

**CONSTITUTION  
OF THE NEW ENGLAND DIVISION OF THE  
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION**

**ARTICLE I – NAME AND OBJECT**

Section 1

This organization shall be known as the New England Division of the International Association for Identification and is formed for the following reasons:

- a. To associate persons who are actively engaged in the business of identification, investigation and scientific crime detection in an organized body so that the profession in all its branches may be standardized and practiced effectively and scientifically.
- b. To encourage research work in scientific crime detection and developments.
- c. To encourage the enlargement and improvement of the science of fingerprints and other branches of scientific identification in crime detection.
- d. To keep its members apprised of the latest techniques, discoveries and developments in crime detection and the science of identification in all its phases.
- e. To employ all the collective wisdom of the profession to advance the scientific technique of personal identification and crime detection.

**ARTICLE II – MEMBERSHIP**

Section 1

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

Section 2 – ACTIVE MEMBERS

The active membership of this Division shall consist of the Superintendents or Officers in Charge of Bureaus of Identification, Sheriffs, Chiefs of Police and all other persons who are engaged in the science of identification and investigation and who are bona fide employees of and receiving salaries wholly, or in part, from National, State, County or Municipal Governments, or subdivisions thereof. Any Active member shall not lose his active status because of retirement or change of position so long as he/she maintains continuous membership.

Section 2A – SUSTAINING ACTIVE MEMBERSHIP

Any Active Member in good standing, who pays a one time non-refundable sum of money equal to ten (10) times the current annual dues for an active member, shall be designated as a Sustaining Active Member. Sustaining Active Members shall be exempt from the payment of all further dues and assessments and shall be entitled to all privileges of an Active Member, to include all voting rights.

### Section 3 – ASSOCIATE MEMBERS

All reputable persons wholly or partially engaged in any of the various phases of the science of identification and who are not qualified for active membership are hereby eligible to become Associate Members. They shall, in all respects, be subject to the same rules, fees and charges, and entitled to the same rights and privileges as Active Members, except that they shall not be entitled to election to the office Vice-President or President.

### Section 3A – SUSTAINING ASSOCIATE MEMBERSHIP

Any Associate member in good standing, who pays a one time non-refundable sum of money equal to ten times the current annual dues for an Associate Member, shall be designated as a Sustaining Associate Member. Sustaining Associate Members shall be exempt from the payment of all further dues and assessments and shall be entitled to all of the privileges of an Associate Member to include voting rights.

### Section 4 – HONORARY MEMBERS

Honorary Members of this Division shall consist of those persons who are elected by the Board of Directors or elected by the Division in conference assembled to such terms as established at the time of election. They shall not be subject to the payment of yearly contributions and are ineligible to hold office or vote.

### Section 5 – LIFE MEMBERS

Life Members shall consist of those Active Members who have contributed outstanding service to the Division and Law Enforcement and who in the opinion of the Board of Directors are worthy of such recognition.

Names of such members shall be submitted, to the delegates in conference assembled, for such consideration and shall be voted such Life Membership by the conference. They shall not be subject to the payment of yearly contributions but shall be eligible to vote and shall be entitled to all the privileges of Active Members.

### Section 6 – STUDENT MEMBERS

Student membership shall consist of all persons who are full-time college students at an accredited college with a major in a law enforcement and/or forensic science related field. To be considered a full-time student, the individual must not be a member of this association, and must not be employed by a law enforcement agency. Any individual who is in any type of internship as a part of their college coursework shall be considered not to be employed by a law enforcement agency for the purposes of this section. To qualify under these provisions the individual must include with the application for Student Membership and renewal, a letter, on college letterhead, from a professor or instructor verifying that the individual is qualified for student membership. Student members shall not be eligible to vote or hold office.

## **ARTICLE III – OFFICERS**

### Section 1

There are hereby created the following officers of this Division:

- (a) President

- (b) First Vice-President
- (c) Second Vice-President
- (d) Third Vice-President
- (e) Fourth Vice-President
- (f) Secretary
- (g) Treasurer
- (h) Sergeant at Arms
- (i) Historian
- (j) Editor

Each State shall be represented one each in positions a through e.

First Vice-President to become President with each succeeding Vice-President to move up in position. Fourth Vice-President to be elected from the vacated State.

## Section 2

There shall be a Board of Directors consisting of six members. Each State shall have one member on said Board. The immediate Past President of the Division shall serve as Chairman of the Board of Directors.

## ARTICLE IV – COMMITTEES

### Section 1

There shall be the following standing Committees, and when not otherwise provided, they shall be appointed by the President within thirty days following his/her election to office:

- (a) **LAW AND LEGISLATION:** The President shall appoint a Committee on Law and Legislation consisting of three members whose duties shall be to obtain and consider any and all laws passed by or pending before Federal or State Legislative bodies which relate to personal identification. This Committee shall report to the Board of Directors during the recess of the Division if required to do so by the urgency of the legislative possibilities or by order of the Board of Directors; otherwise the report shall be embodied in the annual report of said committee which shall be accompanied by the recommendations and submitted to the Division in conference assembled.
- (b) **AUDITING AND FINANCE:** The President shall appoint a committee of three members who shall audit all the financial accounts of the Division annually or at the order of the Board of Directors and report to the Division in conference assembled or to the Board of Directors upon order of such Board. All expenditures made by the President or Secretary/Treasurer exceeding an amount of seventy-five dollars for any one item shall be subject to the approval of the Board of Directors.
- (c) **MEMBERSHIP:** The President shall appoint a Membership Committee who shall consider and pass upon all applications for membership in the Division. The Committee/Secretary shall certify to the President that such applicants are qualified and entitled to membership in the Division. Upon approval of the President and a simple majority of the Board, such applicants shall be admitted to membership and due notice mailed to them promptly. The Secretary will be the de facto Chair of this committee.
- (d) **NOMINATING:** The Nominating Committee shall consist of all Past Presidents in attendance at the annual Conference. The Immediate Past President shall act as the Chairman of the Nominating Committee. In the event less than three Past Presidents are in attendance, the President shall appoint

a sufficient number of members to bring the Nominating Committee up to three. This Committee shall receive recommendations from any member of the Division as to the names of proposed candidates for election. After consideration the committee shall make its recommendations known to the Division in conference assembled. Nothing contained herein, shall be construed to preclude the nomination for office of any eligible member from the floor of the conference.

## Section 2

The President shall appoint such other Special Committees as necessary for the operation of the Division.

## **ARTICLE V – DUTIES OF OFFICERS**

### Section 1 – DUTIES OF THE PRESIDENT

The President shall preside at all meetings of the Division and shall preserve order and decorum. He/she shall carefully supervise the affairs of the Division and labor for its usefulness and efficiency. Unless otherwise provided herein, he/she shall appoint all standing and special committees and shall fill all vacancies among the officers and committees caused by death, resignation, or other causes during the recess of the Division, such appointments to be confirmed by the Board of Directors.

### Section 2 – DUTIES OF THE VICE-PRESIDENT

The First Vice-President or in his/her absence or temporary disability the Second Vice President shall act as presiding officer of the Division during the absence or temporary disability of the President. The First Vice-President shall automatically succeed to the office of President in the event of death, disability, resignation or removal from office, of the President. In the event of death, disability, resignation, or removal from office of both the President and First Vice-President, the Second Vice-President will assume the office and duties of the President. The Third and Fourth Vice-Presidents shall assist all elected officers so that they shall become familiar with their responsibilities and functions.

### Section 3 – DUTIES OF THE SECRETARY

- (a) The Secretary shall be the custodian of all records and minutes of the Division.
- (b) He/she shall issue to each member, upon payment of his or her contributions, a membership card which will bear the imprint of the year for which it is issued.
- (c) He/she shall receive allowances for all necessary expenses while attending the conferences of the Division and as voted by the Division in conference assembled.
- (d) He/she shall maintain the official address and receive all correspondence.
- (e) He/she shall be responsible for the accurate recording of the proceedings at the business meetings of the Division and for the dissemination of the minutes of such meetings to officers and Board of Directors at the direction of the Board.
- (f) In the absence of the Treasurer, the Secretary may, with the approval of the President, draw all warrants and checks for the Division which shall be signed by him/her or the President.

#### Section 4 – DUTIES OF THE EDITOR

- (a) The Editor shall receive all articles and items of interest to members intended for publication, edit such articles and items when necessary, and forward the same to such publication or publications as may have been designated for the purpose.
- (b) He/she shall be responsible for the publishing of all publications of the Division.
- (c) He/she shall secure such other beneficial publicity for the Division as may be within his power.

#### Section 5 – DUTIES OF THE HISTORIAN

- (a) The Historian shall receive and keep items of historical interest to the Division.

#### Section 6 – DUTIES OF THE SERGEANT-AT ARMS

The Sergeant-at-arms shall have command of the outer door of all closed meetings of the Division and will permit none to enter who are not properly qualified. He/she shall assist the President in preserving order and will perform other duties as the President may direct.

#### Section 7 – DUTIES OF THE TREASURER

- (a) The Treasurer shall receive all monies due the Division and shall keep a just and accurate account between the Division and its members.
- (b) He/she shall draw all warrants and checks for the Division which shall be signed by him/her or the President.

### **ARTICLE VI – BOARD OF DIRECTORS**

#### Section 1

The Board of Directors shall act as an advisory committee to the President who shall be an ex-officio member thereof, and they shall appoint a member of the Division to the Secretary for the Board.

#### Section 2

They shall determine the date of the annual meeting of the Division; and if for any reason it becomes necessary to change the location of the meeting place, it shall be their duty to select a different location.

#### Section 3

The Board of Directors shall, with the President, outline the program and activities of the conference of the Division

#### Section 4

They shall arbitrate disputes between the members and the officers of the Division or between members and non-members when the interests and welfare of the Division are involved. They shall verify suspensions made by the Secretary and act as a trial committee upon request of the President or any member under charges, and their decision shall be final except on appeal to the Division in conference assembled.

#### Section 5

The office of Past President is hereby created to be held automatically by the retiring President for a period of one year following his term as President of the Division, and that person shall be the Chairman of the Board of Directors.

### **ARTICLE VII – CHARGES AND COMPLAINTS**

#### Section 1

No charge brought by an officer or member by another officer or member shall be considered unless made in writing and signed by the complainant.

#### Section 2

All charges and complaints conforming with the above section shall be placed in the hands of the President who shall within 10 days lay the matter before the Board of Directors for trial and decision. A copy of the charges shall be sent to the accused by registered mail.

#### Section 3

All evidence or testimony relating to the charges must be submitted to the Board of Directors by the complainant, and the accused shall be allowed thirty days to submit an answer to the same. The Board of Directors shall have the power, if the accused is found guilty by a three-fourths vote, to expel, censure or admonish said member or officer.

#### Section 4

Appeal from decisions of the Board of Directors may be taken by either the complainant or the accused to the floor of the conference, and the decision of the Board of Directors shall be upheld or repealed by a two-thirds vote of the members present and voting.

#### Section 5

In the event of a complaint involving the President or which otherwise represents a potential conflict of interest involving the Board of Directors, assistance in resolving said complaint may be sought from the parent body (IAI) or another division.

## **ARTICLE VIII – MEETINGS**

### **Section 1 – ANNUAL MEETING**

The Annual Meeting may be one or more days and may be held in the home State of the President of the Division.

### **Section 2 – REGIONAL MEETINGS**

(Nothing contained herein shall prevent an individual state that is part of the NEDIAI from holding their own separate educational conference. They shall not, however, be permitted to form their own division or regional chapter while part of the NEDIAI

## **ARTICLE IX – ELECTIONS**

### **Section 1**

The election of officers, board members and the election of the next place of meeting shall take place during the annual conference unless otherwise ordered by a two-thirds vote of the delegates in conference assembled, present and voting. Board members must represent each state represented in the division to meet the requirements of Article III section 1.

### **Section 2**

Election shall be by acclamation unless secret ballot is called for; a majority of all votes cast being necessary to elect to any office.

### **Section 3**

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

### **Section 4**

No person may be a candidate for more than one office in any annual election.

## **ARTICLE X – EMBLEM**

### **Section 1**

The emblem of the Division shall be used only with the approval of the Board of Directors and subject to any and all limitations imposed by said Board.

## **ARTICLE XI – MISCELLANEOUS ACTS AND DUTIES**

### **Section 1**

The Secretary shall keep an account of the proceedings of the conference and shall submit same in writing.

### **Section 2**

The full proceedings of the conference shall be published in printed form at the direction of the Board of Directors. A copy of such proceedings shall be furnished to each member of the Division in good standing.

### **Section 3**

All resolutions and constitutional or by-law amendments which are proposed or presented to the Division shall be in writing with sufficient copies as are directed for distribution.

### **Section 4**

The Division shall, when deemed appropriate, voice opinions concerning legislations and standards to be maintained and shall suggest processes that are acceptable in various fields of endeavor within the interest of the Division so that there will result a degree of uniformity and efficiency not heretofore obtained.

### **Section 5**

The presiding officer of the conference and meetings shall be guided by the manual of Roberts Rules of Order in the conduct of all sessions of the conference.

## **ARTICLE XII – AMENDMENTS**

### **Section 1**

Any motion to amend the Constitution of the Division must be read once to the members in conference assembled at the business session, and if passed, must go over to the next Annual Conference for final passage and adoption.

### **Section 2**

The By-Laws of this Division shall be changed only upon approval by a two-thirds majority of the delegates present and voting in the conference assembled.

## **ARTICLE XIII – NON-PROFIT ORGANIZATION**

### **Section 1**

- a. Notwithstanding any other provisions of these articles, the organization is organized exclusively for one of the purposes as specified in section 501 (c)(3) of the Internal Revenue Code of 1986 and shall not carry on any activities not permitted to be carried on by an



- organization exempt from Federal Income Tax under IRC 501 (c)(3) or corresponding provisions of any subsequent tax laws.
- b. No part of the net earnings of the organization shall inure to the benefit of any Member, Trustee, Director, Officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no Member, Trustee, Director, Officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.
  - c. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501 (h)) or participating in, or intervening in (excluding the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidates for public office.
  - d. In the event of dissolution, all the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under section 501 (c)(3) of the IRC of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal Government or State or local government for a public purpose, subject to the approval of a justice of the Supreme Court of the State of Massachusetts.
  - e. In any taxable year in which the Organization is a private foundation as described in IRS 509(a), the Organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942 and the Organization shall not (a) engage in any act of self dealing as defined in IRC 4941(d), (b) retain any excess business holdings as defined in IRS 4943(c), (c) make any investments in such a manner as to subject the Organization to Federal Tax.

#### **ARTICLE XIV – STANDARDS OF PROFESSIONAL CONDUCT**

Every member shall comply with the provisions of the Code of Ethics and Standards of Professional Conduct in appendices A and B of the New England Division of the International Association for Identification.

#### **ARTICLE XV – CONFLICT OF INTEREST CLAUSE**

Each Director, prior to taking his/her position on the Board and all present Directors shall submit in writing to the Chairman of the Board a list of all businesses or other organizations of which he/she is an officer, director, trustee, member, owner (either as a sole proprietor or partner), shareholder, employee or agent, with which the Association has, or might reasonably in the future enter into, a relationship or a transaction in which the Director would have conflicting interests. The Chairman of the Board shall become familiar with the statements of all Directors in order to guide his/her conduct should a conflict arise.

If a conflict is determined to exist, no Director involved in the conflict should be allowed to vote in matters directly related to the conflict. Directors are expected to self report conflicts to the entire board and abstain from voting in matters related to those conflicts.

**BY-LAWS  
OF THE NEW ENGLAND DIVISION OF THE  
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION**

**ARTICLE I – DUES AND ASSESSMENTS**

Section 1

The annual contributions of Active and Associate Members shall be set by the Board of Directors and shall be ratified by a majority vote of members at each annual meeting. The dues shall be due and payable by January 15<sup>th</sup> of each year.

Section 2

No member or applicant shall be exempt from the payment of contributions or assessments, except Honorary and Life members.

Section 3

Contributions paid by a member into the Division between January 1<sup>st</sup> and December 31<sup>st</sup> shall be applied to that calendar year only. In the case of annual conference registration fees, which are applied towards membership dues for new members, the fees will cover the cost of membership for the following year.

Section 4

The Board of Directors is empowered by unanimous vote only to levy assessments on the membership when in its judgment the needs of the Division require such action.

Section 5

A member who is delinquent in the payment of contributions for the previous year is not deemed to be in good standing, and it shall be the duty of the Secretary to notify such member by letter directed to his last known place of residence immediately after June 30<sup>th</sup> of the current year that his membership is suspended for non-payment of contributions, and the Secretary shall thereupon immediately notify the Board of Directors of such suspension. Such suspension shall remain in effect unless otherwise ordered by the Board of Directors.

## **Appendix A – CODE OF ETHICS**

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

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

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

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

## **Appendix B – STANDARDS OF PROFESSIONAL CONDUCT**

Every member shall strive for the highest standards of personal and professional conduct.

Every member shall conduct him or her self personally and professionally within the laws of his or her respective government.

Every member of this Association shall conduct him or her self in a professional manner that will not violate the public trust.

Every member shall cooperate with peers in the advancement of the science and profession of his or her respective discipline(s).

Every member shall maintain and strive to improve his or her knowledge, skills, and abilities and shall continue to use all available resources to be knowledgeable of advances in his or her respective discipline(s).

A member shall not misrepresent his or her affiliation with the Association.

A member shall not issue any misleading or inaccurate statement that gives the appearance of representing the official position of the Association.

A member shall not exaggerate, embellish or misrepresent his or her professional qualifications or credentials. Membership in the Association does not, by itself, qualify any member in any forensic discipline.

A member shall neither offer nor accept any gift or inducement that might improperly influence the performance of duties by him or her self or others.

A member shall not knowingly make, promote or tolerate false accusations of a personal, professional or criminal nature.

A member shall report and violation of this code to the President of the Association. A member shall cooperate fully with any official investigation by this Association.

A member shall maintain and keep inviolate confidential information obtained in the course of professional endeavors.

A member shall scientifically examine evidence and render professional opinions only in the discipline(s) which he or she is qualified.

A member shall maintain an objective and unbiased attitude in conducting forensic examinations in his or her qualified discipline(s).

A member shall neither knowingly falsify nor knowingly misrepresent any finding(s) in relation to his or her examination(s).

A member shall exercise due care to ensure and maintain the integrity of all evidence within his or her custody.

A member shall conduct all examinations of evidence using accepted and established scientific techniques in his or her discipline(s).

A member shall comply with appropriate standards and controls in conducting examinations and analyses in his or her discipline, and shall seek verification of findings in accordance with contemporary scientific principles