

CONSTITUTION AND BYLAWS

CHESAPEAKE BAY DIVISION OF THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

CONSTITUTION

ARTICLE I. OFFICIAL NAME, CHARACTER, AND OBJECTIVES

Section 1.01 Official Name This organization shall be known as the Chesapeake Bay Division of the International Association for Identification (CBD-IAI).

Section 1.02 Character The Chesapeake Bay Division of the International Association for Identification shall be a Regional Division of the Parent Body of the International Association for Identification (IAI) and shall operate as a not for profit organization incorporated in the state of Maryland.

Section 1.03 Objectives The current objectives of the Chesapeake Bay Division of the International Association for Identification are:

- (a.) To associate persons in the District of Columbia, Delaware, Maryland, Virginia, and West Virginia who are actively engaged in the profession of forensic identification, investigation, and scientific examination of physical evidence in an organized body, so that the profession, in all of its branches, may be standardized and effectively and scientifically practiced.
- (b.) To encourage the growth and improvement of the science of forensic identification and crime detection.
- (c.) To encourage research in the science of forensic identification and crime detection.
- (d.) To keep its members informed of the latest techniques and research findings in the science of forensic identification and crime detection.
- (e.) To employ the collective wisdom of the profession in order to advance the scientific techniques of forensic identification and crime detection.
- (f.) To provide training, education, and the publication of information in all the disciplines of forensic science represented by this Association.

ARTICLE II: MEMBERSHIP

Section 2.01 Categories Membership of the Chesapeake Bay Division shall consist of Active, Life Active, Sustaining Active, Associate, Life Associate, Sustaining Associate, and Honorary Members.

Section 2.02 Qualifications and Application The qualifications and application procedures for each category of membership shall conform to the provisions as set forth in the Bylaws.

ARTICLE III: OFFICERS

Section 3.01 Officers There are hereby created the following Officers of the Division: President, First Vice President, Second Vice President, Third Vice President, Secretary-Treasurer, Editor, Sergeant-At-Arms, and Historian.

Section 3.02 Election, Appointment, Removal, and Duties The election or appointment, succession, removal, and duties of all Officers shall conform to the provisions of the Bylaws.

ARTICLE IV: BOARD OF DIRECTORS

Section 4.01 Members of Board of Directors There shall be a Board of Directors consisting of five (5) elected members, the First Vice-President, and a Chairperson, for a total of seven (7) persons. Only these seven (7) members shall be entitled to vote on business properly brought before the Board of Directors, unless otherwise provided for in the Bylaws.

Section 4.02 Election, Appointment, Removal, and Duties The election or appointment, succession, removal, and duties of all Members and the Chairperson of the Board of Directors shall conform to the provisions of the Bylaws.

ARTICLE V: EMBLEM

Section 5.01 Use Only members of the Division who are in good standing shall use the Emblem.

ARTICLE VI: EDUCATIONAL CONFERENCES AND BUSINESS MEETINGS

Section 6.01 Educational Conferences Educational Conferences shall be held by the Division at least annually.

Section 6.02 Business Meetings A general Business Meeting shall be held at each Educational Conference in conformance with the provisions of the Bylaws.

ARTICLE VII: CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT

Section 7.01 Adoption and/or Amendment of Code of Ethics and Standards of Professional Conduct The Chesapeake Bay Division of the International Association for Identification shall establish, maintain, and publish in the Annual Membership Directory, a Code of Ethics and Standards of Professional Conduct to which all the Members must adhere. The Code of Ethics and Standards of Professional Conduct shall be adopted and/or amended only by a resolution passed by a majority vote at a Business Meeting.

Section 7.02 Violations A violation of the Code of Ethics and/or the Standards of Professional Conduct may be considered as adequate cause for expulsion, suspension, or revocation of membership in conformance with the provisions of the Bylaws.

ARTICLE VIII: INTERPRETATION OF CONSTITUTION AND CERTIFICATE OF INCORPORATION

Section 8.01 Broad Interpretation The provisions of this Constitution and the Certificate of Incorporation shall be interpreted as broadly as lawfully possible to carry out the lawful purposes for which the Chesapeake Bay Division of the International Association for Identification was formed.

Section 8.02 Limitations on Broad Interpretation Due to the ambiguous nature of any written language, it may be possible to have more than one interpretation of any given provision of the Certificate of Incorporation and the Constitution. At all times the provisions of both of these documents shall be construed in a manner that is in accordance with the laws of the state of Maryland and with the provisions of the United States Internal Revenue Service Regulations (IRS Code) for a non-profit professional organization.

Section 8.03 Conflict If there is any conflict between the provisions of this Constitution and the Certificate of Incorporation, the Certificate of Incorporation shall govern.

Section 8.04 Effect of Unenforceable or Invalid Provision Should any of the provisions or portions of this Constitution be held unenforceable or invalid for any reason, the remaining provisions and portions of this Constitution shall be unaffected by such holding.

ARTICLE IX: PROHIBITION AGAINST SHARING PROFITS AND ASSETS AND DISSOLUTION

Section 9.01 General Prohibition No member of the Board of Directors, Officer, or other person connected with the organization, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Chesapeake Bay Division of the International Association for Identification. However, this provision shall not prevent the payment to any such person or reasonable compensation for services rendered, expenses incurred to or for the organization, as shall be approved by the Board of Directors.

Section 9.02 Dissolution The Chesapeake Bay Division of the International Association for Identification may be dissolved upon a vote of a simple majority at two (2) consecutive Business Meetings. However, if no Business Meetings are scheduled at any time within the subsequent one (1) year, the Division may be dissolved by a simple majority vote of the remaining Officers and members of the Board of Directors. Prior to a vote on dissolution, a written notice shall be published in some form at least sixty (60) days prior to the vote being taken. The written notice shall be considered to have been published effective on the date that the written notice is mailed or e-mailed to all Members in good standing at their last known mailing or e-mail address.

Section 9.03 Distribution of Assets after Dissolution In the event this Division should be dissolved or otherwise terminated, the assets and income thereof shall not benefit any member or private individual, but shall become the assets and income of the Parent Body of the IAI, to be used for the purpose of carrying out the objectives for which this organization was formed.

ARTICLE X: AMENDMENTS TO THE CONSTITUTION

Section 10.01 Board Approval of Proposed Amendments Any proposal to change the Constitution of the Division must be approved by a majority vote of a quorum of the Board of Directors prior to being presented to the general membership.

Section 10.02 Required Vote Any motion to change the Constitution of the Division must be approved by a majority vote of the delegates attending the Business Meeting at two (2) Conferences.

Section 10.03 Publication

- (a.) The Constitution, with proposed changes, will be published in total in the Division's official publication prior to the first vote of the general membership at a Conference.
- (b.) In the event of an "emergency" situation, the Board of Directors shall decide upon a proposed change to the Constitution, post said proposed change, and a vote shall be taken at the next general Business Meeting without prior publication in the official publication of the Division. In the event of this occurrence, the Constitution, with proposed changes, will be published in total in the next edition of the Division's official publication, prior to the necessary second vote.

Section 10.04 IAI Approval of Amendments All amendments to the Division Constitution and Bylaws shall be submitted to the IAI Chief Operations Officer and shall not be effective until approved by the IAI. If the Chief Operations Officer does not take any action within six (6) months after receipt by the Association, the submitted amendment or amendments are automatically approved without any further action by the IAI.

BYLAWS

ARTICLE I: APPLICATION FOR MEMBERSHIP

Section 1.01 Application for Active or Associate Membership Application for Active or Associate Membership shall be made upon the official form of the Division and submitted to the Secretary-Treasurer along with the annual dues and fees in the amount set forth herein. In the event membership is denied, dues will be returned to the applicant.

Section 1.02 Responsibility of the Recommending Member It shall be the responsibility of the Member recommending the applicant to ensure that the applicant meets all of the qualifications for membership.

Section 1.03 Determination of Qualifications The Secretary-Treasurer shall make inquiries of the appropriate departments and organizations, either national, state, or local, as deemed necessary, in order to determine the qualifications or lack of qualifications of the applicant.

Section 1.04 Notification of Acceptance In the event the reports from the aforementioned agencies indicate the applicant meets all the requirements for membership, the Secretary-Treasurer shall notify the applicant of his/her acceptance and shall forward to him/her, forthwith,

a certificate of membership and membership card.

Section 1.05 Applicants Who are Not Qualified In the event the reports from the aforementioned agencies indicate the applicant does not meet all the requirements for membership, the Secretary-Treasurer shall refer said application to the Board of Directors with his/her recommendation. The Board of Directors shall approve or disapprove, by majority vote, said application for membership and shall advise the Secretary-Treasurer to notify the applicant of the Board's decision.

ARTICLE II: MEMBERSHIP

Section 2.01 Membership Membership in the Chesapeake Bay Division shall consist of Active, Life Active, Sustaining Active, Associate, Life Associate, Sustaining Associate, and Honorary Members.

Section 2.02 Active Membership The Active Membership of the Division shall consist of persons actively engaged in the science of forensic identification and investigation and their Bureau or Department Heads. The foregoing persons must be bonafide employees of and receive their salaries from National, State, County, or Municipal Governments, or some subdivision thereof. Active Members shall not lose their status because of retirement or change of position, so long as they remain in good standing.

Section 2.03 Associate Membership

- (a.) All reputable persons, fully or partially engaged in any of the various phases of the science of forensic identification and investigation 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 offices of President, Vice President, or Secretary-Treasurer.
- (b.) All reputable persons who are attending a university, college, or community college taking courses in any of the various phases of the science of forensic identification and investigation 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 offices of President, Vice President, or Secretary-Treasurer.

Section 2.04 Life and Sustaining Membership There is hereby adopted a system of Life and Sustaining Memberships which shall forever exempt a Member from the payment of dues and assessments. Life and Sustaining Members shall be eligible to vote and be entitled to all regular privileges of an Active or Associate Member as summarized in Sections 2.02 and 2.03, above. These memberships will be granted as follows:

- (a.) Life Members
 - (1.) Past Presidents
 - (2.) Active and Associate Members who have paid their membership dues and assessments for the past consecutive twenty-five (25) years.
- (b.) Sustaining Member

- (1.) Active or Associate Members of the Division who pay a one time, non-refundable sum of money equal to ten (10) times the yearly amount as established in Article III, Section 3.01, of the Bylaws.

Section 2.05 Honorary Membership Honorary Membership of the Chesapeake Bay Division shall consist of persons who have performed some particular service for the Division or who have in some way, performed a meritorious act for law enforcement. Such person or persons, upon motion by any Member in good standing, may be elected by the Board of Directors or by the Division in conference to:

- (a.) Honorary Life Membership shall be excused from lifetime payment of dues and fees. Voting rights and office holding eligibility shall be determined by the recipient's membership status at the time of the award.
 - (b.) Honorary Annual Membership shall be excused from payment of dues and fees for a period of one (1) year. Voting rights and office holding eligibility shall be determined by the recipient's membership status at the time of the award.
- (1.) The President of the Parent Body of the IAI shall automatically be made an Honorary Annual Member of the Chesapeake Bay Division of the IAI upon taking office.

ARTICLE III: DUES, FEES, AND ASSESSMENTS

Section 3.01 Annual Dues Effective January 1, 2004, the annual Active and Associate Membership dues shall be twenty-five dollars (\$25.00) payable in advance on the first day of January of each and every year. In addition, a non-refundable application fee of five dollars (\$5.00) shall be levied upon all new Members payable at the time the application is submitted. Any change in the dues or new Member application fee may be made by a vote of the membership at any Semi-annual Business Meeting upon a recommendation of the Board of Directors.

Section 3.02 Payment Dues paid to the Division by any new applicant or applicant for reinstatement shall be applied to the dues for that calendar year only. Dues paid by a new applicant or applicant for reinstatement between October 1 and December 31 shall apply to the following calendar year.

Section 3.03 Assessments The Board of Directors is empowered by unanimous vote only to levy assessments upon the membership when, in its judgment, the needs of the Division require such action.

Section 3.04 Termination of a Member A Member who is delinquent as of March 1 in the payment of dues for the current year is deemed not in good standing. It shall be the duty of the Secretary-Treasurer to notify such Member immediately thereafter, and to suspend from membership and remove such Member's name from the roles of the Division pending the payment of said dues, and reinstatement as provided for herein.

Section 3.05 Reinstatement In the event a Member is not in good standing for nonpayment of dues, as provided for in the preceding Section, or has otherwise withdrawn his/her membership while in good standing, he/she may be reinstated and restored to his/her original membership

status, including his/her former Member number and eligibility for Life Membership as outlined in Article II, Section 2.04 of the Bylaws, provided he/she pays all of the accumulated arrearages due at the time of suspension, together with such further dues as would, had that person not been suspended, have accrued against that person to the date of such payment. Former Members not electing to apply for reinstatement as outlined above must submit their application as a new Member. For the purposes of this section, any Member who resigns in lieu of responding to allegations of an ethics violation shall be considered to have withdrawn their membership while NOT in good standing and such former Members may reapply for membership only as a new Member.

ARTICLE IV: AUTHORITIES AND DUTIES OF THE BOARD OF DIRECTORS

Section 4.01 General Powers as a Policy Making Body The Board of Directors shall be the policy making and managing body of the Division. They shall control the affairs of the Division.

Section 4.02 Conflict Resolution The Board of Directors shall be the final authority for conflict resolution within the Division, with the decision of the Board being the final conclusion of the Division on this matter, unless otherwise specified in these Bylaws.

Section 4.03 Advisory Committee to President The Board of Directors shall act as advisory committee to the President, who shall be an ex officio member thereof.

Section 4.04 Approval of Conferences The Board of Directors shall approve the dates and locations of each Semi-annual Educational Conference and insure that this information is furnished to each member a minimum of thirty (30) days prior to the Conference.

Section 4.05 Approval of Membership Applications Preliminary approval or disapproval of all Membership applications shall be accomplished in conformance with the provisions of the Bylaws. Applications disapproved at the administrative level will be forwarded to the Board of Directors for review, with the decision of the Board being the final decision of the Division on this matter.

Section 4.06 Approval of Expenditures Except as otherwise provided for in Article VII, Section 7.09(d) of these Bylaws, all expenditures totaling over two hundred dollars (\$200.00) must be approved by the Board of Directors.

Section 4.07 Awards The Board of Directors shall review all nominations submitted in conformance with the provisions of these Bylaws for the Lillian U. Jenkins Special Achievement Award.

ARTICLE V: CHAIRPERSON AND DIRECTORS

Section 5.01 Members of Board of Directors There shall be a Board of Directors consisting of five (5) elected members, the First Vice-President, and a Chairperson, for a total of seven (7) persons. Only these seven (7) members shall be entitled to vote on business properly brought before the Board of Directors, unless otherwise provided for in these Bylaws.

Section 5.02 Chairperson of Board of Directors The immediate past President of the Division shall serve as Chairperson and seventh member of the Board of Directors. In the absence of the immediate past President at the Board Meeting(s), the most recent past President in attendance shall preside as a non-voting member.

Section 5.03 Director Eligibility Only Members in good standing, who are not currently under investigation by the Division, and who have not been censured or otherwise disciplined by the Division in the past are eligible for the position of Director.

Section 5.04 Removal Any Director who does not comply with his/her assigned responsibilities, or fails to do so in a timely manner, may be relieved of office by a majority vote of the Board of Directors, following a review process.

Section 5.05 Vacancies

- (a.) Director In the event of vacancy in the position of Director, appointment of a replacement shall be made by the President with the approval of the Board of Directors. The newly appointed member of the Board shall hold office until regular elections at the next Annual Fall Conference.
- (b.) Chairperson In the event of a permanent vacancy in the position of Chairperson of the Board of Directors, the most recent past President able to fill the position shall be appointed by the President. The newly appointed Chairperson of the Board shall hold office until regular elections at the next Annual Fall Conference.

ARTICLE VI: MEETINGS OF THE BOARD OF DIRECTORS

Section 6.01 Regular Meetings A Board of Directors meeting shall be held prior to the Business Meeting at each Semi-annual Conference.

Section 6.02 Special Meetings Special meetings of the Board of Directors may be called at the discretion of the Chairperson of the Board of Directors or the President. Special meetings may be held via use of telephones, facsimile machines, video-teleconferencing, computer modem, or any other accepted means of communication.

Section 6.03 Presiding Officer The Chairperson of the Board of Directors, or, in the absence of the Chairperson, the most recent past President in attendance, shall serve as the presiding officer of the meetings of the Board of Directors, as provided for in Article V, Section 5.02 of the Bylaws.

Section 6.04 Recording Secretary The Secretary-Treasurer, or, in the absence of the Secretary-Treasurer, a Member appointed by the Chairperson, shall serve as the recording secretary of the meetings of the Board of Directors.

Section 6.05 Quorum A minimum of four (4) of the Directors shall constitute a quorum for the purposes of voting on issues at any meeting of the Board of Directors.

Section 6.06 Parliamentary Rules All meetings of the Board of Directors shall be governed by the then most current version of Robert's Rules of Order Newly Revised, as such rules may be

revised from time to time, insofar as such rules are not inconsistent with or in conflict with the provisions of the law, the Certificate of Incorporation, the Constitution, or the Bylaws.

Section 6.07 Attendance at Board of Directors Meeting Although meetings of the Board of Directors will be closed to the general public and the general membership of the CBD-IAI, they will be open to all members of the Board of Directors, the Legal Advisor, all past Presidents and current Officers of the Division, and anyone given permission by the Chairperson of the Board of Directors. Any person legitimately present at a Board of Directors meeting may be heard. However, only the seven (7) members of the Board of Directors as defined in Article IV, Section 4.01 of the Constitution shall be entitled to vote. In the event of an unresolved tie vote, the President shall be entitled to vote, as defined in Article VII, Section 7.05(b) of these Bylaws.

Section 6.08 Administrative Hearings The Board of Directors shall have the power to conduct a hearing concerning any Member of the Division upon any charge by any other Member concerning said Member's professional ethical conduct, provided the charge is made in writing. If the charge is found to be upheld by a majority vote of all Board Members, the Board shall have the authority to expel, suspend, censure, or admonish such Member.

- (a.) Any written charge or charges against any Member shall first be placed in the hands of the President, who shall, within ten (10) days, lay the matter before the Board of Directors for consideration. If the Board of Directors judges that sufficient grounds exist to conduct a hearing concerning said Member, the Chairperson of the Board of Directors shall thereupon send a copy of said charge or charges to the accused by certified mail, return receipt requested. The accused shall have thirty (30) days from the date of the receipt of such copy to answer the charge or charges in writing. At this time, the accused may request an opportunity to be heard and confront his/her accusers. This request shall be honored at the next regularly scheduled Board of Directors meeting. If the accused Member fails to file such written answer within the time prescribed in this Section, such failure shall constitute a waiver of the right to a hearing on such charge or charges, and said accused Member shall thereupon abide by the action and decision of the Board of Directors in connection therewith, without the right to appeal at the next conference as set forth.
- (b.) If the accused chooses to file a written answer and wishes to appear at the next regularly scheduled Board of Directors Meeting, then, after due consideration of the evidence at hand, the Board of Directors shall, within sixty (60) days, arrive at a decision, and notify all persons concerned, in writing, of said decision.
- (c.) After the accused receives a written answer, if the judgment of the Board of Directors is adverse to the accused, the accused shall have the right to appeal the decision of said Board to the membership of the Division at the next Conference, at which time, the findings and order of the Board shall become final, unless the Board is overruled by a vote of two-thirds (2/3) of the membership present.

ARTICLE VII: OFFICERS

Section 7.01 Limitation on Holding Multiple Offices No Member shall be a candidate for, elected to, or hold/fill more than one (1) office during any term.

Section 7.02 Officer Eligibility Only Members in good standing, who are not currently under

investigation by the Division, and who have not been censured or otherwise disciplined by the Division in the past are eligible for office. Only Active, Life Active, and Sustaining Active Members may hold the offices of President, the Vice Presidents, or Secretary-Treasurer. All other Officers may be Active, Life Active, Sustaining Active, Associate, Life Associate, or Sustaining Associate Members.

Section 7.03 Removal Any Officer who does not comply with his/her assigned responsibilities as described in these Constitution and Bylaws and the Officer and Committee Guide, or fails to do so in a timely manner, may be relieved of office by a majority vote of the Board of Directors, following a review process.

Section 7.04 Vacancies In the event of a vacancy in the position of Officer, appointment of a replacement shall be made by the President with the approval of the Board of Directors, except as otherwise provided for in these Bylaws.

Section 7.05 President The President shall preside at all Division conferences and Business Meetings 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 for herein. The President shall fill, by appointment, all vacancies, including Committee Chairpersons, caused by death, resignation, or other causes, except as otherwise provided for in these Bylaws. The President shall represent the Division at all functions requiring official IAI representation, unless otherwise delegated by the President.

- (a.) **Bar to Succession** The President shall not succeed him/herself in office except when serving the unexpired term of his/her predecessor.
- (b.) **Ex officio Member** The President shall be an ex officio non-voting member of the Board of Directors. The President shall be a voting member of the Board only in the event of an unresolved tie vote.
- (c.) **Approval of Additional Funds** The President, with the approval of the Board of Directors, may seek funding to defray expenses incurred in the furtherance of the goals of the Division.
- (d.) **Division 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 Business Meetings.
- (e.) **Division Banner** The President shall maintain the Division Banner and shall be responsible for the presentation of this Banner at the Semi-Annual Conferences and insure that this Banner is displayed at each Annual Conference of the Parent Body of the IAI.
- (f.) **Special 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 organization. The President may likewise call a Board of Director's Meeting.
- (g.) **Division Reporting of Ethics Violations** The Division President shall forthwith send written notification to the President of the IAI of any disciplinary action for an ethical violation that is taken against a Division Member who is also a Member of the IAI. This reporting requirement shall also apply if the Member resigns during an ethics investigation, resigns in lieu of accepting discipline, or simply does not renew his or her membership.
- (h.) **Educational Conference Expenses** Unless the agency by whom the President is

employed funds his/her attendance, the President shall receive funding for all conference registration, coach travel, hotel, and food while attending the Annual Parent Body and Chesapeake Bay Division Conferences.

Section 7.06 First Vice President The First Vice President shall, in the temporary absence or disability of the President, act as the presiding officer of the Division. For the purposes of this section of these Bylaws, the term “absence” shall be defined as including any situation in which the President is disqualified or otherwise unable to act.

- (a.) Succeeding to Office of President The First Vice President shall automatically succeed to the office of President in the event of the death, disability, resignation, or removal from office of the President, and shall serve the unexpired term thereof.
- (b.) Bar to Succession The First Vice President shall not succeed him/herself in office except when serving the unexpired term of his/her predecessor.
- (c.) Member of Board of Directors The First Vice President shall be a voting member of the Board of Directors.
- (d.) Chairperson of Conference Planning Committee The First Vice President shall serve as the Chairperson of the Conference Planning Committee.

Section 7.07 Second Vice President

- (a.) Succeeding to Office of First Vice President The Second Vice President shall automatically succeed to the office of First Vice President in the event of the death, disability, resignation, removal from office, or succession to President of the First Vice President, and shall serve the unexpired term thereof.
- (b.) Bar to Succession The Second Vice President shall not succeed him/herself in office except when serving the unexpired term of his/her predecessor.
- (c.) Member of Conference Planning Committee The Second Vice President shall serve as a member of the Conference Planning Committee and shall have the responsibility of obtaining Speakers and coordinating the Speakers’ Program.

Section 7.08 Third Vice President

- (a.) Succeeding to Office of Second Vice President The Third Vice President shall automatically succeed to the office of Second Vice President in the event of the death, disability, resignation, removal from office, or succession to First Vice President of the Second Vice President, and shall serve the unexpired term thereof.
- (b.) Bar to Succession The Third Vice President shall not succeed him/herself in office except when serving the unexpired term of his/her predecessor.
- (c.) Member of Conference Planning Committee The Third Vice President shall serve as a member of the Conference Planning Committee.
- (d.) Assist Vendor Coordinator The Third Vice President shall assist, or in his/her absence act as, the Vendor Coordinator in soliciting support from vendors whose products are related to the forensic identification fields, and encouraging their participation at each conference as well as soliciting advertising from said vendors for the Division Publication.

Section 7.09 Secretary-Treasurer

- (a.) Secretary of Board of Directors The Secretary-Treasurer shall be the Secretary of the Board of Directors, but shall not have a vote in their deliberations. The Secretary-

- Treasurer shall not be an elected member of the Board of Directors.
- (b.) Keeping Accurate Accounts of Proceedings The Secretary-Treasurer shall be responsible for the keeping of a full and accurate account of all the proceedings of the Board of Directors and the general Business Meetings and perform such other duties as may be assigned to that office by the President or Board of Directors. Accounts of these proceedings shall be presented at the general Business Meetings and in the official publication of the Division.
 - (c.) Expenses of the Division The Secretary-Treasurer shall draft all checks for the expenses of the Division. In the event of the death, disability, resignation, unavailability, or removal from office of the Secretary-Treasurer, the President or the Chairperson of the Board of Directors shall be authorized to sign any check.
 - (d.) Exceptions to Board Approval Exceptions to Board approval of expenditures include: payment for hotel bills; printing of the *Chesapeake Examiner*, annual Membership Directory, and conference program; hospitality suite expenses for Division conferences; the President's discretionary fund; the Secretary-Treasurer's stipend and consumable office supplies; tax preparation; postage; scholarship awards; and expenses for educational conferences for the President and Secretary-Treasurer, as outlined in the Bylaws.
 - (e.) Receiving Monies The Secretary-Treasurer shall receive and manage all monies received by the Division.
 - (f.) Bond The Secretary-Treasurer shall furnish the Chesapeake Bay Division of the IAI with a bond in the amount and with surety or sureties specified by the Board of Directors for faithful performance of the duties of that office and for the restoration to the Division of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Secretary-Treasurer on his or her death, resignation, or removal from office.
 - (g.) Reports of Accounts The Secretary-Treasurer shall submit a detailed report of receipts and disbursements, activities, and the condition of the accounts at each Conference and for each edition of the "Chesapeake Examiner."
 - (h.) Membership Applications The Secretary-Treasurer shall receive all applications for membership, including the name of the applicant, addresses, phone numbers, department or affiliation, and occupation. This information shall be published annually in the Division Directory.
 - (i.) Approval or Disapproval of Membership Applications The Secretary-Treasurer shall approve or administratively disapprove all applications for membership, submitted and processed in conformity with the provisions of the Bylaws.
 - (j.) Notification of Acceptance or Rejection The Secretary-Treasurer shall notify all applicants for Active and Associate Membership of their acceptance or rejection. Upon acceptance, the Secretary-Treasurer shall forward, forthwith, a certificate of membership and membership card. Such card shall bear the imprint of the year in which it is issued.
 - (k.) Educational Conference Expenses Unless the agency by whom the Secretary-Treasurer is employed funds his/her attendance, the Secretary-Treasurer shall receive funding for all conference registration and hotel expenses, while attending the Chesapeake Bay Division Conferences.
 - (l.) Annual Stipend The Secretary-Treasurer shall receive an annual stipend, as authorized by the Board of Directors.

- (m.) Petty Cash Fund The Secretary- Treasurer shall be permitted to maintain a revolving petty cash fund of three hundred dollars (\$300.00) to defray the usual ordinary expenses of that office, subject to Article VII, Section 7.09(d) of these Bylaws.
- (n.) Certificates of Participation The Secretary-Treasurer shall issue a Certificate of Participation to each Member and Speaker attending the Educational conferences.
- (o.) Annual Division Report No later than sixty (60) days prior to the Annual General Membership Meeting of the IAI, the Secretary shall submit, in writing, an annual report of the activities of the Division for the previous calendar year to the IAI Division Representative, who shall present said report in total or in summary form at the Annual General Membership Meeting of the IAI. This report should include the status of any amendments to the Division's Constitution or Bylaws, any issues the Division desires to have presented to the Board of Directors, the number of Members in the Division, the number of Division Members who are also Members of the IAI, a brief summary of all meetings held and scheduled, a list of all Division publications, and a brief summary of any other Division activities.

Section 7.10 Editor

- (a.) Official Publication The Editor shall cause to be published and distributed to all Members in good standing one (1) copy of each of the two (2) semi-annual issues of the Division's publication, the "Chesapeake Examiner," which is the designated Official Publication of this Division.
 - (1.) The Editor shall receive all articles and items of interest to the Division, edit them when necessary, and prepare them for inclusion in the "Chesapeake Examiner."
 - (2.) The "Chesapeake Examiner" shall be published at least twice per year on dates that precede the Semi-annual Educational Conferences by a minimum of thirty (30) days.
 - (3.) The Editor shall insure that the names and department or affiliation of new members of the Division be promptly published in the "Chesapeake Examiner."
 - (4.) The Editor shall see to it that the minutes from each Board of Director's Meeting and Business Meeting are published in the "Chesapeake Examiner."
- (b.) Chairperson of Editorial Committee The Editor shall serve as the Chairperson of the Editorial Committee.
- (c.) Other Duties The Editor shall perform such other duties as may be assigned by the President or Board of Directors.
- (d.) Reimbursement of Expenses Expenses incurred by this office, in connection with his/her duties, shall be paid by the Secretary-Treasurer upon the presentation of proper receipts, subject to Article VII, Section 7.09(d) of these Bylaws.

Section 7.11 Sergeant-At-Arms

- (a.) Command of Door The Sergeant-At-Arms (or designee(s) as appointed by the President) shall have command of the outer door at all proceedings of educational conferences, Board of Directors, Nominating Committee, and Business Meetings and shall prevent unauthorized entry as determined by the Bylaws, President, or Board of Directors.

- (b.) Preserving Order The Sergeant-At-Arms shall assist the President in preserving order and shall perform such other duties as the President or Board of Directors may direct.
- (c.) Voting Eligibility The Sergeant-At-Arms (or designee(s) as appointed by the President) shall determine the voting eligibility of delegates at all General and Substitute Business Meetings and elections and provide necessary ballots.
- (d.) Collecting and Counting Ballots The Sergeant-At-Arms shall be responsible for the collection and counting of ballots in all elections.

Section 7.12 Historian

- (a.) Items of Historical Interest 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, and shall collect and maintain copies of all of the Division's publications.
- (b.) Photography The Historian shall be responsible for the photography for the Division.
- (c.) Historical Display The Historian shall be responsible for the set-up and breakdown of the historical display at each Semi-annual Educational Conference. The Historian shall also be responsible for the maintenance of said display between conferences.

ARTICLE VIII: COMMITTEES AND APPOINTED POSITIONS

Section 8.01 Nominating Committee

- (a.) Composition This committee shall consist of the Chairperson of the Board of Directors, who shall serve as a voting Chairperson of the committee and the past Presidents in attendance who wish to serve. In the event that less than four (4) past Presidents are in attendance, the Chairperson of the Board of Directors shall appoint a sufficient number of Active Members to bring the committee up to five (5).
- (b.) Restrictions No member of the Nominating Committee may be nominated by the Nominating Committee for the offices of President, the Vice Presidents, or the Board of Directors for that year's General Election. All committee members shall have the right to vote.
- (c.) Nominations The Nominating Committee shall receive recommendations from any Member who wishes to propose any eligible candidate or candidates for election, and after considering the proposed candidates, shall make nominations. It shall be the responsibility of the voting Chairperson of the Nominating Committee to determine Member eligibility. Nothing herein shall be construed to preclude the nomination for office of any eligible Member from the floor at the Annual Fall Conference Business Meeting.

Section 8.02 Certification Committees

- (a.) Composition These committees shall consist of three (3) certified members of the discipline which the certification represents.
- (b.) Appointment One appointment to each of these committees shall be made by the incoming President within thirty (30) days following the conclusion of the Annual Fall Conference. New appointments shall coincide with the expiration of the terms of current committee members, with the term of one (1) member expiring at the conclusion of each Annual Fall Conference. All terms shall be for three (3) years. The

incoming President shall designate one (1) of the three (3) committee members to serve as Chairperson of each committee for the year.

- (c.) Vacancies In the event a vacancy occurs prior to the completion of a member's term, the President shall appoint a member who is certified in the discipline the certification represents to serve the remainder of the unexpired term. The remaining committee members will continue to conduct committee business in the interim.
- (d.) Guidelines These committees shall act independently and shall conduct the business of the Certification Programs in accordance with rules and guidelines as determined by the appropriate Certification Boards. These committees can use no substitutes, nor can subcommittees be appointed.
- (e.) Reports The Chair of each of the Certification Committees shall prepare a report reflecting the activity of the given Committee to be presented at each Business Meeting.

Section 8.03 Auditing Finance Committee

- (a.) Composition This committee shall consist of two (2) members appointed by the President.
- (b.) Duties This committee shall audit and inspect the financial accounts of the Division prior to the Annual Fall Business Meeting, or at such other times as may be directed by the President or the Board of Directors. The committee shall report to the Division at each Annual Fall Conference or at such other times as the President or the Board of Directors may direct. The committee shall become familiar with the operation of the Secretary-Treasurer's office in order to assist the Secretary-Treasurer if called upon to do so.

Section 8.04 Conference Planning Committee

- (a.) Composition This committee shall consist of the First Vice President, who shall act as the Chairperson, along with the Second Vice President, Third Vice President, two (2) past Presidents, the Vendor Coordinator, and the Secretary-Treasurer appointed by the incoming President within thirty (30) days following the conclusion of the Annual Fall Conference. Additional members may be appointed at the discretion of the President.
- (b.) Duties The committee shall select and set up the conference sites. Upon approval, the conference sites shall be provided to the Editor who shall publish them in the Division's publication. A progress report shall be presented at each meeting of the Board of Directors and general Business Meeting. All contracts shall be reviewed by the Legal Advisor. After approval by the Legal Advisor, the committee shall report to the Board of Directors for final approval of the contract(s).
- (c.) Conference Program The Second Vice President shall be responsible for the Conference Program and shall report to the President with the next Conference Program on a date to be specified by the President. Upon the President's approval, the Program shall then be provided to the Editor who shall publish it in the next printing of the Division's publication.
- (d.) Vendor Coordination The Vendor Coordinator 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.

Section 8.05 Editorial Committee

- (a.) Composition This committee shall consist of the Editor, who shall act as the Chairperson, along with the Third Vice President, and three (3) members appointed by the incoming President within thirty (30) days following the conclusion of the Annual Fall Conference.
- (b.) Duties This committee is responsible for the gathering and review of all technical papers/articles to be printed in the Division's publication. The committee shall solicit articles and review other materials that may be of interest to the Division members.

Section 8.06 Publicity Committee

- (a.) Composition This Committee shall consist of at least three (3) members appointed by the incoming President within thirty (30) days following the conclusion of the Annual Fall Conference.
- (b.) Duties This committee shall prepare packages containing information on the Division which can be disseminated to members of the media and press. These packages shall include history, organization, composition, and activities of the Division as well as pertinent local contacts for the media and press. This information shall be forwarded to the President for use at his/her discretion. In addition, these packages may be used by the Educational Committee and other Members in order to promote the Division and to solicit new Members.

Section 8.07 Constitution and Bylaws Committee

- (a.) Composition This Committee shall consist of at least three (3) members appointed by the incoming President within thirty (30) days following the conclusion of the Annual Fall Conference.
- (b.) Duties This committee shall review and make recommendations to maintain and update the Constitution and Bylaws of the Chesapeake Bay Division of the International Association for Identification and pay particular attention to conflicts within the Constitution and Bylaws, Articles of Incorporation, the law, and the Constitution and Bylaws of the Parent Body of the International Association for Identification. The committee shall also maintain and update the Chesapeake Bay Division Officer and Committee Guide.

Section 8.08 Scholarship Fund Board of Trustees

- (a.) Composition This Board shall consist of three (3) Trustees; two (2) selected from the Active Membership and one (1) from the Associate Membership of the CBD-IAI (none holding any elected office). Trustees will be appointed by the CBD-IAI President and approved by a majority of the CBD-IAI Board of Directors.
- (b.) Duties At the Annual Spring Conference the Trustees shall announce the amount of funds available for scholarships and the number of scholarships which shall be awarded from this total amount. The Trustees shall make selections for recipients of the scholarship after review of all applications.
- (c.) Vacancies In filling the trustee vacancies, the following guidelines must be followed:
 - (1.) One (1) Trustee, selected from the Active Membership, shall serve as Chairperson of the Board of Trustees for a term of three (3) years.
 - (2.) One (1) Trustee, selected from the Active Membership, shall serve for a term of two (2) years.

- (3.) One (1) trustee, selected from the Associate Membership, shall serve for a term of two (2) years.
- (d.) Meetings All meetings of the Scholarship Fund Board of Trustees shall be governed by the then most current version of Robert's Rules of Order: Newly Revised, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the provisions of the law, the Certificate of Incorporation, the Constitution, or the Bylaws.

Section 8.09 Special Committees The President may appoint other special committees or subcommittees at his/her discretion unless prohibited herein.

Section 8.10 Removal of Committee Chairs and Members Any committee Chair or member (excluding the members of the Nominating Committee) who does not comply with his/her assigned responsibilities as described in these Constitution and Bylaws and the Officer and Committee Guide, or fails to do so in a timely manner, may be relieved of appointment by the President.

Section 8.11 Vendor Coordinator

- (a.) Eligibility This position is open to any Active Member in good standing.
- (b.) Appointment The Vendor Coordinator shall be appointed upon Presidential recommendation and a majority vote of the Board of Directors.
- (c.) Duties The Vendor Coordinator 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.
- (d.) Member of the Conference Planning Committee The Vendor Coordinator shall be a member of the Conference Planning Committee.
- (e.) Removal Any Vendor Coordinator who does not comply with his/her assigned responsibilities, or fails to do so in a timely manner, may be relieved of appointment by a majority vote of the Board of Directors.

ARTICLE IX: EDUCATIONAL CONFERENCES AND GENERAL BUSINESS MEETING

Section 9.01 Educational Conferences The order of proceedings at all Semi-annual Educational Conferences shall be as follows or as determined by the President of the Division and approved by the Board of Directors:

- (a.) Opening ceremonies
- (1.) Calling the meeting to order by the President
 - (2.) Pledge of Allegiance
 - (3.) Invocation
 - (4.) Addresses of welcome
 - (5.) Response to addresses of welcome
 - (6.) Tribute to deceased members
 - (7.) Presidential address

- (b.) Speakers' program
- (c.) General Business Meeting
 - (1.) Report of Secretary and Treasurer
 - (2.) Reports of committees
 - (3.) Other reports
 - (4.) Unfinished business
 - (5.) New business
 - (6.) Election of Officers (Annual Fall Conference only)
 - (7.) Adjournment

Section 9.02 General Business Meeting The general Business Meeting of the CBD-IAI shall be held on the last day of the Semi-annual Educational Conference, except when a Substitute Business Meeting is approved by the Board of Directors. The purpose of the general Business Meeting shall be to present the minutes of the most recent Business and Board Meetings, to present a detailed report of the Division's accounts, and to transact any business as may be properly brought before the general membership. The election of Officers of the Division shall be conducted at the Annual Fall general Business Meeting. The President shall be the presiding officer and the Secretary-Treasurer shall be the recording Secretary.

Section 9.03 Substitute General Business Meeting If the general Business Meeting of the CBD-IAI cannot be held on the day designated in Article IX, Section 9.02, a substitute general Business Meeting shall be designated by the Board of Directors. A meeting so called shall be designated and treated for all such purposes as the general Business Meeting.

Section 9.04 Attendance at General Business Meeting All Members of the Chesapeake Bay Division of the IAI are entitled to attend the general Business Meeting.

Section 9.05 Vote by Membership Except as required by law, the Certificate of Incorporation, the Constitution, or other provisions of the Bylaws, the vote of a simple majority of the Members in good standing at a general Business Meeting shall constitute the final decision of the CBD-IAI.

Section 9.06 Parliamentary Rules All Semi-annual Educational Conferences and general Business Meetings shall be governed by the then most current version of Robert's Rules of Order: Newly Revised, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the provisions of the law, the Certificate of Incorporation, the Constitution, or the Bylaws.

ARTICLE X: ELECTIONS

Section 10.01 Elections All elections shall be by acclamation at the Annual Fall Conference, unless a position is contested or by motion from the floor, under which circumstances the election shall be held by ballot. A majority of all votes cast shall be necessary to elect any candidate.

Section 10.02 More Than Two Candidates Nominated If more than two (2) candidates are nominated for the same office, the two (2) nominees receiving the highest number of votes cast on the first ballot shall be the candidates for election.

Section 10.03 Election and Installation Held At Fall Conference All of the Officers and elected members of the Board of Directors defined in the Constitution shall be elected at the Annual Fall Conference of the Division. Installation of elected Officers and elected members of the Board of Directors shall occur at the Annual Fall Installation Banquet, at which time their terms shall officially begin.

Section 10.04 Limitation on Holding Multiple Offices No Member shall be a candidate for, elected to, or hold/fill more than one (1) office during any term.

ARTICLE XI: AWARDS

Section 11.01 The Lillian U. Jenkins Special Achievement Award In recognition of her many years of outstanding service to the Division, the Board of Directors has established an award in the name of Lillian U. Jenkins. This award is to be presented to an Active Member of the Division, as now defined in its Bylaws, in good standing, not currently under investigation by the Division, and never having been censured or otherwise disciplined by the Division in the past who, in the opinion and judgment of the Board of Directors, has made a most significant and valuable contribution in the area of forensic identification and allied sciences, or for outstanding service to the Chesapeake Bay Division of the International Association for Identification.

- (a.) Nominations Nominations for the Lillian U. Jenkins Award are to be made in writing and submitted to the Chairperson of the Board of Directors at least thirty (30) days prior to the start of the Annual Spring Conference.
- (b.) Review of Nominations The Board of Directors shall review all nominations for the Lillian U. Jenkins Special Achievement Award. If the Board determines that a nominee is qualified, this award shall be presented in the form of a plaque at the Annual Fall Banquet. The criteria for eligibility of this award are stated in the aforementioned resolution which was adopted in 1986.

Section 11.02 Randy Goodwin Distinguished Member Award In recognition of his many years of outstanding service to the Division, the Board of Directors has established a special "Distinguished Member Award" in the name of Charles R. "Randy" Goodwin. This distinction may be conferred only upon those Members who have demonstrated superior efforts in the furtherance of the aims and purposes of the Chesapeake Bay Division. A Distinguished Member retains all the rights and privileges of the class of membership he/she held prior to recognition as a Distinguished Member.

- (a.) Monitoring of Member Eligibility The Board of Directors shall monitor all current Members' Division activity and participation to determine eligibility for the Randy Goodwin Distinguished Member Award. When a Member becomes eligible, that Member will be notified that they have met the established criteria. Upon acceptance by the eligible Member, that Member's name shall be forwarded to the Secretary-Treasurer.
- (b.) Application for Distinguished Member Award Application for the Distinguished Member Award may also be made to the Secretary-Treasurer of the Division on the designated form. In addition to the completed application form, copies of supporting documentation shall be provided by the applicant (e.g. copies of articles, conference attendance certificates, etc.). It shall be the responsibility of the applicant to gather all such documentation pertaining to his/her application. The Board of Directors shall

- confirm that the applicant meets the established criteria.
- (c.) Awarding of Certificate and Designation At each Semi-annual Educational Conference Banquet all eligible Members shall be awarded a certificate along with the designation of “Distinguished Member.”
 - (d.) Eligibility Any Member who accrues ten (10) points in the manner outlined below and who is in good standing, not currently under investigation by the Division, and never having been censured or otherwise disciplined by the Division in the past is eligible for the award. Accrual of points is retroactive at the rate indicated below.
 - (e.) Accumulation of Points Points may be accumulated in the following manner:
 - (1.) Publication in the “Chesapeake Examiner” (minimum 2 points, maximum 4 points)
 - (a.) Each “Article”: 1 point each
 - (b.) Each “Communication/Announcement” (maximum 1 point): ½ point each
 - (2.) Division Participation (minimum 6 points, maximum 8 points)
 - (a.) Conference attendance (maximum 3 points): 1 point each
 - (b.) Committee member/Officer (maximum 3 points): 1 point each
 - (c.) Presentation at a Semi-annual Conference of the CBD-IAI (maximum 8 points): 1 point each

ARTICLE XII: SCHOLARSHIP

Section 12.01 George H. Robinson Memorial Scholarship Fund The George H. Robinson Memorial Scholarship Fund has been established for the purpose of funding education in the fields of forensic science and criminal justice, consistent with the goals of the Chesapeake Bay Division of the International Association for Identification. Contributions to the scholarship fund are welcomed from individuals or organizations and may be made in any amount.

- (a.) Purpose The CBD-IAI has created and established a scholarship as an integral part of the association. The George H. Robinson Memorial Scholarship Fund is named in memory of George H. Robinson, first President of the CBD-IAI. The purpose of the Scholarship Fund is to provide grants to students who are seeking continued education and employment within the fields of forensic science or criminal justice.
- (b.) Scholarship Current application forms for the George H. Robinson Memorial Scholarship Fund shall be available at the time of the Annual Spring Conference for individuals wishing to apply for that calendar year. The scholarships shall be awarded at the Annual Fall Conference.
- (c.) Eligibility Applicants shall be full time students enrolled in forensic science classes entering at least their sophomore year of undergraduate work at an accredited college or university, with a GPA of 2.5 or better on a 4.0 scale. Scholarship Fund Trustees and members of the immediate family of Trustees are not eligible.
- (d.) Administration The George H. Robinson Memorial Scholarship Fund shall be governed by three (3) Trustees; two (2) selected from the Active Membership and one (1) from the Associate Membership of the CBD-IAI (none holding any elected office). At the Annual Spring Conference the Trustees shall announce the amount of funds available for scholarships. (The amount of money awarded shall not deplete the funds in the account below five hundred dollars (\$500)). The Trustees shall make selections after review of all applications. Scholarships shall be awarded to the recipients at the

Annual Fall Conference.

- (e.) Contributions The Internal Revenue Service of the United States has determined that the CBD-IAI is tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Service code and, as such, contributions to the George H. Robinson Memorial Scholarship fund are tax deductible. The expressed goal is for the scholarship fund to become self-sustaining. As such, all contributions to the fund will be used solely for the purposes of necessary foundation administration and the awarding of scholarships. Funds from the principal, approved by the Trustees, may be used for necessary foundation administration. The names of contributors will be published in the Spring edition of the “Chesapeake Examiner” and will be designated according to either lump sum or cumulative donations as follows:

Patrons - \$10 - \$500 (U.S.)

*Friends - \$501 - \$1,500 (U.S.)

*Sponsors - \$1,501 - \$5,000 (U.S.)

*Supporters - \$5,001 - \$10,000 (U.S.)

*Benefactors - \$10,001 or more (U.S.)

*Friends, Supporters, and Benefactors will be acknowledged at the Annual Fall Conference.

ARTICLE XIII: AMENDMENTS TO THE BYLAWS

Section 13.01 Board Approval of Proposed Amendments Any proposal to change the Bylaws of the Division must be approved by a majority vote of a quorum of the Board of Directors prior to being presented to the general membership.

Section 13.02 Required Vote Any motion to change the Bylaws of the Division must be approved by a majority vote of the delegates attending the Business Meeting at one (1) Semi-annual Conference.

Section 13.03 Publication

- (a.) The proposed changes to the Bylaws will be published in the Division’s official publication prior to the vote of the general membership at a Semi-annual Conference.
- (b.) In the event of an “emergency” situation, the Board of Directors shall decide upon a proposed change to the Bylaws, post said proposed change, and a vote shall be taken at the next general Business Meeting without prior publication in the official publication of the Division. In the event of this occurrence, the changes to the Bylaws will be published in the next edition of the Division’s official publication.

Section 13.04 IAI Approval of Amendments All amendments to the Division Constitution and Bylaws shall be submitted to the IAI Chief Operations Officer and shall not be effective until approved by the IAI. If the Chief Operations Officer does not take any action within six (6) months after receipt by the Association, the submitted amendment or amendments are automatically approved without any further action by the IAI.