By-Laws, and Operations Manuals.

ARTICLE 10

10 DISTRICT REPRESENTATIVES

- 10.01 Duties of the District Representatives. Each of the District Representatives shall represent the members in their respective district.
- 10.02 Substitution. When a District Representative is **not** available to attend a meeting, conference, or activity, as required, he/she may send a member, in good standing, in his/her place. This Substitute Representative shall be employed in the district represented (or live in the district if retired). **NOTE:** Other officers of the NSDIAI may **not** send Substitutes to official NSDIAI meetings, conferences, activities, or events in official capacities. Section 5.01 of these By-Laws is not altered by this section.
- 10.02.01 Substitute's Vote. When a Substitute Representative attends such meeting or conference, his/her vote will be, in effect, as if the elected

NEVADA STATE DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS

- Representative was present.
- 10.02.02 Official Status of Substitute. The District Representative Substitute officially takes the place of the Elected District Representative. This status begins from the time he/she arrives at the city or location of the meeting until midnight at the close of all related activities for which he/she was sent.
- 10.02.03 One Vote. During the time of official status of the Substitute, the elected District Representative will **not** have a vote or a voice.
- 10.02.04 End of Substitute Status. The voice and vote of the Substitute ends at midnight of the close of the meeting, conference, events, or activity.
- 10.02.05 Reimbursements. The official Substitute will be eligible for funds and reimbursement, if any, as would the District Representative.
- 10.02.06 Appointment of Substitute. Only the District Representative will appoint his/her Substitute. **NOTE:** The President appoints **vacancies** (or as may be prescribed by the Constitution or By-Laws). Vacancies must be filled with a voting member of the affected district, or the office remains vacant.
- 10.03 Additional Duties. Additional duties as indicated in the Constitution, By-Laws, and Operations Manuals.

ARTICLE 11

11 TERM OF OFFICE

- 11.01 Term of Office. The term of office for each of the elected officers is approximately two (2) years, dependent upon the dates of the Annual General Membership meetings. The term will begin at the conclusion of the Annual General Membership meeting.
- 11.02 Election Years for Executive Officers. The offices of President, Secretary, and Sergeant-at-Arms/Historian will be elected in the EVEN numbered years. The offices of Vice-President and Treasurer will be elected in the ODD numbered years.
- 11.03 Election Years for District Representatives. The Representatives from District 1, 3, and 5 will be elected in the ODD numbered years. The Representatives from District 2, 4, and 6 will be elected in the EVEN numbered years.

ARTICLE 12

12 COMMITTEES

- 12.01 Article 12 Sections. Except where the Constitution or By-Laws prescribe otherwise, the following sections will be adhered to:
- 12.02 Appointment of Committees and Subcommittees. The committees/subcommittees will be designated by the President.
- 12.03 Chairperson. The President will appoint, or replace (in the case of a vacancy) any committee or subcommittee Chairperson and assign him/her the duties of the office.
- 12.04 Committee Persons. The Vice-President will appoint, or replace (in the case of a vacancy) any committee or subcommittee person, who will serve under the Chairperson.
- 12.05 Number on a Committee or Subcommittee. The total number of persons assigned to a committee or subcommittee will be designated by the Vice-President.
- 12.06 Established Committees. The following standing committees are herein established, the Editorial Committee, the Annual Educational Conference Committee, the Annual General (conference) Membership Committee, the Elections Committee, and the Individual Membership Committee.
- 12.07 Other Sections: Exceptions. See the Constitution Sections 4.01.03 and 5.02, and the By-Laws Sections 8.06 and 13.01

ARTICLE 13

13 EDITORIAL COMMITTEE

- 13.01 Editorial Committee. This committee shall consist of the Vice-President, who shall act as the Chairperson, along with the Editor and a minimum of two (2) Members. This committee is responsible for the gathering and review of all technical papers/articles to be printed in the Division's Journal. The committee shall solicit articles from members, and review other material for articles that may be of interest to the Division members.
- 13.02 Name of the Journal. The name of the Division's Journal is the "Silver State Journal of Forensic Identification." It is an official publication.
- 13.02.01 Use of Emblem on the Journal. The official NSDIAI emblem will be used on the cover (or front page if there is no cover) of the Journal and other official publications (and on electronic dissemination if reasonably possible).
- 13.03 Duties of the Editor. The Editor shall receive all articles and items of interest to the Division, edit them when necessary, and prepare them for inclusion in the Division's Journal, which shall be published a **minimum** of four (4) times per year. The Editor shall secure such other beneficial publicity for the organization as may be possible, and perform such other duties as may be assigned by the President or the Board of Directors. Expenses incurred by this office, in connection with his/her duties, shall be paid by the Treasurer upon the presentation of proper receipts and vouchers.
- 13.03.01 Journal Distribution. A copy of each Journal will be sent to the IAI, and each Active and Associate Member, and Student Affiliate of the NSDIAI in good standing. Also, to Honorary Members, sponsors, vendors, or others as deemed appropriate by the Chair of the Editorial Committee, and to those "swapping" subscriptions by Internet.
- 13.03.02 Disseminating Publications. The NSDIAI will be delivered, mailed, or sent by E-mail or faxed, or other means may be used, to transmit publications. All Members/Affiliates in good standing must receive complete text of all publications, regardless of the method(s) of dissemination used.
- 13.03.03 Printing Ballots. The Editor will print ballots, envelopes, instructions, etc., as directed, in a timely manner. A blank copy of ballots and enclosures will be sent to the Historian to be catalogued and filed.
- 13.04 Publishing Names of New Applicants. The Editor shall ensure that the names, addresses, and department or affiliation, of new applicants are promptly published in the Silver State Journal of Forensic Identification.
- 13.05 Printing Needs. The Editorial Committee is responsible for the printing needs of the Division, including membership certificates and cards, educational/training certificates, awards. Also, the purchase of awards, plaques, and trophies (when authorized by the Executive Staff).
- 13.06 The Membership Certificate and Card. The membership certificate and card will include the person's/organization's name, membership number, and category and type of membership, at minimum.
- 13.07 Distinguished Membership Certificate. A membership certificate will be issued to those receiving such status, and the words "Distinguished Member" will be prominent.
- 13.08 Other Associations' Journals. The Editor will actively solicit for having the NSDIAI being placed on the mailing list of IAI Divisions' journals published by the U.S. and Canadian regions and divisions; and to the IAI's (Parent Body) Journal. To do so, he/she may choose the least expensive method:
- A. Offer to exchange ("swap") subscriptions. He/she will offer a free subscription to our Silver State Journal of Forensic Identification for a free

NEVADA STATE DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS

- subscription to the other journal.
- B. If necessary, purchase a subscription. The purchase must be approved by the Executive Staff.
 - C. Purchase a membership that includes receiving journals. The purchase must be approved by the Executive Committee.
 - D. Subscriptions will be secured from the Canadian Identification Society and the Fingerprint Society, in the United Kingdom (England). If a swap of journals is not possible, the Editor may subscribe, at the best rate, without prior consent or approval.
 - E. Any articles republished from another journal or other source, will include the source(s) and author(s) in the Silver State Journal of Forensic Identification.
 - F. The subscriptions received will be reviewed by the Editorial Staff. When no longer needed, they will be given to the Historian (Librarian).

ARTICLE 14

14 OPERATIONS MANUALS

- 14.01 Officer Guidelines. Members of the Board of Directors and the Chairpersons of standing committees and their subcommittees will develop and use an Operations Manual to guide them in their duties and ensure uniformity, equity, and fairness in daily operations of their office. **Exception:** The Editor will develop and use the Operations Manual for the Editorial Committee. The Vice-President will receive a copy.
- 14.01.01 Special Committees Operations Manual. The President will advise the Chairpersons of any special committees and/or their subcommittees if an Operations Manual is required.
- 14.02 Review and Approval. The Board of Directors will review and approve all Operations Manuals in use. They may require additions, deletions, or changes **not** prohibited by the Constitution or the By-Laws of the NSDIAI. This review will be done at the Annual General Conference.
- 14.03 Passing the Manual. Any Operations Manual will be passed on to the next person to take office or position.
- 14.04 De-Activated Manuals. Any manuals not in use (such as a committee being dissolved) will be sent to the Historian and held until such time as it may be needed ("Re-activated") again.

ARTICLE 15

15 CONFERENCES AND MEETINGS

- 15.01 Educational and General Membership Meetings. The Annual Educational and the General Membership (Business) Meeting may be referred to collectively as the "Annual Conference."
- 15.02 Annual Conference. The Annual Conference will be held during the month of April or May.
- 15.03 Semi-Annual Conferences. A Semi-Annual Educational and Semi-Annual General Membership Meeting may be called by the Board of Directors; if so, it may be known as the Semi-Annual Conference.

ARTICLE 16

16 NOMINATION OF OFFICERS

- 16.01 Who May be a Candidate. Any Active Member may run for any office, except as limited by the Constitution or the By-Laws.
- 16.02 How to Nominate. Any member in good standing running for office, must submit a request for inclusion on the ballot. The letter must contain the name of the office, the printed name, signature, and NSDIAI membership number of the candidate, and the name and signature of one (1) other Active Member in good standing, and their NSDIAI membership number. A photo and resume of the candidate will be attached.
- 16.03 Nomination Deadline. The Chairperson of the Elections Committee will announce a nomination deadline date, approved by the Executive Staff. This will be announced in the Journal and allow a minimum of ninety (90) days prior to the deadline.
- 16.04 Time Limit on Nominations. Nominations for candidates must be received by the Elections Committee by the date announced.
- 16.05 One-Office Limit. A candidate may not run for, or hold, more than one (1) elective office, at one time.
- 16.06 Office Without Nominations. Should the deadline pass without any candidates for an office, the Elections Committee may nominate a member, with permission from the nominee, and his/her qualifications and photo will be published in the Journal; in accordance with the Constitution and By-Laws.
- 16.07 Office not Filled. If any office is not filled by election, the President will appoint a member to the vacant office in accordance with the Constitution and By-Laws.
- 16.08 Installation of Officers. Installation of officers will take place at the Annual Conference.

ARTICLE 17

17 ELECTION OF OFFICERS

- 17.01 Voting. Voting for elected officers of the NSDIAI will be by a mail-in ballot in accordance with Section 17.03 below.
- 17.02 Balloting.
- 17.02.01 Official Ballot. The official mail-in ballot of the NSDIAI will be printed on an eight-inch by ten-inch (8" x 10") sheet of paper. The words "Nevada State Division, International Association for Identification" will be printed at the top of the sheet of paper. The words "Official Ballot" will be prominently printed at the top of the sheet of paper, immediately below the Division's name, and at the bottom of the sheet of paper. The words "Election of Officers," and the year in which the vote is occurring, will be printed immediately below the words "Official Ballot" at the top of the sheet of paper.
- 17.02.02 Envelopes. Two (2) envelopes will be provided with the ballot(s). The inner envelope, which will be of sufficient size to hold several tri-folded ballots, will be printed with the word "Ballot" and "NSDIAI" in large, prominent letters. The mailing envelope, which will be of sufficient size to hold the inner envelope and its contents. The inner envelope will be addressed to the Secretary, postage affixed, and preprinted with lines on which the voting members shall (1) print their name, (2) print their membership number, and (3) place their signature.
- 17.02.03 Draft of the Ballot. The Chairperson of the Elections Committee shall prepare the draft of the ballot of nominees for the offices to be

NEVADA STATE DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS

voted upon. The drafts will be submitted to the Editor for printing of the ballots and the mailing of the ballots and envelopes, with the Journals, which are being mailed to Active and Associate Members in good standing. Affiliates will not receive balloting materials with their Journals.

- 17.02.04 Voters Mailing List. The Secretary will provide the Editor with a list of members who are eligible to receive a ballot(s).
- 17.02.05 How to Vote. The voting members will mark their ballot(s), seal the ballot(s) in the inner envelope, seal the inner envelope inside of the mailing envelope, print their name and membership number, and sign the mailing envelope. All ballots are to be returned to the Secretary. The Secretary may continue to accept ballots after the return date deadline. However, the cut-off date for accepting mail-in ballots will be controlled by the date of the Annual Conference and when the Secretary travels to the Annual Conference.
- 17.02.06 Receiving Returned Ballots. Upon receipt of a mail-in ballot, the Secretary will mark that a ballot has been received on a list of members who are eligible to vote. The Secretary will open the mailing envelope, remove the inner envelope, date and initial it, and put the inner envelope into a locked ballot box.
- 17.02.07 Locked Ballot Box. The ballot box shall be locked and inaccessible to the Secretary, except for the ability to insert the ballots into the box. The keys to the ballot box shall be in the custody of the President and the Sergeant-at-Arms. The ballot box shall not have hinges that can be removed.
- 17.02.08 Delivery of the Ballot Box. The Secretary shall retain sole custody of the ballot box until the day on which the Annual General Membership Meeting is scheduled to take place at the Annual Conference. At a time and place agreed upon by the Chairperson of the Elections Committee, the Secretary and either custodian of the ballot box key, the ballot box and its contents will be delivered to the Chairperson of the Elections Committee.
- 17.02.09 Exclusion of Candidates from Committee. No person whose name is on the ballot may be with the Elections Committee when votes are tabulated.
- 17.02.10 Counting Votes. The Elections Committee shall count the ballots. Only members of the Committee may be present during the tabulation of the vote. Upon completion of the tabulation of the vote, the ballots will be replaced into the locked ballot box.
- 17.02.11 Committee Report. The Elections Committee shall prepare a report of the results of the vote to be presented to the members at the Membership Meeting.
- 17.02.12 Results Announced. The Chairperson of the Elections Committee shall announce the results of the vote at the Membership Meeting at the time set. At the conclusion of the Membership Meeting, the Chairperson of the Elections Committee shall be responsible for keeping the ballots; the destruction of the ballots will be carried out by the Chairperson only after sixty (60) days from the tabulating of votes.
- 17.02.13 Tie Votes. Should any vote for an elected office, or any other issue for which the votes were cast by mail-in ballots, result in a tie, the tie will be broken by vote of the members present at the Membership Meeting.
- 17.03 Mail-In Alternatives. The Board of Directors may, at least six (6) months prior to each election decide if an alternate method of mailing-in ballots will be selected. If an alternate method is chosen, it will only be for a specified election/balloting. The alternative methods to select from are:
- 17.03.01 Alternative 1. In addition to having the ballot(s) returned to the Secretary, a self-addressed, post-paid postcard will be enclosed with the other balloting materials. This postcard will be addressed to the Chairperson of the Elections Committee. He/she will tabulate the number of postcards received for comparison with the number of ballot returns. The Chairperson will have the postcards destroyed after sixty (60) days from the tabulation of the vote.
- 17.04.01.01 Postcard Certifies Ballot Mailed. These certification postcards will have instructions on mailing the postcard included. **NOTE:** This is to certify, by the member, that ballot(s) were returned to the Secretary.
- 17.03.02 Alternative 2. Instead of mailing ballot(s) to the Secretary, they will instead be mailed to an accounting firm that will receive and hold the ballot(s). The pre-post paid envelopes will be self-addressed to that accounting firm.
- 17.04 Familiar with Requirements and Procedures. Each officer will read and be familiar with the NSDIAI Constitution, By-Laws, and related Operations Manual(s) within thirty (30) days of taking office.

ARTICLE 18

18 AMENDING THE BY-LAWS

- 18.01 Method of Amending. These By-Laws may be amended, altered, or changed by a simple majority of the members voting for the proposed amendment(s), as below.
- 18.02 Procedure for Amending.
- 18.02.01 Who May Propose Amendment. Any member, in good standing, may submit a proposed amendment, alteration, change, or repeal to the By-Laws, in writing, to the Chairperson of the Elections Committee.
- 18.02.02 Review. The Elections Committee will review the proposal. The Chairperson may edit the proposal to make the format consistent with the Constitution and/or By-Laws.
- 18.02.03 Inconsistency of Proposal. If the proposal is inconsistent with the Constitution and/or By-Laws of the Division and/or *Robert's Rules of Order*, or if the proposal requires amending of other articles or sections of the Constitution and/or By-Laws, the Chairperson may return the proposal to the submitting member with the recommended modifications for bringing the proposal into compliance or for making changes to the corresponding amendments that may be required.
- 18.02.04 Submittal Deadline. Any such proposal, in an acceptable format, must be submitted to the Chairperson before September 1st in the year prior to the Annual Membership Meeting that initial action will be taken on the proposal.
- 18.02.05 Report of Proposals. The Chairperson will give a report on all proposals to the Executive Staff, which may vote whether to recommend to the membership that the proposal be accepted or rejected.
- 18.02.06 Amendment(s) to Proposal. The Chairperson will submit any proposals, immediately, to the Editor for publication. Any member may submit amendments to any of the published proposals. The final publication of the proposal and any amendment(s) to the proposal will be at least two (2) months prior to the Annual Membership Meeting.
- 18.02.07 At Membership Meeting. All proposal(s) will be moved into the business of the Division at the Annual Membership Meeting. The motion(s) will be debated, all amendments to the motion(s) voted upon, and the final version of the amendment(s), alteration(s) or change(s) will be voted upon.
- 18.02.08 Amendment(s) Approved. If approved, the amendment(s) will be published in the Journal.
- 18.03 IAI Approval. Any amendment(s) or change(s) to the By-Laws of the NSDIAI is subject to the approval of the IAI *Chief Operating Officer and Legal Counsel*.

NEVADA STATE DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION BY-LAWS

- 18.04 Effective Date. Any amendment(s) to the By-Laws will become effective immediately upon final approval by the IAI *Chief Operating Officer and Legal Counsel*.
- 18.05 Failed Amendment(s)/Repeal. A failing amendment(s)/repeal proposal shall not be revived, in substance, until **after** the next Annual General Membership Meeting has passed. The Executive Staff may interpret if a proposal is substantially the same.

ARTICLE 19

19 EDITING THE BY-LAWS

- 19.01 Editing of the By-Laws. The Elections Chairperson may edit the By-Laws for the purpose of making them (a) grammatically correct; (b) consistent in format, organization, and structure as to the arrangement of articles, sections, subsections, etc.; (c) making updates of references of articles, sections, subsections, etc.; (d) more readable, and (e) correct regarding typographical and other similar errors. Editing of the By-Laws shall never alter the meaning or effect of the By-Laws.
- 19.02 Index to the By-Laws. An Index, Table of Contents, cover, or cover-sheet may be fastened to the By-Laws. Such Index, Table of Contents, cover, or cover-sheet is **not** to be considered a portion of the By-Laws for interpretation purposes and will have no effect on the By-Laws.

ARTICLE 20

20 OTHER VOTING

- 20.01 Matters for Voting Not Covered. Voting on all other matters that are raised at any meeting of the members, not covered in the Constitution or By-Laws, will be in the manner designated by the presiding officer or recognized Chairperson of the meeting.
- 20.02 Polling or Questions for Vote by Mail. The Executive Staff may direct the Elections Committee to include questions along with the mail-in ballots. The Executive Staff may also poll members in this manner.
- 20.03 Conflict. Any conflict between this Article 20, and any other section of the Constitution or By-Laws, will result in the other section having precedence.