



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Article 1

Membership Application and Categories

Section 1.01 Application. The Board of Directors shall approve an official membership application and all substantive changes to the application. Administrative changes to the application shall be made and approved by the Secretary.

Section 1.02 Application Process. All applications for Active, Associate, Affiliate, and Student membership shall be made on an official Association application. The application and appropriate dues shall be sent directly to the Secretary. The Secretary shall approve or disapprove all applications that clearly indicate whether or not the applicant is qualified for membership. When membership is approved, the Secretary shall forward the membership funds to the Treasurer. If the Secretary has any questions about the applicant's qualifications for membership, the application shall be vetted through appropriate resources to verify the applicant or application information. If the verification process does not resolve application issues, it may be referred to the Board of Directors for disposition. Any application disapproved under this process may be appealed by the applicant at the next General Membership meeting by making a written request to the President at least 30 days prior to such meeting.

- (a) The Board of Directors may approve the Annual Educational Conference registration to be accepted as application for membership.
- (b) The Board of Directors may approve membership fees to be assessed as part of the Annual Educational Conference registration.

Section 1.03 Notification Of Action Taken On Application. If the membership application is approved, the Secretary shall notify the applicant of his or her acceptance and a membership card can be issued via the website.

Section 1.04 Active Membership. Active membership shall consist of employees of government law enforcement agencies and other related agencies whose job duties include one or more tasks related to the collection, preservation, processing, analysis, and/or utilization of forensic evidence. To be considered an employee under this section, the person must be an employee who receives a salary from a national government, tribal government, state government, county government, or some subdivision thereof. Active Members, in good standing, may hold any office in the WAI and shall be entitled to one (1) vote with respect to each matter presented to the membership of the WAI for a vote. Further, any active member in good standing shall not lose his or her active membership status because of retirement or other change in job status.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Section 1.05 Life-Active Membership. An active member in good standing shall automatically become a life-active member as soon as one of the following three events occurs: the completion of a term of office as President, twenty-five (25) years of continuous active membership, or fifteen (15) years of continuous active membership upon retirement from law enforcement. A life-active member shall be excused from the payment of all dues and assessments and shall be entitled to all the benefits and privileges of an active member.

Section 1.06 Associate Membership. All 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, dues, fees, assessments, charges, and entitled to the same rights and privileges as active members, except that they shall not be entitled to hold any elected office except as a Director as provided in Section 3.01 of these by-laws.

Section 1.07 Affiliate Membership. Affiliate Members shall consist of business organizations that are interested in furthering the objectives of this Association. Affiliate Members shall not be eligible to vote or hold office.

Section 1.08 Honorary Membership. Honorary members 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 person, upon the motion of any member in good standing, may be approved as an honorary member for a period of one (1) year by the Board of Directors or by a majority vote at an annual general membership meeting. Honorary members shall not be eligible to vote or hold office.

Section 1.09 Student Membership. Student Membership shall consist of all persons who are full-time or part time college students at an accredited university or college with a major in law enforcement, criminal justice and/or a forensic science related field. To be considered a student, the individual must not qualify as an active member of this association and must be currently enrolled in at least 5 college credits. To qualify under these provisions, the individual must include, with the application for Student Membership and renewal, a letter on college letterhead, from a professor or instructor verifying that the individual is qualified for student membership. Student members shall not be eligible to vote or hold office. Any prospective Student Members that do not fit the above criteria may also be considered for student membership on a case-by-case basis by the board of directors.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Article 2

Officers

Section 2.01 Qualifications. To be nominated and elected to the office of President, First Vice President, Second Vice President, or Third Vice President, the person must be an active or life-active member in good standing. To be nominated and elected to any other officer position, the person must be an active, life-active, or associate member in good standing.

Section 2.02 Limitation. No person can hold more than one officer position at a time, except as otherwise provided for in these by-laws.

Section 2.03 Election of Officers. The Officers of the Association shall be elected by secret ballot at the regularly scheduled annual general membership meeting. A majority of all votes cast shall be necessary to elect a candidate. If more than two (2) candidates are nominated, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two (2) candidates remain, unless on any ballot one (1) candidate shall receive a majority of all votes cast. However, if any nominee for an office is unopposed, the election for that unopposed nominee may be done by a voice vote.

Section 2.04 Term of Office. The term of office for each officer shall run for a period of approximately one year from the end of Annual Educational Conference and General Membership Meeting at which they are elected until the end of the next Annual Educational Conference and General Membership Meeting.

Section 2.05 Duties of the President. The President shall be the principal executive officer and shall supervise and control the management of the Association in conformance with the Certification of Incorporation, the IAI Division Charter, the Constitution and the By-Laws. The President shall preside at all meetings of the Association and preserve order and decorum. The President shall carefully supervise the affairs of the Association and labor for usefulness and efficiency. The President shall represent the Association at all functions requiring official representation.

(a) **Limitation.** The President shall not succeed himself or herself in office, except in cases where the person serves the unexpired term of his or her predecessor.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

(b) Voting Member of Board of Directors. The President shall be a voting member of the Board of Directors. Whenever, the chairperson of the Board of Directors is unavailable, the President shall also serve in that capacity.

(c) Other Duties. The President shall perform such other duties and have such other powers as directed by the Board of Directors.

Section 2.06 Duties of First Vice President. The First Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of that office.

(a) Limitation. The First Vice President shall not succeed himself or herself in office, except in cases where the person serves the unexpired term of his or her predecessor.

(b) Voting Member of Board of Directors. The First Vice President shall be a voting member of the Board of Directors

(c) Member of Committee. The First Vice President shall be a voting member of the Conference Committee.

(d) Other Duties. The First Vice President shall perform such other duties and have such other powers as directed by the Board of Directors.

Section 2.07 Duties of Second Vice President. The Second Vice President shall, in the absence or disability of the First Vice President, perform the duties and exercise the powers of that office.

(a) Limitation. The Second Vice President shall not succeed himself or herself in office, except in cases where the person serves the unexpired term of his or her predecessor.

(b) Voting Member of Board of Directors. The Second Vice President shall be a voting member of the Board of Directors

(c) Member of Committee. The Second Vice President shall and be a voting member of the Science and Practice Committee.

(d) Other Duties. The Second Vice President shall perform such other duties and have such other powers as directed by the Board of Directors.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Section 2.08 Duties of Third Vice President. The Third Vice President shall, in the absence or disability of the Second Vice President, perform the duties and exercise the powers of that office, in addition to his or her obligations as Third Vice President. In the event that the office of Third Vice President is vacant, the President shall appoint a person to fill the unexpired term of this office.

(a) Limitation. The Third Vice President shall not succeed himself or herself in office, except in cases where the person serves the unexpired term of his or her predecessor.

(b) Voting Member of Board of Directors. The Third Vice President shall be a voting member of the Board of Directors

(c) Member of Committee. The Third Vice President shall be a voting member of the Resolution and Legislative Committee.

(d) Other Duties. The Third Vice President shall perform such other duties and have such other powers as directed by the Board of Directors.

Section 2.09 Duties of Secretary. The Secretary shall carry out the daily administrative functions of the Association. In the event that this office is vacant the Board of Directors shall appoint an interim replacement.

(a) Records and Meeting Minutes. The Secretary shall keep all the official records of the association and the official minutes of the General Membership Meeting and all Board of Directors Meetings.

(b) Membership Applications and Records. The Secretary shall process all membership applications in conformance with Article 1 of these by-laws. The Secretary shall maintain the official membership roster. The Secretary shall work with the Communications Manager to publish or distribute a copy of the annual membership roster with the Constitution and by-laws to all the members.

(c) Board of Directors. The Secretary shall serve as the recording secretary for the Board of Directors, as in such capacity shall be a voting member of the Board of Directors.

(d) Reports. The Secretary shall prepare and present the following reports at each Board of Directors Meeting: the official minutes of the previous Board of Directors meeting, and a Secretary's report. The Secretary shall prepare and present the following reports at each



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

General Membership Meeting: The official minutes of the previous General Membership Meeting and a Secretary's Report. The Secretary's Report shall include the activities of the association and a summary of the current membership.

(e) Other Duties. The Secretary shall perform such other duties and have such other powers as directed by the Board of Directors.

Section 2.10 Duties of the Communications Manager. The Communications Manager shall be responsible for the publication and distribution of information on the WAI website by working with the webmaster. In the event that this office is vacant, the Board of Directors shall appoint an interim replacement.

(a) Other Publications. The Communications Manager, as directed by the Board of Directors shall publish or assist in publishing other Association publications.

(b) Expenses. The Treasurer as directed by the Board of Directors shall pay the expenses of this office upon presentation of receipts by the Communications Manager

(c) Board of Directors. The Communications Manager shall be a voting member of the Board of Directors.

(d) Other Duties. The Communications Manager shall perform such other duties and have such other powers as directed by the Board of Directors.

Section 2.11 Duties of the Sergeant-At-Arms. The Sergeant-At-Arms shall have command of the outer door of the conference hall, and shall permit no-one to enter who is not properly qualified. The Sergeant-At-Arms shall assist the President in preserving order. In the event that this office is vacant, the Board of Directors shall appoint an interim replacement.

(a) Board of Directors. The Sergeant-At-Arms shall be a voting member of the Board of Directors.

(b) Other Duties. The Sergeant-At-Arms shall perform such other duties and have such other powers as directed by the President or the Board of Directors.

Section 2.12 Duties of the Historian. The Historian shall maintain all the historical files and artifacts of the Association. In the event that this office is vacant, the Board of Directors shall appoint an interim replacement.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

(a) Board of Directors. The Historian shall be a voting member of the Board of Directors.

(b) Other Duties. The Historian shall perform such other duties and have such other powers as directed by the President or the Board of Directors.

Section 2.13 Duties of Treasurer. The treasurer shall carry out the daily financial functions of the Association. In the event that this office is vacant the Board of Directors shall appoint an interim replacement

(a) Board of Directors. The Treasurer shall be a voting member of the Board of Directors.

(b) Reports. The Treasurer shall prepare and present the following reports at each Board of Directors Meeting: a complete Treasurer's report. The Treasurer shall prepare and present the following reports at each General Membership Meeting: The official Treasurer's report. The Treasurer's Report shall include the Association's income, expenses, and assets.

(c) Warrants and Checks. The Treasurer shall draw all warrants and checks for the expenses of the Association and shall sign same, except when the Board of Directors expressly states that another officer of the Association must co-sign these documents.

(d) Bonds. The Treasurer shall furnish such bonds for the faithful performance of the duties of that office as the Board of Directors may require. The Association shall pay the premium for such bonds.

(e) Other Duties. The Treasurer shall perform such other duties and have such other powers as directed by the Board of Directors.

Article 3

Board of Directors

Section 3.01 Number, Voting Rights, Term, and Qualifications. The immediate Past President shall serve as the Chairperson. The Chairperson shall have full voting rights. The other fifteen members (15) shall consist of the (9) elected officers and six (6) directors elected at large.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

- (a) The Secretary, who is a voting member, shall be the recording secretary for the Board of Directors. If the Secretary is not available for a specific Board of Directors meeting, the Chairperson shall appoint someone as an interim recording secretary.
- (b) Director members shall serve a term of approximately two years, beginning at the conclusion of the Annual Educational Conference and General Membership Meeting at which they are elected and ending at the same event two years later.
- (1) Three director positions shall be up for election each year, alternating with the remaining three positions. This ensures all six positions are elected on a staggered, two-year cycle.
 - (2) This change will take effect at the 2026 Annual Educational Conference and General Membership Meeting. In that year, the three director positions held by members with the least seniority will be up for election. The remaining three positions, held by the most senior members, will be up for election the following year in 2027.
 - (3) Director positions that must be filled mid-cycle will still stay in its two-year election schedule. This ensures there will be at least 3 director positions up for election every year.
- (c) The President shall appoint a replacement to fill any vacancy caused by death, resignation, or other cause.
- (d) Five (5) of the six (6) elected directors must be active or life-active members. The Sixth (6th) director can be an active, life-active, or associate member.

Section 3.02 Election. The six (6) directors shall be elected at the annual general membership meeting by written ballot if there are more than six (6) nominees. The six (6) nominees who receive the most votes is considered elected. However, if two or more of the nominees are associate members, there must be a separate written ballot for the one (1) director position that can be filled by an associate member. In this last situation, the associate member receiving the most votes is elected. If there are only six (6) qualified nominees, they may be elected by a voice vote.

Section 3.03 Policy Making Body. The Board of Directors, which is comprised of the elected directors and elected officers, shall be the policy making body of the Association.

- (a) Operations and Policy Manual. The Board of Directors may create an *Operations Policy and Procedures Manual* which provides authority for conducting business associated with the Association.
- (b) Changes, additions or deletions to the Operations Policy and Procedures Manual shall require a simple majority vote of the Board of Directors.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Section 3.04 Approval Authority. Except as otherwise provided in the Constitution and By-Laws, the Board of Directors is authorized to approve all expenditures of funds and to approve the dates and locations for future Annual Educational Seminars.

Section 3.05 Quorum. A quorum shall consist of a minimum of nine (9) persons.

Section 3.06 Presiding Officer. The chairperson shall serve as the presiding officer of all meetings of the Board of Directors.

- (a) In the event that the current Chairperson is unable to conduct the meeting, the President shall take over the Chairperson's duties. If both the Chairperson and President are unavailable, the board shall elect a *Chairperson Pro Tempore*.
- (b) If the Chairperson nor President is not available and a quorum is present, a temporary chairperson shall be elected by voice vote from the voting members who are present.

Section 3.07 Administrative Hearing. Within sixty (60) days after receiving notice from the President of written allegations against a member that may be valid, the Board of Directors must schedule an administrative hearing to determine if the allegations are true.

(a) Notice. Written notice must be mailed to the accused member by registered mail at least thirty (30) days prior to the administrative hearing. This notice must include a detailed listing of the charges against the member, a copy of the written allegation(s), and the location, date and time where the administrative hearing will be held.

(b) Administrative Hearing. Unless disqualified or otherwise unavailable, the chairperson of the Board of Directors shall be the presiding officer at the administrative hearing. The accuser and/or President shall present the evidence against the accused. The accused shall be given the right to cross-examine all witnesses and present a defense. The accused member may be represented by a qualified attorney at his or her own expense.

(c) Failure to Appear. Unless the administrative hearing is postponed by mutual agreement in writing, the failure of the accused to appear and/or provide a written response to the allegations may be considered as proof of the truth of the allegations against the accused.

(d) Deliberations and Findings. Immediately after the administrative hearing, the Board of Directors shall go into a closed session to review the allegations and all the evidence presented. After due consideration of the evidence, the Board of Directors must vote to acquit or find the accused guilty by a simple majority vote. If the accused is found guilty, the Board of



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Directors may impose one or more of the following punishments: require remedial training, a written reprimand, suspension, and/or permanent expulsion from the Association.

(e) Notification of Findings. Within ten (10) days of the end of the administrative hearing, the Board of Directors must notify the accused in writing by registered mail of the findings. If the findings are adverse to the accused, the notice must list any punishment, and the right of the accused to appeal the decision at the next General Membership Meeting.

(f) Notice of Appeal by Accused. To preserve the right to appeal, the accused must send a written notice of appeal to the Board of Directors by Registered Mail within twenty (20) days after receiving the notification of findings. However, if the next regularly scheduled General Membership Meeting is less than twenty (20) days following the receipt of notification, the person must give written notice to the President at least one (1) day prior to the General Membership Meeting. If the accused does not provide this written notice, the accused waives all rights to appeal the decision of the Board of Directors and their decision is therefore final and effective at this time.

(g) Appeal Process. If proper notice has been given by the accused, the appeal will be scheduled on the agenda of the next regularly scheduled General Membership Meeting. The Process shall begin with a presentation of the facts against the accused by the Chairperson of the Board of Directors. Next the accused, shall be given reasonable time to present a defense. Finally, the membership will vote on whether or not each finding against the accused by the Board of Directors is correct. Unless a finding of the Board of Directors is overturned by a 2/3's vote of the membership, the decision of the Board of Directors will be considered final and effective immediately.

Section 3.08 Notice of Meetings. All sixteen (16) members of the Board of Directors shall be given written or electronic notice of all meetings of the Board of Directors at least ten (10) days prior to the meeting. Such notice may be waived by a unanimous vote.

Section 3.09 Telephonic or Multi-Media Meetings. If the Board of Directors must conduct any business of the Association before the next board meeting, the chairperson or designee may take a vote on the issue by any multi-media means (which can include but is not limited to video conferencing, e-mail, text messaging, tele-conferencing).

- (a) Such action must be approved by a 2/3's vote (ten members) of the Board of Directors. The vote will be kept and be made a part of the record at the next Board of Directors meeting.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Article 4

Committees

Section 4.01 Nominating Committee. The Chairperson of the Board of Directors shall serve as the Chair of this committee and shall have one vote. At least two (2) other past presidents shall serve as voting members of this committee. Nominations for this committee shall be solicited from any W.A.I. member in good standing during the annual W.A.I. conference. The committee shall perform other duties as directed by the President.

Section 4.02 Auditing Committee. The auditing committee shall consist of three (3) members whose duty shall be to audit and inspect the financial accounts of the Association during the Annual Educational Seminar, and/or at other times as may be directed by the President or Board of Directors. The committee shall report its findings at the Annual General Membership Meeting and/or at other times as directed by the President or Board of Directors. The elected officers and elected Directors shall not serve on this committee. The committee shall perform other duties as directed by the President.

Section 4.03 Resolution and Legislative Committee. This committee shall consist of a chairperson and at least two (2) members, including the Third Vice President. The Chairperson and all members shall be entitled to vote. This committee shall be responsible for the uniform drafting of all resolutions submitted to them for consideration by the Association at the General Membership Meeting. This committee shall provide the Board of Directors a copy of all draft resolutions for review and approval at the last regularly scheduled meeting of the Board of Directors prior to the Annual General Membership Meeting. The chairperson of this committee will then be responsible for reading at the General Membership Meeting all draft resolutions approved by the Board of Directors. This shall not preclude the President from accepting resolutions from the floor at the General Membership Meeting.

Section 4.04 Science and Practice Committee. The Second Vice President shall serve as a voting member of this committee. A qualified member shall be appointed for each discipline represented in our membership.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

(a) Resource. Each member appointed to this committee shall serve as a professional resource to answer questions from the members in his or her discipline.

(b) Advisor. Each member shall keep the chairperson informed of any new developments related to his or her professional discipline.

(c) Finding Speakers. Each member shall assist the educational seminar committee in finding speakers for the annual educational seminar.

(d) Quarterly and Annual Reports. The chairperson of this committee shall give a quarterly report at each quarterly meeting of the Board of Directors, and an annual report at the General Membership Meeting.

Section 4.05 Annual Educational Seminar Committee. The chairperson to host the annual Educational Seminar shall be approved by the Board of Directors. The members of this committee shall include the previous chair of this committee, the First Vice President, at least three (3) other persons selected by the current chair and three continuing positions to include speakers, general planning, and registration. The chair of the committee shall be the primary point of contact of the Association for the Press in everything related to the annual Educational Seminar

Section 4.06 Good of the Association Committee. This committee shall consist of the past president who shall be the chairperson, and the last four past Presidents who served immediately prior to the person serving as chairperson of this committee. Should there be a vacancy due to the unavailability of the past presidents, the current president may reach out to any past president who is a current member and then if no availability, they may appoint Vice Presidents until all four positions are filled.

(a) Award Recommendations. This committee shall receive and review all recommendations for candidates for the Good of the Association Award. If the committee approves the nomination of any candidate, the candidate's name will be recommended to the Board of Directors for consideration.

Section 4.07 Membership and Recruitment. This committee shall consist of a chairperson and other members. Their responsibility is to recruit new members and perform such other duties as the President and/or the Board of Directors shall prescribe.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Section 4.08 Web Site Committee. This committee shall consist of the Communications Manager, Historian and other members, (Including the webmaster if he/she is a member in good standing). This committee shall be responsible for overseeing the webmaster and the official web site of the W.A.I. The content of the web site will be a collaboration of the committee and the webmaster. The chairperson or their designee shall give a report at each Board of Directors meeting. The committee shall perform other duties as directed by the President.

Section 4.09 Property and Evidence Manual Committee. This committee shall consist of a chairperson appointed by the WAI President and other Association members expressing interest and selected by the chairperson. This committee shall be responsible for overseeing the Property and Evidence Managers Best Practices Guide. Oversight shall consist of updating the manual on an annual basis, and publishing on WILEnet whenever updates are made to the manual. Additionally, this committee shall present at the Annual Education Conference at least every other year, but every year if needed. The chairperson or their designee shall provide a report for each Board of Directors meeting. The committee shall perform other duties as directed by the President.

Section 4.10 Forensic Certification Advisory Committee. This committee shall consist of a chairperson and at least two other members. This committee shall be responsible for assisting and guiding members in the IAI certification process. The Chairperson or their designee shall give a report at each Board of Directors meeting. The Committee shall perform other duties as directed by the President.

Article 5

Educational Seminars and General Membership Meeting

Section 5.01 Site Approval. The Board of Directors shall approve a site and dates for an annual educational seminar and an annual general membership meeting.

Section 5.02 Planning and Operation. The planning and operation of the annual educational seminar shall be the responsibility of the annual educational seminar committee



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Section 5.03 Suggested Opening Ceremonies At Annual Educational Seminar. The suggested sequence of events for the Annual Educational Seminar is in the *Operations Policy and Procedure Manual*.

Section 5.04 General Membership Meeting. The Wisconsin Association for Identification President shall be the presiding officer. The General Membership Meeting shall be scheduled during the annual educational seminar. The secretary shall be the recording secretary. The recording secretary shall be responsible for keeping accurate minutes of the meeting, which shall be published on the WAI website.

Section 5.05 Elections. Annual elections shall be held at the annual General Membership Meeting.

(a) Procedure. The elections shall be held in conformance with the provisions of Articles within these by-laws.

(b) Eligibility Determination. The Secretary shall determine who is eligible to vote based on the person's current membership status.

(c) Supervision And Counting. The Sergeant-At-Arms shall be responsible for supervising the election and the counting of the ballots.

Section 5.06 Suggested Order of Business At General Membership Meeting. The suggested sequence of events for the conducting the business of the Association during the annual General Membership Meeting is contained within the *OPERATIONS Policy and Procedure MANUAL*.

Article 6

Awards

Section 6.01. Good of the Association Award. A Good of the Association Award may be awarded at the sole discretion of the WAI Board of Directors to any member in good standing for the member's significant contribution to the good of the WAI. It shall be the responsibility of the Good of the Association Committee to receive nominations for this award and forward their recommendations on all nominations for this award to the WAI Board of Directors. A list of all recipients of this award shall be published on the WAI website.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Section 6.02. Other Awards. The Board of Directors may make any award that it believes is appropriate to recognize service to the Association or any law enforcement professional. The President may make any award he or she deems appropriate to recognize service to the Association by both members and non-members.

Article 7 Regional Representative

Section 7.01. Selection of Candidate. The person to be recommended to the President of the International Association for appointment as the WAI Regional Representative shall be selected by ballot at the annual General Membership meeting. The person recommended must satisfy all the requirements in the IAI Constitution and By-Laws to hold this position that is appointed by the President of the IAI. The person recommended must meet the qualifications to be elected to an officer position under Section 2.01. It shall be the responsibility of the WAI Secretary to notify the President of the IAI of the name and address of the person being recommended for appointment as the WAI Regional Representative.

Section 7.02. Duties. (a) The Regional Representative shall process as quickly as possible all IAI membership applications sent to him or her for review.

(b) The Regional Representative shall make an annual report on the activities of the WAI to the IAI Division Representative.

(c) The Regional Representative, or a designate, shall make an annual report to the WAI Board of Directors on the activities of the IAI to include the Annual IAI Educational Seminar and General Membership Meeting.

(d) The Regional Representative shall serve as an officer on the WAI Board of Directors as a voting member.

Article 8 Interpretation of By-Laws

Section 8.01 Broad Interpretation. The provisions of these by-laws shall be interpreted as broadly as lawfully possible to carry out the lawful purposes for which the Wisconsin Association for Identification was formed.



Wisconsin Association for Identification

A Chartered Division of the International Association for Identification

By laws

Section 8.02 Limitations on Broad Interpretation. Due to the ambiguous nature of any written language, it may be possible to have more than one interpretation of any given provision of the by-laws. At all times the provisions of this document shall be construed in a manner that is in accordance with the laws of the State of Wisconsin and with the provisions of the United States Internal Revenue Service Regulations (IRS Code) for a non-profit professional organization.

Section 9.03 Conflict. If there is any conflict between the provisions of these by-laws and the Constitution, the Constitution shall govern.

Article 9 Fiscal Year and Amendments

Section 9.01. Fiscal Year. The fiscal year of the WAI shall consist of a twelve (12) month period. Fiscal Year starting and ending dates will be determined by a vote of the Board of Directors.

Section 9.02 Notice of Amendments. A written copy of any proposed by-law amendment must be posted by at least 5:00 pm one (1) day prior to the Annual General Membership meeting in which any Amendment or Amendments to these by-laws is to be voted on. The Secretary, Communications Manager, or the Chair of the Resolution and Legislative Committee shall be responsible for posting this information. Any proposed change that is not posted may be ruled out of order at the General Membership meeting by the Presiding Officer, unless the Presiding Officer is overruled by a 2/3's majority vote of the members present at the meeting.

Section 9.03 Required Vote. Except as otherwise provide herein or by law, these by-laws shall be amended or repealed only by a simple majority vote at one (1) Annual General Membership Meeting. It shall be the responsibility of the WAI Secretary to immediately forward a copy of all approved amendments to the Executive Secretary of the IAI for final approval.

Section 9.04 Effective Date of Amendment. Subject to final approval by the International Association for Identification, once an amendment is passed at the Annual General Membership Meeting of the WAI, the amendment shall take effect immediately. If no response has been received from the IAI within six (6) months after a copy of the amendment is sent to the IAI Executive Secretary, approval by the IAI shall be assumed.