

**INTERNATIONAL ASSOCIATION
OF
MARINE INVESTIGATORS**



Standard Operating Procedures

(Approved: 02/28/2007;
Updated 02/01/2010)

for

**EXECUTIVE BOARD
&
EXECUTIVE COMMITTEE
MEETINGS
TRAVEL
MEMBERSHIP
REGIONAL COORDINATORS**

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ATTACHMENTS

“A” - IAMI Travel Expense Report Form

Chapter One

OFFICIAL DUTIES - PRESIDENT

Section 1

ADMINISTRATIVE DUTIES

As the President:

- a. Acts and exercises authority as the chief administrative officer and head of IAMI.
- b. Exercises supervision over IAMI and all its activities.
- c. Represents and speaks for IAMI to other organizations.
- d. Presides at IAMI Executive Board and business meetings.
- e. Appoints chairs of IAMI committees and is an ex-officio member of all committees.
- f. Signs letters or documents necessary to carry out the business of the organization.

Section 2

PRESIDING OFFICER DUTIES

The President:

- a. Is the leader and representative of the entire assembly.
- b. Must meet each situation with flexibility of judgment, common sense, and fairness to all members, acting always impartially and in good faith.
- c. Should stimulate and encourage discussion, and should insure that all aspects of issues are presented.
- d. Must be firm and decisive, yet not dictatorial; courteous and patient, yet alert to ensure progress of the meetings.
- e. Shall have a good working knowledge of parliamentary procedures and how to apply them.

- f. In the absence of the President, the officer next in order should preside at all meetings at which IAMI business may be transacted.
- g. If the President wants to participate in debate on a controversial question, the chair should be turned over temporarily to the Vice President or some other ranking officer who has not expressed an opinion.
- h. Any member of the Executive Board can request a financial statement through the President.

Chapter Two

OFFICIAL DUTIES - FIRST VICE PRESIDENT

Section 1

ADMINISTRATIVE DUTIES

- a. Shall handle other responsibilities as may be directed by the President and shall chair the Seminar / Program Committee.
- b. The First Vice President assumes the duties of the President in case of the absence or incapacity of the President and becomes President on the death, resignation, or permanent incapacity of the President unless the bylaws provide differently.

Chapter Three

OFFICIAL DUTIES - SECOND VICE PRESIDENT

Section 1

ADMINISTRATIVE DUTIES

- a. Shall handle other responsibilities as may be directed by the President and shall chair the Membership Committee.
- b. Shall confer with the President on the appointment of Regional Coordinators.
- c. Assumes the duties of the President in case of the absence or incapacity of the First Vice President when the President is not available unless the bylaws provide differently.

Chapter Four

OFFICIAL DUTIES - SECRETARY / TREASURER

Section 1

ADMINISTRATIVE DUTIES

- a. The Secretary / Treasurer serves as the chief recording and corresponding officer and is the custodian of IAMI's records. The Secretary / Treasurer works under the direction of the Executive Committee and reports to the President.

Section 2

SECRETARY DUTIES AND RESPONSIBILITIES

The Secretary:

- a. Takes careful and accurate notes of meetings and of the proceedings of meetings as a basis for preparing the minutes in writing.
- b. Prepares and certifies the accuracy of the minutes.
- c. Records the approved minutes as the official minutes, with the date of their approval, signing them to attest to their validity.
- d. Searches minutes for information requested by officers or members.
- e. Brings to each business meeting the following items: Minutes of previous meetings; a copy of the bylaws, rules, and SOPs; a current list of the membership; a list of standing or ad hoc committees; and a copy of the parliamentary authority adopted by IAMI (Roberts Rules of Order, Revised).
- f. Assists the President before each meeting in preparing a detailed agenda.
- g. Preserves all records, reports, and official documents of IAMI for future reference.
- h. Prepares and sends required notices of meetings, training seminars and proposals to the membership.
- i. Provides the chair of each standing and ad hoc committee with a copy of all proposals pertaining to the committee, instructions, or material that may be useful.

- j. Signs official documents to attest to their authenticity.
- k. Carries on the official correspondence as directed, except correspondence assigned to other officers.
- l. Prepares a roll call of members and calls it when necessary.
- m. Provides a complete updated membership data program on a monthly basis to the Second Vice President. The Second Vice President will not utilize the information on the membership database except for approved official business, and is supplied by the secretary for a backup records system only.

Section 2

TREASURER DUTIES & RESPONSIBILITIES

The Treasurer:

- a. Is responsible for the collection, safekeeping, and expenditure of all funds of IAMI, and for keeping an accurate financial record.
- b. Should make deposits of corporate funds into the IAMI bank account on a weekly basis, but not hold such funds more than 30 days.
- c. Collects and disburses funds only as directed by the President.
- d. Does not have the power to borrow money or incur indebtedness on behalf of the organization.
- e. Should report on the finances at each Executive Board meeting and be prepared to provide documentation and answer any questions on financial matters.
- f. Shall keep accounts and report thereon monthly to the Executive Committee.
- g. Shall provide the Executive Board a quarterly report on the financial status to include financial records.
- h. Is authorized to expend funds to pay for daily operations concerning IAMI business.
- i. Must receive prior approval from the President for purchases and/or checks written in excess of \$500.00.
- j. Shall keep funds in a financial institution that is federally insured.

Section 3

IAMI OFFICE

- a. The principal office shall be in a location as deemed appropriate by the Executive Board, which provides for effective administration and coordination of IAMI's activities / business.

Chapter Five

RESPONSIBILITIES & DUTIES - DIRECTORS

Section 1

- a. The Directors shall follow duties as outlined in IAMI's Bylaws.

Chapter Six

MEETINGS

Section 1

ANNUAL TRAINING SEMINAR

- a. Will be held in January, February, March or April and shall be at least three days in duration. This event will be open to all IAMI members as well as conference attendees.
- b. The rules contained in Robert's Rules of Order, Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation, the Bylaws or Standard Operating Procedures for IAMI.

Section 2

ANNUAL BUSINESS MEETINGS

- a. The annual business meeting shall be held on the last day of the annual training seminar.

- b. The business meeting is open to members in good standing. Other parties are encouraged to attend and observe such proceedings.
- c. The rules contained in Robert's Rules of Order, Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation, the Bylaws or Standard Operating Procedures for IAMI.

Section 3

EXECUTIVE SESSION

- a. If requested by the President, the "Executive Session" (closed session of the business meeting) is a meeting, open only to members of the Executive Committee, in which sensitive matters may be discussed and acted upon. Guests, such as regional coordinators, advisors, and members, may attend only by invitation. Disciplinary actions against a member of the organization shall be handled in an executive session.

Section 4

EXECUTIVE BOARD MEETINGS

- a. The Executive Board represents IAMI members in running the organization.
- b. Meetings will be closed and are only open to members of the Executive Board. From time to time the Executive Board considers business of a sensitive nature; therefore the privacy of such meetings must be protected. Guests such as regional coordinators, advisors, and members may attend only by invitation.
- c. Furthermore, the minutes of said meetings are open to the membership, except for minutes including membership action that is sensitive in nature.
- d. The rules contained in Robert's Rules of Order, Revised shall govern the organization in all cases to which they are applicable and in which are not inconsistent with the Articles of Incorporation, the Bylaws or Standard Operating Procedures for IAMI.

Chapter Seven

TRAVEL

Section 1

TRAVEL FOR IAMI BUSINESS

- a. IAMI requires that travel be essential to the normal discharge of its responsibilities, and that other resources, such as telecommunication, be used in lieu of travel whenever possible.
- b. Travel shall be conducted in the most efficient and cost-effective manner.
- c. Executive Board members shall secure the lowest reasonable rates for airfare, lodging and other expenses.

Section 2

APPROVED TRAVEL

- a. Authorized travel conducted by IAMI's President or Secretary/Treasurer will be fully reimbursed. The Secretary/Treasurer must receive authorization from the President prior to IAMI travel, excluding the Annual Training Seminar and Executive Board meeting.
- b. The President and Secretary/Treasurer are authorized to receive full reimbursement for travel in conjunction with the IAMI annual training seminar and Executive Board meetings.
- c. Travel that has been previously authorized in IAMI's fiscal year travel budget is authorized if applicable funds are available. For all other requested travel, the President must notify the Executive Board and receive approval by a two-thirds (2/3) majority vote prior to travel.
- d. Required travel by any Executive Board member upon the approval and request of the President of IAMI shall be authorized when applicable funds are available.

Section 3

PROCEDURES

- a. Travel authorization shall be requested in writing. It shall include a breakdown of all estimated expenses, including meals and lodging, transportation and method, and registration and miscellaneous cost. Dates and time of travel and an itinerary or agenda of program shall be included with the request.
- b. The President and/or Executive Committee shall approve all travel authorizations.
- c. Approval is not automatic as it is based on funding availability.
- d. Upon return, the traveler will submit an IAMI Travel Expense Report Form for reimbursement to the Secretary/Treasurer for payment (see attachment "A," IAMI Travel Expense Report Form). Receipts for lodging and all other expenses shall be submitted with the travel claim.

Section 4

TREASURER

- a. The Treasurer will record the travel costs against the budget line item.
- b. The Treasurer audits travel reimbursement requests for accuracy, completeness, and compliance with IAMI SOPs. Cost overruns must be accompanied by justification and approved by the President prior to payment.
- c. After audit and approvals are complete, a check is issued to the member. All documents and the Travel Expense Report Forms are retained for audit review.

Chapter Eight

MEMBERSHIP

Section 1

MEMBERSHIP APPROVAL

- a. Membership Applications must be sponsored by a member in good standing prior to IAMI Headquarters processing. The IAMI member must have made sufficient inquiry to believe the applicant is qualified for membership and recommend him/her for membership by signing the membership application along with their IAMI membership number.
- b. Upon completion of (a), the Secretary/Treasurer will process the application for membership.
- c. The Secretary/Treasurer shall present a list of new members to the Second Vice President on a monthly basis. This list shall include the member's name, address, city, state and company and/or organization.

Section 2

CORPORATE SPONSORSHIP PROGRAM

- a. Platinum Sponsorship - Receives additional exposure at the annual conference, plus a full page black & white ad in the Conference Program and Annual Membership Roster as well as recognition as a Platinum Member in the Roster and a link with the name of the company / organization on IAMI's Web Page. Dues: \$1,000.00 or more.
- b. Gold Sponsorship - Receives additional exposure at the annual conference, plus a half page black & white ad in the Conference Program and Annual Membership Roster as well as recognition as a Gold Member in the Roster and a banner with the name of the company / organization on IAMI's Web Page. Dues: \$500.00 or more.
- c. Bronze Sponsorship - Receives a quarter page black & white ad in the Conference Program and Annual Membership Roster as well as recognition as a Bronze Member in the Roster and a banner with the name of the company / organization on IAMI's Web Page. Dues: \$250.00 or more.

Section 3

MEMBERSHIP PACKAGE

- a. Upon completion of a new Membership Application the Second Vice President shall mail a membership package with the following items:
 - (1) Welcome Letter signed by the President.
 - (2) IAMI Membership Card.
 - (3) IAMI Membership Certificate (3x5).
 - (4) IAMI Decal.
 - (5) IAMI Lapel Pin.
 - (6) Current Year IAMI Roster.
 - (7) IAMI Marine Theft Investigations Guide
 - (8) Copy of latest Boat U.S. Exchange Newsletter
- b. The Secretary/Treasurer shall provide a monthly listing of new members to the Second VP. Upon receipt, the Second VP will provide IAMI Regional Coordinators with new member information so they can contact them.

Chapter Nine

REGIONAL COORDINATORS

Section 1

REGIONS

- a. The International Association of Marine Investigators shall be divided into six (6) regions for the United States, plus Europe and Canada for the purposes of membership and training. The regions are Northwest, Southwest, North Central, South Central, Southeast, and Northeast. The IAMI Executive Board shall determine the region boundaries.
- b. Each region shall have a Regional Coordinator, designated by the Regional Coordinator Chairperson.
- c. The Regional Coordinator shall be a member in good standing prior to and during appointment.

Section 2

RESPONSIBILITIES OF REGIONAL COORDINATOR

Regional Coordinators shall:

- a. Identify membership opportunities within their assigned region
- b. Distributes membership and seminar information within their assigned region
- c. Coordinate recruitment activity with the Training Committee with regard to mini training seminars within their assigned region
- d. Forward any completed applications for membership along with any dues payments to the Secretary / Treasurer or IAMI HQ within fifteen (15) days of receipt
- e. Review questioned membership applications as requested and notify the membership chairman (Second Vice President)
- f. Submit quarterly reports to the Chairman of the Regional Coordinators Committee & Executive Board which will be forwarded by email regarding recruitment of new members and other activities of interest to IAMI
- g. Solicit membership input regarding association resolutions and activities and forward to the chairman of the Regional Coordinators committee, which will be forwarded to the 2nd Vice President
- h. Update the chairman of the Regional Coordinators committee in a timely fashion of all training activities and other functions that may be of interest to IAMI membership occurring within their states and assigned Region

Section 3

RESPONSIBILITIES OF STATE COORDINATORS

- a. All responsibilities shall be identical to that of the Regional Coordinator except as otherwise stated in paragraph (b) of this section.
- b. All reports and other correspondence shall be forwarded to the appropriate Regional Coordinator.