



International Association of Auto Theft Investigators

International Association of Auto Theft Investigators Asian Branch (IAATI Asia)

CONSTITUTION AND STANDARD OPERATING PROCEDURES

Inaugural (January 2019)



TO ALL WHOM IT MAY CONCERN:

BE IT KNOWN THAT, Pursuant to the Constitution and By-Laws of the International Association of Auto Theft Investigators, and in order to unite the varied efforts of those individuals who are eligible for membership to provide for exchange of technical information and developments, to cooperate with all law enforcement agencies and associations who are engaged in the prevention and suppression of automobile thefts and related crimes, and to encourage high professional standards of conduct among auto theft investigators and to consistently strive to eliminate all factors which interfere with administration of crime suppression, we declare the **Asian Branch**, all the members of Asia, and such other Creation as may be approved for hereinafter by the Executive Board of IAATI, USA.



IN WITNESS WHEREOF, we have hereunto set our hands and seal, this
24th of February, 2019.


Executive Director
International Association of Auto Theft Investigators



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Article 1: Name, Object and Area

Section 1: Name

This Organisation will be known as the International Association of Auto Theft Investigators Asian Branch hereinafter referred to as IAATI Asia.

The name of the Association shall not be used publicly by any member, other than by the use of the membership card for identification purposes, without the express written permission of the Executive Board. This shall not restrict the Officers, Agents or Appointees of the Association from using the Association name to carry on the duties of their office. No Officers or members of the Association may act in the name of the Association to endorse any product or service nor shall the Association's seal or logo be used in any advertisement of any product or service without prior written approval of the Executive Board of the Branch and the Executive Board of IAATI.

All members of IAATI Asia must be members of the International Association of Auto Theft Investigators ("IAATI").

Section 2: Object

The objectives and purposes of IAATI Asia shall be:

- (a) To unite for mutual benefit those persons who are eligible for membership as specified under Article 2.
- (b) To provide an exchange of technical information and development.
- (c) To co-operate with all law enforcement Agencies and Associations who are engaged in the prevention, detection and suppression of vehicle theft 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 the administration of justice.
- (e) To support and not supersede the use of the International Constitution and By-laws with the understanding that the basis of the authority of this Constitution is the IAATI Constitution and By-laws which will at all times be adhered to.

Section 3: Area

IAATI Asia shall in general terms cover any Country that falls within the area bounded from South East Asia to Japan and any such other Countries as may be approved for inclusion by the IAATI.

Article 11: Membership

Section 1: Active member

The following are eligible for membership of the IAATI Asia:

Any representative of a duly authorised Law Enforcement Agency, administrators and agents employed full time in a Vehicle Registration Function or a Governmental Vehicle Regulatory Function, administrators and employees of any Insurance Crime Prevention Panel, and similar organisations and any person retired from one of the foregoing Agencies.

Also, any representative of any company, business organisation or philanthropic endeavour known or believed to be beneficial to the best interests and objectives of the Association to include representatives of the Motor Manufacturers, the Vehicle Industry and Security Associations.

To be eligible for membership they must contribute an annual sum not less than that of the stated membership fee and be not less than 18 years of age.

Membership shall be granted at the discretion of both the IAATI Asia and the Executive Board of IAATI. Applications for persons who are refused membership shall be returned to that person with a letter of explanation

Section 2: Life membership

The Branch may confer life membership upon any member who has rendered distinctive service to the Branch and its purposes. Nominations will be made by the Executive Board at any Annual General Meeting and must then be approved by a majority vote of the members present at the Annual General Meeting. All past Presidents shall become life members at the conclusion of their term of office as President. Life members will have all the privileges of an active member but without payment of annual dues.

Section 3: Termination

Membership in the Association shall be terminated by (1) voluntary withdrawal or (2) when a member is in arrears with dues or other obligations to the Association or (3) by a two thirds (2/3rds) majority vote of the Executive Board when the Board in its discretion determines that a member has exhibited conduct inconsistent with the objectives or qualifications of the Association.

The Branch President shall appoint a three member Membership Committee to initiate such reviews of investigation, except in the cases of termination by voluntary withdrawal or for non-payment of dues.

The Executive Board shall also give such member due notice and an opportunity to be heard before any such termination, probation, censure or suspension of membership takes place. Any termination, probated, censured or suspended member may be re-instated by a two-thirds (2/3rds) majority vote of the Executive Board.

Section 4: Application for membership

Application for active membership shall be made to the IAATI Asia with the recommendation of an active or life member of IAATI or the provision of suitable references or curriculum vitae'.

Section 5: Membership dues

Membership dues shall be the same as IAATI. A small levy may be imposed by the Branch and is separate from any portion of dues specified by IAATI. All dues shall be payable direct to IAATI in advance of January 1st each year or as collected, and as prescribed by the Executive Board of IAATI (except for the Asian levy (If applicable) that shall be retained by the IAATI Asia Treasurer).

Article 111: Elections – Terms of Office

Section 1: Officers

The Officers of the IAATI Asia shall be the President, First Vice President, Second Vice President, Secretary and Treasurer.

Section 2: Executive Board

The Executive Board of the IAATI Asia shall be composed of the Officers, a minimum of five and a maximum of eight elected Directors and those Past Presidents who have been in attendance at two of the last four executive Board Meetings. The Branch President shall be the Chairman.

Section 3: Terms of office

The period of office for the Executive Board of the IAATI Asia shall normally be from the end of the Asian Vehicle Crime Conference which is to be held each year to the end of the following years Asian Vehicle Crime Conference.

The election will take place at the Annual General Meeting of the Association each year which is to be held during the Asian Vehicle Crime Conference. Should a conference not be held in any given year then the President is to set a date and call for an Annual General Meeting and the appointments will come into effect at the end of that Annual General Meeting.

The election will be held at the Annual General Meeting each year. The format for the election will be by a show of hands for each position with successful candidate having most votes. Nominations for each position must be called for from the floor of the Annual General Meeting.

If desired the Executive Board may call upon a postal vote to be held allowing all members the opportunity to vote.

Proxy votes are not permitted.

Any member of the IAATI Asia may stand for a position on the Executive Board with the exception of the President's position. To nominate for this position a member must have had a minimum of two prior consecutive years serving on the Executive Board. (Excluding the first three years of the Association). Nothing in this chapter shall require the Association to elevate any officer to the next highest office during any election. No elected President shall serve more than three consecutive, one-year terms of office.

Section 4: Vacancies

In the event of a vacancy occurring among Officers and/or the Executive Board between the terms of office, the vacancy may be filled by appointment by a majority decision of the Executive Board the President with the concurrence of the Executive Board and shall hold office only until the next called election is completed.

Article 1V: Government

Section 1: Executive Board

The government of the IAATI Asia shall be vested in its Executive Board. A simple majority of the elected Executive Board of the Branch shall constitute a quorum.

Section 2: Duties and Powers

The Board shall have full powers to initiate and transact all business necessary to the existence of the IAATI Asia and the observance of its purposes.

Section 3: President

The President shall be the Chief Executive Officer of the IAATI Asia. It shall be the responsibility of the President to supervise and co-ordinate the activities of the IAATI Asia and to preside at the meetings of the Branch. The President shall appoint appropriate individuals and Committees when necessary and shall require reports from each as he deems fit. The President, through regular communications with the other officers of the Association, shall assure himself that the responsibilities of the other officers are being properly fulfilled.

Section 4: First Vice President

In the absence of the President, the First Vice President shall be the Chief Executive Officer and shall act as such. The First Vice President shall also act as Chairman of the Finance Committee.

Section 5: Second Vice President

In the absence of the President and First Vice President, the Second Vice President shall be the Chief Executive Officer and act as such. The Second Vice President shall also act as the Chairman of the Constitution and Bylaws Committee and the Education and Training Committee.

Section 6: Secretary

The Secretary of the IAATI Asia shall be elected annually by the Executive Board. The Secretary shall keep records and Minutes of any official meeting of the Association in accordance with Robert's Rules of Order, the Constitution and Standing Operating Procedures manual and all other documents and items of value entrusted to him. It shall be the Secretary's duty to receive and acknowledge all communications of the Branch addressed to him, or that may be submitted to him by the Officers of the Executive Board of the Branch and to perform such duties as are assigned by the President and make available all previous Minutes and communications for inspection when requested to do so at any Meeting.

Section 7: Treasurer

The Treasurer shall be elected annually by the Executive Board. The Treasurer shall be the custodian of the funds of the Branch and shall disburse such funds by cheque as herein authorised and in the manner approved by the Executive Board for the purposes that promote the welfare and objectives of the Association. He shall render a complete summary of all income, disbursement and balances whenever requested by the Executive Board and to the members at each Annual General Meeting.

A written copy of the report shall be made available to any member upon request.

Section 8: Auditor

The Accounts will be subject to audit by the Finance Committee and approved by the Annual General Meeting and may also be audited by an independent professional auditor approved by the Annual General Meeting.

Section 9: Directors

The Directors will be elected from members of the IAATI Asia. They shall be members of the Executive Board and its Committees in the running of the Branch and shall be entitled to attend Officers' Meetings. The Executive Board may meet at any time or place upon the reasonable call of the President or at the request of five members of the Executive Board. Committees may meet upon the call of the Committee Chairperson, at a time and place designated by the Committee Chairperson and in concurrence with the President.

Section 10: Meetings

The Executive Board may meet at any time or place upon the reasonable call of the President or at the request of five members of the Executive Board. Committees may meet upon the call of the Committee Chairperson, at a time and place designated by the Committee Chairperson and in concurrence with the President.

Section 11: General voting

In any issue before the Association, active, associate and life members may vote and only one vote per member shall be allowed with no proxy votes permitted. A vote may be called for by a personal show of hands at any given meeting, postal or electronic votes may be organised with the specific authority of the Executive Board.

Section 12: Standard Operations Procedure Manual

The IAATI Asia shall create a Standard Operating Procedures Manual that complies with that of IAATI, but shall be specific to the IAATI Asia of the International Association of Auto Theft Investigators. It shall describe the operating procedures of the Association, including responsibilities of elected and appointed officers, the Annual Meeting and its activities and any other item deemed

appropriate. The manual may be amended by a majority vote of the Executive Board. The contents of the manual shall be binding on all members and persons affected.

Article V: Finance

Section 1: Finance

The IAATI Asia shall constitute and operate as a non-profit making organisation.

Section 2: Funds

Any funds paid to the IAATI Asia shall be properly deposited by the Treasurer into the IAATI Asia accounts and shall be accounted for using generally accepted accounting practices.

Section 3: Expenditure

It shall take the signature of the Treasurer and one other elected Officer to make any expenditure from the account(s) of the IAATI Asia over the sum equivalent to US\$250. All expenditures shall be funded through an Executive Board approved budget. The budget shall be approved by the membership at the Annual General Meeting.

Section 4: Audit

The Executive Board shall ensure that an audit of the Treasurer's records takes place annually. A copy of the accounts shall be sent to the President of the IAATI Asia in each year and, and the treasurer of IAATI, and, upon request, to any member of the IAATI Asia.

Article V1: Amendments

Section 1: Requirements

This Constitution may be amended at any meeting of the Branch by a vote of two thirds (2/3rds) of the active or associate branch members present, provided:

- (a) The proposed amendment is disseminated to the general membership through normal written communications at least thirty (30) days prior to the meeting.
- (b) The proposed amendment is presented in a form consistent with, and without conflict to, the remainder of the existing Constitution of the Branch and the International Association of Auto Theft Investigators.
- (c) All amendments of the Constitution must be approved by the IAATI Board prior to implementation

The SOP's may be amended by a majority vote of the Executive Board.

Article V11: Dissolution of the Branch

Section 1: Dissolution

In the event of the dissolution of the IAATI Asia, whether voluntary or involuntary, no member shall be entitled to any share in the distribution or division of its remaining property or its assets and the balance of all monies and other property received by the Branch from any source, after payment of all debts and obligations of the Branch, shall be transferred to the International Association of Auto Theft Investigators' Executive Board. The International Board may further appoint a receiver to provide for any distribution or division.

Standard Operating Procedures

SOP 1 – Standard Operating Procedures

Standing Operating Procedures (SOPs) are the regulations by which the Branch is governed. These are in addition to the Constitution. The Constitution shall take precedence in case of a conflict.

Amendments or additions to the SOPs must be submitted to an Executive Board meeting prior to debate and voting. Any changes require a majority of the Board present at the meeting and shall be recorded in the minutes.

The master copy of the SOPs shall be held by the secretary.

Any member shall be entitled to see the SOPs.

SOP 2 – IAATI Asia Board Meetings

The Executive Board of IAATI Asia will meet a minimum of three times a year.

The date, location and time shall be circulated by the secretary a minimum of three weeks before the meeting.

Executive Board meetings will be carried out in a professional way that conforms to normal known meeting procedures. In matters of dispute then reference to Roberts Rules of Order can be made. However, if this fails to settle a dispute in procedure, the Branch President will decide what he considers to be the correct procedure. If further doubt arises then a decision as to the correct course of conduct is to be made by the IAATI International legal Adviser.

The minutes of each meeting shall be accepted as a true record of the meeting by the board and shall then be signed and dated by the President. This copy will be held by the secretary for any future reference.

The Agenda for Executive Board meetings will be the responsibility of the President and Secretary.

Matters for the agenda will be submitted to either the President or Secretary prior to the scheduled Board meeting.

SOP 3 – Membership

Any membership application shall be passed to the Secretary.

The Secretary shall ensure the application contains sufficient information to enable a judgement on the membership of the applicant.

Where the applicant is clearly of good standing and appropriate to be a member then the Secretary shall proceed with the application and advise the Executive Board of the new member details.

Where there is any doubt about the applicant, the application shall be referred to the Executive Board for consideration. The Boards decision shall be recorded in the Board Meeting minutes.

In the case of refusal of membership, the Secretary shall write to the applicant informing them of the decision.

The IAATI Executive Board (International) may veto the decision of the Branch to appoint any member if they so desire.

Where it is believed that a member has exhibited conduct inconsistent with the objectives or qualifications of the Association then the Executive Board shall investigate the allegations. The member shall be given the opportunity to give evidence in his defence. Following the investigations, the Board may terminate membership by a two thirds majority vote.

SOP 4 – Annual General Meetings

The Branch shall hold an AGM once per year and within fifteen months of the previous AGM

The location and timing of the AGM should be, where possible, held in conjunction with the Asian Vehicle Crime Conference which shall be decided by the Executive Board and communicated to the members at least 30 days in advance of the meeting. The location and timing shall be such as to facilitate maximum attendance at the meeting.

Any member may submit an agenda item, which must be received by the secretary at least 14 days before the meeting.

Providing the above is followed, there is no fixed quorum for the AGM. Votes are by simple majority with the President holding any casting vote.

Fixed agenda items shall be:

- Declaration of new Board Members and Officers.
- Presentation of accounts.
- Location of the next Vehicle Crime Conference
- Approval of next years budget

SOP 5 – Board membership

The Branch Executive Board consists of 5 Officers and between 5 and 8 ordinary members.

The term of office of all Board Members is nominally one year.

The date of elections shall be at the same time as the Annual General Meeting.

The Secretary shall be elected annually by the Board.

The Treasurer shall be elected annually by the Board.

Any member of the IAATI Asia may stand for membership of the Executive Board.

An independent scrutineer shall be appointed by the President prior to any elections.

In the event of any vacancy in the Executive Board, the president may fill this post by appointment until the next elections, their appointment needs to be ratified by the Executive Board.

SOP 6 – Conflicts of interest

This SOP applies to directors and officers of IAATI Asia.

Why do we have a policy?

Directors and officers have a moral obligation to act in the best interests of the organisation.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the organisation. Such conflicts may create problems and may:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the organisation;
- Risk the impression that the organisation has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, we are asking directors and officers to declare their interests, and any gifts or hospitality received in connection with their role in the organisation.

What to do if you face a conflict of interest

If a director or officer believes that a Conflict of Interest may exist, they should declare their interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason; you may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the secretary and/or the president of the board, the secretary or president will declare that interest.

Decisions taken where a director or officer has an interest

In the event of the board having to decide upon a question in which a director or officer has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the duration of the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the secretary and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;

- An outline of the discussion;
- The actions taken to manage the conflict.

Where a director or officer benefits from the decision, this will be reported in the annual report and accounts.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

SOP 7 – Board expenses

Board members of IAATI Asia may be entitled to reclaim reasonable expenses incurred during their duties. These expenses shall relate directly to costs incurred and shall not include any recompense for time or labour.

Unless previously authorised by the Board, all expense claims shall be authorised by the President or a Vice-President.

Any claims shall be made to the Treasurer in writing setting out the expense and production of a receipt, where possible.

Payment shall be made once approved.