

## **By-Laws**

### **Article I Name of Association**

- A. The name of the organization shall be the North Carolina Homicide Investigators Association.

### **Article II Purpose and Objectives**

- A. Provide homicide investigators an opportunity to exchange information relative to homicide investigations and to encourage such exchange of information.
- B. Support and encourage regular training sessions, workshops, and special investigative seminars.
- C. Open lines of communication among homicide investigators within the State of North Carolina.
- D. Through the training, communication, support and encouragement of the Association's membership, promote quality homicide investigations within the State of North Carolina.

### **Article III Membership and Voting Rights**

- A. There will be four membership classifications: Active, Privileged, Honorary, and Life Time.
- B. Active Membership may be granted to the following and pursuant to the listed guidelines:
  - 1. An active duty, sworn Law Enforcement Officer, within the United States
  - 2. A Medical Examiner designated as such by the Chief Medical Examiner of the State of North Carolina and/or his/her employees whose responsibilities include the investigation and determination of cause and manner of death.
  - 3. Investigators who are under the jurisdiction of a District Attorney of the State of North Carolina
  - 4. Non-sworn employees of the North Carolina Department of Justice or the North Carolina Department of Public Safety whose duties may include the investigation of homicides.
  - 5. Crime Scene Investigators who are employed by a local, state, or federal law enforcement agency.
  - 6. Active Members shall complete a membership application and pay annual dues as set forth by the Association.

7. Active Members shall have full voting rights and privileges in the Association including the right to make nominations and the right to hold office.

C. Privileged Membership may be granted to the following and pursuant to the listed guidelines:

1. Individuals who retire from law enforcement or resigns from law enforcement due to extenuating circumstances.
2. Duly elected District Attorneys of the State of North Carolina or the equivalent in any other state.
3. Assistant District Attorneys of the State of North Carolina or the equivalent in any other state.
4. Duly elected or appointed United States Attorney or Assistant United States Attorneys.
5. Police Attorneys currently employed by a law enforcement agency.
6. Civilians not employed by a law enforcement agency that are professors (Full, Associate or Adjunct) of an accredited college or university and contribute to the investigation or prosecution of homicides.
7. Civilian interns of a law enforcement agency that contribute to homicide investigations and have passed a background investigation that is consistent with that agency's standards and have a supporting recommendation from the agency head (i.e. Chief, Sheriff, District Attorney, etc.)
8. Those applying for Privileged Membership shall complete the Privileged Membership application and submit annual dues as governed by the Association By-Laws. Privileged Membership must be approved by the Association Officers and Board of Directors.
9. Privileged Members shall have voting rights but may not hold office. They may be appointed to committees by the President
10. Privileged Members shall receive all publications, notifications, and correspondence of the Association as approved by the Officers and Board of Directors.

D. Honorary Membership may be granted pursuant to the following guidelines:

1. Honorary Membership may be granted to those who provide support and assistance or who contribute to the association in an exemplary manner.
2. Active members may nominate a person for Honorary Membership.
3. Membership may be granted upon approval of the officers and Board of Directors.
4. Honorary members shall not hold office or have voting rights.
5. Honorary members shall not be required to pay Association dues.

**E. Lifetime Membership**

1. Lifetime Membership may be conferred upon a member at the direction of the Board of Directors as an honor bestowed upon them for making significant contributions to the Association including but not limited to past presidents.
2. Lifetime Members shall have voting rights.
3. Lifetime members shall not be required to pay conference or association fees.

**F. Specific Exclusions of Membership**

1. Due to the sensitive nature of matters presented and discussed by the Association members at meetings, no one who has been granted a license by the North Carolina Private Protective Services Board under Chapter 74C-2 of the North Carolina General Statutes may be a member of the Association in any category of membership. No person who possesses a similar license or privileges granted by another state shall be eligible for membership in any category. This shall include, but not limited to, those licensed as a private investigator, private investigator associates, private polygraph examiners, private polygraph examiner trainees, and private psychological stress evaluators.
2. Due to the fact that the membership of the Association is involved in the investigation of cases which will ultimately be prosecuted by the District Attorneys of the State of North Carolina, no individual whose duties in whole or in part involve working for a member of the defense bar in any jurisdiction or in any capacity shall be allowed to be a member of the Association or to attend meetings sponsored by the Association.

**G. Revocation of Membership**

1. In the event a member is charged with a crime or acts in a manner which brings discredit to the association, the Board shall investigate the allegations. If the Board substantiates the allegations and deems it necessary, the member shall have their membership revoked indefinitely.

**Article IV Officers of the Association**

- A. The elected officers of the Association shall be President, Vice President, Secretary, and Treasurer.
- B. The Association shall also elect 6 members to serve on the Board of Directors.

C. Election and tenure of office

1. Elections will take place every year at the fall business meeting.
2. Officers will be voted upon by the majority of the members present.
3. Officers shall serve a term of two years from the time they are elected through the completion of the fall business meeting of the second year.
4. Due to the knowledge and experience required to properly function in the position of Vice President, Secretary or Treasurer, a special nominating committee will be used. This committee shall consist of officers and board members who are not up for re-election. This committee shall make recommendations for the open officer seats to the Association.
5. All nominees for the open Board of Directors positions shall be nominated by a nominating committee. This committee shall consist of the following: the President or his/her designee, a board member who is not seeking re-election, and an active member of the Association who is not seeking election that is appointed by the President.
6. All members of the Association wanting to run for the Board of Directors must present a letter of recommendation from a senior supervisor of their agency specifically showing support of the Agency to allow the member to serve and attend all board meetings and training conferences. This letter shall be presented to the nominating committee when they meet with those interested in running for a board position at the time and place designated by the President during the opening remarks on the first day of the training conference. The nominating committee shall present a ballot to the Association for the open board member positions for voting. Where several members are seeking a position, the vote will be by written ballot. Where only one person is seeking election, the vote may be made by voice vote.

D. Duties of Elected Officials

1. President

- a. The President shall take office after serving two years as the Vice President.
- b. The President shall be the executive officer of the Association.
- c. The President shall preside over all meetings of the Association and meetings of the Board of Directors.
- d. The President may appoint members to special committees not otherwise provided for and serve as a member ex officio of all said committees.
- e. The president shall uphold and enforce the Association By-Laws and perform any other duties that customarily pertain to the office of President.
- f. The President may appoint two active members to serve as Sergeant of Arms as he/she deems necessary.

- g. The President or his/her designee shall attend the International Homicide Investigators Association Conference or other comparable training conference once during their two-year term at the expense of the Association.

2. Vice President

- a. The Vice President shall aid and assist the President, and in the absence of the President, shall temporarily assume and perform the duties of the President.
- b. The Vice President shall automatically succeed the office of the President. In the event of the President's death, resignation or removal from office, the Vice President will thereby serve the unexpired term.

3. Secretary

- a. The Secretary shall keep a record of all proceedings of the Association meetings and present those minutes at the following business meeting.
- b. The Secretary shall perform other duties at the direction of the President.

4. Treasurer/Chief Financial Officer

- a. The Treasurer shall be responsible for collecting all dues, fees and assessments.
- b. The Treasurer shall provide a current and written financial report and present it at each business meeting.
- c. The Treasurer shall pay the bills of the Association upon presentation of proper voucher and serve as custodian of all funds of the Association.
- d. The Treasurer shall maintain a record of the current membership.
- e. The Treasurer shall perform other duties at the direction of the President.

5. Board of Directors

- a. There shall be six members of the Board of Directors elected from the active membership of the Association.
- b. All Board of Directors' terms of office shall be two-year staggered terms.
- c. The Board of Directors shall be responsible for monitoring current By-Laws and proposing necessary amendments for membership approval.
- d. Members of the Board of Directors shall serve as chairperson for special committees as recommended by the President including, but not limited to, membership, seminars, and special event committees.

6. Executive Secretary

- a. An Executive Secretary may be selected and appointed by the Board of Directors.
- b. The Executive Secretary shall keep a record of all proceedings, maintain a current and correct record of the total membership, issue notices of meetings, publish agendas, and conduct the correspondence of the Association.

7. Advisory Board

- a. Past Presidents shall serve indefinitely on the Advisory Board and may be responsible for assisting with planning of future conferences/meetings, provide training, and assist with making contact with potential speakers.

8. Removal from Office

- a. When an allegation is made that an officer or board member has failed to perform their duties, act in a manner to bring discredit upon the Association, or has been charged with a crime, the Board shall, as soon as possible, convene to discuss and investigate the allegations. If the Board finds a factual basis for the allegations, the officer or board member shall be removed from office. At the next business meeting, the Board shall make the Association aware of the removal from office.

9. Vacancies

- a. In the event of a death, resignation, or removal from office, the Board may appoint an active member to serve the unexpired term with the exception of the office of President.

**Article V Meetings**

- A. Regular business meetings may be scheduled on a bi-annual basis
- B. Two training conferences may be held each year.
- C. Special meetings for the membership may be called by the President when needed.
- D. In meetings of the membership, a quorum shall consist of not less than twenty (20) percent of the membership in good standing.

- E. All meetings of the Association shall follow Robert's Rules of Order
- F. It is the policy of the Association that any and all materials distributed at meetings or otherwise disseminated to the membership by any means are so distributed for the sole use of members in their capacity involving the investigation and prosecution of homicides and other death cases. Any person terminating their membership of the Association for any reason is specifically prohibited from using these materials for any purpose other than these. No materials may be given to any member of the defense bar of any jurisdiction without legal process authorizing such distribution being served on the Secretary of the Association.

**Article VI Dues, Fees and Assessments**

- A. The fiscal year of the Association shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.
- B. Dues for the Association for each fiscal year shall be set by the Board of Directors. Any changes in the annual dues must be announced at the regular business meeting of each year and is binding upon the membership only after a majority approval.
- C. Funds are to be distributed only upon the signature of the President or the Treasurer/Chief Financial Officer.
- D. Payment of membership dues must be received prior to attending one of the bi-annual business meetings. Dues should be sent to the Treasurer/Chief Financial Officer of the Association.