



**INTERNATIONAL ASSOCIATION
OF
ARSON INVESTIGATORS**

**CONSTITUTION AND RULES FOR
THE UNITED KINGDOM CHAPTER**

**2014
Revision 5**

ARTICLE I. NAME AND OBJECTIVE.

Section 1. Name of the IAAI Chapter – United Kingdom (IAAI-UK)

- (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. Active Membership. Membership in the International IAAI qualifies the individual member to apply for active membership in the UK Chapter, subject to approval of the UK Chapter Board and/or Membership Committee.

Section 2. Honorary Life Membership. Honorary life membership in the International IAAI qualifies the individual to apply for honorary life membership in the UK Chapter, subject to approval of the UK Chapter Board and/or Membership Committee

Section 3. UK Chapter Membership. Chapter membership is subject to the approval of the UK Chapter Board and/or Membership Committee. (All UK Chapter members will be encouraged to join the IAAI).

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. The Executive of the Chapter shall be: President, 1st Vice-President, 2nd Vice-President and the Immediate Past President. The Secretary and Treasurer will be ex-officio standing posts.

Section 3. The Board of Directors. The Board shall consist of the Executive and the Chairs of the Membership, Certified Fire Investigator and Training & Events committees plus two additional Board members as elected by AGM. If no committees are currently established five additional Board members shall be elected.

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 by using the nomination form circulated in the autumn newsletter and available in the members' area on the chapter website. Such nominations must be received by the secretary no later than 1st November following the autumn newsletter or by the closing date advertised, when all persons so nominated and standing for election shall be posted on the

chapter website. 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 communiqués being received by the chair of the membership 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 two years when he/she then becomes the Past President at the end of that term in office.
- The 1st Vice President progresses from 2nd Vice President position
- The 2nd Vice President will be elected by an electronic voting system.
- 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 filled by the Executive, and the newly appointed 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 Chapter shall be vested in the Board of Directors. Four 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 Chapter and they shall have general power to direct, control, and supervise the affairs of the UK Chapter and its committees.

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

Section 4. President. The President shall be the Chief Executive of the UK Chapter, 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 Secretary, Treasurer and Chairs of all committees (were established) of the UK Chapter.

Section 5. Secretary. The Secretary shall keep the records and minutes of the organisation and shall maintain a current roll of members (supplied by the membership committee) and the Constitution and other documents of value. He/she shall receive and acknowledge all communications of the UK Chapter addressed to him/her or

that which may be submitted to him/her by officers of the IAAI-UK and perform such duties as assigned by the President.

Section 7. Treasurer. The Treasurer shall be custodian and sole depositor of the funds of the organisation and shall disburse such funds by cheque as authorised by the Board for purposes that promote the welfare and objectives of the organisation. He/she 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. The Board (excluding the President) shall have the power to remove from office any Board member or member of the Chapter for any of the following:

(a) Conduct or action that is likely to discredit or would be detrimental to the reputation of the Chapter or International Association.

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

(c) 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 mailed (and/or emailed) 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 Secretary not less than six weeks before the forthcoming meeting. The Agendum 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 twenty five members 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 proposed by the board and agreed by AGM.

Section 2. Audit. The Treasurer's annual statement of accounts submitted to the AGM shall be internally audited by a non-executive board member.

Section 3. Gifts or Grants. All gifts or grants to the UK Chapter may be accepted by the Board. The Treasurer shall make proper acknowledgement of all such gifts or grants accepted.

ARTICLE VII. REVISION.

Section 1. Revision. This Constitution may only be amended at an Extraordinary General Meeting of the UK Chapter by an electronic vote of two-thirds (2/3) of the members

responding to the electronic vote request. 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 UK Chapter (charity) the 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 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 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 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 UK Chapter (Charity) has been dissolved. If the Trustees are obliged to send the UK Chapter’s accounts to the Commission for the accounting period, which ended before its dissolution, they must send the Commission the UK Chapter’s (Charity’s) final accounts.