

CONSTITUTION AND BYLAWS



PROFESSIONAL FIRE & FRAUD INVESTIGATORS ASSOCIATION

AS AMENDED AND ADOPTED

September 26, 2026

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ARTICLE 1.0. NAME AND OBJECTIVES.

1.1. Name.

1.1.1. This organization is a general not-for-profit corporation organized and existing under the laws of the State of Missouri.

1.1.2. The name of this corporation shall be the Professional Fire and Fraud Investigators Association.

1.1.3. For purposes of this Constitution and Bylaws and for the conducting of all related business, the organization hereinafter shall be referred to as the Association.

1.2. Objectives and Purposes.

1.2.1. The objectives and purposes of the Association shall be:

1.2.1.1. To unite for the mutual benefit of those public service agencies, at all levels of government, and private industry persons engaged in the determination of the origin and cause of all types and classifications of fires and the control of arson and kindred crimes.

1.2.1.2. To provide for the exchange of up-to-date technical information, methods, and developments in the determination of fire origin and cause.

1.2.1.3. To encourage cooperation between public service agencies and associations, insurance agencies and associations, and legal agencies, to further fire prevention practices, life safety, and the suppression of fire and crimes involving fire.

1.2.1.4. To encourage the highest professional standards of conduct and ethics among fire investigators and to continually strive to eliminate all factors that interfere with the administration of fire and kindred crime prevention.

1.2.1.5. To foster greater professional competence in investigative methods and techniques involved with the determination of the origin and cause of all types and classifications of fire and the crime of arson and kindred crimes relating to fire.

ARTICLE 2.0. GOVERNMENT.

2.1. Vesting of Government.

2.1.1. The government of the Association shall be vested in the Board of Directors, hereinafter referred to as the Board.

2.2. Officers of the Association.

2.2.1. The officers of the Association shall be the President, the Vice President, the Secretary, and the Treasurer.

2.2.1.1. President.

2.2.1.1.1. The President shall be the Chief Executive Officer and Chairperson of the Board of Directors of the Association and shall preside at meetings of the Association and the Board.

2.2.1.1.2. The President shall, at any time deemed necessary, communicate matters to the Board or the General Membership, as may promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessary or incidental to the office of President or as may be prescribed by the Board.

2.2.1.2. Vice President.

2.2.1.2.1. In the absence of the President, the Vice President shall serve as the chief executive officer and act accordingly.

2.2.1.2.2. The Vice President shall have the discretion to conduct and approve any Association business as directed by the

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President.

2.2.1.2.2. The Vice President shall serve as the chairman of the Audit Committee.

2.2.1.3. Secretary.

2.2.1.3.1. The Secretary shall keep the records and minutes of the Association and shall maintain the roll of members, the Constitution and Bylaws, and all other documents of value.

2.2.1.3.2. The Secretary shall receive and acknowledge all communications addressed to the Association, submitted to the Association, and perform such duties as assigned by the President.

2.2.1.3.3. The Secretary shall be the holder of, and contact person for, any insurance policy carried by the Association covering the membership.

2.2.1.3.4. The Secretary shall serve as the chairperson of the Constitution and Bylaws Committee.

2.2.1.4. Treasurer.

2.2.1.4.1. The Treasurer shall be the custodian and sole depositor of the funds of the Association and shall disburse such funds by check or electronic payment as authorized by the Board for purposes that promote the welfare and objectives of the Association.

2.2.1.4.2. The Treasurer may select one or more individuals, if active members of the Association, to serve as additional signatures on all Association accounts and records should the Treasurer become incapacitated or otherwise unable to perform the assignments herein established.

2.2.1.4.3. The Treasurer shall render a complete summary of all income, disbursements, and balances whenever requested by the Board at each meeting and to membership at the General Membership Meeting. A written copy of this report shall be made available to any Active member upon request.

2.3. Board of Directors.

2.3.1. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, seven (7) Active members of the Association duly elected, the Immediate Past President, if an Active member, and the duly appointed Missouri State Fire Marshal, if an Active member.

2.4. Supervision and Control.

2.4.1. The Board shall have supervision and control over the affairs of the Association, shall determine its policies and changes therein within the limits of the Constitution and Bylaws, shall actively pursue its objectives, and shall have discretion in the disbursement of Association funds.

2.5. Voting.

2.5.1. Each member of the Board, except the President, shall have one vote in any decision brought before the Board.

2.5.1.1. The President shall cast a vote in the event of a tie to cast the deciding vote.

2.5.2. If a member of the Board is unable to attend a scheduled meeting, a special called meeting, or the General Membership meeting, the absent member of the Board may submit a vote on any item listed on the meeting agenda.

2.5.2.1. Absentee voting shall be made in writing or by email and received by the Secretary not less than twenty-four (24) hours prior to the missed meeting being called to order.

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2.5.2.2 Attendance of a meeting through two-way communications, such as telephone call, telephone conference, or any two-way communication method shall not be considered absent.

2.5.2.3. Each item on which a vote is being cast shall be listed with the vote being cast.

2.6. Meetings.

2.6.1. Except that the Board shall hold a regular meeting at the time and place of the General Membership Meeting, the Board shall meet upon the call of the President at such times and places as designated.

2.6.1.2. The Board shall be called to meet upon the demand of a majority of the Association's membership.

2.6.1.3. Notice of all meetings shall be sent to each member of the Board at least fourteen (14) days in advance of such meeting.

2.6.1.3.1. When action by the Board is required in a time-restricted manner, the Secretary shall notify each member of the Board by email or telephone for discussion and request a vote on the matter. In the notification, the reasons for the time limits shall be given and a final date estimated.

2.6.1.3.2. The Secretary shall make a report to the Board after the voting process of the results of said vote.

2.6.1.4. The General Membership Meeting shall be held annually at a time and place designated by the President.

2.7. Quorum.

2.7.1. A simple majority of the members of the Board shall constitute a quorum at any meeting.

2.7.2. Any lesser number may convene from time to time until a quorum is present.

2.7.2.1. Any results of a meeting with less than a quorum of the Board shall be approved by those attending and shall be presented at the next occurring meeting of the Board for approval and/or further dissemination as required by the Constitution and Bylaws or requested by the Board.

2.8. Official Order of Business.

2.8.1. The official order of business of called meetings of the Board of Directors and the General Membership Meeting shall be as follows:

2.8.1.1. Call to order

2.8.1.2. Roll call of the Board of Directors

2.8.1.3. Approval of the agenda

2.8.1.4. Approval of the minutes of the previous meeting(s)

2.8.1.5. Financial report and approval

2.8.1.6. Reports of Officers and approval

2.8.1.7. Reports of Committees - Standing, Special, and approval

2.8.1.8. Unfinished business

2.8.1.9. Election of Officers and Directors, if the General Membership Meeting.

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2.8.1.10. New business

2.8.1.11. Adjournment

2.9. Absences and Vacancies.

2.9.1. Any member of the Board unable to attend a meeting shall notify the President or Secretary stating the reason for the absence at least forty-eight (48) hours before the scheduled meeting.

2.9.1.1. If a Board member is absent from two (2) consecutive Board meetings for reasons the Board deems insufficient, resignation may be deemed tendered and accepted.

2.9.1.2. In the event of the absence of an Officer or Director from any called meeting of the Board, the absent Officer or Director shall submit any report to be made in writing to an Officer of the Association for delivery at the meeting.

2.9.2. Any vacancies that may occur on the Board by reason of death, resignation, or otherwise may be filled by the President with the approval of the remaining members of the Board until the next General Membership Meeting.

2.9.2.1. At the President's discretion, the vacant position may be left open until the next General Membership Meeting.

2.9.2.2. In the event of a vacancy in the office of President, Vice-President, Secretary, or Treasurer between General Membership Meetings, the vacancy or vacancies shall be filled by a vote of the remaining Board, and the newly appointed Officer or Officers shall hold office until the next General Membership Meeting.

2.9.2.3. A vacancy created by the election of a Director to an Officer position shall be filled by a special election at the next General Membership Meeting to fill the remaining unexpired term created by the vacancy.

ARTICLE 3.0. ELECTIONS, VOTING, TERMS, AND OFFICES.

3.1. Eligibility for Office.

3.1.1. Active members of the Association in good standing shall be eligible to hold office.

3.1.1.1. Candidates for the office of President and Vice President shall have served on the Board for a minimum of one three-year term.

3.2. Terms of Office.

3.2.1. Each duly elected Officer shall serve a term of two years.

3.2.2. The duly elected Director shall serve a three-year term on a staggered basis so that at least two Directors shall be elected each year.

3.2.3. The Immediate Past President and the Missouri State Fire Marshal, if each is an Active member of the Association, are not elected and shall serve until their tenure in such position has ended.

3.2.4. If, at any time, the General Membership Meeting cannot be held due to mandates of federal, state, or local agencies, the terms of office of the Officers and Directors shall be extended until the next General Membership Meeting.

3.3. Elections.

3.3.1. The Officers and Directors shall be elected at the General Membership Meeting, except as stated in 2.9.2. of the Constitution and Bylaws.

3.3.2. Elections shall be by ballot, and a plurality of votes cast shall elect.

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3.3.2.1. Each elected Officer and Director shall take office immediately upon being elected and shall serve such terms as designated in these bylaws until a successor is duly elected and qualified.

3.3.3. The President and Secretary shall be elected in the same staggering year, and the Vice President and Treasurer shall be elected in the same staggering year.

3.3.3.1. The staggered years shall be established so that the election of all Officers is not at the same General Membership Meeting.

3.3.4. Directors shall be elected at the end of their stated term.

3.4. Voting.

3.4.1. On all matters presented to the General Membership, each Active member in attendance shall have one vote.

3.4.1.1. A simple majority of those Active members present shall decide any issue presented for a vote.

3.4.2. On all matters presented at a meeting of the Board, each Board member in attendance shall have one vote.

3.4.2.1. A simple majority of those Board members present shall decide any issue presented for a vote.

3.4.2.2. Active members of the Association attending may be heard on all business matters, but shall not have a vote in the matter being decided, except as defined in Section 3.4.3.

3.4.3. The Board, at any meeting, shall determine if any matter should be presented to the General Membership, and shall not place into effect any matter that is to go before the General Membership.

3.5. Appointment to Committees.

3.5.1. The President, subject to the approval of the Board, shall appoint such standing committees, special committees, or subcommittees as may be required by the Constitution and Bylaws and deemed necessary.

3.5.1.1. A member of the Board shall serve as the Committee Chairperson. Members of all committees shall be Active members.

3.5.1.1.1 The Committee Chairman may call meetings of the Committee as deemed necessary to conduct the business of the Committee.

3.5.1.1.2. Results of each Committee meeting shall be recorded and presented to the Board.

3.5.2. Each committee may establish rules and procedures as necessary to complete the objectives of the committee as specified in these bylaws.

3.5.2.1. The Board shall approve rules and procedures proposed by any committee.

3.5.3. Committee Chairs and Members.

3.5.3.1. Chairpersons and members of all committees shall serve at the pleasure of the President.

3.5.3.2. Appointments shall terminate upon expiration of the term of the appointing President.

3.6. Standing Committees, Duties and Responsibilities.

3.6.1. Nominations Committee.

3.6.1.1. The Chairperson may appoint as many Active members as are necessary to serve on the Nominations Committee, not

less than ninety (90) days before the General Membership Meeting.

3.6.1.1.1. The committee shall submit a list of nominations for the expiring or vacant seats on the Board of Directors at the General Membership Meeting.

3.6.1.1.2. Nominations presented for election at the General Membership Meeting by the Nominations Committee shall not require a second for approval.

3.6.1.1.3. At the time of the election, the floor shall be opened for additional nominations from the attending membership.

3.6.1.1.4. Nominations from the floor shall be made and seconded by an Active member to be accepted into nomination.

3.6.2. Training Committee.

3.6.2.1. The Chairperson may appoint as many Active members as are necessary to serve on the Training Committee to carry out the Association's objectives.

3.6.2.2. The Chairperson shall present a report of training seminars, sessions, and courses presented by the Association and its affiliated agencies.

3.6.3. Legislative Committee.

3.6.3.1. The Chairperson may appoint as many Active members as are necessary to serve on the Legislative Committee to carry out the Association's objectives.

3.6.3.2. The Chairperson shall present a report of legislative matters affecting the objectives of the fire service in general, the Association, and its membership.

3.6.4. Membership and Insurance Committee.

3.6.4.1. The Chairperson may appoint as many Active members as are necessary to serve on the Membership and Insurance Committee to obtain the objectives as outlined in Article 1.2.

3.6.4.2. The Membership and Insurance Committee shall consist of, but not be limited to, the Secretary and the Treasurer of the Association.

3.6.4.3. The Chairperson shall present a report of membership numbers and status, and any other matters affecting the objectives of the Association and its membership.

3.6.5. Audit Committee.

3.6.5.1. The Vice President shall appoint not less than two Active members of the Association to serve on the Audit Committee to review and audit the accounts of the Treasurer before each General Membership Meeting and shall verify all assets and liabilities of the Association.

3.6.5.2. The Treasurer shall not be a voting member of this committee but shall attend any meeting of the committee.

3.6.5.3. The Vice President shall present a report of findings of the financial status of the Association, and any other matters affecting the objectives of the Association.

3.6.6. Missouri Advisory Committee on Arson Prevention (MACAP).

3.6.6.1. Administration of the Missouri Advisory Committee on Arson Prevention (MACAP) shall be by the Board of Directors of the Association.

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3.6.6.2. The Chairperson of the committee may appoint as many Active members as are necessary to meet the objective of MACAP and the Association.

3.6.6.2.1. The committee should be made up of a representative of the Association, a representative of the MO Division of Fire Safety, a representative of the MO Chapter, IAAI, and others as deemed necessary.

3.6.6.3. All financial records and accounts of MACAP shall be maintained by the Treasurer and separate from those of the Association.

3.6.6.4. All nominations for a reward shall be submitted to the Office of the State Fire Marshal, to any Officer of the Association, or to the committee by a recognized agency or an Active member of the Association.

3.6.6.4.1. A recognized agency shall include, but not be limited to:

3.6.6.4.1.1. Law enforcement agency – local, county, state, or federal

3.6.6.4.1.2. Registered fire department or fire protection district

3.6.6.4.1.3. Prosecuting Attorney's Office

3.6.6.4.1.4. Insurance Company

3.6.6.5. Issuance of rewards shall be approved after consideration by a committee approved by the Board. This committee shall consider the acceptance of the award nomination and the amount of the reward to be presented.

3.6.6.6. The anonymity of any reward recipient shall be maintained in all public records if requested.

3.6.6.7. The committee may establish criteria for issuance and the amount of the reward.

3.6.7. Constitution and Bylaws Committee.

3.6.7.1. The Chairperson may appoint as many Active members as are deemed necessary to review the Constitution and Bylaws of the Association; to recommend additions, corrections, or deletions, to evaluate and prepare for review all additions, corrections, or deletions presented to the committee by an Officer, Director, or member of the Association.

3.6.7.2. Proposed amendments shall be reviewed and discussed by the Committee, and a draft proposal shall be presented to the Board for review and approval for presentation to the General Membership.

3.6.7.3. The Committee shall present a report on matters affecting the objectives of the Association and its membership.

3.6.8. Awards Committee.

3.6.8.1. The Chairperson may appoint as many Active members as are necessary to serve on the Awards Committee to review all award nominations as described in 6.1 of these Bylaws.

3.6.8.2. The committee shall present a report of nominations for awards received for presentation by the Association.

3.6.9. The Captain Harry S. Hansen Award Committee.

3.6.9.1. Past recipients of The Captain Harry S. Hansen Award shall comprise the committee and shall review all nominations for the award.

3.6.9.1.1. The committee shall receive and review nominations and determine the award's presentation.

3.6.9.1.2. If there are no active past recipients of the award, the Officers of the Association shall serve as the committee.

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3.6.9.1.3. If there are no surviving past recipients of the award, the nomination(s) shall be reviewed and receive unanimous approval by the Board.

3.6.9.2. The committee shall establish criteria for the presentation of the award.

3.6.10. Conference Committee.

3.6.10.1. The Chairperson may appoint as many Active members as are deemed necessary to serve on the Conference Committee to plan, facilitate, coordinate, and present an annual Training Symposium/Conference/General Membership Meeting.

3.6.10.2. The Chairperson shall report on locations, dates, program schedules, and presenter information for the approval of the Board.

3.6.10.3. When Board-approved agreements are reached with facilities and presenters, the agreements shall be presented to the President for signature.

3.6.11. Web Page Committee.

3.6.11.1. The Chairperson may appoint as many Active members as are necessary to serve on the Web Page Committee to maintain and, as needed, update the Association's web page, Facebook page, and any other electronic media used by the Association to communicate information to the membership and the general public.

3.6.12. Special Committee(s).

3.6.12.1. The President may request and appoint special committees deemed necessary to assist with meeting the objectives of the Association.

3.6.12.1.1. The terms of these committee(s) shall be at the discretion of the President.

3.6.12.2. A member of the Board shall chair all special committee(s).

3.6.12.3. The Chairperson may appoint as many Active members as are deemed necessary to meet the requirements and objectives of the Association.

3.6.12.4. The Chairperson of any special committee shall report to the Board at any called meeting, at the request of the President, and at the General Membership Meeting.

ARTICLE 4. FINANCE.

4.1. Dues.

4.1.1. Active membership annual dues shall be submitted to the Treasurer at the time of application or upon annual renewal.

4.1.1.1. The amount of annual dues shall be established by a vote of the Active member attendees of the General Membership Meeting and shall take effect at the next regular membership renewal date.

4.1.1.2. The membership period shall be the calendar year beginning June 1st and ending May 31st of the following calendar year.

4.1.1.3. Renewal notices shall be mailed or emailed to each member at the addresses provided and maintained by the Membership Committee.

4.1.1.3.1. The mailing or emailing of renewal notifications shall be completed between April 15th and May 10th of each year.

4.1.2. All new applications for membership received with dues attached, after February 1st of each calendar year, shall be carried forward for the balance of that membership year and carried through the next membership year without further payment of dues.

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4.1.3. Should an Active member desire to pay for multiple annual renewal years, the amount shall be the sum of two (2) years of annual membership renewals less ten percent (10%), rounded up to the nearest dollar. For a three (3) year membership, the amount shall be the sum of three (3) years of annual membership renewals less twenty percent (20%), rounded up to the nearest dollar. No membership renewal shall be approved for more than three years.

4.1.3.1. These discounts or multiple-year dues shall apply to Friends of the Association and Sustaining members as described in Article 5.0.

4.2. Audit.

4.2.1. The Audit Committee shall perform an audit of the accounts of the Treasurer and shall verify all assets and liabilities of the Association and present their findings at the General Membership Meeting.

4.3. Gifts or Grants.

4.3.1. All gifts or grants to the Association may be accepted by the Board.

4.3.1.1. The Secretary shall make proper acknowledgement of all such gifts or grants accepted.

4.3.2. Donations by the Association.

4.3.2.1. Requests made by organizations received by the Board shall be reviewed for approval.

4.3.2.1.1. Upon approval or denial, the Board shall notify the requesting organization of the decision.

4.3.2.1.2. If approved, the amount approved shall be sent to the requesting organization by the Treasurer.

ARTICLE 5.0. MEMBERSHIP.

5.1. Application for Membership.

5.1.1. Membership applications shall be made to the Membership and Insurance Committee upon the recommendation of an active member of the Association, and admission shall be by vote of the said committee as provided in this article.

5.2. Personal Qualifications.

5.2.1. Before voting upon each application, the Membership and Insurance Committee shall give due consideration to the qualifications it deems applicable.

5.2.1.1. The personal character and reputation of the applicant.

5.2.1.2. The nature, character, and reputation of the applicant's business.

5.2.1.3. The character and reputation of the applicant's employer and associates.

5.2.1.4. The general nature, character, and reputation of the principal business of the applicant's employer and associates.

5.2.2. No person shall be eligible for any class of membership if the applicant has been a member, 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 Association.

5.3. Active Membership.

5.3.1. Any representative of government or of a government agency, any representative of a business or industrial concern who is actively engaged in some phase of the investigation of the origin and causation of fire and the suppression of arson at the time

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application is made, shall be eligible for Active membership upon application, provided such person possesses the qualifications for membership at the discretion of the Membership and Insurance Committee and provided such person is not less than twenty-one years of age at the time of application.

5.3.1.1. All applications must be completed in full, and in detail, where requested. All insurance coverage information shall be completed in full.

5.3.1.2. Any Active member as qualified under Section 5.3.1 shall remain eligible for membership upon their retirement or resignation from full-time employment as long as they continue to accrue and document their earning the minimum required CEUs necessary to maintain an IFSAC accredited fire investigator certification, a POST certified law enforcement certification, or a state private fire investigator or related license.

5.3.1.2.1. Section 5.3.1.2. shall not apply to any person who has their certification or license suspended or revoked for cause.

5.3.2. All applicants for Active or Associate membership, if accepted, will be on a temporary status until the next meeting of the Board. During this temporary status period, membership may be revoked at the discretion of the Board.

5.3.3. If the application is not rejected by the Board within the specified time limit, Active membership is granted.

5.3.4. Active and Life members of the Association shall be covered by an Accidental Death and Dismemberment insurance policy maintained by the Association.

5.3.4.1. Coverage shall be dictated by the terms of the policy.

5.3.4.1.1. Coverage shall begin on the date of Active membership and continue through the date of withdrawal or termination of membership from the Association.

5.3.4.2. Any claims under the conditions of the insurance policy shall be made to any member of the Board and, as soon as possible, forwarded to the Secretary.

5.3.4.2.1. Claims shall be initiated when received.

5.3.4.2.2. All information available relating to the claim shall be provided for the initiation of the claim.

5.3.5. Membership renewal forms shall be emailed and/or mailed to each active and each expired member each year.

5.3.5.1. Upon receipt of the renewal form, the information listed shall be checked and amended as needed by the member.

5.3.5.2. The renewing member shall send the renewal, even if nothing changed, and the amount of dues to the Treasurer.

5.3.5.3. Renewals received without renewal forms may be listed as active members without membership cards being sent.

5.4. Associate Membership.

5.4.1. Persons not qualified for Active membership may become Associate members after the determination of their qualifications by the Membership and Insurance Committee.

5.4.2. The Association may, by a majority vote of Active members present, exclude Associate members from any particular business meeting. Associate members shall have all the rights and privileges of an Active member, except for voting and holding office.

5.5. Life Membership.

5.5.1. The Association may, by the majority vote of the members present at any annual meeting, confer Life Membership upon any Active member who has rendered distinctive service to the Association or to its purposes.

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5.5.2. A Life Member shall have all rights and privileges of an Active member without the payment of membership dues. Nominations for Life Membership shall be made to the Board at least sixty (60) days before voting thereon.

5.5.3. No more than two (2) nominations for such Life Membership may be approved in any one year.

5.6. Friends of the Association.

5.6.1. Upon application, a related business may be recognized as a Friend of the Association. This category is intended for related businesses and professional organizations.

5.6.2. A minimum contribution of \$250 annually is required for this category of membership.

5.6.2.1. All funds derived through this category will be used to defray training seminar-related expenses.

5.6.3. Proper recognition will be afforded to all members of this membership group.

5.7. Sustaining Members.

5.7.1. Upon application, related businesses and professional organizations may be recognized as a Sustaining Member of the Association.

5.7.2. A minimum contribution of \$750 is required for this category of membership.

5.7.2.1. All funds derived through this category shall be used to defray training seminar-related expenses.

5.7.3. Proper recognition shall be afforded to all members of this membership group.

5.8. Termination.

5.8.1. Membership in the Association may be terminated under certain conditions or events.

5.8.1.1. By voluntary withdrawal.

5.8.1.2. By the Secretary when, after notice, such member is in arrears in the payment of dues or any other obligation to the Association.

5.8.1.3. By the consent of a majority vote of the Board, if the applicant is still within the aforementioned temporary status period.

5.9. Elimination.

5.9.1. The Board may censure any member or may terminate the membership of any member under certain conditions or events.

5.9.1.1. The member falsified this application or made any misrepresentation therein.

5.9.1.2. The conduct of the member is in such a manner as is prejudicial to the good name or best interests of the Association

5.9.1.3. The member has exhibited traits of character or conduct inconsistent with the qualifications for membership in the Association.

5.9.1.4. For good cause as submitted in writing by any member of the Association.

5.9.2. In cases subject to this section, the Board shall provide such member with due notice, a hearing, and an opportunity to be heard.

5.9.2.1. A majority of the Board present in a duly constituted meeting shall be sufficient to cause censure or termination of

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membership for any reason specified in this section.

5.10. Appeal.

5.10.1. The member terminated shall have the right to appeal the decision of the Board for consideration by the entire membership present at the next General Membership Meeting.

5.10.1.1. The appeal shall be submitted in writing at least thirty (30) days following removal to the Secretary.

5.11. Reinstatement.

5.11.1. Any former member may be reinstated in the Association at the discretion of and by the consent of the majority of the Board.

5.11.2. If the former member has been in arrears in the payment of dues or other financial obligation to the Association at the time of separation, the former member shall be required to pay all such arrears as a condition of reinstatement, unless the Board, by the majority vote and for good cause, shall waive the payment thereof.

ARTICLE 6.0. AWARDS.

6.1. Awards.

6.1.1. Awards presented by the Association shall be the Captain Harry S. Hansen Award, the Honorable E. Mitchell Hough Prosecutor of the Year Award, the Emeritus Award, and the Investigator of the Year Award.

6.1.2. The President of the Association may present the President's Award(s) as deemed warranted.

6.1.3. At the discretion of the Board, additional awards or recognitions for service to the Association or other recognizable Association activity may be presented to an individual or group as approved by the Board.

6.2. The Captain Harry S. Hansen Award.

6.2.1. The Captain Harry S. Hansen Award recognizes individuals who have made significant contributions to the Association and the field of fire investigation, going above and beyond the call of duty.

6.2.1.1. Nominations for the Captain Harry S. Hansen Award shall be submitted to and reviewed for approval by the Captain Harry S. Hansen Award Committee.

6.2.1.2. The members of the Captain Harry S. Hansen Award Committee shall develop rules, procedures, and qualifications for the award.

6.2.2. Nominations for the Captain Harry S. Hansen Award shall be submitted by an Active member(s) of the Association.

6.2.3. Nominated person(s) for the Captain Harry S. Hansen Award shall be Active member(s) of the Association.

6.2.4. Recipients of the Captain Harry S. Hansen Award shall receive Life Membership as described in Section 5.5.

6.3. The Honorable E. Mitchell Hough Prosecutor of the Year Award.

6.3.1. The Honorable E. Mitchell Hough Prosecutor of the Year Award recognizes a Prosecuting Attorney within the jurisdiction of an Active member of the Association who has shown initiative in the prosecution of the crime of arson and related crimes and assisted the investigator with the investigation process of these crimes.

6.3.2. Nominations received for the Honorable E. Mitchell Hough Prosecutor of the Year award shall be reviewed for approval by the Board.

6.4. The Emeritus Award.

6.4.1. The Emeritus Award may be presented to any member of the Board of Directors or an Active member of the Association who has provided exemplary service to the Association.

6.4.1.1. This may be through service on the Board, committees, course instruction, and any other service that leads to the betterment and objectives of the Association.

6.4.2. Nominations for the Emeritus Award shall be submitted by any Active member and include the reasoning for the nomination.

6.4.3. The nomination shall be submitted to the Awards Committee in writing not less than sixty (60) days before the next scheduled General Membership Meeting.

6.4.4. The recipient of the Emeritus Award shall receive Life Membership in the Association.

6.4.5. No more than two (2) nominations for the Emeritus Award shall be approved per calendar year.

6.5. The Investigator of the Year Award.

6.5.1. The Investigator of the Year Award recognizes a fire investigator who has shown outstanding achievement through the use of professional expertise in the criminal or civil fields of fire investigation, or an investigator who has solved a high-profile case or has set case law.

6.5.1.1. Nominations for the Investigator of the Year award shall be received from Active members of the Association.

6.5.1.2. The nominated investigator must be an Active member of the Association.

6.5.1.3. Nominations received for the Investigator of the Year award shall be reviewed for approval by the Board.

6.6. Award Presentation.

6.6.1. All awards of the Association, when reviewed and approved, shall be presented at the next scheduled General Membership Meeting.

6.6.2. If the recipient is unable to attend the General Membership Meeting, the President shall provide a member or members of the Board to present the award to the recipient at a scheduled time and place.

6.6.2.1. The recipient of the award shall be recognized, and the activities performed to receive the award shall be reported at the General Membership Meeting.

ARTICLE 7.0. CONSTITUTION AND BYLAWS AMENDMENTS.

7.1 Establishment of the Constitution and Bylaws.

7.1.1 The Constitution and Bylaws as established shall serve as the directives of the operations of the Association.

7.1.2. The Officers and Board of Directors shall conduct the affairs of the Association as directed by the Constitution and Bylaws.

7.1.3. The latest revisions to the bylaws, as approved by the membership, shall be posted to the Association's web page and made available to the membership upon any revision.

7.2. Amendments to the Constitution and Bylaws.

7.2.1. These Constitution and Bylaws may be amended, repealed, or altered in whole or in part, in writing by an Active member of

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the Association.

7.2.1.1. The proposed amendment(s) shall include the section(s) being cited for amendment, the amendment(s) to be made, and the reasoning of the amendment(s).

7.2.1.1.1. Amendments proposed to more than one section shall be individually listed.

7.2.1.1.2. Any errata, correction, or restatement of any existing section does not require a vote of the membership and may be changed by simple majority vote of the Board of Directors so long as the change does not create or remove, nor modify the intent of any section. Any change made under the exemption of 7.2.1.1.2 as well as the corresponding approval by the Board of Directors shall be documented and recorded for later auditing and/or review.

7.2.1.2. When complete, the proposed amendment(s) shall be submitted to the Secretary for review and approval.

7.2.1.3. If approved, the proposed amendment(s) shall then be submitted to the Board for discussion and approval or denial.

7.2.1.3.1. If approved by the Board, the proposed amendment(s) shall be submitted for approval at the next scheduled General Membership Meeting.

7.2.2. Approved proposed amendment(s) shall be emailed to the last recorded electronic address of each Life and Active member and posted on the website of the Association at least thirty (30) days before the date of the next scheduled or specially called General Membership Meeting.

7.2.3. Final approval and adoption of proposed amendments shall be by a two-thirds (2/3) vote of attending Life and Active members at the next scheduled or specially called General Membership Meeting.

ARTICLE 8.0. EFFECTIVE DATE.

8.1. Effective Date of the Constitution and Bylaws and Amendments.

8.1.1. These bylaws and any amendment, repeal, or alteration hereof shall become effective upon approval as provided herein. The President and Secretary shall certify in writing such approval immediately.

ARTICLE 9.0. CERTIFICATION.

9.1. Amendment and Certification Dates.

Approved and adopted October 20, 1986 - Phillip J. Hahn, President; William F. Zieres, Secretary.
Approved and adopted September 9, 1988 - Phillip J. Hahn, President; William F. Zieres, Secretary.
Approved and adopted September 18, 2000 - Russell Mason, President; J. Bruce Vanderhoof, Secretary.
Approved and adopted September 30, 2002 - Russell Mason, President; J. Bruce Vanderhoof, Secretary.
Approved and adopted September 17, 2007 - Russell Mason, President; J. Bruce Vanderhoof, Secretary.
Approved and adopted October 16, 2012 - Russell Mason, President; J. Bruce Vanderhoof, Secretary.
Approved and adopted September 15, 2015 – Robert B. Wylie, President; J. Bruce Vanderhoof, Secretary.
Approved and adopted October 1, 2019 – Kevin L. Dunkin, President; J. Bruce Vanderhoof, Secretary.
Approved and adopted September 24, 2022 – Daniel J. Bruno, President; J. Bruce Vanderhoof, Secretary.
Approved and adopted October 7, 2025 -Daniel J. Bruno, President; J. Bruce Vanderhoof, Secretary.

We, the undersigned, certify that the foregoing bylaws have been approved and adopted by the members of this Association on this 26th day of September, 2026.

Daniel J. Bruno, President

J. B. Vanderhoof, Secretary