

POLICY STATEMENT

POLICY #1

Establishing Policies

Policies which will govern the way in which the RMDIAI conducts its business will be voted upon by the Board of Directors and take effect immediately unless otherwise specified.

These policies will be recorded as such by the Executive Secretary and a Policy Statement will be signed by the current Chair of the Board, the President, and the Executive Secretary.

A Policy Statement Notebook will be maintained by the Executive Secretary and brought to all Board of Directors meetings and the General Business meetings.

A policy may be rescinded or amended at any time by a majority vote of the Board of Directors.

POLICY #2

Written Committee Reports

All committee reports will be prepared in writing for presentation to the Board of Directors.

Written summaries of all committee activities will be prepared by the Chair of that committee for presentation at the General Business meetings.

POLICY #3

Conference Fee Waiver – Executive Secretary, Treasurer, Membership Secretary, Historian, Editor and Webmaster

RMDIAI conference fees shall be waived for the Executive Secretary, Treasurer, Membership Secretary, Historian, Editor and Webmaster. This shall be the sum deemed warranted by the Board of Directors for personal expenses incurred as a result of their duties. (Refer to Article VII, Sec. 5 and Article VIII, Sec. 9 of the RMDIAI Constitution, 1988 Revision.)

The fees referred to shall include the conference registration fee and the banquet fee but will not include the cost of room and board while attending the conference.

This fee waiver is for the Executive Secretary, Treasurer, Membership Secretary, Historian, Editor and Webmaster only and does not apply to the fees of a spouse or guest.

Should the Executive Secretary or the Treasurer be unable to attend an RMDIAI conference, or for any other reason not wish the waiver, they may submit to the Board of Directors a request for personal expenses as allowed by the Constitution.

POLICY #4

General Business Meeting Procedures

In order to conduct more formal General Business meetings, The President, Executive Secretary, and Treasurer shall sit at the front of the room facing the members. The rest of the Board of Directors and any additional committee Chairs should sit in the first row of seats in the front of the meeting room.

Any person addressing the members should stand and face the members.

All written reports prepared for the meeting should be copied and distributed to all present.

POLICY #5

Installation of New Officers

The installation of new officers shall be conducted at the banquet following the Conference at which they were elected. Their duties and responsibilities of office shall begin on January 1st of the year following the conference in which they were elected. (See Article 13, Section 5.) The ceremony should be conducted by the out-going Chair of the Board. In

the absence of the Chair, the Board may designate a Past President to conduct the ceremony.

The installation ceremony shall be conducted according to the format established by this policy. (The Executive Secretary has a copy of this format.)

The newly installed President should give a short acceptance speech on behalf of all the new officers.

POLICY #6
President's Annual Report to Membership

The President shall make an annual report to the membership at the General Business meeting at which time officers are to be elected.

The report will reflect the current status of the Division and its general plan for the future.

POLICY #7
Conference Fee Waiver - Conference Hosts

Members of this Division who are the host of a Division conference shall have their conference fee waived for that conference. To be considered as a host, the member must make a significant contribution to planning, organizing, or presenting the conference.

The Board of Directors shall have the final authority in the determination of who is considered a host should any question arise.

POLICY #8
Conference Fee Waiver - Speakers

Anyone chosen to be a speaker at a Division conference shall have their conference fee waived should they desire to attend the other segments of the conference. The conference host shall be responsible for registering the speaker as a conference attendee and noting on the registration that the fee is waived.

POLICY #9
Conference - Hosts Letter of Commitment

Any member wishing to host a Division conference must submit a letter of commitment, which has been signed by the top official of the member's agency. This is to assure the Division that the prospective host has the support and approval of their agency. The lack of such support has been shown to be a detriment to the successful presentation of a conference.

The letter shall be submitted to the Board of Directors as soon as possible after the member has indicated the desire to host a conference. The member will not become an official host until this letter of commitment has been received.

In the event that the member is self-employed, the member will submit a letter of commitment to the Board.

POLICY #10
Candidates For Office (Past Presidents)

Past Presidents participating in the Nominating Committee and who are seeking an office of the RMDIAI will be excused from the meeting when the committee has its discussions for that office.

POLICY #11
Honorariums For Conference Speakers

Honorariums for persons asked to speak at an RMDIAI conference shall be discussed with each person before scheduling that person as a speaker. The honorarium must be approved by a majority vote of the Board of Directors.

Honorariums are not encouraged. When appropriate, however, they must include a fee paid directly to the speaker or the full or partial covering of expenses incurred as a direct result of the speaking engagement.

POLICY #12
Conference Fee - Discounts & Refunds

Pre-registration discounts on conference fees are to be encouraged for RMDIAI members. Whether a discount is offered and how much the discount is to be will be determined for each conference by the conference Host(s). The discount is subject to final approval by a majority vote of the Board of Directors. This discount will apply to RMDIAI members in good standing only.

A refund of the conference registration fee will be given to any registrants who are subsequently unable to attend the conference.

POLICY #13
Conference Recording Ban

There shall be no recording (audio or video) of any conference speaker's presentation except that done by the RMDIAI for official purpose. This recording ban shall be included on the printed conference schedule and shall be announced at the beginning of each day's activities.

POLICY #14
Meeting Minutes

The minutes for all Board of Directors meetings and all General Business meetings will be typed as soon after the meeting as is practical. The first page of the minutes will be typed on official RMDIAI letterhead stationery.

The Executive Secretary is encouraged to distribute the typed minutes to the members of the Board of Directors in advance of the next meeting. The members of the Board of Directors are encouraged to review the minutes prior to each meeting.

The minutes for the previous General Business meetings will be distributed to the members at the beginning of the next meeting.

POLICY #15
Special Mailing - Postage

All "Special mailings" shall be done at the First Class rate. This is to ensure timely arrival of the materials to the recipients.

"Special Mailings" shall include but are not limited to conference brochures, dues notifications, questionnaires, solicitations, and other announcements. Any question as to the status of any proposed mailing will be decided by a majority vote of the Board of Directors.

POLICY #16
Honorary Members - Certificates

Certificates and Membership Cards will be issued to Honorary Members by the Membership Secretary.

Certificates for Honorary Members will be issued with no member number and will be marked "Honorary Member" in place of the number. The certificates will be marked "Expires One Year From: (date of issue)".

Membership Cards will also be marked "Expires One Year From: (date of issue)".

Honorary Members will be encouraged to apply for regular membership when the "Honorary" term expires.

POLICY #17
Membership Application - Return of

As of 11/14/01 this policy has been incorporated into Policy #19.

POLICY #18
Representative to Other Groups & Associations

In order to keep the Board of Directors and the Membership informed of developments in related fields the President may appoint representatives to attend the meetings of other Groups, Associations, and Organizations which are involved in the forensic disciplines. These representatives will make written reports to the Board of Directors outlining the group's activities and noting new developments that would be of interest to the membership. Written summaries will also be provided to the Membership at the General Meetings.

This is in no way intended to interfere with the governing or operation of these groups. The intent is merely to provide a means of information exchange between the RMDIAI and these groups.

POLICY #19
Applications Process

All Membership Applications received by the Treasurer shall be reviewed for approval or disapproval by the Board of Directors in the following manner:

1. The application will undergo a "Reading" by the Board at the first Board of Directors meeting following the receipt of the application by the Treasurer. If the application is incomplete or is not approved on "Reading" the Membership Secretary will make the appropriate notification to the applicant.

POLICY #20
Duties and Responsibilities of the Regional Latent Print Certification Committee

Sec. 1. The committee shall:

- a. Receive and review the application(s) for latent print certification ensuring that all necessary information is furnished together with letters of endorsements, photographs, etc.;
- b. Conduct necessary investigation regarding qualifications of the applicant(s);
- c. Make recommendations to the International Latent Print Certification Board (ILPCB) as to whether the applicant meet the requirements for testing or should be rejected, and
- d. Return the application with recommendation(s) to the Secretary-Treasurer of the International Latent Print Certification Board.

Sec. 2. Upon receipt by the Regional Latent Print Certification Committee (RLPCC) of the approval by the ILPCB of the applicant for testing, the RLPCC shall notify the applicant of the following:

- a. The date, time, and location at which the test will be administered;
- b. The name of the RLPCC member who will have responsibility for administering the test. (This name will also be forwarded to the ILPCB);
- c. The equipment that the applicant must bring to the test. (Fingerprint glass with reticule, etc.)

Sec. 3. The location of the testing site will be at the discretion of the RLPCC.

Sec. 4. The test will be administered by the RLPCC in accordance with the rules and guidelines established by the ILPCB.

Sec. 5. At the conclusion of the test, all prescribed testing material will be sealed and returned to the Secretary-Treasurer of the ILPCB for grading.

Sec. 6. If the applicant fails to achieve a passing grade on any portion of the test, a letter will be sent to the applicant by the ILPCB, with a copy to the RLPCC, advising that the applicant failed a portion of the test and as a result is not eligible for certification.

Sec. 7. If the applicant achieves a passing grade on the initial three portions of the test, the ILPCB will so advise the applicant and the RLPCC. If the original application indicated that the applicant has previously testified in a court of law to a latent print identification, the ILPCB will specify a date (approximately 3 months hence) by which the applicant must submit to the RLPCC a case for review and documentation of prior testimony. The case for review shall include those items prescribed by the ILPCB.

Sec. 8. The RLPCC will examine the "case for review" and the documentation of prior testimony, and if it is in order, will forward same to the Secretary-Treasurer of the ILPCB.

Sec. 9. If the applicant achieved a passing score on the initial three portions of the test and indicated on the original

application that the applicant had not previously furnished testimony, the ILPCB will so advise the RLPCC and the applicant, that the applicant must undergo an oral board examination. The RLPCC shall set a date within six (6) months of the date of the letter for an oral board test and so advise the applicant and the Secretary-Treasurer of the ILPCB of the date set.

Sec. 10. The location of the testing site shall be at the discretion of the members of the RLPCC.

Sec. 11. The oral board test should be prepared by all three (3) members of the RLPCC and at least two (2) must be present. The test should be approximately one (1) hour in length and should encompass the following:

- a. A latent print and/or copy thereof;
- b. Inked print and /or a copy thereof;
- c. Charted photographic enlargements depicting the identification;
- d. List of qualifying questions;
- e. Original notes, work sheet or reports.

Sec. 12. The RLPCC shall put the applicant through a mock trial as would be experienced in a regular court of law with judge, prosecutor, and defense counsel. The prosecutor shall go thorough qualifying questions with the applicant responding, through the evidence testimony and an explanation by the applicant of the charted enlargements depicting the latent and inked prints and shall then be cross-examined by the defense. The cross-examination shall include questions on the background of fingerprint identification, number of points needed for identification and questions related to the applicant's background and experience.

Sec. 13. A tape recording shall be made of each applicant's mock trial proceedings and should include the date, name of the applicant, and the name of those participating in the oral board test. This shall be forwarded with the comments of the RLPCC as to the satisfactory or unsatisfactory participation by the applicant to the Secretary-Treasurer of the ILPCB.

POLICY #21

Membership Reinstatement

Any member who has not paid their dues by April 15 and wishes to again become an active member must apply for reinstatement and pay the reinstatement fee of \$5.00 in addition to the current year's dues.

Any member who fails to pay his/her dues for a particular year will not be credited with that year when calculating the twenty-five (25) years required for Life Active Membership. Any member who wishes to be credited for time during which their membership was "not in good standing" must pay dues for those years. All dues in arrears are calculated at the current rate.

POLICY #22

Duties and Responsibilities of the Regional Crime Scene Investigator Certification Committee

Sec. 1. The committee shall:

- a. Receive and review the application(s) for Crime Scene Investigator Certification ensuring that all necessary information is furnished together with the letters of endorsement, photographs, etc.;
- b. Conduct necessary investigations regarding qualifications of the applicant(s);
- c. Make recommendations to the International Crime Scene Certification Board (ICSCB) as to whether or not the applicant(s) meets the requirements for the level of certification applied for or should be ejected,
and:
- d. Return recommendation(s) to the Secretary-Treasurer of the ICSCB.

Sec. 2. Upon receipt by the Regional Crime Scene Investigator Certification Committee (RCSICC) of the approval of the ICSCB of the applicant(s) for testing, the RCSICC shall notify the applicant(s) of the Following:

- a. The date, time, and location at which the test will be administered.
- b. The name(s) of the RCSICC member who will have responsibility for administering the test. (These

names will also be forwarded to ICSCB).

Sec. 3. The location of the testing site will be at the discretion of the RCSICC. The date and time of testing will be mutually agreed upon by the applicant(s) and the RCSICC.

Sec. 4. The test(s) will be administered by the RCSICC in accordance with the rules and guidelines established by the ICSCB.

Sec. 5. At the conclusion of the test, all prescribed testing material will be sealed and returned to the Secretary-Treasurer of the ICSCB for grading.

Sec. 6. If an applicant fails to achieve a passing grade on the test, a letter will be sent to the applicant by the ICSCB, with a copy to the RCSICC, advising that the applicant failed the test and as a result is not eligible for certification. If the applicant receives a passing grade on the test, the ICSCB will so advise the applicant and the RCSICC.

POLICY #23

Acceptance of Reports at Meetings

In accordance with Robert's Rules of Order, and in the interest of wise use of time at all Division meetings, the guidelines given below will be followed for the acceptance of reports.

When a committee or officer's report is only for the information of those present, whether board or general members, no action is necessary to vote or accept said report. Generally, the only types of reports that need to be voted on are as follows:

1. Those requiring the expenditure of Division moneys.
2. Minutes of the board or business meeting.
3. Policies
4. Membership applications
5. Resolutions
6. Any other action so required by our constitution, such as nominations by the president.

Further, any special (non-standing) committee automatically ceases to exist when its final report has been presented or the term of the appointing president expires.

POLICY #24

Payment of Conference Registration Fees

Since the RMDIAI cannot bill persons, organizations, or agencies for conference registration fees after the conference, registrants will be required to pay the fees at the time they submit their registration. This applies to persons who pre-register as well as those who register at the door at the time of the conference.

To this end, the following wording will be placed on all conference registration forms and announcements: "All registration fees are due and payable at the time of registration."

POLICY #25

Alcohol at RMDIAI Sponsored Functions

The RMDIAI will no longer provide alcoholic beverages for attendees of any conference hospitality room or any other RMDIAI sponsored function.

POLICY #26

Chairing Board of Director's Meetings

Should the current Chair be unable to attend and chair a meeting of the Board of Directors, the following order will be used to select the person to chair that meeting only:

- A. The most immediate past Chair of the current board members and officers;
- B. Should no one fit "A", the President shall chair the meeting;
- C. Should no one fit "A" or "B", the Vice President shall chair the meeting.

POLICY #27

Immediate Duties of a New President

Unless otherwise directed by the Constitution, the President shall perform the following duties by the first meeting of the Board of Directors after taking office January 1st:

A. All standing committee assignments will be completed. This does not apply to special committees formed during his/her term of office.

B. Set forth in writing the goals he/she has for the Division for the coming year. These goals should be distributed to the Board of Directors and committee chair. The goals will include the expectations for committees and tasks of the officers.

POLICY #28

Use of Legal Representative

All official contact in Division matters requiring the services of the Legal Representative shall be channeled through the President. Such matters will include those directed by the Board of Directors as well as those matters that arise between board meetings. The latter issues will be communicated to the Legal Representative solely at the discretion of the President.

The purpose of this policy is to have a single line of communication with the Legal Representative.

POLICY #29

Division Meeting Agendas

In order to promote efficiency at all Division meetings a written agenda will be prepared and distributed. The Chair shall be responsible for the agenda for each meeting of the Board of Directors. The President shall be responsible for the agenda each business meeting.

POLICY #30

Membership Applications - Acknowledgment

See Policy #19

POLICY #31

Issuance of Stipends

It shall be the policy of the RMDIAI to provide a stipend to the RMDIAI Regional Representative for the purpose of representing the association at the IAI Annual Conference Business Meeting. Should the Regional Representative be unable to attend the annual conference, or turn back partial funds, one or more members may be chosen as an alternate using the following criteria.

1) Any member in good standing and currently serving as an officer/board member of either the RMDIAI or the Parent Body, or a committee member of either association.

AND

2) Any member in good standing who belongs to both the RMDIAI and the Parent Body.

All requests for stipends shall be addressed to the President by March 1st of each year and will be considered at the next business meeting. Funds permitting, the RMDIAI Board of Directors shall select one or more members to receive the annual stipend. The total stipend amount to be awarded shall be based on the following table and shall be equally divided when awarded to more than one member.

Unrestricted Funds

7.5% of funds

Any member accepting a stipend shall be required to represent the interests of, and speak on behalf of the Division at the IAI Annual Conference Business Meeting. The Board will make its positions and interests known to the recipient(s) in writing and shall require a written report from the recipient upon his/her return from the conference. This report should outline the positions and interests addressed, any official responses received from the Parent Body, and provide any additional information deemed to be of importance to the Division. This report should be submitted to the Executive Secretary of the Division within ninety (90) days of the end of the conference for inclusion into the minutes of the next scheduled business meeting.

POLICY #32
Fees and Vendors

It is the intent of the Division to solicit vendors to help defray the expenses incurred during our training seminars and conferences. To this end any vendor exhibiting any seminar or conference will pay a fee. Such fee may be in the form of a cash donation, money paid as an exhibitor fee, and/or the hosting of one or more meeting "breaks" or hospitality room.

Exhibitor's fees should be based upon the current, generally accepted, rate for such fees at professional conferences.

POLICY #33
Chair of the Nominating Committee

The current Chair of the Board will serve as the Chair of the Nominating Committee at the Annual Conference. In the absence of the Chair of the Board, the most immediate past Chair of the Board will act as the Nominating Committee. This person will present the report of the Nomination Committee at the General Business meeting and administer the oath of office at the installation of the officers.

POLICY #34
Publication of Newsletter Business Edition

The Editor will publish yearly a separate "business section" of the Division's newsletter. Items in this issue will include but not be limited to the following:

1. Membership Roster
2. Current Officers
3. Constitution and By-Laws
4. Policies

In order to include the updated roster and annual report to the IAI, the "Business Edition" should be published in July or August of each year, and this issue will be mailed to all members, all other IAI Divisions, and any other related organization deemed appropriate by the Board of Directors.

POLICY #35
Contributions, Recognitions and Memorials

Sec. 1. It shall be the policy of the RMDIAI to recognize the illness of a member, death of a member or member's spouse or immediate family.

Sec. 2. The Board of Directors shall direct the Executive Secretary to send an appropriate card on behalf of the Division in regards to the member's illness or death of the member's spouse or immediate family member.

Sec. 3. In the event a member passes away, the Board of Directors shall:

- A. Direct the Executive Secretary to send an appropriate sympathy card to the survivors, and;
- B. In the event of a memorial, or request for donations is identified by the family, a monetary contribution from Division funds, not to exceed \$75.00 shall be made, or;
- C. In the absence of a designated charity, a \$75.00 contribution from Division funds shall be made to an educational fund selected by the Board, in memory of that individual.

POLICY #36
Board of Directors Reimbursement

It shall be the policy of the RMDIAI to provide for the reimbursement of related expenses for Board of Directors and RMDIAI Officers to attend the regularly scheduled bi-monthly meetings. Each request for reimbursement will be considered on a case by case basis and may not exceed the actual cost. No reimbursement will be made for expenses that are covered by the agency that the person requesting represents.

Receipts or sufficient copies will be provided, by the person requesting, to the Treasurer to substantiate all requests for reimbursement.

The request for reimbursement of costs will be voted upon by a quorum of attending voting BOD members at a meeting of the BOD, with the exclusion of the requesting member.

POLICY #37

Duties and Responsibilities of the Audit Committee

Sec. 1. The Committee shall:

1. Perform a semi-annual audit and inspect the financial accounts, which includes checking accounts and investment funds, all assets and liabilities. The first audit shall be performed by March 31st and the second audit shall be performed by October 31st of that calendar year.

2. Establish and recommend to the Board of Directors a Budget for the next calendar year, which is based upon the Fall audit.

3. Make recommendations to the Board of Directors for the improvement or change in the organizational assets and liabilities.

Sec. 2. Audit Procedures

1. The Audit Committee Chair will make arrangements with the RMD Treasurer for a convenient day, time and place for the audit to be performed. The Chair will allow at least a period of seven (7) days for the Treasurer to prepare for the audit.

2. The Treasurer shall prepare all necessary statements, receipts and ledgers. The Historian and the Executive Secretary shall prepare property inventories.

3. The Audit Committee shall review all necessary documentation concerning all assets, liabilities and real property of the organization. This documentation shall include but not be limited to all RMDIAI canceled checks, check registers, bank statements, receipts, invoices, investment fund statements, real property inventory and Treasurer report.

4. The Audit Committee shall verify that all documentation presented is in balance and a report of the audit submitted, to the Board of Directors by the next BOD meeting after the audit. The summation reports shall include all account balances, yields and/or capital gains/losses on investment accounts and status of real property inventory. A report shall be prepared by the Audit Committee following the Fall audit and prior to the end of the calendar year to advise the Board of Directors of the funding available for the upcoming year's budget.

5. The Audit Committee shall review all RMD investments as needed and make any necessary recommendations for changes to the Board of Directors.

POLICY #38

Duties and Responsibilities of the Training Reimbursement Committee

Sec. 1. The committee shall:

1. Be composed of three (3) RMDIAI members appointed by the President for the term of that President and will include at least one member of the Board of Directors.
2. Receive and review the applications for training reimbursement. Determine eligibility of applicant and the training received for possible reimbursement based on established training reimbursement rules.
3. Recommend approval or rejection of applications to the Board of Directors, who will notify the applicant.
4. If papers are in order, and approved by the Board of Directors, the Treasurer will issue a check for approved amount of reimbursement.
5. Submit a written report on the activities of the committee to the Board at each Board of Directors meeting.

Sec. 2. Training Reimbursement Rules. The committee shall use these rules to determine eligibility of the applicant, and of the training requested.

1. Requests may be made by a member in good standing. A member in good standing is one whose dues are current.
2. Training subject material must pertain to one or more of the identification disciplines established by the IAI.

3. The following must accompany the reimbursement request:
 - a. All information on the Request for Reimbursement form must be completed.
 - b. As proof of attendance, a copy of the member's class certificate, or a letter signed by the class instructor verifying attendance, and his/her individual payment receipt must be submitted to the Reimbursement Committee.
 - c. These documents must be received within thirty (30) working days of the end of the training class.
 - d. Applicants seeking pre-approval of reimbursement may submit their paperwork in advance of training. If approved, money will be set aside to cover the reimbursement. No funds will be paid out until the class is completed and proof of attendance and personal payment is received.
4. Reimbursement cannot exceed \$200. That is, the reimbursement will be equal to the costs of attending the training or \$200, whichever is less. Applicants may be awarded only one reimbursement per year.
5. If the application is rejected, the committee will notify the applicant in writing of the reason.
6. If papers are in order, notify the Board of Directors of the reimbursement amount and to whom to send the check. The Board of Directors will notify the committee of the date the check will be mailed.

Sec. 3. The availability of funds.

1. The amount of reimbursement money available is based on the amount of non-restricted funds reported in the Fall Audit of the proceeding year. This prevents the total depletion of RMDIAI funds yet allows for a reasonable number of reimbursements each year. The Board of Directors has the discretion to discontinue funding at any time.

2. The reimbursement money will be determined by the following table:

Non-Restricted Funds Available	Reimbursement %	Reimbursement Total
\$10,000	20%	\$2,000 +
\$8 - 9,999	15%	\$1,200 - \$1,500
\$5 - 7,999	10%	\$500 - \$800
Less than \$5,000	0%	\$0

Sec. 4. The committee chair will maintain a file of all Training Reimbursement applications and associated records of approval, rejection, and class attendance.

Sec. 5. Members currently serving on the Reimbursement Committee **shall not** be eligible to seek reimbursement for any training program.

Sec. 6. The rules will be published each year in the "Business Section" of *The Silent Witness*. In subsequent issues each year a notice of availability of the program will be published and list who to contact for a reimbursement pack of information.

POLICY #39
Filling Vacant Offices

As set forth in Article V, Section 1 of the Constitution, the President shall fill, by appointment, all vacancies as outlined. Should the office of the Chair of the Board of Directors become vacant, the President shall contact (in no particular order) past holders of that office until an appointment is made. This newly appointed Chair will act in that capacity until the next regular installation of officers.

Should the office of the President become vacant, the current Chair will assume that office and serve in the joint capacity of Chair and President until the next regular installation of officers. (See Article V, Section 2.)

GENERAL DESCRIPTION OF OFFICERS' DUTIES

PRESIDENT

The President sets the tone for the Division. Ideally, each president has the ability to lead the Division forward. The Constitution requires the President to appoint members of some committees prior to taking office on January 1st. The President works closely with the Board of Directors to run the Division in a harmonious and beneficial fashion. The President assists in preparing the Division's Annual Report to the IAI.

VICE PRESIDENT

Constitutionally, the Vice President acts as the presiding officer when the President is absent. However, the primary responsibility of this office is to co-chair all of the Division's conferences held during the term of office. The Division

has a planning manual that is passed from one Vice President to the next. This manual was created to enable the Vice President to learn from the experience of preceding Vice Presidents and help make each conference successful.

CHAIR OF THE BOARD

This office is filled by the outgoing President. The Chair conducts all meetings of the Board of Directors and prepares the agenda for each of these meetings. Since the Chair conducts the board meetings and the President oversees the Division, the RMDIAI is best served when these two officers work closely together and maintain an open line of communication.

BOARD OF DIRECTORS

These individuals chair most of the Division's Committees, thereby providing a direct line of communication between the committee members and the officers. As with all of the offices, these positions will require the commitment of some personal time.

EXECUTIVE SECRETARY

The Executive Secretary is responsible for keeping the Division's records, handling the Division's correspondence, and typing the minutes of the board and general business meetings. A benefit of this office is that the Executive Secretary's registration fees are waived for all of the Division conferences.

MEMBERSHIP SECRETARY

The Membership Secretary is responsible for keeping the Division's roster, mailing out the letters of acceptance, annual membership cards, renewal forms, and working with the Editor to make any changes needed to prepare accurate mailing labels for *The Silent Witness* and conference announcements.

TREASURER

The Treasurer keeps the financial records of the Division, receives all applications for membership, and handles the Division's various accounts. This person works closely with the Executive and Membership Secretaries. The Treasurer's records are audited twice a year. A benefit of this office is that the Treasurer's registration fees are waived for all of our conferences.

EDITOR

The Editor publishes the RMD Newsletter, *The Silent Witness*, four times a year and is usually responsible for the printing of all special announcements. This officer exchanges newsletters with most of the other Divisions of the IAI.

WEBMASTER

The Webmaster publishes the general content of the official RMD Website www.rmdiai.org, and is responsible for the publishing of special announcements. This officer exchanges web content information with the other Divisions of the IAI.

HISTORIAN

The Historian keeps all items of historical interest to the Division. This includes maintaining the scrapbook, one of the most popular items at all of our conferences. This position also controls the various merchandise sold by the RMD. The Historian often takes the photographs found in the scrapbook.

REGIONAL REPRESENTATIVE

The Regional Representative acts as a liaison between the RMD and the IAI. The person serving in this capacity belongs to both associations.

COMMITTEES

There are several committees that are appointed on a yearly basis by the incoming President. Some committees are traditional and others are on an "as needed" basis. Serving on a committee is a good way to learn about the inner workings of the RMD and to see how members handle their responsibility in these various offices. Should you like to serve the RMD in some way, contact either the President or a board member who will gladly assist you in the proper protocol.

POLICY #40

Outstanding Achievement Award

It is the intent of the Rocky Mountain Division of the International Association for Identification (RMDIAI) to recognize its members for outstanding achievement in the profession of forensic identification and scientific investigation. This program is designed to recognize those individuals for their contributions to the advancement of

forensics.

Any RMDIAI member, an RMDIAI member's supervisor or any law enforcement agency may submit a written nomination to the RMDIAI Board of Directors prior to July 1st of each year. The nomination may be an individual's name or a forensic team. If at least one person on a team is an RMDIAI member in good standing, the entire team may be nominated for an award so as not to single out one individual for a group effort.

The written nomination shall consist of a brief summary of the event(s) or activity for which the person or team is being considered for recognition of an outstanding achievement. A statement should also be included specifying why this person or team should be recognized. The RMDIAI Board of Directors will be charged with the responsibility of reviewing any and all award nominations to determine if they are award worthy and may limit the quantity of awards in any given year.

The annual Outstanding Achievement Award may consist of a certificate or plaque, which is at the discretion of the Board of Directors. The recipient(s) will be notified by letter of the award acceptance and will be invited to attend the General Business Meeting at the Annual Fall Conference to receive the award in person. The RMDIAI President or another designated person will present the award. If the recipient is not able to attend the award ceremony, another designated person may present the award at a later time.

POLICY #41

Publication of Division Website

The Webmaster will publish the official division website as new items become available from division officers, members and other related sources. Items on the website shall include the following:

1. Home Page
2. President's Welcome
3. Board of Directors
4. Committees
5. Training
6. History of RMDIAI
7. Membership
8. News/Updates
9. Newsletter
10. Merchandise
11. Constitution, Policies, Bylaws
12. Jay Jensen award
13. Ramsey Fund

Items on the website may include the following:

1. Body ID Team
2. Download Forms
3. Links
4. Feedback Form
5. FAQ's
6. Forum
7. Other pages and information as necessary

POLICY #42

Duties and Responsibilities of the Regional Forensic Photography Certification Committee

Section 1. The committee shall:

- a. Receive and review the application(s) for Forensic Photography Certification ensuring that all necessary information is furnished together with the letters of endorsement, photographs, etc.;
- b. Conduct necessary investigations regarding qualifications of the applicant(s);
- c. Make recommendations to the International Forensic Photography Certification Board (IFPCB) as to whether or not the applicant(s) meets the requirements for certification or should be ejected, and;
- d. Return recommendation(s) to the Secretary-Treasurer of the IFPCB.

Section 2. Upon receipt by the Regional Forensic Photography Certification Committee (RFPC) of the approval of the IFPCB of the applicant(s) for testing, the RFPC shall notify the applicant(s) of the following:

- a. The date, time, and location at which the test will be administered.
- b. The name(s) of the RFPC member who will have responsibility for administering the test. (These names will also be forwarded to IFPCB).

Section 3. The location of the testing site will be at the discretion of the RFPC. The date and time of testing will be mutually agreed upon by the applicant(s) and the RFPC.

Section 4. The test(s) will be administered by the RFPC in accordance with the rules and guidelines established by the IFPCB.

Section 5. At the conclusion of the test, all prescribed testing material will be sealed and returned to the Secretary-Treasurer of the IFPCB for grading.

Section 6. If an applicant fails to achieve a passing grade on the test, a letter will be sent to the applicant by the IFPCB, with a copy to the RFPC, advising that the applicant failed the test and as a result is not eligible for certification. If the applicant receives a passing grade on the test, the IFPCB will so advise the applicant and the RFPC.

Policy # 43
Electronic Meeting Procedures

It shall not be the common practice of the Officers and Board of Directors of the Rocky Mountain Division of the International Association for Identification to conduct the business of the Division outside of regularly scheduled Board meetings. However, the Officers and Board Members recognize that critical issues may arise requiring consideration within a time frame incompatible with bimonthly scheduled meetings.

When an Officer or Board Member learns of an issue requiring timely Board consideration, he/she will forward the issue to the Chair. The Chair will then consider the issue and determine if the issue can wait for the next scheduled Board meeting or if immediate consideration is required. The Chair may, at his or her discretion, consult other members on the issue but the Chair retains sole discretion on which issues to refer for electronic consideration.

Should the Chair determine immediate consideration is required the Chair will e-mail all current Officers and Board Members advising them of the issue. If the issue involved funds allocation, membership or another issue that would ordinarily require a vote the Chair will consider an electronic motion and an electronic second of that motion. If the motion is accepted by the Chair and seconded, the Chair will call for an electronic vote.

The Executive Secretary shall record the issue, any discussion, the name of the person making any motion, the name of the person seconding the motion, and the outcome of any vote. The Executive Secretary will add this information to the minutes of the next scheduled Board of Directors meeting.