As amended, May 16th, 2013

**ARTICLE I - NAME**

Section 1. This organization shall be known as the Northeast Regional Chapter of the International Association of Auto Theft Investigators, and is hereinafter referred to as the Northeast Regional Chapter. The name of the Association shall not be used publicly by any member other than by the use of his membership card for identification purposes without the express permission of the Executive Board. This shall not restrict the officers, appointees or agents of the Northeast Regional Chapter in the use of the name to carry out the purposes of the Northeast Regional Chapter, or the duties of their offices. All members of the Executive Board must be members of the International Association of Auto Theft Investigators.

**ARTICLE II - OBJECT**

Section 1. The objectives and purposes of the Northeast Regional Chapter shall be:

a. To unite for mutual benefit, those individuals who are eligible for membership as specified in Article III:

b. To provide for exchange of technical information and developments;

c. To cooperate with all law enforcement agencies and associations who are engaged in the prevention and suppression of automobile thefts and kindred crimes;

d. To encourage high professional standards of conduct among auto theft investigators and to continually strive to eliminate all factors which interfere with administration of crime suppression.

Section 2. The Northeast Regional Chapter shall not be operated for profit, and its funds may not be used in an attempt to influence legislation.

**ARTICLE III - MEMBERS**

**Section 1. ACTIVE MEMBERSHIP:**

This category of membership is extended to those persons who are members of a duly authorized law enforcement agency, employed on a full-time basis by a federal, state, provincial, county or municipal political subdivision in the United States or Canada; administrators or special agents of motor vehicle agencies, agents of the National Insurance Crime Bureau, Insurance Crime Prevention Bureau and the Canadian Automobile Theft Bureau; members of federal, state, provincial government agencies administering criminal justice services; or any person honorably retired from any of the above agencies, provided such persons possess the other qualifications for membership and are not less than eighteen years of age at the time of application. Membership shall be granted at the discretion of the Executive Board. Applications of persons denied membership shall be returned to the person applying with a letter of explanation.

**Section 2. AFFILIATE MEMBERSHIP:**

This category of membership is extended to any representative of any company, organization, business or philanthropic endeavor known or believed to be beneficial to the best interests and objectives of the Northeast Regional Chapter and who contributes to the Northeast Regional Chapter an annual sum not less than the current active membership fee and who is not less than eighteen years of age. Membership shall be granted at the discretion of the Executive Board. Applications of persons denied membership shall be returned to the person applying with a letter of explanation. Affiliate members shall have the privileges of an Active Member, except holding the offices of President or Vice President.

**Section 3. LIFE MEMBERSHIP:**

The Northeast Regional Chapter may, by a majority vote of members present at the annual meeting, confer life membership upon any person qualified for membership who has rendered distinctive service to the Northeast Regional Chapter or to its purposes. Any life member shall have all the rights and privileges of an active member without payment of dues. Nominations for life membership shall be made by the Executive Board at any annual meeting. If at any time the holder of a life membership is found to be unfit for membership, their membership can be canceled by a two-thirds vote of the Executive Board, but this action must be sustained by a two-thirds vote of the members present at the next annual meeting following their action. All Past Presidents of the Northeast Regional Chapter automatically become life members at the conclusion of their term of office as elected President.

Section 3a.

All life members of the Northeast Regional Chapter and the incumbent President of IAATI will automatically be registered for the annual seminar. Should any of the above elect to attend, their Registration Fee will be waived.

**Section 4. IAATI MEMBERSHIP:**

The Northeast Regional Chapter requires that all members of the chapter become members of IAATI. The IAATI membership of Life members who have not attended three (3) of the last five (5) Annual Meetings shall not be renewed by the Executive Director unless requested by the member in question.

**Section 5. APPLICATION FOR MEMBERSHIP:**

Applications for membership shall be made to the Membership Committee upon the recommendation of an active, affiliate, or life member.

**Section 6. PERSONAL QUALIFICATIONS:**

Prior to accepting any application which may be referred to it, the Membership Committee shall give due consideration to the following, among other qualifications it deems applicable, to wit: (1) the personal character of the applicant; and (2) the character and reputation of the applicant's employer and associates. No person shall be eligible for any class of membership if that person has been a member, or is presently a member, or becomes a member of a subversive organization or of any organization whose objectives and operations are inconsistent with the purposes of the Northeast Regional Chapter.

**Section 7. TERMINATION OF MEMBERSHIP:**

The Board, either upon its own initiative or the recommendation of the Membership Committee, may order the termination of any membership in the event (1) such member falsified their application for membership or makes

any misrepresentation therein; (2) such member is in arrears in the payment of dues or any other obligation to the Northeast Regional Chapter; (3) the Board, in its discretion, determines that such member has conducted themselves in such a manner as is prejudicial to the good name or best interest of the Northeast Regional Chapter; or (4) the Board, in its discretion, determines that such member has exhibited traits of character or conduct inconsistent with the qualifications for membership in the Northeast Regional Chapter. A two-thirds approval of the entire membership of the Executive Board shall be sufficient to cause termination of membership for any reason specified in this section. The Executive board shall also give any such member due notice, and an opportunity to be heard before any such termination, probation, censure or suspension of membership.

**Section 8. REINSTATEMENT:**

Any former member may be reinstated by making application and complying with Article III of the Constitution and By-laws. Any terminated, probated, censured or suspended member may be reinstated by a two thirds majority vote of the Executive Board.

**Section 9. DUES:**

The annual dues for active and affiliate members of the Northeast Regional Chapter shall be fixed by a majority vote of members present at the annual meeting, and shall be payable from January 1 in the manner prescribed by the Executive Director. A prospective member shall submit his dues with application for membership which, upon acceptance, will pay his dues until January 1st following approval of his application. Failure to pay membership dues within ninety (90) days of the due date shall forfeit membership in the Northeast regional Chapter. Reinstatement shall be as provided by Article III, Section 8. There shall be no other fees or assessments except as provided by amendment to these articles.

**ARTICLE IV - OFFICERS, ELECTIONS, AND TERMS**

**Section 1. OFFICERS:**

The officers of the Northeast Regional Chapter shall be a President, a First Vice President, a Second Vice President, a Third Vice President, a Fourth Vice President, an Executive Director, and a Treasurer.

**Section 2. DIRECTORS:**

Eight Directors shall be elected to represent the Association. Their divergent geographical locations shall be a consideration for nomination. Two of the eight Directors may be Affiliate members.

**Section 3. EXECUTIVE BOARD:**

The Executive Board of the Association shall be composed of the Officers, elected Directors, and those Past Presidents who have been in attendance at three (3) of the last Five (5) Executive Board meetings. The President shall be the Chairperson.

**Section 4. HARRY BRADY Sr. NOMINATION COMMITTEE:**

Shall be composed of the three (3) most recent and two (2) most senior Past Presidents in attendance at the Executive Board meeting immediately preceding the annual training seminar. Their names shall be made known on the first day of the annual training seminar, being announced by the President. In the event there are not five (5) present, the President shall appoint additional members of the Northeast Regional Chapter to the Nomination Committee so that it may be composed of a total of five (5) members. All members of the Nomination Committee must have attended at least three (3) of the previous five (5) annual meetings and at least two (2) of the last four (4) Spring and Fall Executive Board meetings. Nothing in this section shall preclude any member or group of members from placing in nomination in any appropriate way, to be voted upon at the annual meeting, any person or persons whom such member or group of members see fit to nominate for election as an officer or officers, provided the person or persons are in a membership category of the Northeast Regional Chapter appropriate to the position.

**Section 5. ELECTION:**

All officers shall be elected at the annual meeting by a majority vote of the members present.

**Section 6. TERMS OF OFFICE:**

The officers shall hold office, from the time of their election and qualifications, for terms of one (1) year or until the election and qualification of their respective successors, but under no condition for more than twenty-three (23) months. Nothing in this Article IV shall make it binding upon the members of the Northeast Regional Chapter to elevate any officer to the next highest office when the time arrives for an election, nor does this preclude any officer from succeeding himself.

**Section 7. VACANCIES:**

In the event of a vacancy occurring among the officers between annual meetings, the vacancy or vacancies shall be filled by appointment by the President, with concurrence of a majority of the Executive Board, and the newly appointed officer or officers shall hold office only until the next annual meeting.

**ARTICLE V - GOVERNMENT**

**Section 1. EXECUTIVE BOARD:**

The government of the Northeast Regional Chapter shall be vested in the Executive Board. Ten members of the Executive Board at any duly constituted meeting shall constitute a quorum. Each member of the Executive Board shall be entitled to one vote on any question coming before the Board. No proxy votes are permitted. A simple majority vote of those Executive Board members responding to a question before the Board shall determine the question.

**Section 2. DUTIES AND POWERS:**

The Executive Board shall have full power to initiate and transact the business necessary to the existence of the Northeast Regional Chapter and the observance of its purposes.

**Section 3. DUTIES of OFFICERS and DIRECTORS**

a. **President**: The President shall be the Chief Executive Officer of the Northeast Regional Chapter, and it shall be the President’s responsibility to supervise and coordinate the activities of the Northeast Regional Chapter and to preside at meetings of the Northeast Regional Chapter and of the Executive Board. The President shall appoint appropriate committees for the conduct of activities of the Northeast Regional Chapter, and shall require reports at each annual general membership meeting and as otherwise desired from the committees so appointed and from the officers of the Northeast Regional Chapter.

b. **First Vice-President**: Shall serve as the Chairman of the Membership and Finance Committee and be responsible for the proper conduct of these functions. It shall include the responsibility of providing committee members with appropriate recruitment material and the necessary guidance to recruit all types of memberships.

1. Shall provide executive guidance to appointed Sponsor Coordinator(s) and maintain a viable listing of sponsors (along with accurate contact information) as provided by the Sponsor Coordinator(s). The Third Vice President shall ensure at the end of his/her term of office that the listing is passed on to the incoming Third Vice President.

2. In the absence of the President, the First Vice-President shall carry out the duties of the President.

3. The First Vice-President shall, during his or her term of office, submit at least one original article to the Editor of the Newsletter.

c. **Second Vice-President**: Shall serve as the Chairman of the Education and Training Committee.

The duties of this Committee shall consist of:

1. To prepare and solicit material for Association bulletins.

2. To prepare recommended minimum standards of Auto Theft Training.

3. To prepare an Auto Theft Training Manual and teaching outline that can be used by Northeast Regional Chapter members and law enforcement agencies.

4. To advise the Program Committee of specific training needs and suggested Seminar topics.

5. In addition, the Second Vice-President shall, during his or her term of office, submit at least one original article

to the Editor of the newsletter.

6. The second Vice President shall also stay in contact with the Associate Director of Law Enforcement Training/Activities, Associate Director of Insurance Training/Activities, Associate Director of Motorcycle

Training/Activities, Associate Director of Heavy Equipment Training/Activities and Associate Director of Marine and Recreational Vehicle Training/Activities and so as to ensure that each submits at least one original article per issue to the Editor of the Newsletter having to do with current information and in each of their respective fields.

7. In the absence of the First Vice-President, the second Vice President shall carry out the duties of the First Vice-President.

d. **Third Vice-President**: Shall serve as the Chairman of the Seminar Committee, which will normally consist of the Fourth Vice President, Seminar Director, On Site Coordinator and when applicable, a representative of the hosting law enforcement agency and the hosting educational institution. The third Vice President shall ensure that the following steps are taken in preparation for the Annual Seminar, in accordance with the guidelines set out in the Standing Operating Procedures.

1. Shall cause a seminar announcement to be mailed to all members by January 1st and proposed detailed seminar agenda by February 1st.

2. Shall provide information to the host educational institution to reasonably allow printing and mailing of official programs 60 days prior to the start of the seminar.

3. Shall ensure that rooms for committee meetings are available which have sufficient space to permit those members who so desire to attend committee meetings.

4. Shall ensure that the Seminar Director, On Site Coordinator and when applicable the host agency or educational institution prepares necessary committee reports.

5. Shall submit at least one original article to the Editor of the newsletter.

6. In the absence of the Second Vice-President, shall carry out the duties of the Second Vice-President.

e. **Fourth Vice-President**: Shall serve as the Co-Chairman of the Seminar Committee. Shall serve as Coordinator of the regional activities of the Northeast Regional Chapter to ensure that local areas are aware of the value of Regional Seminars in combating the auto theft problem.

1. To provide for an exchange of information which will encourage the regional directors to provide leadership in this area.

2. Shall stay in contact with the Regional Directors to ensure that a minimum of one article per year (May to May) be submitted to the Editor of the newsletter by each Regional Director.

3. Each Regional Director shall recruit a minimum of one new member to NE-IAATI within the same one-year period.

4. The newly elected President shall be advised of the performance of each Regional Director prior to his/her first Executive Board Meeting.

5. In the absence of the Third Vice-President, the fourth Vice President shall carry out the duties of the Third Vice-President.

f. **Executive Director**: The Executive Director shall keep the records and minutes of the Northeast Regional Chapter and shall maintain currently the roll of members, the constitution and all other documents of value. It shall be the Executive Director’s duty to receive and acknowledge all communications of the Northeast Regional Chapter (addressed to them, or that may be submitted to them byofficers of the Northeast Regional Chapter), and perform such duties as assigned by the President.

g. **Treasurer**: The Treasurer shall be custodian and sole depositor of the funds of the Northeast Regional Chapter and shall disburse such funds by check as herein authorized and in a manner approved by the Executive Board for purposes which promote the welfare and objects of this Northeast Regional Chapter. The Treasurer shall render a complete summary of all income, disbursements and balances whenever requested by the Executive Board and to the members at each regular meeting. A written copy of this report shall be made available to any member upon request. The Treasurer shall furnish bond to the Northeast Regional Chapter in the form and amount as designated by the Northeast Regional Chapter.

h. **Directors**: May be assigned to various duties to assist with the administration of the Chapter.

1. Each Director shall be responsible for the submission of at least one original article per year to the Editor of the newsletter.

**Section 4. STANDARD OPERATING PROCEDURES MANUAL:**

There shall be a Standard Operating Procedures Manual to describe the operating procedures of the Northeast Regional Chapter, including responsibilities of appointed positions, the Annual Training Seminar, the Annual General Membership Meeting and any other items deemed appropriate. The Standard Operating Procedures Manual may be amended by a majority vote of the Executive Board. The contents of the Standard Operating Procedures Manual shall be binding upon all members and persons affected.

**Section 5. AUDIT:**

The Finance Committee shall make a audit of the accounts of the Treasurer at each Annual General Membership Meeting and shall verify all assets and liabilities of the Northeast Regional Chapter. A written report shall be available to the membership upon request.

**ARTICLE VI - MEETINGS**

**Section 1. ANNUAL GENERAL MEMBERSHIP MEETING:**

The annual meeting shall be held at such a time and place as recommended by the Seminar Director Site Selection Committee and approved by the Executive Board. If for some reason the proposed site should fail to be available, the President shall call an emergency meeting of the Executive Board and they shall determine the best course of action for the good of the Northeast Regional Chapter. Elections shall occur and other business may be presented at the annual meeting.

**Section 2. SPECIAL MEETINGS:**

A special meeting of the Executive Board may be called on a motion supported by ten (10) members, giving notice thereof to all Board members at least thirty (30) days in advance of the meeting..

**Section 3. EXECUTIVE BOARD MEETING:**

The Executive Board shall meet semi-annually at any time or place upon call of the President or of a majority of the members of the Board.

**Section 4. PRE-SEMINAR MEETING:**

Executive Board to meet on the day preceding the formal start of the annual training seminar for the following purposes:

a. Committee reports to President and Executive Board;

b. Tentative planning for seminar committee assignments;

c. Above information to be included in President's report to the membership on first day of seminar.

**ARTICLE VII - APPOINTMENTS**

**Section 1. ASSOCIATE DIRECTORS:**

The President may appoint Associate Directors of Law Enforcement, Heavy Equipment, Motorcycle, Insurance, and Marine and Recreational Vehicle Training/Activities and any other Associate Director(s) to be responsible for specified areas of concern to the Northeast Regional Chapter. The responsibilities of these Associate Directors shall be contained in the Standard Operating Procedures Manual.

**Section 2. REGIONAL DIRECTORS:**

The President may appoint state, sectional, provincial, or regional Directors who shall assist in the functioning of the Northeast Regional Chapter in their respective geographic area.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of Robert's Rules of Order, as revised, shall govern the Northeast Regional Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Northeast Regional Chapter may adopt.

**ARTICLE IX - AMENDMENT OF BYLAWS**

**Section 1. REQUIREMENTS:**

This constitution may be amended at annual general membership meetings of the Northeast Regional Chapter by a vote of two-thirds of the members present.

**Section 2. NOTICE:**

Any proposed changes in the constitution and bylaws shall be submitted to the By-Law Committee Chairperson in written form at least twelve (12) hours before they are to be voted upon. Copies of the proposed changes shall be posted in several conspicuous public places during the annual training seminar.