

SOUTH CAROLINA CHAPTER
International Association of Arson Investigators
Chapter 33



CONSTITUTION & BY-LAWS

The Constitution and By-Laws of the SCIAAI shall consist of the following Articles:

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ARTICLE I **NAME AND OBJECTIVES**

Section 1 Name:

The name of this organization shall be the ***South Carolina Chapter Of The International Association Of Arson Investigators, Chapter 33***, and is hereinafter referred to as the SCIAAI. The name of the SCIAAI may be used by any member, but may not be used in any form of commercial advertising.

Section 2 Objectives:

- A) To unite for the mutual benefit of those public officials or private concerns engaged in the control of arson and kindred crimes.
- B) To provide for the exchange of technical information and developments.
- C) To encourage cooperation between public service agencies and the Association to further the suppression of arson.
- D) To encourage high professional standards of conduct among arson investigators and to continually strive to eliminate all factors which interfere with administration of crime suppression.
- E) To foster greater professional competence in the investigative techniques and recognition of the crime of arson.
- F) The SCIAAI shall not be operated for profit, and its funds may not be used to align with any political body, group or person to advance the candidacy of any individual.

ARTICLE II **MEMBERSHIP**

Section 1 Active Membership:

A) Any representative of government or a government agency and any representative of a business or industrial concern who is actively engaged in some phase of fire investigation and/or the suppression of arson or administration of justice at the time he/she makes application shall be eligible for active membership, provided such person possesses the other qualifications for membership in the discretion and upon approval of the Membership Committee and provided such person is not less than eighteen years of age at the time he/she makes application, **and has never been convicted of any fire or explosives related crime, felony or any crime of moral turpitude.**

B) Upon accepting an application for active membership, the Secretary shall transmit a copy of the application to the Membership Committee for approval or disapproval. No application shall be approved unless approval by the majority of the Membership Committee is obtained.

C) Prior to voting upon each application, the Membership Committee shall give due consideration to the following, among other qualifications it deems applicable, to wit:

1. The personal character and reputation of the applicant.
2. The nature, character and reputation of the applicant's business.
3. The character and reputation of the applicant's employer and associates.
4. The general nature, character and reputation of the principal business of the applicant's employer and associates.
5. No person shall be eligible for any class of membership if they have been a member, or is presently a member of, or becomes a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the purposes of the IAAI and/or the SCIAAI.
6. **No person shall be eligible for any class of membership if they have ever been convicted of any fire or explosives related crime, felony or any crime of moral turpitude.**

D) Should an application be rejected by the Membership Committee, the Treasurer shall refund the annual membership fee to the applicant, but shall retain the five-dollar application processing fee.

E) Termination: Membership in the SCIAAI shall terminate by:

1. Voluntary withdrawal.
2. Membership shall be terminated by the Secretary when after notice, such member is in arrears in the payment of dues, for more than 90 days, or any other obligation to the SCIAAI.
3. For just cause, by the consent of a majority vote of the Board Of Directors.
4. **Upon conviction of any fire or explosives related crime, felony or any crime of moral turpitude.**

F) Sanctions: The Board may place on probation, censure, suspend or terminate the membership of any member, for just cause. The Board may, upon receipt and after initial review of the circumstances, temporarily suspend the membership of any member pending evaluation by the Ethical Practices and Grievances Committee. Actions requiring referral to the Ethical Practices and Grievances Committee shall include but not limited to:

1. Falsifications or misrepresentations in applications for membership, or any other documents and/or material submitted to the SCIAAI and/or the IAAI.
2. Conduct in a manner prejudicial to the good name or best interests of the IAAI and /or the SCIAAI.

3. Exhibited traits of character or conduct inconsistent with the qualifications for membership.
4. Other questionable conduct.
5. Upon indictment and/or conviction of any criminal act.

G) Punitive Action: Following an evaluation of the information by the Ethical Practices and Grievances Committee and upon its recommendation, the Board shall provide such member with due notice, a hearing and an opportunity to be heard. A majority vote of the Board in a duly constituted meeting, shall be sufficient to place on probation, censure, suspend or terminate membership for any reason specified in this section.

H) Reinstatements: Any former member may be reinstated in the Association at the discretion of and by the consent of a majority of the Board, provided, however, that if such member shall have been in arrears in the payment of dues or other financial obligation to the SCIAAI at the time of his separation, they shall be required to pay the SCIAAI all such arrears as a condition to their reinstatement unless the Board, by majority vote and for good cause, shall waive the payment thereof.

I) Any person wanting to be recommended to the International Association Of Arson Investigators, must be a member in good standing with the SCIAAI.

J) Retired members must notify the Board of Directors of their change in employment status and their intentions and acceptance to continue membership as Associate members; the Board of Directors may consider a retired member as a candidate for life membership providing that they meet the required eligibility criteria set forth in Section 3.

Section 2 Associate Membership:

A) Persons not qualified for Active Membership may become an Associate Member, after determination of their qualifications by the Membership Committee and dues have been paid and approval has been granted by the Membership Committee.

B) Associate Members shall have the privileges of an Active Member, except voting and holding office. The SCIAAI may, by majority vote of Active Members present, exclude Associate Members from any particular business meeting.

Section 3 Life Membership:

A) The SCIAAI may bestow, upon approval of the majority of the Board of Directors, Life Membership to any qualified Active Member of the SCIAAI who has met the following requirements:

1. Individual must be or have been an Active Member, in good standing, of the SCIAAI for a minimum of ten (10) years.

2. Individual must have rendered distinctive service to the SCIAAI through participation on committees or other activities.

- B) Any member, in good standing, of the SCIAAI may submit, in writing, to the Board of Directors, a candidate for Life Membership.
- C) The designation if Life Membership shall be brought to the attention of the general membership at the Annual Meeting and/or the Educational Seminar and an appropriate plaque shall be presented to the recipient, recognizing this honor.
- D) The designation of Life Membership shall be brought to the attention of the general membership at the Annual Meeting and/or the Educational Seminar and an appropriate plaque shall be presented to the recipient, recognizing this honor.
- E) Life Membership in the IAAI qualifies one for Life Membership in the SCIAAI, subject to approval by the SCIAAI Board of Directors.
- F) A Life Member shall have all the rights and privileges of, to include holding office, and be considered an Active Member without the payment of dues.

Section 4 Combination Member (SC Chapter & IAAI):

The purpose of the Enhanced Chapter Membership Program is to provide members with a mechanism to join the International and this Chapter jointly. SCIAAI Chapter members that are interested in becoming a member of the IAAI must join the International directly. This program is intended to provide an efficient manner for “Combination Members” to renew and pay their memberships for the SC Chapter and the International. Once a SC Chapter member becomes a member of the International, it will be the responsibility of the member to notify the SC Chapter Membership Committee of the combination membership.

- A) Combination Members will renew annual memberships and pay their dues directly to the International. The International will notify and disburse membership renewals and funds to the SC Chapter on a quarterly basis.
- B) SC Chapter only members will renew their membership and pay their dues directly to the SC Chapter.

ARTICLE III

ELECTIONS, TERMS AND OFFICES

Section 1 Eligibility For Office:

- A) Must have been an Active Member, in good standing, of the SCIAAI for at least one year.
- B) Must be an Active Member, in good standing, of the IAAI, at the time they take office. In the event IAAI membership is denied or terminated, individual may not serve in office.
- C) Must be a resident of the State of South Carolina, unless waived by a majority vote of the Board of Directors..
- D) All Officers and Directors shall serve without pay or compensation, except for reimbursement for any expenses incurred while conducting official business of the SCIAAI, which has been approved by the Board of Directors.

Section 2 Officers:

The Officers for the SCIAAI shall be as follows:

- A) President, First Vice President, Second Vice President and Treasurer.
- B) The President shall appoint a Secretary.

- C) The President may appoint a Parliamentarian or assign this duty to another Officer or Board member.
- D) The President may appoint, upon approval of the Board, other positions on a temporary basis to meet a particular objective or assignment.
- E) All appointed positions must be filled by Active Members, in good standing, of the SCIAAI.

Section 3 Board Of Directors:

A) The Board of Directors shall consist of the President, First Vice President, Second Vice President, Treasurer, Immediate Past President and six (6) elected Directors. The Secretary, Parliamentarian and the Chairman of each Standing Committee shall serve as Ex-Officio members of the Board of Directors and shall have the privilege of attending and participating in all meetings of the Board, but shall not have voting power in such meetings.

B) Chairman, Board of Directors:

The senior member of the six (6) elected Directors shall serve as the Chairman of the Board of Directors, to be known as the Board Chairman. Seniority shall be based upon the length of continuous service as a Director. In the event of equal service by multiple Directors, the Board shall elect a Chairman.

The duties and responsibilities of the Board Chairman shall include but not limited to:

1. Assist and advise the President on all matters related to the SCIAAI, as requested, required or needed.
 2. Serve, along with the President, as a voting member of the Joint Council of SC Fire Service Organizations.
 3. In the event that the President, First Vice President or Second Vice President cannot complete their term of office, the Board Chairman shall fill their unexpired term of office. The opening for the position of Director that this would create will not be filled until the next annual election.
 4. In the absence of the President, shall preside over any Board meeting.
 5. Any other assignment requested by the SCIAAI Board of Directors.
- C) Six (6) eligible members, elected at large, shall serve as Directors of the SCIAAI.
 - D) Six (6) members of the Board shall constitute a quorum to conduct business
 - E) The Board of Directors may also be referred to as the Executive Committee.

Section 4 Terms Of Office:

- A) The President shall serve a one year term. At the end of this one year term, the President shall become the Immediate Past President, the First Vice President shall become the President, and the Second Vice President shall become the First Vice President.
- B) The Second Vice President shall be elected each year.
- C) The Treasurer shall be elected each year and may be re-elected.
- D) Directors shall serve a two year term and may be re-elected. Three (3) Directors shall be elected yearly.
- E) No person shall be allowed to serve in more than one elected position on the Board of Directors, except on a temporary basis, not to exceed 90 days, except as per Section 3, B – 3 .
- F) All terms of office shall coincide with the adopted fiscal year calendar.

Section 5 Vacancies:

In the event an Officer or Director is unable to fulfill their term of office, the following provisions shall apply:

- A) The position of President, First Vice President and Second Vice President shall be filled by the Board Chairman, as per Section 3, B – 3 . In the event of more than one vacancy of the above offices, the Board Chairman will assume the highest vacant office and the Board of Directors shall appoint an active member to fill the unexpired term of the vacant office(s). No appointed Officer can automatically move up to the next position.
- B) In the event of vacancy of the Treasurer's position, it shall be filled from a nomination submitted by a Board member, and such nomination shall be approved by a majority of the SCIAAI Board. This appointed Treasurer shall serve until the next annual election.
- C) In the event of a vacancy occurring of a Director, the vacancy shall be filled by the appointment of a qualified Active Member, by the President, with the approval of the Board. This appointed Director shall serve until the next annual election.

Section 6 Elections:

- A) Elections for Officers and Directors shall be held at the Annual Training Conference.
- B) No member can be nominated for more than one position per election.

- C) Majority vote of the ballots cast shall rule. In the event of a tie vote between candidates for the same position, a ballot shall be prepared and another vote will be conducted for this position only, between tying candidates.
- D) Members may receive and cast ballots only upon proper verification of active membership in the SCIAAI.
- E) The Nominating Committee shall administer the election. In the event the Nominating Committee is not present, the President shall appoint a temporary Election Committee, consisting of three (3) Active Members who are not candidates for office.
- F) The President shall appoint a "Sergeant at Arms" to assist and oversee the administration of the election.
- G) All elections shall be conducted on paper ballots, unless there is only one (1) candidate for Second Vice President and Treasurer and three (3) candidates for Directors. In such case a voice or hand vote may be taken.
- H) The results of the election shall be announced at the Annual Training Conference in which the election is held.
- I) Attendance at the Annual Training Conference is not required to seek or be elected to office.
- J) The newly elected Officers and Directors shall take office on January 1, following the election, unless otherwise approved by the Board of Directors.

Section 7 Absentee Voting During Annual General Election:

Any Active Member who cannot attend the Annual Training Conference may request, in writing, an Absentee Ballot from the Association Secretary.

The following procedures shall apply:

1. The request for an absentee ballot must be made at least 30 days prior to the start of the Annual Training Conference.
2. The sealed ballot must be returned to the Association Secretary prior to the start of the Annual Training Conference.
3. The Association Secretary shall produce an absentee ballot approved by the Nominating Committee, and shall maintain a record of who requested and returned any absentee ballot. Only original official ballots signed by the Association Secretary shall be counted.
4. The Association Secretary shall make certain that no more absentee ballots are received than were requested and sent out.

5. Any Active Member who is registered at the Annual Training Conference and has to leave prior to the election due to an emergency or job related requirement, may request an absentee ballot from the Association Secretary, upon approval of the Chairman of the Nominating Committee.

Section 8 Nominating Procedures:

- A) The President shall appoint three (3) Active Members to the Nominating Committee and appoint a Chairman of same. Their purpose shall be to receive nominations for office, verification of eligibility and nominees willingness to accept position, and administration of the election.
- B) In the event a member of the Nominating Committee is a candidate for office, they must step down from the Committee until after the election is completed. The President shall appoint another Active Member to fill this vacancy on a temporary basis.
- C) The Nominating Committee will accept nominations from the membership for all Officers and Directors positions which are open for election up until 30 days prior to the start of the Annual Training Conference. If no nominations are received for a particular office, nominations from the floor shall be received at the Annual Training Conference, at least 24 hours prior to the scheduled election.
- D) All persons nominated for office shall be given the opportunity to speak before the membership prior to the election, if they so desire.

ARTICLE IV **GOVERNMENT**

Section 1 The government of the South Carolina Chapter shall be vested in the Board Of Directors and six or more of the members shall constitute a quorum.

Section 2 Duties and Powers:

- A) The Board Of Directors shall have full power to initiate and transact all business necessary to the existence of the organization and the observance of its purpose and objectives.
- B) The Board Of Directors shall determine the date and location of the annual meeting/training conference and shall approve the program of activities during such meeting/training conference. They shall have general powers to direct, control and supervise the affairs of the SCIAAI.

Section 3 President:

- A) The President shall be the Chief Executive Officer of the SCIAAI, and it shall be his/her responsibility to supervise and coordinate the activities of the SCIAAI and to preside at the meetings of the SCIAAI and of the Board Of Directors.
- B) The President shall appoint appropriate committees to conduct the activities of the SCIAAI and shall require reports at each meeting and when otherwise requested.
- C) The President shall serve as an Ex-Officio Member of all committees.

Section 4 First Vice President

- A) In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such, except as outlined in Article III, Section 3 - B.
- B) The First Vice President shall serve as a member of the Training and Education Committee.

Section 5 Second Vice President:

- A) In the absence of the President and the First Vice President, the Second Vice President shall be the Chief Executive Officer and shall act as such, except as outlined in Article III, Section 3 - B.
- B) The Second Vice President shall serve on the Finance Committee.

Section 6 Treasurer:

- A) The Treasurer shall be custodian and sole depositor of the funds of the organization and shall disburse such funds, by check, as authorized by the Board Of Directors for purposes which promote the welfare and objectives of this organization.
- B) The Treasurer shall render a complete summary of all income, disbursements and balances whenever requested by the Board and to members at each regular meeting.
- C) A written copy of this report shall be made available to any member upon request.
- D) A financial statement shall be made quarterly to the Executive Committee.
- E) The Treasurer shall serve as an Ex-Officio Member of the Finance Committee.
- F) The Treasurer shall be bonded in an amount of at least or greater than the total assets of the SCIAAI. This bond shall be paid by the SCIAAI and it shall be the responsibility of the Treasurer to secure and maintain this bond with approval of the Board of Directors.

Section 7 Secretary:

- A) The Secretary shall maintain all records and minutes of the organization and shall keep a current roll of members, the Constitution and all other documents of value.
- B) The Secretary shall receive and acknowledge all communication of the SCIAAI addressed to same or that may be submitted to him/her by any official of the I.A.A.I.
- C) The Secretary shall be responsible to file any reports required by the I.A.A.I. or any State or Federal agency.
- D) The Secretary shall maintain an inventory of and be responsible for all property and equipment belonging to the SCIAAI.
- E) The Secretary shall perform any other such duties as assigned by the President or the Board of Directors.

Section 8 Removal From Office:

The Board Of Directors shall have the power to remove from office any Officer or Director for any of the following:

- A) Conduct or actions that would tend to discredit or lead to disrepute of the SCIAAI and/or the I.A.A.I.
- B) For good cause as submitted in writing by any member of the organization.
- C) Any Officer shall have the right to appeal, provided the request is received, in writing, within thirty days following the removal.
- D) Upon indictment and/or conviction of any criminal act.

ARTICLE V **MEETINGS and TRAINING PROGRAMS**

Section 1 General Meetings:

- A) There shall be a minimum of four (4) general business meetings held yearly, at a time and location decided upon by the Board of Directors.
- B) A general meeting may be held in conjunction with a scheduled training seminar.
- C) At each general meeting, a minimum of four (4) hours of training shall be included in addition to the business session.

- D) Notice of all meetings shall be made to each member, not less than 30 days in advance.
- E) When any question not specifically provided for herein comes before a meeting, the presiding officer shall be governed in his decision by the rules in "**Robert's Rules of Order**".
- F) Non-member guests may attend any association meeting and/or training program provided they pay the required fee and there is no objection for just cause relating to membership eligibility from any SCIAAI Officer or Board of Director.

Section 2 Annual Meeting:

- A) The Annual Business Meeting shall be held in conjunction with the Annual Training Conference, at such time and place as may be fixed by the Board of Directors.
- B) Election of Officers and Directors shall occur and other business may be presented at this Annual Meeting.

Section 3 Special Meetings:

- A) A Special Meeting may be called by a vote of the majority of the Board of Directors, at such time and place as fixed by the Board, giving due notice thereof to all members at least seven (7) days in advance.
- B) Ten (10) or more Active Members may petition the Board of Directors for a call of a Special Meeting to conduct specific business as stated in the petition.

Section 4 Board of Directors Meetings:

- A) The Board of Directors shall meet at least four (4) times annually, preferably in conjunction with other scheduled meetings or training conferences/seminars.
- B) The Board of Directors shall meet at any other time and place upon the call of the President or Board Chairman, or any four (4) members of the Board.
- C) Board meetings shall be open to any SCIAAI member, unless a majority of the Board members present votes to enter into Executive Session.
- D) Advance notice of Board meetings shall not be required to the general membership of the SCIAAI.

Section 5 Training and Instruction:

- A) No person shall be allowed to attend any training offered, presented or sponsored by the SCIAAI that has ever been arrested or convicted of any fire or explosives related crime, felony or any crime of moral turpitude.
- B) No member of the SCIAAI shall knowingly provide any training or instruction relating to fire or explosives investigation to any person who has ever been arrested or convicted of any fire or explosives related crime, felony or any crime of moral turpitude.

ARTICLE VI
FINANCE

Section 1 Fiscal Year:

- A) The fiscal year for the SCIAAI shall run from January 1 until December 31.

Section 2 Dues:

- A) Dues for membership in the SCIAAI shall be fixed by majority vote of members present at the annual meeting, after a recommendation from the Board of Directors.
- B) Dues for Active or Associate membership in the South Carolina Chapter shall be twenty dollars (\$20.00) a year with an initial five dollar (\$5.00) application processing fee.
- C) All SC Chapter only membership dues are payable at the beginning of the calendar year and must be paid by April 1st. Members that do not renew by April 1st will be moved to an inactive status and will not have any active membership privileges until dues are paid for that current year. If dues are not paid by the end of the calendar year, the inactive member will be purged from the membership role. A purged member will have to re-submit a membership application to rejoin the SCIAAI.
- D) Any new member joining the SCIAAI after October 1 of any given year, shall not have to pay dues again until the fiscal year following the beginning of the next fiscal year.

Section 3 Audit:

- A) The Finance Committee shall make an audit of all accounts of the Treasurer at least annually, prior to the Annual Meeting and shall verify all assets and liabilities of the SCIAAI, including an inventory of all SCIAAI property.

Section 4 Gifts or Grants:

A) Any gifts or grants to the SCIAAI may be accepted, upon approval of the Board Of Directors.

B) The Secretary shall make proper acknowledgment of all such gifts or grants accepted.

ARTICLE VII **COMMITTEES**

Section 1 Appointment and Organization:

- A) The President shall have the authority to appoint members to various committees as needed or required for the purpose of assisting in planning and carrying out the business and objectives of the SCIAAI.
- B) The President shall appoint a Chairman to each committee formed.
- C) Each committee shall have no less than three (3) members serving on same, including the Chairman. Additional members may be appointed if needed or required.
- D) The Chairman of each committee may appoint a Co-Chairman, if so desired and may recommend appointments to said committee.
- E) The Chairman of each committee may organize the committee as he sees fit to meet the required objectives, including appointments of sub-committees, if needed.
- F) All Officers, Directors and members may actively serve on committees except the President.
- G) Members may serve on more than one committee, if requested.

Section 2 Standing Committees:

The following Committees shall be standing full time committees of the SCIAAI.

- 1) **SC Fire Academy Advisory Committee** – this committee is legislatively mandated for the purpose of giving advise and assistance to the director of LLR in developing a comprehensive training program based on the needs of the state’s fire service. The SCIAAI has one seat (vote) on this committee, appointed by the President. The President may appoint an alternate member, to attend and vote in the absence of the primary appointee. Any active member of the SCIAAI may be appointed to this committee.
- 2) **Joint Council of SC Fire Service Organizations** – is a council consisting of representatives of each fire service organization within the state. All Officers and Directors of the SCIAAI are members of the Joint Council. Only the President and Board Chairman have voting rights (2 votes per organization). Either may appoint another Officer or Director to vote in their absence.

- 3) **Certified Fire Investigator Liaison** - The duties and responsibilities of this person shall be to promote, encourage and assist in the administration of the IAAI Certified Fire Investigator Program, as required by the IAAI and adopted by the SCIAAI. This individual shall serve as the CFI Examination Proctor for the SCIAAI. The CFI Liaison shall be a CFI and must have recertified at least once prior to appointment.
- 4) **Constitution and By-Laws Committee** - The duties of this committee shall be to advise the Officers, Directors and Members of the SCIAAI on matters pertaining to the Constitution and By-Laws. In the event of proposed changes, it shall be the duty of this committee to review and prepare the proposed changes in a suitable format. This Committee shall also serve in a review capacity for any Standard Operating Procedures that may be adopted.
- 5) **Ethical Practices and Grievances Committee** - The duties of this committee shall be to investigate any and all allegations of misconduct directed toward any Officer, Director or Member of the SCIAAI. Allegations of misconduct shall include, but not limited to the following: 1) criminal offenses, 2) neglect of duty, 3) violations of the IAAI Code of Ethics, policies, rules or procedures of the SCIAAI or the IAAI, and 4) conduct that tends to reflect unfavorably on a member and/or the SCIAAI. Following the completion of an investigation, the committee shall forward the results and recommendations in writing to the SCIAAI Board of Directors, for final action.
- 6) **Finance Committee** - This committee shall be responsible to supervise all financial matters involving dues, income and expenses of the SCIAAI. In addition, the Committee shall recommend a yearly operating budget to the Board of Directors. The Second Vice President shall serve on this committee. The Treasurer shall serve as an ex-officio member of this committee. An annual audit of all accounts shall be conducted by the Committee and a written report shall be presented to the Board of Directors and membership.
- 7) **Newsletter Committee** - This committee shall be responsible for the formation, editing, printing and distribution of the Chapter newsletter at intervals as determined and approved by the Board of Directors.
- 8) **Legislative Committee** - This committee shall study and make recommendations to the Board of Directors for suggestions of changes or new legislation concerning any local, state or federal law pertaining to crimes involving fire and/or explosions.
- 9) **Membership Committee** - The duties of this committee shall be to promote, encourage and solicit membership of qualified persons, through any appropriate means. The Committee shall also investigate the qualifications of all applicants for membership and approve or disapprove each as per the guidelines established in Article II, Section 1, Items A - D, of this Constitution.

10) **Nominating Committee** - The duties of this committee shall be to encourage, solicit, receive and screen all nominations for Officers and Directors of the SCIAAI, and to administer all elections held. The Committee shall follow the procedures of Article III, Sections 6 and 7 of this Constitution.

11) **Training and Education Committee** - The duties of this committee shall be to plan, direct and oversee the education and training portion of all meetings and training conferences or seminars, with the approval of the Board of Directors. The Committee shall maintain and be responsible for all training materials and equipment that is property of the SCIAAI. The Committee shall further encourage, solicit and assist in the development of new and innovative ideas for the education and training of the members of the SCIAAI. The First Vice President shall serve on this committee.

ARTICLE VIII **AMENDMENTS**

Section 1 Requirements:

This Constitution and By-Laws may be amended at any General, Annual or Special meeting of the SCIAAI by a two-thirds(2/3) vote of the members present, provided:

- A) The proposed amendment(s) is presented in a form consistent with and without conflict with the remainder of the existing constitution of the SCIAAI.
- B) The proposed amendment(s) is disseminated to the general membership for review at least thirty (30) days prior to taking a vote on same.
- C) The Constitution and By-Laws Committee may review and amend, as necessary, any portion of the Constitution and By-Laws which are in conflict with any Federal or State law, rule, regulation, or any portion of the SCIAAI or IAAI Constitution and By-Laws, upon approval of the Board of Directors.