



**2017**  
**Revision 6**

## **ARTICLE I. NAME AND OBJECTIVES.**

**Section 1. Name of the IAAI Chapter** – International Association of Arson Investigators United Kingdom.

(a) To also trade as United Kingdom Association of Fire Investigators (UK-AFI).

**Section 2. Objectives:**

The preservation of life and property and prevention of crime for the public benefit, in particular by:

- (a) Developing and maintaining good practice in the investigation of fire and arson by ensuring the highest professional standards of competence.
- (b) Developing technical knowledge in fire and arson investigation techniques and procedures and making that knowledge available to professionals, service providers and the public.

## **ARTICLE II. MEMBERSHIP.**

**Section 1. Membership:** An individual may apply for Associate Membership in the UK-AFI, subject to approval of the UK-AFI Board and/or Membership Committee. All members will agree to abide by the UK-AFI Code of Ethics.

**Section 2. Membership grades:** An Associate Member may apply for registration as a Professional Member or a Fellow by meeting the requirements detailed on the UK-AFI membership upgrade application form in the 'Policy Documents for the UK-AFI' folder in the members' area on the chapter website.

**Section 3. Honorary Life Membership:** Honorary Life Membership will be awarded at the discretion of the Executive Board.

## **ARTICLE III. ELECTION, TERMS, AND OFFICES.**

**Section 1. Eligibility for Office:** Persons standing for election must be a member of the IAAI

**Section 2. The Executive Team:** The Executive Team of the Chapter shall be: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President and the Immediate Past President.

**Section 3. The Board of Directors:** The Board shall consist of the Executive Team, the Director of Administration and seven Directors, the latter as elected at the AGM. Past Presidents will be ex-officio members of the Board.

**Section 4. Election:** The Annual General Meeting (AGM) whenever possible to be held in the month of January. Elections will be by the nomination method. Persons wishing to stand for election shall be proposed and seconded at the preceding AGM or by using the nomination form circulated in the Spring edition of the Fire Investigation Journal, or via email and available in the 'Policy Documents for the UK-AFI' folder in the members' area on the chapter website. Such nominations must be received by the Director of Administration no later than 1<sup>st</sup> October following the preceding AGM, when all persons so nominated and standing for election shall be posted on the chapter website and published in the Autumn edition of the Fire Investigation

Journal. If more than one person stands for any post, an election shall be held by secret electronic ballot.

For a member of the UK-AFI to vote for their UK Board of Directors or 2nd Vice President, that member must be an IAAI International Member.

Members may vote using the Chapter's electronic voting system with their communications being received by the chair of the Election Committee before the AGM and by the published closing date.

**Section 5. Terms of Office:**

Board members shall be re-elected at each AGM when terms have expired.

- The President will hold office for a maximum of one year when he/she then becomes the Immediate Past President at the end of that term in office.
- The 1<sup>st</sup> Vice President progresses from 2<sup>nd</sup> Vice President position
- The 2<sup>nd</sup> Vice President will be elected by an electronic voting system. A Director of the Board is eligible to run for the 2<sup>nd</sup> VP post after serving a minimum of two full years as a Director.
- The Board of Directors will be elected by an electronic voting system and will hold office for a three-year period and cannot hold more than two terms of office, if re-elected for a second term without a one-year break following those two terms of office.

**Section 6. Vacancies:** In the event of a vacancy or vacancies on the Board between AGMs, the vacancy or vacancies shall be co-opted in by the President and the co-opted member(s) of the Board of Directors shall hold office only until the next AGM. In the event of a vacancy or vacancies of any Executive member between AGMs, the vacancy or vacancies shall be filled by the Board, and the newly appointed member(s) shall hold office only until the next AGM.

**ARTICLE IV. GOVERNANCE.**

**Section 1.** The governance of the UK-AFI shall be vested in the Board of Directors. Six members shall constitute a quorum.

**Section 2. Duties and Powers:** The Board shall have full power to initiate and transact all kinds of business necessary to the existence of the organisation and the observance of its purposes. The Board shall determine the date and location of the AGM and Extraordinary General Meeting (EGM) and shall publish the agenda. The Board shall appoint appropriate committees for the conduct of the activities of the UK-AFI and they shall have general power to direct, control, and supervise the affairs of the UK-AFI and its committees. The President has the discretion to appoint Chairs of the UK-AFI Committees.

**Section 3. President / Vice President:** The President, or in his/her absence the 1<sup>st</sup> Vice President, shall preside at all meetings of the Board.

**Section 4. President:** The President shall be the Chief Executive of the UK-AFI, and it shall be his/her responsibility to supervise and co-ordinate the activities of the Chapter. He/she shall require reports at each AGM from the Director of Administration and Chairs of all committees (where established) of the UK-AFI.

**Section 5. Director of Administration:** The Director of Administration shall keep the records and minutes of the organisation and shall maintain a day-to-day management of financial matters, current roll of members and other documents of value. He/she shall receive and acknowledge all communications of the UK-AFI addressed to him/her or that which may be submitted to him/her by officers of the UK-AFI and perform such duties as assigned by the President.

**Section 7. Auditor:** The Auditor shall submit a statement of accounts whenever requested by the Board and to the membership at each AGM.

**Section 8. Removal from Office and/or Membership:** Following an Ethical Practices and Grievance (EP&G) Committee investigation and recommendation to impose sanctions, the Board shall have the power to remove from office any Board member or member of the UK-AFI for:

(a) Conduct or action that is likely to discredit or would be detrimental to the reputation of the UK-AFI or International Association of Arson Investigators.

**Section 8.1. Appeal:** Any officer or member shall have the right of appeal to the Board, provided his/her request is received in writing by the President within thirty (30) days following the removal.

**Section 8.2. Removal of President:** The President can only be removed from office at an EGM called by the Board.

## **ARTICLE V. MEETINGS.**

**Section 1. Annual General Meeting (AGM):** The AGM shall be held within the month of January at such time and place as may be fixed by the Board. Notice of the meetings and agendas shall be promulgated to each member at his/her last known address as provided, not less than thirty (30) days in advance. Request for agenda items for the AGM will be received and considered by the Director of Administration not less than thirty (30) days before the forthcoming meeting. The Agenda shall be conducted under the authority and the discretion of the President.

**Section 2. Extraordinary General Meeting (EGM):** EGMs may be called by order of the Board or ten per cent of the membership, at such time and place as fixed by the Board, giving due notices thereof to all members at least thirty (30) days in advance.

## **ARTICLE VI. FINANCE.**

**Section 1. Fees:** Fees for any membership in the UK Chapter shall be at a rate set by the Board.

**Section 2. Audit:** The annual statement of accounts submitted to the AGM shall be externally audited by a non-executive board member.

**Section 3. Gifts or Grants:** All gifts or grants to the UK-AFI may be accepted by the Board and a record will be maintained. The Director of Administration shall make proper acknowledgement of all such gifts or grants accepted.

## **ARTICLE VII. REVISION.**

**Section 1. Revision:** This Constitution may be amended at an Extraordinary General Meeting (EGM) of the UK-AFI by an electronic vote of two-thirds (2/3) of the members responding to the electronic vote request. Minor syntactical changes may be made by the Board at any time. Changes to the constitution so approved shall be immediately implemented in all possible ways.

## **ARTICLE VIII. DISSOLUTION.**

**Section 1** If the members resolve to dissolve the IAAI-UK Chapter (charity) trading as UK-AFI, the appointed Board members will remain in office as Trustees and be responsible for winding up the affairs of the UK Chapter in accordance with this clause.

**Section 2** The Trustees must collect in all the assets of the IAAI-UK Chapter and must pay or make provision for all the liabilities of the UK Chapter.

**Section 3** The Trustees must apply any remaining property or money:

(a) directly for the Objects;

(b) by transfer to any Charity or charities for purposes the same as or similar to the UK Chapter;

(c) in such other manner as the Charity Commission for England and Wales (“the Commission”) may approve in writing in advance.

**Section 4** The members may pass a resolution before or at the same time as the resolution to dissolve the IAAI-UK Chapter specifying the manner in which the Trustees are to apply the remaining property or assets of the UK Chapter and the Trustees must comply with the resolution if it is consistent with paragraphs (a)–(c) inclusive (in Article VIII Section 3) above.

**Section 5** In no circumstances shall the net assets of the IAAI-UK Chapter be paid to or distributed among the members of the UK Chapter (except to a member that is itself a Charity).

**Section 6** The Trustees must notify the Commission promptly that the IAAI-UK Chapter (Charity) has been dissolved. If the Trustees are obliged to send the IAAI-UK Chapter’s accounts to the Commission for the accounting period, which ended before its dissolution, they must send the Commission the IAAI-UK Chapter’s (Charity’s) final accounts.