ROCKY MOUNTAIN DIVISION
International Association for Identification
Colorado – Wyoming – New Mexico

CONSTITUTION

Article I
NAME and OBJECTIVE

Section 1. This association shall be known as the Rocky Mountain Division of the International Association for Identification, which shall be incorporated under and by virtue of the laws of the State of Colorado as a not-for-profit corporation. It is composed of and will serve persons in Colorado, Wyoming and New Mexico and is formed for the following reasons:

a. To associate persons who are actively engaged in the profession of forensic identification and scientific investigation into an organized body so the profession in all of its branches may be effectively standardized and scientifically practiced.
b. To encourage the improvement of all forms of scientific identification and investigation.
c. To keep all members apprised of the newest techniques and discoveries in crime detection.
d. To raise the standards of law enforcement generally, through advancements in scientific investigation.
e. To work closely with the parent association and other chartered divisions in the advancement of scientific identification.

Article II
MEMBERSHIP

Section 1. Membership in this Division shall consist of Active, Life Active, Associate, Life Associate, Student and Honorary members. Application for membership shall conform to the provisions set forth in the Bylaws. All applicants for membership must be at least 18 years of age to qualify.

Section 2. ACTIVE MEMBERSHIP: The Active membership of the Division shall consist of persons who are engaged in the science of identification and forensic science, heads of Police Departments, Chiefs of Detectives and Sheriffs; PROVIDED HOWEVER, that the foregoing persons are bona fide employees of, and receive salaries from National, State, County of Municipal Governments, or some subdivision thereof. Active Members shall not lose their active status because of retirement or change of assignment so long as they remain in good standing.

Section 3. LIFE ACTIVE MEMBERSHIP: Life Active membership shall be limited to all past Presidents and to Active members of the Division who have paid their dues and assessments for the past twenty-five years, continuously, and who shall be eligible to vote, and be entitled to all privileges of an Active member and shall be excused, during their lifetime, from further payment of dues of assessments.

Section 4. ASSOCIATE MEMBERSHIP: All reputable persons, wholly or partially engaged in any of the various phases of the science of identification, and who are not qualified for Active Membership, are hereby eligible to become Associate members. They shall, in all respects, be subject to the same rules, fees, and charges, and will be entitled to the same rights and privileges as Active members, except they shall not be entitled to be elected to the office of President or Vice President.

Section 5. LIFE ASSOCIATE MEMBERSHIP: Life Associate membership shall be limited to Associate members of the Division who have paid their membership dues and assessments for the past twenty-five years continuously, and who shall be eligible to vote, and be entitled to all the privileges of an Associate member, and shall be excused during their lifetime from further payment of dues and assessments.

Section 6. STUDENT MEMBERSHIP: All reputable students currently enrolled in coursework in the forensic sciences at any academic level, and who are not qualified for Active membership, are eligible to become Student members. They shall, in all respects, be subject to the same rules, and will be entitled to the same rights and privileges, as Active members, except they shall not be entitled to be elected to office. Membership fees for Student membership shall be 50% of the annual fee for Active and Associate membership as delineated in the Bylaws of the Rocky Mountain Division of the International Association for Identification, Article II, Section 1. The Board of Directors, acting in their capacity as the Membership and Credentials Committee, may waive the minimum age for membership for students under the age of 18 who are enrolled in a recognized forensic science program.

Section 7. HONORARY MEMBERSHIP: An Honorary membership in this Division shall consist of persons who have performed some particular service for the association, or who have in some way done some conspicuous thing for law enforcement. Such persons, upon the motion of any member in good standing, may be elected by the Board of Directors, or by the Division in conference assembled, to Honorary membership for a period of one year, and shall be excused from the payment of dues and assessments. They shall not be eligible to vote or to hold office.

Section 8. Any other application for membership not covered by this article must be considered as a special case, and handled as such by a vote of the membership, upon recommendation of the Board of Directors.

Section 9. Membership certificates issued by the Rocky Mountain Division of the International Association for Identification are nontransferable. They remain the property of the RMD-IAI, but every person to whom a certificate has been issued shall be entitled to its continued possession unless and until such certificate is revoked.

Article III
OFFICERS

Section 1. There are hereby created the following officers of the Division:

a. President
b. Vice-President
c. Executive Secretary
d. Treasurer
e. Editor
f. Historian
g. Membership Secretary
h. Webmaster
i. Social Media Coordinator

Section 2. There shall be a Board of Directors consisting of fourteen (14) persons of whom nine (9) are Officers and four (4) are Directors, all of whom shall be elected at the General Business Meeting. The Chair shall be the immediate Past President and fourteenth member of the Board. The Executive Secretary shall also serve as the Secretary of the Board.

Section 3. Any member of the Board of Directors who does not comply with assigned responsibilities, and do so in a timely manner, may be relieved of office by majority vote of the Board of Directors. Appointment of a replacement shall be made by the President, with approval of the Board of Directors, to fill the unexpired term.

Article IV
COMMITTEES

Section 1. NOMINATING COMMITTEE: The Nominating Committee shall consist of five (5) members, including the current Chair of the Board of Directors, who shall serve as the Chair of the Nominating Committee. The remaining membership shall consist of two (2) Past Presidents selected by the Board Chair, and two (2) members in good standing of the Division selected by the Board Chair. Should the meeting of the Nominating Committee take place in conjunction with the Annual Educational Conference, any Past President wishing to participate by sitting on the Nominating Committee is encouraged to do so. The Nominating Committee shall receive recommendations from any member who wishes to propose a candidate or candidates for election. After considering names of proposed candidates, the Nominating Committee shall make nominations at the time of the election. Nothing herein contained shall be construed to preclude the nomination for office of any eligible member from the floor of the General Business Meeting.

Section 2. AUDITING COMMITTEE: The Auditing Committee shall consist of three (3) members appointed by the President. The Auditing Committee shall audit and inspect the financial accounts at the General Business Meeting or at any such time as may be directed by the President or by the Board of Directors.

Section 3. RESOLUTION COMMITTEE: The Resolution Committee shall consist of up to three (3) members appointed by the President. The duty of the committee will be to receive suggestions and incorporate them into resolutions for presentation to the members at the General Business Meeting.

Section 4. MEMBERSHIP and CREDENTIALS: The Membership and Credentials Committee shall consist of the Board of Directors, who shall pass on the eligibility of all applicants for membership and for all delegates to all conferences.

Section 5. CONFERENCE PLANNING COMMITTEE: The Conference Planning Committee shall consist of seven (7) members including the Vice-President, who shall serve as the Chair of the Committee, and six (6) members who shall each be appointed for a period of three (3) years. At the time of the committee's creation, the appointees will serve as follows: Two members will serve a three-year term; two members will serve a two-year term; and two members will serve a one-year term. Each year two members will be appointed to serve a three (3)-year term on the Committee, thereby maintaining a committee with staggered terms and ensuring at least four experienced Committee members.

The Chair may appoint subcommittees as required to assist with any conference planning.

Section 6. **JIMMY C. RAMSEY TRAINING REIMBURSMENT COMMITTEE:** The Jimmy C. Ramsey Training Reimbursement Committee shall consist of three (3) members appointed by the President. The duty of the Committee is to receive and review applications for reimbursement of member's personal expenses incurred for training in accordance with program rules established by the Board of Directors, to authorize payment of reimbursement funds, and to account to the Board of Directors for all funds disbursed.

Section 7. MEMBERSHIP RETENTION AND RECRUITMENT COMMITTEE: The Membership Retention and Recruitment Committee shall consist of seven (7) members including the Membership Secretary, who shall serve as the Chair of the Committee, and six (6) members who shall each be appointed for a period of two (2) years. At the time of the committee's creation, the appointees will serve as follows: Three (3) members will serve a two (2)-year term and three (3) members will serve a one (1)-year term. Each year thereafter three (3) members will be appointed to serve a two (2)-year term on the Committee, thereby maintaining a committee with staggered terms and ensuring at least three (3) experienced Committee members.

There will be two (2) members assigned to be the main recruiter and representative for members in New Mexico and Wyoming to ensure that all member states are fairly and equally represented. Each state will have one (1) member representative assigned.

The Committee will work to provide ongoing membership opportunities and benefits that will provide value to both existing and potential members.

The Chair may appoint subcommittees as required to assist with any retention or recruitment activities

Section 8. **SPECIAL COMMITTEES:** The President may appoint any other committees or individual assignments as deemed necessary for the good of the Division.

Section 9. APPOINTMENT OF COMMITTEE MEMBERS: With the exception of the Nominating Committee and the Jimmy C. Ramsey Training Reimbursement Committee, all committee appointments expire when the appointing President leaves office. The incoming President shall appoint members in good standing to fill committee vacancies as soon as practical after assuming office. Should a member of any committee be unable to complete their term of appointment, the President may appoint a replacement. Replacement appointments shall also expire when the appointing President leaves office.

Due to the unique responsibilities of the Jimmy C. Ramsey Training Reimbursement Committee, appointments to this committee shall expire upon the incoming President's appointment of a new committee. This exception is to ensure the continued availability of reimbursement funding for members attending the Annual Conference, or other training occurring between the election of a new President and the newly elected President's appointment of a Jimmy C. Ramsey Training Reimbursement Committee for his or her term of office.

Article V
DUTIES OF THE PRESIDENT

Section 1. The President shall preside at all meetings of the Division and preserve order and decorum. The President shall carefully supervise the affairs of the Division and labor for its usefulness and efficiency. The President shall appoint all standing and special committees as provided for herein, and shall fill, by appointment, all vacancies caused by death, resignation, or other cause, except as specifically provided otherwise herein.

Section 2. The President shall not succeed him/herself in office, except in cases where he/she serves the unexpired term of his/her predecessor.

Section 3. The President shall be an ex-officio member of all Boards and Committees.

Section 4. The President shall conduct all meetings according to the rules set forth in Robert's Rules of Order.

Article VI
DUTIES OF THE VICE PRESIDENT

Section 1. The Vice President shall act as the presiding officer of the Division during the temporary absence or disability of the President.

Section 2. The Vice President shall chair all conferences held during such term and shall coordinate efforts with the Conference Planning Committee.

Article VII
DUTIES OF THE EXECUTIVE SECRETARY

Section 1. The Executive Secretary shall keep the records and minutes of the Division.

Section 2. The Executive Secretary shall prepare all necessary and appropriate correspondence for the Division.

Section 3. The Executive Secretary shall perform all other duties as may be assigned by the President or the Board of Directors.

Section 4. The Executive Secretary shall receive for expenses incurred during the performance of duties of Executive Secretary a sum deemed warranted by the Board of Directors. (See also Duties of the Treasurer, Article VIII, Section 6.)

Section 5. The Executive Secretary shall record, type, and distribute copies of the minutes of all business meetings to each member of the Board of Directors.

Section 6. The Executive Secretary shall be responsible for submitting any amendment(s) or change(s) to the Constitution or Bylaws of the Division to the Parent Body within thirty (30) days after its introduction of first reading.

Section 7. The Executive Secretary shall be responsible for submitting an annual report of the Division's activities to the International Division Representative no later than thirty (30) days prior to the International Association for Identification Annual Educational Conference.

Article VIII
DUTIES OF THE TREASURER

Section 1. The Treasurer shall keep the financial records of the Division.

Section 2. The Treasurer shall perform such other duties as may be assigned by the President or the Board of Directors.

Section 3. The Treasurer shall receive all moneys of the Division, and keep a just and accurate account between the Division and its members.

Section 4. The Treasurer shall draw all warrants and checks for the expenses of the Division and shall sign same. Payment of expenses incurred in carrying on the business of the Division must be approved by the Board of Directors, unless the sum is under $200.00, in which event, the approval of the Board of Directors is not necessary.

Section 5. The Treasurer shall furnish such bonds for the faithful performance of duties as the Board of Directors may require, the premium on such bonds to be paid for by the Division.

Section 6. The Treasurer shall submit, at the General Business Meeting, a detailed report of receipts and disbursements, Division activities, and the condition of the Division accounts.

Section 7. The treasurer shall receive for personal expenses, a sum deemed warranted by the Board of Directors.

Article IX
DUTIES OF THE EDITOR

Section 1. The Editor shall receive all articles and items of interest, pertinent to the identification and investigation professions, edit them when necessary, and prepare them for inclusion in the Division's publication. The Editor shall provide such other beneficial publicity for the Division as is possible.

Section 2. The Editor shall prepare a publication for the entire membership at least four (4) times a year, one of which shall be as soon after the annual conference as possible, giving summary information gleaned at that conference.

Section 3. An Assistant Editor(s) may be appointed by the President to aid the Editor as required.

Article X
DUTIES OF THE HISTORIAN

Section 1. The Historian shall search for, collect, and have custody of all items of historical interest to the Division. The Historian shall inventory, identify, and mark each item as received. Any donations to the archives shall be acknowledged. A report of new acquisitions to the archives shall be presented at the General Business Meeting.

Section 2. The Historian shall have responsibility for control and sale of all Division related merchandise at conferences and other Division gatherings with all moneys turned over to the Treasurer.

Section 3. The Historian shall maintain all books and publications belonging to the Division.

Section 4. The Historian shall perform such other duties as may be assigned by the President or the Board of Directors.

Section 5. Archival materials of the Division may be accessed upon approval of the President.

Article XI
DUTIES OF THE REGIONAL REPRESENTATIVE

Section 1. The Regional Representative shall act as a liaison between the Division and the Parent Body in all matters pertaining to the welfare of either association in the attainment of their mutual objectives. With the approval of the Board of Directors, the President shall appoint a member in good standing of both the Rocky Mountain Division and the International Association for Identification to serve as Regional Representative for the Division, and shall submit the name of the appointee to the IAI President.

Article XII
DUTIES OF THE BOARD OF DIRECTORS

Section 1. The immediate Past President shall be the Chair of the Board of Directors, and shall conduct all meetings of the Board of Directors.

Section 2. The Board of Directors shall act as an advisory committee to the President. The Board of Directors shall approve the activities of the Division and act for the membership between scheduled General Business Meetings.

Section 3. The Board of Directors shall select the place and date of all conferences and ensure that all members are notified.

Section 4. They shall approve the program of activities of all conferences of the Division and shall have control of the affairs of the Division during its recess.

Section 5. They shall review and approve the annual conference budget prepared by the Conference Planning Committee Chair. Once approved, the Committee is not required to obtain additional Board approval for payment of conference related expenses unless such expenditures will result in cost over-runs in excess of 5% of the approved conference budget. Should anticipated expenditures exceed 5% of the approved budget the Board of Directors is required to approve the additional amount prior to the Division committing to additional spending. The 5% limit shall not apply to Food and Beverage spending, which rises with conference attendance.

Section 6. Eight (8) members of the Board of Directors shall constitute a quorum.

Section 7. The Board of Directors shall review and vote upon the appointment by the President to serve as the Regional Representative. Such appointment must be affirmed by a majority vote of the members of the Board, present and voting, before such appointee shall be confirmed and forwarded to the Parent Body.

Section 8. The Board of Directors shall comprise the Membership and Credentials Committee. They shall rule on the eligibility of all applicants for membership and all delegates to any conference.

Section 9. The Board of Directors shall have the power to try any member or officer of the Division upon any charge affecting that member's honor or conduct unbecoming a member or an officer, provided the charge is made in writing and signed by the person making the charge. The Board of Directors shall have the power, after hearing said charge and providing the accused is found guilty by a majority vote, to expel, suspend, censure, or admonish such member or officer.

Section 10. Any written charge or charges against any member or officer shall first be placed in the hands of the President, who shall, within ten (10) days, lay the motion before the Board of Directors for consideration. If, in the sole judgment of the Board of Directors, sufficient grounds exist to try such member, the Board of Directors shall thereupon send a copy of said charge or charges to the accused by registered or certified mail, and the accused shall have thirty (30) days from the date of the mailing to answer the charge or charges in writing. If the accused member fails to file a written answer within the time prescribed in this section, such failure shall constitute a waiver of rights to a hearing on such charge or charges, and the accused member shall thereupon abide by the action and decision of the Board of Directors in connection therewith, without the right of appeal to the next General Business Meeting as set forth in Section 13 hereof.

Section 11. After due consideration of the evidence at hand, the Board of Directors shall, prior to the next General Business Meeting, arrive at a decision and;

Section 12. In the event 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 of Directors to the membership of the Division at the next General Business Meeting and 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 members present and voting.

Section 13. The Jay Jensen Memorial Award will be presented to a member or members in good standing of the Rocky Mountain Division of the International Association for Identification for exceptional work in the field of the Identification Science or through his/her, or their, devoted, diligent work on behalf of the RMD-IAI, have greatly enhanced the image, integrity, and morale of the organization as a whole and have thereby brought credit to the high goals and integrity of the Identification Sciences.

The award will only be given by the RMD-IAI at any Annual Conference, when there is a need to recognize an outstanding member or members for his/her, or their, contribution and hard work.

The Board of Directors will make the selection of the award recipient(s) base on an evaluation of the contributions of the nominee(s) and recommendations received by the Board of Directors from any RMD-IAI member in good standing or any other person(s) having knowledge of the nominee or nominee(s) contributions.

Letters or recommendations must be received by the Board of Directors no later than sixty (60) days prior to any Annual Conference and should contain the name(s) of the nominee(s) and a list of his or her contributions. The selection of any nominee shall be the sole decision of the Board of Directors.

Article XIII
DUTIES OF THE MEMBERSHIP SECRETARY

Section 1. The membership Secretary shall receive all correspondence related to inquiries concerning new membership, membership status, Life Membership, etc.

Section 2. The Membership Secretary shall, upon acceptance to membership by the Board of Directors, issue a certificate of membership to the new member.

Section 3. The Membership Secretary shall issue proof of membership upon payment of annual dues and assessments. This proof of membership will bear the imprint of the year for which it is issued.

Section 4. The membership Secretary shall maintain the physical records of all current and past members.

Section 5. The Membership Secretary shall prepare an annual roster of all current members and submit a copy of this annual roster to the Editor for publication in the business edition of The Silent Witness.

Section 6. The Membership Secretary shall receive, for expenses incurred during the performance of duties of Membership Secretary, a sum deemed warranted by the Board of Directors.

Section 7. The Membership Secretary shall perform all other duties as may be assigned by the President or the Board of Directors.

Article XIV
DUTIES OF THE WEBMASTER

Section 1. The Webmaster shall possess and be able to demonstrate knowledge of basic web design, ftp, html, and web development software necessary to maintain the official RMD-IAI Website.

Section 2. The Webmaster shall receive all articles and items of interest pertinent to the identification and investigation professions, edit them when necessary, and prepare them for inclusion on the Division's Website. The Webmaster shall provide such other content beneficial to publicity for the Division as is possible.

Section 3. The Webmaster shall prepare a website for the entire membership, updated at least monthly. The Webmaster shall be provided with copies of the paperwork distributed at the meetings of the Board of Directors and all business meetings, as well as paperwork that is generated that may be of interest to the general membership.

Section 4. Assistant Webmaster(s) may be appointed by the President to aid the Webmaster as required.

ARTICLE XV
DUTIES OF THE SOCIAL MEDIA COORDINATOR

Section 1. The Social Media Coordinator shall possess and be able to demonstrate knowledge of current social media sites and practices, to include but not be limited to, creation of official RMD-IAI social media sites, content creation, and transfer of content from outside social media sites.

Section 2. The Social Media Coordinator shall create and manage all official RMD-IAI social media accounts.

Section 3. The Social Media Coordinator shall proactively engage with the community and promote the RMD-IAI. This may include, but is not limited to, coordinating with the Editor and Webmaster to ensure that information in The Silent Witness and the RMD-IAI webpage is posted to all RMD-IAI social media accounts, attending and reporting on the annual RMD-IAI training conference, attending and reporting on RMD-IAI Board of Directors and relevant committee meetings, attending and reporting on conferences of other IAI Divisions and forensics organizations when possible, and monitoring the web and social media sites of other IAI Divisions and forensics organizations for content of potential interest to RMD-IAI members and posting such information on RMD-IAI social media sites.

Section 4. An Assistant Social Media Coordinator(s) may be appointed by the President to aid the Social Media Coordinator as required.

Article XVI
ELECTIONS AND GENERAL BUSINESS MEETING

Section 1. All elections shall be conducted at the General Business Meeting and a majority of all votes cast shall be necessary to elect any candidate.

Section 2. If more than two candidates are nominated for one office, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two names remain, unless on any ballot, one candidate shall receive a majority of all votes cast, in which event, that candidate shall be declared elected.

Section 3. All members are entitled to the floor of the conference or other deliberative assemblies of said conference including the meeting of the Board of Directors.

Section 4. The Executive Secretary shall be responsible for the keeping of a full and accurate account of the proceedings of the General Business Meeting.

Section 5. The General Business Meeting shall be held once each year at a place and time designated by the Board of Directors and at that time, officers will be elected. Their terms of office shall run from the conclusion of the General Business Meeting in which they are elected until the conclusion of the subsequent General Business Meeting. Should the General Business Meeting be held in conjunction with the Annual Conference, terms of office shall commence with the conclusion of the Conference.

Section 6. The presiding officer of all General Business Meetings shall be guided by the manual of Robert's Rules of Order.

Section 7. Acceptance of Nomination. No member's name will be accepted into nomination for any office until such time as that member, if present, indicates a willingness to serve if elected. Additionally, the nominee shall notify the Executive Secretary, in writing, prior to nomination that he/she would consider serving in the position to which he/she might be nominated.

Section 8. Members from seven (7) different law enforcement agencies shall constitute a quorum for the transaction of business at all regular or special membership meetings.

Article XVII
EMBLEMS

Section 1. The emblem of this Division shall be used only by members in good standing of the Division.

Article XVIII
AMENDMENTS

Section 1. Any motion to change the Constitution of the Division must be approved by majority vote of the attending members at any general membership meeting. All changes to the constitution and bylaws should be submitted to the parent body office for suggestions and approval before the amendment is offered to the membership for voting.

Article XIX
DISSOLUTION

Section 1. In the event that this Division should be dissolved or otherwise terminated, the assets and income thereof shall not inure to the benefit of any member or private individual, but shall be used until they are exhausted for the purpose of carrying out the objectives for which this organization was formed.

Ratified: May 1967

Amended: April 1974
October 1975
September 1988
January 1990
September 1996
October 1997
September 2002
January 2004
September 2009
September 2010
June 2017
May 2019
July 2021
September 2023
September 2024
September 2025
September 2026