

International Association of Marine Investigators, Inc.



An Oregon Corporation BY-LAWS

ARTICLE I: Name & Objectives

SECTION 1: *Name*

This organization shall be known as the "International Association of Marine Investigators, Inc." and is hereafter referred to as the "Association". The name of the Association shall not be used publicly by any Member, other than by the use of the membership card for identification purposes, without the express written permission of the Executive Board. This shall not restrict the officers, agents or appointees of the Association from using the Association name in performance of the duties of their office or assignments.

SECTION 2: *Objectives*

- a) Provide marine investigative training;
- b) Organized exclusively for educational and training purposes;
- c) Develop and disseminate educational materials to conduct marine investigations;
- d) Provide a forum for the discussion of marine investigation and related investigative activities and other topics of interest;
- e) Promote the application, prevention and suppression of the following, but not limited to:
 - 1-marine crime
 - 2-vessel accident prevention / investigation;
 - 3-environmental protection;
 - 4-marine drug smuggling;
 - 5-cargo crime;
 - 6 – Terrorism & Piracy;
 - 67 – information sharing;
 - 78-boating safety issues.

- f) Encourage mutual cooperation between law enforcement agencies and marine organizations;
- g) Focus on the needs of the marine community;
- h) Unite for the mutual benefit of those persons who are eligible for membership as specified under Article II of these By-Laws;
- i) Accumulate and disseminate information of interest to all members;
- j) Eliminate all factors that interfere with the administration of justice;
- k) Operate as a nonprofit organization;
- i) Appropriate no funding for political lobbying.

ARTICLE II: Type of Organization

SECTION 1: *Public Benefit to Members*

The International Association of Marine Investigators, Inc., IAMI, is a membership organization for Law Enforcement & Marine Professionals. IAMI supports various education and training programs to combat Marine Crime, Officer Safety, and other Boating Safety Programs. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

ARTICLE III: Membership

SECTION 1: *Law Enforcement Membership*

Those representatives of municipal, county, state, federal, national, or international law enforcement agencies who are full time salaried employees with peace officer powers or are engaged in intelligence gathering, United States Coast Guard officials, special agents of the National Insurance Crime Bureau (NICB) and administrative officials of vessel registering or titling authorities shall be eligible for Law Enforcement Membership provided an application is sponsored by a Member in good standing and reviewed and approved by the 2nd Vice President for review by the membership committee as outlined in the Association's Standard Operating Procedures. **In the event that the new potential member does not know a member to sponsor the application then the application will be reviewed by the 2nd Vice President for review by the membership committee.** Annual dues for law enforcement members shall be determined by the Executive Board.

SECTION 2: *Non-Law Enforcement Membership*

Those persons not covered under Section 1 (Law Enforcement Membership), including reserve, auxiliary or retired law enforcement officers, shall be eligible for Non-Law Enforcement Membership provided an application is sponsored by a Member in good standing and reviewed and approved by the 2nd Vice President for review by the membership committee as outlined in the Association's Standard Operating Procedures. **In the event that the new potential member does not know a member to sponsor the application then the application will be reviewed by the 2nd Vice President for review by the membership committee.** Annual dues for non-law enforcement members, except retirees, shall be determined by the Executive Board. Annual dues for those members permanently retired from law enforcement and/or private industry shall be determined by the executive board. Non-Law Enforcement Members shall have all the privileges of a Law Enforcement Member including voting and may serve as an officer as provided **in these** By-Laws.

SECTION 3: *Law Enforcement Agency Membership*

Parent agencies of those memberships defined in Article III, Section 1 shall be eligible for Law Enforcement Agency Membership provided an application is sponsored by a Member in good standing and approved by the 2nd Vice President for review by the Membership Committee as outlined in the Association's Standard Operating Procedures. Law Enforcement Agency Memberships shall be non-voting memberships with annual dues as determined by the Executive Board.

SECTION 4: *Non-Law Enforcement Corporate Membership*

Parent agencies of those memberships defined in Article III, Section 2 shall be eligible for Non-Law Enforcement Agency Membership provided an application is sponsored by a Member in good standing and approved by the 2nd Vice President for review by the membership committee as outlined in the Association's Standard Operating Procedures. Non-Law Enforcement Corporate Memberships shall be non-voting memberships with annual dues as determined by the Executive Board.

SECTION 5: *Honorary Life Membership*

By a majority vote of the membership present at an annual business meeting, the Association may confer an Honorary Life Membership upon any person qualified for membership who has rendered distinctive service to the Association or its purpose. Nominations must be made in writing to the Executive Board at least sixty (60) days prior to the annual business meeting and specify the reasons for the nomination. All past presidents of the Association shall become Honorary Life Members at the conclusion of their term of office. Honorary Life Members are considered as Members in good standing and are exempt from payment of annual dues.

SECTION 6: *Termination*

Membership in the Association shall terminate (1) by voluntary withdrawal, or (2) if the Executive Board by two-thirds (2/3) majority vote, concludes that the Member has exhibited conduct inconsistent with the objectives of the Association, or if it is determined the Member is or has been a member of any subversive organization as defined by the Attorney General of the United States, or by a competent law authority, or is unqualified to be a member as set forth in Article III, Membership.

SECTION 7.1: *Application for Membership*

All applications for membership shall be submitted to the IAMI Headquarters office manager.

SECTION 7.2: *Application for Membership where Regional Steering Committees are established*

All applications for membership shall be submitted to and vetted by the Steering Committee and recommendations forwarded to the 2nd Vice President of the Association. All records from Steering Committee will be reported to IAMI Headquarters for master membership database.

SECTION 8: *Dues*

Payable upon application and on August 1 for renewals. Members who have paid the dues are considered "current" members in good standing. Members who are delinquent in their dues are placed in "inactive" status for up to 24 months. When any Member is in arrears with dues or other financial obligations to the Association for more than 24 months, the membership shall be considered terminated by voluntary withdrawal. Any member who has attained the Certified Marine Investigator status also forfeits their Certified Marine Investigator status when the member is delinquent in his or her dues.

ARTICLE IV: Officers, Terms and Elections

SECTION 1: *Executive Board (Officers)*

The Executive Board of the Association shall consist of a President, First Vice President, Second Vice President, Secretary/Treasurer, nine (9) Directors, and the most immediate Past President. The office of President, First Vice President and Second Vice President shall consist of at least two (2) Law Enforcement members. The Secretary/Treasurer may be either a Law Enforcement or Non-Law Enforcement member. The remaining Directors shall consist of five (5) Law Enforcement and four (4) Non-Law Enforcement members.

SECTION 2: *Executive Committee*

The Executive Committee shall consist of the current President, First Vice President, Second Vice President, and Secretary / Treasurer. The Executive Committee shall have the authority to communicate and act on behalf of the Association between scheduled meetings of the Executive Board and / or the annual business meeting of the Association. The Executive Committee cannot modify any action taken by the Executive Board. The committee is responsible for developing an operating budget for the Association to be reviewed and approved or disapproved by the remaining Executive Board members.

SECTION 3: *Terms of Office*

The Executive Board members of the Association shall be elected by the Membership at the annual business meeting and shall hold office until the next annual business meeting or, if by appointment, until the next scheduled election. Nothing in this chapter shall require any officer to be elected to the next higher position or prohibit any officer from being re-elected for more than one term. Executive Committee members of the Association must have served as an Executive Board member of the Association and be a member in good standing. Nominees for Directors must be a member in good standing and have attended at least one previous international training seminar of the Association.

SECTION 4: *Elections*

Election of officers shall be held at the annual business meeting. The Nominating Committee shall present a slate of officers to the membership for consideration. Nominations may also be made from the floor. Only Members in good standing may be nominated and elected.

SECTION 5: *Vacancies*

In the event a vacancy occurs among the members of the Executive Board between elections, the vacancy shall be filled by appointment by the President with concurrence of a two-thirds (2/3) majority vote of the remaining Executive Board.

SECTION 6: *Membership Status Change*

An Executive Board member's membership status on the Board (Law Enforcement or Non-Law Enforcement) remains the same while in continuing service on the Board **or Steering Committee, if applicable**, regardless of individual career changes.

ARTICLE V: Duties of Elected Officers

SECTION 1: *President*

The President is the presiding officer of the Association. As such, the President is responsible for the direction and coordination of the Executive Board and Executive Committee and shall preside at the annual business meeting. The President shall also be an ex-officio member of all committees, excluding the Nominating Committee. Within thirty (30) days following an election, the President shall make all committee assignments as established in the By-laws. The President may appoint Members in good standing to chair ad hoc committees as deemed necessary for the proper operation of the Association. The President may require reports from each committee at the annual business meeting. In the absence of or in the event the President is unwilling or unable to perform the required duties, the First Vice President shall assume the authority and responsibilities of the President of the Association as outlined in this section.

SECTION 2: *First Vice President*

The First Vice President is responsible for the development and coordination of the annual training seminar and is the Program Chairman; appoints the seminar On-Site Coordinator; maintains the Standard Operating Procedures Manual and provides all new members of the Executive Board with an up to date copy. In the absence of or in the event the President is unwilling or unable to perform the required duties; the First Vice President shall assume the authority and responsibilities of the President of the Association as outlined in Article V, Section 1.

SECTION 3: *Second Vice President*

The Second Vice President is the Membership Chairman and is responsible for the appointment and coordination of Regional Representatives to promote the activities of the Association and increase membership. In the absence of or in the event the President, and/or First Vice President, are unwilling or unable to perform the required duties, the Second Vice President shall assume the authority and responsibilities of the President of the Association as outlined in Article V, Section 1.

SECTION 4: *Secretary/Treasurer*

The Secretary / Treasurer is responsible for making all deposits and disbursement of funds as authorized by the budget, or the President, or Executive Committee; causes the minutes of each meeting to be recorded; and is the custodian of all records.

SECTION 5: *Directors*

The Directors shall chair committees as appointed by the President and are responsible for any other duties as assigned by the President. The Directors of the Association shall have the authority to carry out and participate in the business of the Executive Board.

SECTION 6: *Removal from office*

An elected officer of the Association may be removed from office by unanimous vote of all board members, excluding the vote of the officer in question.

ARTICLE VI: Committees

SECTION 1: *Standing Committees*

- A. ***By-Laws Committee***- Maintains the By-Laws; causes any proposed changes to be published to the membership in a timely manner; presents all proposed changes to the membership at the annual business meeting; and provides the Secretary/Treasurer with an up to date copy of the By-laws to be published and distributed in conjunction with the membership roster.
- B. ***Insurance Committee***- Develops projects and coordinates communication between the Association and the insurance industry to encourage a better understanding of the industry's problems relating to marine investigations.
- C. ***International Committee***- Encourages new international memberships and facilitates the exchange of information regarding marine investigations internationally.

Any Region that has 25 or more members in good standing can petition the Executive Board to create a Steering Committee through nominations of Steering Committee members. The purpose of the Steering Committee is to facilitate geographically regionalized training and provide personalized membership handling. The following guidelines will be in place once Executive Board has approved Steering Committee:

1. The Steering Committee agrees not to do or act in any way to jeopardize the Association's 501(c)(3) nonprofit status which is registered in the United States. The Steering Committee must always be mindful of sanctions imposed on different groups and countries (by The Office of Foreign Assets Control (OFAC) of the US Department of Treasury, who administers and enforces economic embargoes and trade sanctions based on US foreign policy and national security goals against targeted foreign countries) and not do business with them.
2. The Steering Committee member's principle role will be the same as a Board Member, that of stewardship of funds and services in furthering the mission of the Association. Ensuring representation of the Association is of the highest integrity, doing nothing that would adversely affect the Association's standing or reputation.
3. The Steering Committee will establish SOP's in accordance with the Association's mission and have those SOP's approved by the Association's BOD prior to implementation.
4. **The Steering Committee elected to oversee a region will consist of three members. The steering committee must consist of at least one law enforcement and one non law enforcement member.** One of the three being the Chairman as selected by the Steering Committee. The term of office will be specified in the SOPs of the Steering Committee; however, the term of office shall not exceed 3 consecutive year terms. Following a one year break from office a previous Steering Committee member may sit for reelection.
5. The Steering Committee Chairperson must virtually attend IAMI's mid-year meeting and physically attend the annual seminar or have approval from the Executive Board when not attending.
6. If membership drops below the required 25 members the Steering Committee will be placed on probationary status for one year. At the conclusion of that one year period, if membership has not reached the required 25 members the BOD's may vote to disband the Steering Committee or extend the probationary status if progress is being shown.

7. The Steering Committee Chairman attending the annual BOD's mid-year or annual conference meetings will be reimbursed by either their agency or their Steering Committee for travel, lodging and related expenses. If funds are not available through either, they may request reimbursement from the Association's main account under the same guidelines as BOD's. The request will be reviewed by the Executive Board. If approved, the requesting Chairperson must submit the Association's expense reimbursement form for payment.
8. The Steering Committee may add additional elected additional committee members as outlined by Steering Committee's SOPs, yet the majority of the Committee shall remain law enforcement members.

The Association's BOD's may approve start-up money for a new Steering Committee in an amount to be approved by the BOD's. The funds held by any Steering Committee must have the Treasurer of the Association or their designee (President) listed on the account in the event the Steering Committee is dissolved or issues arise where accountability is necessary. This is to ensure an accessible and accurate database at HQ to protect our 501(c)(3) status. A Steering Committee will supply records and accounting for audits quarterly or as required by law.

Each Steering Committee will assist the Association financially by annually submitting the equivalent of \$10.00 USD for each membership in good standing as of July 31st, membership year end. This annual support will be due September 1st of the calendar year and submitted to the Association's Treasurer for inclusion in the Association's main account.

Any material printed with the intent to be used by a Steering Committee that represents the Association must be approved by the Executive Board before distribution.

The CMI program is available to all current members worldwide. However, the CMI application must be submitted online to Headquarters. Records will be maintained at Headquarters and all CMI fees will be due and payable to IAMI, Inc, at Headquarters.

Steering Committee events must be cleared through the Association's President to avoid scheduling conflict in the event the President wishes to attend.

1. In the event that the Association's President's agency will not pay his/her travel expenses, the President's travel and lodging will be paid out of the Association's account.
2. Steering Committee will not charge the President for registration/attendance at any function except actual costs incurred for lodging, food and after training events. (Such as site-seeing tours etc.)
3. The Association's 1st Vice President may travel to Steering Committee conferences during the 2nd year of office if funds allow. This allows the prospective President to meet Steering Committee members before assuming Presidential status.
4. The Association's Executive Director may attend Steering Committee functions if there is a true need to conduct the Association's business, and funds allow. All travel will require prior approval by the Executive Board. If approved, the Association's expense account form will be submitted to show all expenses incurred.

D. Marine Industry Committee- Develops projects and coordinates communication between the Association and the Marine Industry to encourage a better understanding of the industry's problems relating to marine investigations.

E. Legislative Committee- Obtains copies of legislation, both federal and state, relating to marine investigative and boating safety issues; generates model acts for proposed legislation and distributes upon request; makes the President aware of issues which should be of interest

to the membership; develops recommendations for changes to the National Crime Information Center (NCIC) stolen boat file.

F. *Membership Committee*- The membership committee will review all applications & forward their recommendations onto the IAMI office manager; determines the most effective means of communicating with the membership at large; solicits information for the association's newsletter; contacts and distributes information and other requested materials on a regional basis.

G. *Program Committee*- Works with the On-Site Coordinator in selecting the hotel and training facilities; works in conjunction with the Training Committee in determining topics and instructors; develops and provides a seminar agenda to be published in the association's newsletter.

H. *Public Education and Training Committee*- Processes records of instructors, topics for each seminar and course outlines, provides seminar evaluation forms to the membership to be considered by the Program Committee in developing the agenda; assists at the annual meeting. Forwards appropriate training records to the Secretary/Treasurer.

I. *U.S. Coast Guard Committee*- is responsible for communicating the concerns of the Association relating to marine issues.

J. *Grants Funding Committee*- Is responsible for coordinating, researching and identifying grant funding, preparing grant applications, and managing grants.

K. *Law Enforcement Committee*- Addresses issues related to the maritime law enforcement community including: specialized training, equipment, and officer safety. Assists in maintaining the database of secondary HIN numbers. Encourages mutual cooperation between Law Enforcement and the Private Sector.

L. *Past-Presidents Committee*- This committee will be chaired by the immediate Past President with all other Past Presidents as committee members. The committee will be advisors and counsel to the Executive Board and the Association.

SECTION 2: *Seminar Committees*

A. *Finance Committee*- Conducts an audit of the financial records of the Association and renders a complete summary of all income, disbursements, and balances at each annual business meeting. A member in good standing other than an Executive Board member appointed by the President shall chair the committee. All supporting financial documentation for the audit shall be provided to the committee by the secretary/treasurer of the Association.

B. *Resolution Committee*- Receives proposed resolutions from the membership, determines if a resolution is the most appropriate means of communicating the Association's support and/or concerns regarding issues with the marine and insurance industries; prepares those resolutions passed at the annual business meeting for the President's signature to be mailed within thirty (30) days.

C. *Nominating Committee*- Interviews those interested in holding an office in the Association. Presents a slate of Officers for consideration to the membership at the annual business meeting. The Nominating Committee shall be chaired by the most immediate past President. In the event the immediate past President is not present, unwilling or not qualified, the committee shall be chaired by the most recent qualified past President at the seminar. If no qualified past Presidents are in attendance, then the current President will appoint a qualified member to chair the committee. A Nominating Committee member is deemed qualified by being an active member in good standing.

D. *Site Selection Committee*- Solicits bids from Members to host the annual training seminar; recommends the dates and locations for approval by the membership at the annual business meeting.

ARTICLE VII: Meetings

SECTION 1: *Annual Training Seminar*

An annual training seminar for the membership shall be held in January, February, March or April and be no less than three days in duration. In the event another month is considered, approval by a two-thirds (2/3) majority vote of the Executive Board is required. It shall be held in a location as determined by the Site Selection Committee and approved by a membership vote at the annual business meeting.

SECTION 2: *Committee Meetings*

The Executive Board of the Association and all standing committees shall meet the day preceding the annual training. After the election, the newly elected President may call for a meeting of the new Executive Board on the morning following the conclusion of the annual training seminar.

SECTION 3: *Annual Business Meeting*

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

SECTION 4: *Mid Year Meeting Of Executive Board*

The President may elect to call for a meeting of the Executive Board approximately six months prior to the next annual seminar. The President may also elect to hold meetings by telephone conference call or other electronic media.

ARTICLE VIII: Administration

SECTION 1: *Governing Procedures*

The presiding officer shall be governed by the rules laid down in "Robert's Rules of Order", most recent addition.

SECTION 2: *Voting*

Only Members in good standing may vote on any issue before the Association and with no proxies or absentee votes permitted.

SECTION 3: *Amendments*

The By-laws may be amended by a two-thirds (2/3) majority vote of the Association members present at the annual business meeting. All proposed changes must be published and made available to all current members.

SECTION 4: *Dissolution*

In the event of the dissolution of the Association, whether voluntary or involuntary, no member shall be entitled to any distribution or division of the remaining assets. Instead, after payment of all debts

and obligations, in lieu of a court order otherwise, the remaining assets shall be donated to a tax exempt 501(c)(3) organization named by a majority of the members attending the dissolution meeting.

SECTION 5: *Fiscal Year*

The fiscal year of the Association is hereby fixed to begin on August 1st of each calendar year and to end on July 31st of the following calendar year.

SECTION 6: *Prohibited Activities*

The Association is prohibited from engaging in any activities which would jeopardize its status as a 501(c)(3) organization.

Signed this ____ day of February, 2012,

Martin Aberg, President

Ronald Morris, Secretary/Treasurer