

NORTHEAST CHAPTER - IAATI STANDARD OPERATING PROCEDURES

FOR THE ADMINISTRATION OF THE CHAPTER
As amended, May, 16th 2013

PREFACE

General Comments

As is evident, two separate functions are performed annually as required by our constitution. They are:

1. The Annual General Business Meeting and Election of Officers.
2. The Annual Training Seminar.

Both of these are intertwined, although separate. This manual will attempt to deal with them individually so that they mesh to form one cohesive and flowing program.

This Manual is to serve as a guide and not an instruction book for those involved in the organization of the annual meeting and Seminar. Its use as a guide will, while pointing out the basic requirements of these functions, allow for the flexibility, imagination and the varying needs of the Association and the locality in which the meeting is being held. Subjects discussed in this Manual that are also addressed in our Constitution, are referenced as (Refer to Article **, Section **.)

The President and Executive Board must approve any questions, problems or changes in format relating to the basic requirements as set out by our constitution, in advance.

In all other matters, the Seminar Director has the responsibility and the authority to make the decisions. The good of the Association is to be paramount in all decisions.

The logo for IAATI (International Association of Architects and Technicians) is a large, stylized shield with the letters 'IAATI' in the center. The shield is surrounded by a decorative border. The background of the page features a faint watermark of the United States and Canadian flags.

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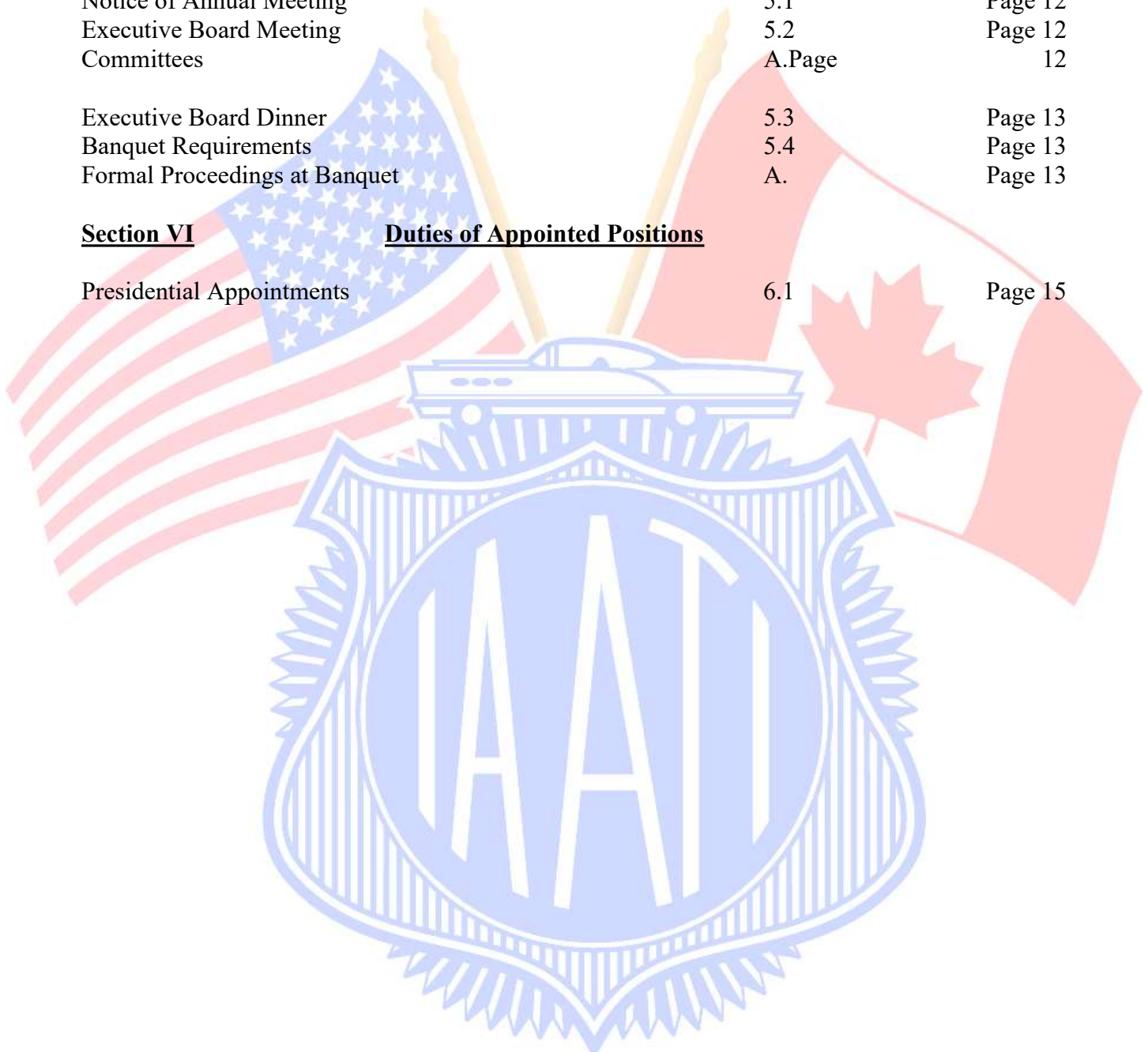
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SECTION I - SITE SELECTION

1.1 General Comments: The Annual **Training Seminar** shall be held at such time and place as recommended by the Site Selection Committee and approved by the Executive Board and a majority vote of the active members present at a previous annual meeting. 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. Notice thereof shall be mailed **or sent electronically** to each member at their last known address not less than 180 days in advance. Elections shall occur and other business may be presented at the annual meeting. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed in their decision by the rules laid down in "Robert's Rules of Order" as revised.

As will be noted, a site is selected two years in advance. This is done primarily to provide the hosting agency ample time to secure adequate hotel and meeting facilities. It also provides an emergency outlet should the host not be able to put together a program or facilities become unavailable.

1.2 Responsibilities of the Site Selection Committee: The Site Selection Committee has a great responsibility in canvassing suitable locations and for scrutinizing requests.

They should ensure that the Seminar is held in various locations within chapter boundaries, that proper and adequate facilities are available for the Seminar and that it is accessible to travelling delegates.

As the Seminars are self-financed, the committee, to the best of their ability, should ensure that the Seminar has the potential to at least break even financially, as any overcharges must be borne by the Chapter's General Account. Most of all, the committee should ensure that the best interest of the NE-IAATI are to be served in any selection.

1.3 Requests to Host Meetings: **In the spirit of cooperation** it is preferable to have a host request a Seminar in their location as this may provide a more interested and dedicated approach to and ensure the ultimate success of it.

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SECTION II - PREPARATION FOR MEETING

2.1 Hotel Selection: The hosting party should ensure that they can provide a suitable hotel facility that will guarantee the following:

- A. Reasonable, firm rates in the form of a written contract that would be applied to seminar dates and at least one day prior to seminar dates and one day after.
- B. Adequate in size to accommodate all attendees.
- C. Training (lecture) facilities of adequate size to seat all attendees and a lockable room for the Seminar Committee.
- D. It is also preferable to be able to hold the banquet in the hotel. This eliminates transportation problems as many attendees are without vehicles.
- E. That the surroundings are pleasant and provide an atmosphere of relaxation for after hours.
- F. Identify an appropriate room to be utilized for Hospitality during the seminar (refer to 2.6).

2.2 Travel Arrangements: It is advisable to have the Seminar Site accessible to an International Airport, as many delegates will be using this mode of travel.

2.3 Duties of the Seminar Director: The Seminar Director is selected by the President and it is advisable that the Seminar Director be located in close proximity to the site.

- A. It is the responsibility of the Seminar Director to oversee all details of the seminar in close consort with the On-Site Coordinator.
- B. The Seminar Director should appoint those committees they feel necessary to provide a well-organized, financially responsible and meaningful Seminar.
- C. They should be familiar with the requirements of our constitution and adhere to them. Should there ever be a conflict, the Seminar Director will immediately notify the President so that the problem may be resolved.
- D. The Seminar Director has the authority to collect Seminar funds, authorize payments of appropriate accounts and in all other matters make decisions in the best interest of the NE-IAATI, in order to provide a good Seminar.
- E. The Seminar Director will arrange regular meetings of the Seminar committees and act as Chairman of those meetings.

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F. The Seminar Director will arrange for an initial notice of the Seminar to be distributed to all members by no later than January 1 of the year of the Seminar. This notice should include a general list of the topics to be covered. Registration forms and the proposed training agenda should be distributed by no later than February 1 of the year of the Seminar.

2.4 Duties of the On-Site Coordinator: Where the Seminar Director is not located in the locality of the site, the On-Site Coordinator will assume daily responsibility for conducting any business concerning the organization of the Seminar.

A. They must keep the Seminar Director completely aware of progress and any problems that arise.

B. Where both the Seminar Director and the On-Site Coordinator are both in the locality of the site, the On-Site Coordinator will act as assistant to the Seminar Director and assume any responsibilities assigned to him by the Seminar Director.

C. The On-Site Coordinator will act as Chairman of any Seminar Committee meetings at which the Seminar Director is absent.

2.5 Seminar Committees: Following is a list of Committees considered essential to a well run Seminar:

A. Seminar Director and On Site Coordinator:

1. To open a bank account for the Seminar.
2. Keep a record of all monies received and accounts paid.
3. Pay appropriate accounts.
4. Produce a detailed financial accounting at the conclusion of the Seminar. Take into account that Past Presidents and Life Members of NE-IAATI and the incumbent President of IAATI are automatically registered and that their registration fee is waived. (Refer to Article III, Section 3a.)

B. Registration Committee:

1. Coordinate with NE-IAATI Executive Director regarding current membership.
2. Develop registration process for attendees including registration form and methods of payment for registration in coordination with the Executive Director.
3. Develop registration package for attendees which includes conference ID, agenda and any other required materials (meal tickets, drink coupons, emergency contact phone numbers, etc.)
4. Monday and Tuesday of Seminar- Plan system for registration of attendees including preparation and set-up , coverage schedule by committee members, trouble shooting problem registrations and registration for walk-in attendees in coordination with the Executive Director.

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C. **Training Committee:**

1. To provide a general curriculum of training by January 1st and proposed detailed agenda by February 1st .
2. To set up a timetable of training activities.
3. To correspond with appropriate lecturers for their attendance.
4. To provide any necessary training aids required by the lecturers.
5. To provide any displays deemed appropriate.
6. To prepare a nominal roll of attending delegates.
7. To write letters of acknowledgement to lecturers at the conclusion of the Seminar.

(As this list is quite extensive, it may be decided to divide these responsibilities between several committees, for example, Correspondence Committee, Training Aids and Display Committee.)

D. This short list of suggested committees will assist the Seminar Director and the On-Site Coordinator with the many details with which they will have to cope. It is therefore essential that those persons selected to head up each committee take the task seriously and perform the duties thoroughly and without supervision, while keeping the Seminar Director and/or the On-Site Coordinator advised of their progress. As suggested, this list of committees can be augmented as necessary by the Seminar Director to cover such important details as the opening ceremonies, the banquet, hospitality and publicity. These functions will be covered separately in this guide and it will be readily seen that there are many details to be attended to for each one.

2.6 Hospitality: While the Seminar is primarily a training facility, it has been well established during past Seminars that the provision of a hospitality room is essential. The hospitality room becomes the focal point of the Seminar after the day's lectures. It provides the forum for discussion and the place where friendships are made. It also becomes a very large part of the learning experience where problems and actual cases can be discussed, one on one.

A. Refreshments should be made available in reasonable quantities and provisions for this expense would be planned for when establishing the registration fee. An appropriate sized room based on number of attendees should be obtained where delegates can comfortably network with each other.

NORTHEAST CHAPTER SECTION III - GENERAL CALENDAR OF EVENTS UNITED STATES & CANADA

3.1 Daily Programs - Essential Elements

A. **Day prior to Commencement of Seminar**

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1. Open registration desk - 12:00 noon
2. Executive Board Meeting (Refer to Article VI, Section 3 and additional recommendations of the committee)
3. Executive Board Dinner

B. First Day of Seminar

1. Open registration desk early AM
2. Opening Ceremonies
3. Training
4. President's Reception

C. Second Day of Seminar

1. Annual General Business Meeting and Election of Officers. (Refer to Article IV and Article VII, Section 1)
2. Training
3. Annual Banquet
4. Swearing in New Executive Board

D. Third Day of Seminar

1. Training
2. Closing Ceremonies

SECTION IV - TRAINING PROGRAM

4.1 Opening Ceremonies: The importance of this first formal part of the Seminar cannot be overlooked. A properly run opening ceremony can make a Seminar, while a poorly organized one can have an adverse effect.

A. The program should be simple, short and meaningful. It should start on time and finish on time. It should be formal and colourful. It should be well planned and orchestrated. To do all these things well requires planning and the cooperation of all participants.

B. The Seminar Director should decide who should attend, bearing in mind the "politics" locally. A suggested list of delegates could include the:

1. Chief of the hosting agency
2. Mayor of the community.
3. A State or Provincial Representative.
4. A representative of the Educational hosting facility
5. President of NE-IAATI / President of IAATI
6. Clergy for invocation
7. Seminar Director
8. Master of Ceremonies if different from Seminar Director

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C. Each person should be formally invited to attend in writing, advising them of the time, date, location, order of dress, the format of the function and their contribution, including the time involved. It is suggested that the opening ceremonies last no longer than 45 minutes from start to finish.

D. Suggested format is as follows:

1. March in or seat the Head Table
2. March in the colours
3. Anthems
4. Invocation (remember Police Memorial Week in May)
5. Comments from the Head Table
6. Removal of the Head Table Guests
7. Comments of the Seminar Director

4.2 Equipment and Paraphernalia: The Associate Director of Logistics retains the anthems on tape and song sheet for each, the United States, Canadian and the NE-IAATI flags. The Seminar Director should also ensure the flagstuffs are available for the two national flags and the NE-IAATI flag and that they are properly in place. These latter two items should be attended to well in advance of the actual ceremony.

4.3 Master of Ceremonies: The master of Ceremonies is the person who has the most constant impact on the Seminar. Their conduct, attention to their duties and their ability to perform in front of the delegates has a tremendous effect on the outcome of the whole Seminar. Much care, therefore, must be given to the selection of a Master of Ceremonies. They should possess the following qualities:

- A. Good appearance
- B. Confidence
- C. Good vocabulary
- D. Good enunciation
- E. Sense of humour
- F. Good sense of timing
- G. Ability to maintain order
- H. The duties of the Master of Ceremonies includes the introduction of the lecturers and ensuring that they remain within the time allotted, making official announcements, taking up any time lapses between speakers and in general is in charge of keeping the seminar rolling smoothly. They should be able to deal with the unexpected in a normal confident manner so that hopefully no one will be aware that anything has gone amiss.
- I. It is an understatement to say that this position is a critical one.

4.4 Program Content: Following is a list of items that should be provided for and included in the Seminar content. The list is fairly extensive and has been compiled from past experience and will no doubt be expanded upon in the future.

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- A. The program should start by no later than 9:00 A.M. and conclude no earlier than 4:30 P.M. on the first and second day.
- B. Breaks should be provided from lectures during the morning and afternoon.
- C. Coffee and soft drinks should be provided during these breaks.
- D. One hour should be set aside for lunch each day.
- E. The Chapter President or designee may appoint a Public Information Officer for the training seminar.
- F. A timetable of events should be provided to each delegate at the time of registration.
- G. Provide writing material for each delegate.
- H. Ensure that the lecture hall is equipped with tables for note taking.
- I. Provide name tags for each delegate with the Chapter executive being issued with a distinguishing color.
- J. Maintain a Seminar business office for the duration of the Seminar.
- K. Message board where delegates can find any pertinent information.
- L. The (Seminar Director) may consider the use of draws for prizes during the Seminar. The use of draws during the past few years has helped considerably in keeping the delegates at the lectures until the conclusion of the day and the Seminar.

4.5 Lecturers: The Training Committee shall ensure that the best lecturers available on any given subject be provided.

- A. It is suggested that a back-up lecturer be available at all time in the event that a scheduled speaker fails to show up.
- B. It is suggested that all lecturers provide a written copy of their presentation.
- C. If the speaker has handouts, every effort should be made that:
 - 1. There are sufficient copies for all delegates,
 - 2. They are distributed prior to the lecture.
 - 3. Where possible, electronic copy should be provide to delegates.

4.6 Training Aids: When corresponding with guest lecturers, it should be established what, if any audio-video training equipment they may require, i.e. laptops, slide projectors, projectors, vcr's and screens, etc. bearing in mind the number of delegates who will be watching. Ensure that there are an adequate number of viewing points for presentations. It is suggested that for a group of 200, two or more projection screens should be considered.

SECTIONV- ANNUAL GENERAL MEETING- ELECTION OF OFFICERS, BANQUET

5.1 Notice of Annual Meeting at the Training Seminar: Mention should be made in the Timetable of the time and date of the Annual General Meeting (AGM) and Election of Officers. The AGM should be scheduled on Wednesday morning within the normal training hours of the seminar.

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5.2 Executive Board Meeting: A meeting of the Executive Board is required to be held during the evening of the day prior to the start of the Seminar. A room of adequate size should be made available for this meeting.

A. Committees: The President is required to appoint the following committees at this meeting:

1. Nominating Committee: (Refer to Article IV, Section 4) This committee is comprised of the three most recent and two most senior Past-Presidents present. (A list of the Past-Presidents is attached.)

2. By-Law Committee: (Refer to Article IX, Section 1 & 2)

3. Audit Committee: (Refer to Article V, Section 6)

4. Resolution Committee:

5. Site Selection Committee: (Refer to Article VI, Section 1)

B. These committees are required to report at the Annual General Meeting.

C. It should be borne in mind that any notices for changes to the By-Laws must be posted twelve hours prior to the Annual (General) Meeting. (Refer to Article IX, Sec. 2)

5.3 Executive Board Dinner: At the discretion of the Chapter President an Executive Board Dinner may be scheduled at the Training Seminar.

5.4 Banquet Requirements: The banquet, which is hosted by the Seminar, is the main event of the Annual Seminar. It provides the opportunity to do a number of things which are necessary for the success and well-being of our Chapter. It provides for the swearing in of the newly elected Executive Board and the President. It provides a platform for recognizing outstanding achievement by members of our Chapter and for acknowledging the people involved in organizing the Seminar.

A timetable should be established in order to accomplish purpose of the banquet. The Seminar Director in consultation with the President should establish the format for the banquet. The following suggestions are made as a guide to assist in those deliberations:

A. Formal proceedings at banquet.

1. Appoint a Master of Ceremonies.

2. Determine who will be the guest speaker well in advance and advise that person of the amount of time allotted.

3. Determine what, if any, presentations are to be made.

4. It is suggested that a maximum of one hour be allotted to after dinner activities, including the swearing in of the officers.

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5. Prepare a list of the Head Table, including name, title and organization of their seating. Spouse/Companion of incoming president should be seated at the Head table. The M.C. should have this seating plan well in advance of the banquet.
6. Flowers may be provided for outgoing and incoming presidents and their spouse/companion.
7. Determine whom will be the person swearing in the Executive Board and the President.
8. **A suggested Oath of Allegiance follows:**

I, (state your name) do hereby swear my allegiance to the Constitution of the Northeast Chapter of the International Association of Auto Theft Investigators. I further swear to perform my duties as (state your position) to the best of my abilities. So help me God.

9. Start the banquet on time.
10. A suggested format for the evening's proceedings follows.
 - a. Reception followed by Dinner
 - b. Seat head table with guests
 - c. MC Introduces him/herself and welcomes attendees
 - d. Introduce Head Table
 - e. Introduce clergy for invocation
 - f. Dinner
 - g. Once dessert is served start program by introducing guest speaker (if there is one)
 - h. Introduce President to present awards and plaques and recognize past presidents.
 - i. Introduce incoming president. (Request guest to administer oath of office
 - j. New president will introduce incoming executive board and request guest or other person to administer oath of office.
 - k. New president calls outgoing president and presents plaque and life membership card.
 - l. Outgoing-President's remarks
 - m. New President's acceptance and closing remarks

SECTION VI - DUTIES OF APPOINTED POSITIONS

6.1 Presidential Appointments: The persons appointed to hold the specific duties so assigned shall be considered Ex Officio Members of The Executive Board regardless of their membership classification and may vote on matters subject to such action at Executive Board Meetings. The persons appointed to hold these positions may only be re-appointed for a total of three consecutive years. Terms beyond three consecutive years must be approved by the Executive Board.

- A. Without restricting additional Presidential appointments, the following named Directors are Ex Officio Members of the Executive Board.
 1. Associate Director of Law Enforcement Training/Activities

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2. Associate Director of Heavy Equipment Training/Activities
3. Associate Director of Insurance Training/Activities
4. Associate Director of Logistics
5. Associate Director of Marine and Recreational Vehicle Training/Activities
6. Associate Director of Motorcycle Training/Activities
7. Newsletter Editor

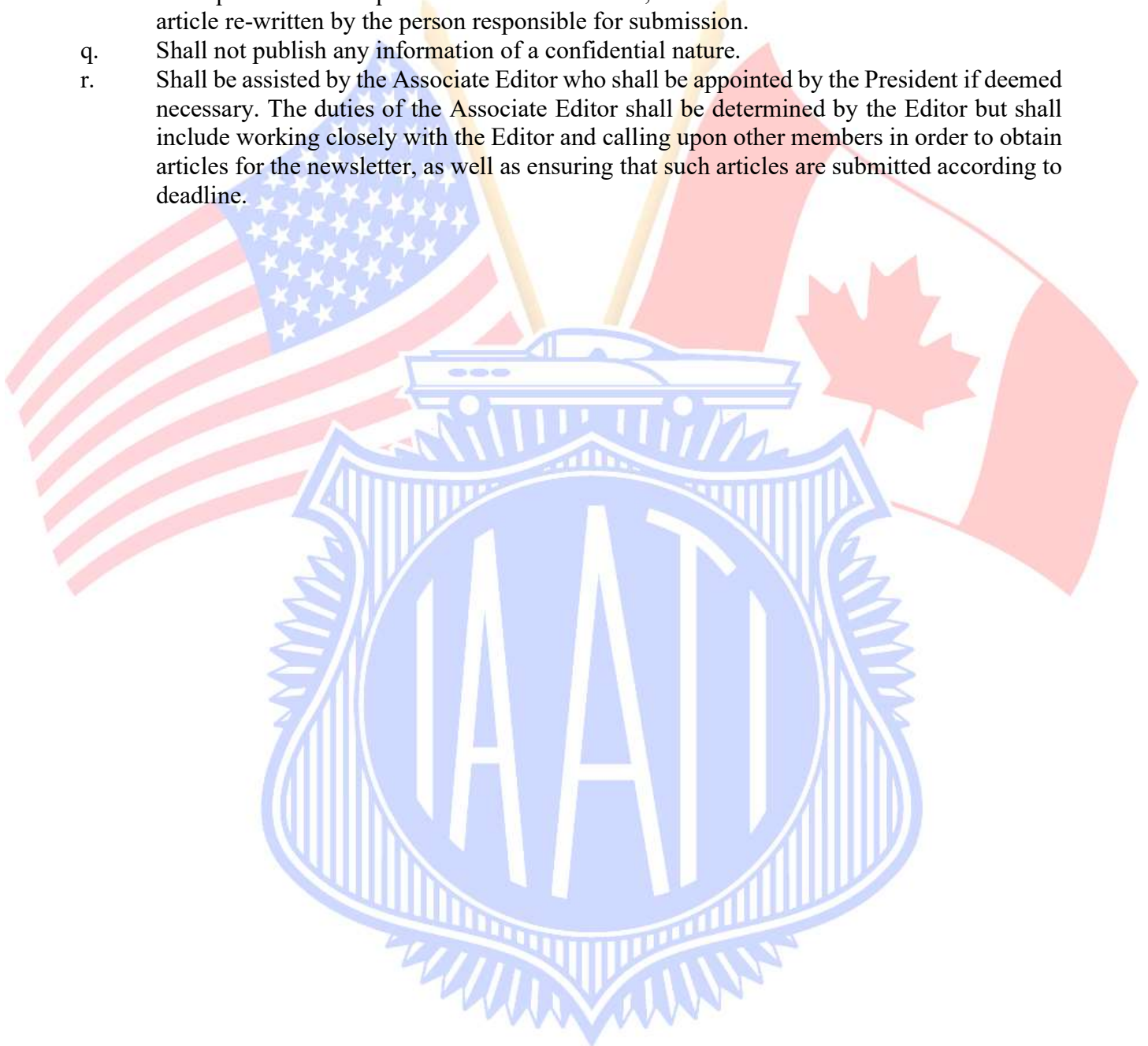
B. In addition to the duties assigned by the President, the Associate Directors of Law Enforcement Training/Activities, Heavy Equipment Training/Activities, Insurance Training/Activities, Motorcycle Training/Activities and Marine and Recreational Vehicle Training/Activities shall each be responsible for at least one original article per issue of the newsletter.

C. The Editor of the Northeast IAATI newsletter:

1. Shall be responsible for the publication of the NE-IAATI Newsletter.
2. Shall ensure that the newsletter is published three times a year and that it is received by the membership during the months of March, August and December of each year.
3. Shall ensure that the following information is found in each publication:
 - a. The names of the current officers of the Association (President, Vice-Presidents, Executive Director, Treasurer and Directors.)
 - b. A list of the Past Presidents.
 - c. A list of the Regional Directors and appointed Directors.
 - d. A message from the President.
 - e. A membership application form.
 - f. General information pertaining to the next seminar.
 - g. A reminder about the Achievement Award.
 - h. An article emanating from the Director of Law Enforcement Training/Activities.
 - i. An article emanating from the Director of Heavy Equipment Training/Activities
 - j. An article emanating from the Director of Insurance Training/Activities.
 - k. An article emanating from the Director of Marine Training/Activities.
 - l. Shall include a regular column that will bring members up to date on items such as retirements, promotions, appointments, illness and death of members. Such information may be solicited by the Editor in the Newsletter by means of a regular message.
- m. Shall stay in contact with the Executive Director so as to include, when appropriate, lists of new members as well as amendments to the constitution.
- n. Shall, in addition, include the following special features:
 1. March issue- A brief article or up-date on the up-coming Seminar.
 2. August issue- A complete article on the seminar just past.
 3. December issue- A progress report on the up-coming seminar including a seminar information sheet, seminar registration form, hotel registration card unless these items have been or will have been included in a separate mailing by the Executive Director.
- o. Shall not be expected to write articles appearing in the newsletter but rather shall be responsible for obtaining the articles from the members within given deadlines.

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- p. Shall not publish verbatim versions of articles that have previously appeared elsewhere such as in newspapers or in magazines unless written permission has been obtained from those publications. If permission is not obtained, information should be extracted and the article re-written by the person responsible for submission.
- q. Shall not publish any information of a confidential nature.
- r. Shall be assisted by the Associate Editor who shall be appointed by the President if deemed necessary. The duties of the Associate Editor shall be determined by the Editor but shall include working closely with the Editor and calling upon other members in order to obtain articles for the newsletter, as well as ensuring that such articles are submitted according to deadline.



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