

# Constitution

of the

CALIFORNIA STATE DIVISION

INTERNATIONAL  
ASSOCIATION  
FOR  
IDENTIFICATION

ADOPTED AND APPROVED  
July 24, 2007 at San Diego, California

# ARTICLE I

## NAME AND GOALS OF THE ASSOCIATION

### SECTION 1 – NAME OF THE ASSOCIATION

This organization shall be known as the

#### CALIFORNIA STATE DIVISION, INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

The organization shall be a non-profit, professional association  
Dedicated to the application of the forensic sciences in the  
Law Enforcement and Criminal Justice Communities.

### SECTION 2 – GOALS OF THE ASSOCIATION

- A. To bring persons, who are actively engaged in the profession of Identification and Scientific Investigation, into an organized body so that the profession, in all of its disciplines, may be administered and practiced in an ethical, scientific, and effective manner.
- B. To encourage the improvement of all disciplines of Forensic Identification and Investigation by fostering and supporting the need for original research, refinements of current methodology, and professional training.
- C. To promote the sharing and dissemination of information and knowledge by sponsoring training seminars, publishing papers and articles, and encouraging members to openly discuss all aspects of their profession with their peers and others seeking knowledge and skill.
- D. To set the highest standards of ethical, scientific and professional conduct for its members and to make those who command, manage or supervise within the Law Enforcement and Criminal Justice Communities aware of these standards and encourage their adoption in these communities.
- E. To inspire in its members a professional pride and a commitment to serve Law Enforcement, the Criminal Justice System and society in general by applying their knowledge and skill to the best of their ability.

## **ARTICLE II**

### **MEMBERSHIP**

#### **Section 1 – CLASSES**

The membership of this Association shall consist of Life Members, Active Members, Associate Members, Student Members, and Honorary Members.

#### **Section 2 – ACTIVE MEMBERS**

- A. The Active Membership of this Association shall consist of persons in law enforcement who are engaged in the forensic sciences and their application to identification and investigation, provided, however, that the foregoing persons are bona fide employees of, and who receive full-time salaries from the National, State, County or Municipal Governments, or some subdivision thereof.
- B. Active Membership status will terminate when the above conditions of qualification no longer apply, except for the following provision. An Active Member shall not lose Active status because of service or medical retirement or change of assigned duties in law enforcement.

#### **Section 3 – LIFE MEMBERS**

- A. Life Membership shall be bestowed on all Past Presidents.
- B. Life Membership shall be bestowed on any member who has paid dues continuously for twenty-five (25) consecutive years.
- C. The Membership, at any annual Business Meeting, may by ballot, vote this honor to any person they deem worthy of such distinction.

#### **Section 4 – ASSOCIATE MEMBERS**

All reputable persons wholly or partially engaged in any of the various phases of the science of identification or investigation and who are not qualified for Active Membership are eligible to become Associate Members. They shall in all respects be subject to the same rights and privileges as Active Members except that they shall be eligible to hold only the office of Director.

#### **Section 5 – DISTINGUISHED MEMBERSHIP**

- A. Distinguished Membership, in recognition of the Member's superior efforts in the furtherance of the goals of the California State Division, International Association for Identification, may be conferred upon a Life, Active, or Associate Member of the California State Division, by a majority vote of the Executive Committee. A Distinguished Member retains all rights, privileges, and obligations of the class of membership they held prior to the being designated as Distinguished member.

## Constitution – Article II – Section 5

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- B. Any member, in good standing, who accrues ten (10) credits, which are acquired in a manner described in the Distinguished Membership Procedure, by (1) the publication of forensic related articles, (2) participation in the activities of the California State Division, International Association for Identification, and (3) other contributions to the forensic community; and who has not been censured or otherwise disciplined during their period of membership is eligible to apply.
- C. Application for Distinguished Member status shall be made on a designated form. The completed application form, along with copies of supporting documentation, (e.g. copies of articles, conference registrations, etc.) which shall be provided by the applicant, will be submitted to the Secretary-Treasurer of this Association.
- D. Upon confirmation by the Membership Committee that the applicant meets the established criteria, the application shall be forwarded to the Board of Directors for consideration. An affirmative vote of the Board shall confer the designation of Distinguished Member. A certificate in recognition of their achievement will be issued to the recipient by the Secretary-Treasurer and their name will be published in the Digest.

## Section 6 – HONORARY MEMBERS

Honorary Members of this Association shall consist of persons who have performed some particular service for the Association or who have in some way done some conspicuous thing for law enforcement. Such person or persons, upon motion of any member in good standing, may be elected to Honorary Membership for a period of one year. Honorary Members are excused from the payment of dues and assessments and shall not be eligible to vote or hold office.

## Section 7 – STUDENT MEMBERS

- A. Student Membership shall consist of all persons enrolled as a student in an accredited college or university, who are majoring in a law enforcement or forensic science related field. Students, who graduate and become employed in law enforcement in a forensic specialty, may transfer their membership to Active or Associate status.
- B. Student Members shall in all respects be subject to the same rights and privileges as Active Members, except that they shall not have the right to vote nor be eligible to hold any elected or appointed office of this Association.
- C. A Student Membership will terminate at the end of the calendar year in which they graduate or upon request for transfer to an Active or Associate Membership.

## **ARTICLE III**

### OFFICERS

#### Section 1 – TITLES

The officers of this Association shall consist of the Deans, a President, a 1st Vice President, a 2nd Vice President, a 3rd Vice President, a Sergeant-at-Arms, an Editor, a Secretary-Treasurer, the Directors, a Parliamentarian, a Historian, a Recording Secretary, and the Chairperson of the Executive Committee.

#### Section 2 – SELECTION TO AND TERM OF OFFICE

##### A. Deans

1. There shall be elected a Dean Emeritus, a Dean of the North, and a Dean of the South, who shall hold their respective offices so long as they remain actively involved and participate in the affairs of the Association.
2. When the election of a Dean is required, the Executive Committee shall bestow the nomination for the Office of Dean upon any Life Member who, in the opinion of the Committee, deserves of the office. The Executive Committee shall present the nominee(s) to the members by publishing the name(s) of the candidate(s) in the Digest, in accordance with the provisions of Article V (Nominating Committee) of the Bylaws of this Association.
3. The nominations for the offices of Dean of the North and Dean of the South shall also be made to comply with Article III, Section 3 (Division - North and South) of this Constitution.

##### B. President, Vice Presidents, and Sergeant-At-Arms

1. There shall be elected annually a President, three Vice Presidents, and a Sergeant-at-Arms who shall hold their respective offices for one year.
2. The nominations for these offices shall comply with Article III, Section 3 (Division - North and South) and Section 4 (Secession of Officers) of this Constitution.
3. The nominees shall be presented to the members by publishing the name(s) of the candidate(s) in the Digest, in accordance with the provisions of Article V (Nominating Committee) Subsections E and F, of the Bylaws of this Association.

##### C. Editor and Secretary-Treasurer

1. There shall be elected annually an Editor and a Secretary-Treasurer. Incumbents in these offices may be reelected from year to year in order that the accumulated knowledge of the office may be retained to the best advantage of the Association.

2. The nominees shall be presented to the members by publishing the name(s) of the candidate(s) in the Digest, in accordance with the provisions of Article V (Nominating Committee) of the Bylaws of this Association.

D. Directors

1. There shall be elected annually two Directors for the North and two Directors for the South, who shall serve in their respective offices for two year terms.
2. Nominations for the office of Director will be made in compliance with Article III, Section 3 (Division - North and South) of this Constitution.
3. The nominees shall be presented to the members by publishing the name(s) of the candidate(s) in the Digest, in accordance with the provisions of Article V (Nominating Committee) of the Bylaws of this Association. The Nominating Committee shall also have published the names of the two Directors for the North and the two Directors for the South who will be serving the second year of their terms.
4. The Directors must reside in the geographical area, as defined by Article III, Section 3 (Division - North and South) of this Constitution that they represent, during their term of office. Should any Director move out of the area they represent, they shall immediately submit their written resignation to the President.

E. Historian and Parliamentarian

The incoming President shall appoint two Active or Life Members who, in the opinion of the President, is deserving of the titles to the offices of Historian and Parliamentarian. Incumbents in these offices may be reappointed from year to year in order that the accumulated knowledge of the offices may be retained to the best advantage of the Association.

F. Recording Secretary

The incoming President shall appoint a member who, in the opinion of the President is deserving of the title to the office of Recording Secretary. Incumbents in this office may be reappointed from year to year in order that the accumulated knowledge of the office may be retained to the best advantage of the Association.

G. Chairperson of the Executive Committee

The outgoing President shall assume the office of the Chairperson of the Executive Committee upon the President-elect taking the oath of office and assuming the duties of the President. The Chairperson shall serve a one-year term.

Constitution – Article III

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Section 3 – DIVISION, NORTH and SOUTH

The division of the Northern and Southern parts of California shall be the southern boundaries of Monterey, Kings, Tulare and Inyo Counties. The division of the Northern and Southern parts of Nevada will be the northern boundaries of Nye and Lincoln Counties and the northern and western boundaries of Mineral County.

Section 4 – SUCCESSION OF OFFICERS

- A. The advance of the members through the elective offices of this Association shall begin with the Sergeant-at-Arms and continue in ascending order through the offices of 3rd, 2nd, and 1st Vice President to the office of President.
- B. The offices shall be filled by members alternately from the Northern and Southern parts of the State, except as provided in Article III, Section 5 (Vacancy in Office) of this Constitution.

Section 5 – VACANCY IN OFFICE

- A. In case of a vacancy in the office of President, or any of the Vice Presidents, such vacancy may be filled by the officer next in line even though it breaks the North-South rotation of the officers and meeting sites.
- B. Any substitution of officers to fill a vacancy in order to maintain North-South rotation may be done only with the consent of a majority of the elected officers whose normal advance would be affected.
- C. Should a vacancy in office occur from any cause, the President may, with the approval of two-thirds of the Executive Committee Members, fill the same by appointment subject to the restrictions of Article III, Section 5-B (Vacancy in Office) of this Constitution.

Section 6 – REPLACEMENT OF THE CHAIRPERSON

Should the Chairperson of the Executive Committee be unable to carry out the duties imposed by the Bylaws of this Association by reason of illness, death, or other contingency, then the President shall appoint another Past President to serve in that capacity.

Section 7 – TENURE

All Officers shall hold office until their successors are duly elected and installed except as provided by Article III, Section 9 (Removal from Office) of this Constitution.

Section 8 – ELIGIBILITY

Only Active and Life Members in good standing shall be eligible to the elective offices of this Association, except for the office of Director for which an Associate Member in good standing is also eligible.

Section 9 – REMOVAL FROM OFFICE

The President, with the approval of a two-thirds vote of the Executive Committee, may remove from office an officer, who fails to attend official meetings without notice or cause; who fails to perform their assigned duties and obligations; or who fails to act for the good of the Association.

## **ARTICLE IV**

### **ANNUAL SEMINARS AND BUSINESS MEETINGS**

#### **Section 1 – ANNUAL SEMINAR**

The annual seminar of the Association shall be for three or more days at a place selected by the President.

#### **Section 2 – PARTICIPATION AT BUSINESS MEETINGS**

All members of the Association in good standing are entitled to the privilege of the floor during the seminars or other deliberations and assemblies of the Association. Those holding Life, Active, or Associate Membership are entitled to propose motions and vote on all matters of issue, which are brought before the Membership.

#### **Section 3 – QUORUM - ANNUAL BUSINESS MEETINGS**

The Life, Active, and Associate Members in attendance shall constitute a quorum during the Business Meeting at all annual seminars of the Association.

## ARTICLE V

### EXECUTIVE COMMITTEE

#### Section 1 – DEFINITION

The elected officers of the Association together with the Deans and the Immediate Past President as a group shall be known as the Executive Committee and shall govern the affairs of the Association as provided for in the Constitution and Bylaws. The Historian, Parliamentarian, and Recording Secretary shall be non-voting members of the Executive Committee.

#### Section 2 – RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee, together with the President, shall outline the program and activities of the seminars of the Association and shall have control of the Association during its recesses.

#### Section 3 – EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet at least twice a year, once at or about the time of the annual seminar, and once midway between the annual seminars. The Executive Committee meetings held between the annual seminars may be held in the central part of the State, or at another location as directed by the Chairperson of the Executive Committee.

#### Section 4 – PARTICIPATION - EXECUTIVE COMMITTEE MEETINGS

- A. All members of the Association, who are in good standing, are entitled to the privilege of the floor during the deliberations of the Executive Committee.
- B. Only members of the Executive Committee or a designated spokesperson of committee may propose motions during the meetings of the Executive Committee. The motions made by the designated spokesperson of a committee shall be limited to the business of the committee.
- C. Only members of the Executive Committee may vote during an Executive Committee meeting.
- D. The Chairperson shall not have a vote in matters at issue unless the members of the Executive Committee are deadlocked in a tie vote. In such cases the Chairperson shall cast a vote in favor of the motion or abstain, allowing the motion fail due the lack of a majority vote.

#### Section 5 – QUORUM - EXECUTIVE COMMITTEE

Nine elected officers of the Association shall constitute a quorum at a regular or special meeting of the Executive Committee.

# ARTICLE VI

## COMMITTEES

### Section 1 – TYPES

There shall be two kinds of committees, standing and special, and when not otherwise provided, they shall be appointed by the President.

### Section 2 – STANDING COMMITTEES

The President shall, within 90 days after the closing of the Annual Seminar, unless otherwise provided for in the Constitution or Bylaws of this Association, appoint the following committees.

Audit and Finance	Nominating
Certification and Training	Press and Compliments
Credentials	Resolutions
Laws and Legislation	Scholarship
Membership	Science and Practices

### Section 3 – DUTIES OF THE STANDING COMMITTEES

Each Standing Committee shall, in addition to the specific duties contained in sections of Article V of the Bylaws of this Association, perform all other tasks, which the committee may be directed to do by the President, the Executive Committee, or the members during the Business Meeting at the annual seminar.

### SECTION 4 – GEOGRAPHICAL REPRESENTATION - NORTHERN, MID-STATE, AND SOUTHERN AREAS

When required by the Constitution or Bylaws of this Association that a standing or special committee has representation from the Northern, Mid-state, and Southern areas of California and Nevada, the members of those committees shall be appointed as follows:

- A. A Northern Member who will serve the California counties of Amador, Butte, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo and Yuba, and in Nevada, the counties of Churchill, Douglas, Elko, Eureka, Humboldt, Lancer, Lyon, Mineral, Pershing, Storey, Washoe and White Pine.
- B. A Mid-state Member who will serve the California counties of Alameda, Alpine, Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Stanislaus, Tulare and Tuolumne and in Nevada, the counties of Clark, Esmeralda, Lincoln and Nye.

- C. A Southern Member who will serve the California counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura.

Section 5 – SPECIAL COMMITTEES

- A. The President may appoint any special or ad-hoc committee to perform an inquiry or task that may be deemed necessary by the President, the Executive Committee, the members during the Business Meeting at the annual seminar, or as may be required by the Constitution or Bylaws of this Association.
- B. The duties and responsibilities of any special or ad-hoc committee, other than a special committee whose duties and responsibilities are contained within the Constitution or Bylaws of this Association, shall be in writing.
- C. Any committee appointed at any time other than an Executive Committee meeting or the annual Business Meeting will be provided their written instructions by the President. A copy of these instructions will be forwarded to the Secretary-Treasurer and are to be retained as a business record of the Association.
- D. The duties and responsibilities of a special or ad-hoc committee which the President appoints at the direction of the Executive Committee or the members during an annual Business Meeting shall be included as part of the minutes of the meeting.
- E. This section does not apply to those committees appointed by the President, which are related to conducting the annual seminar.

Section 6 – DISPUTES

- A. The Executive Committee shall arbitrate disputes between the members and officers of the Association and between members and non-members when the interests and welfare of the Association are involved. Such arbitration shall be conducted in accordance with Article VI (Disputes) of the Bylaws of this Association.
- B. The decision of the Executive Committee may be appealed to the members at the next annual Business Meeting. A majority vote is required to over-rule the Executive Committee's decision.

## **ARTICLE VII**

### EMBLEM

#### Section 1 – USE OF THE EMBLEM

The emblem of this Association shall be used only on the official stationery and related materials printed or used at the direction of the Executive Committee, and may also be used on the Professional business card of an Active, Associate, or Life Member.

#### Section 2 – USE BY SPECIFIC AUTHORIZATION

Use of the emblem or facsimile thereof, in any other manner shall be prohibited unless specifically authorized by the Executive Committee.

## **ARTICLE VIII**

### STANDARDS OF CONDUCT

Members shall conduct themselves in a manner, which creates and maintains respect for the California State Division, International Association for Identification and its membership. In all their activities, public or private, they should always be mindful of the high standards of conduct expected of them. It is to be realized that each individual case may vary, just as does the evidence with which the member is concerned. It is further realized that no set of guidelines or rules will precisely fit every occasion; however, the member will be guided by those practices and procedures which are generally recognized within their respective disciplines to be consistent with a high level of professional ethics.

## **ARTICLE IX**

### INVESTIGATIONS OF ALLEGED MISCONDUCT

#### ETHICS AND INVESTIGATION COMMITTEE

- A. There shall be an Ethics and Investigation Committee composed of the 1st Vice President who will serve as Chairperson, a non-voting legal representative and at least three (3) other members who will be appointed by the President and who will represent the three geographical areas as defined by Article VI, Section 4 (Geographical Representation - North, Mid-State, and Southern Areas) of this Constitution.
- B. The Committee shall be a Special Committee pursuant to Article VI, Section 5 (Special Committees) of this Constitution, and shall be appointed upon the submission of an allegation of misconduct.
- C. The purpose of the Committee will be to investigate, in accordance with Article VII (Investigations of Misconduct) of the Bylaws of this Association, allegations of misconduct of Members and present any evidence obtained to the Executive Committee.

## **ARTICLE X**

### PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of this Association.

## ARTICLE XI

### AMENDING THE CONSTITUTION

#### Section 1 – METHOD OF AMENDING

This Constitution may be amended, altered or changed by a three-fifths majority of the members voting for the proposed amendment(s), in accordance Article IV (Voting) of the Bylaws of this Association, provided that the proposed amendments, alterations, or changes have been submitted and processed in accordance with Section 2, Article XI (Procedures for Amending) of this Constitution.

#### Section 2 – PROCEDURE FOR AMENDING

- A. Any member, in good standing, may submit a proposed amendment, alteration, or change to the Constitution, in writing, to the Parliamentarian.
- B. The Parliamentarian will review the proposal. The Parliamentarian may edit the proposal to make the format consistent with the Constitution.
- C. If the proposal is inconsistent with the Constitution and Bylaws of this Association and/or Robert's Rules of Order; or the proposal requires amending of other Articles or Sections of the Constitution and Bylaws, the Parliamentarian 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.
- D. Any such proposal, in an acceptable format, must be submitted to the Parliamentarian before the midyear Executive Committee in the year prior to the annual Business Meeting that initial action will be taken on the proposal.
- E. The Parliamentarian will give a report on all proposals to the Executive Committee, which may vote whether to recommend to the membership that the proposal be accepted or rejected.
- F. The Parliamentarian will submit any proposals, immediately after the midyear meeting, to the Editor for publication in the California Identification Digest. Any member may submit amendments to any of the published proposals. The final publication of the proposal and any amendments to the proposal will be at least two months prior to the annual Business Meeting.
- G. All proposal(s) will be moved into the business of the Association at the annual Business Meeting. The motion(s) will be debated, all amendments to the motion(s) voted upon, and the final version of the Constitutional Amendment will be voted upon.
- H. The approved amendment(s) will be published in the California Identification Digest and voted upon by the membership during the next scheduled vote for amending the Constitution and Bylaws.

- I. If the amendment is adopted, it will be submitted to the Board of Directors of the Parent Body of the International Association for Identification, in accordance with Article III (Divisions), Section 1-B of the Bylaws of the Parent Body.
- J. Any amendment to the Constitution will become effective immediately upon final approval by the Parent Body, unless otherwise specified in the motion to approve and adopt the amendment.

### Section 3 – EDITING OF THE CONSTITUTION

The Parliamentarian may edit the Constitution for the purpose of making it: (1) grammatically correct; (2) consistent in format, organization, and structure as to the arrangement of Articles, Sections, Subsections, etc.; (3) more readable; and, (4) to correct typographical and other similar errors. Editing of the Constitution shall never alter the meaning or effect of the Constitution.