

BY-LAWS OF THE ALASKA INVESTIGATORS ASSOCIATION
(Rev. 10/02)

ARTICLE I -- ORGANIZATION

Section 1. Purposes. The Alaska Investigator's Association exists:

- A. to encourage and promote the highest ethical practice of the profession;
- B. to foster and perpetuate a statewide forum and spirit of cooperation among members and with similar organizations;
- C. to further establish a mutual feeling of trust, goodwill and friendship; and
- D. to advocate for the needs and interest of the profession before legislature, administrative and judicial branches of local, state, and federal governments.

Section 2. Definitions.

- A. The "Annual Meeting" is the yearly general assembly of the membership for conduct of the association's business;
- B. "association" or "AIA" as used in these By-Laws means the Alaska Investigators' Association;
- C. the "Board of Directors" are those individuals elected by the membership to serve as decision makers and organizers of the association;
- D. "member in good standing" is one who has paid current annual dues.

Section 3. History.

AIA is an outgrowth of mutual professional interests. Investigators in Alaska have considered developing a professional organization for many years. At the 1993 Criminal Defense Conference held in Anchorage, Alaska, a variety of mutual interests and concerns provided the synthesis for the foundation of this organization.

Section 4. Amendments to By-Laws.

Amendments to the By-Laws will be entertained at the Annual Meeting of AIA.

ARTICLE II -- MEMBERSHIP

Section 1. Guidelines.

A. An active, voting member is an individual engaged in investigation for the defense in a criminal case, or for the plaintiff or defendant in a civil case, or retained in a disputed matter, or as a private investigator; and/or other individuals or agencies deemed appropriate by a majority vote of the Board of Directors, and who meet the membership requirements contained in Section 2, below.

B. Associate members are persons whose primary focus is investigation and its associated fields and wish to participate and support AIA in its activities but may be exempt from activities not sponsored in total by AIA. Associate members may not vote or serve as officers or on the Board of Directors.

C. Honorary Members include those persons distinguished by the Board of Directors for cause and are exempt from the requirements contained in Sections 3 and 4 of this Article.

D. Decisions made by the Board of Directors about membership are final.

Section 2. Membership Requirements.

A. A person is not eligible for active membership who:

- (1) is not a citizen or legal resident of the United States;
- (2) has been convicted of a felony within the 10 years immediately preceding the date of application;
- (3) is on probation, parole, or named in an outstanding arrest warrant;
- (4) has been dishonorably discharged from the armed forces of the United States;
- (5) has been declared by a court of competent jurisdiction to be incompetent by reason of mental or physical defect or disease unless a court has since declared the person to be competent; or
- (6) has been denied issuance of a private investigator license, or, having held a private investigator license, has had said license suspended or revoked without being subsequently reinstated, in any state or jurisdiction where a private investigator license is required.

B. A person ceased to be eligible to retain active membership when one or more of the criterion listed in A. above apply to the member.

Section 3. Application for Membership. All applications for active or associate membership:

A. shall be addressed to the Board of Directors;

B. shall contain

- (1) the full name of the applicant, and any aliases or other names used; and the
- (2) agency name;
- (3) work phone, home phone, message and/or FAX numbers;
- (4) position with agency;
- (5) years actively engaged in the profession;
- (6) type(s) of work handled, types of work declined, and specialties;
- (7) professional affiliations;
- (8) whether the applicant maintains a full or part-time office; and
- (9) an expression of ways of commitment and involvement in organization intended.

C. shall be signed and dated by the applicant; by signing the application, the applicant is attesting that all statements made in the application are true and that the applicant will uphold the principles and goals of the AIA.

D. shall, except when the application is for associate membership, be submitted with:

- (1) three letters of reference from professional sources, and
- (2) a criminal history check of the applicant, completed by the Alaska Department of Public Safety within the previous 30 days. Only an original check will be accepted (no copies). All costs associated with the criminal history check are the responsibility of the applicant.

Section 4. Dues:

- A. shall be in the annual amount established by the Board of Directors;
- B. cover a membership year from January 1 to December 31;
- C. are payable to the Alaska Investigators' Association in the care of the Treasurer.

Section 5. Evidence of Membership.

The Board of Directors may authorize the procurement of Certificates of Membership in the Association, badges, pins, emblems, flags, or other indicia of membership, and may prescribe the conditions under which such indicia of membership may be sold or awarded to the members

Section 6. Voting.

Active members in good standing may participate by voting in elections, at the annual meeting, and when asked to do so by the Board of Directors.

Section 6. Termination:

A. a member may resign by giving notice, in writing, to the Board of Directors to take effect in accordance with the terms thereof but not less than ten (10) days after the giving of such notice; or

B. the Board of Directors shall vote to terminate the membership of a member on the grounds

- (1) of non-payment of dues,
- (2) that such member has ceased to be qualified and eligible,
- (3) that the conduct of such member is considered prejudicial to the interests of the Association, provided that there be reconsideration if requested at the next Annual Meeting and determined by a majority vote,
- (4) or, that such member has continuously failed to comply with the standards of the Association;
- (5) or other reason(s) as decided by the Board of Directors.

ARTICLE III -- BOARD OF DIRECTORS

Section 1. Composition.

The Board of Directors shall be composed of six (6) elected Directors. The Board shall be broadly representative of the interests served by, and of those supporting the Association. All directors shall be at least twenty-one (21) years of age, and citizens of the United States of America

Section 2. Powers and Duties:

- A. to represent the membership as decision makers and organizers;
- B. to accept and review membership applications and make application decisions;
- C. to distinguish Honorary Members;
- D. to establish the amount of annual dues;

- E. to elect a treasurer and maintain financial accountability of the Associations monies;
- F. to authorize evidence of membership;
- G. to call for special elections or referendum from the regular membership;
- H. to terminate a member;
- I. to coordinate nominations and elections for the Board of Directors;
- J. to fill Director vacancies by vote of a majority of the seated Board until the next Annual Meeting;
- K. to appoint committees;
- L. to annually appoint officers and determine rules governing the Board of Directors;
- M. to authorize and present publications and activities, including the Annual Meeting;
- N. to decide upon and cause to be carried into effect all measures which may be deemed proper and expedient to promote the objectives and purposes of the Association;
- O. to keep accurate records of all proceedings of the Association;
- P. to have all the powers conferred upon it by law, by the Articles of Incorporation, and by these By-Laws.

Section 3. Nominations:

A. will be sought representing the geographic distribution and the varied professional specialties of the membership from the members in good standing;

B. will be communicated to the membership by the Board of Directors at the Annual Meeting;

C. in the event nominations are not otherwise received, the Board of Directors shall present at least one (1) nomination for each position.

Section 4. Elections.

A. Three new Directors will be elected at each Annual Meeting to fill a two (2) year term as well as the election of other Directors vacancies, a majority of the ballots cast being sufficient for election.

B. The Board of Directors will attempt to organize the election process whereby each member in good standing is provided the opportunity to vote.

C. The Board of Directors will provide written notification of the election results to the membership.

Section 5. Term of Office.

A. All newly elected Directors will take office on the first day of the month following his or her election. Any Director elected or designated to fill a vacancy will hold such office for the remainder of the unexpired term.

B. Appointed Directors shall assume office as of the day of their appointment by the Board of Directors.

Section 6. Quorum.

A. A majority of the Board of Directors shall constitute a quorum;

B. At any meeting of the Board of Directors where a quorum is present, in person or by conference call, a majority vote by those present will suffice for the transaction of Association business.

C. With less than a quorum present at any meeting of the Board of Directors, Association business will not be transacted and the meeting may be adjourned.

Section 7. Officers.

Shall be assigned and determined by the Board of Directors as needed from among the Directors but will include at a minimum the designation of a treasurer and in accordance with non-profit requirements. The treasurer shall receive and disburse all funds of AIA, keep records open to inspection during normal business hours, and make a full written report at the Annual meeting of the receipts and disbursements for the past fiscal year. The treasurer shall have an additional Director assigned to act in his or her stead when necessary. None of the Officers or Directors of AIA shall receive any salary or compensation from the Association. Business expenses incurred on behalf of the organization may be reimbursed by the decision of the Board of Directors.

Section 8. Time and Place of Meeting.

The Board of Directors, or any Committee thereof, may meet at any place within or without the State of Alaska, provided that at least twenty-four (24) hours notice of the place and time of the meeting shall be given to the entire Board. Meetings will be called as needed to conduct business of the Association and at the Pleasure of a quorum of the Board of Directors.

ARTICLE IV -- COMMITTEES

The Board of Directors may create and appoint Committees from time to time with such powers and duties as the Board may prescribe, and the Board may determine the manner of selection and appointment of the membership of any Committee. A Committee shall have a minimum of two members. The Board of Directors may delegate to such Committee, or any Committee composed exclusively of members of the Board, any power which may be lawfully delegated. Each committee shall have the power to fix its own time and place of meetings and to adopt its own rules. Each committee will keep records for and communicate with the Board of Directors.

ARTICLE V -- ANNUAL MEETING

The Annual Meeting is to be held between August 15 and October 15 at a time and place to be established each year by the Board of Directors. The business portion of the meeting will consist of, at a minimum: Old Business -- amendments to these By Laws, treasurer's report, reports from any committees. and New Business.

ARTICLE VI -- BANK ACCOUNTS

A. The Board of Directors may authorize such bank accounts be opened as AIA may require, and may designate those persons to be responsible for such accounts.

B. Concerning any accounts not under the direct control of the treasurer, at the time any such accounts are closed, a complete record of all transactions involving such accounts shall be reported to the treasurer, and any funds remaining shall be transmitted to the treasurer.

C. All income derived to AIA via annual dues, conference registration fees, memorabilia, or other source shall be deposited with the treasurer. The treasurer shall provide an expense check to each Committee or other member as designated by the Board of Directors for the proper conduct of the duties and functions of said Committee or other member.

ARTICLE VII -- FISCAL YEAR

The Fiscal Year of the Association shall commence on the first day of January and shall end the last day of the following December.