ROCKY MOUNTAIN DIVISION
OF THE
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

POLICY MANUAL

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REPEALED POLICIES

POLICY STATEMENTS

OPERATIONS

POLICY #1
Establishing Policies

Policies which will govern the way in which the Rocky Mountain Division of the International Association for Identification (RMD-IAI) conducts its business will be voted upon by the Board of Directors and take effect immediately unless otherwise specified.

A policy may be rescinded or amended at any time by a majority vote of the Board of Directors.

Policies will be collated in a Policy Manual which will be available to all members via the RMD-IAI website. All approved policy adoptions, amendments and repeals will be recorded in the RMD-IAI Policy Index which will also be available to all members via the webpage.

POLICY #2
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 #3
Issuance of Stipends to the Regional Representative

It shall be the policy of the RMD-IAI to provide a stipend to the RMD-IAI 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 or director of either the RMD-IAI or the Parent Body, or a committee member of either association.

AND

2) Any member in good standing who belongs to both the RMD-IAI 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 RMD-IAI 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 #4
Publication of Newsletter Business Edition

The Editor will publish yearly a separate "Business Edition" 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
5. Annual report

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 distributed to all members, all other IAI Divisions, and any other related organization deemed appropriate by the Board of Directors.

POLICY #5
Contributions, Recognitions and Memorials

It shall be the policy of the RMD-IAI to recognize the illness of a member, death of a member or member's spouse or immediate family.

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.

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 $100.00 shall be made, or;

C. In the absence of a designated charity, a contribution not to exceed $100.00 from Division funds shall be made to an educational fund selected by the Board, in memory of that individual.

POLICY #6
Board of Directors Reimbursement

It shall be the policy of the RMD-IAI to provide for the reimbursement of related expenses for RMD-IAI Officers and Directors 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 #7

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.)

Constitutional References

Article 5: 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.

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 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 chair all of the Division's conferences held during the term of office. The Division has a planning manual that 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 RMD-IAI is best served when these two officers work closely together and maintain an open line of communication.

BOARD OF DIRECTORS

These individuals serve on 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.

MEMBERSHIP SECRETARY

The Membership Secretary is responsible for keeping the Division's roster, issuing letters of acceptance, annual membership cards, renewal forms, and forwarding information of interest such as the newsletter, conference announcements/brochures, job postings, etc., to the membership.

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.

EDITOR

The Editor publishes the RMD-IAI 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-IAI 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-IAI. The Historian often takes the photographs found in the scrapbook.

SOCIAL MEDIA COORDINATOR

The Social Media Coordinator creates and manages all official RMD-IAI social media accounts to engage with the community and promote the RMD-IAI. The Social Media Coordinator works with the Editor and Webmaster to ensure that information published in *The Silent Witness* newsletter and on the RMD-IAI website is posted to RMD-IAI social media accounts.

REGIONAL REPRESENTATIVE

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

POLICY #8
Outstanding Achievement Award

It is the intent of the Rocky Mountain Division of the International Association for Identification (RMD-IAI) 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 RMD-IAI member, an RMD-IAI member's supervisor or any law enforcement agency may submit a written nomination to the RMD-IAI 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 RMD-IAI 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 RMD-IAI 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 RMD-IAI 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 #9
Publication of Division Website

The Webmaster will publish the official division website as new items become available from division officers, directors, 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 RMD-IAI
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 #10
Reserved for future Operations policy

POLICY #11
Reserved for future Operations policy

POLICY #12
Reserved for future Operations policy

MEMBERSHIP

POLICY #13
Applications Process

All Membership Applications received by the Membership Secretary 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 Membership Secretary. If the application is incomplete or is not approved on "Reading" the Membership Secretary will make the appropriate notification to the applicant.

Constitutional Reference

Article XII: Duties of the Board of Directors

Section 7. 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.

POLICY #14
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.

Constitutional Reference

Article II: Membership

Section 6. 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

POLICY #15
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.

Constitutional Reference

Bylaws Article II: Dues and Assessments

Section 3. A member who is delinquent in the payment of dues after April 15th of each year is deemed not in good standing. After April 15th, a late fee of $5.00 is assessed for each year the member is past due. After two years of being past due, it shall be the duty of the Membership Secretary to remove such member's name from the mailing list of the Division. A member may pay the late fee(s) and dues to have their membership reinstated or re-apply for new membership. However, new membership will reset the years of continuous membership required for Life Member status. The names of all members in good standing shall appear on the Division's roster that shall be published and distributed to the members in good standing by the Membership Secretary each year. Any application with dues payment received after September 1st of any year will, after approval, be credited for and have their membership begin the next calendar year.

POLICY # 16
Minor Student Memberships

Students enrolled in a recognized course of study in the forensic sciences are eligible for Student Membership in the Division. Article II, Section 6 of the Constitution confers authority to the Board of Directors to waive the minimum membership age for prospective student members under the age of 18 who are enrolled in such a forensic science and/or crime scene investigation program. Due to the potentially graphic and disturbing information and images members may be exposed to as a result of their affiliation with the Rocky Mountain Division, it is the policy of the Division to require parent or guardian consent for minor applicants for student membership.

The Minor Student Membership Applicant Parental Consent Form shall be available on the website and required of all applicants for Student Membership who are under the age of 18. Should any minor submit an application for Student Membership, and not include the Parental Consent Form, the Membership Secretary shall contact the applicant and explain their application cannot be processed until the Parental Consent Form is received. The Membership Secretary shall also ensure the Minor Student Membership Applicant Parental Consent Form is complete and bear the signature of both the minor applicant and his/her parent or legal guardian. The Membership Secretary shall also contact the recommending RMD member and obtain their assessment of the minor applicant's maturity and suitability for membership.

The Membership Secretary shall also verify the institution and program in which the applicant is enrolled. Currently recognized programs include:

- Adams 12 Future Forward Crime Scene Investigation Program, Thornton CO
- Colorado Mesa University, Grand Junction CO
- Colorado State University, Fort Collins CO
- Eastern New Mexico University, Portales NM
- Metro State University, Denver CO
- Northwest Kansas Technical College (Fort Hays Tech Northwest), Goodland KS
- Regis University, Denver CO
- University of Colorado (any campus)
- University of Northern Colorado Greeley CO
- University of Wyoming, Laramie WY

Should a minor applicant claim enrollment at an institution not on the list of recognized programs, the Membership Secretary shall investigate the institution and program of instruction, and report his/her findings to the Board of Directors at the meeting where the application for membership is considered. The Board shall make the decision concerning recognition of the applicant's program.

It shall not be considered incumbent on the Board to waive the minimum age and accept all minor student applicants. The Board should carefully consider the applicant's stated qualifications for membership and the assessment of the recommending member, and grant age waivers on a case-by-case basis.

Constitutional Reference

Article II: Membership

Section 1. All applicants for membership must be at least 18 years of age to qualify.

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 right=]\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.

POLICY #17
Reserved for future Membership policy

POLICY #18
Reserved for future Membership policy

MEETINGS

POLICY # 19
Board of Directors Meetings

The Board of Directors of the Rocky Mountain Division of the International Association for Identification (Board) shall meet bi-monthly at a time and place to be determined by the Board Chair. To promote attendance and help ensure a quorum, the Board Chair may offer a virtual attendance option for members unable to physically attend the meeting. The Board shall approve the minutes of the previous meeting, receive reports from all standing and special committees and act upon such reports as is appropriate, conduct such other business of the Division as may be appropriate or required, and set the time and place for the subsequent meeting.

Constitutional References

Article III: Officers

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 Annual Conference. 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.

Article IV: Committees

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.

Article VIII: Duties of the Treasurer

Section 5. 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.

Article XII: Duties 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 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.

POLICY #20
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 Directors recognize that critical issues may arise requiring consideration within a time frame incompatible with bimonthly scheduled meetings.

When an Officer or Director 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 Directors 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.

POLICY #21
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.

Constitutional Reference

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.

POLICY #22
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 for each General Business meeting.

POLICY #23
General Business Meeting Procedures

In order to conduct more formal General Business meetings, the President and Executive Secretary shall sit at the front of the room facing the members.

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

All written reports prepared for the meeting should be copied and distributed to the Officers and Directors, and all others who request a copy.

Constitutional Reference

Article XV: Elections and General Business Meetings

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.

POLICY #24
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 RMD-IAI 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 to avoid delays.

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

Constitutional References

Article VII: Duties of the Executive Secretary

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

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.

POLICY #25
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 #26
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 #27
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 #28
Representatives 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 RMD-IAI and these groups.

POLICY #29
Reserved for future Meetings policy

POLICY #30
Reserved for future Meetings policy

POLICY #31
Reserved for future Meetings policy

ELECTIONS

POLICY #32
Candidates For Office (Past Presidents)

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

Constitutional Reference
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.

POLICY #33
Installation of New Officers

The installation of new officers shall be conducted at the banquet following the General Business Meeting of the Conference at which they were elected. Their duties and responsibilities of office shall begin at the conclusion of the Annual Training Conference at which they are elected, or General Business Meeting if not held in conjunction with an annual conference, and continue until the conclusion of the subsequent Conference. (See Article XV, 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, and it is included in the Conference Planning Manual)

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

Constitutional Reference
Article XV

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.

POLICY #34
Immediate Duties of a Newly Elected 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:

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 chairs. The goals will include the expectations for committees and tasks of the officers.

POLICY #35
Reserved for future Elections policy

POLICY #36
Reserved for future Elections policy

POLICY #37
Reserved for future Elections policy

COMMITTEES

POLICY #38
Nominating Committee Chair

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 Chair. 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.

Constitutional Reference
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.

POLICY #39
Duties and Responsibilities of the Audit Committee

The Committee shall:

1. Perform a semi-annual audit and inspect the financial accounts, which include 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.

Audit Procedures

1. The Audit Committee Chair will make arrangements with the RMD-IAI 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's 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-IAI investments as needed and make any necessary recommendations for changes to the Board of Directors.

Constitutional Reference

Article IV: Committees

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.

POLICY #40

Duties and Responsibilities of the Jimmy C. Ramsey Training Reimbursement Committee

The committee shall:

1. Be composed of three (3) RMD-IAI members appointed by the President for the term of that President and shall include at least one member of the Board of Directors.
2. Receive and review the applications for training reimbursement to determine eligibility of applicant and the training received for possible reimbursement.
3. Approve or reject applications based on established training reimbursement rules.
4. Report their decisions to the Committee Chair.

The Committee Chair shall:

1. Submit a written report on the activities of the Committee to the Board at each Board of Directors meeting.
2. Receive applications and forward them to the other members of the Committee.
3. Coordinate Committee responses to applications.
4. Notify applicants of the results of the application or applications and report these actions to the Board of Directors.
    a. If the application and supporting documentation is in order, and the Committee approves reimbursement, the Committee Chair shall make a report to the Board of Directors of the reimbursement amount and to whom the check was sent.
    b. If the application is rejected, the Committee Chair shall notify the applicant of the decision and of the reason for rejection in writing or in another durable medium, such as fax or email.

5. Maintain a file of all Training Reimbursement applications and associated records of approval or rejection, along with supporting documentation submitted by the applicant.
6. Should the Committee Chair be unable to perform his or her duties, the most senior member of the Committee may perform these duties until the Committee Chair is able to perform again, or until another Committee Chair is appointed.

Training Reimbursement Rules:

1. Applications may be submitted by a member in good standing.
   a. The training shall have occurred while the applicant was a member in good standing.
   b. A member in good standing is defined as a member whose dues are current.
2. Training subject material shall pertain to one or more of the identification disciplines established by the IAI.
   a. In-person training shall include written examination and/or the demonstration of a skill, and a signed, dated certificate or letter of successful completion of the course shall be issued by the training provider.
   b. Online training shall be approved for recertification points by one of the IAI Certification Boards. It shall be interactive training and shall also include a written examination and/or demonstration of a skill, and a signed, dated certificate or letter of successful completion of the course shall be issued by the training provider.
3. Reimbursement may be applied to travel, lodging, and meal expenses associated with the training.
4. The following shall accompany the reimbursement request:
   a. A fully completed Request for Reimbursement form.
   b. For reimbursement of class tuition:
      - Proof of attendance in the form or a copy of the applicant's class certificate, or a letter signed by the class instructor verifying attendance.
      - A copy of the applicant's tuition payment receipt.
   c. For reimbursement of travel, lodging, and meal expenses:
      - Proof of attendance in the form or a copy of the applicant's class certificate, or a letter signed by the class instructor verifying attendance.
      - Copies of receipts documenting travel, lodging, and meal expenses.
   d. Applications and supporting documentation shall be received within thirty (30) working days of the end of the training class.
5. Applicants seeking pre-approval of reimbursement for travel, lodging, and meals may submit their application in advance of training. If approved, money shall be set aside to cover the reimbursement. No funds shall be paid until the class is completed and supporting documentation is received.
6. The following expenses cannot be reimbursed:
   a. Mileage for the use of a member's personal vehicle to attend training.
   b. Per Policy 53 of the RMDIAI, reimbursement cannot be approved for the purchase of alcoholic beverages. Charges for alcoholic beverages shall be subtracted from the total of submitted hotel and restaurant receipts.
7. Applicants may be awarded more than one reimbursement per year. Reimbursements shall equal the total costs of the training up to, but not exceeding, $500 per person per year.
8. Reimbursements shall be awarded on a first-come, first-served basis.
9. When two or more reimbursement applications are submitted on or near the same date, and Reimbursement Allocation funds are not sufficient to cover all the applications submitted, priority may be given to an applicant who has not received reimbursement previously.
10. Members currently serving on the Reimbursement Committee shall not be eligible to seek reimbursement for any training program.
11. The Training Reimbursement Rules shall be published each year in the "Business Edition" of *The Silent Witness* and posted on the RMDIAI website. A notice of availability of the Ramsey Reimbursement program shall be published in all other editions of *The Silent Witness.*

The availability of Reimbursement Allocation funds.

1. The amount of money available for reimbursement is based on the amount of non-restricted funds after the budget for the upcoming annual training conference has been approved. This prevents the total depletion of RMDIAI funds yet allows for a reasonable number of reimbursements each year.
   a. The Board of Directors shall notify the Committee Chair of the amount of Reimbursement Allocation available for the next reimbursement period as soon as practical following the approval of the conference budget.
   b. The Board of Directors has the discretion to discontinue funding at any time.

2. The Reimbursement Allocation funds shall be determined by the following table

Non-Restricted Funds Available	Reimbursement %	Reimbursement Total
$10,000	25%	$2,500 +
$7000 - 9,999	20%	$1,400 - $2,000
Less than $7,000	0%	$0

3. The reimbursement period runs from January 1 until December 31 of each year or until of Reimbursement Allocation funds for the current period are exhausted.

4. At the end of each calendar year, all unused of Reimbursement Allocation funds shall revert to the not-restricted portion of the General Fund.

Constitutional Reference
Article IV: Committees

Section 6. **JIMMY C. RAMSEY TRAINING REIMBURSEMENT 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.

POLICY #41
Duties and Responsibilities of the Conference Planning Committee

The Committee shall:

1. Be composed of six (6) RMDIAI members appointed by the President for three (3) year terms and will be chaired by the current Vice President.

2. Plan and organize the Conference for the upcoming year.

3. Organize conference location, dates, speakers, and vendors.

4. Maintain and updated a manual for use by future Conference Planning Committees. The manual shall contain information regarding the negotiation of contracts with hotels, how to organize a conference, how to determine appropriate time for workshops and papers, and other details relating to the hosting of a division conference.

5. Assist the Vice President with the organization and running of the conference.

6. Actively poll the RMDIAI membership to determine the training needs of the membership.

7. Maintain a list of suggested workshops and training topics, along with possible instructors for the training for use by the future Conference Planning Committees.

Constitutional Reference
Article IV: Committees

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 member 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.

POLICY #42
Reserved for future Committees policy

POLICY #43
Reserved for future Committees policy

POLICY #44
Reserved for future Committees policy

CONFERENCES

POLICY #45
Conference Fee - Discounts & Refunds

Conference registration fees will be set by the Conference Planning Committee for each conference. Discounts to the conference registration fee may be offered to RMD members in good standing, for students, and for early registration. If an early registration discount is offered, the Conference Planning Committee shall also determine the date at which the early registration discount expires and the full conference fee is charged.

If a refund request deadline is published, no refund will be given that is requested after that deadline. Otherwise, a refund of the conference registration fee will be given to any registrant who is subsequently unable to attend the conference.

POLICY #46
Fees for 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 at 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 #47
Payment of Conference Registration Fees

Since the RMD-IAI will not 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 #48
Conference Fee Waiver – President, Executive Secretary, Treasurer, Membership Secretary, Historian, Editor, Webmaster, Social Media Coordinator and Board Chair

RMD-IAI conference fees shall be waived for the President, Executive Secretary, Treasurer, Membership Secretary, Historian, Editor, Webmaster, Social Media Coordinator and Chair of the Board of Directors.

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 President, Executive Secretary, Treasurer, Membership Secretary, Historian, Editor, Webmaster, Social Media Coordinator and Board Chair only and does not apply to the fees of a spouse or guest.

POLICY #49
Conference Fee Waiver - Conference Hosts

The Chair of the Conference Planning Committee shall have his or her conference fee waived for the conference. Members of the Conference Planning Committee may also have their conference fee waived provided they 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 to have made a significant contribution to planning, organizing, or presenting the conference should any question arise.

POLICY #50
Conference Fee Waiver - Speakers

Anyone chosen to be a speaker at a Division conference shall be eligible for a conference fee waiver should they desire to attend the other segments of the conference. Such waiver shall be based upon the length of the presentation as follows:

One hour presentation: 25% of the Conference registration will be waived

Two hour presentation: 50% of the Conference registration will be waived

Four hour presentation: 100% of the Conference registration will be waived

Potential speakers should be advised of any fee waiver for which they may qualify at the time they are initially approached for presenting. If formally invited to present, the actual waiver should be clearly stated in the invitation letter or email. The formal invitation letter or email should also provide information on registration procedures including selection of full or partial fee waivers and registration payment in cases of partial fee waivers.

Exhibitors who offer, and are selected to present, will not receive a waiver or discount on the price of their Exhibitor/ Sponsor package.

POLICY #51
Honorariums For Conference Speakers

Honorariums for persons asked to speak at an RMD-IAI 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 #52
Conference Recording Ban

There shall be no recording (audio or video) of any conference speaker's presentation except that done by the RMD-IAI 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 #53
Alcohol at RMD-IAI Sponsored Functions

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

POLICY #54
Appointment of an Annual Conference Sergeant at Arms

For each Annual Conference the President shall, with the consent of the Board of Directors, appoint a Sergeant at Arms from among the active members of the Division. The appointed division member must agree to attend the Annual Conference and to serve as Sergeant at Arms. The Sergeant at Arms appointee shall have his or her registration fee waived for the conference at which they serve as Sergeant at Arms.

The Sergeant at Arms shall be appointed four to six months prior to the Annual Conference so that the appointee's photograph and contact information can be included in conference informational materials such as Flip Books or printed conference guides.

The Sergeant at Arms shall be readily identifiable to all persons attending the conference.

A. The Sergeant at Arms shall have his or her photograph and contact information included in all interactive and printed conference guides.

B. The Sergeant at Arms shall be introduced during the opening ceremony.

C. The Sergeant at Arms shall wear a distinctive form of identification on his or her conference name badge.
   1. A rocker reading "Sergeant at Arms" if wearing an official RMD-IAI name badge
   2. A ribbon reading "Sergeant at Arms" attached to a conference name badge
   3. Nothing in this section shall preclude the Sergeant at Arms from wearing both forms of identification simultaneously.

The Sergeant at Arms shall have the following responsibilities:

A. Preserving Order.
   1. The Sergeant-At-Arms shall have command of the outer door of the conference hall and Board of Directors Meeting Room, and shall prevent, or cause to be prevent, unauthorized entry as determined by the President or the Board of Directors.
   2. The Sergeant-At-Arms shall assist the President and Vice President in preserving order at all functions and meetings of the RMDIAI during the annual conference.

B. Appointing Assistants.
   1. The Sergeant-At-Arms, subject to the approval of the Board of Directors, may appoint any Active Member(s) to assist in carrying out the duties of the office of Sergeant-At-Arms.

D. Voting Eligibility.
   1. The Sergeant-At-Arms shall determine the voting eligibility of members at the Annual Membership Meeting.

E. Other Duties.
   1. The Sergeant-At-Arms shall perform such other duties as the President and/or Board of Directors shall prescribe.

POLICY #55
Reserved for future Conferences policy

POLICY #56
Reserved for future Conferences policy

REPEALED POLICIES

Membership Application - Return of

Incorporated into Policy #15 11-14-01

Membership Applications - Acknowledgment

Incorporated into Policy #15 11-14-01

Conference - Hosts Letter of Commitment

Repealed 07-11-06

Duties and Responsibilities of the Regional Crime Scene Investigator Certification Committee

Repealed 08-15-17

Duties and Responsibilities of the Regional Forensic Photography Certification Committee

Repealed 08-15-17

Duties and Responsibilities of the Regional Latent Print Certification Committee

Repealed 08-15-17

Use of Certification Committee Funds

Repealed 08-15-17

Special Mailing – Postage

Repealed 07-12-23